



DPI Inventory Item Creation/Maintenance Job Aid

INV

QUICK REFERENCE GUIDE INV-42

Purpose

The purpose of this job aid is to provide step-by-step explanation of how to Create and Manage new items for 08BOOKS and 08OTHER Organizations, Create and Manage new items for 08MODBK and LEA Organizations, Associate items to the 0800DPINI Non-Inventory Organization, Associate DPI items to Inventory Organizations, Associate existing items to additional DPI Inventory Organizations, Associate DPI items to a organization when a Replenishment Source Organization is an 08MODBK Organization, update MIN/MAX Value (Planning) in the North Carolina Financial System (**NCFS**).

This Job Aid 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>

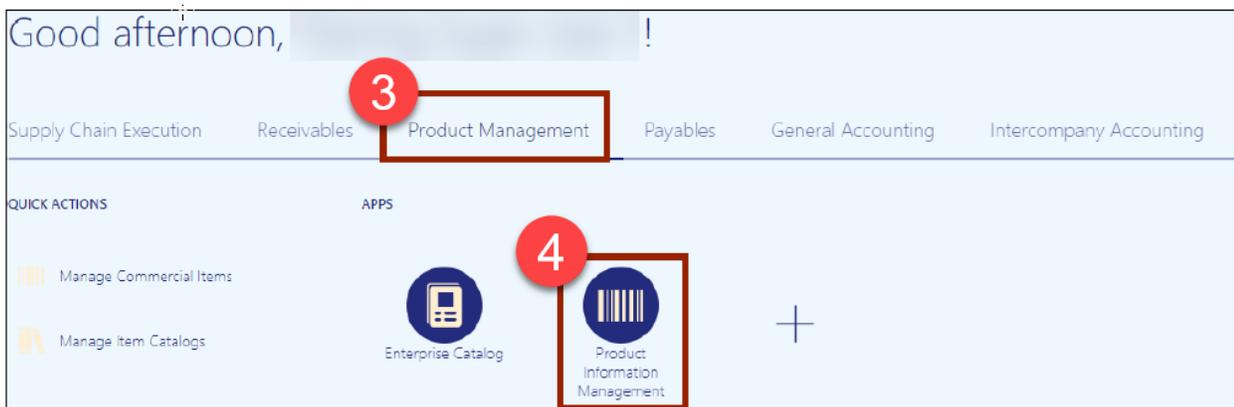
Introduction and Overview

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

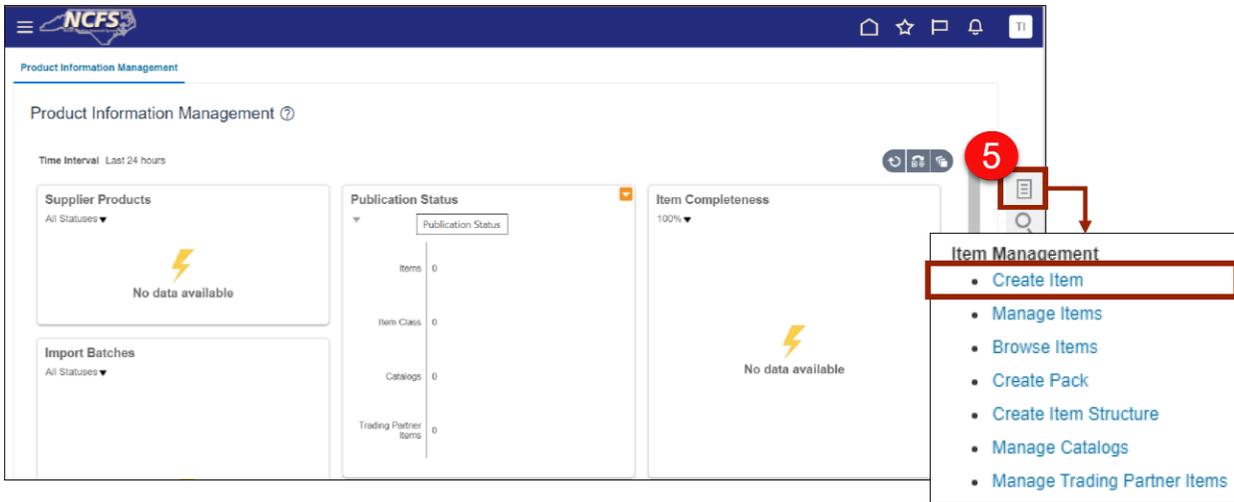
Create and Manage New Items for 08BOOKS and 08OTHER Organizations

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

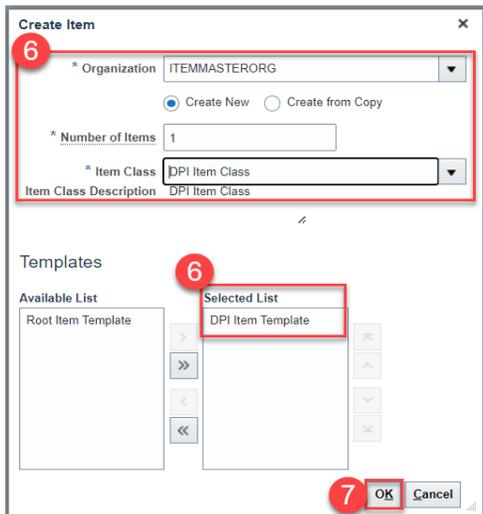
1. Navigate to the NCFS environment with this link: <https://osc.nc.gov/ncfslogin>.
2. Log in to the NCFS portal with your credentials to access the system.
3. On the Home page, click **Product Management** tab.
4. Click the **Product Information Management** app.



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 (DPI Item Class)**.
 - v. **Template** defaults to **(DHPI Item Template)** in **Selected List**.
7. Click **OK**.



8. New **Item number** must be entered for DPI.
9. Enter **Item Description** (80 Character length).
10. Enter **Item Long Description** if needed (2000 Character length).
11. Select **Primary Unit of Measure**.

Product Information Management [Create Item](#) x

Create Item ⓘ Social Actions Save Cancel

No items to display

Item 12345678910

Description DPI TEST ITEM CREATION

Item Class DPI 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 10/2/23 9:40 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Formatted Description

Long Description DPI TEST ITEM CREATION EXTENDED DESCRIPTION

Mandatory Attributes

Primary Unit of Measure EACH

Unit of Measure ⓘ

Primary Unit of Measure EACH

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 **Specifications**.

13. Click on **DPI Additional Attributes**.

14. Select **Publication Type** from drop down menu (4 choices).

ETXT

INST

RSCE

TEXT

Search...

15. Enter **Publisher**, **Contract Price**, and **Selling Price**.

16. Select **Subject Code** from drop down menu.

17. Select **Category Code** from drop down menu.

18. Select **Grade Code** from drop down menu.

19. Enter **On/Off Adoption** (4-digit number first 2 digits beginning adoption year/ last 2 digits ending adoption year). Example: 2227

20. Select **Price Option** as **"S"** for Selling Price.

Create Item ? Social Actions Save Cancel

No items to display

* Item 12345678910
 * Description DPI TEST ITEM CREATION

Item Class DPI 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 10/2/23 9:40 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Item: DPI Additional Attributes

Transactional Attributes
 Additional Attributes
 DPI Additional Attributes
 Item Revision
 Additional Attributes
 Item Organization

Item: DPI Textbook Attributes

14 Publication Type TEXT

15 Publisher SAVVAS
 Contract Price 130.00
 Selling Price 131.00

16 Subject Code 5620-PRE-CALCULUS

17 Category Code 5000-MATHEMATICS

18 Grade Code 0956-HIGH SCHOOL APPLIED MATHEMATICS

19 On/Off Adoption 2227

20 Price Option S

- 21. Click on **Inventory**.
- 22. Update the **Check Material Shortage** field to “YES”.

Create Item ? Social Actions Save Cancel

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Item: Inventory

Material Control

Inventory Item Yes
 Stocked Yes
 Transaction Enabled Yes
 Reservable Yes

22 Check Material Shortage Yes

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
 Retest Interval
 Expiration Action
 Expiration Action Interval

Trigger a material shortage alert and shortage notification during transactions of the item

- 23. Click on **Purchasing**.
- 24. Update the **Use Approved Supplier** field to “YES”.



24 Use Approved Supplier Yes

Purchasing

Purchased Yes

Use Approved Supplier Yes

Negotiation Required

Input Tax Classification Code

Unit of Issue

Invoice Close Tolerance Percentage

Hazard Class

Asset Category

Pricing

List Price

Price Tolerance Percentage

Market Price

Outside Processing Item

Outside Processing Service No

Purchasable Yes

Allow Purchasing Document Description Update Yes

Taxable No

Default Buyer

Receipt Close Tolerance Percentage

UN Number

Rounding Factor

Invoice Matching

Match Approval Level

Invoice Match Option

- 25. Click on **Categories**.
- 26. Click the **Actions** drop down and select **Add Row**.

25 Categories

26 Add Row

Item 12345678910

Description DPI TEST ITEM CREATION

Item Class DPI Item Class

Approval Status Approved

Completeness Score

Created By #00815116

Item Status Active

Lifecycle Phase Production

User Item Type Purchased Item

Pack Type

Revision 0

Creation Date 10/2/23 9:40 AM

Controlled At	Category	Category Code	Hierarchy	Description	Start Date	End Date
					mid/yy	mid/yy

- 27. In the **Catalog** field, select **NC Catalog**.
- 28. In the **Category** field, select the appropriate **UNSPSC Category Code** (Reference existing list of like items for UNSPSC Category Code).
- 29. **Category Code** and **Description** will populate upon **Category** selection.
- 30. Click **Save** button.



Product Information Management Create Item x

Create Item ⓘ

Item: 12345678910
 Description: DPI TEST ITEM CREATION
 Item Class: DPI 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: 10/2/23 9:40 AM

Actions Save Cancel

31

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Catalog	Controlled At	Category	Category Code	Hierarchy	Description	Start Date	End Date
NC Catalog	Master Level	551015-Printed pul	551015		551015-Printed publications	10/2/23	mid/yr

27 28 29 30

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

If the new Item Creation requires a Intra/Inter Class UOM Conversion, pause after Step 30 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 OSC processes the request, the agency will be notified, and the New Item Creation steps can be continued below.

Create and Manage new items for 08MODBK and LEA Organizations

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

1. Follow steps 1-11 for Creating a DPI item.
2. **Select Specifications** and then **DPI Additional Attributes**.
3. Select **Publication Type** from drop down menu (4 choices).

ETXT
 INST
 RSCE
 TEXT
 Search...

4. Enter **Publisher**.
5. Enter **Contract Price** and **Selling Price** as **“0(zero)”** for both.



6. Select **Subject Code** from drop down menu.
7. Select **Category Code** from drop down menu.
8. Select **Grade Code** from drop down menu.
9. Enter **On/Off Adoption** (4-digit number first 2 digits beginning adoption year/ last 2 digits ending adoption year). Example: 1722
10. Select **Price Option** as “A” for Average Price.

Create Item ?

Item: JBR12345678910
 Description: DPI Modified Book Item Entry
 Item Class: DPI Item Class
 Approval Status: Approved
 Completeness Score:
 Created By: 708015116

Item Status: Active
 Lifecycle Phase: Production
 User Item Type: Purchased Item
 Pack Type:
 Revision: 0
 Creation Date: 10/3/23 8:49 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Item: DPI Additional Attributes

Transactional Attributes
 Additional Attributes
 DPI Additional Attributes

Item Revision
 Additional Attributes

Item Organization

Manufacturing
 Service
 Inventory
 Physical Attributes
 Sales and Order Management
 Planning
 Purchasing

DPI Textbook Attributes

3 Publication Type: TEXT
 4 Publisher: MCGRAW-HILL
 5 Contract Price: 0
 Selling Price: 0
 6 Subject Code: 3110-HEALTHFUL LIVING EDUCATION
 7 Category Code: 3000-HEALTHFUL LIVING EDUCATION
 8 Grade Code: 0631-SIXTH GRADE HEALTHFUL LIVING EDUCATION
 Location:
 9 On/Off Adoption: 1722
 Seasonal Item:
 10 Price Option: A

11. Click on **Inventory**.
12. Update the **Check Material Shortage** field to “YES”.

Create Item ?

Item: JBR12345678910
 Description: DPI Modified Book Item Entry
 Item Class: DPI Item Class
 Approval Status: Approved
 Completeness Score:
 Created By: 708015116

Item Status: Active
 Lifecycle Phase: Production
 User Item Type: Purchased Item
 Pack Type:
 Revision: 0
 Creation Date: 10/3/23 8:49 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Item: Item Organization: Inventory ?

Transactional Attributes
 Additional Attributes
 DPI Additional Attributes

Item Revision
 Additional Attributes

Item Organization

Manufacturing
 Service
 Inventory
 Physical Attributes
 Sales and Order Management
 Planning
 Purchasing

Material Control

Inventory Item: Yes
 Stocked: Yes
 Transaction Enabled: Yes
 Reservable: Yes

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:
 12 Check Material Shortage: Yes
 Revision Control: No
 Bulk Picked: No

13. Click on **Purchasing**.



14. Update the **Use Approved Supplier** field to “YES”.

The screenshot shows the 'Create Item' form with the 'Purchasing' section expanded. A red box highlights the 'Use Approved Supplier' dropdown menu, which is currently set to 'Yes'. A red circle with the number '14' is placed over this dropdown. Other fields in the 'Purchasing' section include 'Purchased' (Yes), 'Negotiation Required' (dropdown), 'Input Tax Classification Code' (dropdown), 'Unit of Issue' (dropdown), 'Invoice Close Tolerance Percentage' (text input), 'Hazard Class' (dropdown), 'Asset Category' (text input), 'List Price' (text input), 'Price Tolerance Percentage' (text input), 'Market Price' (text input), and 'Outside Processing Service' (No). To the right, there are fields for 'Purchasable' (Yes), 'Allow Purchasing Document Description Update' (Yes), 'Taxable' (No), 'Default Buyer' (dropdown), 'Receipt Close Tolerance Percentage' (text input), 'UN Number' (dropdown), 'Rounding Factor' (text input), and 'Invoice Matching' (dropdown).

