



INACTIVATE AN ITEM WITHIN A SINGLE INVENTORY ORGANIZATION

INV

QUICK REFERENCE GUIDE INV-49

Purpose

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

Introduction and Overview

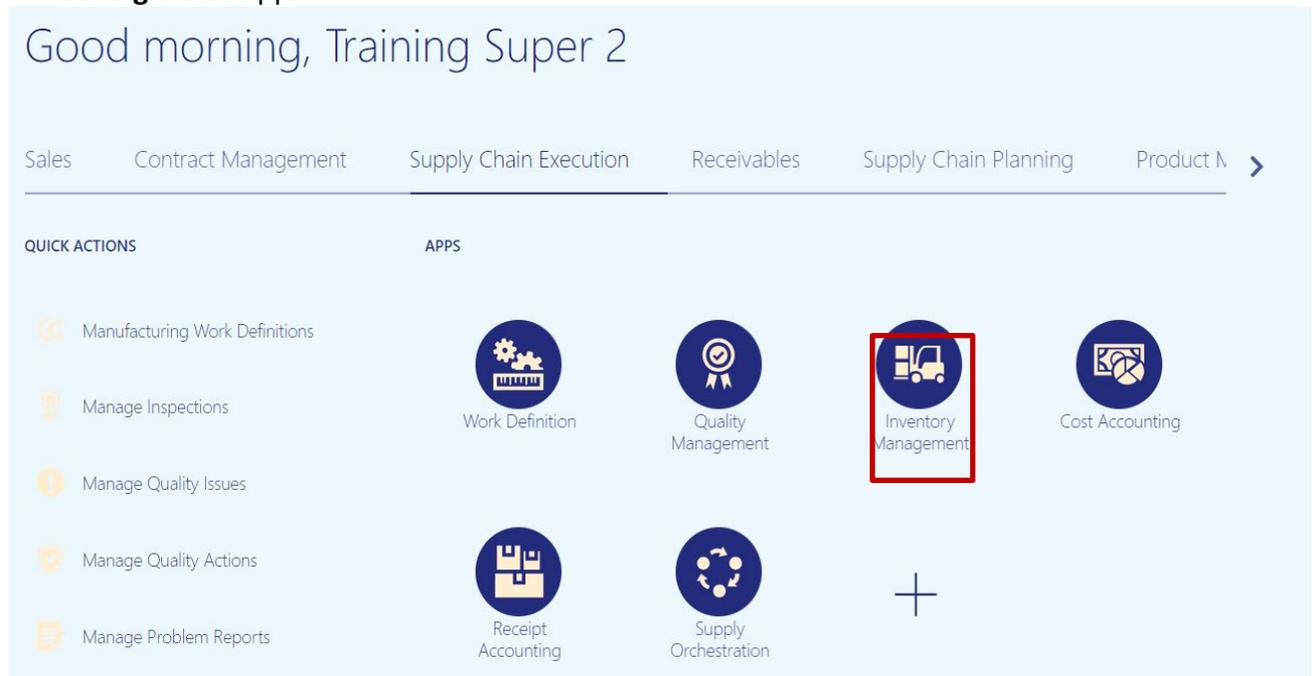
This QRG explains how to inactivate an item by performing a subinventory transfer to a DMG subinventory in NCFS. Once an item is moved to a DMG subinventory, it cannot be transacted with by the inventory organization.

This is an option to hold or prevent movements on certain quantities of items without deactivating the entire item. For example, 2 quantity of the 10 total on-hand should not be transacted with; by moving 2 quantity to the DMG subinventory. The on-hand quantity will show as 8 quantity after this transaction and the held 2 quantity cannot be transacted with.

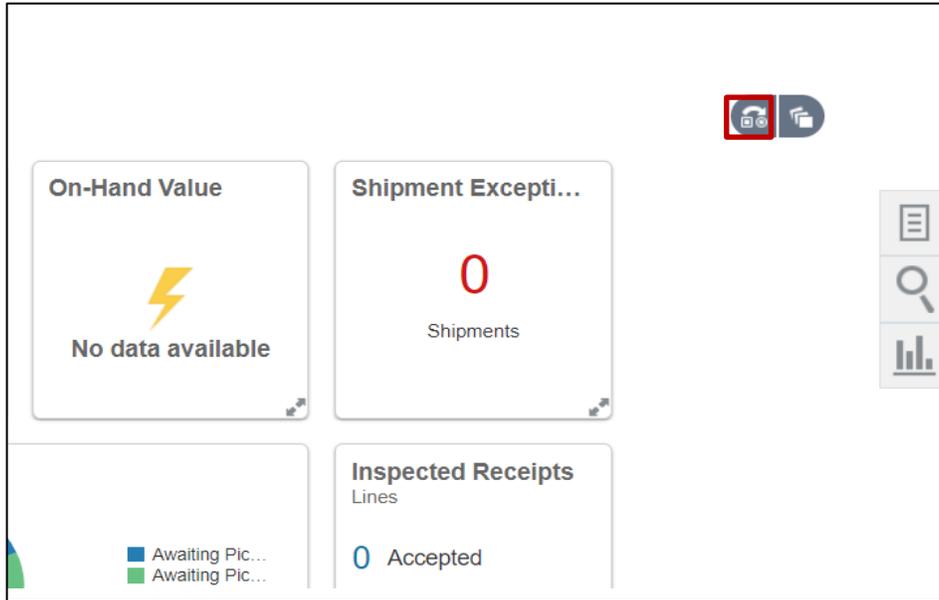
Inactivate an Item by Subinventory Transfer to DMG

