



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.

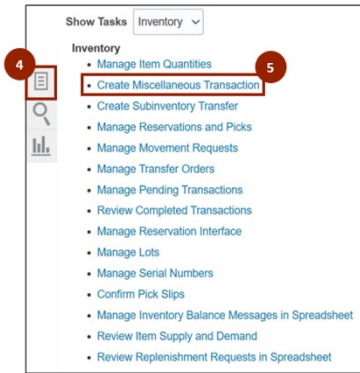


2. On the **Home** page, select **Supply Chain Execution**.
3. Within the **Supply Chain Execution** tab, select **Inventory Management**.

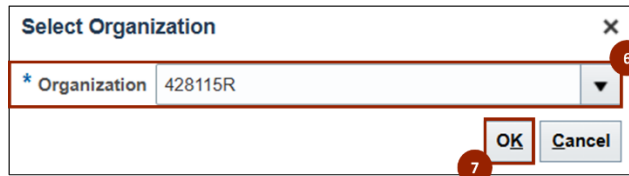


4. Click the **Task** icon.

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

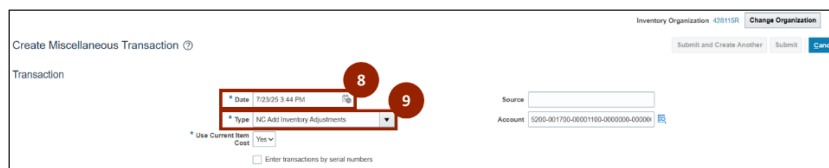


6. In the *Organization* field of the **Select Organization** pop-up window, enter or search for the **desired organization** (i.e., 428115R).
7. Click **OK**.



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.

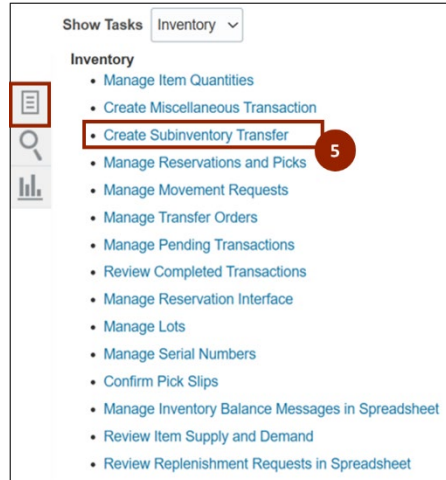


2. On the **Home** page, select **Supply Chain Execution**.

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**.

The screenshot shows the 'Create Subinventory Transfer' screen. The 'Type' field is set to 'Subinventory Transfer' and is highlighted with a red box and a red circle with the number 6.

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).

The screenshot shows the 'Transaction Lines' section. The 'Plus (+)' icon is highlighted with a red circle 7. The 'Item' field contains '0002443' and is highlighted with a red circle 8. The 'Source' subinventory dropdown is set to 'FG428115R' and is highlighted with a red circle 9.

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).

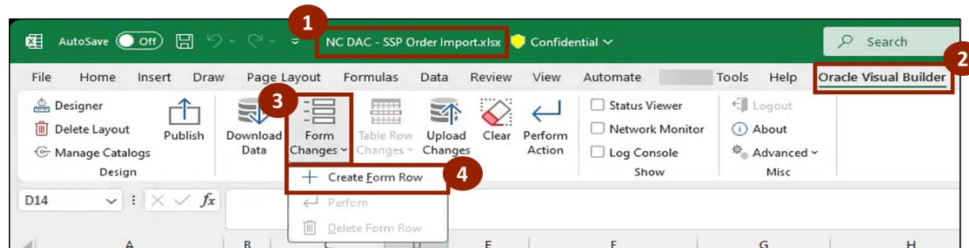
The screenshot shows the 'Transaction Lines' section. The 'Destination' subinventory dropdown is set to 'DMG428115R' and is highlighted with a red circle 10. The 'Quantity' field contains '4' and is highlighted with a red circle 11. The 'Reason' dropdown is set to 'Damaged' and is highlighted with a red circle 12.

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**.

