

How to zero out inventory (Managely)

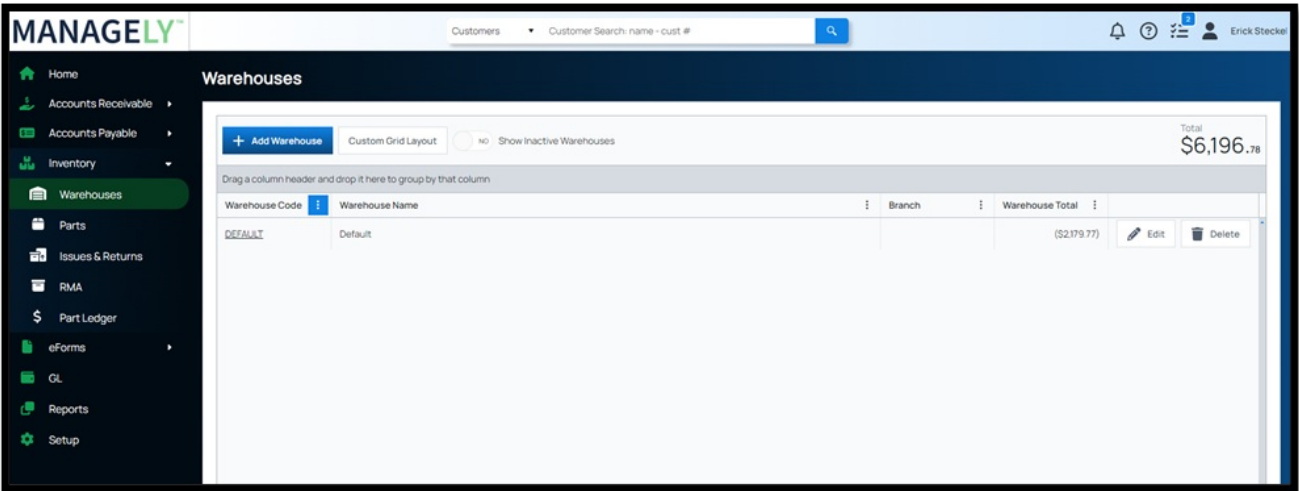
07/02/2024 8:10 am EDT

Dealers will request to have their inventories “zeroed out” so they can start fresh. Usually because the inventory values are showing negative and they want their GL to be correct. To zero out inventory please follow these steps

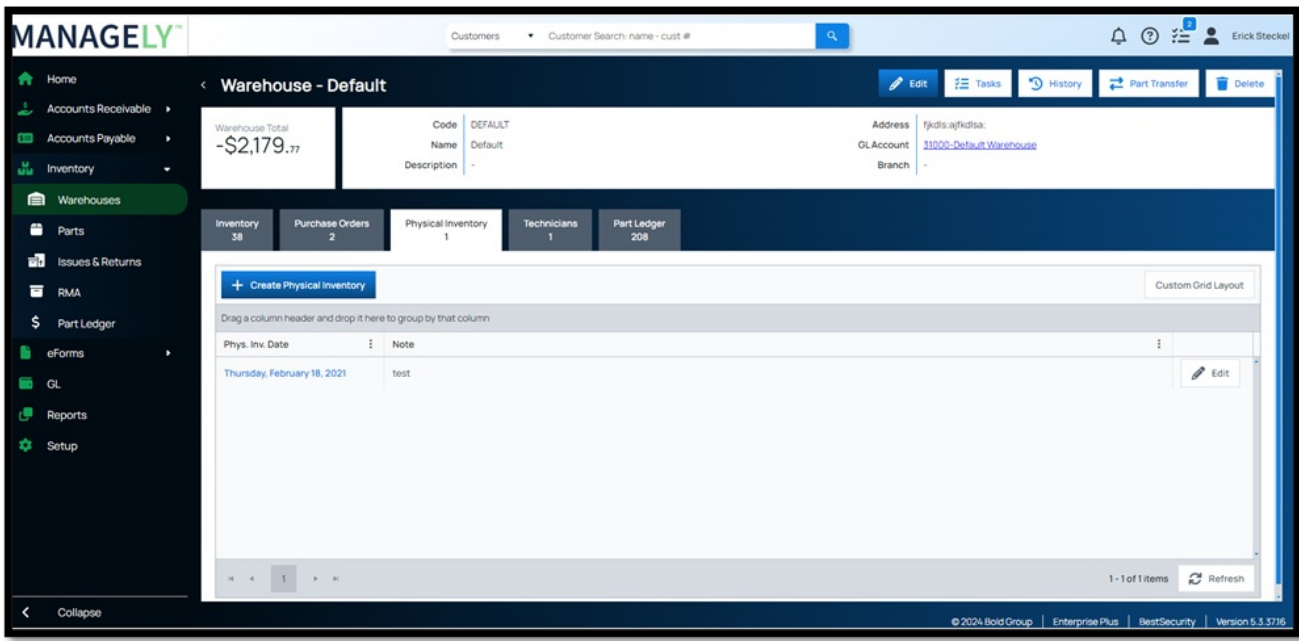
1) Here we have our Default Warehouse showing \$-2,179.77

