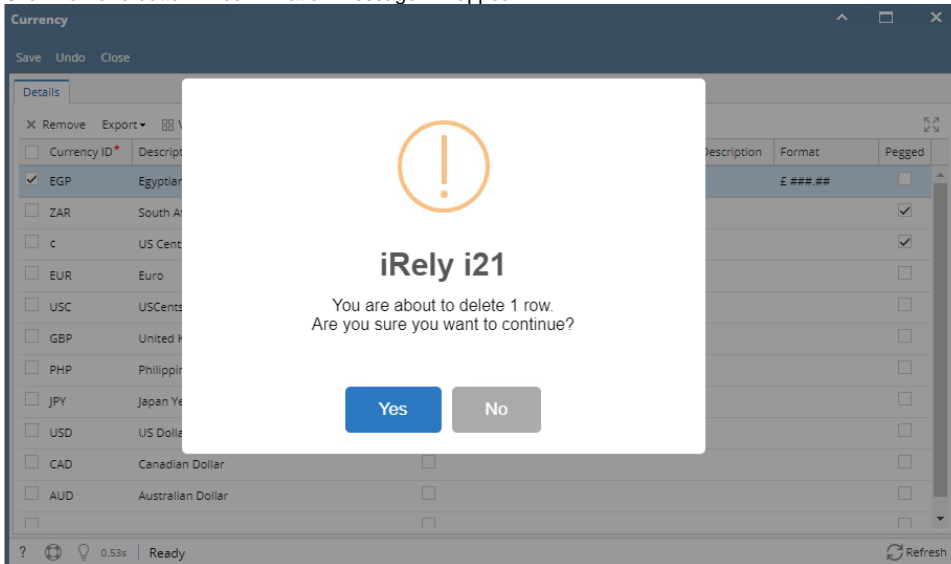


How to Delete a Currency

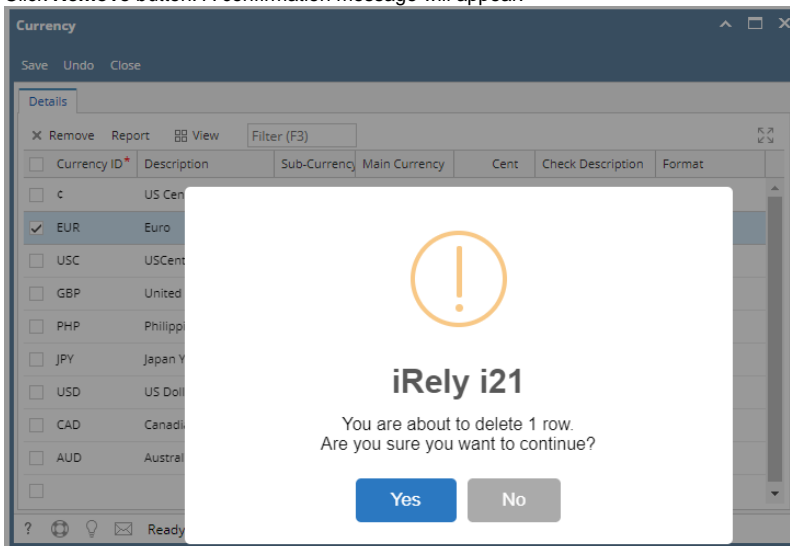
1. On the user's menu panel go to **Common Info** folder then click **Currencies**
2. Select a record from the list by clicking on it or the check box besides it.
3. Click **Remove** button. A confirmation message will appear.



4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

Note that if the currency is already in use in other screens, it cannot be deleted.

1. On the user's menu panel go to **Common Info** folder then click **Currencies**
2. Select a record from the list by clicking on it or the check box besides it.
3. Click **Remove** button. A confirmation message will appear.

