



ASCENDER GUIDES



Extract MACM - FIN8500

Table of Contents

Extract MACM - FIN8500	1
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Finance > Utilities > Extract MACM

This utility 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**:

Current File ID	Displays the current file ID to which you are logged on (e.g., C).
Current Acct Periods	Type an accounting period, or click ▼ to select an accounting period (e.g., 1-12). You 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.).
Previous File ID	Displays the previous file ID to which you are logged on (e.g., 3).
Previous Acct Periods	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.).
Breakdown by Organization	Select to display the report by organization. By default, the field is not selected.

Under **Fund/Yrs Available**, select the check box next to the fund/yr(s) you want to move to the **Fund/Yrs To Extract** column, and then use the following buttons to move the file IDs over:



- 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](#).
- Click **Process** to accept and save the extract. A message is displayed indicating that the Finance file was created successfully. 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 your LEA has multiple pay frequencies, all pay frequencies are extracted. Be sure to consider the appropriate beginning and ending pay dates.

Begin Date	Type the first pay date of the first month to start the extract. This is a required field.
End Date	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**.

When the processing is complete, the MACM Salary Benefit Report is displayed. [Review the report](#).

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



Back Cover