INV-53 View Pending Inventory Transactions

Purpose

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

Introduction and Overview

This QRG covers the review of all pending Inventory Transactions in NCFS which will enable you to review Inventory Transactions that need action taken during a specific period. A pending transaction is either a transaction that's been loaded into the interface table and waiting to be executed, or a transaction that's been executed, but resulted in an error. Reviewing these transactions, correcting those in error, and resubmitting them efficiently is key to ensuring an accurate on-hand quantity picture and cost accounting. Now you can review your pending transactions using a Redwood page.

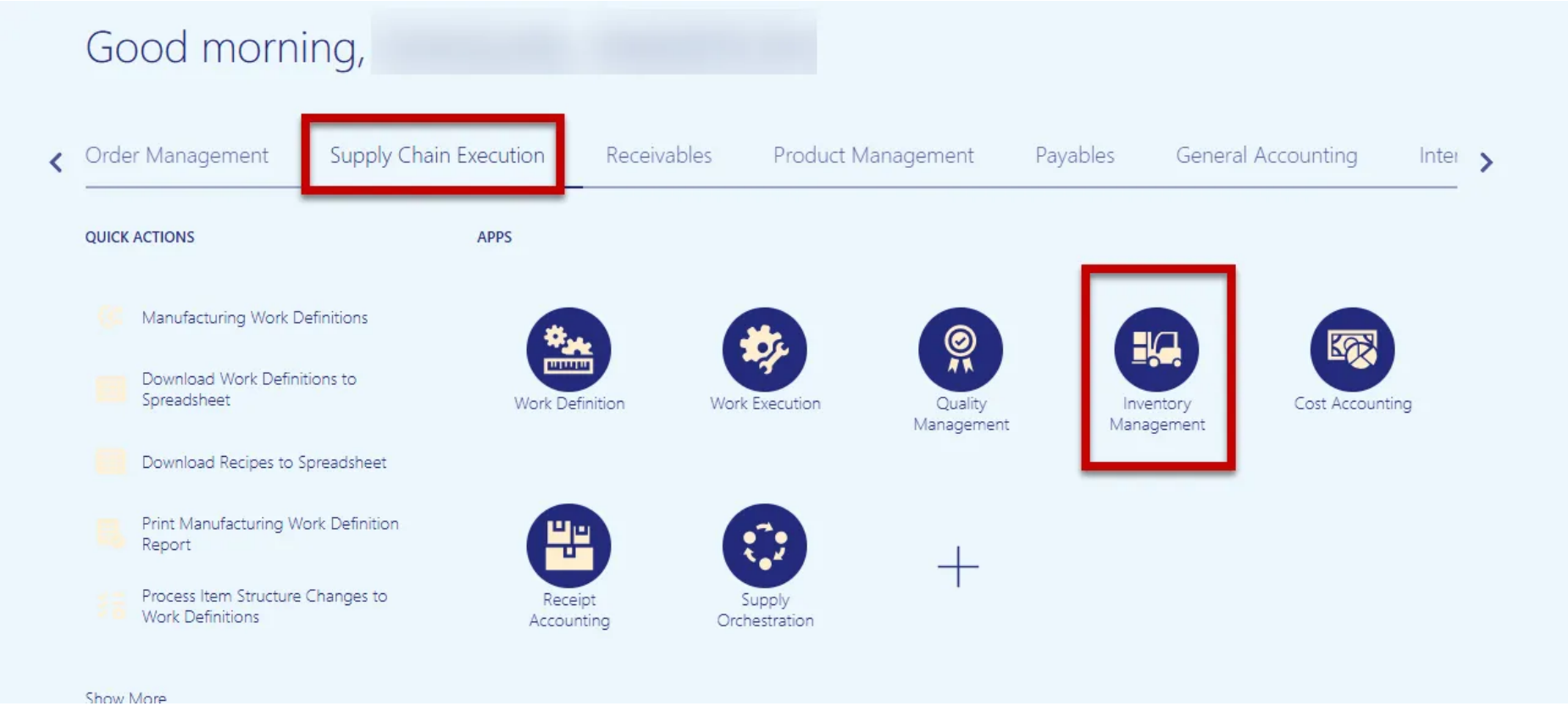
View Pending Inventory Transactions

To view pending inventory transactions in NCFS, please follow the steps below:

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

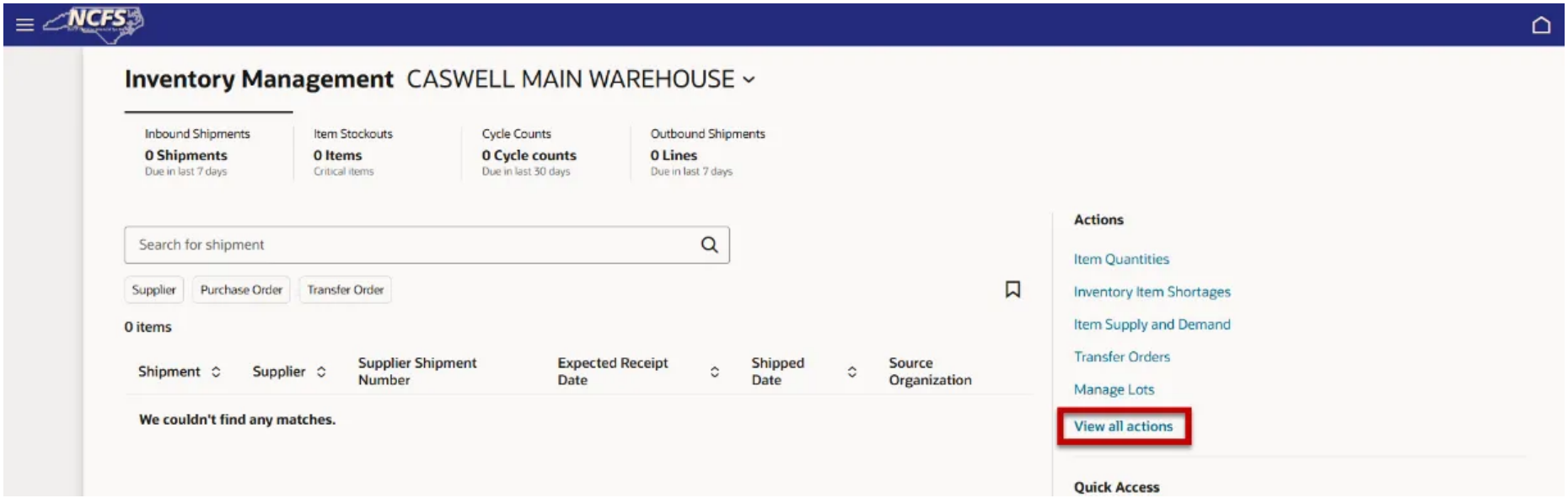
Step 2. On the **Home** page, click the **Supply Chain Execution** tab and then click the **Inventory Management** task.

