Modifying and Deleting Classes

At any time you can edit an existing class. Any change you make overwrites historical transactions. For example, if you change the name of the class NorthEast to North East, all historical transactions for that class appear as North East.

You can delete a class only **if** there are no dependent transactions. If there are any historical transactions, you cannot delete the class.

To modify a class record:

1. Go to Setup > Company > Classifications > Classes.
2. Click **Edit** to the left of the class you want to modify.
3. On the Class page, modify the class as needed.
4. Click **Save**.

To delete a class record:

1. Go to Setup > Company > Classifications > Classes.
2. Click **Edit** to the left of the class you want to delete.
3. On the Class page, in the **Actions** menu, click **Delete**.
4. Click **OK** to confirm the deletion.

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