

## INVENTORY TRANSFER ORDER DEALLOCATION AFTER PICK CONFIRMATION

**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.

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0	Good morning, JEREMY ROBERTS		
	Sales 2 Supply Chain Execution Receivables Product Management Payables General Accounting Intercompany Accc		
	APPS		
	Products +		



3. Click the Inventory Management tab.

Sales Supply Chain Execution	Receivables	Product Management	Payables	General Accounting	Intercompany Accc >
QUICK ACTIONS	APPS		•		
Manufacturing Work Definitions	***	0			
Manage Inspections	Work Definition	n Quality Management	Inventory	Cost Accounting	Receipt
Manage Quality Issues				1	
🦁 Manage Quality Actions		I			
Manage Problem Reports	Supply	Ŧ			

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

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Inventory Management ⑦						Show Tasks Shipments		
Inventory Organization All						Manage Shipments     Manage Shipment Lines		
Picks	Late Cycle Counts Over 30 Days	Cycle Count Sequences		On-Hand Value	Open Shipments by Priorit Top 5 Priorities by Volume	Manage Shipment Message Interface     Create Pick Wave     Confirm Pick Slips     Create Outbound Shipment Request		
9.40V Duent	ltems	No data avail	able	u <sup>th</sup>	No da <u>III.</u>			
Open Shipments by Carrier Top 5 Carriers by Volume No data available	Shipment Lines	Availing Ptc Availing Ptc Availing Ptc Availing Ptc Availing Ptc	1.75K 1.59K	0 Days 3.99K 1 to 3 Days 4 to 7 Days 8 to 14 Days 15 to 30 Days	Receipt Lines			
Backordered Supply Lines 8 Awatting Receipt								

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

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									Inve	ntory Organization All	Change (	rganization	
Manage Shipm	ients (?)										S	we 🔻 <u>C</u>	ancel
Advanced Se	arch		_6							Saved Search All S	Shipments		*
Shipme	nt Equals	✓ 128156		Actual Ship Date Equal	to v	m/d/yy h:mm a	1 1						
Carri	ier Equals 🗸	• Intervy I. Intervy		Ship-from Organization	••								
Shipment State	us	~		Exceptions	*				7_				
Search Results									Sea	rch Reset Save	Add Fiel	ds ▼ Rec	order
Actions View V	, ∕ 71 R	ecord Shipping Costs Shi	p Confirm Review Docum	ient Job Set									
Summary Carrier	Shipping Cost	Other											
									Summary				<b>^</b>
Shipment	Ship-from Organization	Customer	Logistics Service Provider Customer	Ship-to Location	Supplier	Shipment Planned I Status	nitial Ship Date	Bill of Lading W	Gross Net Weight	Tare Weight Weight	иом	Equipment Type	: •
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- 8. Select the **Shipment Line** for the **Item** for deallocation.
- 9. Click the **Actions** drop down.

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													Inventory	Organization All Ch	ange Organization
Ed	lit Shipment:	128156 ⑦										Þ	Social Ship C	Confirm Actions <b>T</b>	Save <u>C</u> ancel
	Shipment														
			Shipment	128156							Shipment Status	Open			
			Shipping Method			•				Exc	eptions in Shipment	0			
			Waybill							Shi	p-from Organization	4210451			
			Initial Ship Date	12/20/23 9:03 AM	Ċ	_					Customer	424150E 906 PE			
			Gross Weight							Total Ship	ping Cost Recorded	0.00 USD +	NDENEERIN		
			Weight UOM	milligram		•					Number of Items	53			
			Volume				Number of Outer Packing Units 0								
			Volume UOM	millilitre		•									
I	Show Details														
A	Lines 9 ctions View V ummary Carrier	Record S	hipping Costs Re Source Reference	cord Serial Numb	ers Lines All	~									
	Item	Inventory Controls Missing	Parent Packing Unit	Packing Slip	Packing Slip Status	Packing Unit Type	Order	Order Line	Order Schedule	Order Type	Line Status	Quick Ship Status	Quantity UOM	UOM Conversions	Requested Quantity
8	0001954						32880	1		Transfer order	Staged		CASE	C.O.	6
	0012428						32880	10		Transfer order	Staged		CASE	6	6
	0012024						32880	11		Transfer order	Staged		BAG	(n) (n)	6

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.

