



## 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.

Year:  Account Period:

If you do not need to delete or copy any file IDs, continue to step 12.

If file ID 1 (2010-2011) exists and you want to retain it for historical purposes, log on to file ID 1 and copy it to a new unused alpha file ID using the [Finance > Utilities > Move Current to New File ID](#) page. Log on to the applicable historical file ID as this utility cannot be processed in the current file ID (file ID C).

Utilities > Move Current to New File ID Finance

Execute File ID 5 Account Period: 06

New File ID: A

<input checked="" type="checkbox"/> Select	Fund / Year	Fund Description	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	199 /	GENERAL FUND	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	204 /	ESEA IV	<input type="radio"/> Move	<input checked="" type="radio"/> Copy
<input checked="" type="checkbox"/>	206 /	TEXSHP	<input type="radio"/> Move	<input checked="" type="radio"/> Copy

- In the **New File ID** field, select the file ID to which you want to copy all funds.
- It is recommended** to copy all funds. Click the **Select** check box in the column heading to select all funds.
- Click **Copy** in the column heading to select **Copy** for all funds.
- Click **Execute**. A message is displayed indicating that data is about to be copied from one file ID to another.

Application X

? You are about to Copy data from the current File ID 5 to new File ID A.  
Do you want to continue?

- 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.

Log on to the historical file ID to verify that the copy was successful.

Proceed to the next step to delete file ID 1 (2010-2011). Deleting file ID 1 (2010-2011) allows the 2020-2021 fiscal year data to be saved in file ID 1.

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



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