



midyear_extracts

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The Midyear Extract page extracts data for the *Actual/Extension* interchange. The extract may need to be run multiple times, once to extract revenues and expenditures, and again to extract fund balances. If there are accounts with multiple fiscal years in the file ID, multiple extracts may be needed.

CAUTION: Each time you extract data using the **Delete ALL** and **Add** options, you overwrite the data in the frozen files (i.e., the State Reporting maintenance pages), including any data that was manually entered. If you extract multiple times, make sure to select one of the options to Add New records. It is recommended that all extracts are completed before making changes to the frozen file.

Data Extracted - InterchangeFinanceExtension

Method

 Delete ALL & Add Add New Add Class 3 Only Add Class 3 Only - Omit

Budget Fund Codes

Year 1

File ID

2

Acct Period

9

Thru

8

Fiscal Year

2

First Year

 First Year of Fiscal Year

Change

Crosswalk Options

 Crosswalk 067

Omit specific funds

 Crosswalk 070

Convert prog by fund/prog

 Crosswalk 059

Convert program by fund/sobj

 Crosswalk 061

Convert org to another

 Crosswalk 060

Convert fund to another

 Replace 00 in 6XXX with 99

Replace prog 00 in obj 6XXX

 Crosswalk 062

Convert obj to another

 Crosswalk 064

Convert func to another

 Crosswalk 066

Convert prog by fund/func/sobj

Year 2

File ID

Acct Period

Thru

Fiscal Year

Method	Delete ALL and Add	(Recommended) Select to delete all existing data for this fiscal year from the State Reporting tables before extracting and adding new data to the State Reporting tables. Select this option, if you are extracting classes 5xxx-8xxx for the first time.
	Add New	Select to add new data to State Reporting tables without affecting previously extracted data. If you need to extract 5xxx-8xxx for a fiscal year not included in a previous extract, select this option after you do the first extract using the above option.
	Add Class 3 only	Select to add records for all object class 3xxx accounts only. This option will overwrite any existing data for class 3xxx only.
	Add Class 3 Only - Omit Budget Fund Codes	Select to extract class 3xxx records only. This option will exclude any accounts with a 3xxx object code identified as a Budget Fund Balance Obj from the Finance > Tables > Account Codes > Fund tab (e.g., 3700).
Year 1 Year 2	File ID	Type the file ID for the prior year according to your district's naming convention for prior year file IDs. This is maintained on ASCENDER Finance > Tables > District Finance Options. For the specified File ID , all audit entries must be posted, and revenue and expense balances must be reconciled to the audit report.
	Acct Period	Select the beginning accounting period. The number corresponds to the month in which the fiscal year begins (e.g., 9 for September).
	Thru	Select the ending accounting period. The number corresponds to the month in which the fiscal year ends (e.g., 8 for August).
	Fiscal Year	Select the ending year of the fiscal year. For example, for the 2021-2022 school year, select 2. See Year 2 below: Leave the Year 2 fields blank unless you have 5xxx-8xxx records for multiple fiscal years in the same File ID. Year 2 automatically increments the fiscal year by 1 from the Fiscal Year field in the Year 1 field above.
	Extracting Multiple Fiscal Year Data Example	
Crosswalk Options	Select any crosswalks you are using.	

Click **Run**.

Print [View the report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.
 Click  to go back one page.
 Click  to go forward one page.
 Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
 Click  to save and print the report in CSV format. (This option is not available for all reports.)
 When a report is exported to the CSV format, the report headers may not be included.
 Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

If you navigate away from the extract page, the **Print** button will no longer be available.

Review the accuracy of the data. If you extracted only class 3xxx, the report only lists those fund balances.

Save the PDF file.

Click **Close Report** to close the report tab/window.

Error [If errors are encountered, view the error report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.
 Click  to go back one page.
 Click  to go forward one page.
 Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.
 Click  to save and print the report in CSV format. (This option is not available for all reports.)
 When a report is exported to the CSV format, the report headers may not be included.
 Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

On the extract page, click **Save**.

CAUTION: You must click **Save** to add the data to the frozen files. If you do not click **Save**, you will need to re-extract the data.

The “Finance records were successfully written to TSDS” message is displayed.

NOTE: Data can be re-extracted, but you will overwrite any existing data in the frozen files when you click **Save**, unless you select **Add New under Method** when re-extracting data

After extracting class 5xxx-8xxx data, do one of the following:

- If needed, repeat the extract for class 3xxx data only.

