



# **extract\_to\_asset\_management**



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**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.