## How to Delete a Company Location

- On user's menu panel, go to System Manager folder then click Company Locations
   Select a record from the list and open.
- 3. Click **Delete** toolbar button. A confirmation message will appear.

etail Setup GL	Accounts Sales	Grain Point of Sale Pricing Cash Deposit Sub Location Purchase	Manufacturing Audit Log (4)
Location Name:	0000 - Home Offic	e Approvals	_
Type:	Office		ut <b>Q</b> Filter Records (F.
Location Number:	009		Approver List
Address: 🔗	344 New Albar	$( \mathbf{!} )$	iRely Admin
Zip/Postal:	08057		
State/Province:	NJ	iRelv i21	
Phone:	1.888.561.501	Are usu sure usu uset to delate this record?	
Email: 🖂	testemail@test	Are you sure you want to delete this record?	
Website: P	http://www.ire	Ves	
Latitude:			
Active:			
Internal Notes:	Test Location		

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

**ANOTE:** A Location cannot be deleted if it is being used on another module.

- On user's menu panel, go to System Manager folder then click Company Locations
   Select a record from the list and open.

setup	GL Accounts	Sales	Grain	Point of Sale	Pricing	Cash Dep	osit Sub	Location	Purchase	Manufa	cturing	Audit Log (3)	
ocation Name:	0000 - Hom	e Office		Type:	Office			√ Lo	ocation Num	ber:	010		
ddress: 📎	344 New Alt	bany R											
'in/Postal	09057						Citur	Moores	101410				
tate (Drawin car	08057					Ť	Countra	Universit	Caraco				
late/Province:							country:	United	States				
none:	1.888.561.5	017					Fax:						
mail: 🖂	home@irely	.com											
/ebsite: P	http://www.	home.co	om										
nternal Notes:	Test Locatio	n Only.											

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

Company Location	1 - 0000 - Home (	Office								×□×
Detail Setup	GL Accounts Sa	les Grain	Point of Sale	Pricing	Cash Deposit	Sub Location	Purchase	Manufacturing	Audit Log (5)	
Location Name:	0000 - Home O	ffice	Type:	Office		v Lo	ocation Numb	er: 010		
Address: 🔗	344 New Alban	y F								
					$\bigcap$					
Zip/Postal:	08057					/				
State/Province:	NJ				$\smile$					~
Phone:	1.888.561.5017									
Email: 🖂	home@irely.co	m		1	Rely iz	21				
Website: 8	http://www.hor	nε	Are you	sure y	ou want to de	elete this rea	cord?			
Internal Notes:	Test Location C	)nl		Y	es	No				
Active:										
0000	Ready							4 Page	1 of 1	

4. Click Yes on the message box.
 **NOTE:** A Location cannot be deleted if it is being used on another module.

- On user's menu panel, go to System Manager folder then click Company Locations
   Select a record from the list and open.

Company Location	- 0000 - Hon	ne Offic	e									^		x
New Save Searcl	h Delete I	Undo C	lose											
Detail Setup (	GL Accounts	Sales	Grain	Point of Sale	Pricing	Cash Depo	sit Sub	Location	Purchase	Manufacturing	g Audit Log (5)			
Location Name:	0000 - Hom	e Office					Type:	Office					~	
Address: 📎	123 New Al	bany R												
Zip/Postal:	08057					~	City:	Moore	stown					
State/Province:	NJ						Country	: United	States				~	
Phone:	1.888.561.5	017					Fax:	265326	i54					
Email: 🖂	test@test.c	om												
Website: $\mathscr{O}$	http://www	.irely.cor	n											
Internal Notes:	Test Interna	al Notes	Only!											
Antina														
Active:	<b>~</b>													
0000	Ready								M	I Page	1 of 1	Þ		

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

	Addit Log (5)
Type: Office	~
iRely i21	
Are you sure you want to delete this record?	
Yes No	
	Type: Office IRely i21 Are you sure you want to delete this record? Yes No

- 4. Click Yes on the message box.
  - 1 NOTE: A Location cannot be deleted if it is being used on another module.
- 1. On user's menu panel, go to System Manager folder then click Company Locations

company becausions			
New View Refresh Export Close			
Elayout • 💡 Filter Records (F3) 12 records			
Location Name	Location Type	Location	Active
🔲 India	Plant		true
Ft Wayne	Office		true
Indianapolis	Office		true
New Haven	Plant	1001	true
iRely Makati	Office	1004	true
California	Office		true
Makati	Office		false
Taytay	Warehouse	1002	true
Enterprise Enterprise	Warehouse	1004	true
Warehouse 1	Warehouse		true
Australia	Farm		true
E Houston	Warehouse		true

- Select a record from the list and open.
   Click **Delete** toolbar button. A confirmation message will appear.

🌀 Company Locatio	on - iRely Makati		× 🗆 ×
New Save Sea	arch Delete Undo Close		
Detail Setup	GL Accounts Sales Grain	Point of Sale Pricing Cash Deposit Sub Location	Purchase
Location Name:	iRely Makati	Type: Office	¥
Address: 🔝	26F Tovier 2 The Enterprise C	enter, 6766 Ayala Avenue corner Paseo de Roxas St., Mak	(ati City
Zip/Postal:	1920	iRely i21	
State/Province:	Taytay	Are you sure you want to delete this record?	5
Phone:	1324-466-455		-45
Email: 🕡	irely@irelytest.com	Yes No	
Website: 🔇 🎱	http://www.irely.com		-
Internal Notes:	Test iRELY Company Location		
Active:			
🕜 🤨 🤶 🔯 Rei	ady		[4 4 Page 1 of 1 ▶ ▶]

- 4. Click **Yes** on the message box.
  - A NOTE: A Location cannot be deleted if it is being used on another module.

1. On user's menu panel, go to System Manager folder then double click Company Locations

Search Company Lo	ations	
New Open Selected	Refresh Close	
Hiter Records (F.	4 records	
Location Name	Location Type	
Warehouse1	Warehouse	
Warehouse2	That enough	
Office2		
🙆 😤 🖉 Boody		
Theady		
Select a record fro	m the list and open.	
	ir button. A confirmation message will appear.	_
Company Locatio	s 🧟	
New Save Sea	ch Delete Undo Close	
Detail Setup	A Accounts Sales Grain Point of Sale Pricing Cash Deposit Sub Location	
Location Name:	Aakati Office Type: Office	*
Address: 🔝	26F Tower 2 The Enterprise Center, 6766 Ayala Avenue corner Paseo de Roxas St., Makati City 1200	
	👔 iRely i21 💌	
Zip/Postal:	227 Are you sure you want to delete this record?	
State/Province:	ICR	~
Phone:	23456 Yes No	
Frietle (2)		
Email:	est@ireiy.com	
	vww.irely.com	
Website: 🥥		
Website:	Fest Location Only	
Website: 🥥 Internal Notes:	Test Location Only	
Website: 🔇 🔇	Fest Location Only	
Website: 🥥 Internal Notes:	Fest Location Only	
Website: 🔇 🔇	Fest Location Only	
Website: 🥥 Internal Notes:	Fest Location Only	
Website:  Internal Notes:	Test Location Only	

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