

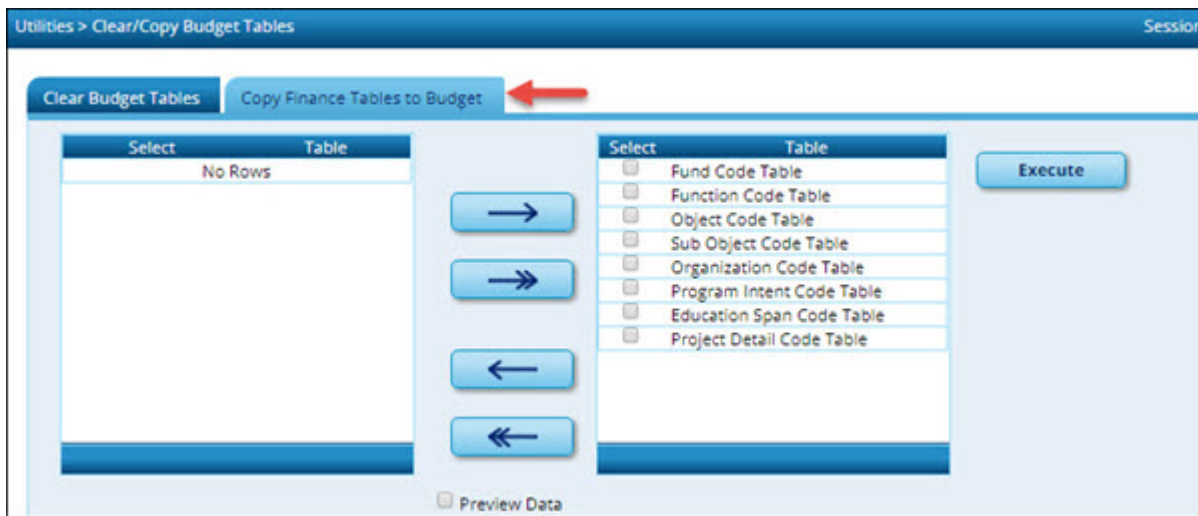



Update tables

Table of Contents

Budget > Utilities > Clear/Copy Budget Tables > Copy Finance Tables to Budget

Update the budget account code tables in the next year file ID (file ID N).



Click  to move all code tables from the left side of the page to the right side of the page.

Note: The **Preview Data** feature is optional.

Select **Preview Data** to view a preview of each Finance table before it is copied to Budget.

- Click **Execute**. The Finance table reports are displayed.
- Review the reports and click **Process** on each report to copy the Finance table data and continue to the next report. Or, click **Cancel** to indicate that you do not want to copy a selected report.
- When the process is complete, a message is displayed to indicate that all tables were successfully copied or that selected tables have not been copied. Click **OK**.

If **Preview Data** is not selected, click **Execute** to execute the process. A message is displayed indicating that the selected tables have been successfully copied. Click **OK**.

Click **Execute** to execute the process. A message is displayed indicating that the selected tables have been copied successfully. Click **OK**.

- Click **Process** to copy the Finance table data to Budget. Review the report.
- Click **Process** to continue or click **Cancel** to cancel the process. If you click **Process**, a message is displayed indicating that the process was completed. Click **OK**.

If this step is not processed, account codes that exist in the Finance file ID but do not exist in the Budget file ID are not updated.

Note: This step adds the fund/fiscal year for the new school year.



Back Cover