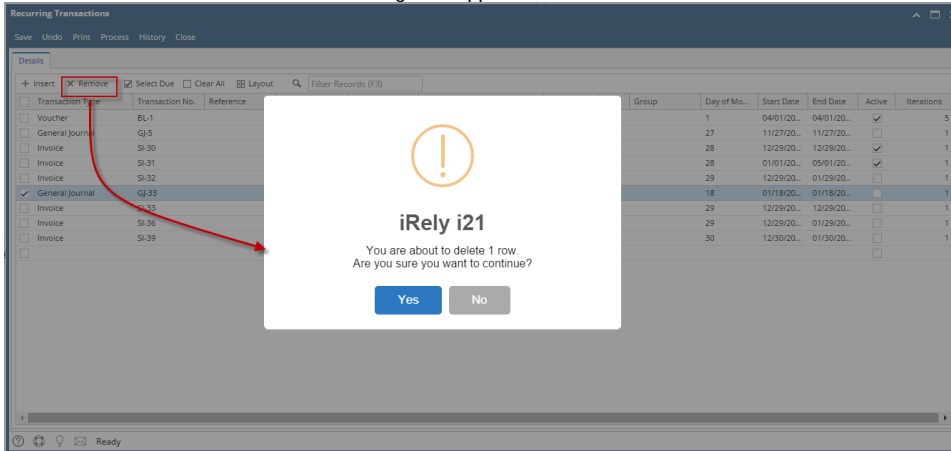


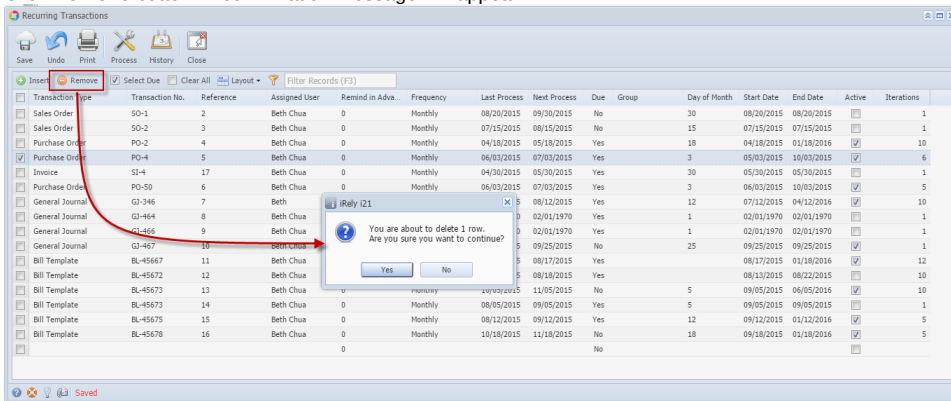
How to Delete a Record to be Recurred

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



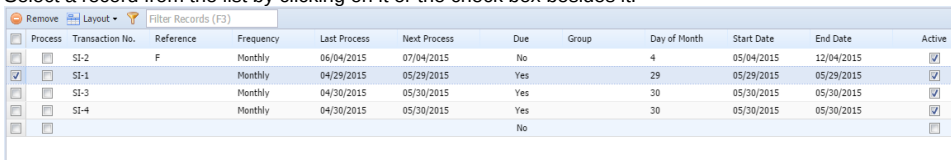
4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

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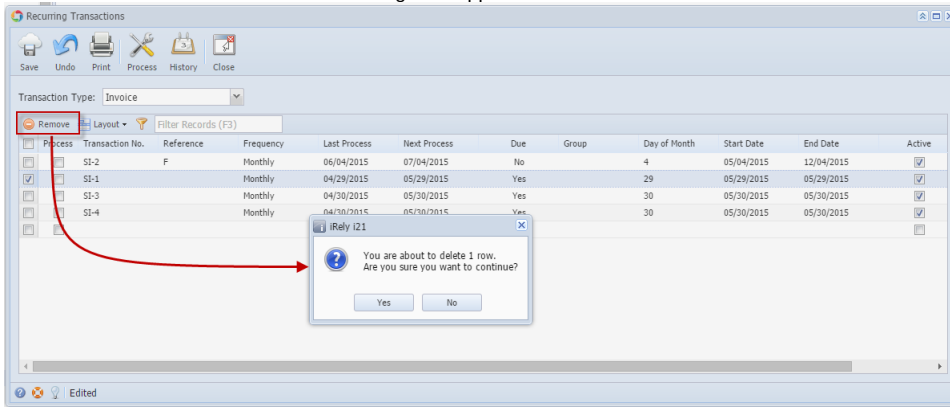


