SMARTStream®
Blanket Release Entry

Table of Contents

Department Record-Keeping for Blanket Releases

As SmartStream entry is rolled out to user departments, it is very important that each department establish a consistent method of file maintenance that will ensure that information related to their entries be readily accessible for internal and external auditors. All records must be retained for a period of three (3) years.

It is recommended that each department assign a liaison to coordinate with the auditors the retrieval of information requested. User departments are required to maintain accurate records of all SmartStream blanket release entries as follows:

- Copies of approved blanket order releases entered on the SmartStream System must be maintained in departmental files.

- It is suggested that all releases related to each blanket order remain together. This will assist the authorized user in assuring the approved dollar amount on each blanket not be exceeded and will allow easy access by an auditor to an entire blanket order's activity.

- At the close of each fiscal year, the files from the previous year should be boxed, labeled and stored in the department and new files for the current year should be established.

Balancing Reports

- All balancing reports should be run the day following your entry.
- Run Blanket Release Balancing Report.
- Create a calculator tape totaling a 'hash total' on (gross dollar amount of blanket release less sales tax and freight).
- Compare the tape total with that of the report.
- If hash totals do not agree, compare the blanket release forms to the report and make correct entries once error(s) are found.
- All discrepancies and their resolutions must be annotated on the Balancing Report.
- The reconciliation report must be signed and dated (with the date the reconciliation was completed) by the employee performing the reconciliation and filed in the department.

Blanket Order Release

There are three steps to processing a Blanket Release:

Step I: *Reduce Encumbrance of Blanket*. This is accomplished by accessing the original Purchase Order and reducing the amount by the Release Amount. Release amount should include all appropriate freight and tax.

Step II: *Enter the Release*. This is accomplished by creating a new Purchase Order using the original Purchase Order Number plus the three character Release Number (A00 through Z99). The Release numbering sequence allows for up to 2600 releases per Blanket Order.

Step III: *Select Purchase Orders to Send*. The original blanket and release need to be sent.

Note: Make sure the Blanket Release Number is written on the Invoice before submitting the Invoice to Accounts Payable.

STEP I: Reducing Encumbrance of Blanket Order

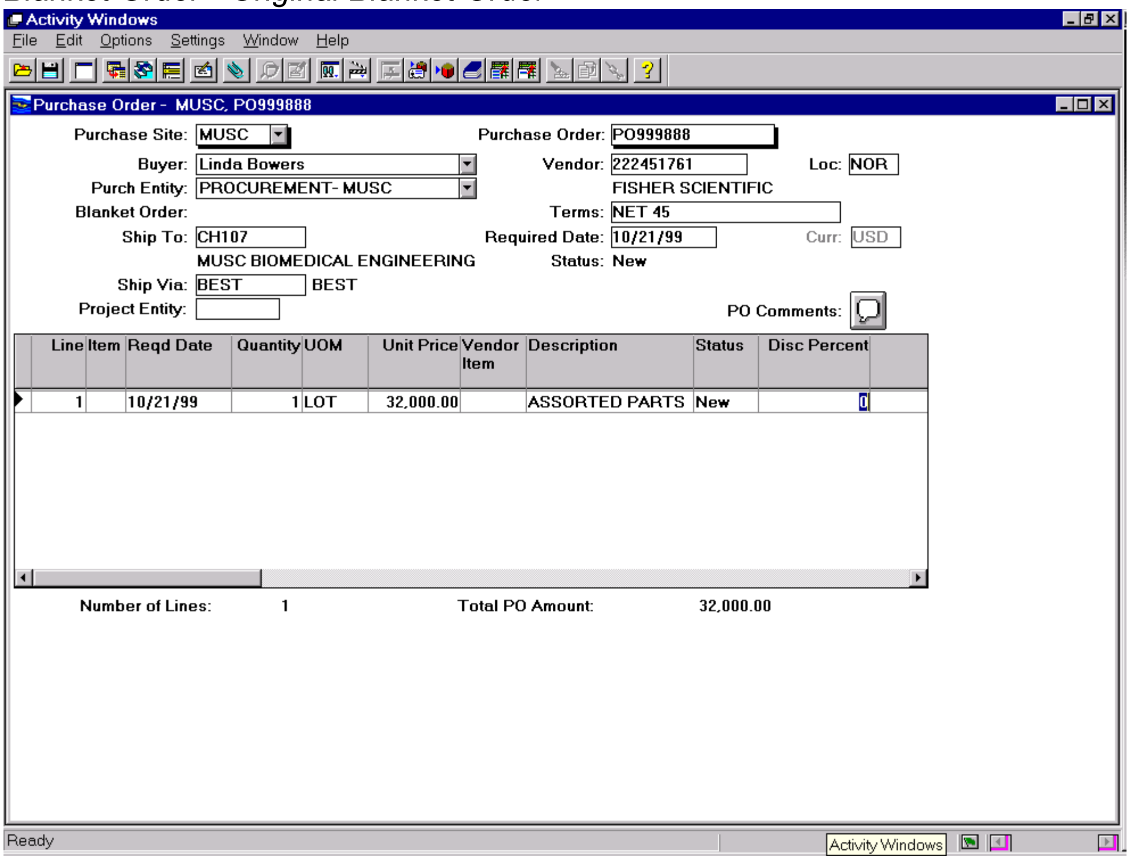
Select the Purchase Order activity or, if already in the Purchase Order activity, Clear the Window.

