MANAGE INVENTORY TRANSACTIONS

MFG

QUICK REFERENCE GUIDE

Purpose

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

Introduction and Overview

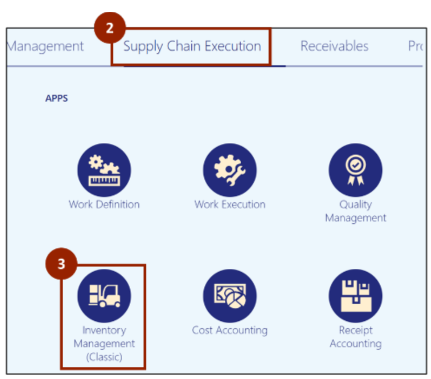
This QRG covers the process of ***Manage Inventory Transactions*** on different transaction types and determine when each should be used in inventory management scenarios. How to create, Miscellaneous Transactions, Subinventory Transfers and create and manage SSP orders and Transfer orders using spreadsheets in NCFS

Create Miscellaneous Transactions

Once logged in to NCFS, follow these steps:

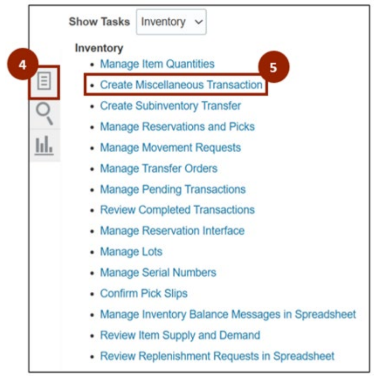
1. Begin from the ***Home*** page, *or* click the **Home** icon.

2. On the ***Home*** page, select **Supply Chain Execution.**
3. Within the **Supply Chain Execution** tab, select **Inventory Management.**

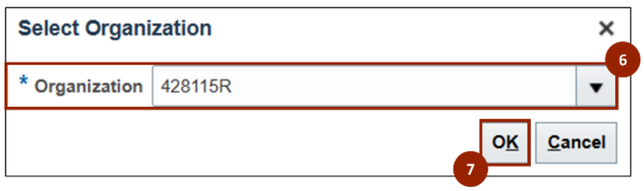


4. Click the **Task** icon.

5. Under the *Inventory* header, click **Create Miscellaneous Transaction.**

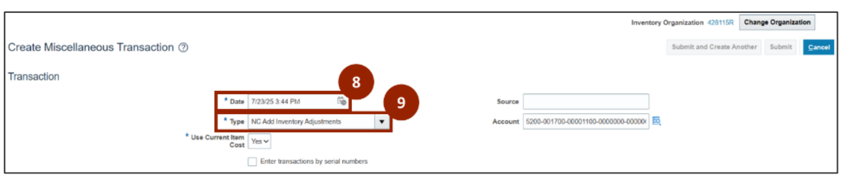


6. In the *Organization* field of the ***Select Organization*** pop-up window, enter or search for the **desired organization** (i.e., 428115R).
7. Click **OK.**



8. The ***Create Miscellaneous Transaction*** screen displays for the selected organization with the *Date* field **automatically populated.**
9. In the *Type* field, select the **appropriate transaction type** (i.e., NC Add Inventory Adjustments).

   Note: Choose the transaction *Type* based on the required action. For example, select *NC Add Inventory Adjustments* to add quantity, *NC Deduct Inventory Adjustments* to deduct quantity, or options like *NC Direct Issue* or *NC Direct Return,* as needed. For this example, select **NC Add Inventory Adjustments**.

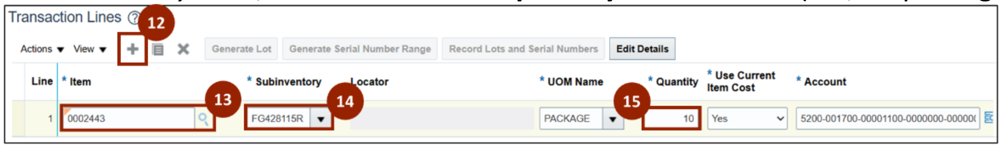


10. In the *Use Current Item Cost* field, select **Yes**.
11. In the *Account* field, enter or search the **account combination** aligned to this transaction.

    Note: If needed, use the **Search** icon to access the ***Account*** pop-up window to search and select the appropriate account for the transaction.

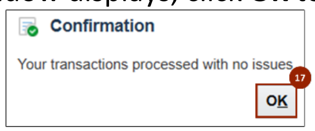
12. Under the *Transaction Lines* section, click the **Plus (+)** icon to add a line.
13. In the *Item* field, enter or search for the **item number** (i.e., 0002443).
14. In the *subinventory* drop-down field, select the **desired subinventory** (i.e., FG428115R).

