



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.

Utilities > Copy Current to New File ID

Execute

New File ID: 5

Select	Fund / Year	Fund Description
<input checked="" type="checkbox"/>	163 / 5	PAYROLL CLEARING ACCOUNT
<input checked="" type="checkbox"/>	163 / 6	PAYROLL CLEARING ACCOUNT
<input checked="" type="checkbox"/>	164 / 5	VENDOR CLEARING ACCOUNT
<input checked="" type="checkbox"/>	164 / 6	VENDOR CLEARING ACCOUNT
<input checked="" type="checkbox"/>	199 / 5	GENERAL OPERATING
<input checked="" type="checkbox"/>	199 / 6	GENERAL OPERATING
<input checked="" type="checkbox"/>	211 / 5	TITLE I
<input checked="" type="checkbox"/>	211 / 6	TITLE I
<input checked="" type="checkbox"/>	240 / 5	CAFETERIA
<input checked="" type="checkbox"/>	240 / 6	CAFETERIA
<input checked="" type="checkbox"/>	255 / 5	TITLE II
<input checked="" type="checkbox"/>	255 / 6	TITLE II
<input checked="" type="checkbox"/>	270 / 5	REAP, FEDERAL FUNDS
<input checked="" type="checkbox"/>	270 / 6	REAP, FEDERAL FUNDS
<input checked="" type="checkbox"/>	289 / 5	TITLE IV
<input checked="" type="checkbox"/>	289 / 6	TITLE IV

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.

Inquiry > Budget Account Codes Inquiry

▼ Budget

File ID: 1 (circled)

Summary Totes Exclude Objects 61XX

Account Code: XXXX || XX || XXXXX || XX || XXX || X || XX || X || XX ||

Fund Func Obj Subj OrgProg.....

Date Ran: Account Code Inquiry - Totals
City Dist: ISO
XXX XXX XXXX XXX XXXX X XXX X XXX

Page: 1 of 4
File ID: 1

Fund Description	2018 - 2019 Last Yr Closing Amt	2019 - 2020 This Yr Original Budget	2019 - 2020 This Yr Amend Budget	2019 - 2020 This Yr Actual Amt	2020 - 2021 Next Yr Requested	2020 - 2021 Next Yr Recommend	2020 - 2021 Next Yr Approved
Fund: 1991 GENERAL FUND							
Totals for 1991	00	00	00	00	00	00	00
Fund Balance	00	00	00	00	00	00	00
Estimated Revenues	12,459,646.59	11,121,033.00	11,121,033.00	12,480,291.14	370,100.00	372,322.00	373,100.00
Other Resources	25,914.58	00	00	25,914.58	00	00	00
Appropriations	16,024,344.65	13,797,776.00	17,962,363.00	16,545,850.06	2,802,323.00	2,802,323.00	2,802,323.00
Other Uses	413,102.05	00	396,900.00	413,102.05	00	00	00
Fund: 2051 TEXSHEP							
Totals for 2051	00	00	00	00	00	00	00
Fund Balance	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: 2081 PRIORITY MONTESEILOM SCHOOL							
Totals for 2081	00	00	00	00	00	00	00
Fund Balance	00	00	00	00	00	00	00
Estimated Revenues	00	72,176.00	72,176.00	29,530.52	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 MONTESEILOM SCHOOL							
Totals for 2101	00	00	00	00	00	00	00
Fund Balance	00	00	00	00	00	00	00
Estimated Revenues	00	19,247.00	19,247.00	7,588.70	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.