



# MANAGE ITEM TRANSACTION DEFAULTS

INV

## QUICK REFERENCE GUIDE INV-54

### Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to set up a default receiving Subinventory area for an Inventory Item individually or with a mass upload in the North Carolina Financial System (NCFS).

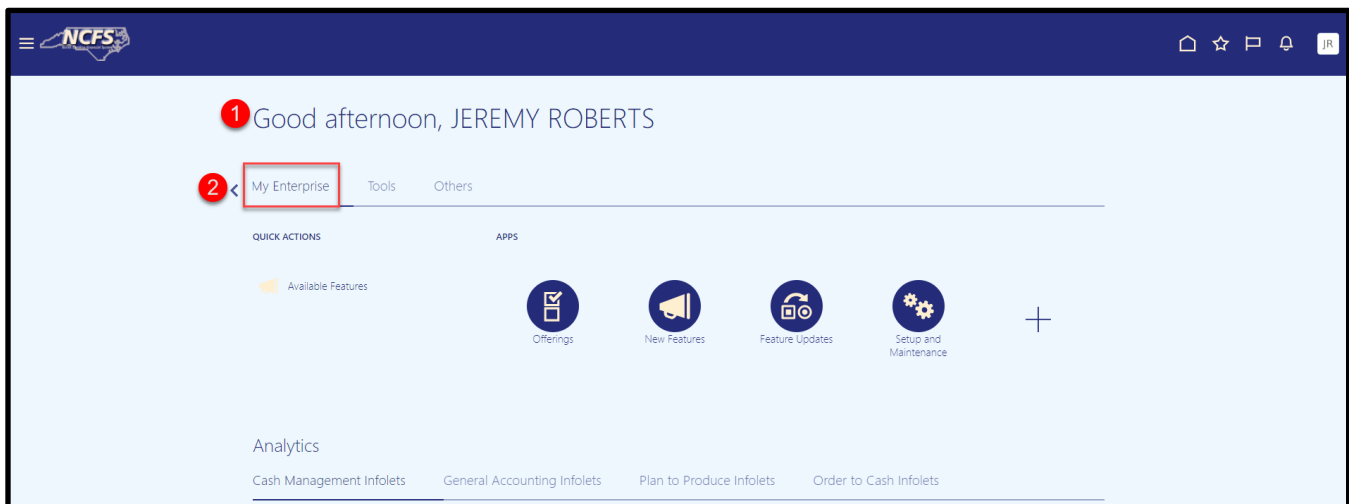
### Introduction and Overview

This QRG covers the setup process for adding a receiving Subinventory area to an Inventory Item in NCFS. All items must have a default receiving Subinventory area in NCFS.

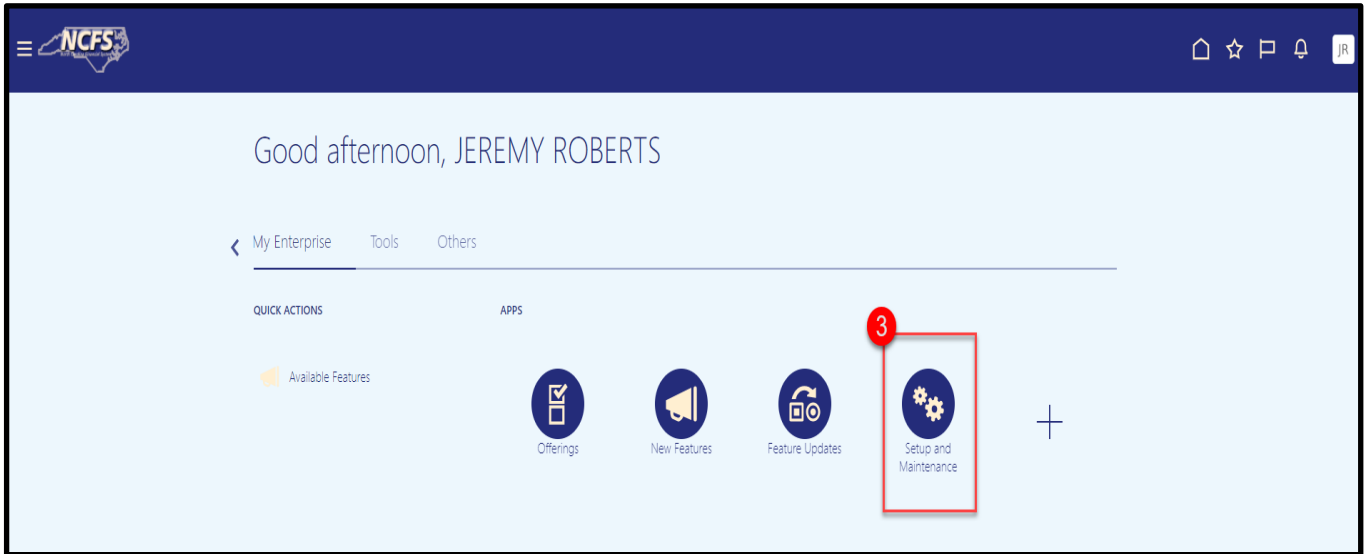
### Manage Item Transaction Defaults Individually

To update the Subinventory location(s) for an Inventory item in NCFS individually, 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 **My Enterprise** tab.



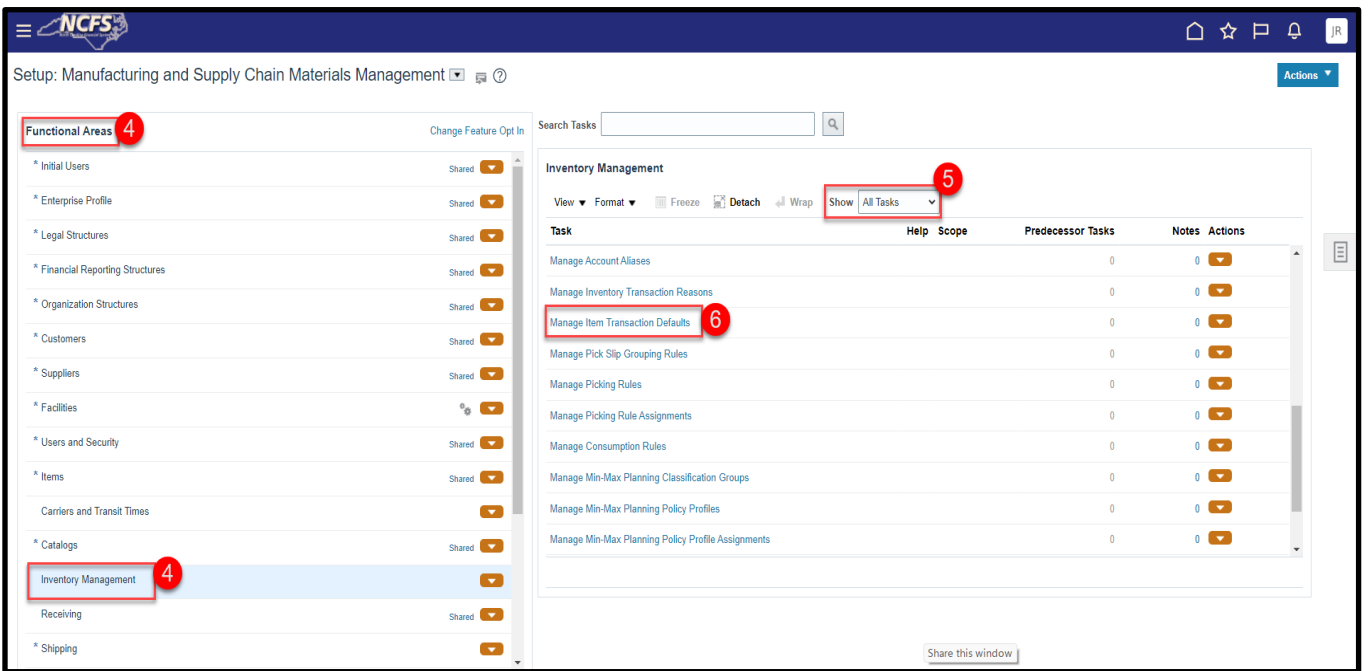
3. Click the **Setup and Maintenance** app.



