Extract data to Asset Management

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Extract to Asset Management

Finance > Utilities > Extract to Asset Management

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

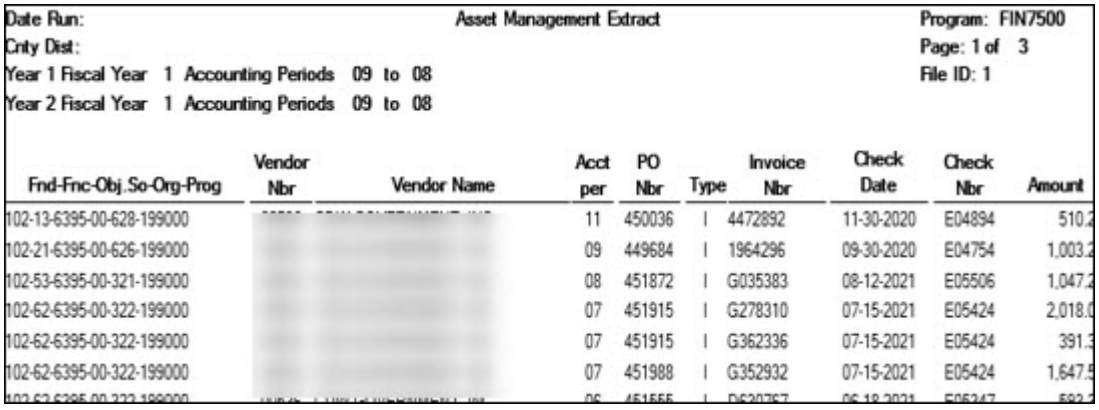
❑ Under **Create Asset Management Extract File from**, select **Processed Check Transactions** to enable the **Year** fields and complete the **Acct Period**, **Thru**, and **Fiscal Year** fields for the accounting periods you want to capture.

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
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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