How do I reset my inventory?

"Resetting" your inventory is very simple. You need to do a full inventory count. There is a full document in the help section in Wylie about inventory as a whole. Here are some simple steps focusing on an inventory count.

1. Print off your product list.
2. Go over to your physical stock on hand and start going down your printed list and writing down the count for each item.
3. Go back to Wylie and the 'Count Inventory' Section.
4.Start by scanning or searching up the items on your printed list and inputting their counts. (IMPORTANT- Input a 0 for items that you don't have stock of, and add to the count. do not skip them.)
5. Once all your products are on the list in Wylie make sure to select "Save Session" button.
6. Your inventory is now set and a new running count has begun. all previous count data has been overwritten and you are starting a new inventory.

TIP- It is recommended that the above steps be done every other month, this will avoid any issues with bookkeeping and inventory in general.

TIP- In the 'Current Inventory' table, you can click on the product name to bring up a history of the product's sales counts and receiving history.

Online URL: https://help.wyliebiz.com/article.php?id=40