

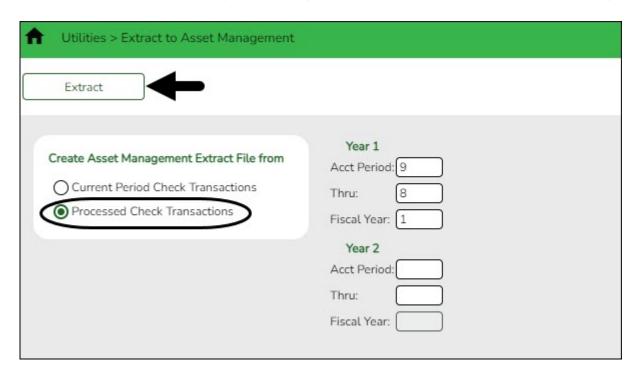
Extract data to Asset Management

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Extract data to Asset Management

Finance > Utilities > Extract to Asset Management

Run the Extract to Asset Management utility to extract data from Finance to Asset Management.



☐ Under Create Asset Management Extract File from, select Processed Check Transactions to enable the Year fields and complete the Acct Period, Thru, and Fiscal Year fields for the accounting periods you want to capture.



TIP: The value in the **Thru** field should be the month where you last posted check transactions.

Notes:

- 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.

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

Date Run:		Asset Management Extract					Program: FIN7500 Page: 1 of 3 File ID: 1		
Cnty Dist:									
Year 1 Riscal Year 1 Accoun	nting Periods	Periods 09 to 08							
Year 2 Fiscal Year 1 Accou	nting Periods	09 to 08							
Fnd-Fnc-Obj.So-Org-Prog	Vendor Nbr	Vendor Name	Acct per	PO Nbr	Тур	Invoice e Nbr	Check Date	Check Nbr	Amount
102-13-6395-00-628-199000			11	450036	T	4472892	11-30-2020	E04894	510.
102-21-6395-00-626-199000			09	449684	1	1964296	09-30-2020	E04754	1,003.
102-53-6395-00-321-199000			08	451872	1	G035383	08-12-2021	E05506	1,047.
102-62-6395-00-322-199000			07	451915	1	G278310	07-15-2021	E05424	2,018.
102-62-6395-00-322-199000			07	451915	1	G362336	07-15-2021	E05424	391.
102-62-6395-00-322-199000			07	451988	1	G352932	07-15-2021	E05424	1,647.
102 C2 C20E OD 222 100000	1000 45 1 1000	LINESONEN IN	nc	4E1EEE	1	DC207C7	nc 19 2021	E06247	502

☐ 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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