

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).

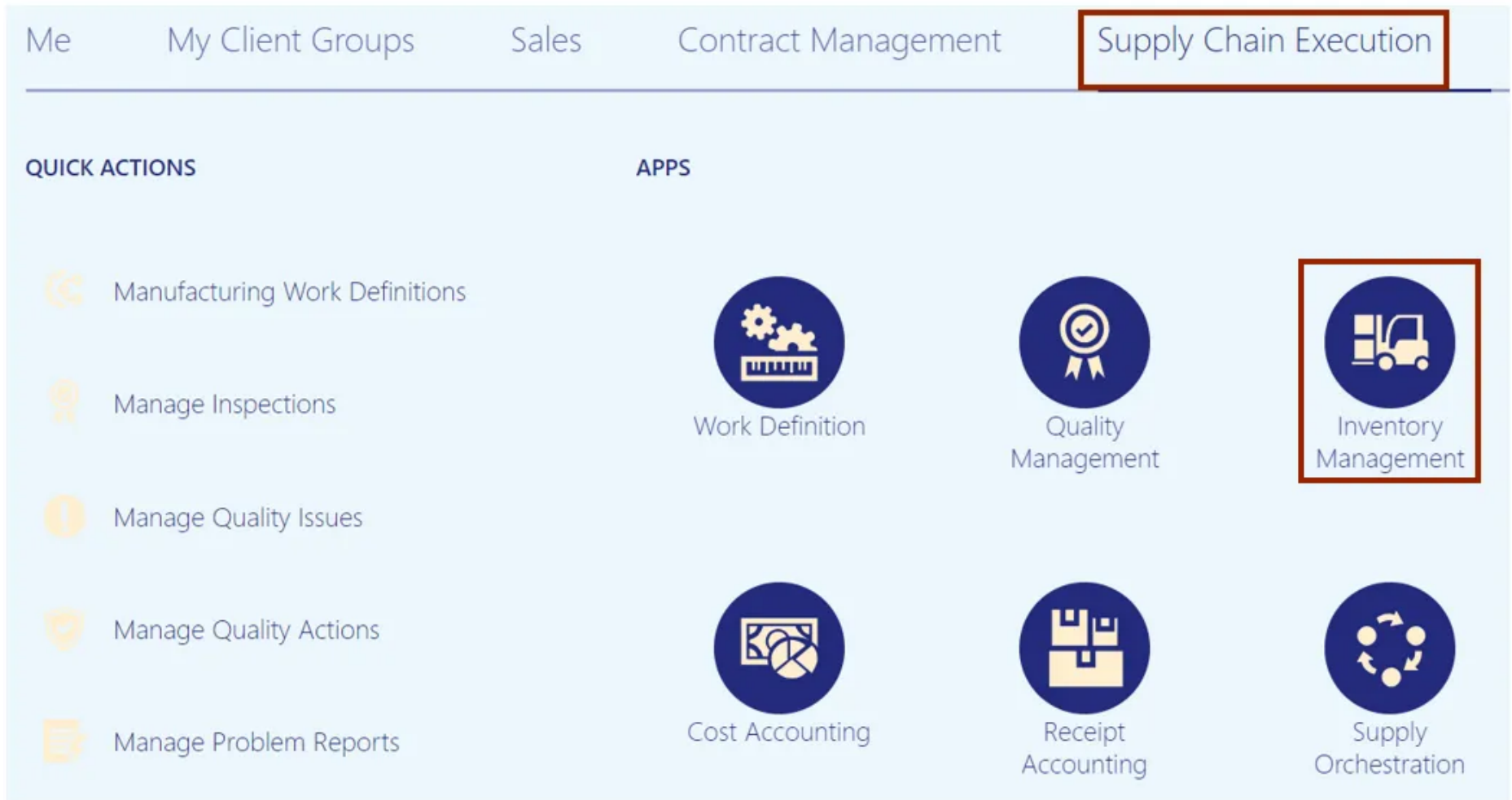
Issue Items

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

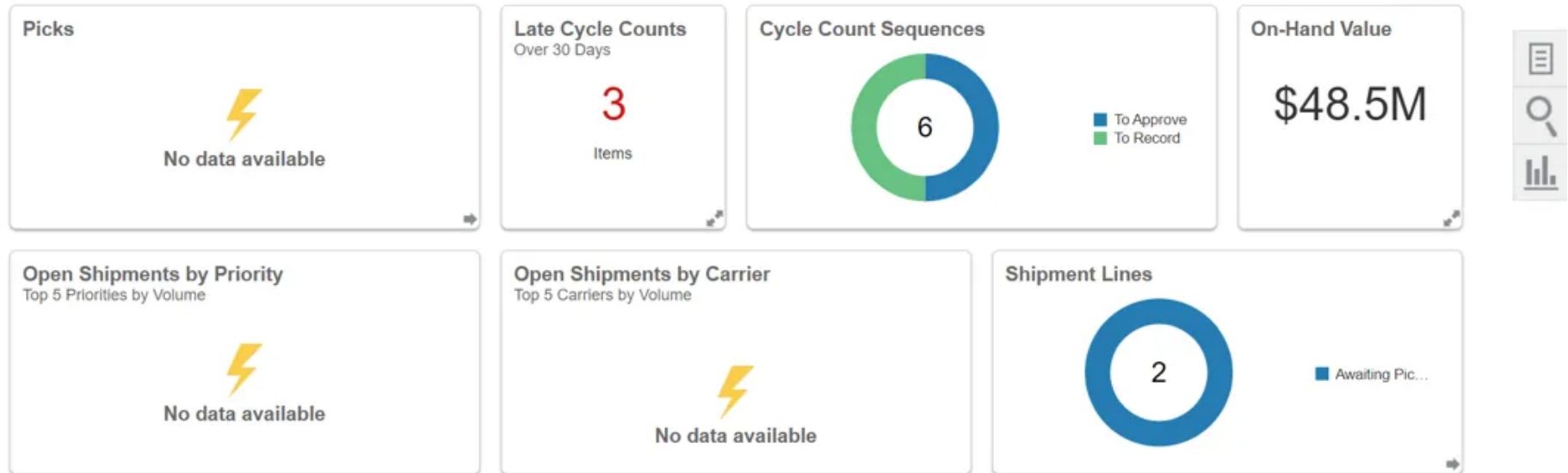


Step 3. On the **Inventory Management** dashboard, click the **View by** icon.

Image

Inventory Management ?