15. Next, Click on **Categories**.

16. Click the **Actions** drop down and select **Add Row**.

The screenshot shows the 'Create Item' form with the 'Categories' section expanded. A red box highlights the 'Categories' tab, and a red circle with the number '15' is placed over it. Below the 'Categories' section, there is a table with columns: 'Controlled At', 'Category', 'Category Code', 'Hierarchy', 'Description', 'Start Date', and 'End Date'. The 'Actions' dropdown menu is open, and 'Add Row' is selected, highlighted with a red box and a red circle with the number '16'. Other fields in the 'Categories' section include 'Item' (JBR12345678910), 'Description' (DPI Modified Book Item Entry), 'Item Class' (DPI Item Class), 'Approval Status' (Approved), 'Completeness Score', 'Created By' (P00815116), 'Item Status' (Active), 'Lifecycle Phase' (Production), 'User Item Type' (Purchased Item), 'Pack Type' (dropdown), 'Revision' (0), and 'Creation Date' (10/3/23 8:49 AM).

17. In the **Catalog** field, select **NC Catalog**.

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

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

20. Click **Save** button.



Product Information Management Create Item x

Create Item ⓘ

Item: JBR12345678910
 Description: DPI Modified Book Item Entry
 Item Class: DPI Item Class
 Approval Status: Approved
 Completeness Score: None
 Created By: P00815116

Item Status: Active
 Lifecycle Phase: Production
 User Item Type: Purchased Item
 Pack Type:
 Revision: 0
 Creation Date: 10/3/23 8:45 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Catalog	Controlled At	Category	Category Code	Hierarchy	Description	Start Date	End Date
NC Catalog	Master Level	551015-Printed pu	551015		551015-Printed publications	10/3/23	m/d/yyyy

*****NOTE: Once the Modified Item is created in NCFSS under the ITEMMASTERORG, Associate the item to 08MODBK and all LEA’s and Update the below Attributes*****

21. Select **Specifications**, Select **Inventory** and update **Check Material Shortage** to “**NO**” for 08MODBK Organization.

*****NOTE: For LEA’s (08010M, etc..) the Check Material Shortage is “YES”.**

Check Material Shortage Yes ▾ ***

Edit Item: JBR12345678910 (08MODBK) ⓘ

Approval Status: Approved
 Completeness Score:
 Created By: P00815116
 Revision: 0
 Creation Date: 10/3/23 10:15 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Item Organization: Inventory ⓘ

Material Control

Inventory Item: Yes ▾
 Stocked: Yes ▾
 Transaction Enabled: Yes ▾
 Reservable: Yes ▾

Check Material Shortage: No ▾

Revision Control: No ▾
 Bulk Picked: No ▾

Item Organization

Manufacturing
 Service
Inventory 21
 Physical Attributes
 Sales and Order Management
 Planning
 Purchasing

Lot ⓘ
 Lot Expiration ⓘ

Control: No lot control ▾
 Control: No shelf life control ▾
 Starting Prefix:
 Shelf Life Days: 0

22. Select **Sales and Order Management** and update **Internally Transferable** to “**NO**” and **Transfer Orders Enabled** should update to “**NO**” for 08MODBK Organization.

*****NOTE: For LEA's (08010M, etc..) the Internally Transferable is "YES" and the Transfer Orders Enabled is "YES"**

Internally Transferable Transfer Orders Enabled ***

Edit Item: JBR12345678910 (08MODBK) ⌵ * Approval Status Approved Check ATP Replenishment 24 Save Cancel
 Created By: 08011111 Creation Date 10/3/23 10:15 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Item Organization: Sales and Order Management

Order Management ⌵

Customer Ordered 22 22

Customer Orders Enabled

ATP Components

Picking Rule

RMA Inspection Required

Eligibility Rule

Internally Transferable 22

Order Orchestration

Order Management Transaction Enabled

Order Management Indivisible

Fulfillment

Electronic Format

Shippable

Default Shipping Organization

Check ATP

Returnable

Financing Allowed

Sales Product Type

Back-to-Back Enabled

Default Sales Order Source Type

Ship Model Complete

Downloadable

Physical Attributes 22 Sales and Order Management 22

23. See **Updating DPI Organization(s) MIN/MAX Value (Planning)** section for 08MODBK Min/Max Value updating.

24. Click **Save**.

*****Note: For LEA's (08010M, etc...) the Order Quantity Maximum is "0(zero)", Replenishment Type is "Organization" and the Organization is "DPI MODIFIED BK WHSE"**

