# INV-16 Create Miscellaneous Transactions

## Purpose

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

## Introduction and Overview

This QRG covers the procedure of creating miscellaneous issues and receipt transactions in NCFS which will enable you to reduce and increase quantity in the inventory respectively. The table below shows the various types of Miscellaneous Transactions:

| Misc. Transactions | Description |
|---|---|
| NC Direct Issue | NC Direct Issue is used to issue one or more items to same or different centers from the inventory organization (over-the-counter issue). |
| NC Direct Return | Items that are returned by customers or by another inventory organization to the issuing warehouse (over the counter). |
| Return from SSP Order | In NCFS, “Returns from SSP Orders” is used to receive items returned by customers that were issued using Self Service Procurement (SSP). |
| NC Unordered Quantity | In NCFS, Receive Items in the warehouse that were bought without Purchase Order in the Inventory Organization. |

| Misc. Transactions | Description |
| --- | --- |
| NC Add Inventory Adjustments | NC Add Inventory Adjustments will be used to add item quantity (positive adjustments) to Inventory Organization. |
| NC Deduct Inventory Adjustments | In NCFS, NC Deduct Inventory Adjustments will be used to reduce item quantity (negative adjustment) in Inventory Organization. |

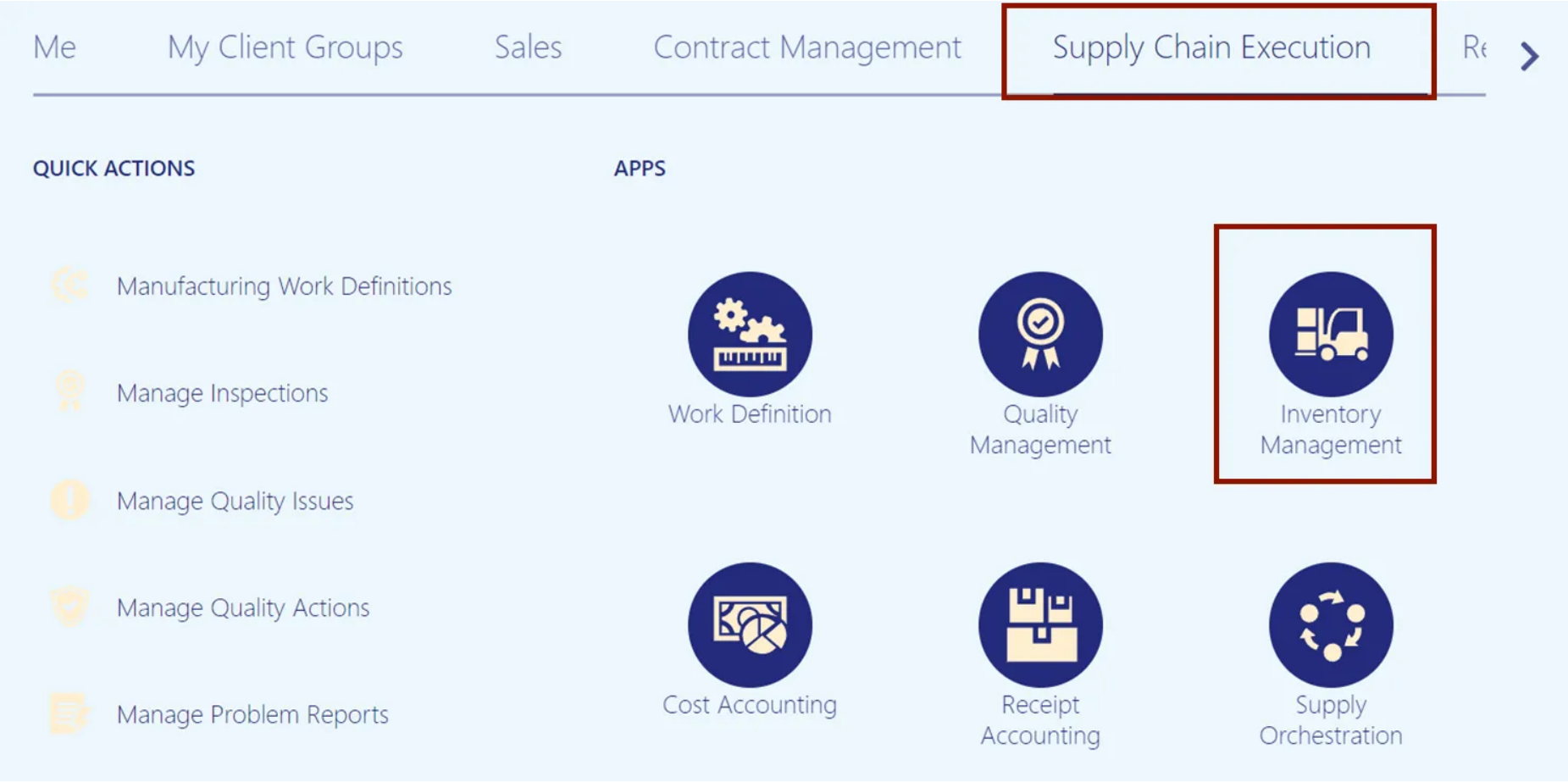
# Create Miscellaneous Transactions – Issue

To create miscellaneous issue transactions in NCFS, please follow the steps below. There are 10 steps to complete this process.

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

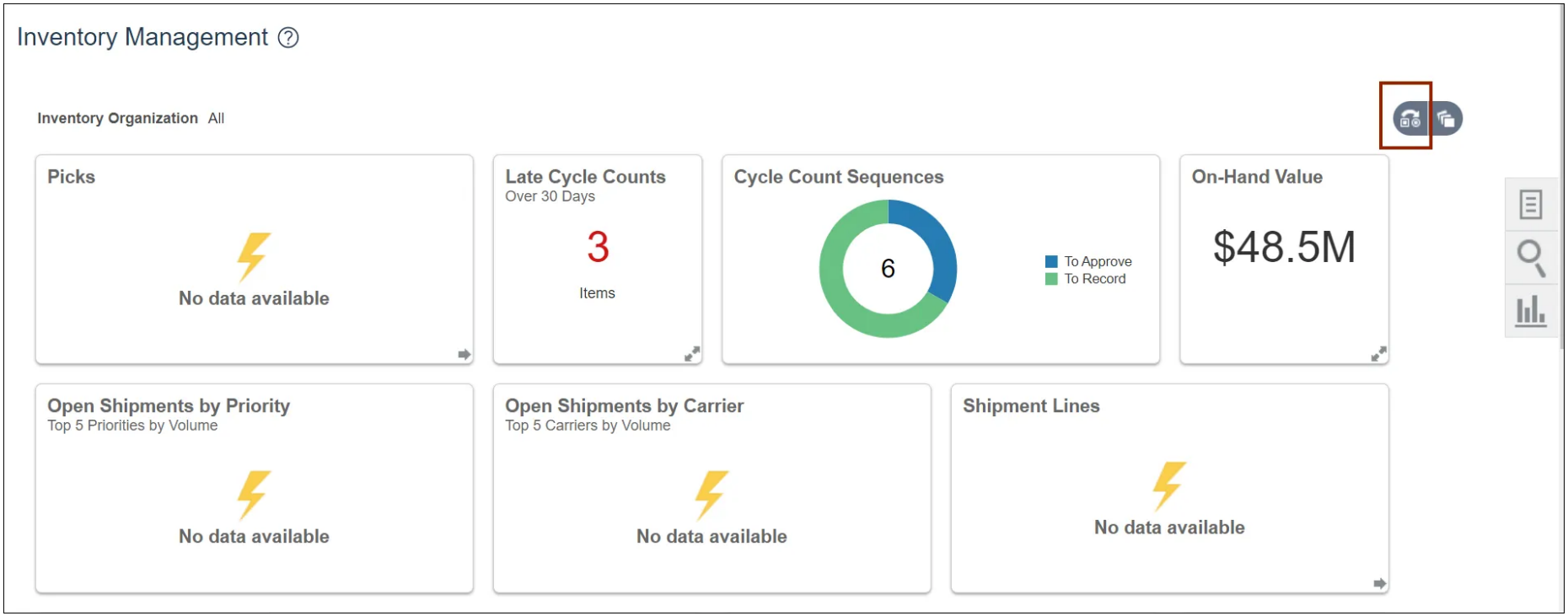
Step 2. On the **Home** page, click the **Supply Chain Execution** tab and then click the **Inventory Management** app.

