INV-49 Inactivate an Item Within a Single Inventory Organization

Purpose

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

Introduction and Overview

This QRG explains how to inactivate an item by performing a subinventory transfer to a DMG subinventory in NCFS. Once an item is moved to a DMG subinventory, it cannot be transacted with by the inventory organization.

This is an option to hold or prevent movements on certain quantities of items without deactivating the entire item. For example, 2 quantity of the 10 total on-hand should not be transacted with; by moving 2 quantity to the DMG subinventory. The on-hand quantity will show as 8 quantity after this transaction and the held 2 quantity cannot be transacted with.

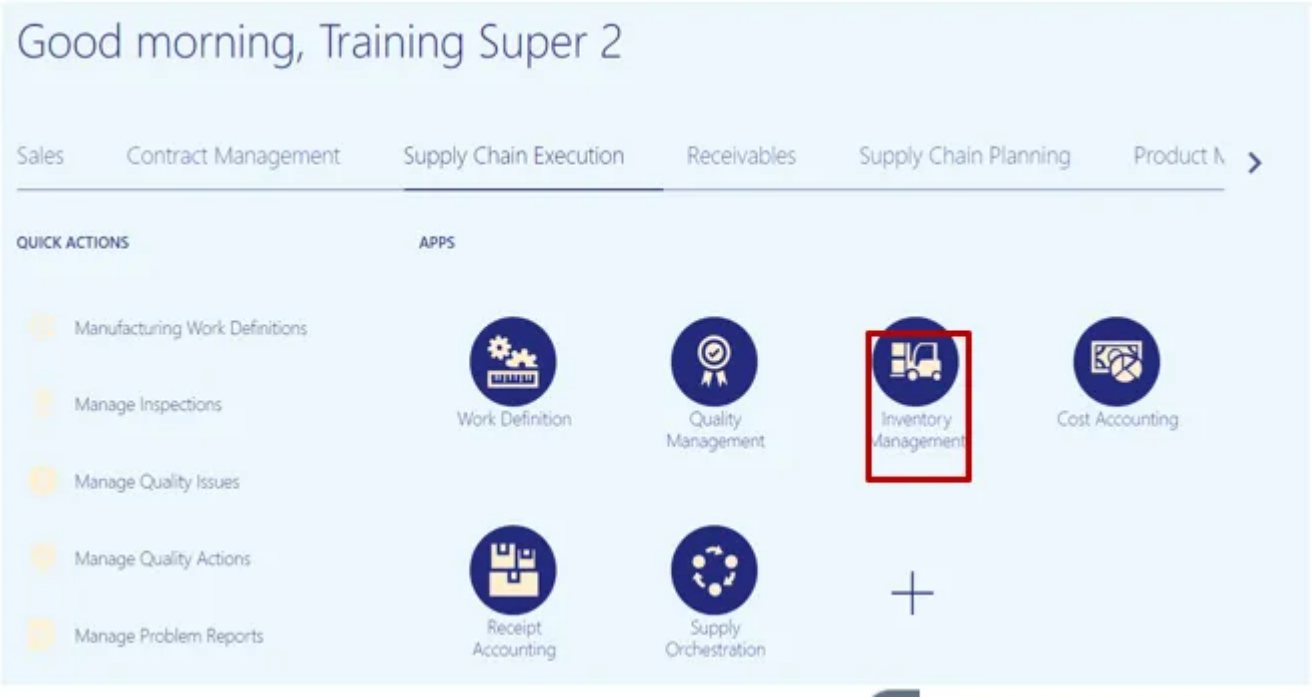
Inactivate an Item by Subinventory Transfer to DMG

To inactivate an item by subinventory transfer to DMG in NCFS, please follow the steps below. There are 12 steps to complete this process.

