

Delete a Part

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To delete a part, from the main menu, arrive at the Parts list with this path: Inventory > Parts.

The Parts page opens. Locate the part you want to delete, and then click the Delete button (trashcan icon).

Note: Deleting a part makes it inactive. In most cases, you can reactivate a part. When selecting to **Show Inactive Parts**, items that were previously “deleted” appear in the inactive list.

Default Rate	Cost Amount	Labor Units	Manual Revenue GL	Quantity	
\$188.88	\$30.00	3	41100 - Install Parts	1100	Edit Delete

Please confirm

Are you sure you want to delete?

No Yes

At the confirmation message, click Yes to delete (make inactive) the part.
