

## QUICK REFERENCE GUIDE

May 31, 2024

### Load Assets into Asset Management (AMIF1000)

This guide covers how to manually run the process to integrate records that are in the Transaction Loader Tables (INTFC\_PHY\_A and INTFC\_FIN) into Asset Management to create Assets. This process runs in the Overnight batch. At that time, all transactions with a “Pending” Load Status are processed.

#### Step 1: View the Review Interface Transaction Page

Before running this process, you should navigate to the “Review Interface Transaction” page to review the records in the Transaction Loader Tables (INTFC\_PHY\_A and INTFC\_FIN) that are available for integration with this process. Only transactions with a “Pending” Load Status are processed. Refer to the [“Review Interface Transactions”](#) guide for assistance.

#### Step 2: Run the Load Assets into Asset Management Process

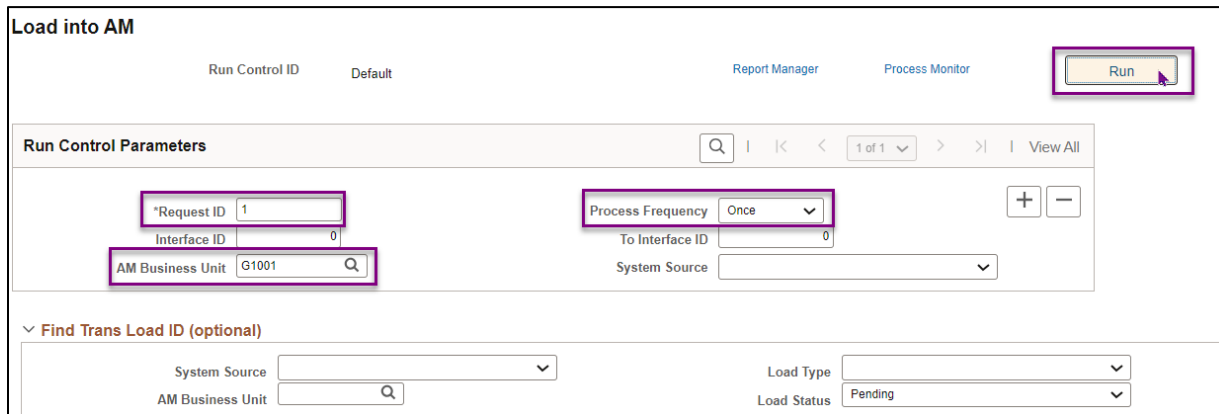
1. Navigate to the Load Assets into AM- AMIF1000 page using one of the options below.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Asset Management, Asset Interface, Interface Processes, Load Assets into AM – AMIF1000.
<b>Asset WorkCenter</b>	Accounting, Asset Management, Asset Management WorkCenter, Report/Queries tab, Interface Section, Load into AM, Transaction Loader.

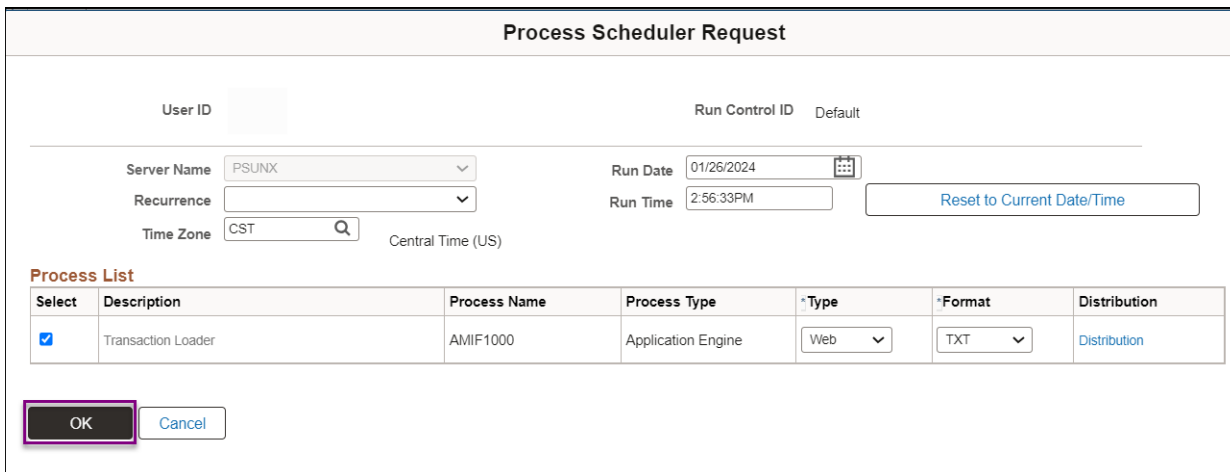
2. Select an existing Run Control ID or add a new Run Control ID for the process.
3. At the Load into AM page, enter the request parameters as described below.

Field Name	Field Description
<b>*Request ID</b>	Enter a Request ID.
<b>*Process Frequency</b>	Select “Process Once.”
<b>Interface ID – To Interface ID</b>	Optionally, enter the Interface ID and To Interface ID. Refer to the <a href="#">“Review Interface Transactions”</a> guide. These values can be found on this page.
<b>*AM Business Unit</b>	Enter a Business Unit.

4. Select the **Run** button.



5. The Process Scheduler Request page displays. Accept the default Transaction Loader process and select the **OK** button.



Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Transaction Loader	AMIF1000	Application Engine	Web	TXT	Distribution

6. Select the **Process Monitor** link and monitor the process on the Process List page.

7. After the process has successfully completed, verify that the assets were created in Asset Management:
- Navigate to the Search for an Asset page to view the assets that have been created. Refer to the [“Use Search for an Asset Page”](#) guide for assistance.
  - You can also navigate to the Review Interface Transactions page to verify that the Load Status is “Loaded” If the process was not successful and the Load Status is “In Process” or “ERROR”, contact SWIFT Module Support at the contact information listed below.

If you have questions, contact SWIFT Module Support at [AgencyAssistance.MMB@state.mn.us](mailto:AgencyAssistance.MMB@state.mn.us).