

Finance Audit Extract - FIN7600

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Finance > Utilities > Finance Audit Extract

This utility is used to create an audit file and copy that file to a path that you specify. The extract includes inactive accounts.

Create a finance audit file:

❑ Under **Create Finance Audit File from**, select one of the following:

Field	Description
Current General Ledger	Select this option to display the balances for all accounts in the current month only (not next month balances) (e.g., use this option if the last month of the fiscal year has not been closed in the file ID you are extracting from). **CAUTION**: If the extract is run a second time and saved to the same drive or CD on the same day, the file is not overwritten as indicated, but all records are added to the first file. It is important to note that if you are doing multiple extracts on the same day, it is highly recommended that you rename your path or folder so you have both copies. Submit the copy that reflects your August 31 balances.
Year To Date General Ledger	Select to display the balances for all accounts as of the last month that has been closed (e.g., use this option if the last month of the fiscal year has been closed in the file ID from which you are extracting). If you copied the funds from current and you closed the month (e.g., August - 08), the audit adjustments are posted in the next (e.g., September - 09) accounting period. **Caution**: If the extract is run a second time and saved to the same drive or CD on the same day, the file is not overwritten as indicated, but all records are added to the first file. It is important to note that if you are doing multiple extracts on the same day, it is highly recommended that you rename your path or folder so you have both copies.
Current and YTD transaction files	Select this field to enable the **Year 1** and **Year 2** fields. Complete the **Acct Period**, **Thru**, and **Fiscal Year** fields as appropriate. **Caution**: If the extract is run a second time and saved to the same drive or CD on the same day, the file is not overwritten as indicated, but all records are added to the first file. It is important to note that if you are doing multiple extracts on the same day, it is highly recommended that you rename your path or folder so you have both copies. **Note**: Generally, the **Current and YTD transaction files** option is not required, since the first two options contain all accounts and balances as that option. This is used when a district is changing fiscal years (e.g., previously was September 1 - August 31, now is July 1 - June 30).

❑ Click **Execute** to extract the data. The file name is displayed and you are prompted to continue.

- Click **Yes** to continue the extract. If you click **Yes**, a progress bar is displayed.
- Click **No** to cancel the extract and return to the Finance Audit Extract page.

A message is displayed indicating that the extract process was completed successfully. Click **OK**.


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