



(If necessary) Delete file IDs

Table of Contents

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 9 2008-2009 to allow the 2018-2019 fiscal year to be stored in file ID 9.

Available File IDs		Selected File IDs	
Select	File ID	Select	File ID
<input checked="" type="checkbox"/>	0 2009 - 2010		
<input type="checkbox"/>	5 2014 - 2015		
<input type="checkbox"/>	6 2015 - 2016		
<input type="checkbox"/>	7 2016 - 2017		
<input type="checkbox"/>	8 2017 - 2018		
<input type="checkbox"/>	9 2018 - 2019		

No Rows

Execute

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**.



Back Cover