



**(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 2010-2011 to allow the 2020-2021 fiscal year to be stored in file ID 1.

Utilities > Delete by File ID Budget

Execute

Available File IDs

| Select                   | File ID       |
|--------------------------|---------------|
| <input type="checkbox"/> | 0 2019 - 2020 |
| <input type="checkbox"/> | 1 2020 - 2021 |
| <input type="checkbox"/> | 2 2021 - 2022 |
| <input type="checkbox"/> | 3 2022 - 2023 |
| <input type="checkbox"/> | 4 2023 - 2024 |
| <input type="checkbox"/> | 5 2024 - 2025 |
| <input type="checkbox"/> | 7 2017 - 2018 |
| <input type="checkbox"/> | 9 2018 - 2019 |

Selected File IDs

| Select                   | File ID       |
|--------------------------|---------------|
| <input type="checkbox"/> | 6 2015 - 2016 |

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**.