

DHHS Inventory Item Creation/Maintenance Job Aid

INV

QUICK REFERENCE GUIDE INV-41

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: <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. 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: <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**.

		△ ☆	₽ ₽ □
Product Information Management			
Product Information Management ⑦			
Time Interval Last 24 hours		(৩) গ	16
Supplier Products	Publication Status	Item Completeness	
All Statuses	Publication Status	100% 🗸	Q +
Z	Harra 0		Item Management
No data available	ROITS V		Create Item
	Item Class 0		Manage Items
Import Batches		F	Browse Items
All Statuses 🕶	Catalogs 0	No data available	Create Pack
	Territor Destars		Create Item Structure
	Items 0		Manage Catalogs
			Manage Trading Partner Items

- 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.**

Create Item	×
6 * Organization	ITEMMASTERORG
	Create New Create from Copy
* Number of Items	1
* Item Class Item Class Description	DHHS Item Class THHS Item Class
Available List Root Item Template	6 Selected List DHHS Item Template

- 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.

Product Information Management Create Item ×			
Create Item ②			Social Actions - Save - Cancel
No items to display	tem 300000000 Description DHHS Test Item Entry tem Class DHHS Item Class DHHS Item Class Completeness Score	Item Status Lifecycle Phase User Item Type Pack Type Revision	Active Production Production Purchased Item
None 🕂	Created By P00815116	Creation Date	9/27/23 10:36 AM
Overview Specifications Structures Attachments Associations Relationships Categories Qua	Tong Description DHHS Test Item Entry Extended Description	Å	
Mandatory Attributes Primary Unit of Measure EACH Unit of Measure ③			
* Primary Unit of Measure EACH v	Defa	aulting Control	
Tracking Unit of Measure Primary	Positive De	eviation Factor 0	
Pricing Primary V Conversions Both V	Negative De	eviation Factor 0	
Secondary Unit of Measure			

12. Click on Categories.

13. Click the Actions drop down and select Add Row.

Product Information Management Create Item ×		
Create Item ②		R⊴Social Actions ▼ Save ▼ Cancel
* h	m 300X000000	Item Status Active 🗸
* Descripti	DHHS Test Item Entry	Lifecycle Phase Production V
Item Cla	38 DHHS Item Class	Useritem Type Purchased item V
Approval Stat	is Approved	Pack Type 🗸
Completeness Sco	re	Revision 0
None - Created	By 🕫00815116	Creation Date 9/27/23 10:36 AM
Cverview Specifications Structures Attachments Associations Relationships Categories Quality		
13 Actions View V Format V + X JB Er Freeze Wirap Catalogs All V Associations	All 🗸	
Add Row Controlled At Category Category Code Hierarchy	Description	Start Date End Date
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).



Product Information Management Create Item ×			
Create Item ⑦		R Socia	I Actions ▼ Save ▼ Cancel
	* Item 300XXXXXX	Item Status Active 🗸	
* Descr No items to display	iption DHHS Test Item Entry	Lifecycle Phase Production User Item Type Purchased Item]
Item	Class DHHS Item Class	Pack Type	v
Approval	itatus Approved	Pavision 0	
Completeness	Score	REVISION	
None 🕂	ed By 🔽 00815116	Creation Date 3/5/24 11:01 AM	
Overview Specifications Structures Attachments Associations Relationships Categories Quality			
Actions 🔻 View 🔻 Format 👻 🕂 🗮 🐺 🔄 Freeze 📣 Wrap Catalogs All 🔍 Associatio	ns All 🗸		
Catalog 14 Controlled At Category Category Code Hierarchy	Description 16		Start Date End Date
NC Catalog 🔹 Master Level 551015-Printed pul 🔻 551015 16 %	551015-Printed publications		3/5/24 🛱 m/d/yy 🛱

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.

