INV-19 Movement Requests Inquiry

Purpose

The purpose of this Quick Reference Guide is to provide a step-by-step explanation of how to Inquire on Movement Requests in the North Carolina Financial System.

Introduction and Overview

This QRG covers the procedure of inquiring on movement requests in NCFS which will enable you to create movement requests. **The Movement Requests task should be used for inquiry only. No movement requests should be created, closed, or cancelled from this task page.** Movement requests are created at the source of the transaction type and should be maintained from the original source.

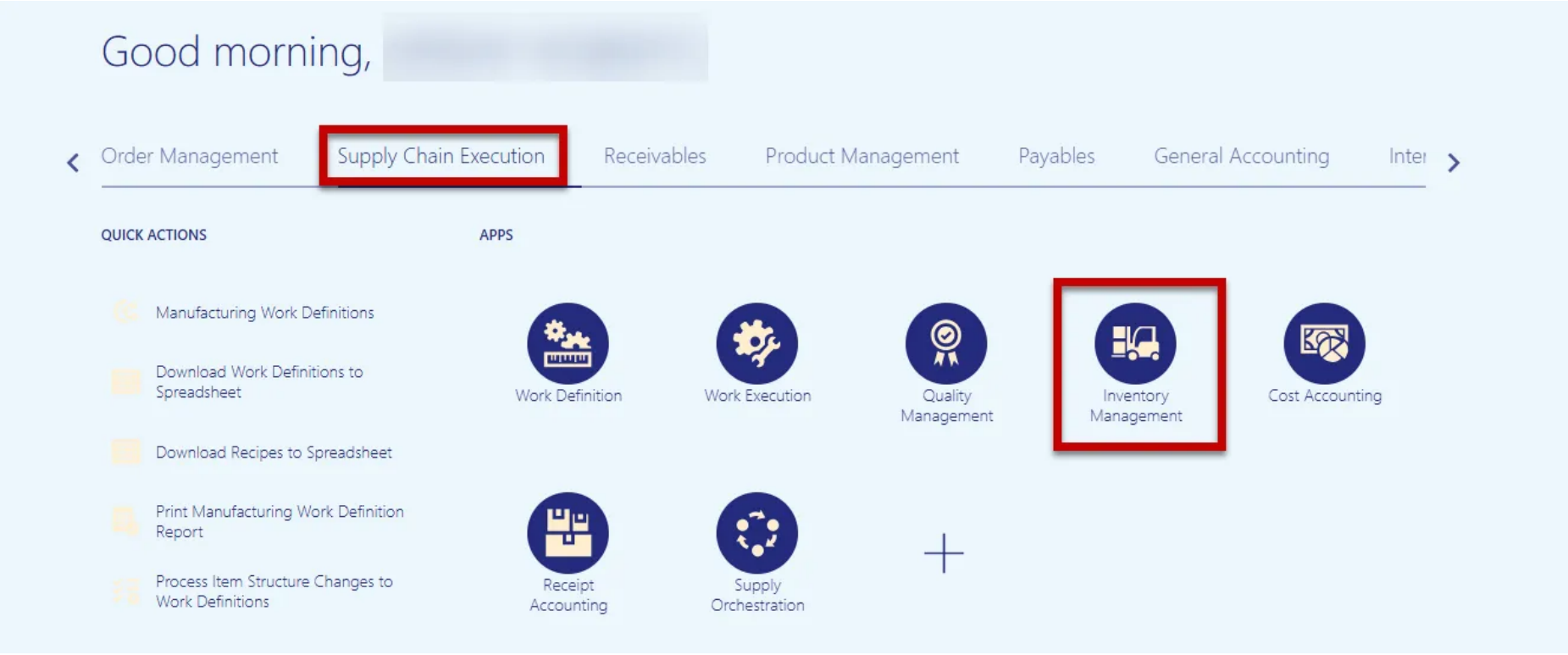
Inquire on Movement Requests

To Manage Movement Requests in NCFS, please follow the steps below:

