SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

Load Asset Receipt Records Manually

PO lines that are setup with an Asset Profile ID will create Assets in SWIFT Asset Management after Receipts are saved and integrated. (Refer to the “Purchasing an Asset” guides for more detail on this process).

The first step of the asset integration is the Process - Load Asset Receipt (RECV_02). The process can be run in three ways:

- Batch Processing. Almost all records are integrated with Batch Processing. (Refer to the “Asset Interface Overview” guide for more information.)
- Selecting the Interface Receipt option on the Receipt entry. (Refer to the “Manual Receiver Push Process” guide for more information.)
- Manually running the Load Asset Receipt (RECV_02) process.

This guide includes instructions to manually run the process.

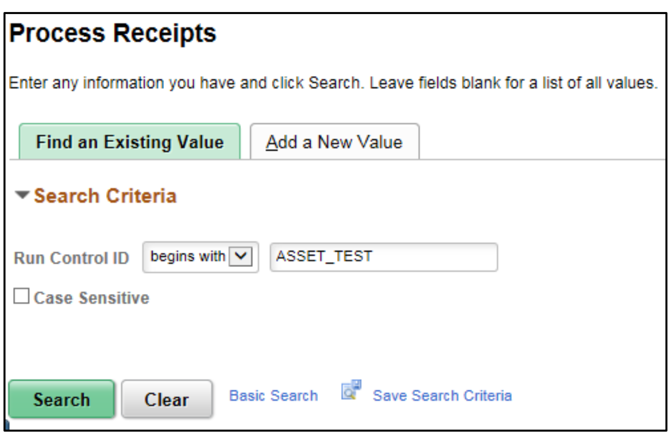
Step 1: Manually Run the Load Asset Receipt Process

This process will move saved Receipt records into asset tables (INTFC_PRE_AM) – this is the first process in building an interfaced Asset in SWIFT.

1. Navigate to the Load Asset Receipt (REC_2) page using the instructions below.

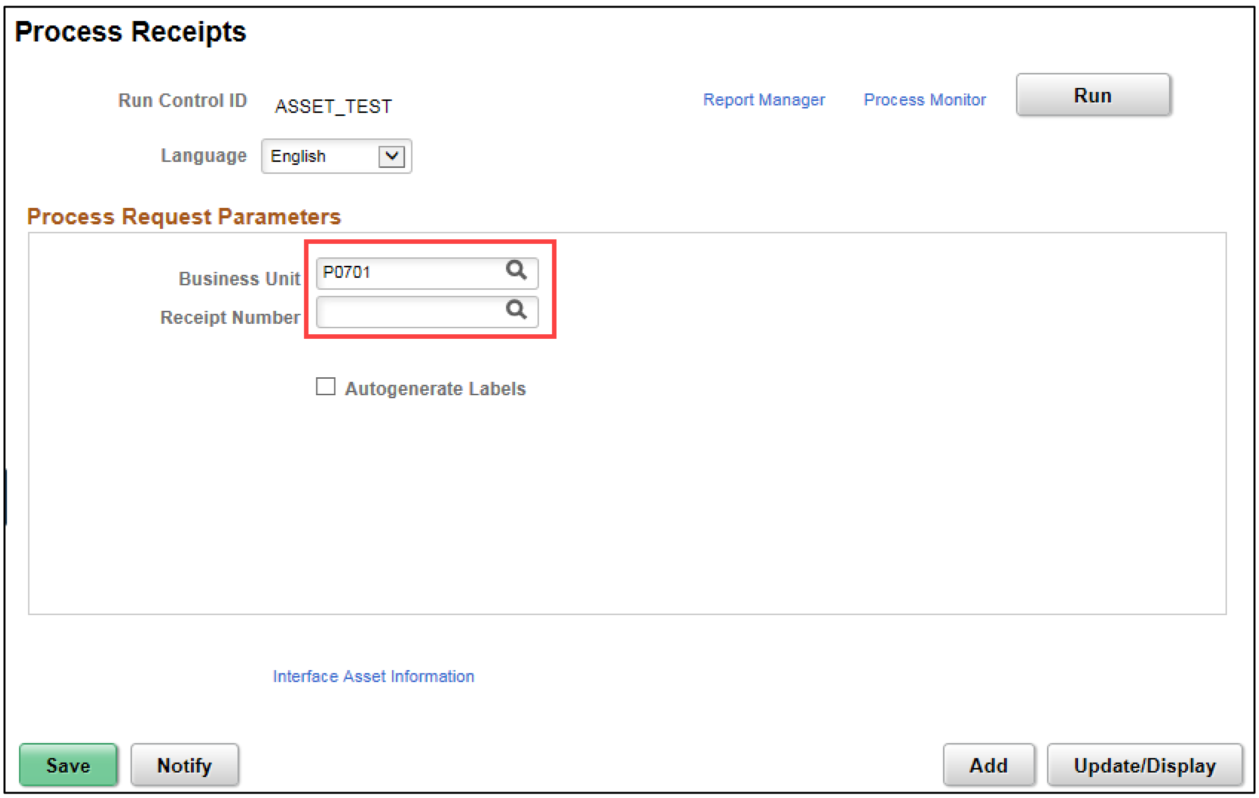
Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Interface. Load Asset Receipt (RECV_02) page opens by default.

2. Select an existing *Run Control ID* or add a new *Run Control ID* for the process.



3. At the *Process Receipts* page, enter the request parameters as described below.

Field Name	Field Description
***Business Unit**	Accept the default *Business Unit* or select a different *Business Unit*.
Receipt Number	Enter a Receipt Number to process a specific receipt or leave the field blank to process all of the Business Unit's receipts that are ready for processing.



4. Click on the **Run** button.
5. Select the **Receipt Push Assets (REV_02)** process on the *Process Scheduler Request* page and click the **OK** button.
6. Click on the *Process Monitor* Link and monitor the process on the *Process List* page.
7. After the process has successfully completed, return to the *Process Receipts* page and select the **Interface Asset Information** link to open the "*Load Preview – Pre-AM*" page. This page is used to review the transaction(s) that have been interfaced.

If you have questions, contact SWIFT Module Support at [AgencyAssistance.MMB@state.mn.us.](mailto:AgencyAssistance.MMB@state.mn.us)