DPI Inventory Item Creation/Maintenance Job Aid

INV

QUICK REFERENCE GUIDE INV-42

Purpose

The purpose of this job aid is to provide step-by-step explanation of how to Create and Manage new items for 08BOOKS and 08OTHER Organizations, Create and Manage new items for 08MODBK and LEA Organizations, Associate items to the 0800DPINI Non-Inventory Organization, Associate DPI items to Inventory Organizations, Associate existing items to additional DPI Inventory Organizations, Associate DPI items to a organization when a Replenishment Source Organization is an 08MODBK Organization, update MIN/MAX Value (Planning) in the North Carolina Financial System **(NCFS)**.

This Job Aid is to be used in conjunction with Virtual Instructor-Led Training (VILT) **INV101: Inventory Agency Manager**, **INV102: Inventory Cost Accounting**, and **INV109: Inventory Item Maintenance** as well as **INV-08 QRG** and **INV-04 QRG** found here: https://www.osc.nc.gov/training/ncfs-help-documents

Introduction and Overview

Inventory Item Management is the process of managing the items for use in a cycle of ordering, storing, selling, and restocking products. Agencies will be responsible for adding and maintaining items in the item master. DPI has a separate item class within the item master titled **DPI ITEM CLASS**.

Create and Manage New Items for 08BOOKS and 08OTHER Organizations

To Create and manage new items in NCFS, please follow the steps below:

1. Navigate to the NCFS environment with this link: **https://osc.nc.gov/ncfslogin.**
2. Log in to the NCFS portal with your credentials to access the system.
3. On the Home page, click **Product Management** tab.
4. Click the **Product Information Management** app.
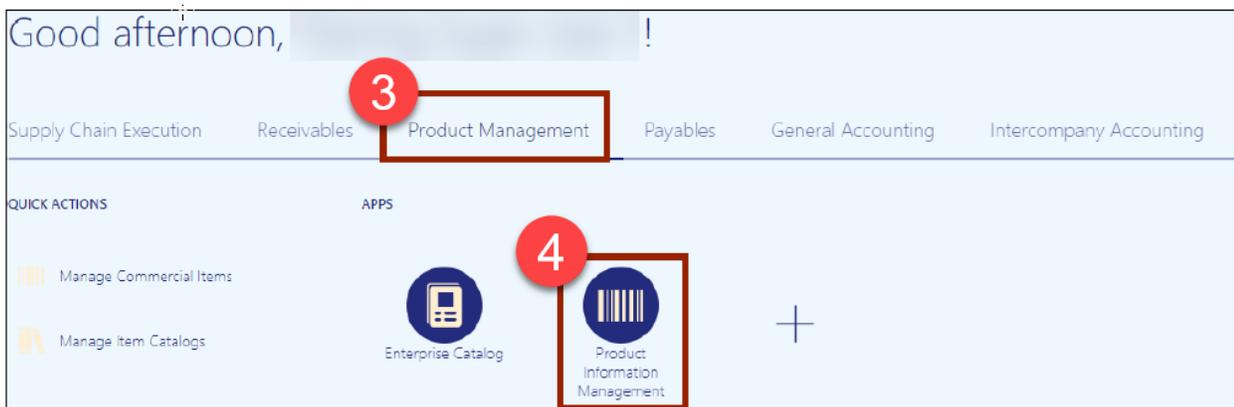
5. The Inventory Management Dashboard page will appear, click the **Tasks** Icon on the right-hand side of screen and then click **Create Item**.
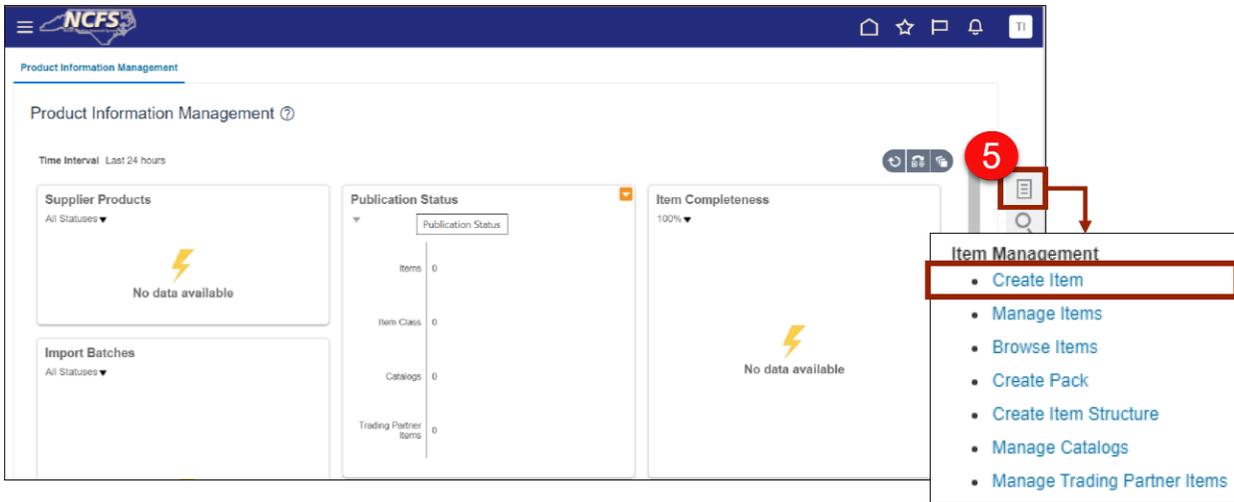
6. In the **Create Item** dialog box, provide values for the following fields:
    i. **Organization** defaults to **(ITEMMASTERORG).**
    ii. **Create New** radio button selected.
    iii. **Number of Items.**
    iv. **Item Class (DPI Item Class).**
    v. **Template** defaults to **(DHPI Item Template)** in **Selected List.**

