



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 significant changes. This allows you to revert data to a certain point in the process if necessary.

This step should be completed prior to continuing the process.

Create an export of file ID C.

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

☐ Under **Available File IDs**, select the checkbox next to file ID C.

☐ Use the following buttons to move the selected file ID to the **Selected File IDs** column.:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

☐ Click **Execute** to execute the process. A message is displayed indicating that you are about to export Finance tables.

☐ Click **Yes** to continue. Or, click **No** to return to the Export by File ID page.

A pop-up window is displayed.

- In the **Enter the Password to be used for the Archive**, type a password for the file and click **OK**.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the Finance tables were exported successfully.