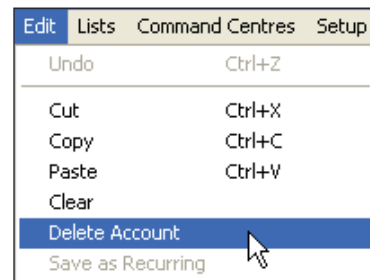


From the Menu Bar

Click on **Edit** and the following Pull-down menu will be displayed:



Click on:

Delete Account

and MYOB will delete the account and return to the Expense Accounts List which is automatically updated to exclude the deleted account.

Notes on Account Deletion

An account cannot be deleted if it:

1. contains a transaction entry during the current period, even if it has a zero balance, or is
2. **Linked** to another account or
3. Linked to a **Tax Code**.

To delete **Linked** accounts the links must first be deleted. If an account is linked to a **Tax Code**, the Tax Code must first be deleted before the account may be deleted.

For detailed procedures relating to Linked accounts and Tax Codes, it is recommended that you refer to the MYOB program manuals and the on-line help facility.