Inventory Organization All



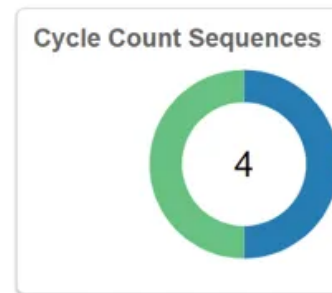
Step 4. Select the **Inventory Organization** from the drop-down choice list.

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

Image

Inventory Management ?

Inventory Organization All

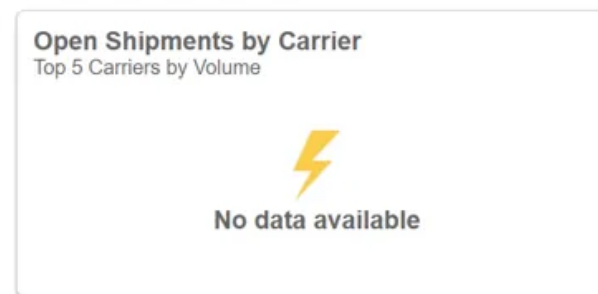
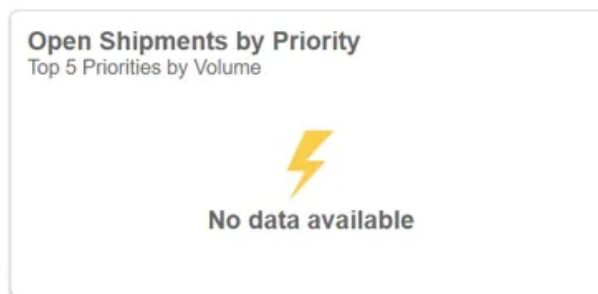


