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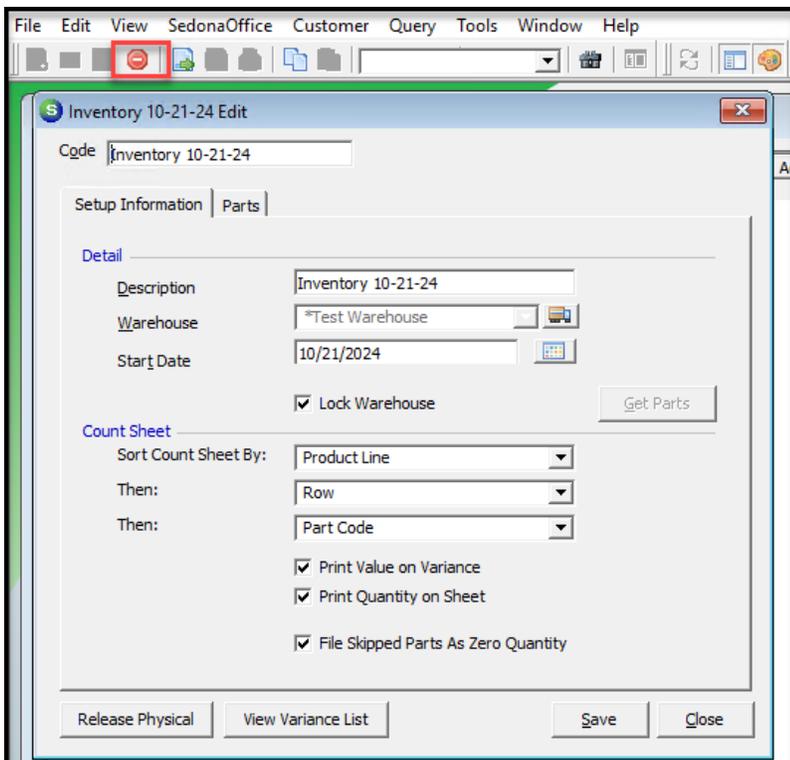
Before Deleting a Physical Inventory, confirm there are no changes within the Physical that need to be Saved.

**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.
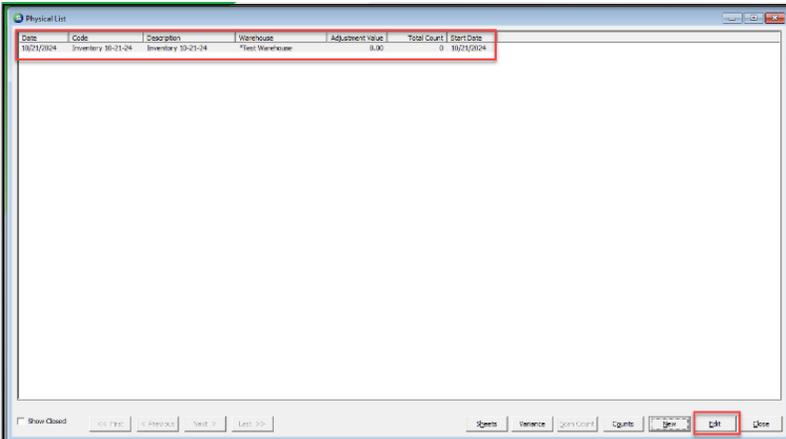


3. When the Inventory Screen opens click the Red Delete Icon on the Sedona Toolbar.



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

**SedonaOffice** ✕

Are you sure you want to DELETE Inventory 10-21-24 ??

[ Yes ]     [ No ]