# INV-11 Create, Inquire, and Edit Transfer Orders from Inventory

## Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Create, Inquire, and Edit Transfer Orders from Inventory in the North Carolina Financial System (**NCFS**).

## Introduction and Overview

This QRG covers the explanation of how to create, inquire, and edit orders in NCFS to maintain records of all the inventory transfers performed from one warehouse to another to enhance warehouse management and order processing.

## Create and Inquire on Orders from Inventory

To create and inquire on orders from inventory in NCFS, please follow the steps below. There are 15 steps to complete this process.

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

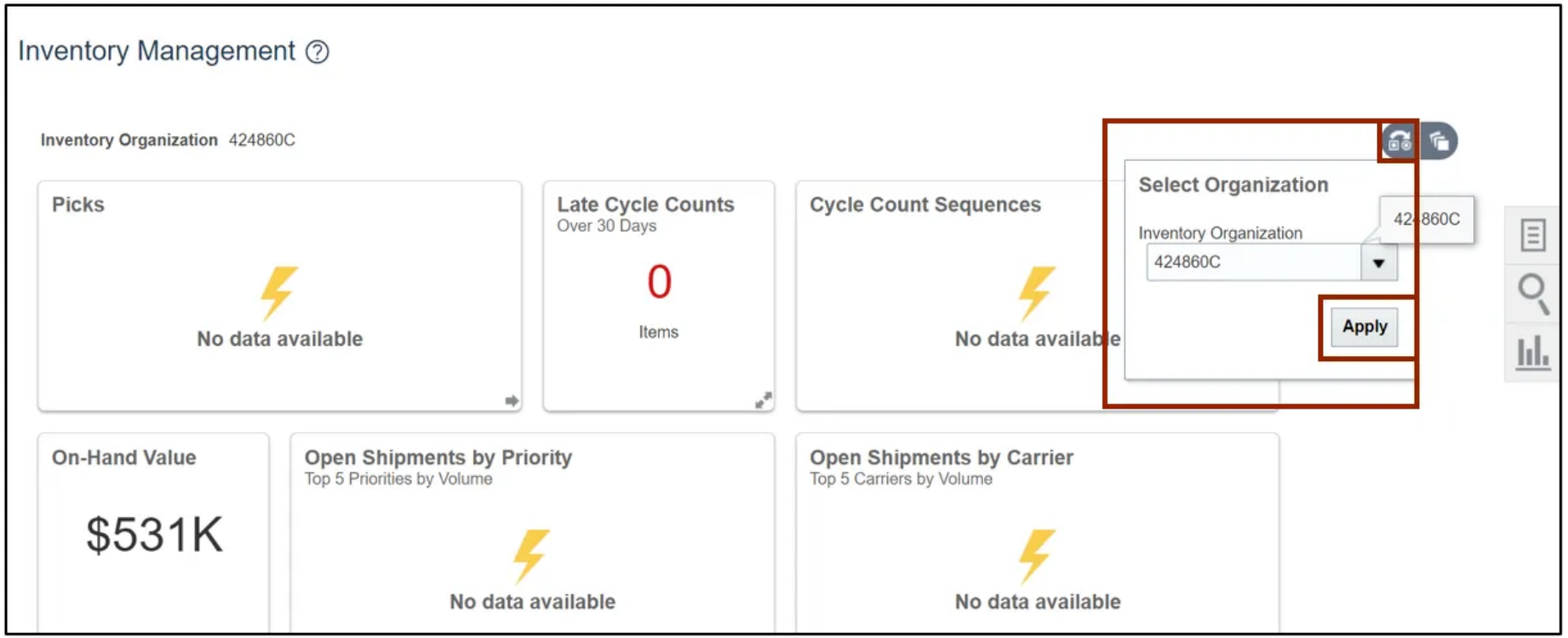
Step 2. On the **Home** page, under the **Supply Execution** tab, click the **Inventory Management** app.

