

MFG-12 View On Hand Balances

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to View On Hand Balances in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of View On Hand Balances. This process provides information on how to use the Manage item Quantities screen to view inventory details and on hand balances and how to change the subinventory status affect 'Available to Reserve' and 'Available to Transact'.

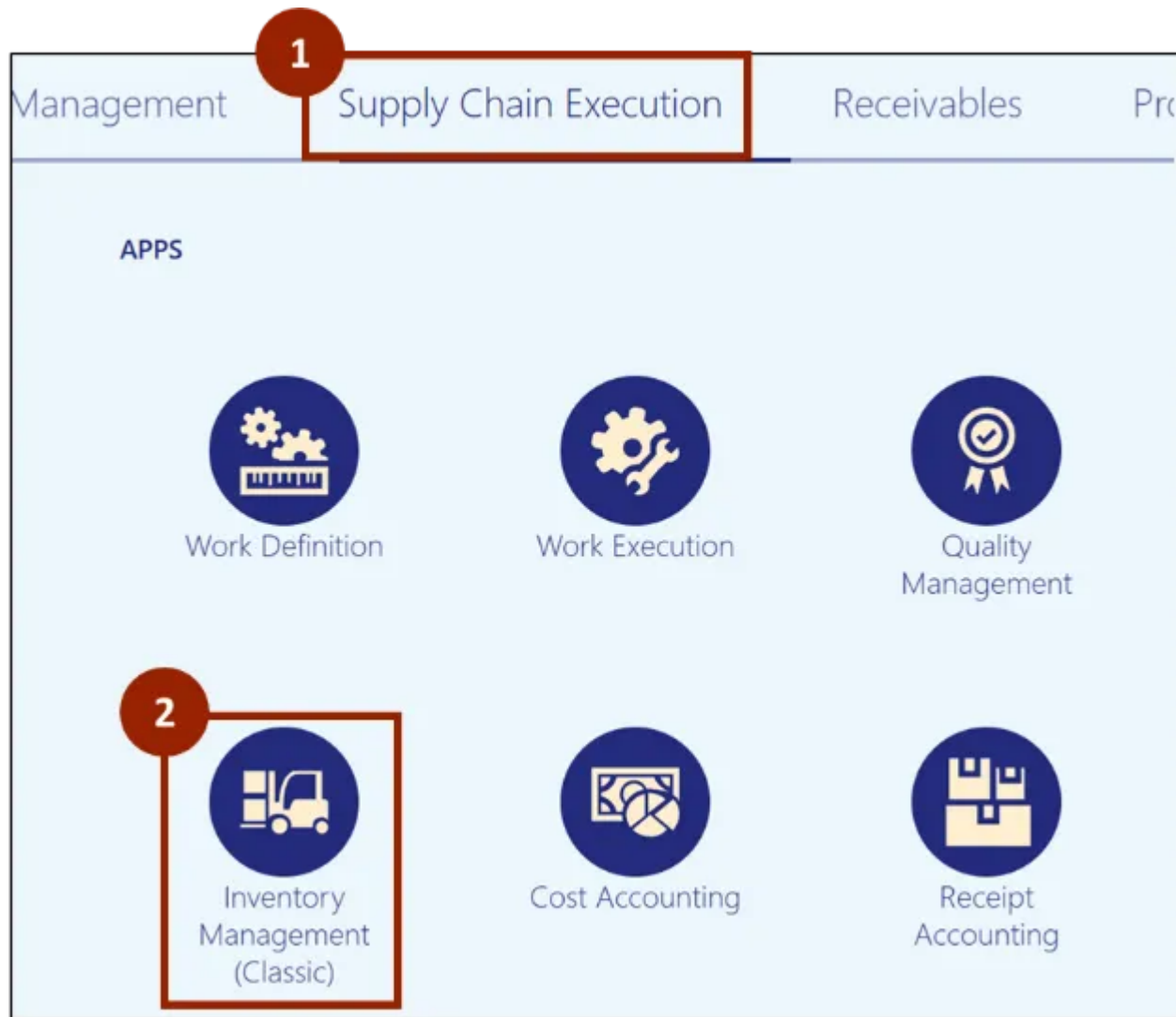
View On Hand Balances

There are 15 steps to complete this process.

Step 1. From the Home screen, select the **Supply Execution** tab.

Step 2. Click on **Inventory Management**.

