

AM.010.013 – REVIEWING PRE-AM PAGES

Purpose	<ul style="list-style-type: none"> 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.