Image



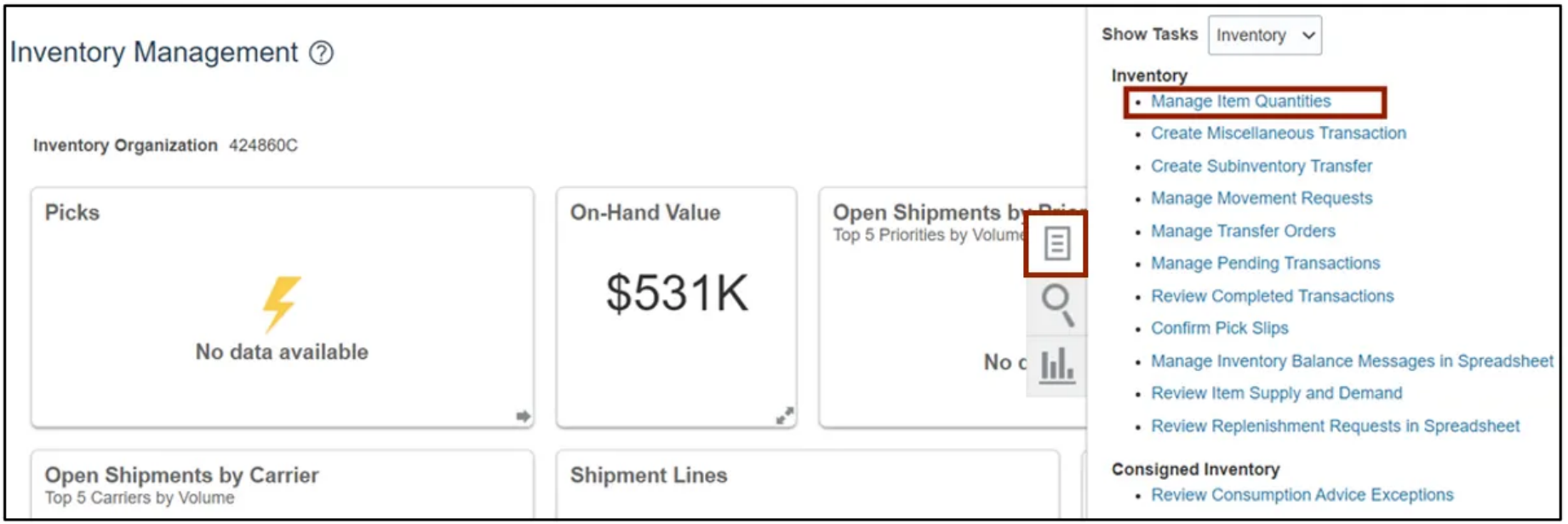

Step 3. On the **Inventory Management** page, click the **View By** icon and enter the **Inventory Organization** number in the *Select Organization* pop-up box. Click the **Apply** button.

Image



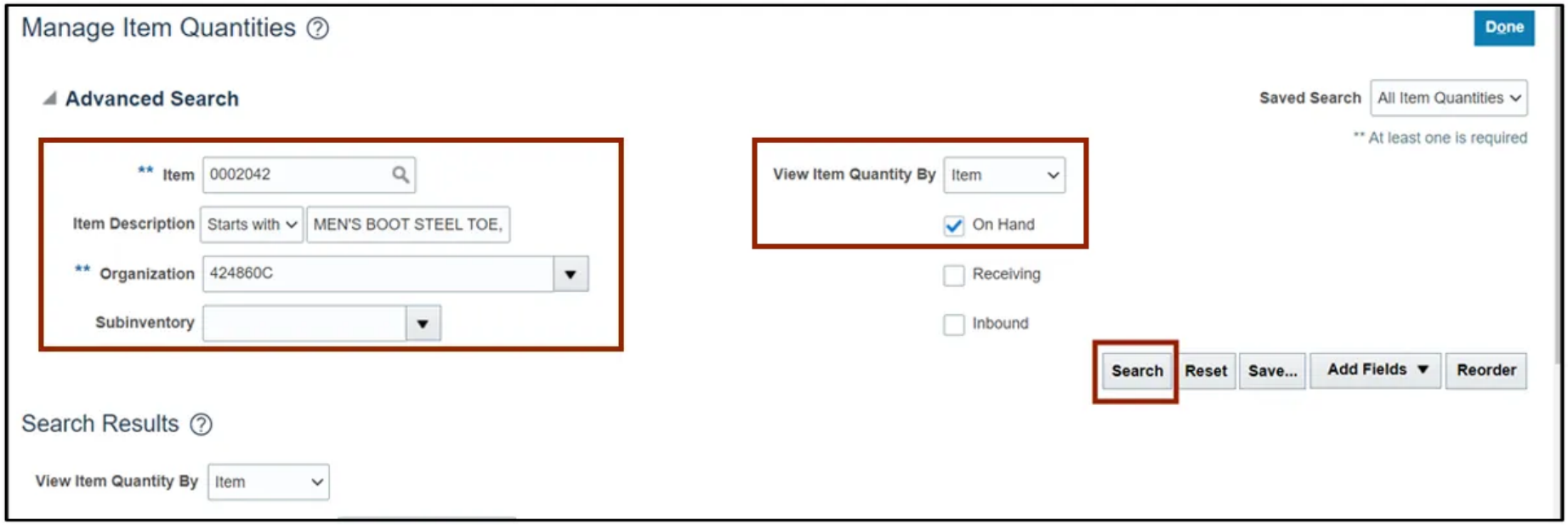

Step 4. Click on the **Tasks** icon. Under the **Inventory** section, click **Manage Item Quantities**.