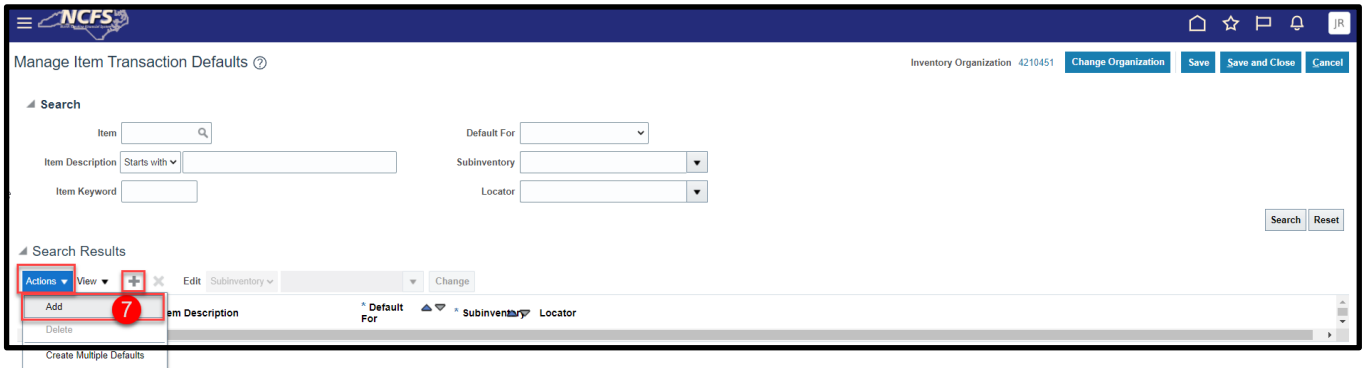
4. Under **Functional Areas**, select **Inventory Management**.

