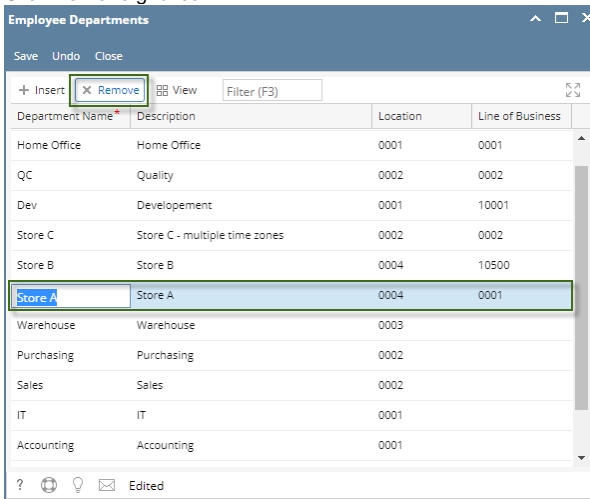


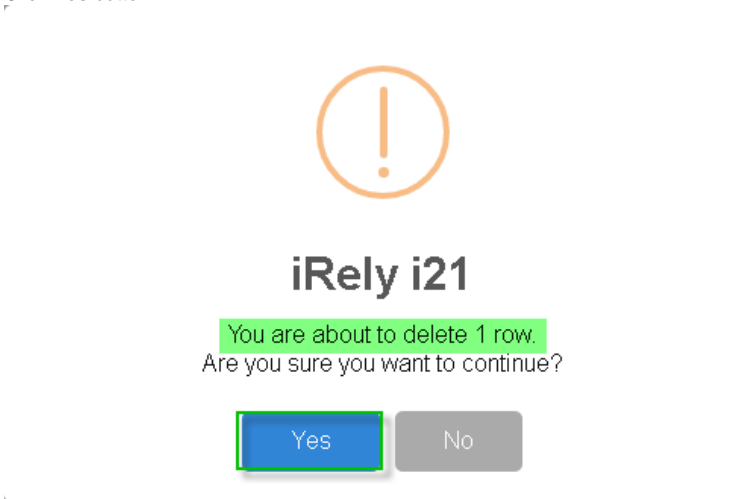
# How to Delete Employee Department


1. Click **Employee Department** from **Payroll** module.
2. Select employee department from the grid.
3. Click **Remove** grid icon.



Department Name	Description	Location	Line of Business
Home Office	Home Office	0001	0001
QC	Quality	0002	0002
Dev	Development	0001	10001
Store C	Store C - multiple time zones	0002	0002
Store B	Store B	0004	10500
Store A	Store A	0004	0001
Warehouse	Warehouse	0003	
Purchasing	Purchasing	0002	
Sales	Sales	0002	
IT	IT	0001	
Accounting	Accounting	0001	

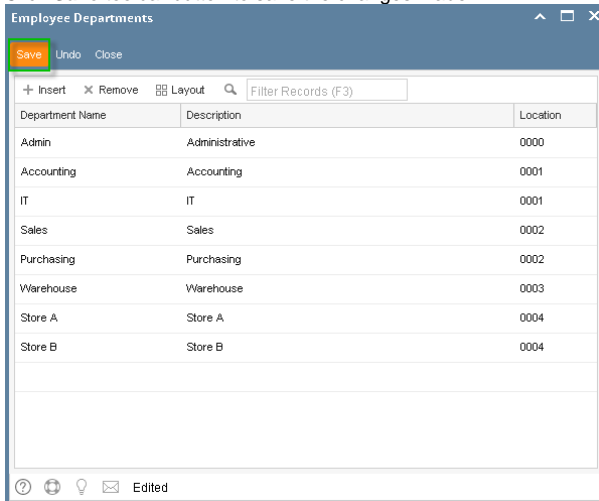
4. A confirmation message will be displayed.
5. Click **Yes** button.



 The prompt will display the number of records to be deleted.

6. Deleted department will be removed from the grid.


7. Click **Save** toolbar button to save the changes made.

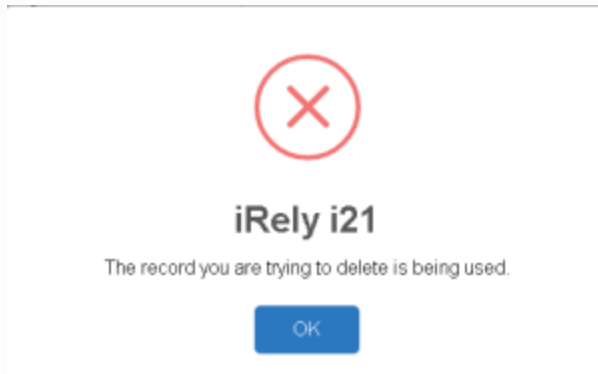


The screenshot shows the 'Employee Departments' window. At the top, there is a toolbar with 'Save', 'Undo', and 'Close' buttons. Below the toolbar is a table with three columns: 'Department Name', 'Description', and 'Location'. The table contains the following data:

