



CREATE MISCELLANEOUS TRANSACTIONS

INV

QUICK REFERENCE GUIDE INV-16

Purpose

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

Introduction and Overview

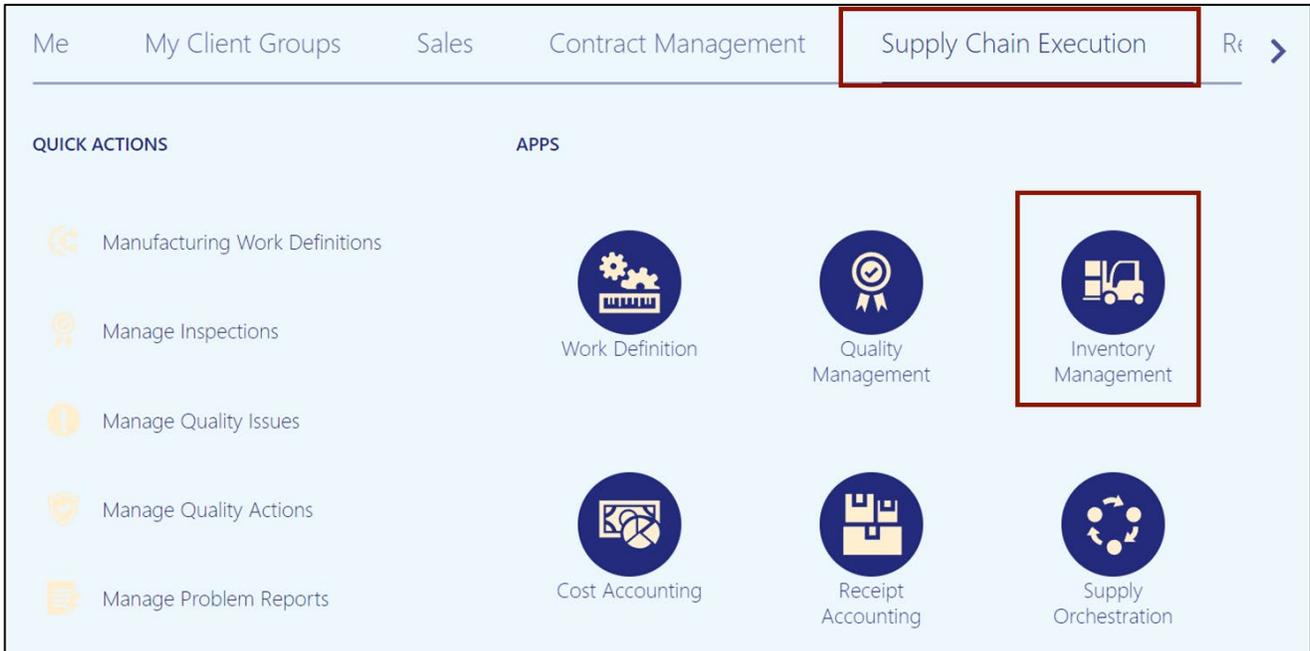
This QRG covers the procedure of creating miscellaneous issues and receipt transactions in NCFS which will enable you to reduce and increase quantity in the inventory respectively. The table below shows the various types of Miscellaneous Transactions:

Miscellaneous Transactions	Description
NC Direct Issue	NC Direct Issue is used to issue one or more items to same or different centers from the inventory organization (over-the-counter issue).
NC Direct Return	Items that are returned by customers or by another inventory organization to the issuing warehouse (over the counter).
Return from SSP Order	In NCFS, "Returns from SSP Orders" is used to receive items returned by customers that were issued using Self Service Procurement (SSP).
NC Unordered Quantity	In NCFS, Receive Items in the warehouse that were bought without Purchase Order in the Inventory Organization.
NC Add Inventory Adjustments	NC Add Inventory Adjustments will be used to add item quantity (positive adjustments) to Inventory Organization.
NC Deduct Inventory Adjustments	In NCFS, NC Deduct Inventory Adjustments will be used to reduce item quantity (negative adjustment) in Inventory Organization.