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

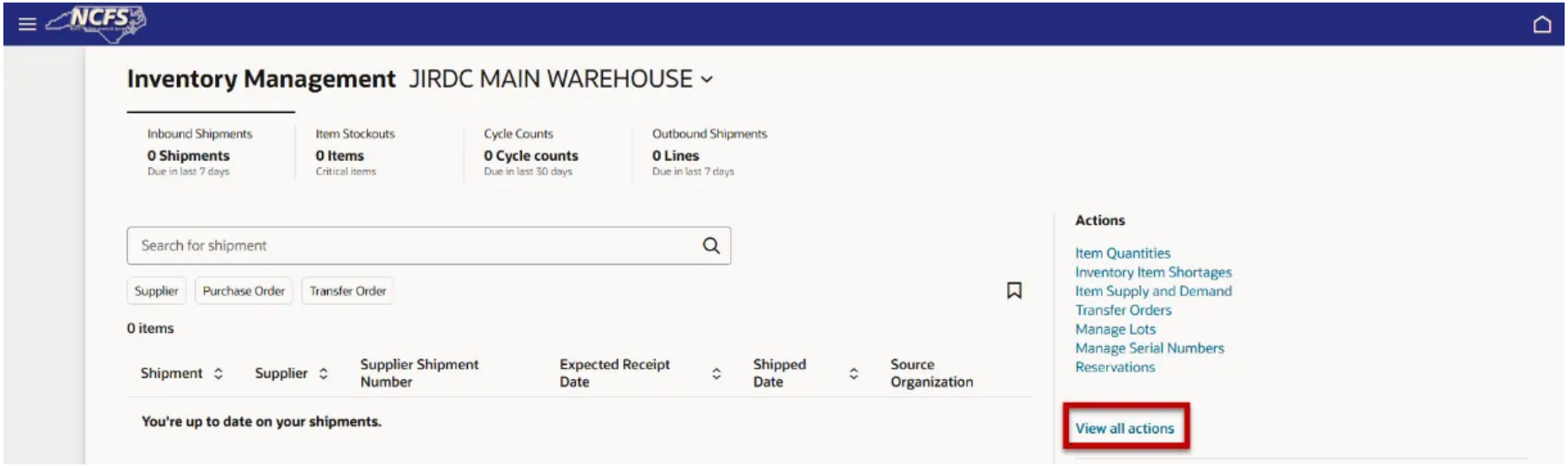
Step 2. On the **Home** page, click the **Supply Chain Execution** tab and then select **Inventory Management**.

Image



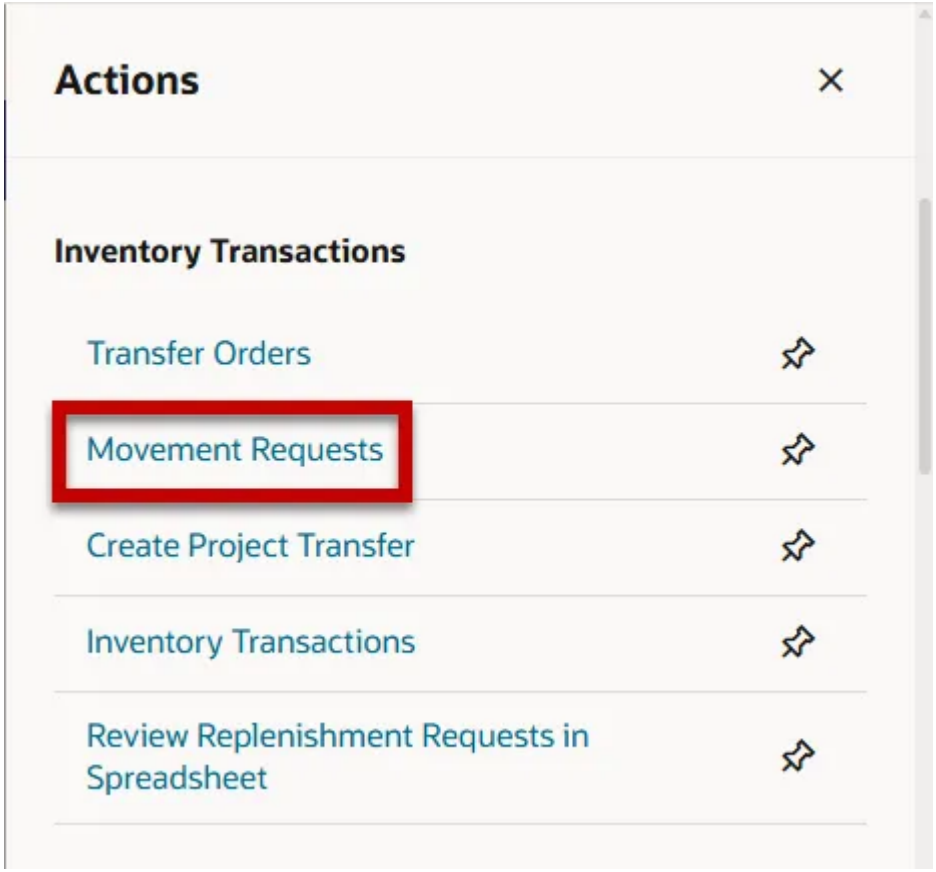
Step 3. On the **Inventory Management** dashboard, click **View all actions** hyperlink.