Image




Step 3. On the **Inventory Management** dashboard, click the **View By** icon.

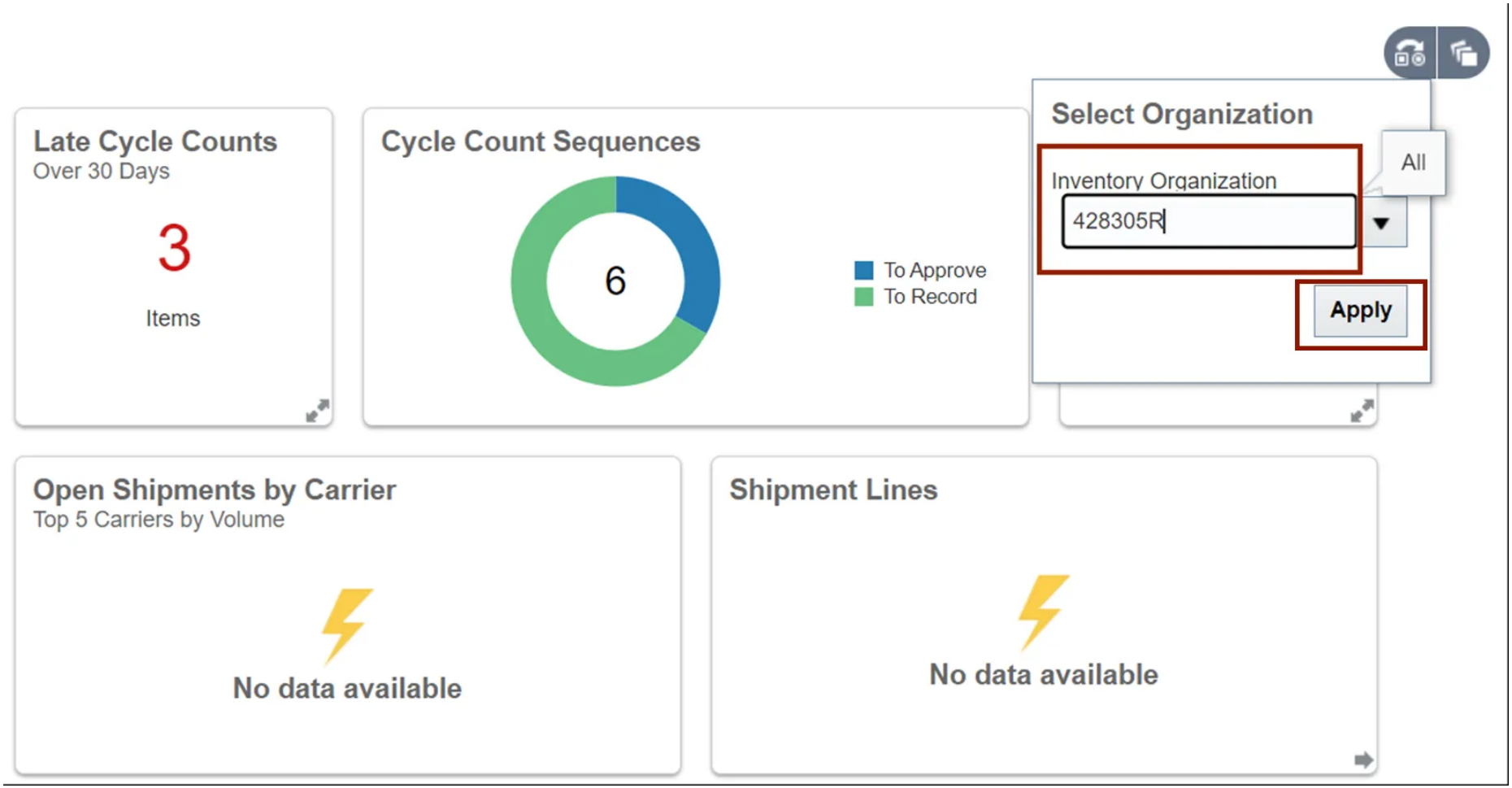
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Step 4. Enter the **Inventory Organization**.

