



ISSUE ITEMS

QUICK REFERENCE GUIDE INV-17

INV

Purpose

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

Introduction and Overview

This QRG covers how to issue items in NCFS, which will enable you to issue one or more items to same or different centers from the inventory organization (over-the-counter-issue).

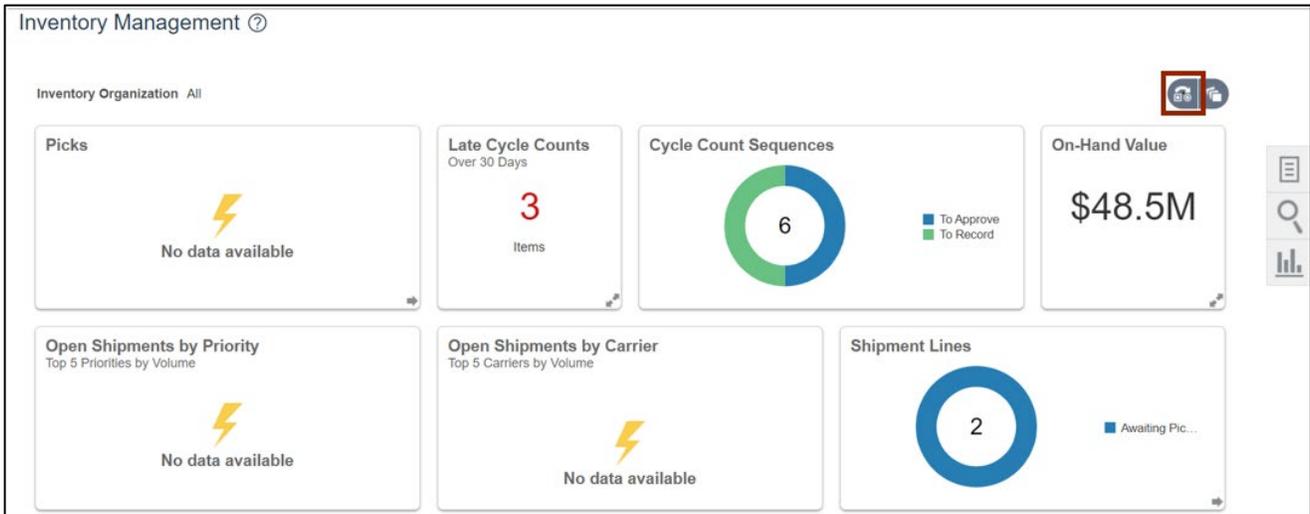
Issue Items

To issue items 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.

