



Inventory Item Deletion

INV

QUICK REFERENCE GUIDE INV-46

Purpose

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

Introduction and Overview

This QRG covers an explanation on how to delete an inventory item that is associated to an Inventory Organization in **error** in NCFS. By deleting the item, the item is removed and will no longer be tracked within that specific inventory organization.

Inventory Item Delete

To delete 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 Delete Groups**.

The screenshot shows the 'Product Information Management' dashboard. On the right-hand side, there is a sidebar menu with two main sections: 'Item Management' and 'Data Governance'. Under 'Item Management', the option 'Manage Delete Groups' is highlighted with a red rectangular box. Other options in the sidebar include 'Create Item', 'Manage Items', 'Browse Items', 'Create Pack', 'Create Item Structure', 'Manage Catalogs', 'Manage Trading Partner Items', and 'Manage Item Relationships'. The main content area shows three summary cards: 'Supplier Products' (No data available), 'Publication Status' (Items: 0, Item Class: 0), and 'Item Completeness' (100%).

4. Click the **Create** button [] to create a Delete Group.

The screenshot shows the 'Manage Delete Groups' interface. At the top right, there is a 'Done' button. Below it is an 'Advanced Search' section with a 'Saved Search' dropdown. There are five search criteria, each with a dropdown menu for the operator and a text input field:

- ** Name: Starts with
- ** Description: Starts with
- ** Status: Equals
- ** Last Activity: Equals
- ** Last Activity Status: Equals

 A note below the search criteria states: '** At least one is required'. At the bottom of the search section are buttons for 'Search', 'Reset', 'Save...', 'Add Fields', and 'Reorder'. Below the search section is a 'Search Results' section with a toolbar containing icons for 'Actions', 'View', 'Format', 'Create' (highlighted with a red box), 'Delete', 'Grid', 'Freeze', 'Detach', and 'Wrap'. Below the toolbar is a table header with columns: Name, Description, BPEL Instance, Status, Last Submission Date, Last Activity, and Last Activity Status. The table content shows 'No search conducted.'

- Name the **Delete Group**. In this example, the group was named **Test Delete Group**. Add a **Description** if desired. Then, click the **Select and Add** button.

Product Information Management Manage Delete Groups x Create Delete Group x

Create Delete Group

Delete group can process twenty thousand records at a time. To delete more records, create multiple delete groups with a maximum of twenty thousand records in each group and submit them for deletion.

* Name Test Delete Group

Description Test Delete Group

Items Item Structures Change Orders New Item Requests

Actions View Format [Print] [Close] [Refresh] [Freeze] [Detach] [Wrap]

Item	Item Description	Organization Name	Organization	Supplier	Address Name	Status	Details

- Search for the item to be deleted by using the search fields, then click **Search**. Select the item within the Search Results, then click **Apply**. When the item(s) to be disassociated are selected click Apply, then click **Done**.

In this example, item 0010579 was chosen.

Select and Add: Items

Entity Item

Search

** Item 0010579

** Keyword

** Description

Search Reset

Search Results

View Format [Print] [Detach] [Wrap]

Item	Description	Revision Code
▶ 0010579	INMATE PANTS, GREEN, MED 31 - 35, 6 PER BOX	0

Columns Hidden 368

Apply Done Cancel

- Double click the item line to edit the item fields. From the **Organization Name** drop-down list, choose the Inventory Organization to delete the item from.

Product Information Management Manage Delete Groups x Create Delete Group x

Create Delete Group Test Delete Group Check Constraint Save Submit Cancel

Delete group can process twenty thousand records at a time. To delete more records, create multiple delete groups with a maximum of twenty thousand records in each group and submit them for deletion.

