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 items to the 3000DHHSNI Non-Inventory Organization, Associate items to DHHS Non-Inventory SSP Organization, Associate DHHS items to Inventory Organizations, Associate existing items to additional DHHS Inventory Organizations, Associate DHHS 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. The Department of Health and Human Services (DHHS) will be responsible for adding and maintaining items in the item master. DHHS has a separate item class within the item master titled **DHHS 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.
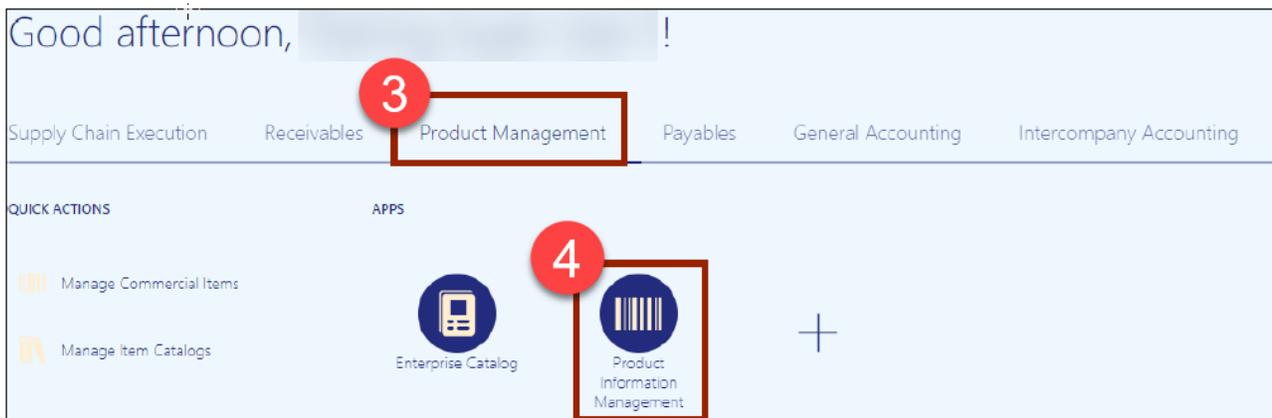
5. The Inventory Management Dashboard page will appear, click the **Tasks** Icon on the right-hand side of screen and then click **Create Item**.
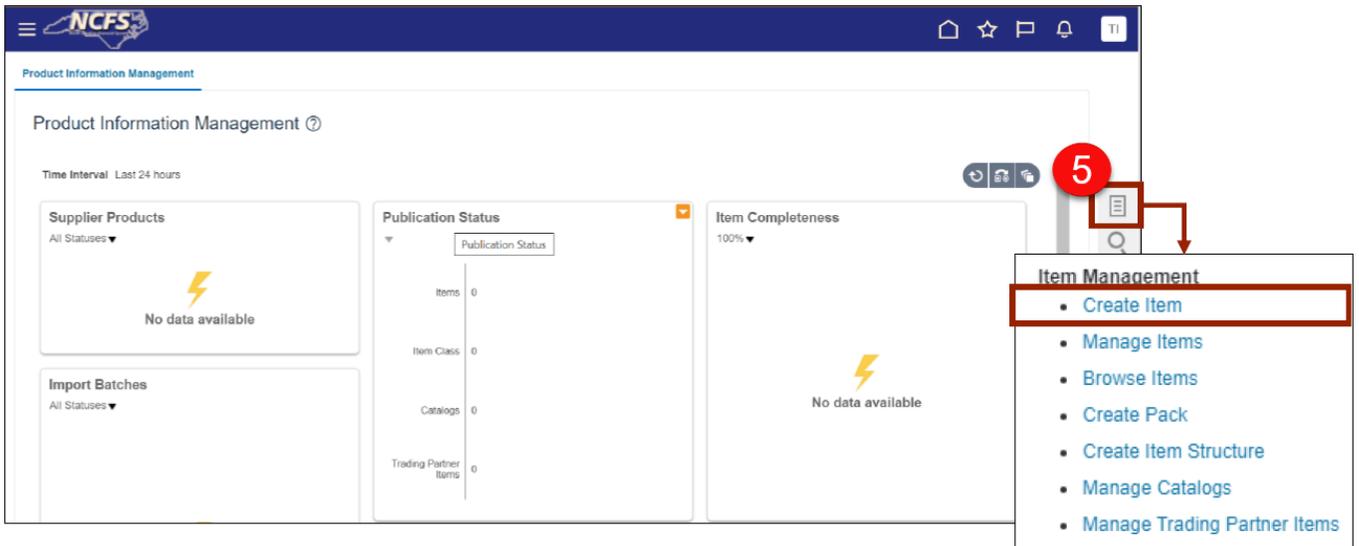
6. In the **Create Item** dialog box, provide values for the following fields:
   i. **Organization** defaults to **(ITEMMASTERORG).**
   ii. **Create New** radio button selected.
   iii. **Number of Items.**
   iv. **Item Class (DHHS Item Class).**
   v. **Template** defaults to **(DHHS Item Template)** in **Selected List.**
7. Click **OK.**
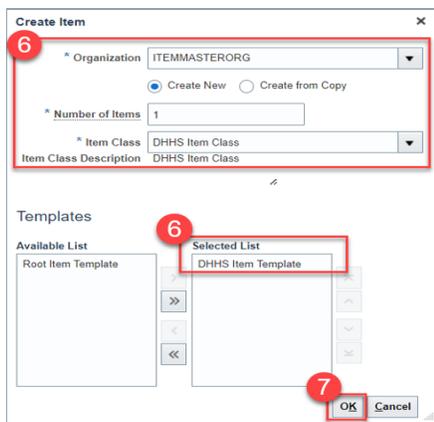
8. New **Item number** is system generated as shown (for DHHS).
9. Enter **Item Description** (80 Character length).
10. Enter Item **Long Description** if needed (2000 Character length).

