

Finance Audit Extract - FIN7600

Table of Contents

Finance Audit Extract - FIN7600 1

Finance Audit Extract - FIN7600

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	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	

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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover