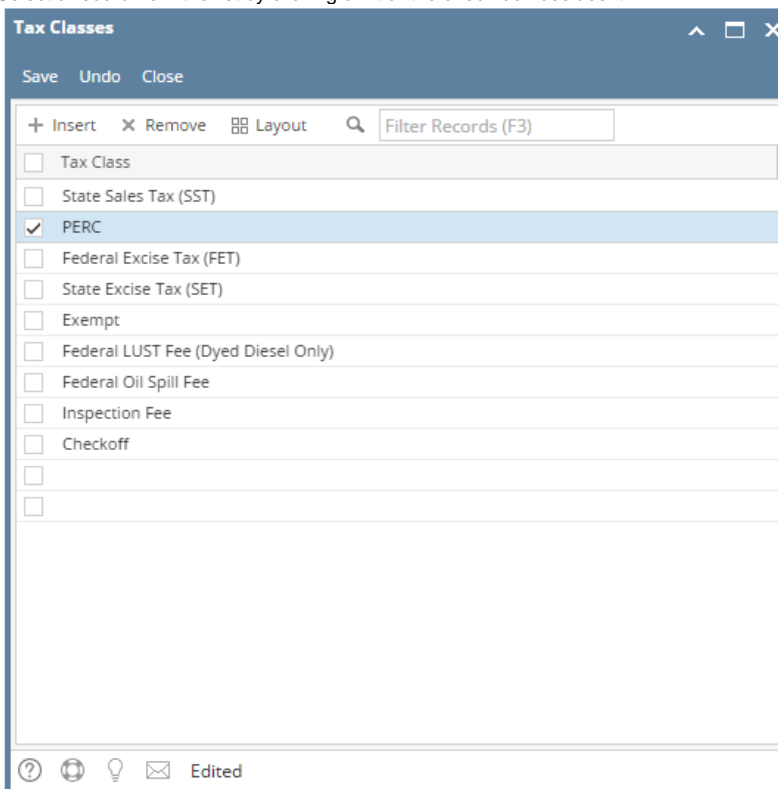
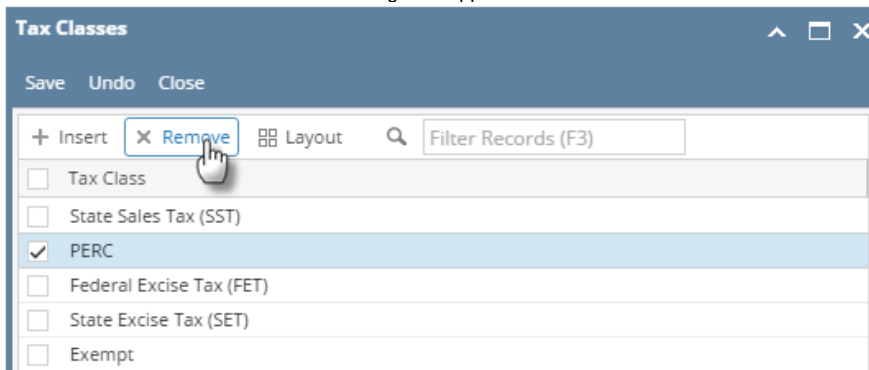


# How to Delete a Tax Class

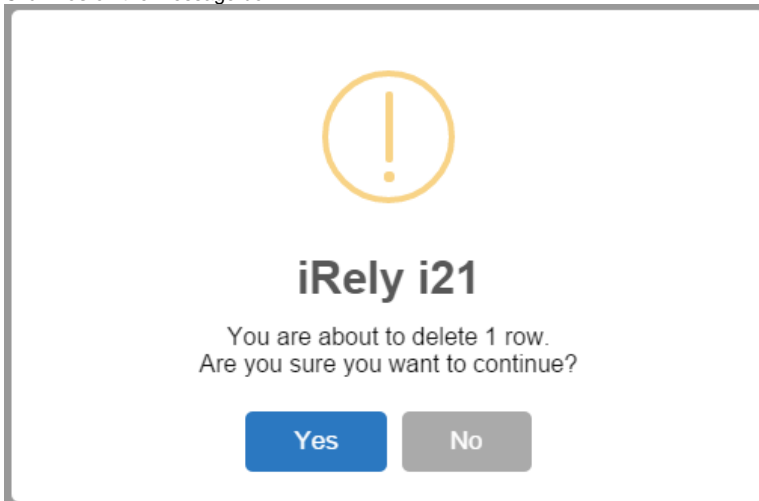
1. On the user's menu panel go to **Common Info** folder then click **Tax Class**
2. Select a record from the list by clicking on it or the check box besides it.



