



VIEW APPROVED ITEMS

INV

QUICK REFERENCE GUIDE INV-07

Purpose

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

Introduction and Overview

This QRG covers how to view approved items in NCFS.

Generate Approved Items

To view approved items in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Product Management** tab.

Good afternoon, Training Super User 1!

< Supply Chain Planning **Product Management** Payables General Accounting Intercor >

QUICK ACTIONS

Manage Commercial Items

Manage Configurator Models

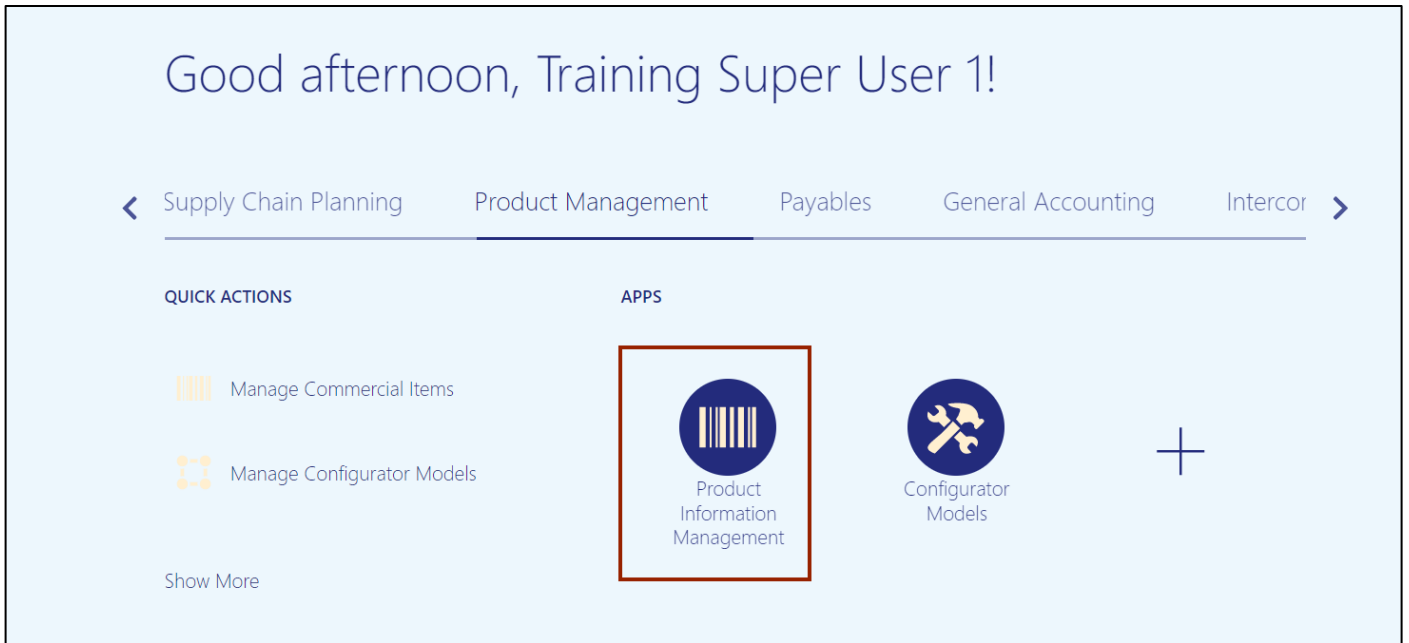
Show More

APPS

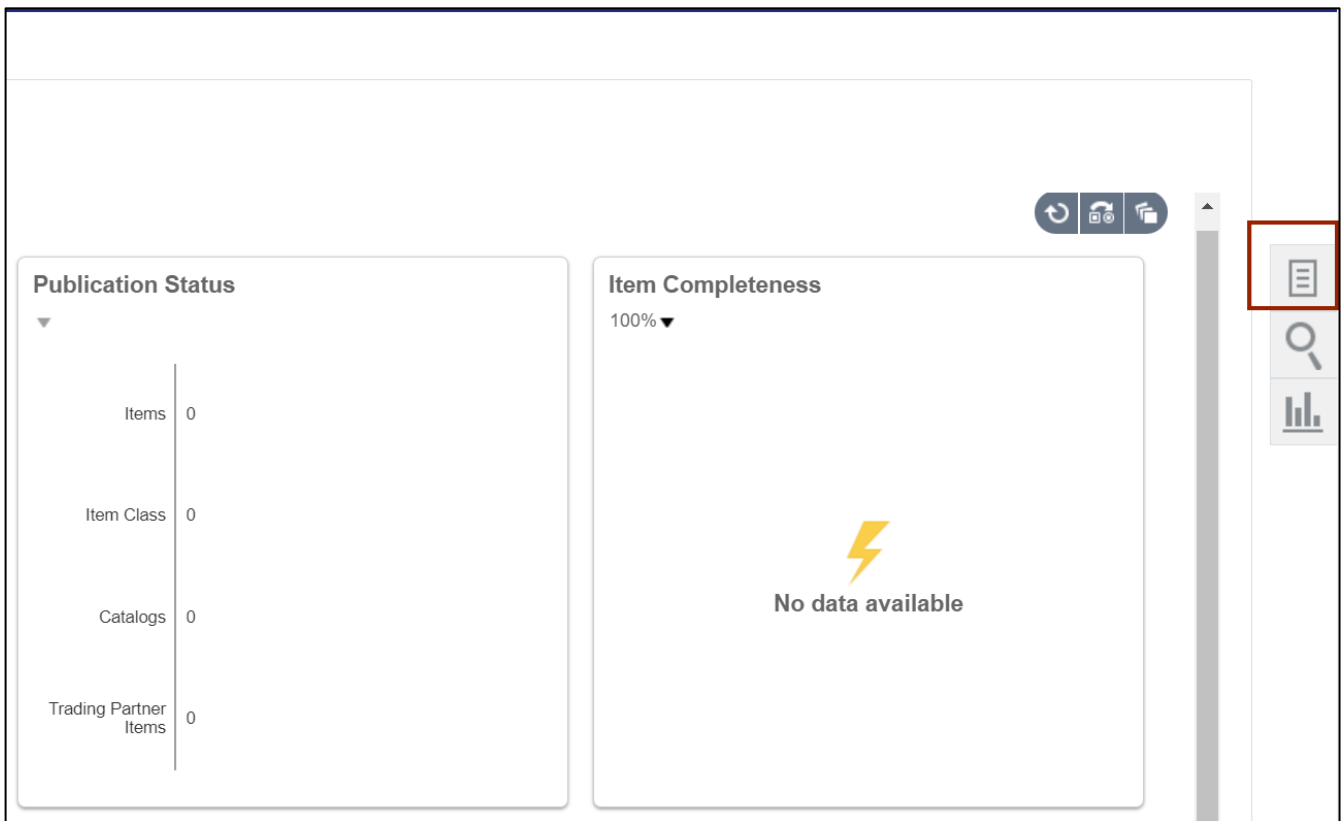
Product Information Management

Configurator Models

3. Click the **Product Information Management** app.



4. On the **Product Information Management** page, click the **Tasks** icon.



5. Under **Item Management** area, click **Manage Items**.

The screenshot shows a dashboard with a sidebar on the right containing the following menu items:

- Item Management**
 - Create Item
 - Manage Items** (highlighted with a red box)
 - Browse Items
 - Create Pack
 - Create Item Structure
 - Manage Catalogs
 - Manage Trading Partner Items
 - Manage Item Relationships
 - Manage Delete Groups
- Data Governance**
 - Manage New Item Requests
 - Manage Change Orders
 - Manage Item Rule Sets
 - Analyze Item Rule Set Impact
 - Manage Worklist
- Data Consolidation**
 - Manage Item Batches
 - Review Supplier Uploads
 - Manage Spoke Systems
 - Manage Import Maps
 - Manage Data Pool Subscriptions

The main content area contains two panels:

- Publication Status:** A vertical bar chart showing counts for Items (0), Item Class (0), Catalogs (0), and Trading Partner Items (0).
- Item Completeness:** A gauge showing 100% completion.

A central message reads "No data available" with a lightning bolt icon.

6. On the **Manage Items** page, enter the **Manage Items** and any fields marked by ****** in the **Advanced Search** area section to search for an item.

The screenshot shows the 'Manage Items' search interface with the following elements:

- Header: "Product Information Management" and "Manage Items" (with a close icon).
- Search Bar: "Manage Items" with a help icon and a dropdown menu currently set to "DPS Item Class".
- Advanced Search** section:
 - Field 1: "** Item" (required) with a "Starts with" dropdown and a text input containing "0001906".
 - Field 2: "** Description" (required) with a "Starts with" dropdown and an empty text input.
 - Field 3: "** Keyword" (required) with an empty text input.
- Buttons: "Search" and "Reset" buttons.
- Footer: "Search Results" section header.

