SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

September 1, 2019

Asset Management WorkCenter

WorkCenters provide a centralized place where you can access frequently used pages, queries, processes, and reports. Options that you see in the WorkCenter depend on your security roles. You may see more or fewer options than shown in this guide.

The following Asset Management WorkCenter sections are covered in this guide:

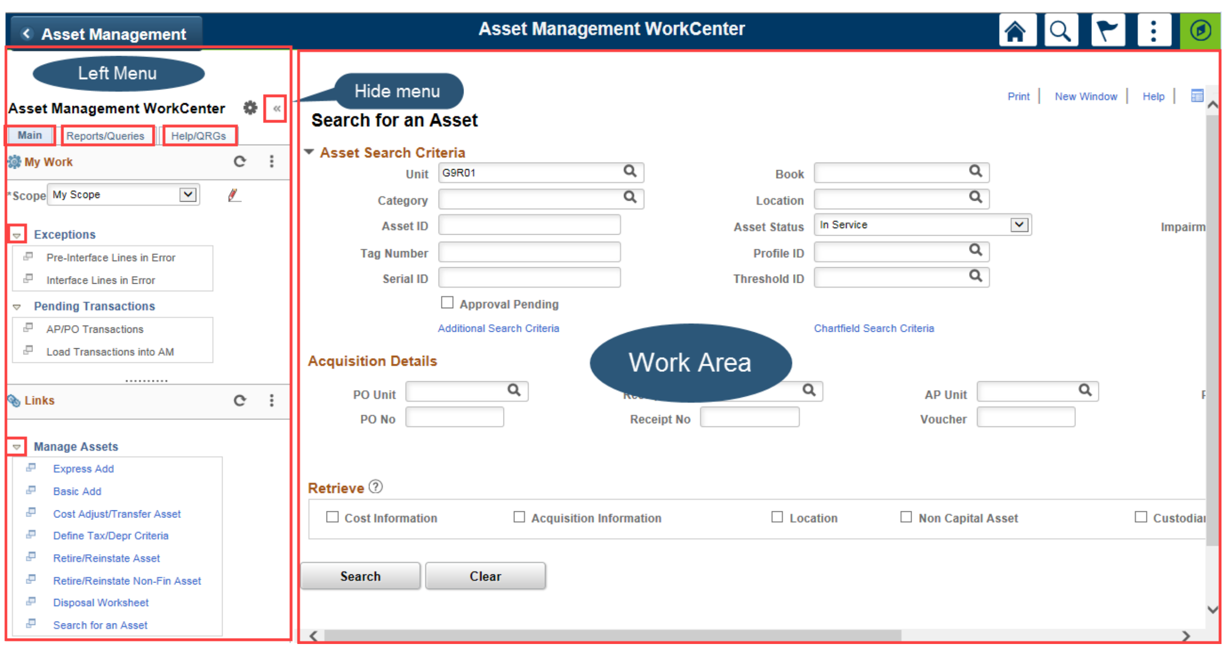
- **My Work** – View Exceptions and Pending Integration Transactions
- **Links** -- Access Frequently Used pages
- **Reports/Queries --** Run Queries, Reports, or Processes
- **Help/QRGs --** View Quick Reference Guides and Help Desk Contact Information

Access the Asset Management WorkCenter

1. Navigate to the Asset Management WorkCenter as described below.

Navigation Option	Navigation Path
Asset Management WorkCenter	Accounting, Asset Management, Asset Management WorkCenter.

The Asset Management WorkCenter displays with the *Search for an Asset* page opened in the **Work Area** by default (right side page).



- The left menu includes the **Main**, **Reports/Queries**, and **Help/QRGs** tabs.
- Click on the **Expand/Collapse** ( ) drop-down arrow to hide or see options in the **Left Menu**.
- Click on the **Hide Menu** («) double-arrow in the header of the menu to hide the **Left Menu**.