5. Select **All Tasks** in the **Show** field.

6. Scroll down the list and select **Manage Item Transaction Defaults**.



7. Click the **Actions** button and select **Add** from the dropdown or click the **Plus** sign.

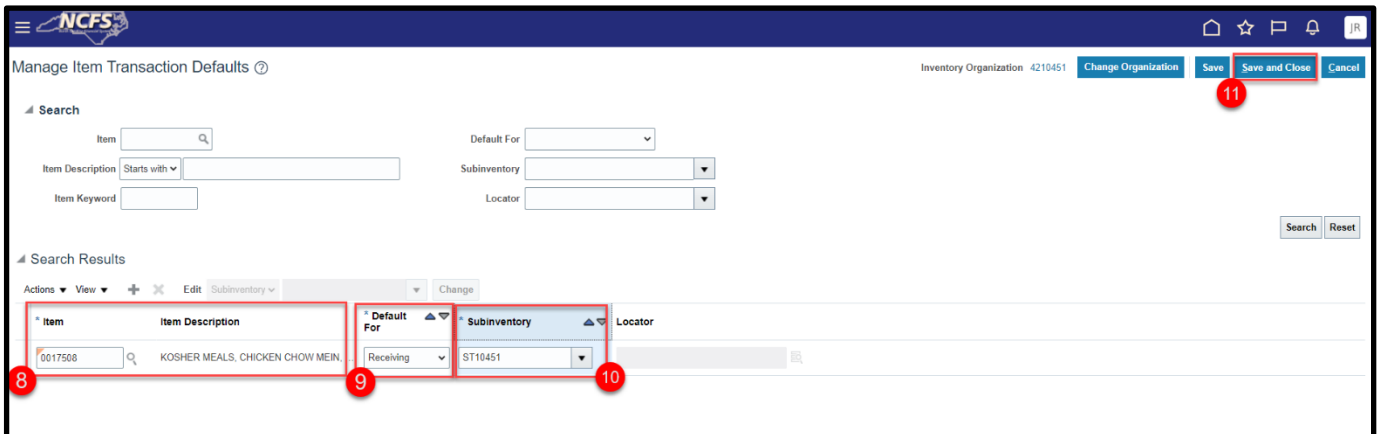


8. Enter the **Item number** in the **Item** field and press the **Tab** key to populate the **Item Description**.

9. Select **Receiving** in the **Default For** field.


10. Select the appropriate **Subinventory** in the **Subinventory** field.

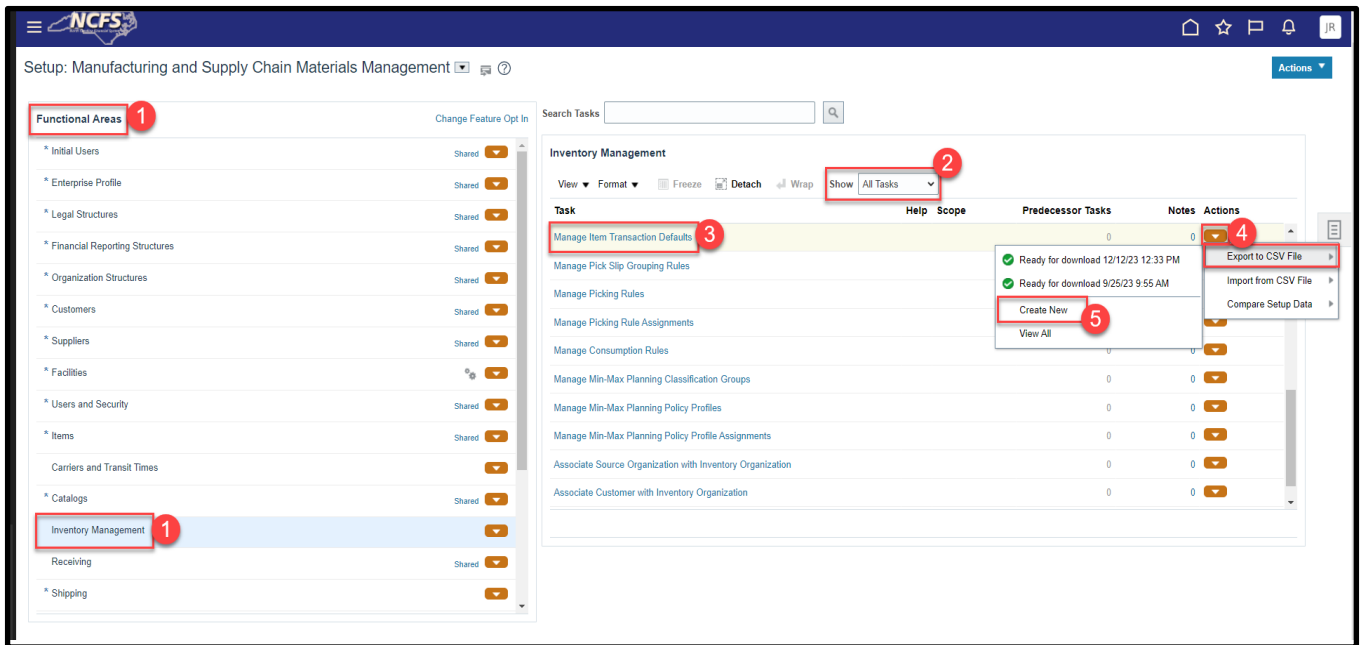
11. Click **Save and Close**.