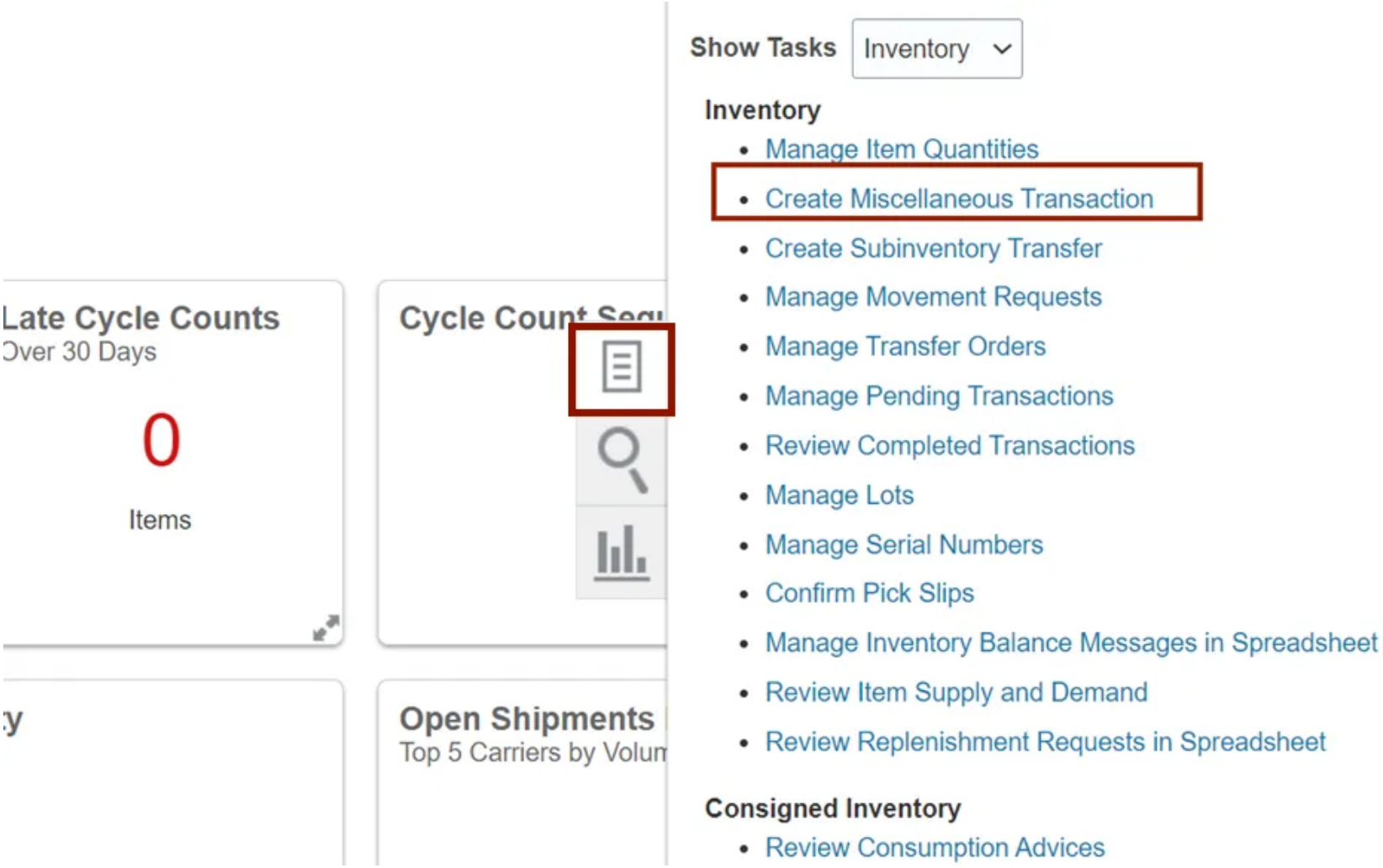
In this example, we choose **428305R** and click the **Apply** button.

Image




Step 5. Click the **Tasks** icon, and click **Create Miscellaneous Transaction**.

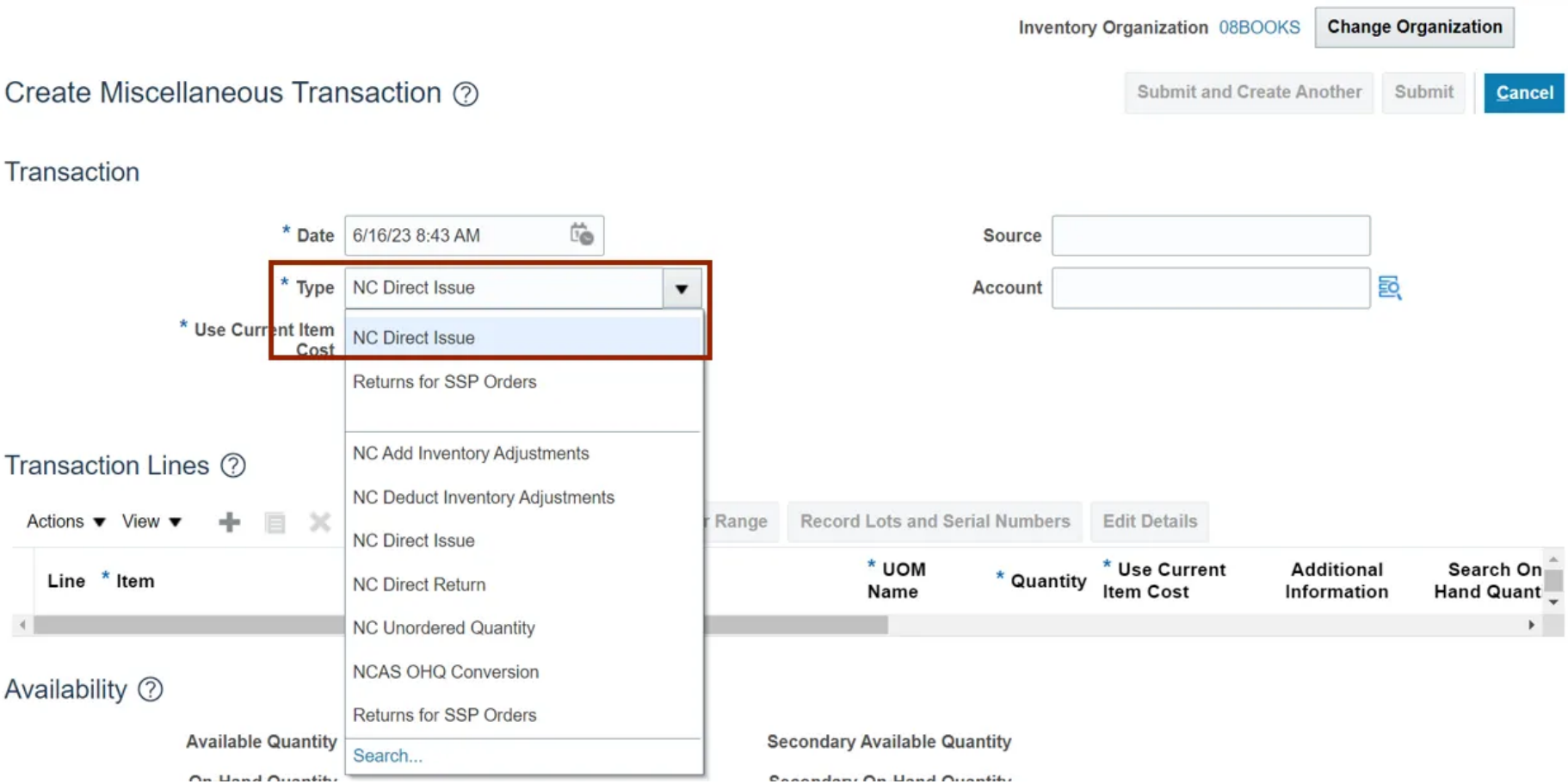
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Step 6. On the **Transaction** section, click the *Type* drop-down, then select the appropriate type – **NC Direct Issue** or **NC Deduct Inventory Adjustments**.