My Work – View Exceptions

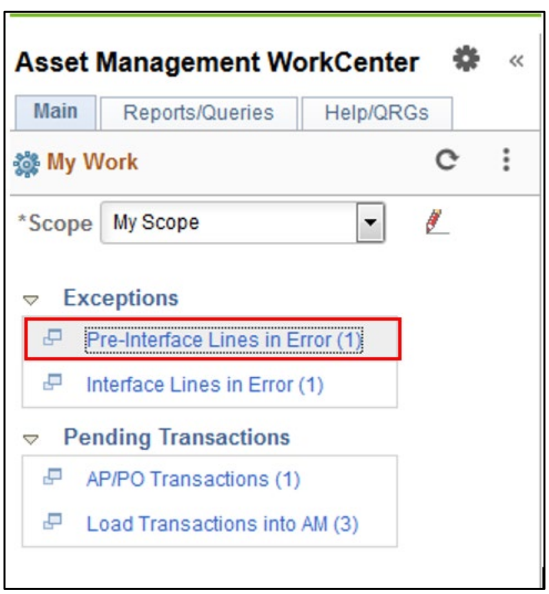
The **My Work** section on the **Main** tab includes inquiries related to the Asset Integration process described below.

WARNING! Only staff with a thorough knowledge of the integration process should perform the actions allowed on these inquiry pages. Contact SWIFT Module Support with your questions at AgencyAssistance.MMB@state.mn.us.

- If the inquiry name is greyed out, no exceptions (errors) or pending transactions were found.
- The number of transactions found will be listed next to the inquiry name.
- After selecting an inquiry, use the **Arrows** on the right side of page to scroll through the rows of data.
- View information about the inquiry by selecting the **Help** ( ) icon.

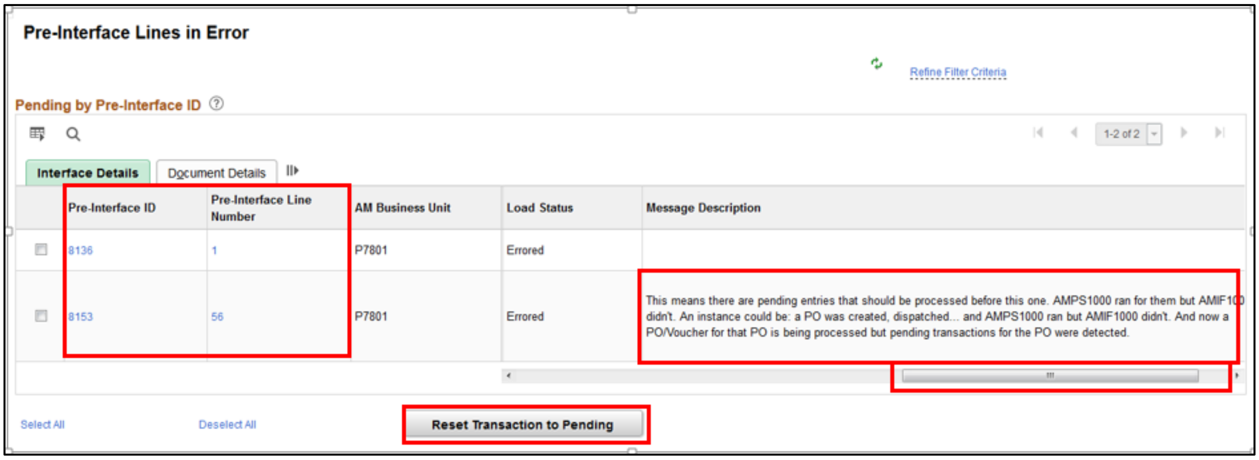
Option 1: Pre-Interface Lines in Error

The Pre-Interface Line in Error inquiry displays information from the *Preview AP/PO Information* page (Pre-Interface records). By default, the inquiry displays the exceptions (records in error) for your Business Unit.