Image



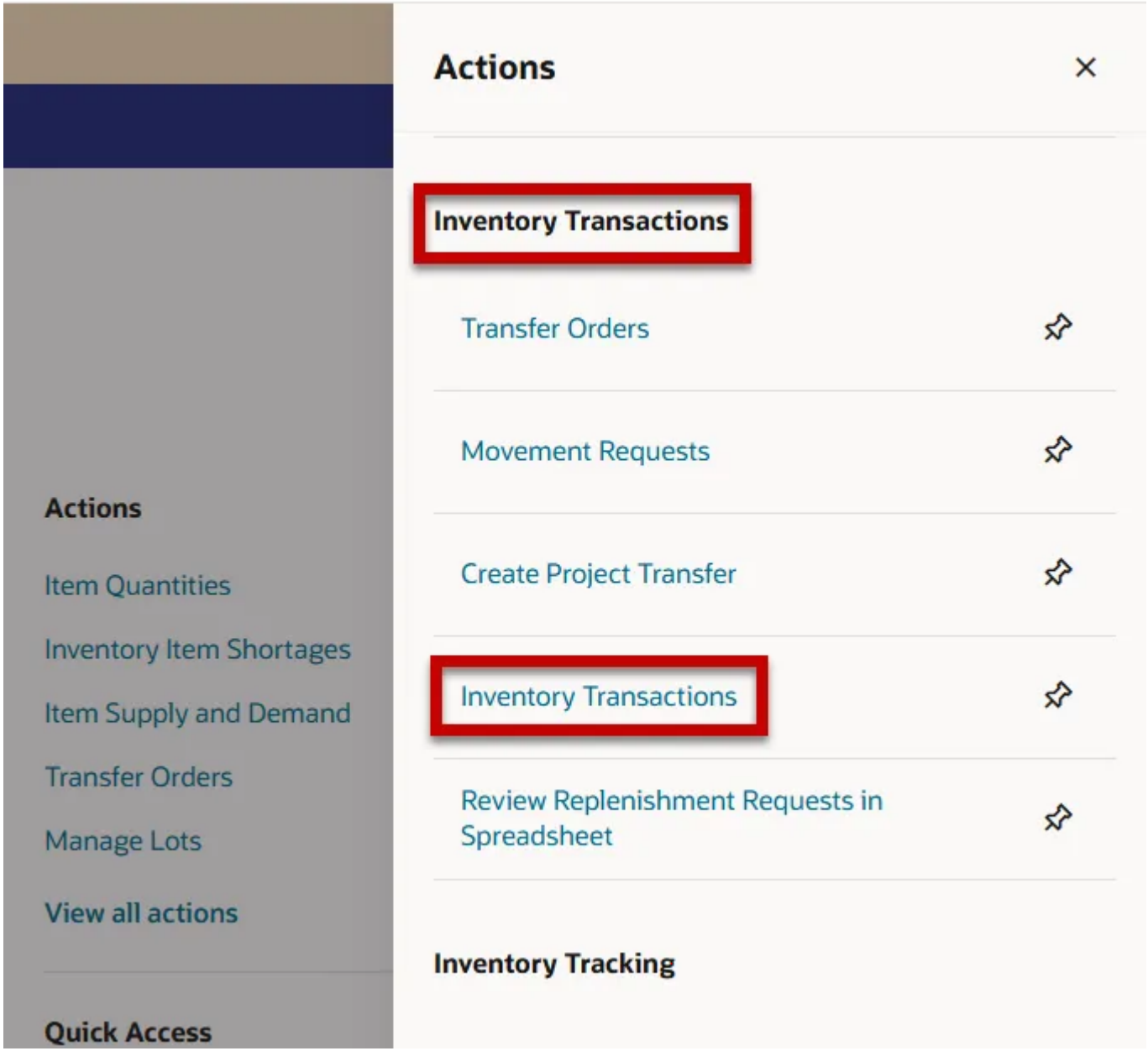
Step 3. On the **Inventory Management** page, click on the **View all actions** hyperlink.

Image



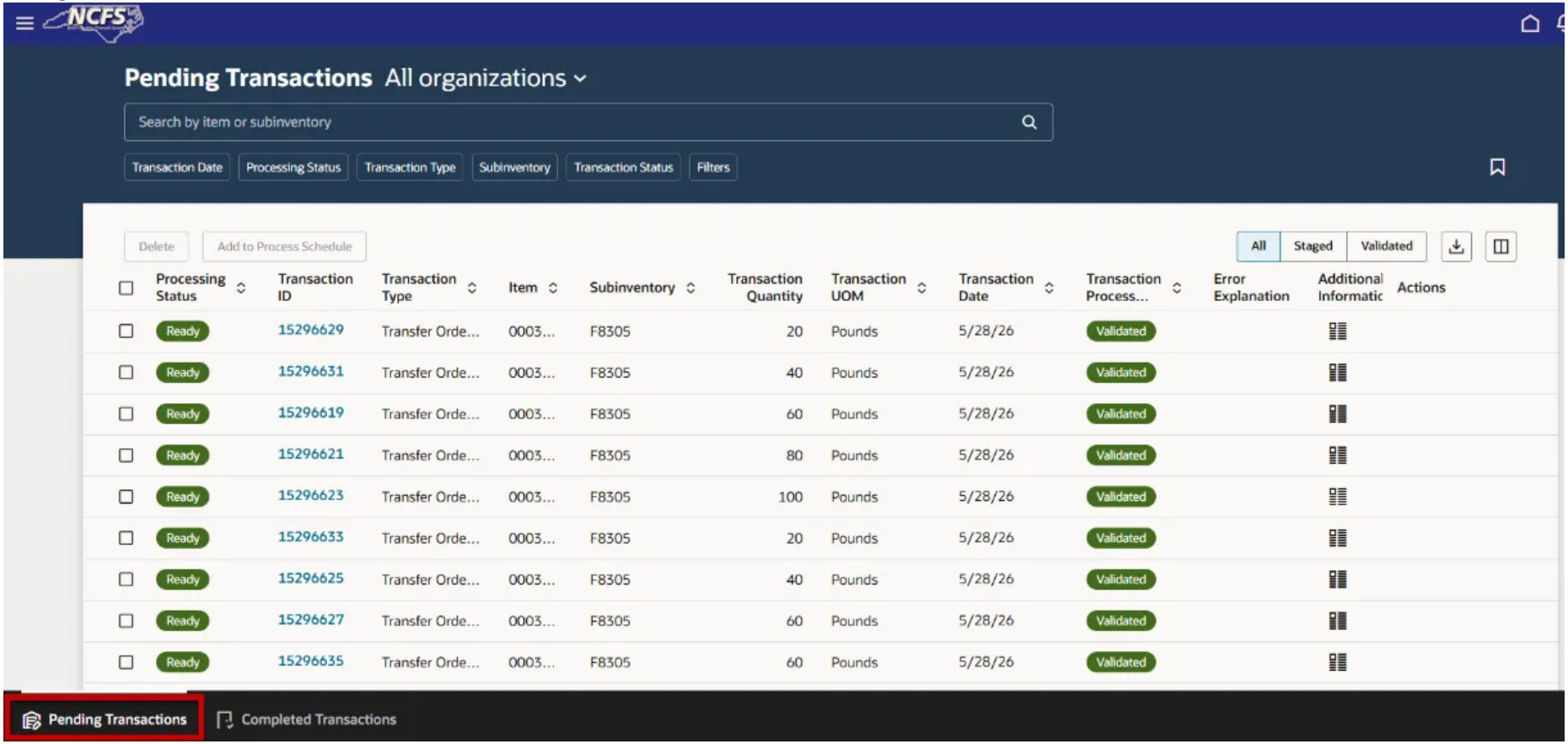
Step 4. Under the **Inventory Transactions** section, select **Inventory Transactions**.

Image



Step 5. The **Pending Transactions** task defaults and is the first tab at the bottom of screen.

