



Copy the current year budget

Table of Contents

Copy the current year budget i

Budget > Utilities > Copy Current to New File ID

Copy the current year data to another file ID (2020-2021 to file ID 1) for historical purposes.



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 All	Click to select the check boxes for all funds.

- Click **Execute** 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 prompts you to continue.
- Click **Yes**. A message is displayed indicating that the process was successfully completed. Click **OK**.
- Log on to Budget file ID 1 and perform an inquiry to verify that all fund data was copied.

