



Copy Current to New File ID - BAM7200

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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.
Execute	<p>A warning message is displayed informing you that you are about to copy data from the current to the selected file ID.</p> <ul style="list-style-type: none"> • Click Yes to continue with the copy process. Otherwise, click No to return to the Copy Current to New File ID page. If you click Yes, a message is displayed indicating a system backup should be performed. A backup is highly recommended. • Click Yes to perform a system backup. Otherwise, click No to not perform a system backup and continue the process. <ul style="list-style-type: none"> ◦ The File ID field is display only and reflects the file ID to which the user is logged on. ◦ The Export File Name field is display only. • Click Execute to continue the export. Otherwise, click Cancel to close the page without completing the task. • Type a password for the exported file, and then click Execute. The File Download page is displayed. • Click Save to save the file. A Save As dialog box is displayed. <ul style="list-style-type: none"> ◦ In the Save in field, click ▼ to navigate to the appropriate folder. ◦ In the File name field, the file name is set to dbccddd_mmddyyyy_bam.rsfl, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file. • Click Save. Otherwise, click Cancel to close the Save As dialog box without saving the file. • A message is displayed indicating that the Copy Current to New File ID process completed successfully. Click OK.



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