SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

Preview AP/PO Information

The *Preview AP/PO Information* page is used to review asset transaction records for Receipts and Vouchers that have been moved to the Asset Management table – INTFC_PRE_AM with the following processes:

- Load Asset Receipts (RECV_02)
- Load Asset Vouchers (INTFAPAM)

The records in this table are normally created with batch processes:

- The first records moved into this table are at the end of the prior day's Overnight batch.
- Additional records are added with the Morning (starts at 10:00 a.m.) and Afternoon batch (starts at 2:00 p.m.)
- The records in this table normally move to the next step - Transaction Loader Tables (INTFC_PHY_A and INTFC_FIN) at the beginning of the Overnight batch (starts at 6:00 pm).

You do not have to review these records unless there are Errors. Batch processes will move records through the interface tables without user action. 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.)

Step 1: Search for Asset Records to Preview

1. Navigate to the *Preview AP/PO Information* page using one of the options below.

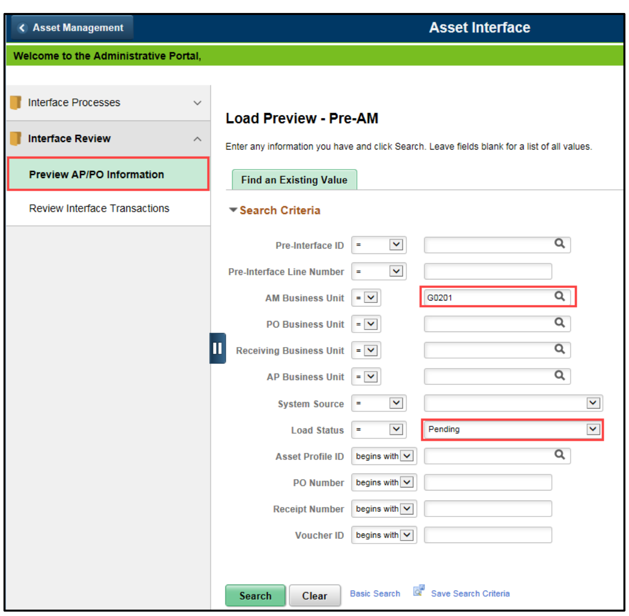
Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Interface, Interface Review, Preview AP/PO Information (Load Preview – Pre-AM).
Asset WorkCenter	Accounting, Asset Management, Asset Management WorkCenter, Report/Queries tab, Interface Section, Preview AP/PO Information (Load Preview – Pre-AM).

2. At the *Load Preview- Pre-AM* search page, accept the default AM Business Unit or select a different AM Business Unit.

3. Enter additional search criteria. Typically you will search for records with the “Pending” load status. All Load Status options are listed below in order of usage.

Load Status	Description
Loaded	The record has processed into the next table successfully.
Pending	The record is a new transaction waiting to be processed.
Errored	The record is in “ERROR” status. Records with this status will not process. You will need fix the record to continue to processing.
In Process	The record is currently processing. This status may indicate that the process is having problems.
Excluded	The record has been “Excluded” Records with this status will not process. You can apply this status to records that should not create assets.
On Hold	Record is being reviewed and will not process until status is updated to “Pending”. Can change to Excluded when reviewed is finalized.
PO Grp Incomplete	State of Minnesota does not use.
Replaced	State of Minnesota does not use.
Consolidated	This status is not used on this page.
Unitized	This status is not used on this page.

Note: Other fields are available for your search, such as Asset Profile ID, PO Number, Receipt Number, and Voucher ID.

