



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.

The screenshot shows the 'Export by File ID' interface. At the top, there is a green header with 'Utilities > Export by File ID' on the left and 'Budget' on the right. Below the header, there is an 'Execute' button on the left and 'File ID: N' on the right. The main area is divided into two columns: 'Available File IDs' and 'Selected File IDs'. The 'Available File IDs' column has a table with columns 'Select' and 'File ID', containing rows for years 2019-2020 to 2018-2019. The 'Selected File IDs' column has a table with columns 'Select' and 'File ID', containing one row for 'N' 2025-2026. Between the columns are four arrow buttons: a right-pointing arrow, a right-pointing arrow with a plus sign, a left-pointing arrow, and a left-pointing arrow with a plus sign. A black arrow points to the 'Execute' button.

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 file ID from the left side to the right side of the page.

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