11. Select the **Primary Unit of Measure.**

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

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.

17. Click on **Specifications** tab, then click on **DHHS Additional Attributes**.
18. Enter the item **Unit of Purchase (UOP)**, **Conversion Factor**, **Stock Keeping Unit (SKU)**, and **Conversion Class**.
19. Click **Save.**

20. The new Item number will be displayed.

**************STOP HERE********************

If the new Item Creation requires a Intra/Inter Class UOM Conversion, pause at Step 18 above and email the new Item number, Unit of Purchase, Unit of Measure (SKU) and Conversion Factor to NCFS@osc.nc.gov for processing. Once the request is processed by OSC, the agency will be notified, then New Item Creation steps can be continued below.

3000DHHSNI Non-Inventory Organization Item Association

To Associate a New Item to your 3000DHHSNI 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.**

3. Enter the **3000DHHSNI** Non-Inventory Organization to Associate item to and Click the **Search** button.
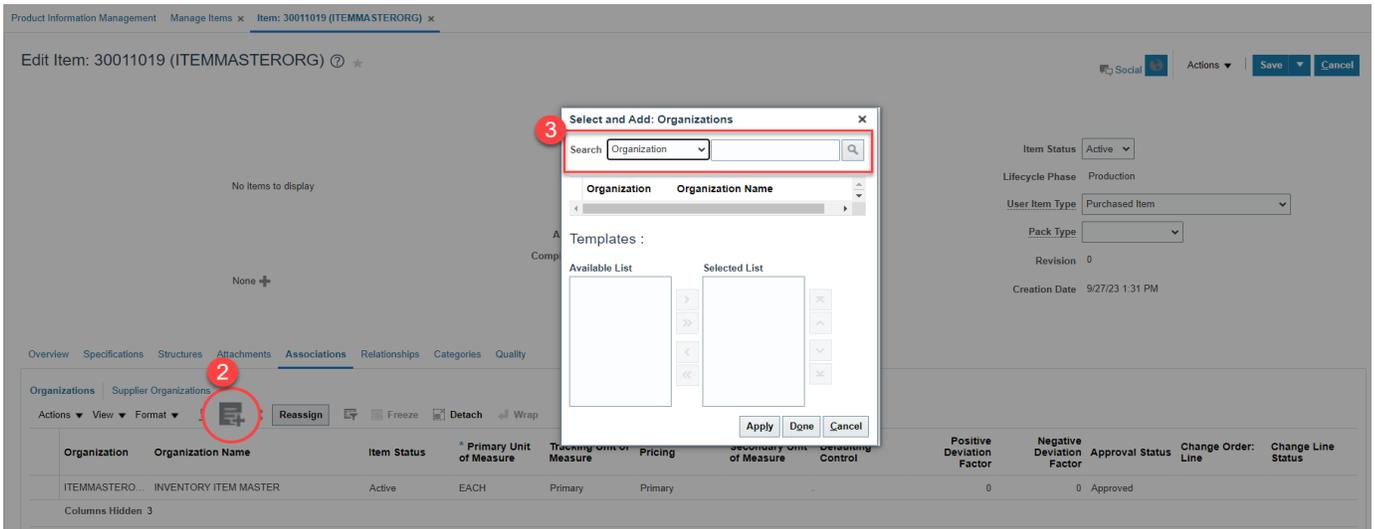
NOTE: Always Associate New Items to the Non-Inventory Organization 3000DHHSNI (3000-DHHS-NON-INVENTORY) first