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

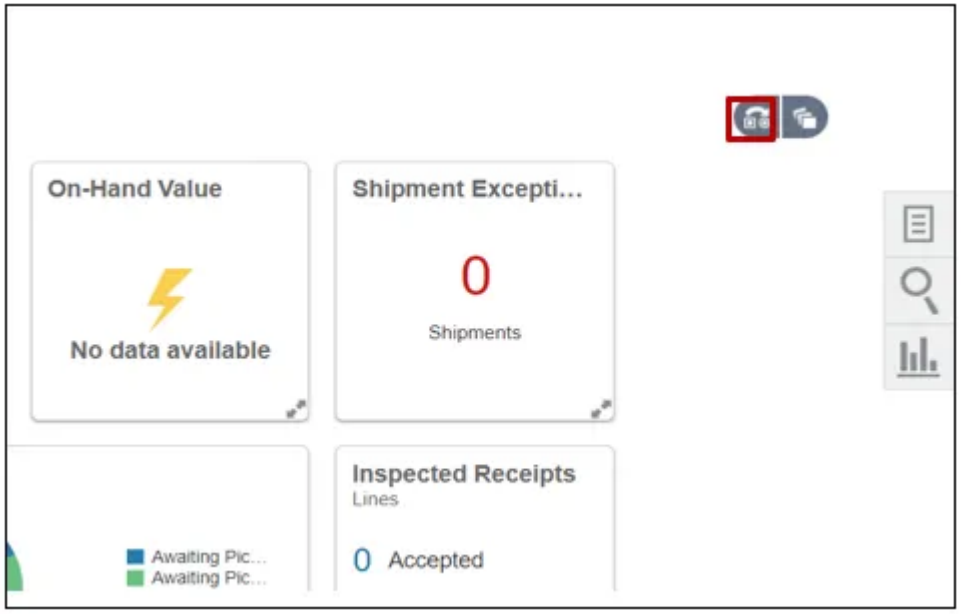
Step 2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.

Image



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

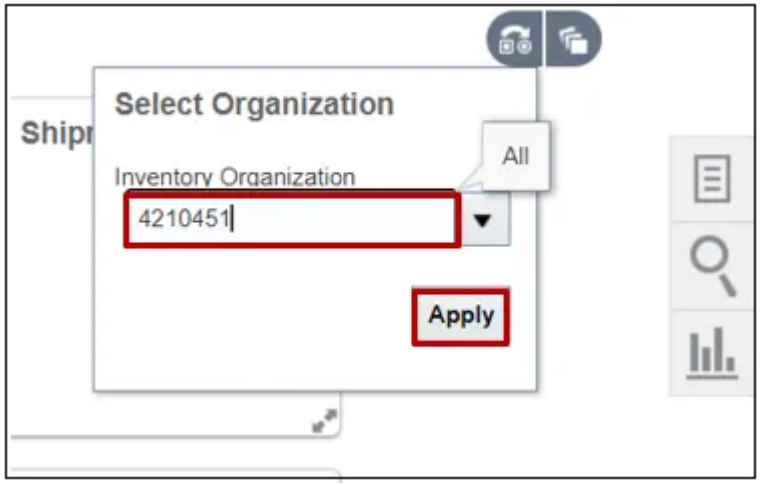
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Step 4. Enter the **Inventory Organization**.

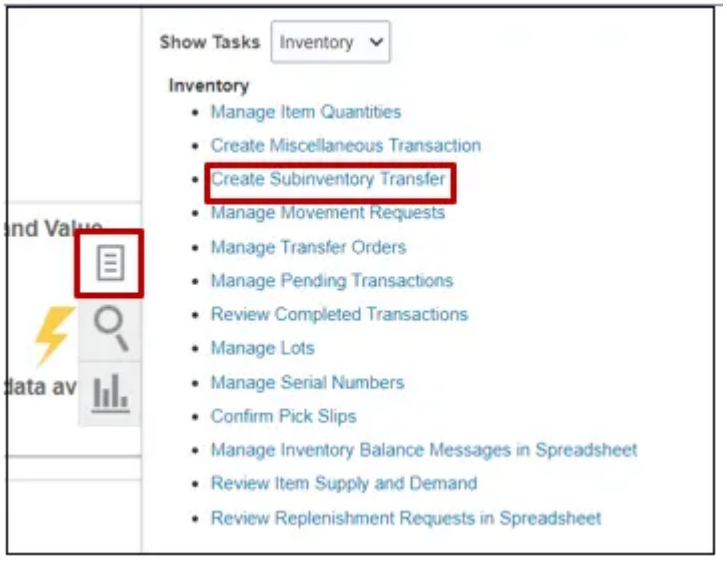
In this example, we chose **4210451.** Then click the **Apply** button.

