



VIEW ON HAND BALANCES

MFG

QUICK REFERENCE GUIDE

Purpose

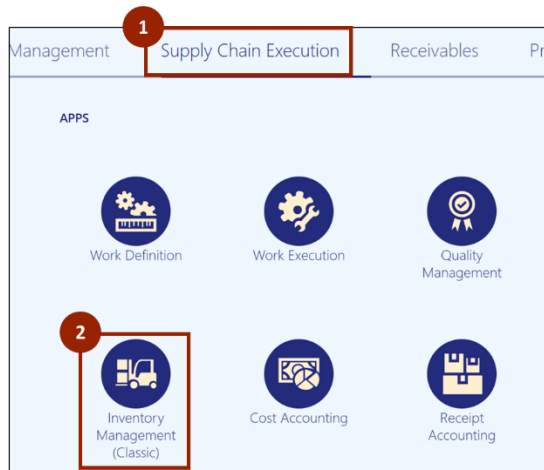
The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step guide of how to **View On Hand Balances** in the North Carolina Financial System (NCFS).

Introduction and Overview

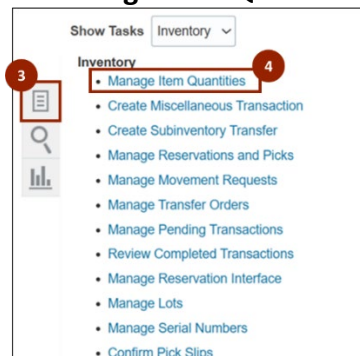
This QRG covers the process of **View On Hand Balances**. This process provides information on how to use the Manage item Quantities screen to view inventory details and on hand balances and how to change the subinventory status affect 'Available to Reserve' and 'Available to Transact'.

View On Hand Balances

1. From the **Home** screen, select the **Supply Execution** tab.
2. Click on **Inventory Management**.



3. On the **Inventory Management** page, click the **Task** icon.
4. Under the **Inventory** header, click **Manage Item Quantities**.



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

Manage Item Quantities ? Done

Advanced Search

Item

Item Description Starts with

**** Organization** 428115R

Subinventory

View Item Quantity By

☒ On Hand

☐ Receiving

☐ Inbound

Search Reset Save... Add Fields Reorder

Saved Search All Item Quantities

** At least one is required

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).
8. Click the **Search** button.

Manage Item Quantities ? Done

Advanced Search

Item

Item Description Starts with

**** Organization** 428115R

Subinventory

View Item Quantity By

☒ 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.

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*.

Search Results ?

View Item Quantity By

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.

The screenshot shows the 'Search Results' window. At the top, there's a 'View Item Quantity By' dropdown set to 'Item'. Below it, a 'View Item Availability' button is visible. The main table lists items with columns for 'On Hand', 'Receiving', 'Inbound', and 'UOM Name'. The first item is 'Item 0004200' with an 'On Hand' quantity of 15,500. Below the table, the 'Item 0004200: Details' section is expanded, showing 'Item Details' as the active tab. It displays 'Item 0004200' and 'Category Name 441215-Mailing supplies'.

10. To view item quantities displayed based on the *Subinventory* instead of *Item* display: Click the *View Item Quantity By* drop-down field.
11. Select the **desired option** from the list (i.e., Subinventory).
12. To open the **Item Availability** window, click the **View Item Availability** button.

This screenshot shows the 'Manage Item Quantities' window. A red box around the 'View Item Quantity By' dropdown is labeled '10'. The dropdown menu is open, showing 'Item', 'Locator', and 'Subinventory', with 'Subinventory' highlighted and labeled '11'. A red box around the 'View Item Availability' button is labeled '12'. The table below shows quantities for 'Item 0004200' across different subinventories.

13. Within the *Quantity* table, review the **Available to Transact** total .
14. Review the **Available to Reserve** total.
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.

The screenshot shows the 'Item Availability' window. It displays item details for 'Item 0004200' and 'Organization 428115R'. Below the details, there's a 'Quantity' table with columns for 'On Hand', 'Receiving', 'Inbound', 'Total', and 'UOM Name'. The table shows 'Total' as 15,500. Below this, 'Available to Transact' and 'Available to Reserve' are both listed as 15,500. A red box around the 'Available to Transact' row is labeled '13', and a red box around the 'Available to Reserve' row is labeled '14'. At the bottom right, an 'OK' button is labeled '15'.

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