INV-17 Issue Items

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Issue Items in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers how to issue items in NCFS, which will enable you to issue one or more items to same or different centers from the inventory organization (over-the-counter-issue).

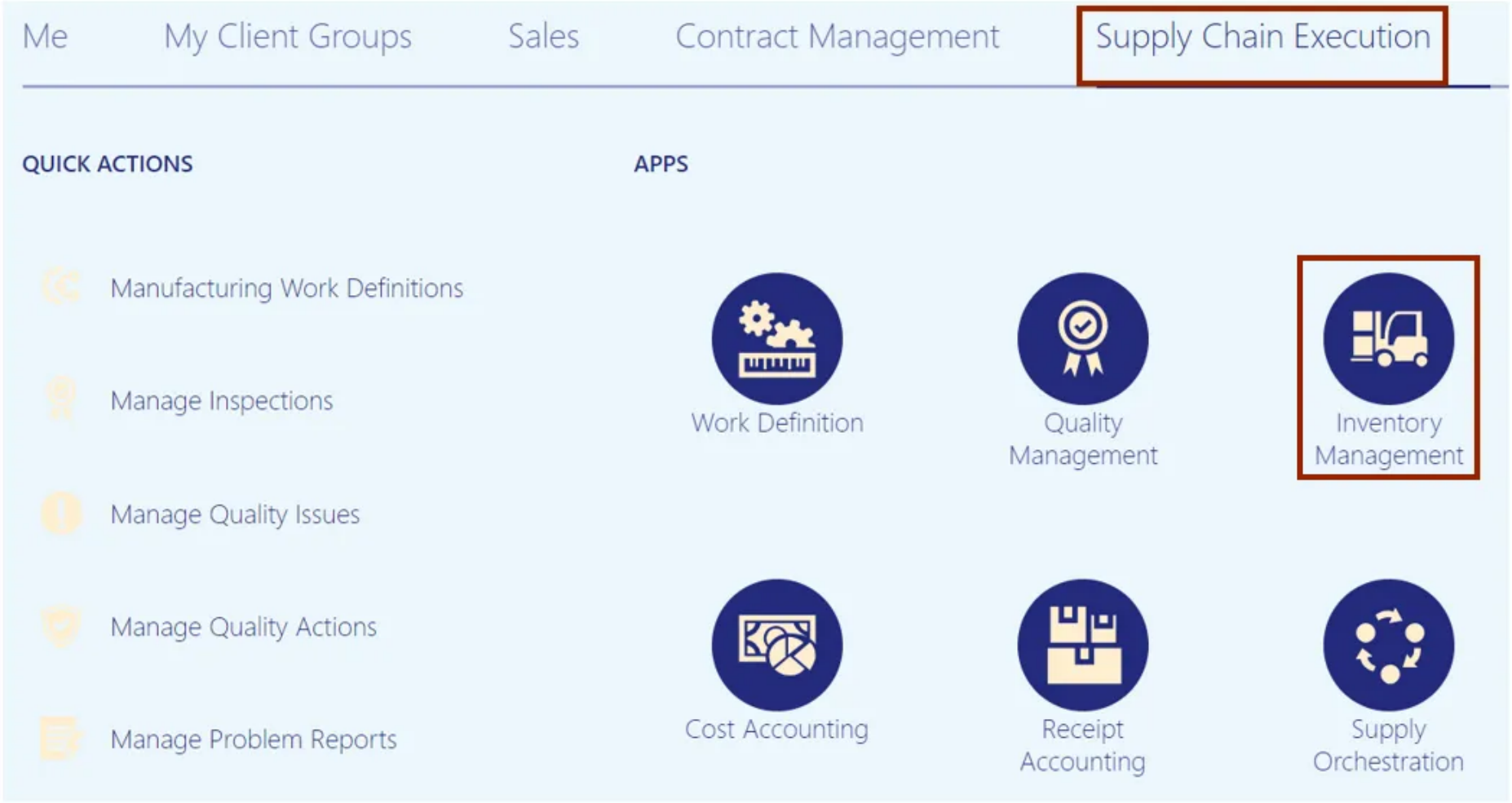
Issue Items

To issue items in NCFS, please follow the steps below. There are 17 steps to complete this process.

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

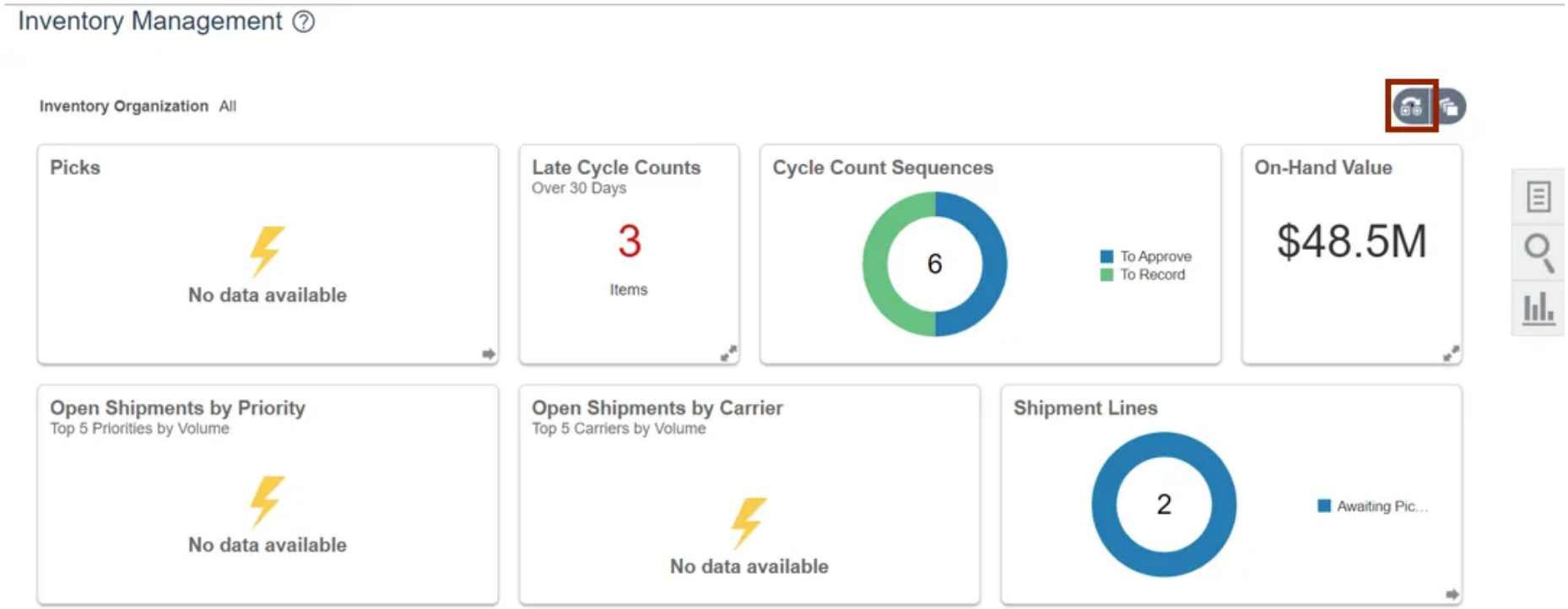
Step 2. On the **Home** page, click the **Supply Chain Execution** tab and then click the **Inventory Management** app.

