



## Perform an export



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## Perform an export

**Log on to file ID C.**

Finance > Utilities > Export by File ID

Utilities > Export by File ID Finance

Execute

File ID: C

**Available File IDs**

<input type="checkbox"/>	0	2019 - 2020
<input type="checkbox"/>	1	2020 - 2021
<input type="checkbox"/>	2	2021 - 2022
<input type="checkbox"/>	3	2022 - 2023
<input type="checkbox"/>	4	2023 - 2024
<input type="checkbox"/>	5	2014 - 2015
<input type="checkbox"/>	6	2015 - 2016
<input type="checkbox"/>	7	2016 - 2017
<input type="checkbox"/>	8	2017 - 2018
<input type="checkbox"/>	9	2018 - 2019

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**Selected File IDs**

<input checked="" type="checkbox"/>	C	2024 - 2025
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It is important to perform an export prior to making a significant change. This allows you to revert data to a certain point in the process if necessary.

**Reminder:** Do not change the export file name as it may cause issues during the import process.



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