

Delete

To Delete a Loan Payment Record

1. From the *Navigation Panel, Information*, position the *highlight bar* to the employee's record whom you want to delete a loan payment record;
2. At the **Loan Payment** section *grid control*, position the *highlight bar* to that record you want to delete;
3. At the **Loan Payment** section menu bar, click **Delete**;

Reminder: in **Edit** and **Delete** actions, you will be asked to enter your [authorization code](#). Authorization code safeguards accidental or unintentional edit or deleting of data.

The screenshot displays the EMPLOYEES application interface. The navigation panel on the left includes options for Information, DTR, Cash-Advance, Loan Payment, Payroll, and Payroll Report. The main area shows a table of Loan Payments with columns for Last Name, Employee ID, Payment Date, and Payment Amount. A record for 'BASCO' is highlighted. Three callout boxes provide instructions: 1. 'At the Employees Information grid control, position the highlight bar to the employee's name whose Loan Payments record you want to delete!'; 2. 'Position the highlight bar to that particular record you want to delete'; 3. 'Menu item, Delete'. The interface also shows a status bar with summary statistics and a Windows taskbar at the bottom.

Last Name	Employee ID	Payment Date	Payment Amount
BASCO	101	01/21/2022	₹2,000.00