



**Export by File ID - BUD7400**



# Table of Contents

**Export by File ID - BUD7400** ..... 1



# 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

The screenshot shows the 'Utilities > Export by File ID' interface. On the left, under 'Available File IDs', there is a table with columns 'Select' and 'File ID'. It lists five entries: 5 (2014 - 2015), 6 (2015 - 2016), 7 (2016 - 2017), 8 (2017 - 2018), and 9 (2018 - 2019). In the center, there are four navigation buttons: a single right arrow, a double right arrow, a single left arrow, and a double left arrow. On the right, under 'Selected File IDs', there is a table with columns 'Select' and 'File ID'. It contains one entry: N (2019 - 2020). To the right of this table is an 'Execute' button. A red arrow points from the 'Execute' button to the 'Selected File IDs' table. The 'Selected File IDs' table and the 'Execute' button are highlighted with red circles and arrows in the original 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.



- 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.

<b>Execute</b>	<a href="#">Click to execute the process.</a>
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	A message is displayed indicating that the process was successfully completed. Click <b>OK</b> .
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## Back Cover