Backorder Line: Ite	em 0001954			×
Item Description S	OY SAUCE, 4/1 G	AL. JARS/CASE		
View 🔻				
Quantity	Quantity	UOM Name	Secondary Quantity	Secondary Quantity UOM
Backorder	6	CASE		
Original	6	CASE		
4				•
			12 Save and	Close <u>C</u> ancel

13. Click Save and Close.

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												Invento	y Organization All	Change Org	anization
Edit Shipment:	128156 ⑦										•	Nocial Ship	Confirm Actions	▼ Save	▼ <u>C</u> ancel
▲ Shipment														13	ave and Close
		Shipment	128156							Shipment Status	Open				
		Shipping Method			•				Ex	ceptions in Shipment	0				
		Waybill							SI	hip-from Organization	4210451				
		Initial Ship Date	12/20/23 9:03 AM	Ŭ.						Customer	A24150E-906 DE				
		Gross Weight							Total Shi	pping Cost Recorded	0.00 USD +				
		Weight UOM	milligram		•					Number of Items	52				
		Volume							Number o	f Outer Packing Units	0				
har bin		Volume UOM	millilitre		•										
Show Details															
Lines															
Actions   View	Record	Shipping Costs R	Record Serial Numb	ers Lines All	~										
Summary Carrier	Inventory Details	Source Reference	Other												
Item	Inventory Controls Missing	Parent Packing Unit	Packing Slip	Packing Slip Status	Packing Unit Type	Order	Order Line	Order Schedul	e Order Type	Line Status	Quick Ship Status	Quantity UOM	UOM Conversions	Requ	lested lantity
14. C	Click Sa	ave and	d Clos	2.								Inven	tory Organization All	Change O	rganization ve T <u>Cancel</u> Save and Close
Advanced Se	earch												Saved Search	All Shipments	*
Search Results	S														
Actions • View •	/ 理 R	ecord Shipping Cost	ts Ship Confirm	Review Docum	ent Job Set										
Summary Carrier	Shipping Cost	Other													
												Summary			
Shipment	Ship-from Organization	Customer	Logisti Provid	cs Service er Customer	Ship-to Locatio	in	Supplier	Shipment Status Plann	ed Initial Ship D	ate Bill of Lading	Gross Weight	Net Weight	Tare Weight Weigh	ht UOM	Equipment Type

128156

4210451

0.000

Open

12/20/23 9:0:0

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0



424150F-906 PENDERLEA HWY

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

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Inventory Management ⑦					Show Tasks [Inventory v ] 15 Inventory • Manage Item Quantities
Inventory Organization All					Create Miscellaneous Transaction     Create Subinventory Transfer
Picks	Late Cycle Counts Over 30 Days 0 Items	Cycle Count Sequences	On-Hand Value \$49.3M	Open Shipments by Priorit Top 5 Priorities by Volume	Manage Movement Request     Manage Transfer Orders     Manage Transfer Orders     Manage Networks     Manage Lots     Manage Serial Numbers     Confirm Pick Slips     Manage Movemotro Balance Messages in Screadsheet
Open Shipments by Carrier Top 5 Carriers by Volume	Shipment Lines	Shipmer	t Lines for Next 30 Days 3.99K	Receipt Lines	Review Item Supply and Demand     Review Replenishment Requests in Spreadsheet
₩ No data available	7.48K	Awaiting Pic Backordered Awaiting Shi	2.42K 1 to 3 Days 4 to 7 Days 1.59K 15 to 30 Days	3.76K	Consigned Inventory Review Consumption Advices Manage Consigned Inventory Aging Review Consumption Advice Exceptions
Backordered Supply Lines					
8 Awalting Receipt					

17. Enter the **Transfer Order** number in the **Transfer Order** field.

#### 18. Click **Search** button.

			Inventory Organization All Change Organization
Manage Transfer Orders ⑦			Done
✓ Advanced Search			Saved Search All Open Transfer Orders 🗸 ** At least one is required
** Transfer Order 32880		Scheduled Ship Date Between	û - m/d/yy h:mm a ඕ
** Source Organization	•	Line Status Open 🗸	
** Destination Organization	•	Transaction Origin Type	
Destination Location	T	Item Q	18 Search Reset Save Add Fields • Reorder
Search Results			
Actions View View View Shipments and Receipts			
Transfer Order Line Item Allow Item Source Substitution Organiza	Supply Request Destination Reference Reference Line Location Number	Requested UOM Line Status Interface Status Quantity Conversions	Fulfillment Transaction Back-to-Back Requisition