15. In the *Quantity* field, enter the **desired quantity** for the UOM (i.e., 10 packages).



16. Click **Submit.**

17. A ***Confirmation*** pop-up window displays, click **OK** to close the window.



Create Subinventory Transfer

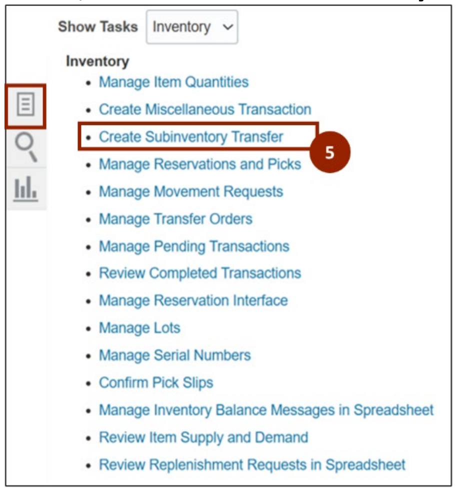
Once logged in to NCFS, follow these steps:

1. Begin from the ***Home*** page, *or* click the **Home** icon.

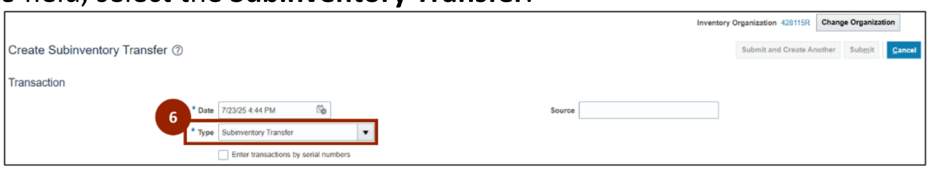
2. On the ***Home*** page, select **Supply Chain Execution.**
3. Within the **Supply Chain Execution** tab, select **Inventory Management.**

4. Click the **Task** icon.

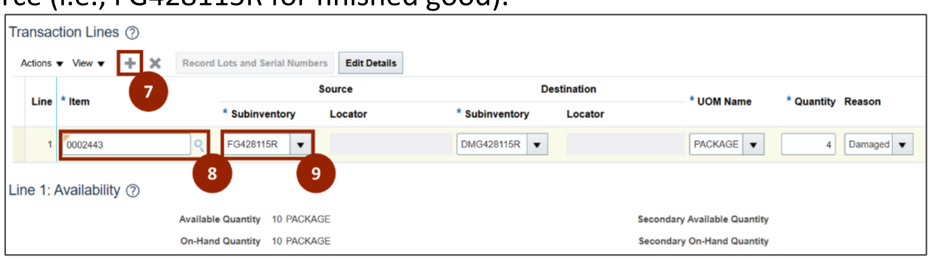
5. Under the *Inventory* header, click **Create Subinventory Transfer.**



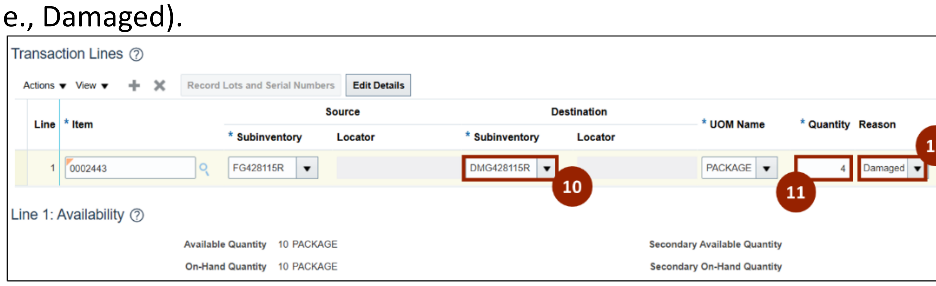
6. The ***Create Subinventory Transfer*** screen displays for the selected organization, in the *Type* field, select the **Subinventory Transfer**.



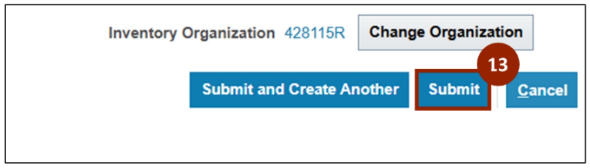
7. Under the *Transaction Lines* section, click the **Plus (+)** icon to add a line.
8. In the *Item* field, enter or search for the **item number** (i.e., 0002443).
9. In the *Source* column's *subinventory* drop-down field, select the **desired subinventory** source (i.e., FG428115R for finished good).



10. In the *Destination* column's *subinventory* drop-down field, select the **desired subinventory** destination (i.e., DMG428115R for damaged good).
11. In the *Quantity* field, enter the **desired quantity** to transfer related to the selected UOM (i.e., 4 packages).
12. (Optional) In the *Reason* drop-down field, select the **appropriate reason** for the transfer (i.e., Damaged).



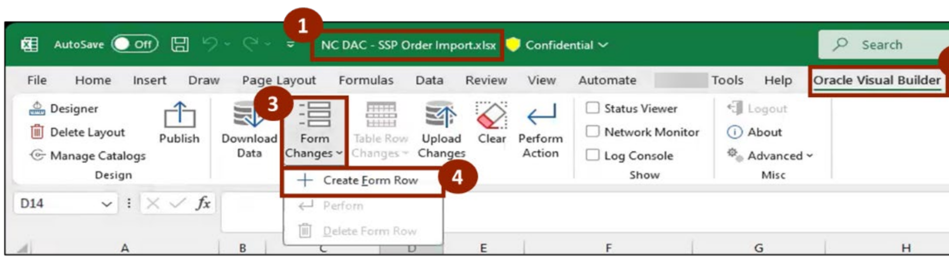
13. Click **Submit.**



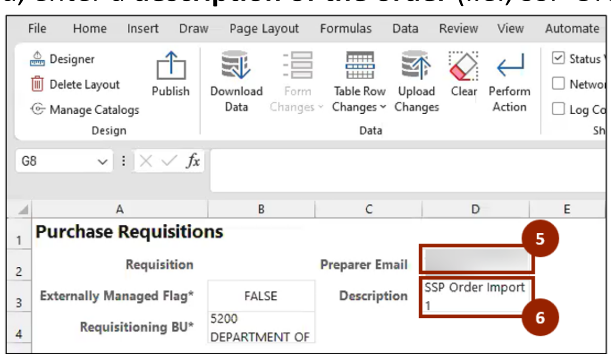
14. A ***Confirmation*** pop-up window displays, click **OK** to close the window.

