budgetpreviewdataselected

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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.

Click First to go to the first page.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page.

- Click **Process** to copy the finance table data to Budget.
- Click **Cancel** to cancel the process. The next account code element report is displayed. After the last account code element report is processed or canceled, you are returned to the Copy Finance Tables to Budget tab.
- Click **Print** to print a copy of the displayed report.
- Click **Save As** to save a copy of the tables. An Export dialog box is displayed.
    - Under **Save As Type**, select **Text** or **CSV**.
    - Click **Export** to export the tables file. Otherwise, click **Cancel** to cancel the creation of the tables file and return to the Data Preview. If you click **Export**, the following options are available:
        - Click **Open** to open the tables file.
        - Click **Save** to save the tables 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 filename. 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.

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