INV-01 View Completed Inventory Transactions

Purpose

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

Introduction and Overview

This QRG covers the review of all completed Inventory Transactions in NCFS which will enable you to review Inventory Transactions during a specific period. During audits and reconciliations, you may find that you need to review your past transactions throughout the warehouse to determine if there are any extraneous or missing events. Now you can access your completed transactions using the Redwood Inventory Transactions page available under the Inventory tasks in the Inventory Management work area. The Inventory Transactions page enables you to search and view all your completed transactions, delivering an improved user experience.

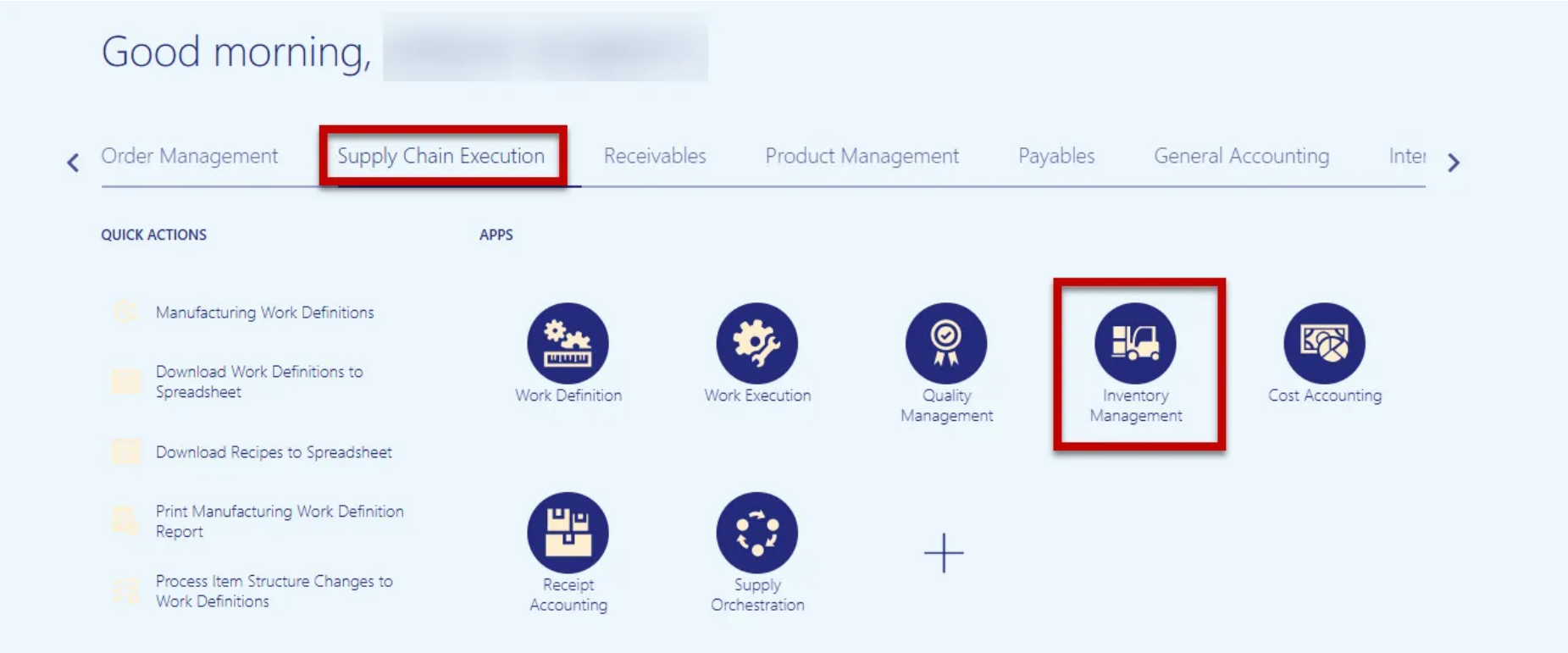
View Completed Inventory Transactions

To view Completed Inventory Transactions in NCFS, please follow the steps below:

Step 1. Log in to the **NCFS portal** with your credentials to access the system.

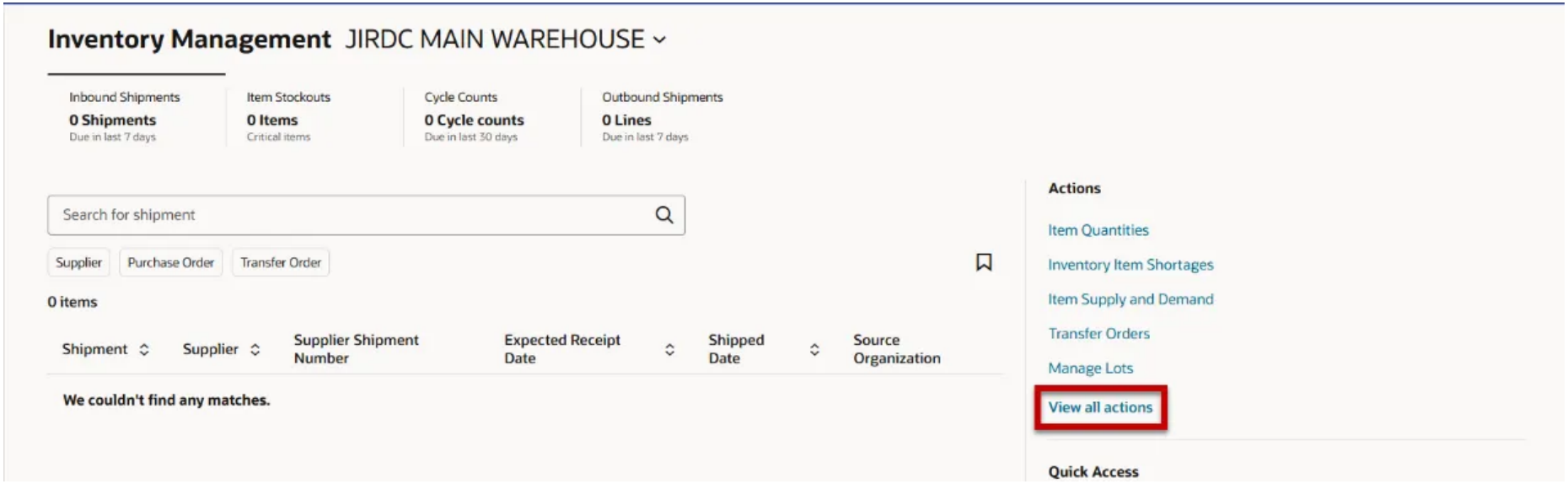
Step 2. On the **Home** page, click the **Supply Chain Execution** tab, and select the **Inventory Management** app.