Create SSP Orders Using Spreadsheet

1. Open the **SSP Order Import** spreadsheet you have been provided.
   - The NC DAC - SSP Order Import file is located in the "**CE NCFS Information**" folder within the **DAC_Correction Enterprises** Teams Channel.
2. Click on the **Oracle Visual Builder** tab.
3. Click on **Form Changes.**
4. Select **Create Form Row.**

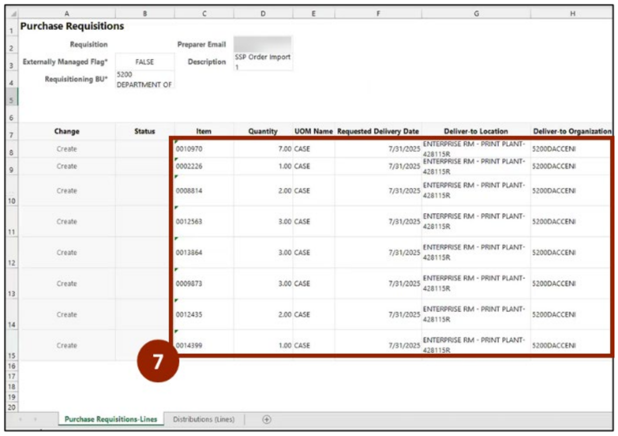


5. You will be working in the **Purchase Requisitions-Lines** tab. In the *Preparer Email* field, enter the **preparer's email address.**
6. In the *Description* field, enter a **description of the order** (i.e., SSP Order Import 1).



7. Enter **information** into each of the following fields:
   - *Item*
   - *Quantity*
   - *UOM Name* (The unit of measure should match in all lines)
   - *Requested Delivery Date*
   - *Deliver-to Location*
   - *Deliver-to Organization*

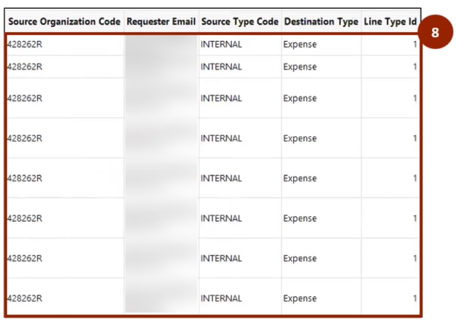
   Note: If the Deliver-to Location is a CE Location enter **5200DACCENI**, if it is not a CE Location enter **5200DACNI.**



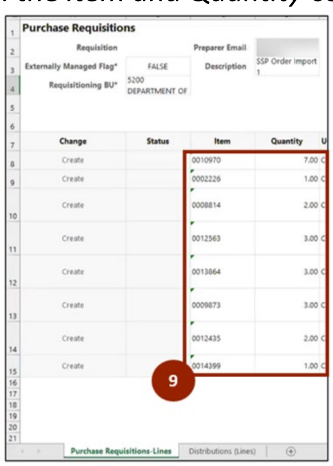
Note: The information needs to be entered manually. *Item Number, Quantity* and *UOM* Information will be received via email from the requester.

8. Enter **information** into each of the following fields:
    - *Source organization code* (i.e., plant, distribution center, etc.)
    - *Requester's email address*
    - *Source type* (Enter INTERNAL)
    - *Destination type* (Enter Expense)
    - *Line type ID* (Enter 1)

    Note: Remove any lines that are duplicates. Any lines with missing information will need to be deleted.

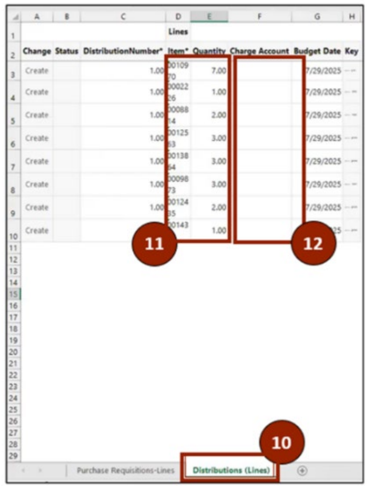


9. Copy the **information** from the *Item and Quantity* columns.

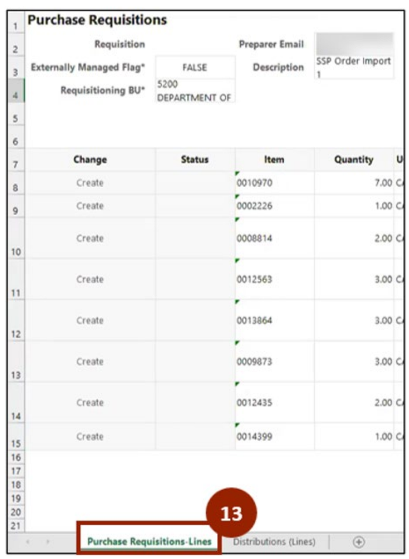


10. Click the **Distribution** tab at the bottom of the spreadsheet.
11. Paste the info into the *Item* and *Quantity* Columns in the **Distributions** Tab.

