AM.010.013 – REVIEWING PRE-AM PAGES

Purpose	• 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	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.
Security Role	**BOR_AM_INTERFACES**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review Pre-AM pages.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Asset Management** link.
4.	Click the **Send/Receive Information** link.
5.	Click the **Preview AP/PO Information** link.
6.	Enter the institution's Business Unit in the **AM Business Unit** field.
7.	Enter the **Purchase Order ID** or **Receipt ID** in the corresponding fields.
8.	Click the **Search** button.
9.	Click the **Pre-AM Physical** tab.
10.	Review both the PO and AP system sources if the receiver and voucher were both moved to the Pre-AM tables.
11.	Click an entry in the **System Source** column. Review data that came from the AP module via the voucher.