* Name: Test Delete Group Description: Test Delete Group

Items Item Structures Change Orders New Item Requests

Actions View Format Freeze Detach Wrap

Item	Item Description	Organization Name	Organization	Supplier	Address Name	Status	Details
0010579	INMATE PANTS, GREEN, MED 31 - 35, 6 PER BOX	ALBEMARLE - CLOTHING WAREHOU	424580C	All Suppliers	All Supplier Addresses	Open	

Rows Selected 1

- Click **Save**. Then click **Check Constraint**. Constraints are reasons that prevent the item from being deleted. Example: Completed Transaction activity.

Product Information Management Manage Delete Groups x Create Delete Group x

Create Delete Group Test Delete Group Check Constraint Save Submit Cancel

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* Name: Test Delete Group Description: Test Delete Group

Items Item Structures Change Orders New Item Requests

Actions View Format Freeze Detach Wrap

Item	Item Description	Organization Name	Organization	Supplier	Address Name	Status	Details
0010579	INMATE PANTS, GREEN, MED 31 - 35, 6 PER BOX	ALBEMARLE - CLOTHING WAREHOU	424580C	All Suppliers	All Supplier Addresses	Open	

Rows Selected 1

- An Information Window will appear, click **OK**.

Information ✕

The Test Delete Group delete group has been saved and was submitted for checking constraints.

OK

10. The Item Delete Group **Status** in the Delete Group will show **In Progress** while checking constraints.

Product Information Management Manage Delete Groups x Edit Delete Group x

Edit Delete Group Test Delete Group

Check Constraint Save Submit Cancel

Delete group can process twenty thousand records at a time. To delete more records, create multiple delete groups with a maximum of twenty thousand records in each group and submit them for deletion.

Name Test Delete Group Description Test Delete Group

Items Item Structures Change Orders New Item Requests

Actions View Format Freeze Detach Wrap

Item	Item Description	Organization Name	Organization	Supplier	Address Name	Status	Details
0010579	INMATE PANTS, GREEN, MED 31 - 35, 6 PER BOX	ALBEMARLE - CLOTHING WAREHOUSE	424580C	All Suppliers	All Supplier Addresses	In Progress	

11. If the Item Delete Group **Status** shows **Errors**, click the **Details** Icon.

Product Information Management Manage Delete Groups x Edit Delete Group x

Edit Delete Group Test Delete Group

Check Constraint Save Submit Cancel

Delete group can process twenty thousand records at a time. To delete more records, create multiple delete groups with a maximum of twenty thousand records in each group and submit them for deletion.

Name Test Delete Group Description Test Delete Group

Items Item Structures Change Orders New Item Requests

Actions View Format Freeze Detach Wrap

Item	Item Description	Organization Name	Organization	Supplier	Address Name	Status	Details
0010579	INMATE PANTS, GREEN, MED 31 - 35, 6 PER BOX	ALBEMARLE - CLOTHING WAREHOUSE	424580C	All Suppliers	All Supplier Addresses	Errors	

Rows Selected 1

12. The **Error Details Window** will appear with an information message regarding the deletion error(s). Click **Done**.

Error Details X

View Format Detach Wrap

Message

You cannot delete this item because completed inventory transactions exist for this item.

Done

13. This record cannot be deleted due to completed inventory transactions existing. Highlight the row and click the “X” button to remove it from the delete group.

Product Information Management Manage Delete Groups x Edit Delete Group x

Edit Delete Group Test Delete Group Check Constraint Save Submit Cancel

Delete group can process twenty thousand records at a time. To delete more records, create multiple delete groups with a maximum of twenty thousand records in each group and submit them for deletion.

Name Test Delete Group Description Test Delete Group

Items Item Structures Change Orders New Item Requests

Actions View Format X Freeze Detach Wrap

Item	Item Description	Organization Name	Organization	Supplier	Address Name	Status	Details
0010579	INMATE PANTS, GREEN, MED 31 - 35, 6 PER BOX	ALBEMARLE - CLOTHING WAREHOU	424580C	All Suppliers	All Supplier Addresses	Errors	

Rows Selected 1

14. Add the next item to be deleted to the delete group.

Product Information Management Manage Delete Groups x Edit Delete Group x

Edit Delete Group Test Delete Group Check Constraint Save Submit Cancel

Delete group can process twenty thousand records at a time. To delete more records, create multiple delete groups with a maximum of twenty thousand records in each group and submit them for deletion.

