



## Review file IDs



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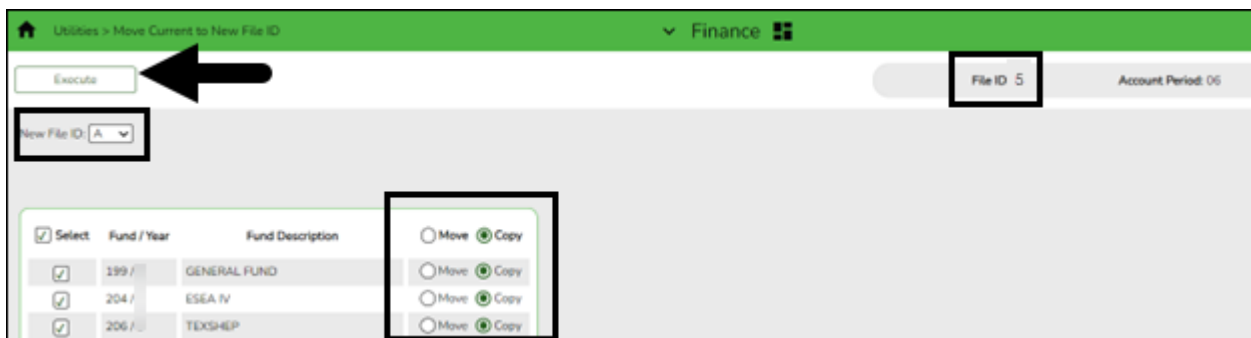


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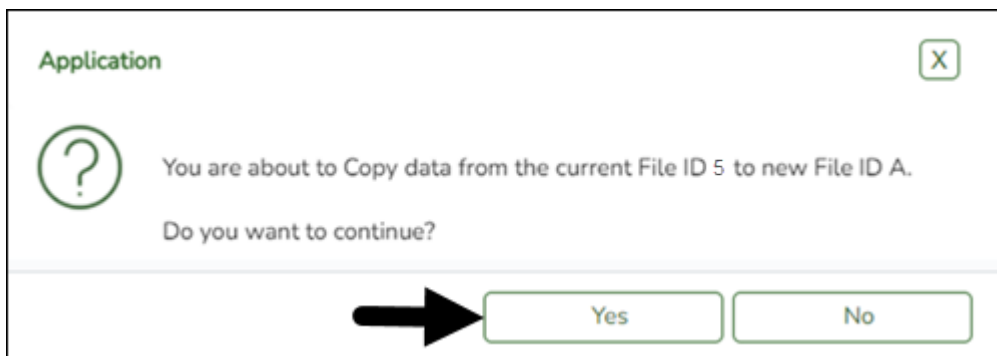
Prior to creating the new historical file ID, review the existing file IDs to determine if any need to be deleted or copied to a new file ID.

If you do not need to copy to a new file ID, proceed to step 11.

If file ID 2 (2011-2012) exists and you want to retain it for historical purposes, log on to file ID 2 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).



- 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.



- 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 2 (2011-2012). Deleting file ID 2 (2011-2012) allows the 2021-2022 fiscal year data to be saved in file ID 2.

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



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