Select Organization

Inventory Organization

4210451

Apply

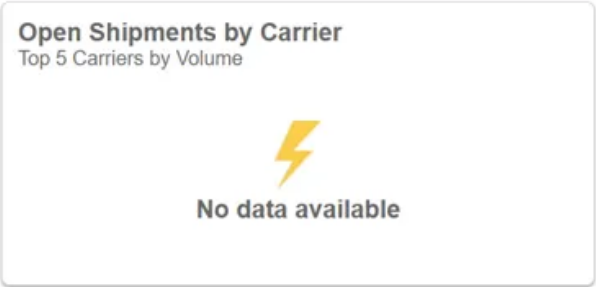
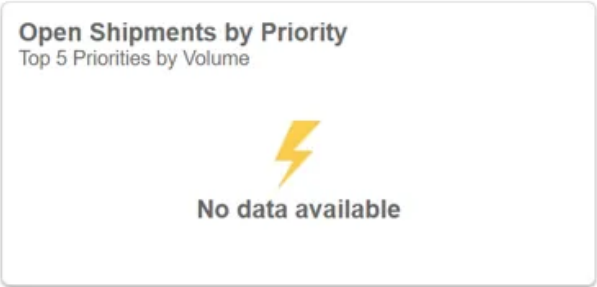


Step 5. Click the **Tasks** icon.

Image

Inventory Management ?

Inventory Organization 4210451

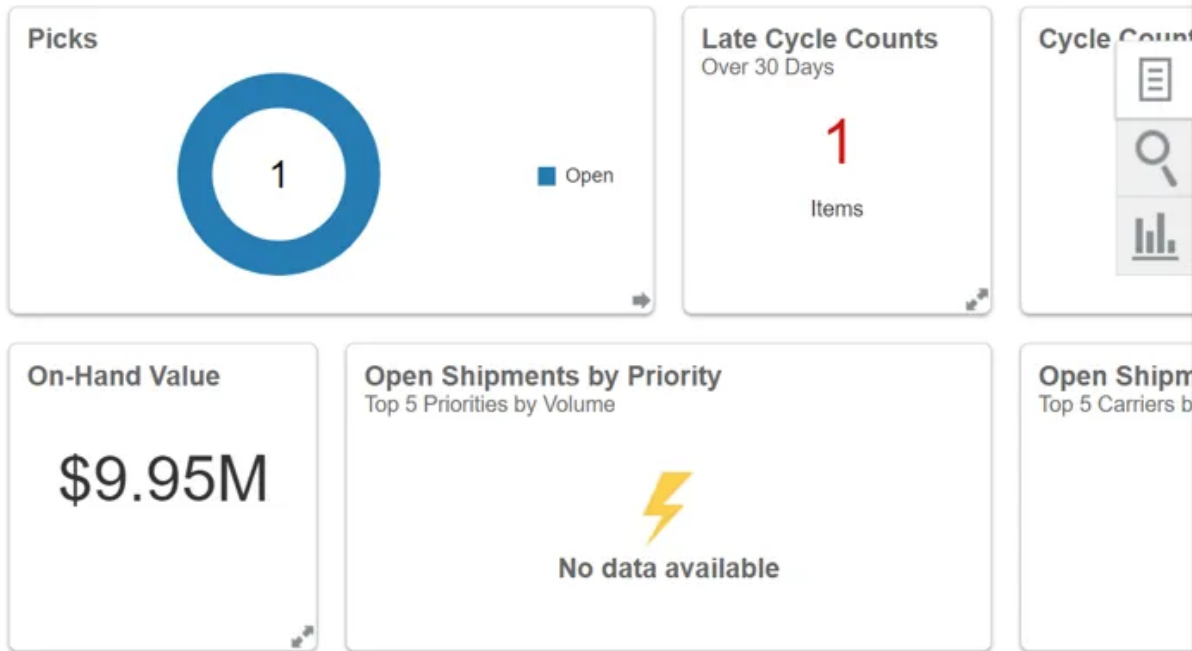


Step 6. Click the *Show Tasks* drop-down choice list, then select **Inventory** and click **Create Miscellaneous Transaction**.

Image

Inventory Management ?

Inventory Organization 4210451



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

Image

Create Miscellaneous Transaction ?

Submit and Create Another

Submit

Cancel

Transaction

* Date

6/14/23 7:55 AM

* Type

NC Direct Issue

* Use Current Item Cost

Yes

☐ Enter transactions by serial numbers

Source

Account

Transaction Lines ?

