



Copy the current year budget

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Budget > Utilities > Copy Current to New File ID

Copy the current year data to another file ID (2019-2020 to file ID 0) for historical purposes.

Utilities > Copy Current To New File ID

New File ID:

Execute

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

1 / 2 Select All Unselect All

New File ID	Click <input type="text" value="v"/> 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 0 and perform an inquiry to verify that all fund data was copied.

[illegible]

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



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