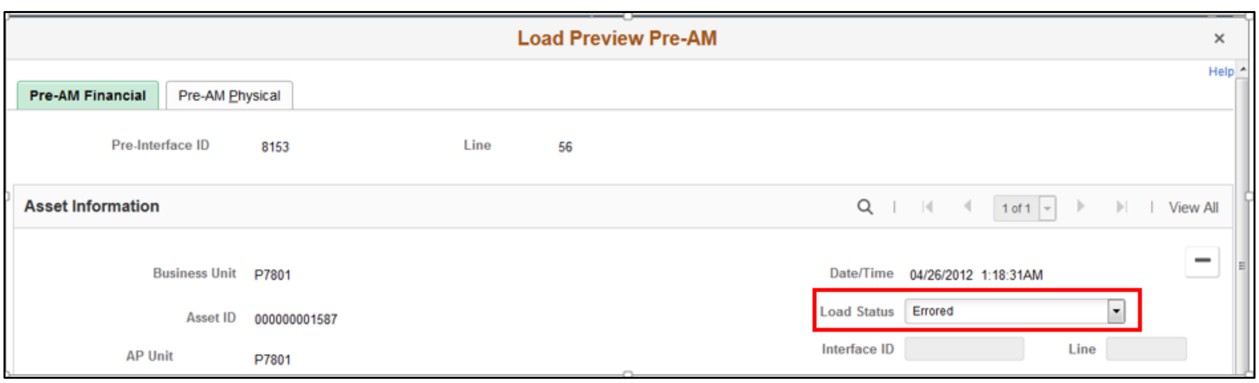


The *Preview AP/PO Information* page can also be reviewed on the Asset Management WorkCenter's **Reports/Queries** tab in the **Reports/Processes** section, and it is available in the **Asset Interface** tile. View this page if you need more comprehensive information about errored transactions.

1. Slide the horizontal scroll bar to the right to see if there is a **Message Description**.



2. Select the *Pre-Interface ID* hyperlink or *Pre-Interface Line Number* to open the record page and review the information.
   - Change the record *Load Status* to "Pending" to open fields for editing.
   - Change the *Load Status* to "Excluded" or "On Hold" to stop the record from integrating.
   - Remember to use the **Save** button to save any changes made on the *Load Preview Pre-AM* page.
3. Select the **Reset Transaction to Pending** button to change the *Load Status* to "Pending" for the selected records.

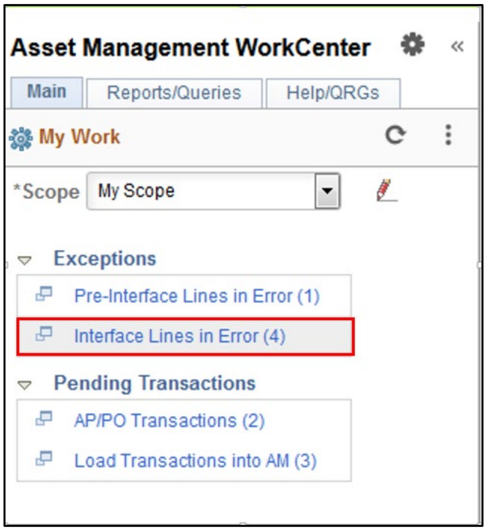


After updating the *Load Status* from "Errored", the records will no longer display in the **Exceptions** section when **My Work** is refreshed. If the record status is changed to "Pending", the record will display in the **Pending Transactions** section in the **AP/PO Transaction** inquiry.

Refer to the "Preview AP/PO Information" guide for more information about this page.

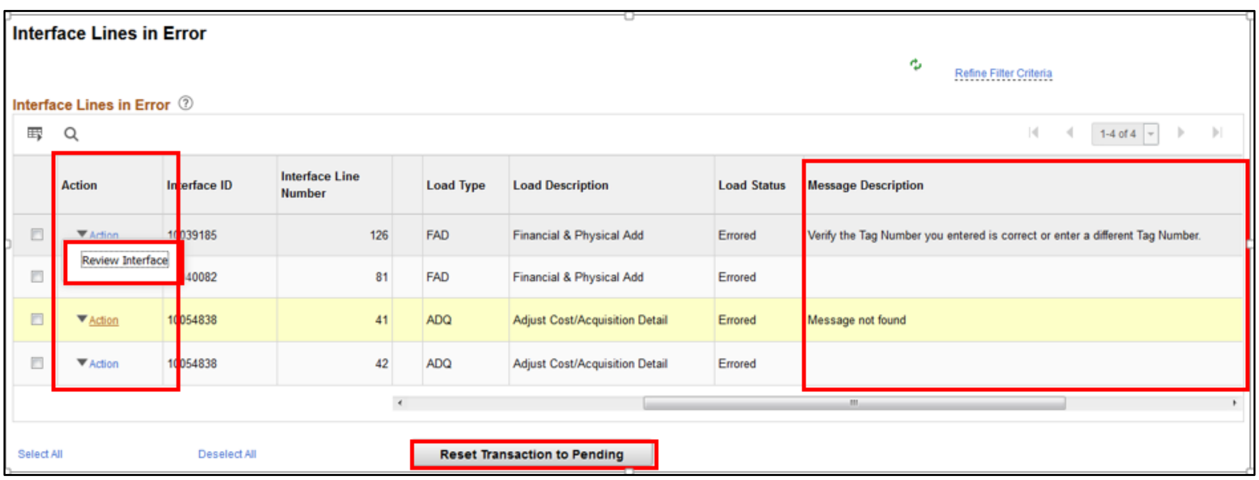
Option 2: Interface Lines in Error

The Interface Lines in Error inquiry displays information from the *Review Interface Transactions* page (Transaction Loader Tables). By default, this inquiry displays exceptions (records in error) for your Business Unit.