Image



Step 3. On the **Inventory Management** dashboard, click the **View by** icon.

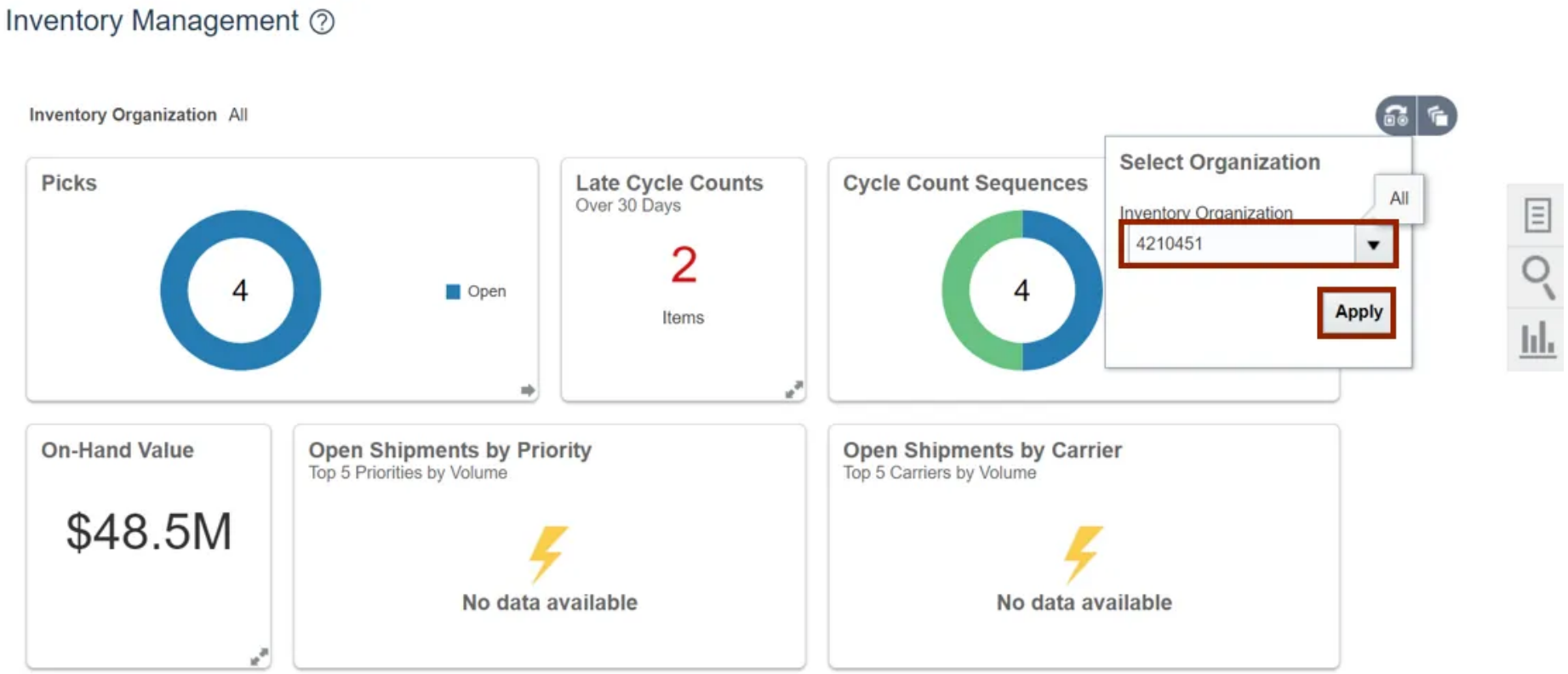
Image



Step 4. Select the **Inventory Organization** from the drop-down choice list.

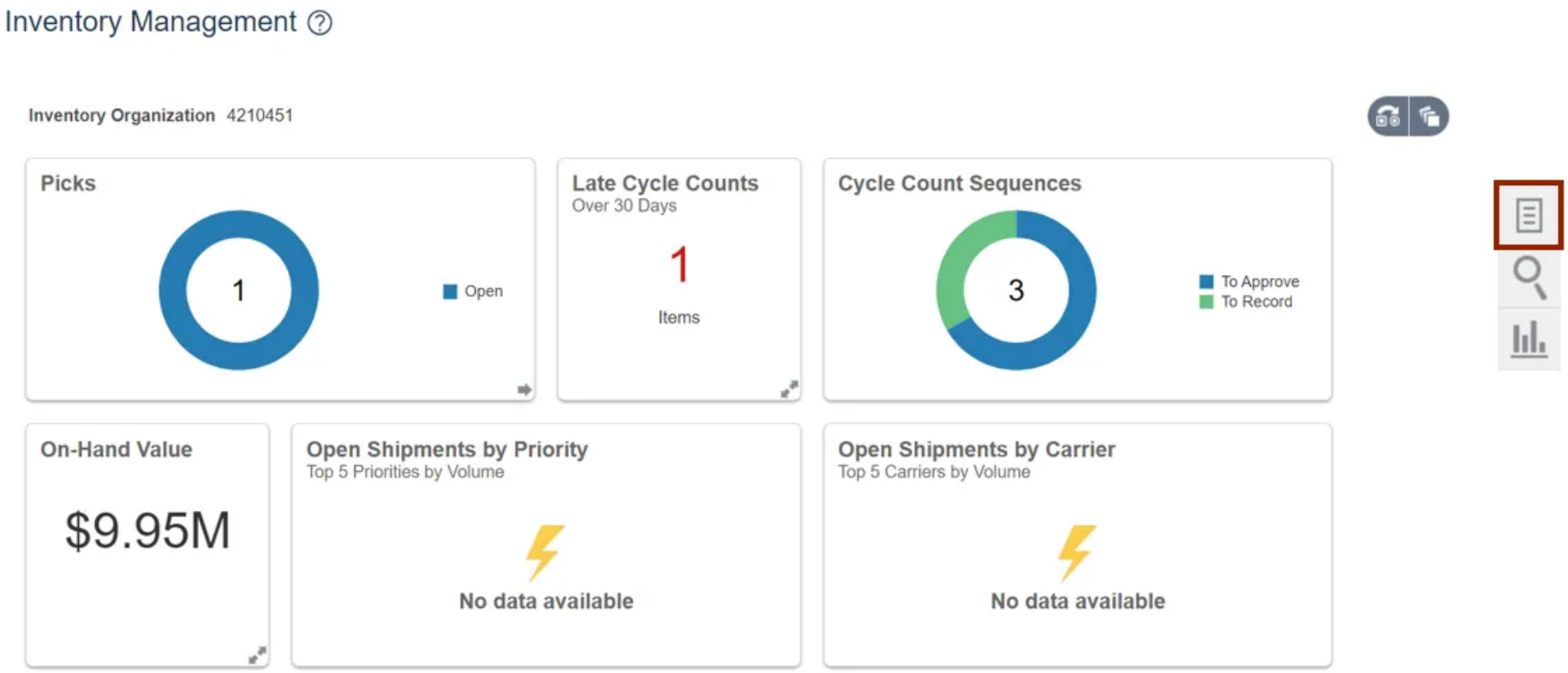
In this example, we choose **428330R**. Click the **Apply** button.