Image



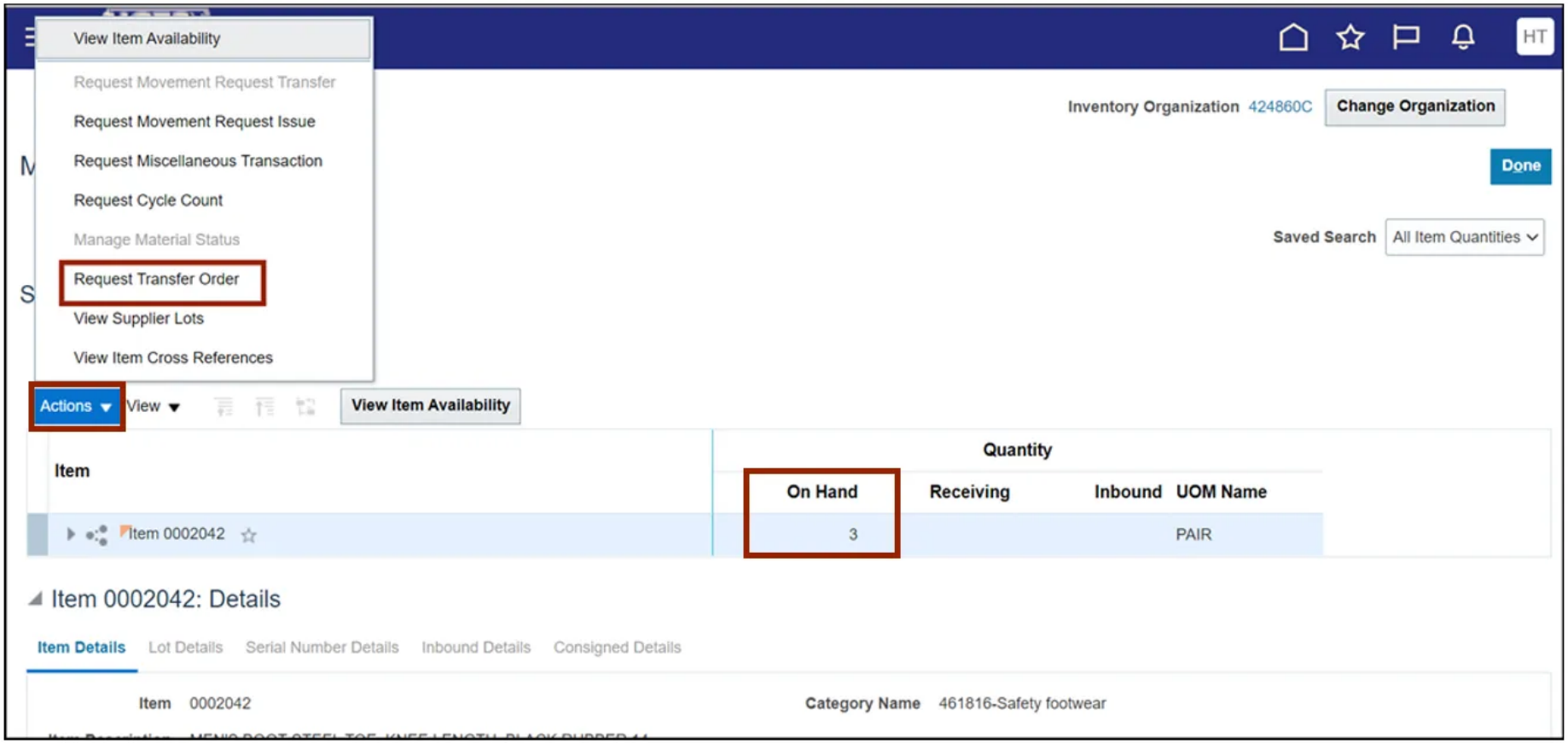

Step 5. In the **Advanced Search** section, enter the mandatory details and select the **On hand** option for **View the Item Quantity By** field. Click the **Search** button.

