GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

AM.010.030 – ADDING ASSETS FROM THE ACCOUNT PAYABLES SYSTEM

Purpose	• To describe how to load a regular voucher issued for an asset that does not have a purchase order associated with it from Accounts Payables. • To identify the additional processes needed to complete adding an asset from Accounts Payables. • To add an asset from the Accounts Payables system.
Description	Typically, batch processes load assets from Purchasing and Accounts Payables modules into AM. This is the most common method of asset entry into the asset management module. When a regular voucher is issued for an asset that has no purchase order, the voucher is loaded from Accounts Payable and pushed through the interface tables.
Security Role	**BOR_AM_PROC**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how add an asset from the accounts payable system.

Step	Action
1.	Load the voucher into the INTFC_PRE_AM table in Asset Management. For more information, see AM.010.012 - Loading Vouchers into AM.
2.	Run the Payable/Purchasing interface. For more information, see AM.010.015 – Running Payables/Purchasing Interface.
3.	Run the Transloader Process to move the data into AM and assign the Asset ID to the new asset. For more information, see AM.010.019 – Running the Transloader Process.
4.	Click the **NavBar** icon.
5.	Click the **Menu** icon.
6.	Click the **Accounts Payable** link.
7.	Click the **Batch Processes** link.
8.	Click the **Extracts and Loads** link.
9.	Click the **Load Assets Request** link.
10.	Click the **Add a New Value** tab.
11.	Enter a Run Control ID in the **Run Control ID** field.
12.	Click the **Add** button.
13.	Enter in the Request ID in the **Request ID** field.
14.	Enter the Description in the **Description** field.
15.	Click the **Process Frequency** drop down list and select the **Always Process** list item.
16.	Click the **Process Option** drop down list and select the **Process Voucher** list item.
17.	Enter the institution's Business Unit in the **Business Unit** field.
18.	Enter the voucher ID in the **Voucher ID** field.
19.	Click the **Save** button.
20.	Click the **Run** button.