Order Quantity

Minimum

Maximum

Source

Replenishment Type

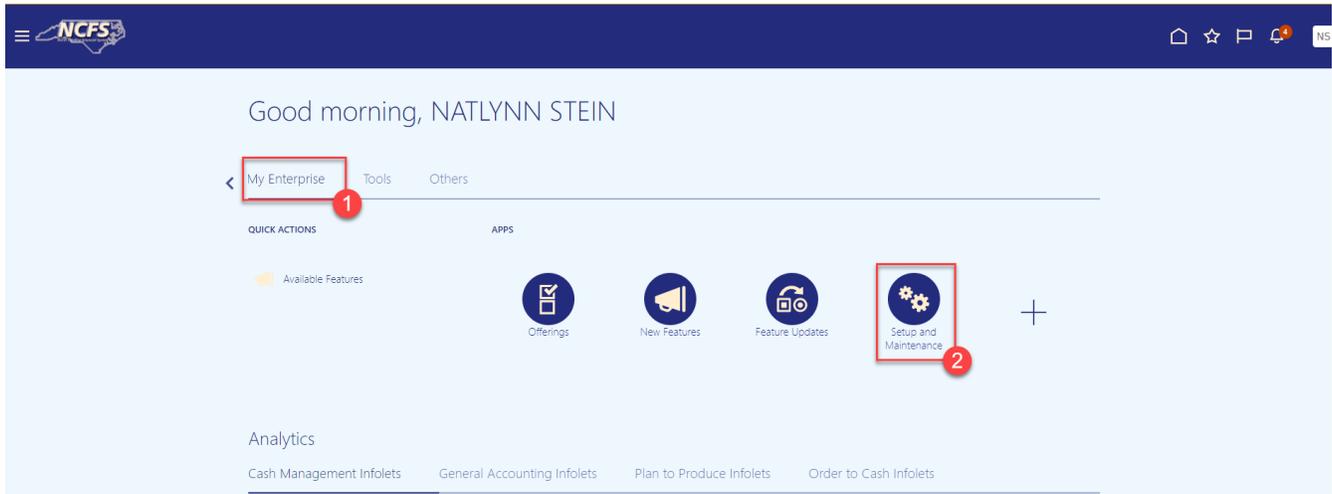
Organization

Subinventory

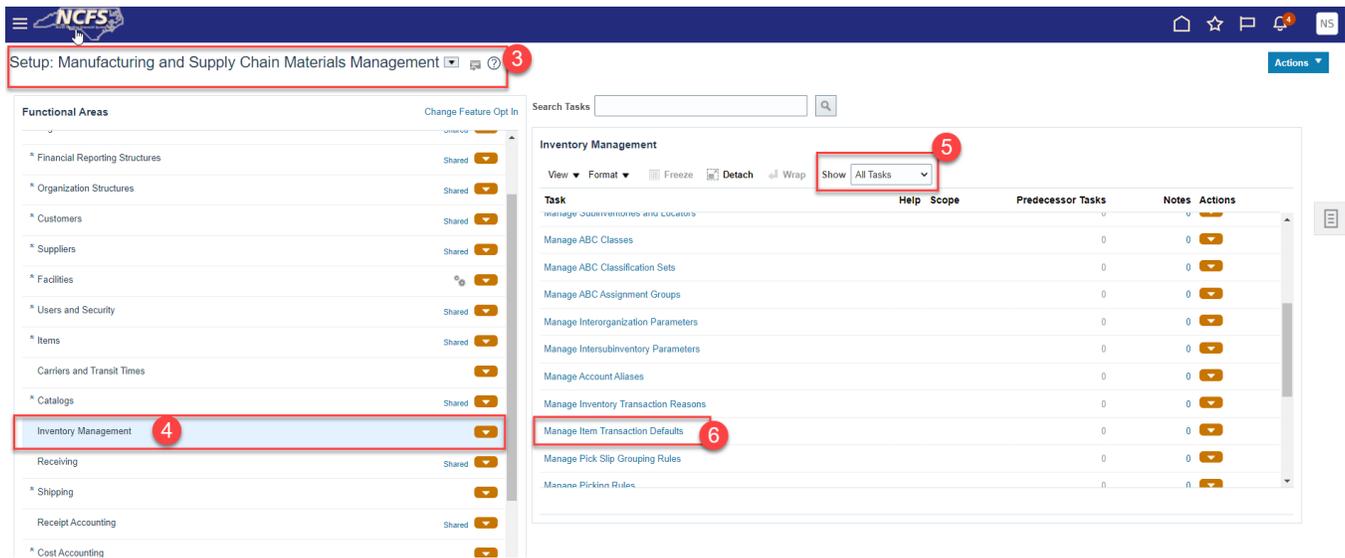


Adding Item to a Sub-Inventory Location within a Warehouse

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

Functional Areas

- Initial Users
- Enterprise Profile
- Legal Structures
- Financial Reporting Structures
- Organization Structures
- Customers
- Suppliers
- Facilities
- Users and Security
- Items
- Carriers and Transit Times
- Catalogs
- Inventory Management**
- Receiving

Inventory Management

Task List:

Task	Help	Scope	Predecessor Tasks	Notes	Actions
Manage Inventory Profile Options			0	0	
Manage Inventory Lookups			0	0	
Manage Inventory Value Sets			0	0	
Manage Inventory Descriptive Flexfields			0	0	
Manage Inventory Account Alias Key Flexfield			0	0	
Manage Inventory Locator Key Flexfield			0	0	
Manage Inventory Transaction Sources and Types			0	0	
Manage Material Statuses			0	0	
Manage Subinventories and Locators			0	0	
Manage ABC Classes			0	0	

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: [] Subinventory Type: []
 Description: [] Material Status: []
 Locator Control: []

[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 Done

Search

Subinventory: Equals FE01 Inventory Planning Method: Equals

Item Description: Starts with

Search Reset Add Fields Reorder

Search Results

		Item Description	Inventory Planning Method	Additional Information
<div style="border: 1px solid red; padding: 2px;"> Actions ▾ View ▾ + × 🖨️ </div> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> Add 21 </div> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> Edit </div> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> Delete </div> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> Export to Excel </div> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> Manage Item Locators </div>				
		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

23 * Subinventory FE01

24 * Item 3000015

25 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

Lead Times in Days

Preprocessing

Processing

Postprocessing

Sourcing

Type

Organization

Subinventory

PAR Settings

Replenishment Count Type

PAR Level

PAR Maximum Quantity

PAR Level UOM

Count Tolerance Percentage

26 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.

NCFS 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	27
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	3003266	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

Maximum Quantity

Fixed Lot Multiple

Minimum Order Quantity

Maximum Order Quantity

Lead Times in Days

Preprocessing

Processing

Postprocessing

Sourcing

Type

Organization

Subinventory

PAR Settings

Replenishment Count Type

PAR Level

PAR Maximum Quantity

PAR Level UOM

Count Tolerance Percentage

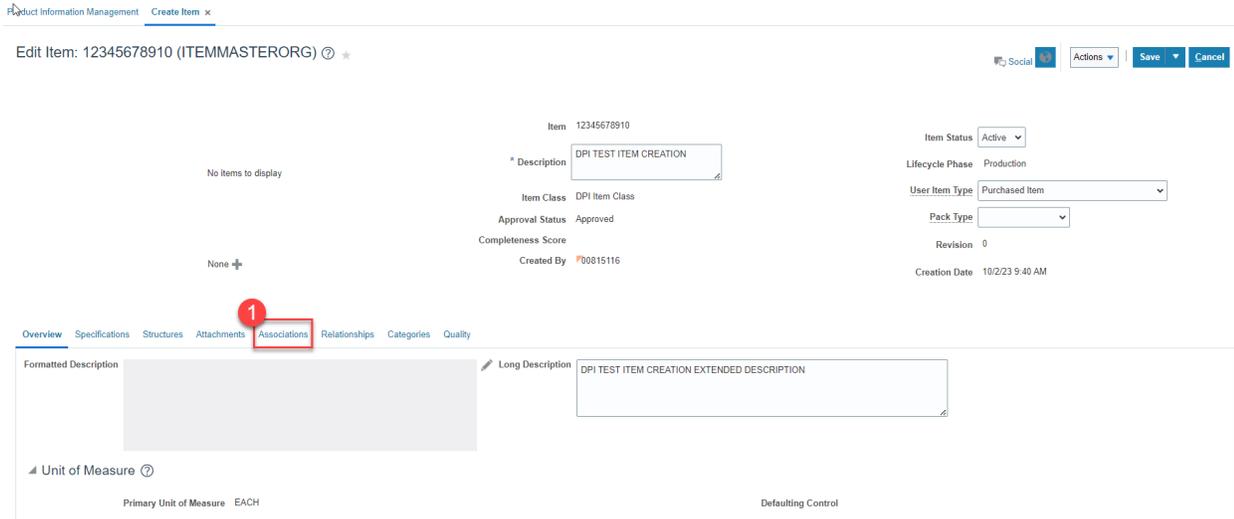
28 Done



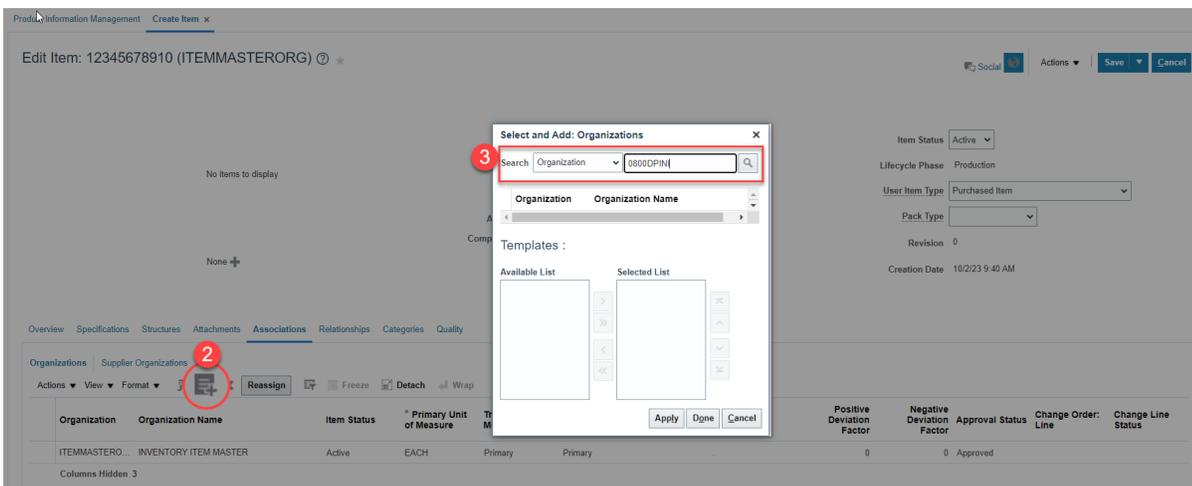
0800DPINI Non-Inventory Organization item Association