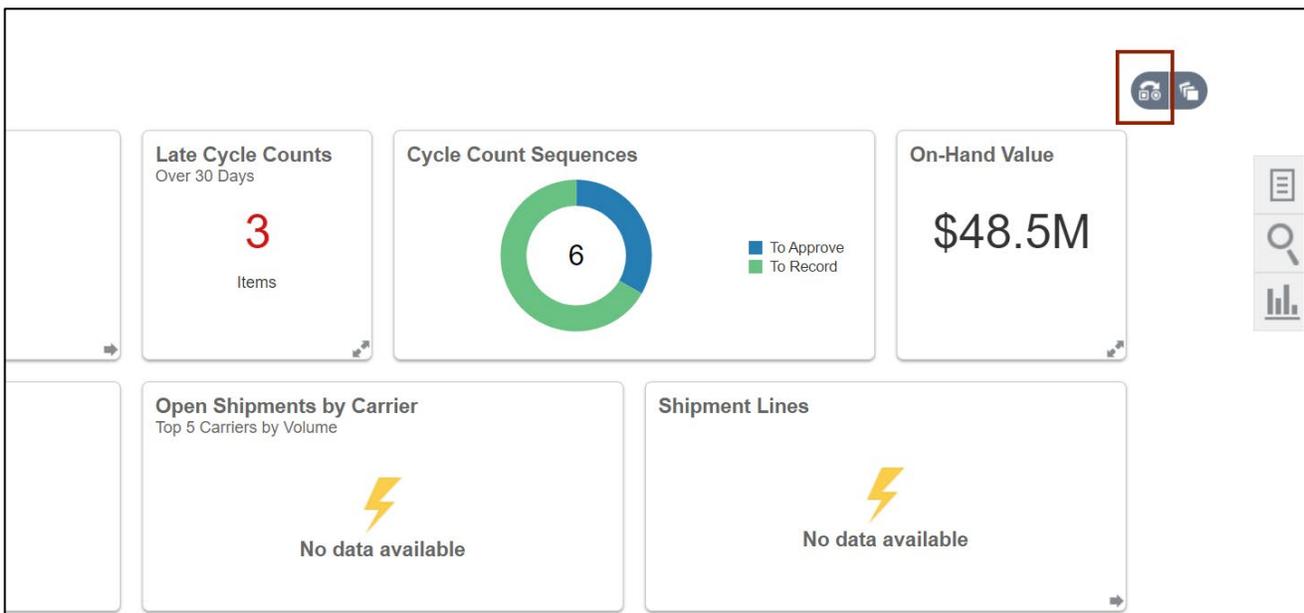
Create Miscellaneous Transactions – Issue

To create miscellaneous issue 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 and then click the **Inventory Management** app.



3. On the **Inventory Management** dashboard, click the **View By** [] icon.



4. Enter the **Inventory Organization**.

In this example, we choose **428305R** and click the **Apply** button.

The screenshot displays a dashboard with several widgets. On the left, 'Late Cycle Counts Over 30 Days' shows 3 items. In the center, 'Cycle Count Sequences' features a donut chart with a total of 6, divided into 'To Approve' (blue) and 'To Record' (green) segments. On the right, a 'Select Organization' dropdown menu is open, showing 'Inventory Organization' with '428305R' selected. The 'Apply' button is highlighted with a red box. Below these are two 'No data available' messages for 'Open Shipments by Carrier' and 'Shipment Lines'.

5. Click the **Tasks** [☰] icon, and click **Create Miscellaneous Transaction**.

This screenshot shows the 'Tasks' menu. At the top, 'Show Tasks' is set to 'Inventory'. A list of tasks is displayed under the 'Inventory' category, with 'Create Miscellaneous Transaction' highlighted by a red box. Other tasks include 'Manage Item Quantities', 'Create Subinventory Transfer', 'Manage Movement Requests', 'Manage Transfer Orders', 'Manage Pending Transactions', 'Review Completed 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'. Below this, the 'Consigned Inventory' section includes 'Review Consumption Advices'. On the left, a 'Tasks' icon (☰) is also highlighted with a red box.

- On the **Transaction** section, click the **Type** drop-down, then select the appropriate type – NC Direct Issue or NC Deduct Inventory Adjustments.

In this example, we choose **NC Direct Issue**.

