



## **Move Current to New File ID - FIN7200**



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This utility is used to select individual funds or all funds in the current file ID and either move or copy them to a new file ID. The file ID can be a single character (alpha or numeric).

### Move or copy a fund in a current file ID to a new file ID:

Field	Description
<b>New File ID</b>	Type a one character file ID, or click  to select the file ID to which you want to move or copy funds.
<b>Move</b>	Select to move the fund to the new file ID.
<b>Copy</b>	Selected by default, to copy the fund to the new file ID.

Scroll through the list of funds, and then select the **Select** field of the desired fund.

- To select multiple rows when the funds are consecutive, select a fund to start at, and then press and hold SHIFT while selecting a fund to end the selection process. All the rows (between the first and last row) in the sequence are now selected.
- To select multiple rows when the funds are not consecutive, select a fund, and then select other individual funds from different parts of the list.
- If you want to move or copy all funds, click **Select** in the column heading. All funds are selected. Select **Move** or **Copy** in the column heading to indicate the action for all of the selected funds.
- If you do not want to move or copy all funds, click the **Select** in the column heading to clear the **Select** fields of multiple funds so that the funds are no longer selected.

<b>Execute</b>	<p><input type="checkbox"/> Click <b>Execute</b> to move or copy the fund to the new file ID.</p> <ul style="list-style-type: none"> <li>• If the fund being moved exists in the Pay Distribution table or has a grant code in the Fund to Grant Code table, a Move Current to New File ID Error Report is displayed with the applicable error messages. The fund cannot be moved until those messages are cleared. <ul style="list-style-type: none"> <li>◦ Click <b>Process</b> to continue.</li> <li>◦ Click <b>Cancel</b> to cancel the process. You are prompted to create a <a href="#">backup</a>.</li> </ul> </li> <li>• After the export has been completed, and if the file ID being moved/copied already exists, a message is displayed indicating the new file ID already exists. The table is skipped, and the process continues to the next table. <ul style="list-style-type: none"> <li>◦ Click <b>OK</b> to proceed, or click <b>Cancel</b> to cancel the process.</li> <li>◦ If <b>OK</b> is selected, and the fund exists in the file ID being moved to, a message is displayed indicating the fund/year already exists. The fund/year is skipped, and the process continues to the next selected fund/year. <ul style="list-style-type: none"> <li>◦ Click <b>OK</b> to proceed, or click <b>Cancel</b> to cancel the process.</li> </ul> </li> </ul> </li> <li>• A message is displayed indicating that the process was completed successfully. Click <b>OK</b>.</li> </ul>
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