



Extract to Asset Management - FIN7500

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Finance > Utilities > Extract to Asset Management

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																																																																																																								
Processed Check Transactions	Select this field to enable the Year 1 and Year 2 fields. Complete the Acct Period , Thru , and Fiscal Year fields.																																																																																																								
Execute	<p>Execute the process.</p> <p>Notes:</p> <ul style="list-style-type: none"> 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. <p><input type="checkbox"/> Click Extract. The Asset Management Extract report is displayed. Be sure to save or print the report.</p> <table border="1"> <thead> <tr> <th colspan="2">Date Run:</th> <th colspan="4">Asset Management Extract</th> <th colspan="2">Program: FIN7500</th> </tr> <tr> <th colspan="2">Cnty Dist:</th> <th colspan="2">Year 1 Fiscal Year 1 Accounting Periods 09 to 08</th> <th colspan="2">Year 2 Fiscal Year 1 Accounting Periods 09 to 08</th> <th colspan="2">Page: 1 of 3</th> </tr> <tr> <th colspan="2"></th> <th colspan="2"></th> <th colspan="2"></th> <th colspan="2">File ID: 1</th> </tr> <tr> <th>Fnd-Fnc-Obj-So-Org-Prog</th> <th>Vendor Nbr</th> <th>Vendor Name</th> <th>Acct per</th> <th>PO Nbr</th> <th>Type</th> <th>Invoice Nbr</th> <th>Check Date</th> <th>Check Nbr</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>102-13-6395-00-628-199000</td> <td></td> <td></td> <td>11</td> <td>450036</td> <td>I</td> <td>4472892</td> <td>11-30-2020</td> <td>E04894</td> <td>510.2</td> </tr> <tr> <td>102-21-6395-00-626-199000</td> <td></td> <td></td> <td>09</td> <td>449684</td> <td>I</td> <td>1964296</td> <td>09-30-2020</td> <td>E04754</td> <td>1,003.2</td> </tr> <tr> <td>102-53-6395-00-321-199000</td> <td></td> <td></td> <td>08</td> <td>451872</td> <td>I</td> <td>G035383</td> <td>08-12-2021</td> <td>E05506</td> <td>1,047.2</td> </tr> <tr> <td>102-62-6395-00-322-199000</td> <td></td> <td></td> <td>07</td> <td>451915</td> <td>I</td> <td>G278310</td> <td>07-15-2021</td> <td>E05424</td> <td>2,018.0</td> </tr> <tr> <td>102-62-6395-00-322-199000</td> <td></td> <td></td> <td>07</td> <td>451915</td> <td>I</td> <td>G362336</td> <td>07-15-2021</td> <td>E05424</td> <td>391.3</td> </tr> <tr> <td>102-62-6395-00-322-199000</td> <td></td> <td></td> <td>07</td> <td>451988</td> <td>I</td> <td>G352932</td> <td>07-15-2021</td> <td>E05424</td> <td>1,647.5</td> </tr> <tr> <td>102-62-6395-00-222-199000</td> <td></td> <td></td> <td>06</td> <td>451555</td> <td>I</td> <td>D620767</td> <td>06-18-2021</td> <td>E05247</td> <td>592.2</td> </tr> </tbody> </table> <p><input type="checkbox"/> Click Process to begin creating the file. A message is displayed indicating that the process was successful. Click OK.</p> <p>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.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;">  </div> <p><input type="checkbox"/> Click Cancel to return to the Extract Asset Management page.</p>	Date Run:		Asset Management Extract				Program: FIN7500		Cnty Dist:		Year 1 Fiscal Year 1 Accounting Periods 09 to 08		Year 2 Fiscal Year 1 Accounting Periods 09 to 08		Page: 1 of 3								File ID: 1		Fnd-Fnc-Obj-So-Org-Prog	Vendor Nbr	Vendor Name	Acct per	PO Nbr	Type	Invoice Nbr	Check Date	Check Nbr	Amount	102-13-6395-00-628-199000			11	450036	I	4472892	11-30-2020	E04894	510.2	102-21-6395-00-626-199000			09	449684	I	1964296	09-30-2020	E04754	1,003.2	102-53-6395-00-321-199000			08	451872	I	G035383	08-12-2021	E05506	1,047.2	102-62-6395-00-322-199000			07	451915	I	G278310	07-15-2021	E05424	2,018.0	102-62-6395-00-322-199000			07	451915	I	G362336	07-15-2021	E05424	391.3	102-62-6395-00-322-199000			07	451988	I	G352932	07-15-2021	E05424	1,647.5	102-62-6395-00-222-199000			06	451555	I	D620767	06-18-2021	E05247	592.2
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