To inactivate an item by subinventory transfer to DMG 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 **Supply Chain Execution** tab, click the **Inventory Management** app.

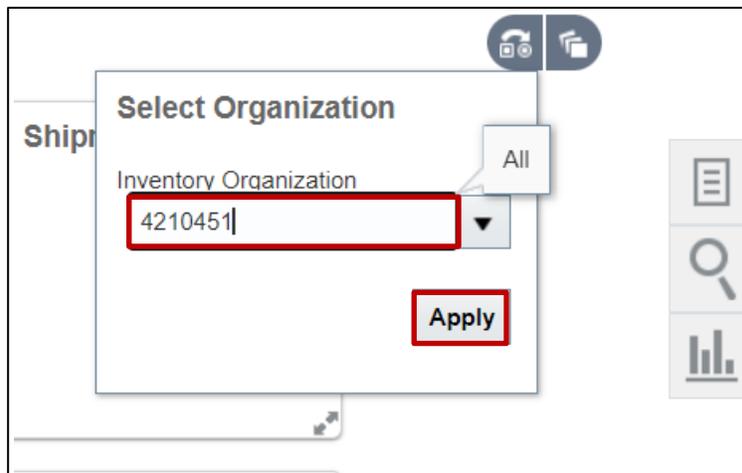


3. On the **Inventory Management** dashboard, click the **View By** [] icon.

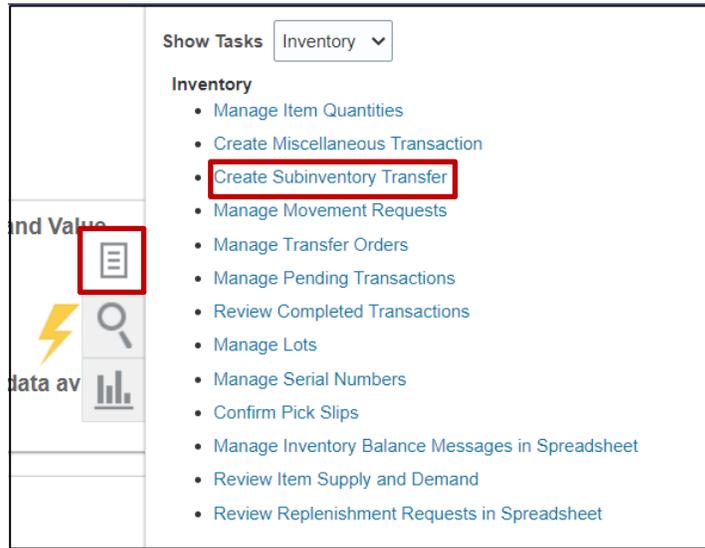


4. Enter the **Inventory Organization**.

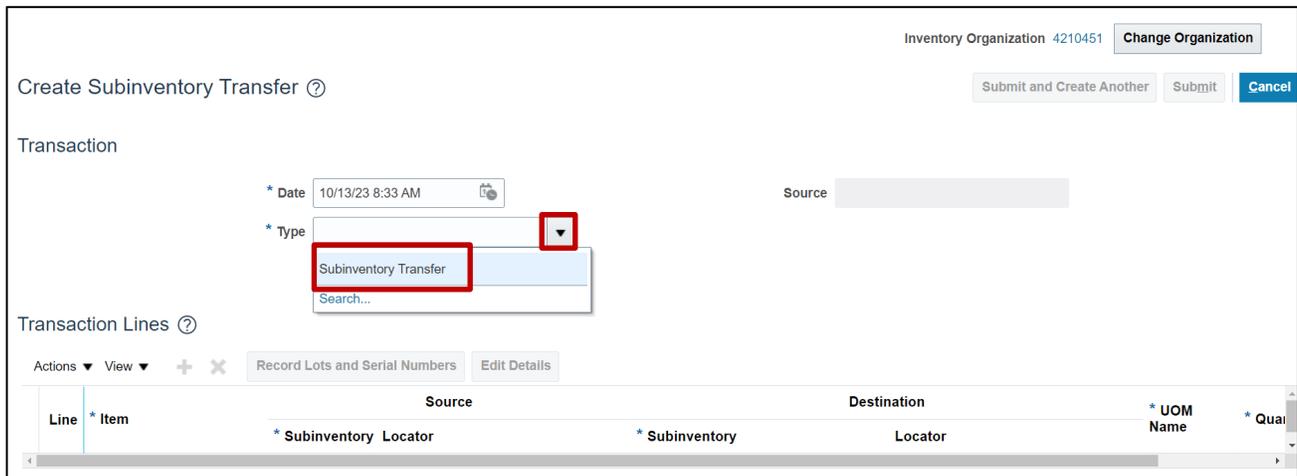
In this example we chose **4210451** and click the **Apply** button.



