



College Financial System User Procedure

Title:

AutoCreating a PO from a Requisition

Description:

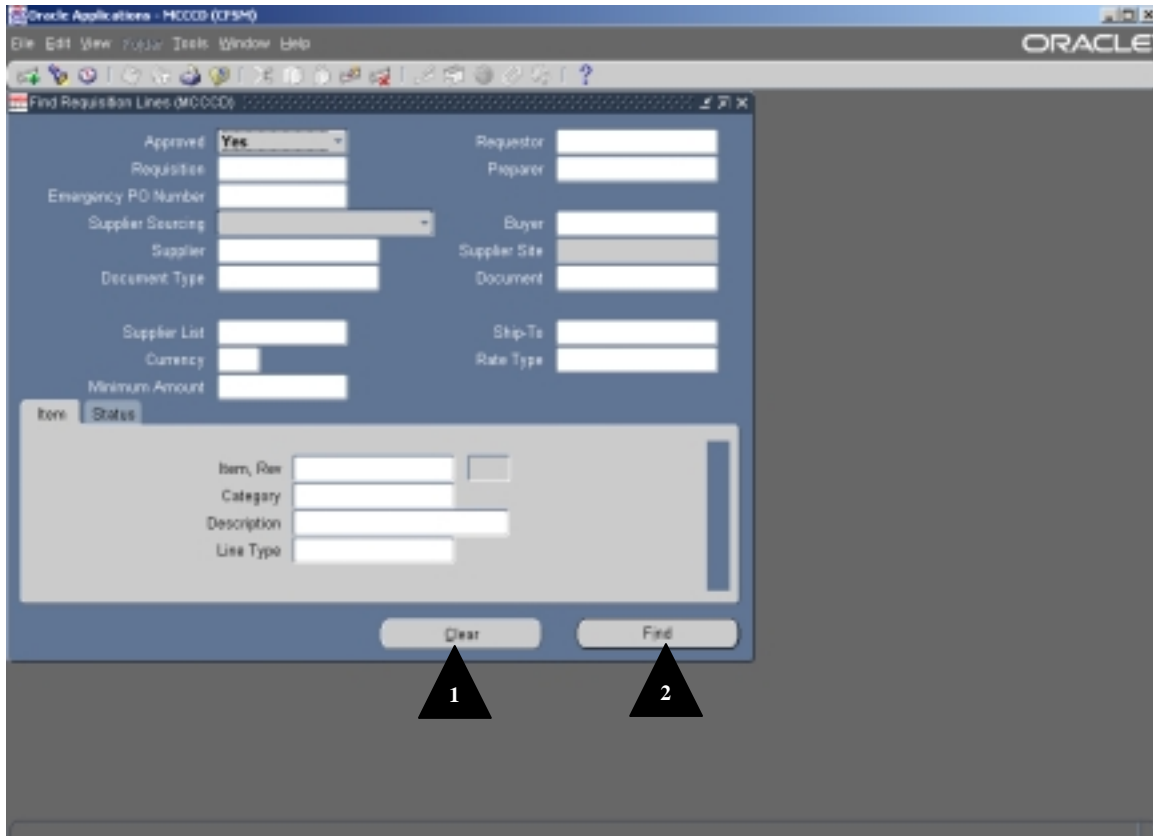
This procedure describes how to use Oracle's AutoCreate functionality to convert an approved Requisition into a Purchase Order.

College Financial System (CFS) Prerequisites:

- *An approved requisition must exist.*
- *The User must be defined as a Buyer in the system.*
- *System Navigation skills are required*

<i>Menu Path</i>
AutoCreate


Window Name:
Find Requisition Lines



Enter the requisition pool to find your requisitions that you will AutoCreate Purchase Orders from. All requisitions in the pool will appear.

Field Name Description/Action

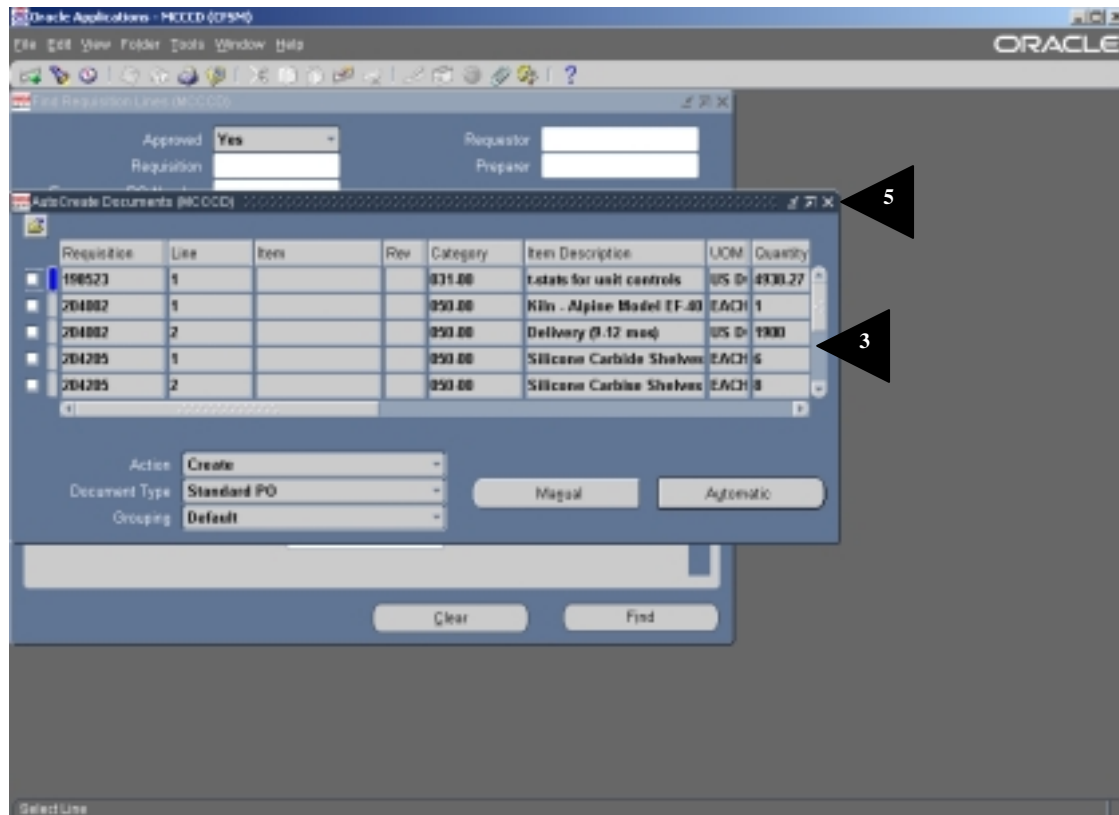
1. Click on the **CLEAR** button.