4. Select the **Organization** and the **DHHS Item Template (ITEMMASTERORG)** will populate under **Available List.**

5. Click the **Single Arrow** to move this template to the **Selected List.**
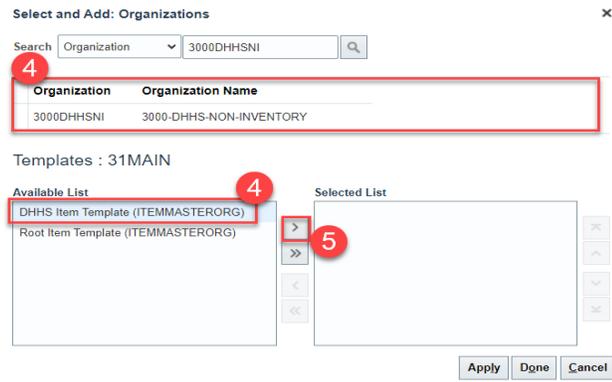
6. Click **Apply** and then **Done.**
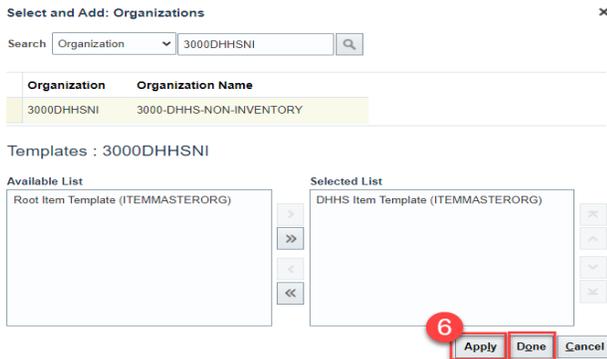
7. The newly Associated DHHS Non-Inventory Organization will now appear under the item's **Associations** tab.

