



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	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.

Date Run: Asset Management Extract		Program: FIN7500	
Ctry Dist: Year 1 Fiscal Year 1 Accounting Periods 09 to 08		Page: 1 of 3	
Year 2 Fiscal Year 1 Accounting Periods 09 to 08		File ID: 1	
Fnd-Fnc-Obj So-Org-Prog	Vendor Nbr	Vendor Name	Acct per
102-13-6395-00-628-199000			11 450036
102-21-6395-00-626-199000			09 449684
102-53-6395-00-321-199000			08 451872
102-62-6395-00-322-199000			07 451915
102-62-6395-00-322-199000			07 451915
102-62-6395-00-322-199000			07 451988
102-62-6395-00-322-199000			08 451988

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.