



Perform an export

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Log on to file ID 6.

Finance > Utilities > Export by File ID

Perform an export prior for file IDs 6 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 bar, there is a green 'Execute' button on the left, which is pointed to by a large black arrow. On the right, there is a grey button labeled 'File ID: 5'. The main area is divided into two columns: 'Available File IDs' on the left and 'Selected File IDs' on the right. The 'Available File IDs' column contains a list of file IDs with checkboxes: 0 (2009 - 2010), 1 (2010 - 2011), 2 (2011 - 2012), 3 (2012 - 2013), 4 (2003 - 2004), 7 (2006 - 2007), 8 (2017 - 2018), 9 (2008 - 2009), A (2013 - 2014), B (2014 - 2015), and D (2015 - 2016). The 'Selected File IDs' column contains a list of file IDs with checkboxes: C (2025 - 2026) and 5 (2024 - 2025). Between the columns are two buttons: a single arrow pointing right and a double arrow pointing right.

- ☐ Select file IDs 6 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.