INVENTORY TRANSFER ORDER DEALLOCATION AFTER PICK CONFIRMATION

INV

QUICK REFERENCE GUIDE INV-55

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of Inventory Transfer Order Deallocation after Pick Confirming the Pick Slip in the North Carolina Financial System (**NCFS**)**.**

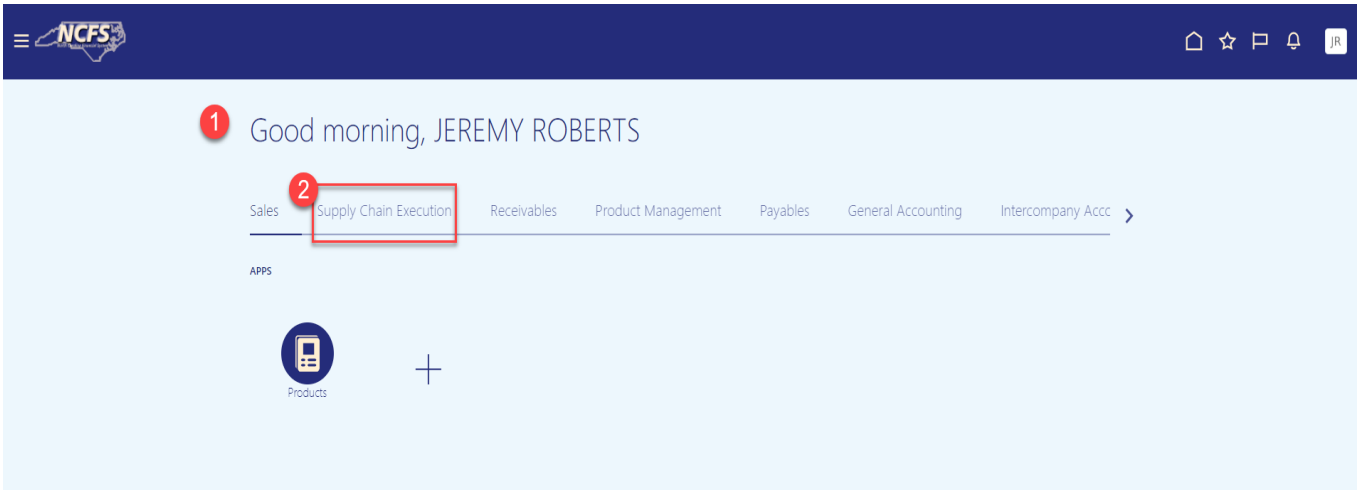
Introduction and Overview

This QRG covers the procedure of deallocating inventory items after the Pick Confirmation process has occurred in NCFS. This procedure will allow warehouses to reduce the quantity being shipped without creating a shipping exception in NCFS. There are two ways to deallocate the quantity being shipped, partially or completely.

Deallocate Transfer Order Quantity Completely

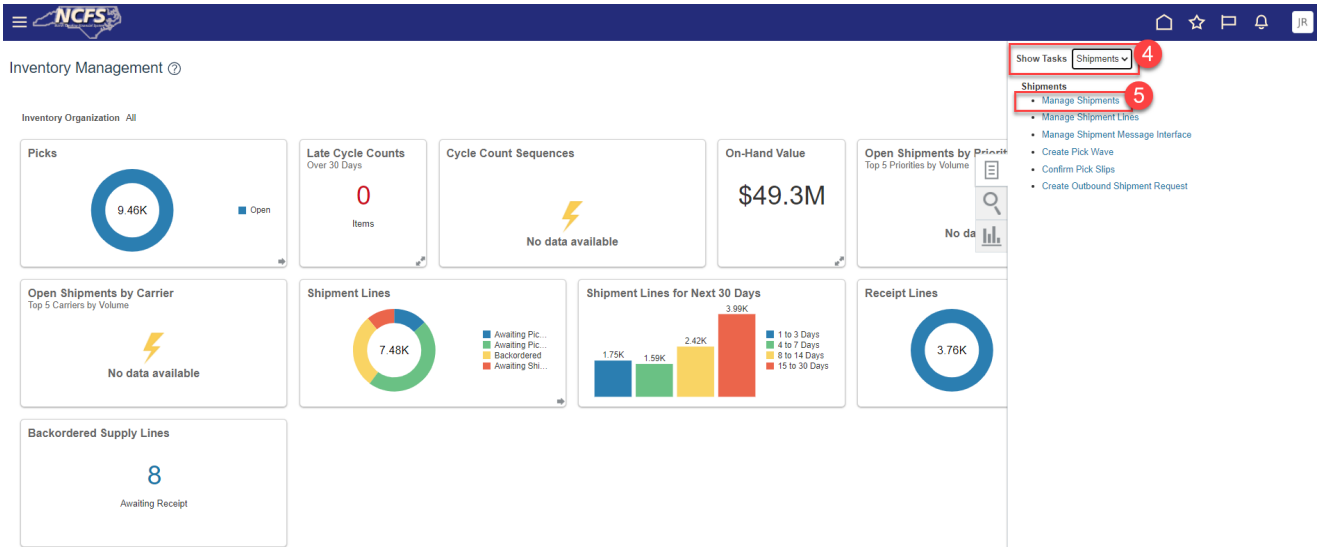
To deallocate a Transfer Order's quantity completely post Pick Confirmation, please follow the steps below:

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.

