



DAC Inventory Item Creation/Maintenance Job Aid

INV

QUICK REFERENCE GUIDE INV-40

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide step-by-step explanation of how to: Create and manage new items, Associate new items to 5200DACNI and 5200DACCENI Non-Inventory Organizations, Associate items to DAC Inventory Organizations, Associate existing items to additional DAC Inventory Organizations, Associate DAC items to an Organization when a Replenishment Source Organization is an Organization(warehouse), update MIN/MAX Value (Planning) and other attributes for the Inventory Organization in the North Carolina Financial System (**NCFS**).

This QRG is to be used in conjunction with Virtual Instructor-Led Training (VILT) **INV101: Inventory Agency Manager**, **INV102: Inventory Cost Accounting**, and **INV109: Inventory Item Maintenance** as well as **INV-08 QRG** and **INV-04 QRG** found here: <https://www.osc.nc.gov/training/ncfs-help-documents>

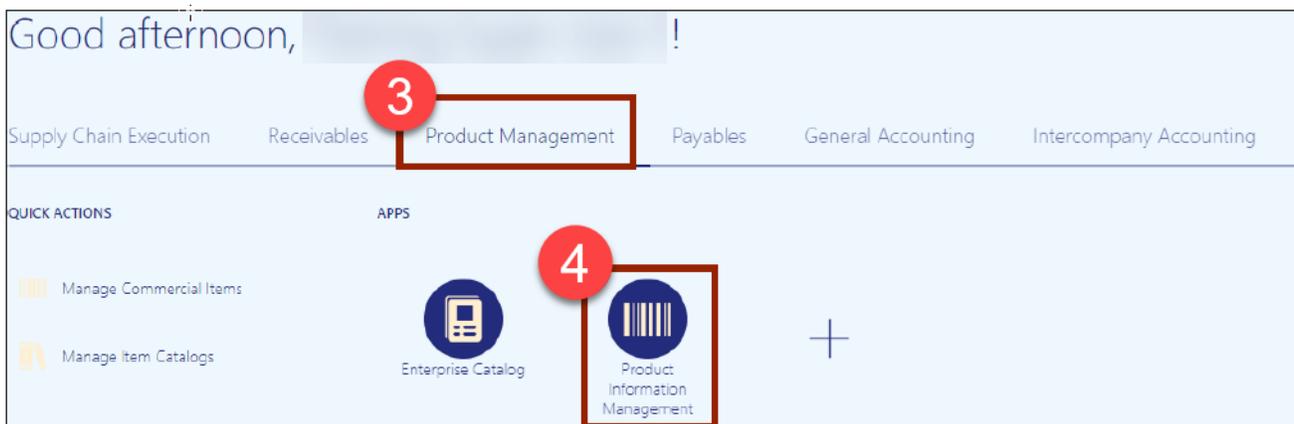
Introduction and Overview

Inventory Item Management is the process of managing the items for use in a cycle of ordering, storing, selling, and restocking products. DAC will be responsible for adding and maintaining items in the item master file. DAC has a separate item class within the item master titled **DAC ITEM CLASS**.

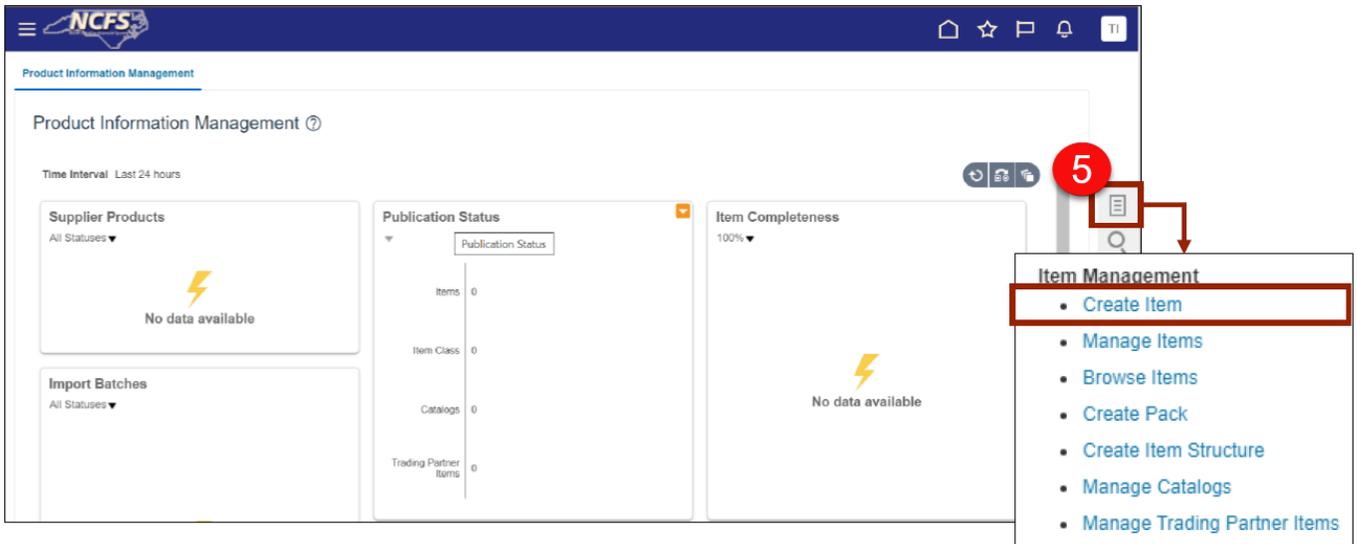
Create and Manage New Items

To Create and manage new items in NCFS, please follow the steps below:

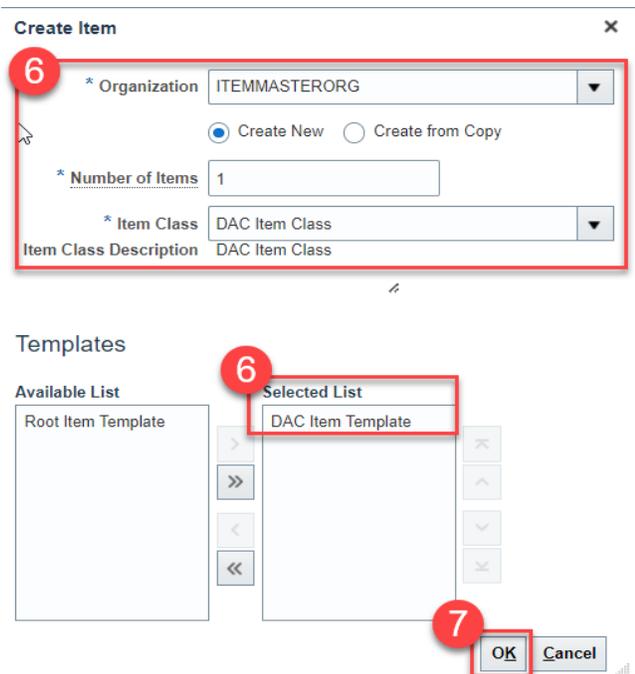
1. Navigate to the NCFS environment with this link: <https://osc.nc.gov/ncfslogin>.
2. Log in to the NCFS portal with your credentials to access the system.
3. On the Home page, click **Product Management** tab.
4. Click the **Product Information Management** app.