To Associate a New Item to your 0800DPINI Non-Inventory Organization in NCFIS, please follow the steps below:

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



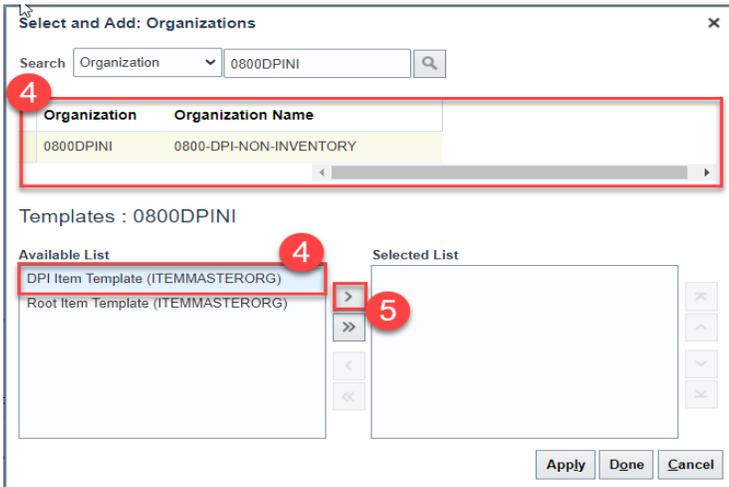
2. Click the **Select and Add** Icon or Click the Actions drop down and **Select and Add** and a Pop-up window will appear to **Select and Add: Organizations**.
3. Enter the **0800DPINI** Non-Inventory Organization to Associate item to and Click the **Search** button.



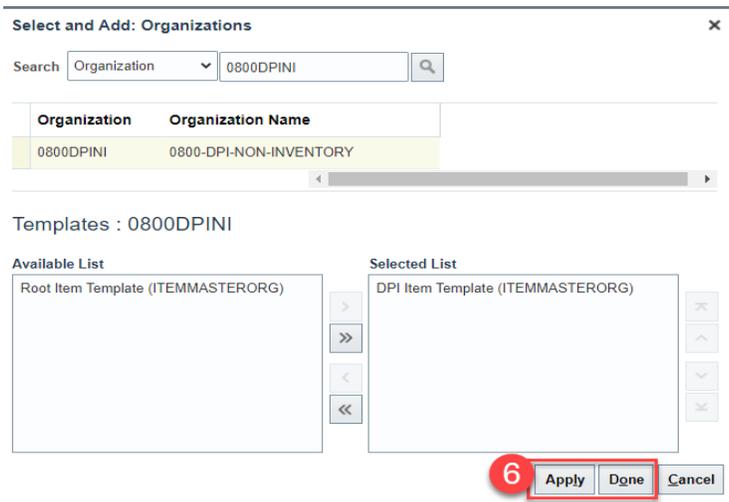
*****NOTE: Always Associate New Items for 08BOOKS and 08OTHER Organizations to the Non-Inventory Organization 0800DPINI (0800-DPI-NON-INVENTORY) first*****

4. Select the **Organization** and the **DPI 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 DPI Non-Inventory Organization will now appear under the item's **Associations** tab.

8. Click **Save**.

Item: 12345678910 (ITEMMASTERORG) Ⓞ ☆

Item: 12345678910
 * Description: DPI TEST ITEM CREATION
 Item Class: DPI Item Class
 Approval Status: Approved
 Completeness Score: None
 Created By: P00815116

Item Status: Active
 Lifecycle Phase: Production
 User Item Type: Purchased Item
 Pack Type: [Dropdown]
 Revision: 0
 Creation Date: 10/2/23 9:40 AM

Overview Specifications Structures Attachments Associations Relationships Categories Quality

Organizations Supplier Organizations

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
0800DPINI	0800-DPI-NON-INVENTORY	Active	EACH	Primary	Primary			0	0	Approved		
ITEMMASTERO...	INVENTORY ITEM MASTER	Active	EACH	Primary	Primary			0	0	Approved		

TIP: When Selecting and Adding Organizations/Association to an Item, you can pull up a complete list of DPI warehouses and the 0800DPINI Non-Inventory Organization using a numeric character and percentage sign (**08%**).

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 **DPI Item Template (ITEMMASTERORG)** will be selected for all Organizations selected.

Select and Add: Organizations

Search Organization 08%

Organization	Organization Name
0800DPINI	0800-DPI-NON-INVENTORY
08010M	ALAMANCE-BURLINGTON
08020M	ALEXANDER COUNTY
08030M	ALLEGHANY COUNTY
08040M	ANSON COUNTY
08050M	ASHE COUNTY
08060M	AVERY COUNTY
08070M	BEAUFORT COUNTY
08080M	BERTIE COUNTY
08090M	BLADEN COUNTY
08100M	BRUNSWICK COUNTY
08110M	BUNCOMBE COUNTY
08111M	ASHEVILLE CITY
08120M	BURKE COUNTY
08130M	CABARRUS COUNTY
08132M	KANNAPOLIS CITY

Templates :

Available List Selected List

Apply Done Cancel

DPI Inventory Organization Association

1. Repeat steps 1-8 to add additional DPI Organization associations to the newly created item.
See Example below***
2. Click **Apply** and **Done**.

Select and Add: Organizations

Search Organization 08BOOKS

Organization	Organization Name
08BOOKS	DPI TEXTBOOK WHSE

Templates : 08BOOKS

Available List
Root Item Template (ITEMMASTERORG)

Selected List
DPI Item Template (ITEMMASTERORG)

Apply Done Cancel

3. The newly Associated DPI Inventory Organization will now appear under the item's **Associations** tab.
4. Click **Save**.