The screenshot shows the 'Create Miscellaneous Transaction' interface for Inventory Organization 08BOOKS. The 'Transaction' section has a date of 6/16/23 8:43 AM and the 'Type' dropdown is open, showing 'NC Direct Issue' as the selected option. Other options in the dropdown include 'Returns for SSP Orders', 'NC Add Inventory Adjustments', 'NC Deduct Inventory Adjustments', 'NC Direct Issue', 'NC Direct Return', 'NC Unordered Quantity', 'NCAS OHQ Conversion', and 'Returns for SSP Orders'. The 'Transaction Lines' section is empty, and the 'Availability' section shows 'Available Quantity' and 'Secondary Available Quantity'.

- Click the **Add [+]** icon.

The screenshot shows the 'Create Miscellaneous Transaction' interface for Inventory Organization 428305R. The 'Transaction' section has a date of 5/16/23 2:36 PM and the 'Type' dropdown is set to 'NC Direct Issue'. The 'Use Current Item Cost' is set to 'Yes'. The 'Transaction Lines' section has a table with columns for 'Line', 'Item', 'Subinventory Locator', 'UOM Name', 'Quantity', 'Use Current Item Cost', and 'Account'. The 'Add [+]' icon is highlighted in a red box.

8. Under the **Transaction Lines** section, enter the **Item** details.

*****Note: For the Charge Account, please make sure to only use your agencies correct Business Unit, DHHS = 3000, DAC = 5200, and DPI = 0800. Enter a valid Budget Fund, select a "5" series account number and an appropriate AMU for your facility. DO NOT ENTER ZEROS FOR AMU*****

Enter transactions by serial numbers

Transaction Lines ?

Actions ▾ View ▾ + Generate Lot Generate Serial Number Range Record Lots and Serial Numbers Edit Details

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	* Account
1	...	R8305		CASE	4	Yes	5200-700225-53410001-5205815-00000

Line 1: Availability ?

Available Quantity 0 CASE Secondary Available Quantity

On-Hand Quantity 0 CASE Secondary On-Hand Quantity

9. Click the **Submit** button.

Inventory Organization 428305R Change Organization

Create Miscellaneous Transaction ? Submit and Create Another Submit Cancel

Transaction

Date 5/16/23 2:36 PM Source

Type NC Direct Issue ▾ Account

Use Current Item Cost Yes ▾

Enter transactions by serial numbers

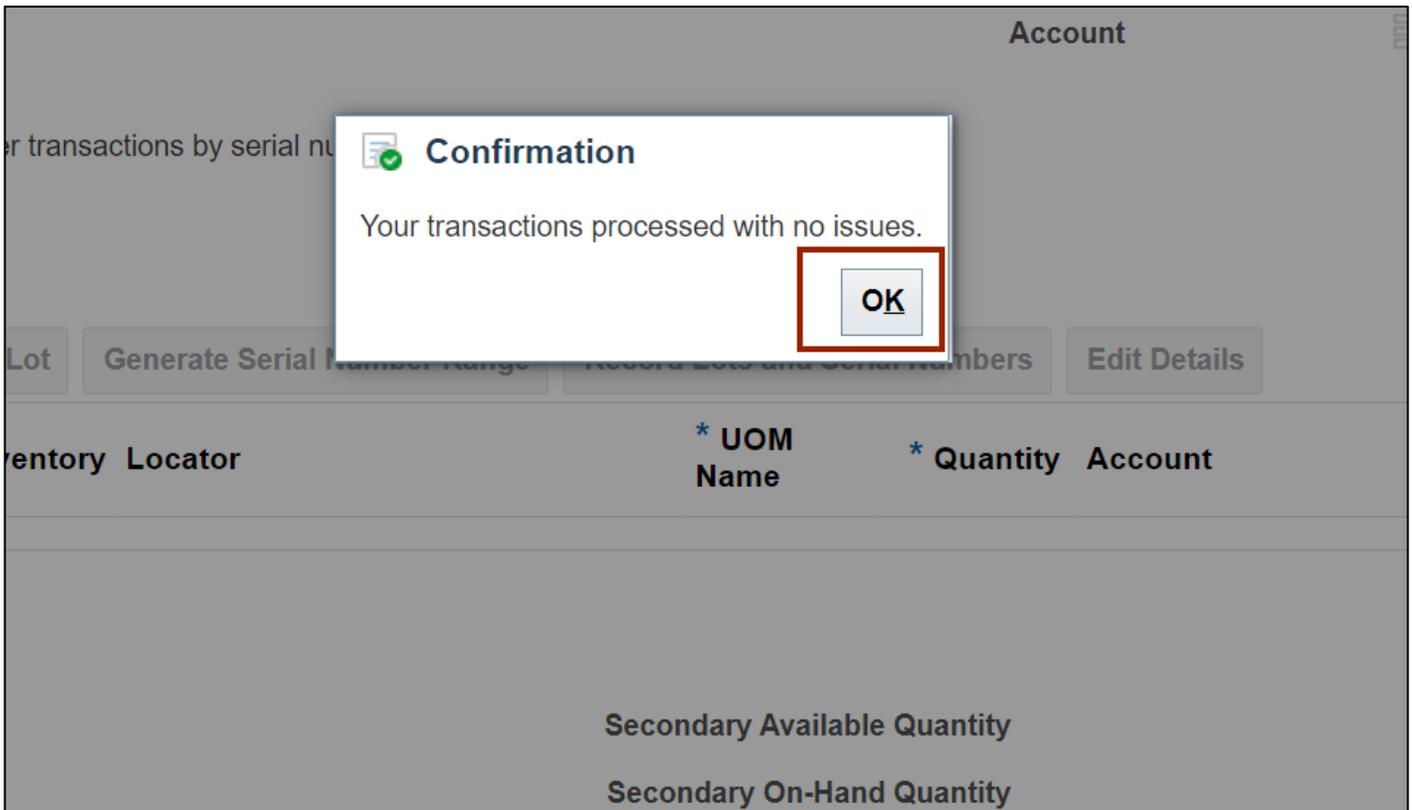
Transaction Lines ?