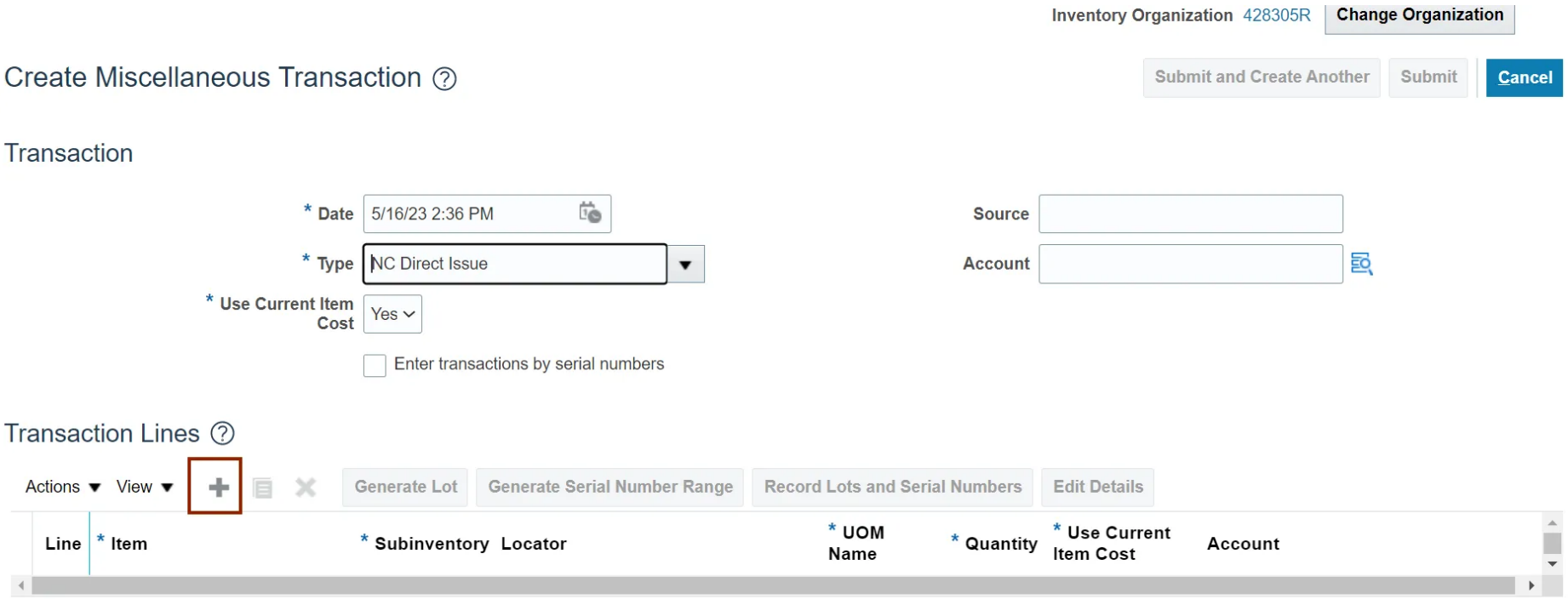
In this example, we choose **NC Direct Issue**.

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Step 7. Click the **Add** icon.

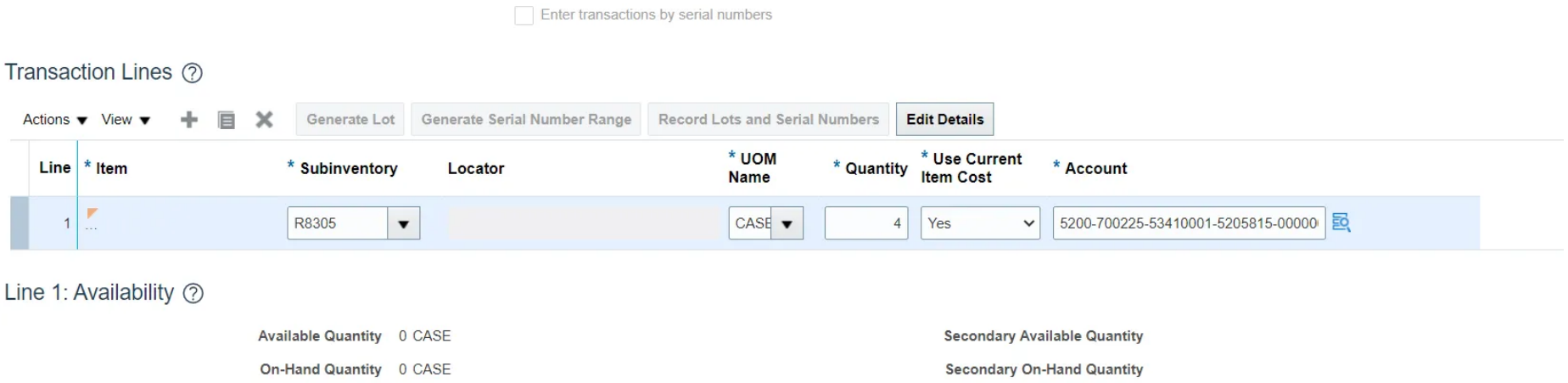
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Step 8. Under the **Transaction Lines** section, enter the **Item** details.

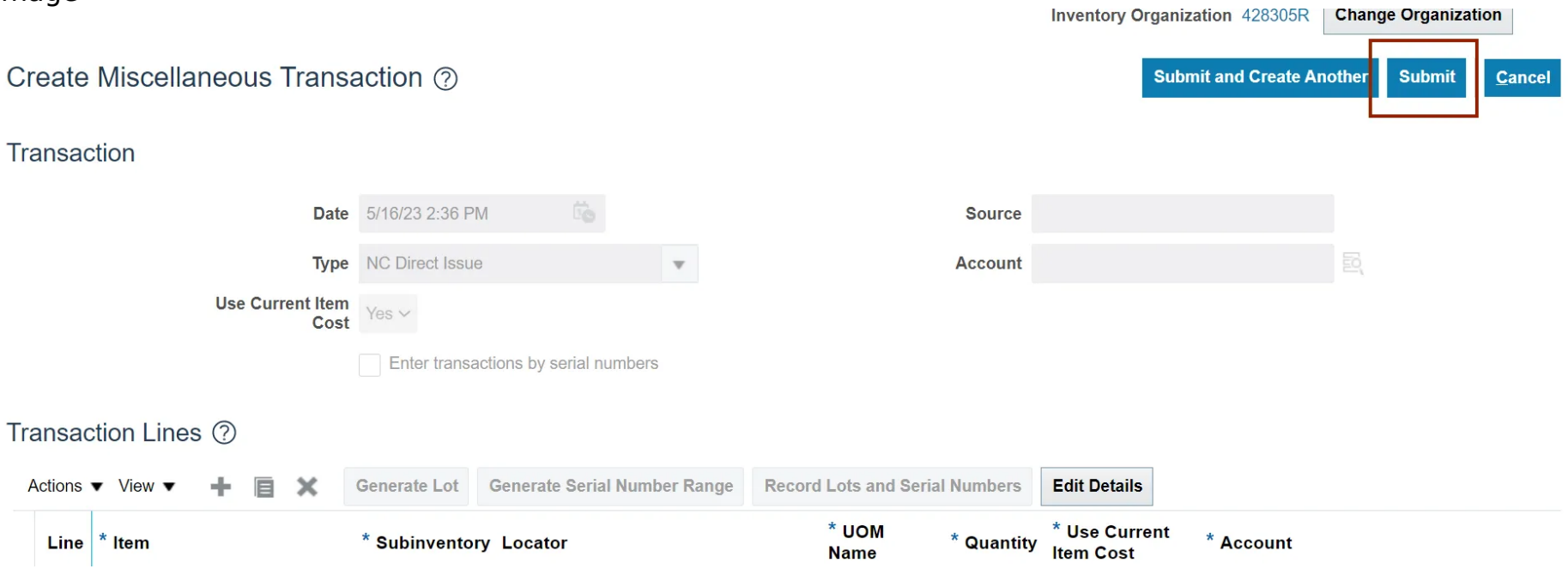
Note: For the Charge Account, please make sure to only use your agencies correct Business Unit, DHHS = 3000, DAC = 5200, and DPI = 0800. Enter a valid Budget Fund, select a “5” series account number and an appropriate AMU for your facility. **DO NOT ENTER ZEROS FOR AMU**.