8. Click **Save.**
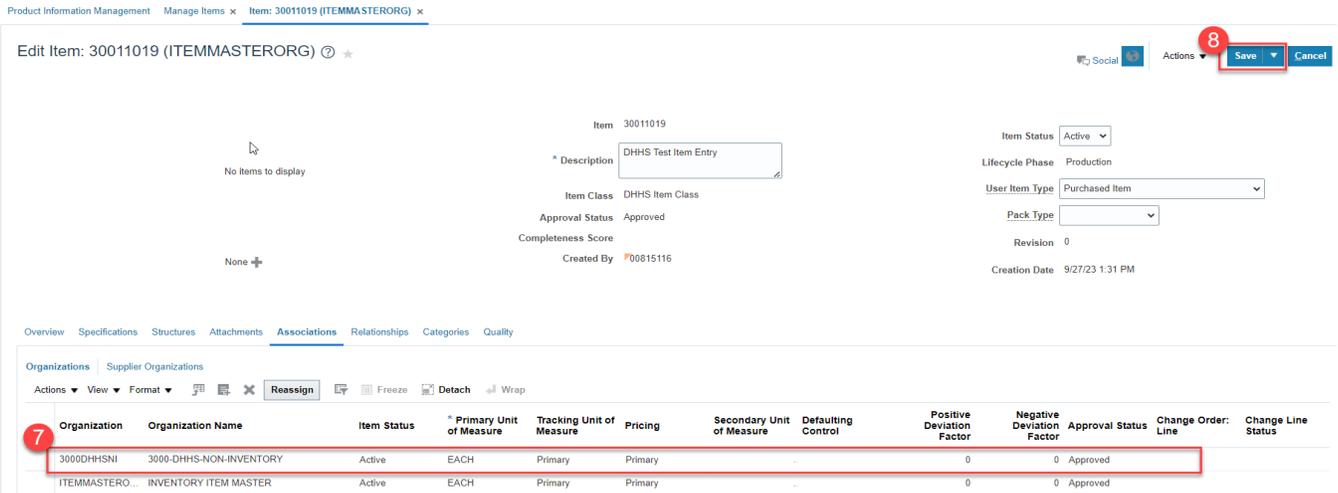
TIP: When Selecting and Adding Organizations/Association to an Item, you can pull up a complete list of DHHS warehouses, 3000DHHSNI Non-Inventory Organization and SSP Non-Inventory Organizations using a numeric character and percentage sign **(3%).**

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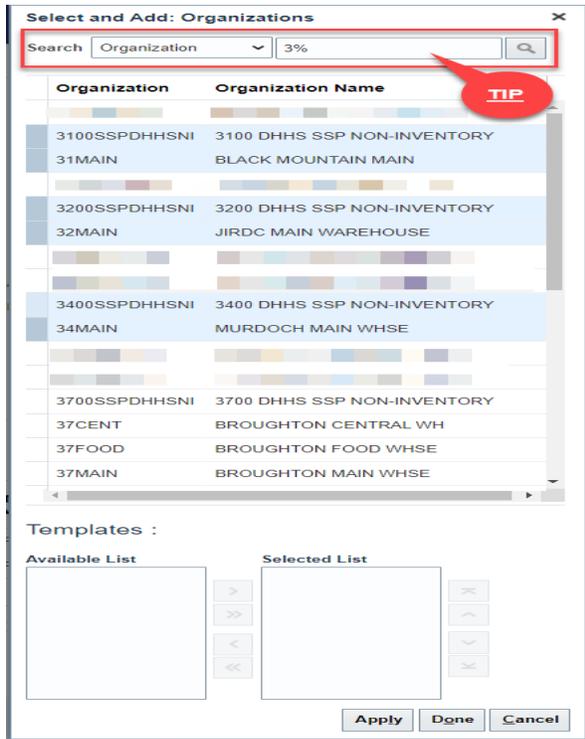
DHHS Inventory Organization Association

1. Repeat steps 1-8 to add additional DHHS Organization associations to the newly created item. **See Example below*****
2. When Associating an Item to a DHHS Organization, you must also select the DHHS Non-Inventory SSP Organization as well. **For an item in 31MAIN, 3100SSPDHHSNI organizations, in addition to 3000DHHSNI that was previously selected.**
3. Click **Apply** and **Done.**
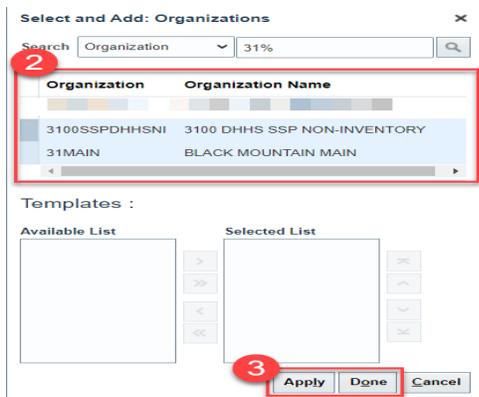
4. The newly Associated DHHS Inventory Organization and SSP Non-Inventory Organization will now appear under the item's **Associations** tab.

