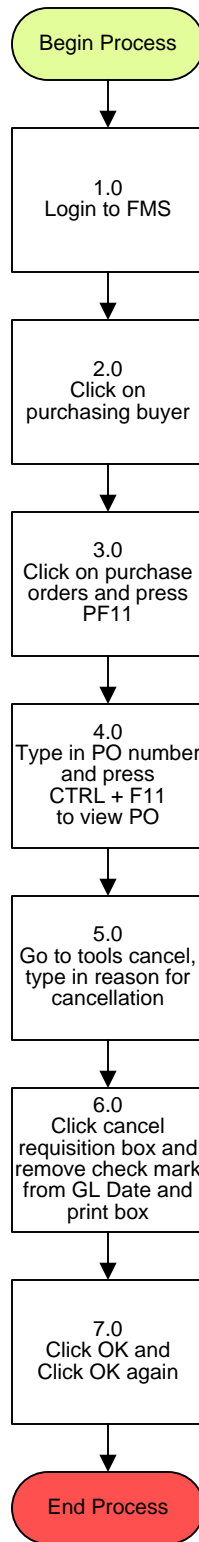



## Media Processing - FMS PO Cancellation Process



 To Details

## Media Processing – FMS PO Cancellation Process

### 3. PROCESS AREA/BUSINESS AREA DESCRIPTION

**Step 1.0: Login to FMS**

**Step 2.0: Click on purchasing buyer**

**Step 3.0: Click on purchase orders and press PF11**

**Step 4.0: Type in PO number and press CTRL + F11 to view PO**

(CTRL = Control) Make sure cursor is in the header of the PO.

**Step 5.0: Go to tools cancel – type in reason for cancellation**

Make sure the action box says "Cancel PO".

**Step 6.0: Click cancel requisition box and remove check mark from GL Date and print box**

**Step 7.0: Click OK and click OK again**

This ends the PO cancellation process.



Return to Key Process