

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: <u>https://www.osc.nc.gov/training/ncfs-help-</u> <u>documents</u>

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: <u>https://osc.nc.gov/ncfslogin.</u>
- 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 righthand side of screen and then click **Create Item**.

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Product Information Management			
Product Information Management ⑦			
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	Contrings 0		Create Pack
	Trading Partner		Create Item Structure
	Items ~		Manage Catalogs
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- 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.**

Create Item		×
6 * Organization	ITEMMASTERORG	•
2	Create New Create from Copy	
* Number of Items	1	- 1
* Item Class Item Class Description	DAC Item Class DAC Item Class	•
Templates Available List Root Item Template	6 Selected List DAC Item Template	
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- 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 ×		
Create Item ⑦		₩2 Social Actions ▼ Save ▼ Gancel
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- 12. Click on Categories.
- 13. Click the Actions drop down and select Add Row.

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Delete		
Export to Excel		



- 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.

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- 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.

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20. The new Item number will be displayed.

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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.

Product Information Management Create Item ×					
Edit Item: 0018533 (ITEMMASTERORG) ⑦ *				Ro Social	ctions
No items to display	Item * Description	0018533 DAC Test Item Entry	Item Status Lifecycle Phase	Active V Production	
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Overview Specifications Structures Attachments Associations Relationships Categories Quality					
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2. Click the **Select and Add** Icon or Click the **Actions** drop down and **Select and Add** and a Popup window will appear to **Select and Add: Organizations.**



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

Product Information Management Create Item ×		
Edit Item: 0018533 (ITEMMASTERORG) ② *		Ra Social 😽 Actions 🗸 Save 🔻 Cancel
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NOTE:***Always Associate New Items to the Non-Inventory Organization 5200DACNI and 5200DACCENI first***

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





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

Search	Organization	← 5200DACNI	٩	
Orga	nization	Organization Name	e	
52000	DACNI	5200-DAC-NON-INVE	ENTORY	
			4	Þ
Available Root Iter	List n Template (ITEMMASTERORG)	Selected List DAC Item Template (ITEMMASTERORG)	
Available Root Iter	List n Template (ITEMMASTERORG)	Selected List DAC Item Template (ITEMMASTERORG)	

- 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.

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	5200DACNI	5200-DAC-NON-INVENTORY	Active	EACH	Primary	Primary			0	0	Approved		
	5200DACCENI	5200-DAC-CORRECTION-ENTERPRISE-N	Active	EACH	Primary	Primary			0	0	Approved		
_	ITEMMASTERO	INVENTORY ITEM MASTER	Active	EACH	Primary	Primary		-	0	0	Approved		

Columns Hidden 3

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.



Organization	Organization Name	organization	Organization Name	Search Organization	◆ 52%	
4210081	OSDT - SOUTH PIEDMONT CC - WEA	423010F	NCCIW - FOOD WAREHOUSE	-		TIP
4210082	OSDT - FOOTHILLS - WEAPONS WAF	423011F	NCCIW - MIN FOOD WAREHOUSE	Organization	Organization Na	me
4210083	OSDT - EAST CAROLINA - WEAPONS	423060F	NEUSE - FOOD WAREHOUSE	5200DACCENI	5200-DAC-CORRE	CTION-ENTERPRIS
4210084	OSDT - RANDOLPH CC - WEAPONS \	423070F	TYRRELL - FOOD WAREHOUSE	S200D/100EIII	5200 B/10 001112	
4210085	OSDT - SAMARCAND - WEAPONS W/	423080F	DAN RIVER WF - FOOD WAREHOUSE	5200DACNI	5200-DAC-NON-IN	IVENTORY
4210086	OSDT-LAURINBURG RCC	423085F	CRAVEN - FOOD WAREHOUSE	•		
4210087	OSDT-CCCC EMRG SVC	423095F	NPCCW CRV - FOOD WAREHOUSE			
421008W	OSDT - WEAPONS WAREHOUSE	423100F	CENTRAL PRISON - FOOD WAREHOU	Templates :		
4210401	CENTRAL WAREHOUSE RADIO SHO	423305F	ROANOKE RIVER - FOOD WAREHOU			
4210451	CENTRAL SUPPLY WAREHOUSE - DI	423306F	ROANOKE RIVER MIN - FOOD WARE	Available List	Selected Lis	t
4210452	CENTTAL SUPPLY SECURITY WAREF	423400F	EASTERN - FOOD WAREHOUSE			
422005C	DOP ADMINISTRATIVE SERVICES - C	423500F	PIEDMONT - FOOD WAREHOUSE		>	\sim
422005W	DOP SECURITY - WEAPONS WAREH	423600F	SOUTHERN - FOOD WAREHOUSE		>>	~
422046D	CENTRAL PHARMANCY (DRUG) - DIS	423601F	SOUTHERN/MONTG - FOOD WAREH			
422046M	CENTRAL PHARMANCY (MEDICAL - (423710F	NASH - FOOD WAREHOUSE		- < - C	\sim
423010C	NCCIW - CLOTHING WAREHOUSEIN	423720F	FOOTHILLS - FOOD WAREHOUSE		11	\sim
4		4	•			

