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Overview
Once the information has been validated, run the AMPS 1000 to populate the PS_INTFC_FIN and PS_INTFC_PHY_A tables.
Load ASM Interface Table

Navigate to Asset Management > Send Receive Information > Retrieve Info from AP/PO

1. Select a valid run control or create a new one
   - Click Search for existing control
   - Click Add to create a new one

The Payables/Purchasing Interface page displays.

2. Enter a Request ID
3. Enter a description
4. Select a Process Option
   - Process All Pending
   - Process Asset Profiles
   - Process Business Unit
   - Process Pre Interface ID
   - Process Purchase Orders
   - Process Receivers
   - Process System Source
   - Process Voucher

5. Click Run

Note: It is recommended to process receipt transactions prior to or at the same time as the voucher transactions.
The Process Scheduler Request page displays.

6. Select AMPS 1000

7. Click OK

The Payables/Purchasing Interface page displays.

8. Note the Instance Number

9. Click the Process Monitor link
The Process List page displays.

10. Verify process runs to success and Distribution is Posted

*Note: If it does not, report it.*

**Whom to Contact for Help?**
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).