 **Note:** Clicking on the “Clear” button will remove the User’s name from the Buyer field. This is important if you wish to view requisitions that have no Buyer assigned, or if you wish to look at requisitions that have other Buyers specified.

2. Click on the **FIND** button.

Window Name:

AutoCreate Documents




The requisition lines in the requisition pool will appear in the AutoCreate Documents window.

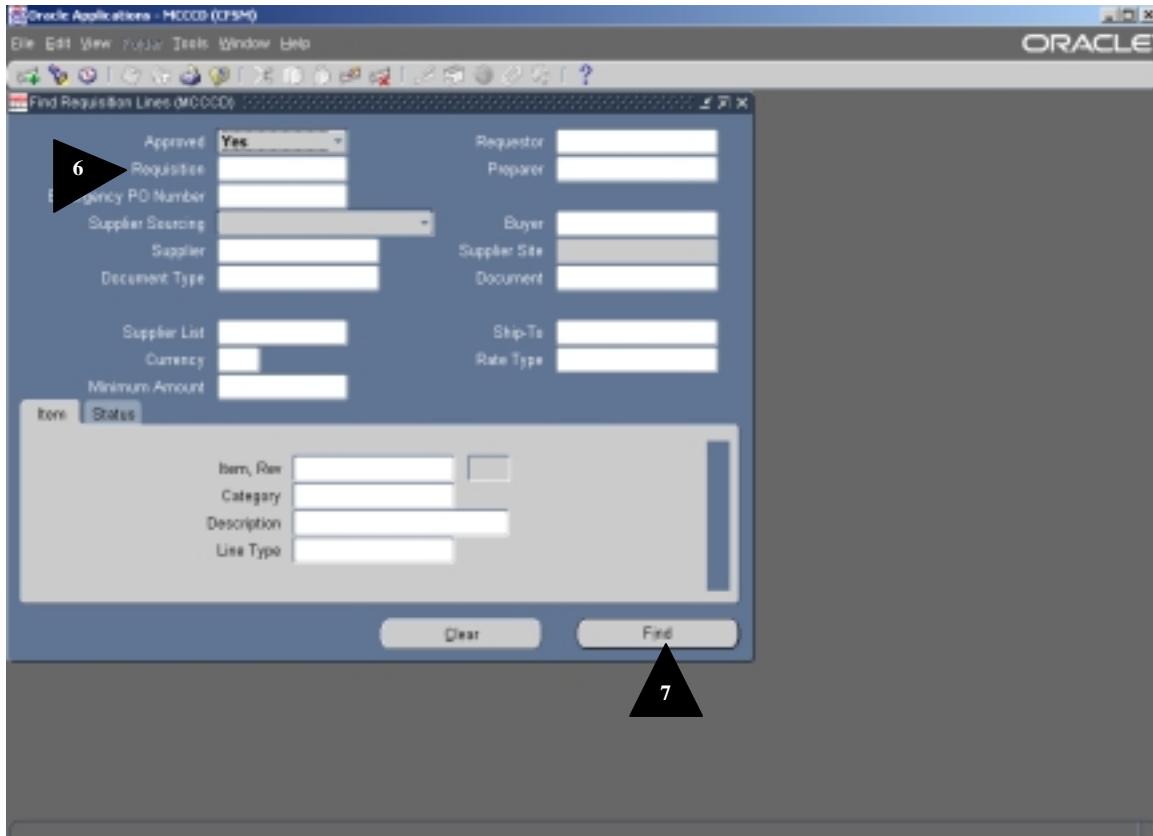
3. Only the first five lines in the requisition pool will appear, so you will need to use the scroll bar to scroll down (or use the arrow down on your keyboard) to see other requisitions and requisition lines.

 **Note:** You may also scroll right to view more information on requisition lines.

4. Write down the requisition number(s) that you are responsible for.
5. Once finished taking notes of which requisitions are yours, close the AutoCreate Documents window by clicking the “X” in the upper right corner of the window.