Image



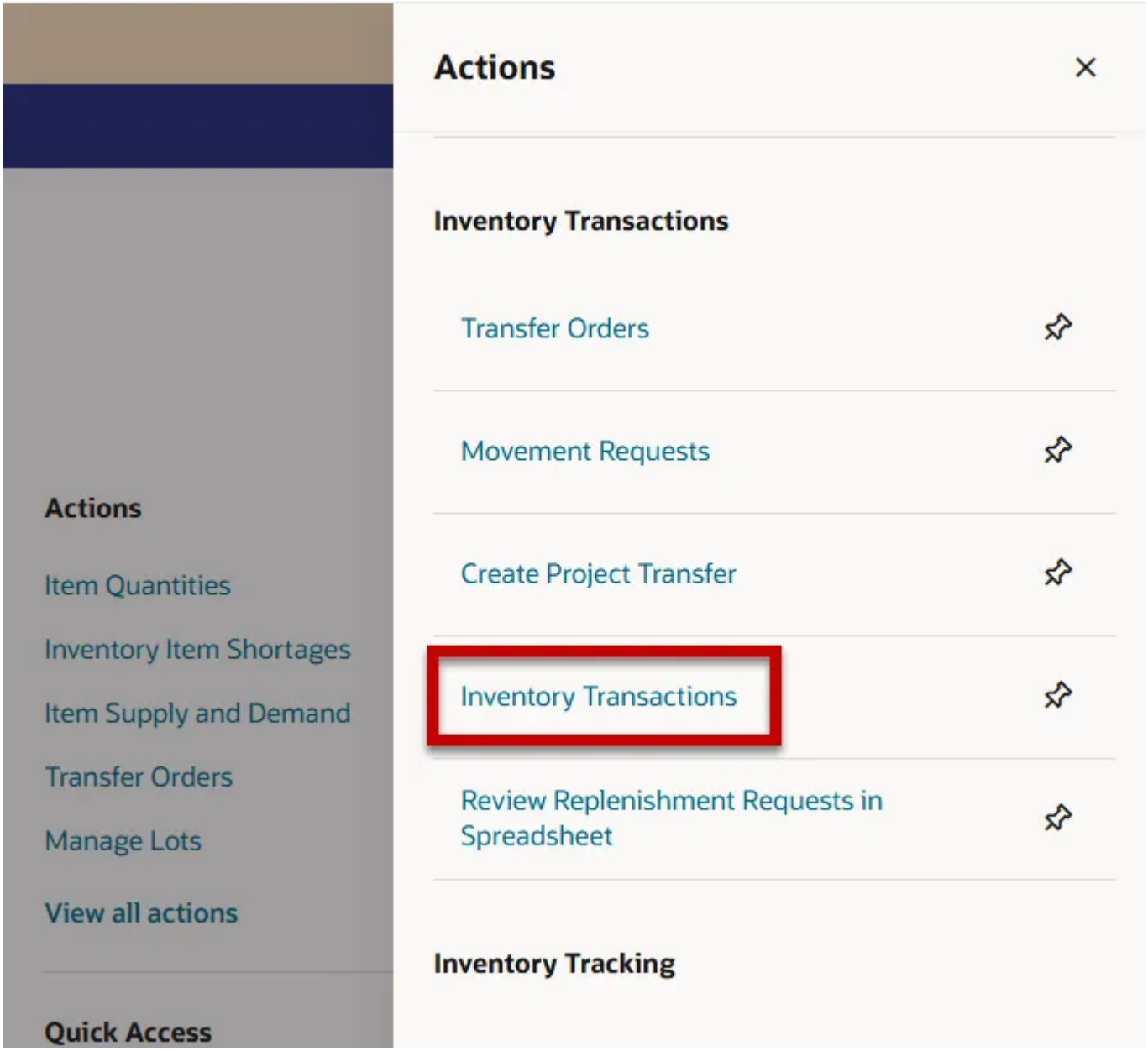
Step 3. On the **Inventory Management** page, click the **View all actions** hyperlink.

Image



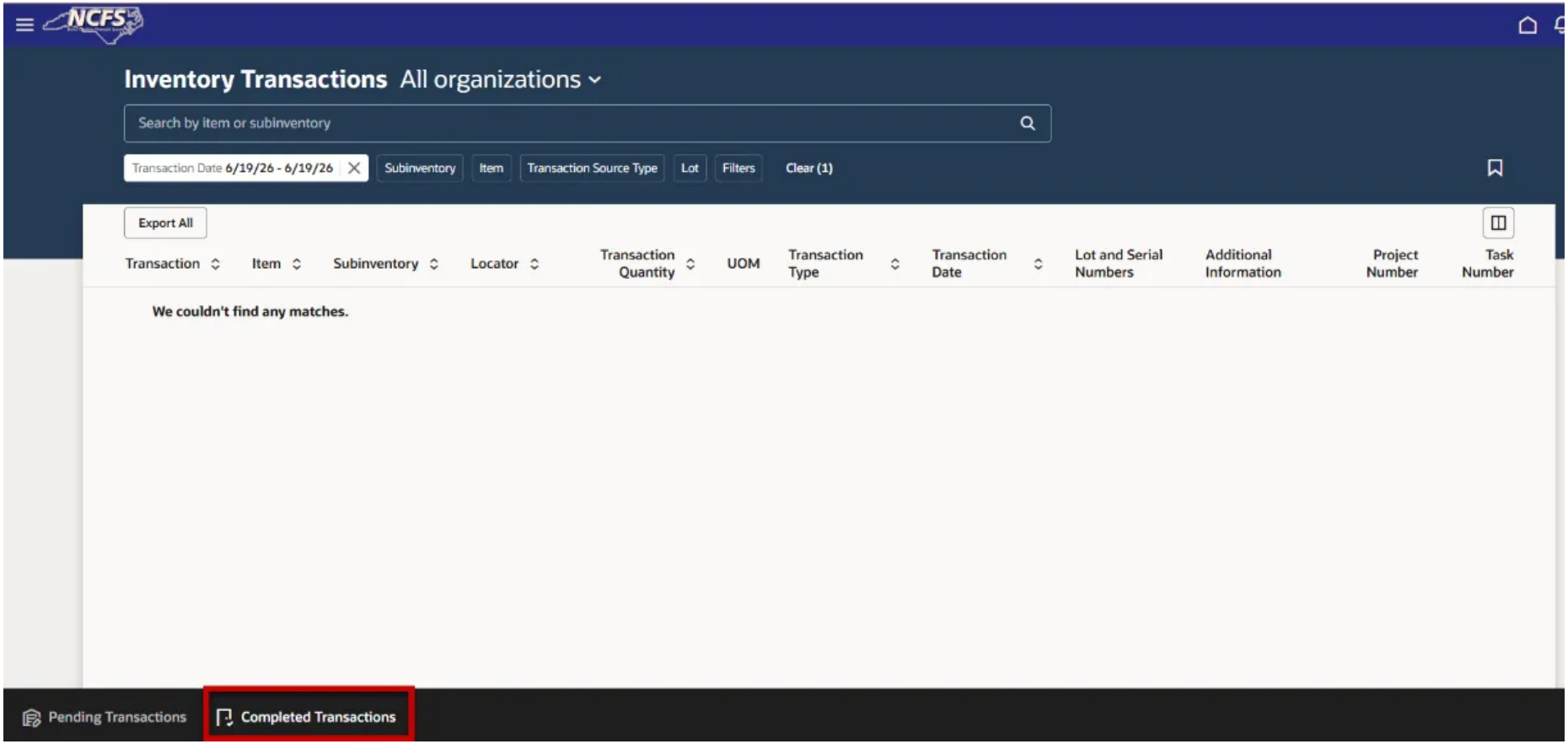
Step 4. Under the **Inventory Transactions** section, select **Inventory Transactions**.

Image



Step 5. Click the **Completed Transactions** Tab at the bottom of the page.