Image



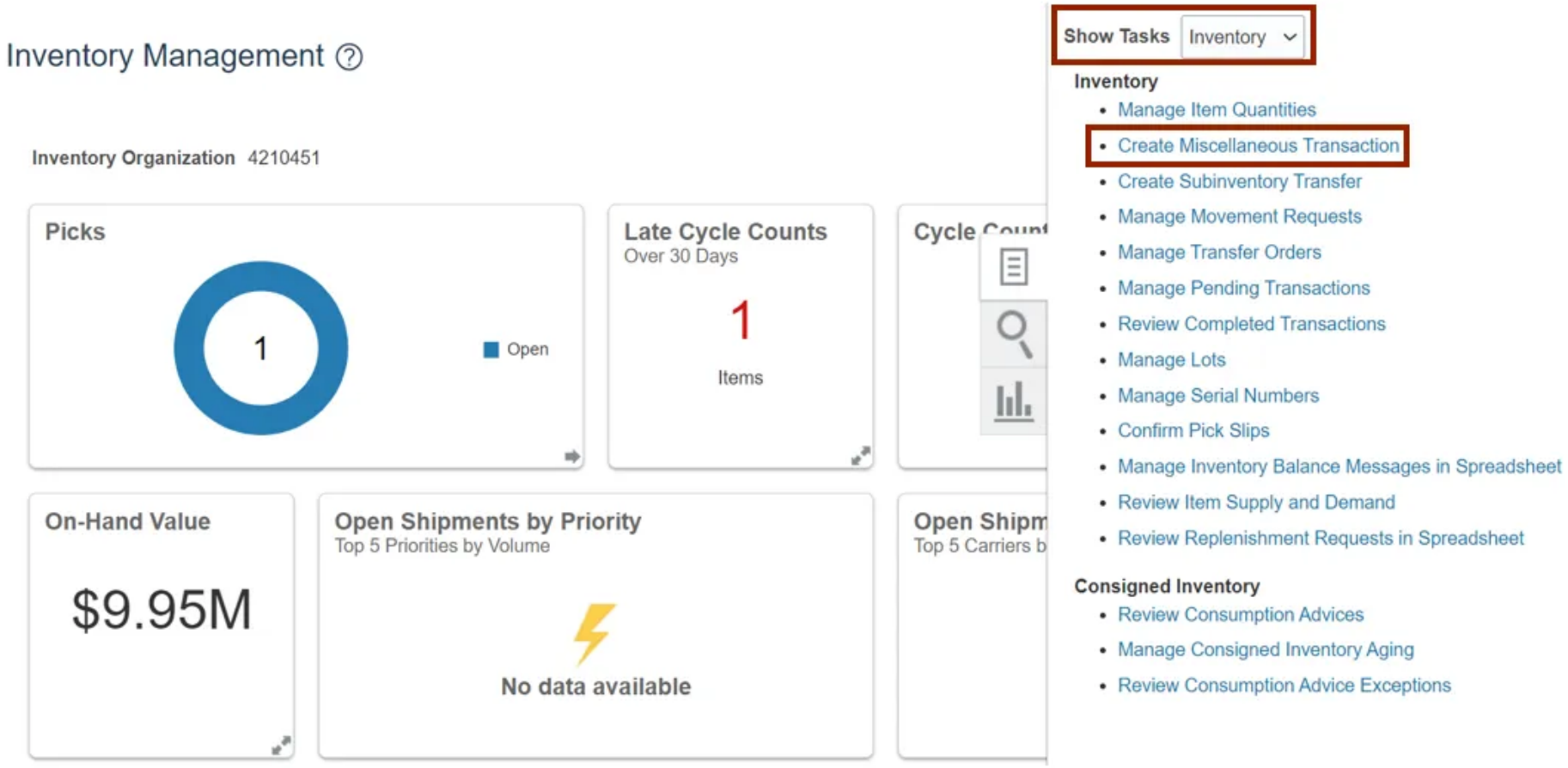
Step 5. Click the **Tasks** icon.

Image



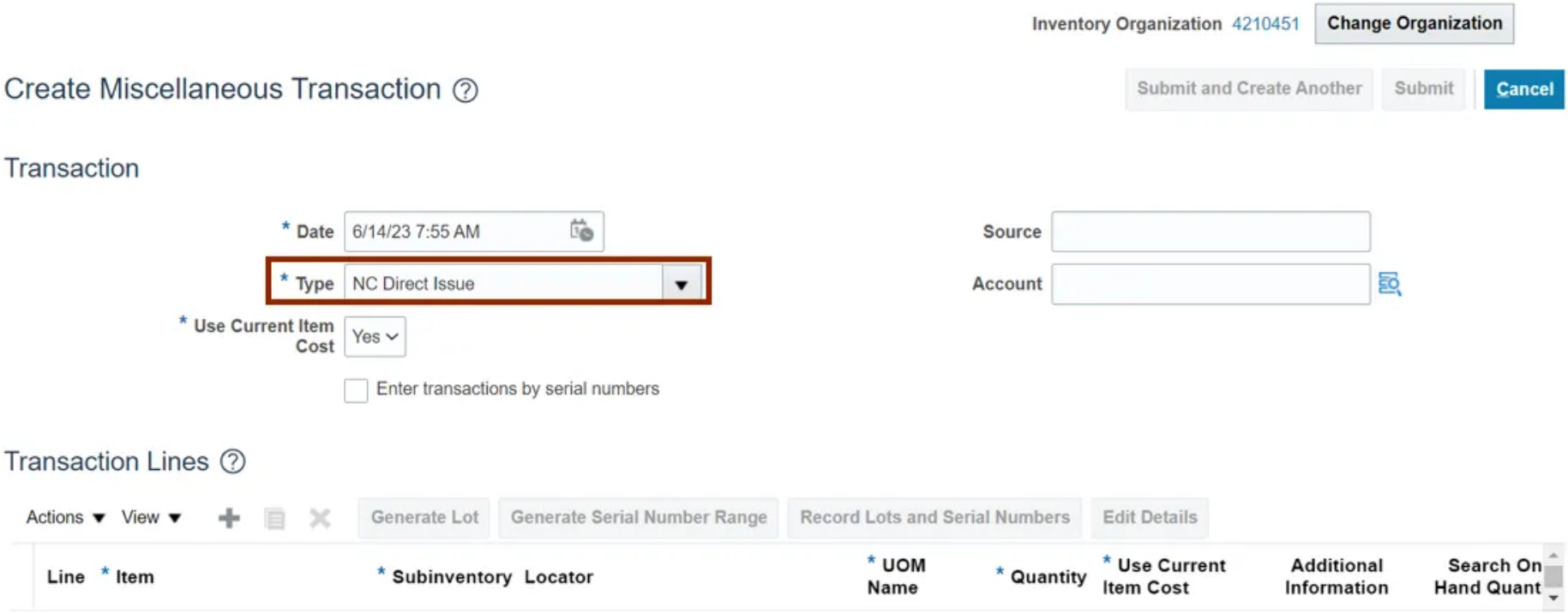
Step 6. Click the *Show Tasks* drop-down choice list, then select **Inventory** and click **Create Miscellaneous Transaction**.