Create Item ⑦		Cancel
* Item	300XXXXXXX	Item Status Active 🗸
* Description	DHHS Test Item Entry	Lifecycle Phase Production ~
Item Class	DHHS Item Class	User Item Type Purchased Item V
Approval Status	Approved	Pack Type 🗸
Completeness Score		Revision 0
None 🛨 Created By	P00815116	Creation Date 3/5/24 11:01 AM
17 Overview Structures Attachments Associations Relationships Categories Quality Item Item: DHHS Additional Attributes Additional Attributes 17 Item: DHHS Additional Attributes Item Revision 17 Item Revision Item Revision		18
Additional Attributes Catalog STCK I tem Organization Price Onten		Conversion Factor
Manufacturing Service Seasonal Item V Inventory Physical Attributes Sales and Order Management Planning Purchasing	18 ACH	Conversion Class INTRACLASS V

19. Click **Save.**



20. The new Item number will be displayed.

Edit Item: 30011019 (ITEMMASTERORG) $\textcircled{O} = $\begin{tabular}{c} \begin{tabular}{c} & & \\ & \end{tabular} \\ & \end{tabular} \end{tabular}$	20			R Social Actions •	Save 🔻 Cancel
No items to display	tem * Description tem Class Approval Status	30011019 DHHS Test Item Entry A DHHS Item Class Approved	Item Status Lifecycle Phase <u>User Item Type</u> <u>Pack Type</u>	Active Production Purchased Item	v
None 📲	Completeness Score Created By	F 00815116	Revision Creation Date	0 9/27/23 1:31 PM	

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 <u>NCFS@osc.nc.gov</u> 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:

Product Information Management Create Item ×						
Edit Item: 30011019 (ITEMMASTERORG) ③ *				🌄 Social 😽	Actions 🔻	Save • <u>C</u> ancel
No litems to display	Item * Description Item Class	30011019 DHHS Test Item Entry DHHS Item Class	ltem Str Lifecycle Ph User Item T	tus Active Production		~
	Approval Status	Approved	Pack T	(pe	·	
None	Completeness Score Created By	700815116	Revie	ion 0		
Overview Specifications Structures Attachments Associations Relationships Categories Quality						
Formatted Description	Long Description	DHHS Test Item Entry Extended De	scription			
▲ Unit of Measure ⑦						
Primary Unit of Measure EACH			Defaulting Control			

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 Popup 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**.

Search Organization V 3000DHHSNI Q Organization Organization Name 3000DHHSNI 3000-DHHS-NON-INVENTORY Templates : 3000DHHSNI Available List Root Item Template (ITEMMASTERORG)	Selec	t and Add: O	rganizations						×
Organization Organization Name 3000DHHSNI 3000-DHHS-NON-INVENTORY Templates : 3000DHHSNI Available List Root Item Template (ITEMMASTERORG)	Searc	Organization	✓ 3000DHHSNI		Q,				
3000DHHSNI 3000-DHHS-NON-INVENTORY Templates : 3000DHHSNI Available List Root Item Template (ITEMMASTERORG)	0	ganization	Organization Name						
Templates : 3000DHHSNI Available List Root Item Template (ITEMMASTERORG)	30	00DHHSNI	3000-DHHS-NON-INVEI	NTORY					
Root Item Template (ITEMMASTERORG)	Tem Availa	plates:300 ble List	DODHHSNI		Selected L	ist			
	Root	ltem Template (I	TEMMASTERORG)	> >> < «	DHHS Ite	m Template (IT	EMMASTER	ORG)	K < > ¥

- 7. The newly Associated DHHS Non-Inventory Organization will now appear under the item's **Associations** tab.
- 8. Click Save.