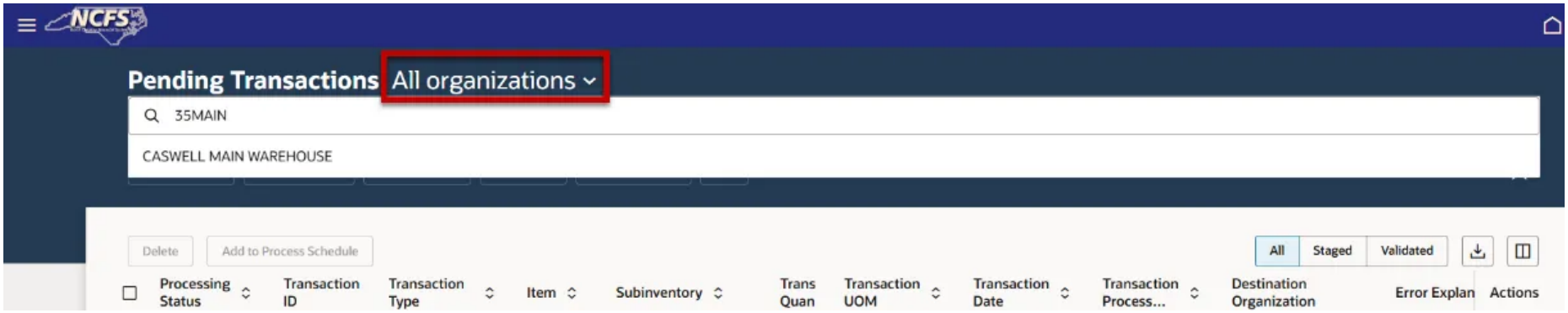
Image



Step 6. “**All Organizations**” defaults and will allow you to view all completed transactions for all inventory organizations you have security access to. Click the drop-down arrow to select one inventory organization to filter on.

Note: You can search inventory organization by both number and name.

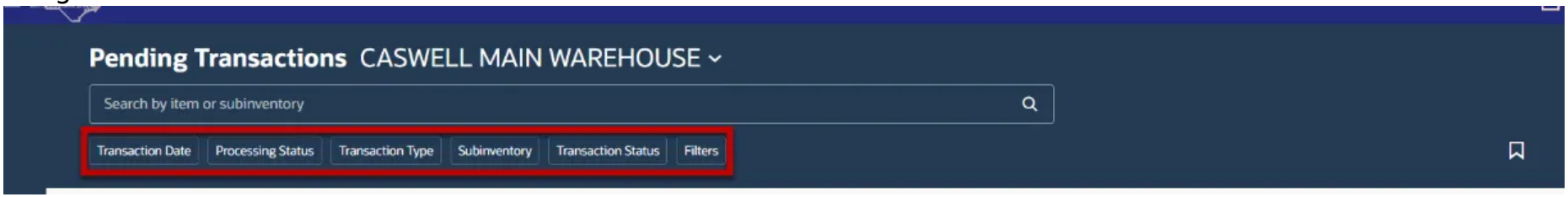
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Step 7. Displayed Commonly used filters include:

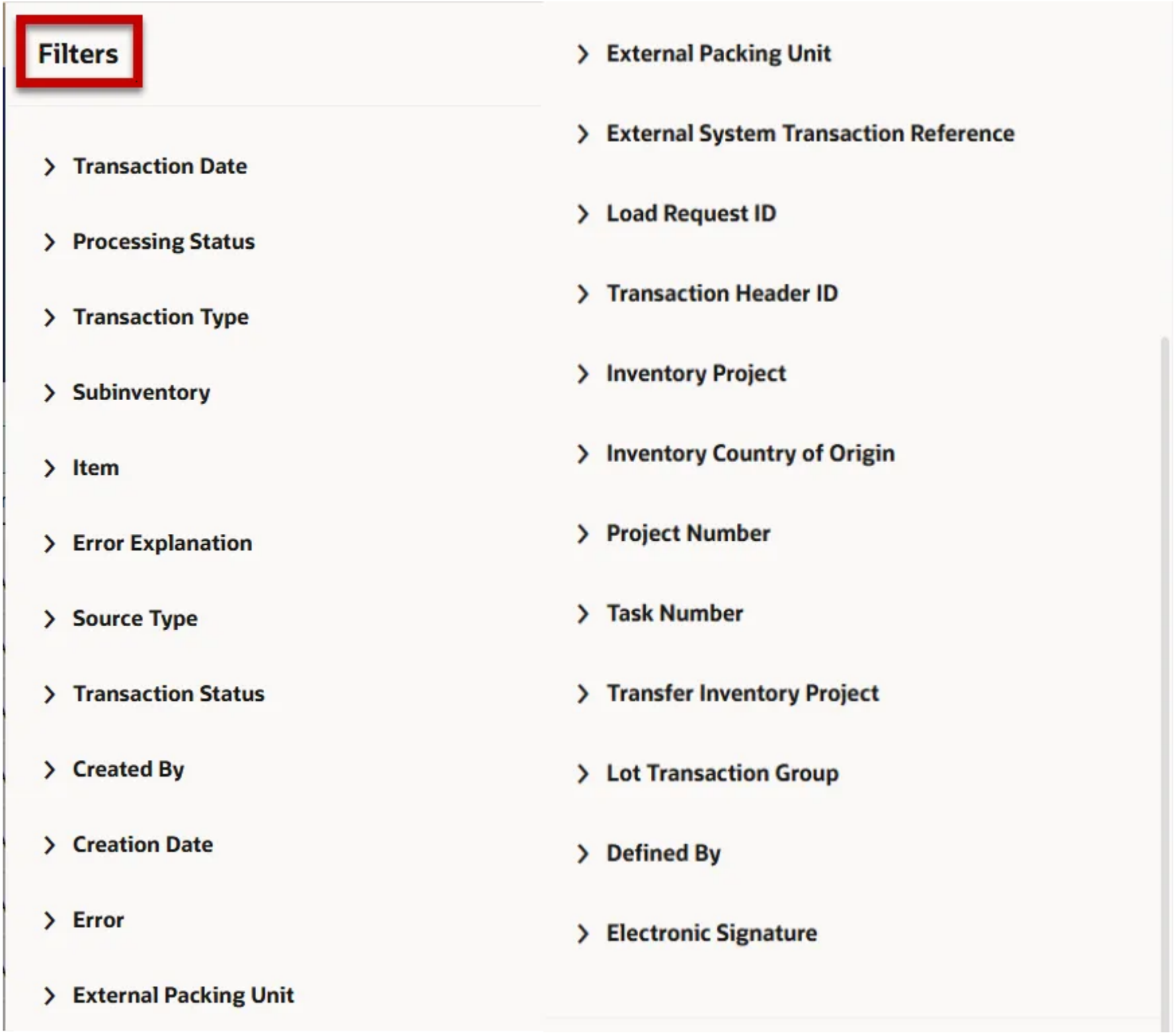
1. Transaction Date
2. Processing Status
3. Transaction Type
4. Subinventory
5. Transaction Status

Image



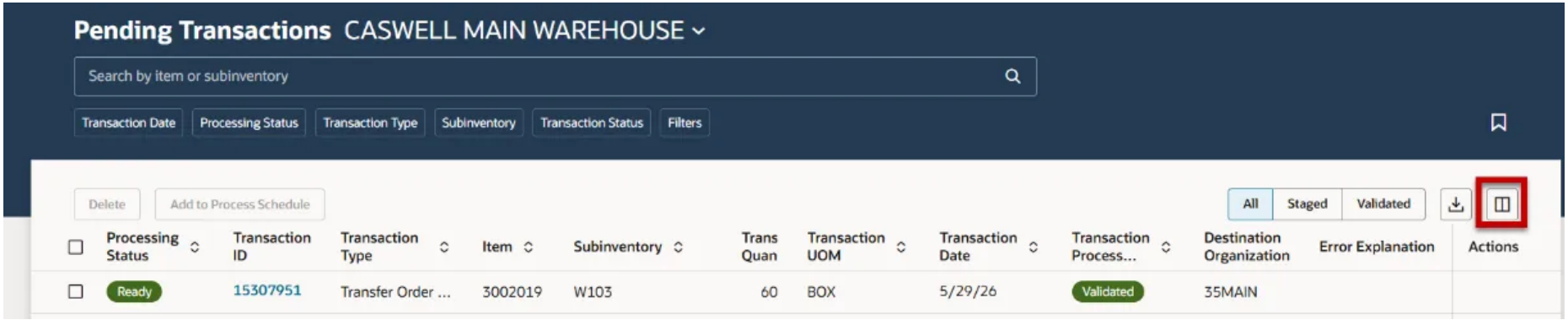
Step 8. A full list of filter options can be found by clicking the **Filters** tab.