Image



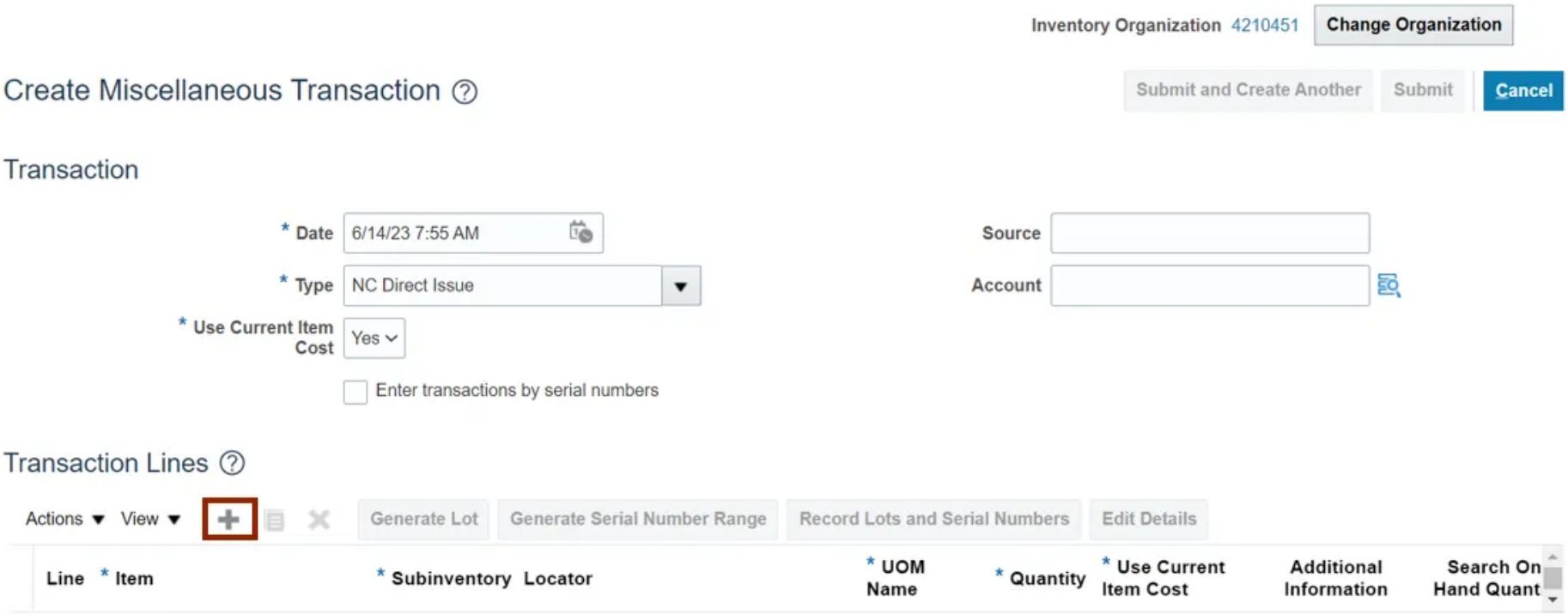
Step 7. On the **Create Miscellaneous Transaction** page, click the *Type* drop-down choice list, then select **NC Direct Issue**.

Image



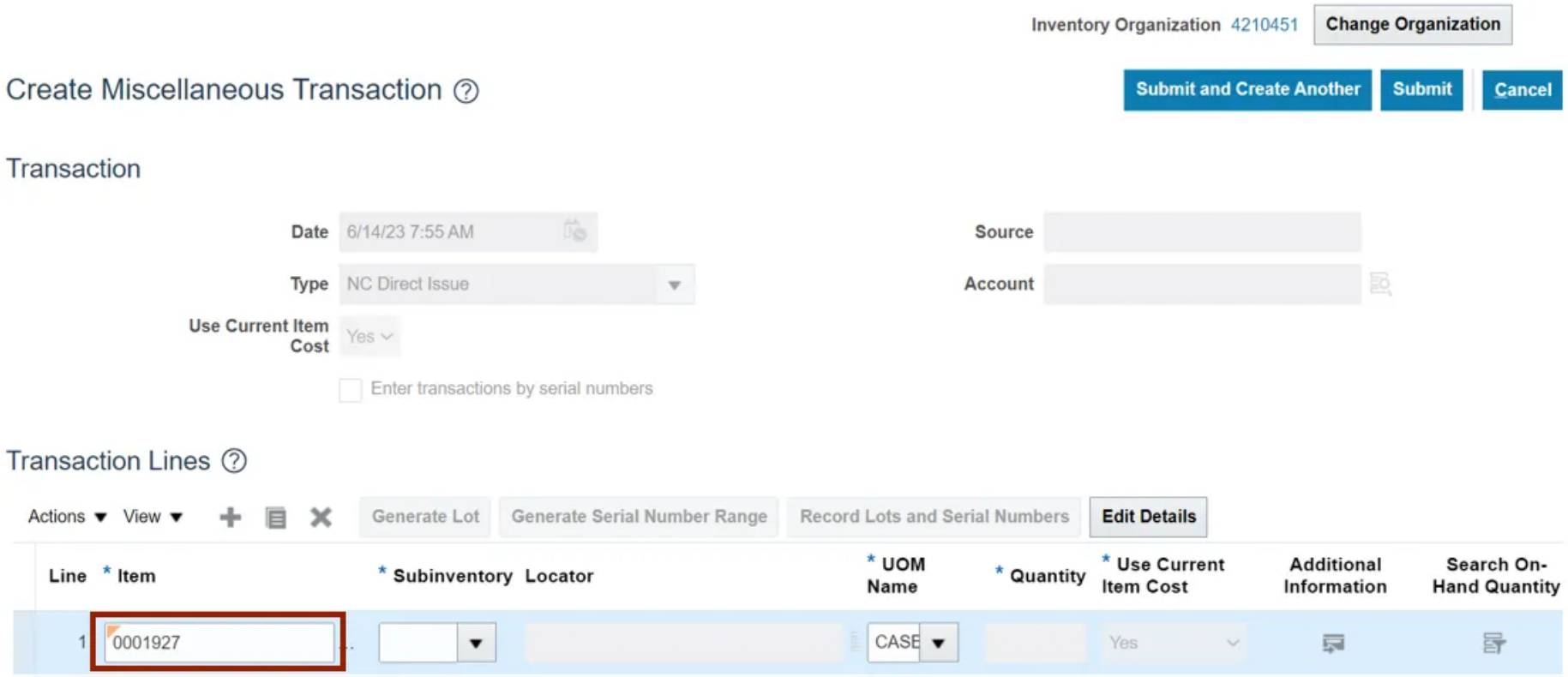
Step 8. Click the **Add** icon on the **Transactions Lines** section.