Purchase Requisitions							
Requisition		Preparer Email					
Externally Managed Flag*	FALSE	Description	SSP Order Import				
Requisitioning BU*	5200 DEPARTMENT OF						
Change	Status	Item	Quantity	UOM Name	Requested Delivery Date	Deliver to Location	Deliver to Organization
Create		0019970	7.00	CASE	7/31/2023	ENTERPRISE RM - PRINT PLANT- 428115R	5200DACCEN
Create		0002226	1.00	CASE	7/31/2023	ENTERPRISE RM - PRINT PLANT- 428115R	5200DACCEN
Create		0008814	2.00	CASE	7/31/2023	ENTERPRISE RM - PRINT PLANT- 428115R	5200DACCEN
Create		0012563	3.00	CASE	7/31/2023	ENTERPRISE RM - PRINT PLANT- 428115R	5200DACCEN
Create		0013864	3.00	CASE	7/31/2023	ENTERPRISE RM - PRINT PLANT- 428115R	5200DACCEN
Create		0009873	3.00	CASE	7/31/2023	ENTERPRISE RM - PRINT PLANT- 428115R	5200DACCEN
Create		0013435	2.00	CASE	7/31/2023	ENTERPRISE RM - PRINT PLANT- 428115R	5200DACCEN
Create		0014399	1.00	CASE	7/31/2023	ENTERPRISE RM - PRINT PLANT- 428115R	5200DACCEN

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.

Source Organization Code	Requester Email	Source Type Code	Destination Type	Line Type Id
428262R		INTERNAL	Expense	1
428262R		INTERNAL	Expense	1
428262R		INTERNAL	Expense	1
428262R		INTERNAL	Expense	1
428262R		INTERNAL	Expense	1
428262R		INTERNAL	Expense	1
428262R		INTERNAL	Expense	1
428262R		INTERNAL	Expense	1
428262R		INTERNAL	Expense	1

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

Purchase Requisitions							
Requisition		Preparer Email					
Externally Managed Flag*	FALSE	Description	SSP Order Import				
Requisitioning BU*	5200 DEPARTMENT OF						
Change	Status	Item	Quantity	U			
Create		0019970	7.00	C			
Create		0002226	1.00	C			
Create		0008814	2.00	C			
Create		0012563	3.00	C			
Create		0013864	3.00	C			
Create		0009873	3.00	C			
Create		0013435	2.00	C			
Create		0014399	1.00	C			

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.

Change	Status	DistributionNumber	Item	Quantity	Charge Account	Budget Date	Key
Create		00109	7.00			7/26/2025	
Create		00022	1.00			7/26/2025	
Create		00088	2.00			7/26/2025	
Create		00125	3.00			7/26/2025	
Create		00138	3.00			7/26/2025	
Create		00098	3.00			7/26/2025	
Create		00124	2.00			7/26/2025	
Create		00143	1.00			7/26/2025	

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

Change	Status	Item	Quantity	U
Create		0010970	7.00	C
Create		0002226	1.00	C
Create		0008814	2.00	C
Create		0012563	3.00	C
Create		0013864	3.00	C
Create		0009873	3.00	C
Create		0012435	2.00	C
Create		0014399	1.00	C

14. Click **Upload Changes**.

File Home Insert Draw Page Layout Formulas Data Review View Automate

Designer Delete Layout Publish Download Data Form Table Row Upload Changes Clear Perform Action

Design Data

G8

Purchase Requisitions

Requisition Externally Managed Flag* FALSE Requisitioning BU* 5200 DEPARTMENT OF

Preparer Email Description

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 screenshot shows the 'Purchase Requisitions' tab with a table of requisitions. An 'Upload' pop-up window is displayed over the table, showing a blue progress bar and the text 'Uploading changes...'. The table has columns: Change, Status, Item, Quantity, UOM Name, Requested Delivery Date, Organization Code, and Requester Email. The requisitions listed are:

Change	Status	Item	Quantity	UOM Name	Requested Delivery Date	Organization Code	Requester Email
Create		0010970	7.00	CASE	7/31/2025		
Create		0002226	1.00	CASE	7/31/2025		
Create		0008814	2.00	CASE	7/31/2025		
Create		0012563	3.00	CASE	7/31/2025		

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.

