



Perform an export

Table of Contents

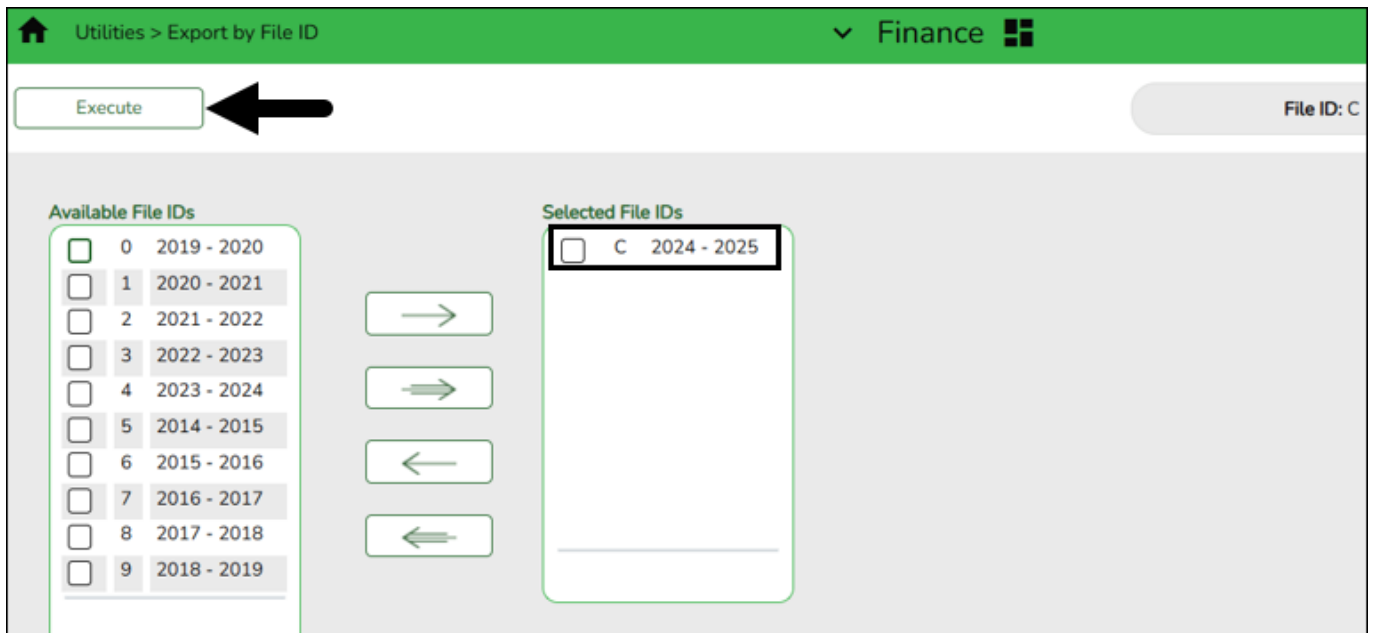
Perform an export

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.





Back Cover