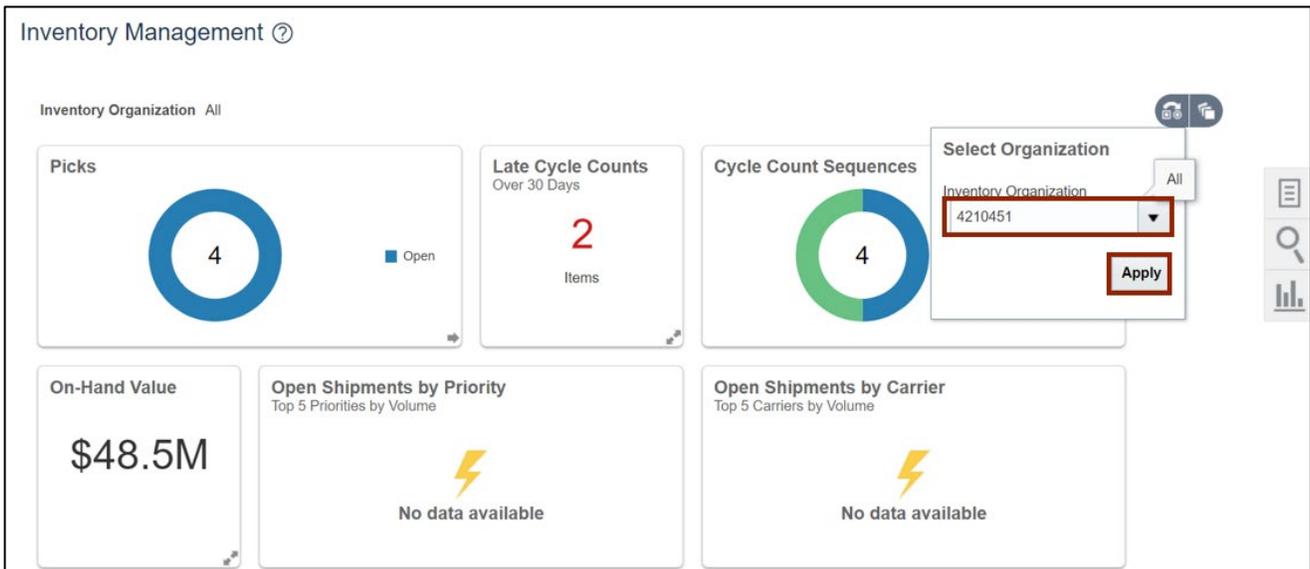
The screenshot shows the NCFS portal interface. At the top, there are navigation tabs: 'Me', 'My Client Groups', 'Sales', 'Contract Management', and 'Supply Chain Execution'. The 'Supply Chain Execution' tab is highlighted with a red border. Below the tabs, there are two main sections: 'QUICK ACTIONS' and 'APPS'. The 'QUICK ACTIONS' section lists several tasks: 'Manufacturing Work Definitions', 'Manage Inspections', 'Manage Quality Issues', 'Manage Quality Actions', and 'Manage Problem Reports'. The 'APPS' section displays five application icons: 'Work Definition', 'Quality Management', 'Inventory Management', 'Cost Accounting', and 'Supply Accounting'. The 'Inventory Management' app icon, which depicts a forklift, is highlighted with a red border.

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

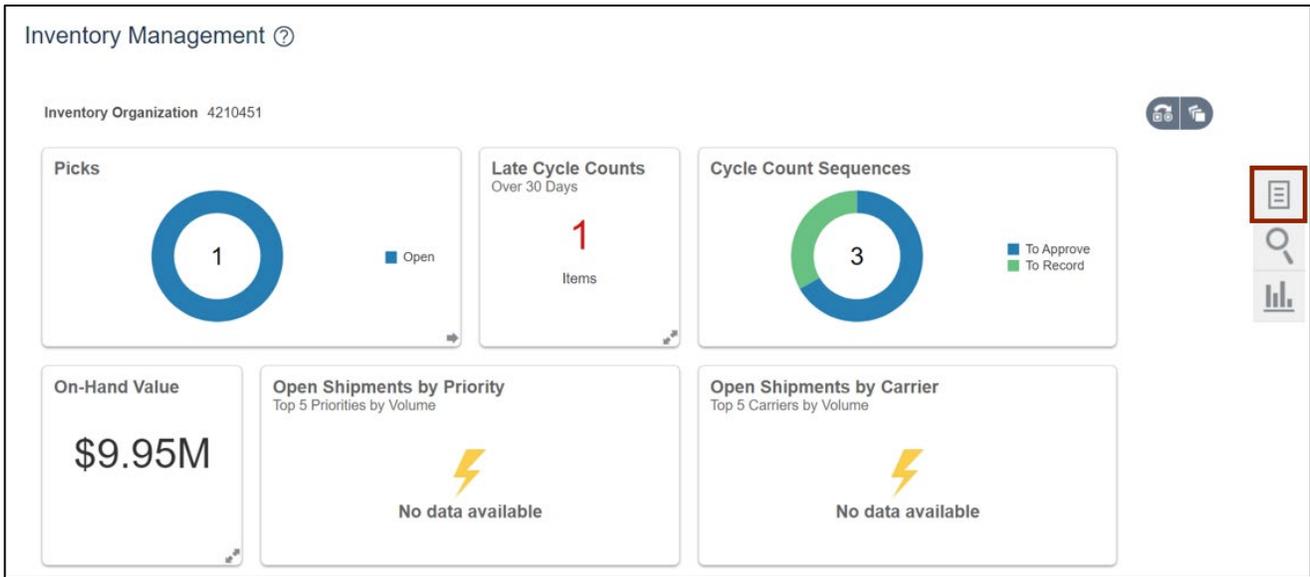


4. Select the **Inventory Organization** from the drop-down choice list.

In this example, we choose **428330R**. Click the **Apply** button.

