



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 significant changes. This allows you to revert data to a certain point in the process if necessary.

Create an export of file ID C.

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. The top navigation bar is green and contains a home icon, the text 'Utilities > Export by File ID', a dropdown menu showing 'Finance', and a window icon. Below the navigation bar, there is a white bar with an 'Execute' button on the left and a 'File ID: C' label on the right. A large black arrow points to the 'Execute' button. The main area is divided into two columns: 'Available File IDs' on the left and 'Selected File IDs' on the right. The 'Available File IDs' column contains a list of 10 items, each with a checkbox, a number, and a date range. The 'Selected File IDs' column contains a list with one item, 'C 2024 - 2025', which is highlighted with a black border. Between the two columns are four buttons with arrows: a single right arrow, a double right arrow, a single left arrow, and a double left arrow.

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

Selected File IDs	
<input type="checkbox"/>	C 2024 - 2025



Back Cover