



**body**



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## Copy current year tables:

All available current year tables are displayed on the left side of the page. Select the tables to copy. Select the corresponding check boxes to select a table. At least one table option must be selected.

- Select ☐ next to the table(s) to copy.
- Select ☐ again to clear the selected check box.

☐ Click  if you do not want to copy the entire table, but want to include specific data from a table.

### Notes:

- Only the selected tables are processed.
- If the tables are copied multiple times and the record in the current year does not exist in the next year, the new record is inserted in the next year.
- If the tables are copied multiple times and a description is changed in the next year but not in the current year, the description is replaced by the description in the current year table.

☐ Click **Select All Tables** to select all current year tables to copy to the next year.

☐ Click **Execute**. A separate preview report is displayed for each selected table.

☐ Click **Process** on each report page to copy the table. Or, click **Cancel** not to copy the table. A message is displayed indicating that the tables were successfully copied. Click **OK**.