



(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.

Utilities > Delete by File ID Budget

Execute

Available File IDs

Select	File ID
☐	0 2019 - 2020
☐	1 2020 - 2021
☐	2 2021 - 2022
☐	3 2022 - 2023
☐	4 2023 - 2024
☐	5 2024 - 2025
☐	7 2017 - 2018
☐	9 2018 - 2019

Selected File IDs

Select	File ID
☐	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.
- Click **No** to cancel the process.

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



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