Product Information Management Create Item x

Edit Item: 12345678910 (ITEMMASTERORG)

Item 12345678910

Description: DPI TEST ITEM CREATION

Item Class: DPI Item Class

Approval Status: Approved

Created By: 00815116

Item Status: Active

Lifecycle Phase: Production

User Item Type: Purchased Item

Pack Type:

Revision: 0

Creation Date: 10/2/23 9:40 AM

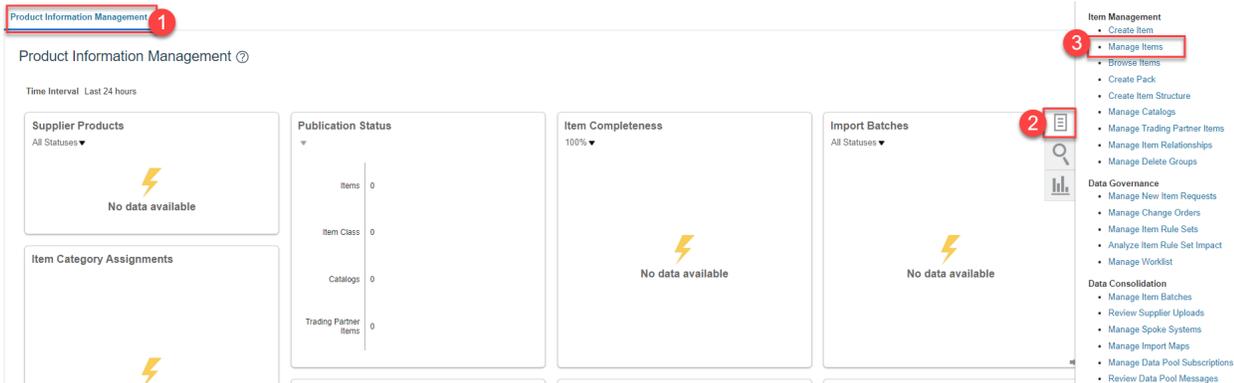
Overview Specifications Structures Attachments **Associations** Relationships Categories Quality

Organizations Supplier Organizations

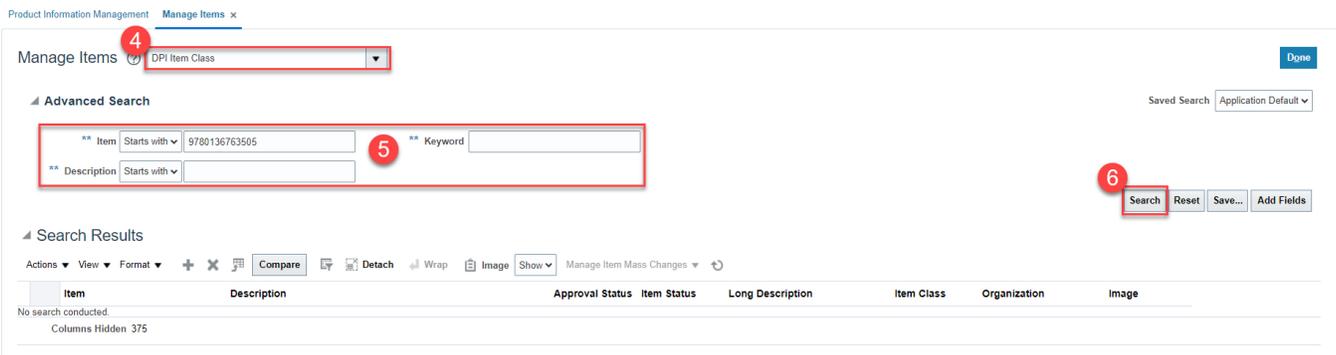
Organization	Organization Name	Item Status	* Primary Unit of Measure	Tracking Unit of Measure	Pricing	Secondary Unit of Measure	Defaulting Control	Positive Deviation Factor	Negative Deviation Factor	Approval Status	Change Order Line	Change Line Status
0800DPINI	0800-DPI-NON-INVENTORY	Active	EACH	Primary	Primary			0	0	Approved		
08BOOKS	DPI TEXTBOOK WHSE	Active	EACH	Primary	Primary			0	0	Approved		
ITEMMASTERO...	INVENTORY ITEM MASTER	Active	EACH	Primary	Primary			0	0	Approved		

Associate Existing Items to Additional DPI Inventory Organization(s)

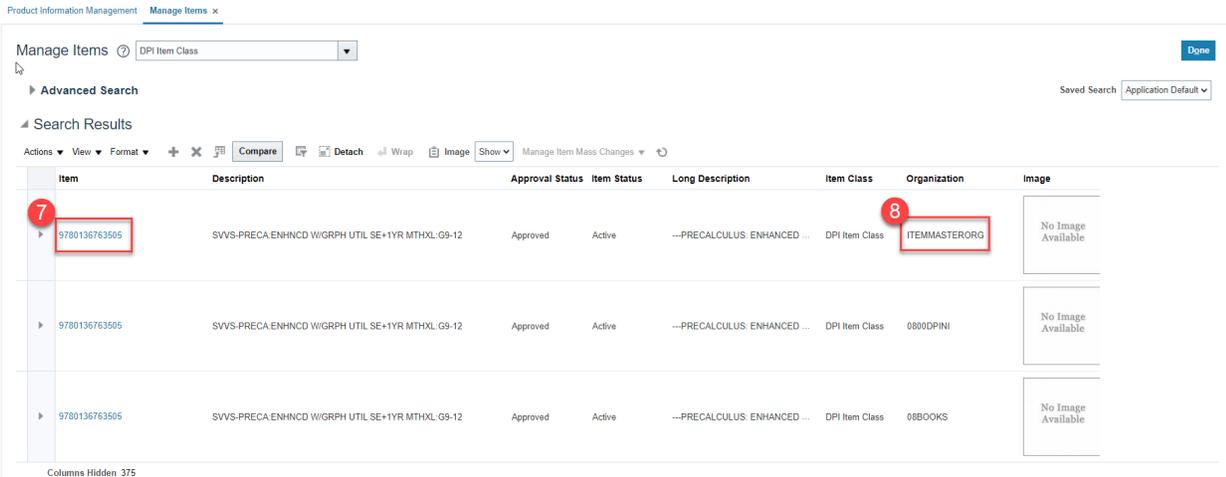
1. Navigate to **Product Information Management** tab.
2. Click the **Task Menu Icon**.
3. Select **Mange items** under **Item Management**.



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

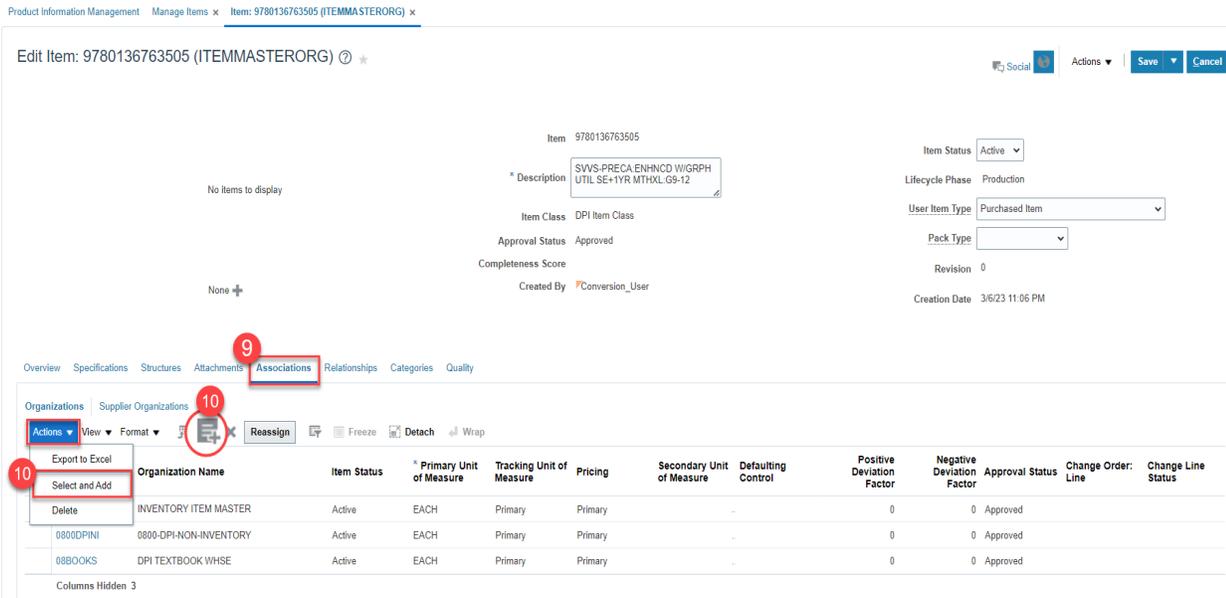


7. The DPI item will populate and show a list of associated Organizations.
8. Click the **Item** number for the **ITEMMASTERORG** organization.



