



ASCENDER GUIDES



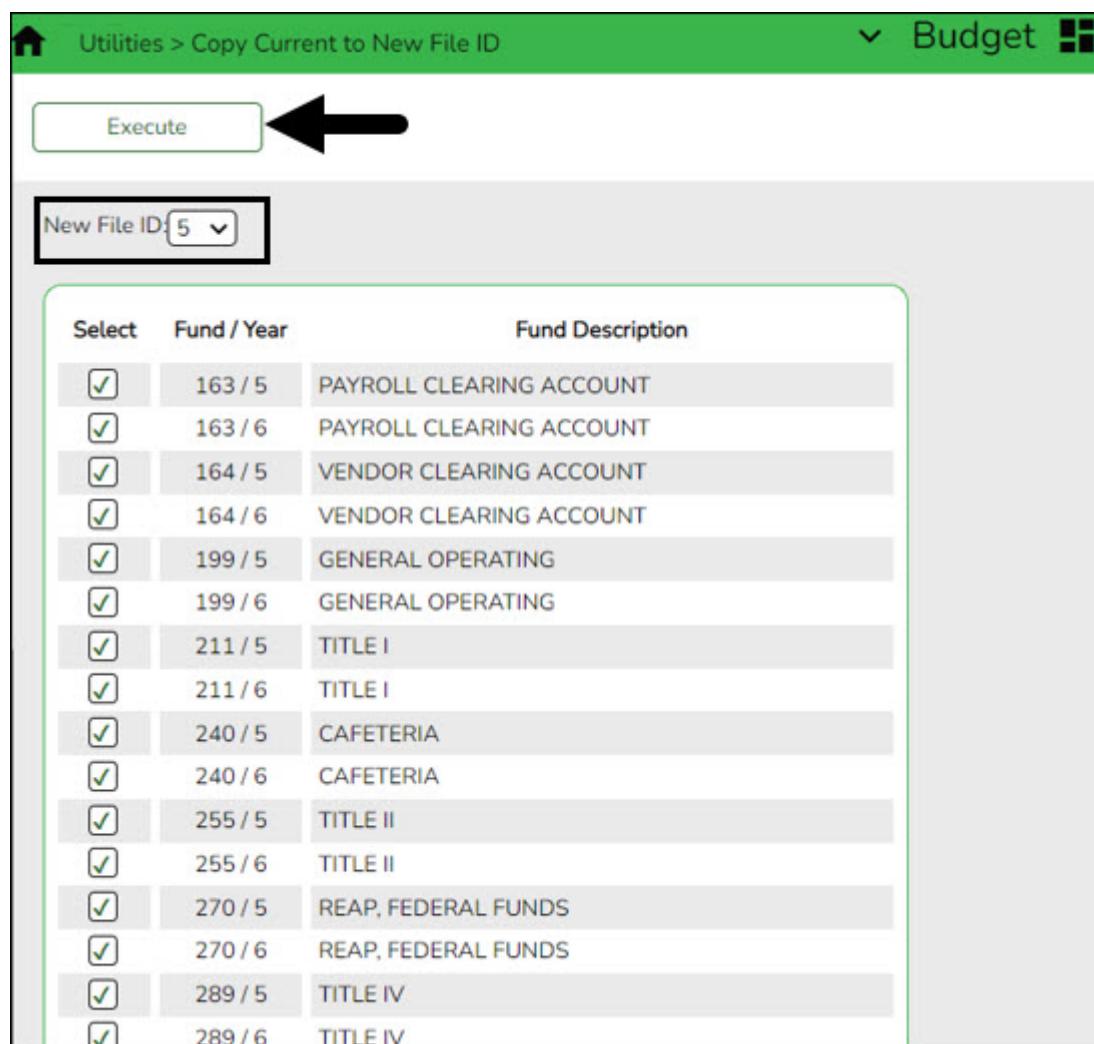
Copy the current year budget

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Copy the current year budget

[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.



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

Inquiry > Budget Account Codes Inquiry

▼ Budget

File ID: 5

Summary Totals Exclude Objects 61XX

Account Code: 199 : XX : XXXX : XX : XXX : X : XX : X : XX :
Fund Func Obj Subj Org -----Prog-----

Date Run: Account Code Inquiry - Totals
Cnty Dist: ISD
199 XX XXXX XX XXX X XX X XX

Page: 1 of 1
File ID: 5

Fund Description	2022 - 2023 Last Yr Closing Amt	2023 - 2024 This Yr Original Budget	2023 - 2024 This Yr Amend Budget	2023 - 2024 This Yr Actual Amt	2024 - 2025 Next Yr Requested	2024 - 2025 Next Yr Recommend	2024 - 2025 Next Yr Approved
	Fund: 199/5 GENERAL OPERATING	.00	.00	.00	.00	.00	.00
Totals for 199 / 5							
Fund Balance	.00	.00	.00	.00	.00	.00	.00
Estimated Revenues	2,868,566.18	3,008,561.00	2,729,561.00	2,807,572.72	2,729,561.00	2,701,324.00	2,701,324.00
Other Resources	.00	.00	.00	.00	.00	.00	.00
Appropriations	3,472,651.26	3,284,276.00	3,560,276.00	3,237,587.80	1,215,875.00	2,910,430.00	2,910,430.00
Other Uses	38,713.65	21,465.00	61,465.00	12,163.62	21,465.00	28,590.00	28,590.00

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



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