

# Abandon Physical Inventory

Last Modified on 04/27/2022 11:17 am EDT

If a company does not wish to complete and post the variances of a physical inventory, they may abandon the physical. Abandoning a physical inventory will delete the physical inventory – no changes will be made to on-hand quantities or amounts.

To abandon a physical inventory, navigate to Inventory > Warehouses.

The Warehouses list will be displayed. Click on the hyperlink in the Warehouse Code column of the warehouse for which you are conducting a physical inventory.

Warehouse Code	Warehouse Name	Warehouse Total	Edit	Delete
<a href="#">*MI-Main</a>	Michigan Main Warehouse	\$0.00	Edit	Delete
<a href="#">*Ohio-Main</a>	Ohio Main Warehouse	\$10.00	Edit	Delete
<a href="#">MI-1001</a>	Michigan Tech 1001	\$0.00	Edit	Delete
<a href="#">MI-1002</a>	Michigan Tech 1002	\$0.00	Edit	Delete
<a href="#">Ohio-Cincinnati</a>	Cincinnati Warehouse	\$0.00	Edit	Delete
<a href="#">Ohio-CLE-Tech1</a>	Cleveland Warehouse- Technician 1	\$0.00	Edit	Delete
<a href="#">Ohio-Cleveland</a>	Cleveland East	\$377.50	Edit	Delete
<a href="#">Ohio-COL-Tech1</a>	Service Truck One	\$0.00	Edit	Delete
<a href="#">Ohio-COL-Tech2</a>	Service Warehouse Two	\$5.00	Edit	Delete
<a href="#">Ohio-Columbus</a>	Columbus Warehouse	\$515.00	Edit	Delete
<a href="#">Ohio-Obsolete</a>	Ohio Obsolete Inventory	\$370.00	Edit	Delete
<a href="#">Ohio-Subcontractor</a>	Subcontractor Parts	\$30.00	Edit	Delete

The Warehouse page will be displayed. Click on the Physical Inventory tab. Locate the physical inventory record, and then click on the Edit button.

**Warehouse - 18** Edit History Part Transfer Delete

Warehouse Total **\$324.67**

Code: MI-1005      Address: 415 N Main Plymouth, MI 48170  
 Name: Michigan Tech 1005      GL Account: [12800-Inventory-Michigan](#)  
 Description: Transit van VIN GU841K36485P

Inventory: 3    Purchase Orders: 0    **Physical Inventory: 1**    Technicians: 0    Part Ledger: 1

[+ Create Physical Inventory](#) Custom Grid Layout

Drag a column header and drop it here to group by that column

Phys. Inv. Date	Note	
Tuesday, April 26, 2022	Monthly inventory	<span>Edit</span>

1 - 1 of 1 items Refresh

The Physical Inventory Count page will be displayed. Click on the Abandon button at the upper right of the page.

**!** Before clicking the Abandon button, make certain this is what you want to do. No warning message will be presented to the user.

**Physical Inventory Count** Cancel **Abandon** Later Complete

Physical Inventory Date: 4/9/2022 Calendar

Note: Quarterly physical. 19/1000

[Export to Excel](#) YES Show All Parts

Code	Description	In Stock	On Hand	Variance	Row	Shelf	Bin	Detail Note
5804	4 Button Remote	5 \$56.01	5 \$56.01	0 \$0.00				
AC-RP44	Alarm Control Remote Plate	1 \$5.00	2 \$10.00	1 \$5.00				
AC-RP26	Alarm Control Remote Plate	1 \$5.00	1 \$5.00	0 \$0.00				
WAVE2	Honeywell 2 Tone Siren	5 \$26.95	5 \$26.95	0 \$0.00				
HW-GSMV	Honeywell Cell	1 \$90.00	1 \$90.00	0 \$0.00				
HW-GSMX	Honeywell GSMX Cell	1 \$0.00	1 \$0.00	0 \$0.00				

1 - 59 of 59 items Refresh

