Export file ID N

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Export file ID N

Budget > Utilities > Export by File ID

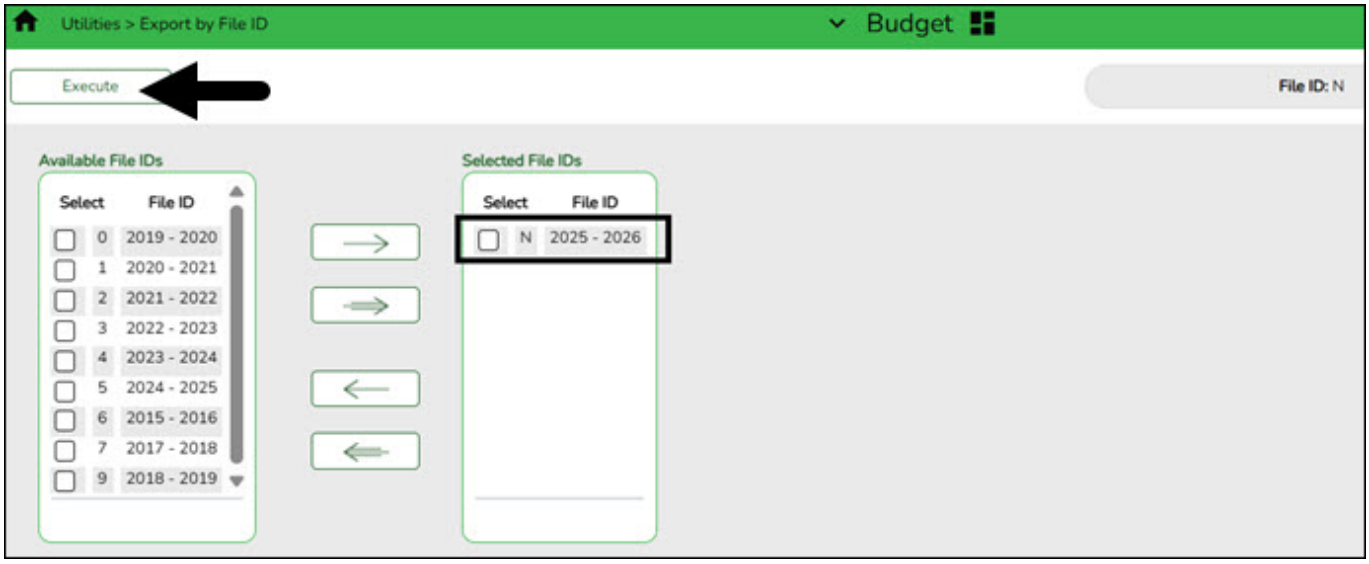
This step should be completed prior to continuing the process.

Create an export of file ID N.

This page is used to copy the selected file IDs to a user-designated archive file.

- If the file ID is N (next year), the export includes the budget tables as well as next year requisition and workflow tables.
- If the file ID is anything other than N, the export only includes budget tables.

Export file IDs:



❑ Use the arrow buttons to move the appropriate file ID from the left side to the right side of the page.

❑ Click **Execute** to execute the process. You are prompted to create a backup.

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