 **Note:** You will be returned to the Find Requisition Lines window.

Window Name:
Find Requisition Lines




Field Name

Description/Action

6. Requisition

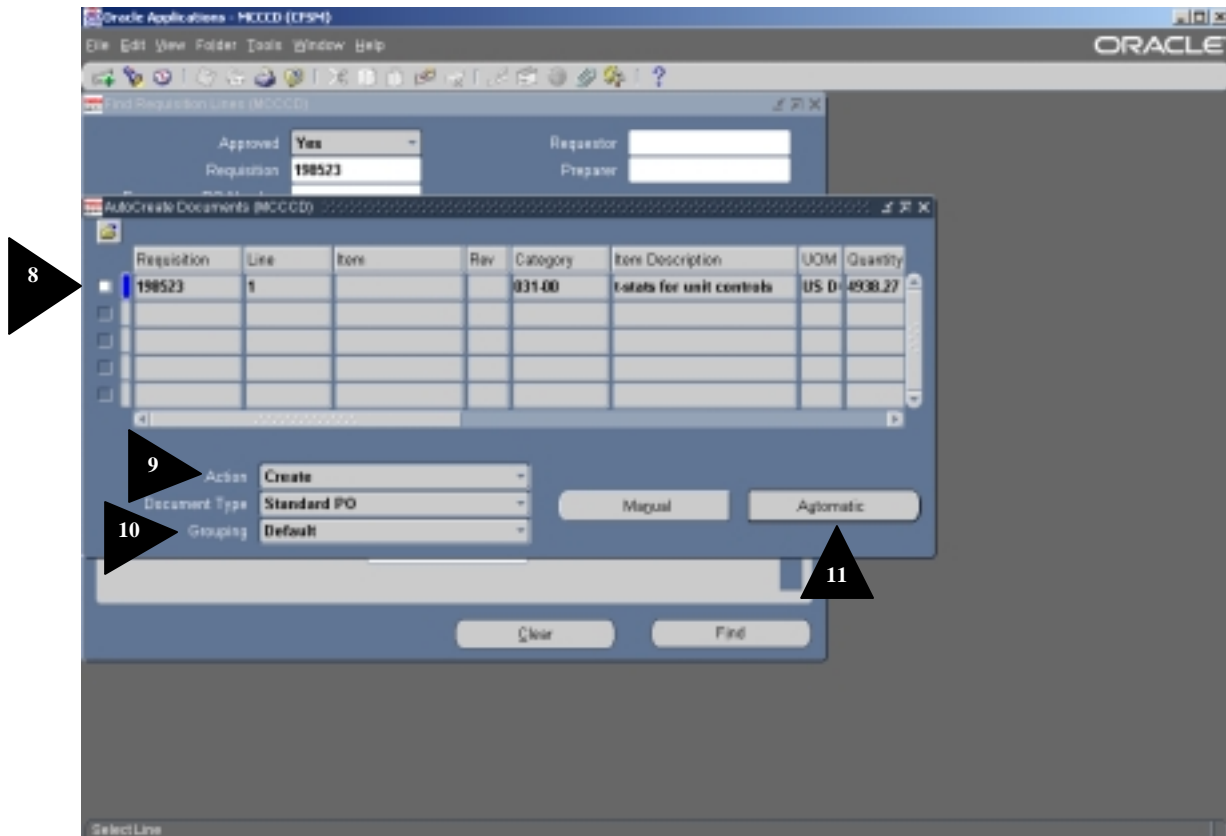
Enter the requisition number that you wish to Autocreate a PO from.

 **Note:** This requisition number would be obtained from the list of Requisitions you wrote down after visiting the requisition pool.

7. Click on the **FIND** button.

Window Name:


AutoCreate Documents




You are returned to the AutoCreate Documents window.

Field Name Description/Action

8. Select those requisition lines that you would like to generate a PO with by clicking in the check box to the left of each line.

 **Note:** Once you click the check box, the line will be highlighted in a light blue color. If you want to select all lines of a requisition, you may go up to “Edit” in the menu at the top of the window, and then select “Select All.”

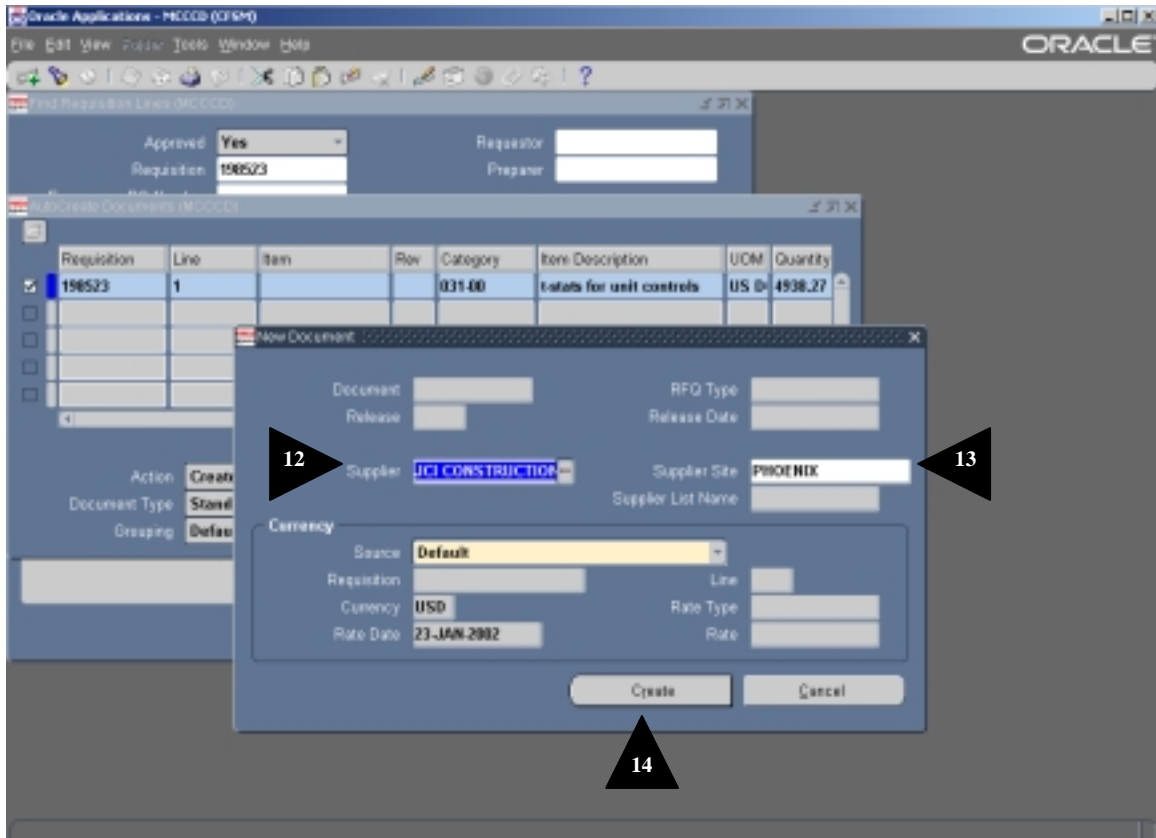
9. Select “Create” from the “Action” drop-down menu if you are creating a new Purchase Order, or select “Add To” if you are adding requisition lines to an existing Purchase Order (increasing the Purchase Order).
10. Change the “Grouping” drop-down menu to “Requisition.” The Purchase Order lines will be in the same order as the Requisition lines (therefore, you will not have to re-number them).

