



## Export by File ID - FIN7800



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# Export by File ID - FIN7800

## 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>	Click to execute the process. A message is displayed indicating that you are about to export Finance tables.  Click <b>Yes</b> to continue. Otherwise, click <b>No</b> to return to the Export by File ID page.  A pop-up window is displayed, in the <b>Enter the Password to be used for the Archive</b> , type a password for the file and click <b>OK</b> . Otherwise, click <b>Cancel</b> . A message is displayed indicating that the Finance tables were successfully exported.



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