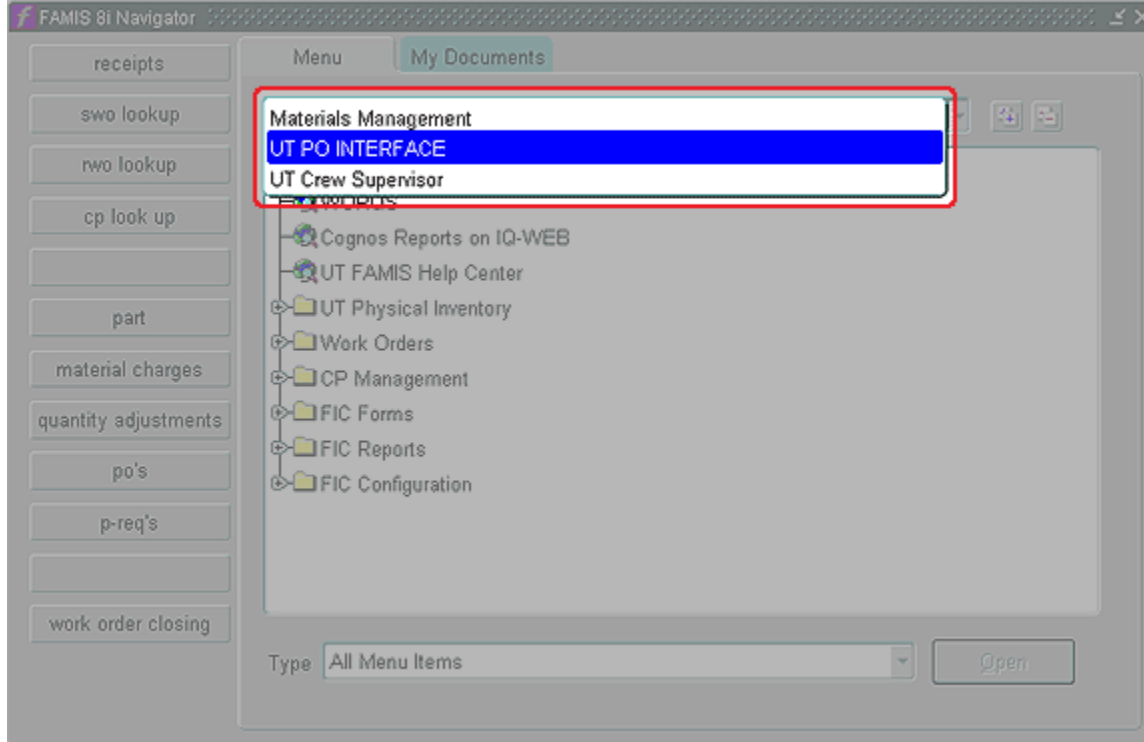


## PROCEDURE

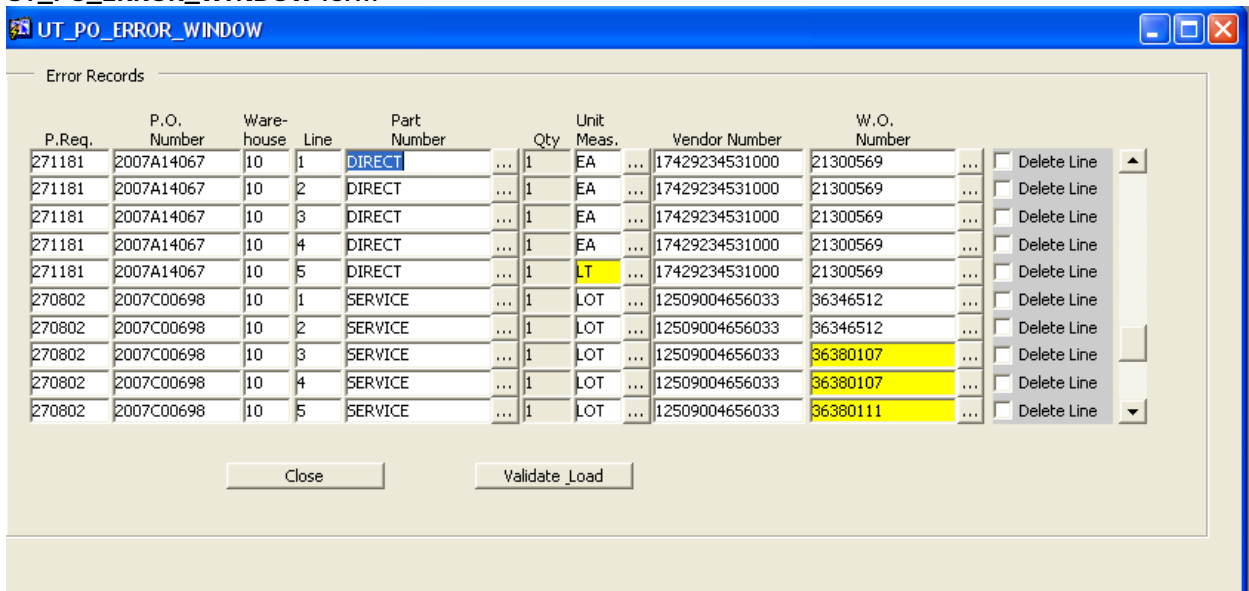
1. Select the UT PO Interface role from the role drop-down menu.

