

midyear_extracts

Table of Contents

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	First Year						
O Delete ALL & Add Add New	First Year of Fiscal Year Change						
Add Class 3 Only	Crosswalk Options						
O Add Class 3 Only - Omit Budget Fund Codes	Crosswalk 067 Omit specific funds	Crosswalk 070 Convert prog by fund/prog					
Year 1 File ID Acct Period 9 Thru Fiscal Year 2 2	Crosswalk 059 Convert program by fund/sobj Crosswalk 060 Convert fund to another Crosswalk 062 Convert obj to another Crosswalk 064 Convert func to another	Crosswalk 061 Convert org to another ✓ Replace 00 in 6XXX with 99 Replace prog 00 in obj 6XXX					
Year 2 File ID Acct Period Thru Fiscal Year	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 Class 3 only Add Class 3 Only - Omit Budget Fund Codes		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. Select to add records for all object class 3xxx accounts only. This option will overwrite any existing data for class 3xxx only.			
						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	con > T	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	Sel	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	Faturation Multiple Figure Venu Date Facuration				
Crosswalk Options	_	•	ole Fiscal Year Data Example walks you are using.			

☐ Click **Run**.

Print View the report. Review the report using the following buttons: Click first page of the report. Click 1 to go back one page. Click to go forward one page. Click less to go to the last page of the report. The report can be viewed and saved in various file formats. Click 占 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 It 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 page of the report. Click 1 to go back one page. Click to go forward one page. Click to go to the last page of the report. The report can be viewed and saved in various file formats. Click 占 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 It to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.

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

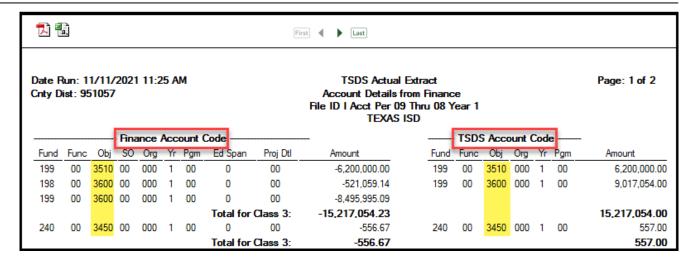
CAUTION: You must click **Save** to add the data to the frozen files. If you do not click **Save**, you will need to re-extract the data.

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

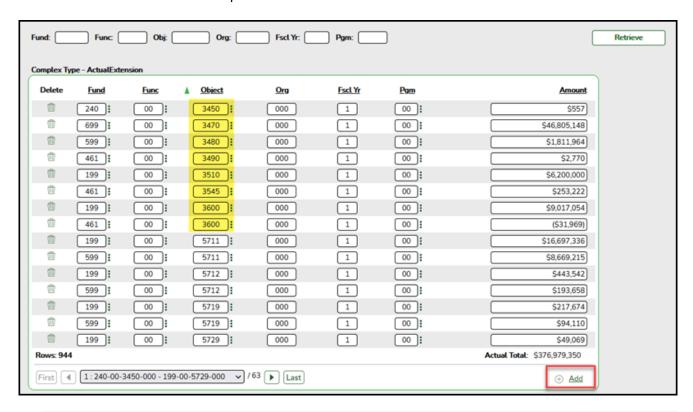
NOTE: Data can be re-extracted, but you will overwrite any existing data in the frozen files when you click **Save**, unless you select **Add New under Method** when re-extracting data

- ☐ After extracting class 5xxx-8xxx data, do one of the following:
 - If needed, repeat the extract for class 3xxx data only.

Run Print Save								
Data Extracted - InterchangeFinanceExtension								
Method	First Year							
O Delete ALL & Add	First Year of Fiscal Year Change							
Add Class 3 Only	Crosswalk Options							
Add Class 3 Only - Omit Budget Fund Codes	Crosswalk 067 Omit specific funds	Crosswalk 070 Convert prog by fund/prog						
Year 1	Crosswalk 059 Convert program by fund/sobj	Crosswalk 061 Convert org to another						
File ID Acct Period 9 Thru 8 Fiscal Year 1 \$\frac{1}{4}\$	Crosswalk 060 Convert fund to another Crosswalk 062 Convert obj to another	Replace 00 in 6XXX with 99 Replace prog 00 in obj 6XXX						
Year 2 File ID Acct Period Thru Fiscal Year	Crosswalk 064 Convert func to another Crosswalk 066 Convert prog by fund/func/sobj Crosswalk 063 Convert prog by fund							



 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.

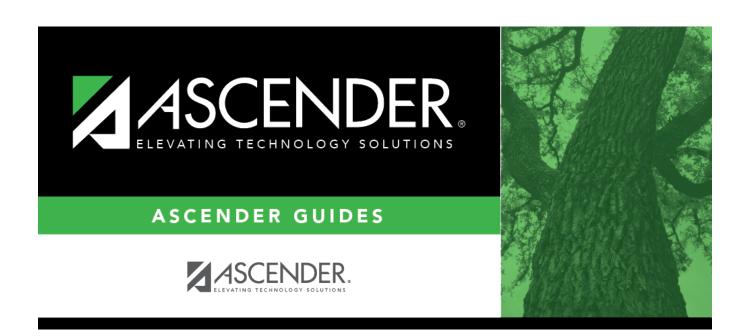


NOTE: Fund Balances should be entered with the opposite sign as displayed in Finance. For example, if the balance is -2,9750,000 in Finance, enter as 2,9750,000 in State Reporting. The extract automatically makes the change.

☐ Rι	ın the	extract a	second	time t	to add	the	remaining	data

☐ Click Run.

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



Back Cover