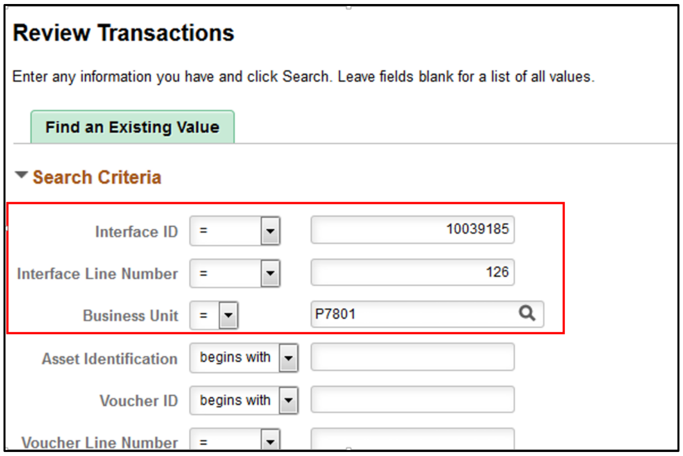


The *Review Interface Transactions* page can also be reviewed on the **Reports/Queries** tab in the **Reports/Processes** section, and it is available in the **Asset Interface** tile. Run this report if you need more comprehensive information about errored transactions.

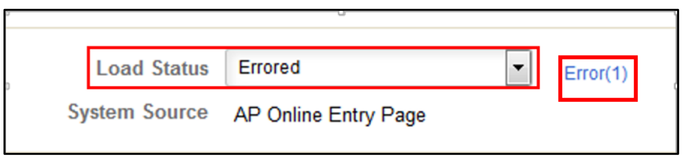
1. Slide the horizontal scroll bar to the right to see if there are any Message Descriptions.



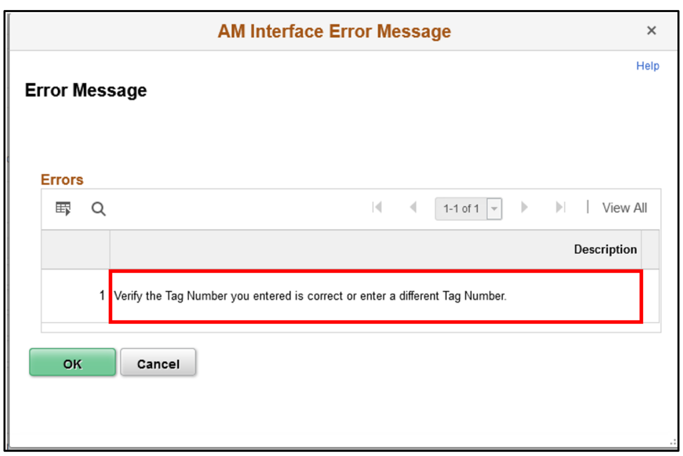
2. Select the **Action** link to display the "Review Interface" hyperlink.
3. Select the "Review Interface" hyperlink to open the *Review Transactions* search page with search criteria for the selected transaction.



