

Delete a Recurring Reason

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To delete a Recurring Reason, from the main menu, arrive at the Recurring Reasons setup with this path: Setup > Other > Recurring Reasons.

The Recurring Reasons list will be displayed. Locate the Recurring Reason you want to delete, and then click on the Delete button (trash can icon).

Note: When the User selects 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 setup value was previously marked as "deleted", a user is able to re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously "deleted", will appear in the inactive list.