Actions ▾ View ▾ + Generate Lot Generate Serial Number Range Record Lots and Serial Numbers Edit Details

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	* Account
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10. A *Confirmation* pop-up appears. Click the **OK** button.



Create Miscellaneous Transactions- Receipt

To create miscellaneous receipt transactions in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. Navigate to the **Create Miscellaneous Transaction** page. Click the **Type** field, then select the appropriate Type – Returns for SSP Orders, NC Add Inventory Adjustments, NC Direct Return, NC Unordered Quantity.

In this example, we choose **Return for SSP Orders**.

The screenshot shows the 'Create Miscellaneous Transaction' interface. At the top right, it indicates 'Inventory Organization 08BOOKS' and a 'Change Organization' button. Below this are buttons for 'Submit and Create Another', 'Submit', and 'Cancel'. The main form area is titled 'Create Miscellaneous Transaction'. It contains several input fields: '* Date' (6/16/23 8:43 AM), '* Type' (with a dropdown menu open), '* Use Current Item Cost', 'Source', and 'Account'. The dropdown menu for '* Type' is highlighted with a red box and lists the following options: 'Returns for SSP Orders', 'NC Add Inventory Adjustments', 'NC Deduct Inventory Adjustments', 'NC Direct Issue', 'NC Direct Return', 'NC Unordered Quantity', 'NCAS OHQ Conversion', 'Returns for SSP Orders', and 'Search...'. Below the form is a table for 'Transaction Lines' with columns for 'Line', 'Item', 'UOM Name', 'Quantity', 'Use Current Item Cost', 'Additional Information', and 'Search On Hand Quant'. The table is currently empty.

- Click the **Add [+]** icon, and under the **Transaction Lines** section, enter the **Item** details and any other information per requirement.

Inventory Organization 08BOOKS Change Organization

Create Miscellaneous Transaction Submit and Create Another Submit Cancel

Transaction

Date: 6/9/23 5:56 AM Source

Type: Returns for SSP Orders Account

Use Current Item Cost: Yes Enter transactions by serial numbers

Transaction Lines + Generate Lot Generate Serial Number Range Record Lots and Serial Numbers Edit Details

Line	Item	Subinventory	Locator	UOM Name	Quantity	Use Current Item Cost	Unit Cost(USD)	Account
1	9780021186990	SUB08BOOKS		EACH	5	Yes	0800-700100-54620000-0800020-0878	

Line 1: Availability Available Quantity 98 EACH Secondary Available Quantity
On-Hand Quantity 98 EACH Secondary On-Hand Quantity

Please Note – Step 4,5 and 6 are not required for 'NC Direct Return', 'NC Add Inventory Adjustment', 'NC Unordered Quantity' Transactions. User can proceed to step 7.

