

QUICK REFERENCE GUIDE

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Load Asset Vouchers Manually

After vouchers are completed, the voucher records that relate to Assets must be interfaced into Asset Management. (Refer to the “[Purchasing an Asset](#)” guides for more detail on this process).

The process can be run in two ways:

- Batch Processing. Almost all records are integrated with Batch Processing. (Refer to the “[Asset Interface Overview](#)” guide for more information.)
- Manually running the Load Asset Vouchers (INTFAPAM) process.

This guide includes instructions to manually run the process.

Step 1: Manually Run the Load Asset Voucher Process

If you need to interface voucher information into Asset Management promptly, this process can be run manually.

1. Navigate to the Load Asset Request page using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Interface, left-menu, Load Asset Vouchers (INTFAPAM).

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

Load Assets Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Run Control ID

Case Sensitive

[Basic Search](#)

3. At the *Load Asset Request* page, enter the request parameters as described below.

The screenshot shows the 'Load Assets Request' interface. At the top, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The form fields are:

- *Request ID: 1
- *Description: Training Example
- *Process Frequency: Process Once
- *Process Option: Process Business Unit

 A red box highlights these four fields. Below the form is a 'Details' section with a search bar and a table. The table has columns: Business Unit, Voucher ID, Group, Supplier SetID, Supplier ID, Origin Set ID, and Origin. The first row contains '1' in the Business Unit column and 'P0701' in the Voucher ID column. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Field Name	Field Description
Request ID	Enter a Request ID.
Description	Enter a Description.
Process Frequency	Select "Process Once".
Process Option	Select "Business Unit." WARNING! Never select Process All Business Units."
Business Unit	Enter a Business Unit on the Main Information tab.

- Click on the **Run** button.
- Accept the default Payables to Assets Interface (**INTFAPAM**) process on the *Process Scheduler Request* page and click the **OK** button.
- Click on the *Process Monitor* Link and monitor the process on the *Process List* page.
- After the process has successfully completed, return to the *Load Assets Receipts* page and select the **Interface Asset Information** link to open the "Preview – AP/PO Information" page.
 - This page is used to review asset records in the **Pre-Interface Table** (INTFC_PRE_AM). The review is done to verify the existing record, fix any existing issues, and add missing information.
 - You can also navigate to this page directly using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Interface, left-menu, Interface Review, Preview AP/PO Information.
WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, left menu, Reports/Queries tab, Reports/Processes section, Preview AP/PO Information.

If you have questions, contact SWIFT Module Support at AgencyAssistance.MMB@state.mn.us.