#### 19. Select the Transfer Order number line to be deallocated.

20. Click the Actions drop down and select Edit or click the Pencil button.

														Inventory C	Organization All	Change Organiza	tion
Ma	inage Tran	sfer Orde	ers @														D <u>o</u> ne
Þ	Advanced	Search													Saved Search	All Open Transfer	r Orders 🗸
Sea	arch Results	6															
A	ctions 👻 View 🖲	• 🖉 V	liew Shipments and	Receipts													
	Edit View Shipmen	20 Its and Receipts	s m	Allow Item Substitution	Source Organization	Supply Request Reference Number	Request Reference Line	Destination Location	Requested Quantity	UOM Conversions	Line Status	Interface Status	Fulfillment Status	Transaction Origin Type	Back-to-Ba	ck Requisition	n
	32880	1	0001954	-	4210451	INV_117131	300000113827415	424150F-906 P	6 CASE	C.	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
19	32880	2	0016882	-	4210451	INV_117131	300000113827412	424150F-906 P	10 CAN		Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	3	0016880	-	4210451	INV_117131	300000113827405	424150F-906 P	4 CAN	<b>C</b> <sup>10</sup>	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			_
	32880	4	0017500	-	4210451	INV_117131	300000113827404	424150F-906 P	10 CARTRID(	10	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	5	0014955	-	4210451	INV_117131	300000113827403	424150F-906 P	16 BAG	<b>C</b> <sup>10</sup>	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	6	0014271	-	4210451	INV_117131	300000113827396	424150F-906 P	6 CASE	0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	7	0013063	-	4210451	INV_117131	300000113827395	424150F-906 P	6 CAN	<b>C</b> <sup>0</sup>	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	8	0012806	-	4210451	INV_117131	300000113827394	424150F-906 P	2 CASE		Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	9	0012805	_	4210451	INV_117131	300000113827387	424150F-906 P	2 CASE	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	10	0012428	_	4210451	INV_117131	300000113827386	424150F-906 P	6 CASE	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	11	0012024	-	4210451	INV_117131	300000113827385	424150F-906 P	6 BAG	<b>C</b> 10	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	12	0011608	_	4210451	INV_117131	300000113827378	424150F-906 P	4 BOX	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	13	<b>P</b> 0011606	-	4210451	INV_117131	300000113827377	424150F-906 P	4 BOX	Co	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	14	0011577	-	4210451	INV_117131	300000113827376	424150F-906 P	14 CASE	<b>C</b> <sup>0</sup>	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			

#### 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.

															Invento	or Organization	All Chang	e Organization	n
																ny organization :			11
Ed	it Tra	insfer (	Order: 328	380 ⑦											R Social Vie	w Shipments and	Receipts	Sub <u>m</u> it	<u>C</u> ancel
				Tra	ansaction Or	gin Type Inventory							Requisit	ioning BU	5200 DEPARTMENT	OF ADULT CORF	RECTION		
						- Back-to-back							Cre	ation Date	11/10/23 9:56 AM				
					De	scription							Trar	nsfer Price	11,814.73	3 USD			
					la ta da	Status Open	-1							Total Tax	0.00	USD			
					Interna	ce status interraced to snip	ping						Total Trar	sfer Price	11,814.73	3 USD			
Additional Information																			
Additional Information																			
Lin	es	_																	
A	ctions 🔹	View 🔻	Car	ncel Line Source	ce Organizat	on All 🗸 Destinat	ion Organization	All 🗸											
L	Can	cel Line	22																
		Line												Quantity					
	Line	Includ Kit	iı item	Substitution	Status	Fulfillment Status	Organization	Subinventory	Organization	Subinventory	Location	Type	Delivery Date	UOM Name	UOM Conversions	* Requested	Shipped	Received	Del
	10	10	0012428		Open	Awaiting fulfillment	421045 🔻	•	424150F	•	424150F-90	Inventory	12/20/23 9:0:	CASE	<u>(</u>	6			^
Ľ	1	1	<b>P</b> 0001954		Open	Awaiting fulfillment	421045 💌	•	424150F	•	424150F-90	Inventory	12/20/23 9:0:	CASE	<b>C</b> 0	6			
	2	2	0016882		Open	Awaiting fulfillment	421045 💌	•	424150F	•	424150F-90	Inventory	12/20/23 9:0:	CAN	60	10			
	3	3	<b>P</b> 0016880		Open	Awaiting fulfillment	421045 💌	•	424150F	•	424150F-90	Inventory	12/20/23 9:0:	CAN		4			
	4	4	<b>P</b> 0017500		Open	Awaiting fulfillment	421045 💌	•	424150F	•	424150F-90	Inventory	12/20/23 9:0:	CARTR	<b>(</b> 10	10			

