



## Delete file IDs



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**Log on to file ID C.**

Finance &gt; Utilities &gt; Delete by File ID

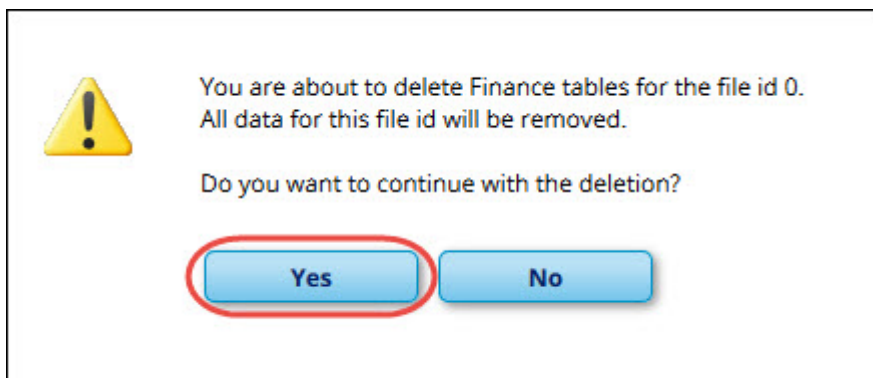
Image



Select the file ID (e.g., file ID 8 (2007-2008)) to be deleted. Use the arrow buttons to move the file ID from the left side to the right side of the page.

Click **Execute**. A message is displayed indicating that you are about to delete the selected file ID.

Image



Click **Yes** to continue. A message is displayed indicating that the process was successfully completed.

Image



Click **OK** to close the message box.