


# Copy Current to New File ID - BAM7200

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***Asset Management > Utilities > Copy Current to New File ID***

This utility is used to copy the current file ID data to a new file ID for archive purposes. The one-character file ID is numeric. You can retain previous years' asset management tables without interfering with current asset management tables. Copying assets to a new file ID multiple times does not update any information in the new file ID. If you need to update any information, you must log on to the new file ID on the Change File ID page and manually make the changes.

## Copy the current file ID to a new file ID:

| Field | Description |
|---|---|
| **File ID** | The file ID to which you are logged on is displayed. |
| **New File ID** | Type a one-digit file ID, or click ⌄ to select one. This field represents the file ID to which you can move or copy funds. |

❑ Click **Execute** to execute the process. A message is displayed indicating that you are about to copy data from the current file ID to the new file ID.

- Click **Yes** to continue. A message is displayed indicating that the process was successfully completed. Click **OK**.
- Click **No** to cancel the process and return to the Copy Current to New File ID page.


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