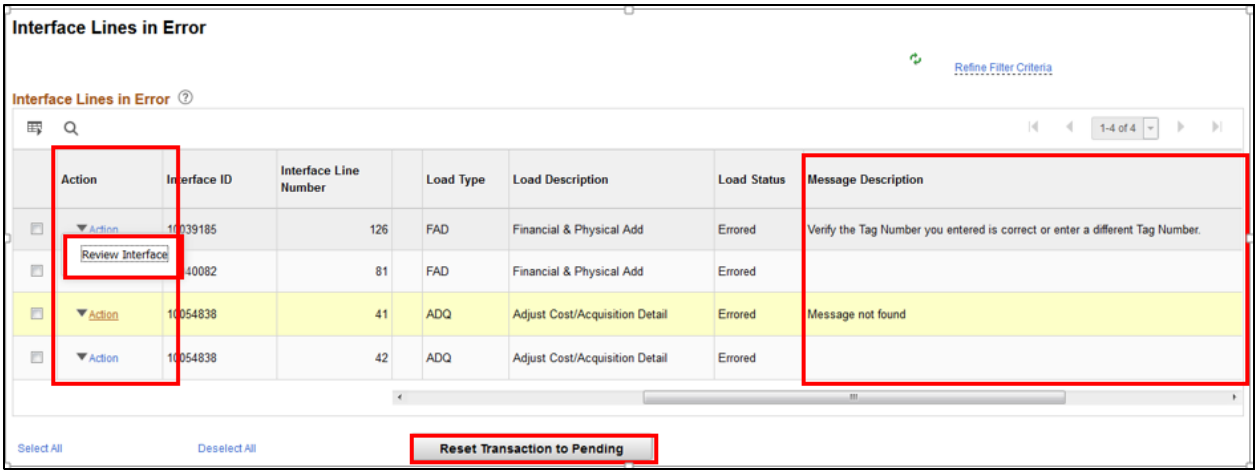
4. Select the **Search** button to open the *Review Interface Transactions* page (Transaction Loader Tables).
   - Change the *Load Status* to "Pending" to open fields for editing.
   - Change the *Load Status* to "Excluded" or "On Hold" to stop the record from integrating.
   - Remember to use the **Save** button to save any changes made on the page.
5. When you review the record, there may be a hyperlink "Error" next to the *Load Status* field.



   - Click on the "Error" hyperlink to display the record Error Message.



6. Use the **Reset Transaction to Pending** button to change the *Load Status* to “Pending” for the selected records.

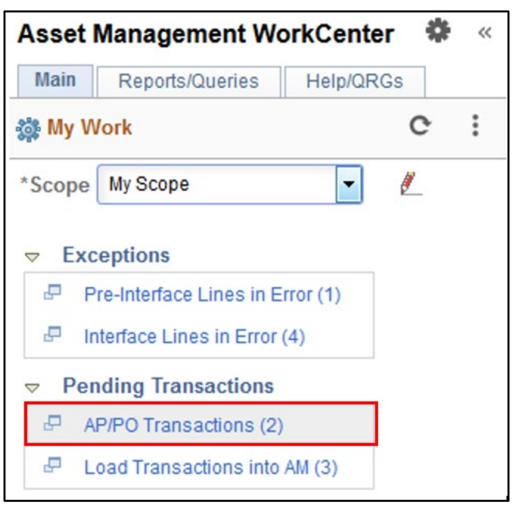


After updating the *Load Status* from “Errored”, the record will no longer display in **Exceptions** section after **My Work** is refreshed. If the record status is changed to “Pending”, the record will display in the **Load Transactions into AM** inquiry.

Refer to the “Review Interface Transactions” guide for more information about this page.

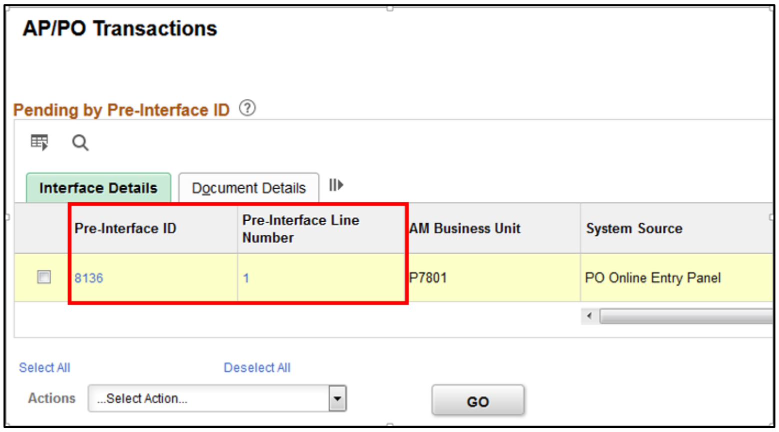
Option 3: AP/PO Transactions

The AP/PO Transactions inquiry displays information from the *Review Interface Transactions* page (Transaction Loader Tables). By default, this inquiry displays records with “Pending” status for your Business Unit.