 **Note:** If you select “Default,” then the Purchase Order lines will be sorted by item description rather than by requisition line number.

11. Once the lines are selected, click the **AUTOMATIC** button.

Window Name:

New Document




Field Name

Description/Action


12. Supplier

Enter Supplier (List of Values can be used; you may get there by clicking within the field).

 **Note:** If a supplier was specified on the requisition, it will appear here in the New Document window. If not, choose one using the List of Values.

13. Supplier Site

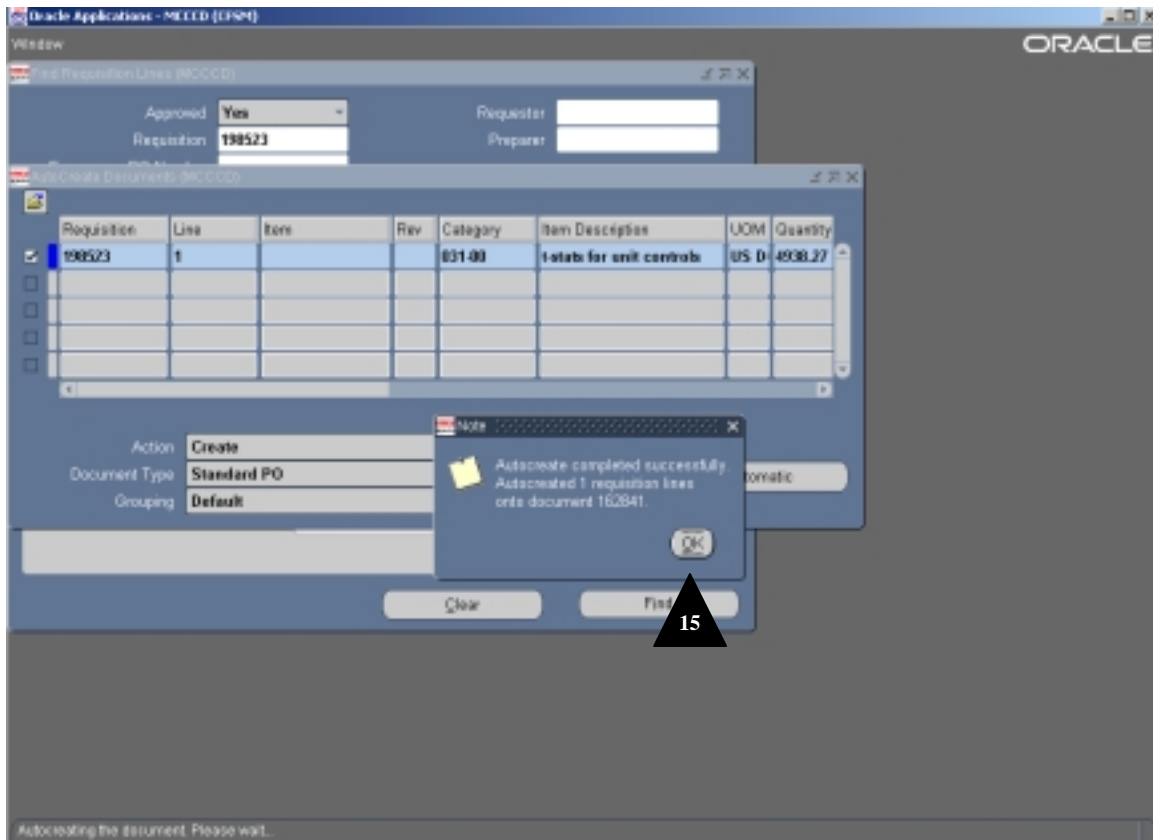
Enter the Supplier Site (List of Values can be used; you may get there by clicking within the field).

 **Note:** If a supplier site was specified on the requisition, it will appear here in the New Document window. If not, choose one using the List of Values.

14. Click on the **CREATE** button.

Window Name:

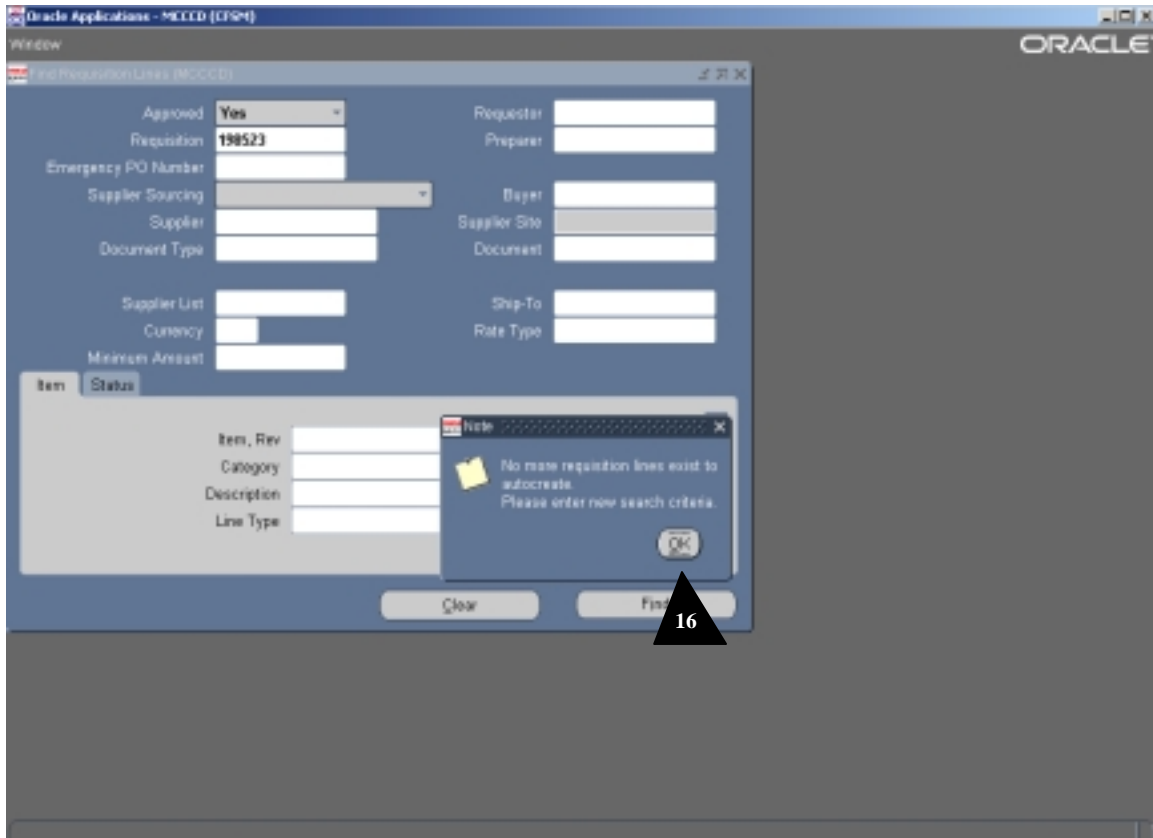
AutoCreate to Purchase Orders



Note: The Note lets you know that the AutoCreate process was successful.


15. Document the Purchase Order number, then click on the **OK** button.

Window Name:
Find Requisition Lines



You will be returned to the Find Requisition Lines screen.

Field Name **Description/Action**

 **Note:** If all lines of the requisition have been turned into a PO, then you will get the note that reads “No more requisition lines exist to autcreate. Please enter new search criteria.”

16. Click on the **OK** button.

Window Name:

AutoCreate to Purchase Orders

The screenshot shows the Oracle Applications interface for 'AutoCreate to Purchase Orders'. The window title is 'AutoCreate to Purchase Orders (MCCOC) - 162841'. The form contains the following fields:

PO, Rev	162841	0	Type	Standard Purchase	Created	23-JAN-2002
Supplier	JCI CONSTRUCTI	Site	PHOENIX	Contact		
Ship-To		Bill-To	00-AP	Currency	USD	
Buyer	ROUSE, NICOLAS	Status	Incomplete	Total	4,598.27	
Description						

Below the form is a table with the following columns: Num, Type, Item, Rev, Category, Description, UOM, Quant. The table contains one row with the following data:


Num	Type	Item	Rev	Category	Description	UOM	Quant
1	Swiss-Dollars			001-00	Materials for unit contro	US D	4598.27

At the bottom of the window, there are buttons for 'Catalog...', 'Currency...', 'Terms', 'Shipments', and 'Approve...'. A scroll button is located on the right side of the table.

Review the Purchase Order information in the window. Make any necessary changes to the data.

Field Name Description/Action

17. Ship-To Defaults from the requisition.

 **Note:** If the Ship-To field is blank, a site will need to be entered. Find the Ship-to site by clicking the "Shipments" button or by using the list of values.

18. Description A contract number, or special note may be placed here. This field will default blank.

19. Num System generated from the number of line items selected.

20. Type Defaults from selected requisition(s).

21. Category Defaults from selected requisition(s).

22. Description Defaults from selected requisition(s).

23. UOM Defaults from selected requisition(s).

24. Quantity Defaults from selected requisition(s).

25. Click on the right **SCROLL** button to see more of the data.

Window Name:

AutoCreate to Purchase Orders

Item	Price	Promised	Need-By	Supplier Item	Charge Account
1	1	21-SEP-2001	21-SEP-2001		190.250.171844

Field Name


Description/Action

26. Price

Defaults from selected requisition(s).


27. Promised

Defaults from selected requisition(s). The fastest way to remove the “Promised” date is to click on the SHIPMENTS button, delete the “Promised” date, and close the SHIPMENTS window.

 **Note:** If the “Promised” date is on every line, you must go into the shipments and remove it for each line.

28. Need-By

Defaults from selected requisition(s). The fastest way to remove the “Need-By” date is to click on the SHIPMENTS button, delete the “Need-By” date, and close the SHIPMENTS window.

