



## **(If necessary) Delete file IDs**



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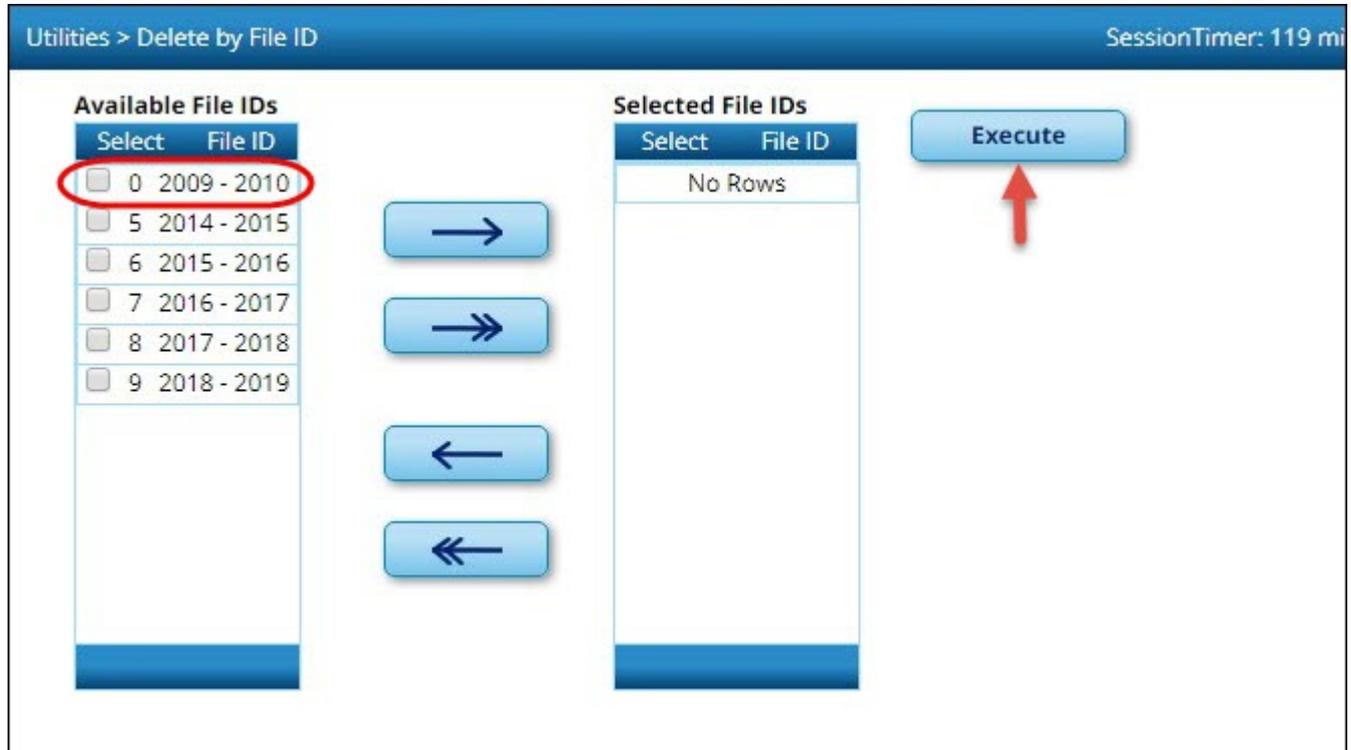


## Budget > Utilities > Delete by File ID

Log on to file ID N when performing this step.

Delete the existing file ID that conflicts with the file ID to be moved.

For example, delete file ID 0 2009-2010 to allow the 2019-2020 fiscal year to be stored in file ID 0.



- Click  to move the appropriate file ID from the left side to the right side of the page.
- Click **Execute** to execute the process. A message is displayed indicating that you are about to delete budget tables.
  - Click **Yes** to continue the process. Or, click **No** to cancel the process.
  - A message is displayed indicating that the process was successfully completed. Click **OK**.