

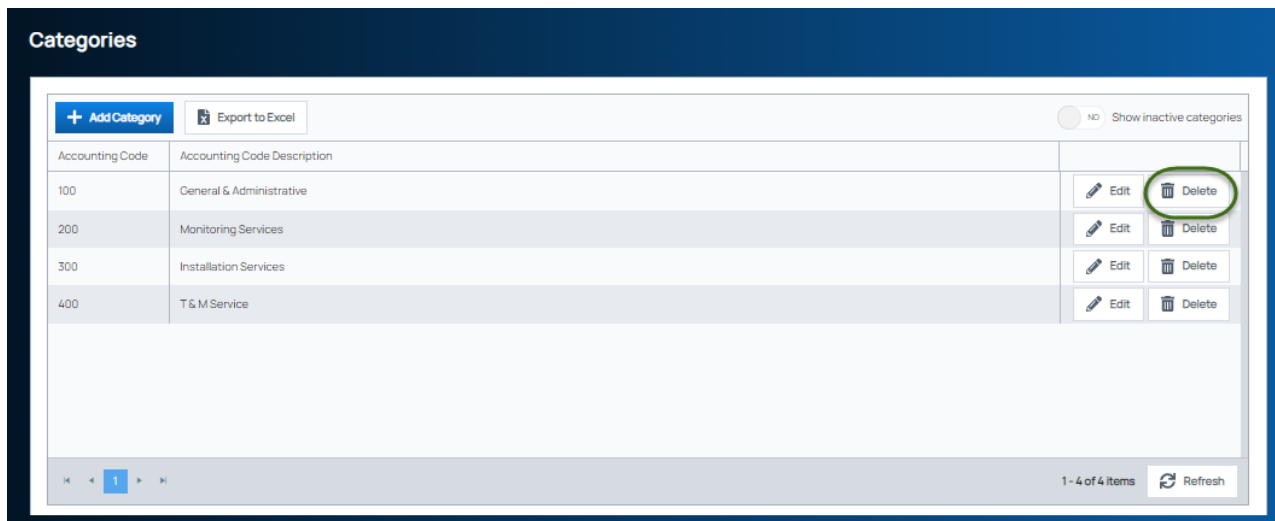
Delete a Category

Last Modified on 05/23/2025 4:35 pm EDT

To delete a Category, from the main menu, arrive at the Categories setup with this path: Setup > Accounting > Categories.

The Categories list opens. Locate the Category you want to delete, and then click on the Delete button.

Note: When the User selects Yes to accept the deletion of the record, this does not delete the value from the database, however marks the record as “Inactive”. In most cases, if a setup value was previously marked as “deleted”, a user is able to re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously “deleted”, will appear in the inactive list.



A confirmation message opens. Click the Yes button to proceed with the deletion (inactivation) of the record.

