



## Delete file IDs



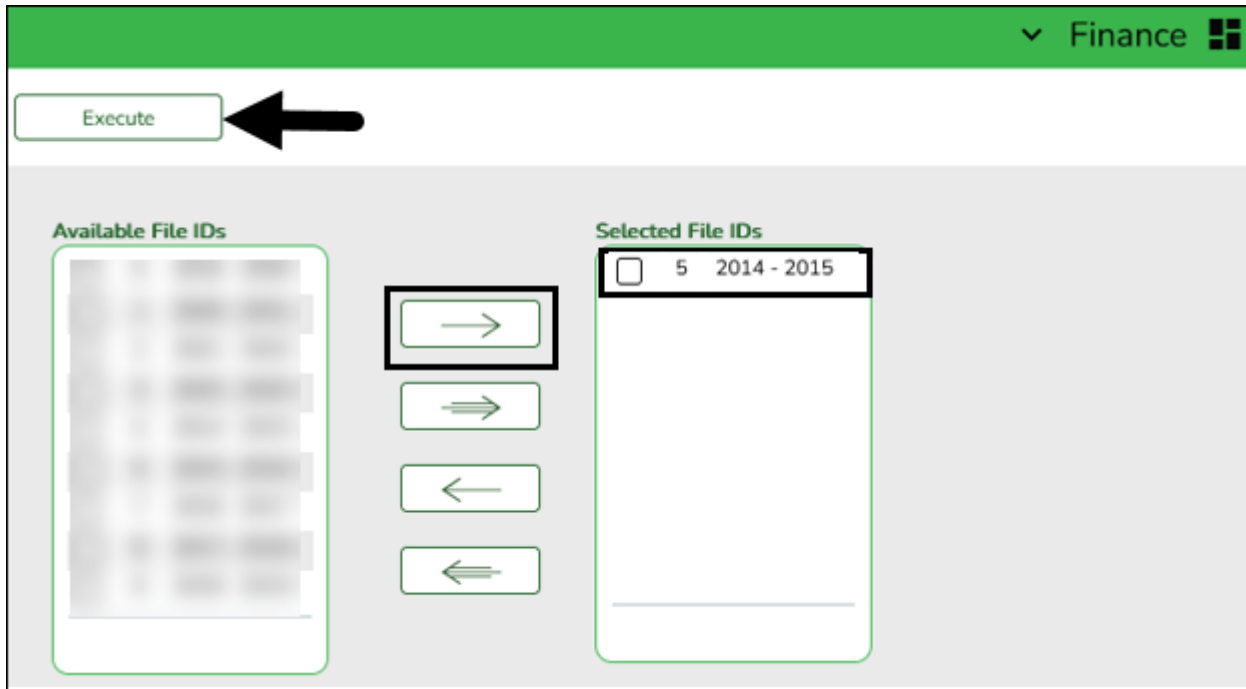
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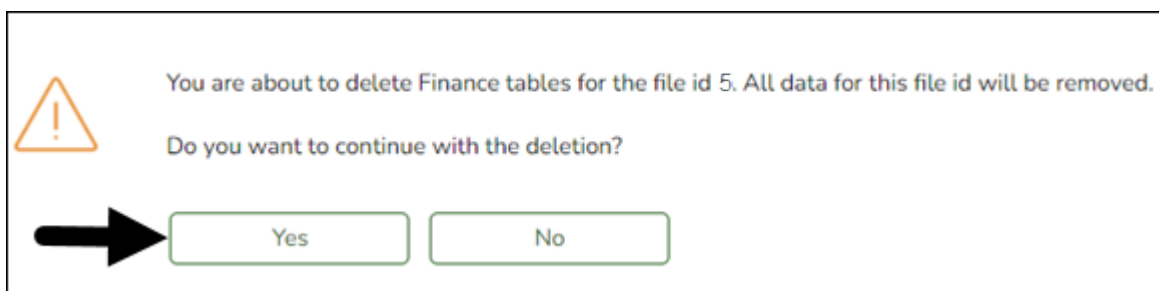
## Delete file IDs

### Log on to file ID C.

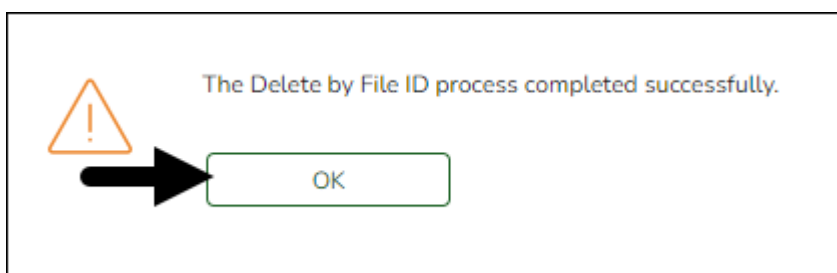
Finance > Utilities > Delete by File ID



- Select the file ID (e.g., file ID 3 (2012-2013)) 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 completed successfully.



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



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