



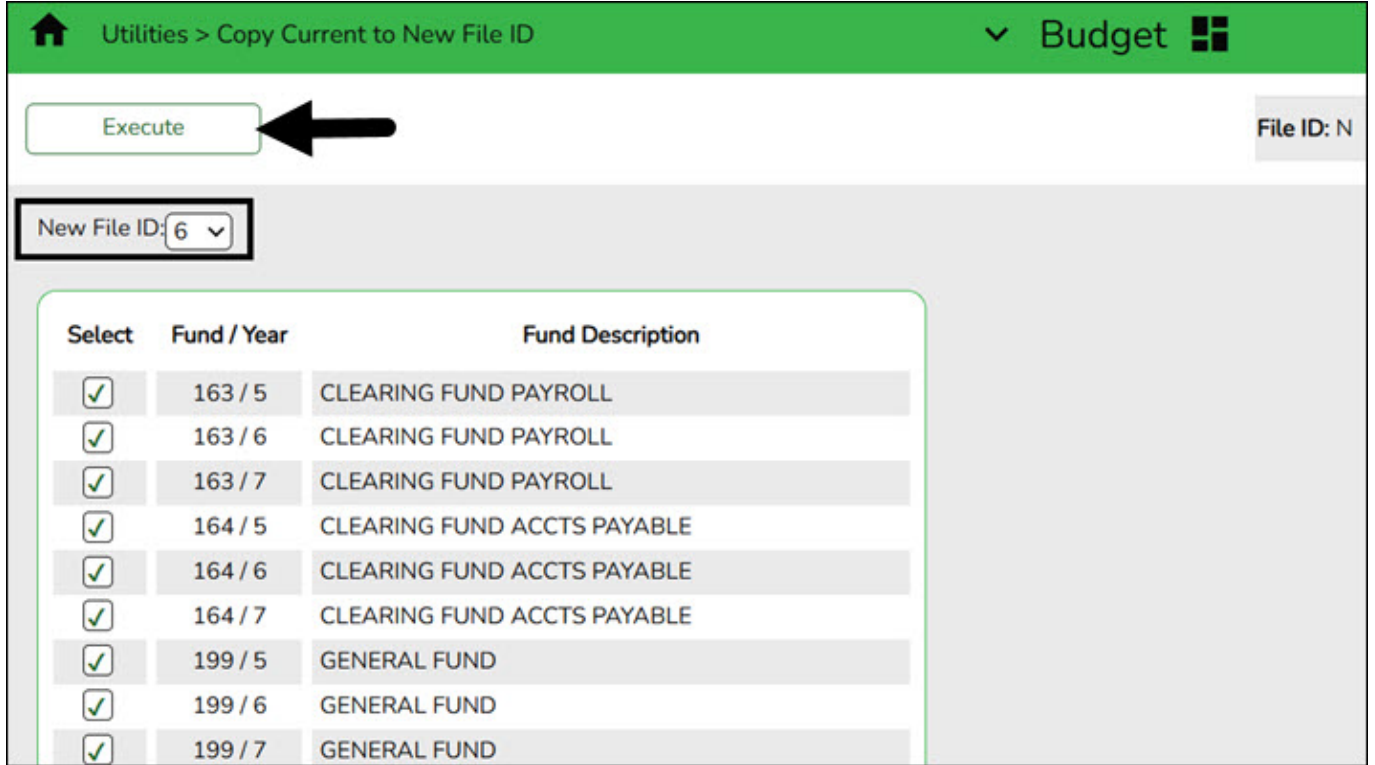
Copy the current year budget

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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.



| | |
|--------------------|--|
| New File ID | Click <input type="checkbox"/> 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: 199 XX XXXX XX XXX X XX X XX
Fund Func Obj Subj Org Prog

Date Run: Account Code Inquiry - Totals
Cnty Dist: 199 XX XXXX XX XXX X XX X XX Page: 1 of 1
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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