

INV-45 Inventory Item Inactivation

Purpose

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

Introduction and Overview

This QRG covers explanation on how to inactivate an inventory item in NCFS. By inactivating an inventory item, transactions cannot be performed with the item.

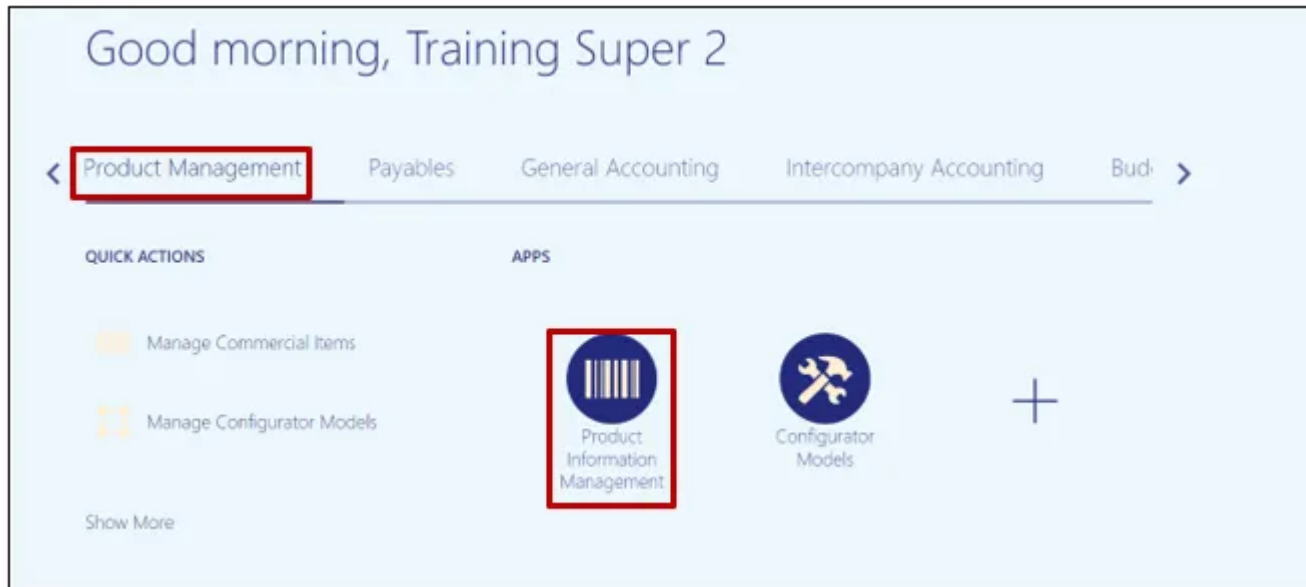
Inventory Item Inactivation

To inactivate an inventory item in NCFS, please follow the steps below. There are 6 steps to complete this process.

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

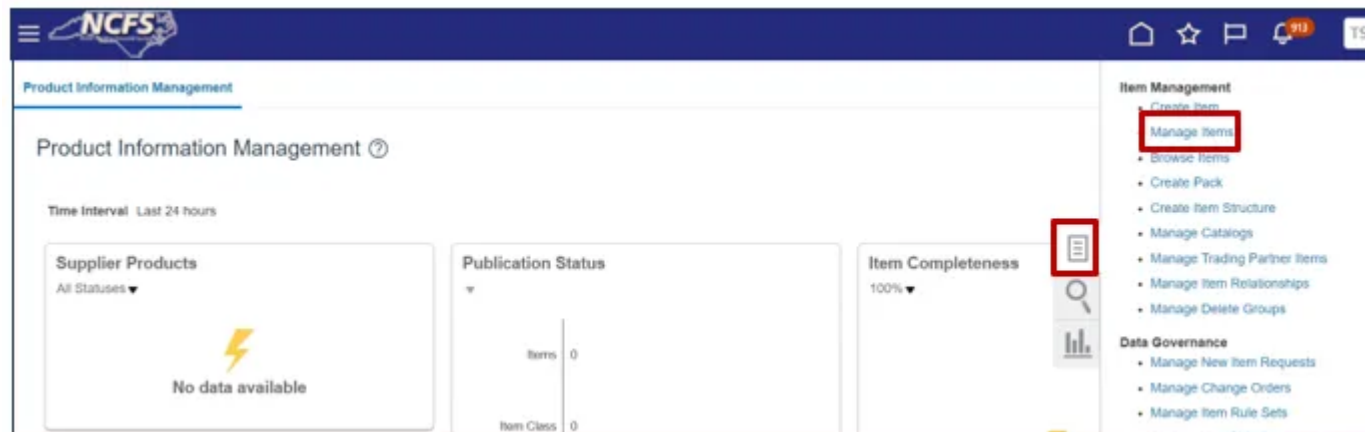
Step 2. On the **Home** page, under the **Product Management** tab, click the **Product Information Management** app.

Image



Step 3. Click the **Tasks** icon and select **Manage Items**.

Image



Step 4. Use the search features to find the item to be inactivated. Click **Search**.

In this example, item **0003631** was entered into the **Item** field.

Image

Product Information Management **Manage Items** x

Manage Items ? Root Item Class Done

Advanced Search Saved Search: Application Default

**** Item** Starts with **** Keyword**

**** Description** Starts with

Search Reset Save... Add Fields

Search Results

Step 5. Click the **Item Number** that appears in the **Search Results**.

Image

Advanced Search Saved Search: Application Default

**** Item** Starts with **** Keyword**

**** Description** Starts with

Search Reset Save... Add Fields

Search Results

Actions View Format + X Compare Detach Wrap Image Show Manage Item Mass Changes

Item	Description	Approval Status	Item Status	Long Description	Item C
0003631	SIZE # 10 DISPOSABLE SURGICAL SCALPEL WITH PLASTIC	Approved	Active	HANDLE, 10 PER PACKAGE.	DAC B
0003631	SIZE # 10 DISPOSABLE SURGICAL SCALPEL WITH PLASTIC	Approved	Active	HANDLE, 10 PER PACKAGE.	DAC B

Step 6. Using the **Item Status** drop down field, change the status to **Inactive**. Click **Save**.

Image

The screenshot shows the 'Edit Item' form for item 0003631 (ITEMMASTERORG). The form is titled 'Edit Item: 0003631 (ITEMMASTERORG)'. It includes a 'Social' icon and 'Actions' buttons for 'Save' and 'Cancel'. The 'Item Status' dropdown is highlighted with a red box, showing 'Active' and 'Inactive' options. The 'Save' button is also highlighted with a red box. The form contains the following fields:

- Item: 0003631
- *Description: SIZE # 10 DISPOSABLE SURGICAL SCALPEL WITH PLASTIC
- Item Class: DAC Item Class
- Approval Status: Approved
- Completeness Score: None
- Created By: Conversion_User
- Item Status: Active (dropdown menu open, showing 'Active' and 'Inactive' options)
- Lifecycle Phase: Active
- User Item Type: Purchased Item
- Pack Type: (dropdown menu)
- Revision: 0
- Creation Date: 3/6/23 11:04 PM

The bottom of the form has tabs for Overview, Specifications, Structures, Attachments, Associations, Relationships, Categories, and Quality.

Wrap-Up

This QRG covers explanation on how to inactivate an inventory item in NCFS. By inactivating an inventory item, transactions cannot be performed with the item.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [INV 109: Inventory Item Maintenance](#)

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