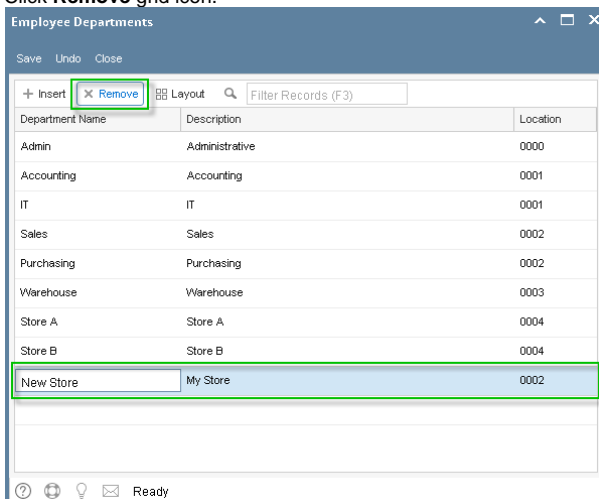
Department Name	Description	Location
Admin	Administrative	0000
Accounting	Accounting	0001
IT	IT	0001
Sales	Sales	0002
Purchasing	Purchasing	0002
Warehouse	Warehouse	0003
Store A	Store A	0004
Store B	Store B	0004

At the bottom of the window, there is a status bar with icons for help, search, and a message that says 'Edited'.

 If the department is associated to any employee record, this message will be shown:



1. Click **Employee Department** from **Payroll** module.
2. Select employee department from the grid.
3. Click **Remove** grid icon.



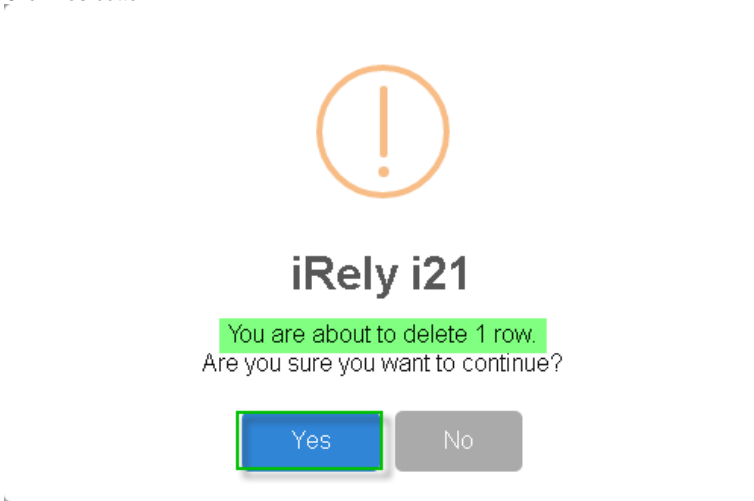
The screenshot shows the 'Employee Departments' window. The 'Remove' button in the toolbar is highlighted with a green box. Below the toolbar is a table with three columns: 'Department Name', 'Description', and 'Location'. The table contains the following data:


Department Name	Description	Location
Admin	Administrative	0000
Accounting	Accounting	0001
IT	IT	0001
Sales	Sales	0002
Purchasing	Purchasing	0002
Warehouse	Warehouse	0003
Store A	Store A	0004
Store B	Store B	0004
New Store	My Store	0002

At the bottom of the window, there is a status bar with icons for help, search, and a message that says 'Ready'.

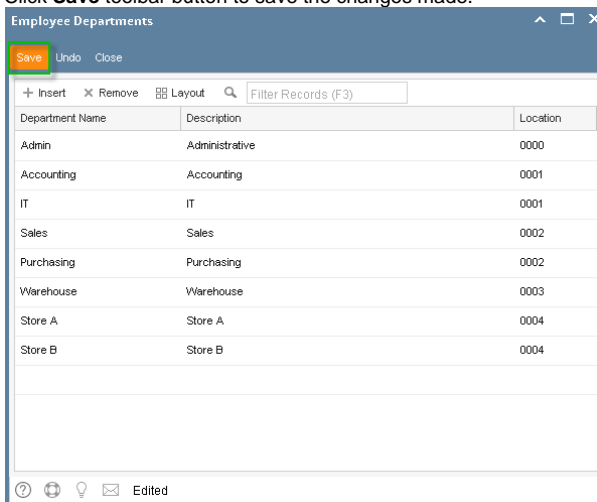
4. A confirmation message will be displayed.


5. Click **Yes** button.



 The prompt will display the number of records to be deleted.

6. Deleted department will be removed from the grid.  
7. Click **Save** toolbar button to save the changes made.



 If the department is associated to any employee record, this message will be shown:

