High Level Description

<table>
<thead>
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<th>Process</th>
<th>Load PO Transactions to Interface Tables</th>
</tr>
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<tbody>
<tr>
<td>Module</td>
<td>Asset Management</td>
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<tr>
<td>Document Type</td>
<td>Business Process Guide</td>
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Revision Control

<table>
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<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
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<tbody>
<tr>
<td>10-27-2009</td>
<td>M Walker</td>
<td>Document created</td>
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Overview

Before you run the Interface Loader, it is a good idea to preview/verify the data in the Pre-Interface AM 1 table.
Load PO Transactions to Interface Tables

Navigate to Asset Management > Send Receive Information > Preview AP/PO Information

1. Select AM Business Unit: HW001
2. Select Load Status: Pending
3. Click Search

The Load Preview – Pre-AM page displays.

4. Select a pending transaction to view the detail
5. Review and verify the Physical Information from Purchasing (PO Receipt)

Note: If necessary, correct or modify information in the fields (i.e. Tag, Serial ID, and Location) or change the Load Status for the specific line from Pending to Errored to prevent the line being picked up during AMPS1000 process to populate the PS_INTFC_FIN and PS_INTFC_PHY_A records.
6. When you have completed your changes, click Save.

**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).