



## **Copy Current File ID to New File ID**



# Table of Contents

Copy Current File ID to New File ID ..... i



## Copy Current File ID to New File ID

**Log on to file ID C.**

Finance > Utilities > Move Current to New File ID

Create a new historical file ID.

Copy file ID C to the historical file ID 9. At this point, **All** fund/years should be selected to be copied or moved.

**It is recommended** that you copy rather than move all fund/years to the new historical file ID. This is a precautionary measure in case an error occurs and you need to delete the funds from the historical file ID and run the process again.

In this example, all fund/years are copied to the new historical file ID 9; however, you can use a different file ID.

Utilities > Move Current to New File ID

New File ID: 9

Select	Fund / Year	Fund Description	Move	Copy
<input checked="" type="checkbox"/>	166 / 9	GEAR-UP GRANT ESC 12	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	199 / 9	GENERAL OPERATING	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	204 / 9	TITLE IV	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	211 / 9	TITLE I, PART A--IMPROVING BAS	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	224 / 9	IDEA-B FORMULA	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	225 / 9	IDEA-B PRE-SCHOOL	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	240 / 9	NATIONAL SCHOOL LUNCH PROGRAM	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	255 / 9	TITLE II, TCHR+PRIN TRNG/RCRTM	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	270 / 9	TITLE VI,RURAL & LOW-INC	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	289 / 9	SUMMER SCHOOL LEP	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	404 / 9	STUDENT SUCCESS INITIATIVE	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	410 / 9	STATE INSTRUCTIONAL MATERIALS	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	429 / 9	MATHEMATICS ACHIEVEMENT	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	598 / 9	INTEREST & SINKING - 2016	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	599 / 9	INTEREST AND SINKING	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	699 / 9	CONSTRUCTION	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	863 / 9	PAYROLL CLEARING	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	864 / 9	FINANCE CLEARING	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	865 / 9	ACTIVITY FUNDS	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	866 / 9	ELEM ACTIVITY FUNDS	<input type="radio"/>	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	867 / 9	CONSTRUCTION CLEARING	<input type="radio"/>	<input checked="" type="radio"/>

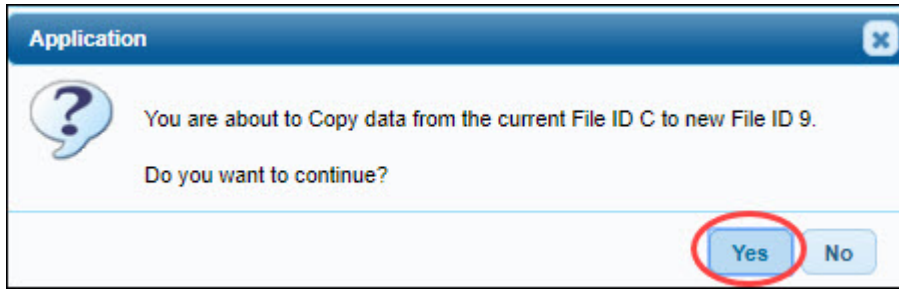
Execute

In the **New File ID** field, select the file ID to which you want to copy funds. The file ID can be alpha or numeric.

Select the top-level check box next to **Select** to ensure that all funds are selected.

Select **Copy** to copy all funds to the new historical file ID.

Click **Execute**. The following message is displayed.

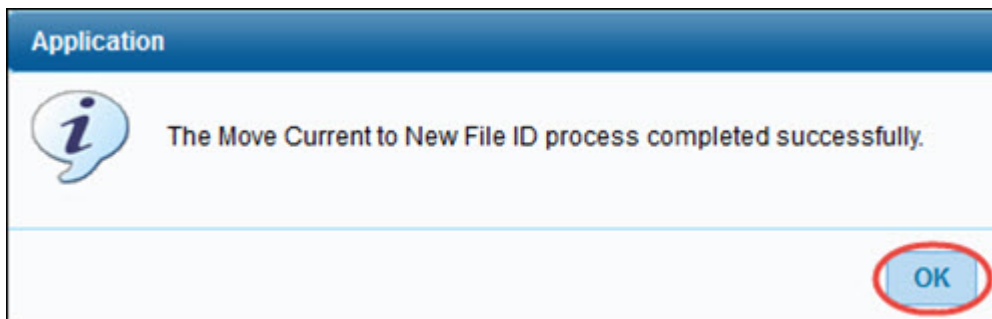


Click **Yes** to continue. You are prompted to create a [backup](#).

If any errors are encountered, an error report is displayed. Review and clear the errors.

If no errors are encountered, a preview report is not displayed. Click **Process** to continue.

When the process is completed, a message is displayed indicating that the process was completed successfully.



Click **OK** to close the message box.

Generate the [Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > FIN3050 - Board Reports](#) to compare the fund totals in file ID C and the new historical file ID.