

copyfinancetablestobudget1

Table of Contents

ίv

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 page of the report.

Click ◀ to go back one page.

Click to go forward one page.

Click is 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 **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**.



Back Cover