



Inventory Item Inactivation

INV

QUICK REFERENCE GUIDE INV-45

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to Inactivate an Inventory Item in the North Carolina Financial System (NCFS).

Introduction and Overview

This QRG covers explanation on how to inactivate an inventory item in NCFS. By inactivating an inventory item, transactions cannot be performed with the item.

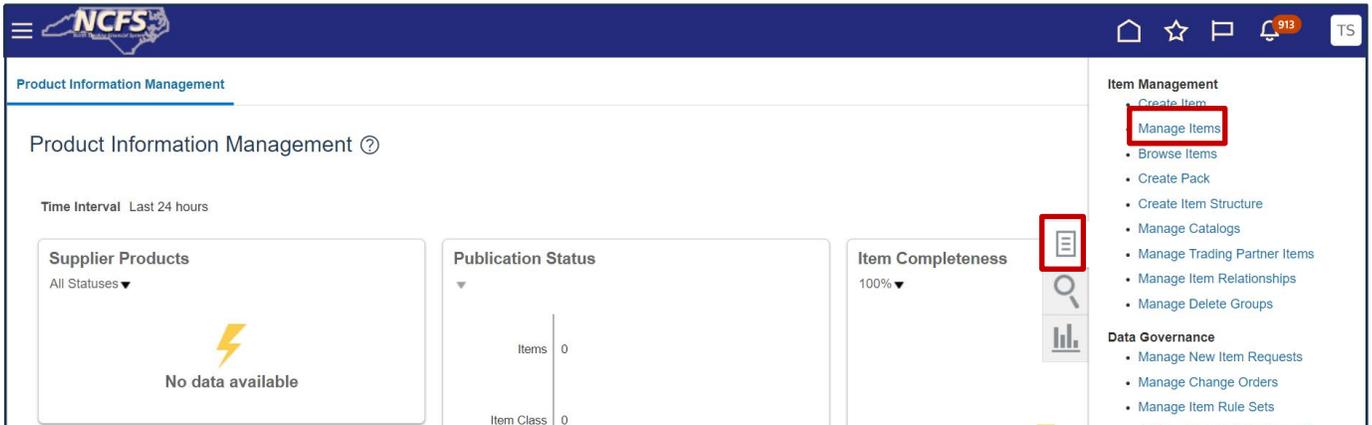
Inventory Item Inactivation

To inactivate an inventory item in NCFS, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, under the **Product Management** tab, click the **Product Information Management** app.



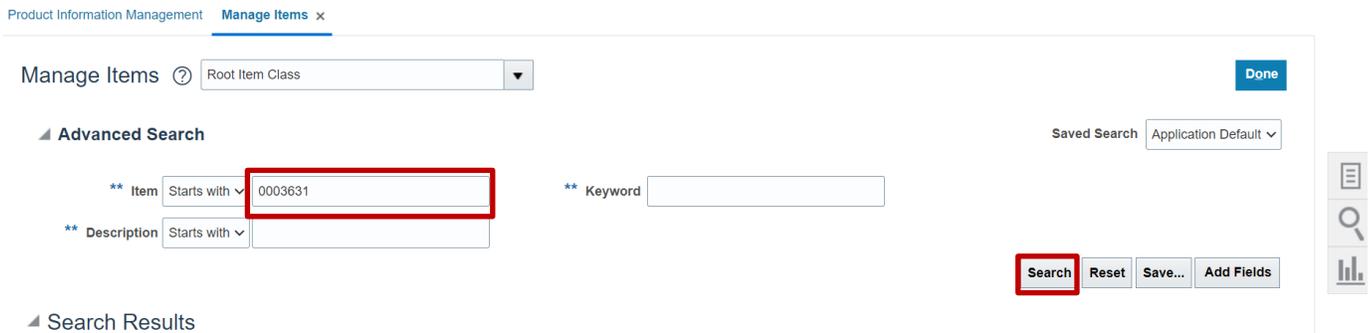
3. Click the **Tasks** [] icon and select **Manage Items**.



4. Use the search features to find the item to be inactivated.

In this example, item 0003631 was entered into the **Item** field.

Click **Search**.



5. Click the **Item Number** that appears in the **Search Results**.

The screenshot shows the 'Advanced Search' section with filters for 'Item' (Starts with 0003631) and 'Description' (Starts with). Below the search results, a table lists the search results. The first row is highlighted, and the item number '0003631' is circled in red.

Item	Description	Approval Status	Item Status	Long Description	Item C
0003631	SIZE # 10 DISPOSABLE SURGICAL SCALPEL WITH PLASTIC	Approved	Active	HANDLE. 10 PER PACKAGE.	DAC It
0003631	SIZE # 10 DISPOSABLE SURGICAL SCALPEL WITH PLASTIC	Approved	Active	HANDLE. 10 PER PACKAGE.	DAC It

6. Using the **Item Status** drop down field, change the status to **Inactive**. Click Save.

The screenshot shows the 'Edit Item' page for item 0003631. The 'Item Status' dropdown menu is open, and 'Inactive' is selected. The 'Save' button is also circled in red.

Item: 0003631
 * Description: SIZE # 10 DISPOSABLE SURGICAL SCALPEL WITH PLASTIC
 Item Class: DAC Item Class
 Approval Status: Approved
 Completeness Score: None
 Created By: Conversion_User

Item Status: Active (dropdown menu open, Inactive selected)
 Lifecycle Phase: Inactive
 User Item Type: Purchased Item
 Pack Type: [dropdown]
 Revision: 0
 Creation Date: 3/6/23 11:04 PM

Wrap-Up

This QRG covers explanation on how to inactivate an inventory item in NCFS. By inactivating an inventory item, transactions cannot be performed with the item.

Additional Resources

- INV 109: Inventory Item Maintenance (ILT)