

# Deleting an Allowance

To delete an allowance, navigate to the allowance tab on the left-hand side of the page. You can now see a list of allowances and their values.

Stock Group Summary

Outlet Summary

## Beverage

Allowance	Cost	Retail	Action
Complaints	0.00	100.00	View
Total	0.00	100.00	

On the right-hand side, there is text saying 'View'. If you select this, a box will appear with all the different allowances for that allowance type.

## Complaints

x

Outlet	Date	Reference	Cost	Retail	Action
Cellar	Mar 1, 2020			100.00	Delete
Total			0.00	100.00	

From here you can delete the particular allowance you want.

Outlet	Date	Reference	Cost	Retail	Action
Cellar	Mar 1, 2020			100.00	Delete

Once this has been clicked, the allowance will disappear.

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