



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
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.

Execute [Execute the process.](#)

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.

Asset Management Extract							Program: FIN7500
Date Run: 01/21/2022 City Dist: 00000000000000000000000000000000							Page: 1 of 3
Year 1 Fiscal Year 1 Accounting Periods 09 to 08							File ID: 1
Frnd-Fnc-Obj So-Org-Prog	Vendor Nbr	Vendor Name	Acct per	PO Nbr	Type	Invoice Nbr	Check Date
102-13-6395-00-626-199000			11	450036	I	4472892	11-30-2020
102-21-6395-00-626-199000			09	449684	I	1964296	09-30-2020
102-53-6395-00-321-199000			08	451872	I	G035383	08-12-2021
102-62-6395-00-322-199000			07	451915	I	G278310	07-15-2021
102-62-6395-00-322-199000			07	451915	I	G362336	07-15-2021
102-62-6395-00-322-199000			07	451988	I	G352932	07-15-2021
102-62-6395-00-322-199000			06	451988	I	G352932	07-15-2021

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.