



Export by File ID - BUD7400

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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**.

[Image](#)

The screenshot shows the 'Utilities > Export by File ID' interface. At the top right, it says 'SessionTimer: 119 min'. On the left, under 'Available File IDs', there is a table with columns 'Select' and 'File ID'. It lists five entries: 5 2014 - 2015, 6 2015 - 2016, 7 2016 - 2017, 8 2017 - 2018, and 9 2018 - 2019, each with an unchecked checkbox. In the center, there are four buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. On the right, under 'Selected File IDs', there is a table with columns 'Select' and 'File ID'. It lists one entry: N 2019 - 2020, with an unchecked checkbox. This table is circled in red. To the right of the 'Selected File IDs' table is an 'Execute' button, with a red arrow pointing up to it.



- 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.

Execute[Click to execute the process.](#)

A message is displayed indicating that the process was successfully completed. Click **OK**.