



Perform an export

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Log on to file ID 6.

Finance > Utilities > Export by File ID

Perform an export prior for file IDs 6 and C.

Utilities > Export by File ID

Execute

File ID: N

Available File IDs

☐	0	2009 - 2010
☐	1	2010 - 2011
☐	2	2011 - 2012
☐	3	2012 - 2013
☐	4	2003 - 2004
☐	5	2004 - 2005
☐	6	2005 - 2006
☐	7	2006 - 2007
☐	8	2017 - 2018
☐	9	2008 - 2009
☐	A	2013 - 2014

Selected File IDs

☐	C	2026 - 2027
☐	N	2025 - 2026

☐ Select file IDs 6 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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