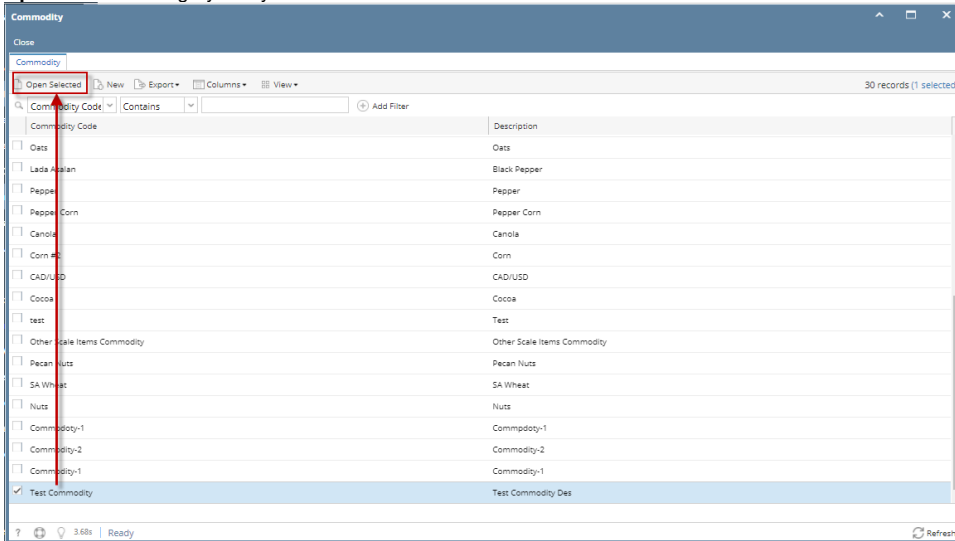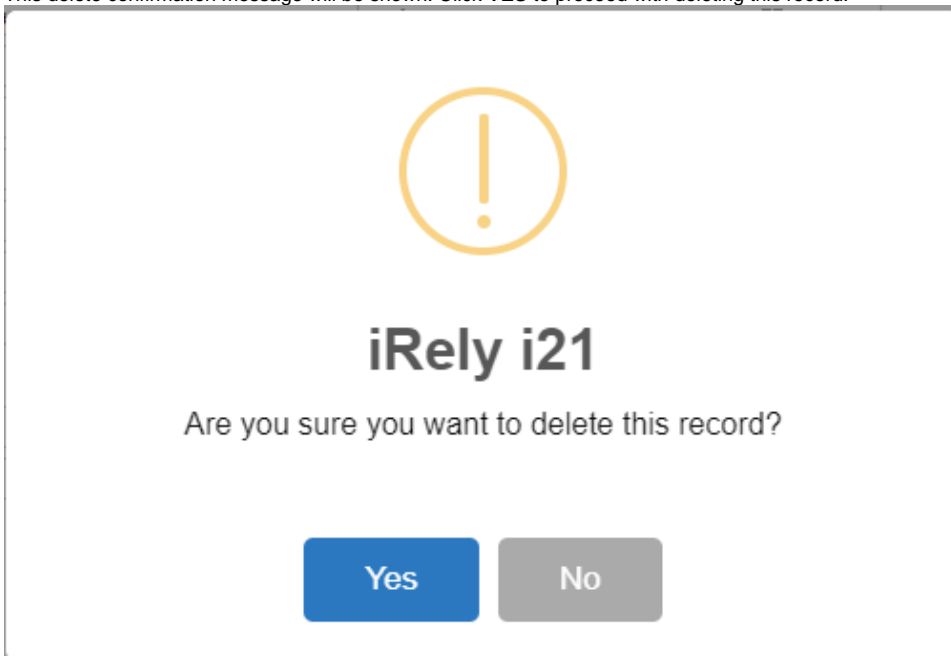# How to Delete a Commodity Record

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

4. 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