



Delete file IDs

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Log on to file ID C.

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- Select the file ID (e.g., file ID 1 (2010-2011)) 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.
- Click **Yes** to continue. A message is displayed indicating that the process was successfully completed.
- Click **OK** to close the message box.