9. Click the **Associations** Tab.

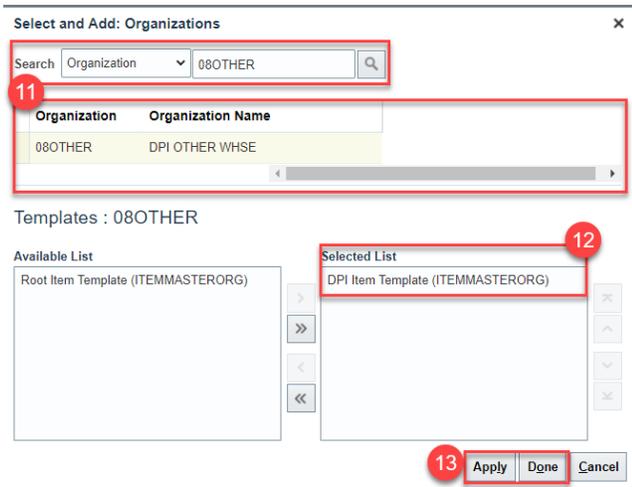
10. Click the **Select and Add** Icon or Click **Actions** and **Select and Add**.



11. Select the **DPI Organization** to associate the existing item too.

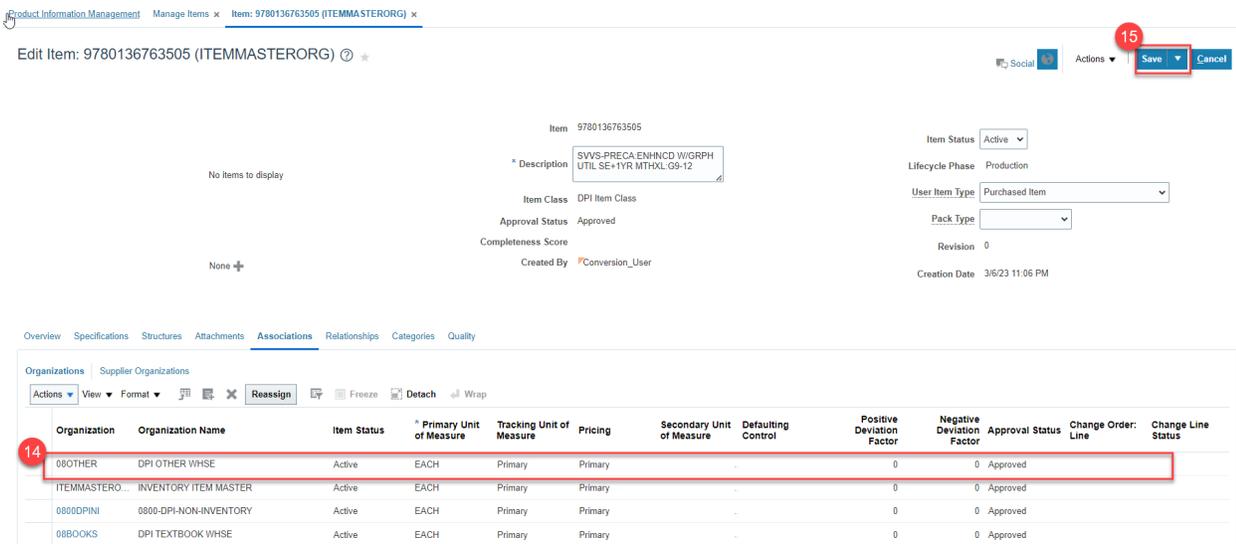
12. Select the **DPI Item Template**: if only selecting one Organization for association. If selecting multiple organizations for association skip this step.

13. Click **Apply** and the **Done**.



14. The newly Associated DPI Inventory Organization will now appear under the item’s **Associations** tab.

15. Click **Save**.



Associate DPI items to an Organization when the Replenishment Source is 08MODBK

In some cases, DPI LEA Organizations will order inventory items from the 08MODBK warehouse. The Source Replenishment Type will need to be updated to Organization and the 08MODBK Organization will need to be selected. Follow the below steps to set up this relationship.

Follow steps 1-15 for associating an item to an organization.

1. Click on **Specifications** and then **Planning**.
2. Enter **Inventory Planning Method** as **“Not planned”**.
3. Enter **Maximum Order Quantity** as **“0(zero)”**.



- Under **Source** enter **Replenishment Type** as **Organization**.
- Under **Organization** field select the **Source Organization** from the drop down.
- Click **Save**.

The screenshot shows the SAP Item Organization Planning form for item B9780021385409 (08010M). The form is divided into several sections:

- Item Organization: Planning** (Section 2): Contains the **General Planning** section (Section 3) with the **Inventory Planning Method** set to "Not planned".
- Min-Max Quantity**: Fields for Minimum and Maximum values (Section 4).
- Source** (Section 5): Contains the **Replenishment Type** dropdown set to "Organization". Below it, the **Organization** dropdown is set to "DPI MODIFIED BK WHSE".
- Subinventory** (Section 6): A table showing subinventory details:

Subinventory	Organization	Item
DPI MODIFIED BK WHSE	08MODBK	08010M
ALAMANCE-BURLINGTON	08010M	
- Order Modifiers**: Includes fields for Fixed Order Quantity, Fixed Days Supply, and Fixed Lot Size Multiplier.

Numbered callouts (1-7) highlight the following elements:

- Edit Item: B9780021385409 (08010M)
- Specifications tab
- Inventory Planning Method dropdown
- Maximum value field
- Replenishment Type dropdown
- Subinventory table
- Save button

Updating DPI Organization(s) Min/Max Value (Planning)

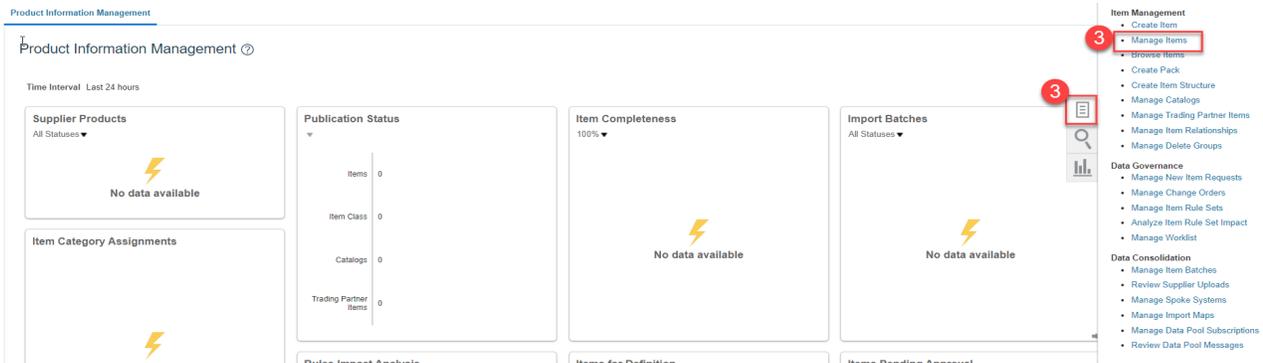
Note: Min/Max Value (Planning) is only required for 08BOOKS, 08MODBK, and 08OTHER DPI Organizations****

- Navigate to the **Product Management** Tab.
- Select **Product Information Management**.