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



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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.

Product Information Management Manage Items ×		
Manage Items @ DAC Item Class		Done
▲ Advanced Search	Item	Saved Search Application Default ~
** Item Starts with 0018533	5 ^{**} Keyword	
** Description Starts with ~	6	Search Reset Save Add Fields
Search Results		
Actions • View • Format • + 🗶 🎢 Compare	📰 Detach 🚽 Wrap 🖹 Image Show 🗸 Manage Item Mass Changes 💌 🏷	
Item Description	Approval Status Item Status Long Description Item Class Organization	Image
No search conducted.		
Columns Hidden 369		

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

Prod	uct Info	rmation Manag	gement Mana	age Items ×												
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	ŀ	0018533		DAC Test Ite	em Entry				Approved	Active	DAC Test Item Entry Extended Des	DAC Item Class	4210451	No Image Available		



9. Click the Associations Tab.

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

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	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		
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- 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.**

Barch Organization	4210452	٩.
Organization	Organization Nam	ne
4210452	CENTTAL SUPPLY	SECURITY WAREH
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- 14. Click Save.
- 15. The new DAC Organization/Association is complete.

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ITE	EMMASTERO	INVENTORY ITEM MASTER	Active	EACH	Primary	Primary			0	0	Approved		
42	10451	CENTRAL SUPPLY WAREHOUSE - DISTRI	Active	EACH	Primary	Primary			0	0	Approved		
15 42	10452	CENTTAL SUPPLY SECURITY WAREHOUS	Active	EACH	Primary	Primary			0	0	Approved		
621	NOACCEN	6200-DAC-CORRECTION-ENTERPRISE-N	Active	EACH	Primary	Primary			0	0	Approved		
621	NOACN	5200-DAC-NON-INVENTORY	Active	EACH	Primary	Primary			0	0	Approved		
Co	dumne Hiddan	1											



Adding Item to a Sub-Inventory Location within a Warehouse

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

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< My Enterprise	Tools Others			
QUICK ACTIONS	APPS			
🥌 Available Fe	atures	New Features Feature Updates	Setup and Mantenance	
Analytics				
Cash Manager	ent Infolets General Accounting Infolets	Plan to Produce Infolets Order	to Cash Infolets	

- 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.

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Setup: Manufacturing and Supply Chain M	aterials Management 💌 ᇘ 🔗 🤇				Actions *
Functional Areas	Change Feature Opt In	Search Tasks			
* Financial Reporting Structures	Shared	Inventory Management			
* Organization Structures	Shared 🔽	Task Help Scope	Predecessor Tasks	Notes Actions	
* Customers	Shared 💌	Imanage Subinventories and Eucators	v		• E
* Suppliers	Shared 💌	Manage ABC Classes	0	0	
* Facilities	°. 🔽	Manage ABC Classification Sets	0	0	
		Manage ABC Assignment Groups	0	0 🤛	
" Users and Security	Shared 🔽	Manage Interorganization Parameters	0	0 😎	
* Items	Shared 🔽	Manage Intersubinventory Parameters	0	0 💌	
Carriers and Transit Times	•	Manage Account Aliases	0	0 🔽	
* Catalogs	Shared 🔽	Manage Inventory Transaction Reasons	0	0 💌	
Inventory Management		Manage Item Transaction Defaults	0	0 🔽	
Receiving	Shared 💌	Manage Pick Slip Grouping Rules	0	0	
* Shipping		-Manane Picking Rules	n	n 🗨	-
Receipt Accounting	Shared 🔽				
* Cost Accounting					

- 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.