Actions View +

Generate Lot

Generate Serial Number Range

Record Lots and Serial Numbers

Edit Details

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On Hand Quant
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Step 8. Click the **Add** icon on the **Transactions Lines** section.

Image

Create Miscellaneous Transaction ?

[Submit and Create Another](#) [Submit](#) [Cancel](#)

Transaction

* Date 

* Type ▼

* Use Current Item Cost ▼

☐ Enter transactions by serial numbers

Source

Account 

Transaction Lines ?

Actions ▼ View ▼    [Generate Lot](#) [Generate Serial Number Range](#) [Record Lots and Serial Numbers](#) [Edit Details](#)

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On Hand Quant
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Step 9. Enter the **Item** number. In this example we enter **0001927**.

Image

Inventory Organization 4210451

[Change Organization](#)

Create Miscellaneous Transaction ?

[Submit and Create Another](#)[Submit](#)[Cancel](#)

Transaction

Date	6/14/23 7:55 AM	Source	
Type	NC Direct Issue	Account	
Use Current Item Cost	Yes		
☐ Enter transactions by serial numbers			

Transaction Lines ?

Actions	View	+		×	Generate Lot	Generate Serial Number Range	Record Lots and Serial Numbers	Edit Details
Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On-Hand Quantity
1	0001927			CASE		Yes		

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

Image

Create Miscellaneous Transaction ?

[Submit and Create Another](#)[Submit](#)[Cancel](#)

Transaction

Date 6/14/23 7:55 AM 

Type NC Direct Issue ▼

Use Current Item Cost Yes ▼

☐ Enter transactions by serial numbers

Source

Account

Transaction Lines ?

Actions ▼ View ▼

[Generate Lot](#)[Generate Serial Number Range](#)[Record Lots and Serial Numbers](#)[Edit Details](#)

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On-Hand Quantity
1	0001927	5113		CASE		Yes		

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

Image

Create Miscellaneous Transaction ?

Submit and Create Another

Submit

Cancel

Transaction

Date6/14/23 7:55 AM

TypeNC Direct Issue

Use Current Item CostYes

☐ Enter transactions by serial numbers

Source

Account

Transaction Lines ?

ActionsView+

Generate LotGenerate Serial Number RangeRecord Lots and Serial NumbersEdit Details

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On-Hand Quantity
1	0001927	5113		CASE	98	Yes		

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

Image

Inventory Organization 4210451

[Change Organization](#)

Create Miscellaneous Transaction ?

[Submit and Create Another](#)[Submit](#)[Cancel](#)

Transaction

Date 6/14/23 7:55 AM

Source

Type NC Direct Issue

Account

Use Current Item
Cost

Yes

☐ Enter transactions by serial numbers

Transaction Lines ?

Actions View

[Generate Lot](#)[Generate Serial Number Range](#)[Record Lots and Serial Numbers](#)[Edit Details](#)

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On- Hand Quantity
1	0001927	5113		CASE	98	Yes		

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

Image

Inventory Organization 4210451

[Change Organization](#)

Create Miscellaneous Transaction Line: 1 ?

◀ Line 1 ▶ [Actions](#) [Add Another Line](#) [OK](#) [Cancel](#)

Transaction

Date 6/14/23 7:55 AM

Type NC Direct Issue

Use Current Item Cost Yes

☐ Enter transactions by serial numbers

Source

Account

Line Details ?

* Item 0001927

Item Description RED
PEPPER,
SWEET,
DICED, 6/#10
CANS/CASE

Owning Party Site

* Use Current Item Cost Yes

Unit Cost Enter Cost Details

* Account

Location Type

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

Create Miscellaneous Transaction Line

Transaction

Date 6/14/23 7:55

Type NC Direct Is

Use Current Item Cost Yes

Enter tran

Line Details ?