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





#### 24. Click the **Submit** button.

									Ć	] ☆	ЪФ	JR
								Invento	ory Organization A	Change	e Organizatior	n
Edit Transfer Order: 32880 (?)								R Social Vie	w Shipments and	Receipts	Sub <u>m</u> it	<u>C</u> ancel
Transaction Origin Type	Inventory					Requisi	tioning BU	5200 DEPARTMENT	F OF ADULT CORR	ECTION	24	
	Back-to-back					Cre	ation Date	11/10/23 9:56 AM				
Description	Description Transfer Price											
Status	Status Open											
Interface Status	Interfaced to Shipping						lotal lax	0.01	0.020			
						Total Tra	nsfer Price	11,814.73	3 USD			
Additional Information												
Lines												
Actions View View Cancel Line Source Organization All	✓ Destination Organization All ✓											
2												
Line	* • • • • • • • • • • • • • • • • • • •		-			* =			Quantity			
Line Includii Item Allow Item Line Fulfilln Kit Substitution Status	nent Status Organization Subinventor	Organization	Subinventory	Location	Type	Delivery Date	UOM Name	UOM Conversions	* Requested	Shipped	Received	Del

25. An Information window will appear, click OK.

1 Information	×
The proposed changes have been ap	plied.
	ок

- 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.

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Inventory Management ⑦					Show Tasks Inventory  Inventory Manage Item Quantities 27			
Inventory Organization All					Create Miscellaneous Transaction     Create Subinventory Transfer			
Picks	Late Cycle Counts Over 30 Days	Cycle Count Sequences	On-Hand Value	Open Shipments by Priorit Top 5 Priorities by Volume	Manage Movement Requests     Manage Transfer Orders			
9.46K Open	0 <i>⊈</i>			0	Manage Pending Transactions     Review Completed Transactions     Manage Lots			
*	No data available No da III.							
Open Shipments by Carrier Top 5 Carriers by Volume	Shipment Lines	Shipment Lines for N	lext 30 Days	Receipt Lines	Review Item Supply and Demand     Review Replenishment Requests in Spreadsheet			
y No data available	7.48K	Availing Pic Reading Pic Bradowferd Availing Sh	2K 1 to 3 Days 4 to 7 Days 8 to 14 Days 15 to 30 Days	3.76K	Consigned Inventory • Review Consumption Advices • Manage Consigned Inventory Aging • Review Consumption Advice Exceptions			
Backordered Supply Lines								
8								
Awaiting Receipt								



#### 28. Select Subinventory Transfer in the Type field.

29. Click the Actions drop down menu and select Add or click the Plus button.

			Inventory Organization 4210451 Change Organization
Create Subinventory Transfer ⑦			Submit and Create Another Submit Cancel
Transaction			
28 * Date 12/2 * Type Subh	I/231256 PM (b) eventory Transfer v ter transactions by serial numbers	Source	
Transaction Lines (2)			
Actions 🔻 View 🗶 🕂 🗶 Record Lots and Serial Numbers	Edit Details		
Add 29 Source	Destination	* UOM * Quantity Basson	
Delete Subinventory Locator	* Subinventory Locator	Name Quality Reason	
Record Lots and Serial Numbers     Edit Details			
Available Quantity		Secondary Available Quantity	
On-Hand Quantity		Secondary On-Hand Quantity	

- 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.

				Д JR
			Inventory Organization 4210451 Change Organi	zation
Create Subinventory Transfer ⑦			Submit and Create Another Submit	Cancel
Transaction			34	
Date 12	2/20/23 12:56 PM	Source		
Type St	ubinventory Transfer			
	Enter transactions by serial numbers			
Transaction Lines ⑦				
Actions  View  Record Lots and Serial Number	s Edit Details			
Line tem 30	Source	Destination * UOM Name	* Quantity Reason	
* Subinventory	.ocator * Subinventory Lo	ocator		
1 0001954 Q ST10451 V	01A1 • 32	E CASE 🔻		
Line 1: Availability ⑦			33	
Available Quantity 6 C	CASE	Secondary Available	e Quantity	
On-Hand Quantity 20	CASE	Secondary On-Hand	d Quantity	

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.

