

# AutoCreate Purchase Order

## 1. Navigate to RPI PO-Buyer > Auto-Create

Oracle Applications Home Page

Enterprise Search: All [Go] Search Results Display Preference: Standard [v] Logged In As: JHBROMAN

Plain Menu: Personalize

- RPI PO-BUYER
- 4.1 AutoCreate
- RPI PO-BUYER

Worklist

From	Type	Subject	Sent	Due
SO, MICHAEL	Requisition	Purchase Requisition 12415 has been approved	28-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12424 has been approved	29-Dec-2021	
TUESDAY, CHRISTINE	PO Approval	Standard Purchase Order 20758 has been approved	04-Jan-2022	
SO, MICHAEL	PO Approval	Standard Purchase Order 20747 has been approved	29-Dec-2021	
SO, MICHAEL	Requisition	Failed to reserve funds for Purchase Requisition 12430	29-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12428 has been approved	29-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12429 has been approved	29-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12422 has been approved	29-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12426 has been approved	29-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12425 has been approved	29-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12414 has been approved	28-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12413 has been approved	28-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12421 has been approved	29-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12423 has been approved	29-Dec-2021	
SO, MICHAEL	Requisition	Purchase Requisition 12416 has been approved	28-Dec-2021	

TIP: Vacation Rules - Redirect or auto respond to notifications.  
TIP: Worklist Access - Specify which users can view and act upon your notifications.

**Note:** Allow the Java to run to open the Requisitions window.

Oracle Applications Home Page x http://oratest...dbc&gv13=TEST x +

oratest.rosepharmacy.com:8030/forms/frmservlet?appletmode=nonforms&HTMLpageTitle=&HTMLpreApplet=&code=oracle/apps/fnd/formsClie



Security Warning

Do you want to run this application?

**Warning**

**Publisher:** UNKNOWN  
**Location:** http://oratest.rosepharmacy.com:8030

**Running this application may be a security risk**

**Risk:** This application will run with unrestricted access which may put your computer and personal information at risk. The information provided is unreliable or unknown so it is recommended not to run this application unless you are familiar with its source.

More Information

Select the box below, then click Run to start the application

☒ I accept the risk and want to run this application.

Run Cancel

2. Requisition [field] – write or indicate the approved Purchase request number
  - 2.1. Approved [field] – change from YES to BLANK
  - 2.2. Buyer [field] – delete the buyer or make it BLANK
  - 2.3 Find [button] – select FIND button.

## BEFORE

The screenshot shows the 'Find Requisition Lines' form. The 'Operating Unit' is 'Rose Pharmacy, Inc.'. The 'Approved' dropdown is set to 'Yes'. The 'Requisition' field is empty. The 'Buyer' field contains 'ROMANOS, Ms. JOANN'. The 'Requester', 'Preparer', 'Supplier List', 'Supplier Site', and 'Document' fields are empty. The 'Emergency PO Number' field is empty. The 'Supplier Sourcing' dropdown is set to 'Global'. The 'Supplier' field is empty. The 'Document Type' field is empty. The 'Minimum Amount' field is empty. The 'Currency' field is empty. The 'Rate Type' field is empty. The 'Ship-To' field is empty. The 'Line' tab is selected. The 'Status' dropdown is set to 'Status'. The 'Item, Rev' field is empty. The 'Job' field is empty. The 'Category' field is empty. The 'Description' field is empty. The 'Line Type' field is empty. The 'Clear' and 'Find' buttons are at the bottom right, with the 'Find' button highlighted by a red box.

## AFTER

The screenshot shows the 'Find Requisition Lines' form after changes. The 'Operating Unit' is 'Rose Pharmacy, Inc.'. The 'Approved' dropdown is set to 'BLANK'. The 'Requisition' field contains '12389'. The 'Buyer' field is empty. The 'Requester', 'Preparer', 'Supplier List', 'Supplier Site', and 'Document' fields are empty. The 'Emergency PO Number' field is empty. The 'Supplier Sourcing' dropdown is set to 'Global'. The 'Supplier' field is empty. The 'Document Type' field is empty. The 'Minimum Amount' field is empty. The 'Currency' field is empty. The 'Rate Type' field is empty. The 'Ship-To' field is empty. The 'Line' tab is selected. The 'Status' dropdown is set to 'Status'. The 'Item, Rev' field is empty. The 'Job' field is empty. The 'Category' field is empty. The 'Description' field is empty. The 'Line Type' field is empty. The 'Clear' and 'Find' buttons are at the bottom right, with the 'Find' button highlighted by a red box.





5. Select Submit for Approval [button] then click "OK" button to submit Purchase order request for approval.

The screenshot shows a software interface with a dialog box titled "Approve Document - 20757". The dialog box has two tabs: "Approval Details" and "Additional Options".

**Approval Details Tab:**

- Encumbrance:**
  - ☐ Reserve
  - ☐ Unreserve
  - ☐ Use QL Override
  - ☐ Use Document QL Date to Unreserve
  - Unreserve Date:
  - Accounting Date:
- Approval:**
  - ☒ Submit for Approval
  - ☐ Forward
  - Forward From:
  - Approval Path:
  - Forward To:
  - Note:
  - Change:
  - Summary:
- Transmission Methods:**
  - ☐ Print
  - ☐ Fax
  - ☐ E-Mail
  - FAX Number:
  - E-Mail Address:
  - ☐ XML
  - ☐ EDI

At the bottom of the dialog box are two buttons: "OK" and "Cancel (B)".

In the background, there is a main window with a "Submit for Approval" button at the bottom right.