Image


Filters
Transaction Date
Processing Status
Transaction Type
Subinventory
Item
Error Explanation
Source Type
Transaction Status
Created By
Creation Date
Error
External Packing Unit
External Packing Unit
External System Transaction Reference
Load Request ID
Transaction Header ID
Inventory Project
Inventory Country of Origin
Project Number
Task Number
Transfer Inventory Project
Lot Transaction Group
Defined By
Electronic Signature

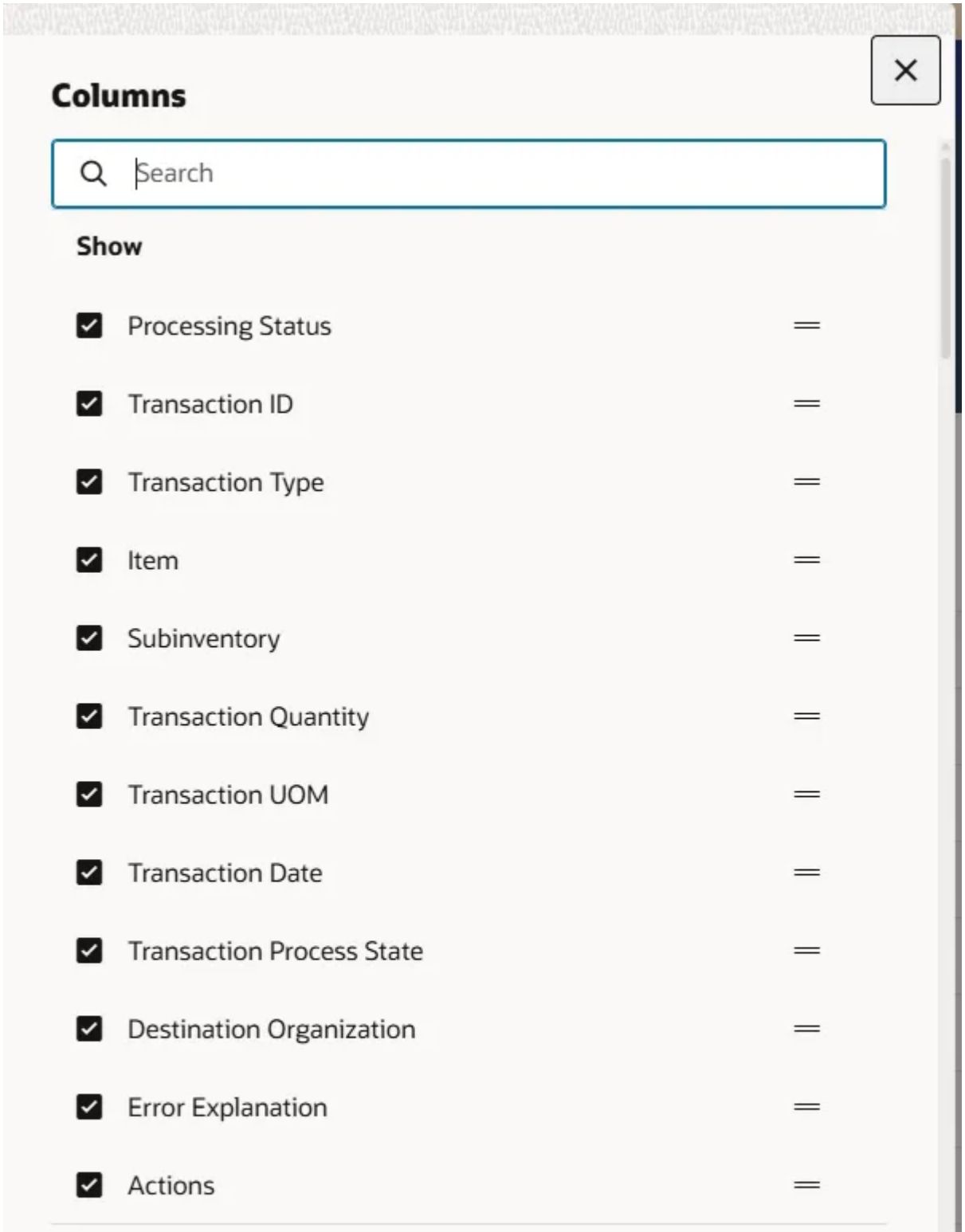
Step 9. Click the **Customize Columns** button to add/remove columns.

Image



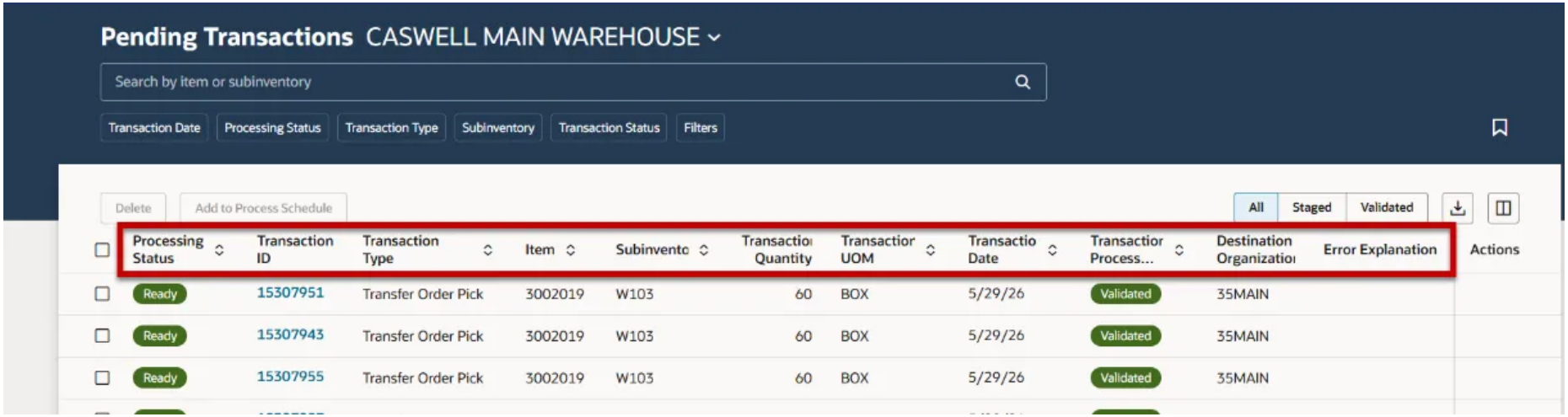
Step 10. Add/Remove columns you deem essential.