7. Click **OK.**
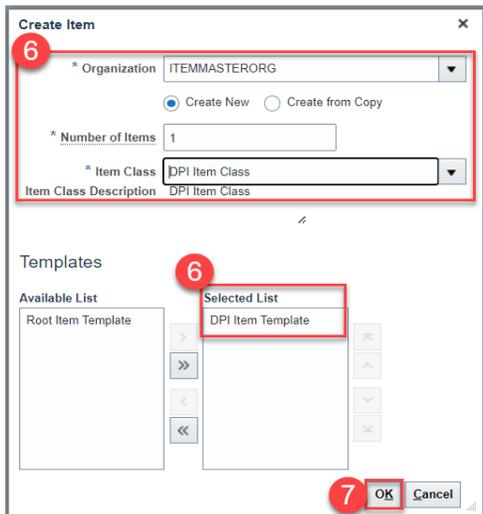
8. New **Item number** must be entered for DPI.
9. Enter **Item Description** (80 Character length).
10. Enter Item **Long Description** if needed (2000 Character length).
11. Select **Primary Unit of Measure.**

12. Click on **Specifications.**

13. Click on **DPI Additional Attributes.**

14. Select **Publication Type** from drop down menu (4 choices).

15. Enter **Publisher**, **Contract Price**, and **Selling Price.**

16. Select **Subject Code** from drop down menu.

17. Select **Category Code** from drop down menu.

18. Select **Grade Code** from drop down menu.

19. Enter **On/Off Adoption** (4-digit number first 2 digits beginning adoption year/ last 2 digits ending adoption year). Example: 2227

20. Select **Price Option** as **"S"** for Selling Price.

21. Click on **Inventory.**
22. Update the **Check Material Shortage** field to **"YES".**

23. Click on **Purchasing.**
24. Update the **Use Approved Supplier** field to **"YES".**

25. Click on **Categories.**
26. Click the **Actions** drop down and select **Add Row.**

27. In the **Catalog** field, select **NC Catalog.**
28. In the **Category** field, select the appropriate **UNSPSC Category Code** (Reference existing list of like items for UNSPSC Category Code).
29. **Category Code** and **Description** will populate upon **Category** selection.
30. Click **Save** button.

***************STOP HERE*******************

If the new Item Creation requires a Intra/Inter Class UOM Conversion, pause after Step 30 above and email the new Item number, Unit of Purchase, Unit of Measure (SKU) and Conversion Factor to NCFS@osc.nc.gov for processing. Once OSC processes the request, the agency will be notified, and the New Item Creation steps can be continued below.

Create and Manage new items for 08MODBK and LEA Organizations

To Create and manage new items in NCFS, please follow the steps below:

1. Follow steps 1-11 for Creating a DPI item.
2. **Select Specifications** and then **DPI Additional Attributes.**
3. Select **Publication Type** from drop down menu (4 choices).

4. Enter **Publisher.**
5. Enter **Contract Price** and **Selling Price** as **"0(zero)"** for both.

6. Select **Subject Code** from drop down menu.
7. Select **Category Code** from drop down menu.
8. Select **Grade Code** from drop down menu.
9. Enter **On/Off Adoption** (4-digit number first 2 digits beginning adoption year/ last 2 digits ending adoption year). Example: 1722
10. Select **Price Option** as **"A"** for Average Price.

11. Click on **Inventory.**
12. Update the **Check Material Shortage** field to **"YES".**

13. Click on **Purchasing.**

14. Update the **Use Approved Supplier** field to **"YES".**

15. Next, Click on **Categories.**
16. Click the **Actions** drop down and select **Add Row.**

17. In the **Catalog** field, select **NC Catalog.**
18. In the **Category** field, select the appropriate **UNSPSC Category Code** (Reference existing list of like items for UNSPSC Category Code).
19. **Category Code** and **Description** will populate upon **Category** selection.
20. Click **Save** button.

NOTE: Once the Modified Item is created in NCFS under the ITEMMASTERORG, Associate the item to 08MODBK and all LEA's and Update the below Attributes

21. Select **Specifications**, Select **Inventory** and update **Check Material Shortage** to **"NO"** for 08MODBK Organization.

   NOTE: For LEA's (08010M, etc..) the Check Material Shortage is "YES".

22. Select **Sales and Order Management** and update **Internally Transferable** to **"NO"** and **Transfer Orders Enabled** should update to **"NO"** for 08MODBK Organization.