Image



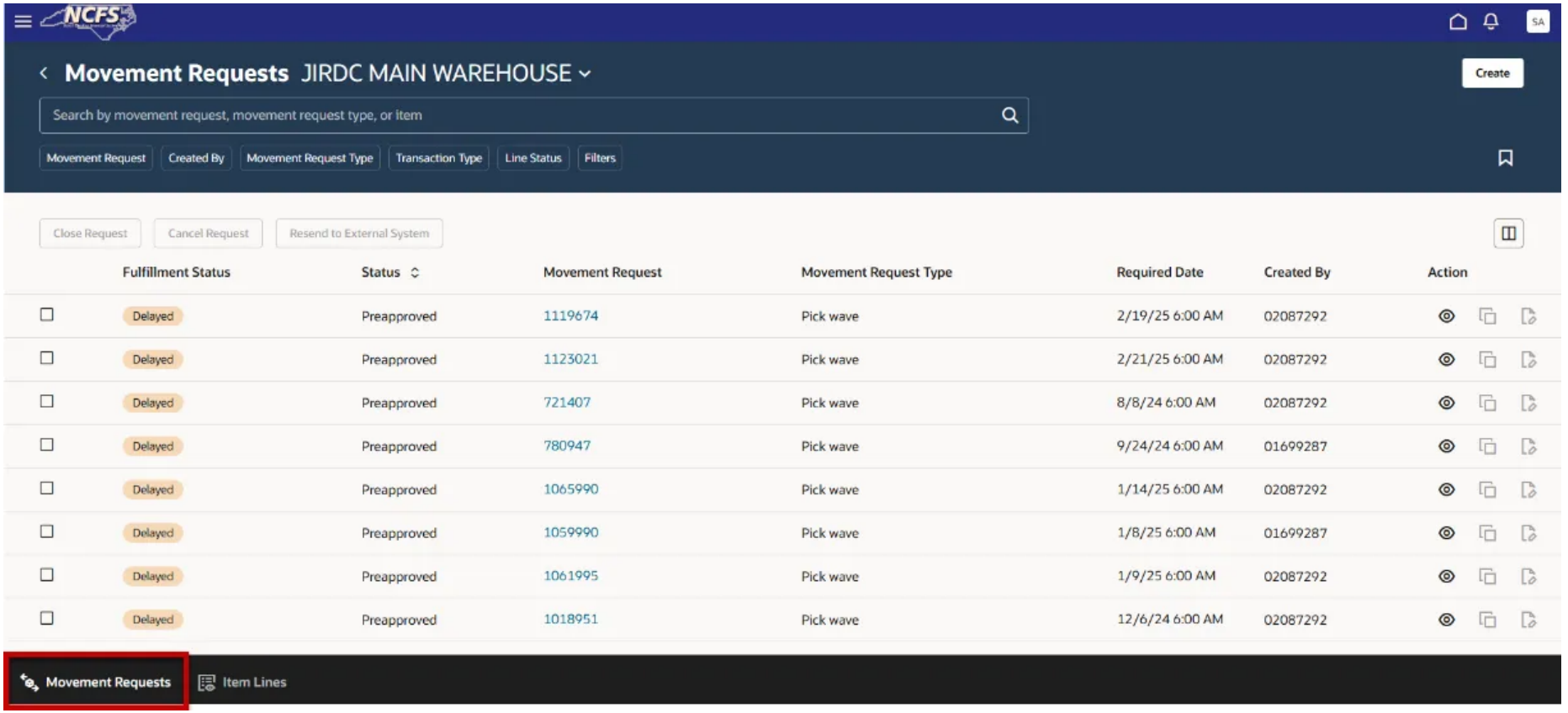
Step 4. The **Actions** window will appear, and under the **Inventory Transactions** section, select the **Movement Requests** task.

Image



Step 5. Select the **Movement Requests** tab at the bottom of the page. This will allow you to view all movement request for your Inventory Organization.