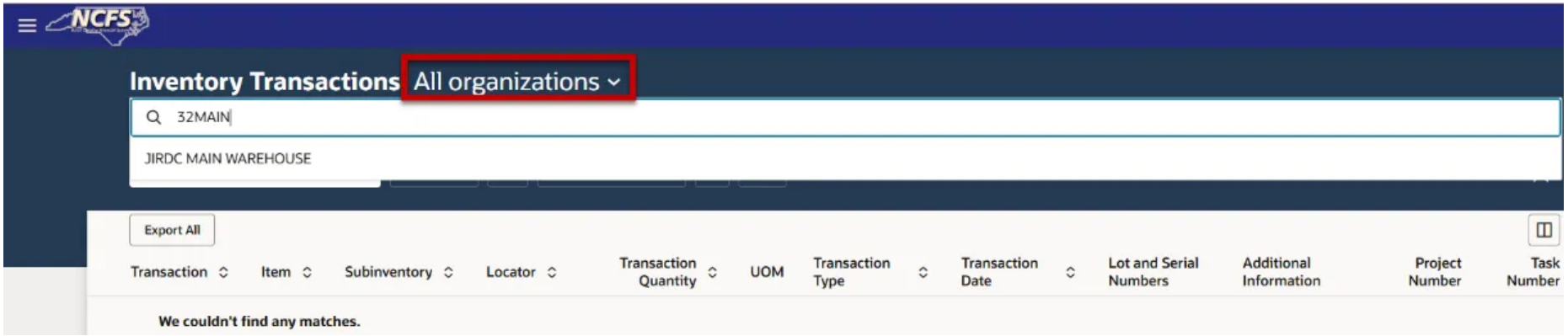
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Step 6. “**All Organizations**” defaults and will allow you to view all completed transactions for all inventory organizations you have security access to. Click the drop-down arrow to select one inventory organization to filter on.

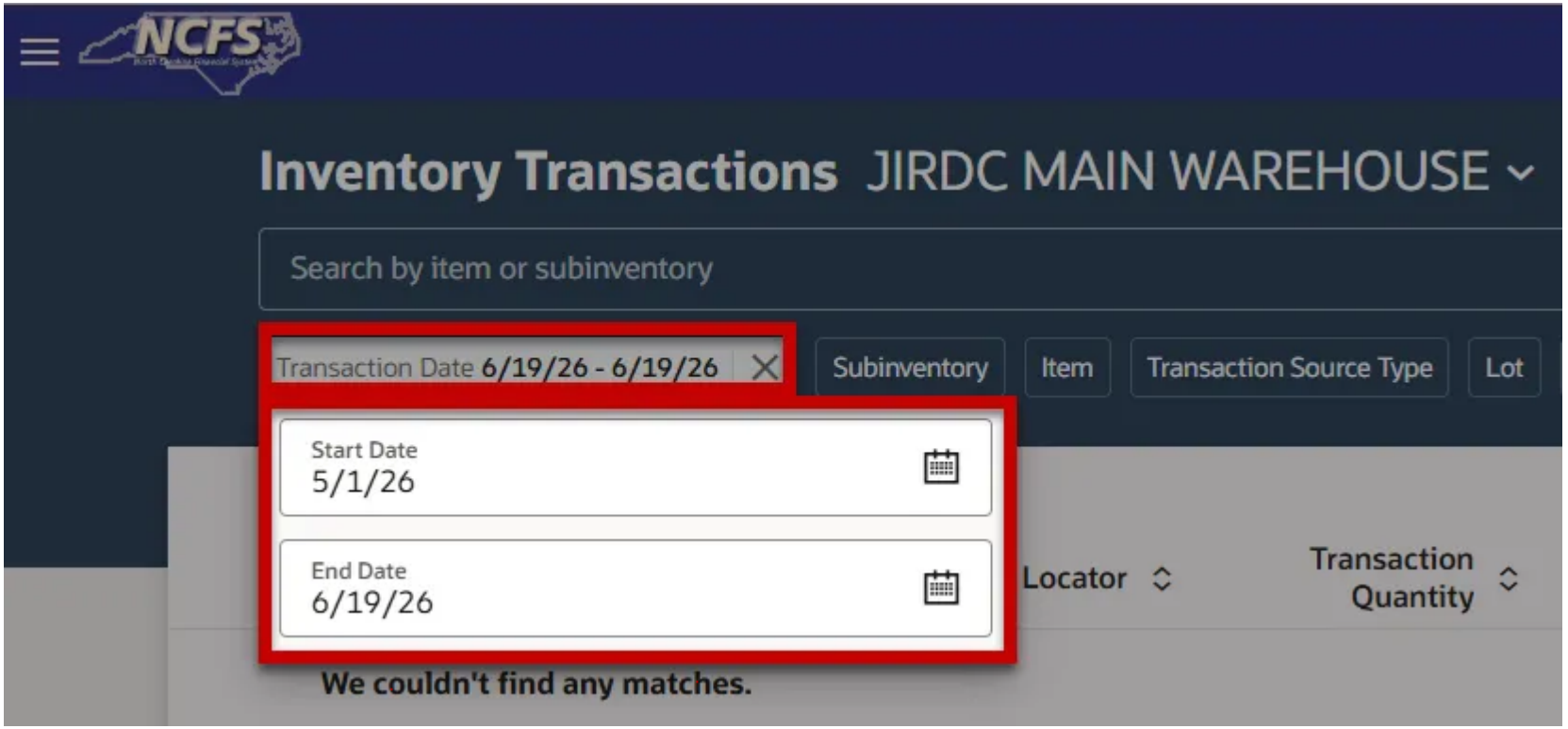
Note: You can search inventory organization by both number and name.

Image



Step 7. Select the **Transaction Date** range you wish to filter on.

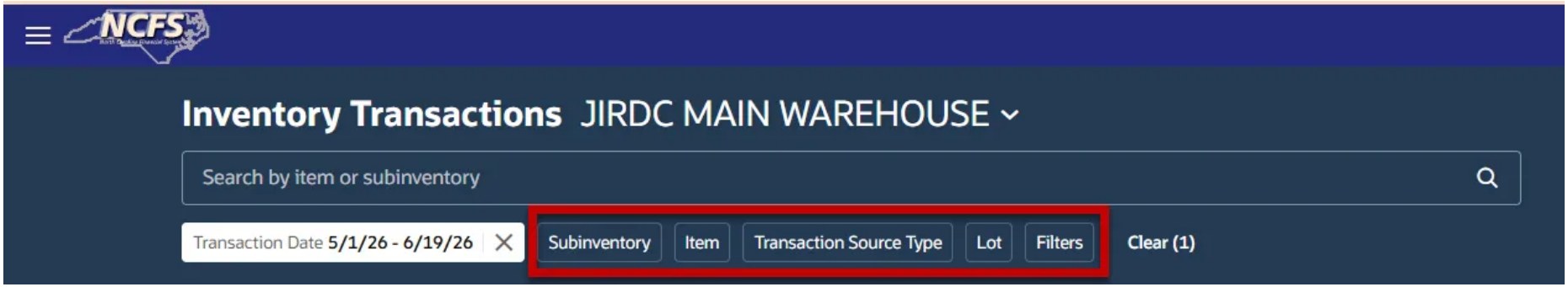
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Step 8. Other displayed commonly used filters displayed include:

1. Subinventory
2. Item
3. Transaction Source Type

Image



Step 9. A full list of filter options can be found by clicking the **Filters** tab.

