

How to edit a deduction line

- From the Main Screen of the company select Payroll>Definitions>Deduction Definitions
- At the bottom left-hand side of the screen, click on Change Mode
- Select the relevant line to be changed and click in the field that needs to be changed
- For information on what each field represents, click [here](#) for more information on How to add a deduction line.

When finished, click on 'Save' at the bottom right-hand corner.
A message will confirm if a recalculation should be done, select YES.