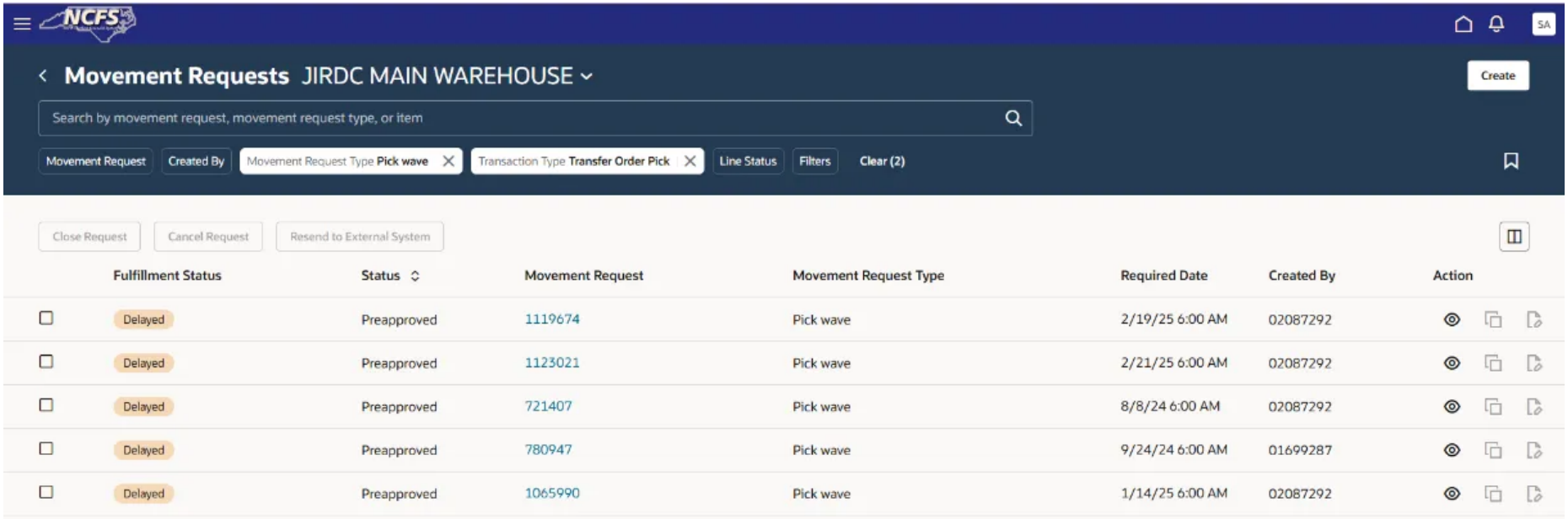
Image



Step 6. Use the available filter chips to narrow your search.

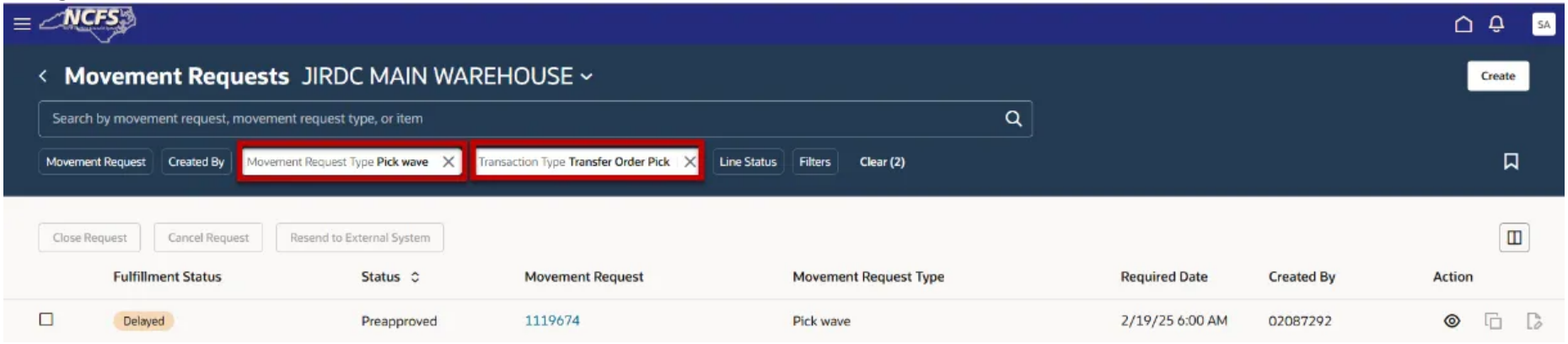
1. **Movement Request**: If known
2. **Created By**: Enter the personal number of the user who created the movement request type
3. **Movement Request Type**: Pick wave
4. **Transaction Type**: Transfer Order Pick
5. **Line Status**: Closed and Preapproved