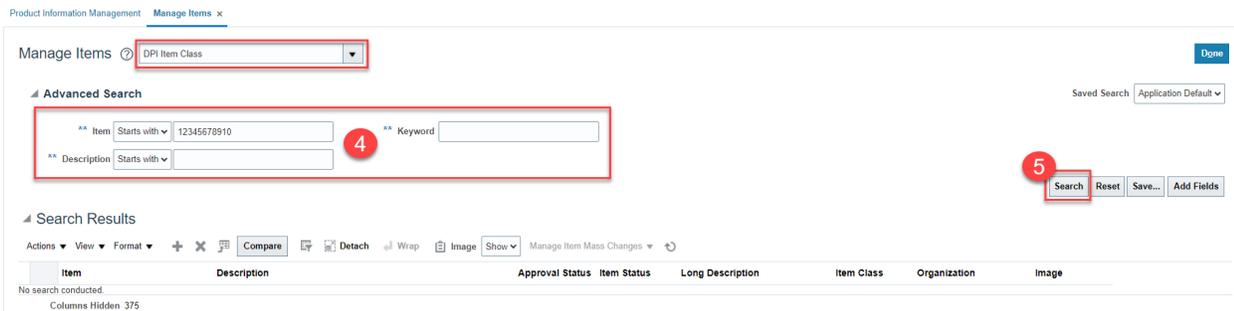
The screenshot shows the SAP Product Management navigation screen. At the top, there is a navigation bar with tabs: **Receivables**, **Supply Chain Planning**, **Product Management** (highlighted with callout 1), **Payables**, and **General Account**. Below the navigation bar, there is a section titled **QUICK ACTIONS** with two main options: **Manage Commercial Items** and **Manage Configurator Models**. Under **Manage Commercial Items**, there is a **Product Information Management** icon (highlighted with callout 2) and a **Configurator Models** icon.

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

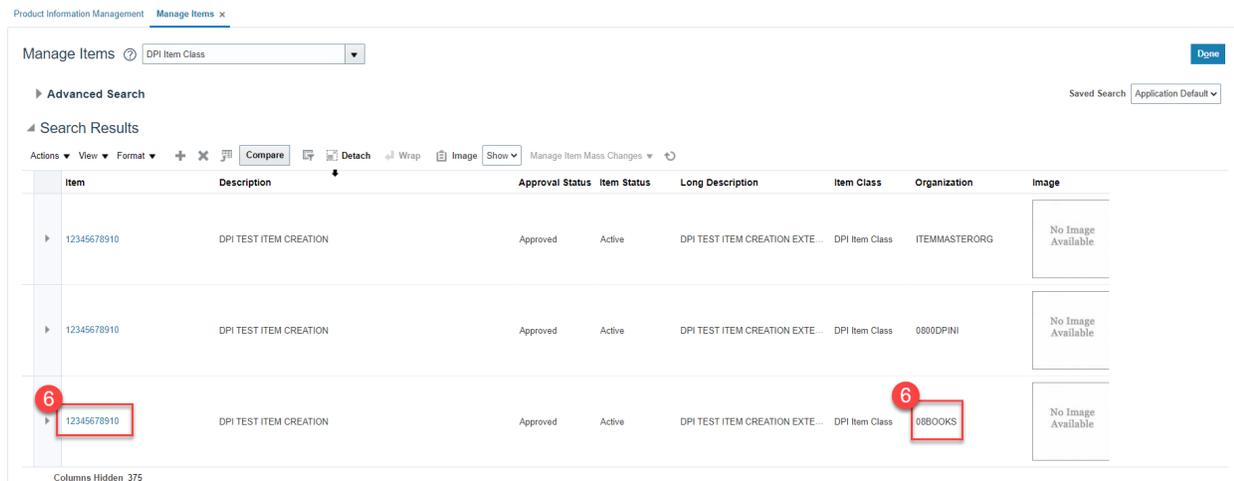
QRG INV-42 – DPI Inventory Item Creation/Maintenance Job Aid



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



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



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

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

Item
 Transactional Attributes
 Additional Attributes
 DPI Additional Attributes
Item Revision
 Additional Attributes
Item Organization
 Manufacturing
 Service
 Inventory
 Physical Attributes
 Sales and Order Management
Planning
 Purchasing

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 as “0(zero)” for both.
10. Under **Order Quantity** enter the **Maximum** quantity as “1”.
11. Under **Source** enter the **Replenishment Type** as “Supplier”.
12. Under **Order Modifiers** enter the **Fixed Lot Size Multiplier** as “1”.
13. Click **Save**.

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

Item
 Transactional Attributes
 Additional Attributes
 DPI Additional Attributes
Item Revision
 Additional Attributes
Item Organization
 Manufacturing
 Service
 Inventory
 Physical Attributes
 Sales and Order Management
 Planning
 Purchasing

Item Organization: Planning
General Planning
 Inventory Planning Method: Min-max planning
 Make or Buy: Buy
 Min-Max Quantity
 * Minimum: 0
 * Maximum: 0
 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: 1
 Source
 Replenishment Type: Supplier
 Organization:
 Subinventory:
 Order Modifiers
 Fixed Order Quantity:
 Fixed Days Supply:
 Fixed Lot Size Multiplier: 1

Current List of DPI Organizations in NCFS

Organization Code
0800DPINl
08010M
08020M
08030M
08040M
08050M
08060M
08070M
08080M
08090M
08100M
08110M
08111M
08120M
08130M
08132M
08140M
08150M
08160M
08170M
08180M
08181M
08182M
08190M
08200M
08210M
08220M
08230M
08231M
08232M
08240M
08241M
08250M
08260M
08270M
08280M
08290M
08291M
08292M
08300M

08310M
08320M
08322M
08330M
08340M
08350M
08360M
08370M
08380M
08390M
08400M
08410M
08420M
08421M
08422M
08430M
08440M
08450M
08460M
08470M
08480M
08490M
08491M
08500M
08510M
08520M
08530M
08540M
08550M
08560M
08570M
08580M
08590M
08600M
08610M
08620M
08630M
08640M
08650M
08660M
08670M
08680M
08681M



0868AM
08690M
08700M
08710M
08720M
08730M
08740M
08750M
08760M
08761M
08770M
08780M
08790M
08800M
08810M
08820M
08821M
08830M
08840M
08850M
08860M
08861M
08862M
0886AM
08870M
08880M
08890M
08900M
0890AM
08910M
0891AM
08920M
08921M
08930M
08940M
08950M
08960M
08970M
08980M
08981M
08990M
08995M
08BOOKS



08MODBK
08OTHER

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>