



## **Export Budget Tables - BUD7100**



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# 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
<b>Export File Name</b>	A preset export file name is displayed in format dbccddddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date.
<b>Execute</b>	<p><a href="#">Click to execute the process.</a></p> <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to perform a system backup. Otherwise, click <b>No</b> to continue the process.</li> <li>◦ The <b>File ID</b> field is display only and reflects the file ID to which the user is logged on.</li> <li>◦ The <b>Export File Name</b> field is display only.</li> <li>• Click <b>Execute</b> to continue the export. Otherwise, click <b>Cancel</b> to close the page without completing the task.</li> <li>• Type a password for the exported file, and then click <b>Execute</b>. The File Download page is displayed.</li> <li>• Click <b>Save</b> to save the file. A Save As dialog box is displayed.</li> <li>◦ In the <b>Save in</b> field, navigate to the appropriate folder.</li> <li>◦ In the <b>File name</b> field, the file name is set to dbccddddd_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.</li> <li>◦ Click <b>Save</b>. Otherwise, click <b>Cancel</b> to close the Save As dialog box without saving the file.</li> </ul>