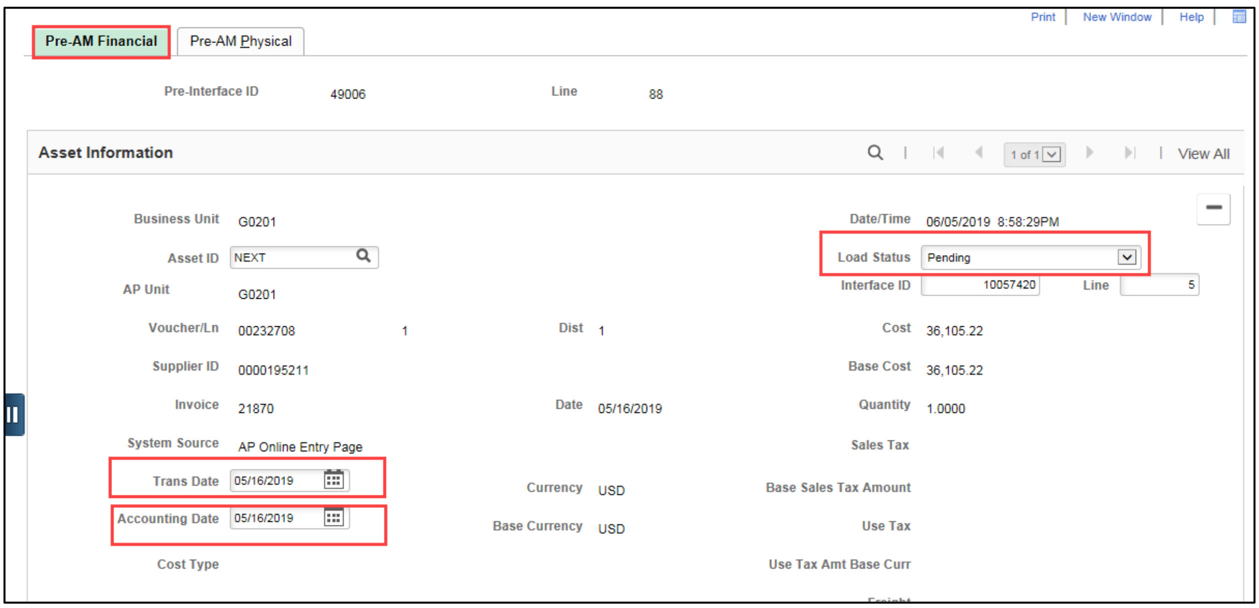


4. Click on the **Search** button.
5. Select a record to review from the **Search Results** listing.

Step 2: Review the Asset Information

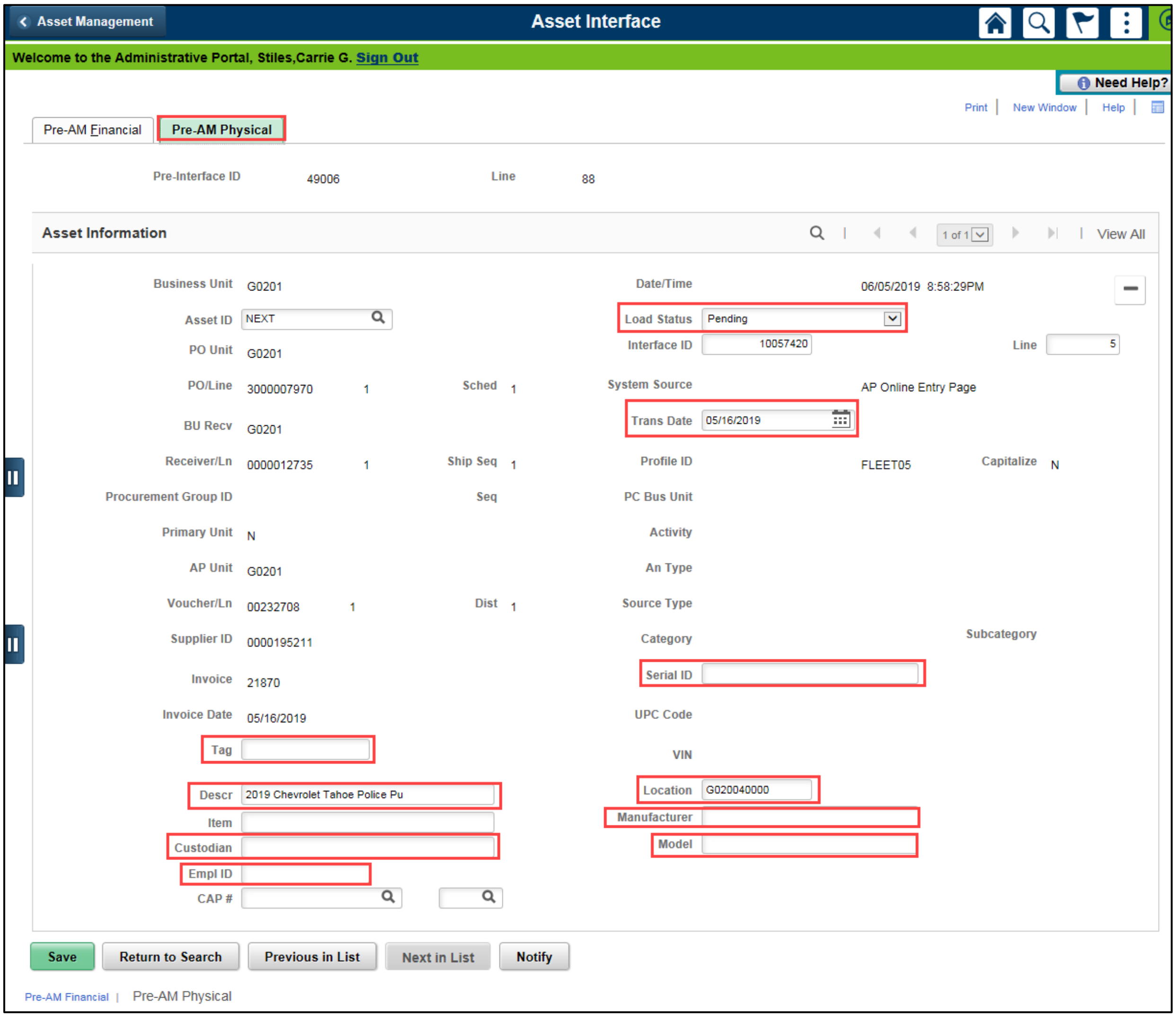
Next, you will review the information contained on the **Pre-AM Financial** and **Physical** tabs. Most information displayed is for reference only and cannot be changed.

