



# Initialize year inventory files



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## Initialize year inventory files

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Reset all selected yearly inventory files for the selected warehouse ID.

Select one of the following:

- **Zero Reorder Level** - Select to reset all reorder levels to zero on the [Warehouse > Maintenance > Inventory Maintenance](#) page per inventory item.
- **Clear Last Restock** - Select to reset all restock dates on the [Warehouse > Maintenance > Inventory Maintenance](#) page per inventory item.
- **Clear Last Requested** - Select to reset all last requested dates on the [Warehouse > Maintenance > Inventory Maintenance](#) page per inventory item.

Click **Execute**. A message indicating that the initialization process was completed successfully is displayed. Click **OK**.

After the process is completed, the **Used to Date** field for each included inventory item record is reset to zero on the [Inventory Maintenance - BWH3000](#) page. In addition, depending on the options selected, the following fields will be reset:

Maintenance > Inventory Maintenance Warehouse

Save

Inventory Item

Delete

Item Number: 000001

Item Description: PAPER

Long Description: PAPER

Catalog Number:

Reorder Level: 0

Reorder Quantity: 0

Quantity on Hand: 1.257

Free Item:

Unit Cost: 42.00

Unit of Issue: CA - Case

Used to Date: 1,033

Last Requested: 08-12-2022

Back Ordered: 0

Last Restock: 06-14-2022

Last Restock PO Nbr: 224399