Image



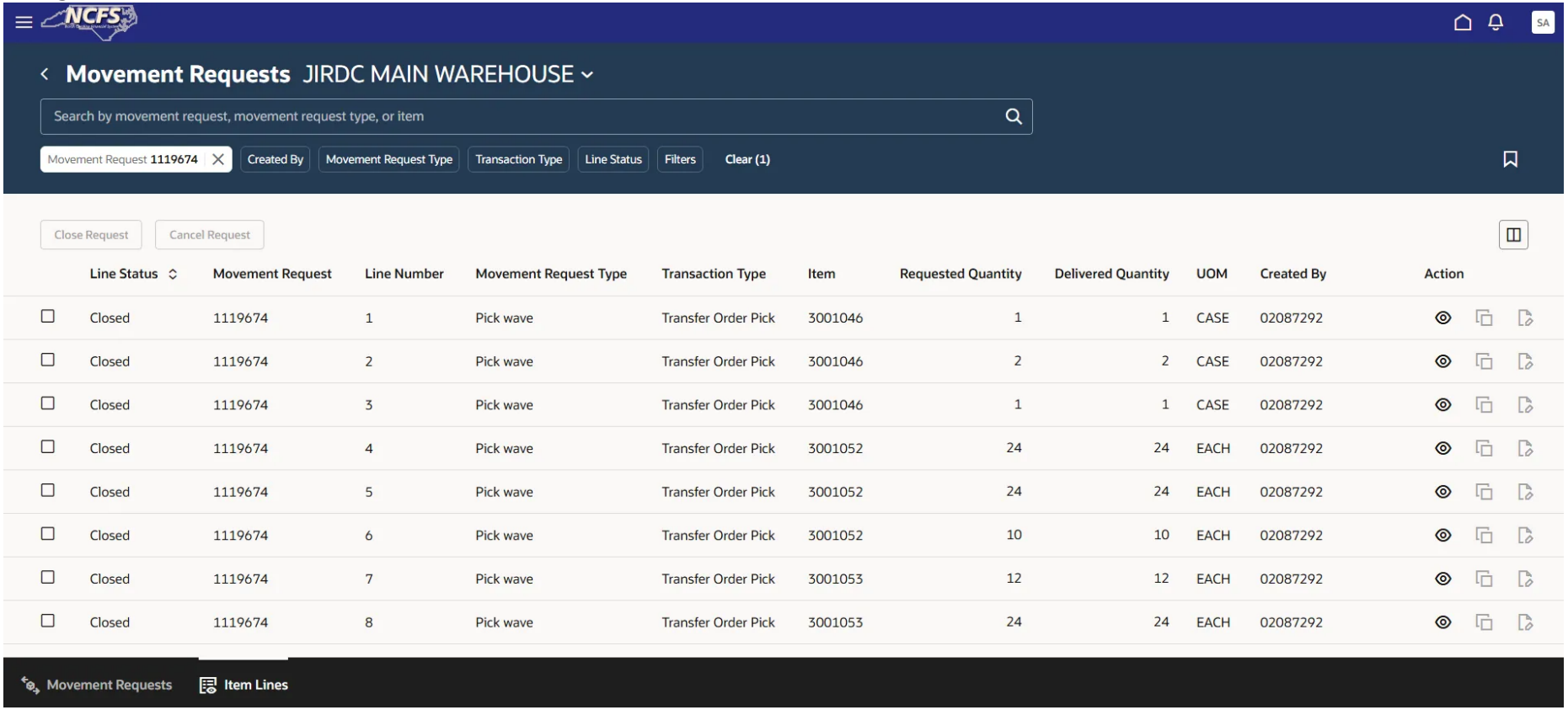
Step 7. Click on the **Movement Request** number hyperlink to view the item lines associated with the movement request type.

