


# 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) to be moved to the **Selected File IDs** column.

❑ Use the following buttons to move the file IDs:

 - 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.

❑ Click **Execute** to execute the process. A message is displayed indicating that you are about to export Finance tables.

❑ Click **Yes** to continue. Or, 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**.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the Finance tables were exported successfully.


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