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.

❏ Under **Available File IDs**, select the checkbox next to file ID C.

❏ Click [→] to move the selected file ID to the **Selected File IDs** column.

❏ Click **Execute** to execute the process. A message is displayed indicating that you are about to export Finance tables.

❏ Click **Yes** to continue. Or, click **No** to return to the Export by File ID page.

    A pop-up window is displayed.

- In the **Enter the Password to be used for the Archive**, type a password for the file and click **OK**.
- Click **Cancel** to cancel the process.

A message is displayed indicating that the Finance tables were exported successfully.

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