INV-46 Inventory Item Deletion

Purpose

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

Introduction and Overview

This QRG covers an explanation on how to delete an inventory item that is associated to an Inventory Organization in **error** in NCFS. By deleting the item, the item is removed and will no longer be tracked within that specific inventory organization.

Inventory Item Delete

To delete an inventory item in NCFS, please follow the steps below. There are 18 steps to complete this process.

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

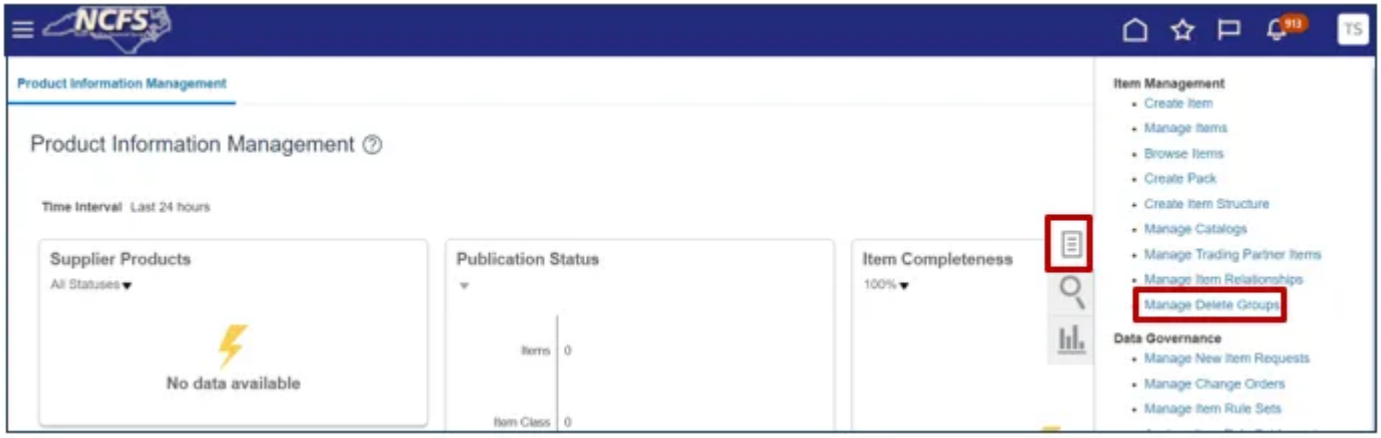
Step 2. On the **Home** page, under the **Product Management** tab, click the **Product Information Management** app.

Image



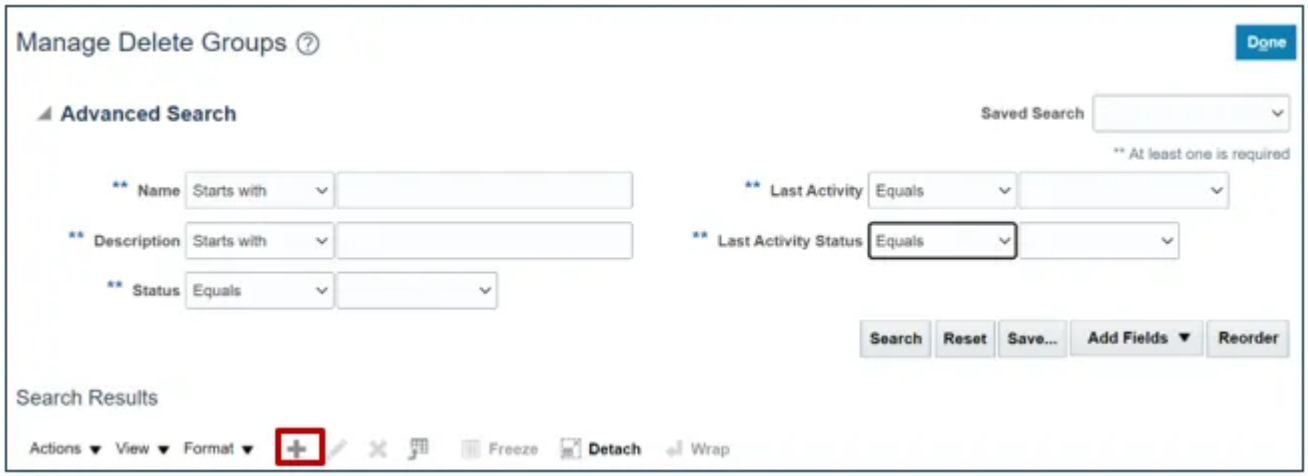
Step 3. Click the **Tasks** icon and select **Manage Delete Groups**.

