


# Export by File ID - FIN7800

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***Finance > Utilities > Export by File ID***

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

- If exporting the current file ID (i.e., file ID C), all Finance, Accounts Receivable, and Requisition tables including vendor-related and user profile tables are exported.
- If exporting a prior file ID, only finance tables are exported. Vendor and User Profile tables are not exported.

## Copy file IDs:

Under **Available File IDs**, select the file IDs to move to the **Selected File IDs** column using the following buttons:

 - 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.

| | |
|---|---|
| **Execute** | ❑ Click **Execute** to execute the process. A message is displayed indicating that you are about to change data permanently confirming that you want to continue.<br>•<br>Click **Yes** to continue.<br>•<br>Click **No** to return to the EOM Closing page. |


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