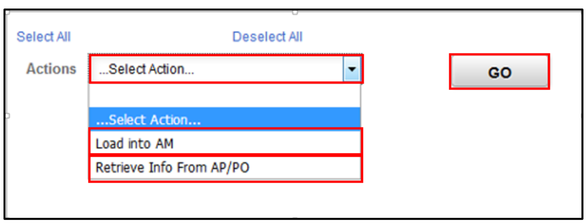
The *Review Interface Transactions* page can also be reviewed on the **Reports/Queries** tab in the **Reports/Processes** section, and it is available in the **Asset Interface** tile. View this page if you need more comprehensive information about pending transactions.

1. Review the transactions by selecting the *Pre-Interface ID* or *Pre-Interface Line Number* for the record.



- No action is required on these transactions. If there are no issues with the record, the nightly batch process will integrate this information into Asset Management with the AMPS1000 and AMIF1000 processes.

2. You can manually run the processes by selecting one or more lines and choosing one of two options from the **Action** drop-down.



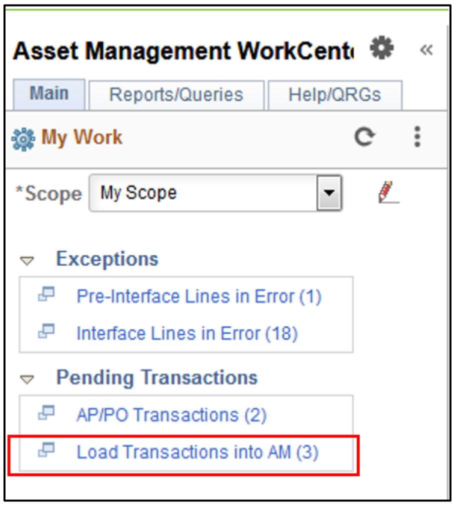
Action	Description
Load to AM	This option runs the **Retrieve Info from AP/PO** (AMPS1000) process which moves records into the Transaction Loader Tables. Next, it runs the **Load into AM** (AMIF1000) process to create the assets in Asset Management.
Retrieve Info from AP/PO	This option ONLY runs the **Retrieve Info from AP/PO** (AMPS1000) process which moves records into the Transaction Loader Tables. This would allow record(s) to be processed with the **Unitization** or **Consolidation** function which are available in the **Asset Interface** tile.

The **Retrieve info from AP/PO** and **Load into AM** processes can also be run from the **Reports/Queries** tab in the **Reports/Processes** section. The processes are also available in the **Asset Interface** tile.

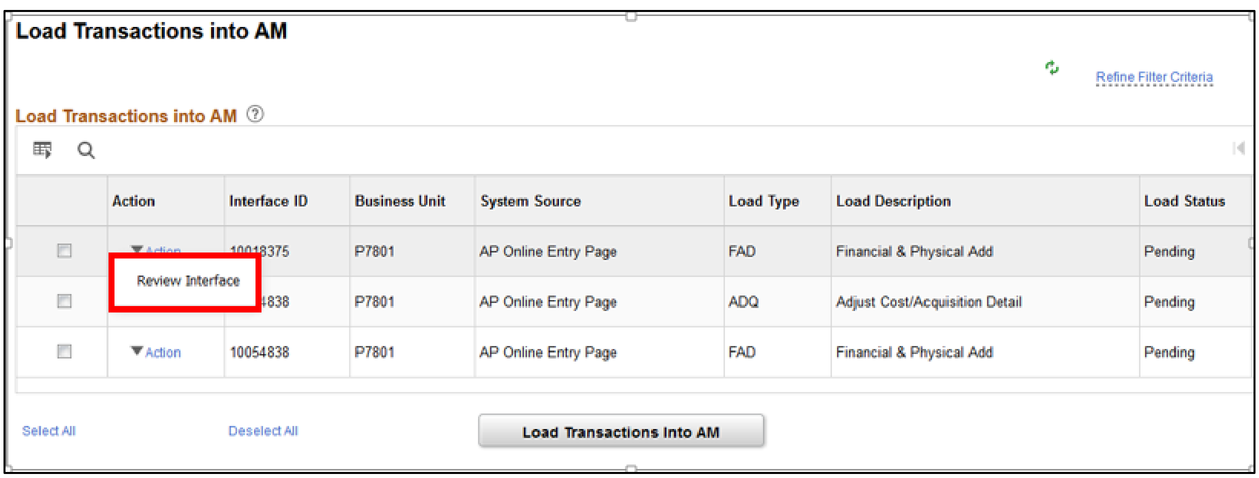
Option 4: Load Transactions into AM

The Load Transactions into AM inquiry displays information from the *Review Interface Transactions* page (Transaction Loader Tables). By default, this inquiry displays records with “Pending” status for your Business Unit.

