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**).

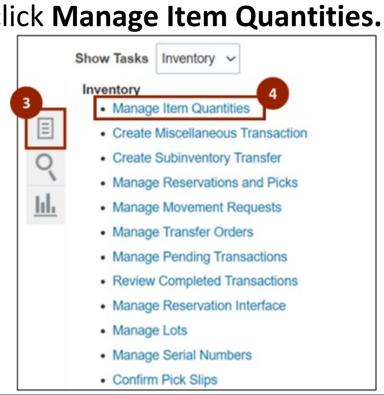
Introduction and Overview

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

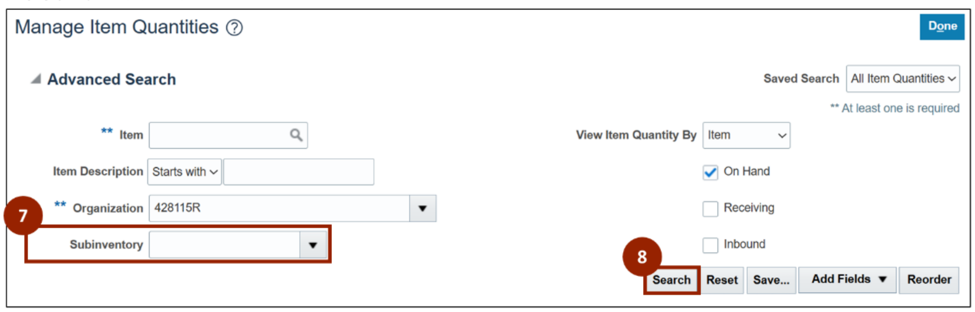
1. From the ***Home*** screen, select the **Supply Execution** tab.
2. Click on **Inventory Management.**

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

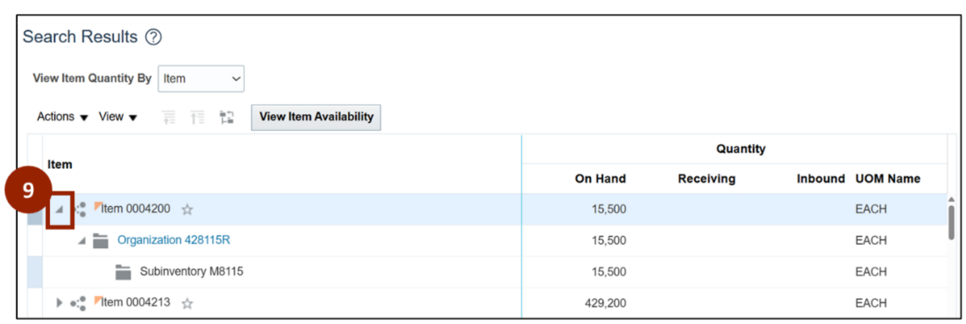


5. Verify the **On Hand** checkbox is selected.
6. In the *Organization* field, enter or select **the desired organization** (i.e., 428115R).
   Note: If the **Organization** has been selected previously, this field automatically populates. Additionally, at least one of the fields marked with a **double asterisk (**)** must be completed before clicking the **Search** button.

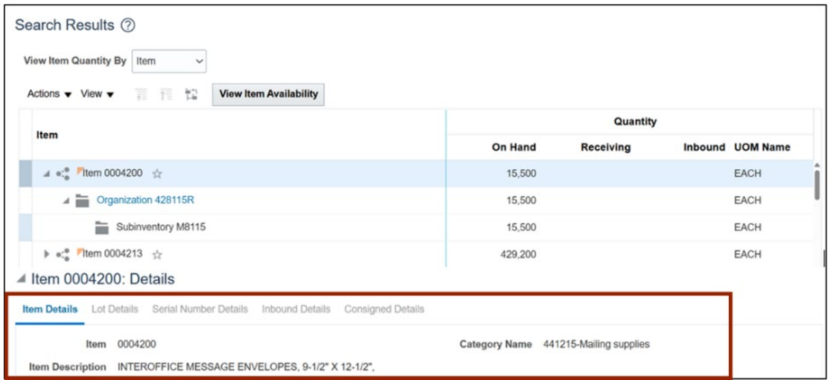
7. (Optional) In the *subinventory* field, enter or select the **desired subinventory** to narrow the search results further (For example, if you would like to view only finished goods within the search results, select the FG428115R).
8. Click the **Search** button.



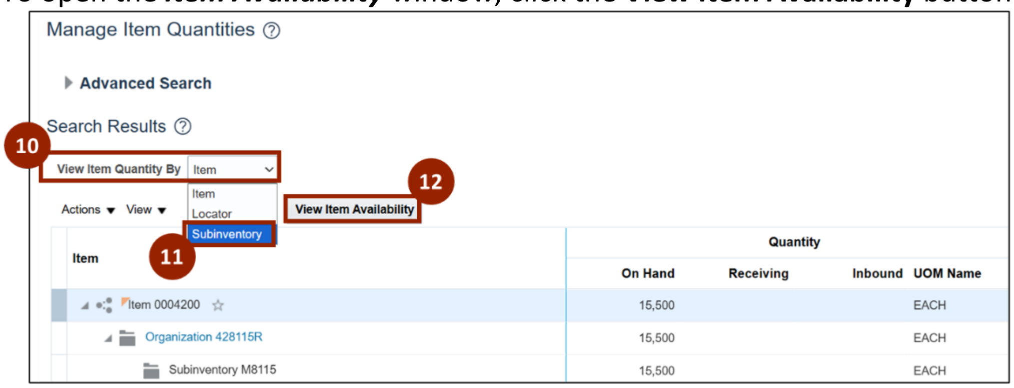
   The *Search Results* table displays all item numbers in the *Item* column as well as their specific *On Hand* and *UOM Name* for each item. Currently for DAC, the *Receiving* and *Inbound Quantity* columns are not in use.
9. To expand details on a particular item, click the **arrow** within the *Item* column to expand details.
   Note: If the *Organization* folder link is selected, a pop-up window displays the full *Organization Name*.



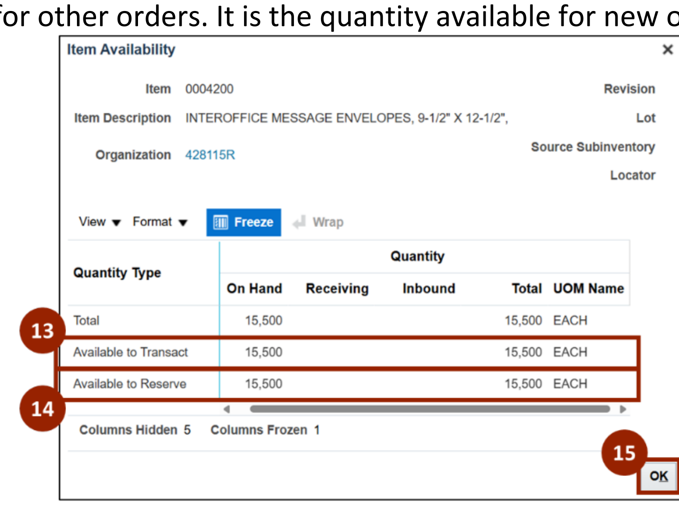
Once an item is selected within the *Search Results* table, additional details display within the *Item #: Details* section at the bottom of the screen.



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.



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.



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