



Initialize year inventory files

Table of Contents

Initialize year inventory files i

Initialize year inventory files

[Warehouse](#) > [Utilities](#) > [Initialize Yearly Inventory Files](#)

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	Used to Date: 1,033
Reorder Quantity: 0	Last Requested: 08-12-2022
Quantity on Hand: 1,257	Back Ordered: 0
Free Item: <input type="checkbox"/>	Last Restock: 06-14-2022
Unit Cost: 42.00	Last Restock PO Nbr: 224399
Unit of Issue: CA - Case	