midyear_extracts

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State Reporting > Extracts > Midyear

The Midyear Extract page extracts data for the *ActualExtension* interchange. The extract may need to be run multiple times, once to extract revenues and expenditures, and again to extract fund balances. If there are accounts with multiple fiscal years in the file ID, multiple extracts may be needed.

CAUTION: Each time you extract data using the **Delete ALL** and **Add** options, you overwrite the data in the frozen files (i.e., the State Reporting maintenance pages), including any data that was manually entered. If you extract multiple times, make sure to select one of the options to Add New records. It is recommended that all extracts are completed before making changes to the frozen file.

Run	Print	Save

Data Extracted - InterchangeFinanceExtension

Method

- ⦿ Delete ALL & Add
- ◯ Add New
- ◯ Add Class 3 Only
- ◯ Add Class 3 Only - Omit Budget Fund Codes

Year 1

File ID	2
Acct Period	9
Thru	8
Fiscal Year	2

Year 2

File ID	
Acct Period	
Thru	
Fiscal Year	

First Year

- ☐ First Year of Fiscal Year Change

Crosswalk Options

- ☐ Crosswalk 067
  Omit specific funds
- ☐ Crosswalk 070
  Convert prog by fund/prog
- ☐ Crosswalk 059
  Convert program by fund/sobj
- ☐ Crosswalk 061
  Convert org to another
- ☐ Crosswalk 060
  Convert fund to another
- ☑ Replace 00 in 6XXX with 99
  Replace prog 00 in obj 6XXX
- ☐ Crosswalk 062
  Convert obj to another
- ☐ Crosswalk 064
  Convert func to another
- ☐ Crosswalk 066
  Convert prog by fund/func/sobj
- ☐ Crosswalk 063
  Convert prog by fund

Method	Delete ALL and Add	(**Recommended**) Select to delete all existing data for this fiscal year from the State Reporting tables before extracting and adding new data to the State Reporting tables. Select this option, if you are extracting classes 5xxx-8xxx for the first time.
	Add New	Select to add new data to State Reporting tables without affecting previously extracted data. If you need to extract 5xxx-8xxx for a fiscal year not included in a previous extract, select this option after you do the first extract using the above option.
	Add Class 3 only	Select to add records for all object class 3xxx accounts only. This option will overwrite any existing data for class 3xxx only.
	Add Class 3 Only - Omit Budget Fund Codes	Select to extract class 3xxx records only. This option will exclude any accounts with a 3xxx object code identified as a Budget Fund Balance Obj from the Finance > Tables > Account Codes > Fund tab (e.g., 3700).
Year 1 Year 2	File ID	Type the file ID for the prior year according to your district's naming convention for prior year file IDs. This is maintained on ASCENDER Finance > Tables > District Finance Options. For the specified **File ID**, all audit entries must be posted, and revenue and expense balances must be reconciled to the audit report.
	Acct Period	Select the beginning accounting period. The number corresponds to the month in which the fiscal year begins (e.g., 9 for September).
	Thru	Select the ending accounting period. The number corresponds to the month in which the fiscal year ends (e.g., 8 for August).
	Fiscal Year	Select the ending year of the fiscal year. For example, for the 2021-2022 school year, select 2. See Year 2 below:
		Leave the **Year 2** fields blank unless you have 5xxx-8xxx records for multiple fiscal years in the same File ID. **Year 2** automatically increments the fiscal year by 1 from the **Fiscal Year** field in the **Year 1** field above. Extracting Multiple Fiscal Year Data Example
Crosswalk Options		Select any crosswalks you are using.

❑ Click **Run**.

Print	View the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click 🄿 to save and print the report in PDF format. Click 🄲 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click ✖ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
	If you navigate away from the extract page, the **Print** button will no longer be available. Review the accuracy of the data. If you extracted only class 3xxx, the report only lists those fund balances. Save the PDF file. Click **Close Report** to close the report tab/window.
Error	If errors are encountered, view the error report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click 🄿 to save and print the report in PDF format. Click 🄲 to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click ✖ to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

❑ On the extract page, click **Save**.

> **CAUTION:** You must click **Save** to add the data to the frozen files. If you do not click **Save**, you will need to re-extract the data.

The "Finance records were successfully written to TSDS" message is displayed.

NOTE: Data can be re-extracted, but you will overwrite any existing data in the frozen files when you click **Save**, unless you select **Add New under Method** when re-extracting data

❏ After extracting class 5xxx-8xxx data, do one of the following:

- If needed, repeat the extract for class 3xxx data only.

- Or go to State Reporting > Maintenance > Finance Actual where you can manually enter ending fund balances (3xxx) into frozen as reflected on schedule C-1 of the audit. The totals should match the audit report.

NOTE: Fund Balances should be entered with the opposite sign as displayed in Finance. For example, if the balance is -2,9750,000 in Finance, enter as 2,9750,000 in State Reporting. The extract automatically makes the change.

☐ Run the extract a second time to add the remaining data.

☐ Click **Run**.

❏ Click **Print** to review the data.

❏ Click **Save** to add the records to the "frozen file" in State Reporting.

The report will only show the records defined in this extract. You can view complete data on the State Reporting > Maintenance > Mid Year > Finance Actual.

NOTE: You may run the extract a third time if you want to bring over the fund balance accounts.

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