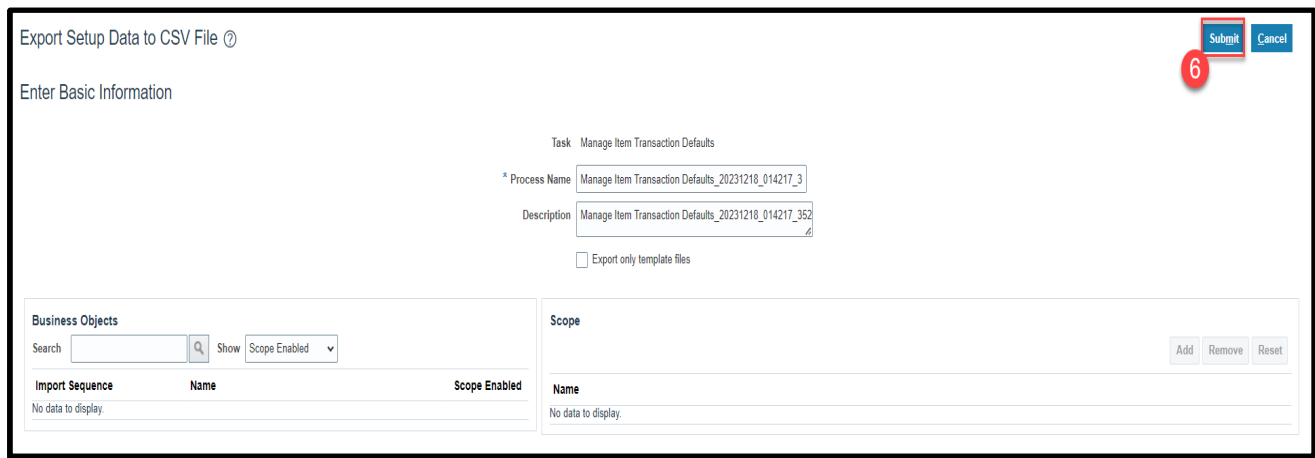
## Manage Item Transaction Defaults with a Mass upload

To update the Subinventory location(s) for an Inventory item in NCFs with a Mass upload, please follow the steps below:

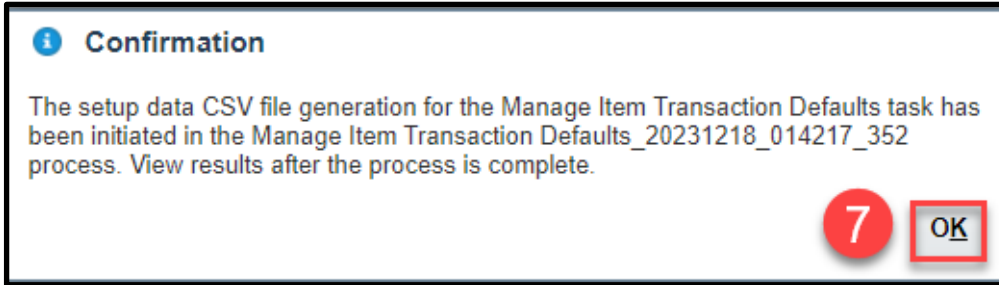
1. Under **Functional Areas**, select **Inventory Management**.
2. Select **All Tasks** in the **Show** field.
3. Scroll down the list and select **Manage Item Transaction Defaults**.
4. Click the **Actions**  drop down arrow and select **Export to CSV File**.
5. Click **Create New**.



