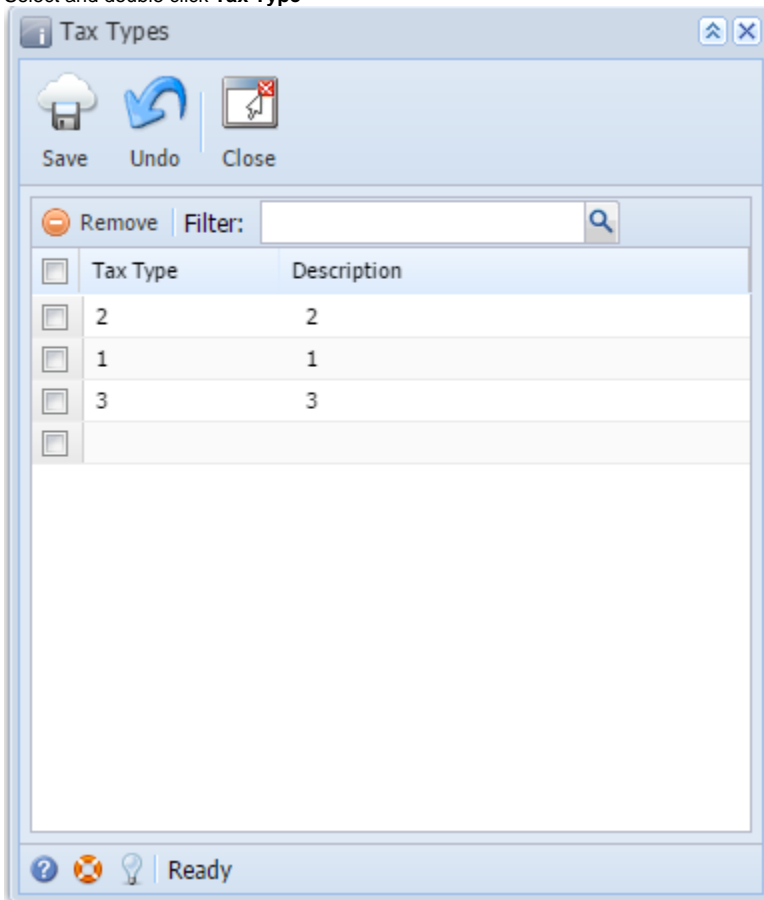


How to Delete a Tax Type



This feature is no longer applicable on i21 version **15.2** and higher

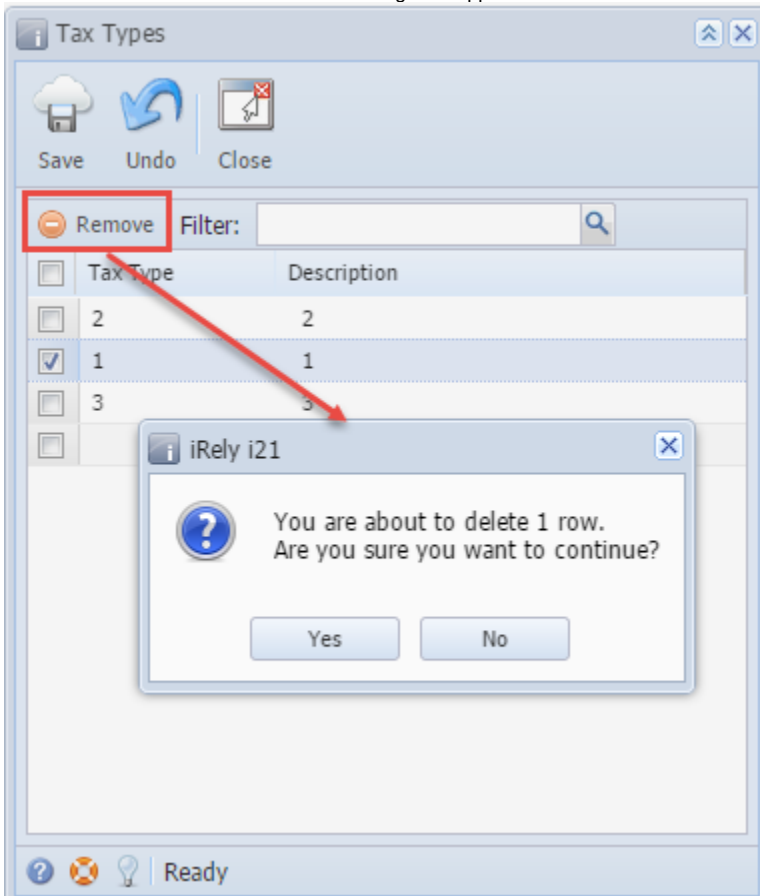
1. Log in **Admin user**
2. On the user's menu panel go to **Common Info** folder
3. Select and double click **Tax Type**



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

<input type="checkbox"/>	Tax Type	Description
<input type="checkbox"/>	2	2
<input checked="" type="checkbox"/>	1	1
<input type="checkbox"/>	3	3
<input type="checkbox"/>		

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



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

7. Click **Save** toolbar button.