

## 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 the 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.

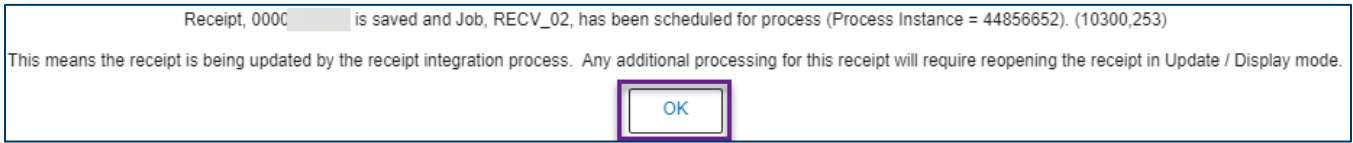
### Step 2: Run the receiver interface push process

1. To run this process, access the Receipt. 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.

The screenshot shows the 'Receipt Lines' section of a software interface. It features a table with columns for Line, Item, Description, Receipt Qty, \*Recv UOM, Receipt Price, Accept Qty, Status, Close Short, Serial, Device Track, Stock UOM, and AM Status. Below the table, there is a checkbox labeled 'Interface Receipt' which is checked. To the right of this checkbox is a link for 'Interface Asset Information'. At the bottom left, there are three buttons: 'Save', 'Notify', and 'Refresh'.

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status
1		Ship To Attention: Tom Kellet	1	EA	1043.00000	1.0330	Received	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending

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



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

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

- b. SWIFT displays the Load Preview – Pre AM search page.
  - i. Enter information such as the AM Business Unit and select **Search**.
  - ii. In the Search Results section, you can find the asset record.

5. 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, which are “AMPS100” and “AMIF1000.” View the SWIFT reference guides in the [Asset Management](#) module for information on these processes.

6. 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.

- c. Navigate to the **Search for an Asset** page.

Navigation Option	Navigation Path
<b>Navigation Collection</b>	Accounting, Asset Management, Search for an Asset, Search for an Asset page.

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