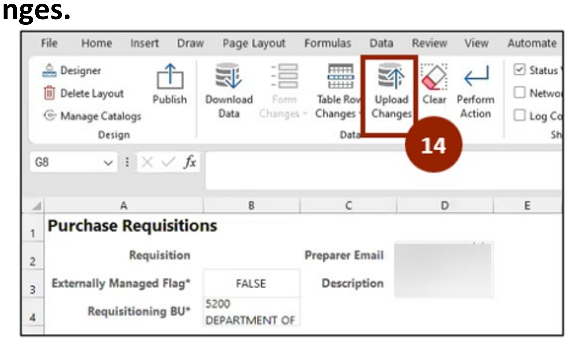
12. Populate the *Charge Account field.*
    Note: Other cells in the spreadsheet will then auto-populate. Make sure other columns (i.e., distribution number, etc.) are filled in as needed. Leave the budget date as today's date.



13. Once all information is entered correctly, return to the **Purchase Requisition-Lines** tab.



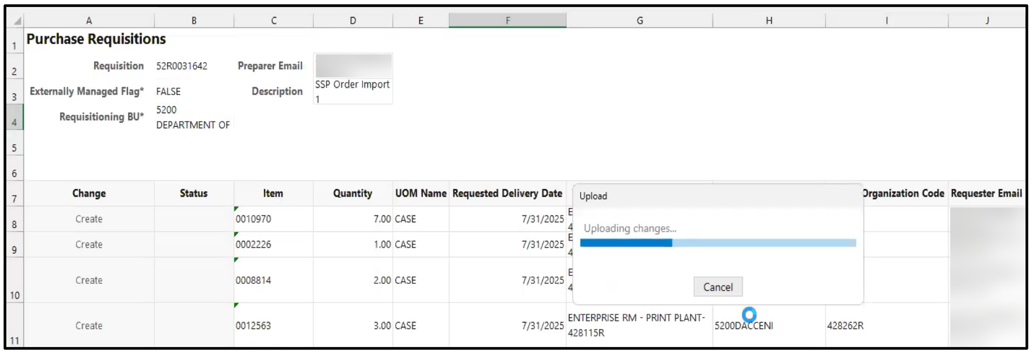
14. Click **Upload Changes.**



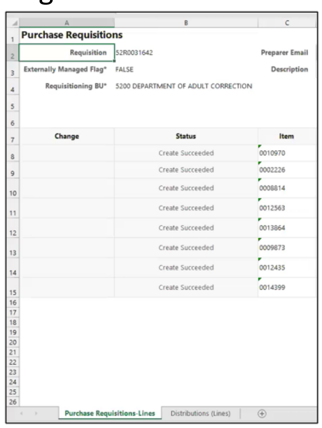
15. Click the **Company Single Sign-On (SSO)** button.
16. Enter your **dac.nc.gov** email address.

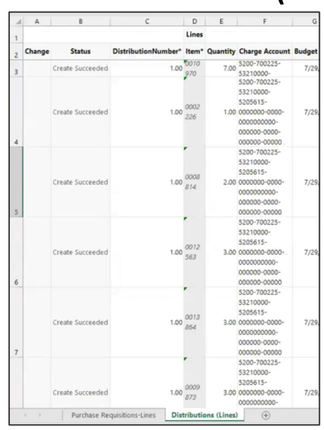
17. Click **Next** then enter **password.**

Note: The ***Upload*** pop-up window will appear. The blue progress bar will show when your changes have been uploaded. Notice the *Requisition/SSP Order Number* has been auto populated.



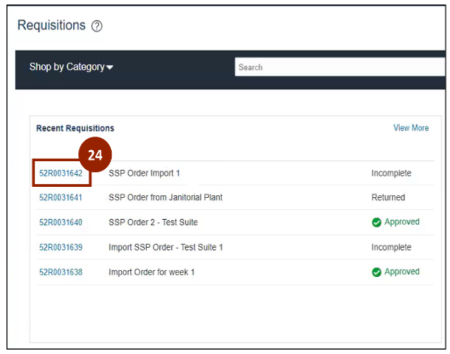
The status has changed to *Create Succeeded* in the **Purchase Requisitions** tab.
The status has also changed to *Create Succeeded* in the **Distribution (Lines)** tab.





18. Click the **Company Single Sign-On (SSO)** button.
19. Enter your **dac.nc.gov** email address.
20. Click **Next** then enter **password.**
21. Begin from the ***Home*** page, or click the **Home** icon.
22. On the ***Home*** page, select **Procurement.**
23. Within the **Procurement** tab, select **Purchase Requisitions.**

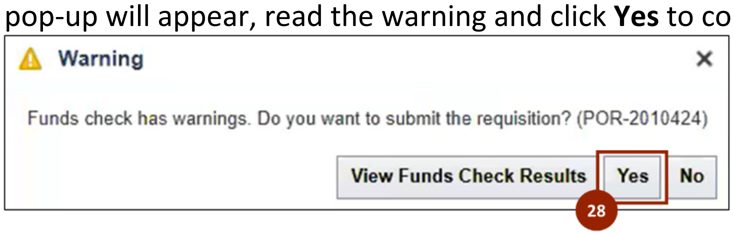
24. On the ***Requisition*** screen, the status is *Incomplete*, click the **Requisition/SSP Order Number.**



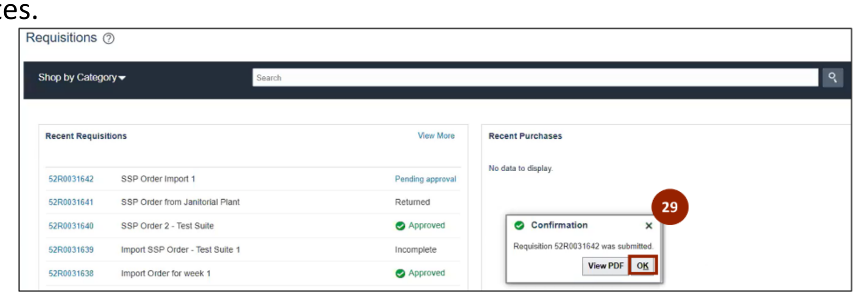
25. Review the information on the ***Requisitions*** screen. To submit the SSP Order, click **Actions.**
26. Select **Edit** from the drop-down to make the necessary changes.