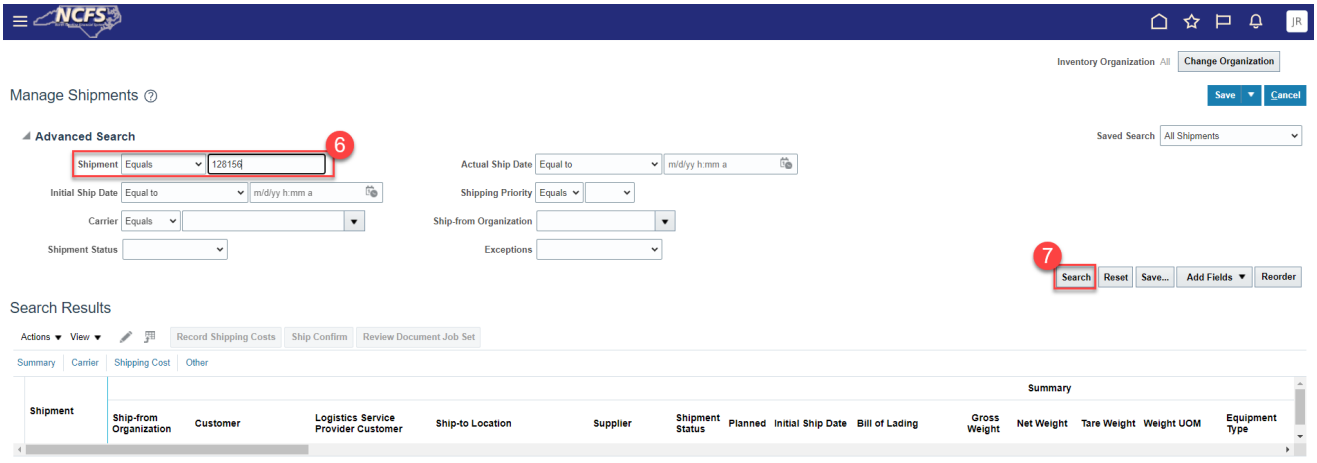


3. Click the **Inventory Management** tab.

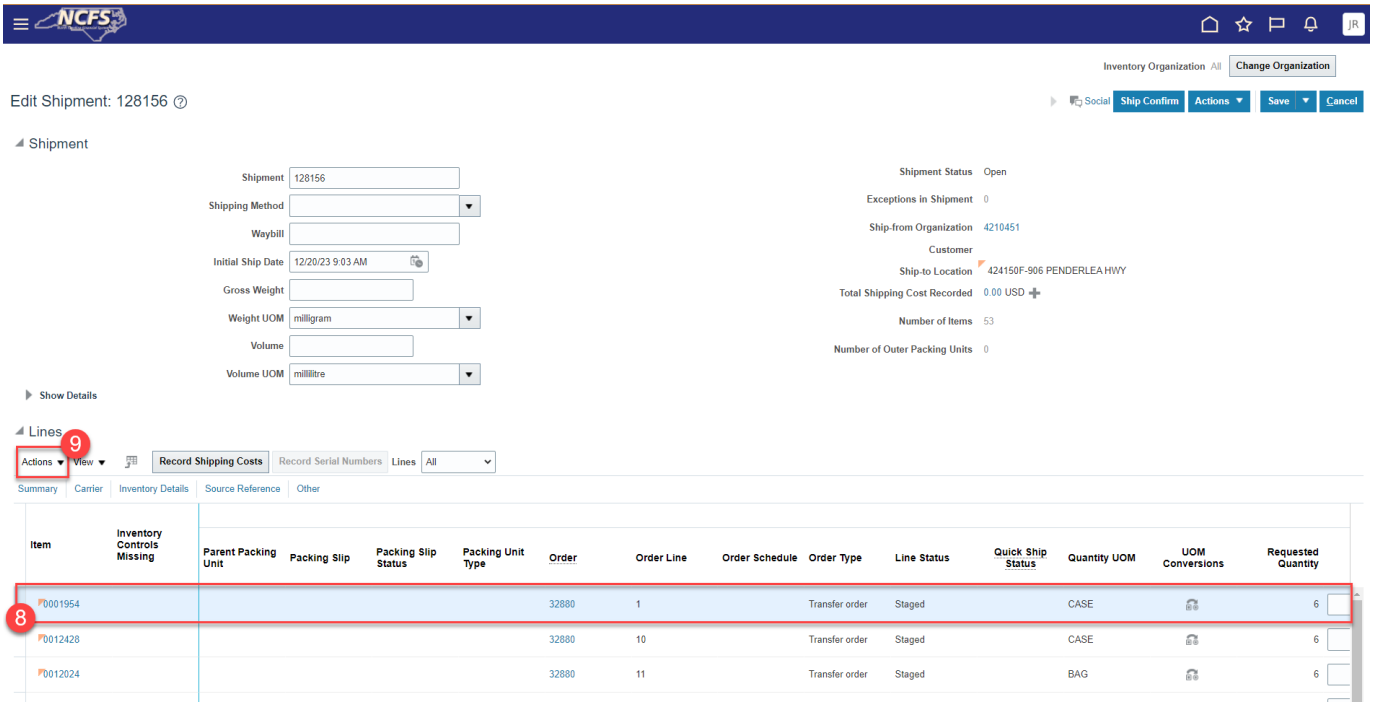
4. Select **Shipments** from the Show Tasks drop down menu.
5. Click **Manage Shipments** task.



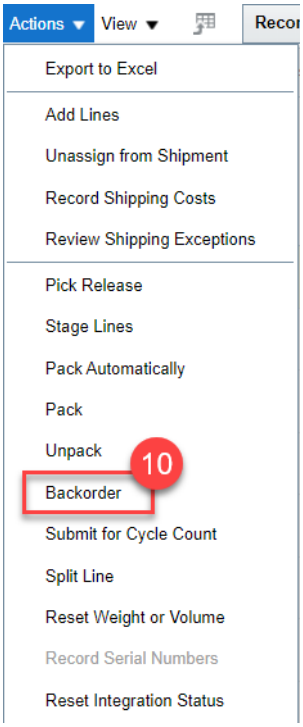
6. Enter the **Shipment** number in the **Shipment** field.
7. Click **Search** button.



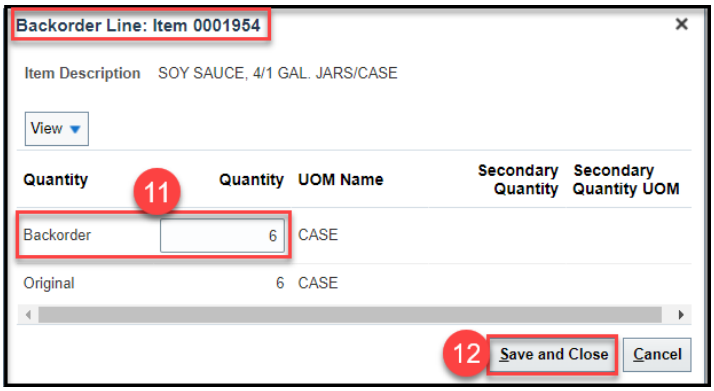
8. Select the **Shipment Line** for the **Item** for deallocation.
9. Click the **Actions** drop down.



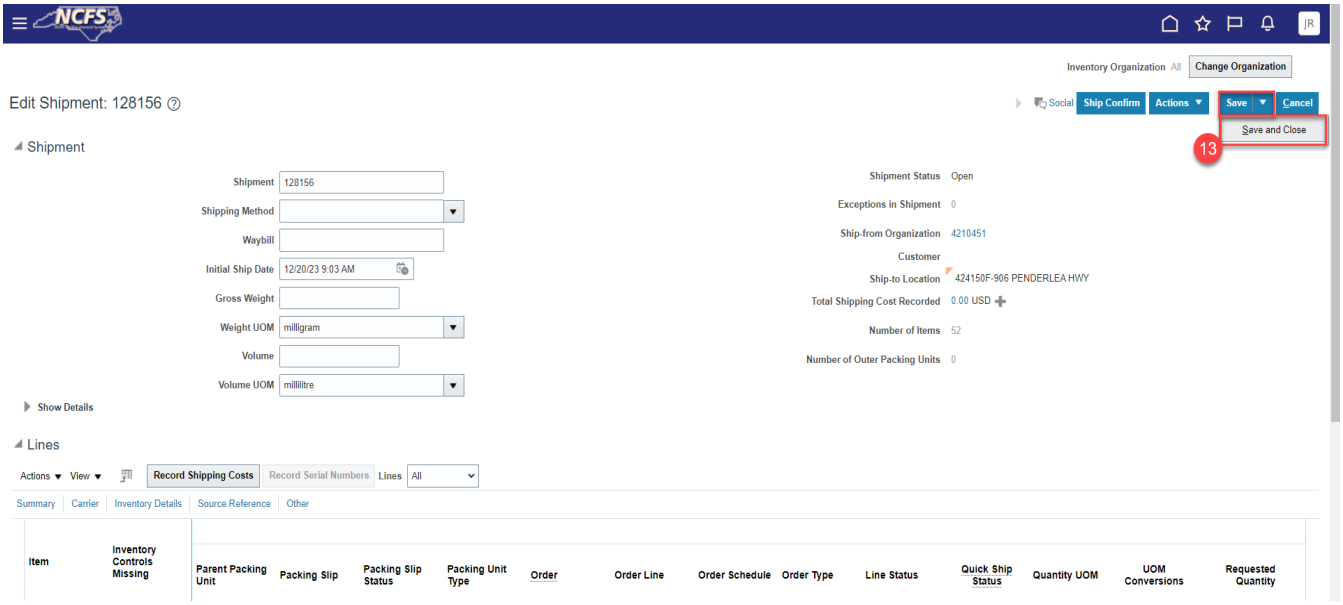
10. Select **Backorder** from the drop-down list.



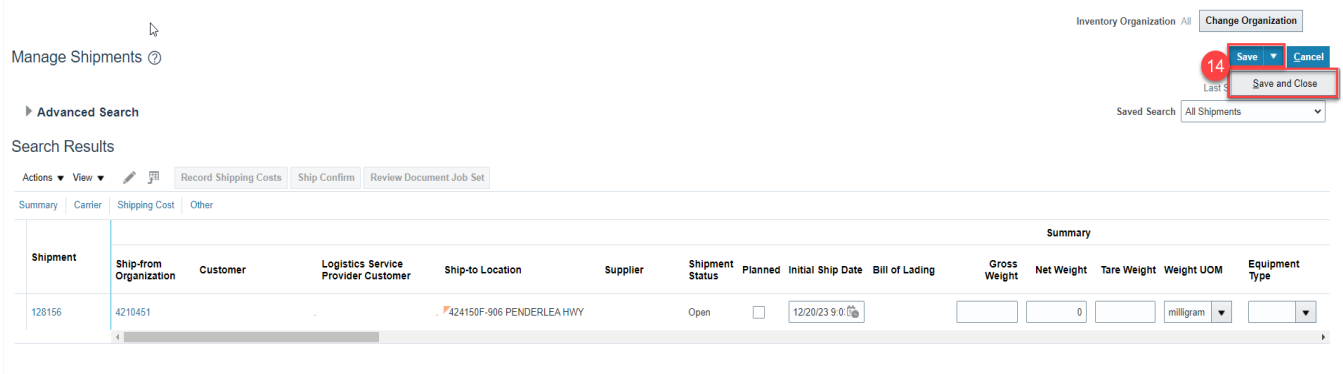
11. The **Backorder Line confirmation** window will appear. Leave the full quantity populated in the **Backorder quantity** field.
12. Click **Save and Close.**