1. Enter the blanket order number in the Purchase Order field.
2. Calculate the new balance (current balance minus release(s) amount, including freight and tax.
   Enter new balance in the Unit Price Field. (Current Balance-New Release(s))
3. Save.
4. SEND PURCHASE ORDER(Step III) The Select Purchase Orders to Send activity chould generally be performed at the end of the day. At that time you can select and send all Blanket Orders whose amount has been reduced and all associated blanket releases.

STEP II: Entering the Release

A. Obtain the information for the following page from the Original Purchase Order document or from the SmartStream Purchase Order Windows.

Blanket Order - Original Blanket Order



From the Browser, select Purchase Order.

Enter the first eight digits of the original blanket order and TAB (BFxxxxxx).
Note: to move between fields, always use the TAB key

From the EDIT menu you can select 'Copy All Fields' , then Tab and paste those fields which are not changing on the Release (for example SHIP TO, Ship Via, etc.) Or you can use the Form on the following page.

Main View

∗ Buyer Name ______________________________

∗ Ship-To ______________________________

∗ Vendor Number (if using the same vendor) ______________________________

∗ Vendor Location ______________________________

∗ Terms ______________________________

∗ Description (including vendor item #: only if ordering the same item) ______________________________

∗ Intl Commodity Code (only if ordering the same item) ______________________________

Document Detail View

∗ FOB Point ______________________________

∗ Freight Terms ______________________________

∗ Customer (only if Sole Source)
(*Requisition # is not needed)* ______________________________

If this is a sole source blanket and this field is blank, call Buyer.

Document Tax View

∗ Tax Rule Sales Tax or Use Tax %___________

If this is blank on original Blanket Order: call the Buyer.

∗ *This information can be obtained from the original Blanket Order.*

Perform a Purchase Order Search to obtain the last blanket release # used.

