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## Extract MACM - FIN8500



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# Extract MACM - FIN8500

## Finance > Utilities > Extract MACM

This program creates the quarterly Finance and Human Resources reports required by the Texas Department of Human Services for reimbursement of medical case management and Medicaid outreach activity expenses. Users can create an individual Finance or Human Resources extract or both extracts at the same time. The reports are saved in an Excel format for quarterly submittal to the Texas Department of Human Services. Note: At this time, all extracts have been in accordance with the Houston Consortium specifications, but can be used as a tool for any other consortium.

### Create a MACM extract::

Under **Finance**:

<b>Current File ID</b>	The field is a display-only field and reflects the current file ID with which the user is logged on (e.g., C).
<b>Current Acct Periods</b>	Type an accounting period, or click  to select an accounting period (e.g., 1-12). Users can either leave blank or enter up to three accounting periods from the current file ID. At least one accounting period under Current or Previous is required to perform an extract. MACM reporting does not follow the normal CYTD quarter process (e.g., the MACM first quarter would be July/August/September, the MACM second quarter would be October/November/December, etc.).
<b>Previous File ID</b>	The field is a display-only field and reflects the previous file ID to which the user is logged on (e.g., 3).
<b>Previous Acct Periods</b>	Type an accounting period, or click  to select an accounting period (e.g., 1-12). Users can either leave blank or enter up to three accounting periods from the previous file ID. At least one accounting period under Current or Previous is required to perform an extract. MACM reporting does not follow the normal CYTD quarter process (e.g., the MACM first quarter would be July/August/September, the MACM second quarter would be October/November/December, etc.).
<b>Breakdown by Organization</b>	Select to display the report by organization. By default, the field is not selected.

Under **Fund/Yrs Available**:

Select the funds to extract. If a fund/year is available, it is displayed in the left side of the page under **Fund/Yrs Available**. The right side of the page displays the funds/years selected for extract. At least one fund/year account is required to perform an extract.

- Click the row of the desired fund/year to highlight it.
- Use the following buttons to include or exclude an entry or entries from the extract:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Once all entries have been selected for extract, click **Execute**. When the processing is complete, the General Ledger Revenue and Expense Report is displayed.

[Review the report.](#)

**Review the report using the following buttons:**

Click to go to the first page of the report.

Click to go back one page.

Click to go forward one page.

Click to go to the last page of the report.

**The report can be viewed and saved in various file formats.**

Click to save and print the report in PDF format.

Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to accept and save the extract. A message is displayed indicating that the Finance file was created. Click **OK**.

Click **Cancel** to discard the extract and return to the Extract MACM page. A message is displayed indicating that the process was canceled, and no Finance file was created. Click **OK**.

Under **Human Resources**:

Because the data from each district varies to such a high degree, all MACM requirements related to staff cannot be extracted in one simple download. Job codes vary from district to district in a user-generated table; therefore, the time study participants extracted should be modified to include only those eligible to participate.

**Note:** If the user’s district has multiple pay frequencies, all pay frequencies are extracted. Users need to consider the appropriate beginning and ending pay dates.

<b>Begin Date</b>	Type the first pay date of the first month to start the extract. This is a required field.
<b>End Date</b>	Type the last pay date of the last month to end the extract. This is a required field.

Click Retrieve. The list of available funds is based on the dates entered in the **Begin Date** and **End Date** fields.

Under **Fund/Yrs Available**:

- The list of available funds is based on the dates entered in the **Begin Date** and **End Date** fields.
- Select the funds to extract as previously described.
- Once all entries have been selected for extract, click **Execute**.

### Other functions and features:

	<p><a href="#">Delete a row.</a> Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p>
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