INACTIVATE AN ITEM WITHIN A SINGLE INVENTORY ORGANIZATION

QUICK REFERENCE GUIDE INV-49

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:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.
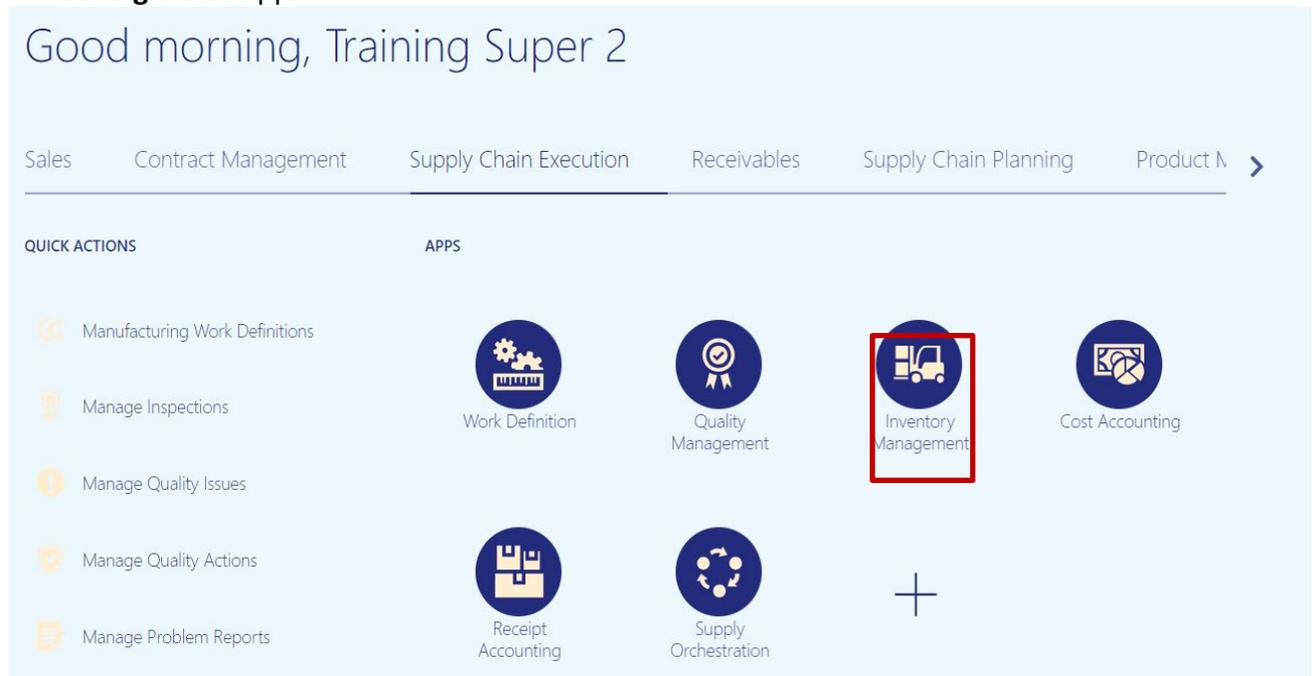
3. On the **Inventory Management** dashboard, click the **View By** [ ] icon.
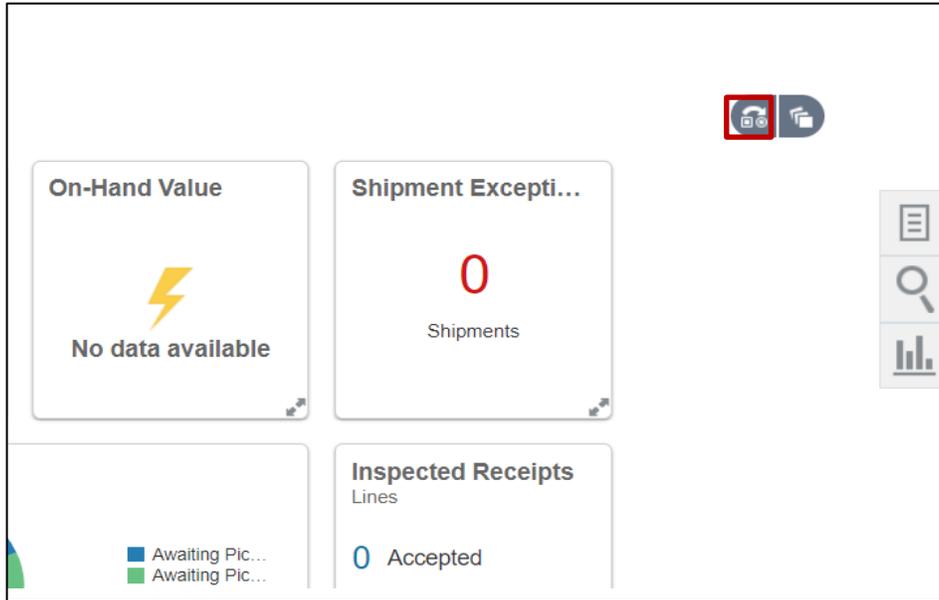
4. Enter the *Inventory Organization*.