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

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

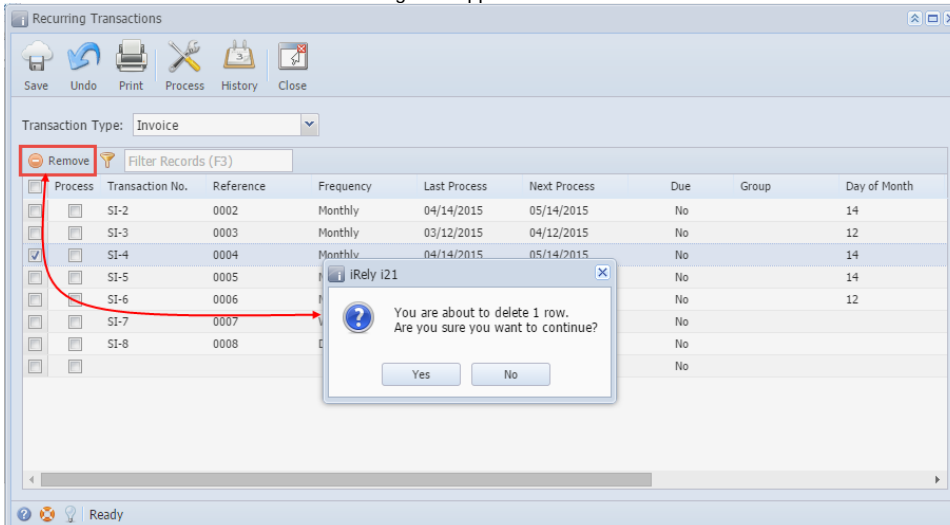


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

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

	Process	Transaction No.	Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month
		SI-2	0002	Monthly	04/14/2015	05/14/2015	No		14
		SI-3	0003	Monthly	03/12/2015	04/12/2015	No		12
		SI-4	0004	Monthly	04/14/2015	05/14/2015	No		14
		SI-5	0005	Monthly	04/14/2015	05/14/2015	No		14
		SI-6	0006	Monthly	04/12/2015	05/12/2015	No		12
		SI-7	0007	Weekly	03/21/2015	03/28/2015	No		

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

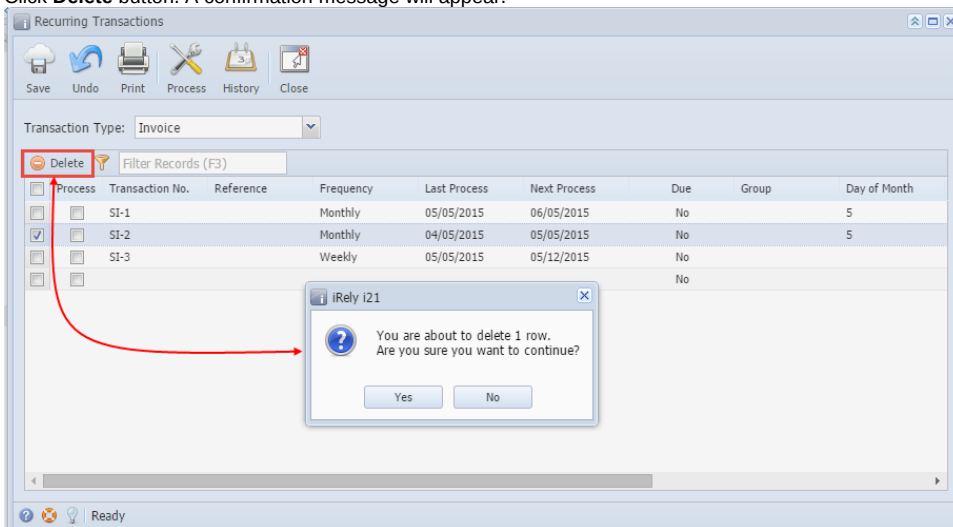


4. Click **Yes** on the message box.
5. Click **Save** toolbar button.

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

Process	Transaction No.	Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month
☐	☐	SI-1	Monthly	05/05/2015	06/05/2015	No		5
☒	☐	SI-2	Monthly	04/05/2015	05/05/2015	No		5
☐	☐	SI-3	Weekly	05/05/2015	05/12/2015	No		
☐	☐					No		

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



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