

Copy Current to New File ID - BUD7200

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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. This feature enables users to retain 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 A message is displayed prompting you to perform a backup.