

INV-01 View Completed Inventory Transactions

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation on how to review all completed Inventory Transactions in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the review of all completed Inventory Transactions in NCFS which will enable you to review Inventory Transactions during a specific period.

View Completed Inventory Transactions

To view completed Inventory Transactions in NCFS, please follow the steps below. There are 9 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **Supply Chain Execution** tab.

Image

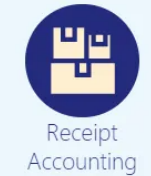
Good afternoon, Training Super User 1!

Sales Contract Management **Supply Chain Execution** Receivables Supply Chain Plan >

QUICK ACTIONS

-  Manufacturing Work Definitions
-  Manage Inspections
-  Manage Quality Issues
-  Manage Quality Actions
-  Manage Problem Reports

APPS



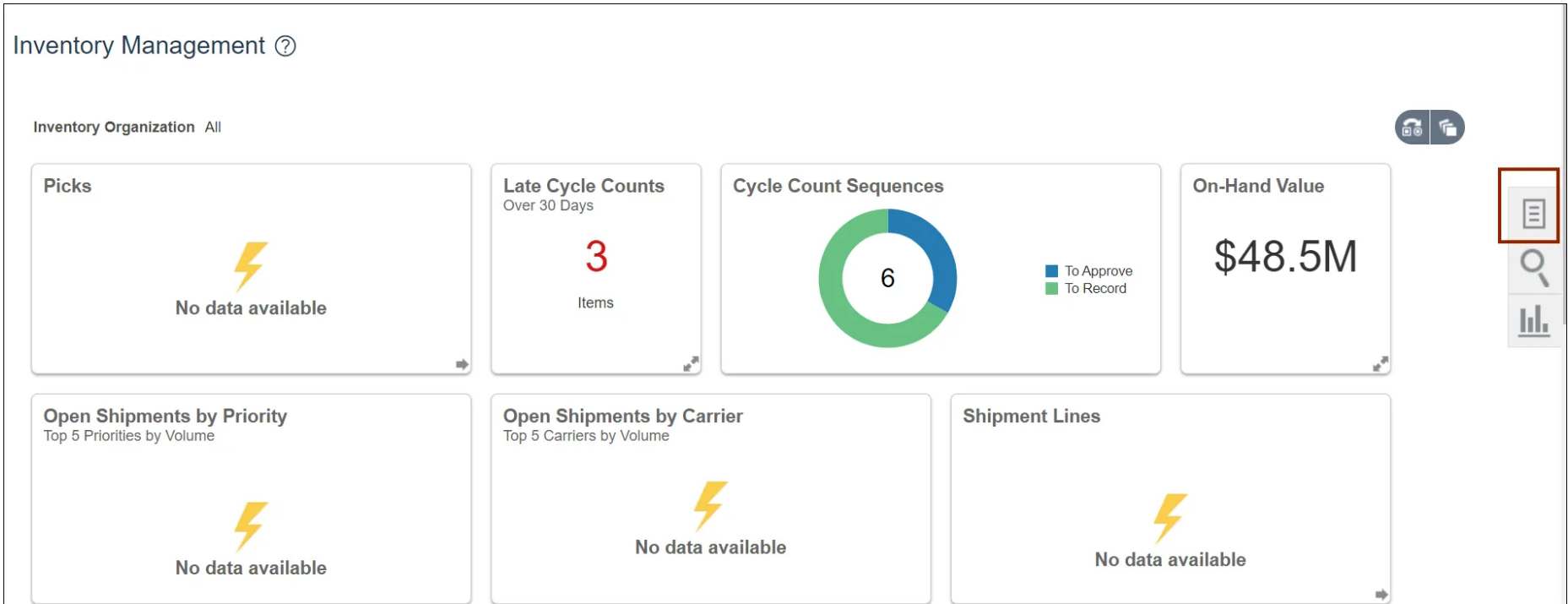
Step 3. Click the **Inventory Management** app.

Image



Step 4. On the **Inventory Management** page, click the **Tasks** icon tab.

Image



Step 5. Under **Inventory**, click **Review Completed Transactions**.

Image

Inventory Management ?