 **Note:** If the “Need-By” date is on every line, you must go into the shipments and remove it for each line.

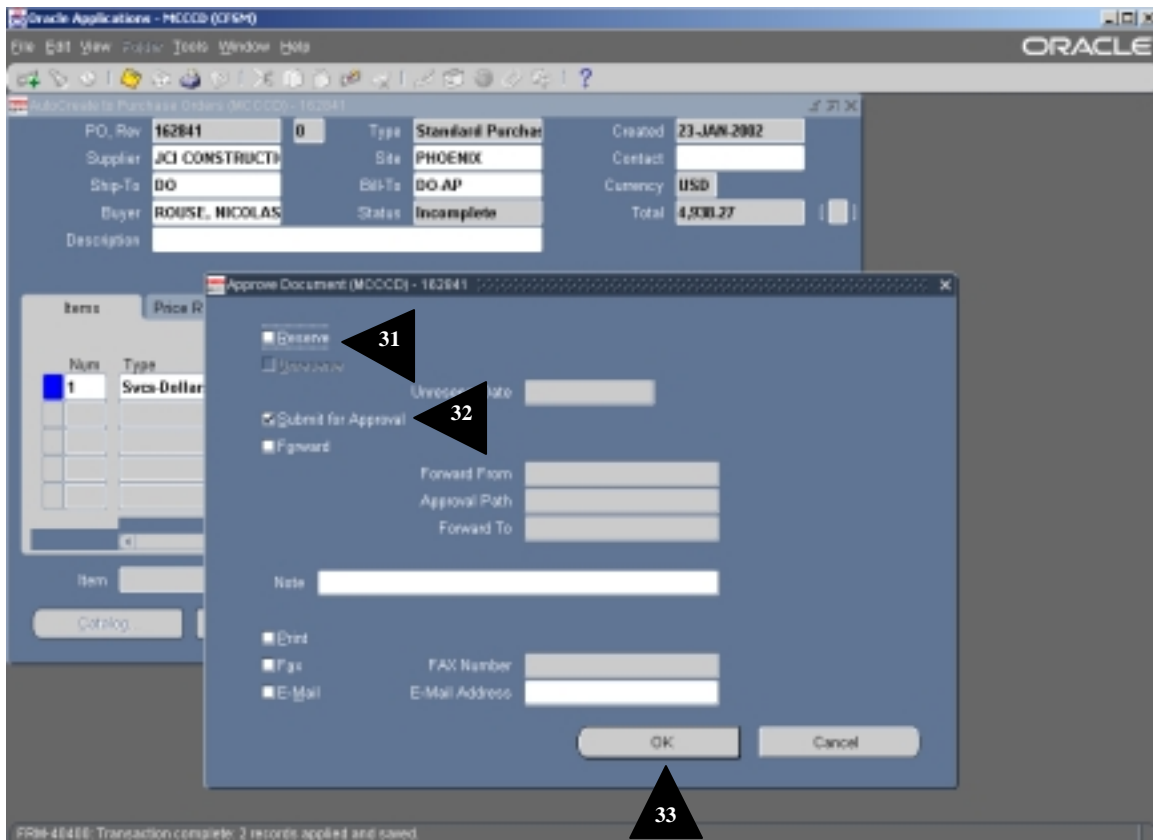
29. Charge Account

Defaults from selected requisition(s). This cannot be altered here.

30. Click on the **APPROVE** button.

Window Name:

Approve Document



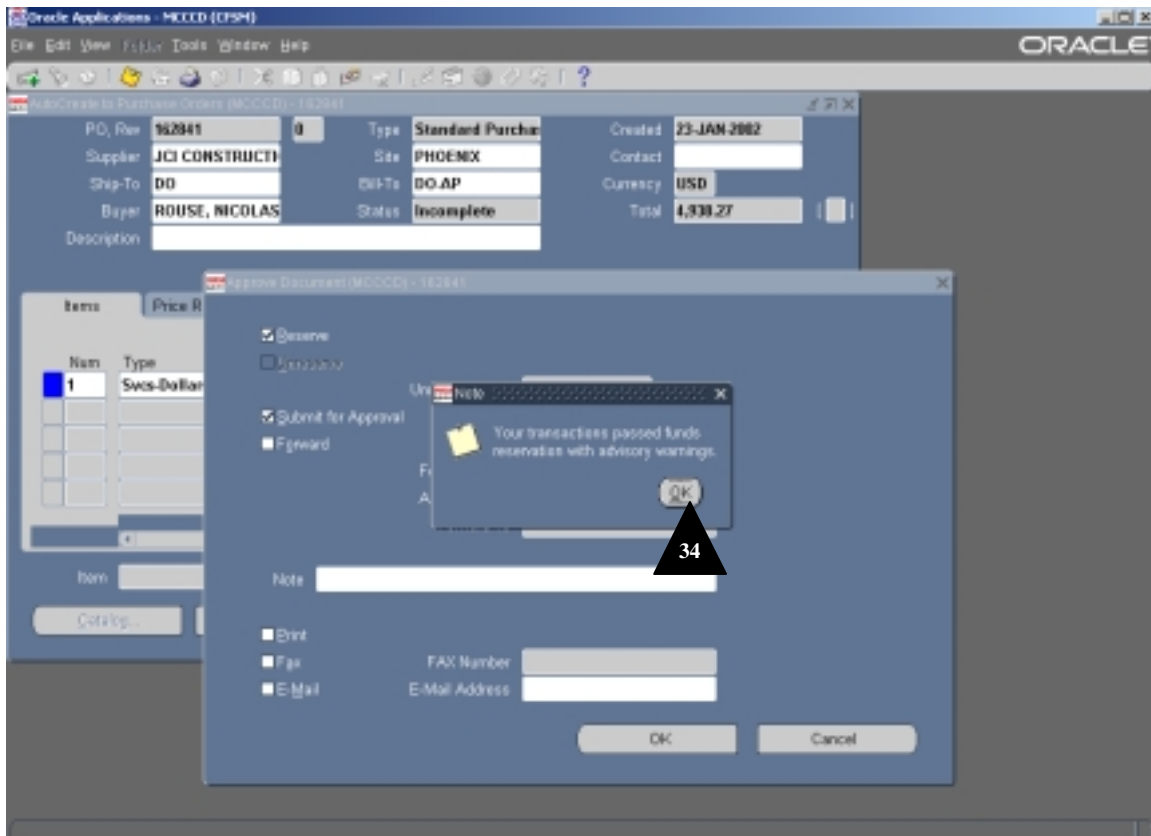
Field Name

Description/Action


- 31. **Reserve** This defaults as unchecked, but if you wish to “Approve and Reserve”, this box must be checked, as well as the “Submit for Approval” checkbox.
- 32. **Submit for Approval** This defaults as checked, and will approve the PO if you only need to approve it. The “Reserve” box must also be checked to “Approve and Reserve” the PO.
- 33. Click on the **OK** button.

Window Name:

