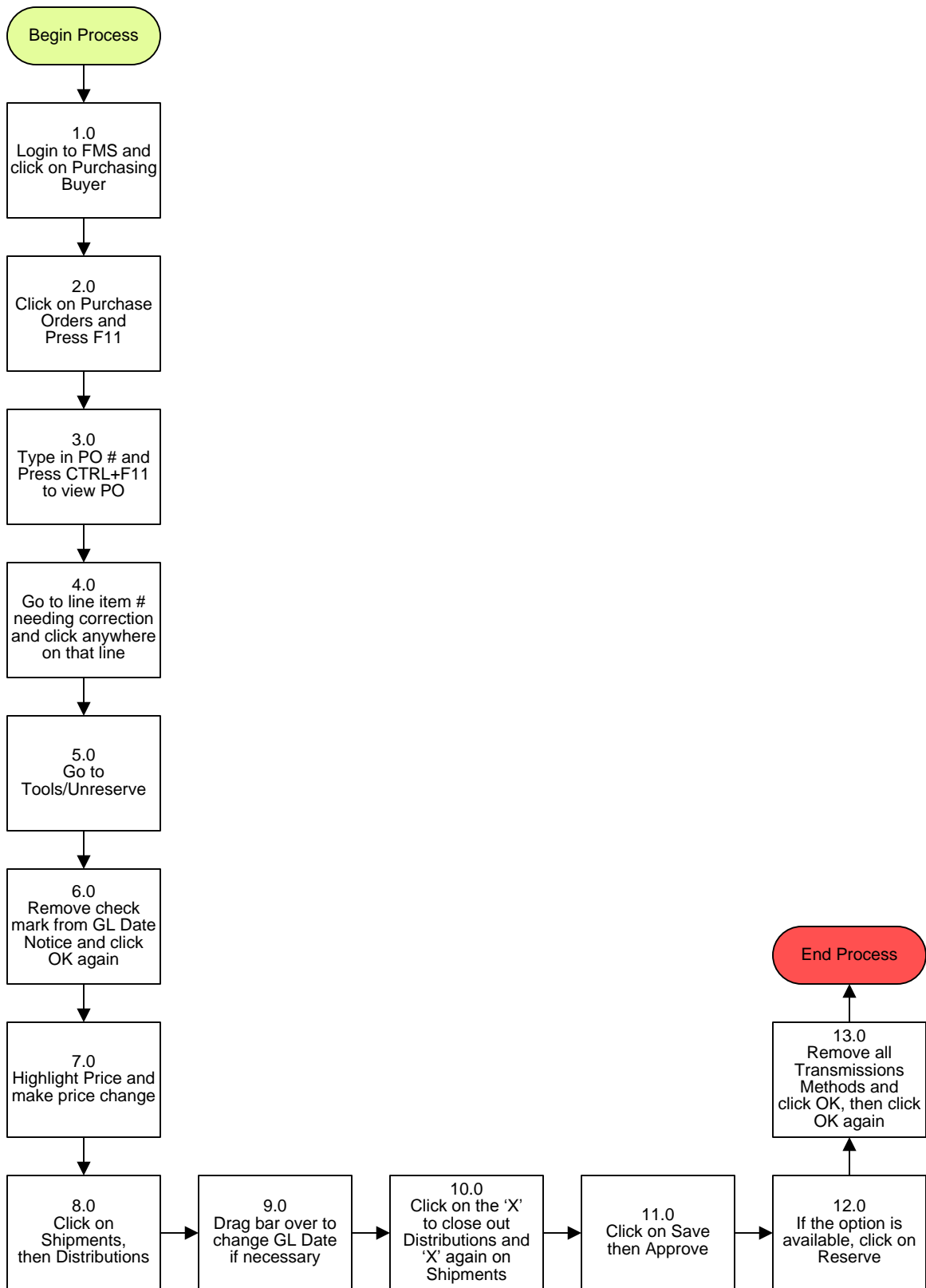


Media Processing – FMS Price Change Process



To Details

Media Processing – FMS Price Change 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 # needing correction and click anywhere on that line**
- Step 5.0: Go to Tools/Unreserve**
- Step 6.0: Remove check mark from GL Date Notice and click OK again**
- Step 7.0: Highlight Price and make price change**
- Step 8.0: Click on Shipments, then Distributions**
- Step 9.0: Drag bar over to change GL Date if necessary**
- Step 10.0: Click on the 'X' to close out Distributions and 'X' again to close out Shipments**
- Step 11.0: Click on Save, then Approve**
- Step 12.0: If the option is available, click on Reserve**
- Step 13.0: Remove all Transmissions Methods and click OK, then click OK again and press F11 to continue to the next purchase order**



Return to Key Process