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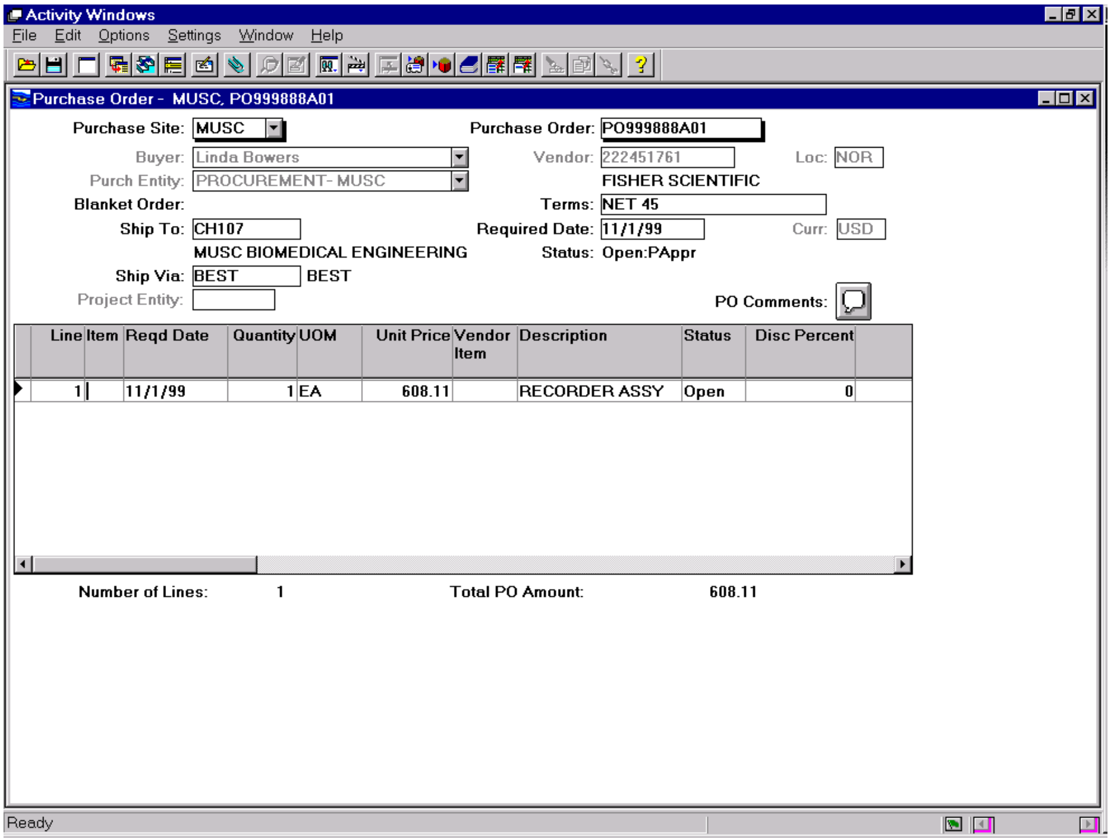
Blanket Release Entry

B. Select the Purchase Order activity or, if already in the Purchase Order activity, click on the ‘Clear Window’ button.



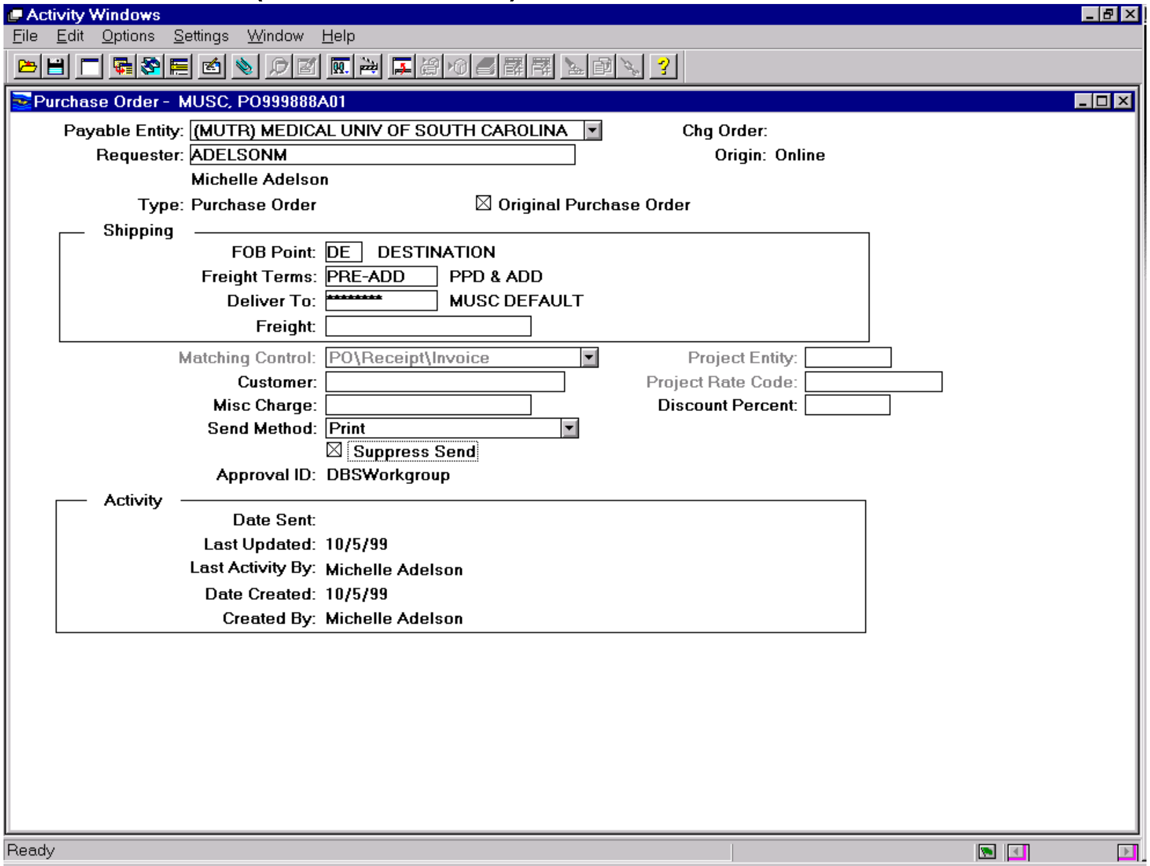
Enter the following information (obtained from the original Blanket Purchase Order) in the Main View: (TAB between fields)

