



Copy the current year budget

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Budget > Utilities > Copy Current to New File ID

Copy the current year data to another file ID (2025-2026 to file ID 6) 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="button" value="v"/> 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.

You are about to copy data from the current file id N to the new file id 6.
Do you want to continue?

Yes No

Click **Yes**. A message is displayed indicating that the process was successfully completed. Click **OK**.

Log on to Budget file ID 5 and perform an inquiry to verify that all fund data was copied.

Inquiry > Budget Account Codes Inquiry Budget

File ID: 6

Retrieve Reset

Summary Totals Exclude Objects 61XX

Account Code:

Fund Func Obj Subj Org -----Prog-----

Date Run:		Account Code Inquiry - Totals					Page: 1 of 7	
City Dist:		ISD					File ID: 6	
		XXX XX XXXX XX XXX X XX X XX						
Fund Description		2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025	2025 - 2026	2025 - 2026	2025 - 2026
		Last Yr Closing	This Yr Original	This Yr Amend	This Yr Actual	Next Yr	Next Yr	Next Yr
		Amt	Budget	Budget	Amt	Requested	Recommend	Approved
Fund: 163/6 CLEARING FUND PAYROLL								
Totals for 163 / 6								
Fund Balance		.00	.00	.00	.00	.00	.00	.00
Estimated Revenues		101.88	.00	.00	114.53	.00	15,000.00	15,000.00
Other Resources		.00	.00	.00	.00	.00	.00	.00
Appropriations		.00	.00	.00	.00	.00	.00	.00
Other Uses		.00	.00	.00	.00	.00	.00	.00
Fund: 199/6 GENERAL FUND								
Totals for 199 / 6								
Fund Balance		.00	.00	.00	.00	.00	.00	.00
Estimated Revenues		8,127,781.68	7,109,405.00	7,109,405.00	8,288,912.35	.00	9,075,657.00	9,075,657.00
Other Resources		15,760.04	.00	.00	7,631.25	.00	.00	.00
Appropriations		7,967,829.67	7,993,806.00	7,969,323.00	7,976,553.83	.00	9,075,657.00	9,075,657.00
Other Uses		22,474.76	25,000.00	10,488.00	81,490.56	.00	25,000.00	25,000.00
Fund: 211/6 ESEA TITLE I-A IMPROVING BASIC								
Totals for 211 / 6								

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