


# Export by File ID - BUD7400

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# Export by File ID - BUD7400

***Budget > Utilities > Export by File ID***

This page is used to copy the selected file IDs to a user-designated archive file.

- If the file ID is N (Next Year), all next year requisition and budget tables (with the User Profiles table) are exported.
- If the file ID is anything other than N, only budget tables (without the User Profiles table) are exported.

## Export file IDs:

All available file IDs are displayed on the left side of the page under **Available File IDs**. Select the desired file IDs to export. Use the following buttons to move the selected file IDs to the right side of the page under **Selected File Ids**.

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

| | |
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| **Execute** | Click to execute the process.<br>A message is displayed indicating that the process was successfully completed. Click **OK**. |