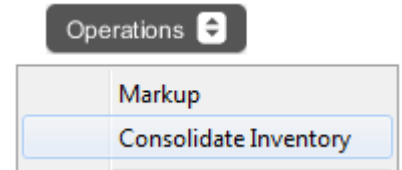
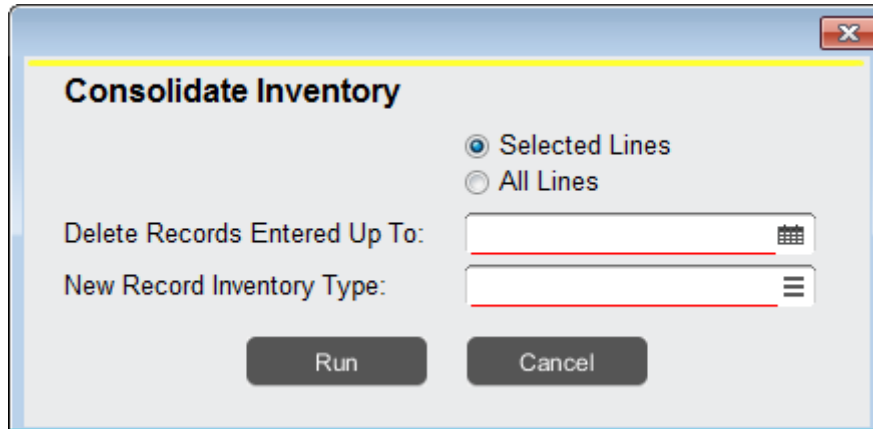


**Consolidate Inventory**

The Consolidate Inventory Operation takes multiple Inventory records linked the selected material(s) and replaces them with a single Inventory record with combined balance and then deletes the original records. If the material is a Global record, only Inventory records in the division you are working in can be consolidated.



In the **Materials** capsule in List View, highlight the material or materials you would like to combine Inventory records for and go to **Operations**→**Consolidate Inventory**.



You can choose to only consolidate Inventory records up to a certain date or if you would like to consolidate **all** Inventory records, enter the current date in the **Delete Records Entered Up To** field.

Choose a **New Record Inventory Type** for the newly created Inventory record. Previous Inventory records linked to that material will be deleted and the operation will calculate the new combined balance.