Image



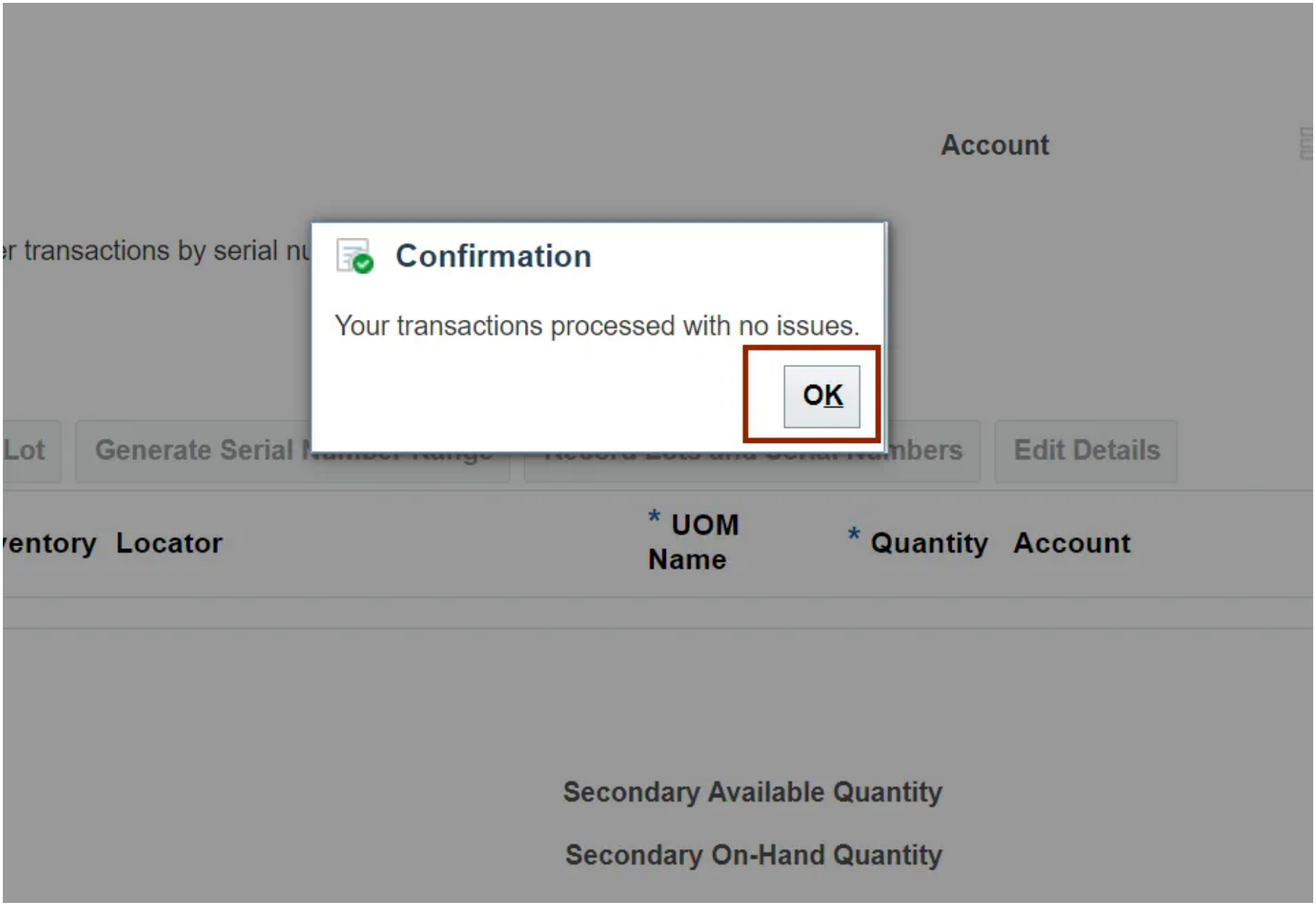

Step 9. Click the **Submit** button.

Image



Step 10. A *Confirmation* pop-up appears. Click the **OK** button.

Image


Account
r transactions by serial nu
Confirmation
Your transactions processed with no issues.
OK
Lot
Generate Serial
Edit Details
ventory
Locator
* UOM Name
* Quantity
Account
Secondary Available Quantity
Secondary On-Hand Quantity

# Create Miscellaneous Transactions- Receipt

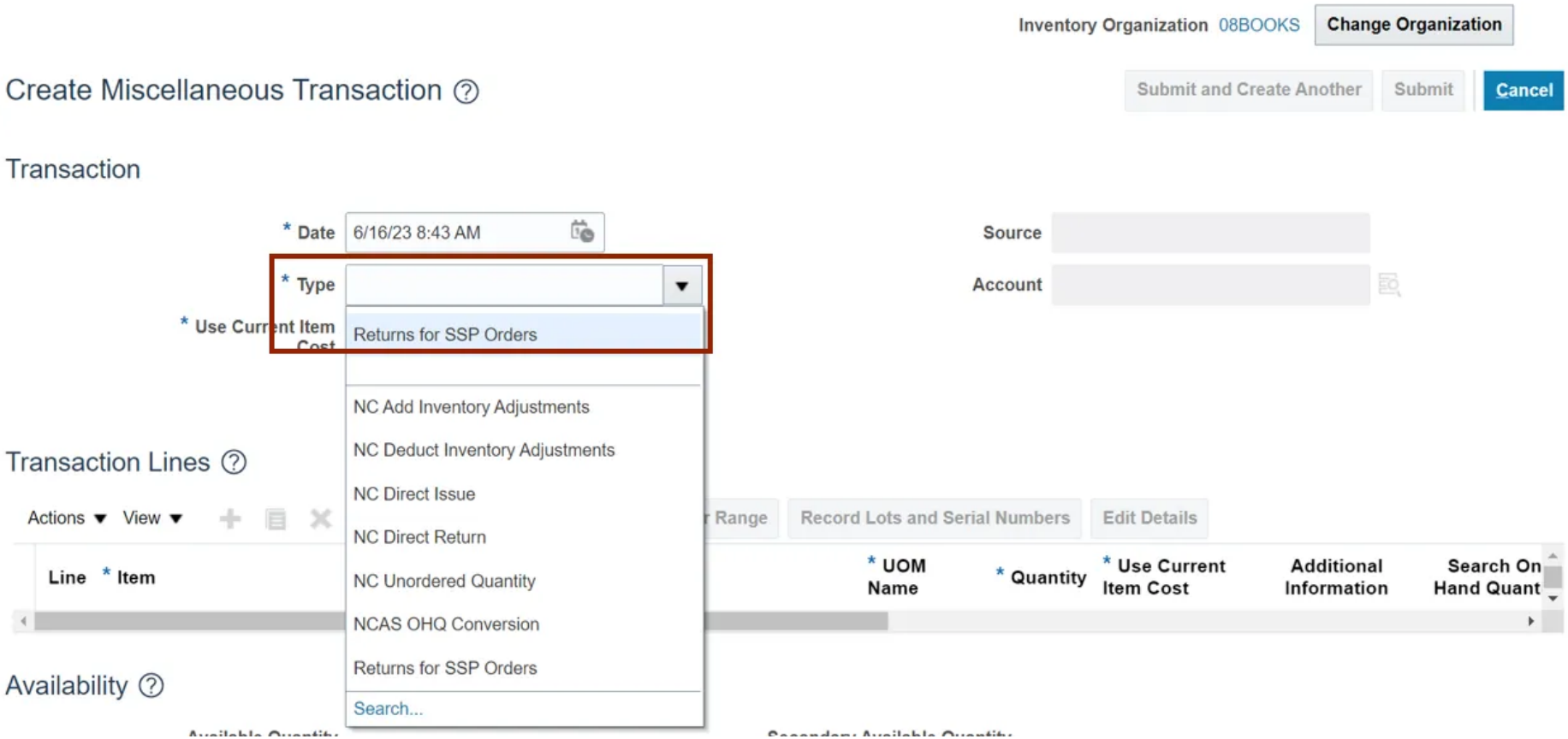
To create miscellaneous receipt transactions in NCFS, please follow the steps below. There are 8 steps to complete this process.