Product Information Management Manage Items × Item: 30011019 (ITEM	MASTERORG) ×							
Edit Item: 30011019 (ITEMMASTERORG) ②	k					🌄 Social 😡	Actions 8	Save Cancel
D. No items to display		Item * Description	30011019 DHHS Test Item Entry		Item Status Lifecycle Phase	Active V Production		
	Co	Item Class Approval Status ompleteness Score	DHHS Item Class Approved		User Item Type Pack Type Povision	Purchased Item	•	~
None 📲		Created By	F 00815116		Creation Date	9/27/23 1:31 PM		
Overview Specifications Structures Attachments Associations	Relationships Categories Quality							
Organizations Supplier Organizations Actions ▼ View ▼ Format ▼	💮 Freeze 🔐 Detach 📣 Wrap							
Organization Organization Name	Item Status * Primary Unit of Measure	Tracking Unit of Measure	Pricing Secondary Unit of Measure	Defaulting Positive Deviation Control Factor	Negative Deviation Factor	Approval Status	Change Order: Line	Change Line Status
3000DHHSNI 3000-DHHS-NON-INVENTORY	Active EACH	Primary	Primary		0	Approved		
ITEMMASTERO INVENTORY ITEM MASTER	Active EACH	Primary	Primary		0	Approved		

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.



Select and Add: Or	rganizations ×
Search Organization	✓ 3%
Organization	Organization Name
3100SSPDHHSNI	3100 DHHS SSP NON-INVENTORY
31MAIN	BLACK MOUNTAIN MAIN
3200SSPDHHSNI	3200 DHHS SSP NON-INVENTORY
32MAIN	JIRDC MAIN WAREHOUSE
3400SSPDHHSNI	3400 DHHS SSP NON-INVENTORY
34MAIN	MURDOCH MAIN WHSE
3700SSPDHHSNI	3700 DHHS SSP NON-INVENTORY
37CENT	BROUGHTON CENTRAL WH
37FOOD	BROUGHTON FOOD WHSE
37MAIN	BROUGHTON MAIN WHSE
4	•
Templates :	
Available List	Selected List
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	~
	App <u>ly</u> D <u>o</u> ne <u>C</u> ancel

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.

ct information Manageme	ent Manage Items x Item: 30011019 (ITEM)	ASTERORG) ×									ß	
dit Item: 300110	19 (ITEMMASTERORG) ⊘ 🤘									🏹 Social 😡	Actions •	Save Cance
				ltem	30011019				Item Status	ártiua 🖌		
	No items to display			* Description	DHHS Test Item En	try		Life	cycle Phase	Production		
				Item Class	DHHS Item Class	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		Use	er Item Type	Purchased Item		~
				Approval Status	Approved				Pack Type		•	
			Co	mpleteness Score					Revision	0		
	None 🖷			Created By	00815116			c	reation Date	9/27/23 1:31 PM		
verview Specifications Inganizations Supplie Actions View V Fo	Structures Attachments Associations rr Organizations rrmat • 37 E 🗶 Reassign Er	Relationships C	ategories Quality									
Organization	Organization Name	Item Status	* Primary Unit of Measure	Tracking Unit of Measure	Pricing	Secondary Uni of Measure	it Defaulting Control	Positive Deviation Factor	Negative Deviation Factor	Approval Status	Change Order: Line	Change Line Status
ITEMMASTERO	INVENTORY ITEM MASTER	Active	EACH	Primary	Primary			0	0	Approved		
3000DHHSNI	3000-DHHS-NON-INVENTORY	Active	EACH	Primary	Primary			0	0	Approved		
3100SSPDHHSNI	3100 DHHS SSP 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.

					습 ☆ ᄆ 🗘 🛚 🔊
Good mo	rning, NATLYNN STEIN	N			
My Enterprise	Tools Others				
Available Festure	S Officings	New Features Feature Update	es Setup and Maintenance 2	+	
Analytics Cash Management	Infolets General Accounting Infolets	Plan to Produce Infolets O	rder 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.

					א 🗳 רב
etup: Manufacturing and Supply Chain M	laterials Management 💌 ᇘ 🛛 3				Actions *
Functional Areas	Change Feature Opt In	Search Tasks			
		Inventory Management5			
* Financial Reporting Structures	Shared	View 🔻 Format 👻 📰 Freeze 📰 Detach 🚽 Wrap Show All Tasks 💌			
" Organization Structures	Shared	Task Help Scope	Predecessor Tasks	Notes Actions	
* Customers	Shared 🔽		0		^ E
* Suppliers	Shared 🔽	Manage ABC Classes	0	0	
* Facilities	°o 🔽	Manage ABC Classification Sets	0	0	
* Users and Security	Shurd C	Manage ABC Assignment Groups	0	0 💌	- 10
ocoro una occumy	Shareu	Manage Interorganization Parameters	0	0 💌	
^c 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	0	0 🔛	*
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.

