InventoryCloud: How to reset inventory quantities to 0 without losing other data

Jason - 2026-01-20 - InventoryCloud

To reset all Inventory quantities to 0, but leave all other data (Items, Customers, etc) in place:

1. On View Items, with Tree unchecked, hide all columns other than Item Number, Total Available, Location, and Site. If any of your Items are tracked by Serial Number, Lot, or Date Code, leave those columns visible as well.

2. Filter the Total Available column to show Greater Than 0.

3. Click the Export button at the top and select XLSX as the export type, then save the exported file.

4. Open the exported file in Excel. Rename the Total Available column to Quantity, and change all the values in that column to 0.

5. From the File menu, use Save As to save the file as a comma separated value (csv) file.

6. In InventoryCloud, go to Settings > Import Data. If necessary, click New Import at the bottom right of the page. Select Form Name: 14 Reset Inventory, then select the file created in step 5. All of the columns should map automatically, but if any of them say Select in the Column Mapping section at the bottom of the page, select the correct import field. Click Import.