AM.010.014 – MODIFYING A TRANSACTION FROM THE PRE-AM PAGES

Purpose	• To understand what information can be modified on the Pre-AM pages. • To delete a transaction from the Pre AM Page. • To understand why a transaction may need to be deleted from the Pre-AM Page.
Description	If an asset is being manually added and the corresponding receiver and/or voucher was interfaced, the receiver and/or voucher must be deleted from the Load Pre-AM page to avoid duplication of the asset. This process may be needed when an asset has multiple Chartstrings or meets other criteria for a manual 'ADD' and must be entered directly into Asset Management. Accounting should notify Property Control that an asset was received and must be added manually. Other manual asset additions into Asset Management include Land, Capital Leases, Donations, and Partial Payment Assets. After deleting the transaction, verify the deletion by returning to Search and keying in the Voucher ID. No matching values should be found.
Security Role	**BOR_AM_INTERFACES**
Dependencies/ Constraints	Follow this process for each receiver or voucher that needs to be deleted. If both a voucher and a receiver for a particular asset item have been loaded into AM, then both will need to be deleted to prevent an asset from being created.
Additional Information	None

Procedure

Below are step by step instructions on how to modify a transaction from the Load Preview Pre-AM Page.

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 or voucher in the corresponding search fields. *Note*: *users can any additional criteria to narrow search results.*
8.	Click the Search button.
9.	Select a result from the list provided to review the transaction detail.
10.	To modify the transaction information, change the Load Status to '*Pending*.'
11.	From the Pre-AM Financial tab, users can modify the following fields: • Trans Date • Accounting Date • Interface ID: assigned to a group of transactions with the same load type.
12.	Click the Pre-AM Physical tab.
13.	From the Pre-AM Physical tab, users can modify the following fields: • Interface ID • Line • Trans Date • Serial ID • Tag • Description • Item • Custodian • Empl ID • CAP # • Location • Manufacturer • Model

Step	Action
14.	If needed, users can delete a transaction by clicking the minus **(-)** button.
15.	Click the **OK** button.
16.	Click the **Save** button.