Table of Contents

Table of Contents ............................................................................................................................................................. 1
Overview ........................................................................................................................................................................... 1
Load Asset Data from PO to PreAM ............................................................................................................................. 2
Whom to Contact for Help? ........................................................................................................................................... 4

Overview
If the item is received without the Interface Receipt Access, then the Receiver Push (PO_RECVPUSH) and the AM
interface processes will need to run separately.
Load Asset Data from PO to PreAM

Navigate to Purchasing > Receipts > Process Receipts

1. Select a valid run control or create a new one
   - If existing Click Search
   - If New use Add A New Value and Click Add

   The Process Receipts page displays.

2. Enter Business Unit: HW001

3. Leave the Receipt number field blank to interface all available receipts, or enter a receipt number to process a specific receipt (In this example we will use receipt 0000007428)

4. Click the Run button
The Process Scheduler Request page displays.

5. Select Receiver Interface Push (PO_RECVPUSH) to just push the data to the AM staging tables (RECOMMENDED)

6. Click OK

OR

7. Select Receipt Push Assets (RECV_02) to run both Push to AM Staging tables (AMPS1000) followed by the load into AM tables (AMIF1000, Transaction Loader)

The Process Receipts page displays.

Note that you are given a Process Instance Number

8. Click the Process Monitor hyperlink
The Process List page displays.

9. Insure that the Run Status is Success and the Distribution Status Reads Posted (If not there are problems that need to be reported)

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).