



Delete file IDs

Table of Contents

Delete File IDs

Log on to file ID C.

Finance > Utilities > Delete by File ID

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.

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

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



Back Cover