

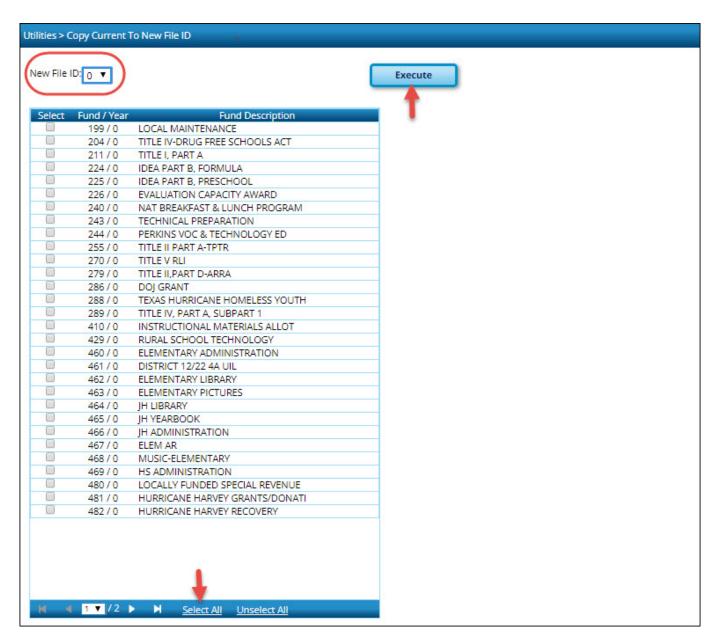
# Copy the current year budget

## **Table of Contents**

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

Copy the current year data to another file ID (2018-2019 to file ID 9) for historical purposes.

#### **Image**



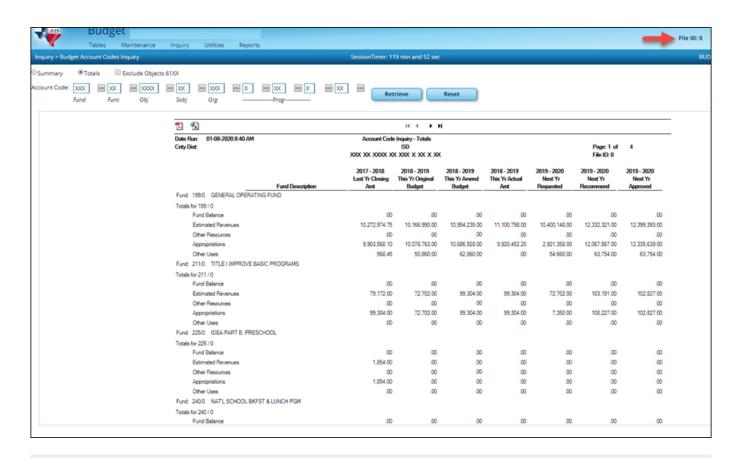
Field	Description
New File ID	Click $\checkmark$ to select the one-character file ID. This field represents the file ID to which you can move or copy funds.
Select All	Click to select all <b>Select</b> check boxes for all funds.

Click **Execute** 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 **Yes**, a message is displayed indicating that the process was successfully completed. Click **OK**.

Log on to the next year file ID and perform an inquiry in Budget file ID 9 to verify that all fund data was copied.

### **Image**



After verifying the fund data, log on to file ID N before continuing with the Budget process.



## **Back Cover**