

# **Export by File ID - BUD7400**

2025/12/06 07:26 i Export by File ID - BUD7400

### **Table of Contents**

Export by File ID - BUD7400	•
EXPORT DV FIIE ID - BUD/4UU	

## **Export by File ID - BUD7400**

#### **Budget > Utilities > Export by File ID**

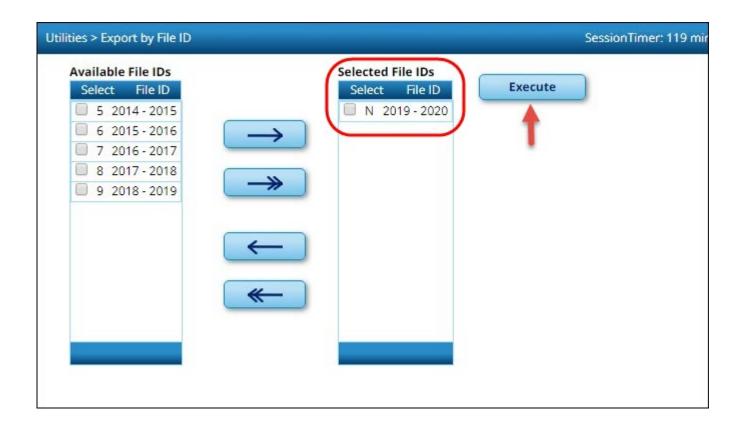
This page is used to copy the selected file IDs to a user-designated archive file.

- If the file ID is N (next year), all next year requisition and budget tables (with the User Profiles table) are exported.
- If the file ID is anything other than N, only budget tables (without the User Profiles table) are exported.

### **Export file IDs:**

All available file IDs are displayed on the left side of the page under **Available File IDs**. Select the desired file IDs to export. Use the following buttons to move the selected file IDs to the right side of the page under **Selected File IDs**.

#### **Image**



- 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.

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

2025/12/06 07:26 1 Export by File ID - BUD7400



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

Execute Click to execute the process.

A message is displayed indicating that the process was successfully completed. Click **OK**.



### **Back Cover**