

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.

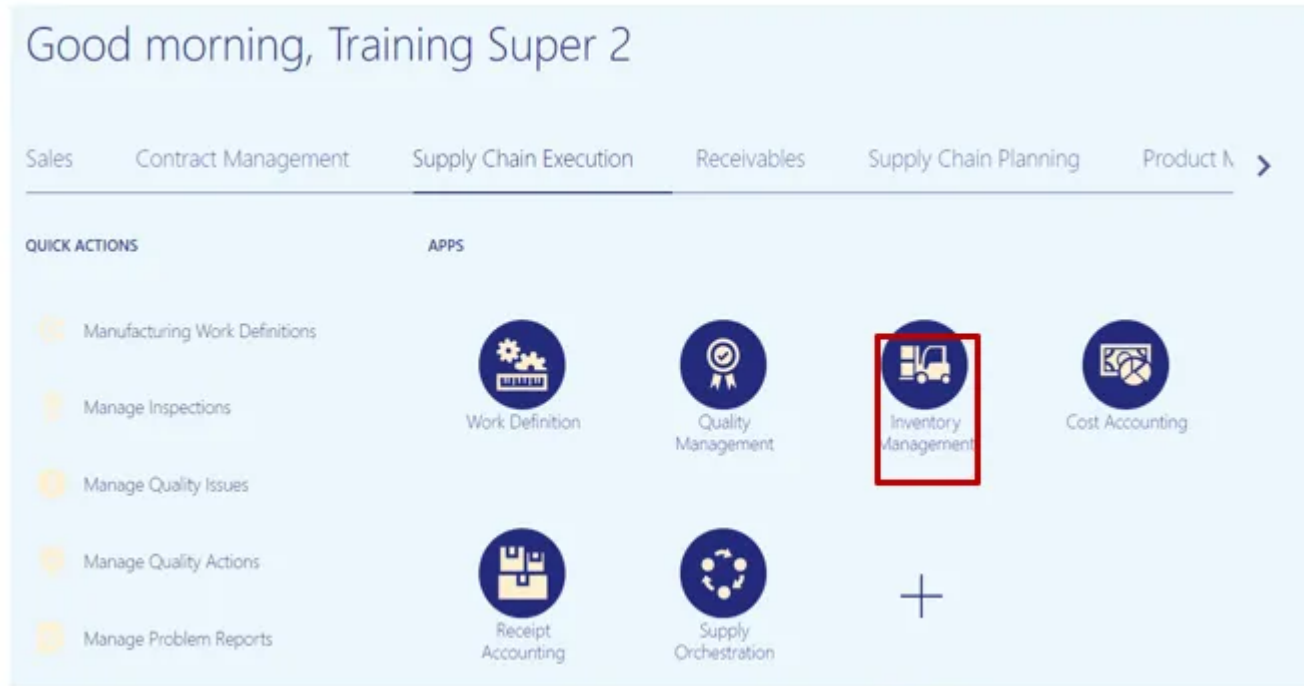
Inactivate an Item by Subinventory Transfer to DMG

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.

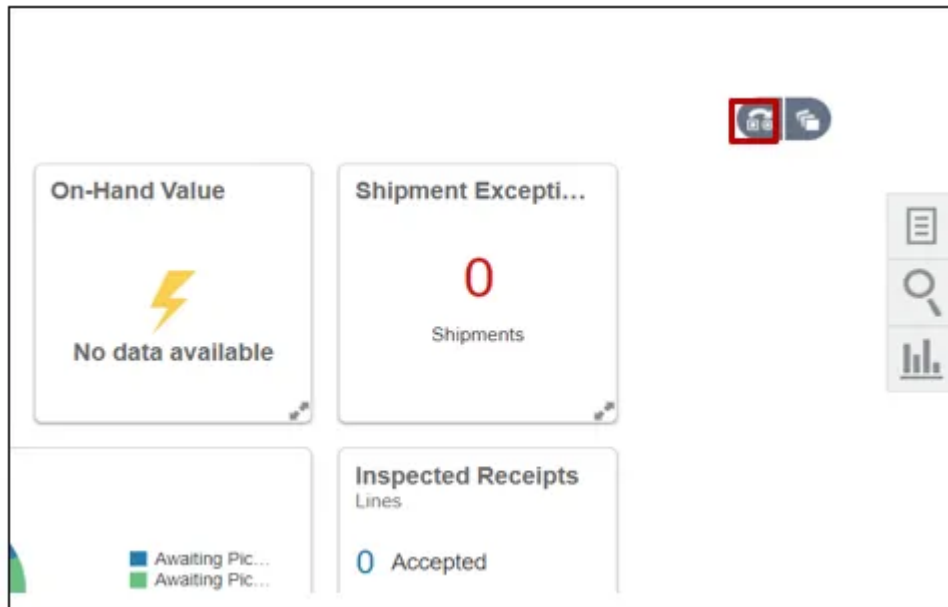
Step 2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.