5. Click **Save.**

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.
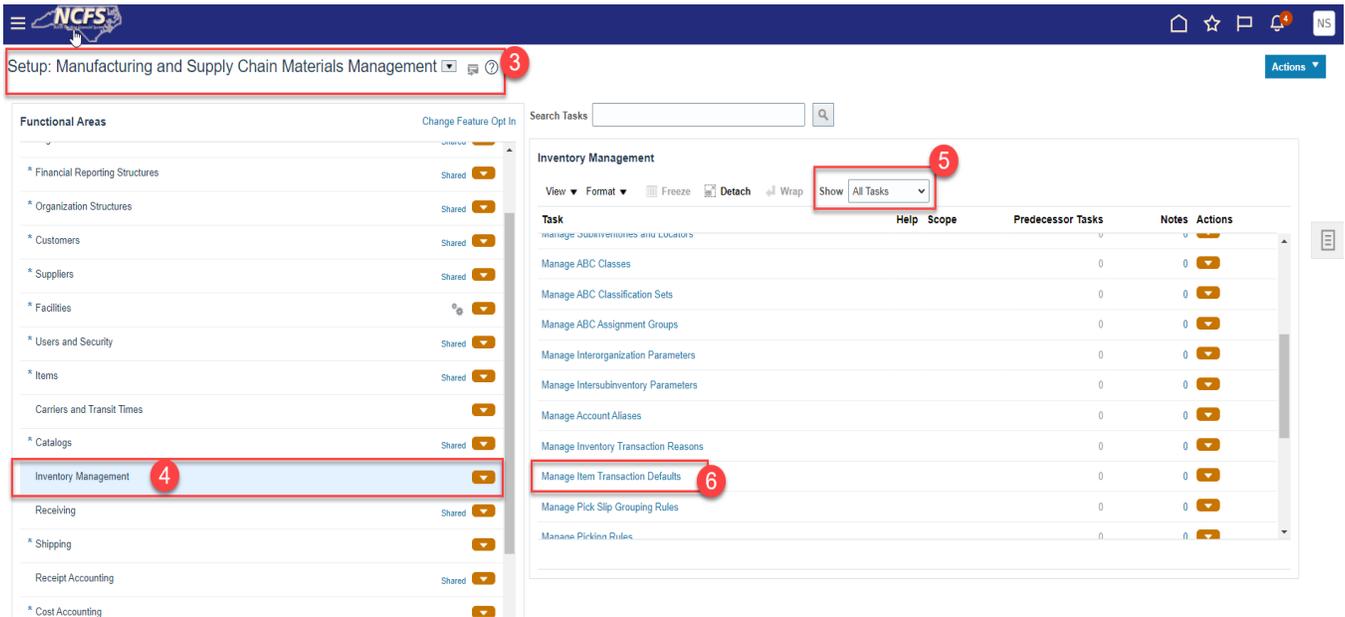
7. Select the appropriate Inventory Organization.
8. Enter the Item number.
9. Click Search.
10. Click the +(plus) sign to add the Item to a Sub-Inventory.
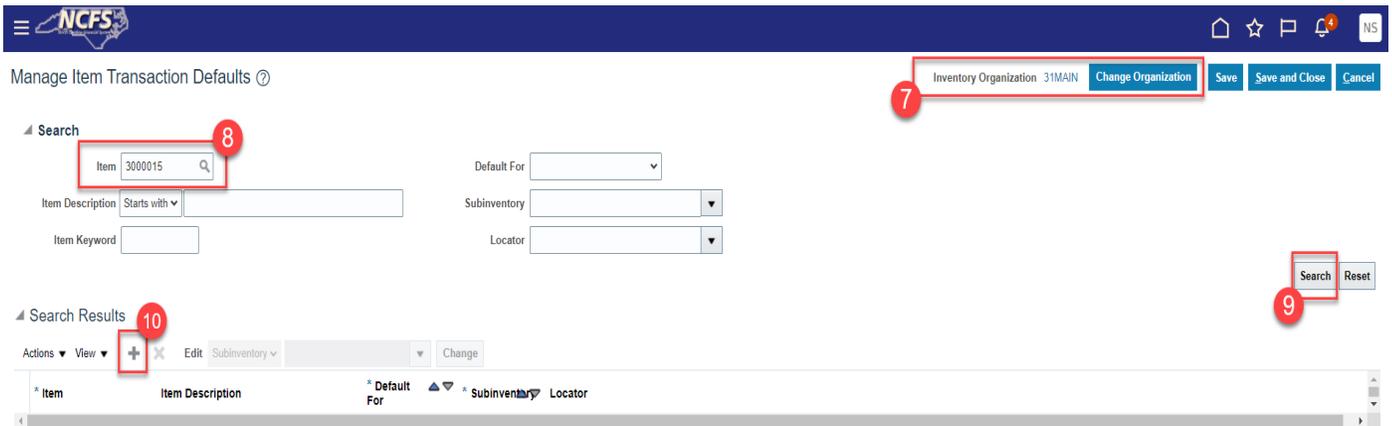
11. Enter the item number in the item field.
12. The item description will populate.
13. Select "Receiving" from the Default For drop down list.
14. Select the appropriate Sub-inventory from the drop down list.

