



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](#)

Utilities > Export by File ID SessionTimer: 119 min

Available File IDs		Selected File IDs	
Select	File ID	Select	File ID
☐	5 2014 - 2015	☐	N 2019 - 2020
☐	6 2015 - 2016		
☐	7 2016 - 2017		
☐	8 2017 - 2018		
☐	9 2018 - 2019		

Buttons between columns: →, →→, ←, ←←

Execute button



- 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**.