

## AM.010.011 – MANUALLY MOVING RECEIPTS TO AM

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify what the receipt status changes to after the Receiver Interface Push (PO_RECVPUSH) job is processed for that receipt.</li> <li>To describe how receipt IDs are obtained before moving receipts to the AM module.</li> <li>To move a receipt to the AM module.</li> </ul>
<b>Description</b>	<p>Typically, batch processes load assets from Purchasing and Accounts Payables modules into AM. This is the most common method of asset entry into the asset management module.</p> <p>However, users can manually load assets from Purchasing if needed. ITS recommends this option only as needed.</p> <p>The Receiver Interface Push job is processed for each receipt that is ready to be loaded into the AM module.</p>
<b>Security Role</b>	<ul style="list-style-type: none"> <li><b>BOR_AM_INTERFACE</b></li> <li><b>BOR_AM_PROC</b></li> </ul>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to move receipts to the AM module.

Step	Action
1.	Run the BOR_AM_ASSET_AP_TO_AM_LOAD query to obtain the Receipt IDs from the Purchasing module and Voucher IDs from the Payables module that are ready to be moved into the AM module.  <i><b>Note:</b> Receipts that are being moved will appear in the BOR_AM_ASSET_AP_TO_AM_LOAD query results. Property Control reviews the interface tables holding the assets loaded from the Purchasing module before they are loaded into the AM Module.</i>
2.	Verify the receipt status is updated to “ <b>Moved</b> ”.
3.	Click the <b>NavBar</b> icon.
4.	Click the <b>Menu</b> icon.
5.	Click the <b>Purchasing</b> link.
6.	Click the <b>Receipts</b> link.
7.	Click the <b>Process Receipts</b> link.
8.	Click the <b>Add a New Value</b> tab.
9.	Enter name for <b>Run Control ID</b> field.
10.	Click the <b>Add</b> button.
11.	Enter the institution’s business unit in the <b>Business Unit</b> field.
12.	Enter the receipt number in the <b>Receipt Number</b> field.
13.	Click the <b>Run</b> button.
14.	Check the <b>Receiver Interface Push</b> (PO_RECVPUSH) option.
15.	Click the <b>Format</b> drop down list and select the <b>PDF</b> list item.
16.	Click the <b>OK</b> button.