5. The Inventory Management Dashboard page will appear, click the **Tasks** Icon on the right-hand side of screen and then click **Create Item**.



6. In the **Create Item** dialog box, provide values for the following fields:
 - i. **Organization** defaults to **(ITEMMASTERORG)**.
 - ii. **Create New** radio button selected.
 - iii. **Number of Items**.
 - iv. **Item Class (DAC Item Class)**.
 - v. **Template** defaults to (DAC Item Template) in **Selected List**.
7. Click **OK**.



8. New **Item number** is system generated as shown (for DAC).
9. Enter **Item Description** (80 Character length).
10. Enter **Item Long Description** if needed (2000 Character length).
11. Select the **Primary Unit of Measure**.

Product Information Management Create Item x

Create Item ?

No items to display

None +

Item: 00XXXXXX

Description: DAC Test Item Entry

Item Class: DAC Item Class

Approval Status: Approved

Completeness Score

Created By: P00815116

Item Status: Active

Lifecycle Phase: Production

User Item Type: Purchased Item

Pack Type

Revision: 0

Creation Date: 9/28/23 9:58 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Formatted Description

Long Description: DAC Test Item Entry Extended Description

Mandatory Attributes

Primary Unit of Measure: EACH

Unit of Measure ?

Primary Unit of Measure

Tracking Unit of Measure: Primary

Pricing: Primary

Conversions: Both

Secondary Unit of Measure

Defaulting Control

Positive Deviation Factor: 0

Negative Deviation Factor: 0

12. Click on **Categories**.
13. Click the **Actions** drop down and select **Add Row**.

Product Information Management Create Item x

Create Item ?

No items to display

None +

Item: 00XXXXXX

Description: DAC Test Item Entry

Item Class: DAC Item Class

Approval Status: Approved

Completeness Score

Created By: P00815116

Item Status: Active

Lifecycle Phase: Production

User Item Type: Purchased Item

Pack Type

Revision: 0

Creation Date: 9/28/23 10:07 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Categories

Actions View Format + X Freeze Wrap Catalogs All Associations All

Add Row

Delete

Export to Excel

Controlled At	Category	Category Code	Hierarchy	Description	Start Date	End Date

14. In the **Catalog** field, Select **NC Catalog**.

15. In the **Category** field, select the appropriate **UNSPSC Category Code** (Reference existing list of like items for UNSPSC Category Codes).

16. **Category Code** and **Description** will populate upon **Category** selection.

Product Information Management Create Item x

Create Item ? Social Actions Save Cancel

No items to display

Item: 00XXXXXX
 Description: DAC Test Item Entry
 Item Class: DAC Item Class
 Approval Status: Approved
 Completeness Score:
 Created By: P00815116

Item Status: Active
 Lifecycle Phase: Production
 User Item Type: Purchased Item
 Pack Type:
 Revision: 0
 Creation Date: 3/5/24 8:48 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Actions	View	Format	+	X	Freeze	Wrap	Catalogs	Associations	All	Hierarchy	Description	Start Date	End Date
14							NC Catalog				551015-Printed publications	3/5/24	m/d/yy
							Master Level				15		
							551015-Printed pu				16		
							551015						

17. Click on **Specifications** tab, then click on **DAC Additional Attributes**.

18. Enter the item **Unit of Purchase (UOP)**, **Conversion Factor**, **Stock Keeping Unit (SKU)**, and **Conversion Class**.

19. Click **Save**.

Create Item ? Social Actions Save Cancel

No items to display

Item: 00XXXXXX
 Description: DAC Test Item Entry
 Item Class: DAC Item Class
 Approval Status: Approved
 Completeness Score:
 Created By: P00815116

Item Status: Active
 Lifecycle Phase: Production
 User Item Type: Purchased Item
 Pack Type:
 Revision: 0
 Creation Date: 3/5/24 8:48 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Item: DAC Additional Attributes

Transactional Attributes
 Additional Attributes
 DAC Additional Attributes 17

Item Revision
 Additional Attributes

Item Organization
 Manufacturing
 Service
 Inventory
 Physical Attributes
 Sales and Order Management
 Planning
 Purchasing

Catalog: STCK
 Price Option: A
 Seasonal Item:
 Item Group:
 Item Subgroup:
 UOP: EA EACH
 Conversion Factor: 1
 SKU: EA EACH
 Conversion Class: INTRACLASS

18



20. The new Item number will be displayed.

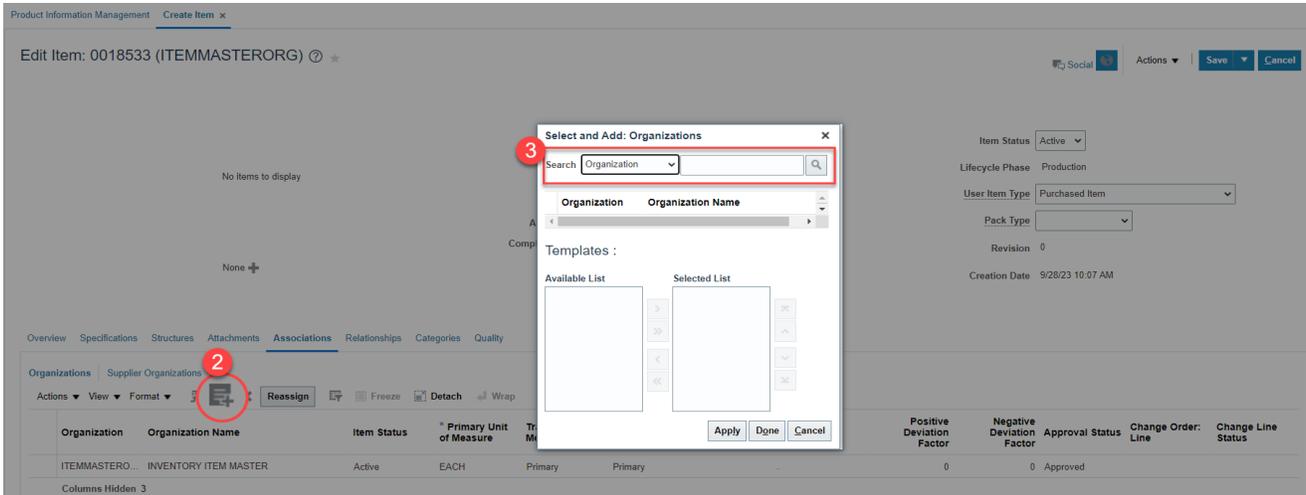
5200DACNI and 5200DACCENI Non-Inventory Organization Item Association

To Associate a New Item to your 5200DACNI and 5200DACCENI Non-Inventory Organization in NCFs, please follow the steps below:

1. Click on the **Associations** Tab for the newly created item.

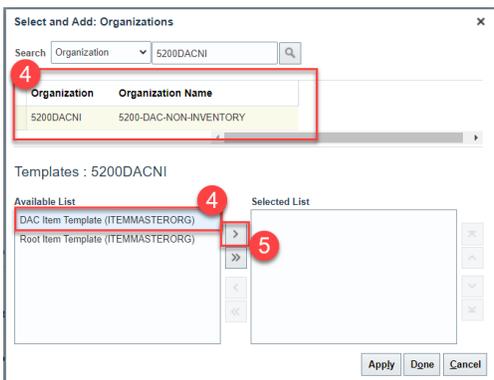
2. Click the **Select and Add** Icon or Click the **Actions** drop down and **Select and Add** and a Pop-up window will appear to **Select and Add: Organizations**.

