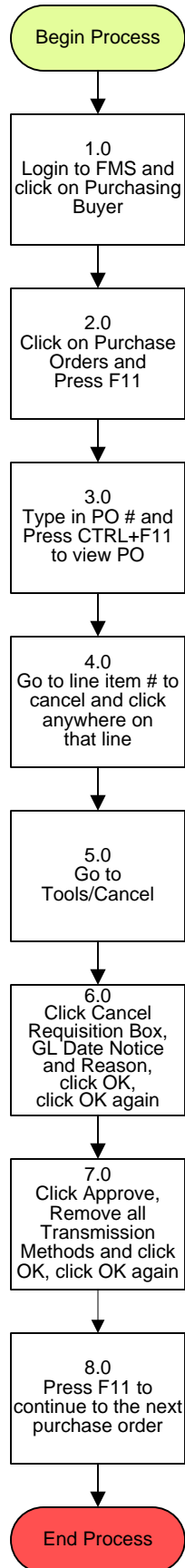


Media Processing – FMS Line Item Cancellation Process



Media Processing – FMS Line Item Cancellation Process

3. PROCESS AREA/BUSINESS AREA DESCRIPTION

- Step 1.0: Login to FMS and click on Purchasing Buyer**
- Step 2.0: Click on Purchase Orders and Press F11**
- Step 3.0: Type in PO # and Press CTRL+F11 to view PO**
- Step 4.0: Go to line item # to cancel and click anywhere on that line**
- Step 5.0: Go to Tools/Cancel and make sure it says cancel line item**
- Step 6.0: Click Cancel Requisition Box and remove checkmark from GL Date Notice and type reason for item cancellation and click OK, and click OK on Caution window to return to purchase order**
- Step 7.0: Click Approve, remove all transmission methods and click OK, click OK again**
- Step 8.0: Press F11 to continue to the next purchase order**



Return to Key Process