- Under the **Transaction Lines** section, click on **View > Columns > Additional Information**.

Inventory Organization 08BOOKS Change Organization

Create Miscellaneous Transaction Submit and Create Another Submit Cancel

Transaction

Date: 6/9/23 6:13 AM Source

Type: Returns for SSP Orders Account

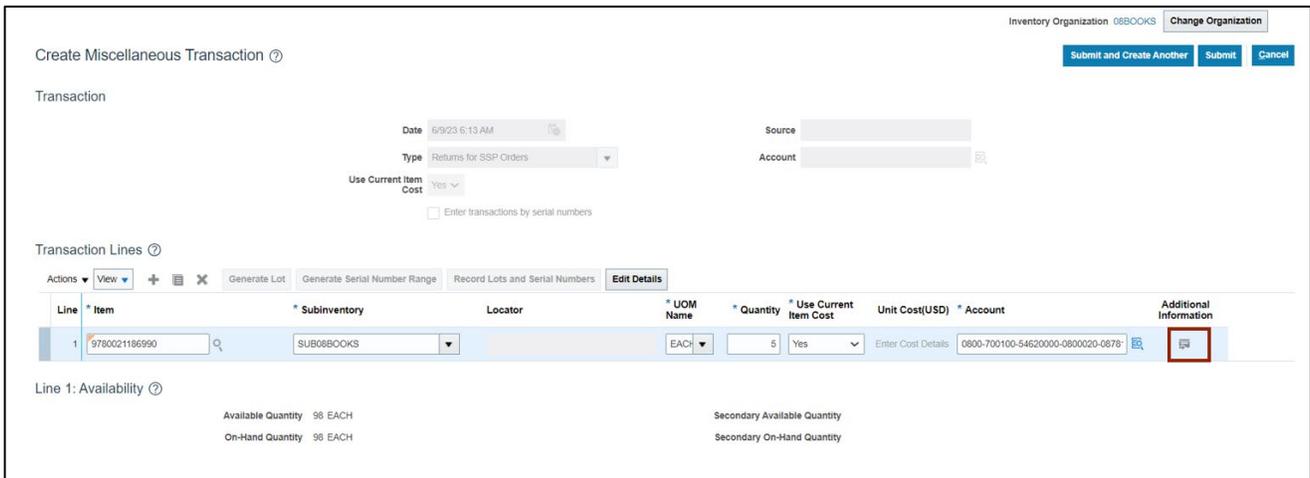
Use Current Item Cost: Yes Enter transactions by serial numbers

Transaction Lines View + Generate Lot Generate Serial Number Range Record Lots and Serial Numbers Edit Details

Line	Item	Subinventory	Locator	UOM Name	Quantity	Use Current Item Cost	Unit Cost(USD)	Account
1	9780021186990	SUB08BOOKS		EACH	5	Yes	0800-700100-54620000-0800020-0878	

Line 1: Availability Available Quantity 98 EACH Secondary Available Quantity
On-Hand Quantity 98 EACH Secondary On-Hand Quantity

5. Click the **Additional Information** [] icon.



Inventory Organization: 08BOOKS | Change Organization

Submit and Create Another | Submit | Cancel

Create Miscellaneous Transaction ?

Transaction

Date: 6/9/23 6:13 AM | Source: | Type: Returns for SSP Orders | Account: | Use Current Item Cost: Yes | Enter transactions by serial numbers:

Transaction Lines ?