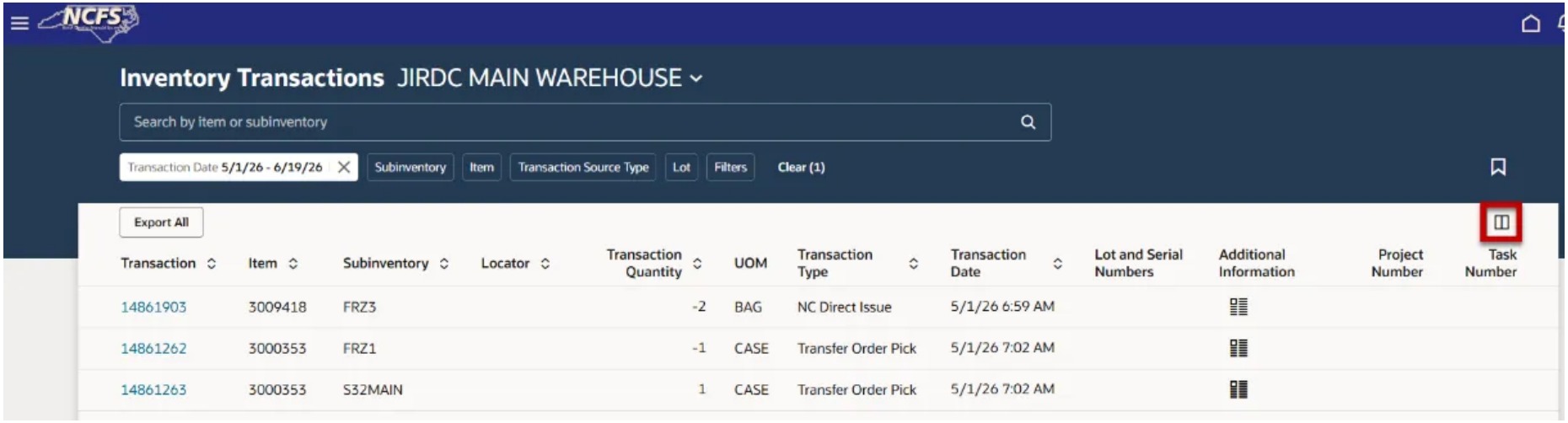
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Filters

- Transaction Date
- Subinventory
- Item
- Transaction Source Type
- Lot
- Transaction Action
- Transaction Type
- External System Transaction Reference
- Item Description
- Category Name
- Creation Date
- Created By
- Created By
- Transaction Costed Status
- Load Request ID
- Serial Number
- Revision
- Inventory Project
- Transfer Inventory Project
- Inventory Country of Origin
- Consumption Advice Status
- Owning Party Type
- Owning Party
- Owning Party Type
- Electronic Signature

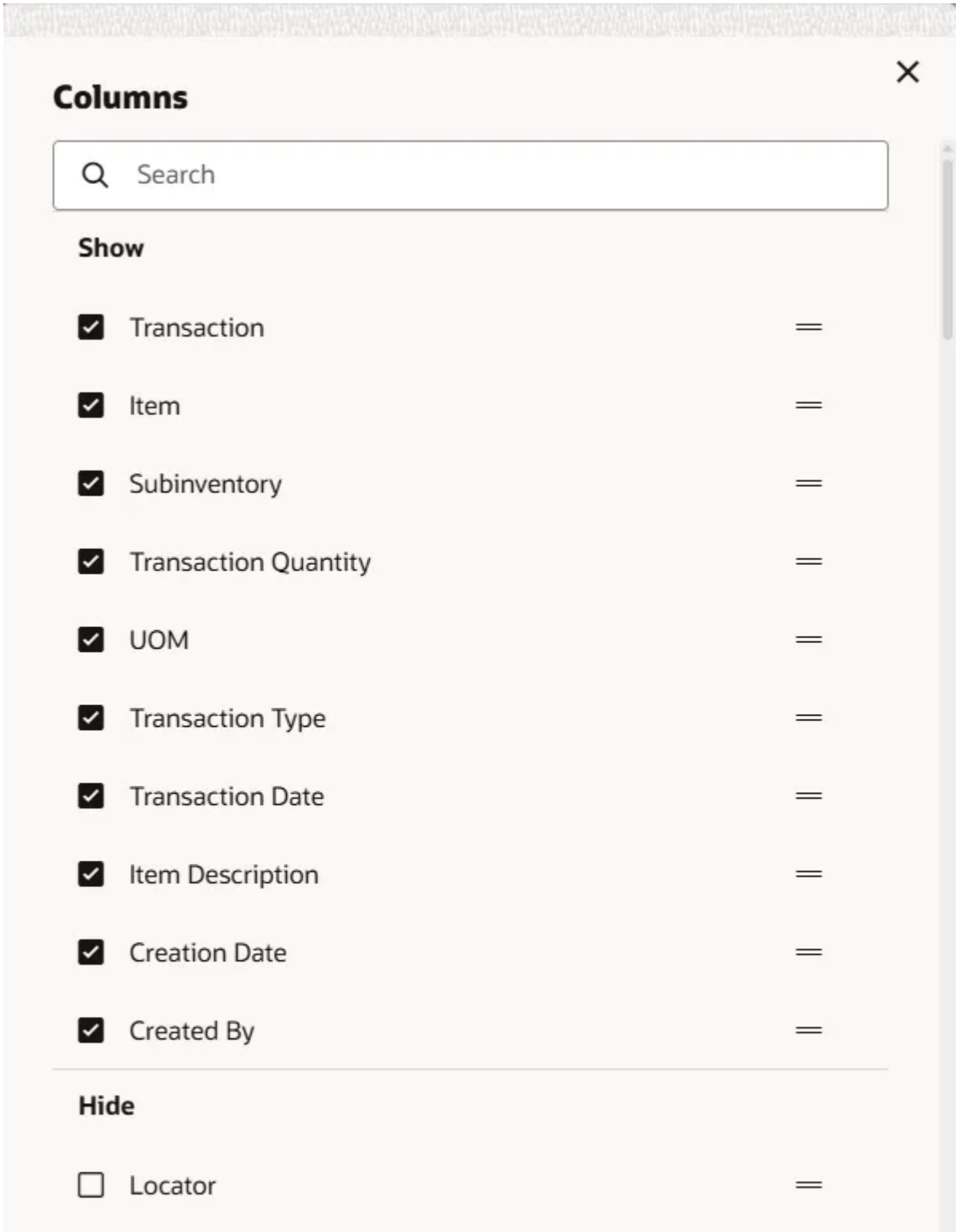
Step 10. Click the **Customize Columns** button to add/remove columns.