Image



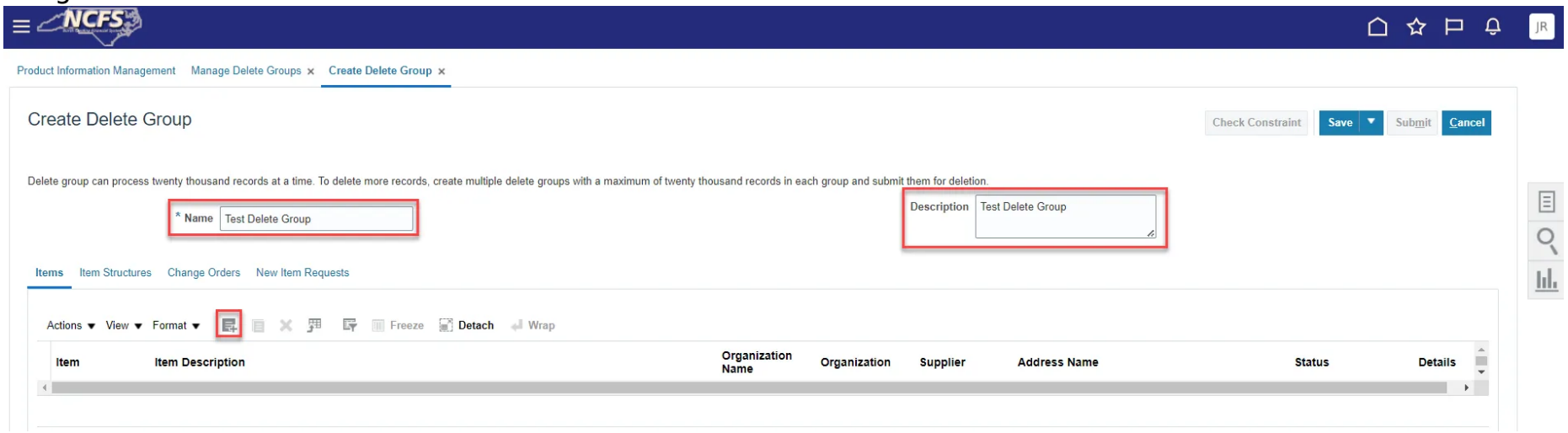
Step 4. Click the **Create** button to create a **Delete Group**.

Image



Step 5. Name the **Delete Group**. In this example, the group was named **Test Delete Group**. Add a **Description** if desired. Then, click the **Select and Add** button.

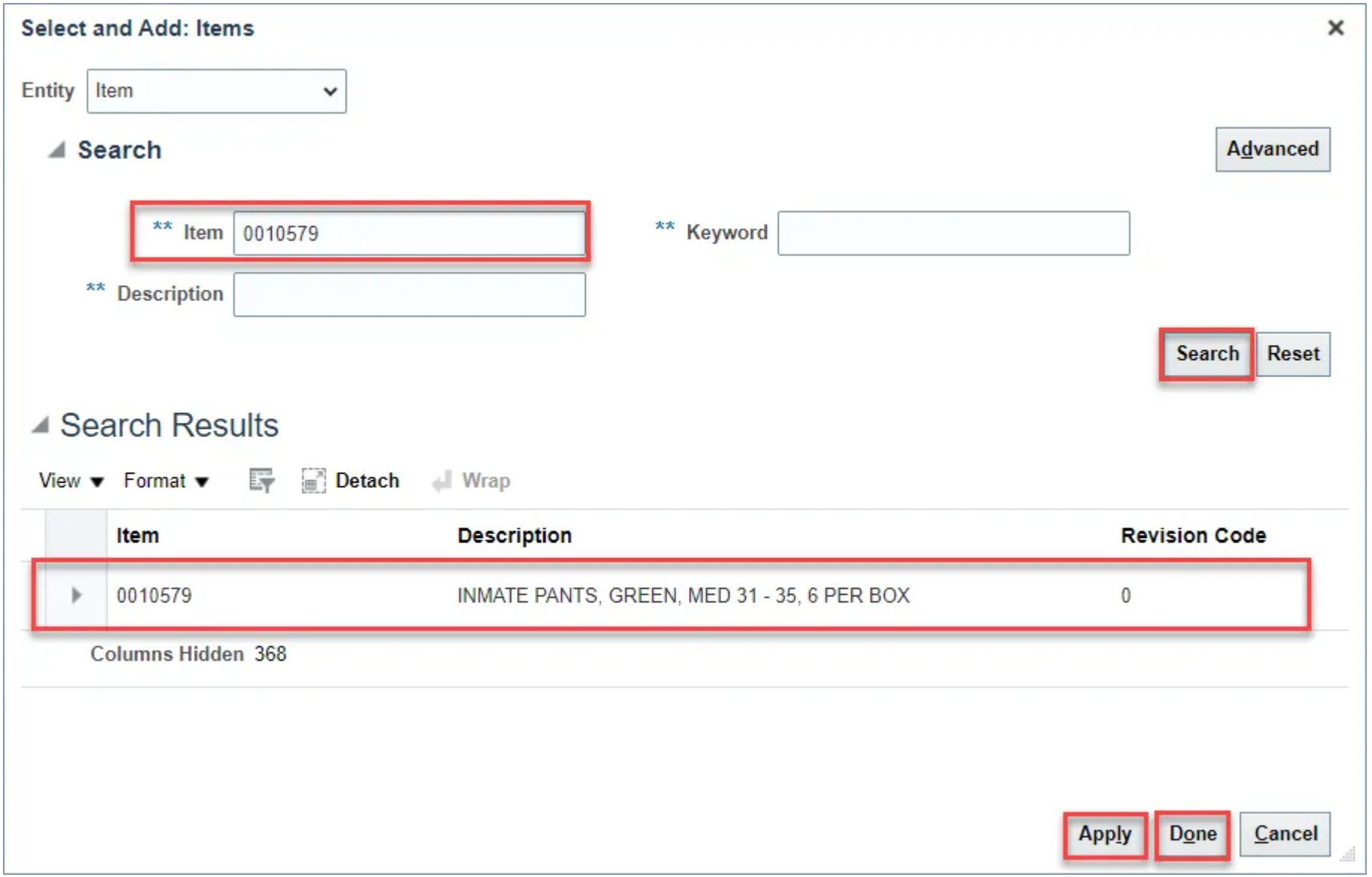
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Step 6. Search for the item to be deleted by using the search fields, then click **Search**. Select the item within the Search Results, then click **Apply**. When the item(s) to be disassociated are selected click Apply, then click **Done**.

