

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 Month's 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 - This option gives you 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 - If you select this field, Year 1 and Year 2 fields can be edited. 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).

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.


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