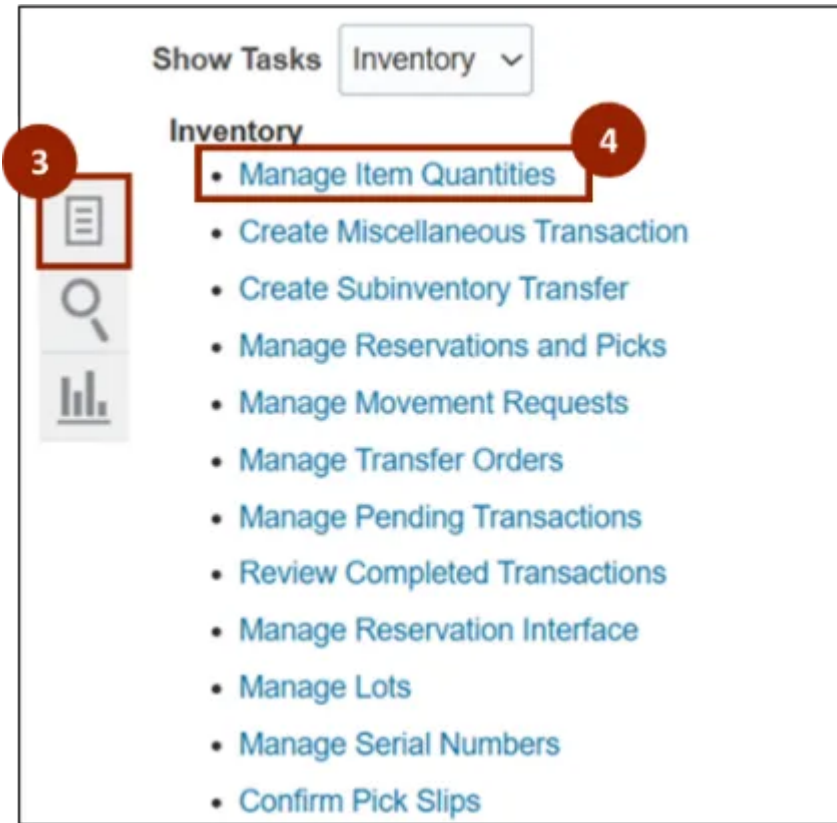
Image



Step 3. On the Inventory Management page, click the **Task** icon.

Step 4. Under the Inventory header, click **Manage Item Quantities**.

Image



Step 5. Verify the **On Hand** checkbox is selected.

Step 6. In the Organization field, enter or select **the desired organization** (i.e., 428115R).

Note: If the Organization has been selected previously, this field automatically populates. Additionally, at least one of the fields marked with a double asterisk (**) must be completed before clicking the Search button.

Image

Manage Item Quantities ?

Advanced Search

** Item

Item Description

Starts with

** Organization

428115R

Subinventory

Saved Search

All Item Quantities

** At least one is required

View Item Quantity By

Item

5

☒ On Hand

☐ Receiving

☐ Inbound

6

Search

Reset

Save...

Add Fields

Reorder

Done

Step 7. (Optional) In the subinventory field, enter or select the **desired subinventory** to narrow the search results further (For example, if you would like to view only finished goods within the search results, select the FG428115R).

Step 8. Click the **Search** button.

Image

Manage Item Quantities ?

Done

Advanced Search

** Item

Item Description

Starts with ▾

** Organization

428115R

▾

Subinventory

▾

View Item Quantity By

Item ▾

☒ On Hand

☐ Receiving

☐ Inbound

Search

Reset

Save...

Add Fields ▾

Reorder

Saved Search

All Item Quantities ▾

** At least one is required

The Search Results table displays all item numbers in the Item column as well as their specific On Hand and UOM Name for each item. Currently for DAC, the Receiving and Inbound Quantity columns are not in use.

Step 9. To expand details on a particular item, click the **arrow** within the Item column to expand details.

Note: If the Organization folder link is selected, a pop-up window displays the full Organization Name.

Image

Search Results ?

View Item Quantity By Item

Actions View View Item Availability

Item	Quantity			
	On Hand	Receiving	Inbound	UOM Name
Item 0004200 ☆	15,500			EACH
Organization 428115R	15,500			EACH
Subinventory M8115	15,500			EACH
Item 0004213 ☆	429,200			EACH

Once an item is selected within the Search Results table, additional details display within the Item #: Details section at the bottom of the screen.

Image

Search Results ?

View Item Quantity By Item

Actions View View Item Availability

Item	Quantity			UOM Name
	On Hand	Receiving	Inbound	
Item 0004200 ☆	15,500			EACH
Organization 428115R	15,500			EACH
Subinventory M8115	15,500			EACH
Item 0004213 ☆	429,200			EACH

Item 0004200: Details

Item Details Lot Details Serial Number Details Inbound Details Consigned Details

Item 0004200 Category Name 441215-Mailing supplies

Item Description INTEROFFICE MESSAGE ENVELOPES, 9-1/2" X 12-1/2",

Step 10. To view item quantities displayed based on the Subinventory instead of Item display: Click the View Item Quantity By drop-down field.

Step 11. Select the **desired option** from the list (i.e., Subinventory).

Step 12. To open the Item Availability window, click the **View Item Availability** button.

Image

Manage Item Quantities ?

► Advanced Search

Search Results ?

10 View Item Quantity By Item

Item

Locator

11 Subinventory

12 View Item Availability

Item	Quantity			UOM Name
	On Hand	Receiving	Inbound	
Item 0004200	15,500			EACH
Organization 428115R	15,500			EACH
Subinventory M8115	15,500			EACH

Step 13. Within the Quantity table, review the **Available to Transact** total .

Step 14. Review the **Available to Reserve** total.

Step 15. Once complete, click **OK**.

Note: The concept of the reservation is a relationship between a demand document and a supply document. Available to Reserve shows the quantity on hand minus the quantity already reserved for other orders. It is the quantity available for new orders.

Image

Item Availability

Item 0004200

Revision

Item Description INTEROFFICE MESSAGE ENVELOPES, 9-1/2" X 12-1/2",

Lot

Organization 428115R

Source Subinventory

Locator

View ▼ Format ▼ Freeze Wrap

Quantity Type	Quantity				UOM Name
	On Hand	Receiving	Inbound	Total	
Total	15,500			15,500	EACH
Available to Transact	15,500			15,500	EACH
Available to Reserve	15,500			15,500	EACH

Columns Hidden 5

Columns Frozen 1

OK

Wrap-Up

NCFS users can reference the View On hand Balances using the steps above.

Additional Resources

- Virtual Instructor Led Training (vILT)
 - [MFG108: Manage Inventory 1](#)

First Published

Mon, 11/17/2025

Last Updated

Mon, 11/17/2025

[View PDF](#)