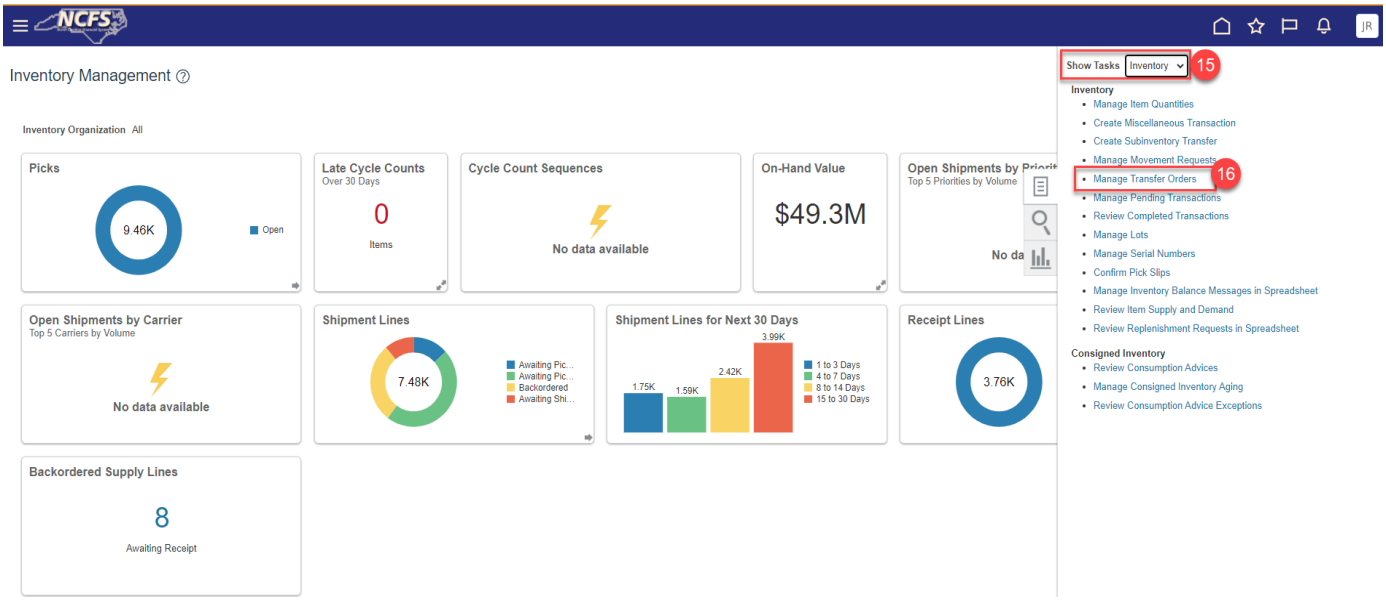
13. Click **Save and Close.**



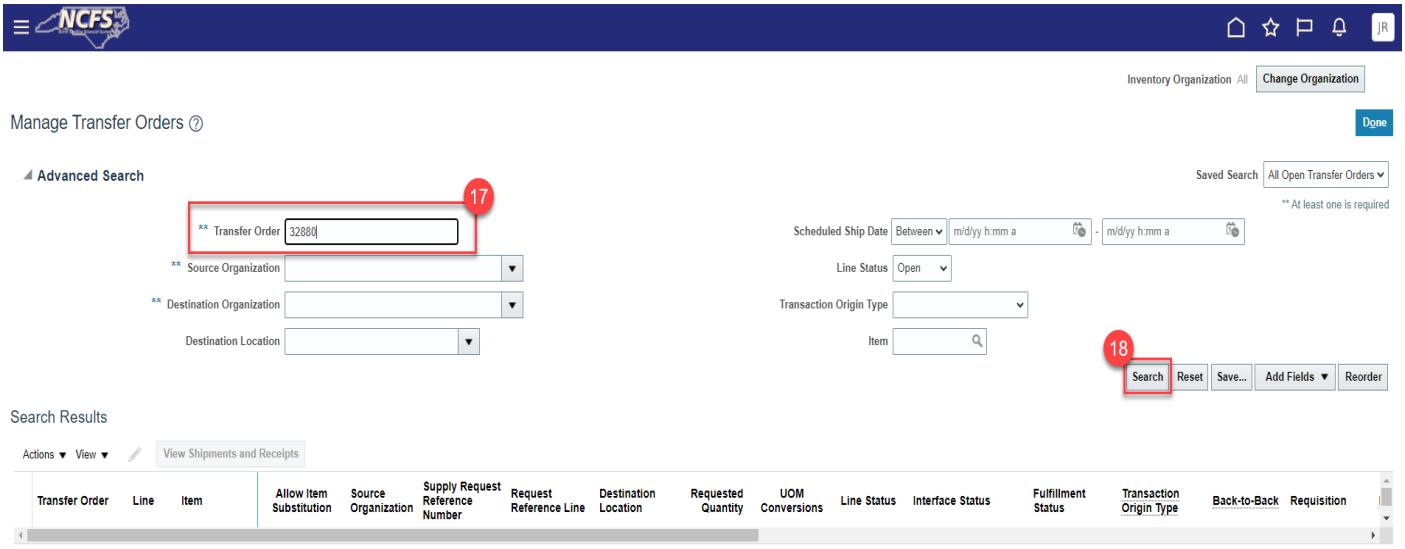
14. Click **Save and Close.**



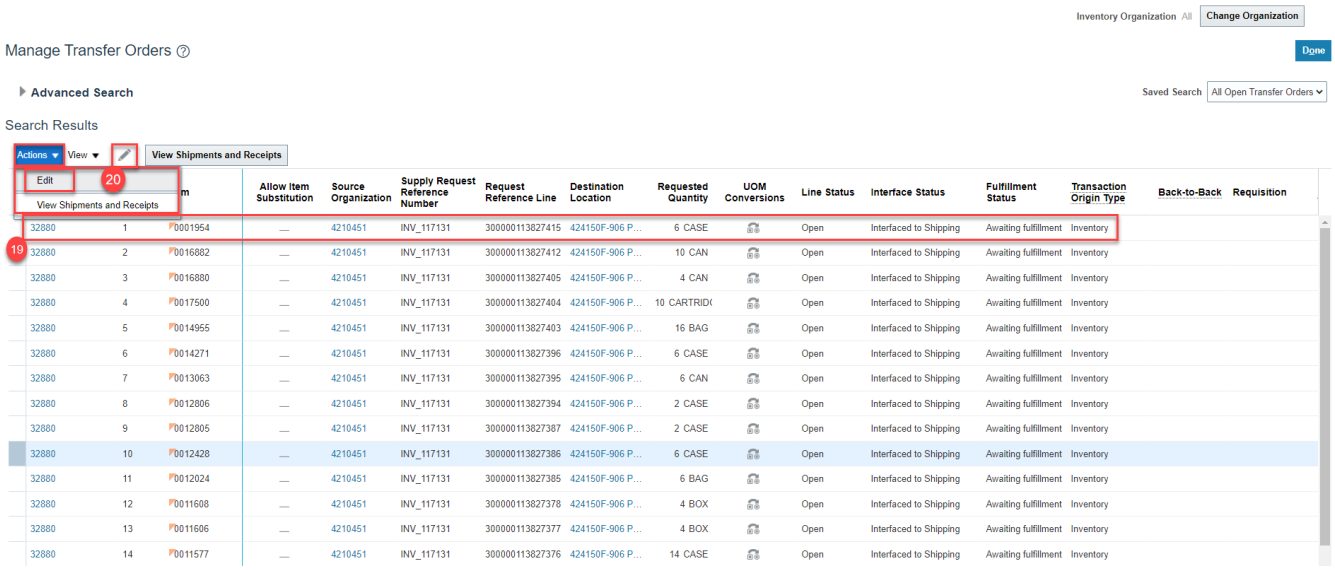
15. Select **Inventory** under the **Show Tasks** menu.
16. Select **Manage Transfer Orders.**