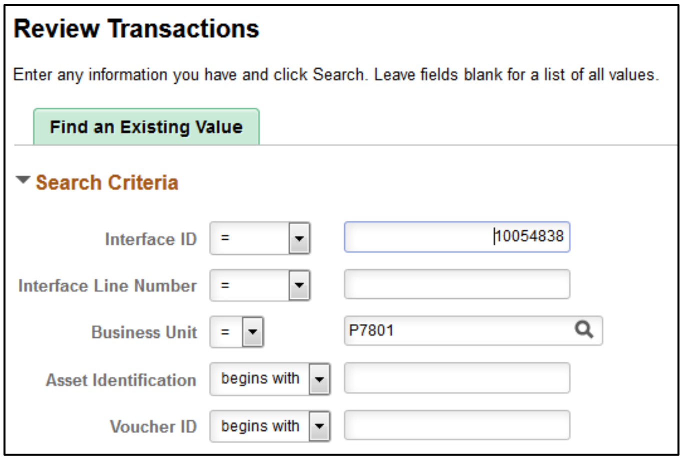
The *Review Interface Transactions* page can also be reviewed on the **Reports/Queries** tab in the **Reports/Processes** section, and it is available in the **Asset Interface** tile. View this page if you need more comprehensive information about pending transactions.



1. You can review the transaction by selecting the **Action** link and clicking on “Review Interface”.



2. This will open the *Review Interface Transactions* page with criteria for the selected transaction. Select the **Search** button to open the page.



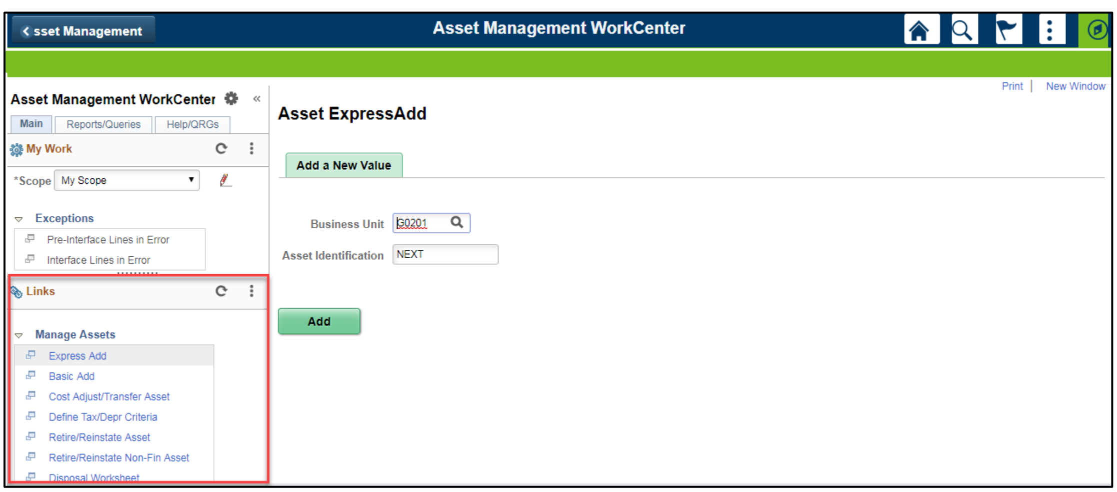
- No action is required on these transactions. If there are no issues with the record, the nightly batch process will integrate this information into Asset Management.
- You can manually process these records into Asset Management by selecting the **Load Transactions into AM** button. This will run the **Load into AM (AMIF1000)** process and create the assets in Asset Management.

The Load into AM (AMIF1000) process can also be run from the **Reports/Queries** tab in the **Reports/Processes** section. The process is also available in the **Asset Interface** tile.