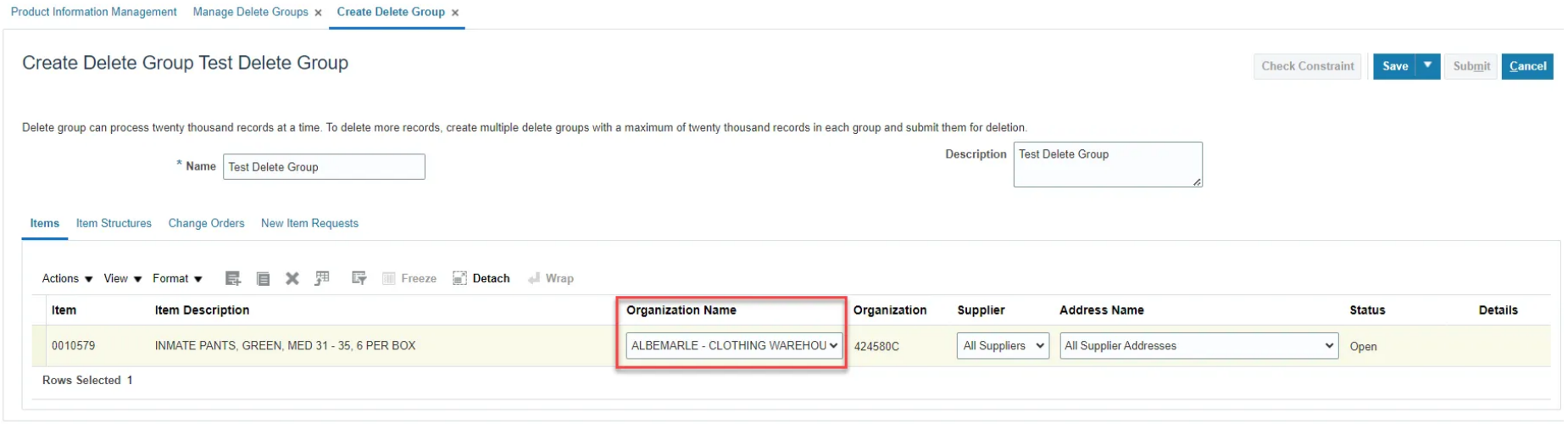
In this example, item **0010579** was chosen.

