



Perform an export

Table of Contents

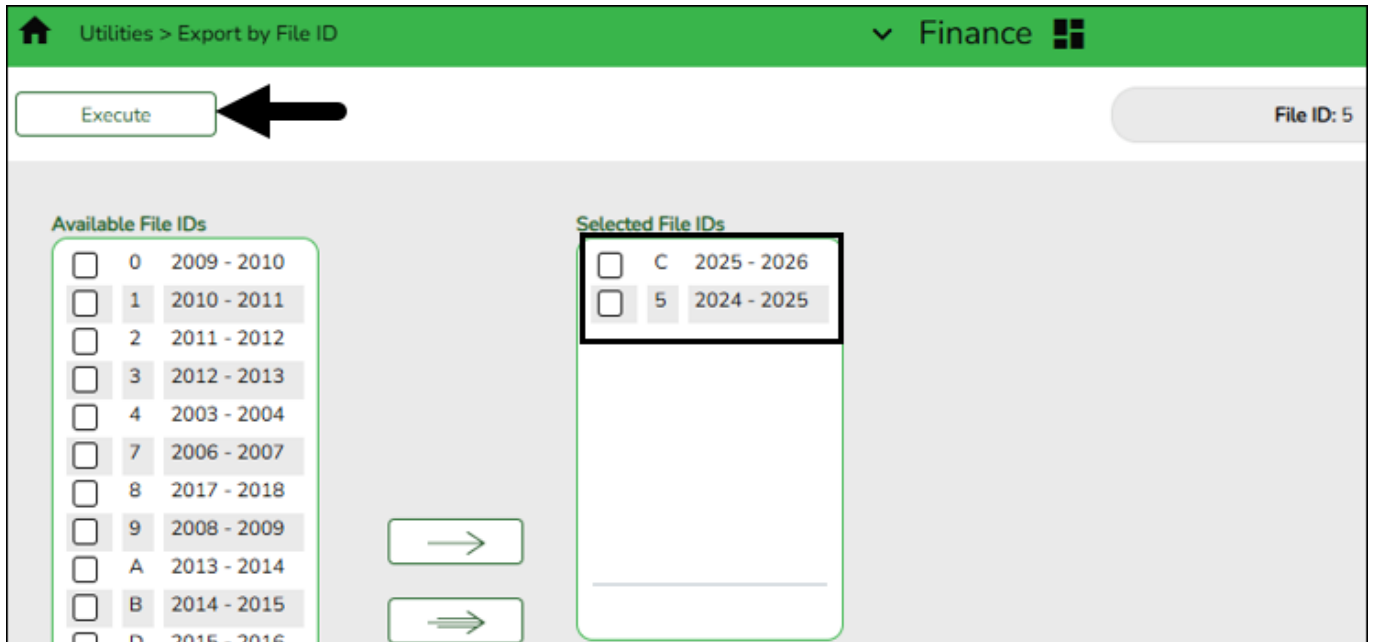
Perform an export 1

Perform an export

Log on to file ID 3.

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

Perform an export prior for file IDs 4 and C.



- Select file IDs 4 and C and move to the right side of the page.
- Click **Execute** to execute the process. A message is displayed indicating that you are about to export Finance tables.
- Click **Yes** to continue. Otherwise, click **No** to return to the Export by File ID page.
 - A pop-up window opens, in the **Enter the Password to be used for the Archive**, type a password for the file. You are prompted to enter a password for each export. Click **OK**.
 - A dialog box opens with a preset File name, **do not** rename the file. Save the file on your computer or network. A message is displayed indicating that the Finance tables were successfully exported.



Back Cover