



Copy the current year budget

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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.

Select	Fund / Year	Fund Description
<input checked="" type="checkbox"/>	163 / 5	CLEARING FUND PAYROLL
<input checked="" type="checkbox"/>	163 / 6	CLEARING FUND PAYROLL
<input checked="" type="checkbox"/>	163 / 7	CLEARING FUND PAYROLL
<input checked="" type="checkbox"/>	164 / 5	CLEARING FUND ACCTS PAYABLE
<input checked="" type="checkbox"/>	164 / 6	CLEARING FUND ACCTS PAYABLE
<input checked="" type="checkbox"/>	164 / 7	CLEARING FUND ACCTS PAYABLE
<input checked="" type="checkbox"/>	199 / 5	GENERAL FUND
<input checked="" type="checkbox"/>	199 / 6	GENERAL FUND
<input checked="" type="checkbox"/>	199 / 7	GENERAL FUND

New File ID	Click <input type="checkbox"/> 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.

Inquiry > Budget Account Codes Inquiry Budget

File ID: 1

Retrieve Reset

Summary Totals Exclude Objects 6100

Account Code:

Fund Func Obj Subj Org Prog

Date Rsn:		Account Code Inquiry - Totals							Page: 1 of 4	
Copy Desc:		000							File ID: 1	
		XXX XX XXXX XX XXX X XX X XX								
Fund Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Original Budget	2019 - 2020 This Yr Amndd Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Requested	2020 - 2021 Next Yr Recommend	2020 - 2021 Next Yr Apprmd			
Fund 1991 GENERAL FUND										
Totals for 199 / 1										
Fund Balance	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Estimated Revenues	12,459,945.59	11,121,033.00	11,121,033.00	12,480,291.14	370,100.00	372,322.00	370,100.00			
Other Resources	25,914.56	.00	.00	25,914.56	.00	.00	.00			
Appropriations	16,024,344.85	13,737,776.00	17,962,363.00	16,545,850.96	2,802,323.00	2,802,323.00	2,802,323.00			
Other Uses	413,102.05	.00	396,000.00	413,102.05	.00	.00	.00			
Fund 2061 TEKSHEP										
Totals for 206 / 1										
Fund Balance	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Estimated Revenues	13,800.10	.00	.00	.00	2.00	2.00	2.00			
Other Resources	.00	.00	.00	.00	.00	.00	.00			
Appropriations	13,800.10	15,775.00	15,775.00	13,271.44	.00	.00	.00			
Other Uses	.00	.00	.00	.00	.00	.00	.00			
Fund 2091 PRIORITY/MONESELEM SCHOOL										
Totals for 209 / 1										
Fund Balance	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Estimated Revenues	.00	72,176.00	72,176.00	25,530.52	.00	.00	.00			
Other Resources	.00	.00	.00	.00	.00	.00	.00			
Appropriations	.00	72,176.00	66,176.00	37,112.22	.00	.00	.00			
Other Uses	.00	.00	.00	.00	.00	.00	.00			
Fund 2101 FOCUS/MONESMIDDLE SCHOOL										
Totals for 210 / 1										
Fund Balance	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Estimated Revenues	.00	19,247.00	19,247.00	7,585.70	.00	.00	.00			
Other Resources	.00	.00	.00	.00	.00	.00	.00			
Appropriations	.00	19,247.00	19,247.00	14,423.32	.00	.00	.00			
Other Uses	.00	.00	.00	.00	.00	.00	.00			

After verifying the fund data, log on to file ID N before continuing with the Budget process.