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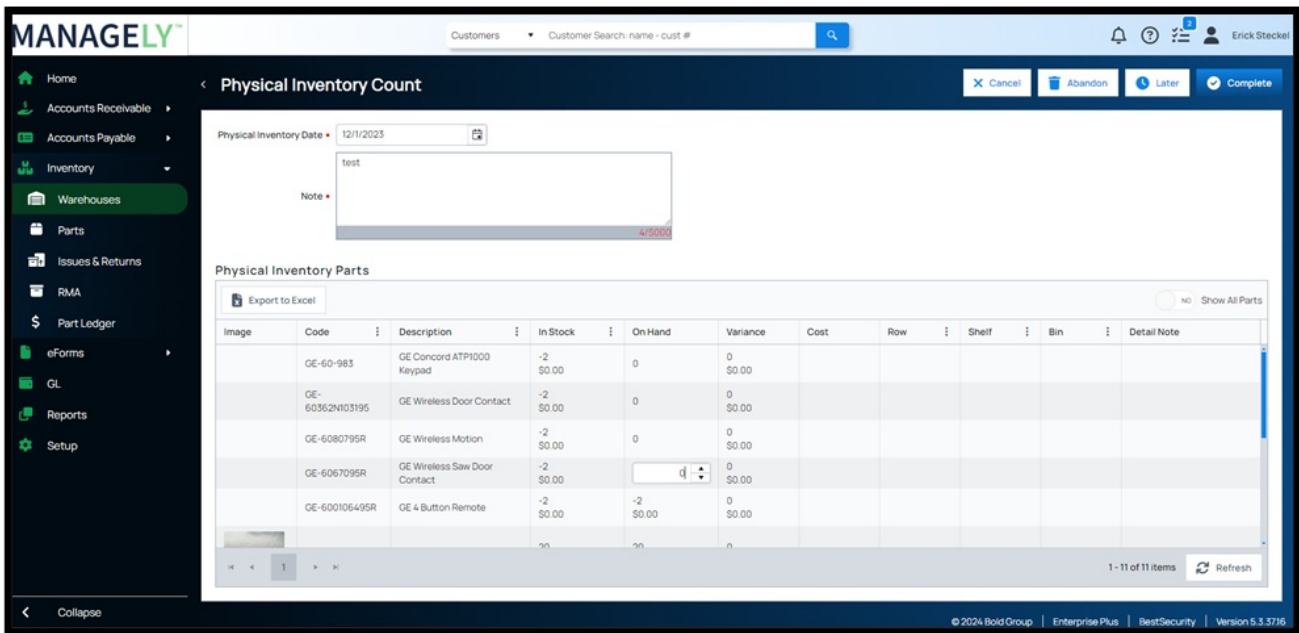
2) Begin by clicking on the warehouse (DEFAULT)



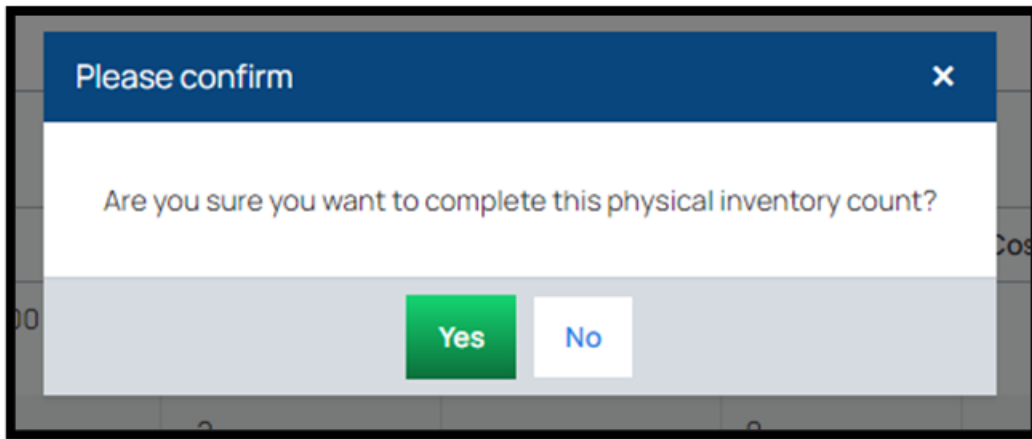
3) Click on the Physical inventory tab and then push the Create Physical Inventory button



4) Add a Note and Update the On Hand column to have a 0 for every part and then push the complete button



5) You will be asked “are you sure you want to complete this physical inventory count?” Click Yes



7) Your Warehouse will now display a \$0.00 value