Approve Document

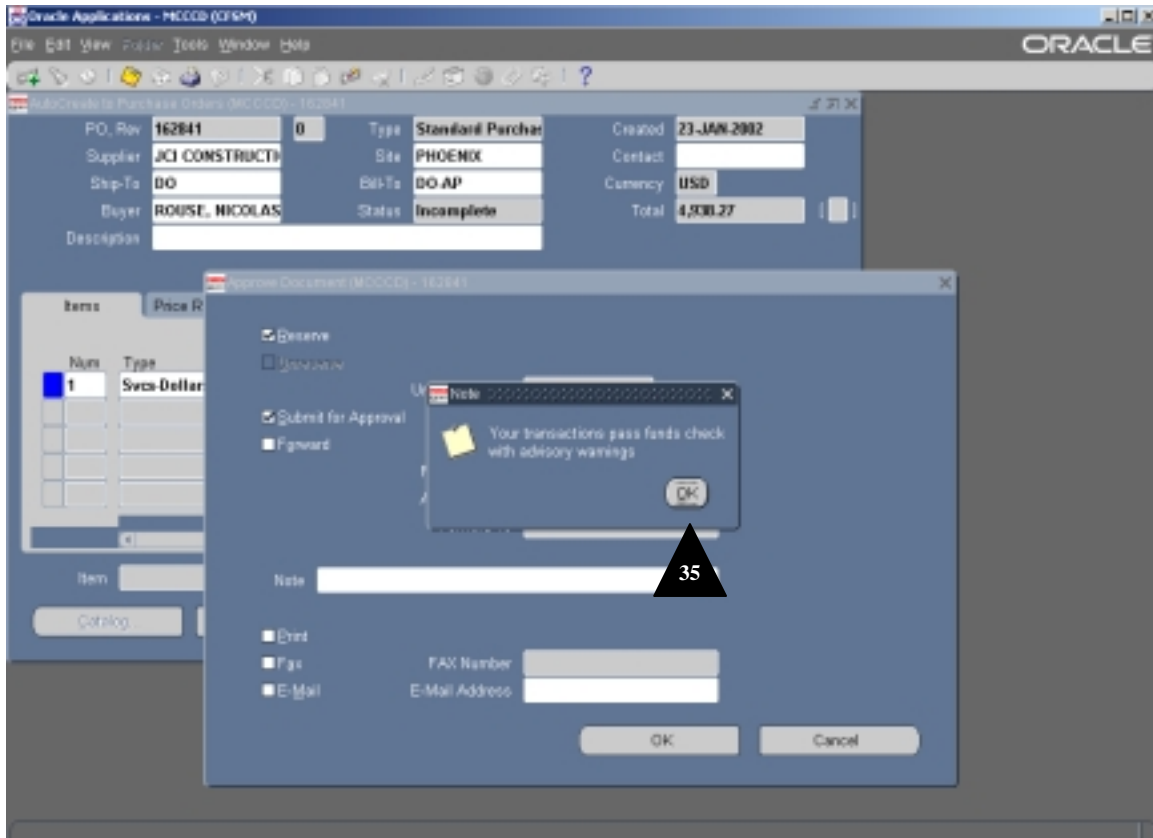


34. Click on the **OK** button.

 **Note:** At this point, your pointer will turn into an hourglass. Place the upper left corner of the hourglass on the OK button, and click on it like you would with your pointer. This will take you to the next screen.

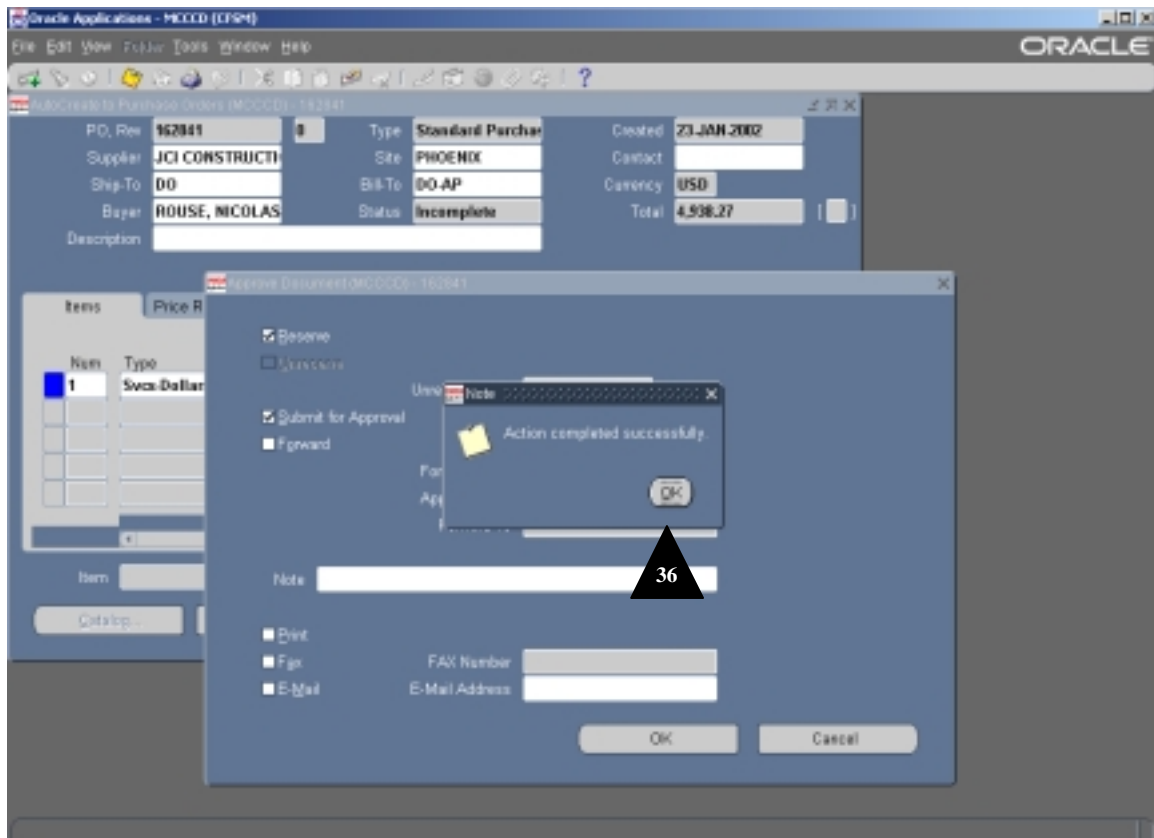
Window Name:

Approve Documents



35. Click on the **OK** button.

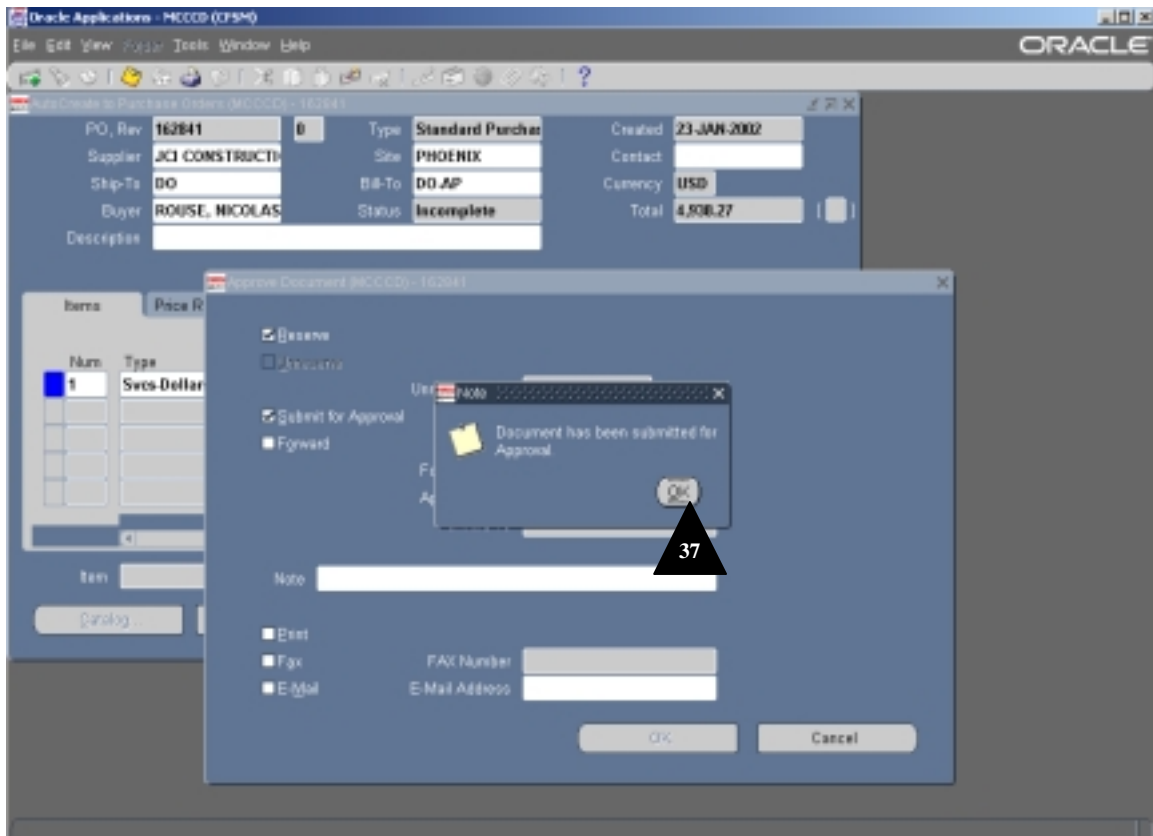
Window Name:
Approve Documents



36. Click on the **OK** button.

Window Name:

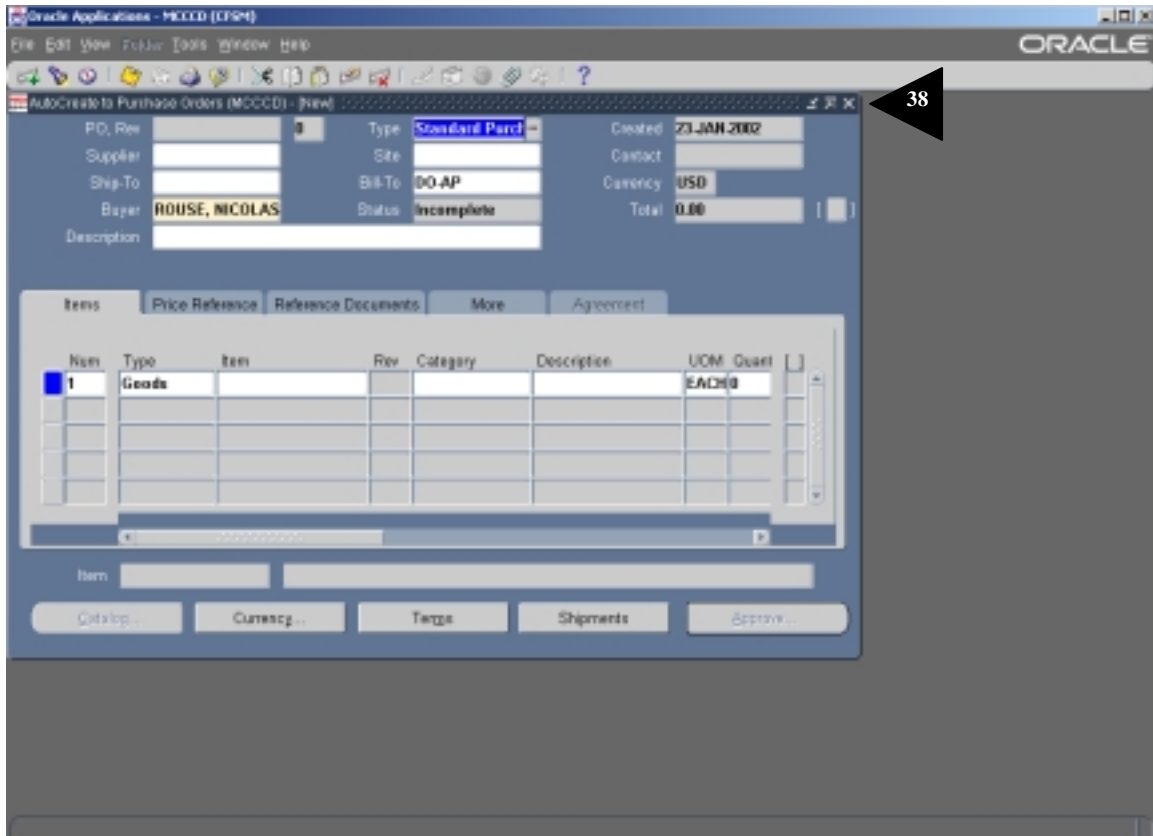
Approve Document



37. Click on the **OK** button.

Window Name:

AutoCreate to Purchase Orders



- 38. Click on the “X” in the upper right corner of the “AutoCreate to Purchase Orders” window to close it.



End of procedure