### FAMIS 8i Navigator Menu



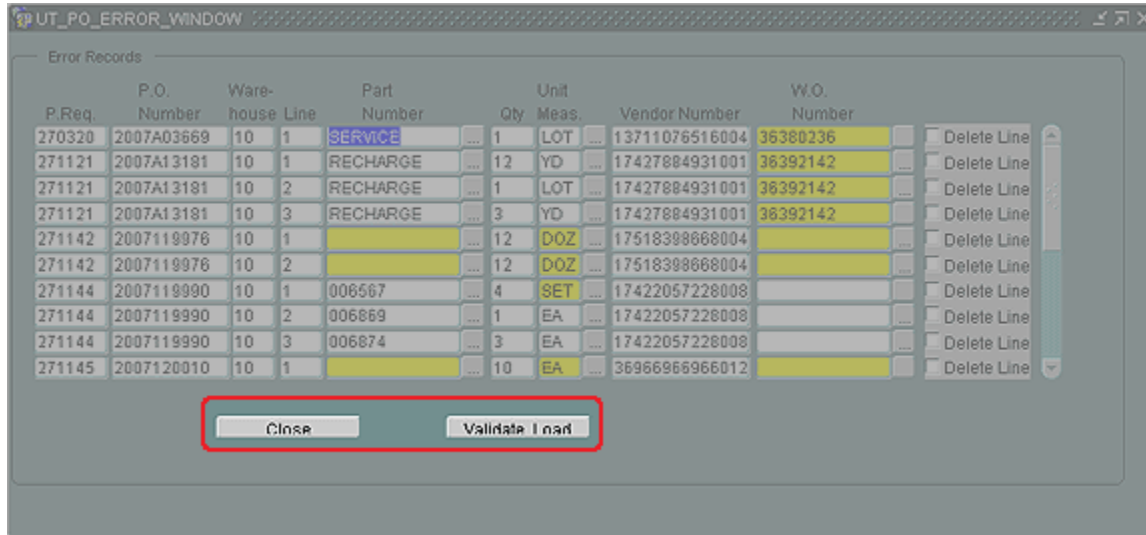
2. Open the UT PO Interface (UTPOERR) form.

### UT\_PO\_ERROR\_WINDOW form



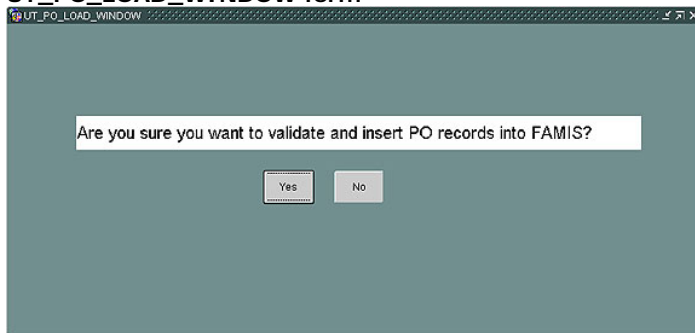
3. On the UT PO Error form, exceptions/errors will be highlighted in yellow. Update yellowed fields with the correct information or check the delete line to remove, as needed.

## UT\_PO\_ERROR\_WINDOW form – Button Section-

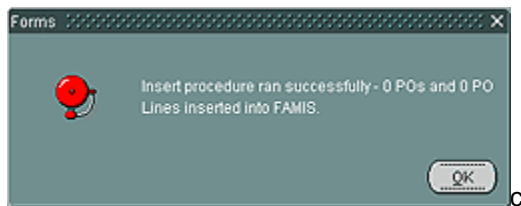


- After all corrections are complete, click the Validate Load button. This action will open the UT\_PO\_LOAD\_WINDOW form.

## UT\_PO\_LOAD\_WINDOW form



- On the UT\_PO\_LOAD\_WINDOW form, click the Yes button to validate & insert records.



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