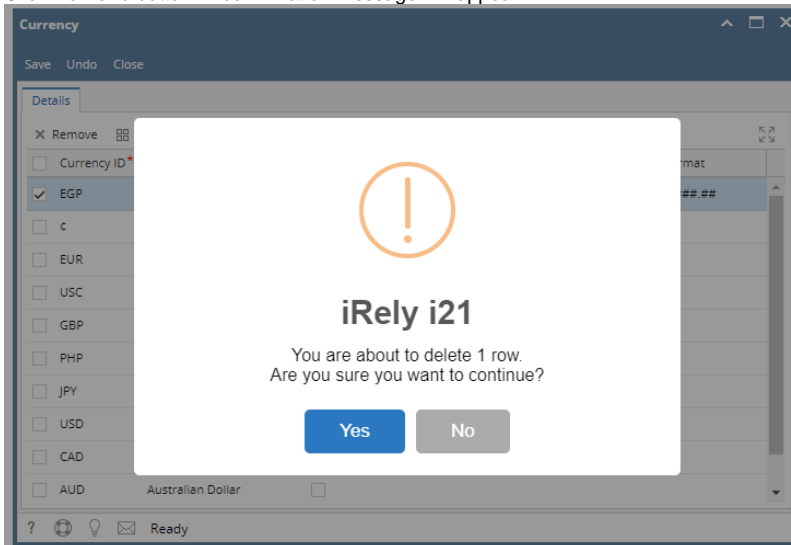


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

Note that if the currency is already in use in other screens, it cannot be deleted.

1. On the user's menu panel go to **Common Info** folder then click **Currencies**
2. Select a record from the list by clicking on it or the check box besides it.

3. Click **Remove** button. A confirmation message will appear.

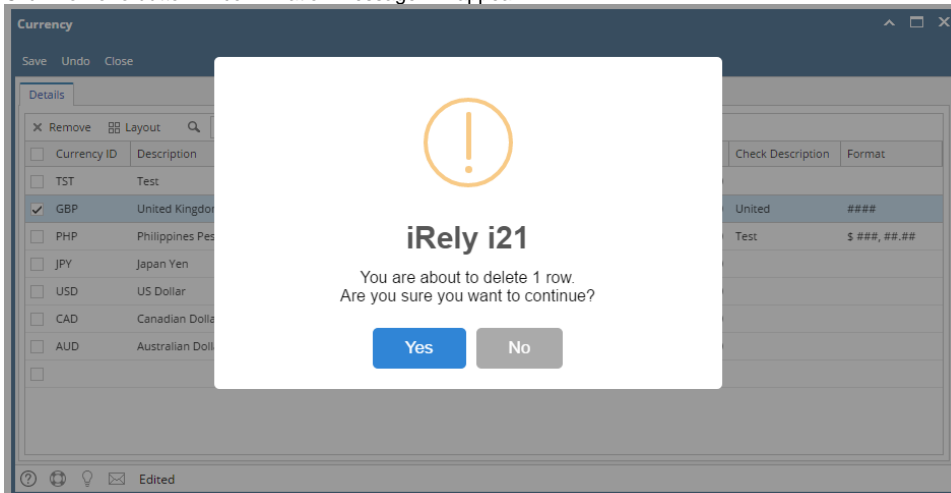


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then click **Currencies**
2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	Currency ID	Description	Sub-Currency	Main Currency	Cent	Check Description	Format
<input type="checkbox"/>	TST	Test	<input checked="" type="checkbox"/>	CAD	300		
<input checked="" type="checkbox"/>	GBP	United Kingdom Pounds	<input checked="" type="checkbox"/>	USD	100	United	####
<input type="checkbox"/>	PHP	Philippines Peso	<input checked="" type="checkbox"/>	USD	300	Test	\$ ###,##.##
<input type="checkbox"/>	JPY	Japan Yen	<input checked="" type="checkbox"/>	USD	100		
<input type="checkbox"/>	USD	US Dollar	<input checked="" type="checkbox"/>	CAD	0		
<input type="checkbox"/>	CAD	Canadian Dollar	<input type="checkbox"/>	AUD	0		
<input type="checkbox"/>	AUD	Australian Dollar	<input type="checkbox"/>		0		

