



Export Budget Tables - BUD7100

Table of Contents

Export Budget Tables - BUD7100	i
Export Budget Tables - BUD7100	1

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 the file ID is N (Next Year), next year Requisition and Budget tables (without the User Profiles table) are exported.
- If the 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 dbccddddd_mmddyyyy_bud.rsf, where cccddddd is the county-district number and mmddyyyy is the current date.
Execute	• Click Yes to perform a system backup. Otherwise, click No to continue the process. ◦ The File ID field is display only and reflects the file ID to which the user is logged on. ◦ The Export File Name field is display only. • Click Execute to continue the export. Otherwise, click Cancel to close the page without completing the task. • Type a password for the exported file, and then click Execute. The File Download page is displayed. • Click Save to save the file. A Save As dialog box is displayed. ◦ In the Save in field, navigate to the appropriate folder. ◦ In the File name field, the file name is set to dbccddddd_mmddyyyy_bud.rsf, where cccddddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file. ◦ Click Save. Otherwise, click Cancel to close the Save As dialog box without saving the file.