Inventory Organization All

Picks



No data available

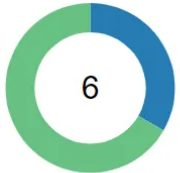
Late Cycle Counts

Over 30 Days

3

Items

Cycle Count Sequences



6

Open Shipments by Priority

Top 5 Priorities by Volume



No data available

Open Shipments by Carrier

Top 5 Carriers by Volume



No data available

Shipmen

Show Tasks Inventory ▾

Inventory

- Manage Item Quantities
- Create Miscellaneous Transaction
- Create Subinventory Transfer
- Manage Movement Requests
- Manage Transfer Orders
- Manage Pending Transactions
- Review Completed Transactions**
- Manage Lots
- Manage Serial Numbers
- Confirm Pick Slips
- Manage Inventory Balance Messages in Spreadsheet
- Review Item Supply and Demand
- Review Replenishment Requests in Spreadsheet

Consigned Inventory

- Review Consumption Advices
- Manage Consigned Inventory Aging
- Review Consumption Advice Exceptions

Step 6. On the **Review Completed Transactions** page, enter the **Organization** field, and any fields marked by**.

In this example, we entered the **Transaction Date**.

Image

Inventory Organization All

Change Organization

Review Completed Transactions ?

Done

Search

* Organization08MODBK

** Item

Item DescriptionStarts with

** Transaction DateBetween3/1/23 - 4/11/23

Subinventory

Source Type

Transaction Type

Transaction Action

☐ Show costed transactions only

Saved SearchAll Completed Transactions

* Required
** At least one is required

Search

Reset

Save...

Add Fields

Reorder

Step 7. Click the **Search** button.

Image

Review Completed Transactions ?

[Done](#)

Search

Saved Search All Completed Transactions ▾

* Required

** At least one is required

* Organization 08MODBK ▾

Source Type ▾

** Item 🔍

Transaction Type ▾

Item Description Starts with ▾

Transaction Action ▾

** Transaction Date Between ▾ 3/1/23 📅 - 4/11/23 📅

☐ Show costed transactions only

Subinventory ▾

[Search](#)[Reset](#)[Save...](#)[Add Fields ▾](#)[Reorder](#)

Step 8. Click the **Transaction** link to see additional details about a transaction.

Image

Review Completed Transactions ?

Done

Search

Saved Search All Completed Transactions

Search Results

Actions View

Transaction	Item	Subinventory	Locator	Quantity	Transaction Quantity	Transaction UOM	Transaction Date	Lot Transaction Source	Lot Transaction Group	Transaction Source Type
1159003	B97800214070...	R08MODBK		-10	-10	EACH	3/13/23 10:41 AM			Supplier Return ...
1164001	B97800766953...	SUB08MODBK		5	5	EACH	4/6/23 1:53 AM			Inventory

Step 9. View additional information about the Transaction.

Image

Completed Transaction Details: **1159003** Transaction 1159003 ▾ View Lots and Serial Numbers Done

Currency =

▲ Location ?

Item ■ B9780021407071

Item Description MCGRW-GLENCOE HEALTH SE:G9

Revision

Subinventory R08MODBK

Locator

Location

Transaction Quantity -10 EACH

▲ Transaction

Transaction 1159003

Transaction Set 100000087624258

Transaction Date 3/13/23 10:41 AM

Transaction Type Supplier Return Scrap Without Receipt Reference

Transaction Action Scrap from stores

Lot Transaction Source

Quantity -10 EACH

Secondary Quantity

Transfer Organization

Transfer Subinventory

Transfer Locator

Attachments None

Parent Transaction

Transfer Transaction

Receiving Transaction

Costed Pending interface to costing

Asset Tracking Status

Requester

Wrap-Up

Use the steps above to view complete Inventory Transactions in NCFS.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [INV001: View Inventory Transactions](#)
 - [INV101: Inventory Agency Manager](#)
 - [INV102: Inventory Cost Accounting](#)

- [INV103: Warehouse Staff](#)
- [INV104: Warehouse Receiving](#)
- [INV109: Inventory Item Maintenance](#)
- [INV110: Warehouse Approver](#)

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