

Delete

To Delete a Supplier's Record

1. At the **Supplier's List** grid control, position the *highlight bar* to the record you want to delete;
2. From the **Supplier's List** section menu bar, click **Delete**;
3. You will be asked to enter your *authorization code*;
4. Then, after your authorization code is accepted, you will be prompted to confirm the action;
5. At the confirmation prompt, click **Yes** to proceed, or **No** to abort.

The screenshot illustrates the steps to delete a supplier record in the WRS App. The main window shows a grid of accounts with columns: Account No., Account Name, Account Type, Account Function, Label, Designation, and Account Sub-Type. A 'Supplier's List' menu is open, and the 'Delete' option is selected. A dialog box prompts for an authorization code, and a 'WRS Alert' dialog asks for confirmation to delete the record 'TEST'.

Account No.	Account Name	Account Type	Account Function	Label	Designation	Account Sub-Type
100	Cash	ASSET		CASH		CURRENT
110	Accounts Receivables	ASSET		ACRECEIVABLES		CURRENT
120	Notes Receivable	ASSET		NDRECEIVABLES		CURRENT
130	Insurance	ASSET		INSURANCE		CURRENT
135	Store	ASSET		INVENTORY		CURRENT
	Supplies	ASSET		INVENTORY		CURRENT
	Contract	ASSET		CONTRA		CURRENT
	Goods	ASSET		CGGS		CURRENT
	CDGM	ASSET		CDGM		CURRENT

The 'Supplier's List' menu is open, showing options: Add, Edit, and Delete. The 'Delete' option is selected. A dialog box prompts for an authorization code: 'Please enter your authorization code:'. A 'WRS Alert' dialog asks: 'You are about to DELETE 'TEST'. Proceed?' with 'Yes' and 'No' buttons.