1. Purchase Order: Enter release number
2. Buyer
3. Vendor number
4. Vendor location code

   NOTE: If vendor number or vendor location code is not set up, contact Procurement
5. Purchasing Entity: *defaults to MUSC*
6. Terms: Click on Browse button for list of approved terms
7. Ship-to Code

8. Required date: MM/DD/YY
9. Ship Via Information
10. Item: TAB THROUGH
11. Quantity
12. Unit of Measure: Click on Browse button for list of approved units of measure
13. Price
14. Vendor Item: TAB THROUGH
15. Description (include the vendor item number, if known, before description)
16. International Commodity Code: Enter (or Lookup) the 5-digit Commodity Code. You may have to scroll to right to view this field. (If you are not sure which code to use, call procurement)
17. UDAK (may default to Department's UDAK) Enter different UDAK if necessary. NOTE: Enter Year for Grants only.

Purchase Order (Blanket Release) -Document Detail



Enter the following (obtained from the original Blanket Purchase Order) in the Document Detail View:

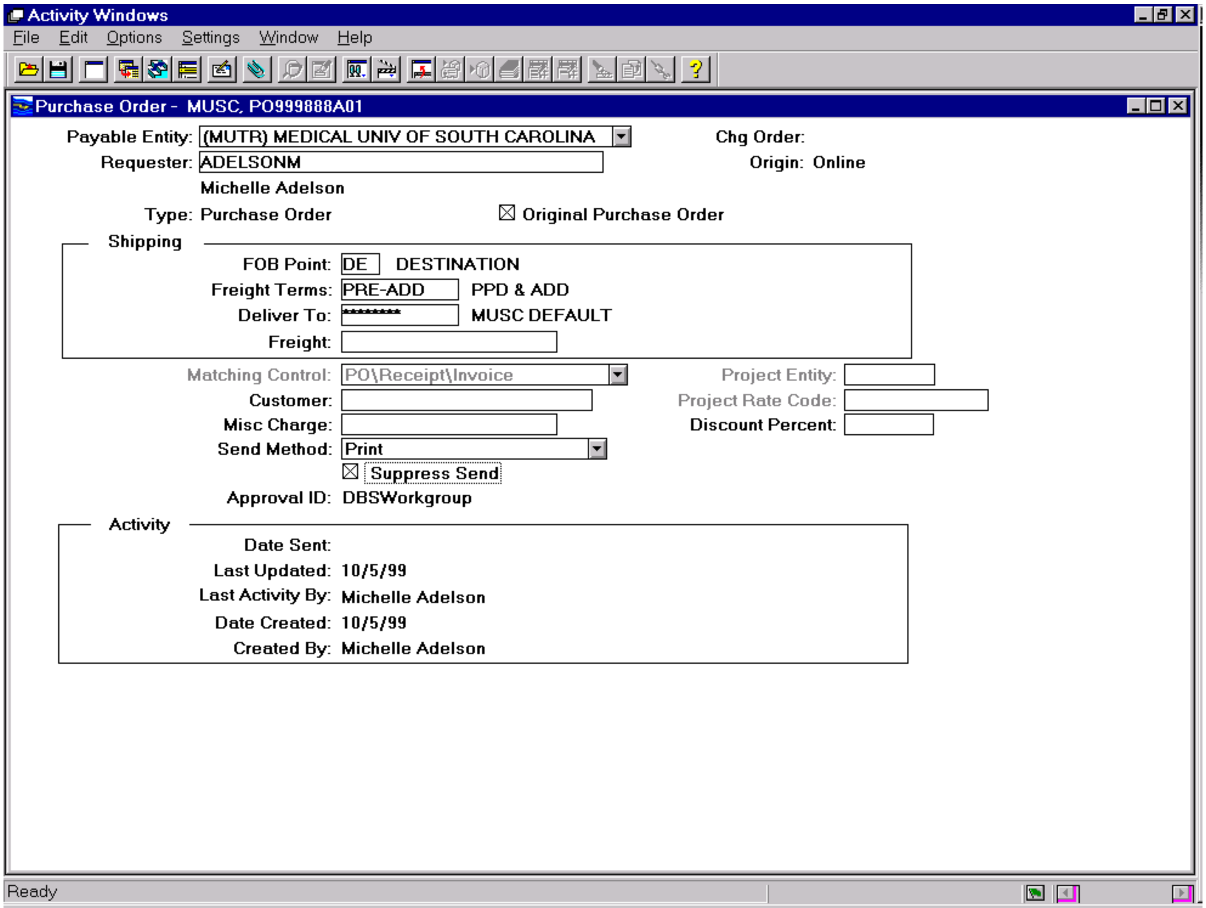
1. FOB Point Information
2. Freight Terms
3. Freight Amount
4. Customer Field: Sole Source: Enter Sole Source Code from Original Order. i.e., 08BD01 or 08

