



**Copy Current to New File ID - BUD7200**



# Table of Contents

**Copy Current to New File ID - BUD7200** ..... 1



# Copy Current to New File ID - BUD7200

## Budget > Utilities > Copy Current To New File ID

This page is used to select individual funds or multiple funds in the current file ID and copy them to a new file ID for archive purposes. This feature enables users to retain previous years' budget tables without interfering with current budget tables. Copying funds to a new file ID multiple times will not update any information in the new file ID. If users need to update any information, they must log on to the new file ID through the Change File ID page and manually make the changes.

The funds displayed on this page are retrieved from the account code table rather than the accounts in Budget; therefore, you might see funds from various fiscal years.

Image

The screenshot displays the 'Utilities > Copy Current To New File ID' interface. At the top left, there is a 'New File ID' dropdown menu with '0' selected. To the right is an 'Execute' button. Below these is a table with the following columns: 'Select', 'Fund / Year', and 'Fund Description'. The table contains 28 rows of data. At the bottom of the table, there is a 'Select All' button. A red arrow points to the 'Execute' button, and another red arrow points to the 'Select All' button.

Select	Fund / Year	Fund Description
<input type="checkbox"/>	199 / 0	LOCAL MAINTENANCE
<input type="checkbox"/>	204 / 0	TITLE IV-DRUG FREE SCHOOLS ACT
<input type="checkbox"/>	211 / 0	TITLE I, PART A
<input type="checkbox"/>	224 / 0	IDEA PART B, FORMULA
<input type="checkbox"/>	225 / 0	IDEA PART B, PRESCHOOL
<input type="checkbox"/>	226 / 0	EVALUATION CAPACITY AWARD
<input type="checkbox"/>	240 / 0	NAT BREAKFAST & LUNCH PROGRAM
<input type="checkbox"/>	243 / 0	TECHNICAL PREPARATION
<input type="checkbox"/>	244 / 0	PERKINS VOC & TECHNOLOGY ED
<input type="checkbox"/>	255 / 0	TITLE II PART A-TPTR
<input type="checkbox"/>	270 / 0	TITLE V RLI
<input type="checkbox"/>	279 / 0	TITLE II,PART D-ARRA
<input type="checkbox"/>	286 / 0	DOJ GRANT
<input type="checkbox"/>	288 / 0	TEXAS HURRICANE HOMELESS YOUTH
<input type="checkbox"/>	289 / 0	TITLE IV, PART A, SUBPART 1
<input type="checkbox"/>	410 / 0	INSTRUCTIONAL MATERIALS ALLOT
<input type="checkbox"/>	429 / 0	RURAL SCHOOL TECHNOLOGY
<input type="checkbox"/>	460 / 0	ELEMENTARY ADMINISTRATION
<input type="checkbox"/>	461 / 0	DISTRICT 12/22 4A UIL
<input type="checkbox"/>	462 / 0	ELEMENTARY LIBRARY
<input type="checkbox"/>	463 / 0	ELEMENTARY PICTURES
<input type="checkbox"/>	464 / 0	JH LIBRARY
<input type="checkbox"/>	465 / 0	JH YEARBOOK
<input type="checkbox"/>	466 / 0	JH ADMINISTRATION
<input type="checkbox"/>	467 / 0	ELEM AR
<input type="checkbox"/>	468 / 0	MUSIC-ELEMENTARY
<input type="checkbox"/>	469 / 0	HS ADMINISTRATION
<input type="checkbox"/>	480 / 0	LOCALLY FUNDED SPECIAL REVENUE
<input type="checkbox"/>	481 / 0	HURRICANE HARVEY GRANTS/DONATI
<input type="checkbox"/>	482 / 0	HURRICANE HARVEY RECOVERY

**Copy a current file ID fund to a new file ID:**

<b>Field</b>	<b>Description</b>
<b>File ID</b>	Displays the file ID to which you are logged on.
<b>New File ID</b>	Click  to select the one-character file ID. This field represents the file ID to which you can move or copy funds.
<b>Select</b>	Select the individual <b>Select</b> check boxes for each fund to be copied.
<b>Select All</b>	Click to select all <b>Select</b> check boxes for all funds.
<b>Unselect All</b>	Click to clear all <b>Select</b> check boxes for all funds.
<b>Execute</b>	Click 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 asks if you want to continue.  If you click <b>Yes</b> , a message is displayed indicating that the process was successfully completed. Click <b>OK</b> .



## Back Cover