***NOTE: For LEA's (08010M, etc..) the Internally Transferable is "YES" and the Transfer Orders Enabled is "YES"**

23. See **Updating DPI Organization(s) MIN/MAX Value (Planning) section** for 08MODBK Min/Max Value updating.

24. Click **Save.**

***Note: For LEA's (08010M, etc...) the Order Quantity Maximum is "0(zero)", Replenishment Type is "Organization" and the Organization is "DPI MODIFIED BK WHSE"**

Adding Item to a Sub-Inventory Location within a Warehouse

1. Navigate to My Enterprise.
2. Select Setup and Maintenance.
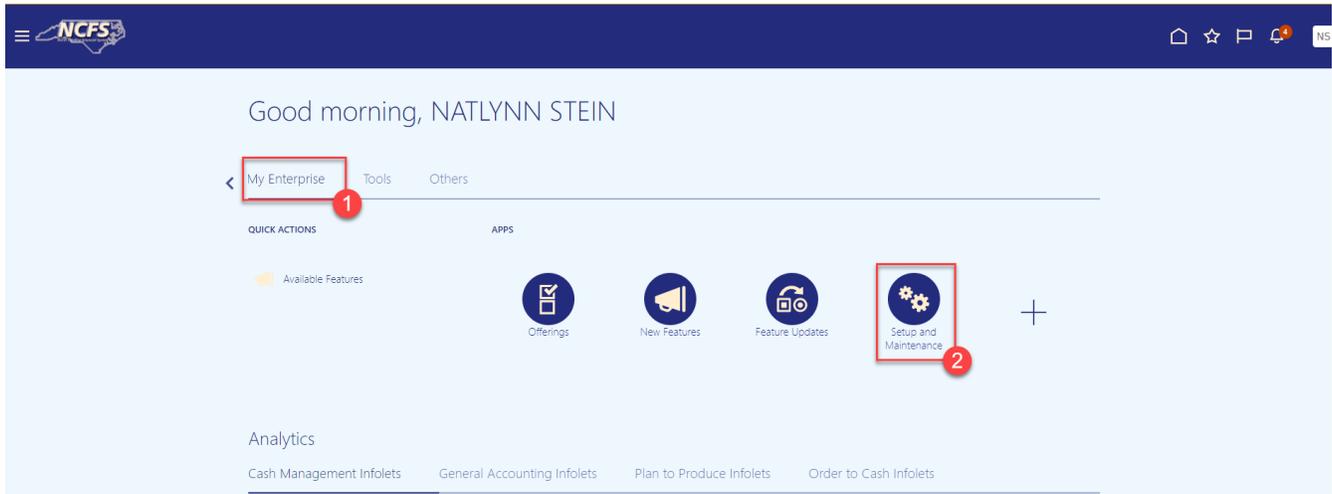
3. Select Manufacturing and Supply Chain Materials Management.
4. Select Inventory Management.
5. Change the Show field drop down to "All Tasks".
6. Select Manage Items Transaction Defaults.
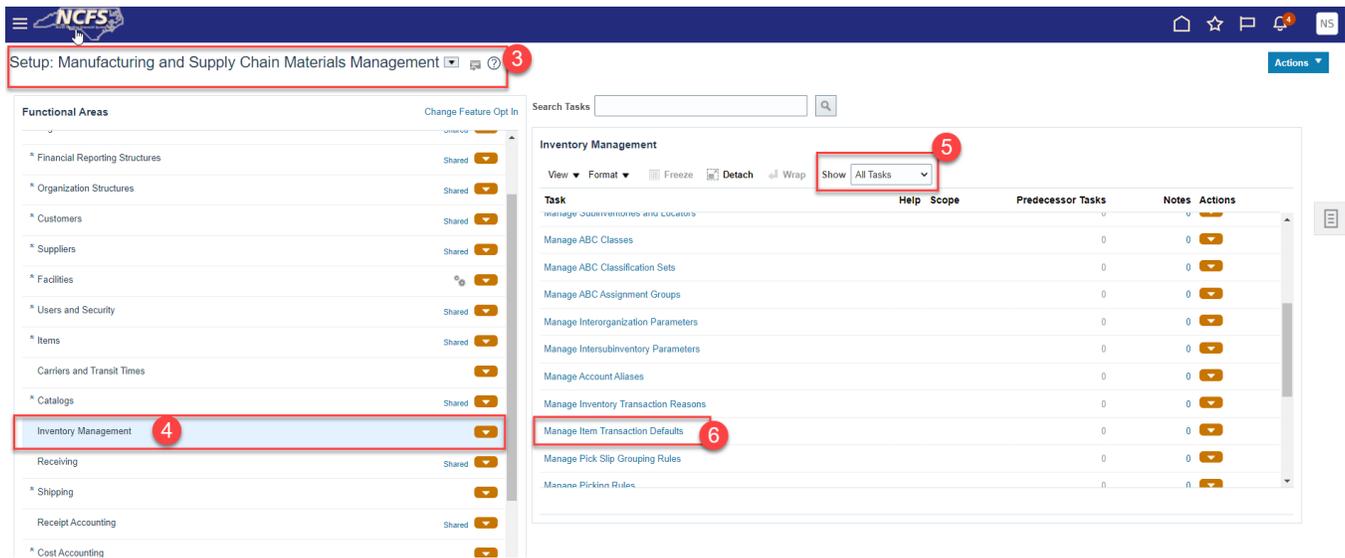
7. Select the appropriate Inventory Organization.
8. Enter the Item number.
9. Click Search.

10. Click the +(plus) sign to add the Item to a Sub-Inventory.

11. Enter the item number in the item field.
12. The item description will populate.
13. Select "Receiving" from the Default For drop down list.
14. Select the appropriate Sub-inventory from the drop down list.
15. Click Save and Close.

16. Navigate back to Inventory Management Functional Area and Select Manage Subinventories and Locators.

17. Select the appropriate Inventory Organization.
18. Enter appropriate search criteria if known or click the Search button to pull up all valid Subinventories.
19. Click on the appropriate Subinventory row.
20. Click on Manage Item Subinventories button.