   Otherwise, Leave Blank

   Note: Ignore RQ# in this field

5. Miscellaneous charges
6. Click on the Suppress Send Box (make sure an ‘x’ appears in the box). This will insure that the Purchase Release is not printed as a Purchase Order.

Purchase Order - Document Tax View



Enter the following (obtained from the original Blanket Purchase Order) in the Document Tax View:

1. Click on the Browse button and select the appropriate Tax Rule.
   In-State Vendors: Select Sales Tax
   Out-of-state Vendors: Select Use Tax

2. Enter Tax Rate Code

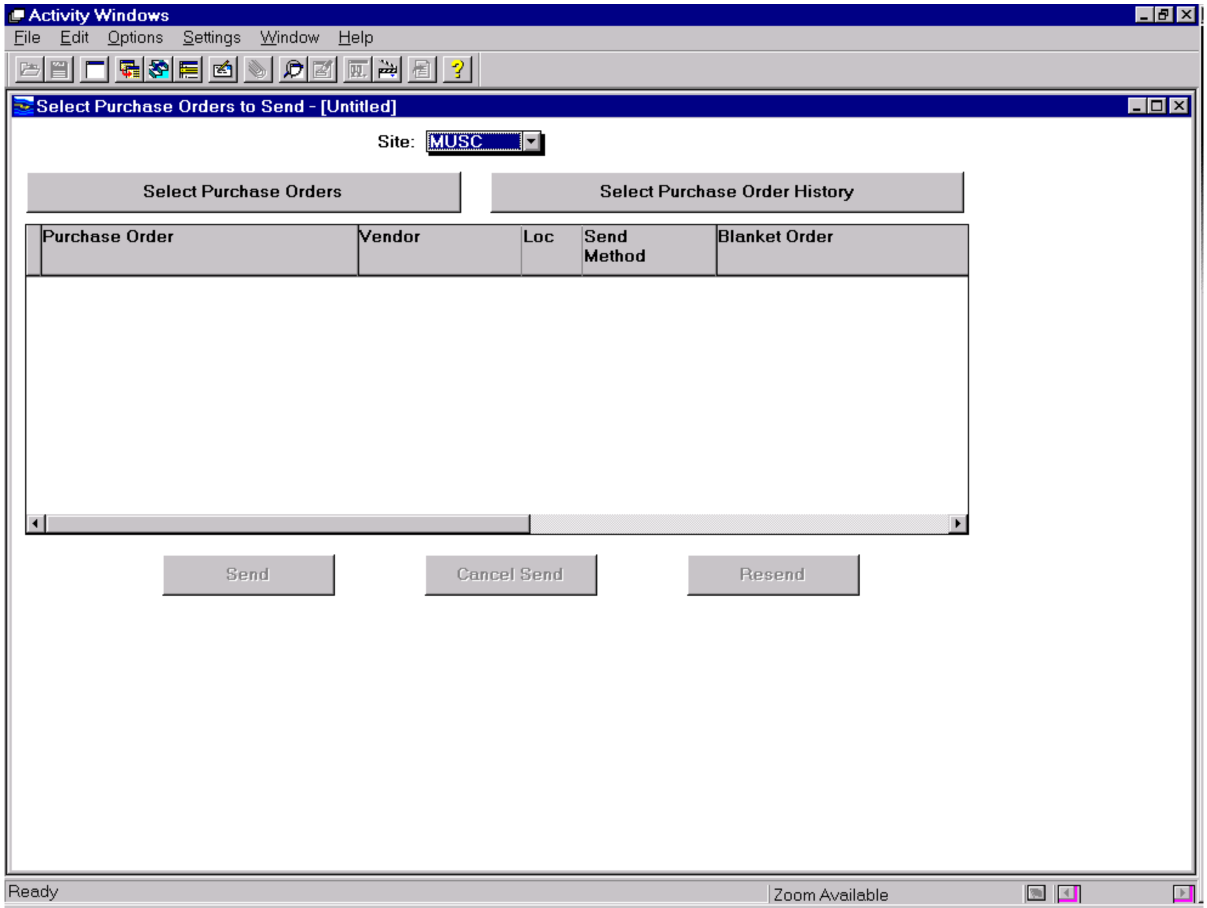
Click on the Return to the Main View Button.

1. Review your entries for accuracy.

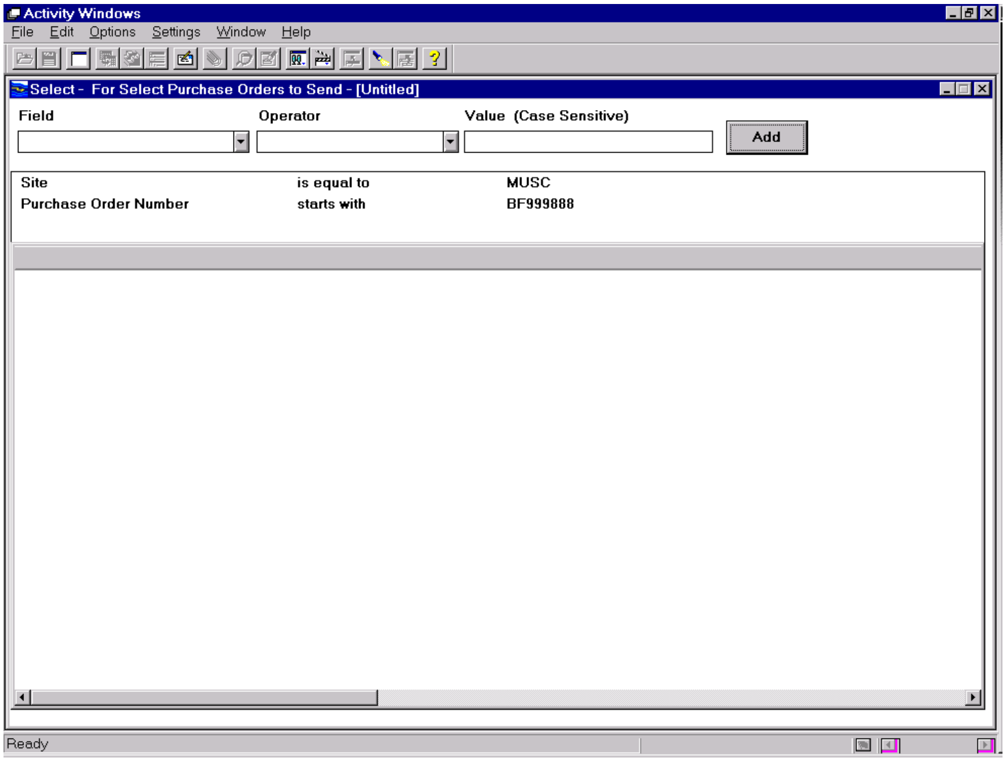
2. Save the Release.

