



Perform an export

Table of Contents

Perform an export

Log on to file ID C.

[Finance > Utilities > Export by File ID](#) 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.

The screenshot shows the 'Utilities > Export by File ID' interface within the 'Finance' module. The interface includes an 'Execute' button, a 'File ID: C' field, and two columns of file IDs: 'Available File IDs' and 'Selected File IDs'. The 'Available File IDs' column lists file IDs 0 through 9, each with a checkbox and a corresponding year range. The 'Selected File IDs' column shows file ID 'C' for the year range '2024 - 2025'. Navigation buttons (right, left, double right, double left) are located between the two columns. A black arrow points to the 'Execute' button.

Available File IDs	Selected File IDs
<input type="checkbox"/> 0 2019 - 2020	<input type="checkbox"/> C 2024 - 2025
<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	



Back Cover