



Copy current file ID (C) to new file ID for historical purposes

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Verify current and next fiscal year in FY table

Copy the Current FileID (C) into the new historical retention FileID.

The Utilities/Copy Current to New FileID utility allows you to place a copy of the data that currently exists in FileID (C) into a new FileID which will serve as your prior year historical file. You then have the basis to begin your new Current (C) FileID and modify the data as necessary.