Actions: View | + | X | Generate Lot | Generate Serial Number Range | Record Lots and Serial Numbers | Edit Details

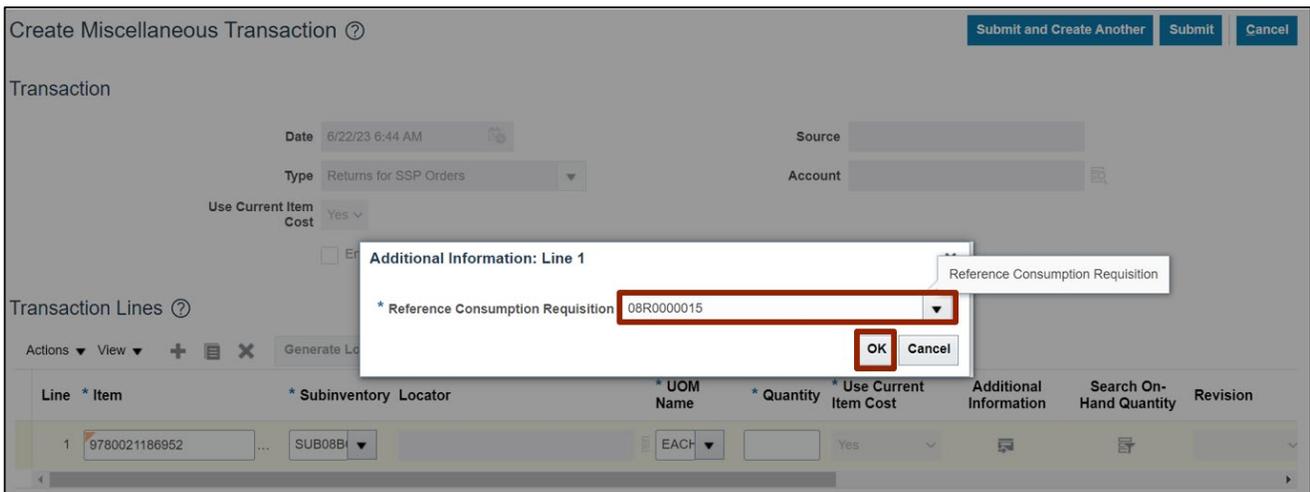
Line	Item	Subinventory	Locator	UOM Name	Quantity	Use Current Item Cost	Unit Cost(USD)	Account	Additional Information
1	9780021186990	SUB08BOOKS		EACH	5	Yes	Enter Cost Details	0800-700100-54620000-0800020-0878	

Line 1: Availability ?

Available Quantity: 98 EACH | Secondary Available Quantity: | On-Hand Quantity: 98 EACH | Secondary On-Hand Quantity: |

6. Select the **Reference Consumption Requisition** number and click the **OK** button.

Note: **Reference Consumption Requisition** will be autopopulated only for **Returns for SSP Orders** transaction type



Submit and Create Another | Submit | Cancel

Create Miscellaneous Transaction ?

Transaction

Date: 6/22/23 6:44 AM | Source: | Type: Returns for SSP Orders | Account: | Use Current Item Cost: Yes | Enter transactions by serial numbers:

Transaction Lines ?

Additional Information: Line 1

* Reference Consumption Requisition: 08R0000015 | Reference Consumption Requisition

OK | Cancel

Line	Item	Subinventory	Locator	UOM Name	Quantity	Use Current Item Cost	Additional Information	Search On-Hand Quantity	Revision
1	9780021186952	SUB08B...		EACH		Yes			

7. Click the **Submit** button.

Create Miscellaneous Transaction ⓘ

Inventory Organization 06BOOKS Change Organization

Submit and Create Another **Submit** Cancel

Transaction

Date: 6/9/23 6:13 AM Source

Type: Returns for SSP Orders Account

Use Current Item Cost: Yes Enter transactions by serial numbers

Transaction Lines ⓘ

Actions View + ✕ Generate Lot Generate Serial Number Range Record Lots and Serial Numbers Edit Details

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Unit Cost(USD)	* Account	Additional Information
1	9780021186990	SUB06BOOKS		EACH	5	Yes	Enter Cost Details	0800-700100-54620000-0800020-0878	

Line 1: Availability ⓘ

Available Quantity 98 EACH Secondary Available Quantity

On-Hand Quantity 98 EACH Secondary On-Hand Quantity

8. A *Confirmation* pop-up appears. Click the **OK** button.

Account

Confirmation

Your transactions processed with no issues.

OK

Inventory Locator * UOM Name * Quantity Account

Secondary Available Quantity

Secondary On-Hand Quantity

Wrap-Up

Create Miscellaneous transactions using the steps above in NCFS to create miscellaneous issue transactions to reduce quantity in the inventory and to create miscellaneous receipt transactions increase quantity in the inventory.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV 106: Warehouse transactions (ILT)