



## Review file IDs



# Table of Contents

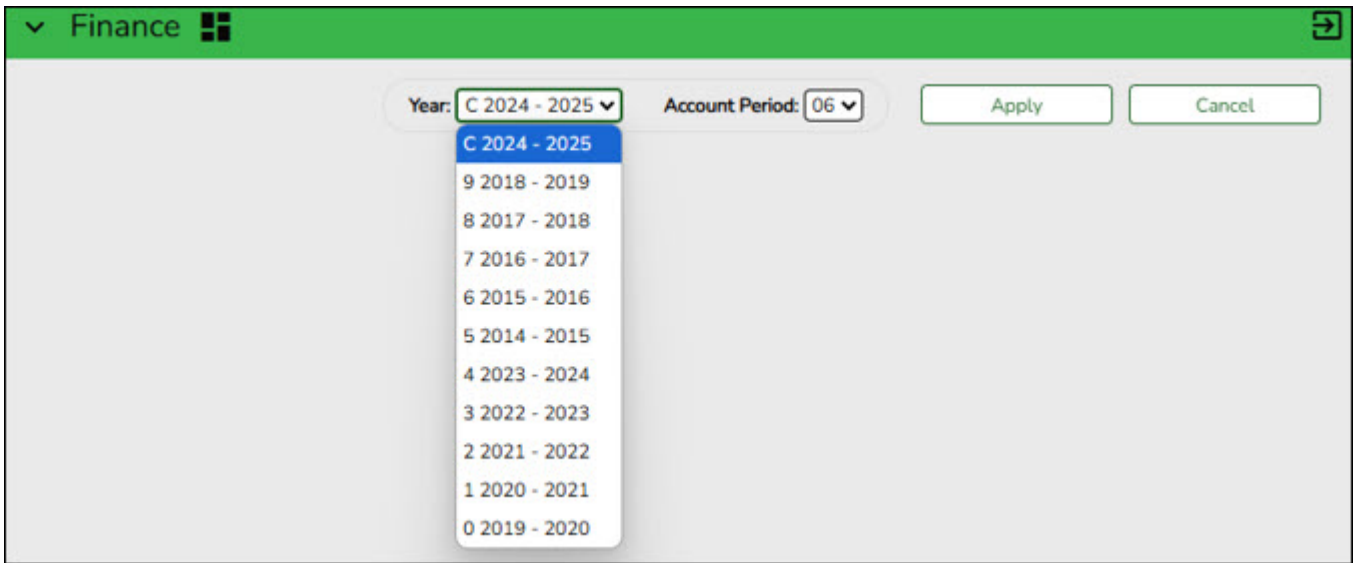


## Review file IDs

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.



**TIP:** Since Bank Reconciliation does not pull duplicate cash receipts, checks, or Journal Vouchers, **it is recommended** to only keep the numerical file IDs. This makes it easier for LEAs to use the fiscal year when defining the **Next Available** numbers on the Finance > Tables > District Finance Options > Finance Options tab.

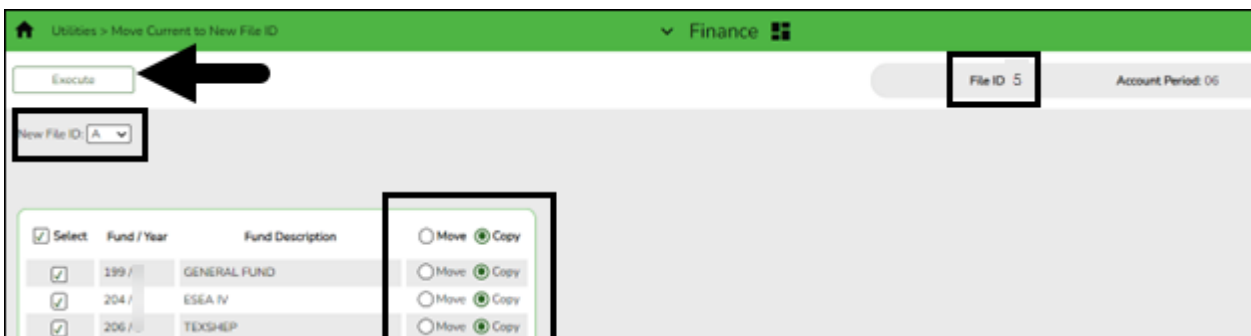


If file ID 3 (2012-2013) exists and you want to retain it for historical purposes, log on to file ID 3 and copy it to a new unused alpha file ID using the [Finance > Utilities > Move Current to New File ID](#) page.

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

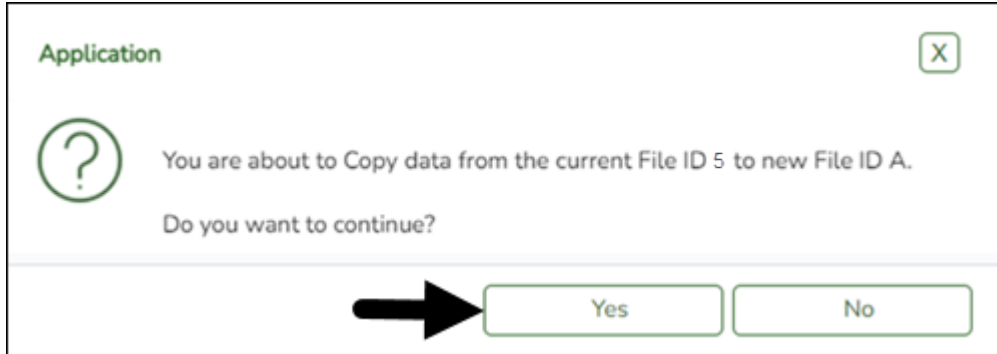


Log on to the applicable historical file ID as this utility cannot be processed in the current file ID (file ID C).

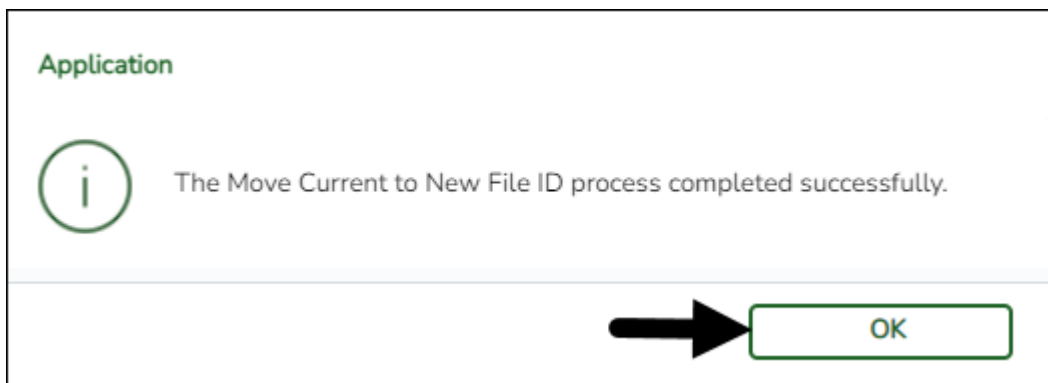


In the **New File ID** field, select the file ID to which you want to copy all funds.

- 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 3 (2012-2013). Deleting file ID 3 (2012-2013) allows the 2022-2023 fiscal year data to be saved in file ID 3.

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



## Back Cover