Consolidate Assets

This guide covers how to use the Load - Consolidate Assets page to combine asset records that have partial quantities into a single individual asset.

It is recommended that the “Receive a Single Asset with Split Funding” guide is followed to receive multiple-funded Purchase Order lines. If this process is not followed, this page is available to consolidate the asset records, including:

- PPO: Receipt records.
- PAP: Voucher records where there was not a receipt entered for the PO Line.

This process only works for assets records that build a Single asset with Split Funding. This process will not be successful for asset records with Multiple Funding AND Multiple Quantity. For PO Lines that are multiple quantity and multiple Funding:

- Refer to the “Receive Assets with Multiple Quantities and Split Funding” guide; or
- Exclude the asset record(s), create new assets in SWIFT with the correct information for a single asset, and use the Copy Assets function to create copies, as needed.

Step 1: Manually Move the Records into the Transaction Loader Tables

The records you want to consolidate must be in the Transaction Loader Tables (INTFC_PHY_A and INTFC_FIN) and have a Status of “Pending” before you can use this process.

Records in the Transaction Loader tables are normally created with the nightly batch process and are not available for review.

If you have not done so already, you will need to manually move the records following the instructions below:

1. Find the records in the INTFC_PRE_AM table. Refer to the “Preview AP/PO Information” guide; and
2. Run the AMPS1000 process to manually move the records into these tables. Refer to “Run AP/PO Interface” guide for instructions.
3. Verify that the records are in the Transaction Loader Tables. Refer to the “Review Interface Transactions” guide.
Step 2: Consolidate the Asset Records

Next, you’ll consolidate the asset records.

1. Navigate to the Load – Consolidate Assets page following the instructions below.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
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2. Select the Add a New Value tab. The From Assets and To Assets tabs display.

3. On the FROM Assets tab, search for the asset records to consolidate by entering criteria in the Search section of the page.
   - Common search criteria includes Business Unit and Purchase Order (PO) number. Several fields are available for your search, including receipt, voucher and ChartField fields.
4. After entering your search criteria, click on the Search button to find the records. The records are returned in the From Assets section at the bottom of the page.

5. Select the Delete button to remove any records that should not be included in the new asset; or clear the “Consolidate” checkbox for records that should not included.

6. Select the To Asset tab to continue the process. The information for the new asset record displays.

7. Verify information in the Asset Information section.

8. Verify information in the Acquisition Related Fields section.
9. In the **Cost Information** section, verify the consolidated **Quantity** and **Cost**.

![Cost Information Section](image)

10. After reviewing the information, select the **Save** button. The updated information is saved to the Transaction Loader tables (INTFC_PHY_A and INTFC_FIN).

11. Navigate to the **Review Interface Transactions** page to verify that the transactions were saved. Refer to the “**Review Interface Transactions**” guide.
   
   a. You can search by **Business Unit** and **PO Number** on **Review Transactions** search page. Below are example search results.

![Search Results](image)

   b. When you select one of the consolidated records in a message will display indicating that the transaction was created from a consolidated transaction.

![Message Display](image)

   c. Any information changed during the Consolidation process will display. If additional changes need to be made, use the **Consolidate** page to make those changes so that all records in the group are updated.
The Review Interface Transactions page includes a new Related Transactions section which displays the records that will make up the new, consolidated asset in SWIFT Asset Management.