**Flag/Unflag Material for Deletion**

**ZMM06**

A yellow school bus

Description automatically generated Dept. of Public Instr.

Transportation

**Procedure:**

Toggle the deletion flag on or off for a material in the LEA’s stock profile.

Not Applicable

**Website Application:**

**Note(s):**

* **Main** - This transaction should only be used for materials on which all inventory has been depleted, and the material will no longer be used. Once a material item is deleted, it will no longer be available for purchase by the County.
* **Main** – This transaction is a toggle switch – it can be turned on or off. Repeat steps to toggle.

Checked = On

Unchecked = Off

1. Open Transaction **ZMM06**
2. *Flag Material for Deletion: Initial Screen* window opens

**Required Selection Criteria**

* 1. Material Field – Input nine-digit material number (i.e., EEA000000)
  2. Plant Field – Input four-digit code (i.e., Alamance = 6001)

**Optional Selection Criteria to Further Restrict the Selection**

* If material is depleted **at all locations** leave the storage location blank; or
* If LEA has multiple locations and your desire is remove from a certain location; key that specific location to remove the inventory.

1. Storage Location Field (optional) – Input four-digit code

(i.e., Alamance = 8001) (*See Note(s)*)

1. <Click> **Enter icon** (*Upper-left of screen*)
2. *Flag Material for Deletion: Data Screen* window opens
   1. <*Check*> either the storage location check box (to remove from only one storage location), or the plant level check box to remove the material from the entire plant
3. <*Click*> **Save icon** 
   1. A message will display in the Status bar indicating that the deletion flags were changed.
   2. You will be returned to the Main Menu

Updated

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