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

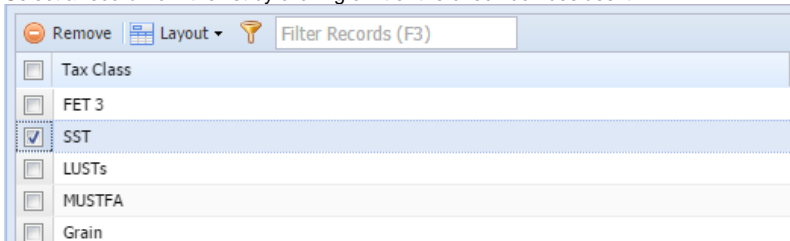


- Click **Yes** on the message box.

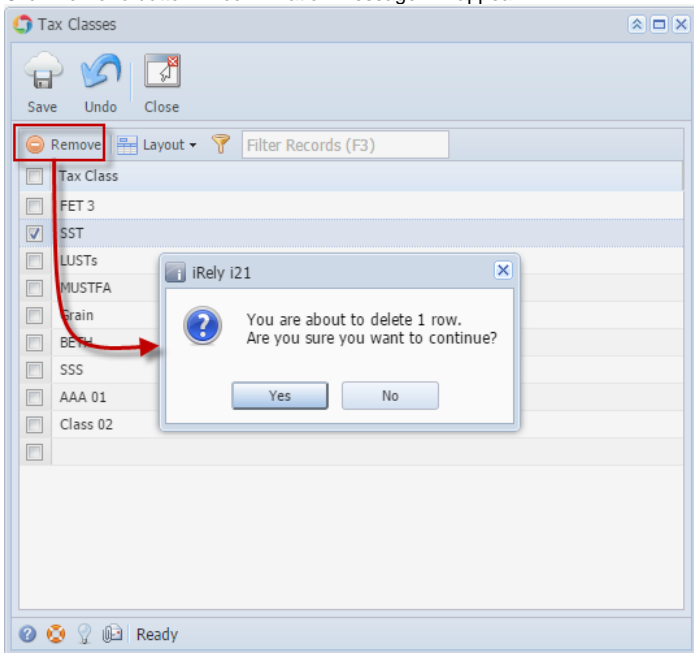


- Click **Save** toolbar button.

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

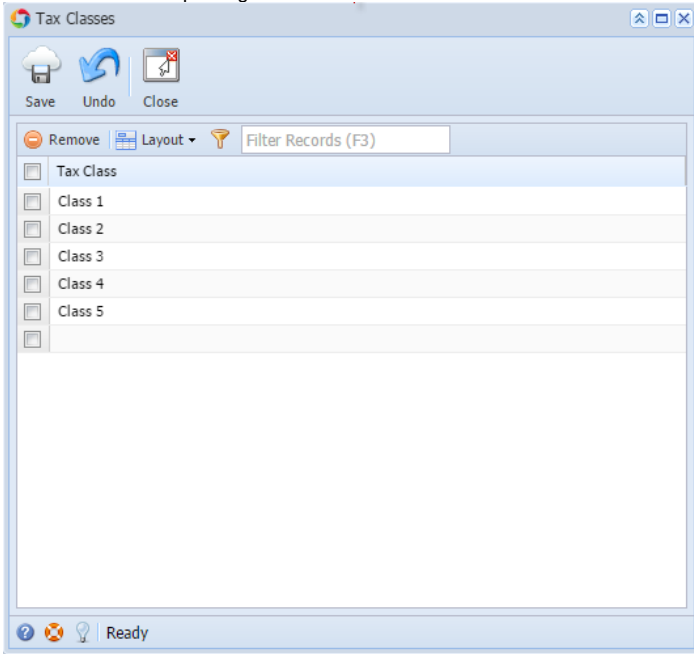


- Click **Remove** button. A confirmation message will appear.