Image



Step 5. Click the **Tasks** icon, and click **Create Subinventory Transfer**.

Image



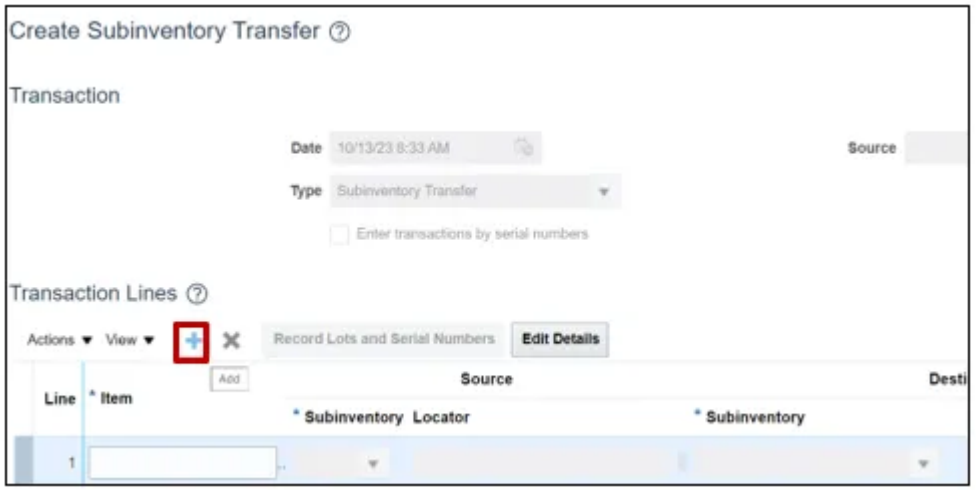
Step 6. On the **Transaction** section, click the **Type** drop-down list and select **Subinventory Transfer**.

Image



Step 7. Click the **Add** icon to add a transaction line.

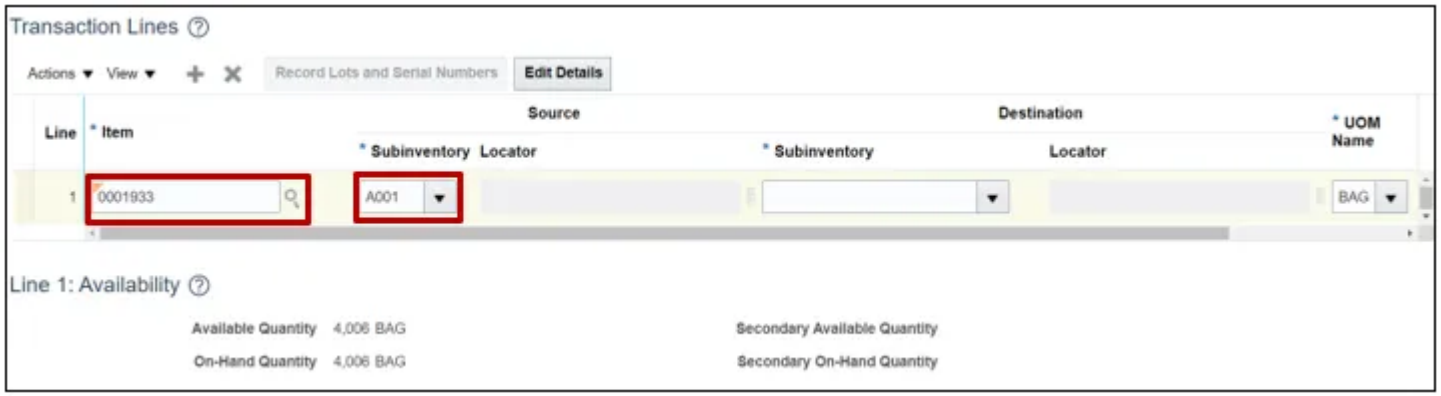
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Step 8. Enter the **Item number** and **Source Subinventory** number.