Image



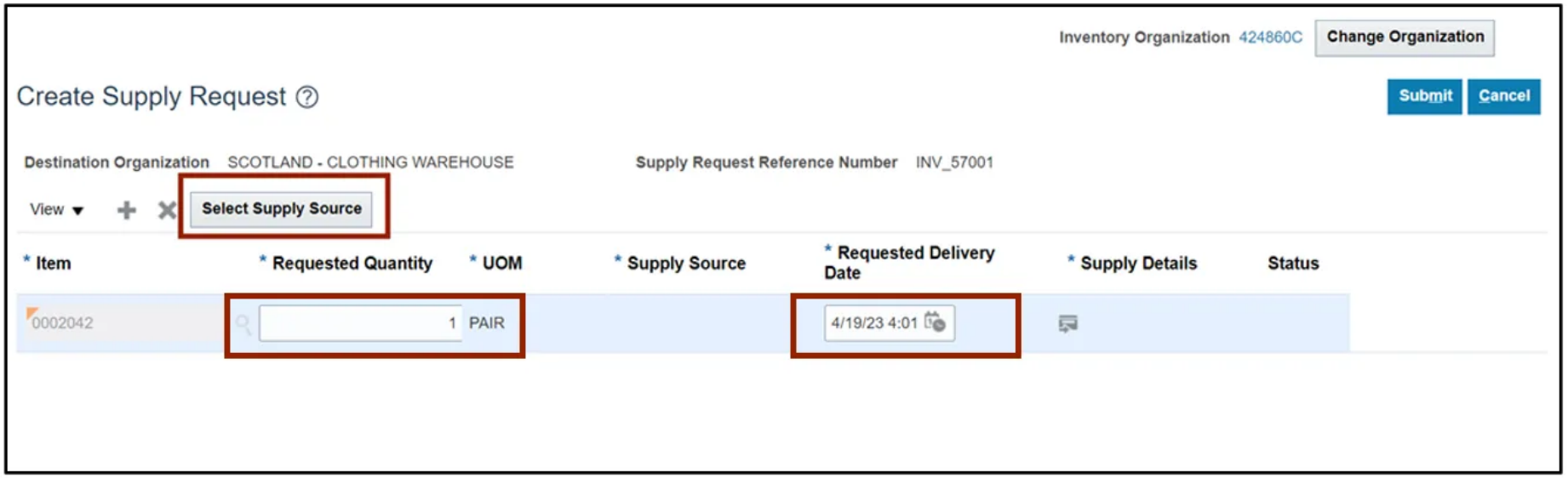

Step 6. Review and validate the **On Hand** quantity. Click the *Actions* drop-down choice list and select the **Request Transfer Order** option.

Image



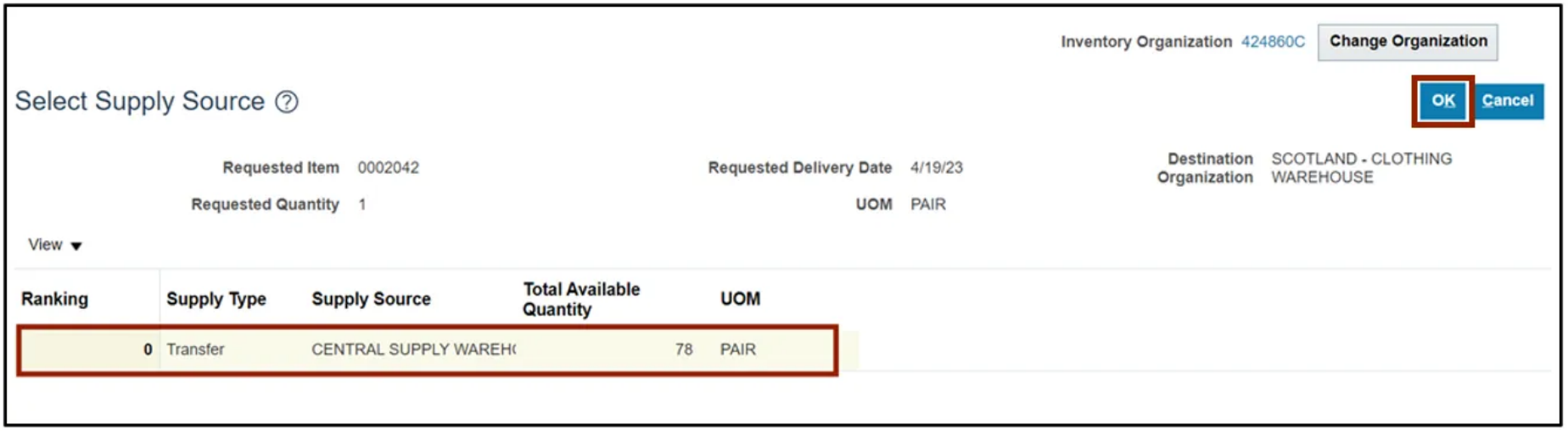

Step 7. Enter **Requested Quantity** and **Requested Delivery Date**. Click the **Select Supply Source** button.

