


# 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:

| 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. If you click Yes<br>A message is displayed indicating that the process was successfully completed. Click **OK**. |