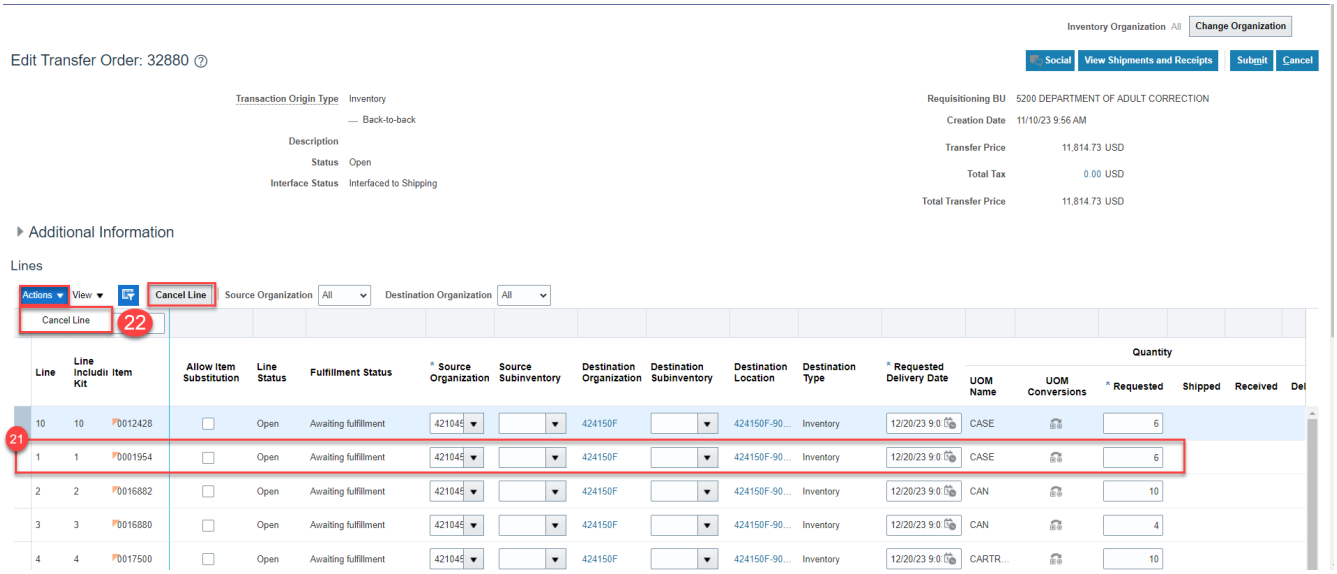
17. Enter the **Transfer Order** number in the **Transfer Order** field.
18. Click **Search** button.



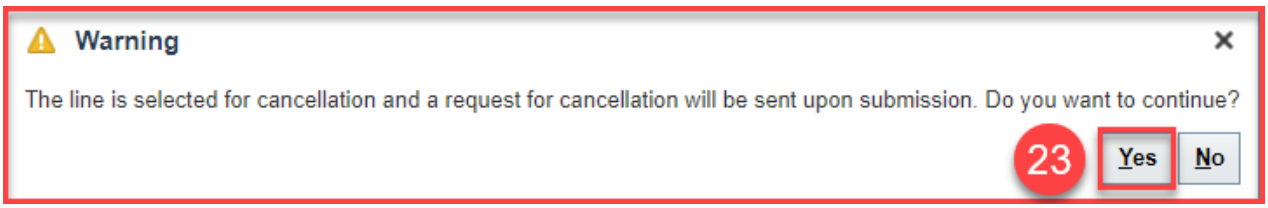
19. Select the **Transfer Order number line** to be deallocated.
20. Click the **Actions** drop down and select **Edit** or click the **Pencil** button.



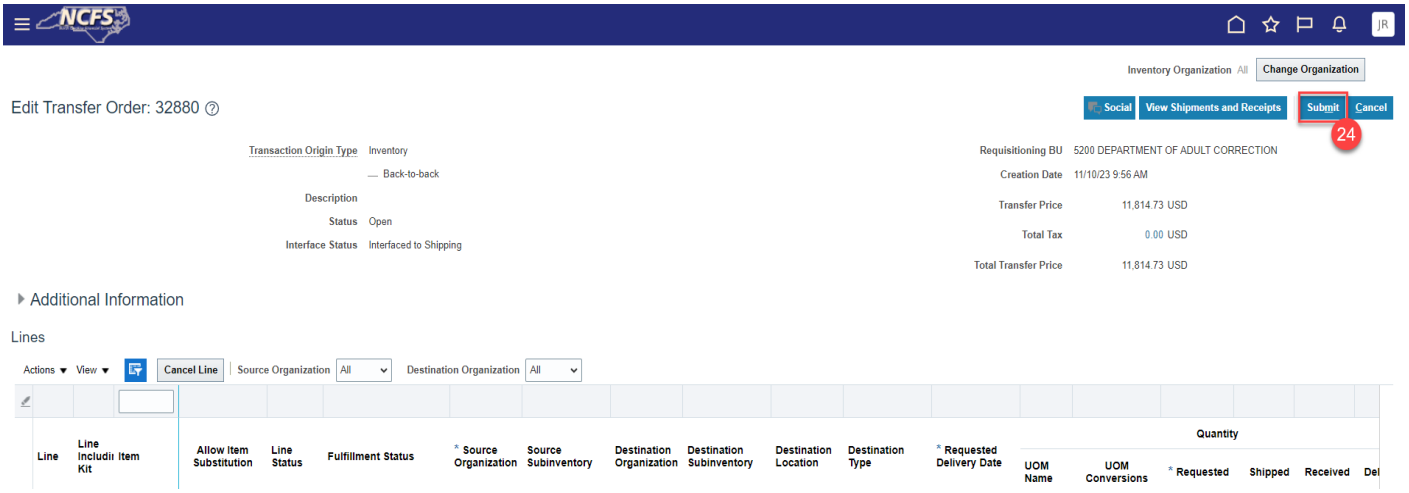
21. Select the **Transfer Order number** line to be deallocated.
22. Click the **Actions** drop down menu and select **Cancel Line** or Click the **Cancel Line** button.



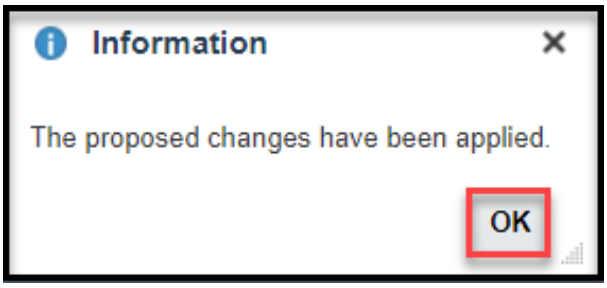
23. A **Warning** window will appear, click **YES.**



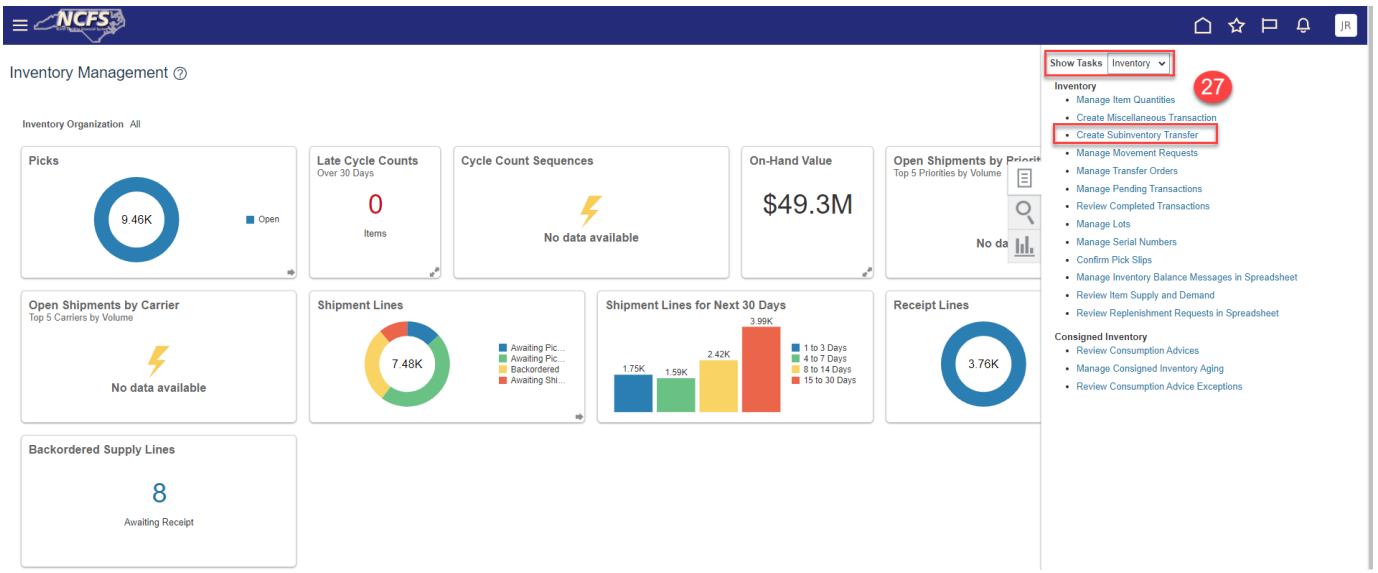
24. Click the **Submit** button.