Links -- Access Frequently Used pages

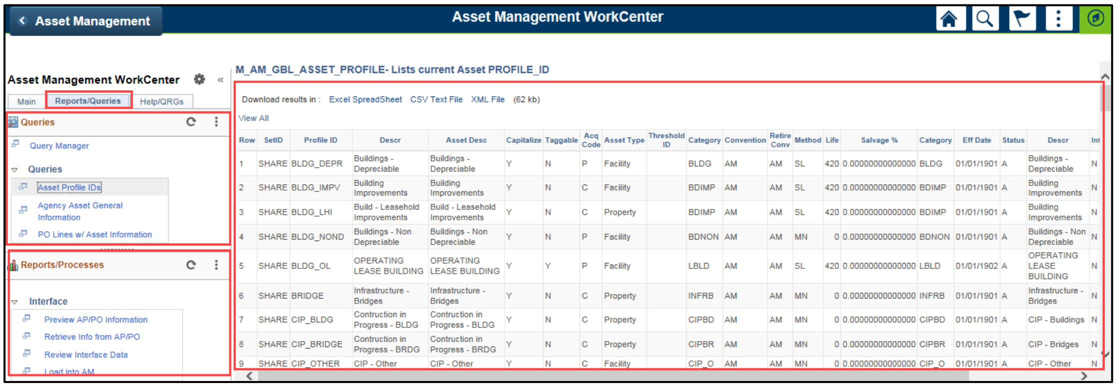
The **Links** section on the **Main** tab includes links to frequently used pages, including:

- **Manage Assets folder**: Express Add, Basic Add, Cost Adjust/Transfer, Define Tax/Depr Criteria, Retire/Reinstate Asset and Non-Fin Asset, Disposal Worksheet, and Search for an Asset pages.
- **Asset Review folder**: Review Cost, Review Book, Asset Depreciation, Cost and Depreciation Summary, Review Financial Entries, and Review Asset Journals pages.



Reports/Queries – Run Reports, Processes or Queries

The **Reports/Queries** tab includes reports, processes, or queries for projects.



- The **Queries** section includes links to queries related to asset processing.

Query	Description
Asset Profile IDs	Lists current Asset Profile ID's, along with corresponding Category and Asset Type. Use this information to understand the setup of each of the Profile ID's. When recategorizing an asset, this query can be used to identify valid combinations of Profile ID, Category, and Asset Type.
Agency Asset General Information	Lists assets with summary (total) cost, summary (total) quantity, and Location. For assets with Status "In Service", use the fields listed below to identify issues: **Cost**: Review assets with small costs and verify that they should be assets. **Quantity**: Normally, the asset Quantity should be "1". Verify any other Quantity. **Tag Numbers**: If your agency requires Tag Numbers, review for missing Tag Numbers. **Location:** Review for invalid Locations. **Profile ID's**: Profile ID's should relate to the cost of the asset. You can select each Profile ID (or Group of Profile ID's) and review the associated costs to find any anomalies. If you find issues, you will need to verify that the Asset Type, Category, Profile ID and Useful Life are correct for the asset. Refer to the "Recategorize an Asset (RCT)" guide for assistance. **Blank Profile ID's**: All assets should have a Profile ID. When using the Wildcard (%) for the Profile ID, assets with blank Profile ID's

Query	Description
	will be included in the list and will need to be verified. Please enter missing Profile ID's.
PO Lines w/ Asset Information	Lists Purchase Order Lines with Asset Profile ID's for the date range selected. Use this to verify that an asset should be created for the purchase and that the Profile ID is correct.

- When you select a query, the parameter page displays on the right where you can enter parameters and run the query.
- You can also access the *Query Viewer* page to run your favorite queries or search for any available query. The page is available in the **Monitor** folder under the **Reports/Processes** section.

- The **Reports/Processes** section includes the following options:

Reports/Queries Section	Description
Interface	Run processes to move asset information from the Purchasing and Accounts Payable modules into the Asset Management module. **WARNING!** Only staff with a thorough knowledge of the integration process should run these processes. Contact SWIFT Module Support with your questions at AgencyAssistance.MMB@state.mn.us.
Depreciation Calculation	Run the Depreciation Calculation process. Refer to the Run Depreciation Calculation Between Transactions guide.
Monitor	Access the Process Monitor, Report Manager, and Query Viewer.

Help/QRGs -- View QRGs and Help Desk Contact Information

The **Help/QRGs** tab provides access to Quick Reference Guides (QRGs) and SWIFT Help Desk contact information on the **Left Menu**. When you select a QRG**,** the pdf displays in a new window.