

AM.010.012 – LOADING VOUCHERS INTO ASSET MANAGEMENT AND REVIEWING ASSET INFORMATION ON THE PRE-AM PAGES

Purpose	<ul style="list-style-type: none"> To describe how voucher IDs are obtained before moving receipts to the AM module. To describe how voucher IDs are moved to the AM module. To load a voucher into the AM module. To identify the types of information found on the Pre-AM pages. To identify when the Pre-AM pages can be reviewed. To review the Pre-AM pages.
Description	<p>The first step is to 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.</p> <p>Property Control reviews the interface tables holding the assets loaded from the Payables module before they are loaded into the AM Module.</p> <p>The Load Assets job is processed for each voucher that is to be interfaced to the AM module. This is the third part of the five-step end-of-month process.</p> <p>Relevant asset information that is contained on the voucher loads into Asset Management. After a voucher is loaded and after the receiver is pushed to Asset Management, users can review the Pre-AM page prior to running the Payables/Purchasing interface. If needed, users can view, edit and delete transactions on the Pre-AM pages.</p>
Security Role	BOR_AM_PROC (Loading Vouchers) BOR_AM_INTERFACES (Reviewing Pre-AM pages)
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to load vouchers into the AM module.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Accounts Payable link.
4.	Click the Batch Processes link.
5.	Click the Extracts and Loads link.
6.	Click the Load Assets Request link.
7.	Enter or search for a Run Control ID .
8.	Enter a request ID in the Request ID field.
9.	Enter a description in the Description field.
10.	Change the Process Frequency drop down list to the Always Process list item.
11.	Click the Process Option drop down box and select the Process Voucher list item.
12.	Enter the institution's Business Unit in the Unit field.
13.	Enter the voucher ID in the Voucher ID field.
14.	Click the Save button.
15.	Click the Run button.
16.	Click the Format drop down list and select the PDF list item.
17.	Click the OK button.
18.	Click the Process Monitor link.
19.	Click the Refresh button until the Run Status of the process says Success and the Distribution Status says Posted .
20.	Click the entry in the Details column, then click the View Log/Trace link.
21.	Choose an entry in the Name column to view search results.
22.	Next, review the information on the Pre-AM pages. Navigate to the NavBar icon.
23.	Click the Navigator icon.
24.	Click the Asset Management link.
25.	Click the Send/Receive Information link.
26.	Click the Preview AP/PO Information link.

Step	Action
27.	Enter the institution's Business Unit in the AM Business Unit field.
28.	Enter the Purchase Order ID or Receipt ID in the corresponding fields.
29.	Click the Search button.
30.	Review both the PO and AP system.
31.	Click an entry in the System Source column.
32.	Review data that came from the AP module via the voucher.