How to Delete a Physical Inventory

Last Modified on 10/24/2024 3:50 pm EDT

Before Deleting a Physical Inventory, confirm there are no changes within the Physical that need to be Saved.

Inventory

- 1. Under Inventory, select Physical Inventory/Adjustments.
- 2. From the Physical List, highlight the Physical Inventory that needs to be deleted and click Edit.

Bhysical List												
Date	Code	Description	Warehouse	Adjustment Value	Total Count	Start Date						
10/21/2024	Inventory 10-21-24	Inventory 10-21-24	*Test Warehouse	0.00	0	10/21/2024						
										_		
F Show Closed	<< Pirst:	< Previous Next >	Lest >>			Speets	Variance	gen Court	Counts	New	Edit	

3. When the Inventory Screen opens click the Red Delete Icon on the Sedona Toolbar.

File	e Edit	View	Sedon	aOffice	Customer	Query	Tools	Window	Help		
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0	<u>.</u>										
	5 Inve	ntory 10	0-21-24	Edit							
	C <u>o</u> de	Invent	ory 10-2	1-24							
	Set	up Infor	mation	Parts							
	De	tail —									_
		<u>D</u> escri	iption		Inventory	10-21-24					
		<u>W</u> areł	house		*Test War	ehouse					
		Star <u>t</u> I	Date		10/21/2024	1					
					🔽 Lock Wa	rehouse			Get	Parts	
	Co	unt Shee	et		,						-
		Sort C	Count She	eet By:	Product Lin	ne		•			
		Then:			Row			•			
		Then:			Part Code			•			
					🔽 Print Va	lue on Var	iance				
					🔽 Print Qu	antity on	Sheet				
					🔽 File Skip	ped Parts	As Zero	Quantity			
	Rel	ease Ph	ysical	View	Variance List			5	ave	Clo	se

4. A message confirming the deletion will open, select Yes.

SedonaOffice			×
Are you sure you want	to DELETE Inventor	y 10-21-24 ??	
	Yes	No	