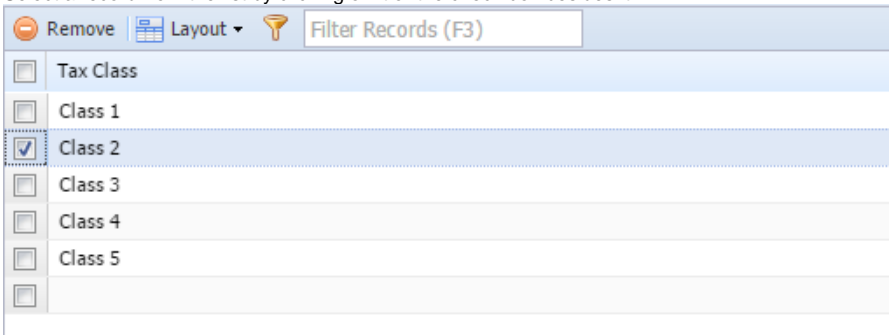


- Click **Yes** on the message box.
- Click **Save** toolbar button.

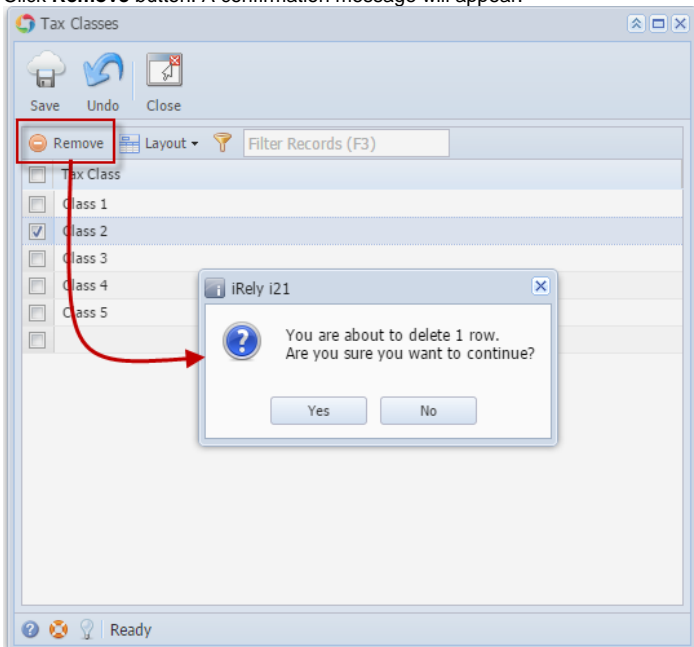
1. On the user's menu panel go to **Common Info** folder then click **Tax Class**