Name Test Delete Group Description Test Delete Group

Items Item Structures Change Orders New Item Requests

Actions View Format X Freeze Detach Wrap

Item	Item Description	Organization Name	Organization	Supplier	Address Name	Status	Details
0018596	Briefs, Disposable, Incontinent, Medium 24/PK	CENTRAL PHARMANCY (MEDICAL -	422046M	All Suppliers	All Supplier Addresses	Open	

Rows Selected 1

15. Follow Steps 7-10 above. Once the Constraints Check completes and passes the Status will show Ready for Deletion. Click Submit.

Product Information Management Manage Delete Groups x Edit Delete Group x

Edit Delete Group Test Delete Group Check Constraint Save Submit Cancel

Delete group can process twenty thousand records at a time. To delete more records, create multiple delete groups with a maximum of twenty thousand records in each group and submit them for deletion.

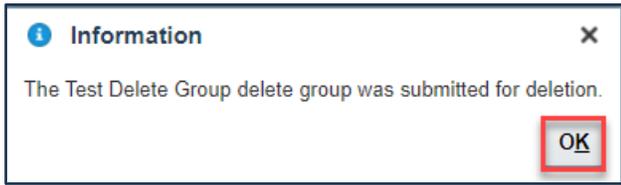
Name Test Delete Group Description Test Delete Group

Items Item Structures Change Orders New Item Requests

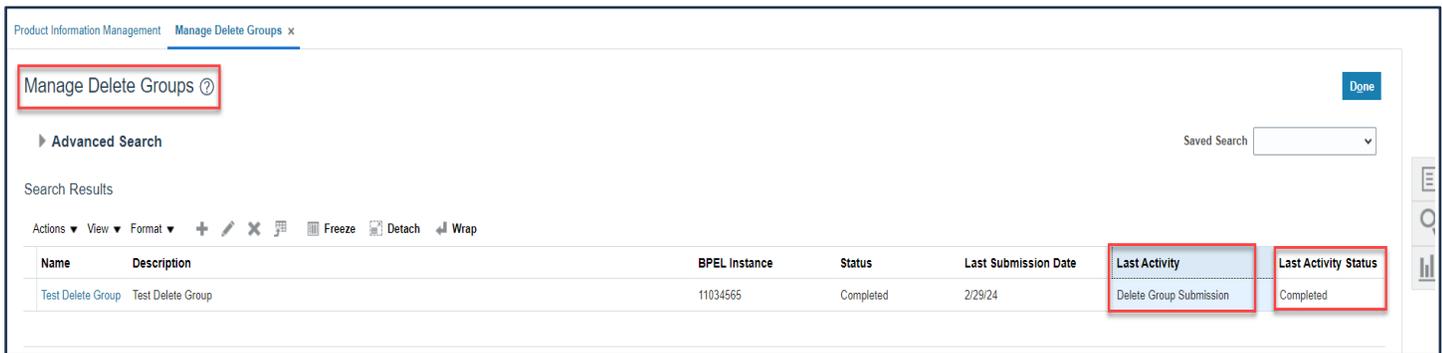
Actions View Format X Freeze Detach Wrap

Item	Item Description	Organization Name	Organization	Supplier	Address Name	Status	Details
0018596	Briefs, Disposable, Incontinent, Medium 24/PK	CENTRAL PHARMANCY (MEDICAL - OTC) - DISTRIBUTION CENTER	422046M	All Suppliers	All Supplier Addresses	Ready for Deletion	