Image



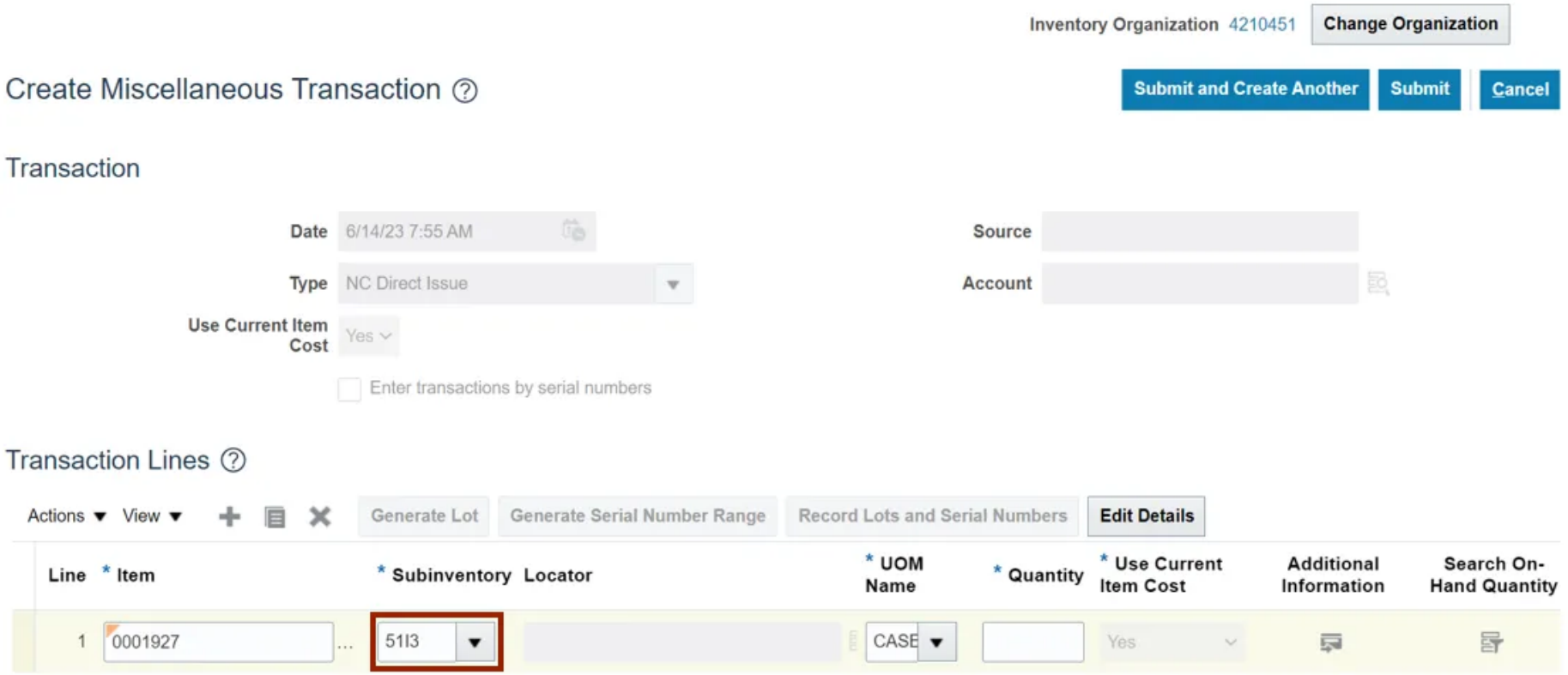
Step 9. Enter the **Item** number. In this example we enter **0001927**.

Image



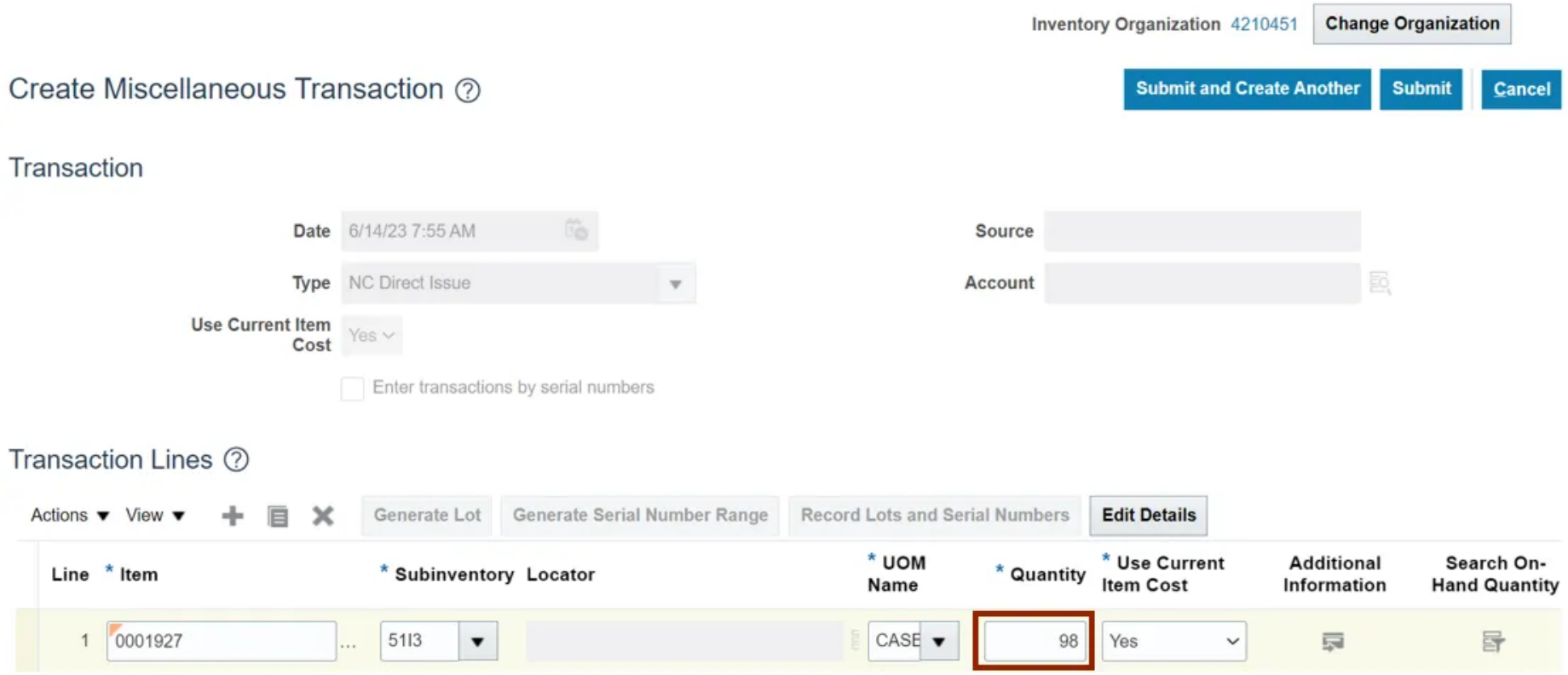
Step 10. Click the *Subinventory* drop-down choice list, then select the appropriate **Subinventory**. In this example, we choose **51I3**.