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

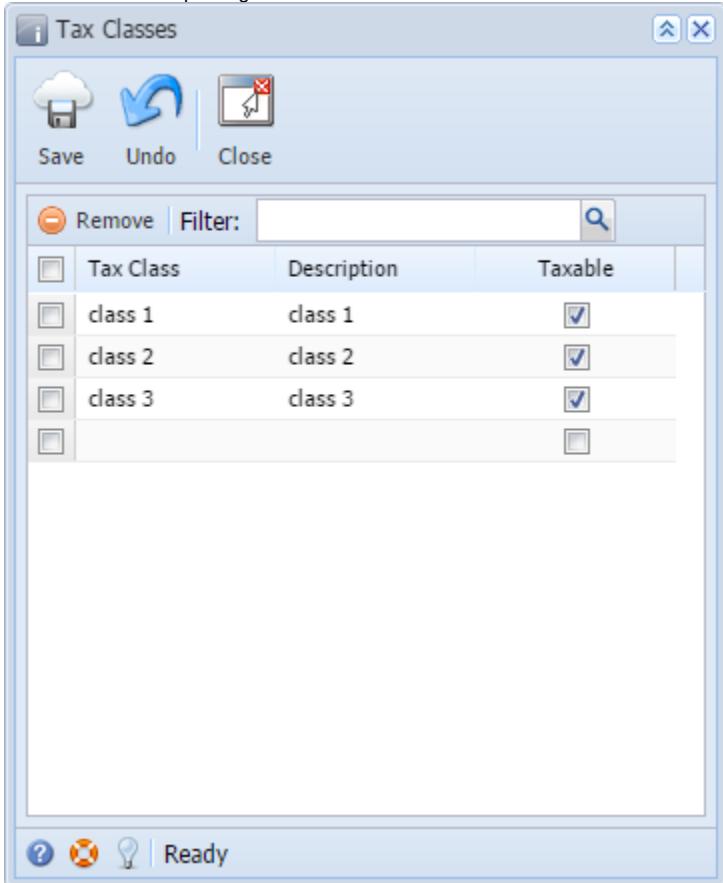


3. Click **Remove** button. A confirmation message will appear.



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 double click **Tax Class**



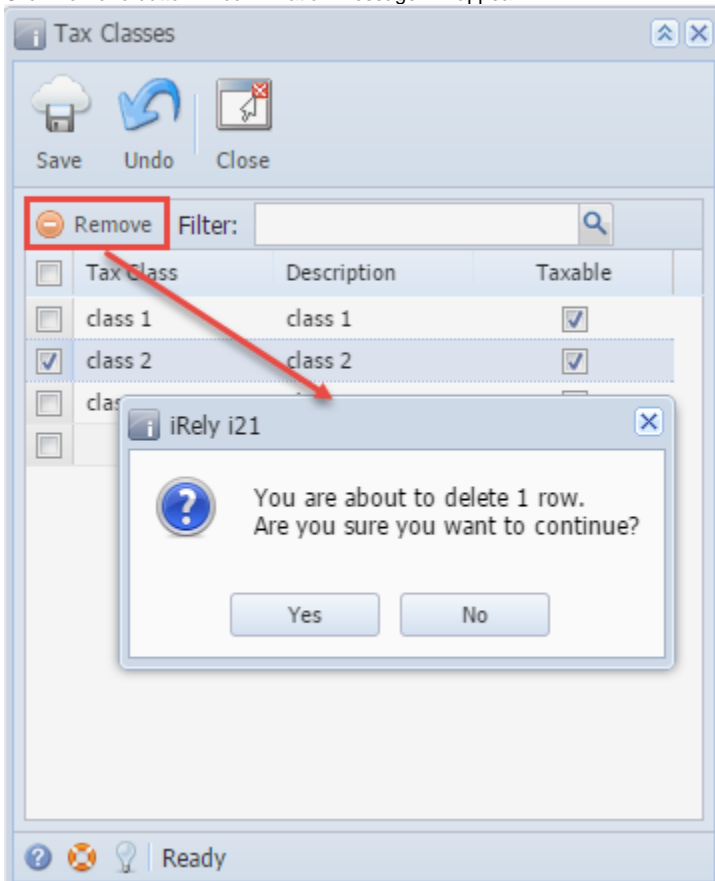
The screenshot shows a window titled "Tax Classes" with a standard Windows-style title bar. Below the title bar is a toolbar with three icons: a floppy disk for "Save", a blue curved arrow for "Undo", and a document with a red X for "Close". Below the toolbar is a section with a "Remove" button (a minus sign in a circle) and a "Filter:" text box with a search icon. The main area of the window contains a table with three columns: "Tax Class", "Description", and "Taxable". The table has four rows, each with a checkbox in the first column. The first three rows are labeled "class 1", "class 2", and "class 3" in both the "Tax Class" and "Description" columns, and each has a checked checkbox in the "Taxable" column. The fourth row is empty and has an unchecked checkbox. At the bottom of the window is a status bar with three icons (a question mark, a life preserver, and a lightbulb) and the text "Ready".

<input type="checkbox"/>	Tax Class	Description	Taxable
<input type="checkbox"/>	class 1	class 1	<input checked="" type="checkbox"/>
<input type="checkbox"/>	class 2	class 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	class 3	class 3	<input checked="" type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

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

<input type="checkbox"/>	Tax Class	Description	Taxable
<input type="checkbox"/>	class 1	class 1	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	class 2	class 2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	class 3	class 3	<input checked="" type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

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



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

5. Click **Save** toolbar button.