27. Once all the information is confirmed, click **Submit.**

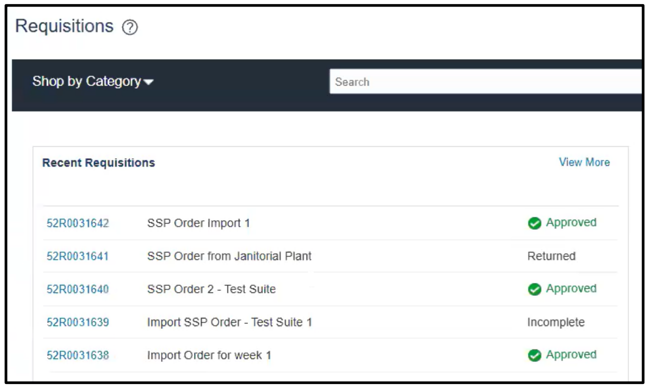
28. A ***Warning*** pop-up will appear, read the warning and click **Yes** to continue.



29. A ***Confirmation*** pop-up screen will appear, click **OK.**
Note: The status will now say *Pending Approval*. This approval process could take several minutes.

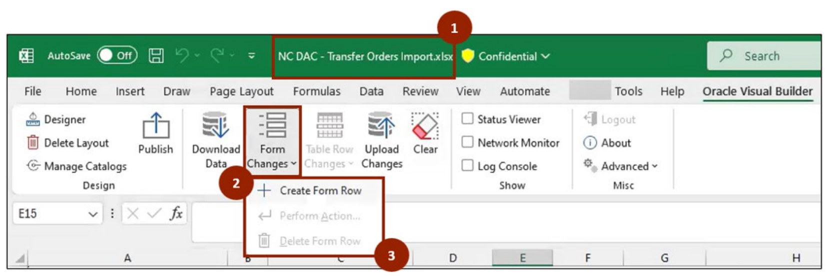


Once the requisition has been approved, the procurement application will create a transfer order, and the shipment process can begin.



Create Transfer Orders Using Spreadsheet

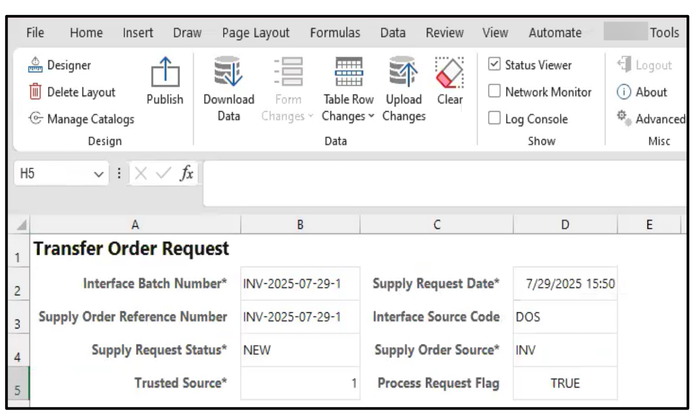
1. Open the **Transfer Orders Import spreadsheet** you have been provided.
- The NC DAC - Transfer Orders Import file is located In the **CE NCFS Information** folder within the **DAC_Correction Enterprises** Teams Channel.
2. Click on **Form Changes.**
3. Select **Create Form Row.**



Note: The *Interface Batch Number* will be autogenerated. The number will consist of the letters INV plus the year plus month plus date (i.e., INV-2025-07-29).

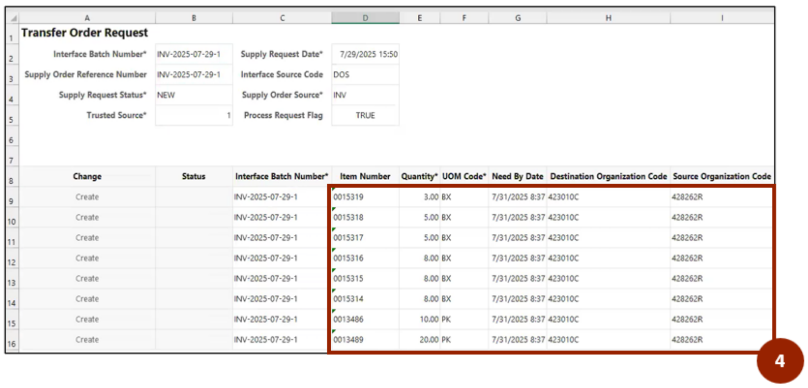
If you are making more than one order in a day, add a dash and a number to the interface Batch number (i.e., INV-2025-07-29-1).

The *Interface Batch Number* and *Supply Order Reference Number* must match. **You do not need to change any other values in the header.**



4. Complete each of the following fields:
   - *Item Number*
   - *Quantity*
   - *UOM Code*
   - *Need By Date*
   - *Destination Organization Code*
   - *Source Organization Code*

   Note: The information needs to be entered manually. *Item Number, Quantity* and *UOM Code* information will be received via email from the requester.