15. Click Save and Close.

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

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.

21. Click on Actions and select Add.

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.

27. The Item will now show associated with to the Subinventory selected.
28. Click the Done button.

Associate Existing Items to Additional DHHS Inventory Organization(s)

1. Navigate to **Product Information Management** tab.
2. Click the **Task Menu** Icon.
3. Select **Mange items** under **Item Management.**
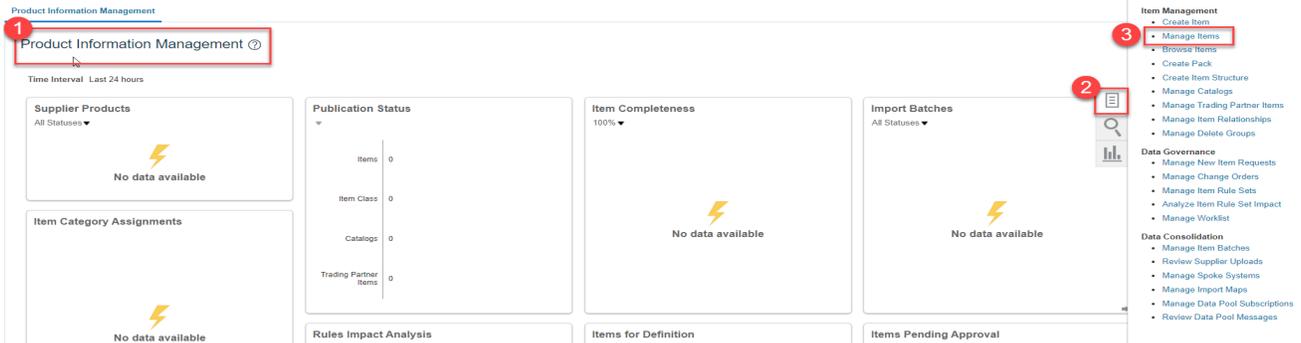
4. Select the **DHHS Item Class.**
5. Enter Item **Number**, **Description** or **Keyword** to search Item for updating.
6. Click the **Search** Button.
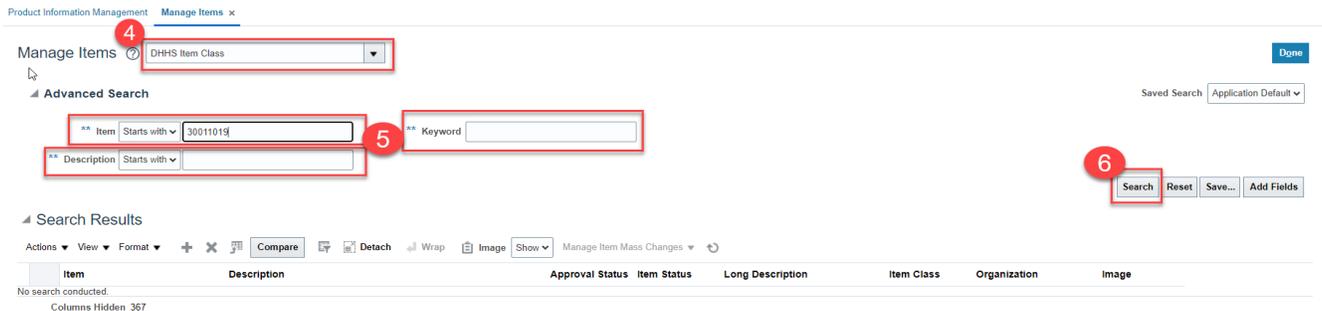
7. The DHHS item will populate and show a list of associated Organizations.
8. Click the **Item** number for the **ITEMMASTERORG** organization.
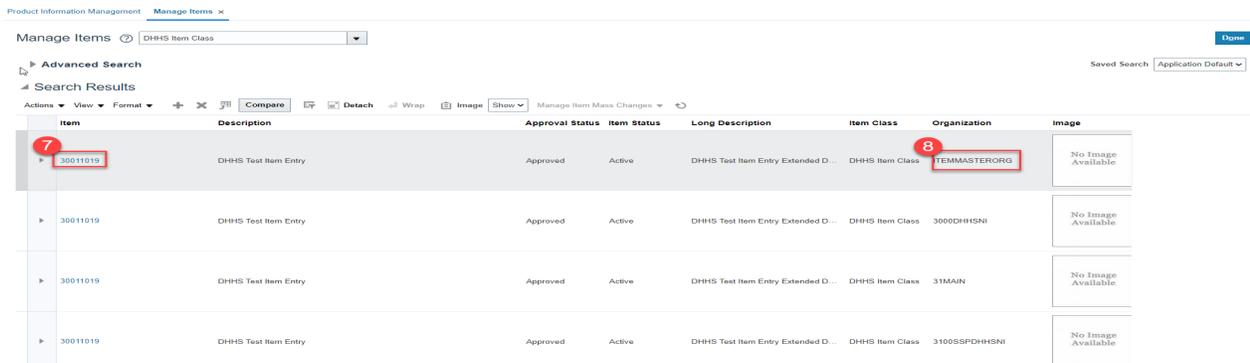
9. Click the **Associations** Tab.