3. Click **Remove** button. A confirmation message will appear.



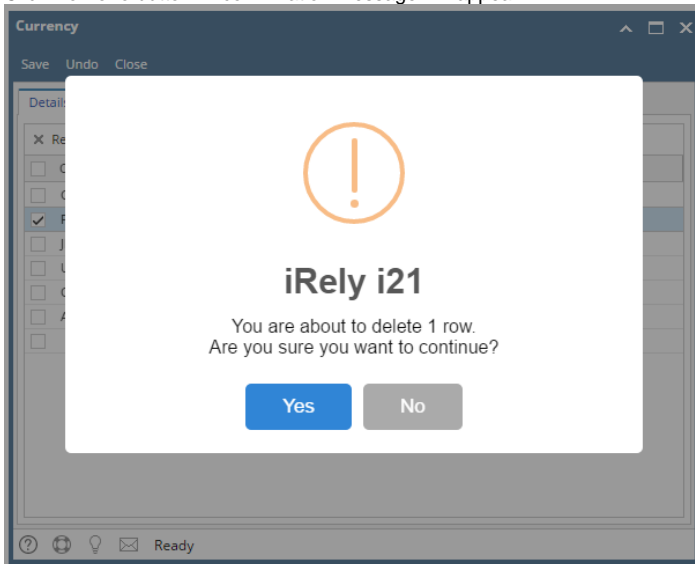
4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then click **Currencies**

2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	Currency ID	Description	Check Description	Format
<input type="checkbox"/>	GBP	United Kingdom Pounds		
<input checked="" type="checkbox"/>	PHP	Philippines Peso		
<input type="checkbox"/>	JPY	Japan Yen		
<input type="checkbox"/>	USD	US Dollar		
<input type="checkbox"/>	CAD	Canadian Dollar		
<input type="checkbox"/>	AUD	Australian Dollar		
<input type="checkbox"/>				

3. Click **Remove** button. A confirmation message will appear.

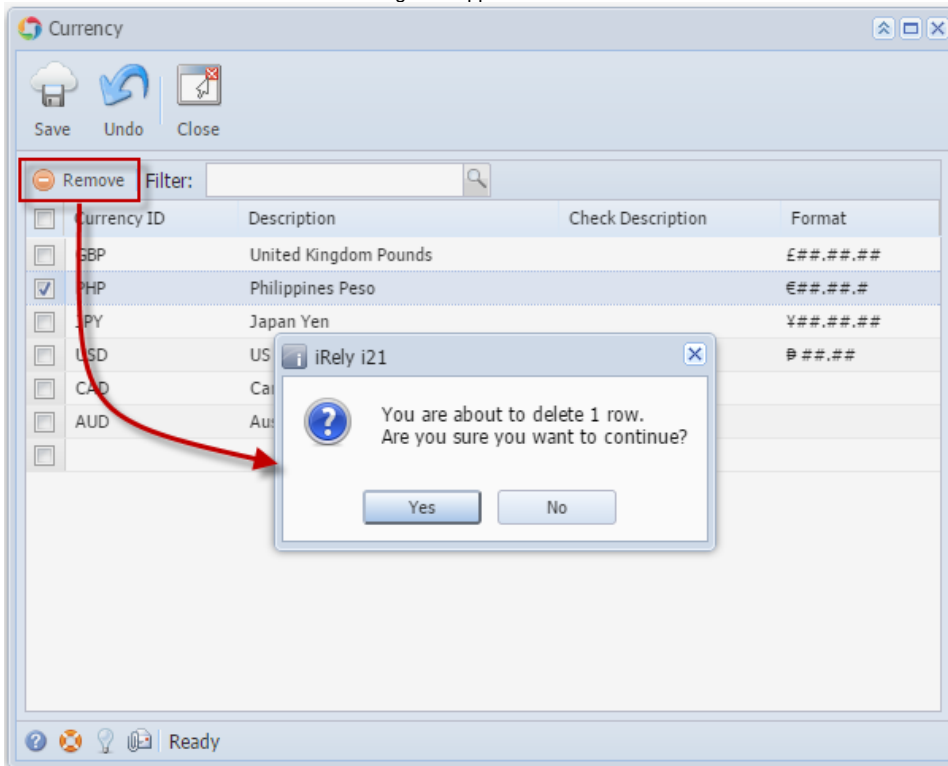


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then click **Currencies**
2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	Currency ID	Description	Check Description	Format
<input type="checkbox"/>	GBP	United Kingdom Pounds		£##,##,##
<input checked="" type="checkbox"/>	PHP	Philippines Peso		₱##,##,##
<input type="checkbox"/>	JPY	Japan Yen		¥##,##,##
<input type="checkbox"/>	USD	US Dollar		\$ ##,##

