



VIEW COMPLETED INVENTORY TRANSACTIONS

INV

QUICK REFERENCE GUIDE INV-01

Purpose

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

Introduction and Overview

This QRG covers the review of all completed Inventory Transactions in NCFS which will enable you to review Inventory Transactions during a specific period.

View Completed Inventory Transactions

To view completed Inventory Transactions 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, click the **Supply Chain Execution** tab.

Good afternoon, Training Super User 1!

Sales Contract Management **Supply Chain Execution** Receivables Supply Chain Plan >

QUICK ACTIONS

- Manufacturing Work Definitions
- Manage Inspections
- Manage Quality Issues
- Manage Quality Actions
- Manage Problem Reports

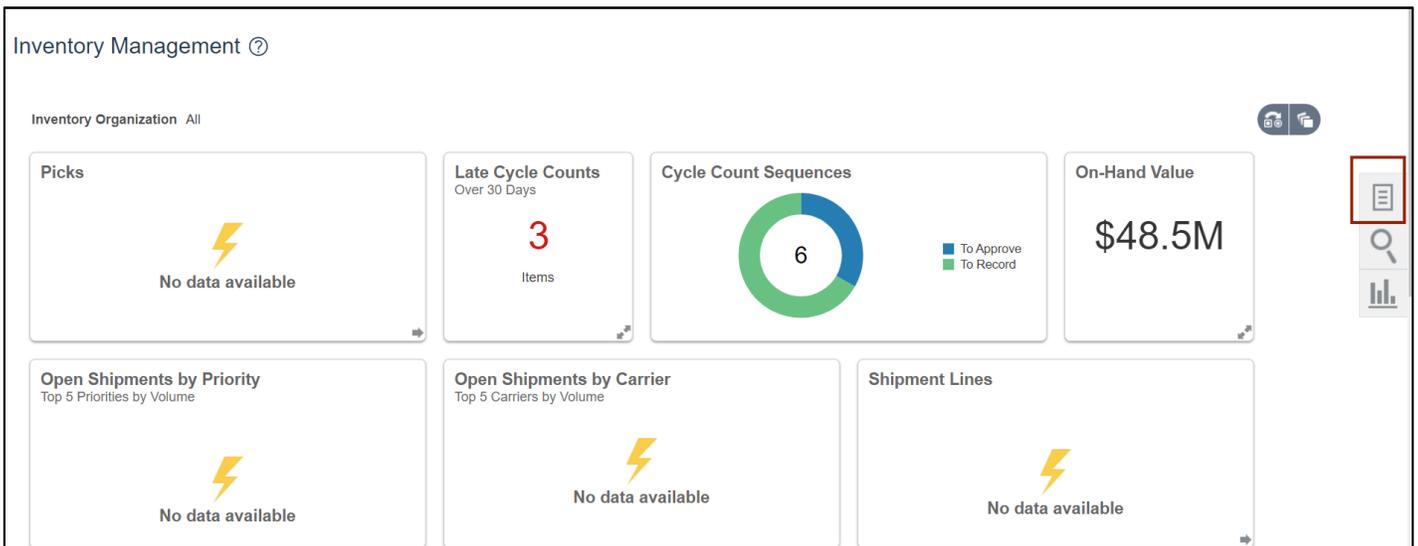
APPS

- Work Definition
- Quality Management
- Inventory Management
- Cost Accounting
- Receipt Accounting
- Supply Orchestration

3. Click the **Inventory Management** app.



4. On the *Inventory Management* page, click the **Tasks Icon** tab.



5. Under **Inventory**, click **Review Completed Transactions**.

The screenshot shows the 'Inventory Management' interface. On the right-hand side, there is a 'Show Tasks' dropdown menu set to 'Inventory'. Below it, a list of tasks is displayed. The task 'Review Completed Transactions' is highlighted with a red rectangular box. Other tasks include 'Manage Item Quantities', 'Create Miscellaneous Transaction', 'Create Subinventory Transfer', 'Manage Movement Requests', 'Manage Transfer Orders', 'Manage Pending Transactions', 'Manage Lots', 'Manage Serial Numbers', 'Confirm Pick Slips', 'Manage Inventory Balance Messages in Spreadsheet', 'Review Item Supply and Demand', and 'Review Replenishment Requests in Spreadsheet'. Under 'Consigned Inventory', there are tasks for 'Review Consumption Advices', 'Manage Consigned Inventory Aging', and 'Review Consumption Advice Exceptions'. The main dashboard area shows several cards: 'Picks' (No data available), 'Late Cycle Counts Over 30 Days' (3 Items), 'Cycle Count Sequences' (6), 'Open Shipments by Priority' (No data available), and 'Open Shipments by Carrier' (No data available).

