

## Delete

### To Delete a record in the Supplies-Out

1. At the **Supplies Masterlist** grid control, position the *highlight bar* to the item (record) code you want to *delete* in **Supplies-Out**;
2. At the **Navigation Panel**, click **Supplies-Out**;
3. At the **Supplies-Out grid control**, position the *highlight bar* to the specific record you want to delete;
4. At the **Supplies-Out menu bar**, click **Delete**;
5. You will be asked to enter your *authorization code*. Then, you will be prompted to confirm the deletion;
6. The highlighted record will disappear from the **Supplies-out grid control**.

**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.

The screenshot illustrates the process of deleting a record in the 'Supplies-Out' grid control. The interface shows the 'Supplies-Out' menu item selected in the navigation panel, and the 'Delete' option highlighted in the context menu. The grid control displays a single record with the following details: Supplier Code: 127, Transaction Date: 06/14/2022, Issued To: FERNANDO LOPEZ, QTY: 1.00, Unit: REAM, Unit Price: P350.00, Supplier Acct Type: STORE, Supplier Acct Group: PLANT SUPPLIES, Supplier Acct Pin: AE, Authorized by: etq, Transaction Time: 10:28:11, Remarks: for office 135, and Being To: 135. The annotations provide a step-by-step guide: 1. Click 'Supplies-Out' in the navigation panel; 2. Click 'Supplies-Out' in the navigation panel; 3. Position the highlight bar to the record you want to delete; 4. Click 'Delete' in the context menu; 5. Enter authorization code in a dialog box; 6. Confirm deletion in a dialog box.