* Item 0001927

Item Description RED PEPPER, SWEET, DICED, 6/#10 CANS/CASE

Owning Party Site

Owning Party

Procurement BU

Revision

Account

Hide Segments

Agency 1900 DEPARTMENT OF PUBLIC SAFETY

Budget Fund 102774 DPS 1320 DOP FOOD SERVICE & CLEANING

Account 53410000 FOOD SUPPLIES

Agency Mgmt Unit 1901116 WHSE, TRANS & COMM SHOP

Agency Program 0000000 DEFAULT Agency Program NC CASH

Funding Source 0000 UNDESIGNATED

Project 0000000000 DEFAULT Project NC CASH

Inter Fund 000000 DEFAULT Inter Fund NC CASH

Future 1 0000 DEFAULT Future 1 Test

Future 2 000000 DEFAULT Future 2

Future 3 00000 DEFAULT Future 3 NC CASH

Search Reset OK Cancel

Organization 4210451 Change Organization

Add Another Line OK Cancel

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

Image

Create Miscellaneous Transaction Line: 1 ?

Transaction

Date 6/14/23 7:55 AM
Type NC Direct Issue
Use Current Item Cost Yes

Source

Account

☐ Enter transactions by serial numbers

Line Details ?

* Item 
RED
PEPPER,
Item Description SWEET,
DICED, 6/#10
CANS/CASE
Owning Party Site ▼

* Use Current Item Cost ▼

Unit Cost

* Account 

Location Type ▼

Inventory Organization 4210451

[Change Organization](#)

◀ Line ▶

Actions ▼

Add Another Line

OK

Cancel

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

Image

Inventory Organization 4210451

Change Organization

Create Miscellaneous Transaction ?

Submit and Create Another

Submit

Cancel

Transaction

Date 6/14/23 7:55 AM

Type NC Direct Issue

Use Current Item Cost

Yes

☐ Enter transactions by serial numbers

Source

Account

Transaction Lines ?

Actions View



Generate Lot

Generate Serial Number Range

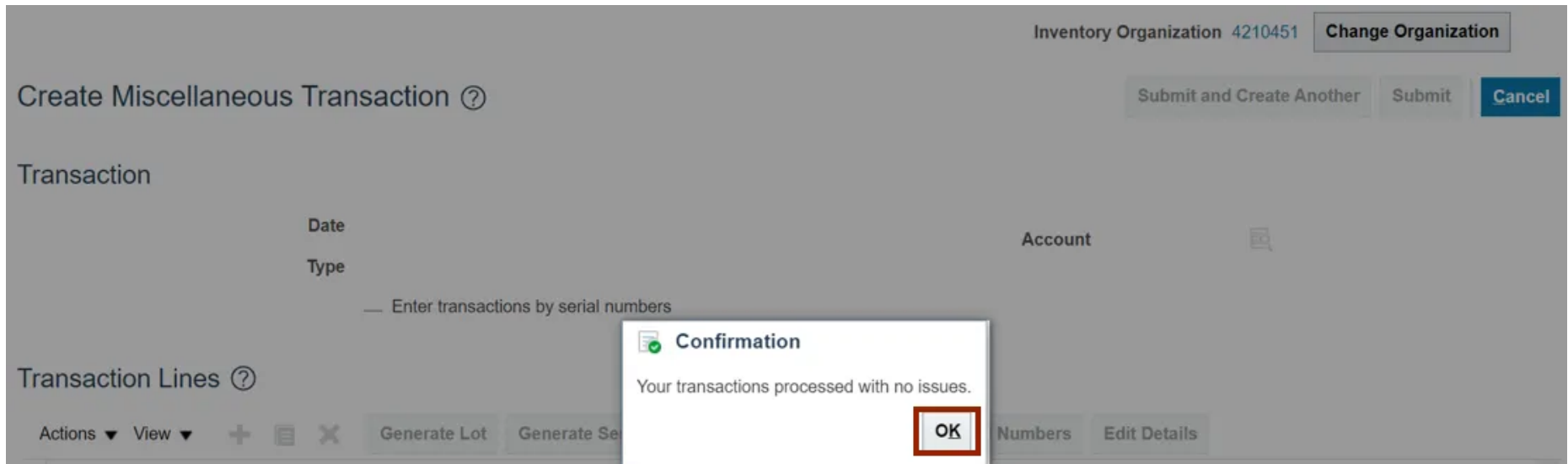
Record Lots and Serial Numbers

Edit Details

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On-Hand Quantity
1	0001927	5113		CASE	98	Yes		

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](#)

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