1. You must change the Load Status to "Pending" to open fields to be edited.
2. Review the **Pre-AM Financial** tab. You can change the fields as described below.



Field Name	Field Description
Asset ID	**Do not change** the Asset ID unless you have reviewed with Agency Assistance–changes create issues
Trans Date	Update the Trans Date if needed. The change will affect both tabs.
Accounting Date	Update the Accounting Date if needed. The Accounting Date must be same or later than Trans date, and in an Open Period.
Load Status	Update the Load Status if needed. See the Load Status values above. The change will affect both tabs.
Interface ID	**Do not change** the Interface ID. The ID is used to find "LOADED" transactions in the next step.
Line	**Do not change** the Line. The Line is used to help find "LOADED" transactions in the next step.

3. Review the **Pre-AM Physical** tab. You can change the fields as described below.



Field Name	Field Description
Asset ID	**Do not change** the Asset ID unless you have reviewed with Agency Assistance–changes create issues
Tag	Update the Tag Number, if needed. Tag Numbers cannot be duplicated for a Business Unit.
Item	State of Minnesota does not use.
Descr	Update the asset description, if needed. Field length is 30 characters.
Custodian	Enter the name of the asset custodian in the correct format: LAST, FIRST names. The Custodian will default if Employee ID is entered in next field.

Field Name	Field Description
Empl ID	Enter the Employee ID. The ID is **not** validated here so verify the information entered.
CAP#	State of Minnesota does not use.
Sequence	State of Minnesota does not use.
Load Status	Change the Load Status, if needed. Refer to the Load Status values above. The change will affect both tabs.
Interface ID	**Do not change** the Interface ID. The ID is used to find "LOADED" transactions in the next step.
Line	**Do not change** the Line. The Line is used to help find "LOADED" transactions in the next step.
Trans Date	Update the Trans Date, if needed. The change will affect both tabs.
Serial ID	Update the Serial ID for the asset, if needed.
Location	Enter asset Location. The Location is **not** validated here so verify the information entered.
Manufacturer	Enter the Manufacturer, if needed.
Model	Enter the Model, if needed.

4. Click on the **Save** button to save your changes.

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