Image


Columns
Search
Show
Processing Status
Transaction ID
Transaction Type
Item
Subinventory
Transaction Quantity
Transaction UOM
Transaction Date
Transaction Process State
Destination Organization
Error Explanation
Actions

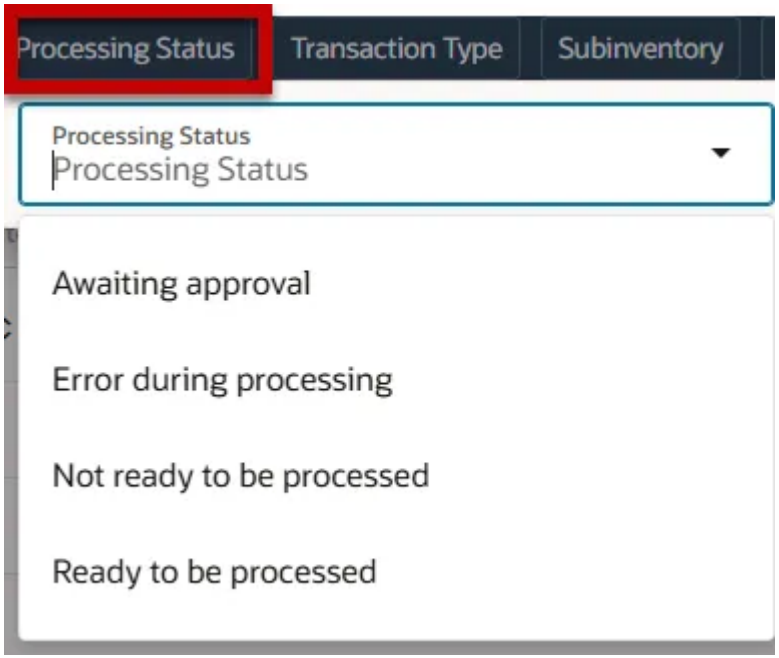
Step 11. Review the new columns and update as needed.

Image



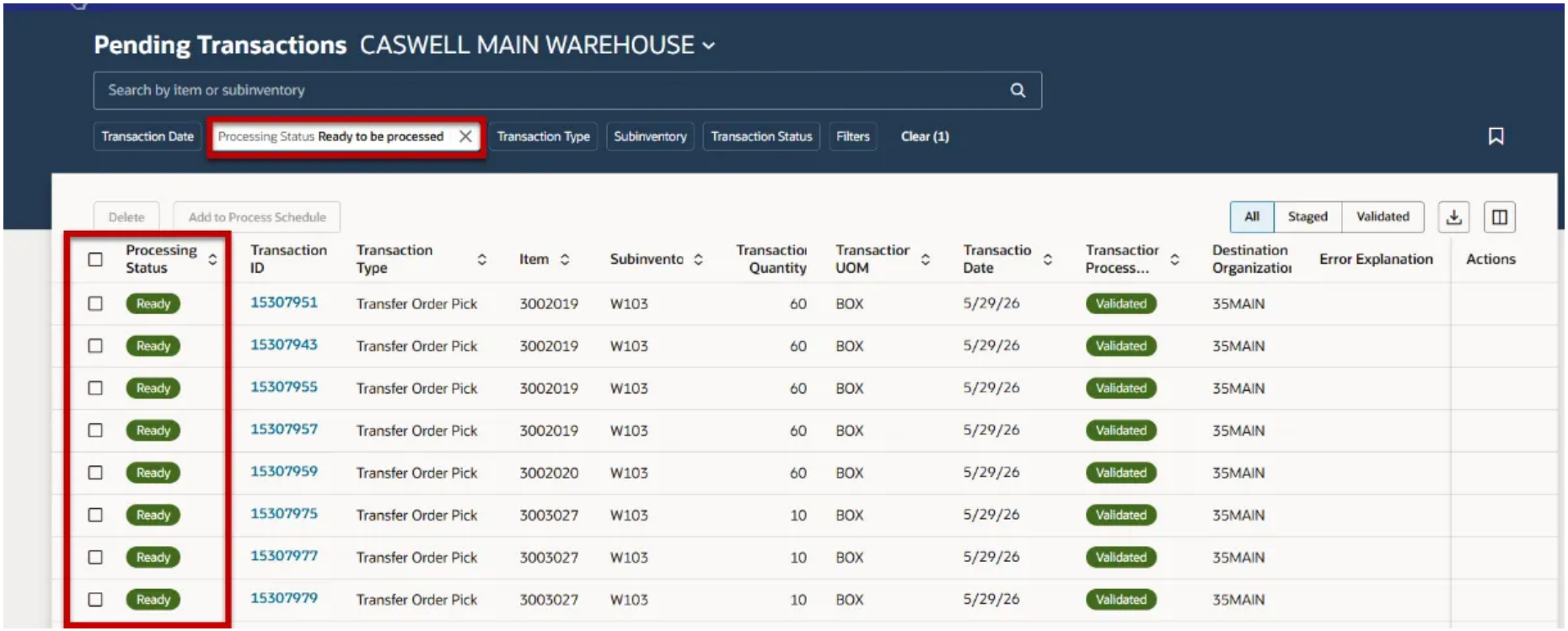
Step 12. Select the **Processing Status** to filter by the following statuses.

Image



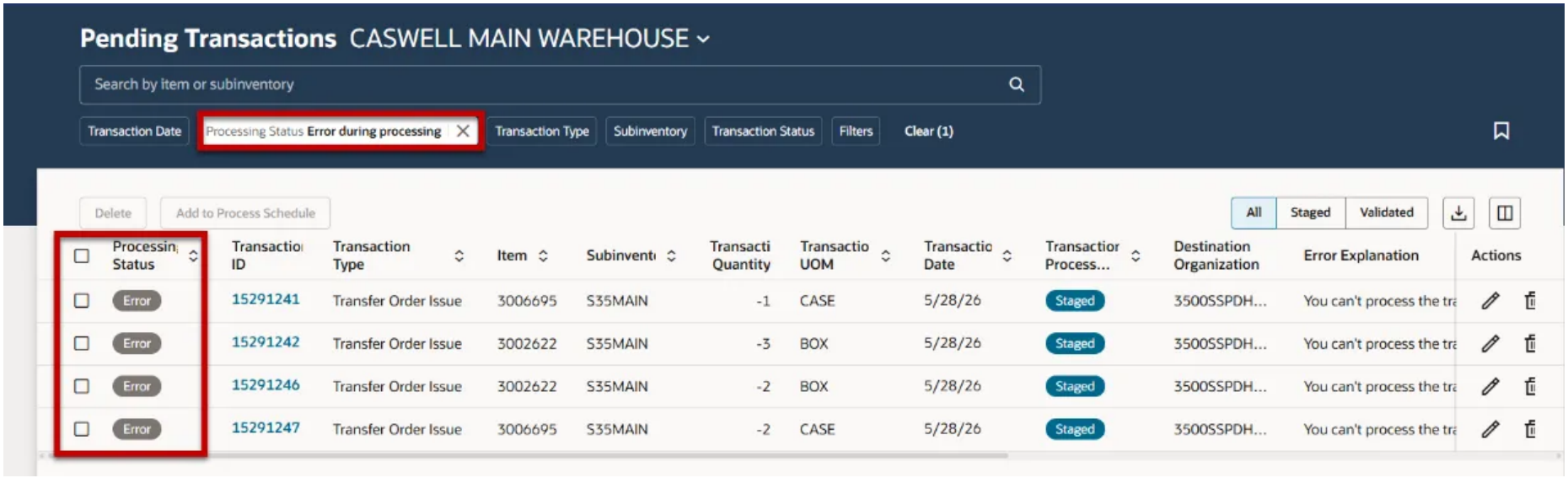
Step 13. Select **Ready to be processed** status to view transactions that are awaiting system processing.

