budgetpreviewdataselected

Table of Contents

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.

Review the report.

Review the report using the following buttons:

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

The report can be viewed and saved in various file formats.

Click 📄 to save and print the report in PDF format.

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.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

- 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.

Back Cover