

AM.010.015 – RUNNING PAYABLES/PURCHASING INTERFACE

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





Procedure

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

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Asset Management link.
4.	Click the Send/Receive Information link.
5.	Click the Retrieve Info from AP/PO link.
6.	Click the Add a New Value tab.
7.	Enter or search for a Run Control ID.
8.	Enter the Request ID in the Request ID field.
9.	Change the Process Frequency drop down list to the Always Process list item.
10.	Verify the Process Option: Process All Pending Entries is selected at default.
	<i>Note:</i> users may choose to process a single voucher or single purchase order, if needed.
11.	Click the Run button.
12.	Click the Format drop down list and select the PDF list item.
13.	Click the OK button.
14.	Click the Process Monitor link.
15.	Click the Refresh button until the Run Status of the process says Success and the Distribution Status says Posted .
16.	Click the entry in the Details column, then click the View Log/Trace link.
17.	Choose an entry in the Name column to view search results.