Image



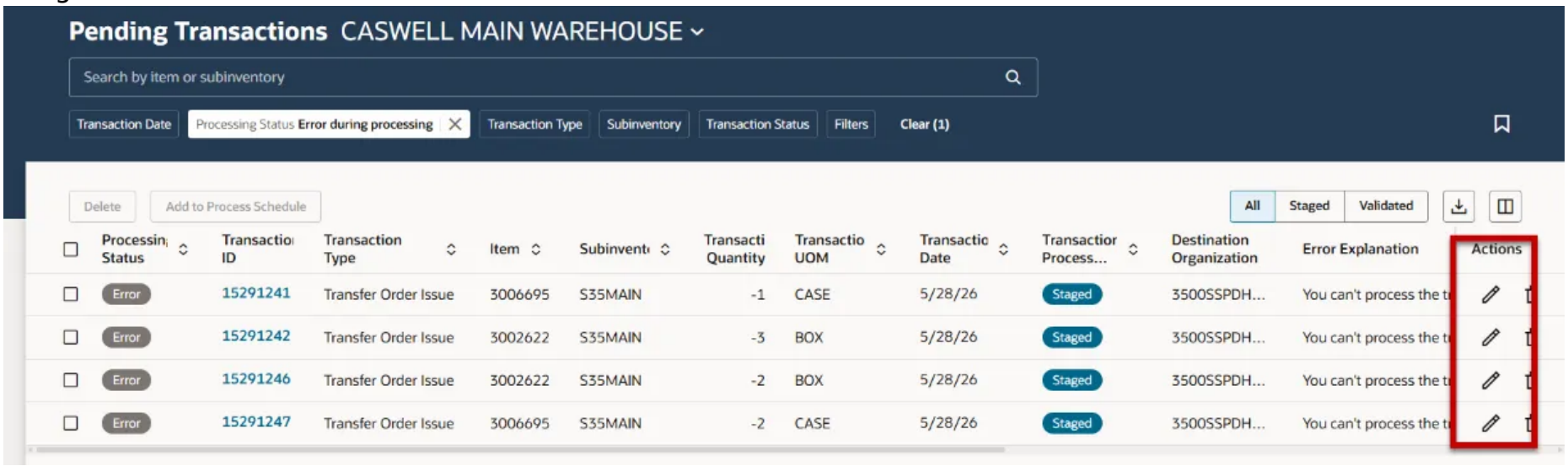
Step 14. Next, select **Error during processing** status to view any transactions that errored out during the validation process.

Image



Step 15. To remedy the transaction error, click the edit **pencil icon** under **Actions** to view the transaction details.

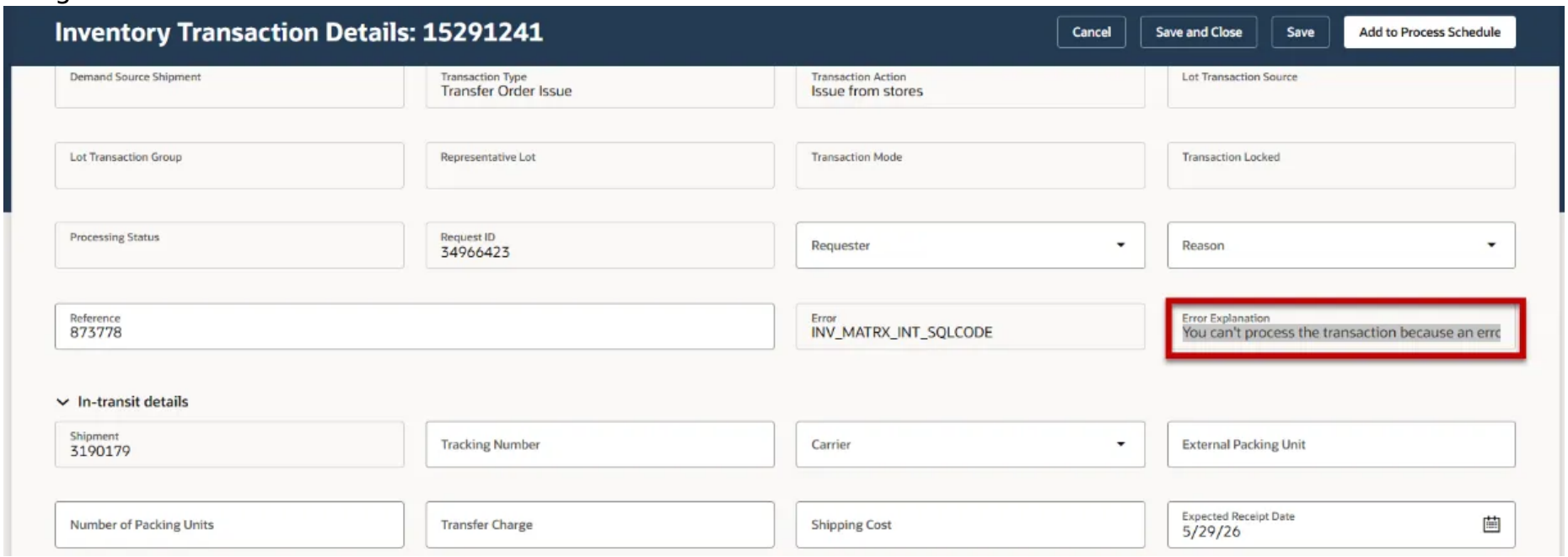
Image



Step 16. On the Inventory Transaction Details page, scroll down to the Error Explanation field.

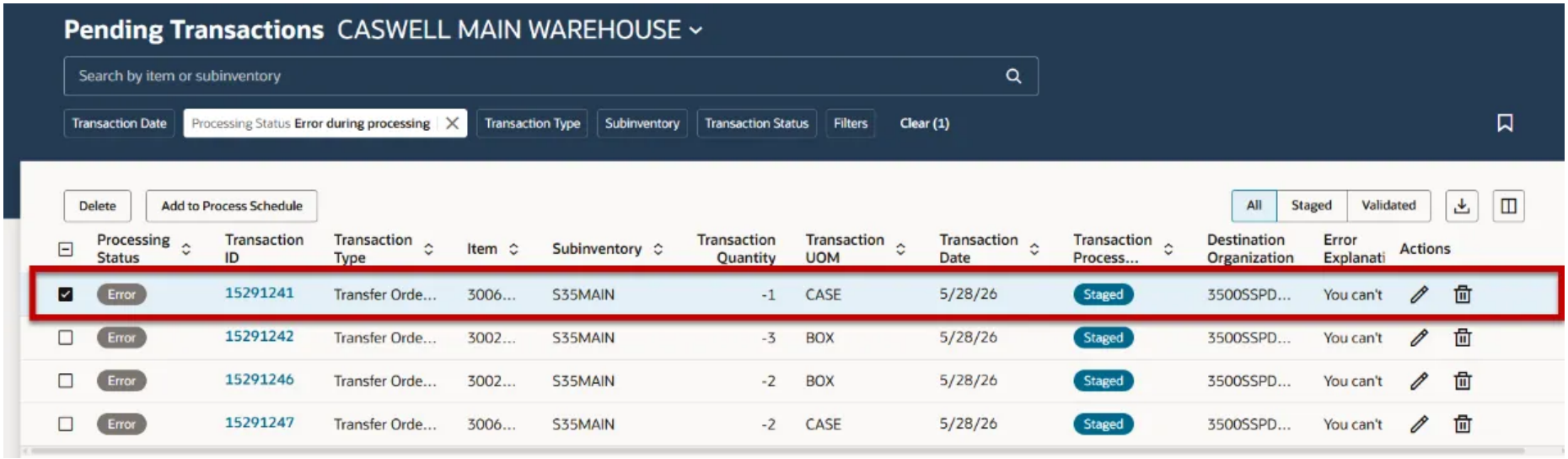
Note: Sometimes the error explanation is so long and not completely viewable. Double click the error explanation and paste it in a word document to view. Example: You can't process the transaction because an error occurred in the inv_tm_mgrs.update_on_hand-17 procedure. Error: ORA-01001: invalid cursor. (Contact the NCFS call center at NCFS@ncosc.gov if assistance is needed).