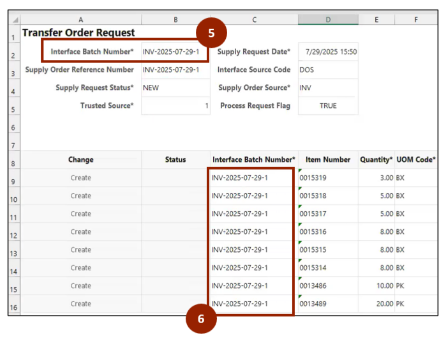


Transfer Order Request

Interface Batch Number*	INV-2025-07-29-1	Supply Request Date*	7/29/2025 15:50
Supply Order Reference Number	INV-2025-07-29-1	Interface Source Code	DOS
Supply Request Status*	NEW	Supply Order Source*	INV
Trusted Source*	1	Process Request Flag	TRUE

Change	Status	Interface Batch Number*	Item Number	Quantity*	UOM Code*	Need By Date	Destination Organization Code	Source Organization Code
Create		INV-2025-07-29-1	0015319	3.00	BX	7/31/2025 8:37	423010C	428262R
Create		INV-2025-07-29-1	0015318	5.00	BX	7/31/2025 8:37	423010C	428262R
Create		INV-2025-07-29-1	0015317	5.00	BX	7/31/2025 8:37	423010C	428262R
Create		INV-2025-07-29-1	0015316	8.00	BX	7/31/2025 8:37	423010C	428262R
Create		INV-2025-07-29-1	0015315	8.00	BX	7/31/2025 8:37	423010C	428262R
Create		INV-2025-07-29-1	0015314	8.00	BX	7/31/2025 8:37	423010C	428262R
Create		INV-2025-07-29-1	0013486	10.00	PK	7/31/2025 8:37	423010C	428262R
Create		INV-2025-07-29-1	0013489	20.00	PK	7/31/2025 8:37	423010C	428262R

5. Copy the **Interface Batch Number** from the header.
6. Paste the **Interface Batch Number** into each cell of the *Interface Batch Number* column.

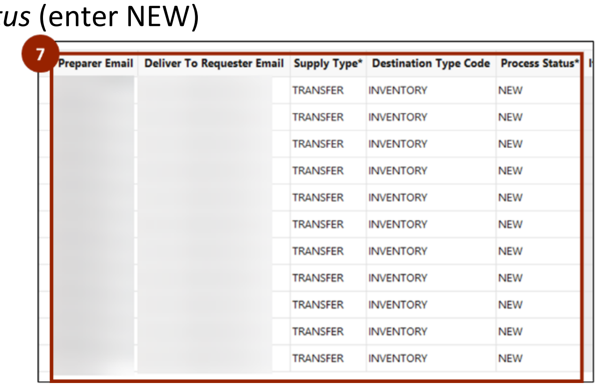


Transfer Order Request

Interface Batch Number*	INV-2025-07-29-1	Supply Request Date*	7/29/2025 15:50
Supply Order Reference Number	INV-2025-07-29-1	Interface Source Code	DOS
Supply Request Status*	NEW	Supply Order Source*	INV
Trusted Source*	1	Process Request Flag	TRUE

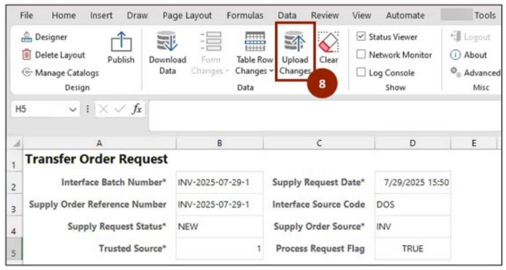
Change	Status	Interface Batch Number*	Item Number	Quantity*	UOM Code*
Create		INV-2025-07-29-1	0015319	3.00	BX
Create		INV-2025-07-29-1	0015318	5.00	BX
Create		INV-2025-07-29-1	0015317	5.00	BX
Create		INV-2025-07-29-1	0015316	8.00	BX
Create		INV-2025-07-29-1	0015315	8.00	BX
Create		INV-2025-07-29-1	0015314	8.00	BX
Create		INV-2025-07-29-1	0013486	10.00	PK
Create		INV-2025-07-29-1	0013489	20.00	PK

7. Complete each of the following fields:
   - *Preparer Email*
   - *Deliver-to Requester Email*
   - *Supply Type* (enter TRANSFER)
   - *Destination Type Code* (enter INVENTORY)
   - *Process Status* (enter NEW)

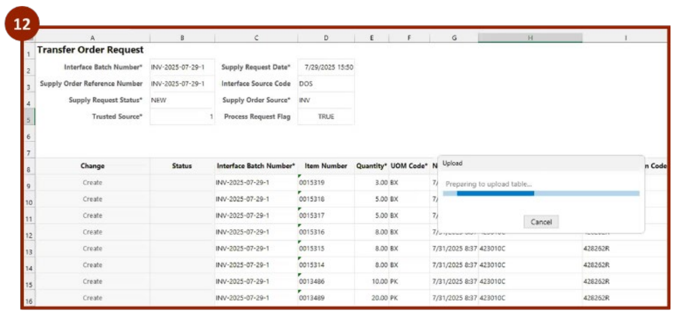


Preparer Email	Deliver To Requester Email	Supply Type*	Destination Type Code	Process Status*
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW
		TRANSFER	INVENTORY	NEW

8. Click **Upload Changes.**



9. Click the **Company Single Sign-On (SSO)** button.
10. Enter your **dac.nc.gov** email address.
11. Click **Next** then enter **password.**
12. The ***Upload*** pop-up window will appear. The **blue progress** bar will show when your changes have been uploaded. Notice the status in the *Change* column is now **Succeeded.**