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

11. Select the DHHS Organization and corresponding DHHS SSP Non-Inventory Organization to associate the existing item too.

12. Click **Apply** and then **Done.**

13. Click **Save.**

14. The new DHHS Organization and SSP Non-Inventory Organization Association is complete.

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

In some cases, your DHHS warehouse(s) may order inventory items from another DHHS 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.

Follow steps 1-14 for associating an item to an organization.

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

8. Click **Save.**

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

Note: Min/Max Value (Planning) is not required for 3000DHHSNI and any of the DHHS SSP Non-Inventory Organizations***

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 DHHS Organization to update Min/Max Value.

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

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.**

Updating Attributes for DHHS Non-Inventory Organizations

Note: This process is only for 3000DHHSNI and any of the DHHS SSP Non-Inventory Organizations***

The majority of Attributes will default per the DHHS 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.**

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

Current List of DHHS Organizations in NCFS

Organization Code
3000DHHSNI(ASSIGNED TO ALL DHHS ITEMS)
3100DHHSNI
3100SSPDHHSNI
31MAIN
3200DHHSNI
3200SSPDHHSNI
32MAIN
3300DHHSNI
3400DHHSNI
3400SSPDHHSNI
34MAIN
3700DHHSNI
3700SSPDHHSNI
37CENT
37FOOD
37MAIN
37POST
3800DHHSNI
3800SSPDHHSNI
38CENT
38FOOD
38MAIN
3900DHHSNI
3900ENGSSPDHHSNI
3900SSPDHHSNI
39CENT
39ENGR
39FOOD
39MAIN

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