Image



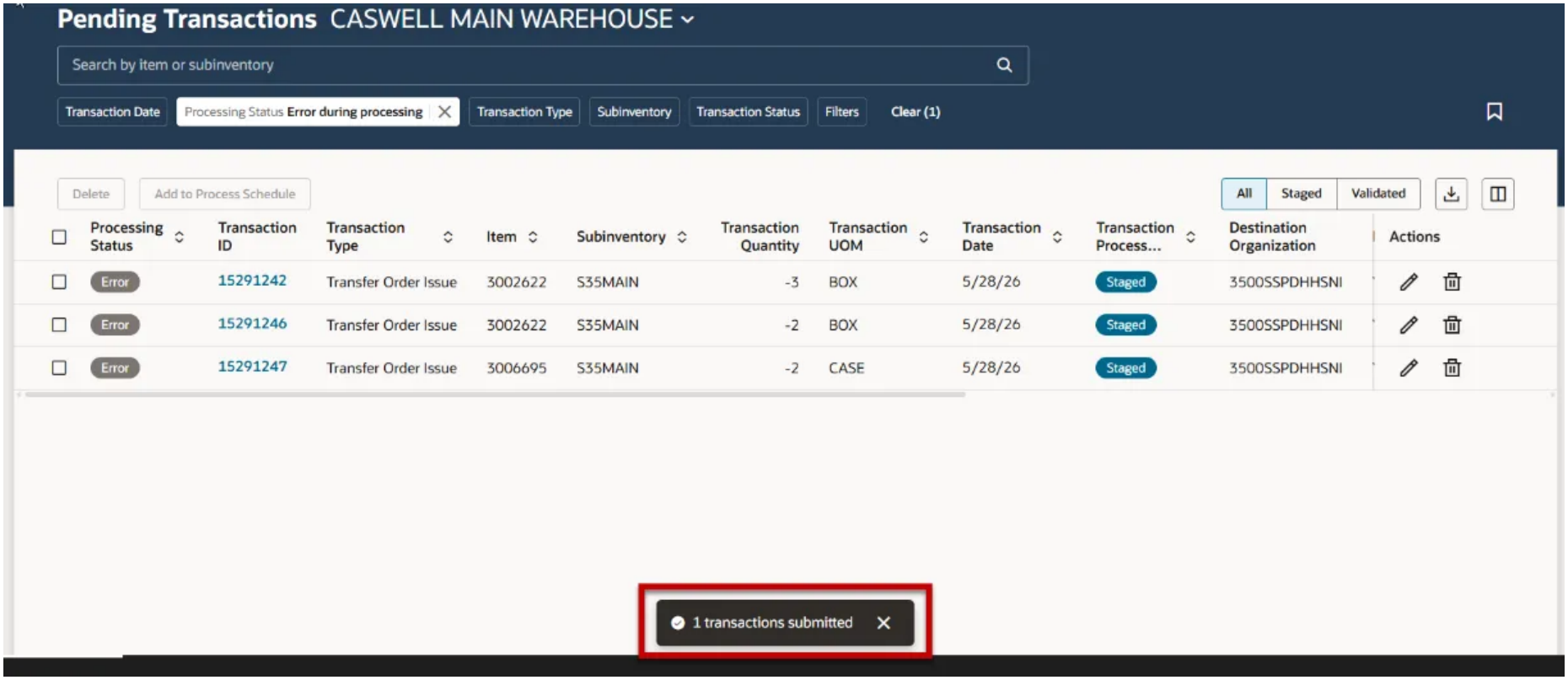
Step 17. Once the error has been corrected, select the appropriate transaction(s) and click the **Add to Process Schedule** button. The transaction(s) are now scheduled to process when the **Manage Inventory Transactions** ESS job runs overnight.

Image



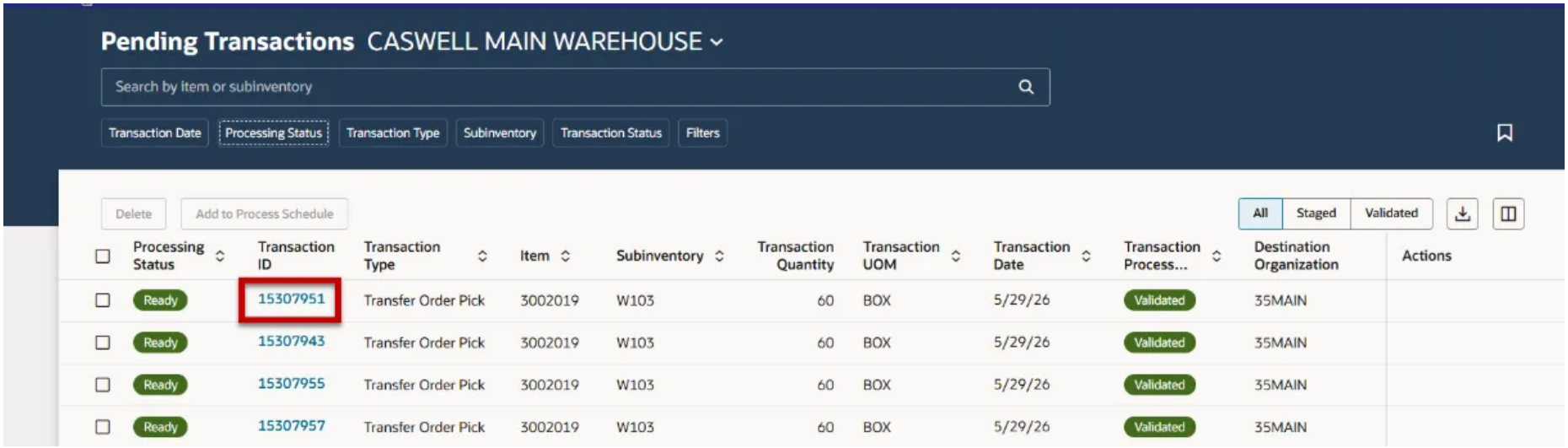
Step 18. A pop-up message will appear to indicate the transaction was submitted.

