

Export by File ID - FIN7800

Table of Contents

Export by File ID - FIN7800 1

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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.

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


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Back Cover