21. Click on Actions and select Add.

22. The Add Item to Subinventory window will appear.
23. The Subinventory will default with selection.
24. Enter the Item number in the Item field.
25. The Item Description will populate.
26. Click the Save and Close button.

27. The Item will now show associated with to the Subinventory selected.
28. Click the Done button.

0800DPINI Non-Inventory Organization item Association

To Associate a New Item to your 0800DPINI Non-Inventory Organization in NCFS, please follow the steps below:

1. Click on the **Associations** Tab for the newly created item.
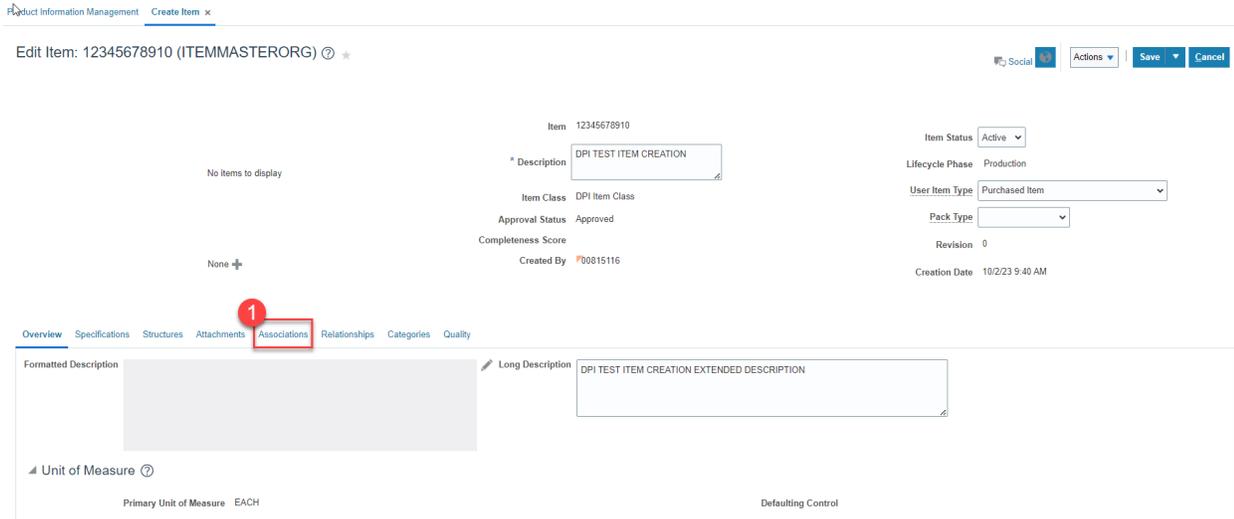
2. Click the **Select and Add** Icon or Click the Actions drop down and **Select and Add** and a Pop-up window will appear to **Select and Add: Organizations.**
3. Enter the **0800DPINI** Non-Inventory Organization to Associate item to and Click the **Search** button.
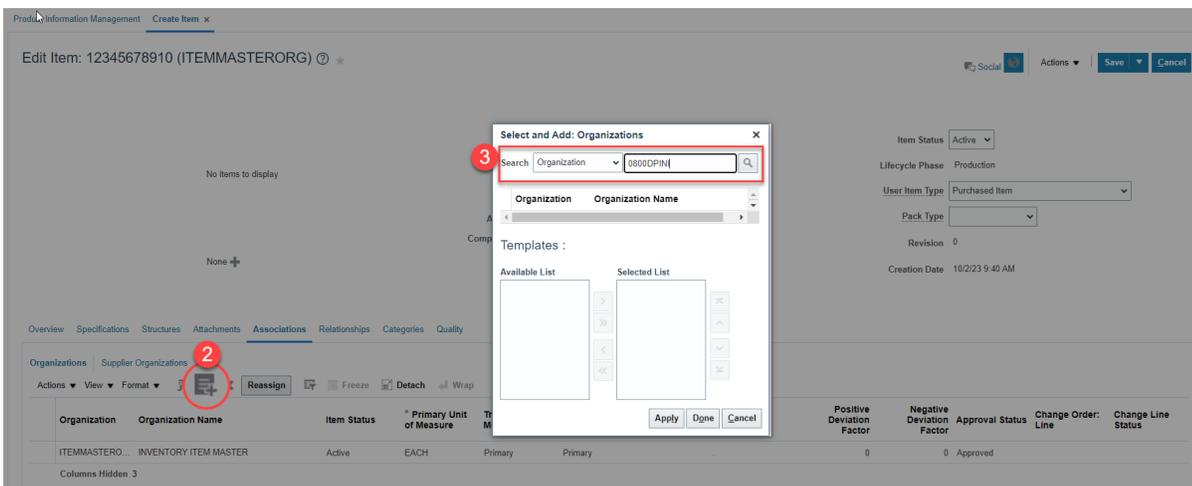
NOTE: Always Associate New Items for 08BOOKS and 08OTHER Organizations to the Non-Inventory Organization 0800DPINI (0800-DPI-NON-INVENTORY) first