- Enter the **5200DACNI** and **5200DACCENI** Non-Inventory Organization to Associate item to and Click the **Search** button.

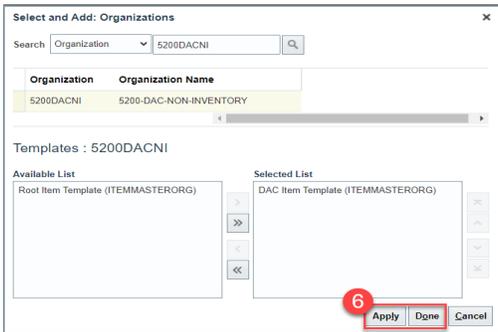


NOTE:*Always Associate New Items to the Non-Inventory Organization 5200DACNI and 5200DACCENI first*****

- Select the **Organization** and the **DAC Item Template (ITEMMASTERORG)** will populate under Available List.
- Click the **Single Arrow** to move this template to the **Selected List**.



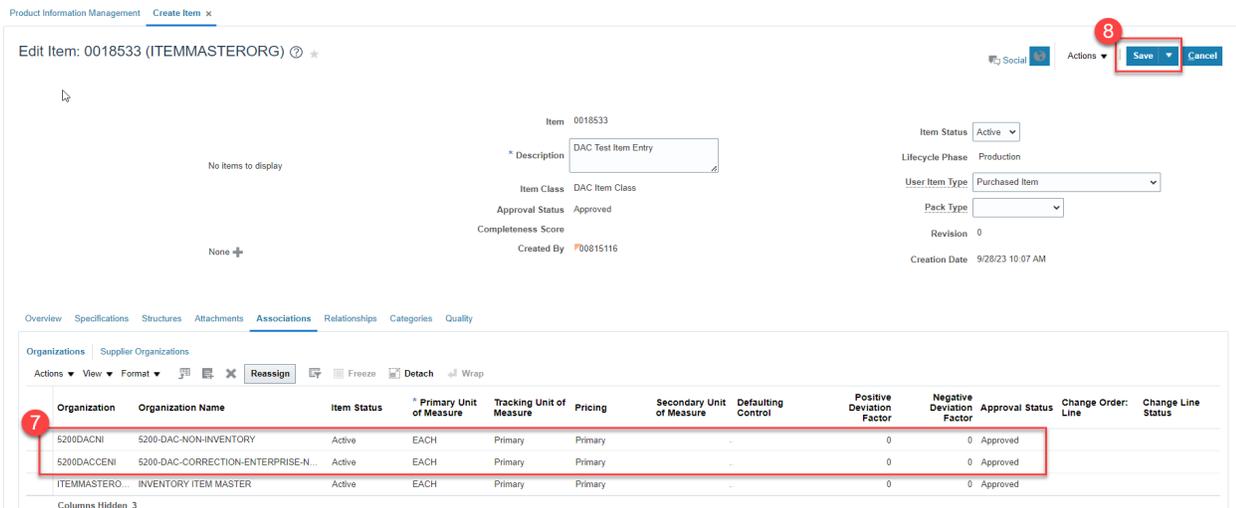
6. Click **Apply** and then **Done**.



7. The newly Associated Non-Inventory Organizations will now appear under the item's **Associations** tab.

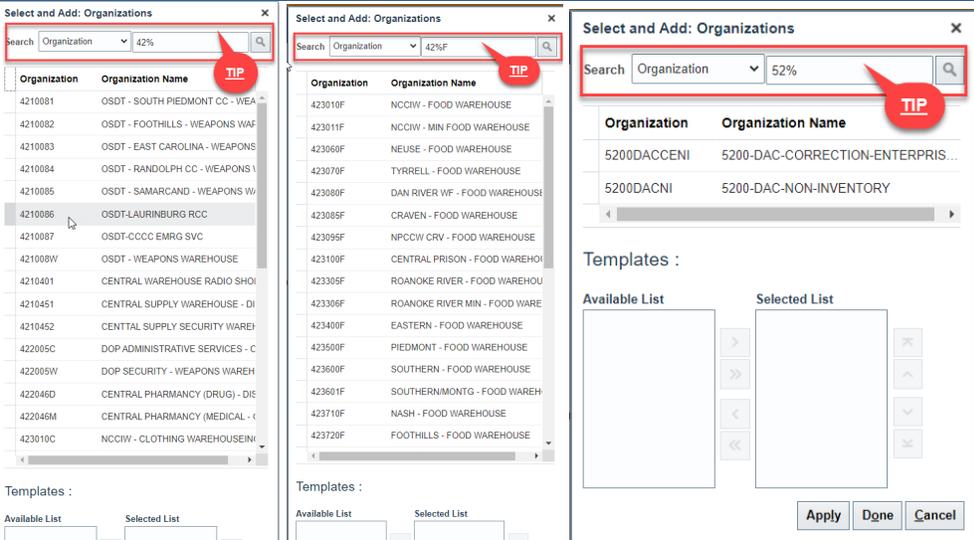
8. Click **Save**.

9. Repeat steps 1-8 for the 5200DACCENI Non-Inventory Organization.



TIP: When Selecting and Adding Organizations/Association to an Item, you can pull up a complete list of DAC warehouses by entering a numeric character and percentage sign (**42%**). To search a specific group of warehouses such as Food warehouses, enter a numeric character and percentage sign and then the last character of the warehouse (**42%F**). To search DAC Non-Inventory Organizations, enter (**52%**). See examples below.

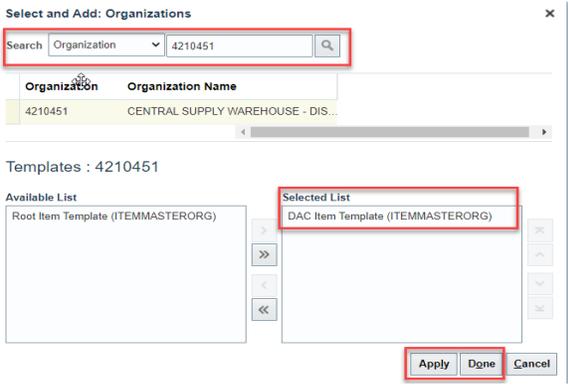
This will allow you to select multiple Organizations for Item association at once by pressing the Control (Ctrl) key and clicking multiple Organizations or holding down the SHIFT key and selecting multiple Organizations. **Note:** The Organization Templates will not display, but the **DAC Item Template (ITEMMASTERORG)** will be selected for all Organizations selected.



