

PROCEDURE

1. Select the UT PO Interface role from the role drop-down menu.

FAMIS 8i Navigator Menu

receipts	Menu My Documents
swo lookup	Materials Management
rwo lookup	UT PO INTERFACE UT Crew Supervisor
cp look up	Cognos Reports on IQ-WEB
part	UT Physical Inventory Work Orders
material charges	P CP Management
quantity adjustments	C FIC Forms
po's	Configuration
p-req's	
work order closing	
	Type All Menu Items

2. Open the UT PO Interface (UTPOERR) form.

UT_PO_ERROR_WINDOW form

	P.O.	Ware-		Part			Unit		W.O.				
P.Req.	Number	house	Line	Number	_	Qty	Meas.	Vendor Number	Number	_			
1181	2007A14067	10	1	DIRECT		1	EA	 17429234531000	21300569		Delete Line	_	
71181	2007A14067	10	2	DIRECT		1	EA	 17429234531000	21300569	•••	📄 Delete Line		
71181	2007A14067	10	3	DIRECT		1	EA	 17429234531000	21300569		🔽 Delete Line		
71181	2007A14067	10	4	DIRECT		1	EA	 17429234531000	21300569		🔲 Delete Line		
71181	2007A14067	10	5	DIRECT		1	LT	 17429234531000	21300569		🔽 Delete Line		
70802	2007C00698	10	1	SERVICE		1	LOT	 12509004656033	36346512		🔽 Delete Line		
70802	2007C00698	10	2	SERVICE		1	LOT	 12509004656033	36346512		🗖 Delete Line		
70802	2007C00698	10	3	SERVICE		1	LOT	 12509004656033	36380107		🔽 Delete Line		
70802	2007C00698	10	4	SERVICE		1	LOT	 12509004656033	36380107		🔽 Delete Line		
70802	2007C00698	10	5	SERVICE		1	LOT	 12509004656033	36380111		🗖 Delete Line	-	
		(Ilose		Va	alidate _	Load						

3. On the UT PO Error form, exceptions/errors will be highlighted in yellow. Update yellowed fields with the correct information or check the delete line to remove, as needed.

UT_PO_ERROR_WINDOW form - Button Section-

	P.0.	Ware-		Part			Unit			W.O.		
P.Req.	Number	house	Line	Number		QŊ	Meas.		Vendor Number	Number		
270320	2007A03669	10	1	SERVICE		1	LOT		13711076516004	36380236	Delete Line	8
271121	2007A13181	10	1	RECHARGE		12	YD		17427884931001	36392142	Delete Line	
271121	2007A13181	10	2	RECHARGE		1	LOT		17427884931001	36392142	Delete Line	
271121	2007A13181	10	3	RECHARGE		3	YD		17427884931001	36392142	Delete Line	
271142	2007119976	10	1			12	DOZ		17518398668004		Delete Line	
271142	2007119976	10	2			12	DOZ		17518398668004		Delete Line	
271144	2007119990	10	1	006567		4	SET		17422057228008		Delete Line	
271144	2007119990	10	2	006869		1	EA		17422057228008		Delete Line	
271144	2007119990	10	3	006874		3	EA		17422057228008		Delete Line	
271145	2007120010	10	1			10	EA		36966966966012		Delete Line	
		C	lose		Val	idate i	l nad]				

4. After all corrections are complete, click the Validate Load button. This action will open the UT_PO_LOAD_WINDOW form.

UT_PO_LOAD_WINDOW form

Are you su	re you want to validate and insert PO records into FAMIS?
	Yes No

5. On the UT_PO_LOAD_WINDOW form, click the Yes button to validate & insert records.



6. The forms popup will display PO & PO line item update information. Click the OK button to close the form.