Sending Asset Information to PreAM

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Begin by navigating to the **Load Assets Request** page.  
|      | Click the **vertical** scrollbar. |
| 2.   | Click the **Accounts Payable** link.  
|      | ![Accounts Payable](image) |
| 3.   | Click the **Batch Processes** link. |
| 4.   | Click the **Load Assets Request** link.  
|      | ![Load Assets Request](image) |
| 5.   | You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.  
|      | Click the **Add a New Value** tab. |
| 6.   | A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.  
|      | Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "load_assets". |
| 7.   | Click the **Add** button.  
|      | ![Add](image) |
| 8.   | Use the **Load Assets Request** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run. |
| 9.   | Click in the **Request ID** field. |
| 10.  | Use the **Request ID** field to identify the request process.  
|      | Enter the desired information into the **Request ID** field. Enter a valid value e.g. "load". |
| 11.  | Enter the desired information into the **Request ID** field. Enter a valid value e.g. "LOAD". |
| 12.  | Click in the **Request ID** field. |
| 13.  | Enter the desired information into the **Request ID** field. Enter a valid value e.g. "LOAD ASSETS REQUEST". |
| 14.  | Click the **Process Frequency** list.  
<p>|      | <img src="image" alt="Don't Run" /> |</p>
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<tbody>
<tr>
<td>15.</td>
<td>Click the <strong>Always Process</strong> list item.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Always Process" /></td>
</tr>
<tr>
<td>16.</td>
<td>Click the <strong>Process Option</strong> list.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Process All Business Units" /></td>
</tr>
<tr>
<td>17.</td>
<td>Click the <strong>Process Voucher</strong> list item.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Process Voucher" /></td>
</tr>
<tr>
<td>18.</td>
<td>Use the <strong>Details</strong> section to define the assets to be loaded with this process.</td>
</tr>
<tr>
<td>19.</td>
<td>Click in the <strong>Business Unit</strong> field.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Business Unit" /></td>
</tr>
<tr>
<td>20.</td>
<td>Enter the desired information into the <strong>Business Unit</strong> field. Enter a valid value e.g. &quot;US001&quot;.</td>
</tr>
<tr>
<td>21.</td>
<td>Click in the <strong>Voucher ID</strong> field.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Voucher ID" /></td>
</tr>
<tr>
<td>22.</td>
<td>Enter the desired information into the <strong>Voucher ID</strong> field. Enter a valid value e.g. &quot;00000109&quot;.</td>
</tr>
<tr>
<td>23.</td>
<td>Click the <strong>Run</strong> button.</td>
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<td></td>
<td><img src="image" alt="Run" /></td>
</tr>
<tr>
<td>24.</td>
<td>Use the <strong>Process Scheduler Request</strong> page to enter or update parameters, such as server name and process output format.</td>
</tr>
<tr>
<td>25.</td>
<td>You must select a <strong>Server Name</strong> to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Server Name</strong> list.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Server Name" /></td>
</tr>
<tr>
<td>26.</td>
<td>Click the <strong>PSNT</strong> list item.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="PSNT" /></td>
</tr>
<tr>
<td>27.</td>
<td>Use the <strong>Type</strong> field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.</td>
</tr>
<tr>
<td>28.</td>
<td>Use the <strong>Format</strong> field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.</td>
</tr>
<tr>
<td>29.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="OK" /></td>
</tr>
<tr>
<td>30.</td>
<td>Notice the <strong>Process Instance</strong> number appears. This number helps you identify the process you have run when you check the status.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Process Monitor</strong> link.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Process Monitor" /></td>
</tr>
<tr>
<td>31.</td>
<td>Use the <strong>Process List</strong> page to view the status of submitted process requests.</td>
</tr>
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<tr>
<td>------</td>
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</tr>
<tr>
<td>32.</td>
<td>The current status of the process is Queued. The process is finished when the status is Success. Continue to click the <strong>Refresh</strong> button until the status is Success. Click the <strong>Refresh</strong> button.</td>
</tr>
<tr>
<td>33.</td>
<td>You have successfully sent asset information to the preAM interface table. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>