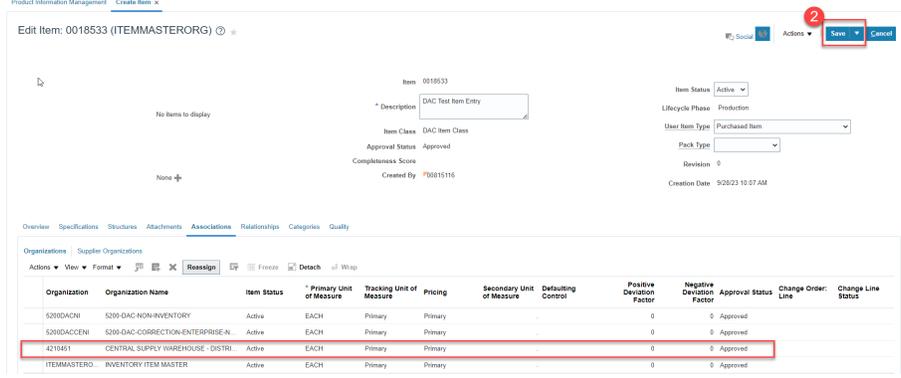
DAC Inventory Organization Association

- Repeat steps 1-8 to add additional DAC Organization associations to the newly created item.
See Example below***

*****Note: For DAC Main Distribution Centers (Example: 4210451, etc...), the Replenishment Source Type MUST always be SUPPLIER*****

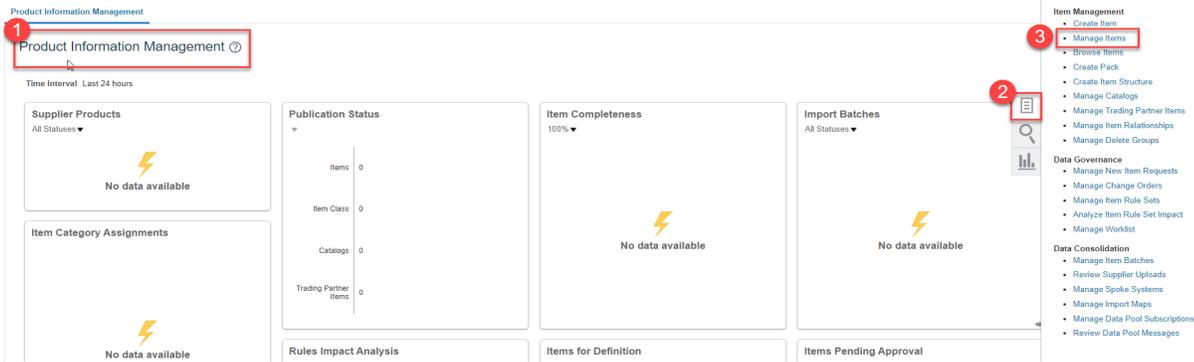


- Click Save.

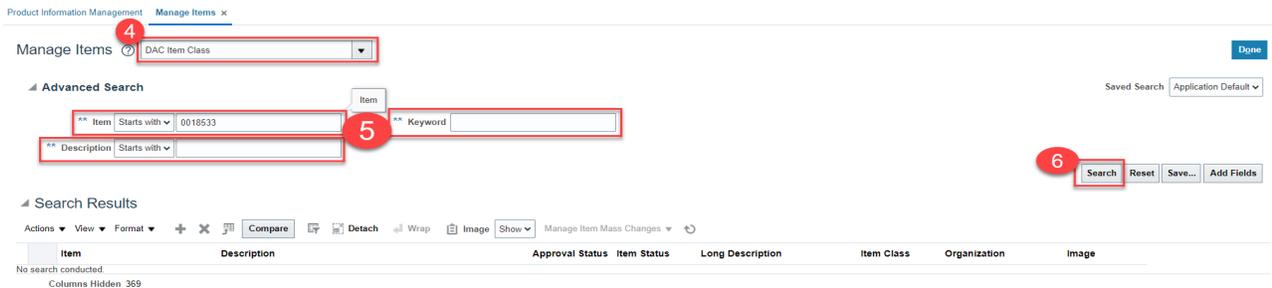


Associate existing items to additional DAC Inventory Organization(s):

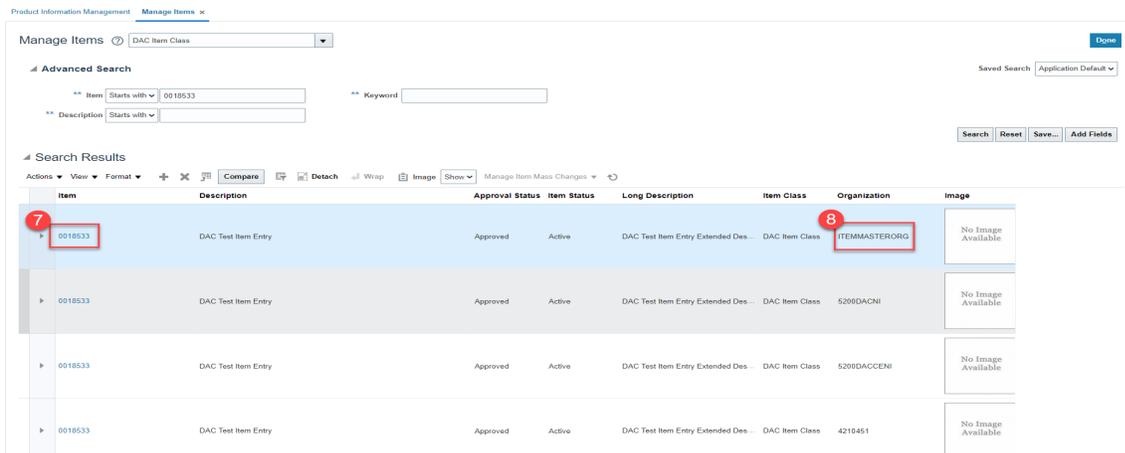
1. Navigate to **Product Information Management** tab.
2. Click the **Task Menu Icon**.
3. Select **Mange items** under **Item Management**.



4. Select the **DAC Item Class**.
5. Enter **Item Number, Description** or **Keyword** to search Item for updating.
6. Click the **Search Button**.



7. The DAC item will populate and show a list of associated Organizations.
8. Click the **Item** number for **ITEMMASTERORG** organization.



9. Click the **Associations** Tab.

10. Click the **Select and Add** Icon or Click **Actions** and **Select and Add**.

Item: 0018533
 * Description: DAC Test Item Entry
 Item Class: DAC Item Class
 Approval Status: Approved
 Completeness Score:
 Created By: P00815116

Item Status: Active
 Lifecycle Phase: Production
 User Item Type: Purchased Item
 Pack Type:
 Revision: 0
 Creation Date: 9/28/23 10:07 AM

Organization	Organization Name	Item Status	Primary Unit of Measure	Tracking Unit of Measure	Pricing	Secondary Unit of Measure	Defaulting Control	Positive Deviation Factor	Negative Deviation Factor	Approval Status	Change Order Line	Change Line Status
INVENTORY ITEM MASTER		Active	EACH	Primary	Primary			0	0	Approved		
4210451	CENTRAL SUPPLY WAREHOUSE - DISTRI...	Active	EACH	Primary	Primary			0	0	Approved		
5200DACCENI	5200-DAC-CORRECTION-ENTERPRISE-N...	Active	EACH	Primary	Primary			0	0	Approved		
5200DACNI	5200-DAC-NON-INVENTORY	Active	EACH	Primary	Primary			0	0	Approved		

11. Select the DAC Organization(s) to associate the existing item too.

12. Select the **DAC Item Template (ITEMMASTERORG)** and Click **Arrow** Icon to move to **Selected List**.

13. Click **Apply** and then **Done**.

Search: Organization 4210452

Organization: 4210452 CENTRAL SUPPLY SECURITY WAREH...

