



ASCENDER GUIDES



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 (2020-2021 to file ID 1) for historical purposes.

Utilities > Copy Current to New File ID

Execute

New File ID: 5

Select	Fund / Year	Fund Description
<input checked="" type="checkbox"/>	163 / 5	PAYROLL CLEARING ACCOUNT
<input checked="" type="checkbox"/>	163 / 6	PAYROLL CLEARING ACCOUNT
<input checked="" type="checkbox"/>	164 / 5	VENDOR CLEARING ACCOUNT
<input checked="" type="checkbox"/>	164 / 6	VENDOR CLEARING ACCOUNT
<input checked="" type="checkbox"/>	199 / 5	GENERAL OPERATING
<input checked="" type="checkbox"/>	199 / 6	GENERAL OPERATING
<input checked="" type="checkbox"/>	211 / 5	TITLE I
<input checked="" type="checkbox"/>	211 / 6	TITLE I
<input checked="" type="checkbox"/>	240 / 5	CAFETERIA
<input checked="" type="checkbox"/>	240 / 6	CAFETERIA
<input checked="" type="checkbox"/>	255 / 5	TITLE II
<input checked="" type="checkbox"/>	255 / 6	TITLE II
<input checked="" type="checkbox"/>	270 / 5	REAP, FEDERAL FUNDS
<input checked="" type="checkbox"/>	270 / 6	REAP, FEDERAL FUNDS
<input checked="" type="checkbox"/>	289 / 5	TITLE IV
<input checked="" type="checkbox"/>	289 / 6	TITLE IV

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 the 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 1 and perform an inquiry to verify that all fund data was copied.

Inquiry > Budget Account Codes Inquiry		Budget																																																																																																																																																																																																																																														
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 15%;">Fund</th> <th style="text-align: left; width: 15%;">2018 - 2019 Last Yr Closing Amt</th> <th style="text-align: left; width: 15%;">2019 - 2020 This Yr Original Budget</th> <th style="text-align: left; width: 15%;">2019 - 2020 This Yr Amend Budget</th> <th style="text-align: left; width: 15%;">2019 - 2020 This Yr Actual Amt</th> <th style="text-align: left; width: 15%;">2020 - 2021 Next Yr Requested</th> <th style="text-align: left; width: 15%;">2020 - 2021 Next Yr Recommended</th> <th style="text-align: left; width: 15%;">2020 - 2021 Next Yr Approved</th> </tr> </thead> <tbody> <tr> <td>Fund: 1991 GENERAL FUND</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Totals for 1991</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td> Fund Balance</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Estimated Revenues</td><td>12,459,646.59</td><td>11,121,033.00</td><td>11,121,033.00</td><td>12,480,291.14</td><td>370,100.00</td><td>372,322.00</td><td>370,100.00</td></tr> <tr> <td> Other Resources</td><td>25,914.58</td><td>00</td><td>00</td><td>25,914.58</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Appropriations</td><td>16,024,344.65</td><td>13,797,776.00</td><td>17,962,363.00</td><td>16,545,850.06</td><td>2,802,323.00</td><td>2,802,323.00</td><td>2,802,323.00</td></tr> <tr> <td> Other Uses</td><td>413,102.05</td><td>00</td><td>396,900.00</td><td>413,102.05</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td>Fund: 2061 TEXSHEP</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Totals for 2061</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td> Fund Balance</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Estimated Revenues</td><td>13,800.10</td><td>00</td><td>00</td><td>00</td><td>2,00</td><td>2,00</td><td>2,00</td></tr> <tr> <td> Other Resources</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Appropriations</td><td>13,800.10</td><td>15,775.00</td><td>15,775.00</td><td>13,271.44</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Other Uses</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td>Fund: 2081 PRIORITY MONTESEILOM SCHOOL</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Totals for 2081</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td> Fund Balance</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Estimated Revenues</td><td>00</td><td>72,176.00</td><td>72,176.00</td><td>29,530.52</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Other Resources</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Appropriations</td><td>00</td><td>72,176.00</td><td>66,176.00</td><td>37,112.22</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Other Uses</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td>Fund: 2101 FOCUS MONTESEILOM SCHOOL</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Totals for 2101</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td> Fund Balance</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Estimated Revenues</td><td>00</td><td>19,247.00</td><td>19,247.00</td><td>7,588.70</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Other Resources</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Appropriations</td><td>00</td><td>19,247.00</td><td>19,247.00</td><td>14,423.32</td><td>00</td><td>00</td><td>00</td></tr> <tr> <td> Other Uses</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td><td>00</td></tr> </tbody> </table>									Fund	2018 - 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After verifying the fund data, log on to file ID N before continuing with the Budget process.



Back Cover