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Manage Item Transaction Defaults ⑦			Inventory Organization 31MAIN C	hange Organization	ave <u>S</u> ave	and Close	<u>C</u> ancel
Search Item 300015 Item Description Starts with Item Keyword	Default For v Subinventory Locator	•				Search	Reset
Search Results						9	
Actions ▼ View ▼ + X Edit Subinventory ∨	Change						*
* Item Item Description	For Subinventary Locator						Ŧ

- 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 ⑦		Inventory Organization 31MAIN Change Organization Save Save and Close Cancel
⊿ Search		•
Item 3000015 Q	Default For	
Item Description Starts with V	Subinventory	
Item Keyword	Locator	
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	AB01	
	AC01	
	AD01	
	AE01	
	BA01	
	BB01	
	BC01	
	BD01	
	CA01 -	
	Search	



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

Setup: Manafacturing and Supply Chain M	aterials Management 💌 ᇘ 🕐				Actions *
Functional Areas	Change Feature Opt In	Search Tasks			
* Initial Users	Shared 💌 📩	Inventory Management			
* Enterprise Profile	Shared 💌	View 🔻 Format 👻 🔲 Freeze 🔛 Detach 斗 Wrap Show All Tasks 🗸			
* Legal Structures	Shared 😎	Task Help Sco	pe Predecessor Tasks	Notes Actions	
* Financial Reporting Structures	Shared 🔽	Manage Inventory Profile Options	0	0 🔽	<u> </u>
* Organization Structures	Shared	Manage Inventory Lookups	0	0 💌	
* Customere		Manage Inventory Value Sets	0	0 🔽	
Customers	Shared	Manage Inventory Descriptive Flexfields	0	0 🔽	
* Suppliers	Shared 🔽	Manage Inventory Account Alias Key Flexfield	0	0 💌	
* Facilities	°o 💶	Manage Inventory Locator Key Flexfield	0	0 🔽	
* Users and Security	Shared 🔽	Manage Inventory Transaction Sources and Types	0	0 💌	
* Items	Shared 😎	Manage Material Statuses	0	0 🔽	
Carriers and Transit Times		Manage Subinventories and Locators 16	0	0 💌	
* Catalogs	Shared 🔽	Manage ABC Classes	0	0	-
Inventory Management	•				
Receiving	Shared 💌				

- 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.

Subinventory Equals Subinventory Equals Numerical Status Subinventory Equals Subinventory Equals Numerical Status Numerical Status Subinventory Equals Numerical Status Subinventory Style Equals Numerical Status Subinventory Subinventory Material Status Status Coltrol Subinventory Material Status Status Coltrol Subinventory Addres None Status Status <th colspa<="" th=""><th>Manage Subir</th><th>nventories ⊘</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Inventory Organiza</th><th>tion 31MAIN C</th><th>ange Organization</th><th>D<u>o</u>ne</th></th>	<th>Manage Subir</th> <th>nventories ⊘</th> <th></th> <th>Inventory Organiza</th> <th>tion 31MAIN C</th> <th>ange Organization</th> <th>D<u>o</u>ne</th>	Manage Subir	nventories ⊘											Inventory Organiza	tion 31MAIN C	ange Organization	D <u>o</u> ne
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Actions View Image locators	Search Results			20													
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FH01 MAIN WHSE A Image: Constraint of the constraint of	FG01	MAIN WHSE A	0	Active	None	Storage			31MAIN-932 OLD US 7	D	. Four-Segment L	Order par	10	✓	_	~	
FI01 MAIN WHSEA Image: Constraint of the constraint of t	FH01	MAIN WHSE A	0	Active	None	Storage			31MAIN-932 OLD US 7	D	Four-Segment L	Order par	10	✓	_	~	
GA01 MAIN FREEZE Image: Constraint of the	FI01	MAIN WHSE A	0	Active	None	Storage	뒙		31MAIN-932 OLD US 7	D	. Four-Segment L	Order par	10	~	_	~	
GB01 MAIN FREEZE Image: Constraint of the start o	GA01	MAIN FREEZE	0	Active	None	Storage			31MAIN-932 OLD US 7	D	Four-Segment L	Order par	10	~	_	~	
GC01 MAIN FREEZE 🥑 Active None Storage 📮 31MAIN-932 OLD US 70 . Four-Segment L Order par 10 🗸 _ 🗸	GB01	MAIN FREEZE	0	Active	None	Storage			31MAIN-932 OLD US 7	D	. Four-Segment L	Order par	10	~	_	~	
	GC01	MAIN FREEZE	0	Active	None	Storage			31MAIN-932 OLD US 7	D	Four-Segment L	Order par	10	~	_	, .	

