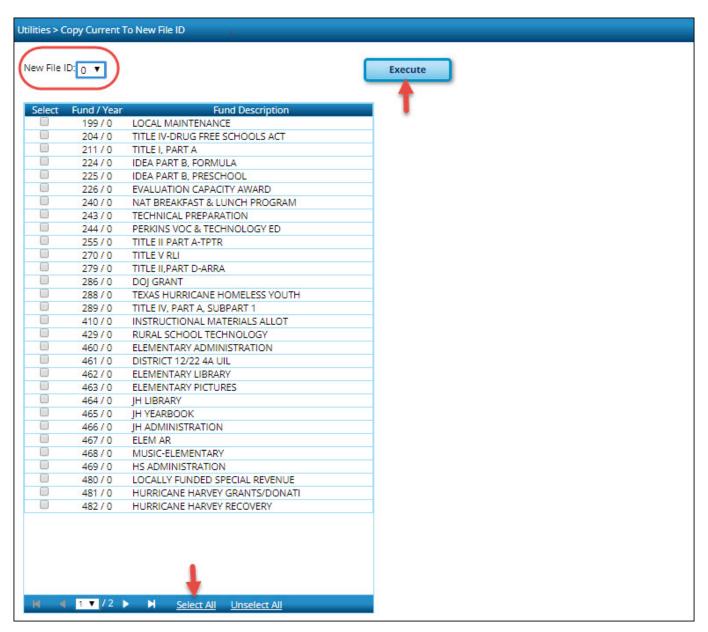


# Copy the current year budget

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

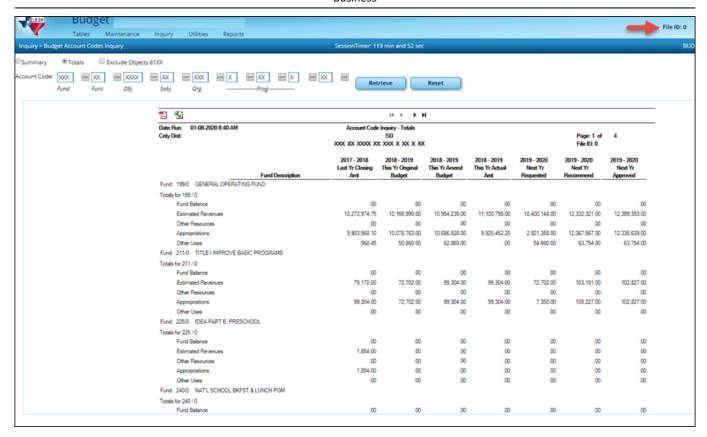
Copy the current year data to another file ID (2019-2020 to file ID 0) for historical purposes.



	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 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.

#### Business



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



## **Back Cover**