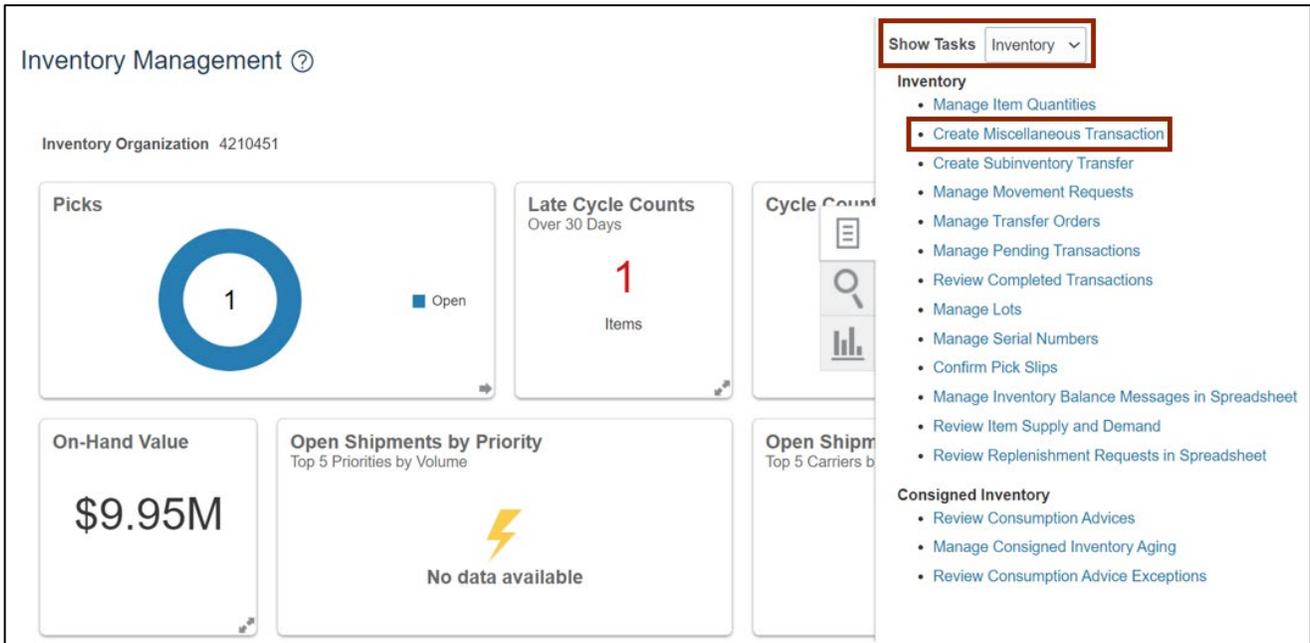


5. Click the **Tasks** [] icon.



The screenshot shows the 'Inventory Management' dashboard for organization 4210451. It features several widgets: 'Picks' with 1 Open item; 'Late Cycle Counts' with 1 item over 30 days; 'Cycle Count Sequences' with 3 items (To Approve and To Record); 'On-Hand Value' at \$9.95M; and 'Open Shipments by Priority' and 'Open Shipments by Carrier', both showing 'No data available'. A sidebar on the right contains icons for home, search, and tasks, with the tasks icon highlighted by a red box.

6. Click the *Show Tasks* drop-down choice list, then select **Inventory** and click **Create Miscellaneous Transaction**.



This screenshot shows the same dashboard as above, but with the 'Show Tasks' dropdown menu open. The menu is currently set to 'Inventory' and lists various tasks. The 'Create Miscellaneous Transaction' option is highlighted with 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'. There are also sections for 'Consigned Inventory' tasks like 'Review Consumption Advices', 'Manage Consigned Inventory Aging', and 'Review Consumption Advice Exceptions'.