Templates: 4210452

Available List: Root Item Template (ITEMMASTERORG)

Selected List: DAC Item Template (ITEMMASTERORG)

Buttons: Apply, Done, Cancel

14. Click **Save**.

15. The new DAC Organization/Association is complete.

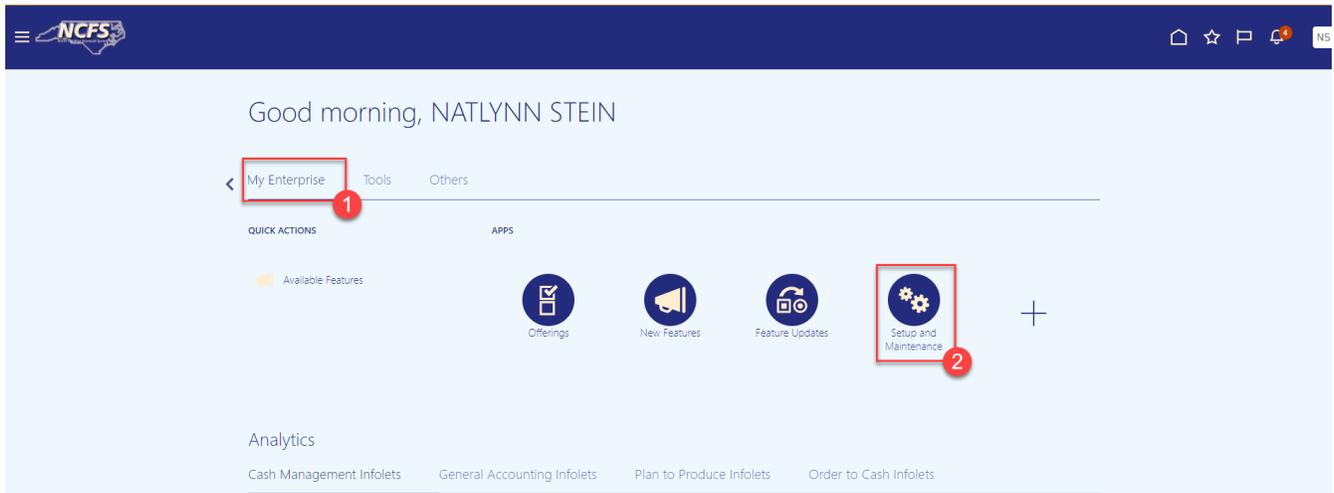
Item: 0018533
 * Description: DAC Test Item Entry
 Item Class: DAC Item Class
 Approval Status: Approved
 Completeness Score:
 Created By: P00815116

Item Status: Active
 Lifecycle Phase: Production
 User Item Type: Purchased Item
 Pack Type:
 Revision: 0
 Creation Date: 9/28/23 12:20 PM

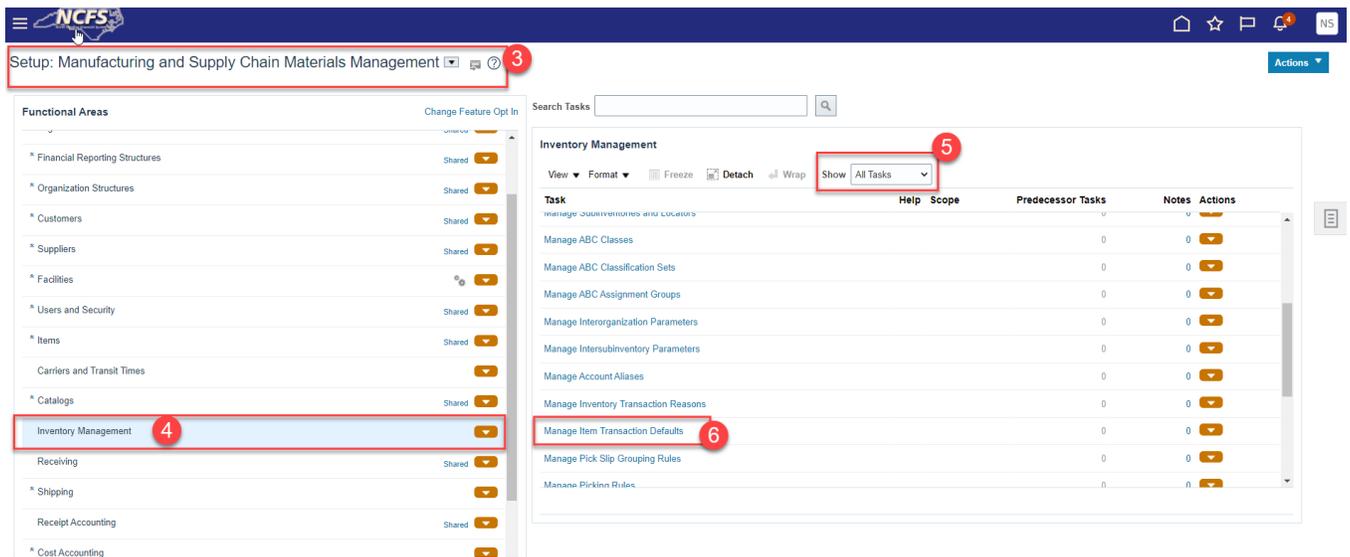
Organization	Organization Name	Item Status	Primary Unit of Measure	Tracking Unit of Measure	Pricing	Secondary Unit of Measure	Defaulting Control	Positive Deviation Factor	Negative Deviation Factor	Approval Status	Change Order Line	Change Line Status
ITEMMASTERORG	INVENTORY ITEM MASTER	Active	EACH	Primary	Primary			0	0	Approved		
4210451	CENTRAL SUPPLY WAREHOUSE - DISTRI...	Active	EACH	Primary	Primary			0	0	Approved		
4210452	CENTRAL SUPPLY SECURITY WAREHOUSE - DISTRI...	Active	EACH	Primary	Primary			0	0	Approved		
5200DACCENI	5200-DAC-CORRECTION-ENTERPRISE-N...	Active	EACH	Primary	Primary			0	0	Approved		
5200DACNI	5200-DAC-NON-INVENTORY	Active	EACH	Primary	Primary			0	0	Approved		

Adding Item to a Sub-Inventory Location within a Warehouse

1. Navigate to My Enterprise.
2. Select Setup and Maintenance.



3. Select Manufacturing and Supply Chain Materials Management.
4. Select Inventory Management.
5. Change the Show field drop down to "All Tasks".
6. Select Manage Items Transaction Defaults.