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

Step 2. Navigate to the **Create Miscellaneous Transaction** page. Click the **Type** field, then select the appropriate Type – **Returns for SSP Orders**, **NC Add Inventory Adjustments**, **NC Direct Return**, **NC Unordered Quantity**.

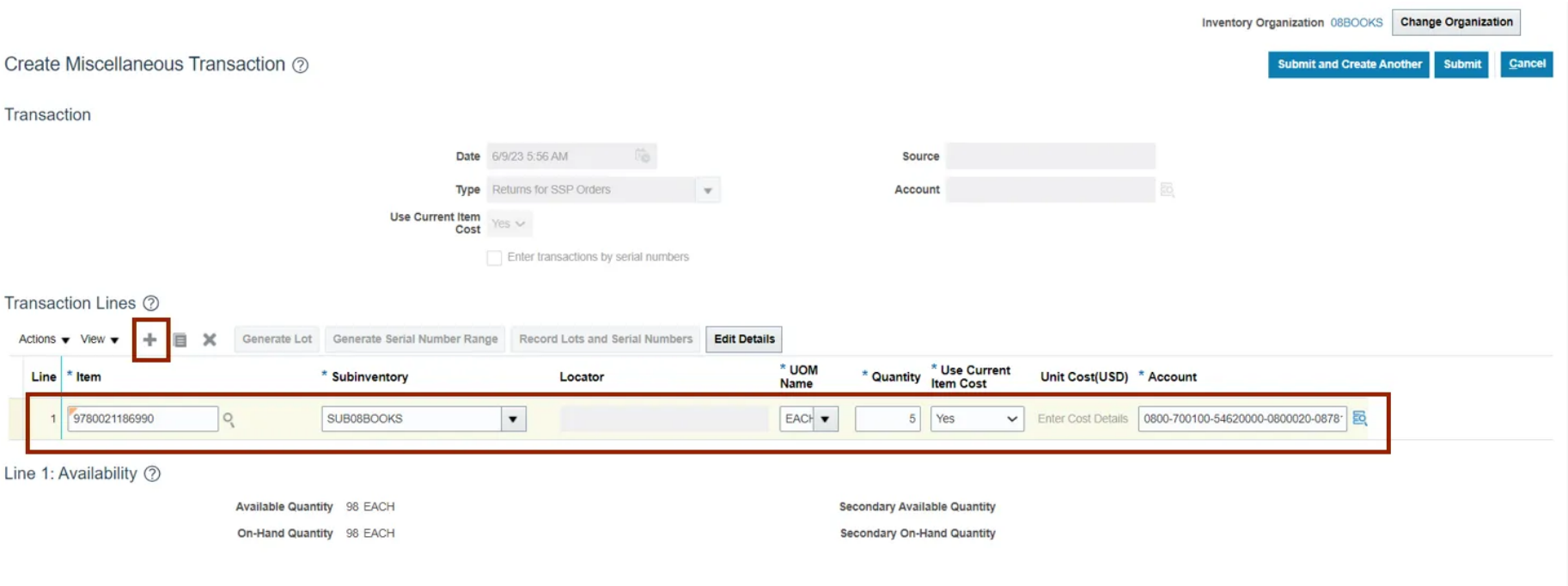
In this example, we choose **Return for SSP Orders**.

Image




Step 3. Click the **Add** icon, and under the **Transaction Lines** section, enter the **Item** details and any other information per requirement.

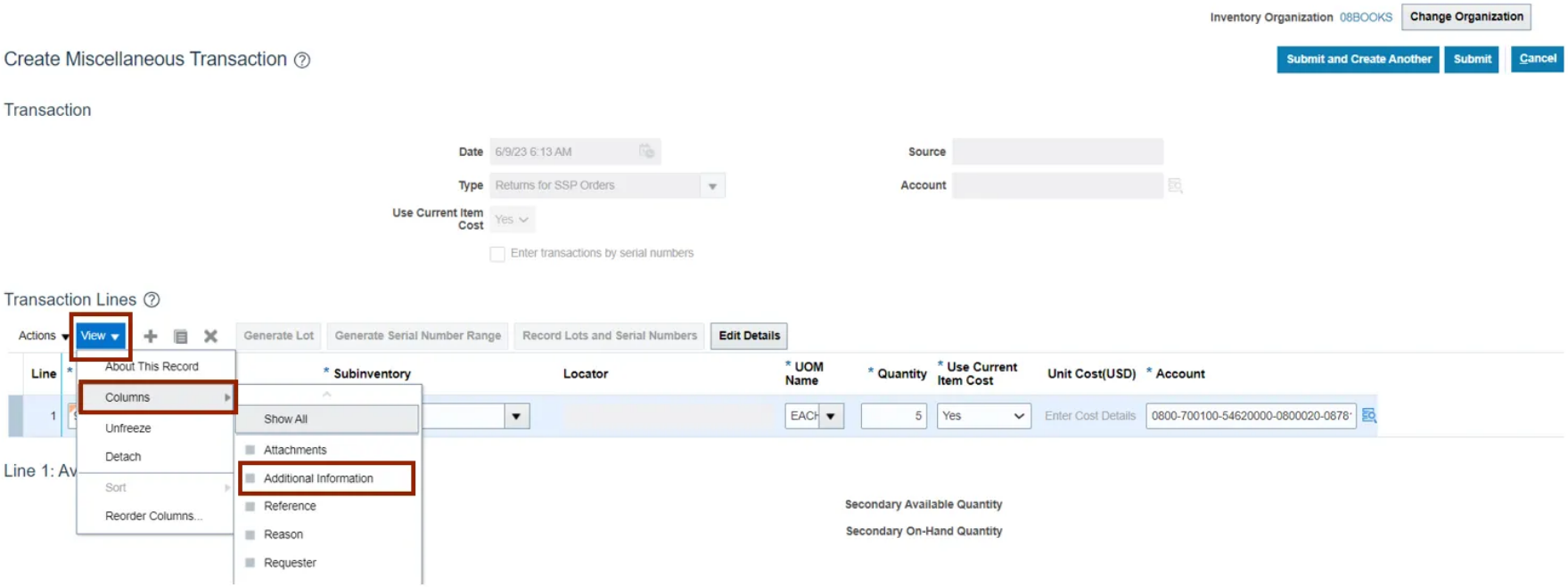
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*Please Note* – Steps 4, 5, and 6 are not required for NC Direct Return, NC Add Inventory Adjustment, or NC Unordered Quantity Transactions. User can proceed to Step 7.