Image



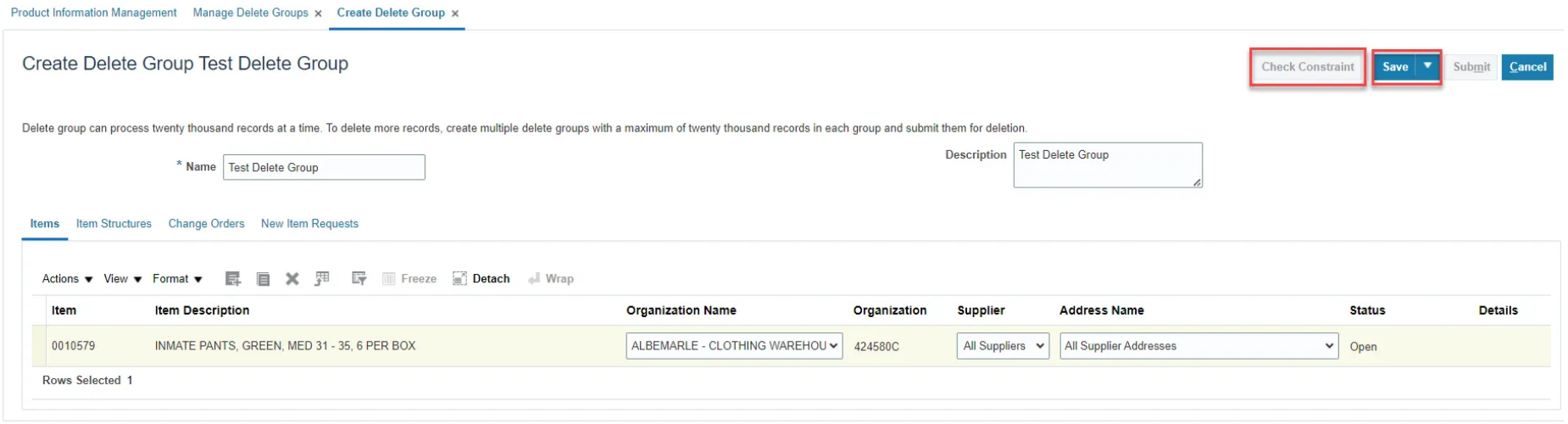
Step 7. Double click the item line to edit the item fields. From the **Organization Name** drop-down list, choose the **Inventory Organization** to delete the item from.

Image



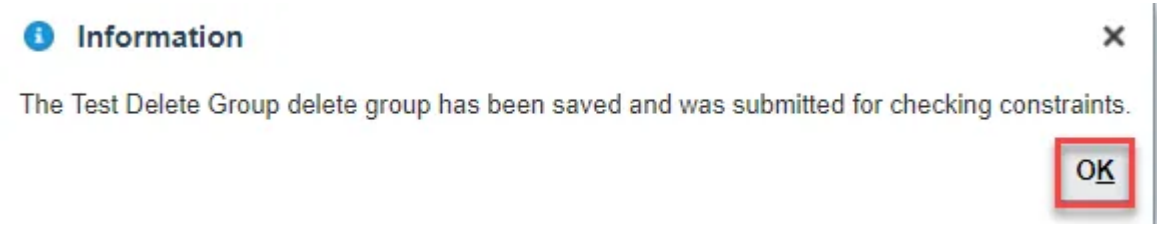
Step 8. Click **Save**. Then click **Check Constraint**. Constraints are reasons that prevent the item from being deleted. Example: Completed Transaction activity.

Image



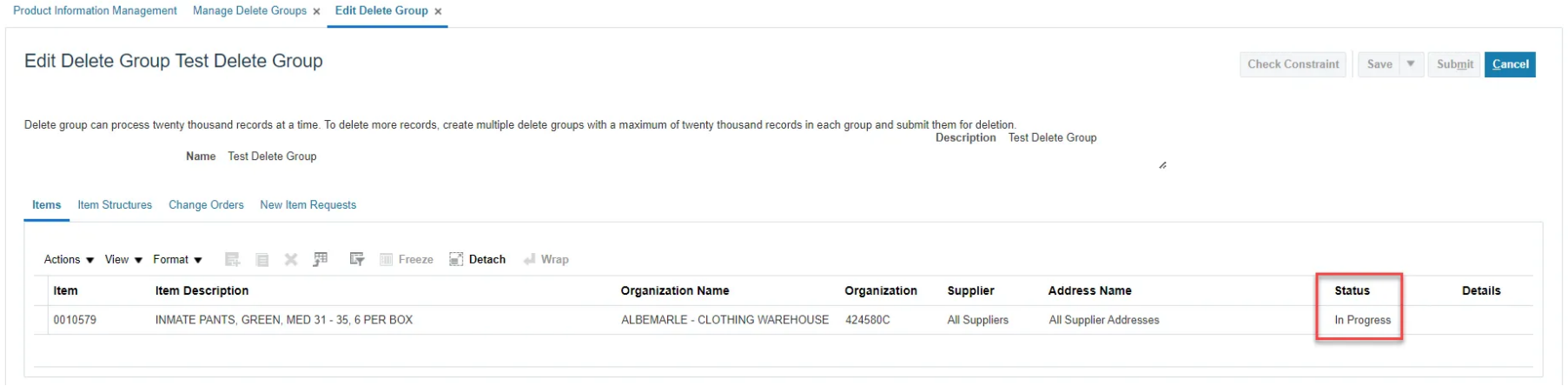
Step 9. An *Information* pop-up will appear, click **OK**.

