

Copy Finance Tables to Budget - BUD7000

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Budget > Utilities > Clear/Copy Budget Tables > Clear/Copy Finance Tables to Budget

This tab is used to copy current year finance tables to Budget.

Copy finance tables:

All available finance tables are displayed on the left side of the page. Select the tables to be copied and use the following buttons to move the selected tables to the right side of the page.

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

Field	Description
Preview Data	Select to view the data records being copied to the budget tables. If selected, a preview report of each current year table being copied to the next year is displayed. If not selected, a message is displayed indicating that the tables were successfully copied.

Click **Execute** to execute the process. A message is displayed indicating that the selected tables have been copied successfully. Click **OK**.

- Click **Process** to copy the Finance table data to Budget. Review the report.
- Click **Process** to continue or click **Cancel** to cancel the process. If you click **Process**, a message is displayed indicating that the process was completed. Click **OK**.