

Removing a Subitem From Your Item Matrix

Use the following procedure to remove a subitem from your item matrix.

To remove a subitem from your item matrix:

1. Inactivate or delete the subitem.

Note: You cannot delete an item if it has been referenced on another record or transaction.

2. To inactivate a subitem:
 - a. Go to Lists > Accounting > Items > New.
 - b. Check the **Show Inactives** box.
3. To delete a subitem:
 - a. Go to Lists > Accounting > Items > New.
 - b. Click **Edit** next to the subitem you want to delete.
 - c. Click **Delete**.
 - If you use the Editing feature, click the field in the **Inactive** column and check the box for the subitem you want to inactivate. Click away from the field to save your changes.
 - If you do not use the Editing feature, check the box in the **Inactive** column for each subitem you want to inactivate. Click **Submit** to save your changes.

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