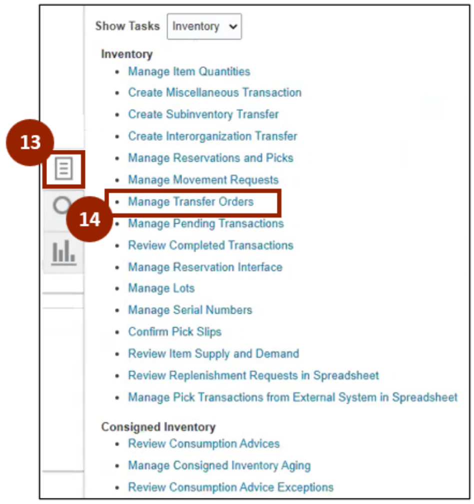


13. To review the *Transfer Order* that was imported, complete the following steps to log in to NCFS: Click the **Company Single Sign-On (SSO)** button.
14. Enter your **dac.nc.gov** email address.
15. Click **Next** then enter **password.**
16. Begin from the ***Home*** page, or click the **Home** icon.

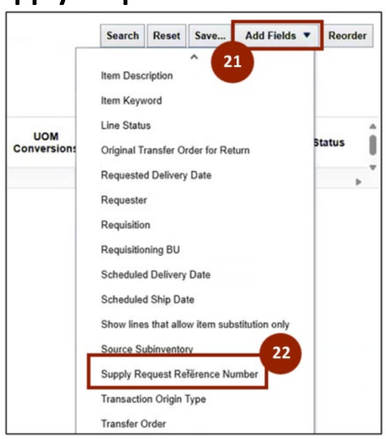
17. On the ***Home*** page, select **Supply Chain Execution.**
18. Within the **Supply Chain Execution** tab, select **Inventory Management.**

19. Click the **Tasks** icon.

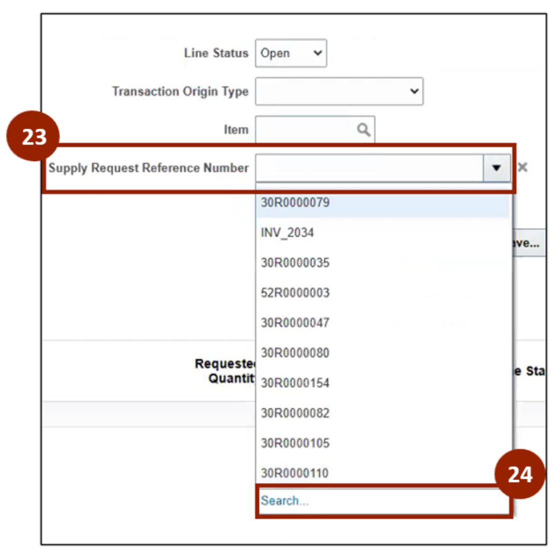
20. Select **Manage Transfer Orders** from the *Inventory* drop-down.



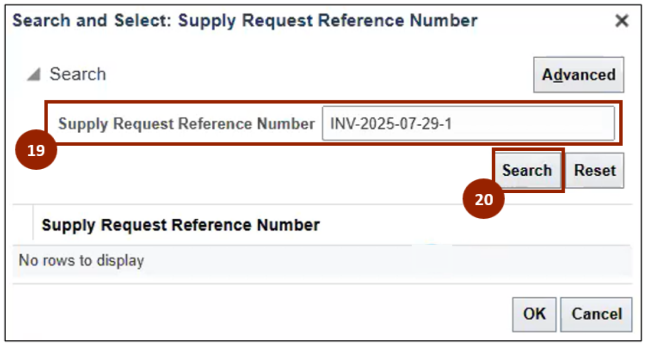
21. Click the *Add Fields* drop-down.
22. Scroll down and select **Supply Request Reference Number.**



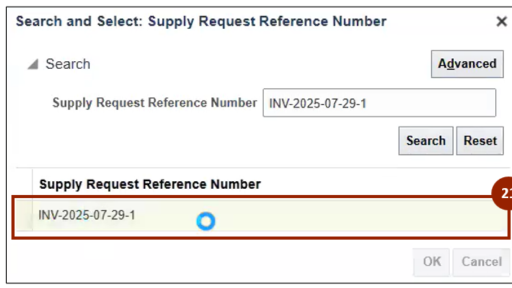
23. Click the *Supply Request Reference Number* drop-down arrow.
24. Click **Search.**



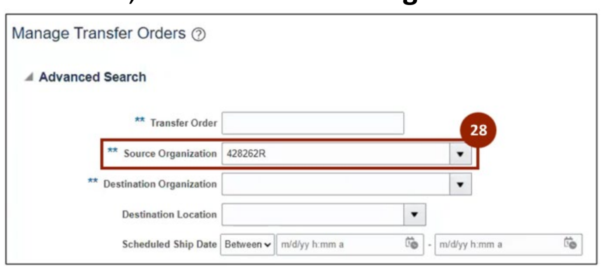
25. The ***Search and Select Supply Request Reference Number*** *pop-up window* will appear. Enter **the Supply Request Reference Number** in the *Supply Request Reference Number* field.
26. Click **Search.**



