



# midyear



# Table of Contents

**Mid Year Extract** ..... 1



# Mid Year Extract

## TSDS > Extracts > Mid Year

Data extracted: *InterchangeFinanceExtension*

The Midyear Actual Extract page extracts data for the ActualExtension 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.

Each time you extract data, you overwrite the data in the frozen files (i.e., PEIMS maintenance pages), including any data that was manually entered.

For a complete list of extract rules and edits for 2016-2017, see <http://castro.tea.state.tx.us/tsds/teds/2017A/ds8/teds-peims-ds8.5.pdf>

**IMPORTANT:** Back up your database before extracting data.

### Extract data:

| Field  | Description                                      |  |
|--------|--|--|
| Method | <b>Delete ALL and Add</b>                        | <b>(Recommended)</b> 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.  |
|        | <b>Add New</b>                                   | Select if you are re-extracting data. This option adds data to the State Reporting tables.<br><br><b>CAUTION:</b> If any Finance data exists in the State Reporting tables for this fiscal year; there is a risk of duplicating data if this option is selected. |
|        | <b>Add Class 3 Only</b>                          | Select to extract class 3 equity accounts.   |
|        | <b>Add Class 3 Only - Omit Budget Fund Codes</b> | Select if you are extracting class 3xxx.   |

| Field                             | Description  |  |
|-----------------------------------|--|--|
| <b>Year 1</b><br><b>Year 2</b>    | <b>File ID</b>   | 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.<br><br>For the specified <b>File ID</b> , all audit entries must be posted, and revenue and expense balances must be reconciled to the audit report. |
|                                   | <b>Acct Period</b>   | Select the beginning accounting period. The number corresponds to the month in which the fiscal year begins (e.g., 9 for September).   |
|                                   | <b>Thru</b>  | Select the ending accounting period. The number corresponds to the month in which the fiscal year ends (e.g., 8 for August).   |
|                                   | <b>Fiscal Year</b>   | Select the ending year of the fiscal year.<br><br>For example, for the 2021-2022 school year, select 2. See Year 2 below:  |
|                                   | Leave the <b>Year 2</b> fields blank unless you have 5xxx-8xxx records for multiple fiscal years in the same File ID.<br><b>Year 2</b> automatically increments the fiscal year by 1 from the <b>Fiscal Year</b> field in the <b>Year 1</b> field above.           |  |
| <b>First Year</b>                 | <a href="#">Extracting Multiple Fiscal Year Data Example</a><br>Select if you are changing the fiscal year start date. You must enter a file ID and beginning and ending accounting periods for both fiscal years. Like funds will be combined into fiscal year 1. |  |
| <b>Crosswalk Options</b>          | Select any crosswalk tables you are using. The crosswalk tables must be built prior to running the extract.  |  |
|                                   | <b>Crosswalk 067</b>   | Select to omit a fund from the PEIMS submission.   |
|                                   | <b>Crosswalk 059</b>   | Select to convert a fund/subobject combination to a program code.  |
|                                   | <b>Crosswalk 060</b>   | Select to convert a fund code to another fund code.  |
|                                   | <b>Crosswalk 062</b>   | Select to convert an object code to another object code.   |
|                                   | <b>Crosswalk 064</b>   | Select to convert a function code to another function code.  |
|                                   | <b>Crosswalk 066</b>   | Select to convert a fund/function/subobject combination to a program code.   |
|                                   | <b>Crosswalk 063</b>   | Select to convert a fund code to a program code.   |
|                                   | <b>Crosswalk 070</b>   | Select to convert a fund/program combination to a program code.  |
|                                   | <b>Crosswalk 061</b>   | Select to convert an organization code to another organization code.   |
| <b>Replace 00 in 6XXX with 99</b> | Select to replace program intent codes 00 in 6XXX with 99, when the function code is not 11.   |  |

- Click **Run** to extract the selected records. A message is displayed indicating that the extract is complete.
- Click **Save** to write the records to TSDS.

Data can be re-extracted, but you will overwrite any existing data in the PEIMS frozen files when you save, unless you select **Add New** under **Method** when re-extracting data.

**Other functions and features:**

|              |  |
|--------------|--|
| <b>Print</b> | <p><a href="#">View the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/>Click  to go back one page.<br/>Click  to go forward one page.<br/>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/>Click  to save and print the report in CSV format. (This option is not available for all reports.)<br/>When a report is exported to the CSV format, the report headers may not be included.<br/>Click  to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.</p>   |
| <b>Error</b> | <p><a href="#">If errors are encountered, view the error report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/>Click  to go back one page.<br/>Click  to go forward one page.<br/>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/>Click  to save and print the report in CSV format. (This option is not available for all reports.)<br/>When a report is exported to the CSV format, the report headers may not be included.<br/>Click  to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.</p> |



## Back Cover