



# VIEW PENDING INVENTORY TRANSACTIONS

## QUICK REFERENCE GUIDE INV-53

INV

### Purpose

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

### Introduction and Overview

This QRG covers the review of all pending Inventory Transactions in NCFS which will enable you to review Inventory Transactions that need action taken during a specific period.

### View Pending Inventory Transactions

To view pending inventory transactions in NCFS, please follow the steps below:

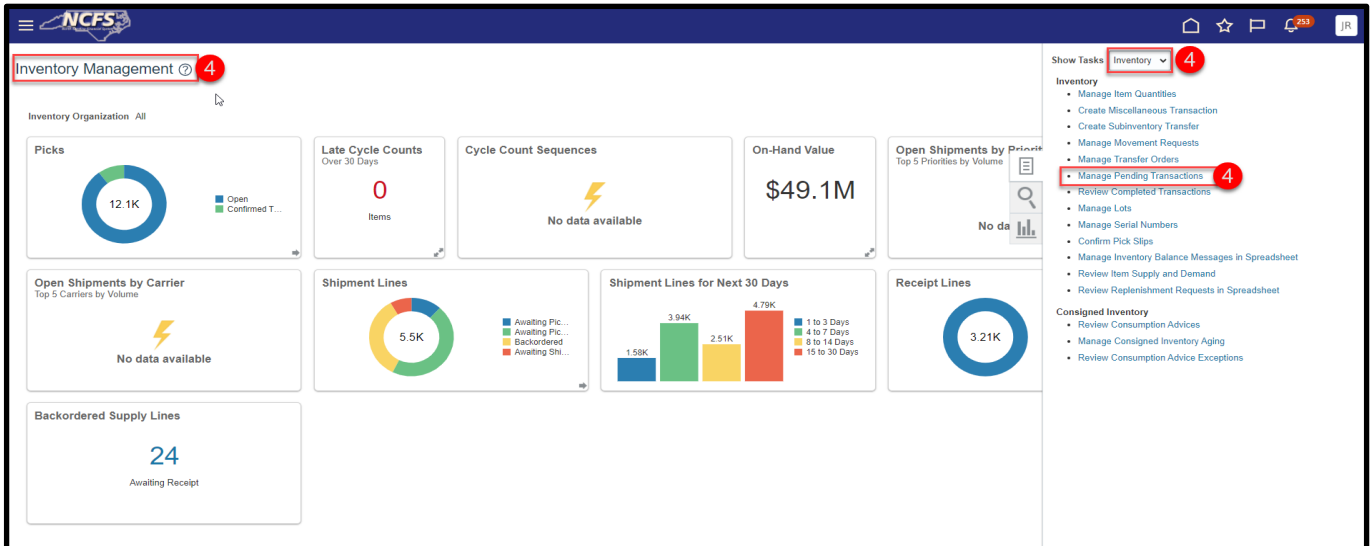
1. Log in to the NCFS portal with your credentials to access the system.
2. On the Home page, click the **Supply Chain Execution** tab.



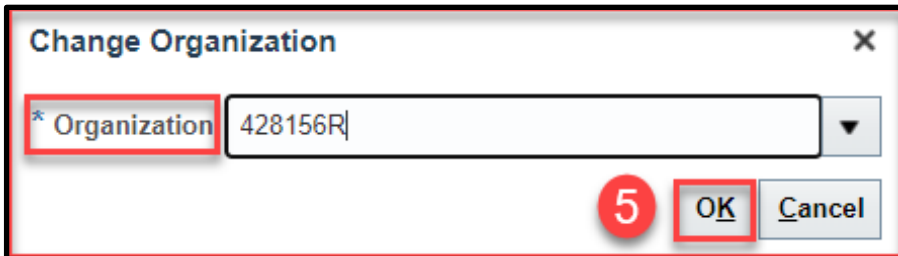
3. Click the **Inventory Management** app.



4. On the **Inventory Management** page, click on the **Tasks Menu** and select **Manage Pending Transactions**.



5. A **Select Organization** Window will appear, enter your **Organization** and click **OK**.



6. The **Transaction Type** and number of **Error Transactions** will appear, click the number.
7. You can also click the **View Pending Transactions** button.