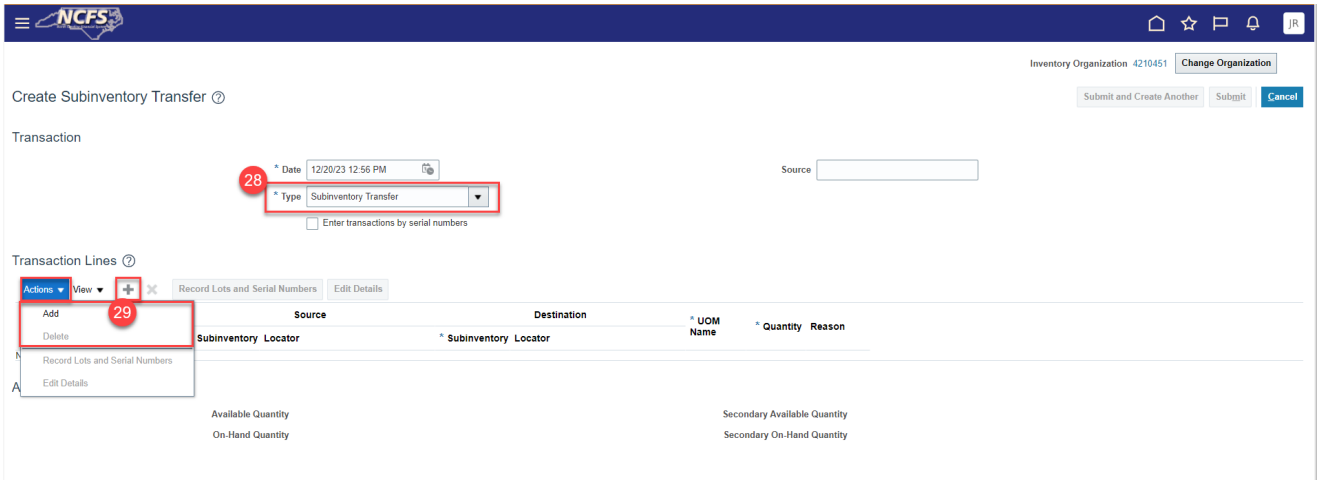
25. An **Information** window will appear, click **OK.**



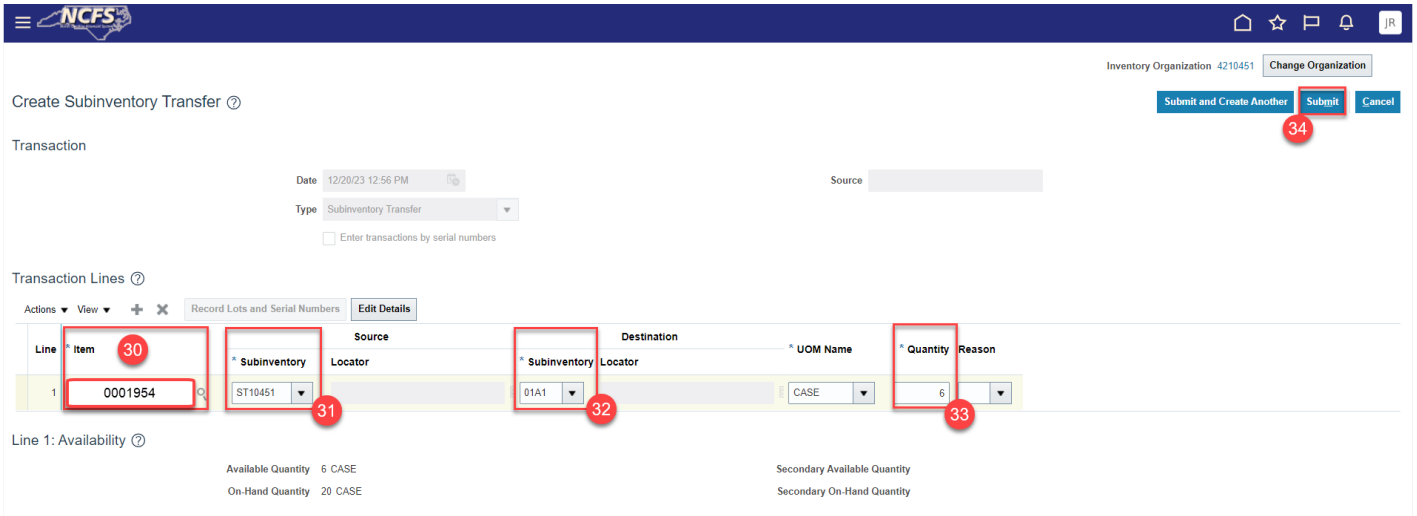
26. The cancelled **Transfer Order line** will no longer appear under **Manage Transfer Orders.**
    a. To review the Canceled Transfer Order, change the **Line Status field** to **Canceled** and click **Search.**
27. Select **Inventory** under **Show Tasks** and select **Create Subinventory Transfer.**



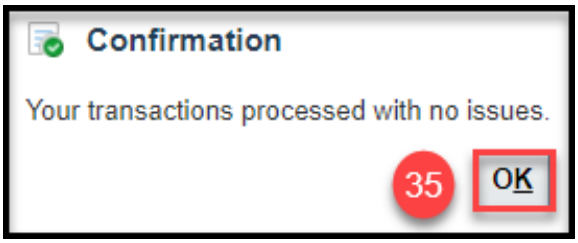
28. Select **Subinventory Transfer** in the **Type** field.
29. Click the **Actions** drop down menu and select **Add** or click the **Plus** button.



30. Enter the **Item number** in the **Item** field and press **Tab.**
31. Select the **Staging area** for the **Source Subinventory** field.
32. Select the **Subinventory area** for the **Destination Subinventory** field.
33. Enter the **Item Quantity** to be transferred in the **Quantity** field.
34. Click **Submit** button.



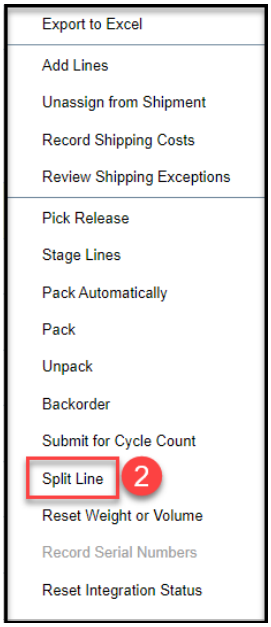
35. A **Confirmation** window will appear, Click **OK.**



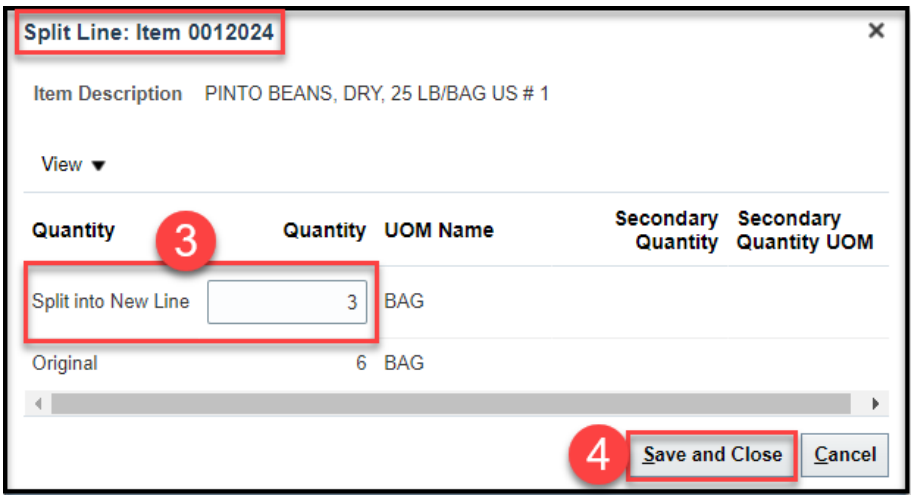
Deallocate Transfer Order Quantity Partially

