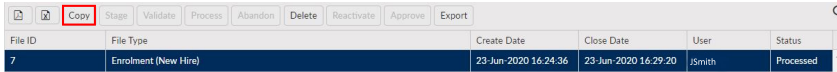


Quick Steps

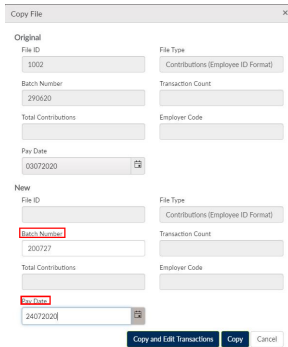
How to Copy a File

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
7	Enrolment (New Hire)	23-Jun-2020 16:24:36	23-Jun-2020 16:29:20	JSmith	Processed

4. The **Copy File** window will appear.
5. Enter the **Batch Number** and **Pay Date** for the new file.



Copy File

Original

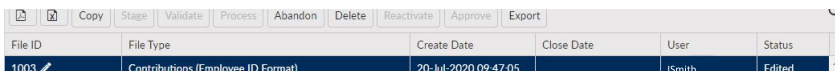
File ID: 1002
 File Type: Contributions (Employee ID Format)
 Batch Number: 296829
 Transaction Count:
 Total Contributions:
 Employer Code:
 Pay Date: 03/07/2020

New

File ID:
 File Type: Contributions (Employee ID Format)
 Batch Number: 200727
 Transaction Count:
 Total Contributions:
 Employer Code:
 Pay Date: 24/07/2020

Buttons: Copy and Edit Transactions, Copy, Cancel

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.



File ID	File Type	Create Date	Close Date	User	Status
1003	Contributions (Employee ID Format)	20-Jul-2020 09:47:05		JSmith	Edited