Manage Pending Transactions [?](#)

Inventory Organization 428156R [Change Organization](#) [Done](#)

Error Transactions Summary

Actions

Transaction Type	Error Transactions
NC Deduct Inventory Adjustments	1
<b>Total</b>	<b>1</b>

[View Pending Transactions](#)

8. The selected **Organization** will default in the **Organization** field
  - **Note: If you have security access to multiple Organizations and want to view all Pending Inventory Transactions for them, remove the Organization and leave field blank**
9. Select **Error during processing** in the **Processing Status** field and then click **Search**.

View Pending Transactions [?](#)

Inventory Organization 428156R [Change Organization](#) [Done](#)

Search

\*\* Organization: 428156R

Transaction Date: Between [m/d/yy h:mm a] - [m/d/yy h:mm a]

Subinventory: [ ]

Source Type: [ ]

Transaction Type: [ ]

Item: [ ]

\*\* Processing Status: Error during processing

Transaction Status: [ ]

[Search](#) [Reset](#) [Save...](#) [Add Fields](#) [Reorder](#)

Search Results [?](#)

10. Click the **Transaction ID** for more detailed information.

View Pending Transactions [?](#)

Inventory Organization 428156R [Change Organization](#) [Done](#)

Currency = US Dollar

Search

\*\* Organization: 428156R

Transaction Date: Between [m/d/yy h:mm a] - [m/d/yy h:mm a]

Subinventory: [ ]

Source Type: [ ]

Transaction Type: [ ]

Item: [ ]

\*\* Processing Status: Error during processing

Transaction Status: [ ]

[Search](#) [Reset](#) [Save...](#) [Add Fields](#) [Reorder](#)

Search Results [?](#)

Actions     Transaction Process Status: All

Transaction ID	Transaction Process Status	Item	Organization	Item Description	Lots and Serial Numbers	Lot Transaction Source	Lot Transaction Group	Representative Lot	Project Details		Subinventory	Locator	Transaction Quantity	Transaction UOM	Transac Date
									Project Number	Task Number					
1483342	Staged	P0015114	428156R	LOW QUAT TE...							ST8156R		-52	PACKAGE	10/30/23

11. Review Pending Transaction details, including the Error and Error Explanation.

Pending Transaction: 1483342  
 Currency = US Dollar  
 Inventory Organization: 428156R  
 Transaction ID: 1483342

**Location**

- Organization: 428156R
- Item: 0015114
- Item Description: LOW QUAT TEST STRIPTEST STRIPS
- Revision: 50-400 PPM
- Subinventory: ST8156R
- Locator
- Location

**Transaction**

- Transaction Header ID: 1482558
- Transaction ID: 1483342
- Transaction Source Line ID
- Transaction Source Shipment ID
- Transaction Date: 10/30/23 8:00 PM
- Source Type: Inventory
- Source Reference
- Source: INV\_BF\_CORRECTIONS
- Source Line ID: 434061
- Source Header ID: 434061
- Demand Source Header ID
- Demand Source Line
- Demand Source Shipment
- Transaction Type: NC Deduct Inventory Adjustments
- Transaction Action: Issue from stores

**In Transit**

- Shipment
- Waybill
- Carrier
- External Packing Unit

**Transaction Details**

- Transaction Quantity: -52 PACKAGE
- Quantity: -52 PACKAGE
- Secondary Quantity
- Destination Organization
- Destination Subinventory
- Destination Locator
- Destination Business Unit
- Lot Transaction Source
- Lot Transaction Group
- Representative Lot
- Transaction Mode: Background processing
- Transaction Locked: No
- Processing Status: Error during processing
- Request ID: 2745538
- Requester
- Reason
- Reference: 1285734
- Movement Request
- Error: INV\_MATRX\_MRP\_UPDATE\_ERROR
- Error Explanation: The reservations cannot be updated or deleted for the material transaction row. Details in the Inventory log file Reservations section.
- Transaction Status
- Number of Packing Units
- Transfer Charge
- Shipping Cost
- Expected Arrival Date

12. **Pending Transactions have not processed in the NCFS system. Take appropriate action needed based on Error and Error Explanation. Contact the [NCFS@osc.nc.gov](mailto:NCFS@osc.nc.gov) Call Center to log a ticket if a resolution cannot be determined by your agency.**

**Wrap-Up**

View pending inventory transactions using the steps above in NCFS.

**Additional Resources**

- INV 105: Warehouse Management (ILT)
- INV 106: Warehouse Transaction Support (ILT)

