



Extract data to Asset Management

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Extract to Asset Management

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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 | | | |
|--|------------|--------------------------|----------|--------|------|------------------|------------|-----------|---------|
| City 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 | 1,647.9 |
| 102-62-6395-00-322-199000 | | | 06 | 451555 | I | G520767 | 06-18-2021 | E05247 | 592.7 |

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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