

Export by File ID - BUD7400

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Budget > Utilities > Export by File ID

This page is used to copy the selected file IDs to a user-designated archive file.

- If the file ID is N (next year), the export includes the budget tables as well as next year requisition and workflow tables.
- If the file ID is anything other than N, the export only includes budget tables.

Export file IDs:

All available file IDs are displayed on the left side of the page under **Available File IDs**.

❑ Select the file ID(s) to export.

❑ Use the following buttons to move the selected file IDs from the left side to the right side of the page under **Selected File IDs**.

 - 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 the process was successfully completed. Click **OK**.


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