

## Delete

### To Delete newly inserted accounts in the Chart of Accounts

1. Position the *highlight bar* to the account you want to delete;
2. From the section menu bar, **Chart of Accounts**, click **Delete**;
3. Input [authorization code](#);
4. Confirm your action, Yes to proceed, No to abort;
5. Yes, deletes the record and removes it from the grid control.

The screenshot displays the 'WRS App System Up-keeping' interface. The 'Chart of Accounts' table is visible, with the 'Special Delivery Allowance' account (ID 315) highlighted. The 'Delete' button in the 'Chart of Accounts' menu is highlighted with a red box and labeled 'Delete'. A 'PU Code' dialog box is open, prompting for an authorization code. A 'WRS Alert' dialog box is also open, asking for confirmation to delete the 'Special Delivery Allowance' account. A red callout box points to the highlighted row in the table, stating 'Highlight bar is on the account for deletion'.

Designation	Account Sub-Type
METI	NON-CURRENT
SEVEHICLE	NON-CURRENT
PLCBUILDING	NON-CURRENT
LAND	NON-CURRENT

Account ID	Account Name	ASSET	CONTRA	ALDESV	ACDEPOB	ACDELAND	SUPERINTENDENCE	UTILITIES	DE	SPEALGO	RPOB	WROPNM/MN
240	Accumulated Depreciation job	ASSET	CONTRA									
250	Accumulated Depreciation land	ASSET	CONTRA									
300	Superintendence	EXPENSE	COGAM									
310	Utilities	EXPENSE	COGAM									
315	Special Delivery Allowance	EXPENSE	DE									
320	Rent - plant/office building	EXPENSE	COGAM									
330	WRS Operation and Maint.	EXPENSE	COGAM									