

## Section 16 Deleting Lines

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- A. Deleting lines are used to delete budget lines that have been inserted or duplicated. If data has been entered incorrectly or if you want to remove an entire line, you can delete the line with this function.
- B. Perform the following steps to delete lines on the Budget Line(s) tab:
  - 1. Click on the budget line to be deleted (you will see a bold black border appear around the chosen budget line screen).
  - 2. Select **Edit** from the Main menu.
  - 3. Select **Delete lines** from the Edit menu.
  - 4. When the message, “Do you really want to delete the selected lines?” appears, select **Yes**.