To deallocate a Transfer Order's quantity partially post Pick Confirmation, please follow the steps below:

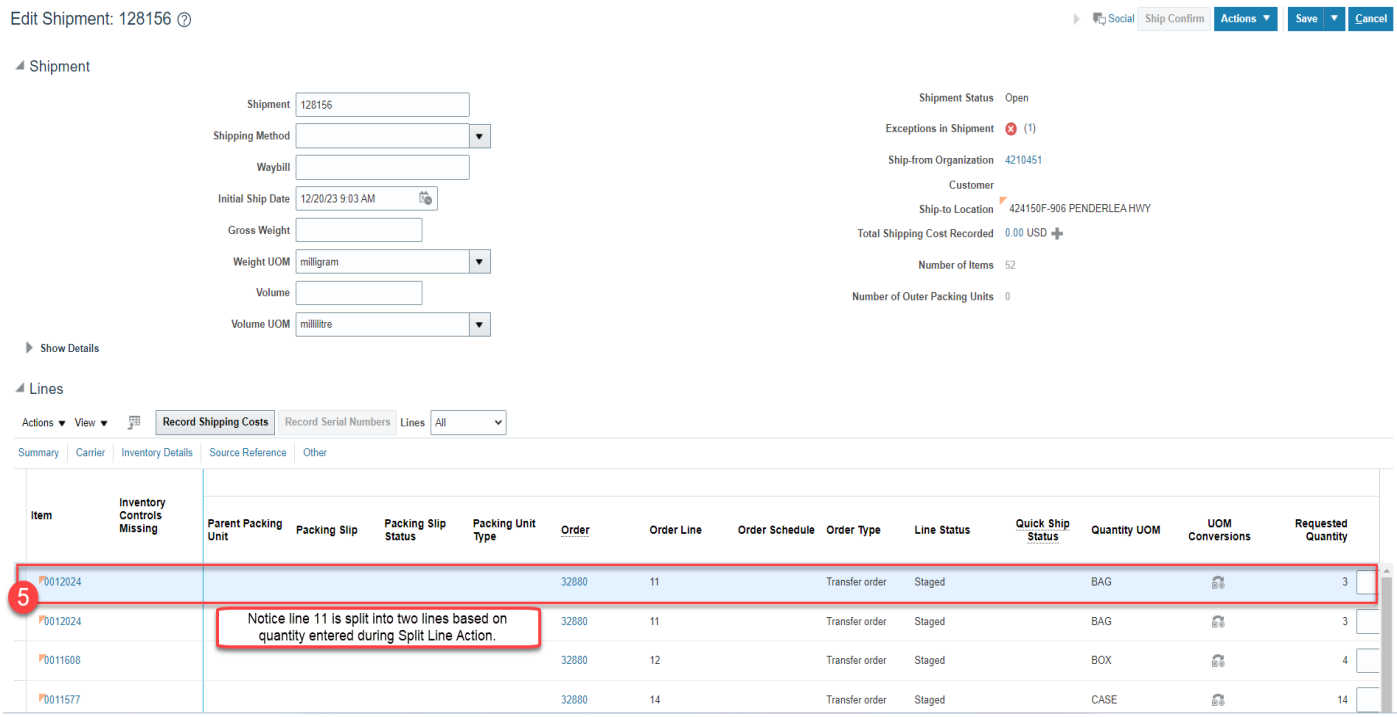
1. Repeat steps 1-9 above.
2. From the **Actions** drop down select **Split Line.**



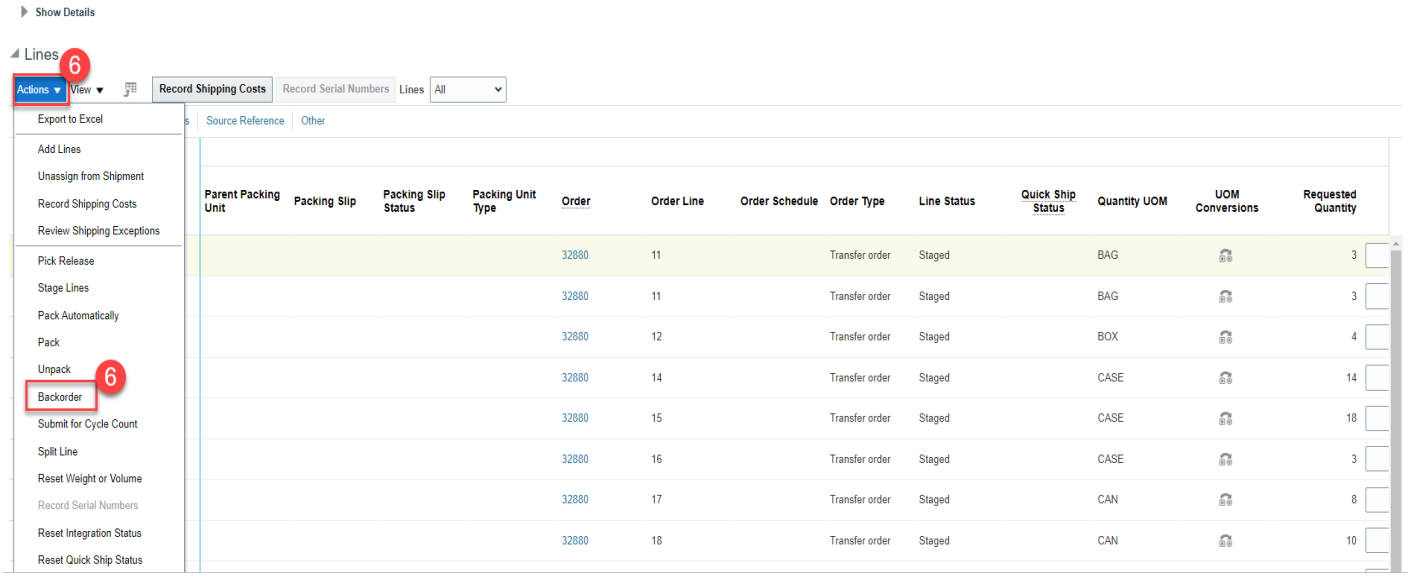
3. The **Split Line window** will appear, enter deallocation quantity into the **Split into New Line Quantity field.**
4. Click **Save and Close.**



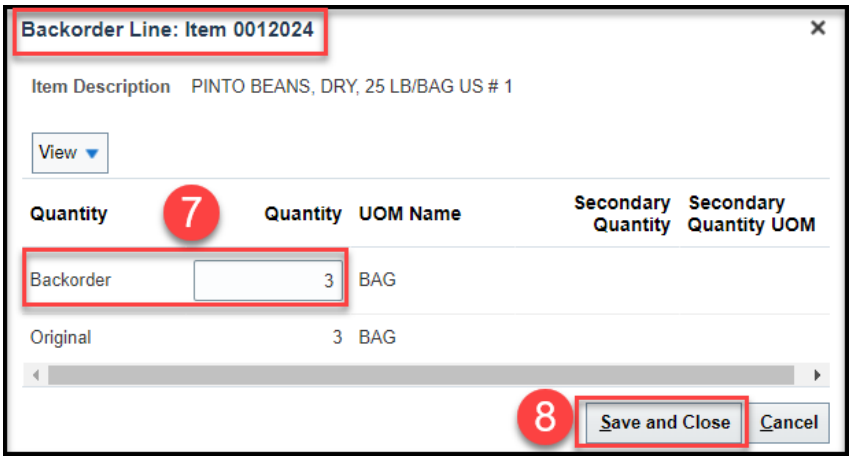
5. Select one of the split lines.



