

Delete an Item Sub-Type

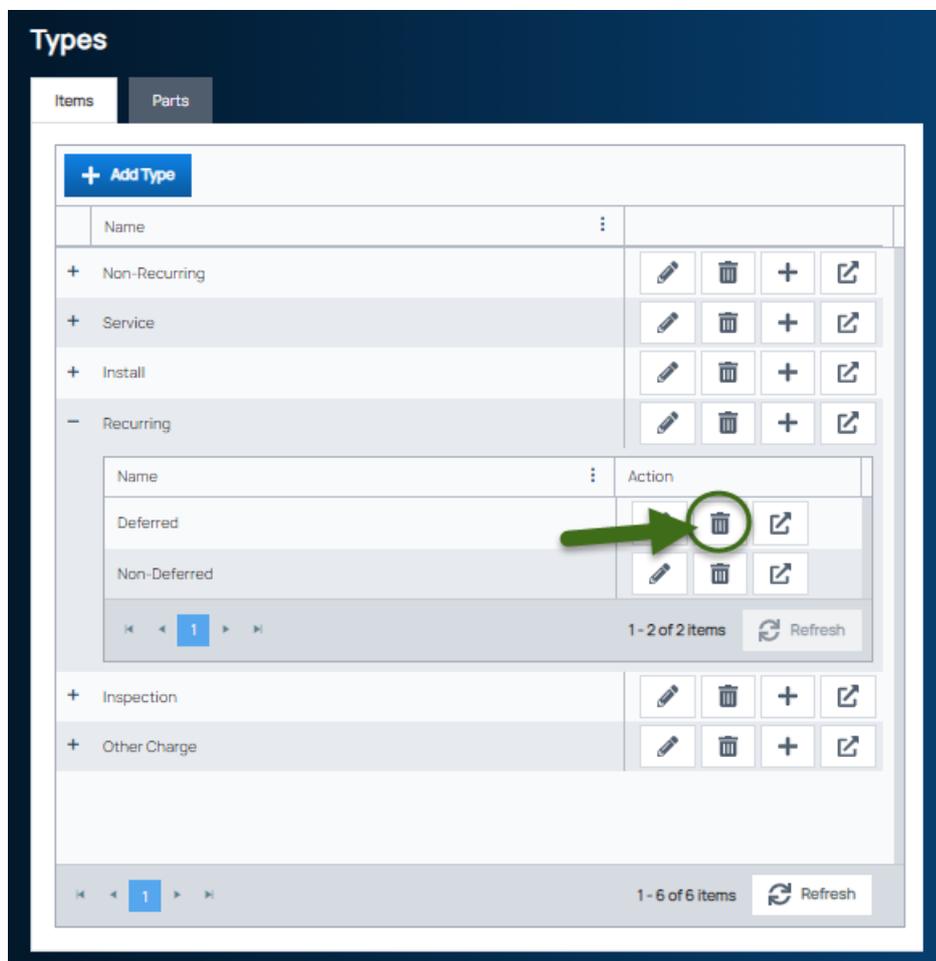
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If you need to delete an Item Sub-Type, click on the “+” symbol to the left of the Type which contains the Sub-Type you want to delete.

Once the Sub-Types are displayed, click the delete button (trash can icon) on the Sub-Type you want to delete.

Note: If the Sub-type is currently linked to any Invoice Items, you would need to edit the invoice item to remove the sub-type.

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 will be displayed. Click the Yes button to proceed with the deletion (inactivation) of the record.

