



## **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.

<b>Execute</b>	<input type="checkbox"/> Click <b>Execute</b> to execute the process. A message is displayed indicating that you are about to change data permanently confirming that you want to continue. <ul style="list-style-type: none"> <li>• Click <b>Yes</b> to continue.</li> <li>• Click <b>No</b> to return to the EOM Closing page.</li> </ul>
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