



Perform an export

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Log on to file ID 5.

Finance > Utilities > Export by File ID

Perform an export prior for file IDs 5 and C.

The screenshot shows the 'Export by File ID' interface. The top navigation bar is green and contains a home icon, the text 'Utilities > Export by File ID', a dropdown arrow, the text 'Finance', and a window icon. Below the navigation bar, there is a green 'Execute' button on the left and a grey 'File ID: 5' button on the right. A large black arrow points to the 'Execute' button. Below these buttons, there are two columns: 'Available File IDs' and 'Selected File IDs'. The 'Available File IDs' column contains a list of file IDs from 0 to 15, each with a checkbox. The 'Selected File IDs' column contains a list of file IDs C and 5, each with a checkbox. A black box highlights the 'Selected File IDs' column. Below the columns are two arrows: a single right arrow and a double right arrow.

- ☐ Select file IDs 5 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, **do not** rename the file. Save the file on your computer or network. A message is displayed indicating that the Finance tables were successfully exported.