

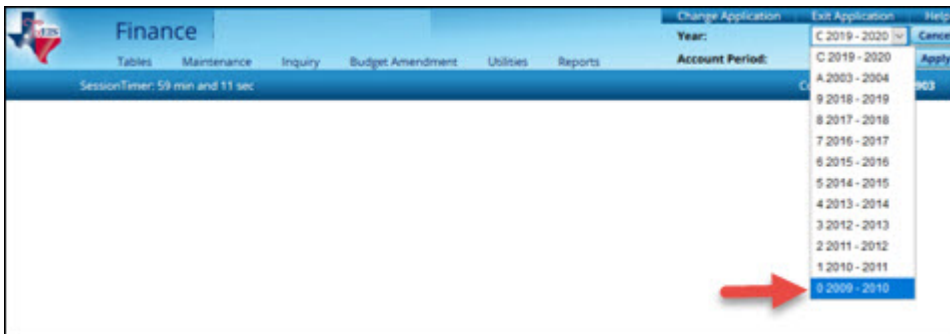


Review file IDs

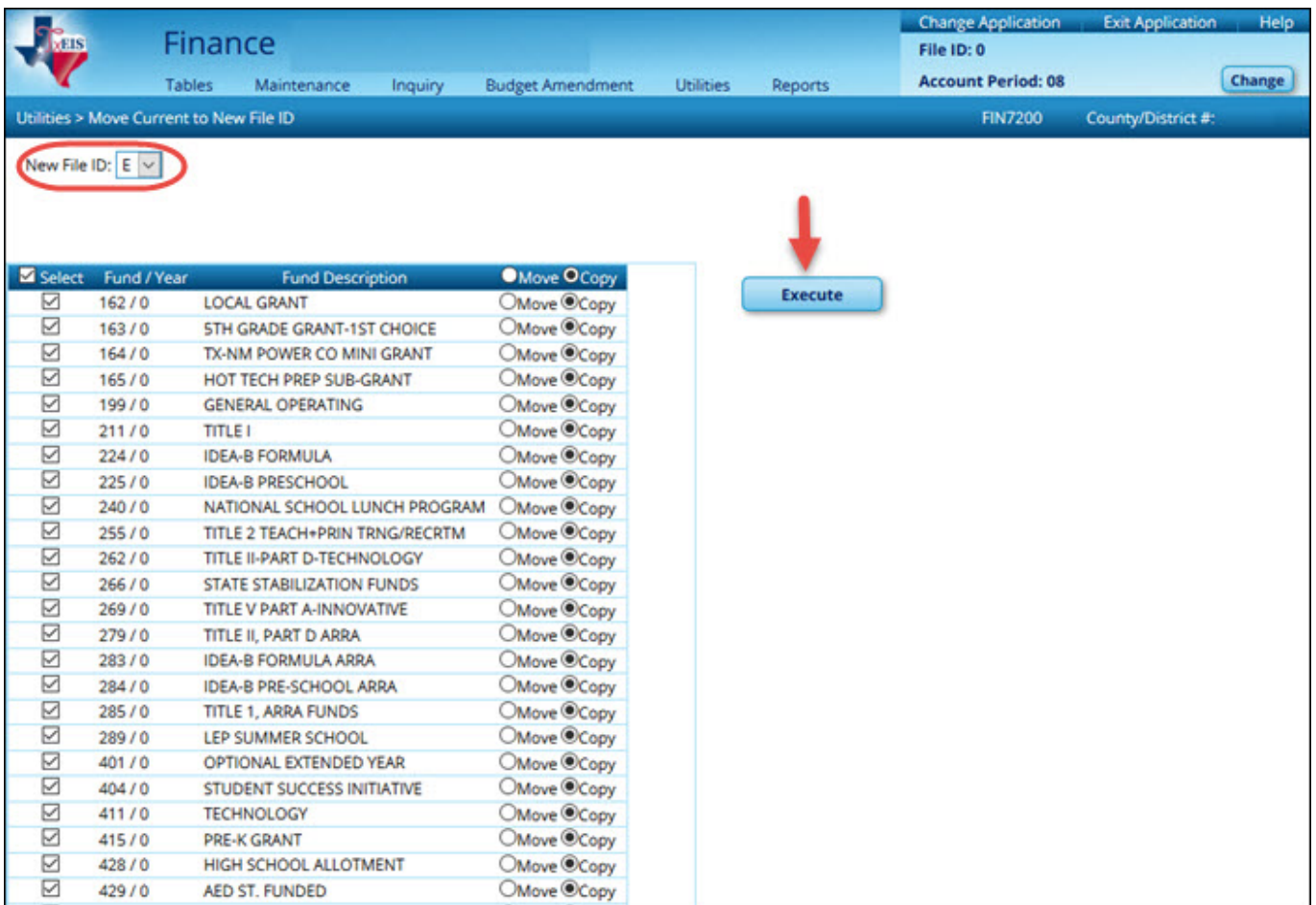
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Review File IDs