Split Line: Item 0012024 ×									
Item Description PINTO BEANS, DRY, 25 LB/BAG US # 1									
View 🔻									
Quantity 3	Quantity	UOM Name	Secondary Quantity	Secondary Quantity UOM					
Split into New Line	3	BAG							
Original	6	BAG							
•				•					
			4 Save and	Close <u>C</u> ancel					



## 5. Select one of the split lines.

Edit Shi	ipment:	128156 ⑦										)	Social Ship C	onfirm Actions <b>T</b>	Save ▼ <u>C</u> ancel
Shipn	nent														
			Shipment	128156		]					Shipment Status	Open			
			Shipping Method			•				Exc	ceptions in Shipment	🙁 (1)			
			Waybill			]				Shi	ip-from Organization	4210451			
			Initial Ship Date	12/20/23 9:03 AM	Ťø						Customer Ship-to Location	424150F-906 PE	ENDERLEA HWY		
			Gross Weight							Total Ship	oping Cost Recorded	0.00 USD 🕂			
			Weight UOM	milligram		•					Number of Items	52			
			Volume				Number of Outer Packing Units 0								
			Volume UOM millilitre 🗸												
Show	v Details														
▲ Lines															
Actions 🖷	View 🔻	Frecord S	Shipping Costs Re	cord Serial Numb	ers Lines All	~									
Summary	Carrier	Inventory Details	Source Reference	Other											
ltem		Inventory Controls Missing	Parent Packing Unit	Packing Slip	Packing Slip Status	Packing Unit Type	Order	Order Line	Order Schedule	Order Type	Line Status	Quick Ship Status	Quantity UOM	UOM Conversions	Requested Quantity
5 0012	2024						32880	11		Transfer order	Staged		BAG	<b>a</b> ⊗	3
0012	2024		Notice li quanti	ne 11 is split i ty entered du	nto two lines ba	ased on ction	32880	11		Transfer order	Staged		BAG	<b>C</b> <sup>0</sup>	3
<b>F</b> 0011	1608		quanta		ing opin Line /		32880	12		Transfer order	Staged		BOX	Č⊵	4
<b>P</b> 0011	1577						32880	14		Transfer order	Staged		CASE	<b>C</b> 0	14

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

Show Details										
Actions View View Reco	ord Shipping Costs Record Serial Nu	umbers Lines All	~							
Export to Excel	s Source Reference Other									
Add Lines										
Unassign from Shipment Record Shipping Costs Review Shinning Exceptions	Parent Packing Packing Slip Unit	Packing Slip Status	Packing Unit Type	Order	Order Line	Order Schedule Order Type	Line Status Quick Ship Status	Quantity UOM	UOM Conversions	Requested Quantity
Pick Release				32880	11	Transfer order	Staged	BAG	<b>C</b>	3
Stage Lines				32880	11	Transfer order	Staged	BAG	<b>C</b> 0	3
Pack Automatically				32880	12	Transfer order	Staged	BOX	0	4
Unpack 6				32880	14	Transfer order	Staged	CASE	<b>C</b> 0	14
Submit for Cycle Count				32880	15	Transfer order	Staged	CASE	a a a a a a a a a a a a a a a a a a a	18
Split Line				32880	16	Transfer order	Staged	CASE	<b>1</b> 0	3
Record Serial Numbers				32880	17	Transfer order	Staged	CAN	20	8
Reset Integration Status				32880	18	Transfer order	Staged	CAN	<b>C</b> 0	10
rease when only oracla										



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

Backorder Line: Item 0012024									
Item Description PINTO BEANS, DRY, 25 LB/BAG US # 1									
View 🔻									
Quantity 7	Quantity	UOM Name	Secondary Quantity	Secondary Quantity UOM					
Backorder	3	BAG							
Original	3	BAG							
				۱.					
			8 <u>S</u> ave and	Close <u>C</u> ancel					

9. Click Save and Close.

	k		
			Inventory Organization All Change Organization
Edit Shipment: 128156 ⑦			> Kocial Ship Confirm Actions ▼ Save ▼ Cancel
⊿ Shipment			Save and Close
Shipmen	128156	Shipment Status	Open
Shipping Method		Exceptions in Shipment	S (1)
Waybil		Ship-from Organization	4210451
Initial Ship Date	12/20/23 9:03 AM	Customer Ship-to Location	424150F-906 PENDERLEA HWY
Gross Weight		Total Shipping Cost Recorded	0.00 USD 🕂
Weight UON	milligram	Number of Items	51
Volume		Number of Outer Packing Units	0
Volume UON	millilitre		

