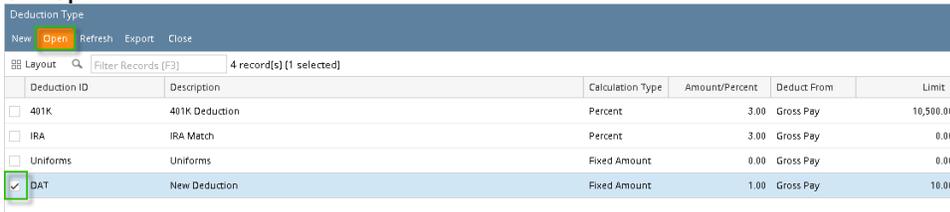


# How to Delete Deduction Type

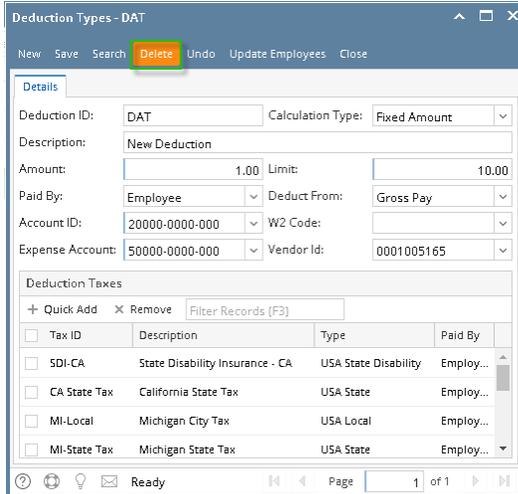
1. Click **Deduction Types** from **Payroll** module.
2. Select **deduction type** from the grid.
3. Click **Open** toolbar button.



The screenshot shows a window titled "Deduction Type" with a toolbar containing "New", "Open", "Refresh", "Export", and "Close". Below the toolbar is a search bar and a status bar indicating "4 record(s) [1 selected]". The main area is a table with the following data:

Deduction ID	Description	Calculation Type	Amount/Percent	Deduct From	Limit
<input type="checkbox"/> 401K	401K Deduction	Percent	3.00	Gross Pay	10,500.00
<input type="checkbox"/> IRA	IRA Match	Percent	3.00	Gross Pay	0.00
<input type="checkbox"/> Uniforms	Uniforms	Fixed Amount	0.00	Gross Pay	0.00
<input checked="" type="checkbox"/> DAT	New Deduction	Fixed Amount	1.00	Gross Pay	10.00

4. Click **Delete** toolbar button.



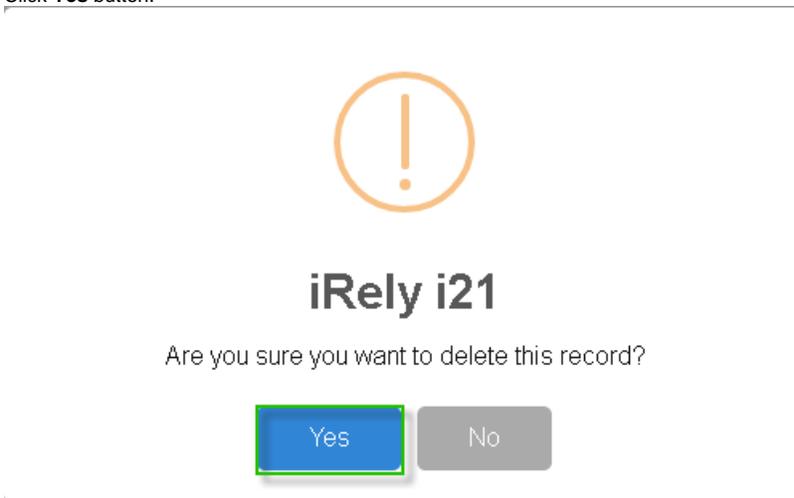
The screenshot shows the "Deduction Types - DAT" form. The "Delete" button in the toolbar is highlighted. The form contains the following fields:

Deduction ID: DAT Calculation Type: Fixed Amount  
Description: New Deduction  
Amount: 1.00 Limit: 10.00  
Paid By: Employee Deduct From: Gross Pay  
Account ID: 20000-0000-000 W2 Code:  
Expense Account: 50000-0000-000 Vendor Id: 0001005165

