Famis Cloud – Creating a Purchase Order

We have an interface from HuskyBuy to Famis Cloud that runs each night. Whenever an invalid part number or an incorrect Unit of Measure is entered into HuskyBuy, the Purchase Requisition, and subsequently, the Purchase Order are rejected by Famis Cloud. It is also possible that the interface may fail to transfer PO/PREQ data whenever HuskyBuy or the interface vendor have a system processing failure.

The Purchase Order will need to be manually entered in Famis Cloud in order to be able to receive it in. Here are the steps to create a Purchase Order in Famis Cloud:

1. Click the Purchasing menu link
2. Click the Create PO tab (if it is not already open)
3. Delete the asterisk in the PO# field and replace it with the PO # EXACTLY from HuskyBuy (use copy & paste for best results). Do not leave any trailing blank spaces at the end.
4. Click the Select link to find the vendor. Use the name for best results.
5. Change the date to the date of the PO in HuskyBuy.
6. Click the drop-down arrow and select HC Central for the warehouse (this is the only warehouse option in the pick list at this time)
7. A description is required. You can copy the lines from the Requisition in HuskyBuy and paste them here so that you now have the FAMIS part numbers that were entered.
8. Click OK.
9. You will be presented with a summary of the PO. Click the Add Material Item button.
10. Click the Select link

11. Type or copy and paste the Famis part number from the first line of the Requisition

12. Click the Find button

13. Click on the correct part #

14. Enter the date required (the current date is fine)

15. Enter the quantity from the Requisition and confirm that the Unit type (each in this example) is correct

16. Edit the unit cost so that it matches the Requisition, when needed

17. Click the Add button
18. Repeat steps 11 through 17 for each line
19. Confirm that the bottom total matches the PO/PREQ amount.

<table>
<thead>
<tr>
<th>Update</th>
<th>Line</th>
<th>Description</th>
<th>Open</th>
<th>Quantity Ordered</th>
<th>Andy Leete</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/28/2016 9:05 AM</td>
<td>No Matches</td>
<td></td>
<td>Open</td>
<td>0.00</td>
<td>Andy Leete</td>
</tr>
<tr>
<td>Internal 3/28/2016 9:31 AM</td>
<td>Line 1</td>
<td>for 800 WHITE ENMOTION ROLL TOWELS has been added. Quantity Ordered: 180</td>
<td>Open</td>
<td>1256.14</td>
<td>Andy Leete</td>
</tr>
<tr>
<td>Internal 3/28/2016 9:31 AM</td>
<td>Line 2</td>
<td>for BS 3M 19L NA BATH CLNR (LTP) has been added. Quantity Ordered: 18</td>
<td>Open</td>
<td>1960.72</td>
<td>Andy Leete</td>
</tr>
<tr>
<td>Internal 3/28/2016 9:32 AM</td>
<td>Line 3</td>
<td>for CLOROX DISPATCH has been added. Quantity Ordered: 24</td>
<td>Open</td>
<td>2234.45</td>
<td>Andy Leete</td>
</tr>
</tbody>
</table>

**Subtotal** 2,234.45

- Out of State Sales Tax: 0.00
- Excise Tax: 0.00
- Shipping: 0.00
- Handling: 0.00

**Total** 2,234.45 USD

If anything needs to be changed, click the Edit Purchase Order link at the top.