Image



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

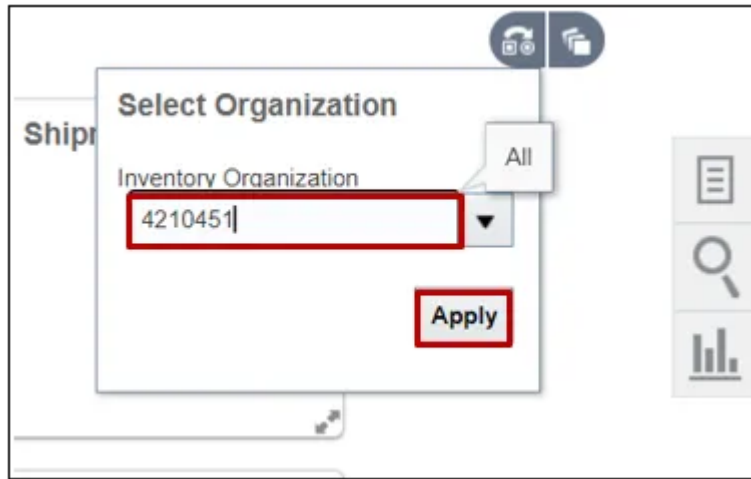
Image



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

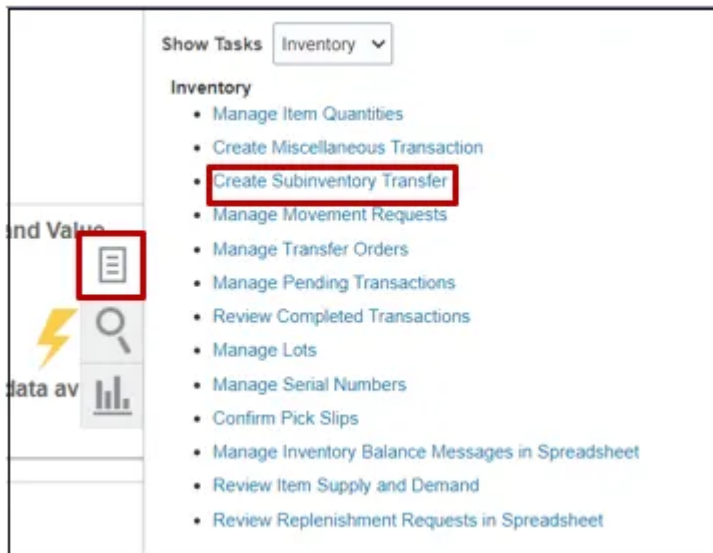
In this example, we chose **4210451**. Then click the **Apply** button.

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

Inventory Organization 4210451 [Change Organization](#)

Create Subinventory Transfer ?

Submit and Create Another Submit Cancel

Transaction

* Date 10/13/23 8:33 AM

* Type Subinventory Transfer

Source

Transaction Lines ?

Actions View + X Record Lots and Serial Numbers Edit Details

Line	* Item	Source	Destination	* UOM Name	* Qual
		* Subinventory Locator	* Subinventory Locator		

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

Image

Create Subinventory Transfer ?

Transaction

Date 10/13/23 8:33 AM

Type Subinventory Transfer

☐ Enter transactions by serial numbers

Transaction Lines ?

Actions View + X Record Lots and Serial Numbers Edit Details

Line	* Item	Source	Destination
		* Subinventory Locator	* Subinventory
1			

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

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

Image

Transaction Lines ?

Actions View + X Record Lots and Serial Numbers Edit Details

Line	* Item	Source	* Subinventory	Locator	Destination	* Subinventory	Locator	* UOM Name
1	0001933		A001					BAG

Line 1: Availability ?

Available Quantity	4,006 BAG	Secondary Available Quantity	
On-Hand Quantity	4,006 BAG	Secondary On-Hand Quantity	

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

ate 10/13/23 8:33 AM

pe Subinventory Transfer

☐ Enter transactions by serial numbers

Record Lots and Serial Numbers Edit Details

Source

* Subinventory	Locator
A001	

Search...

* UOM Name * Quantity Reason

BAG

ty 4,006 BAG

ty 4,006 BAG

Secondary Available Quantity

Secondary On-Hand Quantity

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

Image

Search and Select: Subinventory [X]

Search [Advanced]

Subinventory **DMG**

Description

[Search] [Reset]

Subinventory	Description
DMG4210451	DMG SUB INVENTORY 4210451

[OK] [Cancel]

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

Destination		* UOM Name	* Quantity	Reason
* Subinventory	Locator			
DMG4210451		BAG	2	
		Secondary Available Quantity Secondary On-Hand Quantity		
		Damaged Bought without PO Damaged Missing OTC Issue OTC Return Received as Donation Rejects SSP Return Search...		

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

Image

Inventory Organization 4210451 [Change Organization](#)

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

* UOM Name * Quantity Reason

BAG ▼ 2 ▼

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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