Image



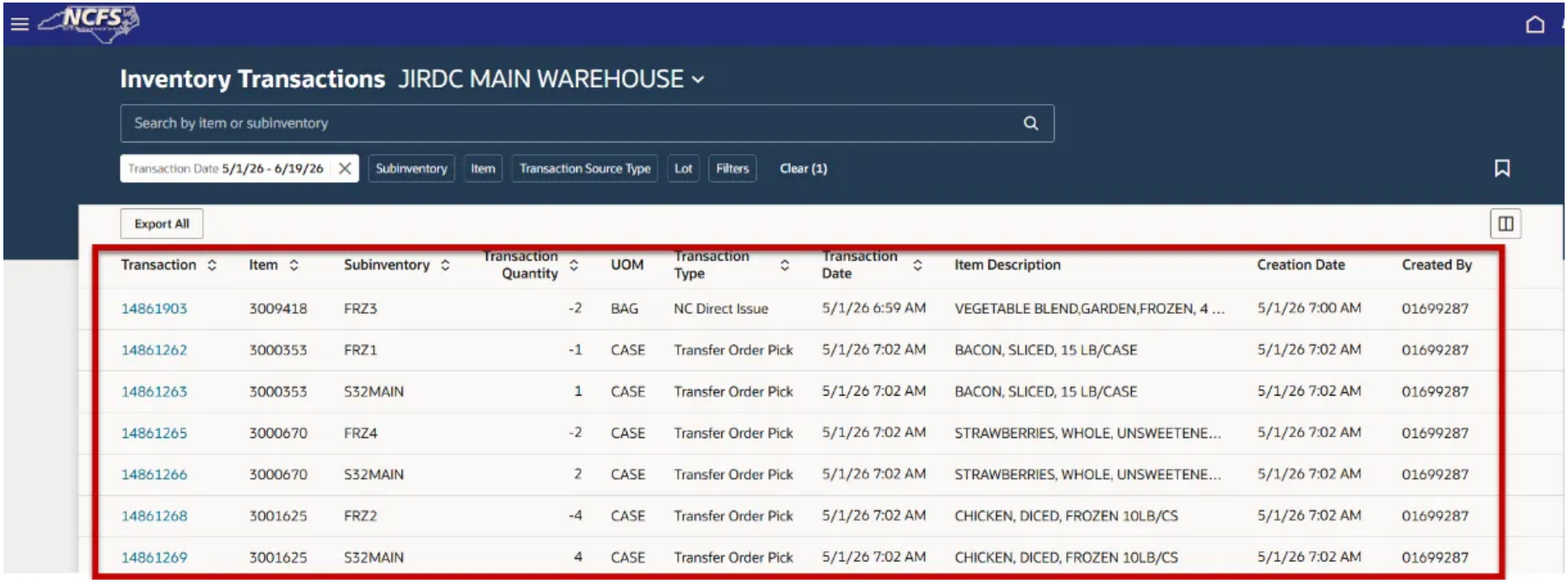
Step 11. Add/Remove columns you deem essential.

Image


Columns
Search
Show
Transaction
Item
Subinventory
Transaction Quantity
UOM
Transaction Type
Transaction Date
Item Description
Creation Date
Created By
Hide
Locator

Step 12. Review the new columns and update as needed.

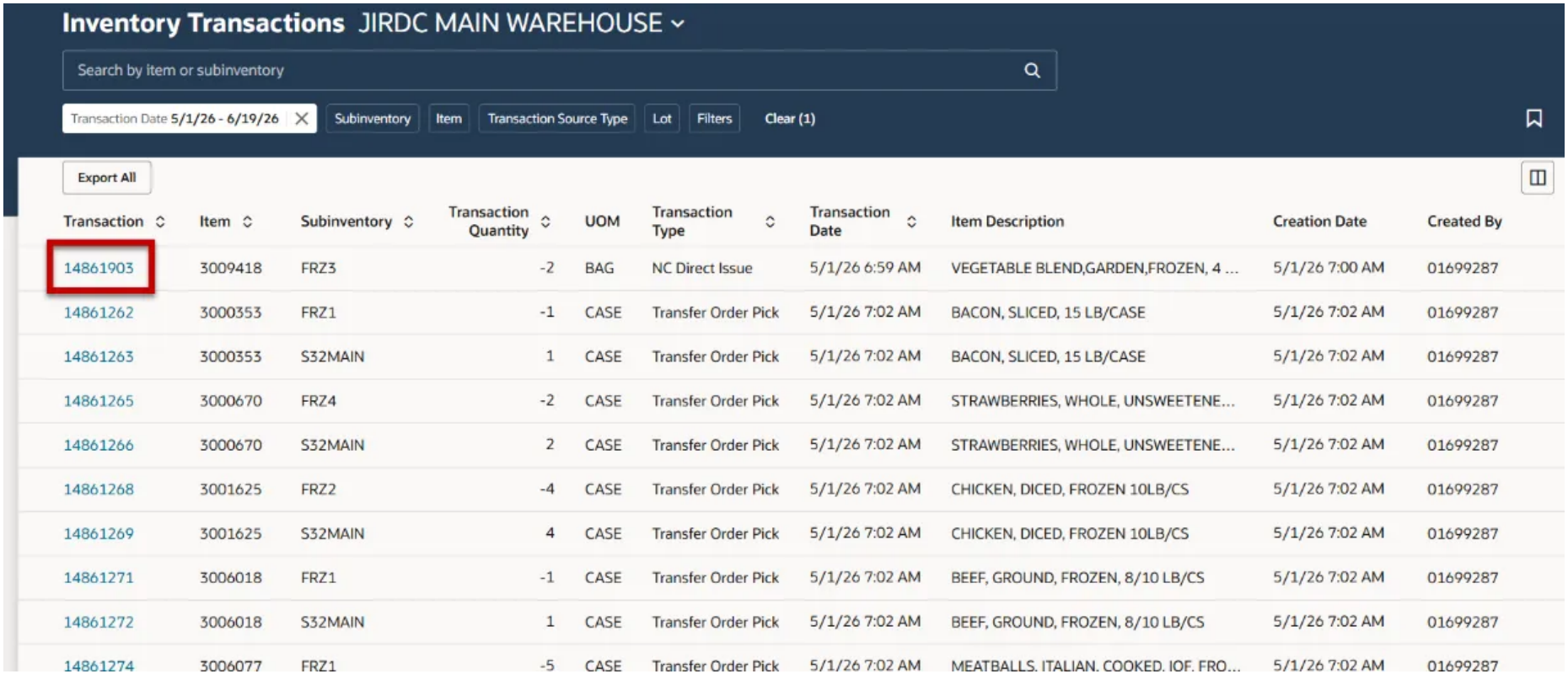
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Transaction	Item	Subinventory	Transaction Quantity	UOM	Transaction Type	Transaction Date	Item Description	Creation Date	Created By
14861903	3009418	FRZ3	-2	BAG	NC Direct Issue	5/1/26 6:59 AM	VEGETABLE BLEND,GARDEN,FROZEN, 4 ...	5/1/26 7:00 AM	01699287
14861262	3000353	FRZ1	-1	CASE	Transfer Order Pick	5/1/26 7:02 AM	BACON, SLICED, 15 LB/CASE	5/1/26 7:02 AM	01699287
14861263	3000353	S32MAIN	1	CASE	Transfer Order Pick	5/1/26 7:02 AM	BACON, SLICED, 15 LB/CASE	5/1/26 7:02 AM	01699287
14861265	3000670	FRZ4	-2	CASE	Transfer Order Pick	5/1/26 7:02 AM	STRAWBERRIES, WHOLE, UNSWEETENE...	5/1/26 7:02 AM	01699287
14861266	3000670	S32MAIN	2	CASE	Transfer Order Pick	5/1/26 7:02 AM	STRAWBERRIES, WHOLE, UNSWEETENE...	5/1/26 7:02 AM	01699287
14861268	3001625	FRZ2	-4	CASE	Transfer Order Pick	5/1/26 7:02 AM	CHICKEN, DICED, FROZEN 10LB/CS	5/1/26 7:02 AM	01699287
14861269	3001625	S32MAIN	4	CASE	Transfer Order Pick	5/1/26 7:02 AM	CHICKEN, DICED, FROZEN 10LB/CS	5/1/26 7:02 AM	01699287

