


# Move Current to New File ID - FIN7200

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# Move Current to New File ID - FIN7200

***Finance > Utilities > Move Current to New File ID***

This utility is used to select individual funds or all funds in the current file ID and either move or copy them to a new file ID. The file ID can be a single character (alpha or numeric).

## Move or copy a fund in a current file ID to a new file ID:

| Field | Description |
|---|---|
| **New File ID** | Type a one character file ID, or click ⌄ to select the file ID to which you want to move or copy funds. |
| **Move** | Select to move the fund to the new file ID. |
| **Copy** | Selected by default, to copy the fund to the new file ID. |

Scroll through the list of funds, and then select the **Select** field of the desired fund.

- To select multiple rows when the funds are consecutive, select a fund to start at, and then press and hold SHIFT while selecting a fund to end the selection process. All the rows (between the first and last row) in the sequence are now selected.
- To select multiple rows when the funds are not consecutive, select a fund, and then select other individual funds from different parts of the list.
- If you want to move or copy all funds, click **Select** in the column heading. All funds are selected. Select **Move** or **Copy** in the column heading to indicate the action for all of the selected funds.
- If you do not want to move or copy all funds, click the **Select** in the column heading to clear the **Select** fields of multiple funds so that the funds are no longer selected.

## 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. |