



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