4. Select the **Organization** and the **DPI Item Template (ITEMMASTERORG)** will populate under Available List.

5. Click the **Single Arrow** to move this template to the Selected List.
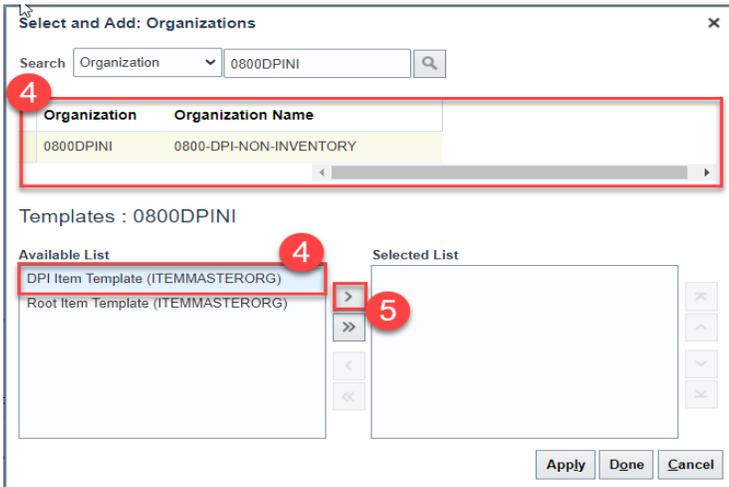
6. Click **Appy** and then **Done.**
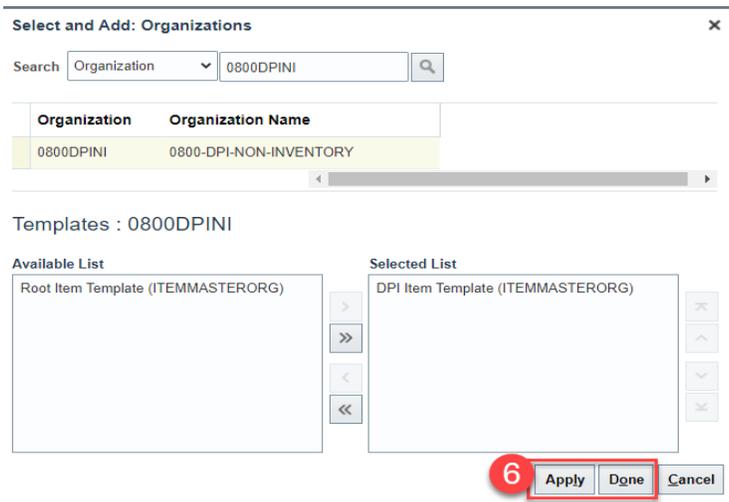
7. The newly Associated DPI Non-Inventory Organization will now appear under the item's **Associations** tab.

8. Click **Save.**

TIP: When Selecting and Adding Organizations/Association to an Item, you can pull up a complete list of DPI warehouses and the 0800DPINI Non-Inventory Organization using a numeric character and percentage sign **(08%)**.

This will allow you to select multiple Organizations for Item association at once by pressing the Control (Ctrl) key and clicking multiple Organizations. Note: The Organization Templates will not display, but the **DPI Item Template (ITEMMASTERORG)** will be selected for all Organizations selected.

DPI Inventory Organization Association

1. Repeat steps 1-8 to add additional DPI Organization associations to the newly created item. **See Example below***
2. Click **Apply** and **Done.**

3. The newly Associated DPI Inventory Organization will now appear under the item's **Associations** tab.
4. Click **Save.**

Associate Existing Items to Additional DPI Inventory Organization(s)

