# Delete file IDs

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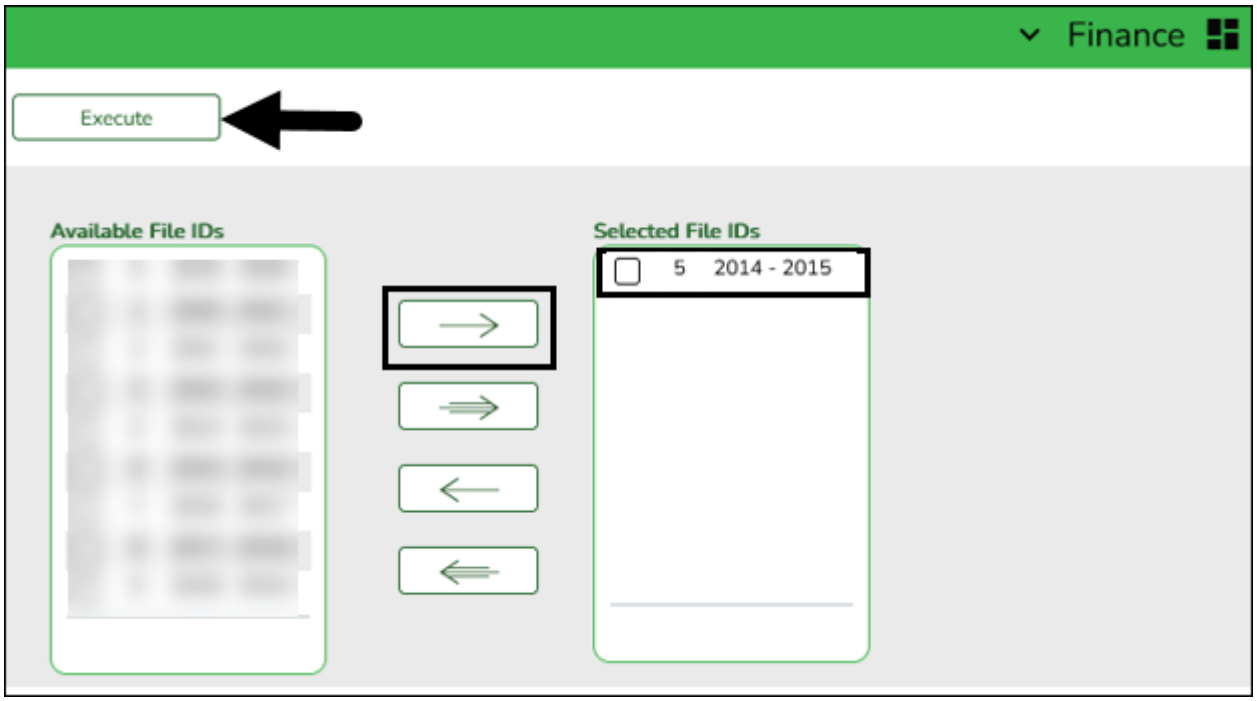
# Delete file IDs

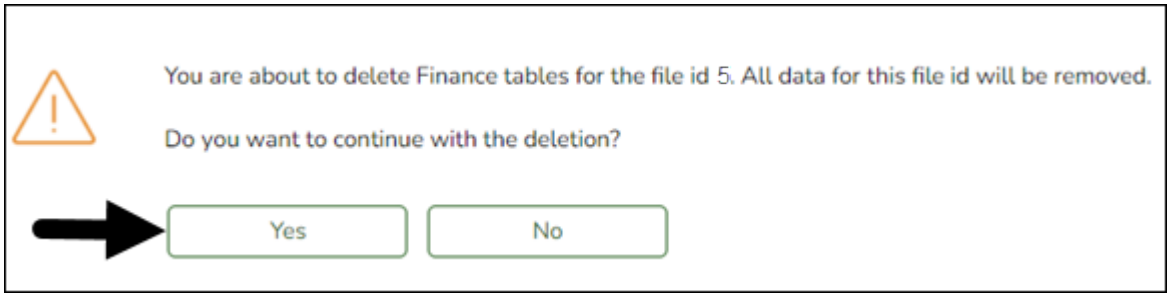
**Log on to file ID C.**

Finance > Utilities > Delete by File ID

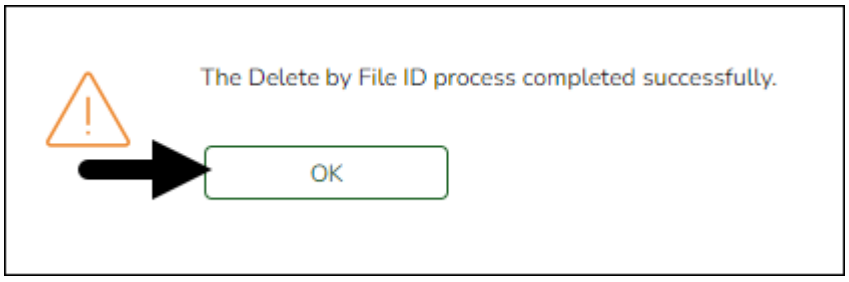



❑ Select the file ID (file ID 5 (2014-2015)) to be deleted. Use the arrow buttons to move the file ID from the left side to the right side of the page.

❑ 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 completed successfully.




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

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