


# 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** | Click to execute the process.<br>A warning message is displayed informing you that you are about to copy data from the current to the selected file ID.<br>•<br>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.<br>•<br>Click **Yes** to perform a system backup. Otherwise, click **No** to not perform a system backup and continue the process.<br>◦<br>The **File ID** field is display only and reflects the file ID to which the user is logged on.<br>◦<br>The **Export File Name** field is display only.<br>◦<br>Click **Execute** to continue the export. Otherwise, click **Cancel** to close the page without completing the task.<br>•<br>Type a password for the exported file, and then click **Execute**. The File Download page is displayed.<br>•<br>Click **Save** to save the file. A Save As dialog box is displayed.<br>◦<br>In the **Save in** field, click ⌄ to navigate to the appropriate folder.<br>◦<br>In the **File name** field, the file name is set to dbcccddd_mmddyyyy_bam.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file.<br>◦<br>Click **Save**. Otherwise, click **Cancel** to close the Save As dialog box without saving the file.<br>•<br>A message is displayed indicating that the Copy Current to New File ID process completed successfully. Click **OK**. |


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