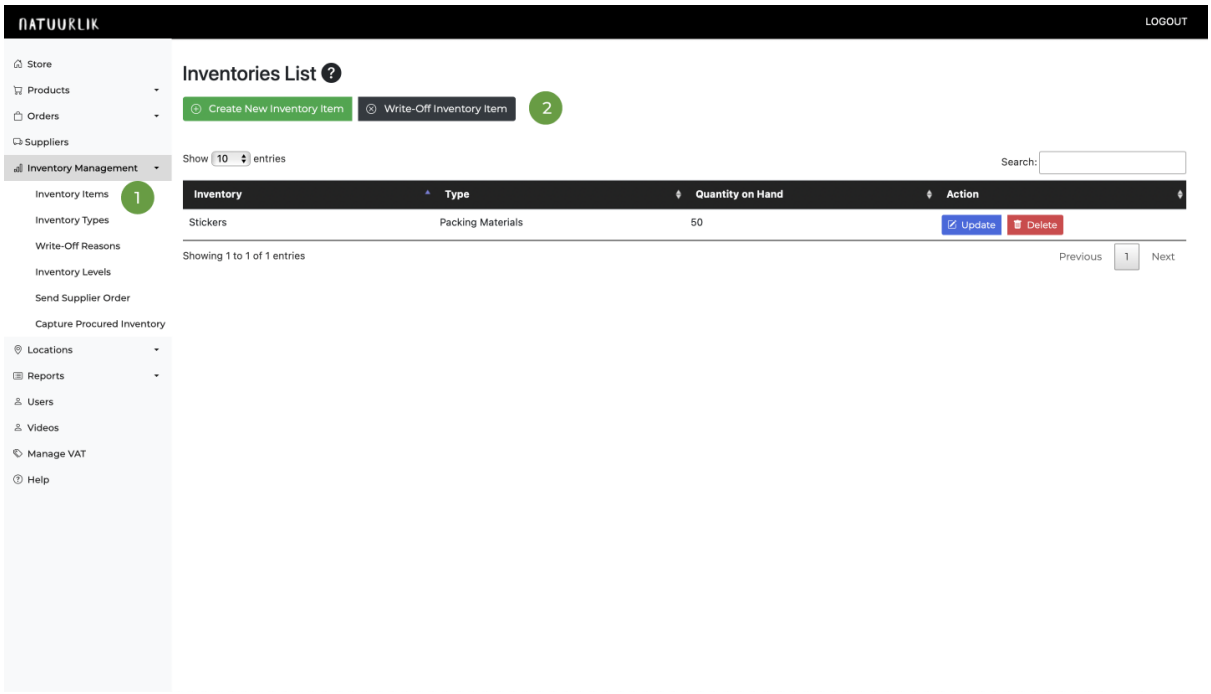
ByteXpress

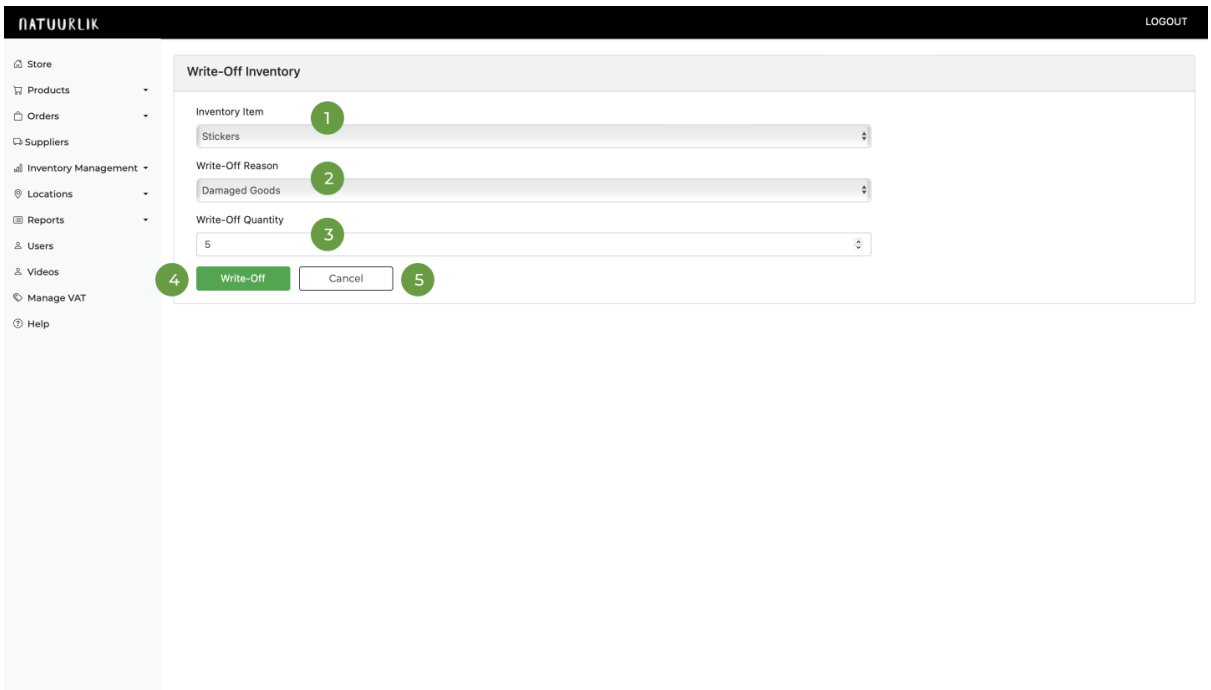
# Admin Help Document

Inventory Management Subsystem

## Write Off Inventory Item




Step 1 – Click on the “Inventory Item” nav item (1) then, click on the “Write-Off Inventory Item” (2) button



Step 2 – Fill in the required details:

- Select an inventory item (1)
- Select the Write-Off Reason (2)
- Provide the Write-Off quantity (3)

Step 3 – Click on the “Write-Off” button (4) to proceed with the Write-Off or the “Cancel” button (5) to return to the Inventories List screen

Step 4 – Click on the “Confirm” button (1) to proceed with the Write-Off or the “Close” button (2) to return to the Inventories List screen