Image



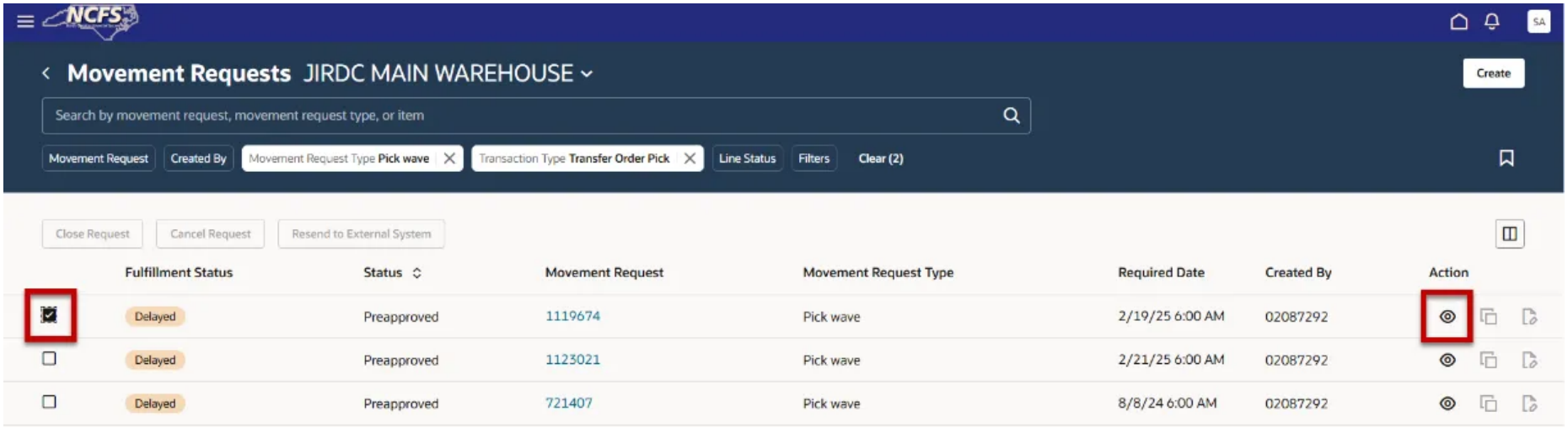
Step 8. This allows you to see all item lines associated with this particular movement request.

Image



Step 9. Click the **check box** beside the movement request and then click the eye icon under the **Action** column.

Image



Step 10. This will allow you to see all the line items for the movement request in a different view.