- On the **Create Miscellaneous Transaction** page, click the *Type* drop-down choice list, then select **NC Direct Issue**.

Inventory Organization 4210451 [Change Organization](#)

Submit and Create Another Submit **Cancel**

Create Miscellaneous Transaction ?

Transaction

* Date 6/14/23 7:55 AM

* Type **NC Direct Issue**

* Use Current Item Cost Yes

Enter transactions by serial numbers

Source

Account

Transaction Lines ?

Actions View +

Line	* Item	* Subinventory Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On Hand Quant
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- Click the **+** icon on the **Transactions Lines** section.

Inventory Organization 4210451 [Change Organization](#)

Submit and Create Another Submit **Cancel**

Create Miscellaneous Transaction ?

Transaction

* Date 6/14/23 7:55 AM

* Type NC Direct Issue

* Use Current Item Cost Yes

Enter transactions by serial numbers

Source

Account

Transaction Lines ?

Actions View **+**

Line	* Item	* Subinventory Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On Hand Quant
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9. Enter the **Item** number.

In this example we enter **0001927**.

Inventory Organization 4210451 Change Organization

Create Miscellaneous Transaction ? Submit and Create Another Submit Cancel

Transaction

Date: 6/14/23 7:55 AM 🕒 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	Additional Information	Search On-Hand Quantity
1	0001927			CASE ▼		Yes ▼	📄	🔍

10. Click the *Subinventory* drop-down choice list, then select the appropriate **subinventory**.

In this example, we choose **5113**.

Inventory Organization 4210451 Change Organization

Create Miscellaneous Transaction ? Submit and Create Another Submit Cancel

Transaction

Date: 6/14/23 7:55 AM 🕒 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	Additional Information	Search On-Hand Quantity
1	0001927	5113 ▼		CASE ▼		Yes ▼	📄	🔍

11. Scroll to the right. Enter the **value** in the **Quantity** field.

In this example, we choose **98**.

Inventory Organization 4210451 [Change Organization](#)

Create Miscellaneous Transaction [?](#) [Submit and Create Another](#) [Submit](#) [Cancel](#)

Transaction

Date: 6/14/23 7:55 AM Source:

Type: NC Direct Issue Account:

Use Current Item Cost: Yes Enter transactions by serial numbers

Transaction Lines [?](#)

Actions [Edit Details](#)

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On-Hand Quantity
1	0001927	5113		CASE	98	Yes	<input type="button" value="Print"/>	<input type="button" value="Print"/>

12. Click the **Edit Details** button.

Inventory Organization 4210451 [Change Organization](#)

Create Miscellaneous Transaction [?](#) [Submit and Create Another](#) [Submit](#) [Cancel](#)

Transaction

Date: 6/14/23 7:55 AM Source:

Type: NC Direct Issue Account:

Use Current Item Cost: Yes Enter transactions by serial numbers

Transaction Lines [?](#)

Actions [Edit Details](#)

Line	* Item	* Subinventory	Locator	* UOM Name	* Quantity	* Use Current Item Cost	Additional Information	Search On-Hand Quantity
1	0001927	5113		CASE	98	Yes	<input type="button" value="Print"/>	<input type="button" value="Print"/>

13. Scroll to the right. On the **Account** field, click the **magnifying glass** [] icon.

Inventory Organization 4210451 Change Organization

Create Miscellaneous Transaction Line: 1 ? Line 1 Actions Add Another Line OK Cancel

Transaction

Date 6/14/23 7:55 AM Source

Type NC Direct Issue Account

Use Current Item Cost Yes

Enter transactions by serial numbers

Line Details ?

* Item 0001927 Q

Item Description RED PEPPER, SWEET, DICED, 6/#10 CANS/CASE

Owning Party Site ▼

* Use Current Item Cost Yes ▼

Unit Cost Enter Cost Details

* Account Q

Location Type ▼

14. The **Account** pop-up appears. Enter the **Account** details of the agency, item, and Inventory organization combination and click the **OK** button.

