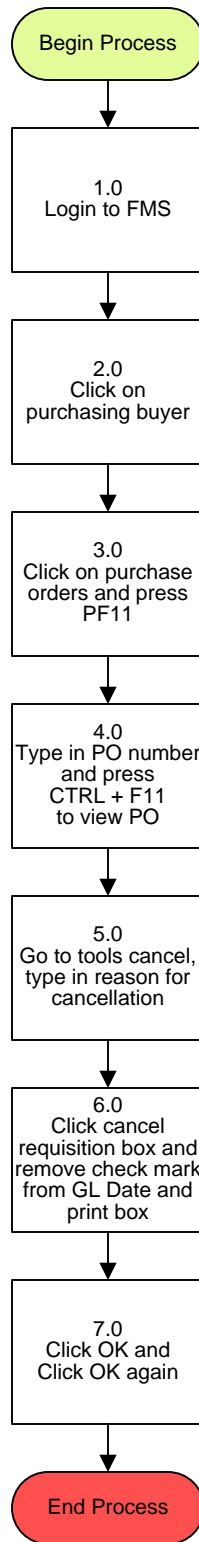



Media Processing - FMS PO Cancellation Process



 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