

Run the Receiver Interface Push Process for Asset Transactions

SWIFT enables agencies to pay a voucher on the same day that they receive the asset. If the voucher information for the asset reaches the Asset Management module before the receipt information, the unique information entered on the receipt will be lost and the assets will not be created accurately. If you aren't sure about the timing of the payment, check your agency policy on running this process.

Refer to the Receiving Asset Decision Process guide for more information on the receiving process. The correct process will depend upon the quantity and funding sources of the individual receipt line.

This guide provides an overview of the receiver interface push process for an asset.

Steps to complete

- Step 1: Complete the asset receiving process
- Step 2: Run the receiver interface push process

Steps to Manually Run the Receiver Interface Push Process in the Receipts Module:

Step 1: Complete the asset receiving process

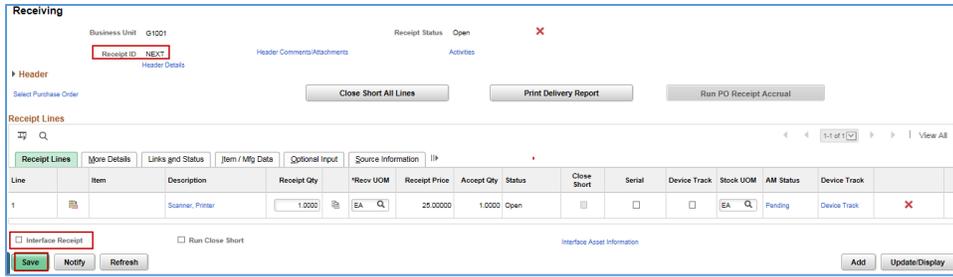
1. Refer to the "Receiving Asset Decision Process" guide for more information on the receiving process to follow, depending on the quantity and funding sources.
2. Create and process the receipt in the Receipt module. **SAVE** the receipt and verify the information. The receipt should be assigned a *Receipt ID* and the *Status* should be "Received."
3. Note the *Receipt ID* and any *Asset ID's* assigned in the receipt. This will help tracking these records in Asset Management module.

IMPORTANT! Manually running the receiver interface push process must be the last step when receiving an asset. When SWIFT runs this process, you can no longer make changes to the receipt.

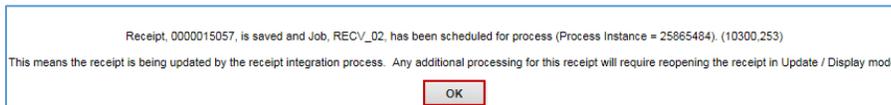
Step 2: Run the receiver interface push process

1. To run this process, select the **Interface Receipt** checkbox on the **Receiving** page of an asset record in the Receipts module. This box is located below the **Receipt Lines** section.
 - Then, press the **Save** button.

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- SWIFT displays a **Message** indicating that SWIFT scheduled the receipt information to process. Press the **OK** button.



- SWIFT will interface the receipt information to the Asset Pre Interface table in the Asset Management module.
2. As an option, you can review the record on the **Load Preview – Pre AM** page.
 - Navigate to the **Load Preview – Pre AM** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Asset Interface. Left menu, Interface Review section, Preview AP/PO Information, Load Preview – Pre AM page.

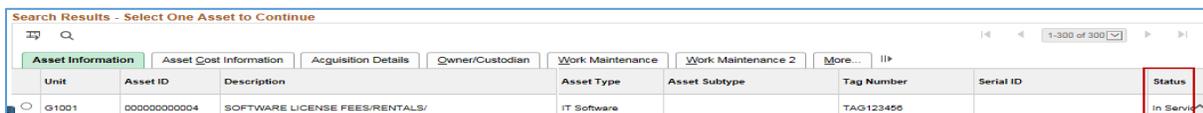
- SWIFT displays the **Load Preview – Pre AM** search page. Enter information such as the *AM Business Unit* and select **Search**. On the **Search Results** section, you can find the asset record.
3. Notify your asset manager that you entered this receipt and SWIFT interfaced it.

Your asset manager will need to complete the interface process by running the final two interface processes (i.e., AMPS100- and AMIF1000). View the SWIFT reference guides in the Asset Management module for information on these processes.

4. As an option, after your agency completes the interface process, you can verify the asset in the Asset Management module using the **Search for an Asset** page. The asset will have a *Status* of “Received (Not in Service)”. Search by *Asset ID* or *Receipt ID*.
- Navigate to the **Search for Asset** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Asset Management, Search for an Asset, Search for an Asset page.

- After your agency enters and processes the voucher for this receipt, SWIFT will update its *Status* to “In Service”.



You have successfully manually run the Receiver Interface Push process.