


# Move Current to New File ID - FIN7200

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***Finance > Utilities > Move Current to New File ID***

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 |
|---|---|
| **New File ID** | Type a one-character file ID, or click ⌄ to select the file ID to which you want to move or copy funds. |
| **Move** | Select to move the fund to the new file ID. |
| **Copy** | Selected by default, to copy the fund to the new file ID. |

❑ Select the checkbox of the applicable fund(s).

- 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.

❑ Click **Execute** to move or copy the fund to the new file ID.

- 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.
  - Click **Process** to continue.
  - Click **Cancel** to cancel the process. You are prompted to create a backup.

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.

- Click **OK** to proceed, or click **Cancel** to cancel the process.
  - If **OK** 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.
  - Click **OK** to proceed, or click **Cancel** to cancel the process.

A message is displayed indicating that the process was completed successfully. Click **OK**.


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