



Export file ID N

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Export file ID N i

[Budget > Utilities > Export by File ID](#)

This step should be completed prior to continuing the process.

Create an export of file ID N.

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

- If the file ID is N (next year), the export includes the budget tables as well as next year requisition and workflow tables.
- If the file ID is anything other than N, the export only includes budget tables.

Export file IDs:

Use the arrow buttons to move the appropriate funds from the left side to the right side of the page.

Click **Execute** to execute the process. You are prompted to create a [backup](#).