6. On the **Review Completed Transactions** page, enter the **Organization** field, and any fields marked by**.

In this example, we entered the **Transaction Date**.

The screenshot shows the 'Review Completed Transactions' search interface. At the top right, there is a 'Change Organization' button. Below it, a 'Saved Search' dropdown is set to 'All Completed Transactions'. The search criteria are as follows:

- Organization:** 08MODBK (highlighted with a red box)
- Item:** (marked with **, highlighted with a red box)
- Transaction Date:** Between 3/1/23 - 4/11/23 (marked with **, highlighted with a red box)
- Source Type:** (dropdown)
- Transaction Type:** (dropdown)
- Transaction Action:** (dropdown)
- Subinventory:** (dropdown)

 There is a checkbox for 'Show costed transactions only' which is unchecked. At the bottom right, there are buttons for 'Search', 'Reset', 'Save...', 'Add Fields', and 'Reorder'. A legend indicates that '*' is required and '**' means 'At least one is required'.

7. Click the **Search** button.

Inventory Organization All [Change Organization](#)

Review Completed Transactions [?](#) [Done](#)

Search Saved Search All Completed Transactions [v](#)

* Organization 08MODBK [v](#)

** Item [Q](#)

Item Description Starts with

** Transaction Date Between [📅](#) - [📅](#)

Subinventory [v](#)

Source Type [v](#)

Transaction Type [v](#)

Transaction Action [v](#)

Show costed transactions only

* Required
** At least one is required

[Search](#) [Reset](#) [Save...](#) [Add Fields](#) [v](#) [Reorder](#)

8. Click the **Transaction** link to see additional details about a transaction.

Inventory Organization All [Change Organization](#)

Review Completed Transactions [?](#) [Done](#)

Search Saved Search All Completed Transactions [v](#)

Search Results

Actions [v](#) View [v](#) [📄](#)

Transaction	Item	Subinventory	Locator	Quan	Transaction Quantity	Transaction UOM	Transaction Date	Lot Transaction Source	Lot Transaction Group	Transaction Source Type
1159003	B97800214070...	R08MODBK		-10	-10	EACH	3/13/23 10:41 AM			Supplier Return ...
1164001	B97800766953...	SUB08MODBK		5	5	EACH	4/6/23 1:53 AM			Inventory

9. View additional information about the Transaction.

Completed Transaction Details: **1159003** Transaction **1159003** View Lots and Serial Numbers Done

Currency =

Location ?

Transaction

Item	B9780021407071
Item Description	MCGRW-GLENCOE HEALTH SE:G9
Revision	
Subinventory	R08MODBK
Locator	
Location	
Transaction Quantity	-10 EACH
Transaction	1159003
Transaction Set	100000087624258
Transaction Date	3/13/23 10:41 AM
Transaction Type	Supplier Return Scrap Without Receipt Reference
Transaction Action	Scrap from stores

Lot Transaction Source

Quantity	-10 EACH
Secondary Quantity	
Transfer Organization	
Transfer Subinventory	
Transfer Locator	
Attachments	None
Parent Transaction	
Transfer Transaction	
Receiving Transaction	
Costed	Pending interface to costing
Asset Tracking Status	
Requester	

Wrap-Up

Use the steps above to view complete Inventory Transactions in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV001: View Inventory Transactions
- INV101: Inventory Agency Manager
- INV102: Inventory Cost Accounting
- INV103 Warehouse Staff
- INV104 Warehouse Receiving
- INV109 Inventory Item Maintenance
- INV110 Warehouse Approver