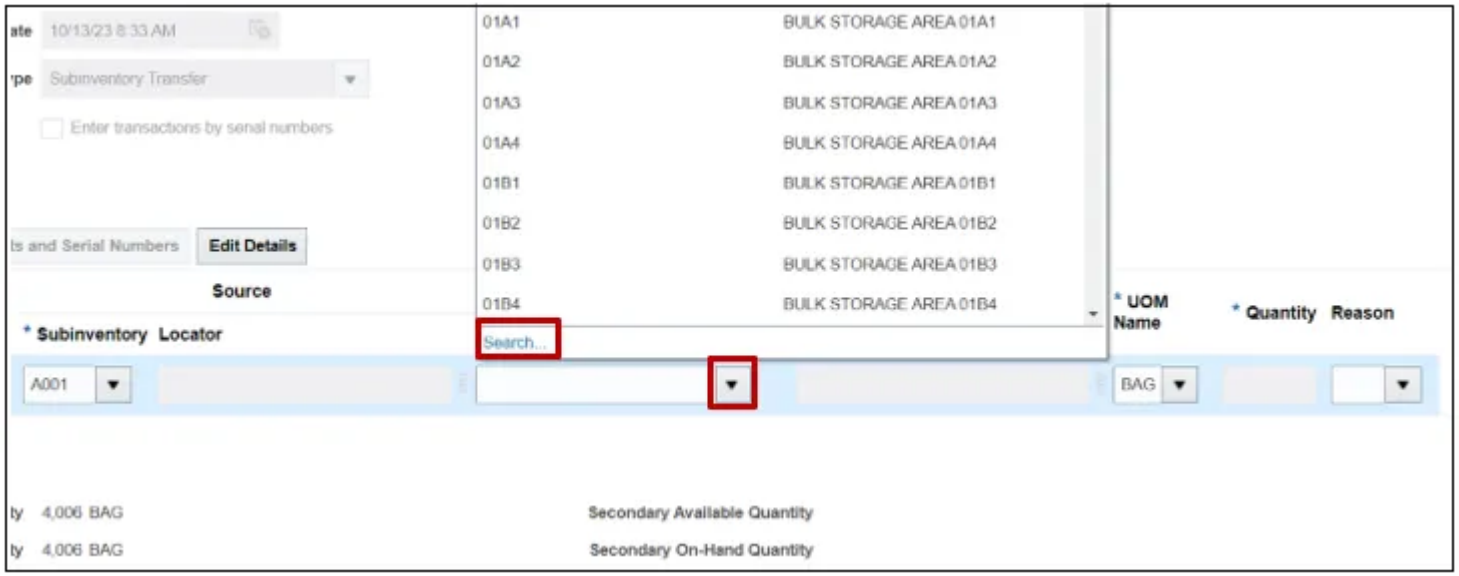
In this example, we choose item **0001933** and its subinventory of **A001**.

