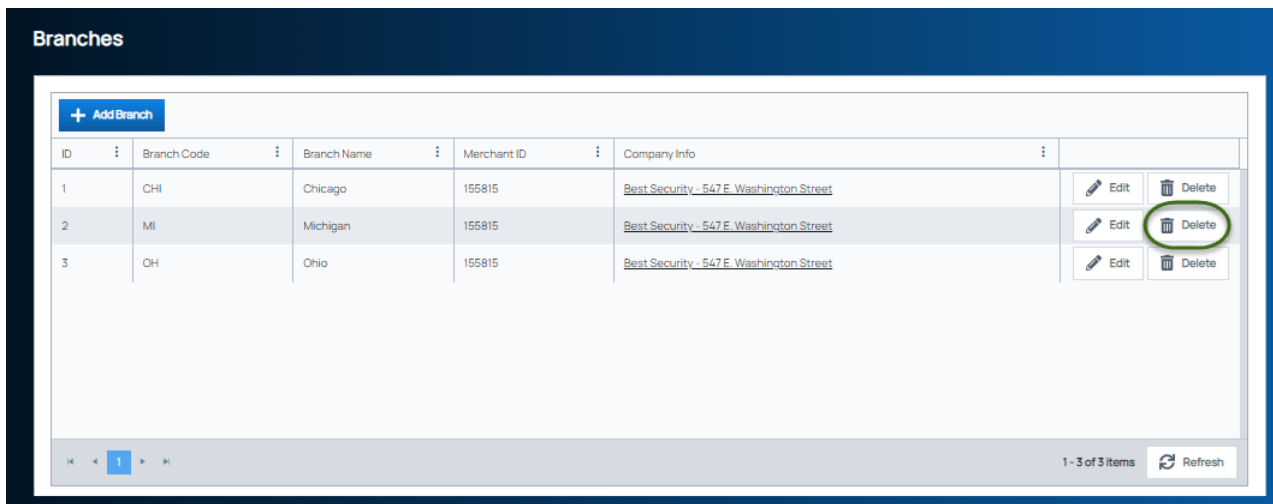# Delete a Branch

Last Modified on 09/12/2024 2:34 pm EDT

To delete a Branch, from the main menu, arrive at the Branches setup with this path: GL > Branches.

The Branches list is displayed. Locate the Branch you want to delete, and then click the **Delete** button.

Note: When the you select Yes to accept the deletion of the record, this does not delete the value from the database, however marks the record as "Inactive". In most cases, if a record was previously marked as "deleted", you can re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously "deleted" appear in the inactive list.

A confirmation message is displayed. Click the Yes button to proceed with the deletion (inactivation) of the record.