

## AM.010.019 – RUNNING TRANSLOADER PROCESS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify when the Transloader Process runs.</li> <li>To identify what the results are from the Transloader Process.</li> <li>To run the Transloader Process.</li> </ul>
<b>Description</b>	<p>Prior to running the Transloader Process, users need to review the data in the interface pages. For more information, see <a href="#">AM.010.016 – Reviewing Interface Page.</a></p> <p>After reviewing the data on the interface pages, users run the Transaction Loader process to move the data into Asset Management and assign the Asset ID to the new asset. The Transloader Process will process all Pending transactions entered in the Interface ID fields.</p>
<b>Security Role</b>	<b>BOR_AM_INTERFACES</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to run the transloader process.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Asset Management</b> link.
4.	Click the <b>Send/Receive Information</b> link.
5.	Click the <b>Interface Transactions</b> link.
6.	Click the <b>Load into AM</b> link.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter name for <b>Run Control ID</b> field.
9.	Click the <b>Add</b> button.
10.	Enter the institution's business unit in the <b>AM Business Unit</b> field.
11.	Enter the interface ID in the <b>Interface ID</b> field.  <i><b>Note:</b> The Interface ID may be obtained by going to the Pre-Interface page and keying in the Voucher or Receiver ID. This field must be populated in order to process the Transaction Loader. Users can populate them before or after obtaining the Interface IDs that are "Pending". The Interface ID is specific to the Business Unit, although all Business Units' Interface IDs will appear in the search list. Users must know the institution's Interface ID(s) to process this data.</i>
12.	Change the <b>Process Frequency</b> drop down list to the <b>Always</b> list item.
13.	Click the <b>Load Status</b> drop down list and select the <b>Pending</b> list item.
14.	Click the <b>Search</b> button.
15.	Click the <b>Run</b> button.
16.	Click the <b>Format</b> drop down list and select the <b>PDF</b> list item.
17.	Click the <b>OK</b> button.
18.	Click the <b>Process Monitor</b> link.
19.	Click the <b>Refresh</b> button until the <b>Run Status</b> of the process says <b>Success</b> and the <b>Distribution Status</b> says <b>Posted</b> .
20.	Click the entry in the <b>Details</b> column, then click the <b>View Log/Trace</b> link.
21.	Choose an entry in the <b>Name</b> column to view search results.