Image



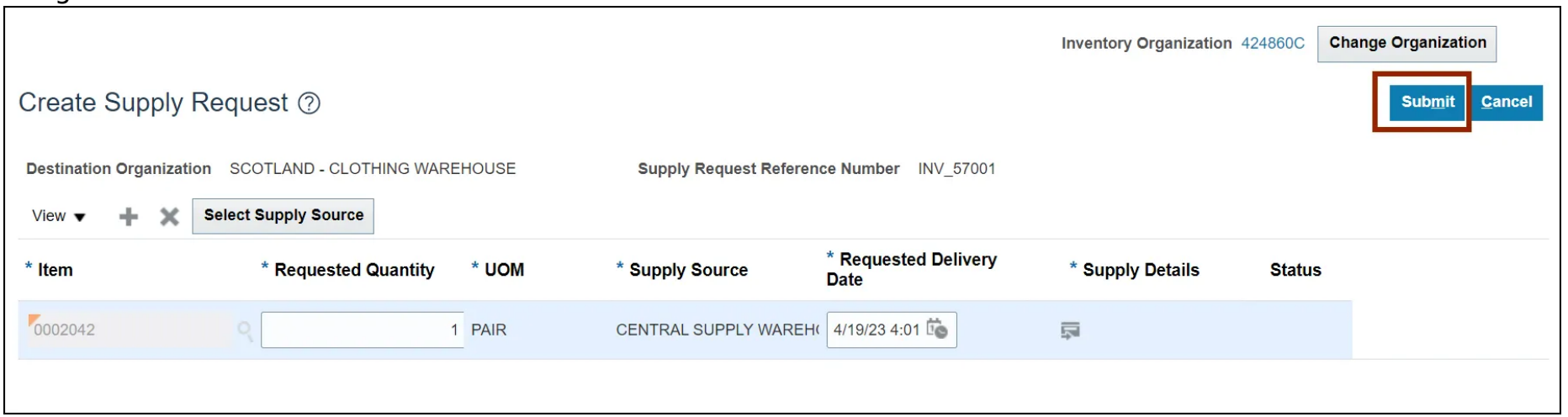

Step 8. Select a record from the list of supply sources and click the **OK** button.