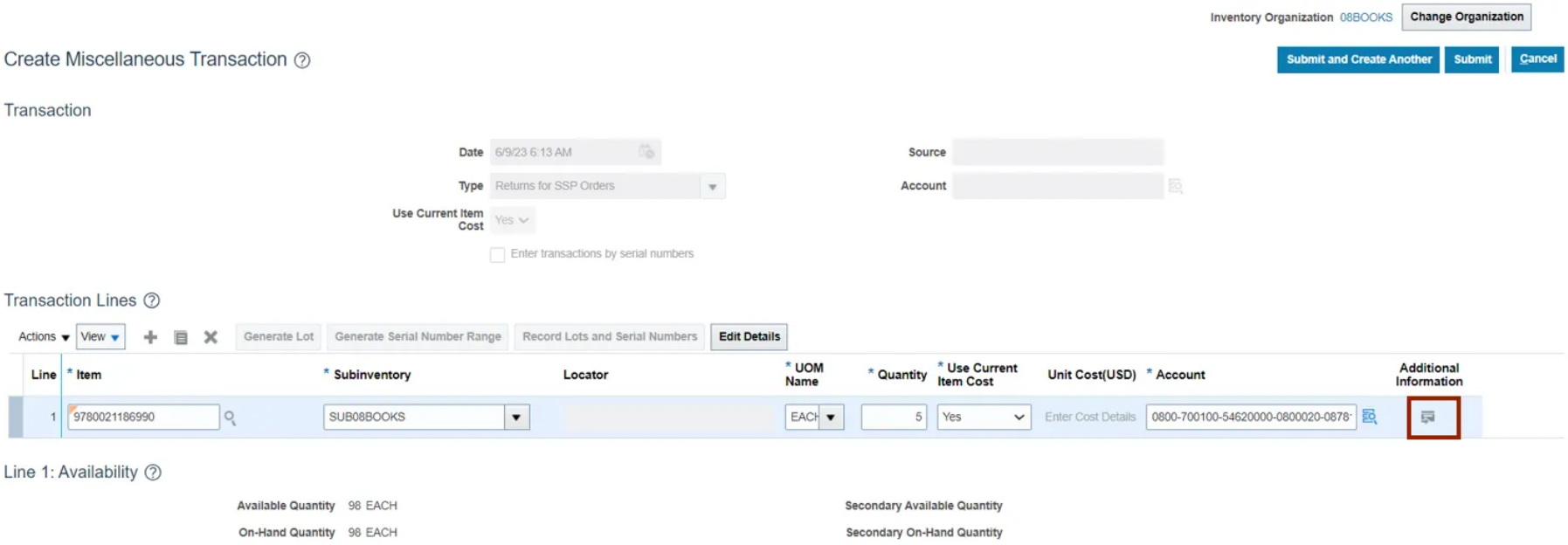
Step 4. Under the **Transaction Lines** section, click on **View** > **Columns** > **Additional Information**.

Image




Step 5. Click the **Additional Information** icon.

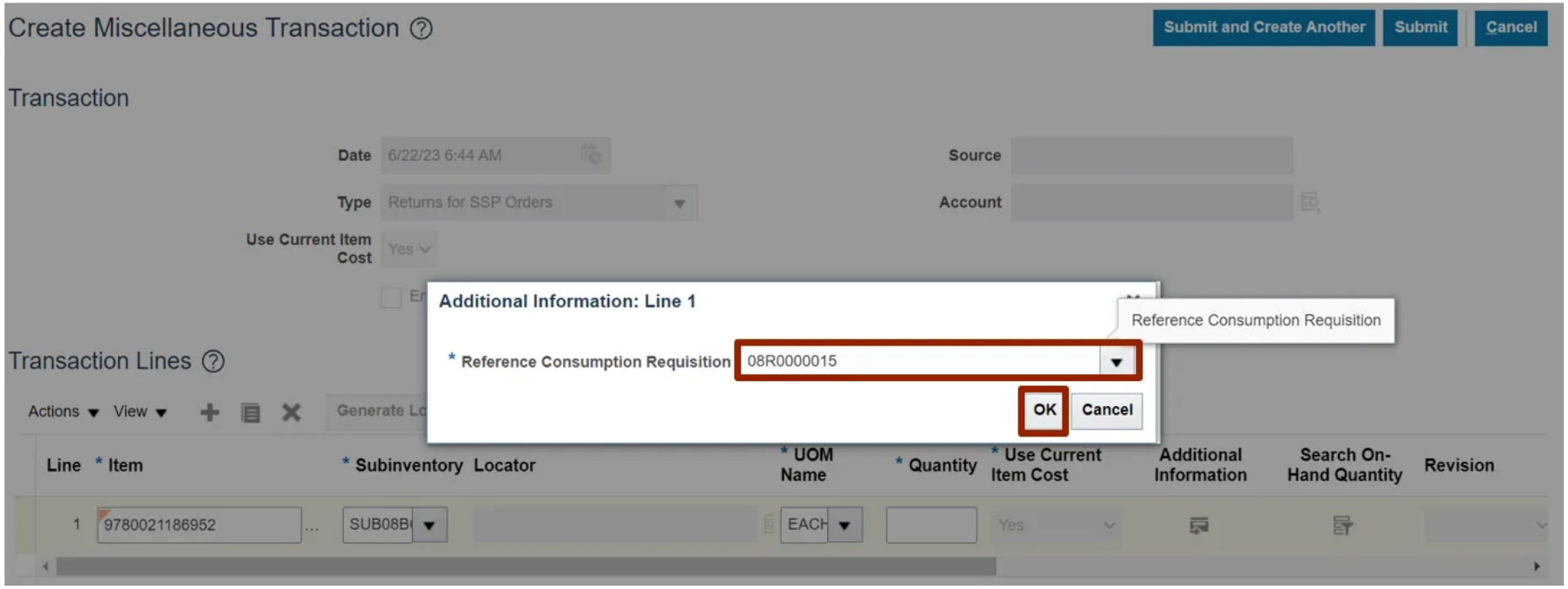
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Step 6. Select the **Reference Consumption Requisition** number and click the **OK** button.