Image



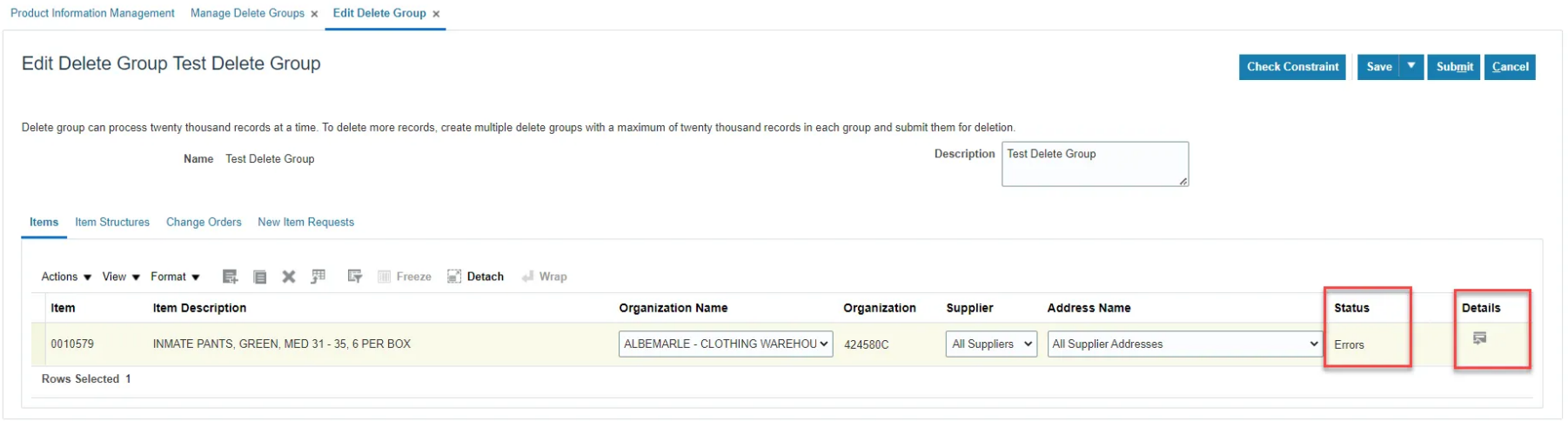
Step 10. The Item Delete Group **Status** in the Delete Group will show **In Progress** while checking constraints.

Image



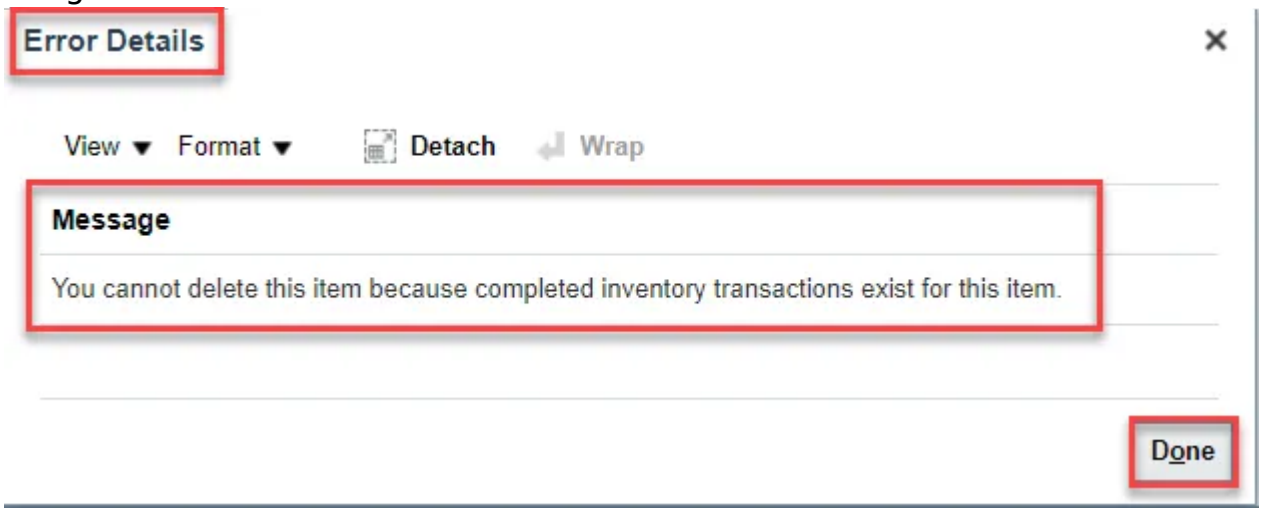
Step 11. If the Item Delete Group **Status** shows **Errors**, click the **Details** icon.