5. Click the **Tasks** [] icon, and click **Create Subinventory Transfer**.



6. On the **Transaction** section, click the **Type** drop-down list and select **Subinventory Transfer**.



7. Click the **Add [+]** icon to add a transaction line.

Create Subinventory Transfer ?

Transaction

Date 10/13/23 8:33 AM Source

Type Subinventory Transfer

Enter transactions by serial numbers

Transaction Lines ?

Actions View + X Record Lots and Serial Numbers Edit Details

Line	* Item	Source	Destination
		* Subinventory Locator	* Subinventory
1			

8. Enter the **Item** number and **Source Subinventory** number.

In this example, we choose item 0001933 and its subinventory of A001.

Transaction Lines ?

Actions View + X Record Lots and Serial Numbers Edit Details

Line	* Item	Source	Destination	* UOM Name
		* Subinventory Locator	* Subinventory	Locator
1	0001933	A001		BAG

Line 1: Availability ?

Available Quantity	4,006 BAG	Secondary Available Quantity	
On-Hand Quantity	4,006 BAG	Secondary On-Hand Quantity	

- Search for the **DMG Subinventory**. Open the **Destination Subinventory** drop-down list, and click **Search** at the bottom of the list.

The screenshot shows a software interface for a subinventory transfer. At the top left, there is a date field showing '10/13/23 8:33 AM' and a type dropdown set to 'Subinventory Transfer'. Below this is a checkbox for 'Enter transactions by serial numbers'. A 'Source' section contains a 'Subinventory Locator' dropdown with 'A001' selected. A 'Destination Subinventory' dropdown is open, showing a list of options: 01A1 through 01B4, each followed by 'BULK STORAGE AREA'. The 'Search...' button at the bottom of this dropdown is highlighted with a red box. To the right of the dropdown are fields for '* UOM Name' (set to 'BAG') and '* Quantity'. At the bottom, there are two rows of quantity information: 'ty 4,006 BAG' and 'Secondary Available Quantity', and another row with 'ty 4,006 BAG' and 'Secondary On-Hand Quantity'.

- Enter **DMG** into the **Subinventory** field, then click **Search**. Select the search result associated with the **DMG** subinventory and click **OK**.

The screenshot shows a dialog box titled 'Search and Select: Subinventory'. It has a search section with a 'Subinventory' field containing 'DMG' (highlighted with a red box) and an empty 'Description' field. There are 'Search' and 'Reset' buttons, with 'Search' highlighted in red. Below the search fields is a table with two columns: 'Subinventory' and 'Description'. The table contains one row: 'DMG4210451' in the 'Subinventory' column and 'DMG SUB INVENTORY 4210451' in the 'Description' column. This row is highlighted with a red box. At the bottom right, there are 'OK' and 'Cancel' buttons, with 'OK' highlighted in red.

11. Enter the **Quantity** and choose a **Reason** from the drop-down list if required.

In this example, 2 quantity was chosen and the reason was left blank.

Destination		* UOM Name	* Quantity	Reason
* Subinventory	Locator			
DMG4210451		BAG	2	
				Damaged
				Bought without PO
				Damaged
				Missing
				OTC Issue
				OTC Return
				Received as Donation
				Rejects
				SSP Return
				Search...

12. Click **Submit** to place this movement to the DMG subinventory and inactivate a quantity of items from being transacted.

The screenshot shows a web interface for inventory management. At the top, it displays 'Inventory Organization 4210451' and a 'Change Organization' button. Below this are three buttons: 'Submit and Create Another', 'Submit' (highlighted with a red border), and 'Cancel'. The main area is mostly blank with a light gray bar. At the bottom, there is a table with columns for '* UOM Name', '* Quantity', and 'Reason'. The first row of the table has 'BAG' in a dropdown menu, the number '2' in a text input field, and another dropdown menu.

* UOM Name	* Quantity	Reason
BAG ▼	2	▼

Wrap-Up

Inactivate an item by performing a subinventory transfer to a DMG subinventory in NCFS using the steps above.

Additional Resources

- INV 105: Inventory Warehouse Manager (ILT)