

CREATE SUBINVENTORIES

QUICK REFERENCE GUIDE INV-22

Purpose

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

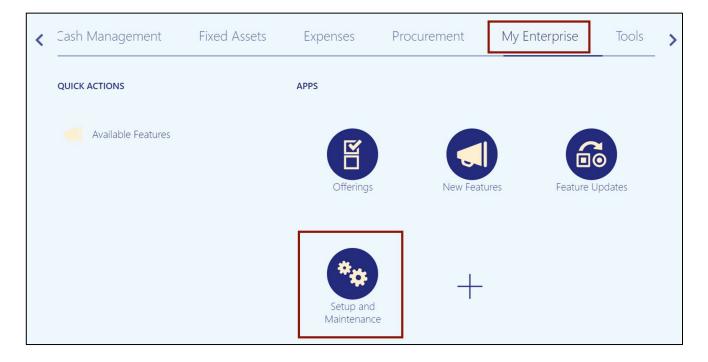
Introduction and Overview

This QRG covers how to create subinventories to store and transfer materials in and out of the Inventory Organization in NCFS.

Create and manage Subinventories

To create subinventory in NCFS, please follow the below steps:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the **Home** page, click the **My Enterprise** tab, and then click the **Setup and Maintenance** app.





3. On the **Setup** page, select the option **Manufacturing and Supply Chain Materials Management** from the **Setup: Financials** drop-down choice list.

| Setup: Financials | ▼ ☴ (?) Financials | | | |
|----------------------------|---------------------------------------|-----------------------|--|-----|
| Latest Export SReady for a | ^d Manufacturing and Supply | / Chain Materials Mar | nagement validation 11/1/22 4:48 AM | |
| Functional Areas | Procurement Product Management | | asks | |
| * Initial Users | 1 Toddot Managomont | Shared | Initial Users | |
| * Enterprise Profile | | Shared | View - Format - Freeze Detach - Wrap Show Required Tasks | - |
| * Legal Structures | | Shared | Task | Sco |
| * Financial Reporting Str | ructures | Shared | Run User and Roles Synchronization Process | |
| * General Ledger | | | Columns Hidden 4 | |
| * Organization Structure | s | Shared | | |
| * Resources | | • | | |

4. Select the **Inventory Management** option from the **Manufacturing and Supply Chain Materials Management** section.

| * Financial Reporting Structures | Shared | View 🔻 Format 👻 🏢 Freeze 🚔 Detach 📣 Wrap Show All Tasks 🗸 |
|----------------------------------|--------|--|
| * Organization Structures | Shared | Task Scope |
| * Customers | Shared | Manage Inventory Profile Options |
| * Suppliers | Shared | Manage Inventory Lookups |
| | | Manage Inventory Value Sets |
| * Facilities | °¢ 🔽 | Manage Inventory Descriptive Flexfields Manage Inventory Account Alias Key Flexfield |
| * Users and Security | Shared | Manage Inventory Locator Key Flexfield |
| * Items | Shared | Manage Inventory Transaction Sources and Types |
| Carriers and Transit Times | | Manage Material Statuses |
| * Catalogs | Shared | Manage Subinventories and Locators |
| Inventory Management | | Manage ABC Classes |
| | | Columns Hidden 4 |
| Receiving | Shared | |
| * Shipping | | |



5. Click Manage Subinventories and Locators.

| * Financial Reporting Structures | Shared | View 🔻 Format 👻 🥅 Freeze 📓 Detach 🚽 Wrap Show All Tasks 🗸 |
|----------------------------------|--------|---|
| * Organization Structures | Shared | Task Scope |
| * Customers | Shared | Manage Inventory Profile Options |
| * Suppliers | Shared | Manage Inventory Lookups |
| | Shared | Manage Inventory Value Sets |
| * Facilities | °* 🤛 | Manage Inventory Descriptive Flexfields |
| * Users and Security | Shared | Manage Inventory Account Alias Key Flexfield |
| * Items | Shared | Manage Inventory Locator Key Flexfield |
| Carriers and Transit Times | | Manage Inventory Transaction Sources and Types |
| Gamers and manarchines | | Manage Material Statuses |
| * Catalogs | Shared | Manage Subinventories and Locators |
| Inventory Management | | Manage ABC Classes |
| Receiving | Shared | Columns Hidden 4 |
| * Shipping | | |
| Shipping | | |