Image



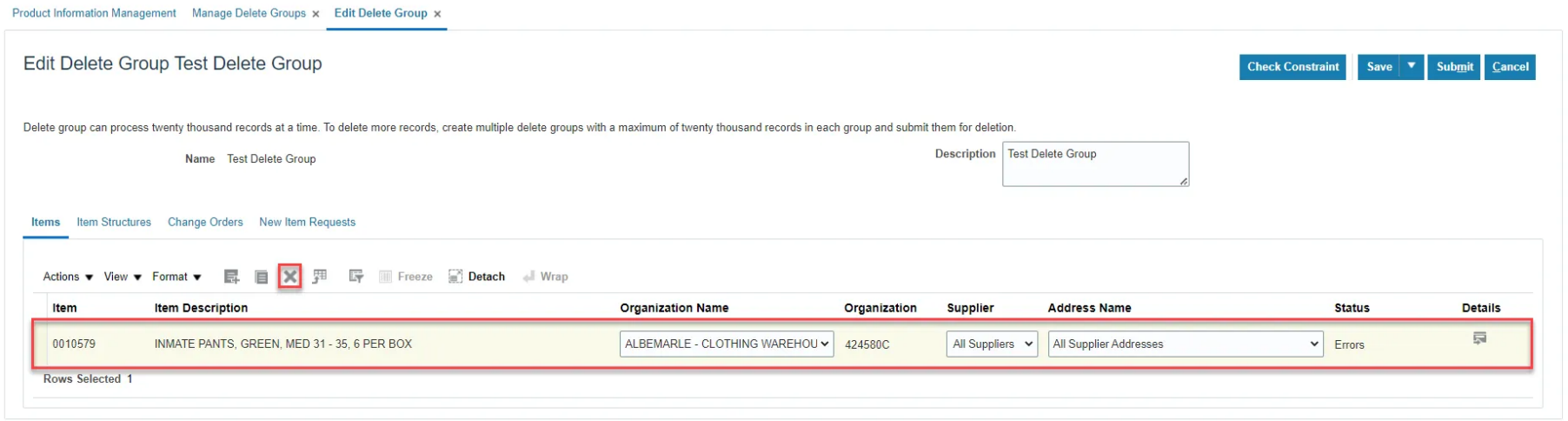
Step 12. The **Error Details Window** will appear with an information message regarding the deletion error(s). Click **Done**.

Image



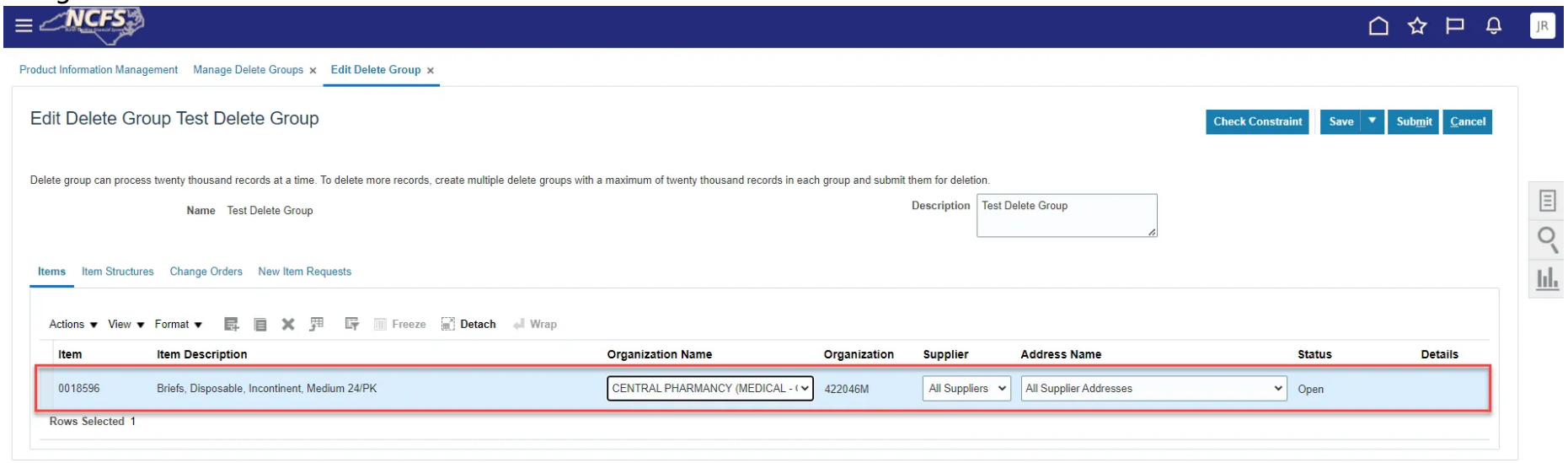
Step 13. This record cannot be deleted due to completed inventory transactions existing. Highlight the row and click the **X** button to remove it from the delete group.