Image

Movement Request Transfer

Request details

Organization
JIRDC MAIN WAREHOUSE

Movement Request
1119674

Description

Status
Preapproved

Required Date
2/19/25 6:00 AM

Transaction Type

Source Subinventory

Source Locator

Destination Subinventory

Destination Locator

Account

Account Alias

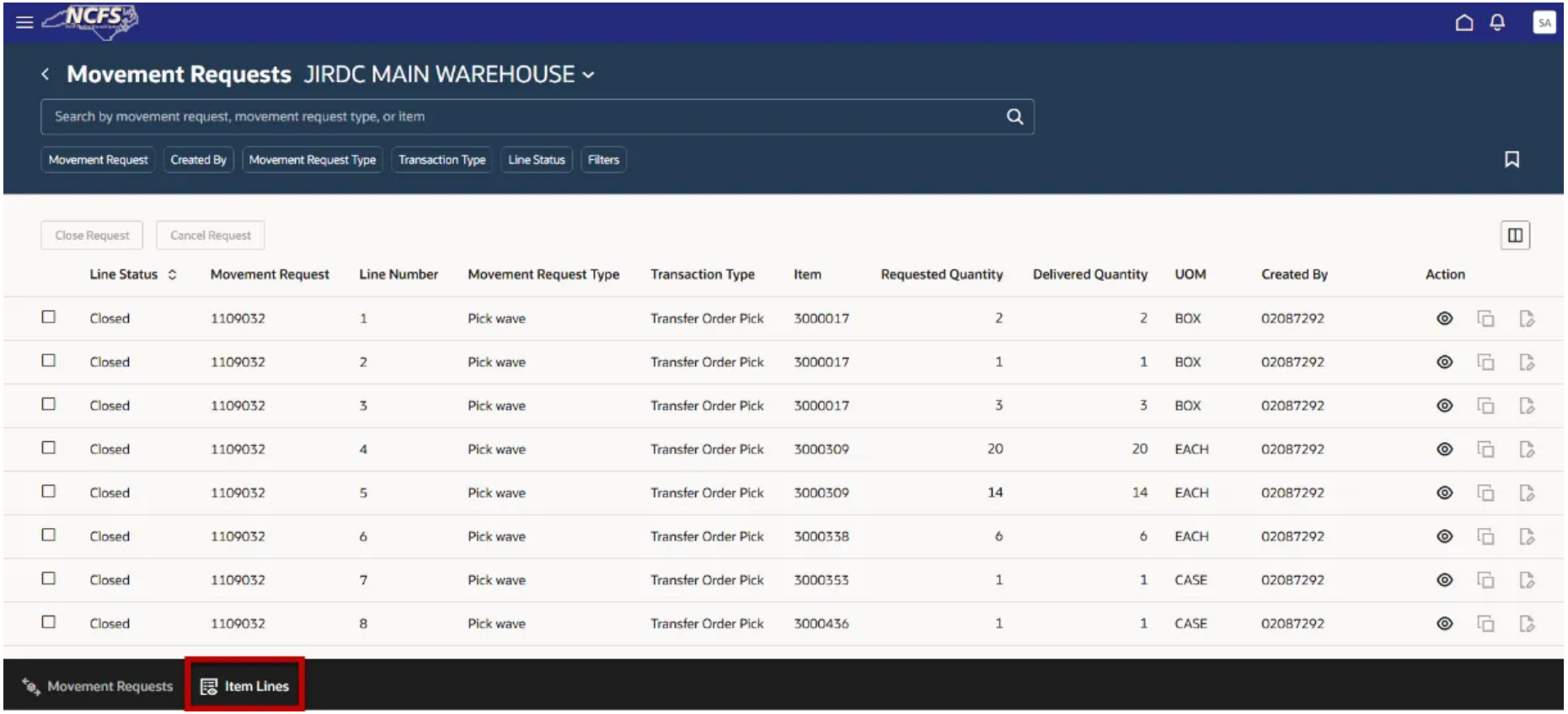
Additional information

Lines

Requested Quantity	Item	Item Description	Status	UOM	Source Subinventory	Source Locator	Destination Subinventory	Destination Locator	Account	Line Status	Delivered Quantity	Transaction Type
1	3001046	PAPER, COPIER, 8-1/2 X 11, WHITE, 20#		CASE			S32MAIN			Closed	1	Transfer Order Pick
2	3001046	PAPER, COPIER, 8-1/2 X 11, WHITE, 20#		CASE			S32MAIN			Closed	2	Transfer Order Pick
1	3001046	PAPER, COPIER, 8-1/2 X 11, WHITE, 20#		CASE			S32MAIN			Closed	1	Transfer Order Pick
24	3001052	BATTERY, ALKALINE, AA		EACH			S32MAIN			Closed	24	Transfer Order Pick
24	3001052	BATTERY, ALKALINE, AA		EACH			S32MAIN			Closed	24	Transfer Order Pick
10	3001052	BATTERY, ALKALINE, AA		EACH			S32MAIN			Closed	10	Transfer Order Pick
12	3001053	BATTERY, ALKALINE, AAA		EACH			S32MAIN			Closed	12	Transfer Order Pick
24	3001053	BATTERY, ALKALINE, AAA		EACH			S32MAIN			Closed	24	Transfer Order Pick
24	3001053	BATTERY, ALKALINE, AAA		EACH			S32MAIN			Closed	24	Transfer Order Pick
5	3001059	BINDER, 3 RING, 1" CH		EACH			S32MAIN			Closed	5	Transfer Order Pick
3	3001059	BINDER, 3 RING, 1" CH		EACH			S32MAIN			Closed	3	Transfer Order Pick
6	3001059	BINDER, 3 RING, 1" CH		EACH			S32MAIN			Closed	6	Transfer Order Pick
3	3001060	BINDER, 3 RING, 2" CH		EACH			S32MAIN			Closed	3	Transfer Order Pick

Step 11. The last way to view the item lines, is to click on the **Item Lines** tab at the bottom of the page.