Image



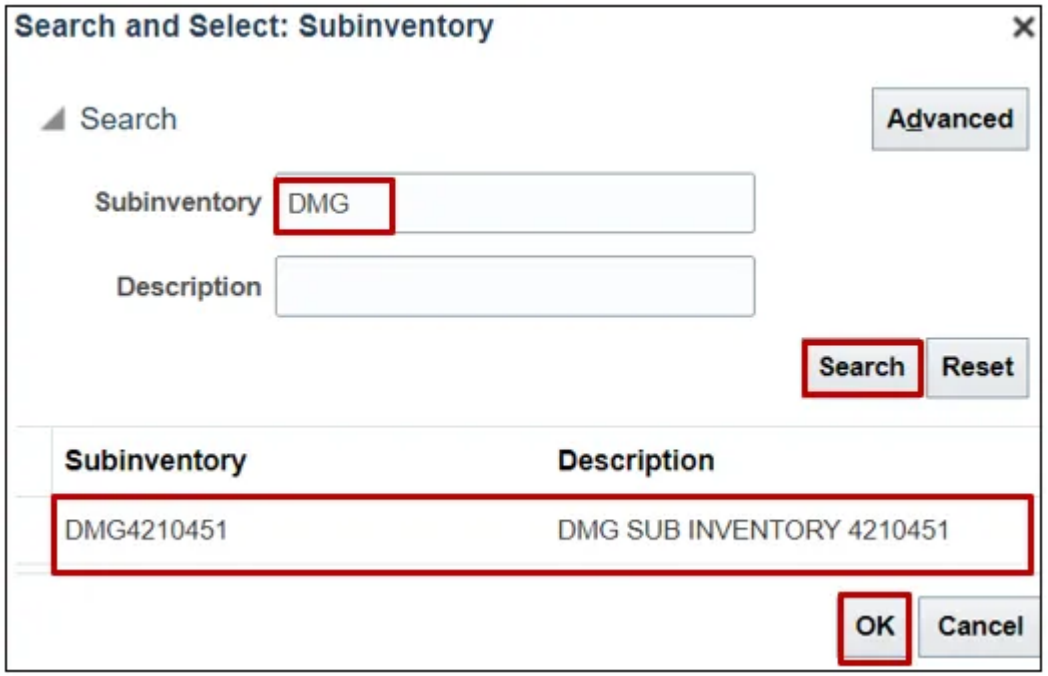
Step 9. Search for the **DMG Subinventory**. Open the **Destination Subinventory** drop-down list, and click the **Search** at the bottom of the list.

Image



Step 10. Enter **DMG** into the **Subinventory** field, then click **Search**. Select the search result associated with the **DMG** subinventory and click **OK**.

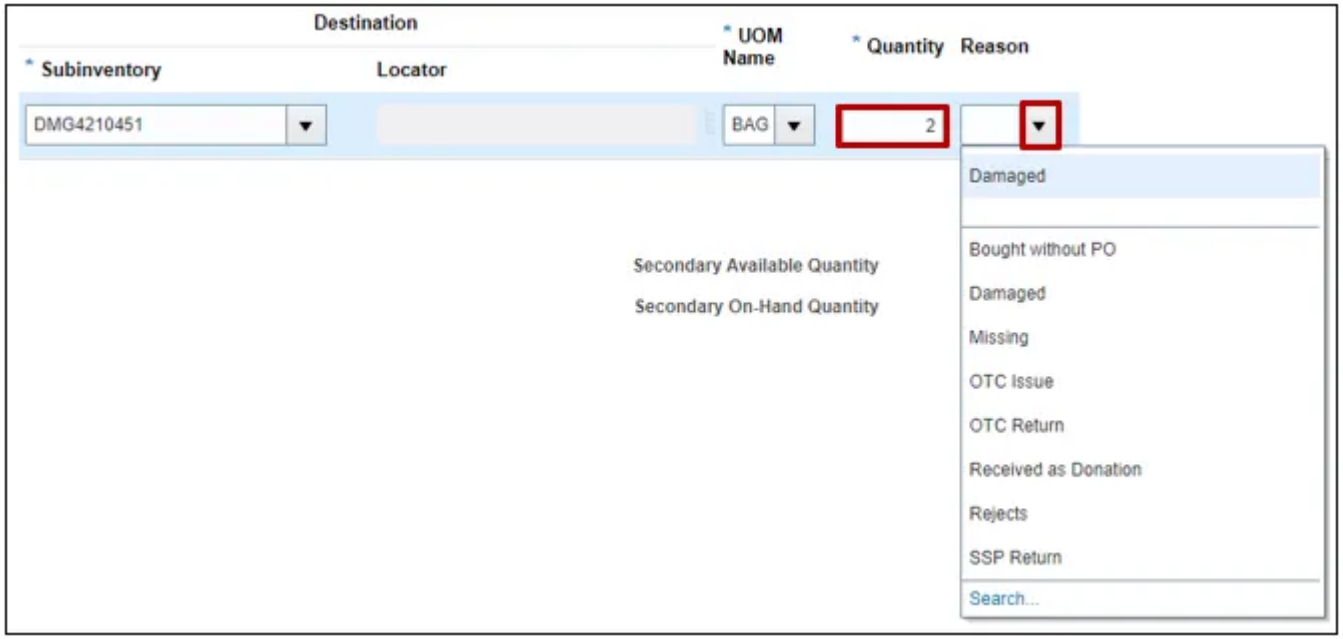
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Step 11. Enter the **Quantity** and choose a **Reason** from the drop-down list if required.