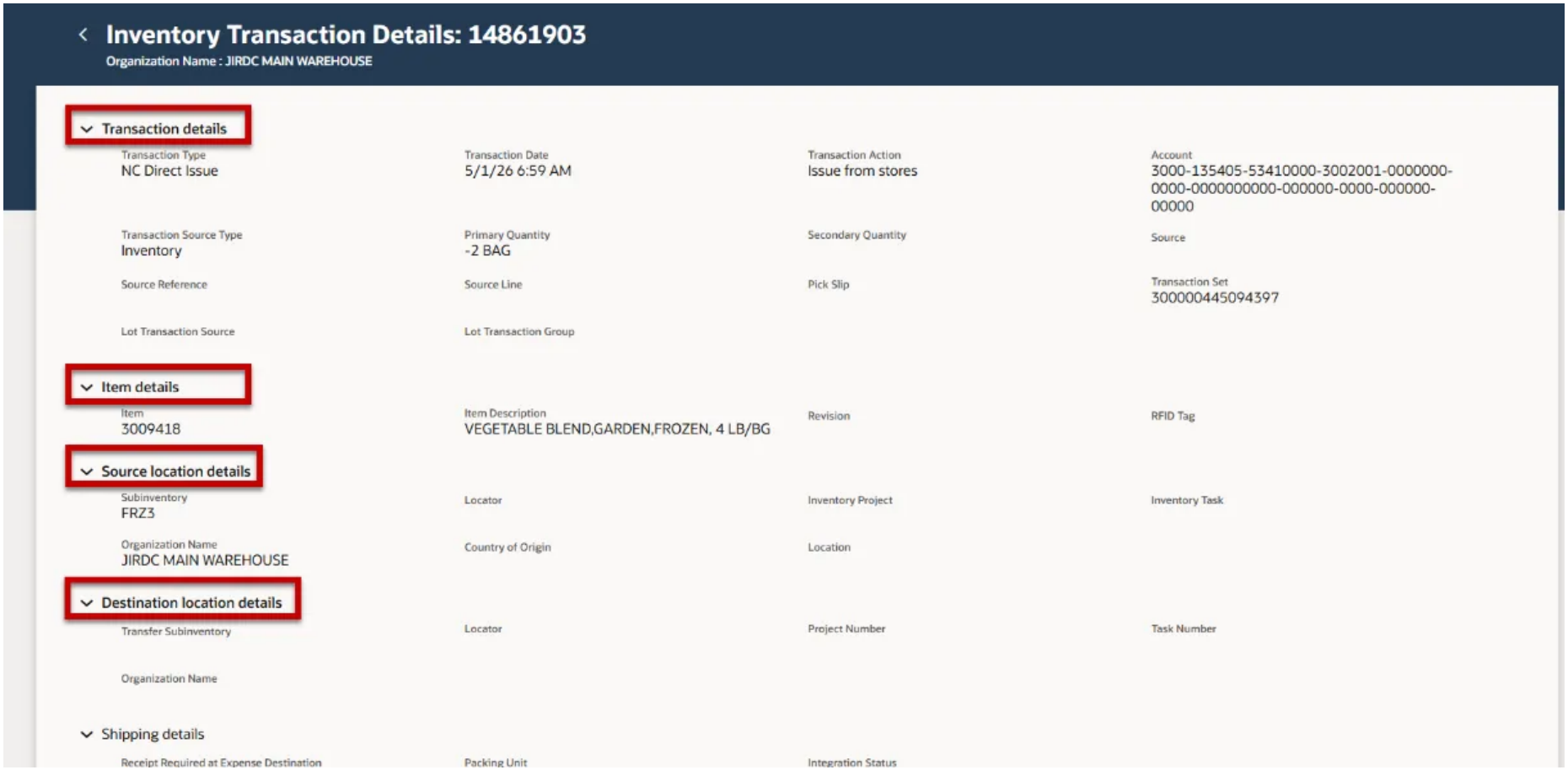
Step 13. Click the **Transaction hyperlink** to review more details.

Image



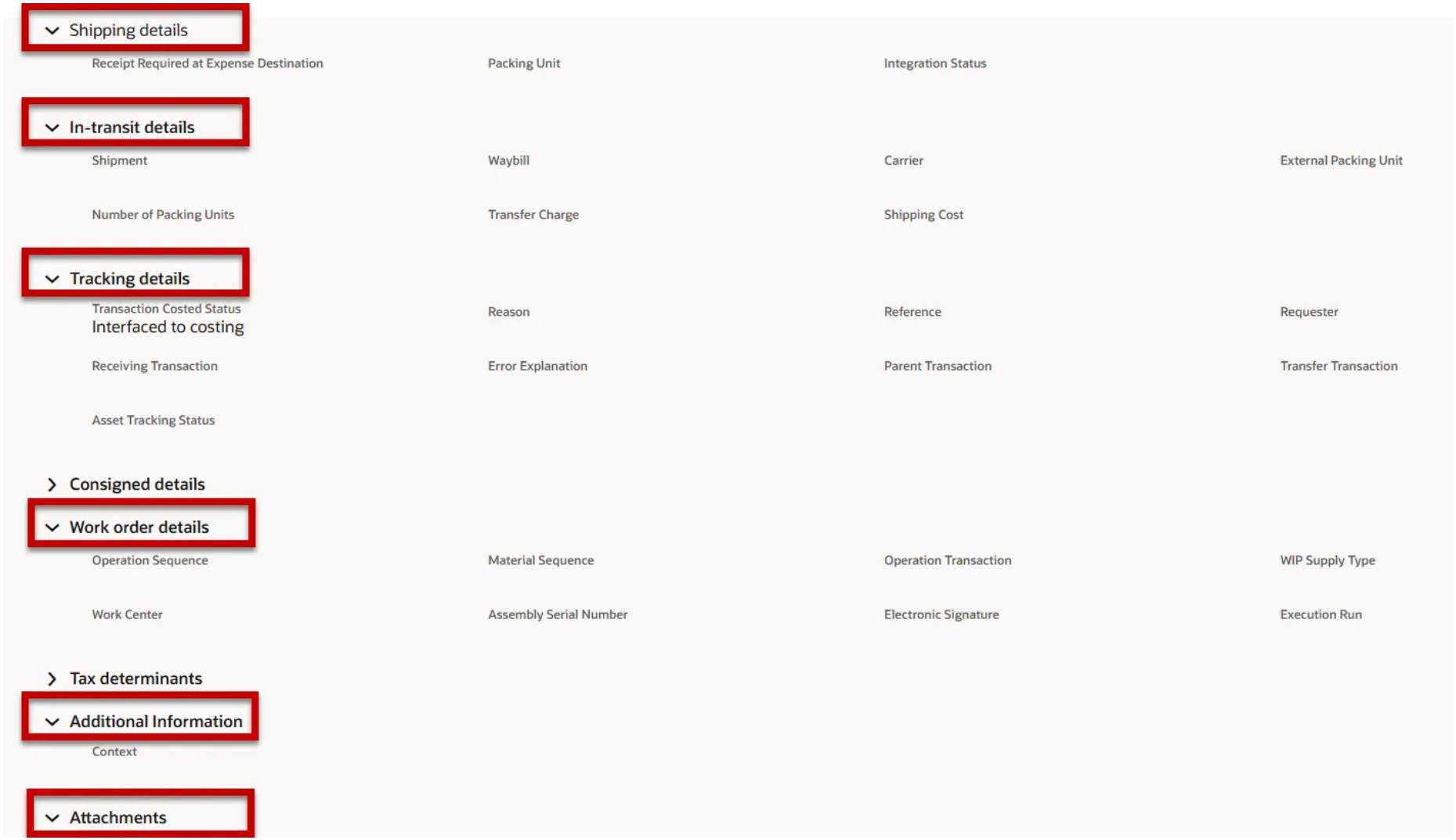
Step 14. **Transaction, Item, Source location,** and **Destination** location details are viewable if applicable.