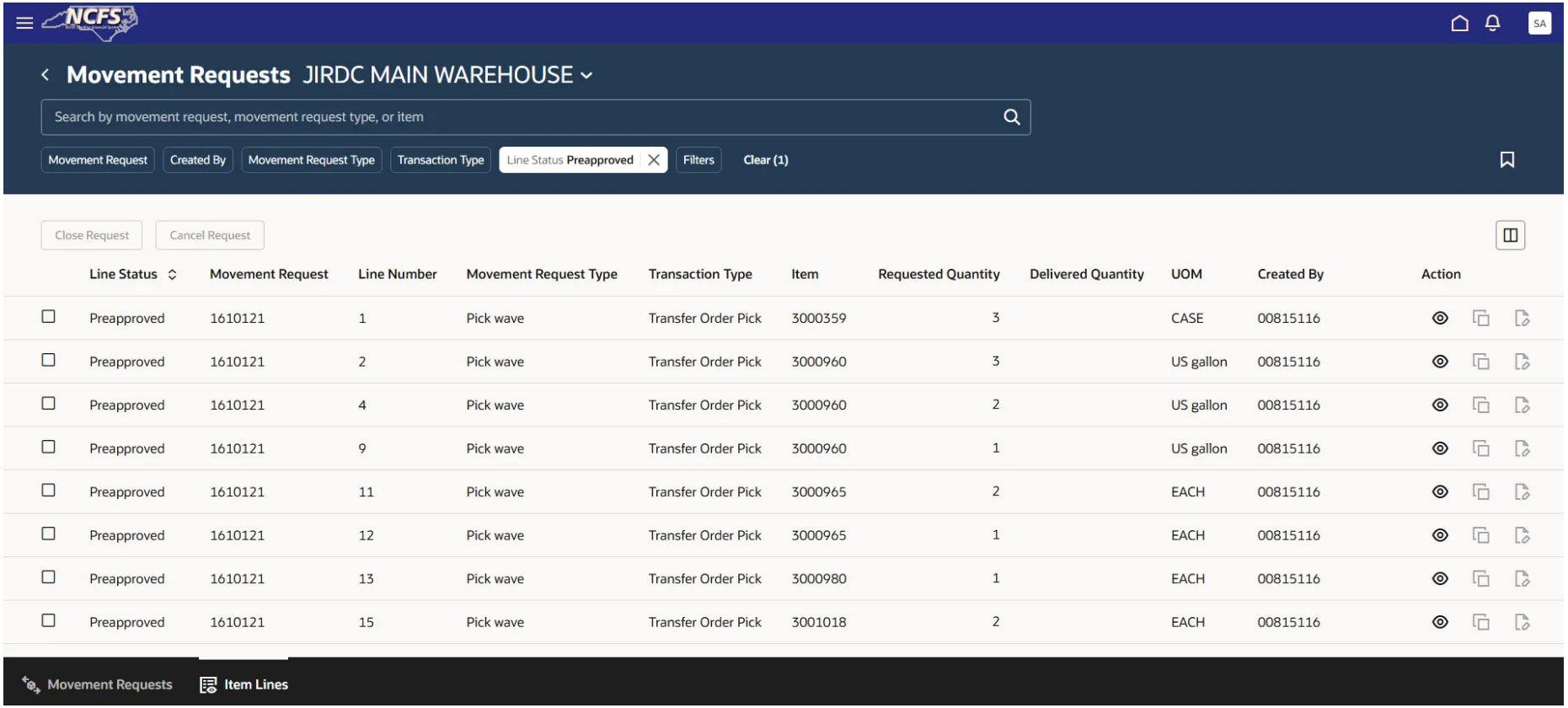
Image



Line Status	Movement Request	Line Number	Movement Request Type	Transaction Type	Item	Requested Quantity	Delivered Quantity	UOM	Created By	Action
Closed	1109032	1	Pick wave	Transfer Order Pick	3000017	2	2	BOX	02087292	
Closed	1109032	2	Pick wave	Transfer Order Pick	3000017	1	1	BOX	02087292	
Closed	1109032	3	Pick wave	Transfer Order Pick	3000017	3	3	BOX	02087292	
Closed	1109032	4	Pick wave	Transfer Order Pick	3000309	20	20	EACH	02087292	
Closed	1109032	5	Pick wave	Transfer Order Pick	3000309	14	14	EACH	02087292	
Closed	1109032	6	Pick wave	Transfer Order Pick	3000338	6	6	EACH	02087292	
Closed	1109032	7	Pick wave	Transfer Order Pick	3000353	1	1	CASE	02087292	
Closed	1109032	8	Pick wave	Transfer Order Pick	3000436	1	1	CASE	02087292	

Step 12. Here we can see all the item lines and the status of the movement request.

Image



Step 13. **A movement request should never be created, closed, or cancelled from this task screen. The transaction should always be created, closed, or cancelled from the source.**

Wrap-Up

Using the steps above to inquire on movement requests and view movement request pick slip report. **The Movement Requests task should be used for inquiry only. No movement requests should be created, closed, or cancelled from this task page.** Movement requests are created at the source of the transaction type and should be maintained from the original source.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV106: Warehouse Transactions

First Published

Wed, 07/26/2023

Last Updated

Fri, 10/23/2026
Printable PDF