Account ×

Hide Segments

Agency 1900 ▼ DEPARTMENT OF PUBLIC SAFETY

Budget Fund 102774 ▼ DPS 1320 DOP FOOD SERVICE & CLEANING

Account 53410000 ▼ FOOD SUPPLIES

Agency Mgmt Unit 1901116 ▼ WHSE, TRANS & COMM SHOP

Agency Program 0000000 ▼ DEFAULT Agency Program NC CASH

Funding Source 0000 ▼ UNDESIGNATED

Project 0000000000 ▼ DEFAULT Project NC CASH

Inter Fund 000000 ▼ DEFAULT Inter Fund NC CASH

Future 1 0000 ▼ DEFAULT Future 1 Test

Future 2 000000 ▼ DEFAULT Future 2

Future 3 000000 ▼ DEFAULT Future 3 NC CASH

Search Reset OK Cancel

15. Scroll up to the top of **Create Miscellaneous Transaction Line: 1** page. Click the **OK** button.

Inventory Organization 4210451 Change Organization

Create Miscellaneous Transaction Line: 1 ? Line 1 Actions Add Another Line **OK** Cancel

Transaction

Date 6/14/23 7:55 AM Source

Type NC Direct Issue Account

Use Current Item Cost Yes

Enter transactions by serial numbers

Line Details ?

* Item 0001927 Use Current Item Cost Yes

Item Description RED PEPPER, SWEET, DICED, 6/#10 CANS/CASE Unit Cost Enter Cost Details

Owning Party Site * Account 1900-102774-53410000-1901116-0000

Location Type

16. Scroll up to the top of **Create Miscellaneous Transaction** page. Click the **Submit** button.

Inventory Organization 4210451 Change Organization

Create Miscellaneous Transaction ? Submit and Create Another **Submit** Cancel

Transaction

Date 6/14/23 7:55 AM Source

Type NC Direct Issue Account

Use Current Item Cost Yes

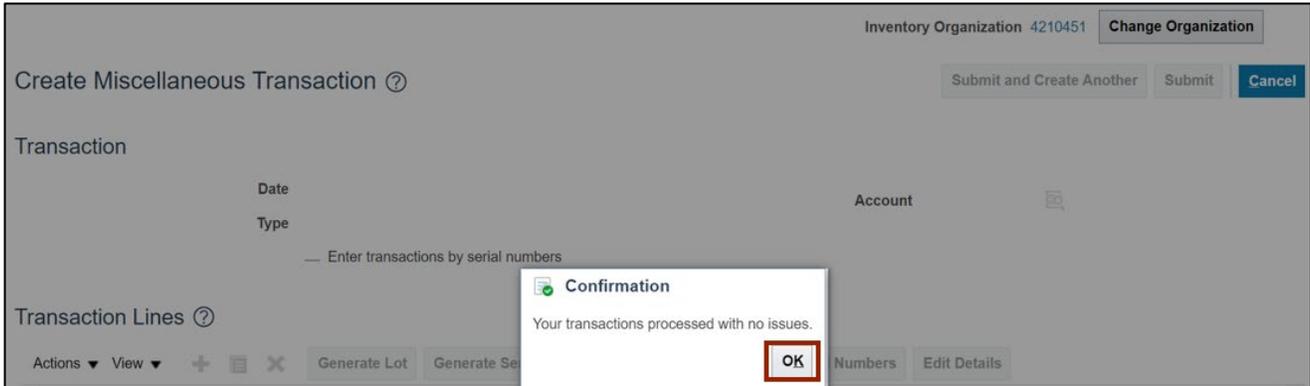
Enter transactions by serial numbers

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	Additional Information	Search On-Hand Quantity
1	0001927	5113		CASE	98	Yes		

17. A *Confirmation* pop-up appears. Click the **OK** button. This will redirect you to the **Inventory Management** dashboard.



Wrap-Up

Using the steps above to perform a direct-issue item in NCFS will enable you to issue one or more items to same or different centers from the inventory organization (over-the-counter-issue).

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV106: Warehouse Transactions