



## Create ASCII file



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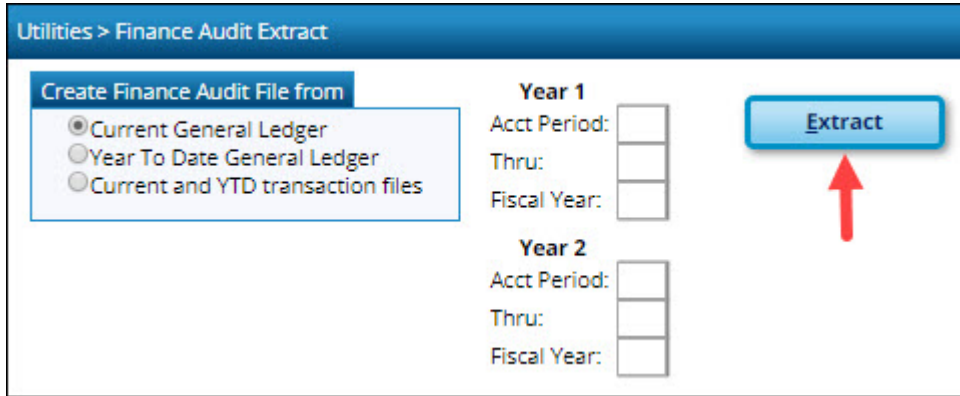


# Create ASCII file

**Log on to the historical file ID.**

Finance > Utilities > Finance Audit Extract

Create an ASCII (i.e., text) for the auditor.



Field	Description
<b>Current General Ledger</b>	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). <b>CAUTION:</b> 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.

- Leave the **Year 1** and **Year 2** fields blank.
- Click **Execute**. A text file is created with the current balances, which your auditor can upload.

**Note:** The utility can be run more than one time; however, you may want to post all of your end-of-year entries prior to running the utility.



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