



Perform an export

Table of Contents

Perform an export i

Perform an export

Log on to file ID C.

Finance > Utilities > Export by File ID

Utilities > Export by File ID Finance

Execute

File ID: C

Available File IDs

☐	0	2019 - 2020
☐	1	2020 - 2021
☐	2	2021 - 2022
☐	3	2022 - 2023
☐	4	2023 - 2024
☐	5	2014 - 2015
☐	6	2015 - 2016
☐	7	2016 - 2017
☐	8	2017 - 2018
☐	9	2018 - 2019

Selected File IDs

☐	C	2024 - 2025

It is important to perform an export prior to making a significant change. This allows you to revert data to a certain point in the process if necessary.

Reminder: Do not change the export file name as it may cause issues during the import process.