7. Select the appropriate Inventory Organization.
8. Enter the Item number.
9. Click Search.

10. Click the +(plus) sign to add the Item to a Sub-Inventory.

Manage Item Transaction Defaults

Inventory Organization 31MAIN Change Organization Save Save and Close Cancel

Search

Item 3000015

Item Description Starts with

Item Keyword

Default For

Subinventory

Locator

Search Results

Actions View + X Edit Subinventory Change

* Item	Item Description	* Default For	* Subinventory	Locator
3000015	BANDAGE ELASTIC WRAP 6" X 5 YDS. A	Receiving		

Search Reset

11. Enter the item number in the item field.

12. The item description will populate.

13. Select "Receiving" from the Default For drop down list.

14. Select the appropriate Sub-inventory from the drop-down list.

15. Click Save and Close.

Manage Item Transaction Defaults

Inventory Organization 31MAIN Change Organization Save Save and Close Cancel

Search

Item 3000015

Item Description Starts with

Item Keyword

Default For

Subinventory

Locator

Search Results

Actions View + X Edit Subinventory Change

* Item	Item Description	* Default For	* Subinventory	Locator
3000015	BANDAGE ELASTIC WRAP 6" X 5 YDS. A	Receiving		

Search Reset

16. Navigate back to Inventory Management Functional Area and Select Manage Subinventories and Locators.

Setup: Manufacturing and Supply Chain Materials Management

17. Select the appropriate Inventory Organization.

18. Enter appropriate search criteria if known or click the Search button to pull up all valid Subinventories.

19. Click on the appropriate Subinventory row.

20. Click on Manage Item Subinventories button.

Manage Subinventories

Inventory Organization: 31MAIN Change Organization Done

Search

Subinventory: Equals Subinventory Type: Equals
 Description: Equals Material Status:
 Locator Control: Equals

Search Reset Add Fields Reorder

Search Results

Manage Item Subinventories Manage Locators

Subinventory	Description	Active	Material Status	Locator Control	Subinventory Type	Additional Information	End Date	Location	Default Locator Status	Locator Structure	Default Replenishment Count Type	Picking Order	Asset subinventory	Depreciable	Quar track
FC01	MAIN WHSE A...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓
FD01	MAIN WHSE A...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓
FE01	MAIN WHSE A...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓
FF01	MAIN WHSE A...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓
FG01	MAIN WHSE A...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓
FH01	MAIN WHSE A...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓
FI01	MAIN WHSE A...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓
GA01	MAIN FREEZE...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓
GB01	MAIN FREEZE...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓
GC01	MAIN FREEZE...	✓	Active	None	Storage			31MAIN-932 OLD US 70		Four-Segment L...	Order par	10	✓	—	✓



21. Click on Actions and select Add.

Manage Item Subinventories

Search

Subinventory: Equals FE01 | Inventory Planning Method: Equals

Item Description: Starts with

Search Results

Manage Item Locators

Item Description	Inventory Planning Method	Additional Information
DRESSING, TRANSPARENT, 4" X 4.75', 50/BOX	Not planned	
BANDAGE, SELF-ADHERENT WRAP, 3", COBAN OR EQUIV	Not planned	
TAPE, SURGICAL, PAPER, 1" X 10 YD	Not planned	
FE01 3002644 TAPE, SURGICAL, CLOTH, 1" X 10 YD	Not planned	
FE01 3002645 TAPE, SURGICAL, CLOTH, 2" X 10 YD	Not planned	
FE01 3003204 BAND-AID, 1", OR EQUIV, 50/BOX	Not planned	
FE01 3003268 SUTURE REMOVAL KIT	Not planned	
FE01 3000334 TUBE, TRACHEOSTOMY, 6 CFS	Not planned	
FE01 3000336 TUBING, OXYGEN, 7 FT	Not planned	
FE01 3009422 CUSHION, EAR, NASAL CANNULA	Not planned	

22. The Add Item to Subinventory window will appear.

23. The Subinventory will default with selection.

24. Enter the Item number in the Item field.

25. The Item Description will populate.

26. Click the Save and Close button.

Add Item to Subinventory 22

* Subinventory FE01

* Item 3000015

* Item Description BANDAGE, ELASTIC WRAP, 6" X 5 YDS, ACE OR EQUIV

* Inventory Planning Method Not planned

Minimum Quantity EACH

Maximum Quantity EACH

Fixed Lot Multiple

Minimum Order Quantity EACH

Maximum Order Quantity EACH

PAR Settings

Replenishment Count Type

PAR Level

Lead Times in Days

Preprocessing

Processing

Postprocessing

Sourcing

Type

Organization

Subinventory

PAR Maximum Quantity

PAR Level UOM

Count Tolerance Percentage

Save and Create Another | Save and Close | Cancel

27. The Item will now show associated with to the Subinventory selected.

28. Click the Done button.

Manage Item Subinventories

Search

Search Results

Subinventory	Item	Item Description	Inventory Planning Method	Additional Information
FE01	3000015	BANDAGE, ELASTIC WRAP, 6" X 5 YDS, ACE OR EQUIV	Not planned	
FE01	3002644	TAPE, SURGICAL, CLOTH, 1" X 10 YD	Not planned	
FE01	3002645	TAPE, SURGICAL, CLOTH, 2" X 10 YD	Not planned	
FE01	3003204	BAND-AID, 1", OR EQUIV, 50/BOX	Not planned	
FE01	3003268	SUTURE REMOVAL KIT	Not planned	
FE01	3000013	BANDAGE, ELASTIC WRAP, 3" X 5 YDS, ACE OR EQUIV	Not planned	
FE01	3000014	BANDAGE, ELASTIC WRAP, 4" X 5 YDS, ACE OR EQUIV	Not planned	
FE01	3000018	BAND-AID, 2", OR EQUIV, 50/BOX	Not planned	
FE01	3000122	GAUZE, NON-STERILE, 2" X 2", 200/PACK	Not planned	
FE01	3000124	GAUZE, NON-STERILE, 3" X 3", 200/PACK	Not planned	

3000015 -- FE01 : Item Subinventory Details

Item: 3000015
 Item Description: BANDAGE, ELASTIC WRAP, 6" X 5 YDS, ACE OR EQUIV
 Inventory Planning Method: Not planned
 Minimum Quantity:
 Lead Times in Days: Preprocessing, Processing, Postprocessing
 PAR Settings: Replenishment Count Type, PAR Level

Maximum Quantity
 Fixed Lot Multiple
 Minimum Order Quantity
 Maximum Order Quantity
 Sourcing: Type, Organization, Subinventory
 PAR Maximum Quantity
 PAR Level UOM
 Count Tolerance Percentage



Associate DAC items to an Organization when the Replenishment Source is an Organization (Warehouse)

In most cases, your DAC warehouse(s) will order inventory items from another DAC warehouse. The Source Replenishment Type will need to be updated to Organization and an Organization will need to be selected. Follow the below steps to set up this relationship.