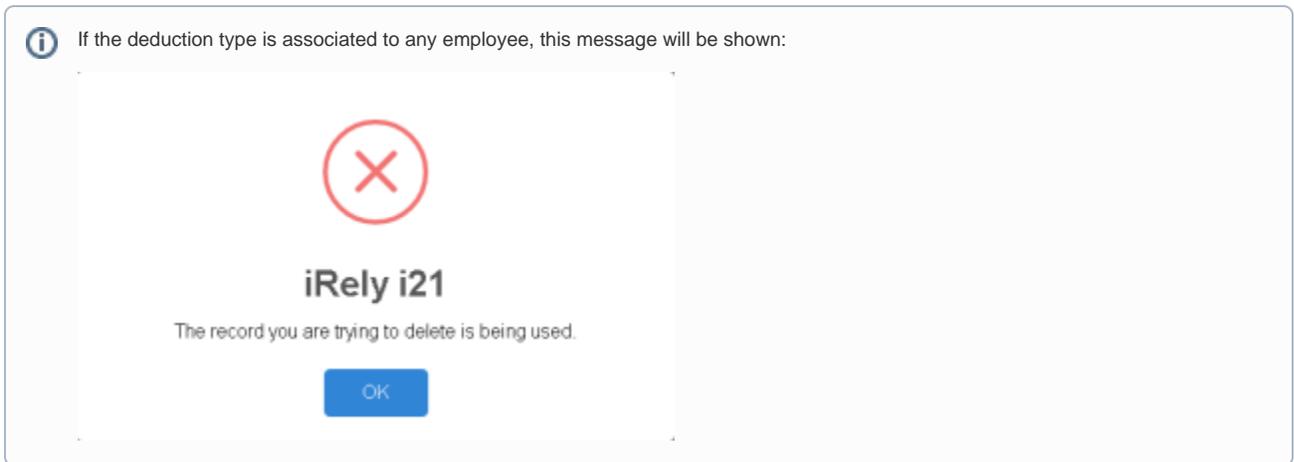
Below the form is a "Deduction Taxes" section with a table:

Tax ID	Description	Type	Paid By
<input type="checkbox"/> SDI-CA	State Disability Insurance - CA	USA State Disability	Employ...
<input type="checkbox"/> CA State Tax	California State Tax	USA State	Employ...
<input type="checkbox"/> MI-Local	Michigan City Tax	USA Local	Employ...
<input type="checkbox"/> MI-State Tax	Michigan State Tax	USA State	Employ...

5. A confirmation message will be displayed.
6. Click **Yes** button.



7. Deleted deduction type will be removed from the grid.



1. Click **Deduction Types** from **Payroll** module.
2. Select **deduction type** from the grid.
3. Click **Open** toolbar button.

Deduction Type

New **Open** Refresh Export Close

Filter Records (F3) 4 record(s) [1 selected]

Deduction ID	Description	Calculation Type	Amount/Percent	Deduct From	Limit
<input type="checkbox"/> 401K	401K Deduction	Percent	3.00	Gross Pay	10,500.00
<input type="checkbox"/> IRA	IRA Match	Percent	3.00	Gross Pay	0.00
<input type="checkbox"/> Uniforms	Uniforms	Fixed Amount	0.00	Gross Pay	0.00
<input checked="" type="checkbox"/> DAT	New Deduction	Fixed Amount	1.00	Gross Pay	10.00

4. Click **Delete** toolbar button.

Deduction Types - DAT

New Save Search **Delete** Undo Update Employees Close

Details

Deduction ID: DAT Calculation Type: Fixed Amount

Description: New Deduction

Amount: 1.00 Limit: 10.00

Paid By: Employee Deduct From: Gross Pay

Account ID: 20000-0000-000 W2 Code:

Expense Account: 50000-0000-000 Vendor Id: 0001005165

Deduction Taxes

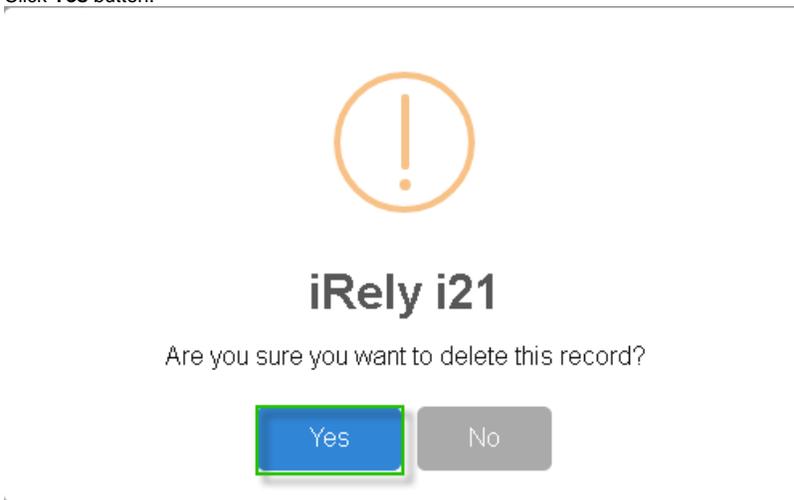
+ Quick Add X Remove Filter Records (F3)

