



## **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.

### Export file IDs:

Under **Available File IDs**, select the check box next to the file ID(s) you want to move to the **Selected File IDs** column, and then use the following buttons to move the file IDs over:



- 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>	<p>Click to execute the process. A message is displayed indicating that you are about to export Finance tables.</p> <p>Click <b>Yes</b> to continue. Otherwise, click <b>No</b> to return to the Export by File ID page.</p> <p>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.</p>
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