					NS
Manage Item Transaction Defaults (2)			Inventory Organization 31MAIN Change Organization	Save Save and Close	ancel
Search Item 3000015 Item Description Starts with Item Keyword	Default For Subinventory Locator	•			
✓ Search Results 10 Actions ▼ View ▼ + ▼ Edit Subinventory ▼	• Change			Search F	eset
* Item Item Description	* Default 🛆 🗢 * Subinventary Locator For				÷

- 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.

≡ ∠ NCFS											☆₽	Ĉ3	NS
Manage Item Tr	ansaction Defaults ⑦						Inventory Organization	31MAIN	Change Organization	Save	<u>S</u> ave and	Close	<u>C</u> ancel
✓ Search											5		
Item	3000015 Q		Default For		~								
Item Description	Starts with 🗸		Subinventory		•								
Item Keyword	2		Locator		•								
												Search	Reset
▲ Search Result	3												
Actions View V	🕂 🗶 Edit Subinventory 🗸	▼ Chi	inge										
11 * Item	Item Description	* Default 🔺 🗢	Subinven	Locator	14								
2000015	BANDAGE ELASTIC WRAD 6" X 5 YDS A	Pecaliting v	-										
500015	12	10	AA01	_									
	•	13	AB01	_									
			AC01										
			AD01										
			AE01										
			BA01										
			BC01										
			BD01										
			CA01										
			Search										

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

Setup: Manafacturing and Supply Chain M	laterials Management 💌 ᇘ 🕐					Actions ▼
Functional Areas	Change Feature Opt In	Search Tasks	L.			
* Initial Users	Shared 💌 🔒	Inventory Management				
* Enterprise Profile	Shared 🔽	View 🔻 Format 👻 🧊 Freeze 🎬 Detach 🚽 Wrap S	how All Tasks 🗸			
* Legal Structures	Shared 🔽	Task	Help Scope	Predecessor Tasks	Notes Actions	
* Financial Reporting Structures	Shared 🔽	Manage Inventory Profile Options		0	0 🔽	<u> </u>
* Organization Structures	Shared	Manage Inventory Lookups		0	0 🔽	
* Customers	Chand 🔽	Manage Inventory Value Sets		0	0 🔽	
* a	Shared	Manage Inventory Descriptive Flexfields		0	0	
^ Suppliers	Shared	Manage Inventory Account Alias Key Flexfield		0	0 💌	
* Facilities	°¢ 🔽	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.

Manage Subir	nventories ⊘				_		17	nventory Organiza	tion 31MAIN Ch	ange Organization	n D <u>o</u> ne				
Search															
Subinventor	ry Equals 🗸			Su	ubinventory Type Eq	uals 🗸	•								
Descriptio	en Equals 🗸				Material Status			•							
Locator Contro	ol Equals 🗸	*							18				18 Search Reset	Add Fields 🔻	Reorder
Search Results			20												
Actions ▼ View ▼	+ / 严	Manage Item Si	ubinventories Ma	anage Locators											
Subinventory	Description	Active	Material Status	Locator Control	Subinventory Type	Additional Information	End Date	Location	Default Locato Status	r Locator Structure	Default Replenishment Count Type	Picking Order	Asset subinventory	Depreciable	Quar track
FC01	MAIN WHSE A	9	Active	None	Storage			31MAIN-932 OLD US 70)	. Four-Segment L	Order par	10	~	_	 *
FD01	MAIN WHSE A	۲	Active	None	Storage			31MAIN-932 OLD US 70)	. Four-Segment L	Order par	10	<i>✓</i>	_	~
FE01	MAIN WHSE A	٢	Active	None	Storage			31MAIN-932 OLD US 7)	. Four-Segment L	Order par	10	~	_	~
FF01	MAIN WHSE A	9	Active	None	Storage	1		31MAIN-932 OLD US 7)	. Four-Segment L	Order par	10	~	_	~
FG01	MAIN WHSE A	٢	Active	None	Storage			31MAIN-932 OLD US 7)	. Four-Segment L	Order par	10	v	_	~
FH01	MAIN WHSE A	9	Active	None	Storage			31MAIN-932 OLD US 7)	Four-Segment L	Order par	10	~	_	~
FI01	MAIN WHSE A	٢	Active	None	Storage			31MAIN-932 OLD US 7)	. Four-Segment L	Order par	10	~	_	~
GA01	MAIN FREEZE	0	Active	None	Storage			31MAIN-932 OLD US 7)	Four-Segment L	Order par	10	~	_	~
GB01	MAIN FREEZE	۲	Active	None	Storage			31MAIN-932 OLD US 7)	. Four-Segment L	Order par	10	~	_	~