Tax ID	Description	Type	Paid By
<input type="checkbox"/> SDI-CA	State Disability Insurance - CA	USA State Disability	Employ...
<input type="checkbox"/> CA State Tax	California State Tax	USA State	Employ...
<input type="checkbox"/> MI-Local	Michigan City Tax	USA Local	Employ...
<input type="checkbox"/> MI-State Tax	Michigan State Tax	USA State	Employ...

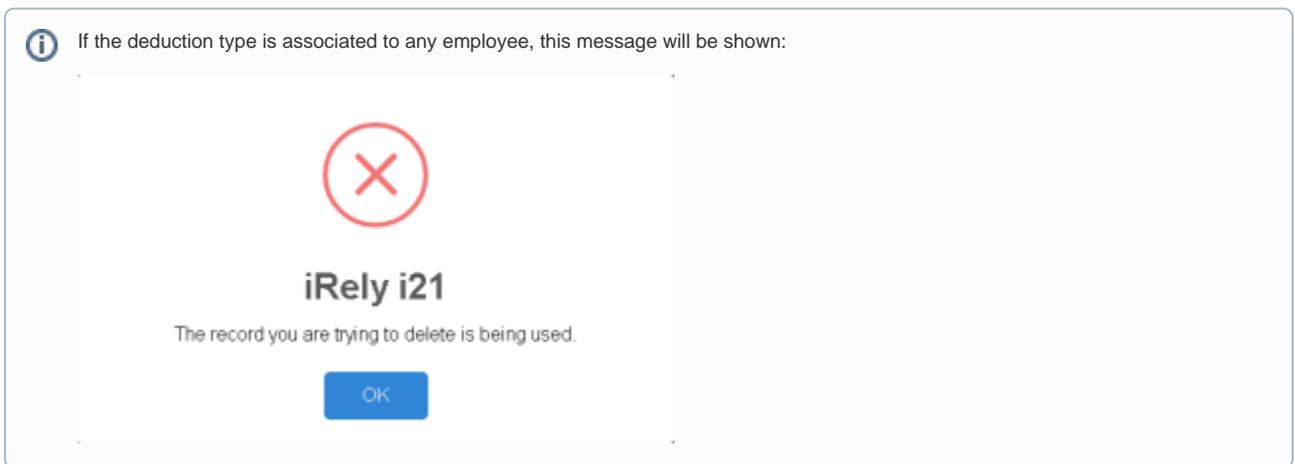
Ready Page 1 of 1

5. A confirmation message will be displayed.

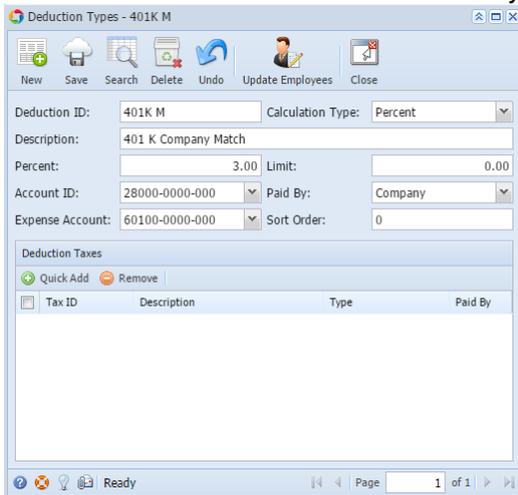
6. Click **Yes** button.



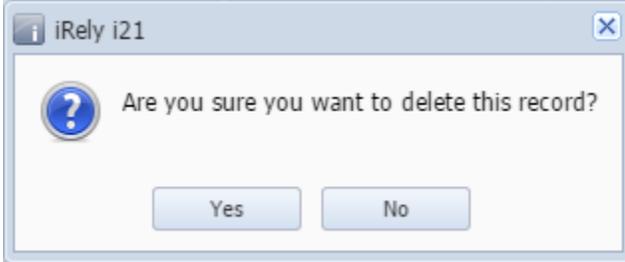
7. Deleted deduction type will be removed from the grid.



1. Click the **Delete** toolbar button to delete the **Deduction Type** record.



2. This confirmation message will be shown. Click **Yes** button to proceed deleting the record.



 When the record you are trying to delete is being used by another record, this message will be shown.

