## **Delete an Asset or Income Record in FRS 5.0**

In most fields, you will use the <Delete> or <Backspace> keys to delete information you entered before you leave the field. In the Asset or Income sections, this action does not delete information you previously selected from a drop-down box (e.g. type of asset or income).

If you enter information about a family member's assets or income and later you discover that you need to delete this due to, for example, the tenant no longer has that asset or income source, follow the instructions below.

## To delete the income, follow these steps:

1. Click in the gray and black area to the left of the asset/income record you want to delete. A white triangle in a black square appears.





Before record is selected

After record is selected

2. Press the <Delete> (not <Backspace>) key on your keyboard. A message appears to inform you that you about to delete a record. Single click the OK button to delete the asset/income record. You will then be returned to the previous screen.

7. Income	×
Income of Selected Family Member	71
7a. Select Family Memb Family Reporting Software (FRS)	×
7b. Source of Income You've just deleted 1 record(s). Choose OK to save you changes or Cancel to undo your changes.   Social Security OK       OK Cancel	r
7g. Column Total   \$8.476.00     7i. Total Annual Income: 6j + 7g   \$8.476.00	

3. The record will no longer appear, and the screen will reflect that it was deleted. Proceed entering the 50058 data as you normally would, making sure to use the Next button to navigate between the screens. Within a record, the tab key saves information and when you tab to the next line it recalculates that household member's information. Single clicking the Next button will recalculate information for a section and save the data in FRS.

	1. Agency		2. Ac	tion	3. Hous	sehold	4. Back	ground 5.		Init	6. A	secto	-
Pre	revious 7. Income		8. Exp. Income		9. TTP		10-16. Program		17. FSS 🔇		Next		