



Extract to Asset Management - FIN7500

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Extract to Asset Management - FIN7500

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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------------|--|-------------------------|------------|-------------|----------|-------------|------------|-------------|------------|-----------|--------|---------------------------|--|--|----|--------|---|---------|------------|--------|-------|---------------------------|--|--|----|--------|---|---------|------------|--------|---------|---------------------------|--|--|----|--------|---|---------|------------|--------|---------|---------------------------|--|--|----|--------|---|---------|------------|--------|---------|---------------------------|--|--|----|--------|---|---------|------------|--------|-------|---------------------------|--|--|----|--------|---|---------|------------|--------|---------|---------------------------|--|--|----|--------|---|---------|------------|--------|-------|
| Processed Check Transactions | Select this field to enable the Year 1 and Year 2 fields. Complete the Acct Period , Thru , and Fiscal Year fields. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Execute | <p>Execute the process.</p> <p>Notes:</p> <ul style="list-style-type: none"> 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. <p><input type="checkbox"/> Click Extract. The Asset Management Extract report is displayed. Be sure to save or print the report.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Date Run: Program: FIN7500 Cnty Dist: Page: 1 of 3 Year 1 Fiscal Year 1 Accounting Periods 09 to 08 File ID: 1 Year 2 Fiscal Year 1 Accounting Periods 09 to 08</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Fnd-Fnc-Obj_So-Org-Prog</th> <th>Vendor Nbr</th> <th>Vendor Name</th> <th>Acct per</th> <th>PO Nbr</th> <th>Type</th> <th>Invoice Nbr</th> <th>Check Date</th> <th>Check Nbr</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>102-13-6395-00-628-199000</td> <td></td> <td></td> <td>11</td> <td>450036</td> <td>I</td> <td>4472892</td> <td>11-30-2020</td> <td>E04894</td> <td>510.2</td> </tr> <tr> <td>102-21-6395-00-626-199000</td> <td></td> <td></td> <td>09</td> <td>449684</td> <td>I</td> <td>1964296</td> <td>09-30-2020</td> <td>E04754</td> <td>1,003.2</td> </tr> <tr> <td>102-53-6395-00-321-199000</td> <td></td> <td></td> <td>08</td> <td>451872</td> <td>I</td> <td>G035383</td> <td>08-12-2021</td> <td>E05506</td> <td>1,047.2</td> </tr> <tr> <td>102-62-6395-00-322-199000</td> <td></td> <td></td> <td>07</td> <td>451915</td> <td>I</td> <td>G278310</td> <td>07-15-2021</td> <td>E05424</td> <td>2,018.0</td> </tr> <tr> <td>102-62-6395-00-322-199000</td> <td></td> <td></td> <td>07</td> <td>451915</td> <td>I</td> <td>G362336</td> <td>07-15-2021</td> <td>E05424</td> <td>391.3</td> </tr> <tr> <td>102-62-6395-00-322-199000</td> <td></td> <td></td> <td>07</td> <td>451988</td> <td>I</td> <td>G352932</td> <td>07-15-2021</td> <td>E05424</td> <td>1,647.5</td> </tr> <tr> <td>102-62-6395-00-322-199000</td> <td></td> <td></td> <td>06</td> <td>451555</td> <td>I</td> <td>D620367</td> <td>06-18-2021</td> <td>E05247</td> <td>582.7</td> </tr> </tbody> </table> </div> <p><input type="checkbox"/> Click Process to begin creating the file. A message is displayed indicating that the process was successful. Click OK.</p> <p>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.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div> <p><input type="checkbox"/> Click Cancel to return to the Extract Asset Management page.</p> | Fnd-Fnc-Obj_So-Org-Prog | Vendor Nbr | Vendor Name | Acct per | PO Nbr | Type | Invoice Nbr | Check Date | Check Nbr | Amount | 102-13-6395-00-628-199000 | | | 11 | 450036 | I | 4472892 | 11-30-2020 | E04894 | 510.2 | 102-21-6395-00-626-199000 | | | 09 | 449684 | I | 1964296 | 09-30-2020 | E04754 | 1,003.2 | 102-53-6395-00-321-199000 | | | 08 | 451872 | I | G035383 | 08-12-2021 | E05506 | 1,047.2 | 102-62-6395-00-322-199000 | | | 07 | 451915 | I | G278310 | 07-15-2021 | E05424 | 2,018.0 | 102-62-6395-00-322-199000 | | | 07 | 451915 | I | G362336 | 07-15-2021 | E05424 | 391.3 | 102-62-6395-00-322-199000 | | | 07 | 451988 | I | G352932 | 07-15-2021 | E05424 | 1,647.5 | 102-62-6395-00-322-199000 | | | 06 | 451555 | I | D620367 | 06-18-2021 | E05247 | 582.7 |
| Fnd-Fnc-Obj_So-Org-Prog | Vendor Nbr | Vendor Name | Acct per | PO Nbr | Type | Invoice Nbr | Check Date | Check Nbr | Amount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102-13-6395-00-628-199000 | | | 11 | 450036 | I | 4472892 | 11-30-2020 | E04894 | 510.2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102-21-6395-00-626-199000 | | | 09 | 449684 | I | 1964296 | 09-30-2020 | E04754 | 1,003.2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102-53-6395-00-321-199000 | | | 08 | 451872 | I | G035383 | 08-12-2021 | E05506 | 1,047.2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102-62-6395-00-322-199000 | | | 07 | 451915 | I | G278310 | 07-15-2021 | E05424 | 2,018.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102-62-6395-00-322-199000 | | | 07 | 451915 | I | G362336 | 07-15-2021 | E05424 | 391.3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102-62-6395-00-322-199000 | | | 07 | 451988 | I | G352932 | 07-15-2021 | E05424 | 1,647.5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 102-62-6395-00-322-199000 | | | 06 | 451555 | I | D620367 | 06-18-2021 | E05247 | 582.7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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