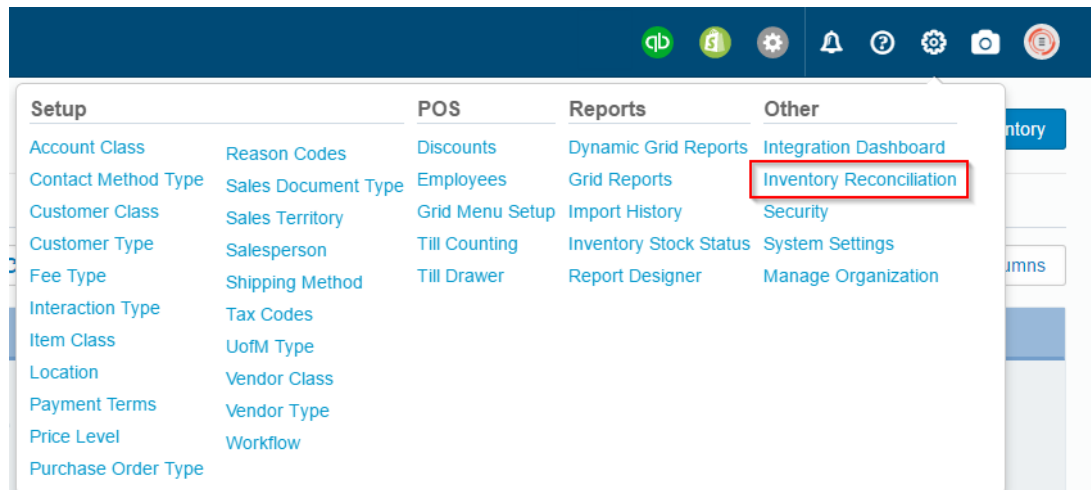# Inventory Reconciliation

Megan De Freitas - 2024-12-02 - Settings

Overview

SalesPad Cloud's Inventory Reconciliation tool allows you to force the system to rerun all inventory quantity calculations and generate a report displaying any disparities in inventory marked on sales documents and inventory actually in the system. It's a useful way to check the accuracy of your inventory status. It is not necessary to run the inventory reconciliation tool, but feel free to use it as often as you'd like, for peace of mind, or if you notice any disparities yourself.
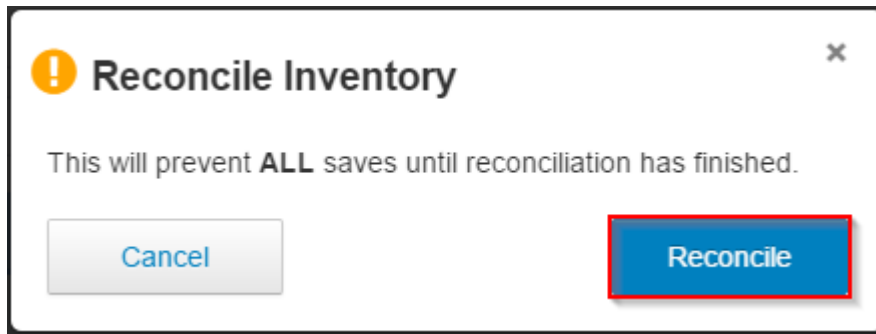
To get started, select **Inventory Reconciliation** from the Settings menu.

Click the **Reconcile Inventory** button in the upper right-hand corner of the screen.
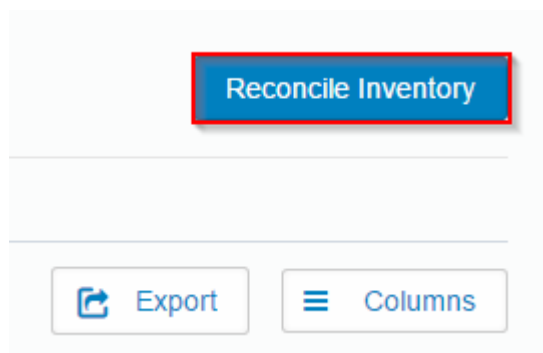
Confirm that you want to reconcile your inventory.

The results of the reconciliation will display on the grid, if any results are found. SalesPad Cloud will update the summary data for any issues with inventory reconciliation, thereby resolving the issues.