

QUICK REFERENCE GUIDE

November 1, 2019

Run AP/PO Interface (AMPS1000)

This process moves Receipt and Voucher records residing in the Asset Pre-Interface table to the Transaction Loader Tables (INTFC_PHY_A and INTFC_FIN) for the Asset Management integration.

WARNING: You should use the *Preview AP/PO Information* page to find asset records available to integrate prior to running this process. (Refer to the "[Preview AP/PO Information](#)" guide for assistance.)

This process is normally run in the Overnight Batch Process (starts daily at 6:00 p.m.), and does not need to be run manually. You will normally run this process if you want to:

- Move a fixed ERROR record to verify the record will process successfully as updated.
- Quickly create the asset thru integration.
- Unitize asset records: change a record with a multiple quantity into multiple assets.
- Consolidate asset records: combine multiple records into a single asset. Funding details will be retained.

Step 1: Manually Run the AP/PO Interface Process

1. Navigate to the *Retrieve Info From AP/PO* page using the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Interface, left-menu, Interface Processes, AP/PO Interface (AMPS1000).
Asset WorkCenter	Accounting, Asset Management, Asset Management Workcenter, Report/Queries tab, Interface Section, Retrieve Info from AP/PO, Payables/Purchasing Interface (AMPS1000).

2. At the *Payable/Purchasing Interface* page, select an existing *Run Control ID* or add a new *Run Control ID* for the process.

Payables/Purchasing Interface

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](#)

[Find an Existing Value](#) | [Add a New Value](#)

3. At the *Retrieve Info from AP/PO* page, enter the request parameters as described below.

Retrieve Info from AP/PO

Run Control ID TEST Report Manager

Request ID

Process Frequency

Process Option

[Interface Asset Information](#)

Selection Criteria

#	Business Unit		
1	<input type="text" value="P0701"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Field Name	Field Description
Request ID	Enter a Request ID and a description.
Process Frequency	Select "Process Once".
Process Option	Select "Process Business Unit."
Business Unit	Enter a Business Unit on the Selection Criteria section.

4. Click on the **Run** button.
5. Accept the default **PO/AP/AM Interface (AMPS1000)** 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. After the process has successfully completed:

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- The record should have a Status of “Loaded” on the *Preview AP/PO Information* page. (Refer to the “[Preview AP/PO Information](#)” guide for assistance.)
- The record should have a Status of “Pending” on the *Review Interface Transaction* page.

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