



## Perform an export



# Table of Contents

**Perform an export** ..... i



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### Log on to file ID C.

[Finance > Utilities > Export by File ID](#) 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.

The screenshot shows the 'Export by File ID' interface in the Finance module. The breadcrumb navigation is 'Utilities > Export by File ID'. The page title is 'Finance'. There is an 'Execute' button on the left, highlighted with a black arrow. On the right, there is a 'File ID: C' label. The main content area is divided into two sections: 'Available File IDs' and 'Selected File IDs'. The 'Available File IDs' section contains a list of file IDs from 0 to 9, each with a checkbox and a corresponding year range. The 'Selected File IDs' section contains a list of selected file IDs, with 'C 2024 - 2025' highlighted. There are four navigation buttons between the sections: a right arrow, a double right arrow, a left arrow, and a double left arrow.

Available File IDs	Selected File IDs
<input type="checkbox"/> 0 2019 - 2020	<input checked="" type="checkbox"/> C 2024 - 2025
<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 2014 - 2015	
<input type="checkbox"/> 6 2015 - 2016	
<input type="checkbox"/> 7 2016 - 2017	
<input type="checkbox"/> 8 2017 - 2018	
<input type="checkbox"/> 9 2018 - 2019	