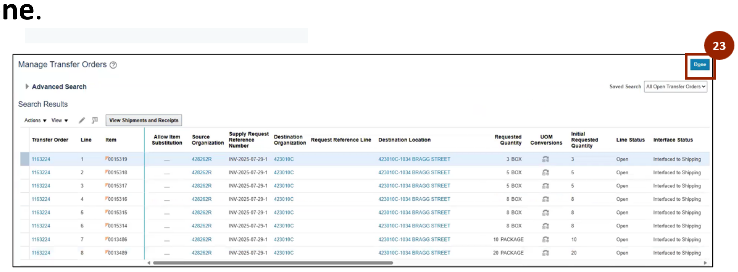
27. Click the **Supply Request Reference Number.**



28. In the *Source Organization* field, enter the **Source Organization.**



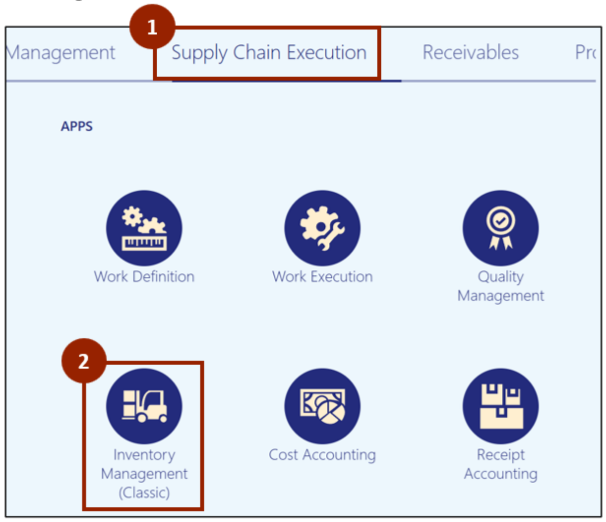
29. The *Transfer Order* will appear. Review the information and verify that all information is correct. Click **Done**.



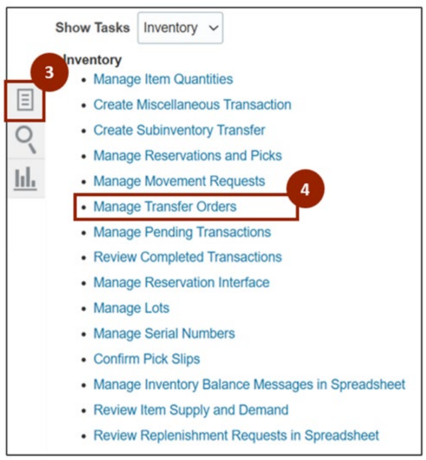
View Transfer Orders

1. From the ***Home*** screen, select the **Supply Chain Execution** tab.

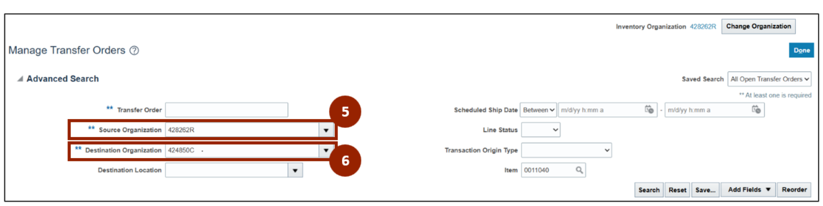
2. Click **Inventory Management.**



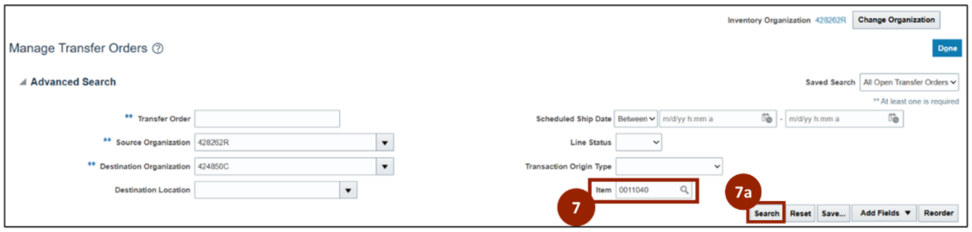
3. Click the **Tasks** icon.
4. Under the *Inventory* header, click **Manage Transfer Orders**.



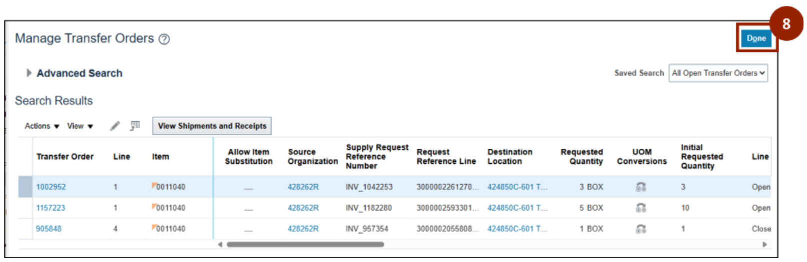
5. In the *Source Organization* field, enter or select the **desired source organization** (i.e., 428262R).
   Note: At least one of the fields marked with a **double asterisk (**)** must be completed before clicking the *Search* button.
6. In the *Destination Organization* field, enter or select the desired **destination organization** (i.e., 424850C).



7. In the *Item* field, enter or select the **item number.**
   7a. Click **Search.**
   Note: Complete any additional fields to further narrow your search results. The fields outlined above are recommended best practices to fill in before clicking **Search**. Adding the item number is optional.



8. The *Transfer Order* will appear. Review the information and verify that all information is correct. Click **Done**.



Wrap-Up

NCFS users can reference the ***Manage Inventory 1*** using the steps above.

Additional Resources

Virtual Instructor Led Training (vILT)

- MFG108: Manage Inventory 1