Image



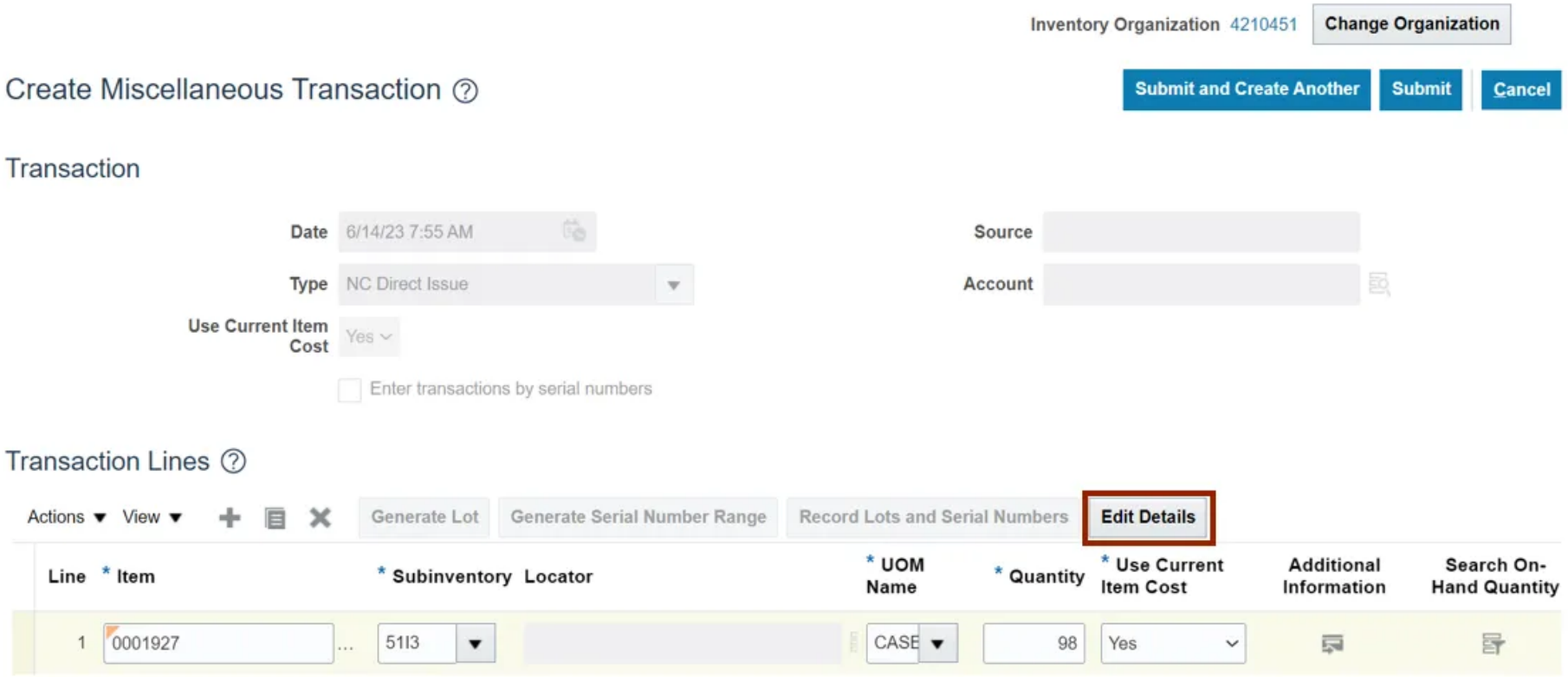
Step 11. Scroll to the right. Enter the **value** in the **Quantity field**. In this example, we choose **98**.

Image



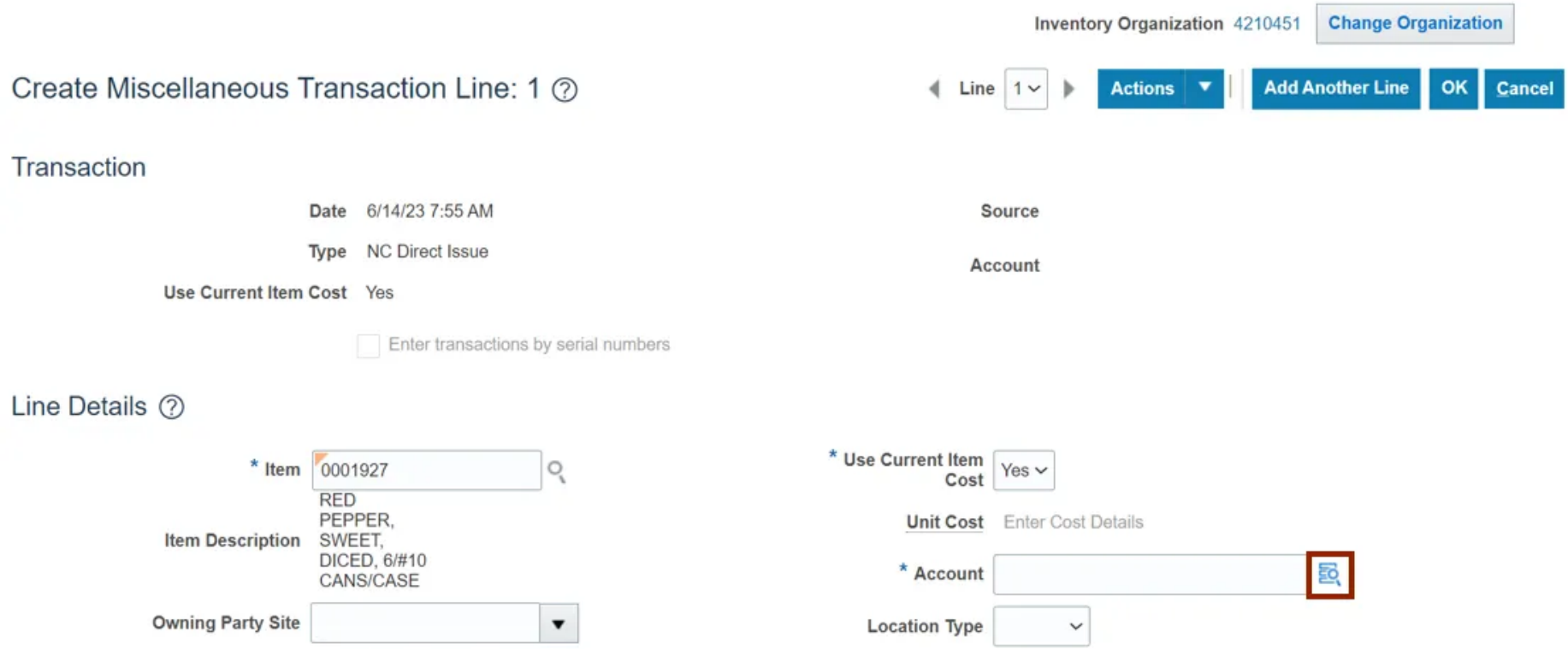
Step 12. Click the **Edit Details** button.

