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## AM.010.015 – RUNNING PAYABLES/PURCHASING INTERFACE

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify what process must take place before running the Payables/Purchasing Interface.</li> <li>To identify what process is run after completing the Payables/Purchasing Interface.</li> <li>To run the Payables/Purchasing Interface.</li> </ul>
<b>Description</b>	<p>This process moves transaction from the PRE_AM Tables to the INTFC_PHY_A and INTFC_FIN tables via the Payables/Purchasing Interface.</p> <p>After this interface runs, users review the data in the interface pages. For more information, see AM.010.016 – Reviewing Interface Page.</p>
<b>Security Role</b>	BOR_AM_INTERFACES
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to run the payables/purchasing interface.

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>Retrieve Info from AP/PO</b> link.
6.	Click the <b>Add a New Value</b> tab.
7.	Enter or search for a Run Control ID.
8.	Enter the Request ID in the <b>Request ID</b> field.
9.	Change the <b>Process Frequency</b> drop down list to the <b>Always Process</b> list item.
10.	Verify the <b>Process Option: Process All Pending Entries</b> is selected at default.  <i>Note: users may choose to process a single voucher or single purchase order, if needed.</i>
11.	Click the <b>Run</b> button.
12.	Click the <b>Format</b> drop down list and select the <b>PDF</b> list item.
13.	Click the <b>OK</b> button.
14.	Click the <b>Process Monitor</b> link.
15.	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> .
16.	Click the entry in the <b>Details</b> column, then click the <b>View Log/Trace</b> link.
17.	Choose an entry in the <b>Name</b> column to view search results.