6. Click the **Submit** button.

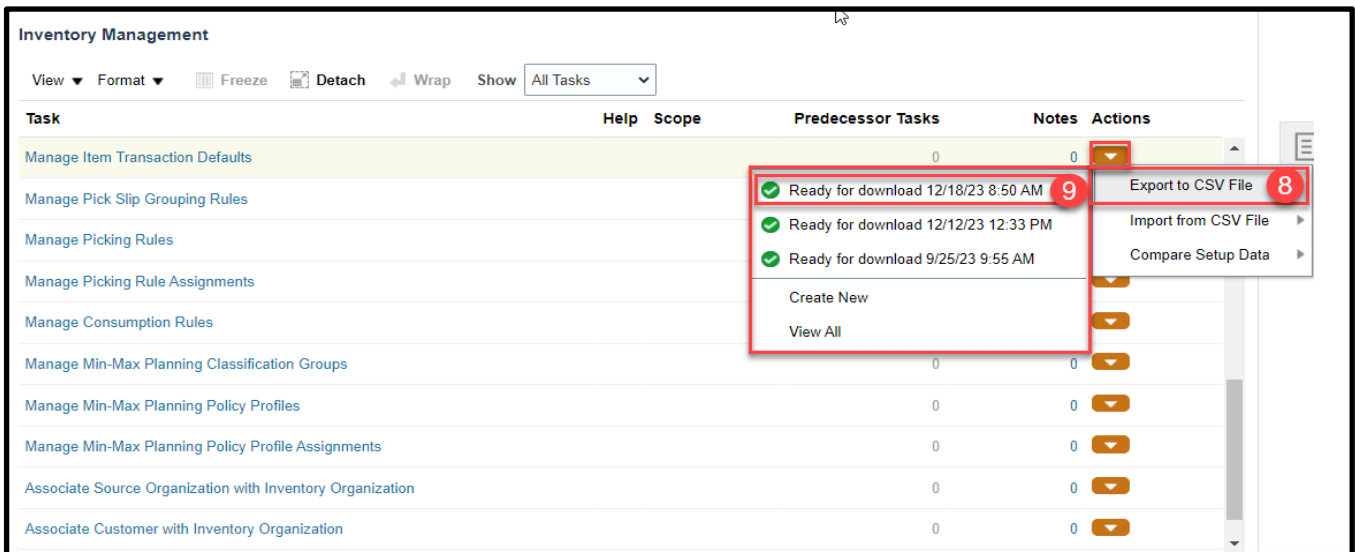


7. A Confirmation window will appear, Click **OK**.

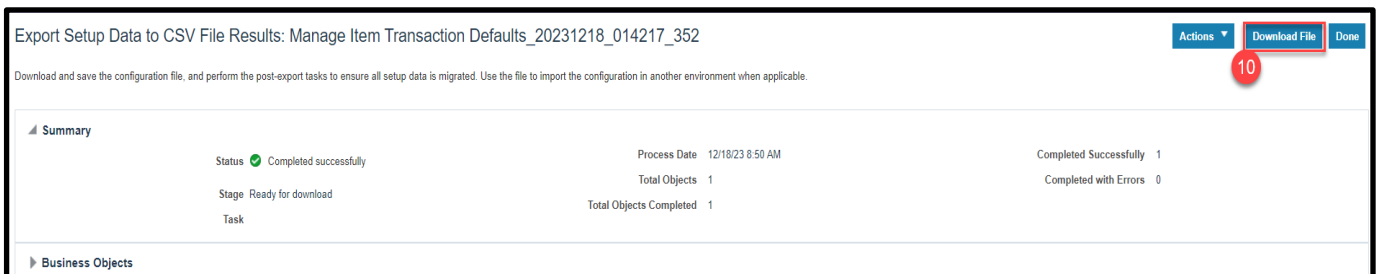


8. To check the status of the **Export to CSV File** click the **Actions** and view the status.

9. Click **Ready for download** and the **date** you ran it for.



10. Click the **Download File** button.



11. Open the downloaded file **INV\_ITEM\_LOCATOR\_DEFAULTS** and review the Subinventory Codes for each Organization and Item combination in the Excel Spreadsheet.