The left screenshot shows the 'Purchase Requisitions' tab with the following data:

Change	Status	Item
Create Succeeded		0010970
Create Succeeded		0002226
Create Succeeded		0008814
Create Succeeded		0012563
Create Succeeded		0013864
Create Succeeded		0009873
Create Succeeded		0012435
Create Succeeded		0014399

The right screenshot shows the 'Distributions (Lines)' tab with the following data:

Change	Status	DistributionNumber*	Item*	Quantity	Charge Account	Budget
Create Succeeded		0010	0010	7.00	5200-700225-	7,029
Create Succeeded		0002	0002	1.00	5200-700225-	7,029
Create Succeeded		0008	0008	2.00	5200-700225-	7,029
Create Succeeded		0012	0012	3.00	5200-700225-	7,029
Create Succeeded		0013	0013	3.00	5200-700225-	7,029
Create Succeeded		0009	0009	3.00	5200-700225-	7,029

18. Click the **Company Single Sign-On (SSO)** button.

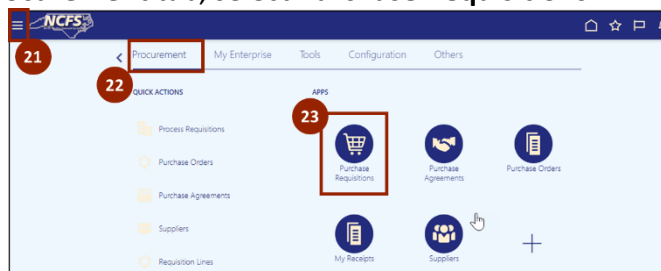
19. Enter your **dac.nc.gov** email address.

20. Click **Next** then enter **password**.

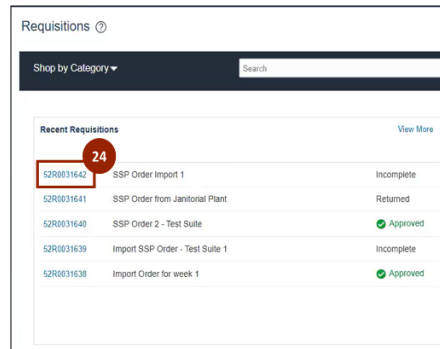
21. Begin from the **Home** page, or click the **Home** icon.

22. On the **Home** page, select **Procurement**.

23. Within the **Procurement** tab, select **Purchase Requisitions**.

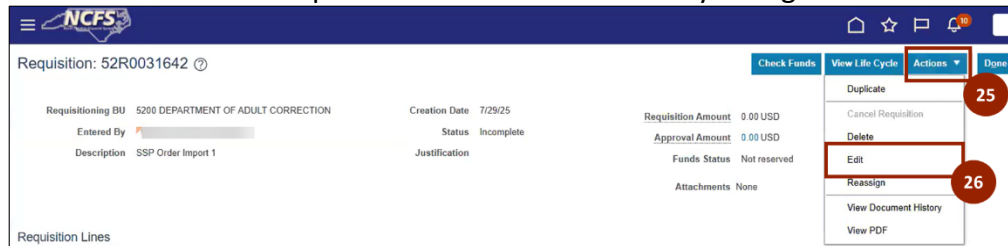


24. On the **Requisition** screen, the status is *Incomplete*, click the **Requisition/SSP Order Number**.



25. Review the information on the **Requisitions** screen. To submit the SSP Order, click **Actions**.

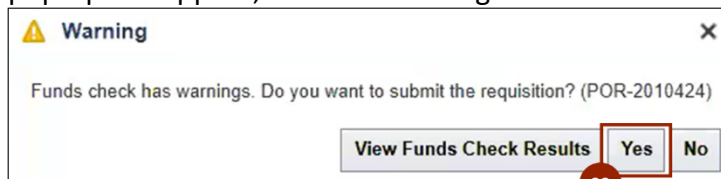
26. Select **Edit** from the drop-down to make the necessary changes.



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

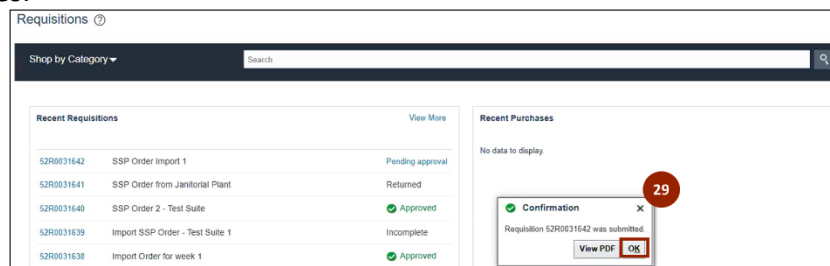


28. A **Warning** pop-up will appear, read the warning and click **Yes** to continue.



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.

