



## Perform an export



# Table of Contents

<b>Perform an export</b> .....	<b>i</b>
<b>Create backups</b> .....	<b>1</b>

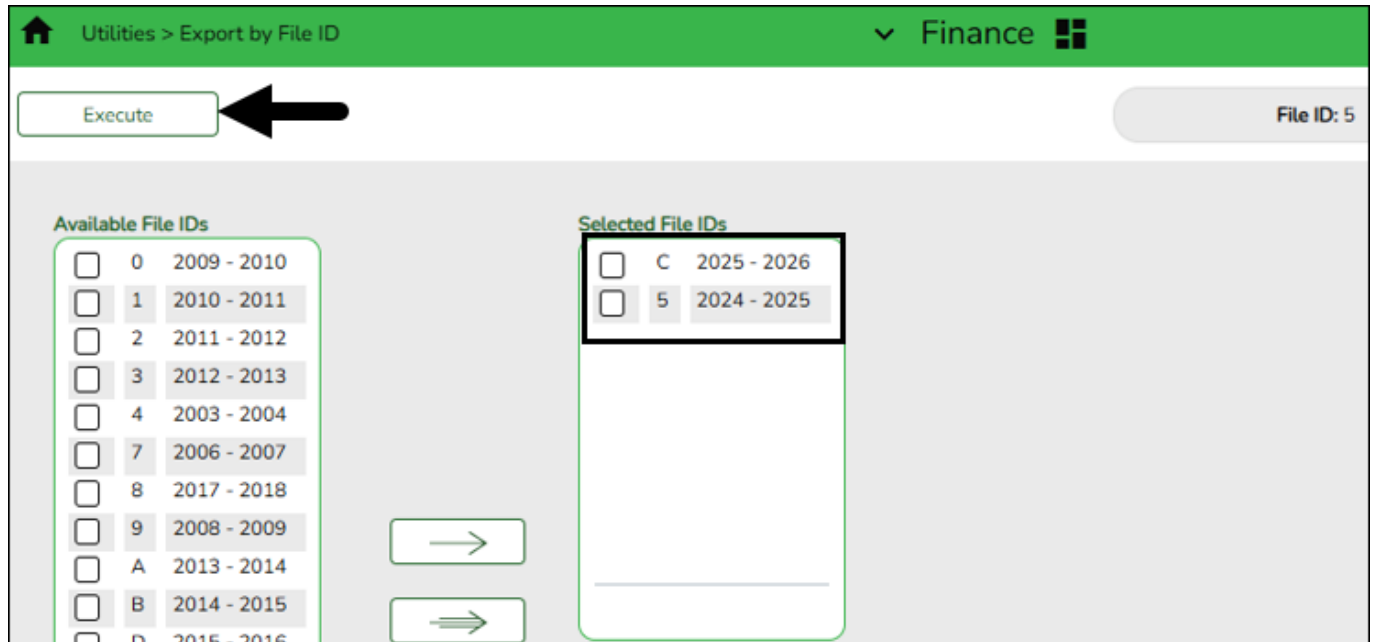


# Create backups

**Log on to file ID 1.**

Finance > Utilities > Export by File ID

Create backups for file IDs 1 and C.



- Select file IDs 1 and C and move to the right 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. Otherwise, click **No** to return to the Export by File ID page.
  - A pop-up window opens, in the **Enter the Password to be used for the Archive**, type a password for the file. You are prompted to enter a password for each export. Click **OK**.
  - A dialog box opens with a preset File name. Save the file on your computer or network. A message is displayed indicating that the Finance tables were successfully exported.