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21. Click on Actions and select Add.

	CFS)		△ ☆	🏳 🗘 🛚 NS
Manage It	em Subinvento	ries ⑦		Done
Search				
Subin	ventory Equals	▼ FE01 Inventory Planning Method Equals ▼		
Item Des	scription Starts with 🗸			
			Search Reset Add	Fields Reorder
Search Re	esulte			
Actions V	/iew ▼ + / >	Manage Item Locators		
Add Edit	21	Item Description	Inventory Planning Method	Additional Information
Delete	-	DRESSING, TRANSPARENT, 4" X 4.75", 50/BOX	Not planned	- -
Export to	Excel	BANDAGE, SELF-ADHERENT WRAP, 3", COBAN OR EQUIV	Not planned	₽
Manage I	Item Locators	TAPE, SURGICAL, PAPER, 1" X 10 YD	Not planned	5
FE01	3002644	TAPE, SURGICAL, CLOTH, 1° X 10 YD	Not planned	5
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	5

- 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.

TUBE, TRACHEOSTOMY, 6 CFS

CUSHION, EAR, NASAL CANNULA

TUBING, OXYGEN, 7 FT

3000334

3000336

3009422

FE01

FE01

FE01

Add Item to Subinventory	22			
23 * Subinventory	FE01	•	Lead Times in Days	
24 * Item	3000015		Preprocessing	
25 Item Description	BANDAGE, ELASTIC WRAP, 6" >	X 5 YDS, ACE OR EQUIV	Processing	
* Inventory Planning Method	Not planned 🗸		Postprocessing	
Minimum Quantity		EACH	Sourcing	
Maximum Quantity		EACH	Туре	
Fixed Lot Multiple			Organization	Ŧ
Minimum Order Quantity		EACH	Subinventory	¥
Maximum Order Quantity		EACH		
PAR Settings			PAR Maximum Quantity	
Replenishment Count Type	\sim		PAR Level UOM	w.
PAR Level			Count Tolerance Percentage	
			20 Save and Create Another	Save and Close

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Not planned

Not planned

Not planned



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

28. Click the Done button.

	5				Þ 🗘
Manage Item	Subinvento	ries 🕜			
					28
Search					-
Search Resul	lts				
Actions View	• + / ×	Manage Item Locators			
	. , ,			Inventory	
Subinventory	Item	Item Description		Planning Mothod	Additional
FE01	3000015	BANDAGE, ELASTIC WRAP, 6" X 5 YDS, ACE OR EQUIV		Not planned	a (
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	ন
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	
2000015 50	E01 , Itom S	ubinventery Detaile			
3000013 FE	EUT. Item 5	doniventory Details	Maximum Quantity		
	Item 3000015		Fixed Lot Multiple		
Item Desc	cription BANDAG	E, ELASTIC WRAP, 6" X 5 YDS, ACE OR EQUIV	Minimum Order Quantity		
Inventory Planning I	Method Not plann	led	Maximum Order Quantity		
Minimum Q	Quantity		nannan oraol gaanny		
Lead Times in I	Days		Sourcing		
P	Preprocessing		Туре		
			Organization		

Processing Postprocessing PAR Settings

Replenishment Count Type

PAR Level

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.

