# Export Budget Tables - BUD7100

# Table of Contents

# Export Budget Tables - BUD7100

***Budget > Utilities > Export Budget Tables***

This page is used to export a copy of the budget tables prior to running major functions. When exporting budget tables, copies of the data are exported to a user-designated archive file.

- If file ID is N (Next Year), next year Requisition and Budget tables (without the User Profiles table) are exported.
- If file ID is anything other than N, only Budget tables (without the User Profiles table) are exported.

## Export budget tables:

| Field | Description |
|---|---|
| **Export File Name** | A preset export file name is displayed in format dbcccddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date. |
| **Execute** | Click to execute the process.<br><br>• <br>Click **Yes** to perform a system backup. Otherwise, click **No** to continue the process.<br><br>◦ <br>The **File ID** field is display only and reflects the file ID to which the user is logged on.<br><br>◦ <br>The **Export File Name** field is display only.<br><br>◦ <br>Click **Execute** to continue the export. Otherwise, click **Cancel** to close the page without completing the task.<br><br>• <br>Type a password for the exported file, and then click **Execute**. The File Download page is displayed.<br><br>• <br>Click **Save** to save the file. A Save As dialog box is displayed.<br><br>◦ <br>In the **Save in** field, navigate to the appropriate folder.<br><br>◦ <br>In the **File name** field, the file name is set to dbcccddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.<br><br>◦ <br>Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file. |