extract_fall_finance_body

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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.
	Add New	Select if you are re-extracting data. This option adds data to the State Reporting tables. **CAUTION:** 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.
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 **Replace 00 in 6XXX with 99**. Select **Crosswalk 046** if locally defined funds exist in your budget/finance. Select any other crosswalk tables you are using. The crosswalk tables must be built prior to running the extract.	
	Crosswalk 049	Select to omit a specific fund from the fall submission.
	Crosswalk 045	Select to convert a specific fund/subobject combination to a program code.
	Crosswalk 046	Select to convert one fund code to another fund code.
	Crosswalk 047	Select to convert one object code to another object code.
	Crosswalk 048	Select to convert one function code to another function code.
	Crosswalk 055	Select to convert a specific fund/function/subobject combination to a program code.
	Crosswalk 056	Select to convert a specific fund code to a program code.
	Crosswalk 069	Select to convert a specific fund/program combination to a program code.
	Crosswalk 040	Select to convert one organization code to another organization code.
	Replace 00 in 6XXX with 99	Select to replace program intent codes 00 in 6XXX with 99, provided the function code is not equal to 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 ASCENDER State Reporting tables.

IMPORTANT! You must click **Save** to add the budget data to State Reporting. If you do not click **Save**, you will need to re-extract the data.

Print	View the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last 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. Review the accuracy of the budget data. Finance budget codes are listed on the left, and the collapsed PEIMS records are listed on the right.

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

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

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