

# Write Off Inventory

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Inventory can be written off when you want to formally recognize that it no longer has value. Write-offs typically happen when inventory becomes obsolete, damaged, or is otherwise unusable.

## To write off inventory

1. On the **Inventory** tab, click **Manage Inventory**. The *Manage Inventory* page opens.
2. Click change location. The domain hierarchy window opens.
3. Locate and click the location or sub location.
4. Locate the item or kit and, in the Action column on that row, click **Write off**. The write off window opens.
5. In the *Write Off Quantity* column, enter the number of items you want to write off.
6. Click **Save**.