10. Click Save and Close.





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

≡ <b>NCFS</b>							
Inventory Management ⑦							Show Tasks [Inventory v] Inventory • Manage Item Quantities
Inventory Organization All							Create Miscellaneous Transaction     Create Subinventory Transfer
Picks	Late Cycle Counts Over 30 Days	Cycle Count Sequences		On-Hand Value	Open Shipments by F Top 5 Priorities by Volume	Priorit E	Manage Transfer Orders     Manage Transfer Orders     Manage Pending Transactions     Review Completed Transactions
9.4ok	ltems	No data ava	ilable	u <sup>n</sup>	No da		Manage Lots     Manage Serial Numbers     Confirm Pick Slips     Manage Inventory Balance Messages in Spreadsheet
Open Shipments by Carrier Top 5 Carriers by Volume	Shipment Lines		Shipment Lines for Next	30 Days	Receipt Lines		Review Item Supply and Demand     Review Replenishment Requests in Spreadsheet
No data available	8.76K	Awating Pic Awating Pic Backordered Awating Shi	2.12K 2.42K	3.40k ■ 1 to 3 Days ■ 4 to 7 Days 8 to 14 Days ■ 15 to 30 Days	4.08K		Consigned Inventory • Review Consumption Advices • Manage Consigned Inventory Aging • Review Consumption Advice Exceptions
Backordered Supply Lines							
8 Awaiting Receipt							

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

Manage Transfer Orders ⑦      A dvanced Search       12       3 surd Search       12          3 surd Search       1 addres of Betrees          1 addres of Betrees       1 addres of Betrees          1 addres of Betrees          1 addres of Betrees                2 addres of Betrees  2 addres of Betrees  3 addres of Betrees  3 addres of Betrees  3 addres of Betrees 3 addres of Betrees  3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees 3 addres of Betrees		
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▲ Advanced Search       12         ▲ Advanced Search       12         ▲ Transfer Order 228801       ····································	Manage Transfer Orders ⑦	Dgne
Actions + View + V View Shipments and Receipts	Advanced Search	Saved Search All Open Transfer Orders
** Source Organization <ul> <li>Line Status</li> <li>Open →</li> </ul> ** Destination Organization <ul> <li>Transaction Origin Type</li> <li>Jage and the status</li> </ul> Search Results <ul> <li>Actions • View • ✓</li> <li>View Shipments and Receipts</li> </ul>	** Transfer Order 32880/ Scheduled Ship D	Date Between ✓ m/d/yy h.mm a 🚳 - m/d/yy h.mm a 🚳
** Destination Organization	** Source Organization Line Sta	atus Open 🗸
Destination Location	** Destination Organization Transaction Origin T	Type 🗸 🗸
Search Results Actions * View * 🥢 View Shipments and Receipts	Destination Location	tem Q. Search Reset Save Add Fields V Reorder
Actions ▼ View ▼	Search Results	
	Actions ▼ View ▼	
Transfer Order Line Item Allow Item Source Supply Request Request Destination Requested UOM Line Status Interface Status Fulfillment Transaction Origin Type Back-to-Back Requisition	Transfer Order Line Item Allow Item Source Supply Request Request Destination Requested UOM Line S Substitution Organization Number Reference Line Location Quantity Conversions Line S	Status Interface Status Fulfillment Transaction Back-to-Back Requisition

NCFS



## 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.

														Inventory Or	ganization All	Change Organ	nization
Manage Transfer Orders ⊘														Done			
▶ Advanced Search															Saved Search	All Open Tran	isfer Orders 🗸
Se	arch Resu	lts															
1	Actions 🔻 View	• 🔽 🛛	View Shipments an	d Receipts													
	Edit View Shipm	15 rents and Receipt	ts m	Allow Item Substitution	Source Organization	Supply Request Reference Number	Request Reference Line	Destination Location	Requested Quantity	UOM Conversions	Line Status	Interface Status	Fulfillment Status	Transaction Origin Type	Back-to-B	ack Requisi	ition
	32880	1	0001954	-	4210451	INV_117131	300000113827415	424150F-906 P	6 CASE	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			A
	32880	2	0016882	-	4210451	INV_117131	300000113827412	424150F-906 P	10 CAN	(TO)	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	3	<b>P</b> 0016880	-	4210451	INV_117131	300000113827405	424150F-906 P	4 CAN	<b>C</b>	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	4	0017500	-	4210451	INV_117131	300000113827404	424150F-906 P	10 CARTRID(	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	5	<b>P</b> 0014955	-	4210451	INV_117131	300000113827403	424150F-906 P	16 BAG	<b>C</b> 00	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			_
	32880	6	0014271	-	4210451	INV_117131	300000113827396	424150F-906 P	6 CASE	<b>1</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			_
	32880	7	P0013063	-	4210451	INV_117131	300000113827395	424150F-906 P	6 CAN	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			_
	32880	8	0012806	-	4210451	INV_117131	300000113827394	424150F-906 P	2 CASE	<b>1</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			_
	32880	9	0012805	-	4210451	INV_117131	300000113827387	424150F-906 P	2 CASE	10	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	11	0012024	-	4210451	INV_117131	300000113827385	424150F-906 P	6 BAG	<b>G</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
U	32880	12	0011608	-	4210451	INV_117131	300000113827378	424150F-906 P	4 BOX	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	13	<b>P</b> 0011606	-	4210451	INV_117131	300000113827377	424150F-906 P	4 BOX	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			_
	32880	14	0011577	-	4210451	INV_117131	300000113827376	424150F-906 P	14 CASE	10	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			_
	32880	15	0010453	_	4210451	INV_117131	300000113827369	424150F-906 P	18 CASE	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			

