




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

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.

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