

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.

If **Preview Data** is selected, the Data Preview - Fund (Function, Object, Subobject, Org, Program, Ed Span, and Project Detail) Code Table report is displayed with the account code information that was copied for each account code element. Each element code table must be reviewed, and processed or canceled to display the next element code table.

Review the report.

❑ Click **Process** to continue. A message is displayed indicating that the process was completed. Click **OK**.

❑ Click **Cancel** to cancel and return to the Copy Finance Tables to Budget tab.