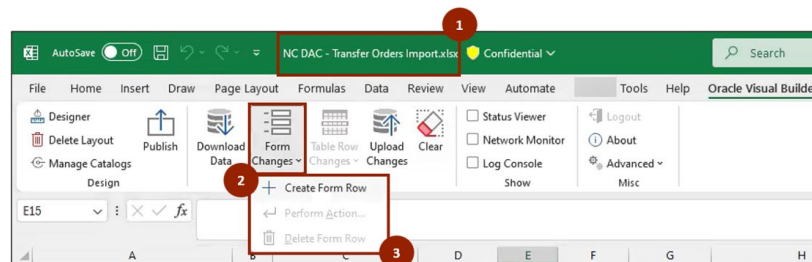


Once the requisition has been approved, the procurement application will create a transfer order, and the shipment process can begin.

Requisitions ⓘ		
Shop by Category ▾		
Search		
Recent Requisitions View More		
52R0031642	SSP Order Import 1	Approved
52R0031641	SSP Order from Janitorial Plant	Returned
52R0031640	SSP Order 2 - Test Suite	Approved
52R0031639	Import SSP Order - Test Suite 1	Incomplete
52R0031638	Import Order for week 1	Approved

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.**

File Home Insert Draw Page Layout Formulas Data Review View Automate Tools				
Designer Delete Layout Manage Catalogs Design				
Publish Download Data Form Changes Table Row Changes Upload Changes Clear				
Status Viewer Network Monitor Log Console Show				
Logout About Advanced Misc				
H5				
A B C D E				
1 Transfer Order Request				
2	Interface Batch Number*	INV-2025-07-29-1	Supply Request Date*	7/29/2025 15:50
3	Supply Order Reference Number	INV-2025-07-29-1	Interface Source Code	DOS
4	Supply Request Status*	NEW	Supply Order Source*	INV
5	Trusted Source*	1	Process Request Flag	TRUE

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.

	A	B	C	D	E	F	G	H	I
1	Transfer Order Request								
2	Interface Batch Number*	INV-2025-07-29-1	Supply Request Date*	7/29/2025 15:50					
3	Supply Order Reference Number	INV-2025-07-29-1	Interface Source Code	DOS					
4	Supply Request Status*	NEW	Supply Order Source*	INV					
5	Trusted Source*		Process Request Flag	TRUE					
6									
7									
8	Change	Status	Interface Batch Number*	Item Number	Quantity*	UOM Code*	Need By Date	Destination Organization Code	Source Organization Code
9	Create	INV-2025-07-29-1		0015319	3.00	BX	7/31/2025 8:37	423010C	428262R
10	Create	INV-2025-07-29-1		0015318	5.00	BX	7/31/2025 8:37	423010C	428262R
11	Create	INV-2025-07-29-1		0015317	5.00	BX	7/31/2025 8:37	423010C	428262R
12	Create	INV-2025-07-29-1		0015316	8.00	BX	7/31/2025 8:37	423010C	428262R
13	Create	INV-2025-07-29-1		0015315	8.00	BX	7/31/2025 8:37	423010C	428262R
14	Create	INV-2025-07-29-1		0015314	8.00	BX	7/31/2025 8:37	423010C	428262R
15	Create	INV-2025-07-29-1		0013486	10.00	PK	7/31/2025 8:37	423010C	428262R
16	Create	INV-2025-07-29-1		0013489	20.00	PK	7/31/2025 8:37	423010C	428262R

4

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

	A	B	C	D	E	F
1	Transfer Order Request					
2	Interface Batch Number* INV-2025-07-29-1		Supply Request Date* 7/29/2025 15:50			
3	Supply Order Reference Number INV-2025-07-29-1		Interface Source Code DOS			
4	Supply Request Status* NEW		Supply Order Source* INV			
5	Trusted Source* 1		Process Request Flag TRUE			
6						
7						
8	Change	Status	Interface Batch Number*	Item Number	Quantity*	UOM Code*
9	Create		INV-2025-07-29-1	0015319	3.00	BX
10	Create		INV-2025-07-29-1	0015318	5.00	BX
11	Create		INV-2025-07-29-1	0015317	5.00	BX
12	Create		INV-2025-07-29-1	0015316	8.00	BX
13	Create		INV-2025-07-29-1	0015315	8.00	BX
14	Create		INV-2025-07-29-1	0015314	8.00	BX
15	Create		INV-2025-07-29-1	0013486	10.00	PK
16	Create		INV-2025-07-29-1	0013489	20.00	PK

