



Perform an export

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Log on to file ID 5.

Finance > Utilities > Export by File ID

Perform an export prior for file IDs 5 and C.

☐ Select file IDs 5 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.



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