

QUICK REFERENCE GUIDE

November 1, 2019

Asset Interface Overview

This guide provides an overview of the Asset Interface process and the pages contained in the Asset Interface tile that can be used to manually move asset records.

WARNING! These processes are complicated and should only be performed by users that have an understanding of the Integration process. Contact SWIFT Module Support to clarify your understanding of these processes at AgencyAssistance.MMB@state.mn.us.

Most assets in Asset Management are built with the batch integration process that moves records from Purchase Order (PO) receipts and Accounts Payable (AP) vouchers into Asset Management. The **Asset Interface** tile contains the pages that can be used to manually move these records and review the information being processed.

A few reasons why you may want to manually review these records include:

- Exclude records that should **not** create assets.
- Update values in the records like Dates, Description, or Location values.
- Add information to asset records that is missing, such as Tag Numbers or Serial Numbers.
- Load asset information quickly.
- Unitize asset records. (Change a record with a multiple quantity into multiple assets.)
- Consolidate asset records. (If a receipt was not entered in the correct manner, you can consolidate multiple records into a single asset and funding details will be retained.)

How Normal Asset Interface Batch Processing Works

The normal batch processing works automatically to move **saved** information in SWIFT. Assets will be created if a PO line has an asset PROFILE ID associated with a line item. The actual asset record will generate when the line item is received and/or voucher paid. (Refer to the "[Purchasing an Asset](#)" guides for more detail on this process.)

Batch processes run 3 times during the day to move Receipt (RECV_02) and Voucher (INTFAPAM) information into asset tables:

- Morning batch (starts at 10:00 am)
- Afternoon batch (starts at 2:00 pm)
- Overnight batch (starts at 6:00 pm)

Morning and Afternoon Batches

In the morning and afternoon batches, new receipt and voucher information is moved into the **Pre-interface Table** (INTFC_PRE_AM).

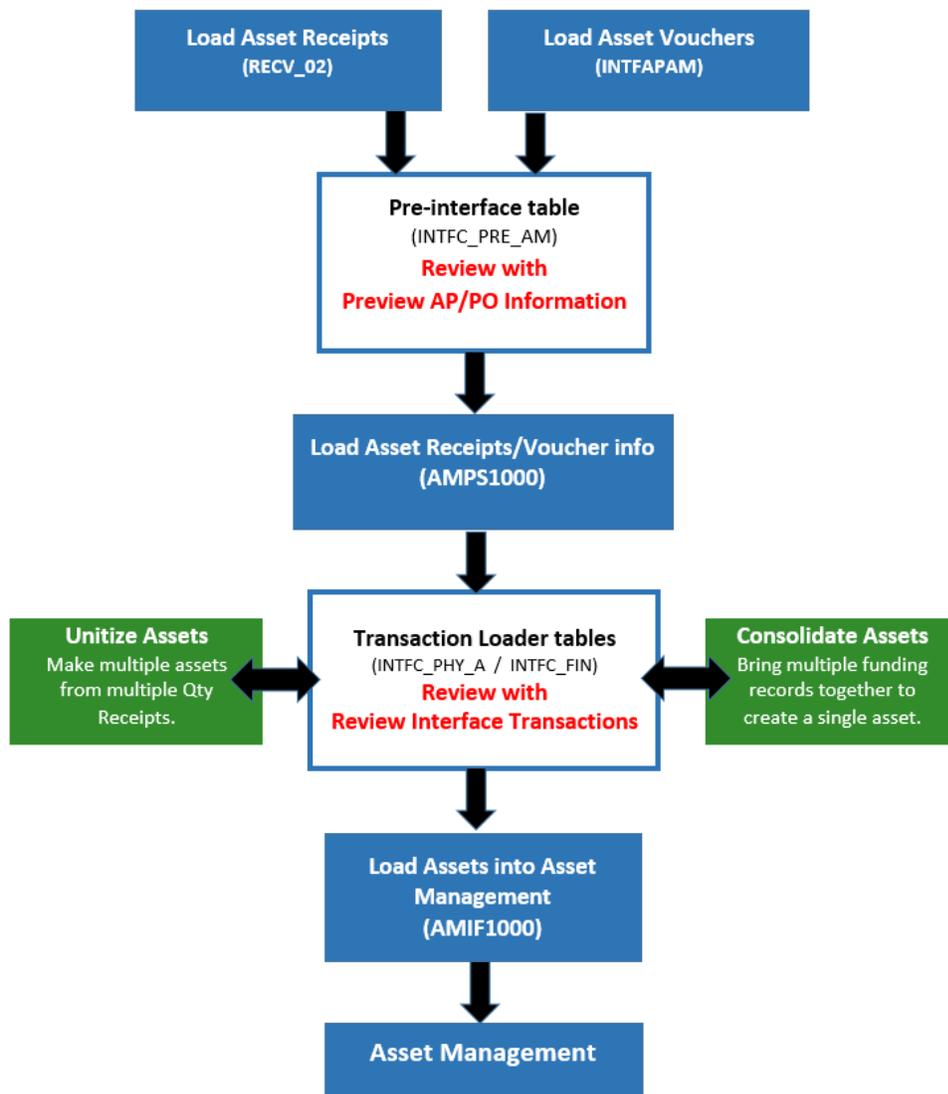
Note: the **Pre-interface Table** is used as a holding place where receipt and voucher asset information can be reviewed before the asset is built in Asset Management.