6. Select the required *Organization*.

In this example, we choose **38SITORG2**.

| Select Organization ★ * Organization B8SITORG2 | * Organization β8SITORG2 ▼ | | |
|--|----------------------------|---------------------------|---------------------------|
| | | Select Organization | × |
| O <u>K</u> <u>C</u> ancel | O <u>K</u> <u>C</u> ancel | * Organization [38SITORG2 | • |
| | | | O <u>K</u> <u>C</u> ancel |
| | | | |



7. On the Manage Subinventories page, click the Add [+] icon.

| Manage Subiny | ventories 🤊 | | | | | Inventory Org | anization | 38SITORG | 2 Ch | ange Organiza | tion | D <u>o</u> ne |
|------------------|-------------|----------------------------|------------|-------|-------------------|-----------------|-----------|----------|-----------------|---------------|----------------------|---------------|
| ▲ Search | | | | | | | | | | | | |
| Subinventory | Equals ~ | | | | Subinventory Type | Equals 🗸 | ~ | | | | | |
| Description | Equals ~ | | | | Material Status | Active | | | • | | | |
| Locator Control | Equals V | ~ | | | | | | | | | | |
| | | | | | | | | Search | Reset | Add Fields | ▼ Reo | order |
| Search Results | | | | | | | | | | | | |
| Actions 🔻 View 👻 | + / 理 | Manage Item Subinventories | Manage Loc | ators | | | | | | | | |
| Subinventory | Description | | | | Active | Material Status | Locator | | Subinve Type | | Addition nformati | |
| 4 | | | | | | | | | | | | • |

8. In the *Summary* section, enter details in the mandatory fields (marked as *) and other fields as required.

In this example, we choose the following details:

- SITSUBINV in *Subinventory field
- Active from *Material Status field drop-down choice list
- **B100COSMETICNI-121 EDINBURGH SOUTH DRIVE STE 209** from *Location* field drop-down choice list

| eate Subinve | ntory ⑦ | | Save and Close < |
|-------------------|--|----------------------------------|--------------------|
| Immary | | | |
| * Subinventory | SITSUBINV | Picking Order | |
| Description | SIT SUBINVENTORY2 | | Asset subinventory |
| End Date | m/d/yy | | Quantity tracked |
| * Material Status | Active | | PAR location |
| Subinventory Type | Storage V | Subinventory Group | • |
| Locator Control | | Replenishment Count Method | Count 🗸 |
| Location | B100COSMETICNI-121 EDINBURGH SOUTH DRIVE STE 209 | Default Replenishment Count Type | Order par 🗸 🗸 |
| Locator Structure | Four-Segment Locator Structure Instance ~ | Source Type | ~ |



9. Click the Save and Close button.

| Create Subinve | ntory ⑦ | | Save and Close Cancel |
|-------------------|--|-----------------------------------|------------------------|
| Summary | | | |
| * Subinventory | SITSUBINV | Picking Order | |
| Description | SIT SUBINVENTORY2 | | Asset subinventory |
| | | | Depreciable |
| End Date | m/d/yy | | Quantity tracked |
| * Material Status | Active | | PAR location |
| Subinventory Type | Storage 🗸 | Subinventory Group | • |
| Locator Control | None ~ | Replenishment Count Method | Count ~ |
| Location | ₿100COSMETICNI-121 EDINBURGH SOUTH DRIVE STE 209 | | |
| Locator Structure | Four-Segment Locator Structure Instance V | berault represissiment count type | |

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

| Manage Item Subinventories Manage | Confirmation Your changes were sa | | Inventory Orga | anization 38SITC |
|---|--------------------------------------|-------|-----------------|------------------|
| | A | ctive | Material Status | Locator Contro |
| TORY2 | | 9 | Active | None |
| ., | | | | |

Wrap-Up

Create subinventories using the steps above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV 101: Inventory Agency Manager (ILT)
- INV 105: Warehouse Management (ILT)

