




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.



Field	Description
New File ID	Click  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 Select 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 prompts you to continue.

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

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



Back Cover