1. Navigate to **Product Information Management** tab.
2. Click the **Task Menu** Icon.
3. Select **Mange items** under **Item Management.**
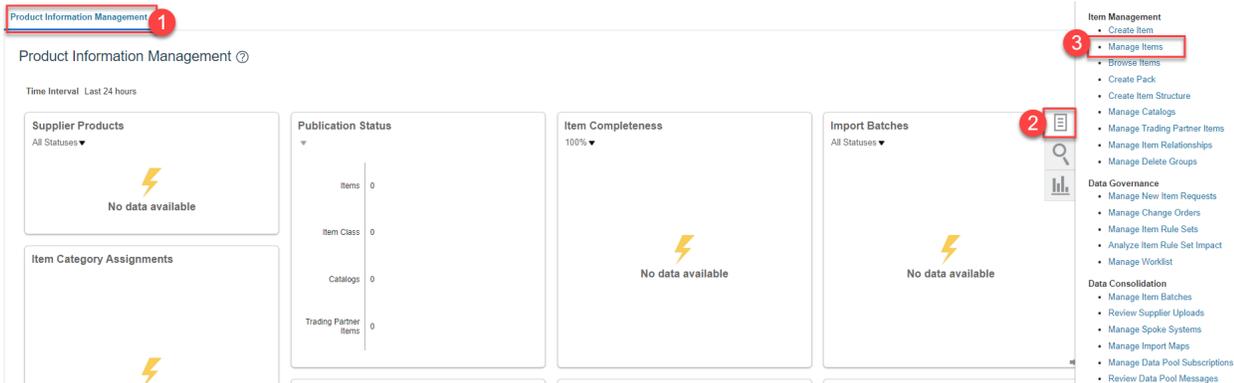
4. Select the **DPI Item Class.**
5. Enter Item **Number**, **Description** or **Keyword** to search Item for updating.
6. Click the **Search** Button.
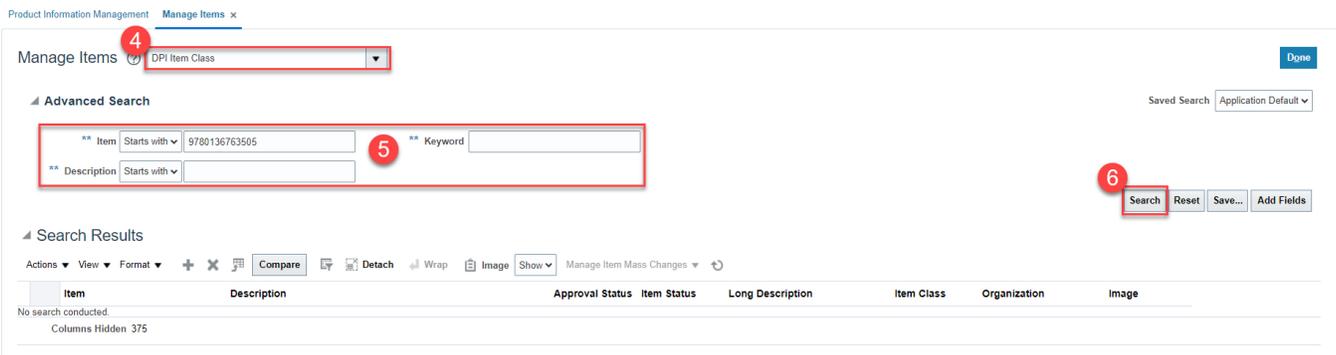
7. The DPI item will populate and show a list of associated Organizations.
8. Click the **Item** number for the **ITEMMASTERORG** organization.
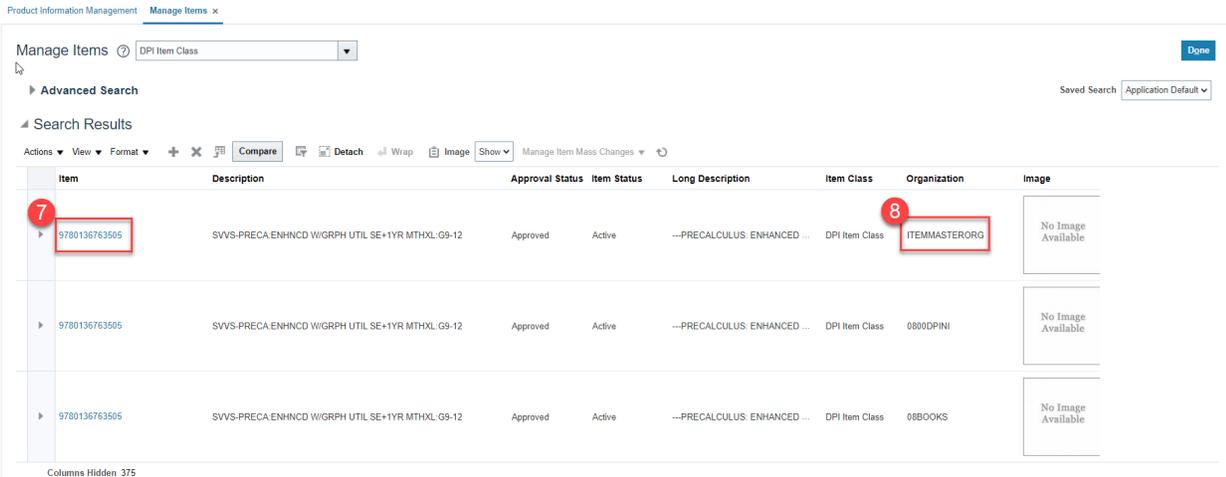
9. Click the **Associations** Tab.
10. Click the **Select and Add** Icon or Click **Actions** and **Select and Add.**