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

Edit Transfer Order: 32880 🔿														Submit Cance					
				Tra	nsaction Ori	gin Type Inventory							Requisit	ioning BU	5200 DEPARTMENT	DEPARTMENT OF ADULT CORRECTION			
						- Back-to-back							Crea	ation Date	11/10/23 9:56 AM				
Description Transfer Price											sfer Price	11,466.04							
					Interfac	Status Open	vina							Total Tax	0.0	0 USD			
					internac	e Status - Interneceu to Shipp	ang						Total Tran	sfer Price	11,466.04	4 USD			
▶ Additional Information Lines Actions ▼ View ▼ R Cancel Line   Source Organization All ▼ Destination Organization All ▼																			
3	/																		
		Line														Quantity			
	Line	Line Includ Kit	liı item	Allow Item Substitution	Line Status	Fulfiliment Status	* Source Organization	Source Subinventory	Destination Organization	Destination Subinventory	Destination Location	Destination Type	* Requested Delivery Date	UOM Name	UOM Conversions	Quantity * Requested	Shipped	Received Del	
	Line 11	Line Includ Kit	iii Item <b>P</b> 0012024	Allow Item Substitution	Line Status Open	Fulfillment Status	* Source Organization	Source Subinventory	Destination Organization 424150F	Destination Subinventory	Destination Location 424150F-90	Destination Type	* Requested Delivery Date	UOM Name BAG	UOM Conversions	Quantity * Requested	Shipped	Received Del	
	Line 11 1	Line Includ Kit 11	fir Item 70012024 70001954	Allow item Substitution	Line Status Open Open	Fulfillment Status Awaiting fulfillment Awaiting fulfillment	* Source Organization 421045 421045	Source Subinventory	Destination Organization 424150F 424150F	Destination Subinventory	Destination           Location           424150F-90           424150F-90	Destination Type Inventory Inventory	* Requested Delivery Date	UOM Name BAG CASE	UOM Conversions	Quantity * Requested 3 6	Shipped	Received Del	
	Line 11 1 2	Line Includ Kit 11 1 2	iii item *0012024 *0001954 *0016882	Allow Item Substitution	Line Status Open Open Open	Fulfillment Status Awalting fulfillment Awalting fulfillment Awalting fulfillment	* Source Organization 42104	Source Subinventory	Destination           Organization           424150F           424150F           424150F           424150F	Destination Subinventory	Destination           424150F-90           424150F-90           424150F-90	Destination Type Inventory Inventory	* Requested Delivery Date 12/20/23 9.0. 12/20/23 9.0. 12/20/23 9.0.	UOM BAG CASE CAN	UOM Conversions	Quantity * Requested 3 6 10	Shipped	Received Del	
	Line 11 1 2 3	Line Includ Kit 11 2 3	fir Item P0012024 P0001954 P0016882 P0016880	Allow item Substitution	Line Status Open Open Open Open	Fulfilment Status Awaiting fulfilment Awaiting fulfilment Awaiting fulfilment Awaiting fulfilment	* Source Organization 42104 • 42104 • 42104 • 42104 •	Source Subinventory	Destination           424150F           424150F           424150F           424150F           424150F           424150F	Destination Subinventory	Destination           424150F-90           424150F-90           424150F-90           424150F-90	Destination Type Inventory Inventory Inventory Inventory	* Requested Delivery Date 12/20/23 9.0 (%) 12/20/23 9.0 (%) 12/20/23 9.0 (%)	UOM Name BAG CASE CAN CAN	UOM Conversions	Quantity * Requested 3 6 10 4	Shipped	Received Del	
	Line 11 1 2 3 4	Line Includ Kit 11 2 3 4	lii item P0012024 P001954 P0016882 P0016880 P0017500	Allow item Substitution	Line Status Open Open Open Open	Fulfillment Status Awailing fulfilment Awailing fulfilment Awailing fulfilment Awailing fulfilment Awailing fulfilment	* Source Organization 421045 • 421045 • 421045 • 421045 •	Source Subinventory	Destination           424150F           424150F           424150F           424150F           424150F           424150F           424150F	Destination Subinventory	Destination           424150F-90           424150F-90           424150F-90           424150F-90           424150F-90           424150F-90	Destination Type Inventory Inventory Inventory Inventory	* Requested Delivery Date 12/20/23 9.0 the 12/20/23 9.0 the 12/20/23 9.0 the 12/20/23 9.0 the 12/20/23 9.0 the	UOM Name BAG CASE CAN CAN CAN	UOM Conversions	Quantity * Requested 3 6 10 4 10 10	Shipped	Received Det	
	Line 11 2 3 4 5	Line Includ Kit 11 2 3 4 5	III Item           70012024           70001954           70016880           70016880           70017500           70014955	Allow Item Substitution	Line Status Open Open Open Open Open Open	Fulfiliment Status Awaiting fulfiliment Awaiting fulfiliment Awaiting fulfiliment Awaiting fulfiliment Awaiting fulfiliment Awaiting fulfiliment	* Source Organization 42104É • 42104É • 42104É • 42104É • 42104É •	Source Subinventory	Destination Organization           424150F           424150F           424150F           424150F           424150F           424150F           424150F           424150F	Destination Subinventory	Destination           424150F-90           424150F-90           424150F-90           424150F-90           424150F-90           424150F-90           424150F-90           424150F-90           424150F-90	Pestination Inventory Inventory Inventory Inventory Inventory Inventory	* Requested Delivery Date 12/20/23 9 0 (%) 12/20/23 9 0 (%) 12/20/23 9 0 (%) 12/20/23 9 0 (%) 12/20/23 9 0 (%)	UOM Name BAG CASE CAN CAN CAN CARTR	UOM Conversions Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca Ca	Quantity * Requested 3 6 10 4 10 10 10 10 10 16	Shipped	Received Del	