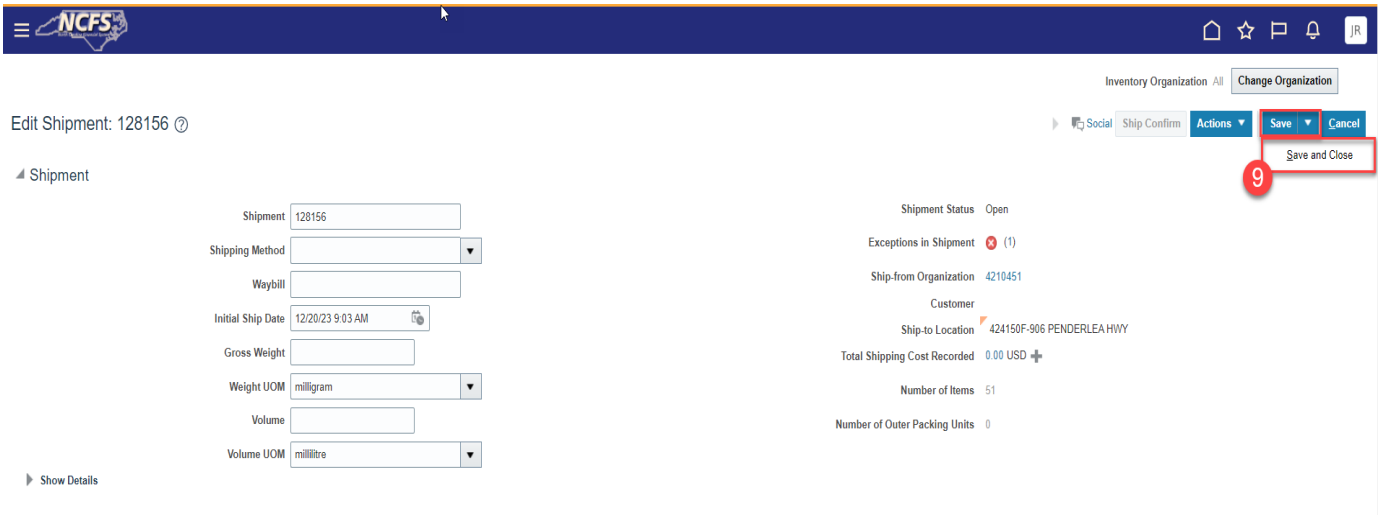
6. Click the **Actions** drop down menu and select **Backorder.**



7. The **Backorder Line confirmation** window will appear. Leave the full quantity populated in the **Backorder quantity** field.
8. Click **Save and Close.**