21. Click on Actions and select Add.

	FS S		△ ☆	🏳 🗘 NS
Manage Iter	m Subinvento	ies ()		Done
▲ Search				
Subinve	ntory Equals	▼ FE01 Inventory Planning Method Equals ▼		
Item Descri	ption Starts with 🗸			
			Search Reset Ac	dd Fields 🔻 Reorder
Search Res	ults			
Actions 👻 View	• + />	Manage Item Locators		
Add		Item Description	Inventory Planning	Additional
Delete	21	DRESSING, TRANSPARENT, 4" X 4.75", 50/BOX	Not planned	- -
Export to Ex	ccel	BANDAGE, SELF-ADHERENT WRAP, 3", COBAN OR EQUIV	Not planned	5
Manage Iter	m Locators	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	Þ
FE01	3003268	SUTURE REMOVAL KIT	Not planned	₽.
FE01	3000334	TUBE, TRACHEOSTOMY, 6 CFS	Not planned	5
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			
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	.
Minimum Order Quantity		EACH	Subinventory	•
Maximum Order Quantity		EACH		
PAR Settings			PAR Maximum Quantity	
Replenishment Count Type	~		PAR Level UOM	v
PAR Level			Count Tolerance Percentage	
			2 Save and Create Another	6 Save and Close

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

28. Click the Done button.

≡∠	NCFS						🏳 🗘 🔊
Manag	ge Item S	Subinventori	es 🕐				Done
▶ Se	arch						28
0	h Deeuli	_					
Searc	n Results	5					
Actions	▼ View ▼	+ / ×	Manage Item Locators				
Subi	nventory	Item	Item Description			Inventory Planning Method	Additional Information
FE01		3000015	BANDAGE, ELASTIC WRAP, 6" X 5 YDS, ACE OR EQUIV			Not planned	📮 27 °
FE01		3002644	TAPE, SURGICAL, CLOTH, 1" X 10 YD			Not planned	ą
FE01		3002645	TAPE, SURGICAL, CLOTH, 2" X 10 YD			Not planned	ą
FE01		3003204	BAND-AID, 1", OR EQUIV, 50/BOX			Not planned	
FE01 73003268 SUTURE REMOVAL KIT							59 1
FE01		3000013	BANDAGE, ELASTIC WRAP, 3" X 5 YDS, ACE OR EQUIV		Not planned	5	
FE01		3000014	BANDAGE, ELASTIC WRAP, 4" X 5 YDS, ACE OR EQUIV		Not planned	5	
FE01		3000018	BAND-AID, 2", OR EQUIV, 50/BOX			Not planned	5 7
FE01		3000122	GAUZE, NON-STERILE, 2" X 2", 200/PACK			Not planned	₽
FE01		3000124	GAUZE, NON-STERILE, 3" X 3", 200/PACK			Not planned	- F
30000	15 FE	01 : Item Su	binventory Details				
			,	Maximum Quantity			
	Item Descri	Intern 3000015	ELASTIC WEAP 6" X 5 YDS ACE OR FOUNY	Fixed Lot Multiple			
Inventor	v Planning Me	athod Not planne	tenstic while, or x 5 tes, Ace on Equiv	Minimum Order Quantity			
inventor	Minimum Qu	antity	*	Maximum Order Quantity			
				Sourcing			
Lead I	imes in D	ays		Туре			
	Pre	eprocessing		Organization			
	Pos	Processing		Subinventory			
PARS	ottinge	chronoppung					
R	enlenishment	Count Type		PAR Maximum Quantity			
	-protinent	PAR Level		PAR Level UOM			
				Count Tolerance Percentage			

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



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.