18. An Information window will appear, Click OK.

1 Information	×
The proposed changes have been appli	ied.
0	ĸ



# The Transfer Order line quantity should now match the Shipment Line quantity. Click Done.

Inv												Inventory Or	Inventory Organization All Change Organization				
Ma	Manage Transfer Orders ()																
I	Advanced Sea	irch													Saved Search	All Open Transfer Order	s 🗸
Se	arch Results																
4	Actions  View	/	View Shipments and	Receipts													
	Transfer Order	Line	Item	Allow Item Substitution	Source Organization	Supply Request Reference Number	Request Reference Line	Destination Location	Requested Quantity	UOM Conversions	Line Status	Interface Status	Fulfillment Status	Transaction Origin Type	Back-to-Ba	ck Requisition	
	32880	1	<b>P</b> 0001954	_	4210451	INV_117131	300000113827415	424150F-906 P	6 CASE	Co B	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			^
	32880	2	0016882	-	4210451	INV_117131	300000113827412	424150F-906 P	10 CAN	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	3	P0016880	—	4210451	INV_117131	300000113827405	424150F-906 P	4 CAN	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	4	0017500	-	4210451	INV_117131	300000113827404	424150F-906 P	10 CARTRID	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	5	P0014955	-	4210451	INV_117131	300000113827403	424150F-906 P	16 BAG	<b>C</b> <sup>®</sup>	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	6	0014271	-	4210451	INV_117131	300000113827396	424150F-906 P	6 CASE		Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	7	P0013063	—	4210451	INV_117131	300000113827395	424150F-906 P	6 CAN	Co.	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	8	P0012806	-	4210451	INV_117131	300000113827394	424150F-906 P	2 CASE	<b>C</b> 0	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	9	P0012805	-	4210451	INV_117131	300000113827387	424150F-906 P	2 CASE		Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
Γ	32880	11	0012024	—	4210451	INV_117131	300000113827385	424150F-906 P	3 BAG	C.	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory	19		
	32880	12	0011608	—	4210451	INV_117131	300000113827378	424150F-906 P	4 BOX	3	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			1
	32880	13	P0011606	-	4210451	INV_117131	300000113827377	424150F-906 P	4 BOX	<b>C</b> 00	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	32880	14	P0011577	-	4210451	INV_117131	300000113827376	424150F-906 P	14 CASE	Co.	Open	Interfaced to Shipping	Awaiting fulfillment	Inventory			
	22000	46	Ph0404E2		4040454	INIV 447424	200000442027260	4044ENE 000 D	10 0400	~	0	Interferred to Okineles	Aughter fulfilment	Inconton			

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)