Image



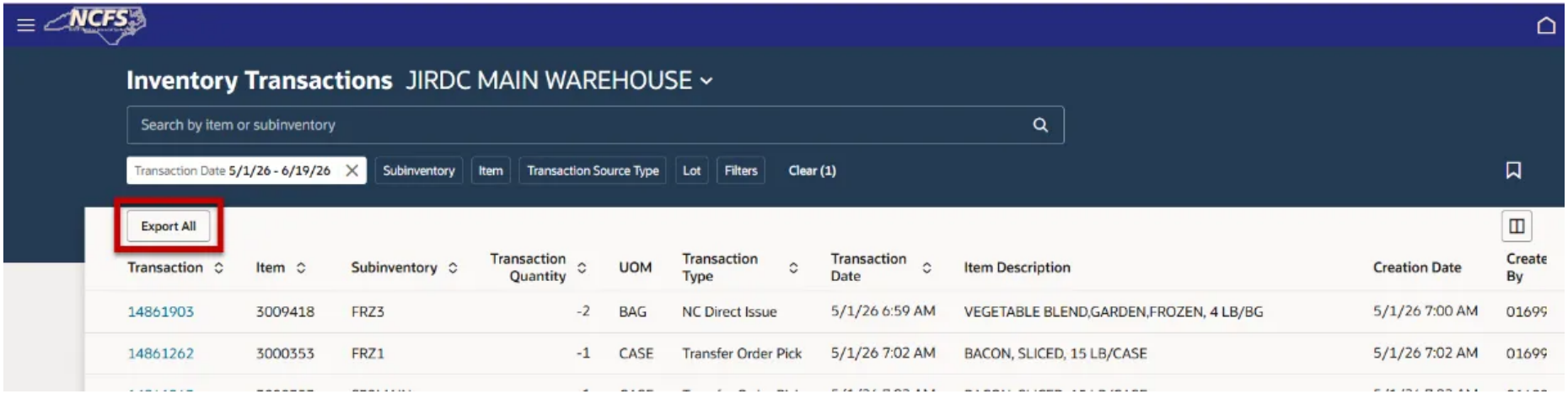
Step 15. **Shipping, In-transit, Tracking, Work order, Additional Information,** and **attachment** details can also be viewed if applicable.

Image



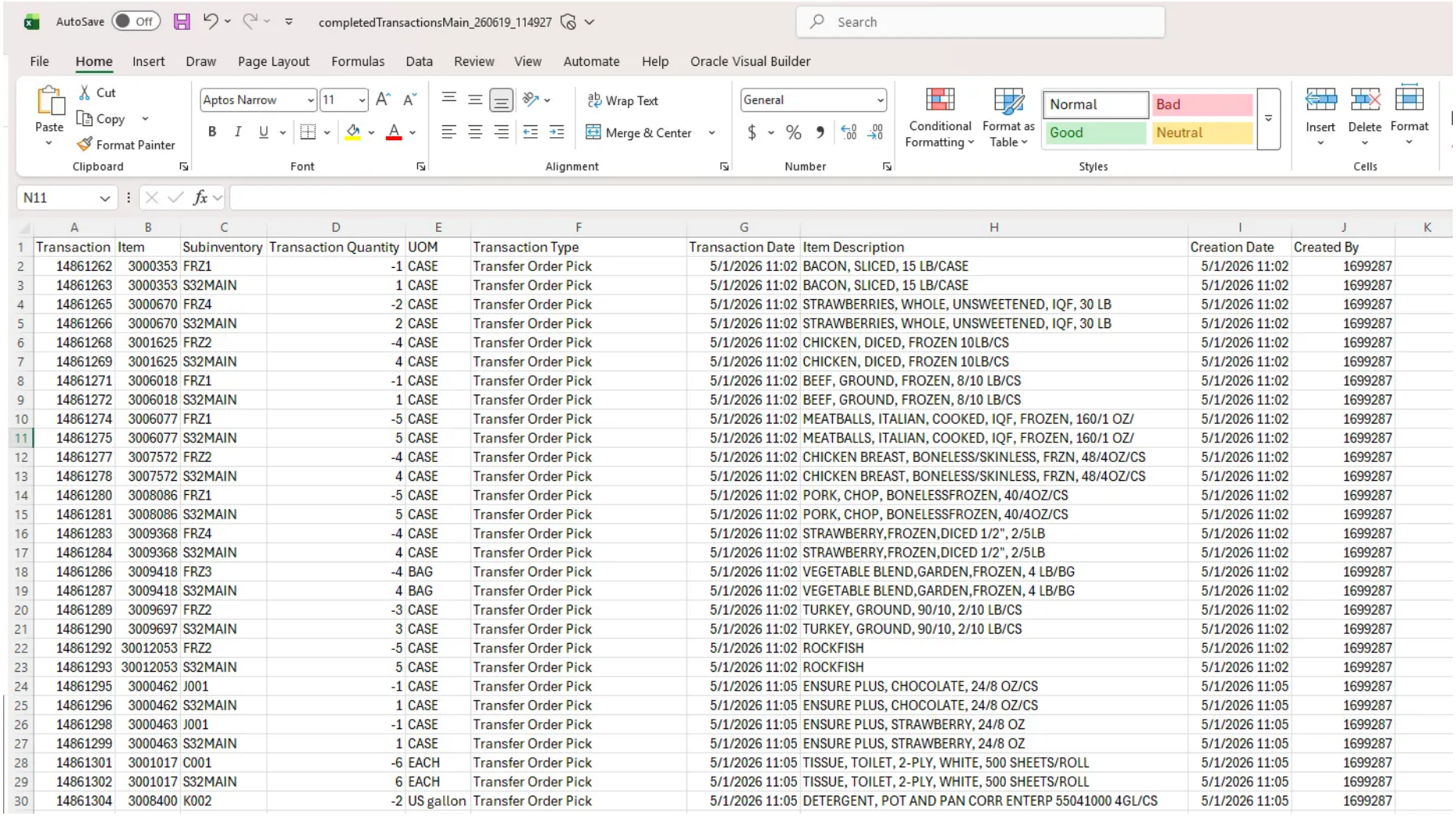
Step 16. To export data into an Excel worksheet for further analysis, click the **Export All** button.

Image



Step 17. This feature allows you to perform further analysis in an Excel Worksheet.

