Copy the current year budget

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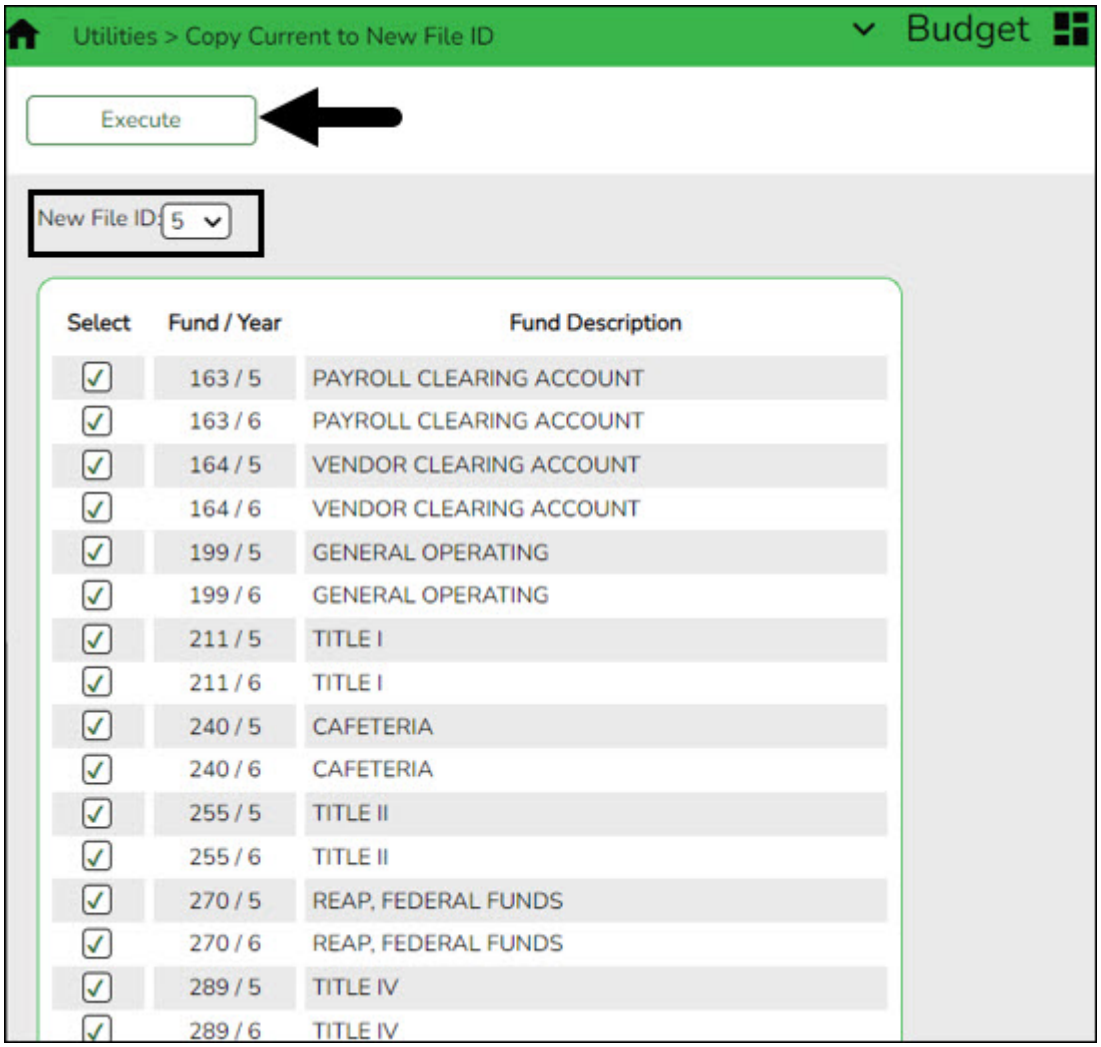
Budget > Utilities > Copy Current to New File ID

Copy the current year data to another file ID (2021-2022 to file ID 2) for historical purposes.

