



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, you overwrite the data in the frozen files (i.e., State Reporting maintenance pages), including any data that was manually entered.

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

Acct Period

Thru

Fiscal Year

Year 2

File ID

Acct Period

Thru

Fiscal Year

First Year

☐ First Year of Fiscal Year Change

Crosswalk Options

- ☐ Crosswalk 067
Omit specific funds
- ☐ Crosswalk 059
Convert program by fund/sobj
- ☐ Crosswalk 060
Convert fund to another
- ☐ Crosswalk 062
Convert obj to another
- ☐ Crosswalk 064
Convert func to another
- ☐ Crosswalk 066
Convert prog by fund/func/sobj
- ☐ Crosswalk 063
Convert prog by fund
- ☐ Crosswalk 070
Convert prog by fund/prog
- ☐ Crosswalk 061
Convert org to another
- ☐ Replace 00 in 6XXX with 99
Replace prog 00 in obj 6XXX

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**.

Thru Fiscal Year	☐ Crosswalk 063 Convert prog by fund
Extract is complete. Click Print to view results. Click Save to write records to TSDS.	
Run Print Save	

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 budget 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.

Thru	☐ Crosswalk 063 <i>Convert prog by fund</i>
Fiscal Year	
Finance records were successfully written to TSDS.	
Run	Print Save

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:

- Repeat the extract for class 3xxx data only.
- 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.



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