Image



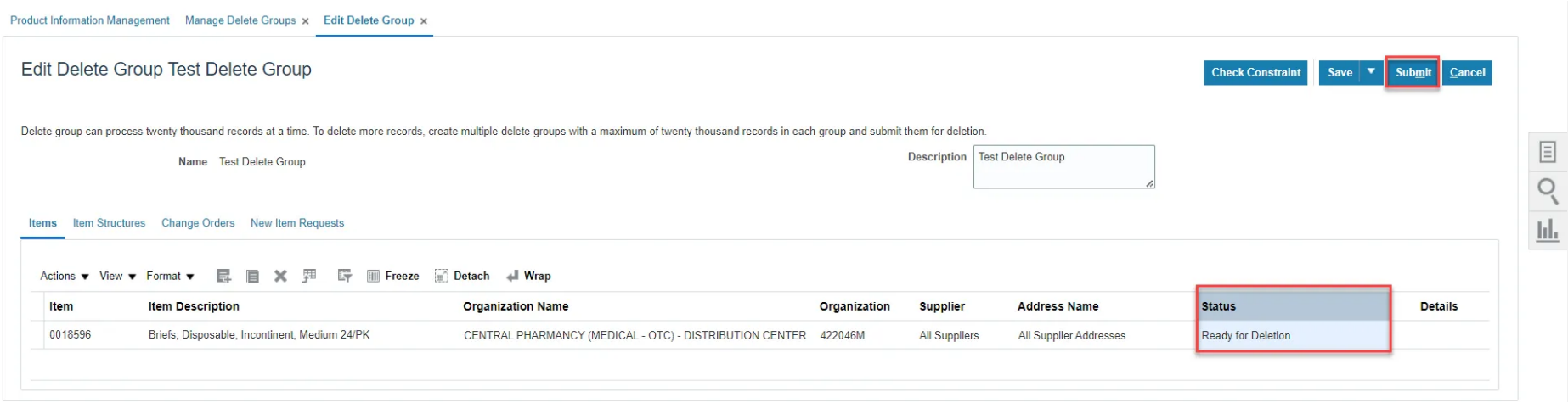
Step 14. Add the next item to be deleted to the delete group.

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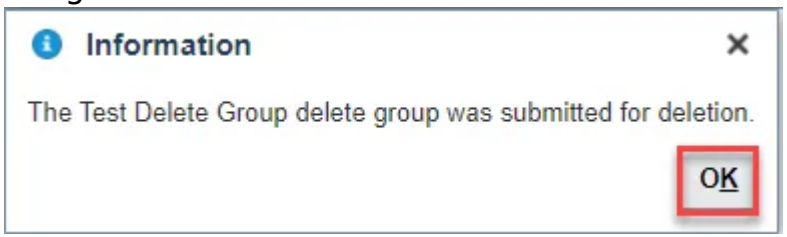
Step 15. Follow **Steps 7-10** above. Once the **Constraints Check** completes and passes the **Status** will show **Ready for Deletion**. Click **Submit**.

Image



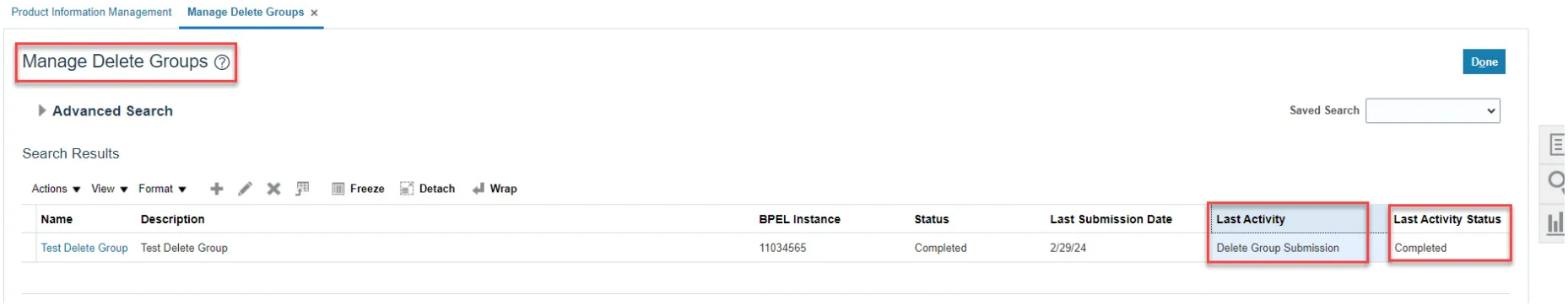
Step 16. An *Information* pop-up will appear. Click **OK**.

