Perform an export

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Perform an export

Log on to file ID C.

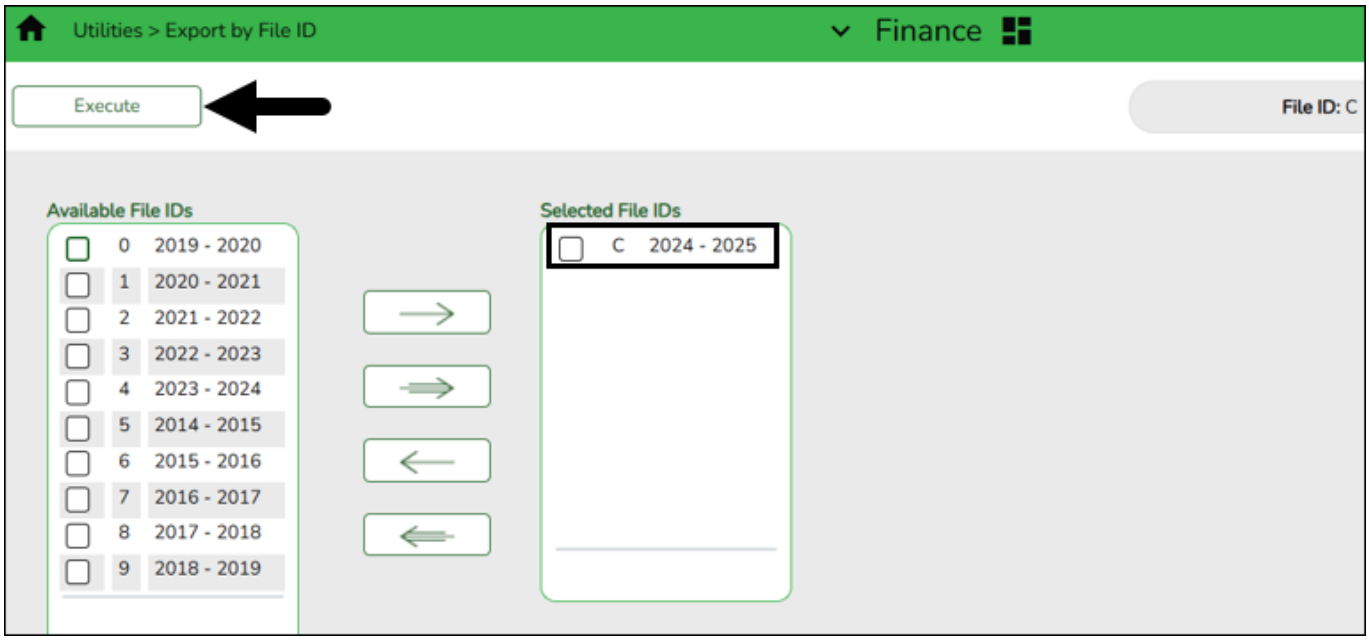
Finance > Utilities > Export by File ID

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.

This step should be completed prior to continuing the process.

Create an export of file ID C.

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



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