

How to Copy a File

1. From the **File List**, click the file you want to copy.
2. The selected **File** will highlight in green.
3. Click the **Copy** button at the top left of the file list menu.

File ID	File Type	Create Date	Close Date	User	Status
2002	Enrolment	04-Sep-2018 12:31:56	04-Sep-2018 12:33:52	rmarcelino	Processed

4. The **Copy File** window will appear.
5. Enter the **Paycycle** and **Pay Period** for the new file.
6. Click either the **Copy** button or the **Copy and Edit Transaction** button to create a copy of the file.
7. A new transaction file has been loaded.

Copy Button

Both buttons will create a copy of the file, however, while the **Copy** button will add the file to the **File List** and you must click the **File ID** button manually. Once the file has been copied, it can be edited, validated, approved and posted following the same process as a new file.

Copy and Edit Transaction Button

Both buttons will create a copy of the file, however, the **Copy and Edit Transactions** button will automatically open the **Transaction** window in **Edit** mode. Once the file has been copied, it can be edited, validated, approved and posted following the same process as a new file.

Transaction ID	Transaction Status	Sin Number	Employee ID
2003	Loaded		