



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.

Button	Description
Execute	<p>Click to execute the process.</p> <ul style="list-style-type: none"> • Click Yes to perform a system backup. Otherwise, click No to continue the process. <ul style="list-style-type: none"> ◦ 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. <ul style="list-style-type: none"> ◦ 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. <ul style="list-style-type: none"> ◦ In the Save in field, navigate to the appropriate folder. ◦ In the File name field, the file name is set to dbccddd_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. • Click Save. Otherwise, click Cancel to close the Save As dialog box without saving the file.

Button	Description
Process	<p data-bbox="244 174 863 208">Click to copy the finance table data to Budget.</p> <p data-bbox="244 210 1026 244">A message is displayed prompting you to create a backup.</p> <ul style="list-style-type: none"> <li data-bbox="244 246 260 280">• <li data-bbox="244 282 1422 349">Click Yes to continue the process and create a backup. A message is displayed with the export file name. <ul style="list-style-type: none"> <li data-bbox="284 351 300 385">◦ <li data-bbox="244 387 1437 454">Click Execute to continue processing the backup. A message is displayed prompting you for an archive password. <ul style="list-style-type: none"> <li data-bbox="284 456 300 490">◦ <li data-bbox="244 492 991 526">Type a password and click OK. Otherwise, click Cancel. <ul style="list-style-type: none"> <li data-bbox="284 528 300 562">◦ <p data-bbox="244 564 1254 598">A message is displayed indicating that the process was complete. Click OK.</p> <ul style="list-style-type: none"> <li data-bbox="244 600 260 633">• <li data-bbox="244 636 1042 669">Click No to continue the process without creating a backup. <p data-bbox="244 672 1469 804">If Preview Data is selected, the Data Preview - Fund (Function, Object, Subobject, Org, or Program) 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.</p> <p data-bbox="244 806 491 840">Review the report.</p> <p data-bbox="244 875 946 909">Review the report using the following buttons:</p> <p data-bbox="244 945 847 978">Click  to go to the first page of the report.</p> <p data-bbox="244 981 635 1014">Click  to go back one page.</p> <p data-bbox="244 1016 671 1050">Click  to go forward one page.</p> <p data-bbox="244 1052 847 1086">Click  to go to the last page of the report.</p> <p data-bbox="244 1122 1134 1155">The report can be viewed and saved in various file formats.</p> <p data-bbox="244 1191 935 1225">Click  to save and print the report in PDF format.</p> <p data-bbox="244 1227 1398 1359">Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p data-bbox="244 1361 1382 1429">Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> <ul style="list-style-type: none"> <li data-bbox="244 1431 260 1464">• <li data-bbox="244 1467 600 1500">Click Process to continue. <li data-bbox="244 1503 260 1536">• <li data-bbox="244 1538 1262 1572">Click Cancel to cancel and return to the Copy Finance Tables to Budget tab. <li data-bbox="244 1574 260 1608">• <p data-bbox="244 1610 1206 1644">A message is displayed indicating the process was completed. Click OK.</p>



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