INV-45 Inventory Item Inactivation

Purpose

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

Introduction and Overview

This QRG covers explanation on how to inactivate an inventory item in NCFS. By inactivating an inventory item, transactions cannot be performed with the item.

Inventory Item Inactivation

To inactivate an inventory item in NCFS, please follow the steps below. There are 6 steps to complete this process.

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

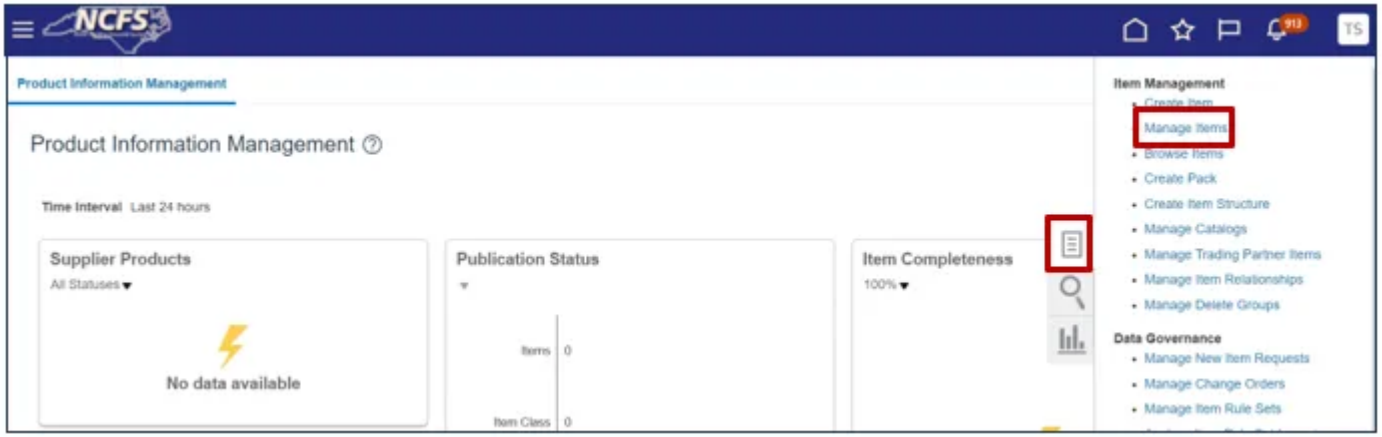
Step 2. On the **Home** page, under the **Product Management** tab, click the **Product Information Management** app.

Image



Step 3. Click the **Tasks** icon and select **Manage Items**.

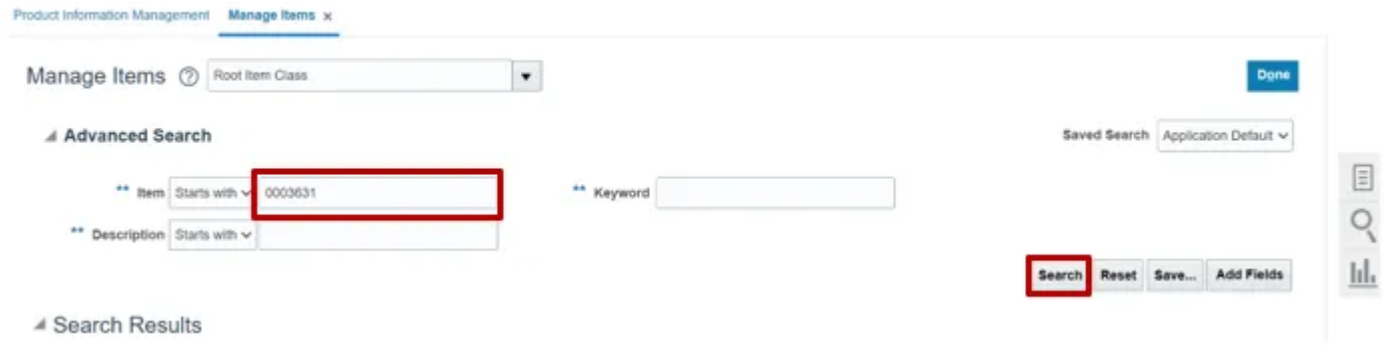
Image



Step 4. Use the search features to find the item to be inactivated. Click **Search**.

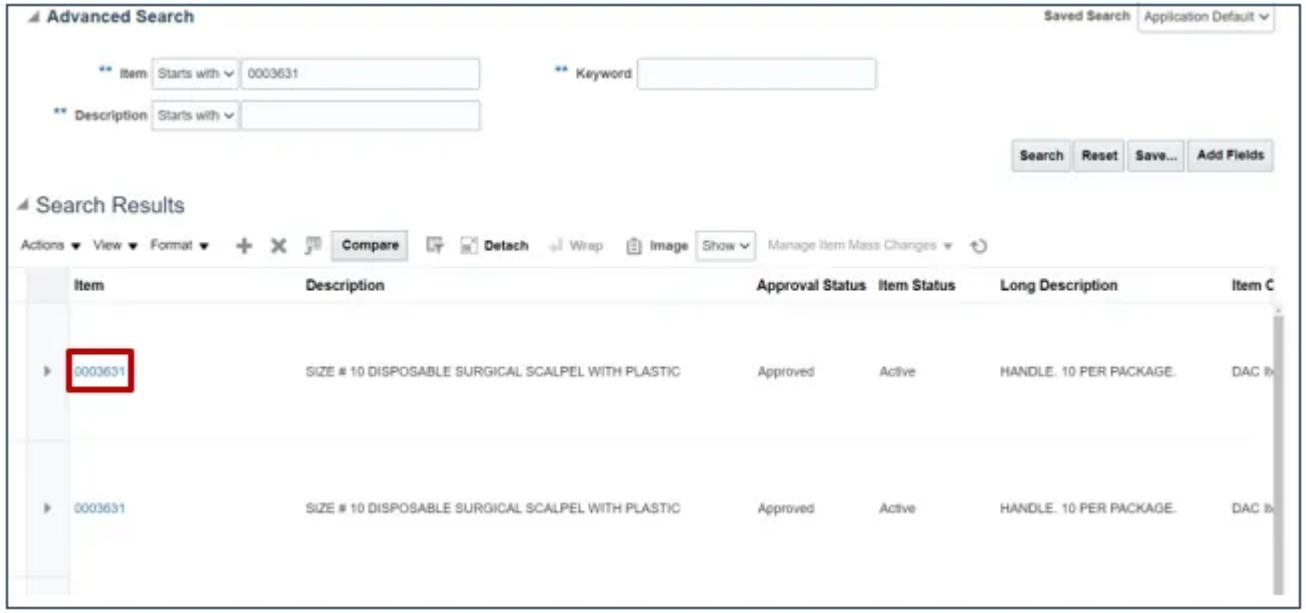
In this example, item **0003631** was entered into the **Item** field.

Image



Step 5. Click the **Item Number** that appears in the **Search Results**.

Image



Step 6. Using the **Item Status** drop down field, change the status to **Inactive**. Click **Save**.

Image



Wrap-Up

This QRG covers explanation on how to inactivate an inventory item in NCFS. By inactivating an inventory item, transactions cannot be performed with the item.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - INV 109: Inventory Item Maintenance

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