Asset records in the Pre-interface Table can be reviewed as needed during the day. The best time to review these transactions is late afternoon (after the Afternoon batch is completed) but before the Overnight batch starts at 6:00 pm.

Overnight Batch

In the Overnight batch, the asset processing begins with the records that exist in the Pre-Interface Table in “Pending Status” and processes these records through the complete asset integration if “Automatic Approval” is set and there is no error. Then, the last process run for Asset Management in the Overnight batch is to interface **new** receipt and voucher information into the Pre-Interface Table.

Asset Interface Process

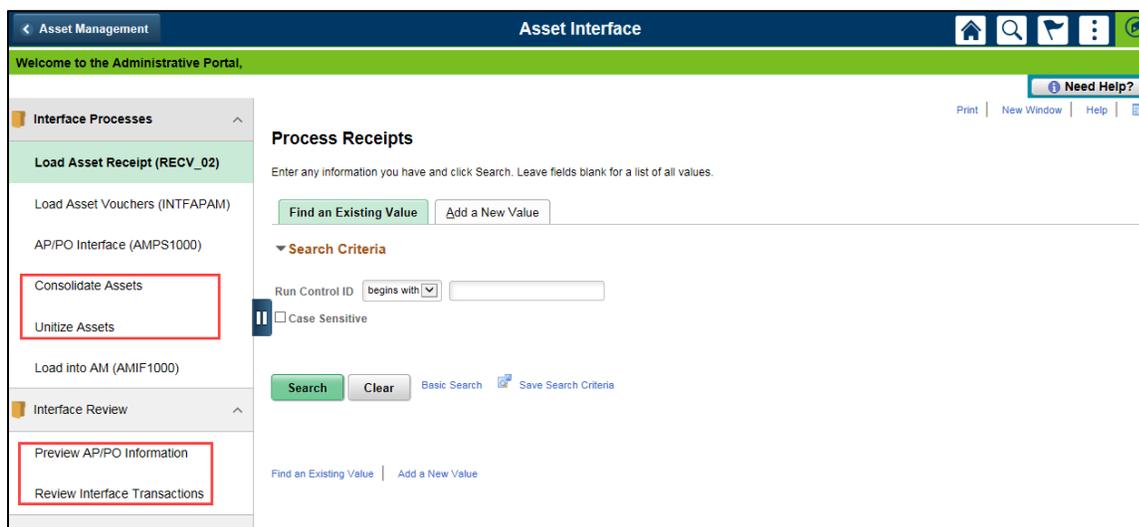


When the Overnight batch starts at 6:00 p.m., Asset Management records are moved/created as follows:

Process	Description
AMPS1000	Moves records with “Pending Status” from the Pre-Interface Table (INTFC_PRE_AM) to the Transaction Loader Tables (INTFC_PHY_A / INTFC_FIN).
AMIF1000	Moves records from the Transaction Loader Tables (INTFC_PHY_A / INTFC_FIN) into Asset Management and creates or updates the Assets as needed. (Records must be in “Pending” Status and marked “Approved”.) Records Include: <ul style="list-style-type: none"> -Asset records -Asset Acquisition Detail records -Cost records -Location records -Custodian records -Asset Book records (depreciation information)
Depr Calculation	Calculates depreciation for new asset cost records that are depreciable.
Accounting Entries	Creates accounting entries for all new asset cost records.
Load Asset Receipt (REV_02) and Load Asset Voucher (INTFAPAM)	Loads new (saved) receipt and voucher records into the Pre-Interface Table (INTFC_PRE_AM).

