



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



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## **Copy the current file ID (C) to a new file ID for historical purposes**

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Copy the current file ID (C) into the new historical file ID historical purposes. This process allows you to copy data that currently exists in file ID C to a new file ID, which will serve as your prior year historical file.

After copying data to the historical ID, you can begin making changes as needed to your new current file ID.