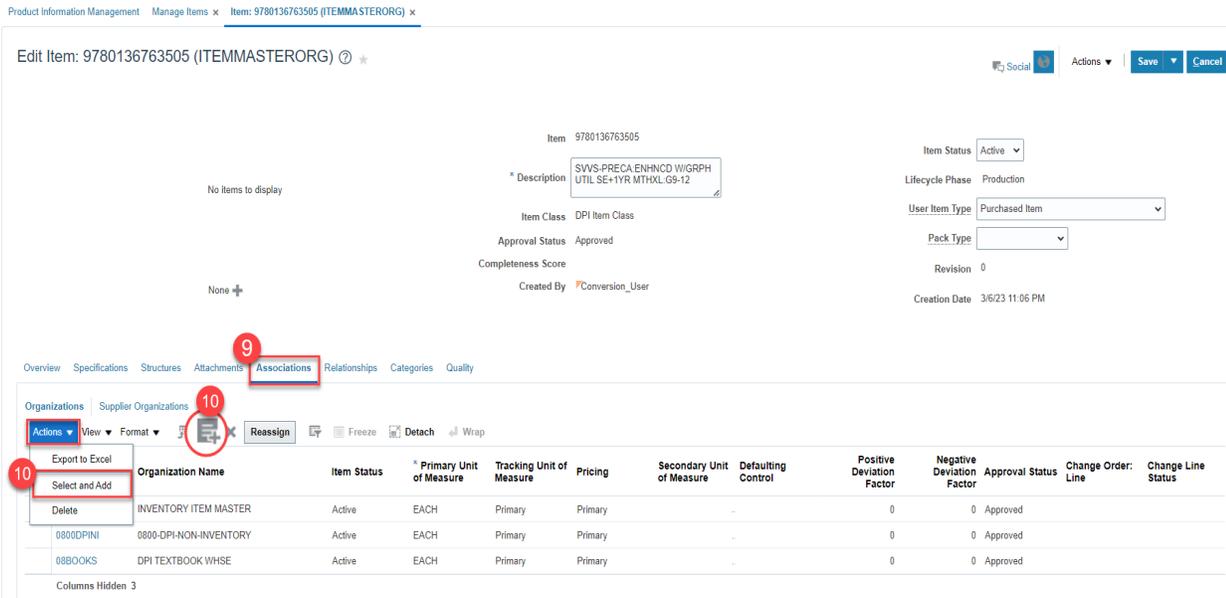
11. Select the **DPI Organization** to associate the existing item too.
12. Select the **DPI Item Template:** *if only selecting one Organization for association. If selecting multiple organizations for association skip this step*.
13. Click **Apply** and the **Done.**
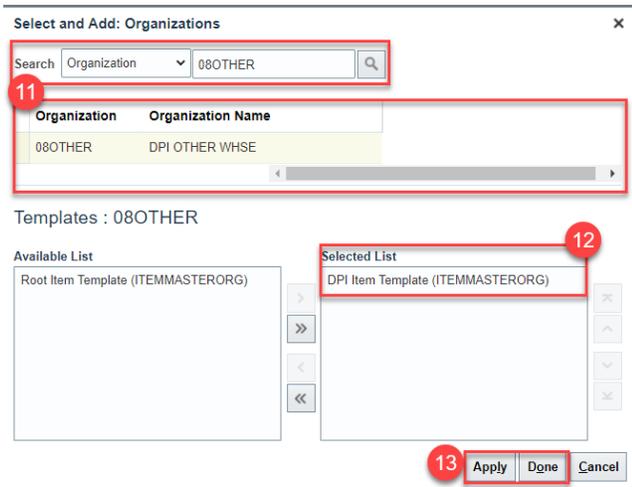
14. The newly Associated DPI Inventory Organization will now appear under the item's **Associations** tab.
15. Click **Save.**
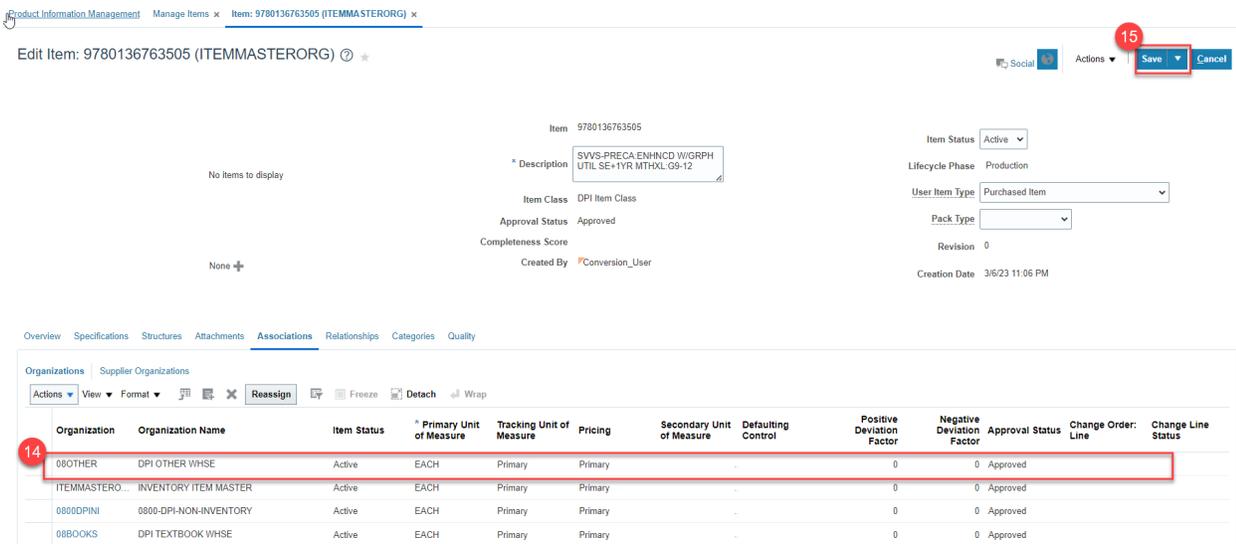
Associate DPI items to an Organization when the Replenishment Source is 08MODBK

