Perform an export

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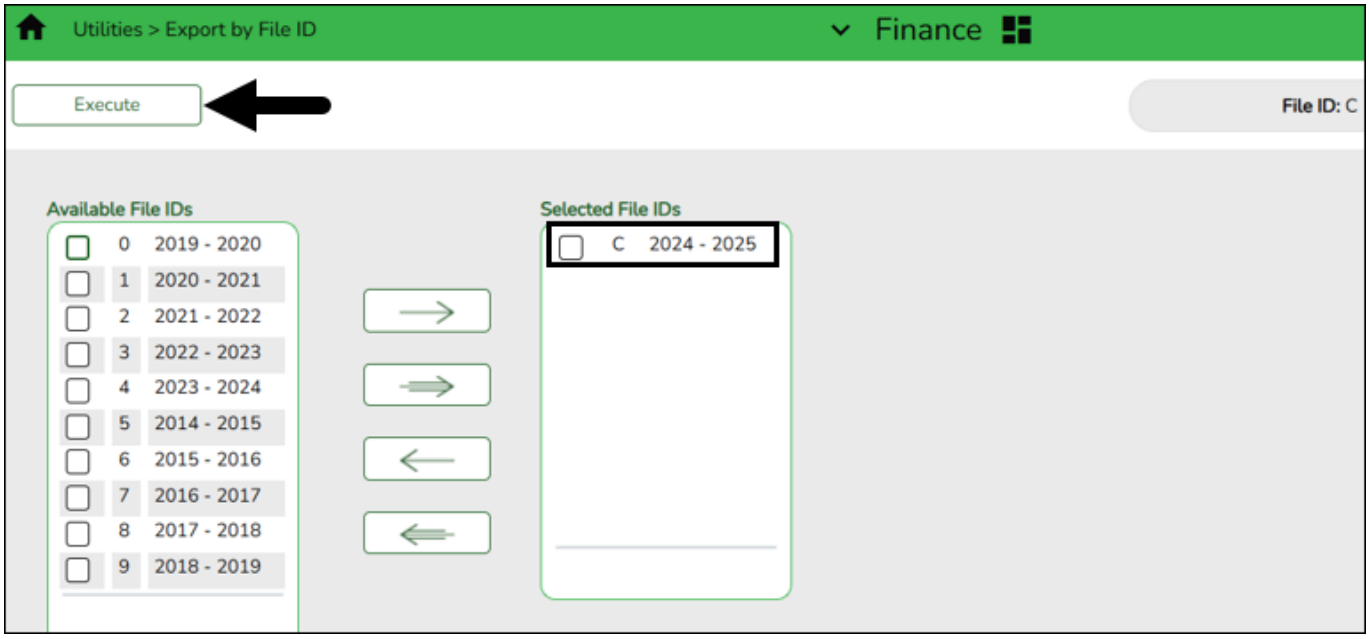
Log on to file ID C.

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.