3. Click **Remove** button. A confirmation message will appear.

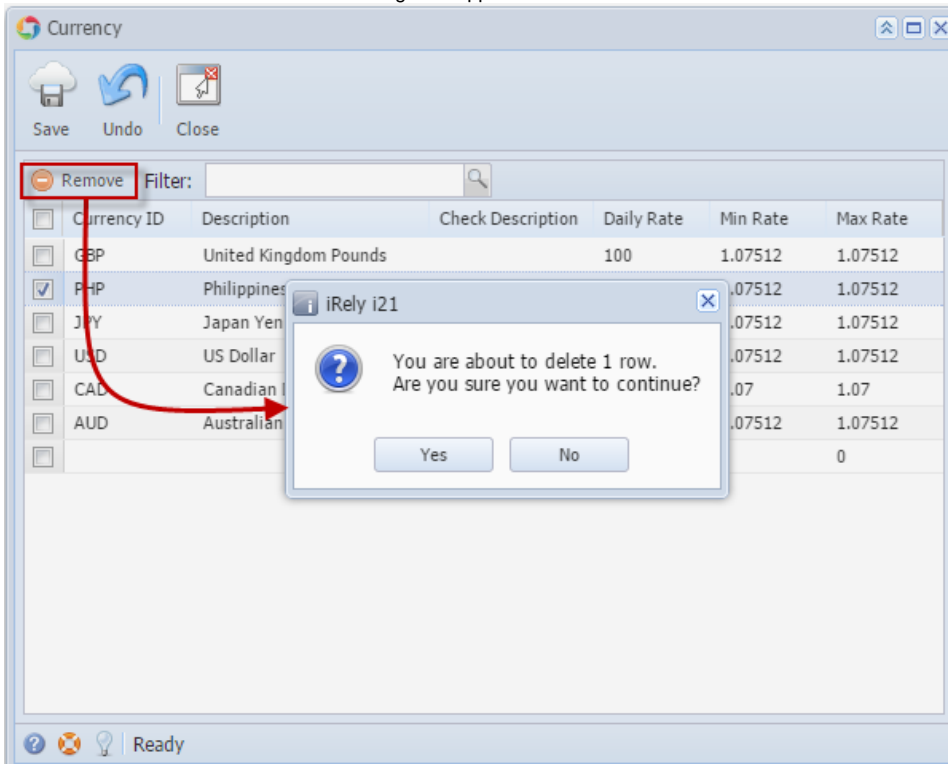


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Currency**
2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	GBP	United Kingdom Pounds	100	1.07512	1.07512
<input checked="" type="checkbox"/>	PHP	Philippines Peso	46.45	1.07512	1.07512
<input type="checkbox"/>	JPY	Japan Yen	10	1.07512	1.07512

3. Click **Remove** button. A confirmation message will appear.



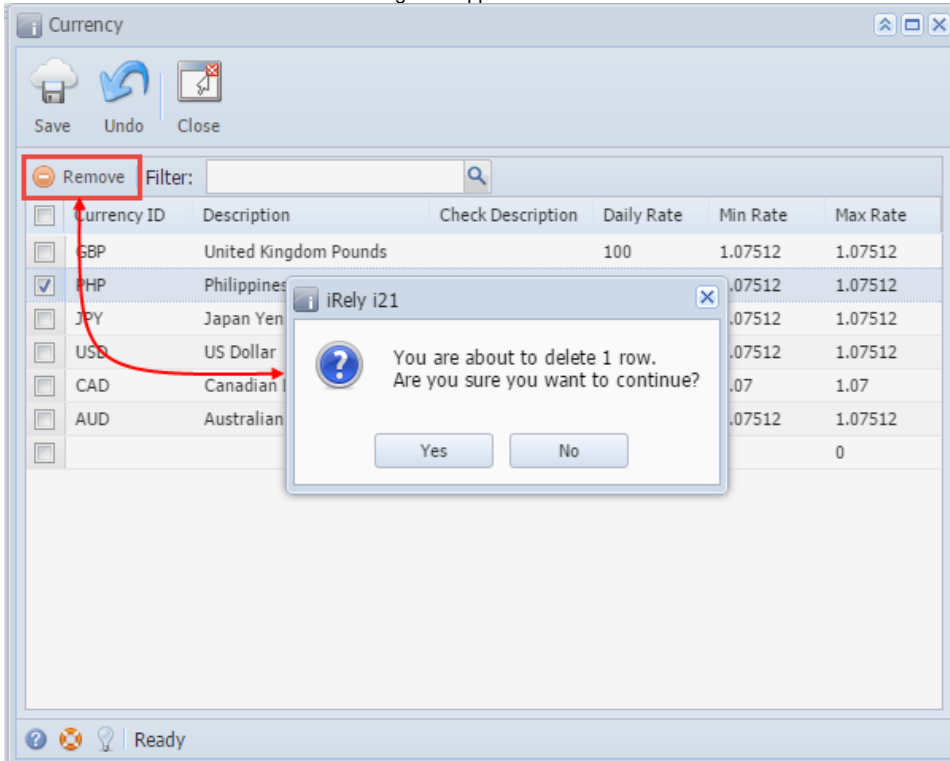
4. Click **Yes** on the message box.