    In this example we chose **4210451** and click they **Apply** button.
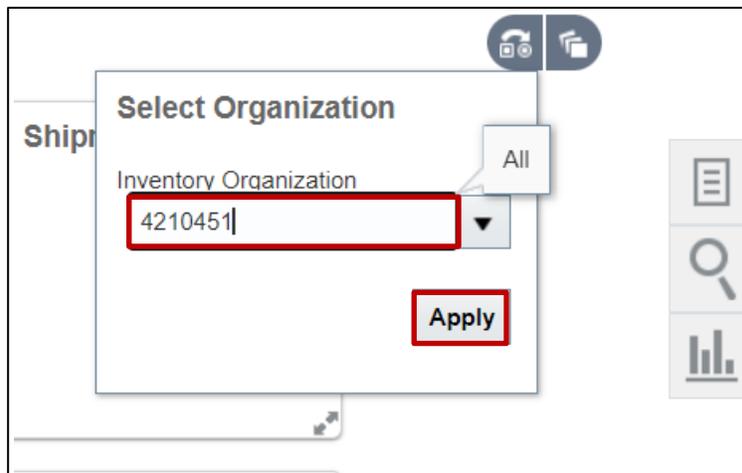
5. Click the **Tasks [𝄫]** icon, and click **Create Subinventory Transfer.**
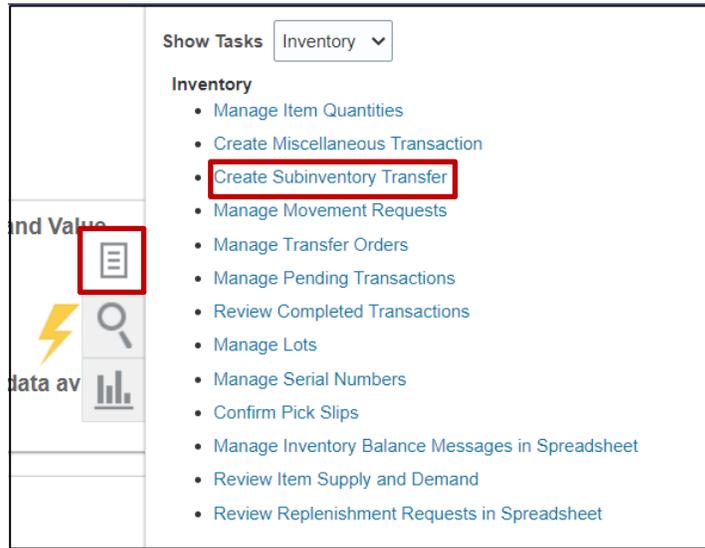
6. On the **Transaction** section, click the *Type* drop-down list and select **Subinventory Transfer.**
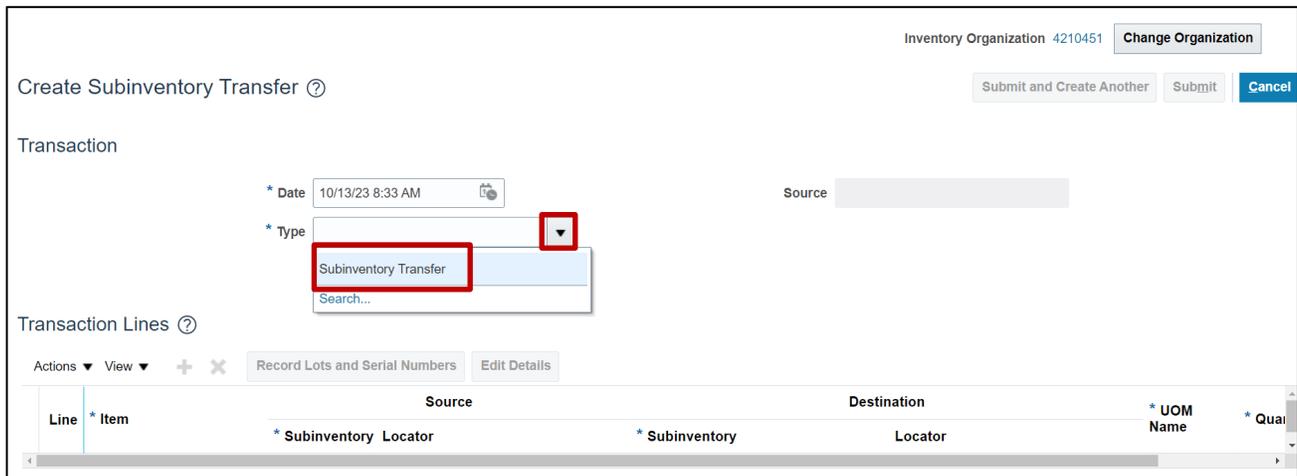
7. Click the **Add [+]** icon to add a transaction line.

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

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

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

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

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.

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

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

- INV 105: Inventory Warehouse Manager (ILT)