

Extract to Asset Management - FIN7500

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This utility is used to extract records from the Check Transactions file with an object/subobject code that matches an item in the Asset Management Cross-Reference table. Individual items from the file can then be retrieved into the Asset Management application. The extract file is only available in text format, even though the CSV icon is displayed.

Create an asset management extract file:

❑ Under **Create Asset Management Extract File from**, select one of the following:

Field	Description
Current Period Check Transactions	Select to include current period check transactions.
Processed Check Transactions	Select this field to enable the **Year 1** and **Year 2** fields. Complete the **Acct Period**, **Thru**, and **Fiscal Year** fields.

Notes:

- The **Use Asset Management Cross-Reference Table** option on the District Finance Options page must be selected before assets/inventory transactions can be extracted.
- The Asset Management Cross-Reference table must have object/subobject codes for all assets/inventory before assets/inventory transactions can be extracted.

❑ Click **Extract**. The Asset Management Extract report is displayed. Be sure to save or print the report.

❑ Click **Process** to begin creating the file. A message is displayed indicating that the process was successful. Click **OK**.

A dialog box is displayed with the file name (e.g., FINFA_02212022.txt) prompting you to save the file. Be sure to make note of the file name as you will need to access it during the import process.

❑ Click **Cancel** to return to the Extract Asset Management page.