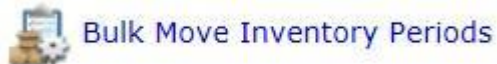


Bulk Move Inventory Periods

When you are finished with inventory reports for the previous year, you can use the Bulk Move Inventory Periods to roll inventory periods over to the current year for twenty facilities at a time. Once requested, the process will complete overnight. .

1. On the Admin Main Menu, click the **Bulk Move Inventory Periods** button.



2. Set the **Inventory Period** to the previous year and click the **Search** button. This should return all facilities with an inventory period set to the previous year.

Inventory Period ▼

3. In the results that display, put a check mark next to the facilities you wish to roll the inventory period over for. You can select up to 20 at a time from one screen. If you move to another page, the previous selections will be lost.

	Facility Name	Inventory Cycle	Period Start Date	Period End Date
<input checked="" type="checkbox"/>	PARIS PLANT SUBSTATION	Yearly	1/1/2014	12/31/2014
<input type="checkbox"/>	PARIS SERVICE CENTER	Yearly	1/1/2014	12/31/2014

4. At the bottom of the screen, click the **Start Next Inventory Period and Copy Inventory from Previous Period** button.



5. Repeat for as many pages of facilities as needed to roll over. Please note that due to facilities being processed after 6pm (Pacific Time), they will still show in the search in Step 2. Therefore, it will be necessary to keep track of which pages you have already processed.
6. When the rollover has been completed, an email will be sent informing you of the completed task.