1. Pull up the Item and Organization in NCFS.
2. Click on **Specifications** and then **Planning**.
3. Set **Inventory Planning Method** to “**Min-Max Planning**”.
4. Enter **Minimum** and **Maximum** quantities.
5. Enter **Maximum Order Quantity**.
6. Under **Source** enter **Replenishment Type** as **Organization**.
7. Under **Organization** field select the **Source Organization** from the drop down.
8. Under **Order Modifiers**, enter “**1**” as the **Fixed Lot Size Multiplier**.
9. Click **Save**.

The screenshot shows the 'Edit Item: 0018533 (424580F)' page in the NCFS system. The interface includes a top navigation bar with 'Specifications' and 'Planning' tabs. The left sidebar lists various item attributes, with 'Planning' selected. The main content area is divided into sections: 'General Planning', 'Min-Max Quantity', 'Cost', 'Safety Stock', 'Source', and 'Order Modifiers'. Red callouts indicate the following steps:

- 1:** The item ID '0018533 (424580F)' in the top left.
- 2:** The 'Specifications' and 'Planning' tabs in the top navigation.
- 3:** The 'Inventory Planning Method' dropdown menu set to 'Min-max planning'.
- 4:** The 'Minimum' and 'Maximum' input fields under 'Min-Max Quantity'.
- 5:** The 'Maximum' input field under 'Order Quantity'.
- 6:** The 'Replenishment Type' dropdown menu set to 'Organization'.
- 7:** The 'Organization' dropdown menu showing 'CENTRAL SUPPLY WAREHOUSE - DISTRI' selected.
- 8:** The 'Fixed Lot Size Multiplier' input field.
- 9:** The 'Save' button in the top right corner.

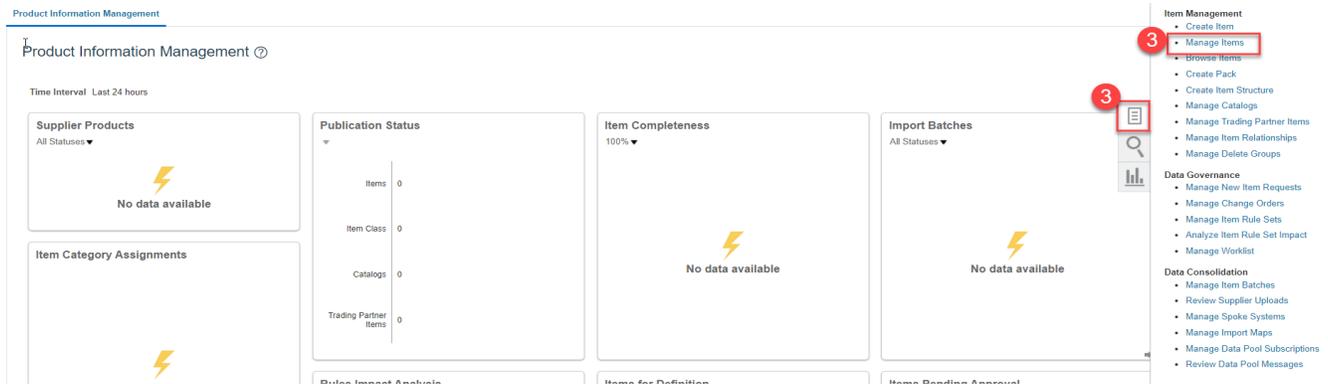
DAC Min/Max Value (Planning) and Updating Other Attributes

Note: Min/Max Value (Planning) is not required for 5200DACNI and 5200DACCENI Non-Inventory Organizations and ITEMMASTERORG***

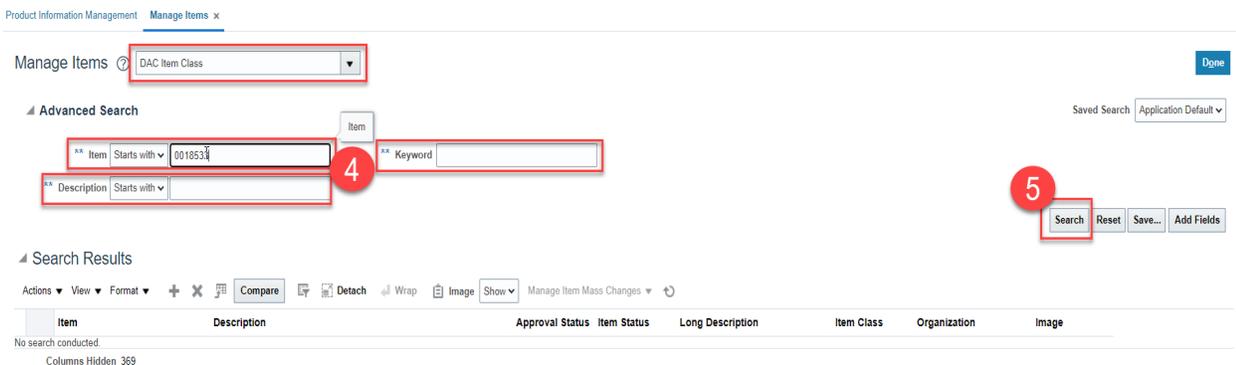
1. Navigate to the **Product Management** Tab.
2. Select **Product Information Management**.



3. Click on the **Tasks Icon** and Select **Manage Items**.



4. Under the **Advanced Search**, enter **Item**, **Description**, or **Keyword**.
5. Click **Search**.



6. Click on the **Item** for the **DAC Organization** to update Min/Max Value.

Product Information Management Manage Items x

Manage Items DAC Item Class Done

Advanced Search Saved Search Application Default

Search Results

Actions View View Format Compare Detach Wrap Image Show Manage Item Mass Changes

Item	Description	Approval Status	Item Status	Long Description	Item Class	Organization	Image
0018533	DAC Test Item Entry	Approved	Active	DAC Test Item Entry Extended Des...	DAC Item Class	ITEMMASTERORG	No Image Available
0018533	DAC Test Item Entry	Approved	Active	DAC Test Item Entry Extended Des...	DAC Item Class	5200DACNI	No Image Available
0018533	DAC Test Item Entry	Approved	Active	DAC Test Item Entry Extended Des...	DAC Item Class	5200DACCENI	No Image Available
0018533	DAC Test Item Entry	Approved	Active	DAC Test Item Entry Extended Des...	DAC Item Class	4210451	No Image Available

7. Click **Specifications** and then Click **Planning** under **Item Organization**.

Edit Item: 0018533 (4210451)

None

Created By P00815116 Creation Date 9/28/23 10:58 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Item Organization: Planning

General Planning

Inventory Planning Method Not planned

Make or Buy Buy

Min-Max Quantity

Minimum

Maximum

Cost

Order

Carrying Percentage

Safety Stock

Safety Stock Planning Method Not Planned

Demand Period

Days of Cover

Supplier Managed

Planner

Subcontracting Component

Order Quantity

Minimum

Maximum

Source

Replenishment Type

Organization

Subinventory

Order Modifiers

Fixed Order Quantity

Fixed Days Supply

Fixed Lot Size Multiplier

8. Under **General Planning** enter the **Inventory Planning Method** as **“Min-max planning”**.

9. Under **Min-Max Quantity** enter the **Minimum** and **Maximum** quantities.

10. Under **Order Quantity** enter the **Maximum** quantity.

11. Under **Source** enter the **Replenishment Type** as **“Supplier”**.

12. Under **Order Modifiers** enter the **Fixed Lot Size Multiplier** as **“1”**.

13. Click **Save**.

Item: 0018533 (4210451) Save Cancel

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Item Organization: Planning

General Planning 8 Inventory Planning Method: Min-max planning

Make or Buy: Buy

Min-Max Quantity 9

* Minimum: 1 10

* Maximum: 10

Cost

Order:

Carrying Percentage:

Safety Stock

Safety Stock Planning Method: Not Planned

Demand Period:

Days of Cover:

Supplier Managed

Release Authorization Required: Customer

Automatically Expire ASN: No

Planner:

Subcontracting Component:

Order Quantity

Minimum: 10

Maximum: 10 10

Source 11

Replenishment Type: Supplier

Organization:

Subinventory:

Order Modifiers

Fixed Order Quantity:

Fixed Days Supply:

Fixed Lot Size Multiplier: 1 12

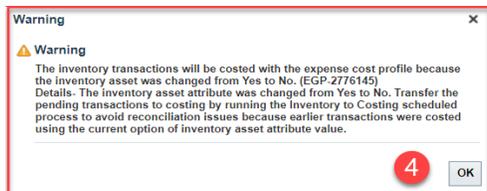
Consigned: No 13

Updating Attributes for DAC Non-Inventory Organizations

This process is only for 5200DACNI and 5200DACCEIN DAC Non-Inventory Organizations.

*****The majority of Attributes will default per the DAC Item Template, below are the only Attributes that MUST be updated*****

1. Click on the **Specifications** tab for the selected Item and Non-Inventory Organization.
2. Click on the **Manufacturing** tab.
3. Under the **Costing** section update the **Inventory Asset Value** to **“NO”**.
4. A **Warning** Pop-up window will appear, Click **OK**.



5. Click **Save**.

QRG INV-40 – DAC Inventory Item Creation/Maintenance Job Aid

Edit Item: 0018533 (5200DACNI) Created By P00815116 Revision 0 Location Date Product In Stock Actions Save Cancel

Overview **Specifications** Structures Attachments Associations Relationships Categories Quality

Item
Transactional Attributes
Additional Attributes
DAC Additional Attributes

Item Revision
Additional Attributes

Item Organization
Manufacturing
Service
Inventory
Physical Attributes
Sales and Order Management
Planning
Purchasing

Item Organization: Manufacturing

Item Structure

Structure Item Type: Standard

Create Configured Item:

Configurator Model Type: Standard

Effectivity Control: Date

Match Configuration:

Costing

Costing Enabled: Yes

Include in Rollup: Yes

WIP

Build in WIP: No

Materials

Supply Type: Assembly pull

Supply Locator:

Base Model:

Autocreated Configuration: No

Pick Components: No

Assemble to Order: No

Standard Lot Size:

Inventory Asset Value: No

Contract Manufacturing: No

Supply Subinventory:

- Next Click on the **Inventory** tab.
- Under **Material Control** update the **Stocked** field to “NO”.
- Click **Save**.

Edit Item: 0018533 (5200DACNI) Item Class: DAC Item Class Approval Status: Approved Revision 0 Check Type Actions Save Cancel

None Created By P00815116 Completeness Score Revision 0 Creation Date 9/28/23 10:36 AM

Overview **Specifications** Structures Attachments Associations Relationships Categories Quality

Item
Transactional Attributes
Additional Attributes
DAC Additional Attributes

Item Revision
Additional Attributes

Item Organization
Inventory
Manufacturing
Service
Physical Attributes
Sales and Order Management
Planning
Purchasing

Item Organization: Inventory

Material Control

Inventory Item: Yes

Stocked: No

Transaction Enabled: No

Reservable: Yes

Check Material Shortage: No

Revision Control: No

Bulk Picked: No

Lot

Control: No lot control

Starting Prefix:

Starting Number:

Maturity Days:

Hold Days:

Lot Expiration

Control: No shelf life control

Shelf Life Days: 0

Retest Interval:

Expiration Action:

Expiration Action Interval:

Current List of DAC Organizations in NCFS

Organization Code
5200DACCENI(ASSIGNED TO ALL DAC ITEMS)
5200DACNI(ASSIGNED TO ALL DAC ITEMS)
4210081
4210082
4210083
4210084
4210085
4210086
4210087
421008W
4210401
4210451
4210452
422005C
422005W
422046D
422046M
423010C
423010F
423010W
423011C
423011F
423060C
423060F
423060W
423070C
423070F
423070W
423080C
423080F
423080W
423085C
423085F
423085W
423095C
423095F
423095W
423100C
423100F
423100W

423101W
423305C
423305F
423305W
423306C
423306F
423400C
423400F
423400W
423500C
423500F
423500W
423600C
423600F
423600W
423601C
423601F
423710C
423710F
423710W
423720C
423720F
423720W
423721C
423721W
423725C
423725W
423730C
423730F
423730W
423731W
423740C
423740F
423740W
423741W
423805C
423805F
423805W
423930C
423930F
423930W
423931C
423931F
423980C



423980F
423980W
424110C
424110F
424110W
424140C
424140F
424140W
424150C
424150F
424150W
424151W
424170C
424170F
424170W
424180C
424180F
424180W
424215C
424215F
424215W
424230C
424230F
424230W
424240C
424240F
424240W
424265C
424265F
424265W
424290C
424290F
424290W
424345C
424345F
424345W
424346C
424355C
424355F
424355W
424360C
424360F
424360W
424365C



424365F
424365W
424370C
424370W
424415C
424415F
424415W
424420C
424420F
424420W
424430C
424430F
424430W
424445C
424445F
424445W
424515C
424515F
424515W
424525C
424525F
424525W
424555C
424555F
424555W
424575C
424575F
424575W
424576C
424576F
424580C
424580F
424580W
424625C
424625F
424625W
424630C
424630F
424630W
424631C
424631F
424635C
424635F
424635W



424655C
424655F
424655W
424665C
424665F
424665W
424680C
424680F
424680W
424850C
424850F
424850W
424855C
424855F
424855W
424860C
424860F
424860W
424861C
424861W
424870C
424870F
424870W
424871C
424875C
424875F
424875W
424880C
424880F
424880W
424885C
424885F
424885W
424886C
425001W
425002W
425003W
425004W
425470W
428105R
428115R
428120R
428123R
428124R



428125R
428130R
428136R
428142R
428143R
428144R
428146R
428149R
428156R
428161R
428165R
428170R
428180R
428260R
428262R
428305R
428315R
428330R

Wrap-Up

The above steps detail item creation and maintenance in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV 101: Inventory Agency Manager (ILT)
- INV 102: Inventory Cost Accounting (ILT)
- INV 109: Inventory Item Maintenance
- INV-08: QRG <https://www.osc.nc.gov/training/ncfs-help-documents>
- INV-04: QRG <https://www.osc.nc.gov/training/ncfs-help-documents>