

Copy Current to New File ID - BAM7200

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This utility is used to copy the current file ID data to a new file ID for archive purposes. The one-character file ID is numeric. You can retain previous years' asset management tables without interfering with current asset management tables. Copying assets to a new file ID multiple times does not update any information in the new file ID. If you need to update any information, you must log on to the new file ID on the Change File ID page and manually make the changes.

Copy the current file ID to a new file ID:

Field	Description
File ID	The file ID to which you are logged on is displayed.
New File ID	Type a one-digit file ID, or click ⌄ to select one. This field represents the file ID to which you can move or copy funds.

Click **Save**.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.