Image



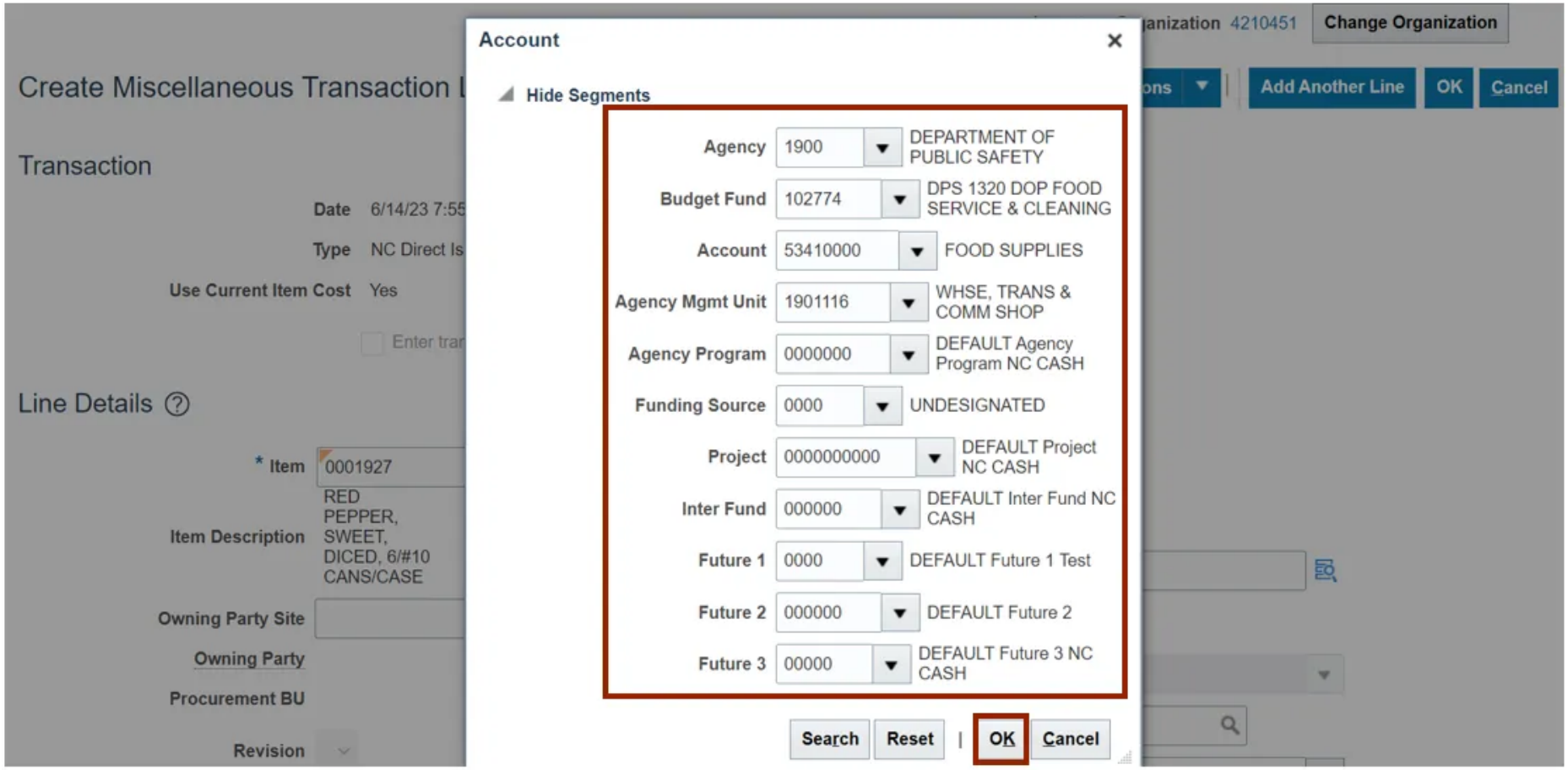
Step 13. Scroll to the right. On the **Account** field, click the **Magnifying Glass** icon.

Image



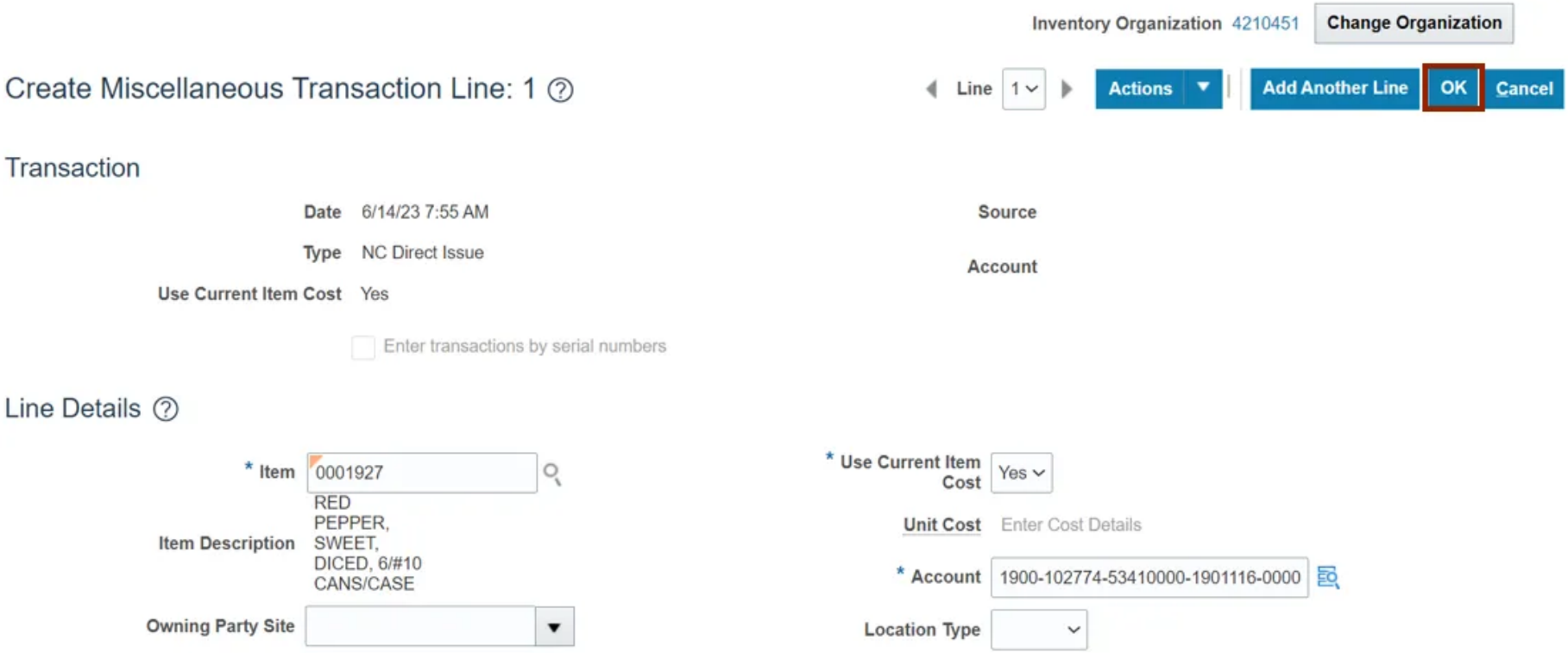
Step 14. The *Account* pop-up appears. Enter the **Account** details of the agency, item, and Inventory organization combination and click the **OK** button.

