9.2 Sending Asset Information to the PreAM Interface Table

Purpose: Use this document as a reference for sending asset information to the Pre-AM Interface table in ctcLink.

Audience: Financial Asset Manager, Facilities Asset Manager

⊘ You must have at least one of these local college managed security roles:

• ZZ AM Interface Processing

    You must also set these User Preference Definitions:

• User Preferences: Voucher Processing

    If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

After you create purchase orders and vouchers, you use the Load Assets Request process to send asset information from ctcLink Payables to the Pre-AM Interface table.

Sending Asset Information to the Pre-AM Interface Table

Navigation: NavBar > Navigator > Accounts Payable > Batch Processes > Extracts and Loads > Load Assets Request

1. The **Load Assets Request** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

ℹ **Note:** A Run Control ID is an identifier that, when paired with your User ID, uniquely identifies the process that you are running. The Run Control ID defines parameters

that are used when a process is run. These parameters ensure that when a process runs in the background, the system does not prompt you for additional values.

5. The **Load Assets Request** page displays.
6. Enter **Request ID**.
7. Enter **Description**.
8. Select **Process Frequency** = "Always Process".
9. Select **Process Option** = "Process Business Unit".
10. Enter **Business Unit**.
11. Select **Run**. Please refer to the Process Scheduling QRG for further instructions.

12. Process complete.