Delete

To Delete a Loan Payment Record
1. From the *Navigation Panel*, *Information*, position the *highlight bar* to the employee's record whom you want to delete a loan payment record;
2. At the **Loan Payment** section *grid control*, position the *highlight bar* to that record you want to delete;
3. At the **oan Payment** section menu bar, click **Delete**;

Reminder: in **Edit** and **Delete** actions, you will be asked to enter your *authorization code.* Authorization code safeguards accidental or unintentional edit or deleting of data.