

Inventory Item Inactivation

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.

						△ ☆	ÞÇ	913	TS		
Product Information Management ⑦							Item Management Create Item Manage Items • Browse Items				
Time Interval Last 24 hours Supplier Products	Publication S	Status		Item Completeness	E	Create Pare Create Iter Manage C Manage Tr	ck n Structure atalogs rading Partne	er Items			
All Statuses -	*			100% -	Q III	Manage Ite Manage D Data Governan	em Relations elete Groups ice	hips			
No data available	Items	0				Manage N Manage C Manage Ite	ew Item Req hange Order em Rule Sets	uests s			

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.

Product Information Management Manage Items ×		
Manage Items ⑦ Root Item Class	v	Done
Advanced Search		Saved Search Application Default ~
** Item Starts with 0003631	** Keyword	
** Description Starts with ~		्
		Search Reset Save Add Fields
Search Results		



⊿ Ac	dvanced Se	earch												Sav	ed Searc	h Applica	tion Default ∨
	** Item	Starts with \checkmark	0003631					*	* Keywo	rd							
**	Description	Starts with \checkmark															
														Search	Reset	Save	Add Fields
⊿ Sea	arch Res	ults		_													
Actions	▼ View ▼	Format 🔻 📲	+ ×	理	Compare	L.	Detac	¦h ∉l	Wrap	📋 Image	e Show ✓	Manage Item Ma	ss Changes 🔻 🕇)			
	Item			Desc	ription							Approval Status	Item Status	Long Desc	cription		Item C
Þ	0003631			SIZE	# 10 DISPO:	SABLE S	SURGICAL	_ SCALI	PEL WITH	H PLASTIC		Approved	Active	HANDLE. 1	0 PER PA	ACKAGE.	DAC Ite
÷	0003631			SIZE	# 10 DISPO	SABLE S	SURGICAL	_ SCALI	PEL WITH	I PLASTIC		Approved	Active	HANDLE. 1	0 PER PA	ACKAGE.	DAC Ite

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

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

Product Information Management Manage Items × Item: 0003631 (ITEMMASTERORG) ×		
Edit Item: 0003631 (ITEMMASTERORG) ② ★		Social Cancel
It	m 0003631	Status
* Descripti	SIZE # 10 DISPOSABLE SURGICAL SCALPEL WITH PLASTIC	Lifecycle Phase
Item Cla	ss DAC Item Class	User Item Type Purchased Item
Approval Stat	us Approved	Pack Type ~
Completene Sci	ss re	Revision 0
None 🕂 Created	By Conversion_User	Creation Date 3/6/23 11:04 PM
Overview Specifications Structures Attachments Associations Relationships Catego	ories Quality	
	*· - ···	



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)