Asset Interface Navigation Collection

The **Asset Interface** tile contains the pages that can be used to manually move asset records and review the information being processed.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

The below table lists the pages available in the Asset Interface Collection.

- All records moved into the Transaction Loader Tables (INTFC_PHY_A and INTFC_FIN) are set as “Approved” by default for all Business Units unless the agency has worked with MMB to change that default.
- Asset records must be approved prior to processing with the Load in AM (AMIF1000) process and building assets in SWIFT.

The process only works on Receipt records. Voucher records are automatically updated with the changes made on the prior Receipt records.

Action	Page	Description
Load	Load Asset Receipt (REV_02)	Loads new (saved) receipt and voucher records into the Pre-Interface Table (INTFC_PRE_AM) . Refer to the “Load Asset Receipt Records Manually” guide for instructions.
Load	Load Asset Voucher (INTFAPAM)	Loads new (saved) receipt and voucher records into the Pre-Interface Table (INTFC_PRE_AM) . Refer to the “Load Asset Vouchers Manually” guide for instructions.
User Review	Preview AP/PO Information	You can review asset records in the Pre-Interface Table (INTFC_PRE_AM) . This review is done to verify the existing record, fix any existing issues, and add missing information. Asset records in the Pre-interface Table can be reviewed as needed during the day. The best time to review these transactions is late afternoon (after the Afternoon batch is completed) but before the Overnight batch starts at 6:00 pm. Refer to the “Preview AP/PO Information” guide for instructions.
Load	AP/PO Interface (AMPS1000)	Moves records from the Pre-Interface Table (INTFC_PRE_AM) to the Transaction Loader Tables (INTFC_PHY_A / INTFC_FIN) (Records must be in “Pending Status” and marked “Approved”). Refer to the “Run AP/PO Interface” guide for instructions.
User Review	Review Interface Transactions	You can review asset records in the Transaction Loader Tables (INTFC_PHY_A / INTFC_FIN) . This review is done to verify the existing record, fix any existing issues, and add missing information. When the asset records display in this page, you can use either the Consolidate Assets or Unitize Assets processes described below. Refer to the “Review Interface Transactions” guide for instructions.

Action	Page	Description
User Process	Consolidate Assets	<p>You can use this process to change asset records that have multiple (fractional) records into a single whole record. This is an issue with multi-funded assets that were not received correctly.</p> <p>The asset records must be in the Transaction Loader Tables (INTFC_PHY_A / INTFC_FIN).</p> <p>The process only works on the first record processed. Voucher records are automatically updated with the changes made on the prior Receipt records.</p> <p>WARNING! This process cannot be combined with the Unitize Asset function. Only one process may be run on an asset record. Refer to the “Consolidate Assets” guide for instructions.</p>
User Process	Unitize Assets	<p>You can use this process to change a single asset record with multiple quantity into multiple, single-quantity asset records. This is an issue with PO lines for multiple quantities that were not received correctly.</p> <p>The asset records must be in the Transaction Loader Tables (INTFC_PHY_A / INTFC_FIN).</p> <p>The process only works on the first record processed. Voucher records are automatically updated with the changes made on the prior Receipt records.</p> <p>WARNING! This process cannot be combined with the Consolidate Asset function. Only one process may be run on an asset record. Refer to the “Unitize Assets” guide for instructions.</p>
Load	Load into AM (AMIF1000)	<p>This process runs every night in the Overnight batch and does not have to be run manually. This process will move asset records that are approved and are in a “Pending Status” in the asset tables (INTFC_PHY_A and INTFC_FIN) into Asset Management. This process will build the base asset records depending on if this is a receipt or voucher record.</p> <p>Refer to the “Load Assets into Asset Management” guide for instructions.</p>