


# Copy Current to New File ID - BUD7200

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# Copy Current to New File ID - BUD7200

***Budget > Utilities > Copy Current To New File ID***

This page is used to select individual funds or multiple funds in the current file ID and copy them to a new file ID for archive purposes. The one-character file ID is numeric. This feature enables users to retain their previous years' budget tables without interfering with current budget tables. Copying funds to a new file ID multiple times will not update any information in the new file ID. If users need to update any information, they must log on to the new file ID through the Change File ID page and manually make the changes.

## Copy a current file ID fund to a new file ID:

Select a student

The following receiving options selected on the Options > Purchasing Options page in District Administration determine how information is displayed as well as if certain requisition items can be received on this page.

- If **Use Blind Receiving** is selected, order quantities are not shown on this page.
- If **Allow Partial Receiving** is not selected, only complete requisition items can be received.
- If **Allow Receiving Overage** is not selected, only the original item quantity ordered or less can be received.

/*Inline folded include*/

| Field | Description |
|---|---|
| **File ID** | Displays the file ID to which you are logged on. |
| **New File ID** | Click ⌄ to select the one-character file ID. This field represents the file ID to which you can move or copy funds. |
| **Select** | Select the individual Select check boxes for each fund to be copied. |
| **Select All** | Click to select all **Select** check boxes for all funds. |
| **Unselect All** | Click to clear all **Select** check boxes for all funds. |

| | |
|---|---|
| **Execute** | Click to copy the selected funds to the new file ID. A message is displayed indicating that you are about to copy data from the current file ID to a new file ID and asks if you want to continue. Review the report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |

Click **Save**.

**NOTE:

## Other functions and features:

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