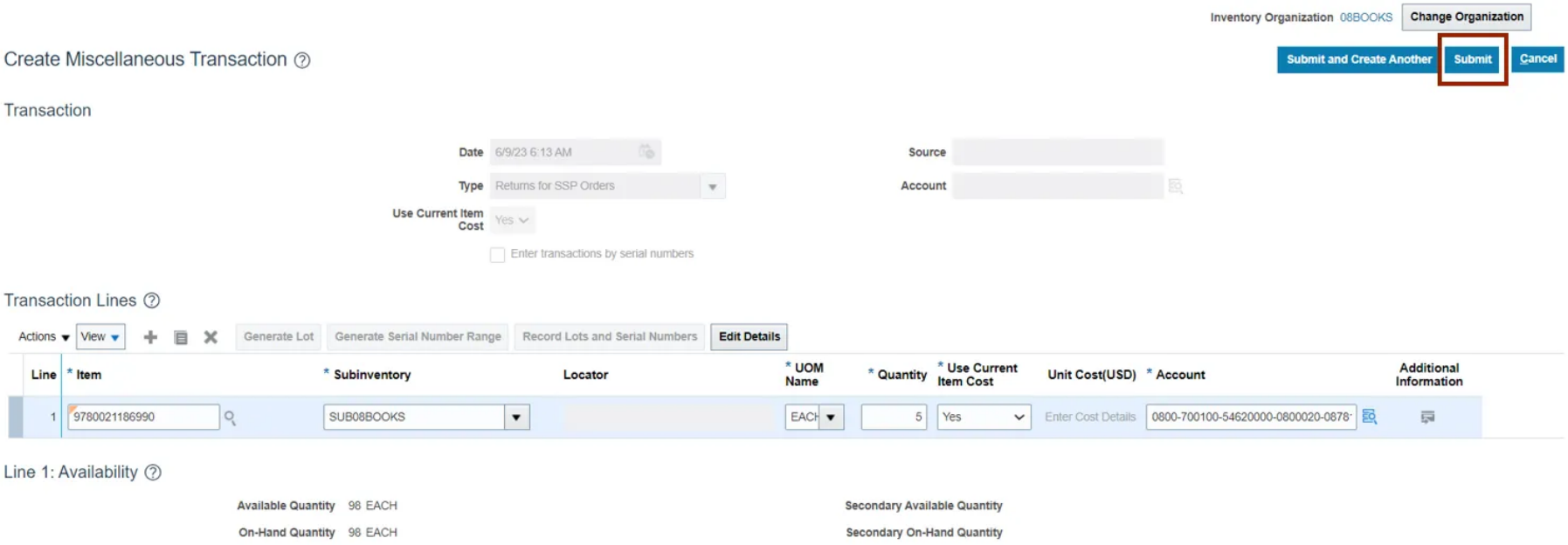
Note: **Reference Consumption Requisition** will be auto populated only for **Returns for SSP Orders** transaction type

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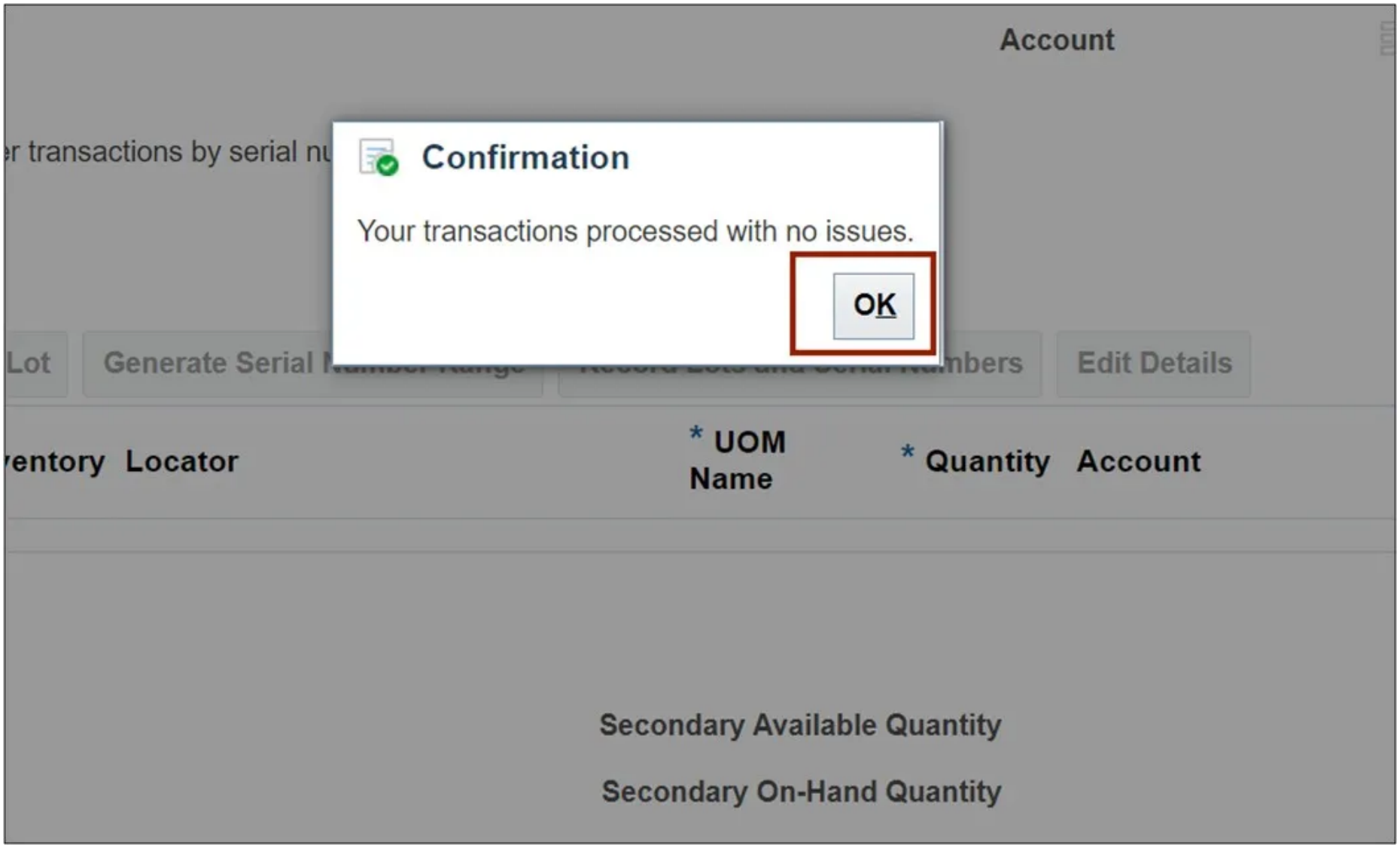

Step 7. Click the **Submit** button.

Image




Step 8. A *Confirmation* pop-up appears. Click the **OK** button.

Image


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## Wrap-Up

Create Miscellaneous transactions using the steps above in NCFS to create miscellaneous issue transactions to reduce quantity in the inventory and to create miscellaneous receipt transactions increase quantity in the inventory.

## Additional Resources

- Virtual Instructor-Led Training (vILT)
  - INV 106: Warehouse transactions

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