Image



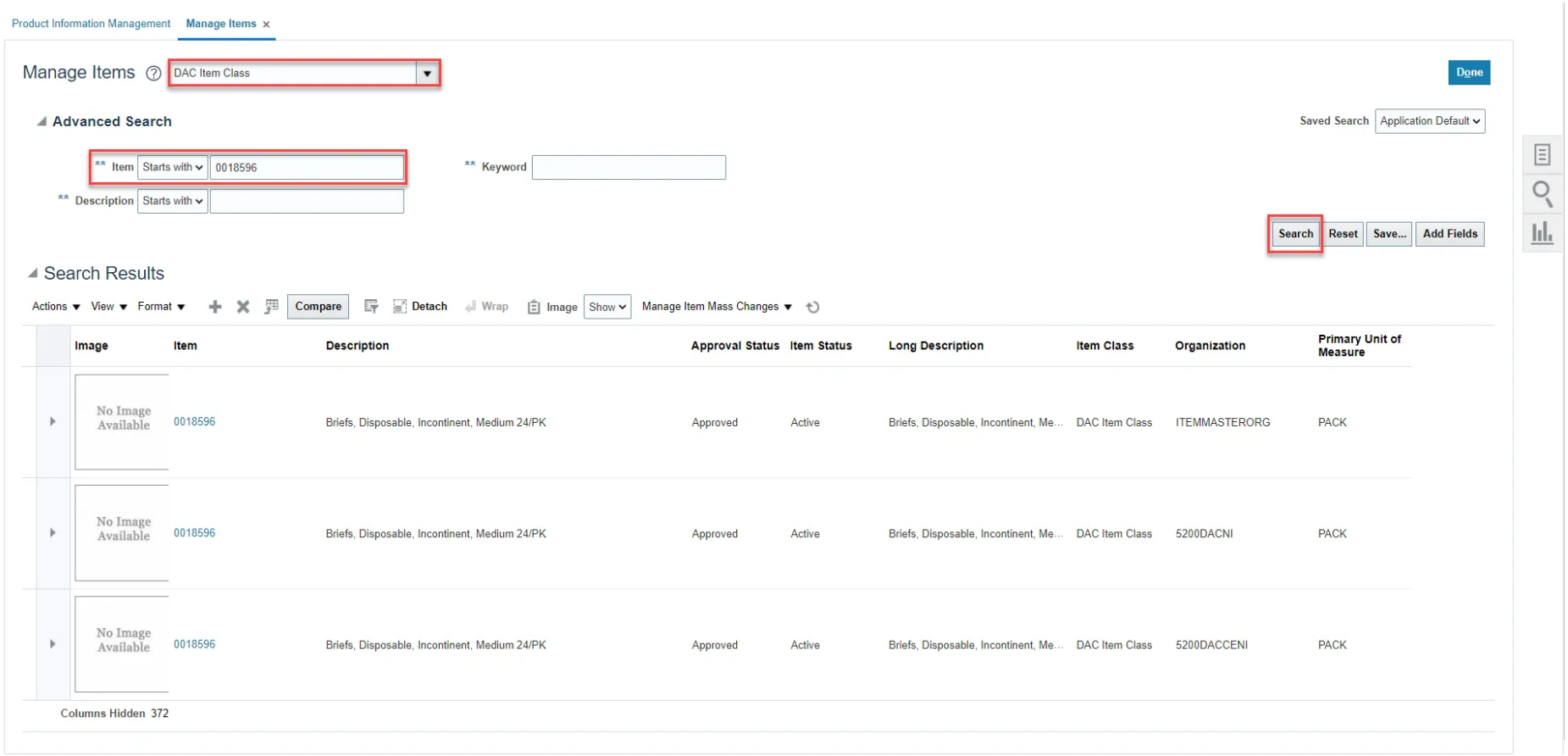
Step 17. Navigate to the **Mange Delete Groups** screen and the Delete Group **Last Activity** will show **Delete Group Submission** and **Last Activity Status Completed**.

Image



Step 18. Navigate to **Manage Items** task. Select the **Item Class**. Enter the **Item Number** into the **Item** field. Click **Search**. The deleted item should not be associated with the Inventory Organization (warehouse) selected for deletion.

Image



Wrap-Up

This QRG covers an explanation on how to delete an inventory item in NCFS added in Error. By deleting an inventory item, the item is no longer associated with the Inventory Organization selected for deletion and transactions cannot be performed with the item.

Additional Resources

- Virtual Instructor-Led Training (vILT)
  - GL100c: Journal Entry

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