



**(If necessary) Delete file IDs**



# Table of Contents



## (If necessary) Delete file IDs

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 completed successfully. Click **OK**.



## Back Cover