Return to the Browser.

STEP III: Select Purchase Orders to Send



1. Click on Select Purchase Orders



Select Purchase Orders to Send - Search Criteria

1. Enter Search Criteria to select Purchase Orders you wish to send.
   Field = Purchase Order Number
   Operator = Starts With
   Value = Original Blanket Order Number (BFxxxxxx)
2. Highlight the rows (using Shift 'click' or Control 'click' for multiple releases) you want to send. Click on the Return Values to Window Button.
3. Click on Send button.

Deleting and Canceling a Blanket Release

Once a blanket release has been *sent* it cannot be deleted, it must be *canceled*.

To cancel a blanket release which has been sent:

Note: Releases cannot be canceled until the next business day. Once canceled, the release number cannot be used again. Also, any change to the Original Blanket Order related to this Blanket Release, must be corrected.

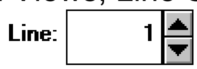
A. Open the Purchase Order activity
B. Enter Blanket Release Number and TAB
C. From the Actions Menu Select: Cancel Purchase Order
D. Open the Select Purchase Orders to Send activity
E. Send the Original Blanket Order and the canceled release. (Using steps 1-3 from above)

Standing Orders (i.e. Water)

Note: No releases are required for Standing Orders.

1. Open Initial Receipt Activity.
2. Enter partial receipt for the amount you are receiving.
3. Mark Invoice with “Receipt Entered”, dated and signed. Verify that the original Standing Order Number is included. If not, write it in.
4. Forward invoice to Accounts Payable.

Closing a Blanket Release(PO) Short

1. Open the Blanket Release.
2. Add any additional lines at this point, i.e. line with new pricing.
   - Click on last line and press Enter on keyboard.
3. To close, Click on Views, Line Schedule Detail
4. Use scroll arrows 

to find line to be closed.
5. Click on Actions, Close to Receiving.
6. Click on Yes.
7. Repeat for any additional lines to be closed.
8. If entire Blanket Release is being closed, skip to step 11.
9. Click on Views, Line Detail, Line Comments: Enter reason line is being closed.
10. Repeat for each line being closed
11. In Main View, Click on PO Comments and enter reason Blanket Release is being closed.
12. Save

Note: If only lines are closed, you do not “Select Purchase Orders to Send.” If lines are ***added***, you do.

IMPORTANT: If incorrect receipts have been entered, those receipts must be reversed and re-entered correctly prior to closing short. See the following page for these steps.

Reverse Receipt

1. OPEN REVERSE RECEIPT Activity
2. Enter RECEIPT NUMBER if known and TAB OR
3. Select File Open
4. Enter Criteria (Order ID ‘starts with’ Blanket Release Number)
5. SEARCH: Return Values to Window
6. Press SAVE for each Receipt line.

Receipt Entry

1. OPEN **INITIAL RECEIPT** ACTIVITY
2. TAB THROUGH Order Type
3. Change Due Date ‘Year’ to the following year (i.e., 03/05/99 change to 03/05/00)
4. Enter Blanket Release Number; click on Search Button
5. Highlight the line items you want to receive.
6. Click on Views, Initial Receipt Detail
7. Enter in the Packing Slip Field: Today’s date (MMDDYY) User ID (no spaces).
   ex: 010599SMITHJ
   - **If you are receiving multiple lines, you can copy and paste this information to additional lines.**
8. Receive Date: if the date received is different than today’s date, enter it here (MM/DD/YY).
9. Quantity to Receive if it is different than quantity displayed.
10. Select the next line to receive (using the selected receipt box), repeat steps 7-9.
11. Click SAVE:
12. MESSAGE WILL APPEAR indicating that you are receiving multiple lines even though only one item is displayed. Click YES.

NOTE: Mark receipt “entered”, sign and date. Receipts should be filed within the department.

BUTTON KEY: Save Views Actions

INDEX