



## Export file ID N



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## Export file ID N

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

This step should be completed prior to continuing the process.

Create an export of file ID N.

Utilities > Export by File ID Budget

Execute

File ID: N

Available File IDs

Select	File ID
<input type="checkbox"/>	0 2019 - 2020
<input type="checkbox"/>	1 2020 - 2021
<input type="checkbox"/>	2 2021 - 2022
<input type="checkbox"/>	3 2022 - 2023
<input type="checkbox"/>	4 2023 - 2024
<input type="checkbox"/>	5 2024 - 2025
<input type="checkbox"/>	6 2015 - 2016
<input type="checkbox"/>	7 2017 - 2018
<input type="checkbox"/>	9 2018 - 2019

Selected File IDs

Select	File ID
<input type="checkbox"/>	N 2025 - 2026

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](#).