Edit Item: 0018533 (4245	^{80F)} ⁽²⁾		Creation 10 Creation Date 10/223 9 03 AV
Verview Specifications Structure	s Attachments Associations Relationships Categories Quality Item Organization: Planning		
DAC Additional Attributes Item Revision Additional Attributes	3 Inventory Planning Method Min-max planning Make or Buy Buy	Subcontractin	Planner v Ig Component v
Item Organization Manufacturing Service Inventory Physical Attributes	Min-Max Quantity	Order Quantity	Minimum Maximum 10
2 Planning Purchasing	Order Carrying Percentage	6 Replet	ishment Type Organization Organization CENTRAL SUPPLY WAREHOUSE - DISTRI Subinventory
	Safety Stock Safety Stock Planning Method Not Planned Permand Pariod	Order Modifiers Fixed C	CENTRAL SUPPLY WAREHOUSE 4210451 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
	Days of Cover	8 Fixed Lot	Size Multiplier



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 Mange Items.

Pro	oduct Information Management						Item Management
1	roduct Information Management ⊘						Manage Items Browse Items
	Time Interval Last 24 hours				3		Create Pack Create Item Structure Manage Cataloge
	Supplier Products All Statuses ▼	Publication S	Status	Item Completeness 100% ▼	Import Batches All Statuses –	I Q	Manage Trading Partner Items Manage Item Relationships Manage Delete Groups
	ج No data available	Items	0			<u>hh</u>	Data Governance Manage New Item Requests Manage Change Orders
	Item Category Assignments	Item Class	0	Ę	Ę		Manage Item Rule Sets Analyze Item Rule Set Impact Manage Worklist
	gg	Catalogs	0	No data available	No data available		Data Consolidation Manage Item Batches Review Supplier Uploads
		Trading Partner Items	0				Manage Spoke Systems Manage Import Maps
	4	Dulas Impas	Analysia	Hama for Dafinition	Home Bonding Approval	-	Manage Data Pool Subscriptio Review Data Pool Messages

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

Product Information Management Manage Items ×		
Manage Items @ DAC Item Class		D <u>o</u> ne
Advanced Search		Saved Search Application Default V
** Item Starts with ~ 001853	xa Keyword	•
Carts with V		Search Reset Save Add Fields
✓ Search Results		
Actions 🔻 View 🔻 Format 👻 井 🗶 🎵 Compare 📑 🔛 Detach	📣 Wrap 🚊 Image Show 🗸 Manage Item Mass Changes 💌 🏷	
Item Description	Approval Status Item Status Long Description Item Class Organization	Image
No search conducted.		
Columns Hidden 369		

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

Proc	duct Info	mation Management Manage Items	×							
N	lana ▶ A	ge Items ⑦ DAC Item Class							Saved Sear	Done
	Se Actions	arch Results • View • Format • + ×	J Compare J Compare Compare Compare Compare Show •	 Manage Item Ma 	ass Changes 💌 🐧)				
		Item	Description	Approval Status	Item Status	Long Description	Item Class	Organization	Image	
	Þ	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	
	6	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 (421045	1) ⑦ ★ None + Atlachments Associations Relationships Categories Qua	Inne Chen a Lanc Anne Chen Appendent Complements Econo Created By 700815116		Pack Type 👘 Social Pervision 7 Creation Date 9/28/23 10:58 AM	Actions 🔻	Save v <u>Cancel</u>
Item Iter Transactional Attributes Additional Attributes DACA Additional Attributes Itern Revision Additional Attributes Itern Organization Marufacturing Sarvices Barvices Invested Intributes Sales and Order Management Planning Purchasing	m Organization: Planning General Planning ⑦ Inventory Planning Method Not planned Make or Buy Duy In-Max Quantity Minimum Maximum Carrying Percentage afety Stock Safety Stock Planning Method Not Planned Demand Period		Planner Subcontracting Component Order Quantity Minimum Maximum Source Replenishment Type Organization Subirventory Order Modifiers Fixed Order Quantity Fixed Order Quantity	~ 	• •	
s	Days of Cover		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.