Image



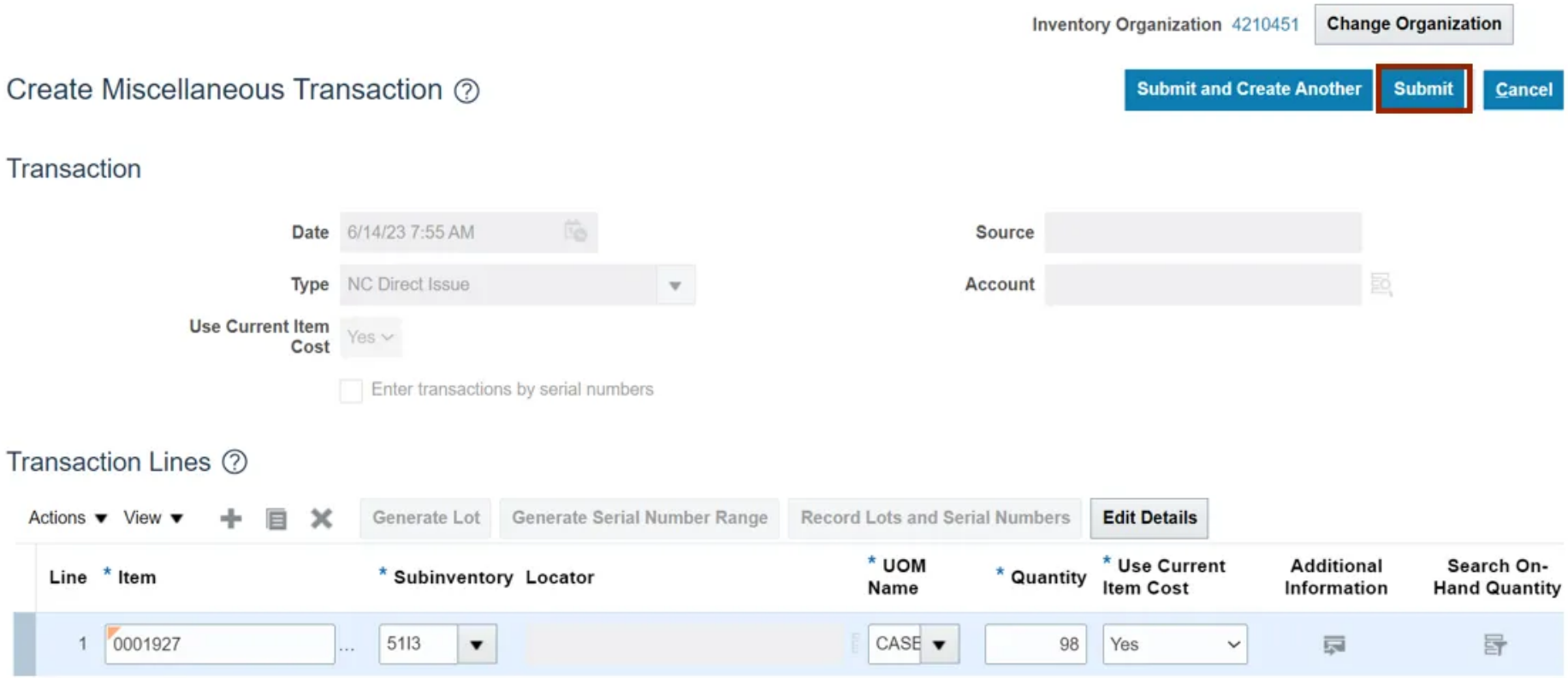
Step 15. Scroll up to the top of **Create Miscellaneous Transaction Line: 1** page. Click the **OK** button.

Image



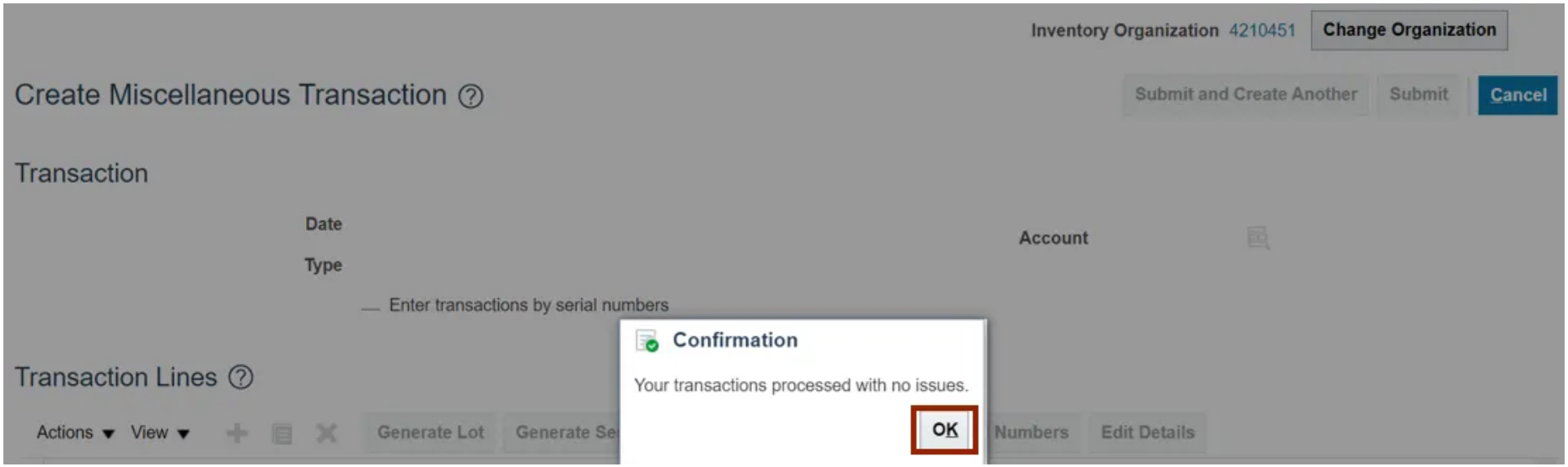
Step 16. Scroll up to the top of **Create Miscellaneous Transaction** page. Click the **Submit** button.

Image



Step 17. A *Confirmation* pop-up appears. Click the **OK** button. This will redirect you to the **Inventory Management** dashboard.

Image



Wrap-Up

Using the steps above to perform a direct-issue item in NCFS will enable you to issue one or more items to same or different centers from the inventory organization (over-the-counter-issue).

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - INV106: Warehouse Transactions

First Published

Wed, 07/26/2023

Last Updated

Fri, 09/05/2025

Printable PDF