



## Delete file IDs



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**Log on to file ID C.**

Finance &gt; Utilities &gt; Delete by File ID

The screenshot shows the 'Delete by File ID' interface. On the left, the 'Available File IDs' table lists the following:

Table	Year
<input type="checkbox"/>	1 2010 - 2011
<input type="checkbox"/>	2 2011 - 2012
<input type="checkbox"/>	3 2012 - 2013
<input type="checkbox"/>	4 2013 - 2014
<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
<input type="checkbox"/>	A 2005 - 2006
<input type="checkbox"/>	B 2007 - 2008
<input type="checkbox"/>	D 2008 - 2009
<input type="checkbox"/>	E 2009 - 2010

On the right, the 'Selected File IDs' table shows:

Table	Year
0	2009 - 2010

Navigation buttons between the tables include: a right arrow (circled in red), a right arrow, a left arrow, and a left arrow. An 'Execute' button is located to the right of the 'Selected File IDs' table, with a red arrow pointing to it. The top navigation bar shows 'File ID: C' and 'Account Period: 06'.

Select the file ID (e.g., file ID 8 (2007-2008)) 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.

You are about to delete Finance tables for the file id 0.  
All data for this file id will be removed.

Do you want to continue with the deletion?

**Yes** **No**

Click **Yes** to continue. A message is displayed indicating that the process was successfully completed.

The Delete by File ID process completed successfully.

**OK**

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



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