5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Currency**
2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	GBP	United Kingdom Pounds	100	1.07512	1.07512
<input checked="" type="checkbox"/>	PHP	Philippines Peso	46.45	1.07512	1.07512
<input type="checkbox"/>	JPY	Japan Yen	10	1.07512	1.07512

3. Click **Remove** button. A confirmation message will appear.

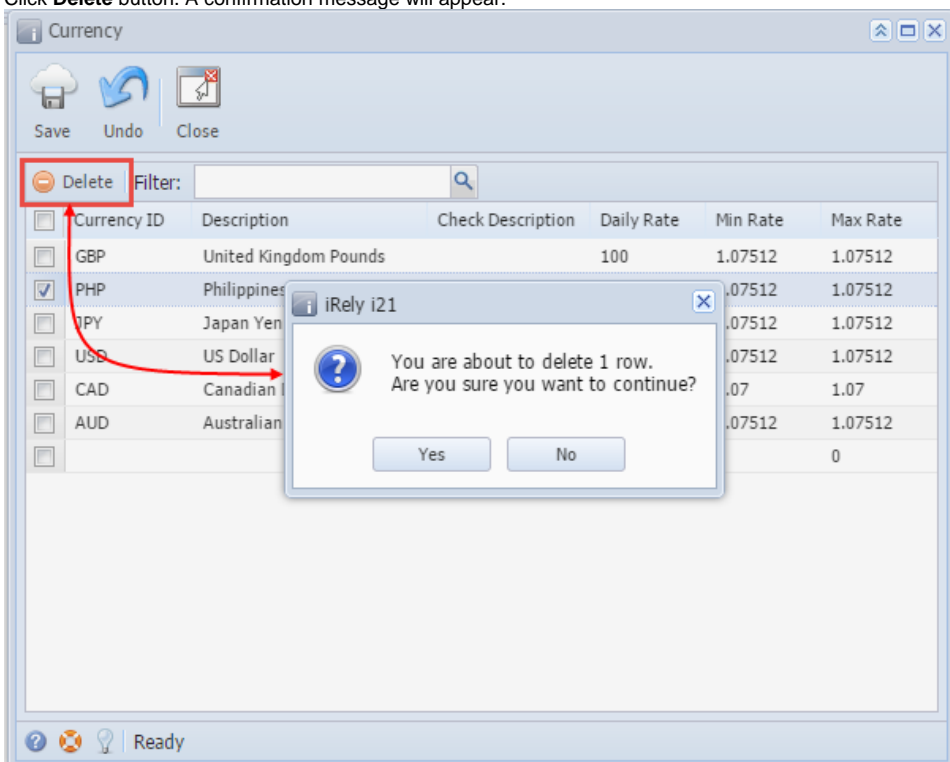


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

1. On the user's menu panel go to **Common Info** folder then double click **Currency**
2. Select a record from the list by clicking on it or the check box besides it.

<input type="checkbox"/>	GBP	United Kingdom Pounds	100	1.07512	1.07512
<input checked="" type="checkbox"/>	PHP	Philippines Peso	46.45	1.07512	1.07512
<input type="checkbox"/>	JPY	Japan Yen	10	1.07512	1.07512

3. Click **Delete** button. A confirmation message will appear.



4. Click **Yes** on the message box.
5. Click **Save** toolbar button.