SubinventoryCode	DefaultType	OrganizationCode	ItemNumber	Location	StructureInstanceCode
FC01	2	31MAIN	3000923		
AA01	2	31MAIN	3000951		
BA01	2	31MAIN	3000958		
DD01	2	31MAIN	3000960		
DD01	2	31MAIN	3000962		
DD01	2	31MAIN	3000978		
DD01	2	31MAIN	3000985		
DD01	2	31MAIN	3001012		
DC01	2	31MAIN	3001018		
FG01	2	31MAIN	3001037		
FI01	2	31MAIN	3001044		
EA01	2	31MAIN	3001052		
EA01	2	31MAIN	3001055		
EA01	2	31MAIN	3001060		
EA01	2	31MAIN	3001069		
EA01	2	31MAIN	3001088		
EA01	2	31MAIN	3001103		
EA01	2	31MAIN	3001124		
EA01	2	31MAIN	3001159		
EA01	2	31MAIN	3001164		
EA01	2	31MAIN	3001193		

12. Remove the all the data except for the column headers from the **INV\_ITEM\_LOCATOR\_DEFAULTS** Excel spreadsheet.

13. Enter the **Subinventory Area** in the **SubinventoryCode** column.

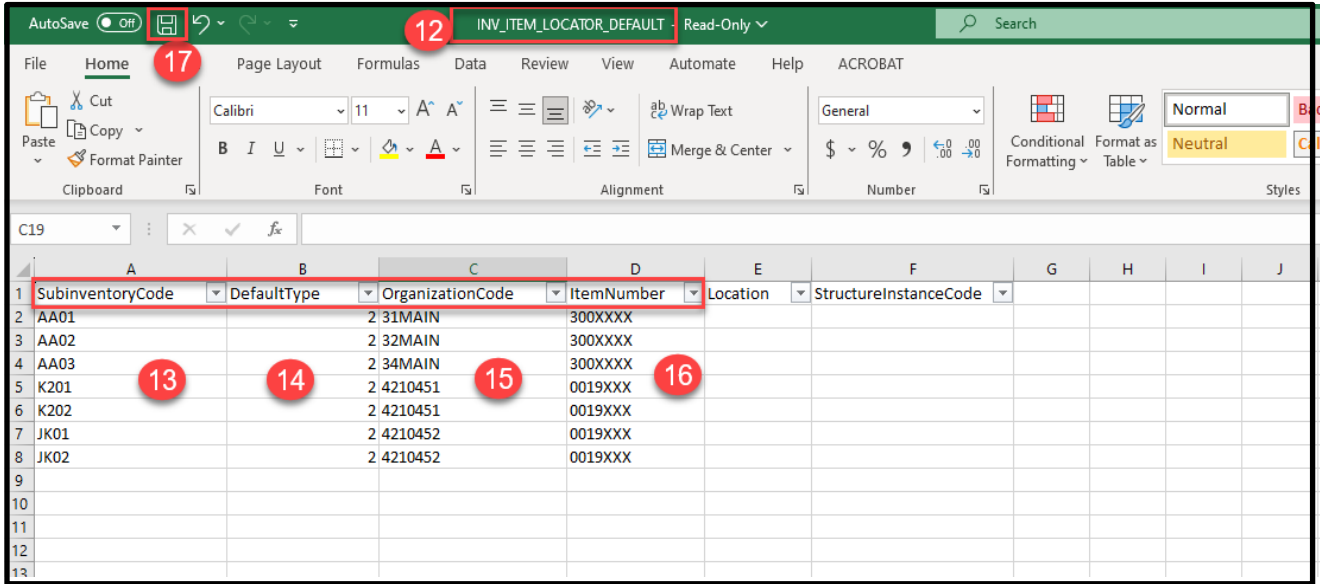
14. The **DefaultType** is always **2**.


