UPDATING SHIPPING LOCATION INFORMATION

QUICK REFERENCE GUIDE INV-50

Purpose

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

Introduction and Overview

This QRG explains how to update shipping location information in NCFS. Once an item is moved to a DMG subinventory, it cannot be transacted with by the inventory organization.
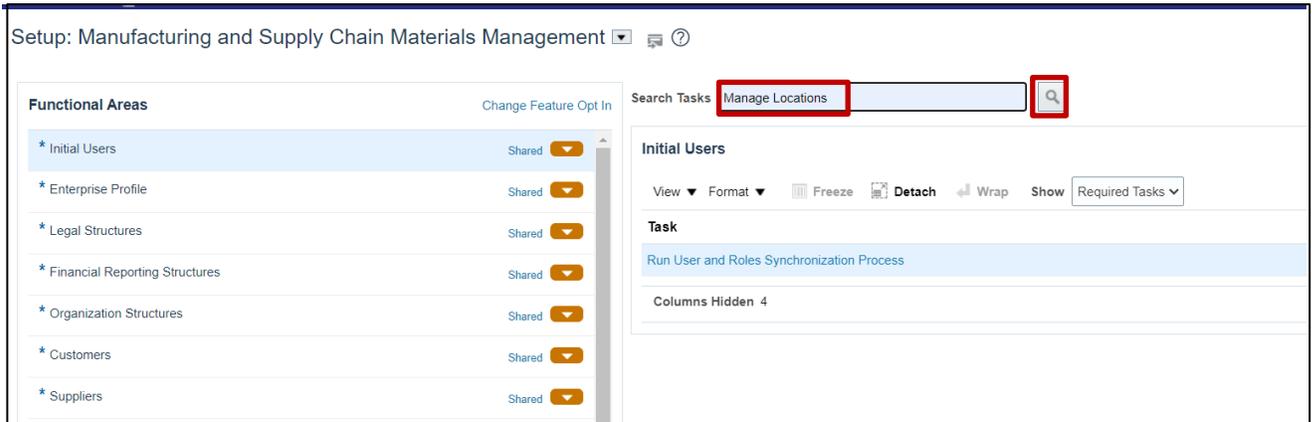
Update shipping Location Information

To update shipping location information 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 **My Enterprise** tab, click the **Setup and Maintenance** app.
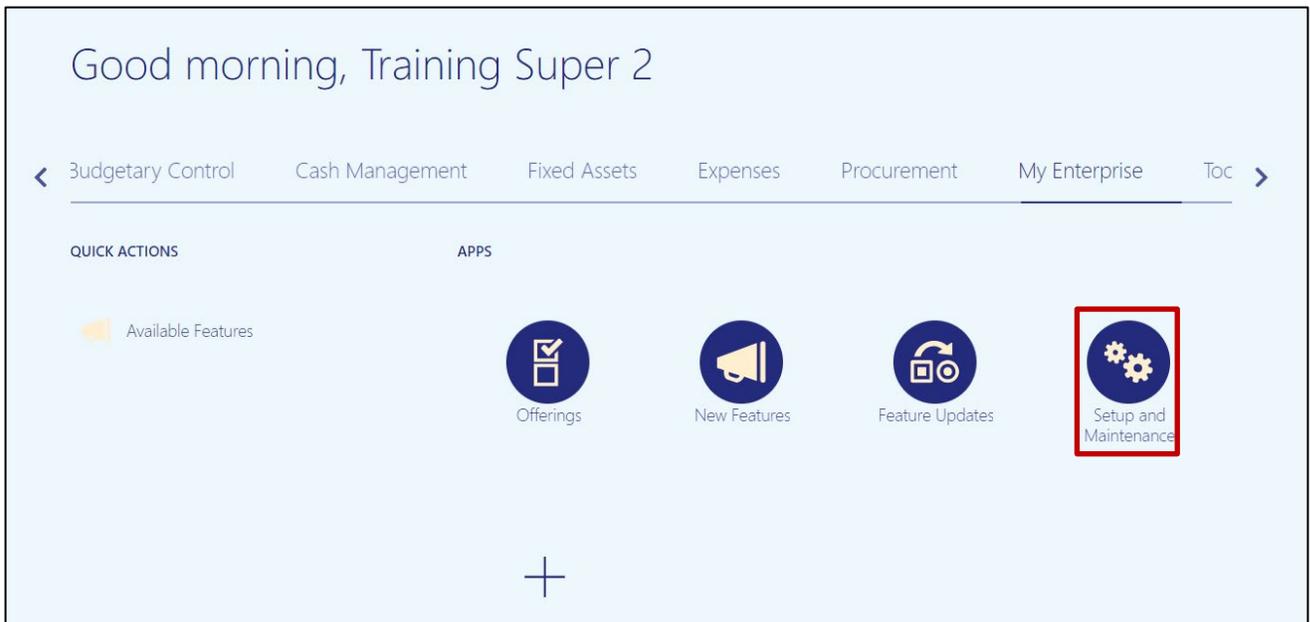
3. In the **Search Tasks** field, type *Manage Locations* then click the **Search** [🔍] icon.

Setup: Manufacturing and Supply Chain Materials Management ▾ ▭ ⊘

| Functional Areas | | Search Tasks | Manage Locations | | 🔍 |

Functional Areas   Change Feature Opt In

* Initial Users	Shared ▾
* Enterprise Profile	Shared ▾
* Legal Structures	Shared ▾
* Financial Reporting Structures	Shared ▾
* Organization Structures	Shared ▾
* Customers	Shared ▾
* Suppliers	Shared ▾

Initial Users

View ▾   Format ▾   ☐ Freeze   ▣ Detach   ⤴ Wrap   Show   Required Tasks ▾

Task

Run User and Roles Synchronization Process

Columns Hidden 4

4. Click **Manage Locations** which appears is in the same row as *Enterprise Profile.*

   Note*:* This popup may not appear depending on your security provisioning. Move to step 5 if no popup appears.

Search Task Results   ✕

Task	**Functional Area**
Manage Locations	Suppliers
Manage Locations	Customers
Manage Locations	Enterprise Profile

Done

NCFS

5. Within the **Task** list, click **Manage Locations.**

6. Enter either a location **Name** or **Code**, then click **Search**.

    In this example, **Code** 430 was searched for.

7. Select the record to be updated. Then open the **Edit** [✏ Edit ▼] drop-down list and click **Update**.

8. Enter the **Effective Start Date,** choose an **Action Reason** from the drop-down list, then click **OK.**

   In this example a start date of 10/20/23 and a reason of Relocation were used.

9. On the **Edit Location** page, make updates as needed. To change a location address, scroll partway down the page to find **Main Address** then click the **Edit** [✏] icon.

10. For **Main Address** updates, make changes to the popup screen in appropriate locations, then click **OK.**

11. Once all edits have been made, click **Submit.**

12. You will be prompted to confirm your changes. Click **Yes.**

Wrap-Up

Update shipping location information in NCFS using the steps above.

Additional Resources

- INV 101: Inventory Agency Manager (ILT)