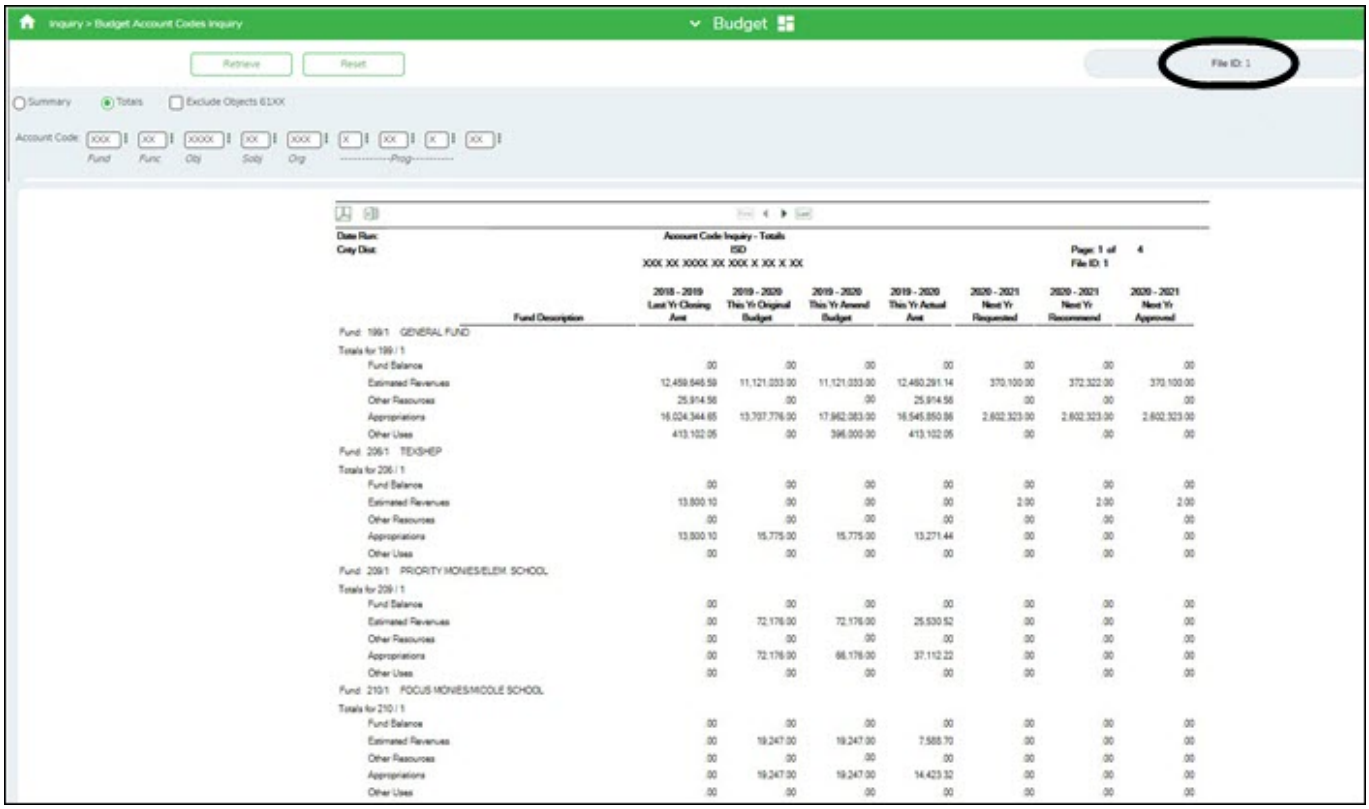


New File ID	Click ⌄ to select the one-character file ID. This field represents the file ID to which you can move or copy funds.
Select All	Click to select the check boxes for all funds.

❑ 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 2 and perform an inquiry to verify that all fund data was copied.



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

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