Image



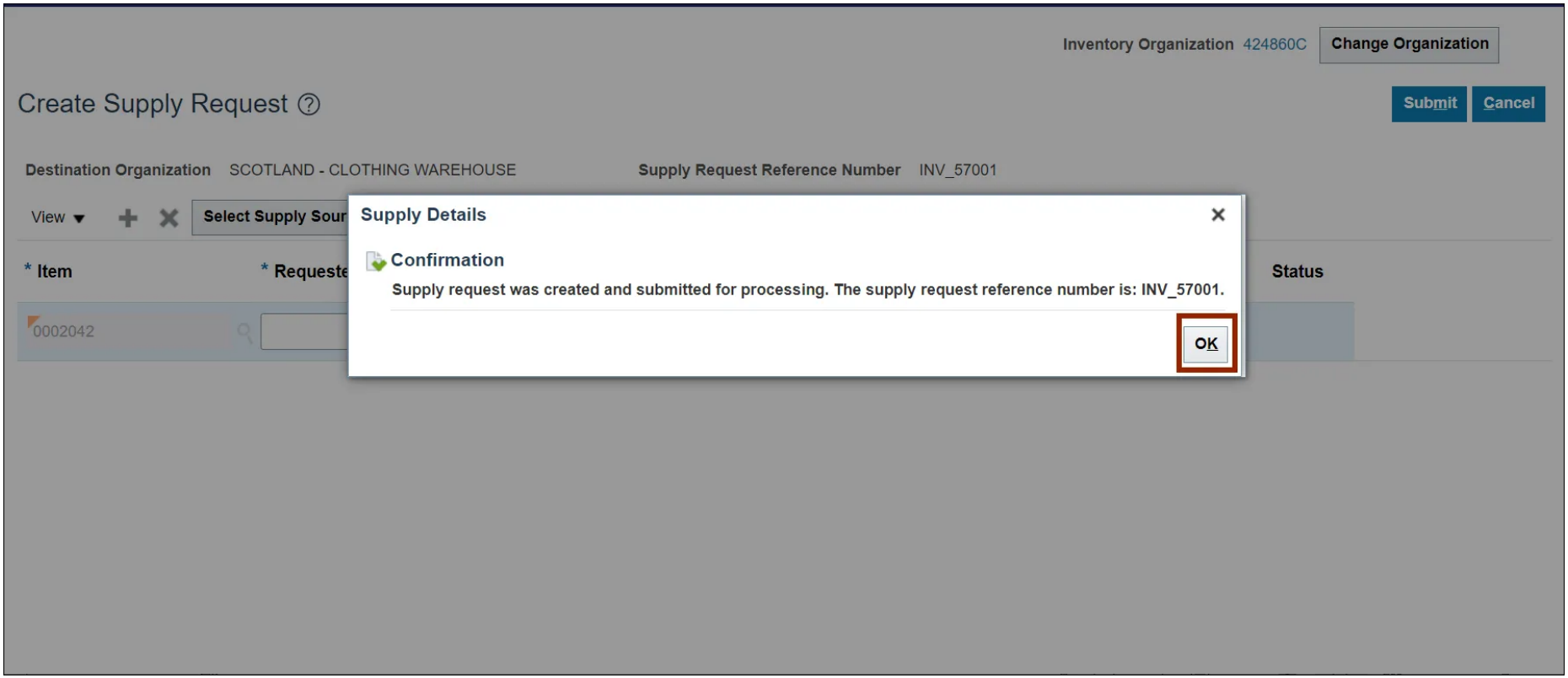

Step 9. Click the **Submit** button.

Image




Step 10. Click the **OK** button after the *Supply Details* pop-up appears.

Image



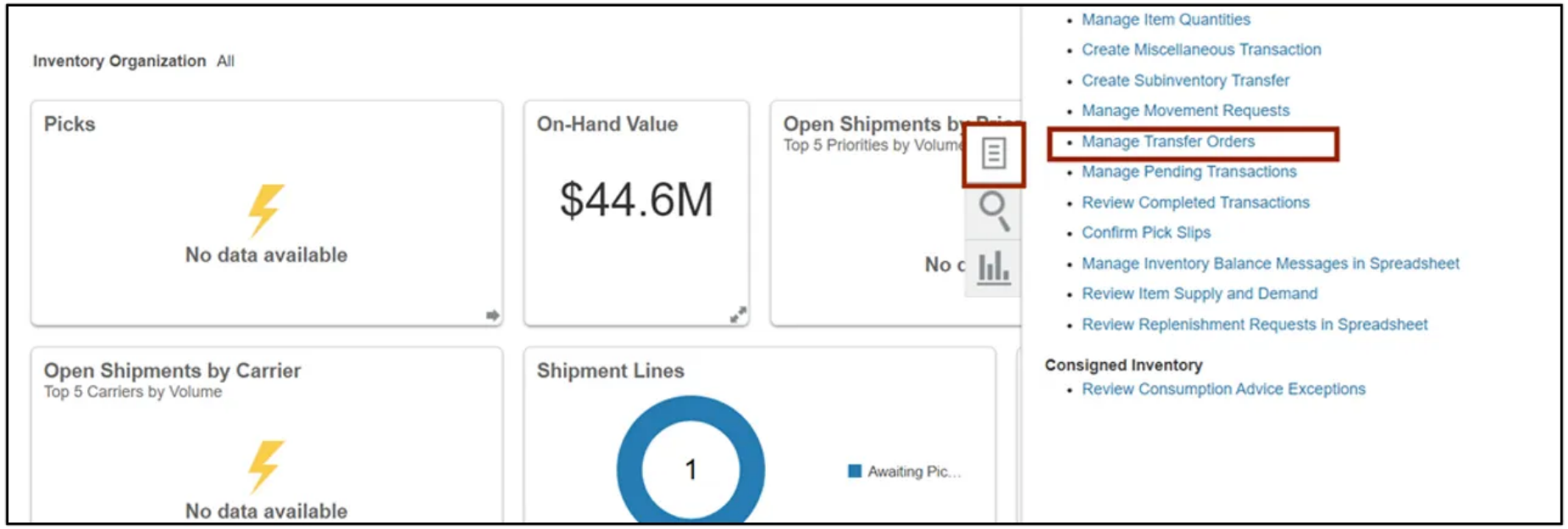

Step 11. To Validate that the Transfer Order has been created, on the **Home** page, under the **Supply Execution** tab, Click the **Inventory Management** app.

