

QUICK REFERENCE GUIDE

November 1, 2019

Unitize Assets

This guide covers how to use the *Load -Unitize Assets* page to change an asset record that has multiple quantities to multiple, individual assets with single quantity.

It is recommended that the [“Receive Assets with Multiple Quantities”](#) guide is followed to receive multiple-quantity Purchase Order (PO) lines. If this process is not followed, the *Unitize Assets* page is available to unitize 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 have a single funding string. This process **will not** be successful for asset records with multiple quantity and multiple funding. For PO Lines that have 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 unitize 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 this table. 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. The transaction must have:
 - Load Status of “Pending”
 - Multiple quantity
 - Trans Load Type of “NAD” or “FAD”. WARNING! Do not change the Trans Load Type Value. These records can be unitized.

Step 2: Unitize the Asset Records

Next, you'll unitize the asset records.

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

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Interface, Interface Processes, Unitize Assets.

2. Search for the transaction you want to unitize. Commonly used search criteria is *Business Unit* and *PO Number*.

Load - Unitize Assets

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

Find an Existing Value

Search Criteria

Interface ID =

Interface Line Number =

Business Unit =

Asset Identification begins with

Voucher ID begins with

Voucher Line Number =

PO Number begins with

System Source =

Trans Load Type =

Description begins with

Qty Interface =

Case Sensitive

[Basic Search](#)

3. Search for the record. The **From Asset** and **To Assets** tabs display.
4. Review the information on the **From Asset** tab. This example has a quantity of five as shown in the **Cost Information** section.
 - a. Review information in the **Asset Information** section.

FROM Asset TO Assets

From Asset Q | 1 | 1 of 1 | < | >

Interface ID 1005681 Interface Line Number 1 Trans Load Type Non-Financial Add

Asset Information

Business Unit P0701 Description Ford Escape Linear Asset

*Asset ID NEXT Short Description Ford Escap

Tag Number Parent ID

Serial ID Component of Asset

Profile ID FLEET05 Threshold ID

Detailed Description

254 characters remaining

b. Review information in the **Acquisition Related Fields** section.

Transaction Currency USD		Base Currency USD	
Transaction Amount	163,724.60	Amount	163,724.60
Merchandise Amt	163,724.60	Merchandise Amount Base	163,724.60
Sales Tax	0.00	Base Sales Tax Amount	0.00
Use Tax	0.00	Use Tax Amt Base Curr	0.00
Freight	0.00	Base Freight Amount	0.00
Misc Charge Amount	0.00	Base Misc. Amount	0.00
VAT Amount	0.00	Total VAT Base Amount	0.00
VAT Non Recoverable	0.00	Non-Recoverable Amount Base	0.00
Recoverable VAT	0.00	VAT Recovery Base Amount	0.00

c. Review information in the **Cost Information** section. This example has a Quantity of five.

Cost Information

Acquisition Date: 06/18/2019

Quantity: 5.0000

Salvage Value: 0.000

Cost: 163,724.60 USD Base Cost: 163,724.60 USD

Chartfields

Chartfields | Cost | Acquisition Details | IP

Fund Code	Financial Department ID	Appropriation ID (CF3)	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project	Activity	Analysis Type	Source Type	Resource Category	Resource Category
1 2700	P0735241	P075947											

Custodian Information

Asset Location

Manufacturer Information

Save Return to Search Notify Refresh

ROM Asset | TO Assets

5. Review information on the **TO Assets** tab.

Note: these records are not be created yet. The records will be created when we run the Unitization process.

a. An example **Asset Information** section is shown below. Notice the record count is 1 of 1.

EROM Asset | **TO Assets**

To Asset Information

Interface ID Interface Line Number Trans Load Type

Asset Information

Business Unit: P0701 Description: [Redacted] Linear Asset

*Asset ID: [Redacted] Short Description: [Redacted]

Tag Number: [Redacted] Parent ID: [Redacted]

Serial ID: [Redacted] Component of Asset: [Redacted]

*Profile ID: [Redacted]

Detailed Description: [Redacted]

254 characters remaining

6. On the **FROM Asset** tab, select the **EZ Unitize** button.

7. The *Proportional Unitization Defaults* pop-up page displays.

8. Normally the displayed values are accepted. Click on the **OK** button to process the unitization.
9. On the **To Assets** tab, view the new record count. In this example, the record count is now 1 of 5.

10. Review the information on the To Assets tab for each asset that will be built.
 - a. The **Cost Information** section will now have information for each individual asset. Notice the quantity of "1" and individual asset cost.

▼ Cost Information			
Acquisition Date	06/18/2019		
Quantity	1.0000	Salvage Value	0.00
Cost	32,744.92 USD	Base Cost	32,744.92 USD

- b. Multiple fields are available to update for these individual assets. Common fields to update include:
 - Tag Number
 - Serial Number
 - Description
11. After reviewing the information, select the **Save** button. The updated information is saved to the Transaction Loader tables (INTFC_PHY_A and INTFC_FIN).
12. Navigate to the *Review Interface Transactions* page to verify that the transactions were saved to the Transaction Load Tables.
 - a. You can search by *Business Unit* and *PO Number* on *Review Transactions* search page.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

▼ Search Criteria

Interface ID =

Interface Line Number =

Business Unit =

Asset Identification begins with

Voucher ID begins with

Voucher Line Number =

PO Number begins with

Receipt Number begins with

Project begins with

System Source =

Trans Load Type =

Physical Inventory ID begins with

Transaction begins with

Description begins with

Serial ID begins with

Load Status =

Auto Approval Status

Case Sensitive

[Basic Search](#)

b. Below are example search results showing the unitized records.

- Verify that the records have the correct information and have a *Load Status* of “Pending”.
- Any additional changes to these records must be made on this page - *Review Interface Transactions*.
- Refer to the “[Review Interface Transactions](#)” guide for information about using this page.

Search Results													
View All													
Interface ID	Interface Line Number	Business Unit	Asset Identification	Voucher ID	Voucher Line Number	PO Number	Receipt Number	Project	System Source	Trans Load Type	Physical Inventory ID	Transaction	Description
10056581	2	P0701	NEXT	(blank)	0	3000058138	0000031883	(blank)	PO Online	Phys Add	(blank)	(blank)	Ford Escape
10056581	3	P0701	NEXT	(blank)	0	3000058138	0000031883	(blank)	PO Online	Phys Add	(blank)	(blank)	Ford Escape
10056581	4	P0701	NEXT	(blank)	0	3000058138	0000031883	(blank)	PO Online	Phys Add	(blank)	(blank)	Ford Escape
10056581	5	P0701	NEXT	(blank)	0	3000058138	0000031883	(blank)	PO Online	Phys Add	(blank)	(blank)	Ford Escape
10056581	6	P0701	NEXT	(blank)	0	3000058138	0000031883	(blank)	PO Online	Phys Add	(blank)	(blank)	Ford Escape

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