

AM.010.011 – MANUALLY MOVING RECEIPTS TO AM

Purpose	<ul style="list-style-type: none"> To identify what the receipt status changes to after the Receiver Interface Push (PO_RECVPUSH) job is processed for that receipt. To describe how receipt IDs are obtained before moving receipts to the AM module. To move a receipt to the AM module.
Description	<p>Typically, batch processes load assets from Purchasing and Accounts Payables modules into AM. This is the most common method of asset entry into the asset management module.</p> <p>However, users can manually load assets from Purchasing if needed. ITS recommends this option only as needed.</p> <p>The Receiver Interface Push job is processed for each receipt that is ready to be loaded into the AM module.</p>
Security Role	<ul style="list-style-type: none"> BOR_AM_INTERFACE BOR_AM_PROC
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to move receipts to the AM module.

Step	Action
1.	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. <i>Note: Receipts that are being moved will appear in the BOR_AM_ASSET_AP_TO_AM_LOAD query results. Property Control reviews the interface tables holding the assets loaded from the Purchasing module before they are loaded into the AM Module.</i>
2.	Verify the receipt status is updated to “ Moved ”.
3.	Click the NavBar icon.
4.	Click the Menu icon.
5.	Click the Purchasing link.
6.	Click the Receipts link.
7.	Click the Process Receipts link.
8.	Click the Add a New Value tab.
9.	Enter name for Run Control ID field.
10.	Click the Add button.
11.	Enter the institution’s business unit in the Business Unit field.
12.	Enter the receipt number in the Receipt Number field.
13.	Click the Run button.
14.	Check the Receiver Interface Push (PO_RECVPUSH) option.
15.	Click the Format drop down list and select the PDF list item.
16.	Click the OK button.