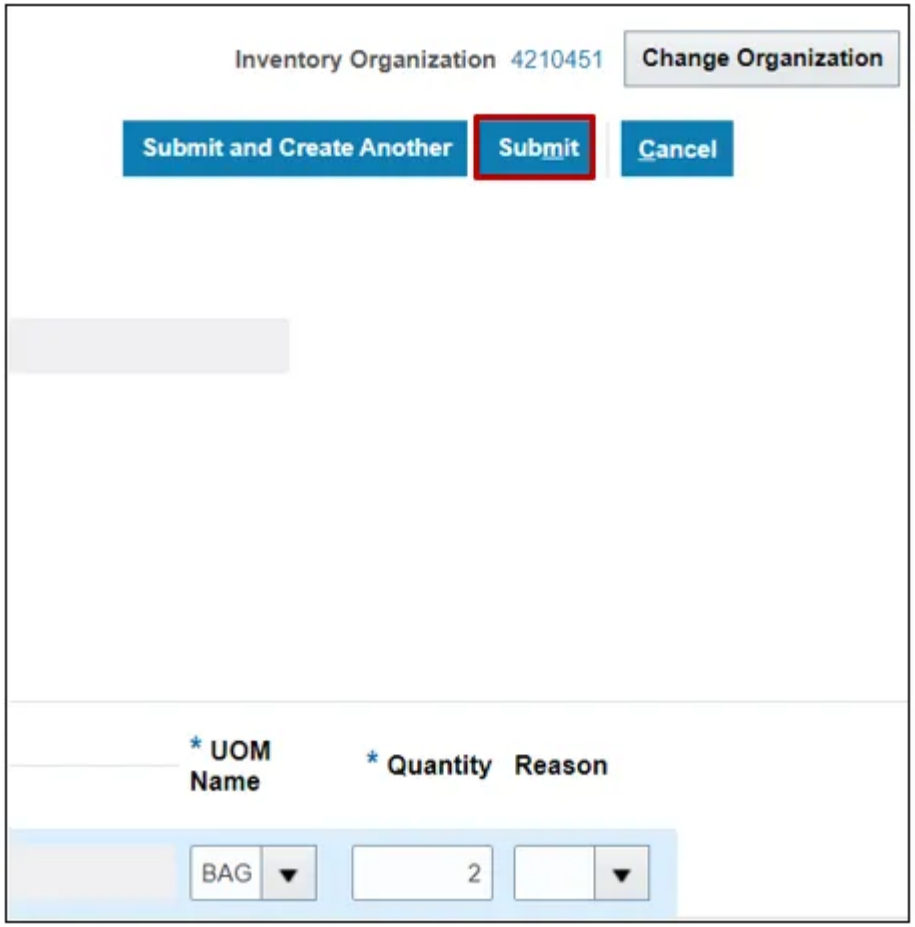
In this example, **2** quantity was chosen and the reason was left **blank**.

Image



Step 12. Click **Submit** to place this movement to the DMG subinventory and inactivate a quantity of items from being transacted.

Image



Wrap-Up

Inactivate an item by performing a subinventory transfer to a DMG subinventory in NCFS using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)

- INV 105: Inventory Warehouse Manager

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