Image



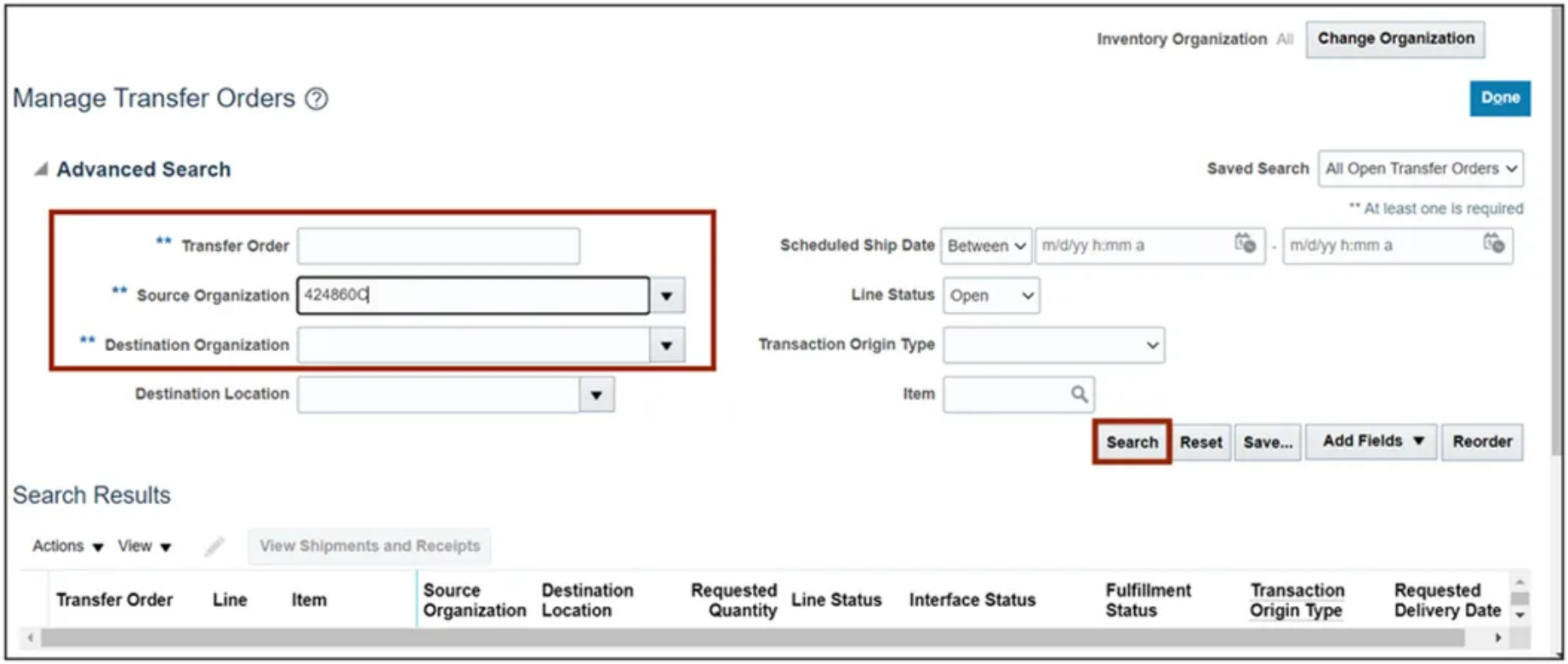

Step 12. Click the **Tasks** icon. Under the **Inventory** section, click **Manage Transfer Orders**.

Image



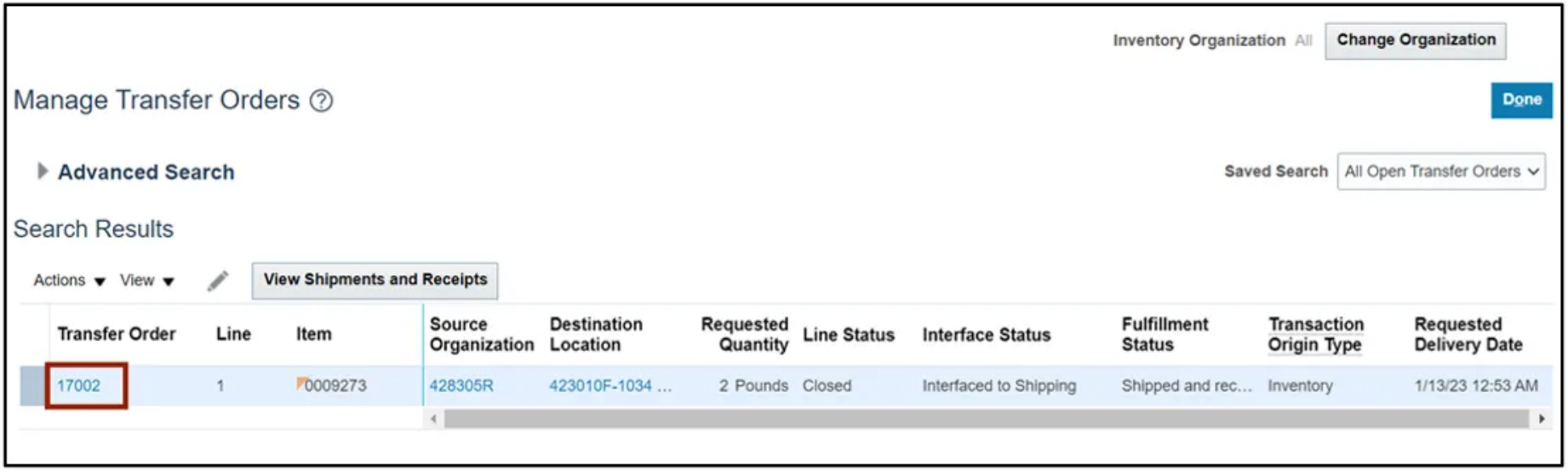
Step 13. In the **Advanced Search** section, enter all mandatory details and click the **Search** button.

