



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 (2022-2023 to file ID 3) for historical purposes.

Select	Fund / Year	Fund Description
<input checked="" type="checkbox"/>	163 / 5	CLEARING FUND PAYROLL
<input checked="" type="checkbox"/>	163 / 6	CLEARING FUND PAYROLL
<input checked="" type="checkbox"/>	163 / 7	CLEARING FUND PAYROLL
<input checked="" type="checkbox"/>	164 / 5	CLEARING FUND ACCTS PAYABLE
<input checked="" type="checkbox"/>	164 / 6	CLEARING FUND ACCTS PAYABLE
<input checked="" type="checkbox"/>	164 / 7	CLEARING FUND ACCTS PAYABLE
<input checked="" type="checkbox"/>	199 / 5	GENERAL FUND
<input checked="" type="checkbox"/>	199 / 6	GENERAL FUND
<input checked="" type="checkbox"/>	199 / 7	GENERAL FUND

New File ID	Click <input type="button" value="v"/> 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 3 and perform an inquiry to verify that all fund data was copied.

Inquiry > Budget Account Codes Inquiry Budget

Retrieve Reset File ID: 5

Summary
 Totals
 Exclude Objects 61XX

Account Code:
 :
 :
 :
 :
 :
 :
 :
 :
 :
 -----Prog-----

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File ID: 5

Fund Description	2022 - 2023	2023 - 2024	2023 - 2024	2023 - 2024	2024 - 2025	2024 - 2025	2024 - 2025
	Last Yr Closing Amt	This Yr Original Budget	This Yr Amend Budget	This Yr Actual Amt	Next Yr Requested	Next Yr Recommend	Next Yr Approved
Fund: 199/5 GENERAL OPERATING							
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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