

How Do I Remove Items From My Inventory?

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Removing Items From Inventory

You know that you set up inventory to track what you have on hand at your farm or ranch. You've learned how to **add inventory** to track items you've purchased to use on your property, or products you have for sale. However, it's just as important to remove items from your inventory when they are sold or used, as doing so helps you keep accurate counts and can trigger minimum quantity notifications.

To remove inventory quantity from an item, navigate to Resources, select Inventory, and then choose an item.

The dashboard includes a sidebar with navigation options: Schedule, Tasks, Livestock, Crops, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The main content area features:

- Weather for Golden:** 49°F, Clear Sky - H 54°F L 33°F, Wind: 7 mph, Humidity: 33%, Sunset: 6:28 PM, Sky Cover: 4%, Feels like 46°F, Sky Cover: 4%, 1-Hr Precip: 0mm.
- Hourly Forecast:** 2PM (53°F, 7mph), 3PM (54°F, 7mph), 4PM (54°F, 6mph), 5PM (53°F, 5mph), 6PM (49°F, 3mph), 7PM (43°F, 3mph).
- Today's Tasks:** Brush Kona (Due Jul 15, 2021 4:15 PM), Prune Plants (Due Jul 16, 2021 12:00 AM), Move to Field B (Use the south gate for access).
- Income vs Expense:** A bar chart showing a significant spike in August.
- Animal Types:** A pie chart showing the distribution of different animal types.

You'll see your current inventory for this item displayed, along with what warehouse and bins it is stored in. Decide which storage location you would like to remove the inventory from, and click the red Remove button to it's right. We're going to use our Grade A Brown Eggs as an example - note our current stock of 18 dozen.

The page shows the inventory for 'Grade A Eggs (Brown) E-A-Br' with 42.00 dozen available. It includes buttons for '+ Add Inventory' and '- Remove Inventory'. Below is a table of inventory locations:

WAREHOUSE	BIN	AVAILABLE	LOTS
Product Warehouse	Section B1	18.0 dozen	2
Product Warehouse	Section B2	24.0 dozen	1

Each row has a set of control icons: a red minus sign, a plus sign, a refresh icon, and a close icon.

A new window will open where you'll provide information about the inventory reduction. First, supply

the **quantity to remove** from this warehouse/bin. in our example, we're removing a dozen eggs that a farm worker dropped when packing them for our farmer's Market trip.

Inventory	<input type="text" value="Grade A Eggs"/>
	+ Add another inventory type
Amount To Remove	<input type="text" value="1"/> <input type="button" value="dozen"/>
Date	<input type="text" value="10/11/2021"/>

Then select if this inventory reduction should be reflected in your product inventory for your Farmbrite Market.

Update Product Update product inventory (if applicable)

Your warehouse and bin selection will be automatically loaded, but use this as an opportunity to **verify** you made the right selection.

Remove From Warehouse	<input type="text" value="Product Warehouse"/>
	+ Add another warehouse
Bin	<input type="text" value="Section B1"/>

Next, choose **which lot to remove the inventory from**. If you leave the lot number blank, Farmbrite will automatically remove the inventory from the oldest lot. This could be useful if you are removing inventory due to expiration. However, in our example we will specify it to make sure we remove the broken ones from the correct lot. You can also **supply a reason for this inventory reduction**.

Lot Number	<input type="text" value="EA-B01"/>
Reason	<input type="text" value="Spoilage due to breakage"/>

Once you've verified your information, click the **Remove Inventory button** in the bottom right.

Use Inventory ✕

Inventory Grade A Eggs ▾
+ Add another inventory type

Amount To Remove 1 dozen

Date 📅 10/11/2021

Update Product Update product inventory (if applicable)

Remove From Warehouse Product Warehouse ▾
+ Add another warehouse

Bin Section B1 ▾

Lot Number EA-B01

Reason Spoilage due to breakage

Cancel
Remove Inventory

Your inventory will be adjusted to remove the quantity you specified - notice our current stock is now 17 dozen eggs in our Product Warehouse/Bin Section B1.

Grade A Eggs (Brown) E-A-Br

+ Add Inventory
- Remove Inventory

WAREHOUSE	BIN	AVAILABLE	LOTS
Product Warehouse	Section B1	17.0 dozen	2
Product Warehouse	Section B2	24.0 dozen	1

While we used the spoilage as an example, you'll use this feature for all types of situations. Perhaps something you have on hand expired, and you now need to discard it. Or maybe the item was simply used as intended - if you're tracking fertilizer for your crops or medicine for your livestock, you'll want to be sure to remove it from your inventory when you use it. And as your animals eat your stored hay, make sure you remove the bales from your stock. Additionally, be sure to remove items from inventory when you sell them outside of the Farmbrite Market - if you make a sale of your products at the local Farmer's Market, you'll want to remove the quantity from your inventory so you accurately track your remaining product.

Have more questions on how to work with your inventory? [Reach out](#), we are glad to help!