



Extract to Asset Management - FIN7500

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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																																																																																								
Current Period Check Transactions																																																																																									
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><input type="checkbox"/> 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> <p>Asset Management Extract</p> <table border="1"> <thead> <tr> <th>Date Run:</th> <th>Program: FIN7500</th> </tr> <tr> <th>City Dist:</th> <th>Page: 1 of 3</th> </tr> <tr> <th>Year 1 Fiscal Year 1 Accounting Periods 09 to 08</th> <th>File ID: 1</th> </tr> <tr> <th>Year 2 Fiscal Year 1 Accounting Periods 09 to 08</th> <th></th> </tr> </thead> <tbody> <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> <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>6035383</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>6278310</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>6362336</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>6352932</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>451988</td> <td>I</td> <td>6362937</td> <td>06-10-2021</td> <td>E05424</td> <td>592.2</td> </tr> </tbody> </table> <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; text-align: center;">  The Finance Assets/Inventory Extract process completed successfully. <p style="margin-top: 10px;"> <input type="button" value="OK"/> </p> </div> <p><input type="checkbox"/> Click Cancel to return to the Extract Asset Management page.</p>	Date Run:	Program: FIN7500	City 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		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	6035383	08-12-2021	E05506	1,047.2	102-62-6395-00-322-199000			07	451915	I	6278310	07-15-2021	E05424	2,018.0	102-62-6395-00-322-199000			07	451915	I	6362336	07-15-2021	E05424	391.3	102-62-6395-00-322-199000			07	451988	I	6352932	07-15-2021	E05424	1,647.5	102-62-6395-00-322-199000			06	451988	I	6362937	06-10-2021	E05424	592.2
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