AM.010.016 – REVIEWING INTERFACE PAGES

Purpose	• To identify what information can be found on the Review page. • To identify where you can obtain the Interface ID in order to review the Interface pages. • To review the Interface Page.
Description	This topic demonstrates how to access and utilize the interface financial and physical page. This page is available for review after the Payables/Purchasing Interface runs. On this page users can review financial interface table transactions and physical interface table transactions. In addition, users can change some of the information on this page.
Security Role	**BOR_AM_INTERFACES**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to access and utilize the interface financial and physical 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 **Interface Transactions** link.
6.	Click the **Review** link.
7.	Enter the interface ID in the **Interface ID** field.
8.	Enter the institution's Business Unit in the **Business Unit** field.
9.	Click the **Search** button.
10.	Changes to the Financial and Physical Add data may be made to any field that is available (except Asset ID, Business Unit, Book Name, Voucher ID, Invoice Number, Invoice Date, PO Number, and Receipt Number) on the Review page. If changes are made, be sure to save any changes.
11.	If the Transload process did not create assets, return to the Review Interface page to check the load status of the rows on the Interface ID. If the Load Status of a row is set to Errored, review the error details by clicking the Red Flag next to the Load Status: Errored.

Common errors include duplicate tag number, duplicate serial number, or accounting date is not in an open period. Use this review page to make the necessary changes, set the Load Status back to Pending, and re-run the Transload process |