



## Export Finance Tables - FIN7100



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## *Finance > Utilities > Export Finance Tables*

This utility is used to export a copy of all current finance tables, requisition tables, and accounts receivable tables prior to running major functions; vendor-related and user profile tables are not copied. The tables for the logged-on file ID are exported to a user-designated archive file.

### Export finance tables:

| Field  | Description  |
|--|--|
| <b>Export Filename</b>                               | The export file name is displayed and has the format dbccddd_mmddyyyy_fin.rsfl, where cccddd is the county-district number and mmddyyyy is the current date. |
| <b>Enter the Password to be used for the Archive</b> | Type the password to be used to retrieve the data.   |

☐ Click **Execute** to execute the process. A dialog box is displayed with a preset File name, save the file on your computer or network.

A message is displayed indicating that the process was completed successfully.



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