Prior to creating the new historical file ID, review the existing file IDs to determine if any need to be deleted or copied to a new file ID.

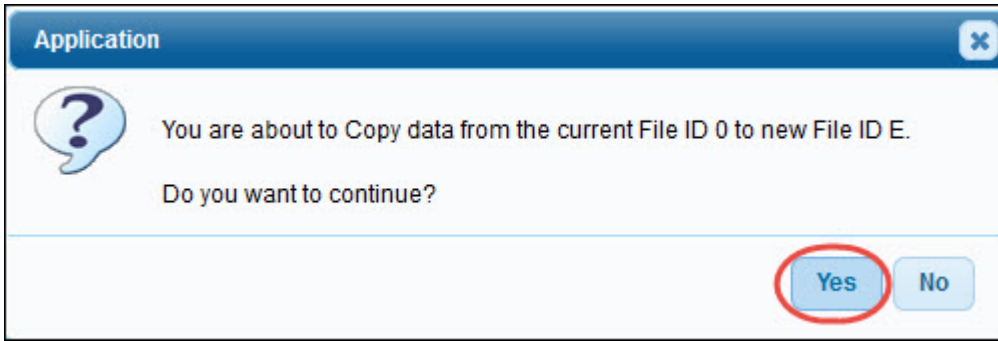


If file ID 9 (2008-2009) exists and you want to retain it for historical purposes, log on to file ID 9 and copy it to a new unused alpha file ID using the [Finance > Utilities > Move Current to New File ID](#) page.

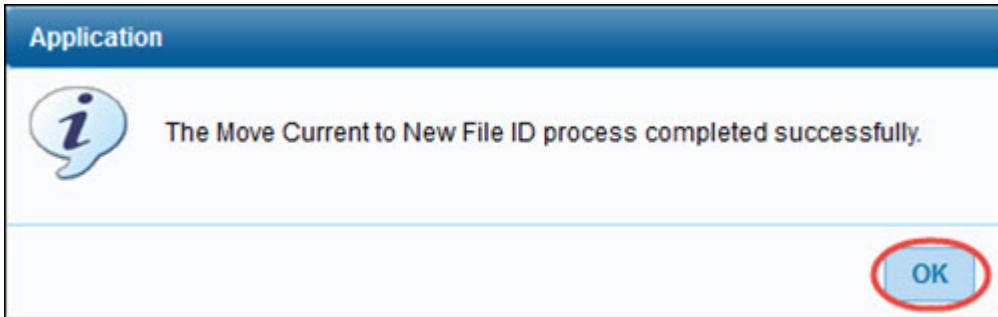


In the **New File ID** field, select file ID to which you want to copy funds.

Click **Execute**. A message is displayed indicating that data is about to be copied from one file ID to another.



Click **Yes** to continue. You are prompted to create a [backup](#). A message is displayed indicating that the process was successfully completed.



Click **OK** to close the message box.

Proceed to step 10 to delete file ID 9 (2008-2009). Deleting file ID 9 (2008-2009) allows the 2018-2019 fiscal year data to be saved in file ID 9.

Note: Keep in mind that all existing historical file IDs are subject to open records requests.



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