Note: The ****** symbol indicates at least one field is required to be completed..

7. Click the **Search** button.

Product Information Management **Manage Items** x

Manage Items ? DPS Item Class Done

Advanced Search Saved Search Application Default v

** Item Starts with 0001906 ** Keyword

** Description Starts with

Search
Reset
Save...
Add Fields

8. Click the Item link from the *Search Results* area.

Product Information Management **Manage Items** x

Manage Items ? DPS Item Class Saved Search

Advanced Search

Search Results

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

Item	Description	Approval Status	Item Status	Long Description
0001906	WORCESTERSHIRE SAUCE, FULL STRENGTH, 4/1 GAL/CS	Approved	Active	HEAVY DUTY GLA

Columns Hidden 365

Note: Blue highlighted text indicates a hyperlink.

9. Click the **Specifications** tab from the **Edit Item** area.

Product Information Management Manage Items x **Item: 0001906 (ITEMMASTERORG)** x

Edit Item: 0001906 (ITEMMASTERORG) ? ★

No items to display

Item 0001906

Description WORCESTERSHIRE SAUCE, FULL STRENGTH, 4/1 GAL/CS

Item Class DPS Item Class

Approval Status Approved

Completeness Score

Created By Conversion_User

None

Overview **Specifications** Structures Attachments Associations Relationships Categories Quality

Formatted Description Long Description HEAVY DUTY

10. Specifications information is displayed.

Overview **Specifications** Structures Attachments Associations Relationships Categories Quality

Item Organization: Manufacturing

Item Structure ?

Structure Item Type Standard

Create Configured Item

Configurator Model Type Standard

Effectivity Control Date

Match Configuration

Costing ?

Costing Enabled Yes

Include in Rollup Yes

WIP ?

Build in WIP No

Base Model

Autocreated Configuration No

Pick Components No

Assemble to Order No

Standard Lot Size

Inventory Asset Value Yes

Contract Manufacturing No

Materials

11. Click the **Categories** tab.

Product Information Management Manage Items x **Item: 0001906 (ITEMMASTERORG)** x

Edit Item: 0001906 (ITEMMASTERORG) ? ★ Social Actions

No items to display

None

Item 0001906
 Description WORCESTERSHIRE SAUCE, FULL STRENGTH, 4/1 GAL/CS
 Item Class DPS Item Class
 Approval Status Approved
 Completeness Score
 Created By Conversion_User

Item Status Active
 Lifecycle Phase Production
 User Item Type Purchased Item
 Pack Type
 Revision 0
 Creation Date 11/17/22 4:34 AM

Overview Specifications Structures Attachments Associations Relationships **Categories** Quality

Formatted Description Long Description HEAVY DUTY GLASS OR PLASTIC JUGS. FA

12. Categories information is displayed.

Item 0001906
 Description WORCESTERSHIRE SAUCE, FULL STRENGTH, 4/1 GAL/CS
 Item Class DPS Item Class
 Approval Status Approved
 Completeness Score
 Created By Conversion_User

Item Status Active
 Lifecycle Phase Production
 User Item Type Purchased Item
 Pack Type
 Revision 0
 Creation Date 11/17/22 4:34 AM

Overview Specifications Structures Attachments Associations Relationships **Categories** Quality

Actions View Format + X Freeze Wrap Catalogs All Associations All

Catalog	Controlled At	Category	Category Code	Hierarchy	Description	Start Date	End Date
NC Catalog	Master Level	501718-Sauces and spreads	501718		501718-Sauces and spreads an...	m/d/yy	m/d/yy



13. Click the **Cancel** button to leave the page without making any changes.

Product Information Management Manage Items x Item: 0001906 (ITEMMASTERORG) x

Edit Item: 0001906 (ITEMMASTERORG) ? ★

Social Actions Save Cancel

No items to display	<p>Item 0001906</p> <p>Description WORCESTERSHIRE SAUCE, FULL STRENGTH, 4/1 GAL/CS</p> <p>Item Class DPS Item Class</p> <p>Approval Status Approved</p> <p>Completeness Score</p> <p>Created By Conversion_User</p>	<p>Item Status Active</p> <p>Lifecycle Phase Production</p> <p>User Item Type Purchased Item</p> <p>Pack Type</p> <p>Revision 0</p> <p>Creation Date 11/17/22 4:34 AM</p>
None		

Wrap-Up

View Approved Items using the steps above in NCFIS.

Additional Resources

Web-Based Training (WBT)

- INV 001: Inventory Inquiry (WBT)