6

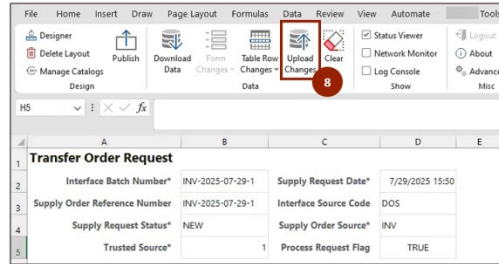
7. Complete each of the following fields:

- *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

7

8. Click **Upload Changes**.

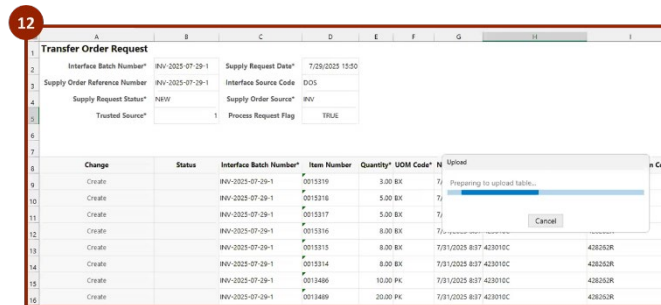


9. Click the **Company Single Sign-On (SSO)** button.

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 NCSF: Click the **Company Single Sign-On (SSO)** button.

14. Enter your **dac.nc.gov** email address.

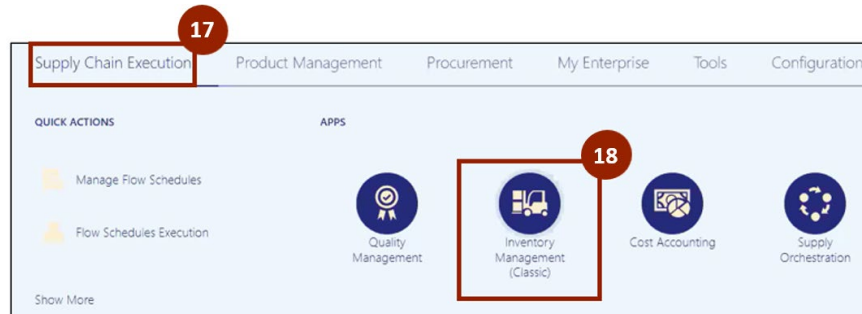
15. Click **Next** then enter **password**.

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



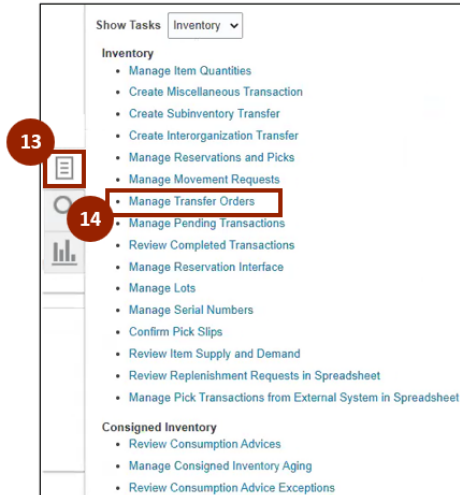
17. On the **Home** page, select **Supply Chain Execution**.

18. Within the **Supply Chain Execution** tab, select **Inventory Management**.



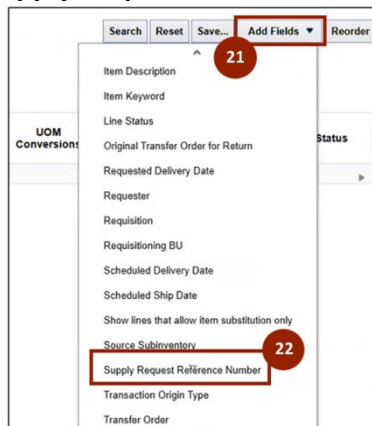
19. Click the **Tasks** icon.

