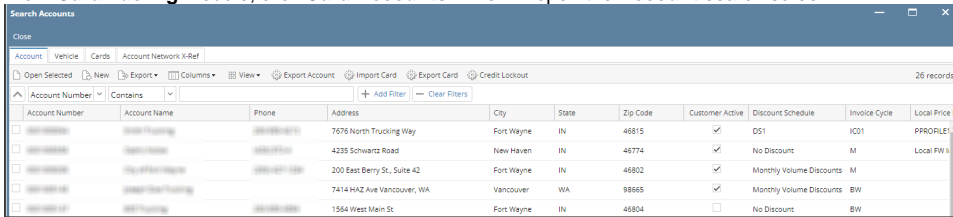


How to Delete a Department on Card Account

1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.

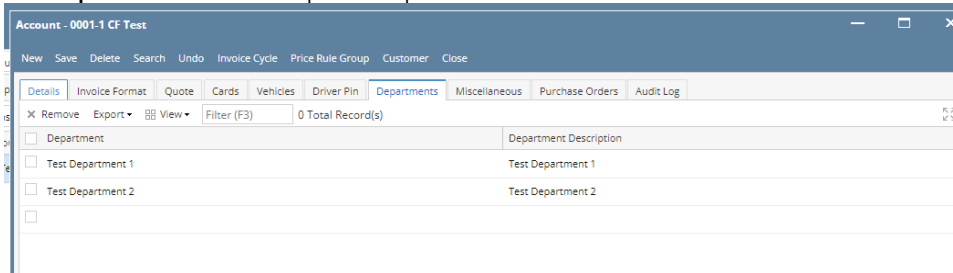


The screenshot shows the 'Search Accounts' window with a table of card accounts. The table has columns for Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price Plan. There are 26 records in total.

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Plan
00000001	Card Fueling	00000001	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRORLE...
00000002	Card Fueling	00000002	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local FW...
00000003	Card Fueling	00000003	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
00000004	Card Fueling	00000004	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
00000005	Card Fueling	00000005	1564 West Main St	Fort Wayne	IN	46804	✗	No Discount	BW	

2. Select a card account. Click **Open Selected** toolbar button. This will open the selected card account.
[blocked URL](#)

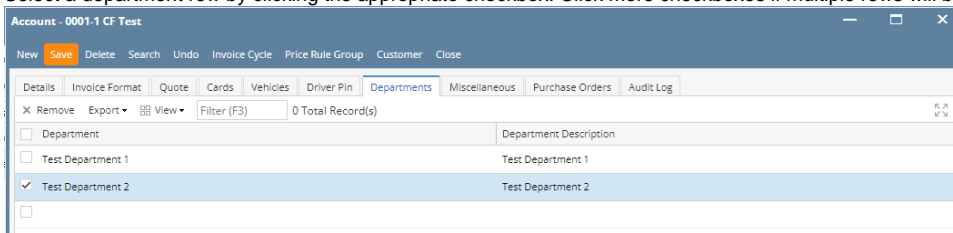
3. Click **Departments** tab. This will open the Departments tab screen.



The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Departments' tab selected. The table lists departments with checkboxes for selection. There are 0 total records.

Department	Department Description
<input type="checkbox"/> Test Department 1	Test Department 1
<input type="checkbox"/> Test Department 2	Test Department 2

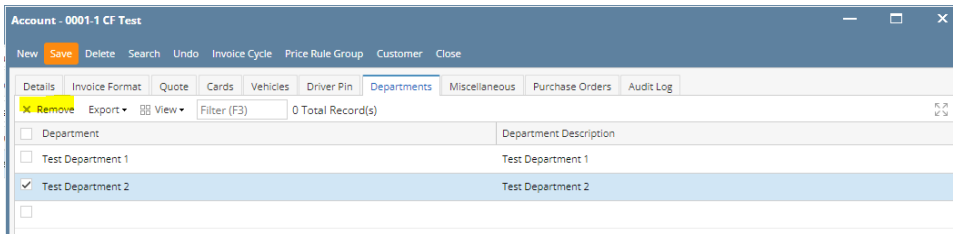
4. Select a department row by clicking the appropriate checkbox. Click more checkboxes if multiple rows will be deleted.



The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Departments' tab selected. The table lists departments with checkboxes for selection. 'Test Department 2' is selected. There are 0 total records.

Department	Department Description
<input type="checkbox"/> Test Department 1	Test Department 1
<input checked="" type="checkbox"/> Test Department 2	Test Department 2

5. Click **Remove** grid button. Delete message confirmation will prompt, click **Yes** button. Selected departments will be removed from the grid area.



The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Departments' tab selected. The 'Remove' button is highlighted in the toolbar. The table lists departments with checkboxes for selection. 'Test Department 2' is selected. There are 0 total records.

Department	Department Description
<input type="checkbox"/> Test Department 1	Test Department 1
<input checked="" type="checkbox"/> Test Department 2	Test Department 2



Delete

You are about to delete 1 row.
Are you sure you want to continue?

Yes

No

6. Click **Save** toolbar button.