15. Enter the **Inventory Organization** in the **OrganizationCode** column.

16. Enter the **Inventory Item number** in the **ItemNumber** column.



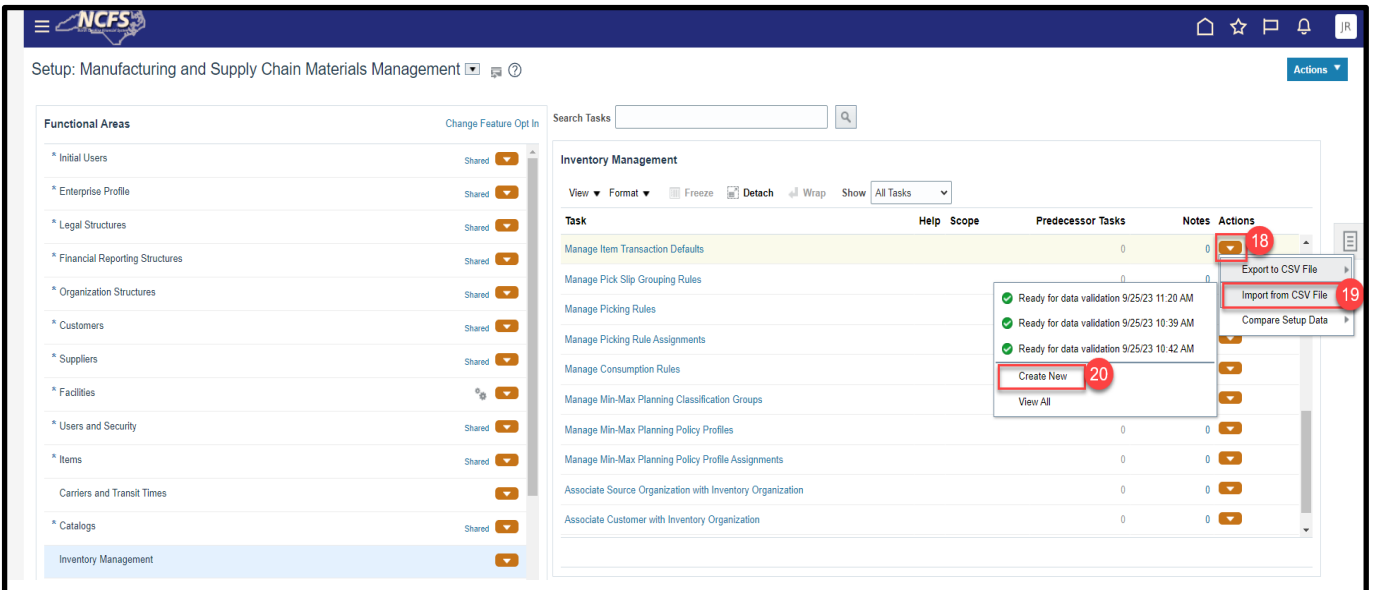
17. Save Excel Spreadsheet to your computer using the same file name to the zip file downloaded.



18. To Import the new file, click the  under **Actions**.

19. Select **Import From CSV File**.

20. Click **Create New**.



21. Click the **Choose File** button.



22. Select the new **INV\_ITEM\_LOCATOR\_DEFAULTS** zip file from your computer.

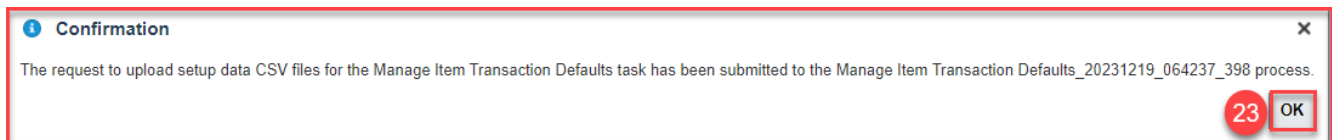


23. The file details will display loaded.

24. Click **Submit**.



25. A **Confirmation** Window will appear, click **OK**.



## Wrap-Up

Manage Item Transaction Defaults using the steps above in NCFS.

## Additional Resources

- INV 109: Inventory Item Maintenance (ILT)
- INV-40 DAC: Inventory Item Creation/Maintenance: Warehouse Transaction Support (QRG)
- INV-41 DHHS: Inventory Item Creation/Maintenance: Warehouse Transaction Support (QRG)
- INV-42 DPI: Inventory Item Creation/Maintenance: Warehouse Transaction Support (QRG)