Run
Print
Save

Data Extracted - InterchangeFinanceExtension

Method

Delete ALL & Add

Add New

Add Class 3 Only

Add Class 3 Only - Omit Budget Fund Codes

First Year

First Year of Fiscal Year Change

Crosswalk Options

<input type="checkbox"/> Crosswalk 067 <i>Omit specific funds</i>	<input type="checkbox"/> Crosswalk 070 <i>Convert prog by fund/prog</i>
<input type="checkbox"/> Crosswalk 059 <i>Convert program by fund/sobj</i>	<input type="checkbox"/> Crosswalk 061 <i>Convert org to another</i>
<input type="checkbox"/> Crosswalk 060 <i>Convert fund to another</i>	<input type="checkbox"/> Replace 00 in 6XXX with 99 <i>Replace prog 00 in obj 6XXX</i>
<input type="checkbox"/> Crosswalk 062 <i>Convert obj to another</i>	
<input type="checkbox"/> Crosswalk 064 <i>Convert func to another</i>	
<input type="checkbox"/> Crosswalk 066 <i>Convert prog by fund/func/sobj</i>	
<input type="checkbox"/> Crosswalk 063 <i>Convert prog by fund</i>	

Year 1

File ID <input type="text" value="1"/>	<input type="checkbox"/>
Acct Period <input type="text" value="9"/>	<input type="checkbox"/>
Thru <input type="text" value="8"/>	<input type="checkbox"/>
Fiscal Year <input type="text" value="1"/>	<input type="checkbox"/>

Year 2

File ID <input type="text"/>	<input type="checkbox"/>
Acct Period <input type="text"/>	<input type="checkbox"/>
Thru <input type="text"/>	<input type="checkbox"/>
Fiscal Year <input type="text"/>	<input type="checkbox"/>

Date Run: 11/11/2021 11:25 AM Cnty Dist: 951057	TSDS Actual Extract Account Details from Finance File ID I Acct Per 09 Thru 08 Year 1 TEXAS ISD	Page: 1 of 2	
	Finance Account Code	TSDS Account Code	
Fund Func Obj SO Org Yr Pgm Ed Span Proj Dtl	Amount	Fund Func Obj Org Yr Pgm	Amount
199 00 3510 00 000 1 00 0 00	-6,200,000.00	199 00 3510 000 1 00	6,200,000.00
198 00 3600 00 000 1 00 0 00	-521,059.14	199 00 3600 000 1 00	9,017,054.00
199 00 3600 00 000 1 00 0 00	-8,495,995.09		
	Total for Class 3: -15,217,054.23		15,217,054.00
240 00 3450 00 000 1 00 0 00	-556.67	240 00 3450 000 1 00	557.00
	Total for Class 3: -556.67		557.00

- Or go to [State Reporting > Maintenance > Finance Actual](#) where you can manually enter ending fund balances (3xxx) into frozen as reflected on schedule C-1 of the audit. The totals should match the audit report.

Fund:	Func:	Obj:	Org:	Fscl Yr:	Pgm:	Retrieve
Complex Type - ActualExtension						
Delete	Fund	Func	Object	Org	Fscl Yr	Pgm
	240	00	3450	000	1	00
	699	00	3470	000	1	00
	599	00	3480	000	1	00
	461	00	3490	000	1	00
	199	00	3510	000	1	00
	461	00	3545	000	1	00
	199	00	3600	000	1	00
	461	00	3600	000	1	00
	199	00	5711	000	1	00
	599	00	5711	000	1	00
	199	00	5712	000	1	00
	599	00	5712	000	1	00
	199	00	5719	000	1	00
	599	00	5719	000	1	00
	199	00	5729	000	1	00
Rows: 944						Actual Total: \$376,979,350
First	1: 240-00-3450-000 - 199-00-5729-000	/ 63	Last			Add

NOTE: Fund Balances should be entered with the opposite sign as displayed in Finance. For example, if the balance is -2,9750,000 in Finance, enter as 2,9750,000 in State Reporting. The extract automatically makes the change.

Run the extract a second time to add the remaining data.

Click **Run**.

- Click **Print** to review the data.
- Click **Save** to add the records to the “frozen file” in State Reporting.

The report will only show the records defined in this extract. You can view complete data on the [State Reporting > Maintenance > Mid Year > Finance Actual](#).

NOTE: You may run the extract a third time if you want to bring over the fund balance accounts.



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