



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

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Copy the current file ID (C) data into the new historical file ID. 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.

If you need to update any information, you must log on to the new file ID through the Change File ID function and manually make the modifications.

Note: Changes made in one file ID do not update in the other file ID.

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