Image



	A	B	C	D	E	F	G	H	I	J	K
1	Transaction	Item	Subinventory	Transaction Quantity	UOM	Transaction Type	Transaction Date	Item Description	Creation Date	Created By	
2	14861262	3000353	FRZ1	-1	CASE	Transfer Order Pick	5/1/2026 11:02	BACON, SLICED, 15 LB/CASE	5/1/2026 11:02	1699287	
3	14861263	3000353	S32MAIN	1	CASE	Transfer Order Pick	5/1/2026 11:02	BACON, SLICED, 15 LB/CASE	5/1/2026 11:02	1699287	
4	14861265	3000670	FRZ4	-2	CASE	Transfer Order Pick	5/1/2026 11:02	STRAWBERRIES, WHOLE, UNSWEETENED, IQF, 30 LB	5/1/2026 11:02	1699287	
5	14861266	3000670	S32MAIN	2	CASE	Transfer Order Pick	5/1/2026 11:02	STRAWBERRIES, WHOLE, UNSWEETENED, IQF, 30 LB	5/1/2026 11:02	1699287	
6	14861268	3001625	FRZ2	-4	CASE	Transfer Order Pick	5/1/2026 11:02	CHICKEN, DICED, FROZEN 10LB/CS	5/1/2026 11:02	1699287	
7	14861269	3001625	S32MAIN	4	CASE	Transfer Order Pick	5/1/2026 11:02	CHICKEN, DICED, FROZEN 10LB/CS	5/1/2026 11:02	1699287	
8	14861271	3006018	FRZ1	-1	CASE	Transfer Order Pick	5/1/2026 11:02	BEEF, GROUND, FROZEN, 8/10 LB/CS	5/1/2026 11:02	1699287	
9	14861272	3006018	S32MAIN	1	CASE	Transfer Order Pick	5/1/2026 11:02	BEEF, GROUND, FROZEN, 8/10 LB/CS	5/1/2026 11:02	1699287	
10	14861274	3006077	FRZ1	-5	CASE	Transfer Order Pick	5/1/2026 11:02	MEATBALLS, ITALIAN, COOKED, IQF, FROZEN, 160/1 OZ/	5/1/2026 11:02	1699287	
11	14861275	3006077	S32MAIN	5	CASE	Transfer Order Pick	5/1/2026 11:02	MEATBALLS, ITALIAN, COOKED, IQF, FROZEN, 160/1 OZ/	5/1/2026 11:02	1699287	
12	14861277	3007572	FRZ2	-4	CASE	Transfer Order Pick	5/1/2026 11:02	CHICKEN BREAST, BONELESS/SKINLESS, FRZN, 48/4OZ/CS	5/1/2026 11:02	1699287	
13	14861278	3007572	S32MAIN	4	CASE	Transfer Order Pick	5/1/2026 11:02	CHICKEN BREAST, BONELESS/SKINLESS, FRZN, 48/4OZ/CS	5/1/2026 11:02	1699287	
14	14861280	3008086	FRZ1	-5	CASE	Transfer Order Pick	5/1/2026 11:02	PORK, CHOP, BONELESSFROZEN, 40/4OZ/CS	5/1/2026 11:02	1699287	
15	14861281	3008086	S32MAIN	5	CASE	Transfer Order Pick	5/1/2026 11:02	PORK, CHOP, BONELESSFROZEN, 40/4OZ/CS	5/1/2026 11:02	1699287	
16	14861283	3009368	FRZ4	-4	CASE	Transfer Order Pick	5/1/2026 11:02	STRAWBERRY,FROZEN,DICED 1/2", 2/5LB	5/1/2026 11:02	1699287	
17	14861284	3009368	S32MAIN	4	CASE	Transfer Order Pick	5/1/2026 11:02	STRAWBERRY,FROZEN,DICED 1/2", 2/5LB	5/1/2026 11:02	1699287	
18	14861286	3009418	FRZ3	-4	BAG	Transfer Order Pick	5/1/2026 11:02	VEGETABLE BLEND,GARDEN,FROZEN, 4 LB/BG	5/1/2026 11:02	1699287	
19	14861287	3009418	S32MAIN	4	BAG	Transfer Order Pick	5/1/2026 11:02	VEGETABLE BLEND,GARDEN,FROZEN, 4 LB/BG	5/1/2026 11:02	1699287	
20	14861289	3009697	FRZ2	-3	CASE	Transfer Order Pick	5/1/2026 11:02	TURKEY, GROUND, 90/10, 2/10 LB/CS	5/1/2026 11:02	1699287	
21	14861290	3009697	S32MAIN	3	CASE	Transfer Order Pick	5/1/2026 11:02	TURKEY, GROUND, 90/10, 2/10 LB/CS	5/1/2026 11:02	1699287	
22	14861292	30012053	FRZ2	-5	CASE	Transfer Order Pick	5/1/2026 11:02	ROCKFISH	5/1/2026 11:02	1699287	
23	14861293	30012053	S32MAIN	5	CASE	Transfer Order Pick	5/1/2026 11:02	ROCKFISH	5/1/2026 11:02	1699287	
24	14861295	3000462	J001	-1	CASE	Transfer Order Pick	5/1/2026 11:05	ENSURE PLUS, CHOCOLATE, 24/8 OZ/CS	5/1/2026 11:05	1699287	
25	14861296	3000462	S32MAIN	1	CASE	Transfer Order Pick	5/1/2026 11:05	ENSURE PLUS, CHOCOLATE, 24/8 OZ/CS	5/1/2026 11:05	1699287	
26	14861298	3000463	J001	-1	CASE	Transfer Order Pick	5/1/2026 11:05	ENSURE PLUS, STRAWBERRY, 24/8 OZ	5/1/2026 11:05	1699287	
27	14861299	3000463	S32MAIN	1	CASE	Transfer Order Pick	5/1/2026 11:05	ENSURE PLUS, STRAWBERRY, 24/8 OZ	5/1/2026 11:05	1699287	
28	14861301	3001017	C001	-6	EACH	Transfer Order Pick	5/1/2026 11:05	TISSUE, TOILET, 2-PLY, WHITE, 500 SHEETS/ROLL	5/1/2026 11:05	1699287	
29	14861302	3001017	S32MAIN	6	EACH	Transfer Order Pick	5/1/2026 11:05	TISSUE, TOILET, 2-PLY, WHITE, 500 SHEETS/ROLL	5/1/2026 11:05	1699287	
30	14861304	3008400	K002	-2	US gallon	Transfer Order Pick	5/1/2026 11:05	DETERGENT, POT AND PAN CORR ENTERP 55041000 4GL/CS	5/1/2026 11:05	1699287	

Wrap-Up

Use the steps above to view Complete Inventory Transactions in NCFS.

From the **Inventory Transactions** page, you can:

- Retrieve specific information about completed transactions
- Find detailed information on those transactions
- Export your transaction data for further analysis and reporting purposes
- To retrieve specific information about completed transactions, enter any relevant search criteria. You can also access lot and serial details for items that are lot controlled, serial controlled, or both, if applicable.
- Use additional filters to refine your search and select the Columns option to add more fields for display on the landing page.
- This page allows you to export your transaction data for further analysis and reporting.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV001: Inventory Inquiry
- INV101: Inventory Agency Manager
- INV102: Inventory Cost Accounting
- INV103: Warehouse Staff
- INV104: Warehouse Receiving
- INV109: Inventory Item Maintenance
- INV110: Warehouse Approver

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