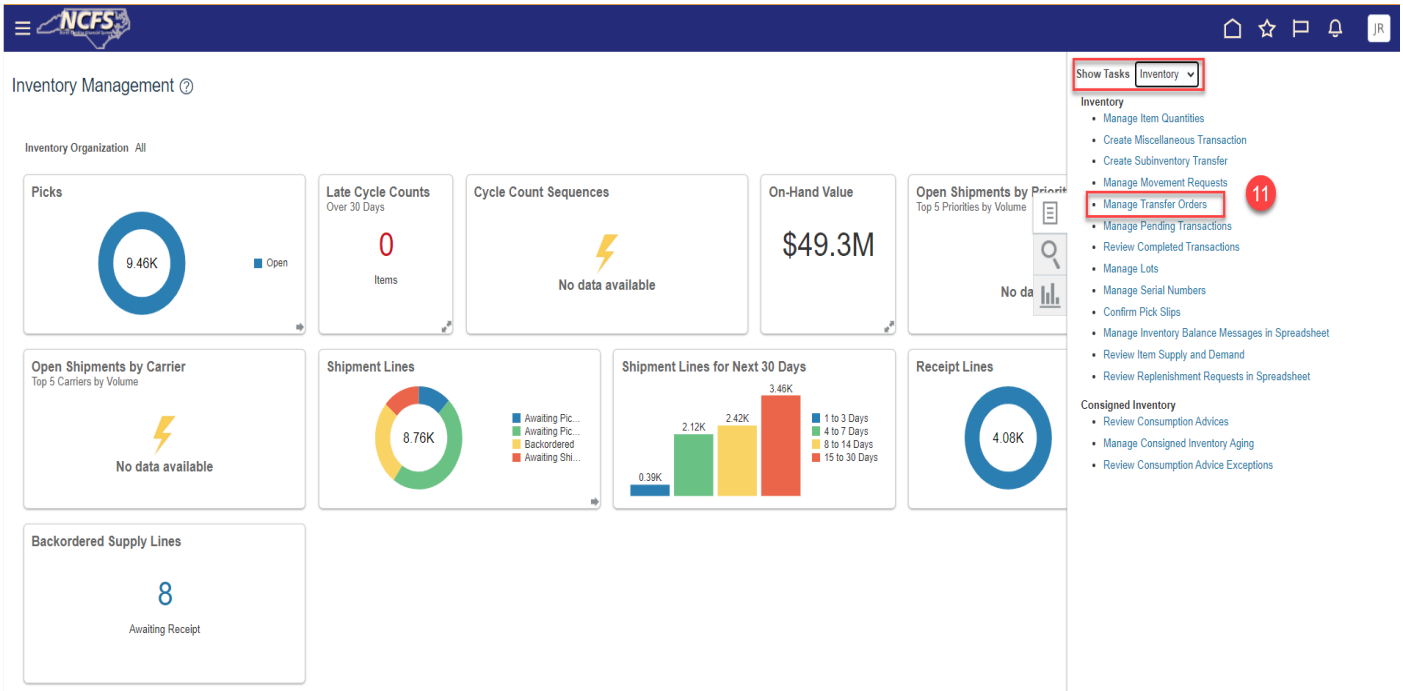


9. Click **Save and Close.**

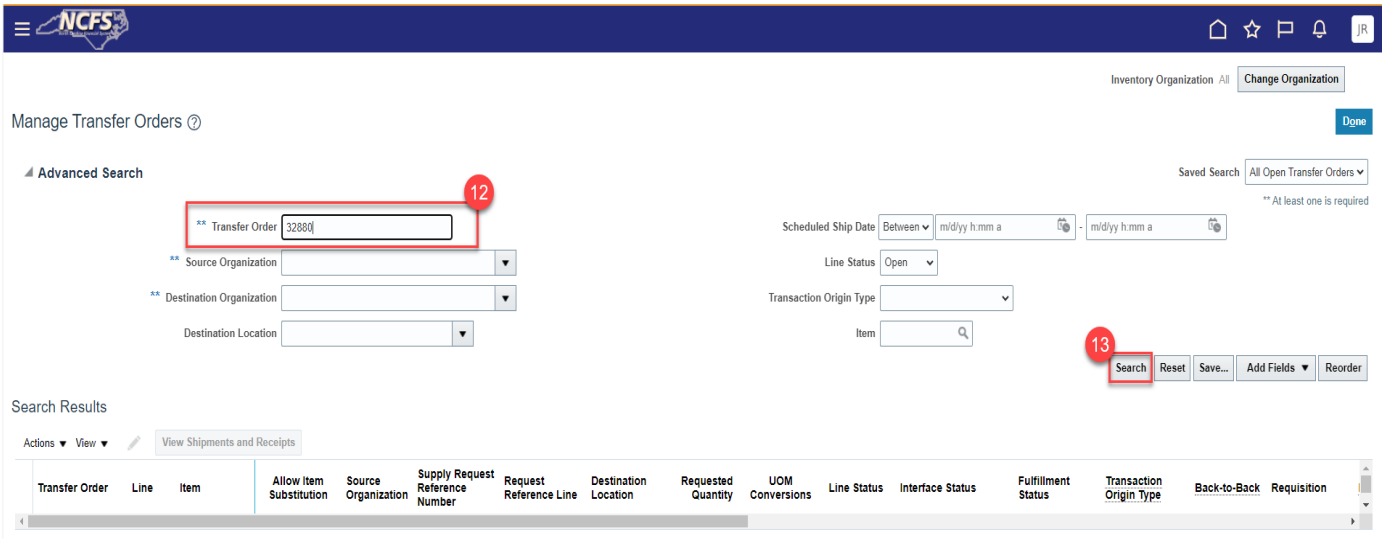


10. Click **Save and Close.**

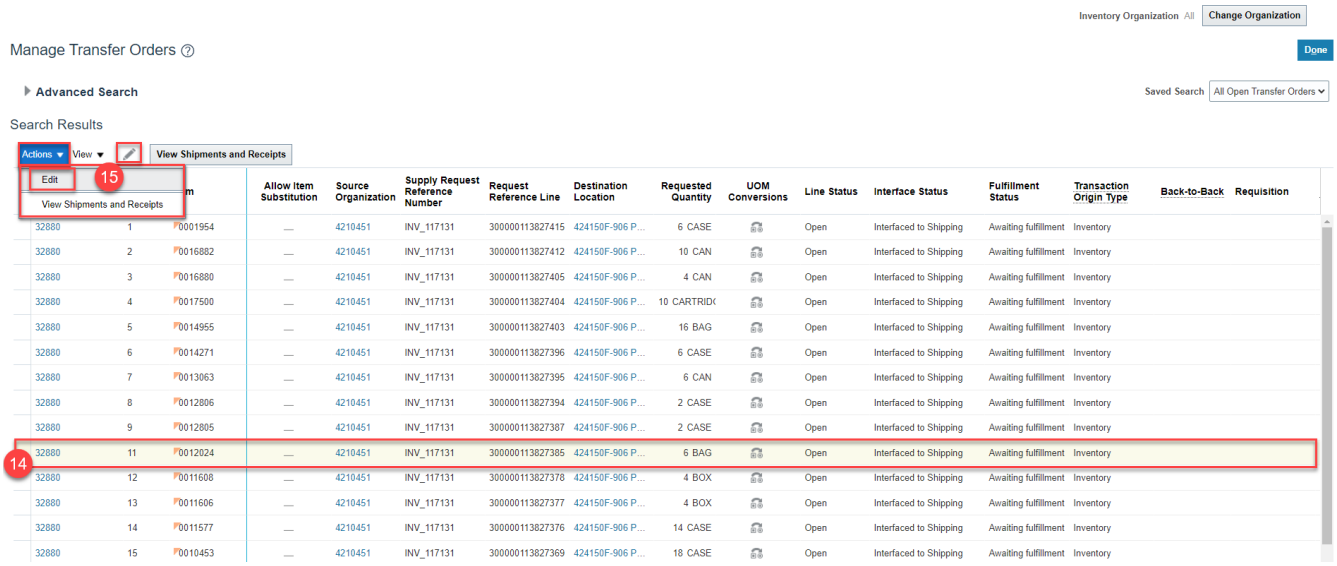
11. Select Inventory under Show Tasks and then select Manage Transfer Orders.



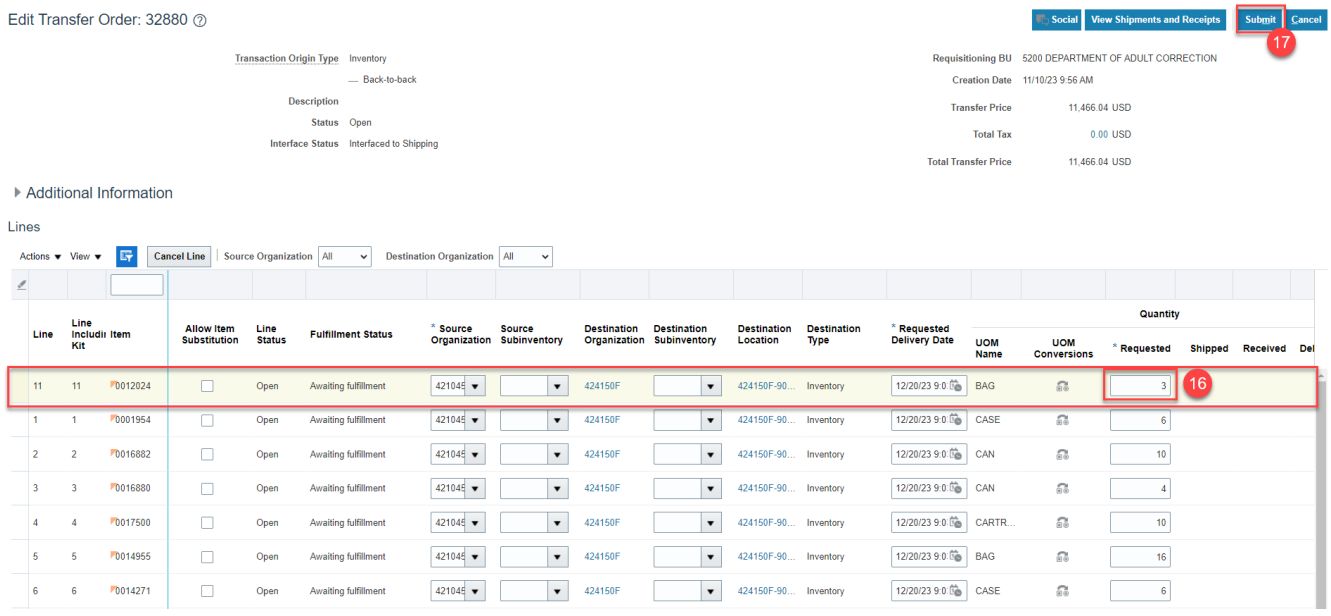
12. Enter the **Transfer Order number** in the **Transfer Order** field.
13. Click **Search.**



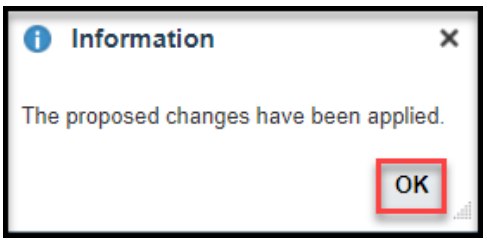
14. Select the **Transfer Order number line** to be partially deallocated.
15. Click the **Actions** drop down and select **Edit** or click the **Pencil** button.



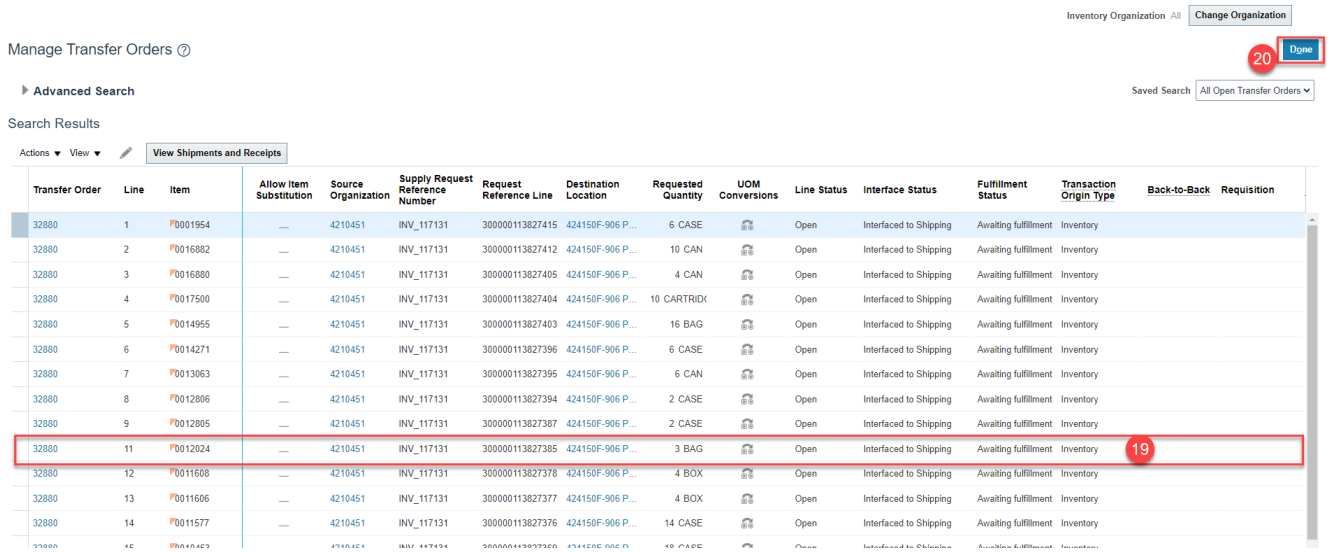
16. Update the **Requested Quantity** to match the quantity kept on the **Shipment Line.**
17. Click **Submit.**



18. An **Information window** will appear, Click **OK.**



19. The **Transfer Order line** quantity should now match the **Shipment Line** quantity.
20. Click **Done.**



21. **Perform Steps 27-35 above to Create a Subinventory Transfer to move the partially deallocated quantity out of the Staging Area back into the Subinventory Area.**

Wrap-Up

Manage Item Transaction Defaults using the steps above in NCFS**.**

Additional Resources

- INV 105: Inventory Warehouse Manager (ILT)
- INV 106: Inventory Transaction Support (ILT)
- INV-11: Create, Inquire, and Edit Transfer Orders from Inventory (QRG)
- INV-52: Inventory Shipping Exceptions (QRG)