



## Delete file IDs



# Table of Contents



## Delete file IDs

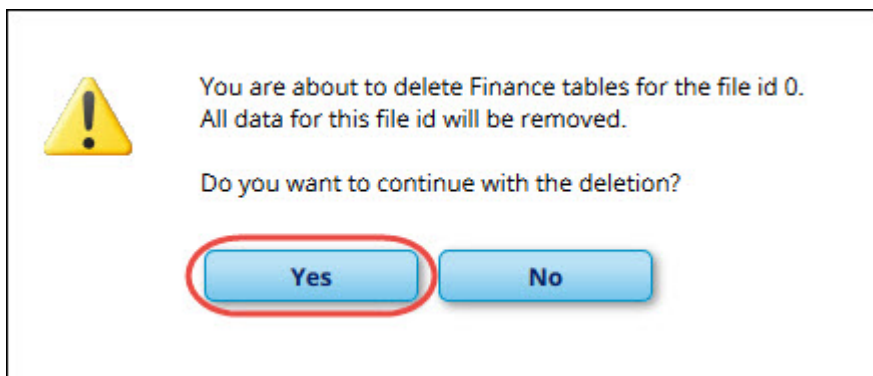
**Log on to file ID C.**

Finance > Utilities > Delete by File ID



Select the file ID (e.g., file ID 0 (2009-2010)) 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