



(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 2 2011-2012 to allow the 2021-2022 fiscal year to be stored in file ID 2.

☐ 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.
- Click **No** to cancel the process.

A message is displayed indicating that the process was successfully completed. Click **OK**.