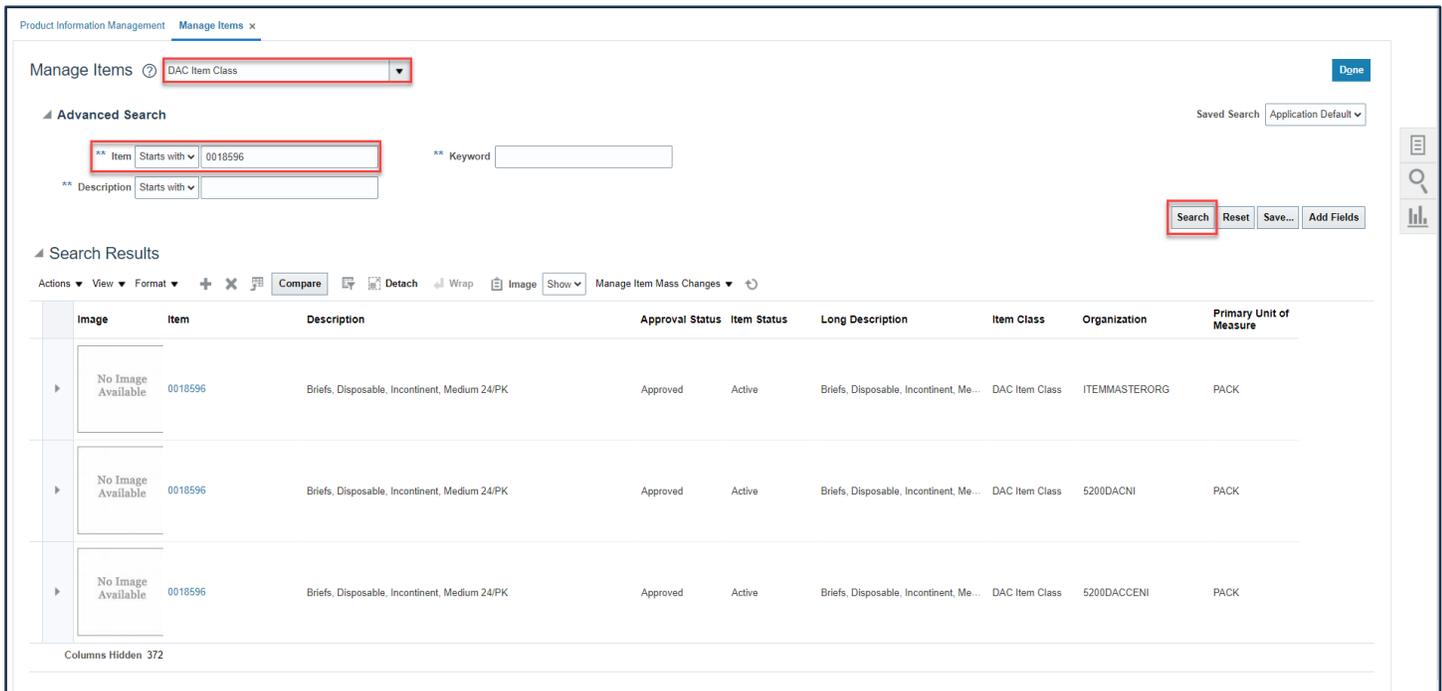
16. An Information window will appear. Click **OK**.



17. Navigate to the **Manage Delete Groups** screen and the Delete Group **Last Activity** will show **Delete Group Submission** and **Last Activity Status Completed**.



18. Navigate to **Manage Items** task. Select the **Item Class**. Enter the **Item number** into the **Item field**. Click **Search**. The deleted item should not be associated with the Inventory Organization (warehouse) selected for deletion.



Wrap-Up

This QRG covers an explanation on how to delete an inventory item in NCFS added in **Error**. By deleting an inventory item, the item is no longer associated with the Inventory Organization selected for deletion and transactions cannot be performed with the item.

Additional Resources

- INV 109: Inventory Item Maintenance (ILT)