Product Information Management Manage Items ×			
Anage Items The Class			Done Saved Search Application Default
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Columns Hidden 367			

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

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9. Click the Associations Tab.



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

Product	Product Information Management Manage Items x Item: 30011019 (ITEMMASTERORG) x												
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_	3000DHHSNI	3000-DHHS-NON-INVENTORY	Active	EACH	Primary	Primary			0	0	Approved		
	3100SSPDHHSNI	3100 DHHS SSP NON-INVENTORY	Active	EACH	Primary	Primary			0	0	Approved		
	31MAIN	BLACK MOUNTAIN MAIN	Active	EACH	Primary	Primary			0	0	Approved		

- 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.

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tem: 300110	019 (ITEMMASTERORG) (2 *							🌄 Social 😡	Actions 👻	Save 💌
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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.	Centerprov Approved States Approved Completeness Score Created By P0015116	Lifecycle Phase Products Liser have Type Pack Type Revision 0
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Additional Attributes Make or Buy V	Subcontracting Com	ponent v
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Days of Cover	8 Fixed Lot Size Mu	ltiplier 1

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.





- Product Information Management Item Management Create Item Manage Items Product Information Management (?) Create Pack Create Item Structure Time Interval Last 24 hours Manage Catalogs Manage Trading Partner Items Supplier Products Import Batches Publication Status Item Completeness Manage Item Relationships All Statuses **v** 100% 🔻 All Statuses 🔻 Manage Delete Groups Data Governance Ļ Items 0 Manage New Item Requests No data available Manage Change Orders Manage Item Rule Sets Item Class 0 Analyze Item Rule Set Impact Ļ Ļ Manage Worklist Item Category Assignments No data available No data available Data Consolidation Catalogs 0 Manage Item Batches Review Supplier Uploads Trading Partner Manage Spoke Systems Manage Import Maps Manage Data Pool Subscriptions Ļ Review Data Pool Messages Dulas Impact Analysis Itoma for Definition Home Dending Approval
- 3. Click on the Tasks Icon and Select Manage Items.

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

Product Information Management Ma	anage Items 🗙					
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6. Click on the Item for the DHHS Organization to update Min/Max Value.

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	Þ	30011019	DHHS Test Item Entry	Approved	Active	DHHS Test Item Entry Extended D	DHHS Item Class	31MAIN	No Image Available	
	6	30011019	DHHS Test Item Entry	Approved	Active	DHHS Test Item Entry Extended D	DHHS Item Class	38MAIN	No Image Available	

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

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✓ Item Revision	Make or Buy 🗸	Subcontracting Component			
Additional Attributes Min-Max Quantity		Order Quantity			
▲ Item Organization	Minimum	Minimum			
Manufacturing		Million .			
Service Inventory	Maximum	Maximum	5		
Physical Attributes Cost		Source			
Sales and Order Management Planning	Order	Replenishment Type	~		
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Da	avs of Cover	Fixed Lot Size Multiplier			
Supplier Managed					
Supplier Managed					
Release Authorizatio	on Required Customer ~	Consigned	No 🗸		
Automatically	Expire ASN No v				

- 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.

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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.

Warning	×
▲ Warning The inventory transactions will be costed with the expense cost profile becaus the inventory asset was changed from Yes to No. (EGP-2776145) Details- The inventory asset attribute was changed from Yes to No. Transfer th pending transactions to costing by running the Inventory to Costing schedule process to avoid reconciliation issues because earlier transactions were costed using the current option of inventory asset attribute value.	e e d
[OK



5. Click Save.

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	Supply Locator					

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

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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 <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>

