

How to Delete a Category Record

1. From Inventory Module go to **Categories** menu.
2. The Search screen for Categories will be shown.
3. **Open select** a category that you want to delete.

Category

Close

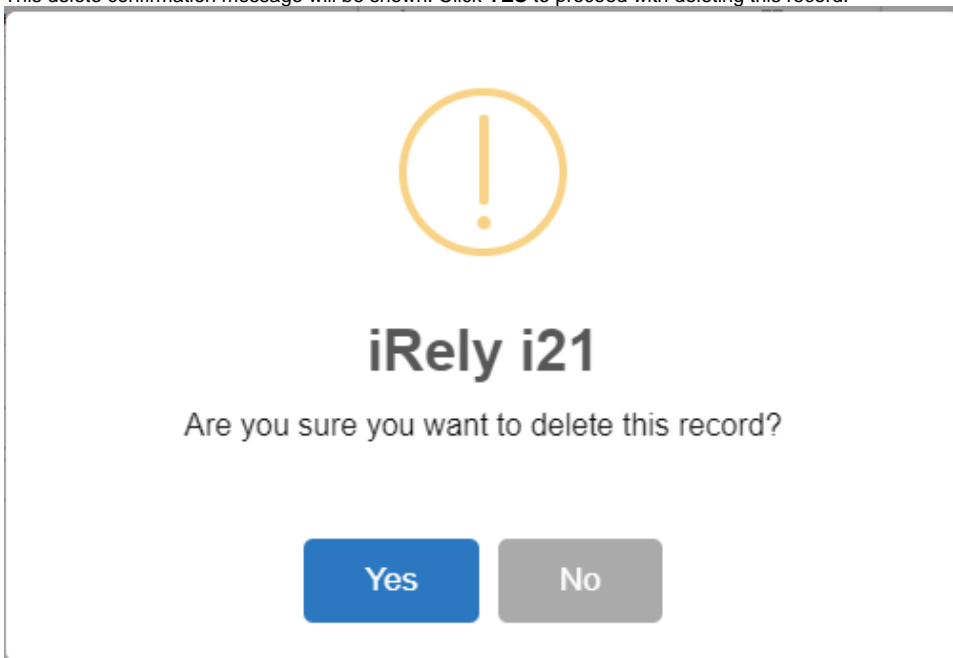
Category

Open Selected New Export Columns View

Category Code Contains Add Filter

	Category Code	Description	Inventory Type
<input type="checkbox"/>	GAS	Gasoline	Inventory
<input type="checkbox"/>	DDSL	Dyed Diesel	Inventory
<input type="checkbox"/>	CDSL	Clear Diesel	Inventory
<input checked="" type="checkbox"/>	LPG	Propane	Inventory
<input type="checkbox"/>	OTHER	Other	Non-Inventory
<input type="checkbox"/>	RM	Raw Material	Raw Material
<input type="checkbox"/>	FG	Finished Goods	Finished Good
<input type="checkbox"/>	WIP	Work In Progress	Raw Material
<input type="checkbox"/>	Tires	Tires	Inventory
<input type="checkbox"/>	Software		Software

4. On the category screen, Click **Delete** button to delete category record.
5. This delete confirmation message will be shown. Click **YES** to proceed with deleting this record.



When record you are trying to delete is being used by another record, this message is shown. Else, it will delete the record.



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The record you are trying to delete is being used.

OK