Image




Step 14. Click the **Transfer Order** link.

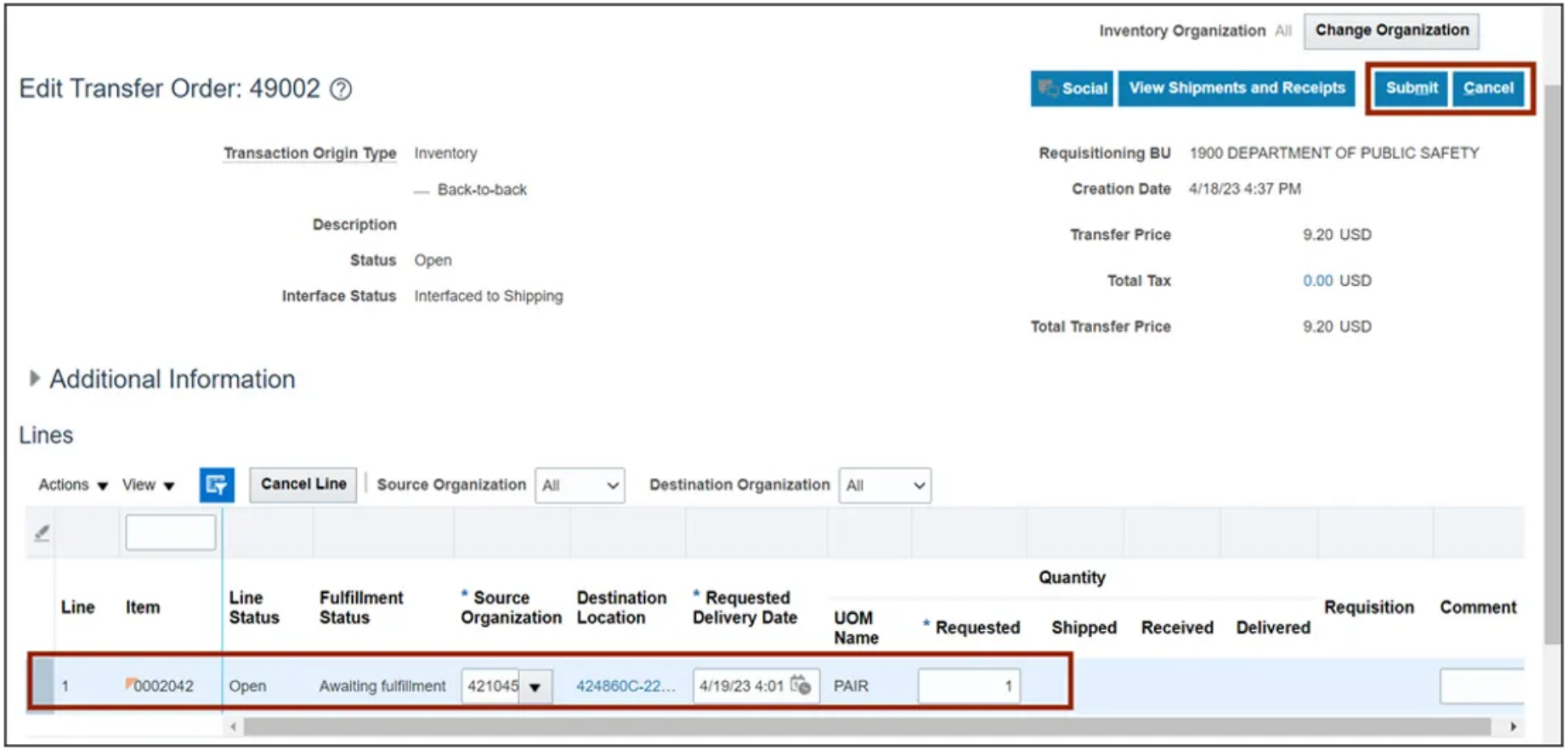
Image




Step 15. On the **Edit Transfer Order** page, validate that the details are correct. Certain edits to the order can be made here.

When editing is completed, click the **Submit** button. Click the **Cancel** button if no changes are to be made.

Image




## Wrap-Up

Create and Inquire on Orders from Inventory using the steps above.

## Additional Resources

- Web-Based Training (WBT)
  - INV001: Inventory Inquiry

## First Published

Wed, 07/26/2023

## Last Updated

Thu, 09/04/2025

Printable PDF