In some cases, DPI LEA Organizations will order inventory items from the 08MODBK warehouse. The Source Replenishment Type will need to be updated to Organization and the 08MODBK Organization will need to be selected. Follow the below steps to set up this relationship.

Follow steps 1-15 for associating an item to an organization.
1. Click on **Specifications** and then **Planning.**
2. Enter **Inventory Planning Method** as **"Not planned".**
3. Enter **Maximum Order Quantity** as **"0(zero)".**

4. Under **Source** enter **Replenishment Type** as **Organization.**
5. Under **Organization** field select the **Source Organization** from the drop down.
6. Click **Save.**

Updating DPI Organization(s) Min/Max Value (Planning)

Note: Min/Max Value (Planning) is only required for 08BOOKS, 08MODBK, and 08OTHER DPI Organizations**

1. Navigate to the **Product Management** Tab.
2. Select **Product Information Management.**

3. Click on the **Tasks Icon** and Select **Manage Items.**

4. Under the **Advanced Search**, enter **Item**, **Description**, or **Keyword.**

5. Click **Search.**
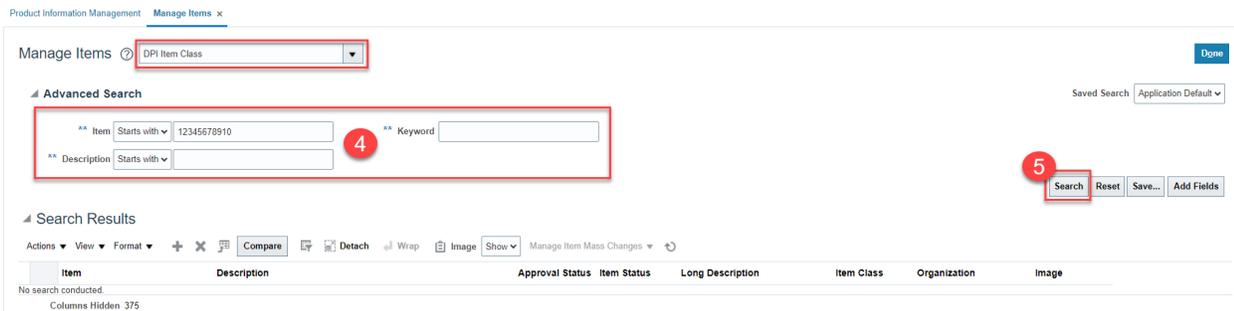
6. Click on the **Item** for the **DPI Organization** to update Min/Max Value.
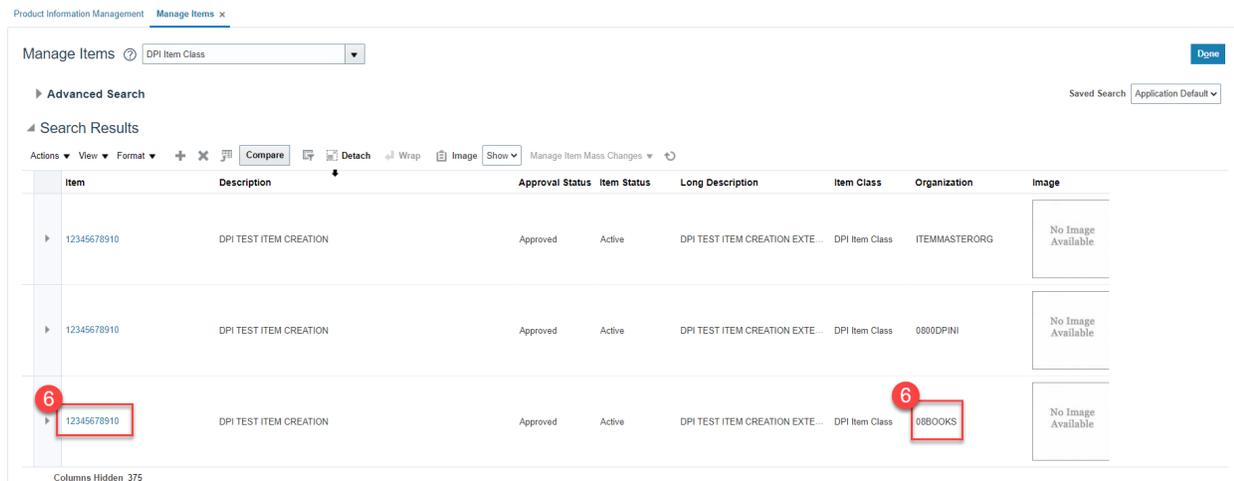
7. Click **Specifications** and then Click **Planning** under **Item Organization.**

8. Under **General Planning** enter the **Inventory Planning Method** as **"Min-max planning"**.
9. Under **Min-Max Quantity** enter the **Minimum** and **Maximum** quantities as **"0(zero)"** for both.
10. Under **Order Quantity** enter the **Maximum** quantity as **"1"**.
11. Under **Source** enter the **Replenishment Type** as "**Supplier**".
12. Under **Order Modifiers** enter the **Fixed Lot Size Multiplier** as "**1**".
13. Click **Save.**

Current List of DPI Organizations in NCFS

Organization Code
0800DPINI
08010M
08020M
08030M
08040M
08050M
08060M
08070M
08080M
08090M
08100M
08110M
08111M
08120M
08130M
08132M
08140M
08150M
08160M
08170M
08180M
08181M
08182M
08190M
08200M
08210M
08220M
08230M
08231M
08232M
08240M
08241M
08250M
08260M
08270M
08280M
08290M
08291M
08292M
08300M

08310M
08320M
08322M
08330M
08340M
08350M
08360M
08370M
08380M
08390M
08400M
08410M
08420M
08421M
08422M
08430M
08440M
08450M
08460M
08470M
08480M
08490M
08491M
08500M
08510M
08520M
08530M
08540M
08550M
08560M
08570M
08580M
08590M
08600M
08610M
08620M
08630M
08640M
08650M
08660M
08670M
08680M
08681M

0868AM
08690M
08700M
08710M
08720M
08730M
08740M
08750M
08760M
08761M
08770M
08780M
08790M
08800M
08810M
08820M
08821M
08830M
08840M
08850M
08860M
08861M
08862M
0886AM
08870M
08880M
08890M
08900M
0890AM
08910M
0891AM
08920M
08921M
08930M
08940M
08950M
08960M
08970M
08980M
08981M
08990M
08995M
08BOOKS

08MODBK
08OTHER

Wrap-Up

The above steps detail item creation and maintenance in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV 101: Inventory Agency Manager (ILT)
- INV 102: Inventory Cost Accounting (ILT)
- INV 109: Inventory Item Maintenance
- INV-08: QRG https://www.osc.nc.gov/training/ncfs-help-documents
- INV-04: QRG https://www.osc.nc.gov/training/ncfs-help-documents