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



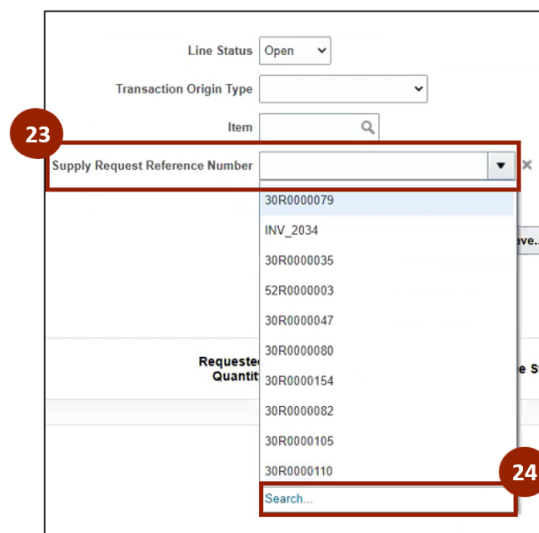
21. Click the *Add Fields* drop-down.

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**.

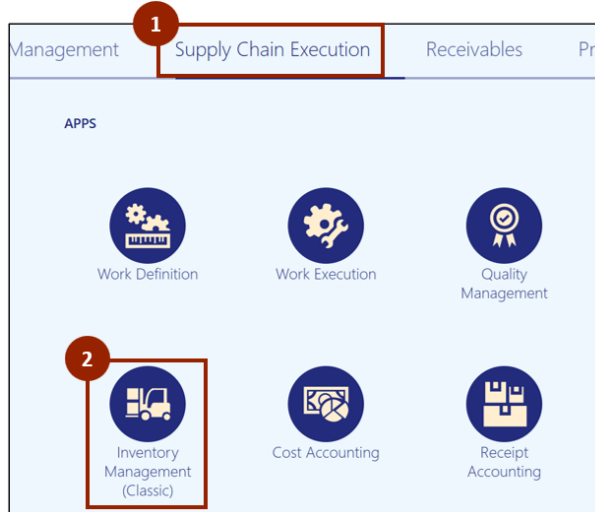
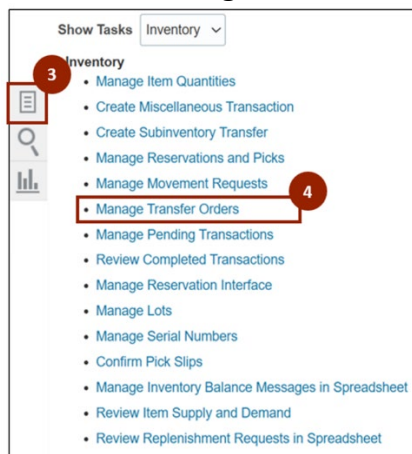
28. In the **Source Organization** field, enter the **Source Organization**.

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

Transfer Order	Line	Item	Source Organization	Supply Request Reference Number	Destination Organization	Request Reference Line	Destination Location	Requested Quantity	UOM	Initial Requested Quantity	Line Status	Interface Status
1903204	1	70015316	428262R	INV-2025-07-29-1	428262R	428262R	428262R	3 BOX	3	3	Open	Interface to Shipping
1903204	2	70015316	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	3	70015317	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	4	70015316	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	5	70015316	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	6	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	7	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	8	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	9	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	10	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	11	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	12	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	13	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	14	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	15	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	16	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	17	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	18	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	19	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping
1903204	20	70015314	428262R	INV-2025-07-29-1	428262R	428262R	428262R	5 BOX	5	5	Open	Interface to Shipping

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**.

Transfer Order	Line	Item	Allow Item Substitution	Source Organization	Supply Request Reference Number	Request Reference Line	Destination Location	Requested Quantity	UOM	Conversions	Initial Requested Quantity	Line
1002952	1	0011040	—	428262R	INV_1042253	3000002261270...	424850C-601 T...	3 BOX	BOX	3	3	Open
1157223	1	0011040	—	428262R	INV_1182280	3000002593301...	424850C-601 T...	5 BOX	BOX	10	10	Open
955848	4	0011040	—	428262R	INV_957354	3000002055808...	424850C-601 T...	1 BOX	BOX	1	1	Close

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