Edit Item: 0018533 (4210451) ② ★	Completeness Score Created By 700815116	Actions Save Cancel
Overview Specifications Structures Attachments Associations Relationships Categ	ries Quality	
▲ Item Item Organization: Planning		
Transactional Attributes Additional Attributes General Planning (?)		
DAC Additional Attributes	ning v	Planner
▲ Item Revision	Subsent	rating Component
Additional Attributes	300.010	
Item Organization	Order Quantity	
Manufacturing 1		10 Minimum
Service * Maximum 10		Maximum 10
Physical Attributes Cost	Source	
Sales and Order Management Order	R	eplenishment Type Supplier 🗸
Purchasing Carrying Percentage		Organization
		Subinventory
Safety Stock	Order Modifiers	
Safety Stock Planning Method Not Planned	¥ Fi	xed Order Quantity
Demand Period		Fixed Days Supply
Davs of Cover	12 Fixed	L of Size Multiplier 1
Cumplier Managed		
Supplier Manageu		
Release Authorization Required Customer ~		Consigned No v
Automatically Expire ASN No V		

Updating Attributes for DAC Non-Inventory Organizations

This process if 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.

wanning	~
🛕 Warning	
The inventory transactions will be costed with the expense cost profile becau the inventory asset was changed from Yes to No. [CGP-2776145) Details. The inventory asset attribute was changed from Yes to No. Transfert I pending transactions to costing by running the inventory to Costing schedul process to avoid reconciliation issues because earlier transactions were cost using the current option of inventory asset attribute value.	se ie id ed
4	ок

5. Click Save.



Edit Item: 0018533 (5200DACNI) ⑦ *	Created By 700815116	Creation Dev Social State of Save
Overview Specifications Structures Attachments Associations Relations	hips Categories Quality	
Item Item Organization: Manufacturi	ng	
Iransactional Attributes Additional Attributes // Item Structure (?)		
A lace Devicing Structure Item Type	Standard V	ese Model
Additional Attributes	 ✓ Autocreated Co 	nfiguration No ~
Configurator Model Type	Pick Co	mponents No ~
2 Item Organization Effectivity Control	Date V Assemt	le to Order No 🗸
Service Match Configuration	~	
Physical Attributes A Costing (?)		
Sales and Order Management Costing Enabled Planning	Yes • Standa	rd Lot Size
Purchasing Include in Rollup	Yes ~	sset Value No 🗸
• 🔺 WIP ②		
Build in WIP	No ~	ufacturing No ~
Materials		
Supply Type	Assembly pull ~ Supply Su	w v
Supply Locator		

- 6. Next Click on the **Inventory** tab.
- 7. Under Material Control update the Stocked field to "NO".
- 8. Click Save.

Edit Item: 0018533 (5200DACNI) ⑦ *	teencriptoor Item Class Approval Status		Linecycle Prase Production	Actions
None 🚽	Created By	P00815116	Revision 0 Creation Date 9/28/23 10:36 AM	
Overview Specifications Structures Attachments Associations Relation	ships Categories Quality			
Item Item Organization: Inventory (Transactional Attributes Additional Attributes DAC Additional Attributes	D			
✓ Item Revision Inventory Item	Yes ~	Check Material Shortage	No 🗸	
Additional Attributes 6 Stocked	No 🗸	Revision Control	No 🛩	
Item Organization Transaction Enabled	No 🗸	Bulk Picked	No 🗸	
Manufacturing Reservable	Yes 🗸			
Physical Attributes Lot ⑦		Lot Expiration ⑦		
Planning Control	No lot control 🗸	Control	No shelf life control	
Purchasing Starting Prefix		Shelf Life Days	0	
Starting Number		Retest Interval		
Maturity Days		Expiration Action		v
Hold Days		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



423305C 423305F 423306C 423306F 423300F 423400C 423400F 423500C 423500C 423500F 423600F 423600C 423600F 423600F 423600F 423600F 423600F 423600F 423600F 423600F 423700F 423710F 423710F 423720C 423720F 423720F <td< th=""><th>423101W</th></td<>	423101W
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423500C 423500W 423600C 423600F 423600W 423601C 423601C 423700C 423710F 423720C 423720F 423720F 423720V 423720S 423720F 423720C 423720F 423720C 423720V 423720V 423720C 423720C 423720C 423720C 423720W 423720C 423720W 423720W 423720W 423730C 423730C 423730W 423730W 423730W 423740W 423740F 42380SF 42380SF 42380SF 42380SW 423930C 423930F 423930F 423930F 423930F 423930F 423930F 423931F <td< td=""><td>423400W</td></td<>	423400W
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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 <u>https://www.osc.nc.gov/training/ncfs-help-documents</u>
- INV-04: QRG <u>https://www.osc.nc.gov/training/ncfs-help-documents</u>

