



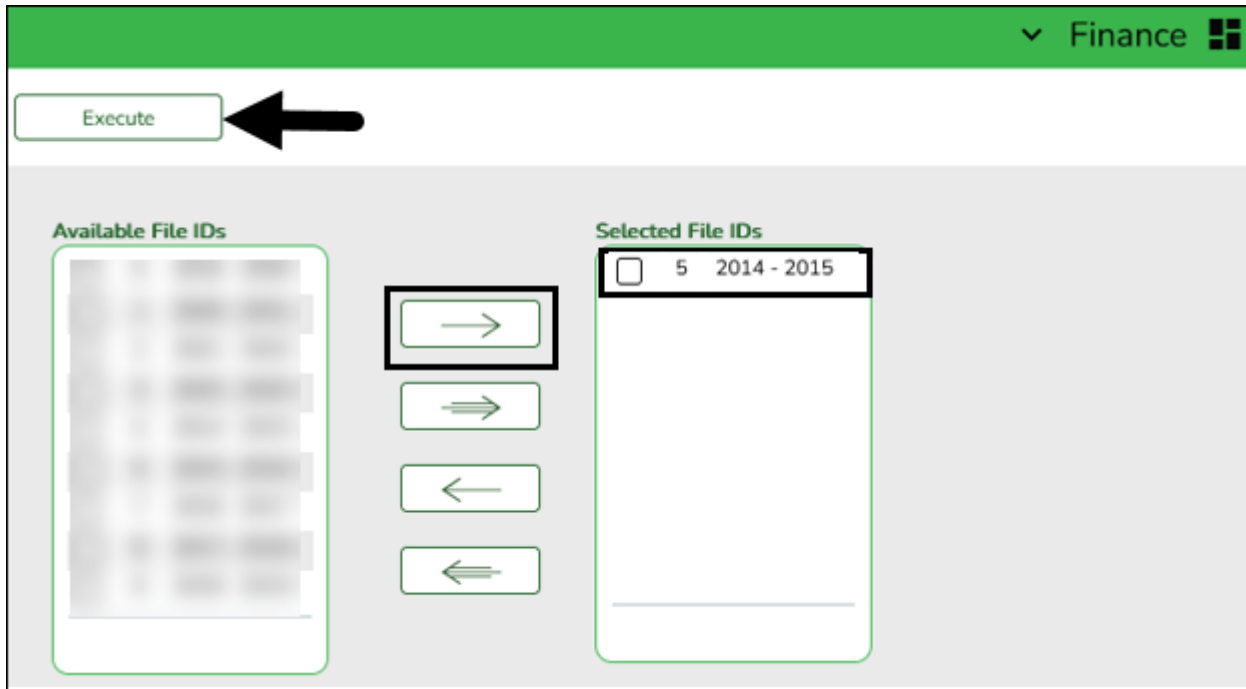
Delete file IDs

Table of Contents

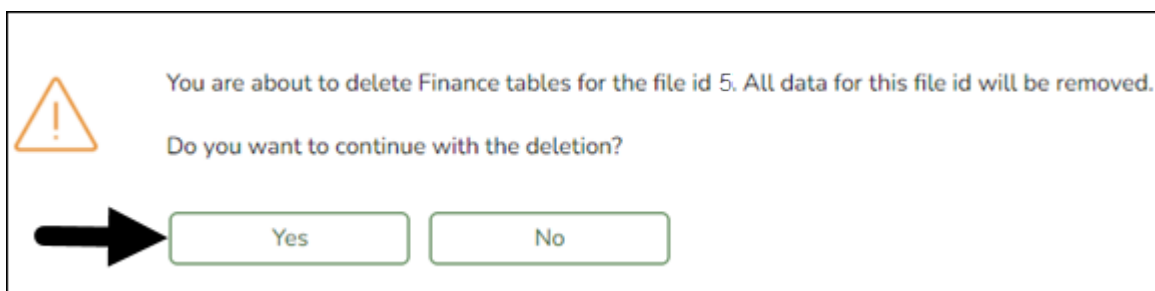
Delete file IDs

Log on to file ID C.

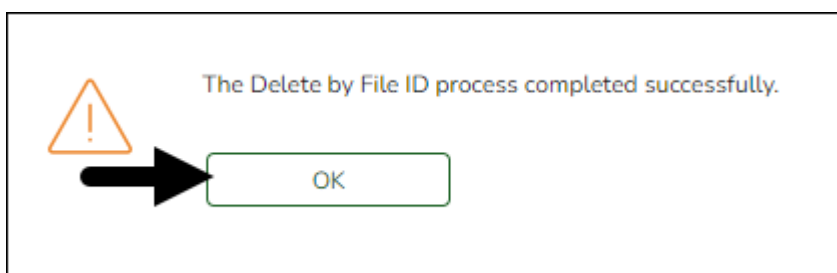
Finance > Utilities > Delete by File ID



- Select the file ID (e.g., file ID 2 (2011-2012)) 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