

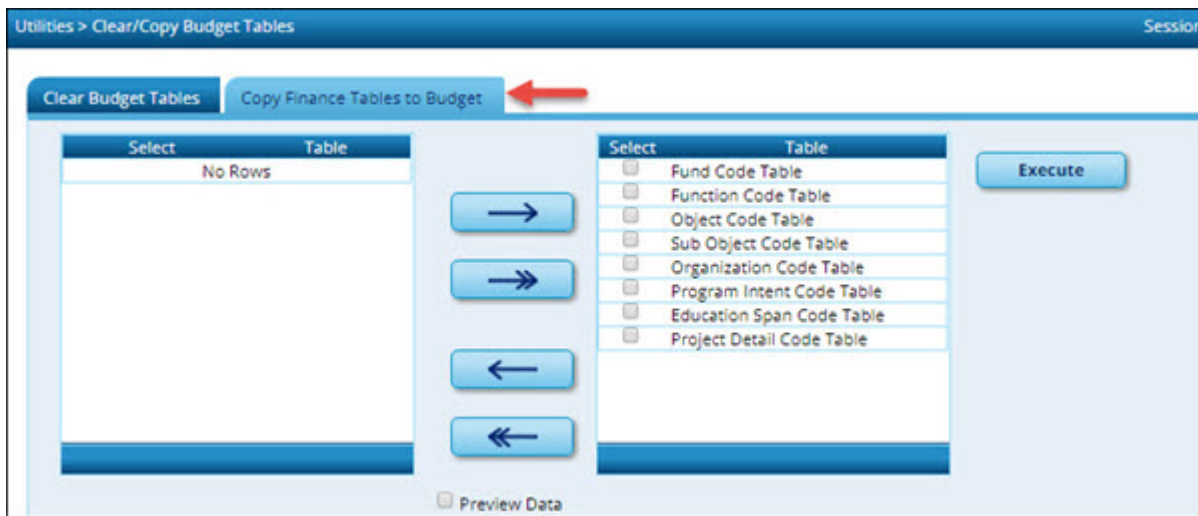



Update tables

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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.

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

- If **Preview Data** is selected:

- Click **Execute** to begin the process of copying the Finance tables to Budget. The selected Finance table reports are displayed.
- Review the reports and click **Process** on each report to copy the Finance table data to Budget and continue to the next report. Or, click **Cancel** on the report if you do not want to copy the selected table.
- When the process is complete, a message is displayed either indicating 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 copy the Finance tables to Budget. A message is displayed indicating that the selected tables have been successfully copied. 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