

Extract MACM - FIN8500

2025/12/06 06:43 i Extract MACM - FIN8500

Table of Contents

Extract MACM - FIN8500	·	1
EXCIACT PIACIPI - I INOSOO		_

Extract MACM - FIN8500

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:

 \rightarrow

- 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.

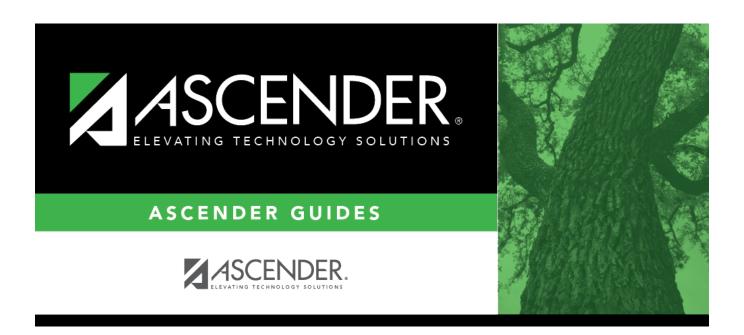
 \Leftarrow

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

2025/12/06 06:43 1 Extract MACM - FIN8500

☐ 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 \mathbf{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 \mathbf{OK} .		
☐ Under Human Resources , since each LEA's data varies to such a high degree, all MACM requirements related to staff cannot be extracted in one simple download. Job codes vary from district of 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 DateType the first pay date of the first month to start the extract. This is a required field.End DateType 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 \mathbf{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 ${f OK}.$		

2025/12/06 06:43 2 Extract MACM - FIN8500



Back Cover