



ASCENDER GUIDES



budgetpreviewdataselected

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A message is displayed prompting you to create a backup.

- Click **Yes** to continue the process and create a backup. A message is displayed with the export file name.
 - Click **Execute** to continue processing the backup. A message is displayed prompting you for an archive password.
 - Type a password and click **OK**. Otherwise, click **Cancel**.
 - A message is displayed indicating that the process was complete. Click **OK**.
- Click **No** to continue the process without creating a backup.

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  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

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

- Click **Process** to continue.
- Click **Cancel** to cancel and return to the Copy Finance Tables to Budget tab.

A message is displayed indicating the process was completed. Click **OK**.



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