


# Finance Audit Extract - FIN7600

# Table of Contents

**Finance Audit Extract - FIN7600** ..... 1

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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).<br>**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.<br>**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.<br>**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.<br>**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). |

**Execute** Execute the process.

**Notes**:

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The **Use Asset Management Cross-Reference Table** option on the District Finance Options page must be selected before assets/inventory transactions can be extracted.

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The Asset Management Cross-Reference table must have object/subobject codes for all assets/inventory before assets/inventory transactions can be extracted.

❑ Click **Extract**. The Asset Management Extract report is displayed. Be sure to save or print the report.

Date Run: Asset Management Extract 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

| 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 |

❑ Click **Process** to begin creating the file. A message is displayed indicating that the process was successful. Click **OK**.

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.




❑ Click **Cancel** to return to the Extract Asset Management page.


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# Back Cover