Image



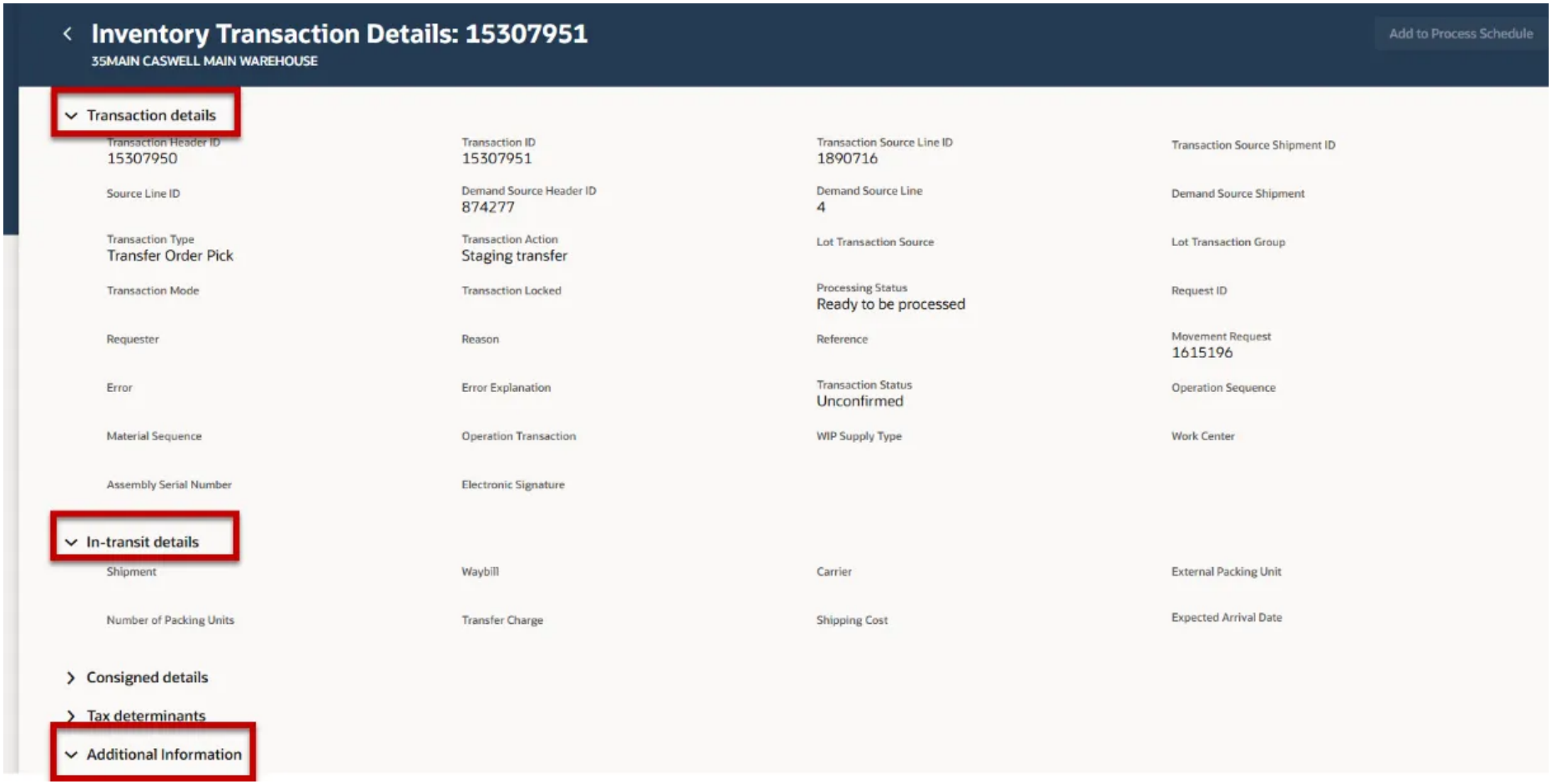
Step 19. To view transaction details, click the **Transaction** hyperlink.

Image



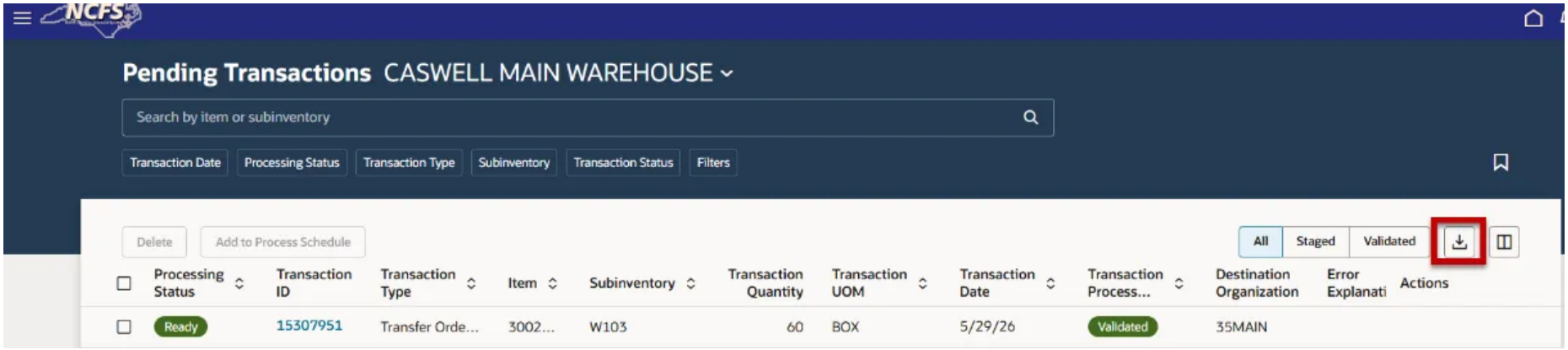
Step 20. **Location, Transaction, In-transit,** and **Additional Information** details can be viewed under Inventory Transaction Details screen.

Image



Step 21. To export data into an Excel worksheet for further analysis, click the **Export** button.

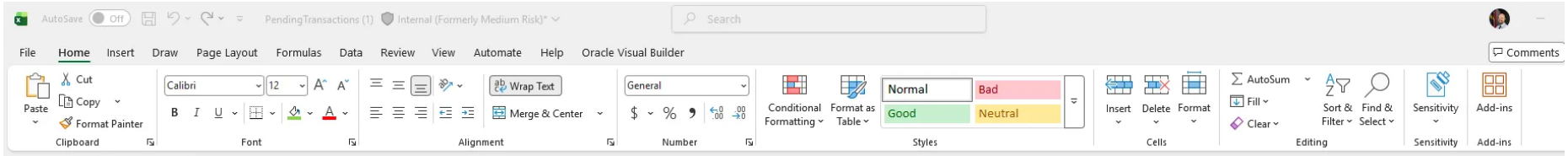
Image



Step 22. This feature allows you to perform further analysis in an Excel worksheet.

Note: The Export feature will only export records that have been viewed on the NCFS screen and side scrolled down to. This is a known issue Oracle is currently working to remedy.

Image



	A	B	C	D	E	F	G	H	I	J	K	L
1	Processing Status	Transaction ID	Transaction Type	Item	Subinventory	Transaction Quantity	Transaction UOM	Transaction Date	Transaction Process State	Destination Organization	Error Explanation	Actions
2	Ready	15307951	Transfer Order Pick	3002019	W103	60	BOX	5/29/26	Validated	35MAIN		
3	Ready	15307943	Transfer Order Pick	3002019	W103	60	BOX	5/29/26	Validated	35MAIN		
4	Ready	15307955	Transfer Order Pick	3002019	W103	60	BOX	5/29/26	Validated	35MAIN		
5	Ready	15307957	Transfer Order Pick	3002019	W103	60	BOX	5/29/26	Validated	35MAIN		
6	Ready	15307959	Transfer Order Pick	3002020	W103	60	BOX	5/29/26	Validated	35MAIN		
7	Ready	15307975	Transfer Order Pick	3003027	W103	10	BOX	5/29/26	Validated	35MAIN		
8	Ready	15307977	Transfer Order Pick	3003027	W103	10	BOX	5/29/26	Validated	35MAIN		
9	Ready	15307979	Transfer Order Pick	3003027	W103	10	BOX	5/29/26	Validated	35MAIN		
10	Ready	15307961	Transfer Order Pick	3002020	W103	40	BOX	5/29/26	Validated	35MAIN		
11	Ready	15307965	Transfer Order Pick	3002020	W103	60	BOX	5/29/26	Validated	35MAIN		
12	Ready	15307967	Transfer Order Pick	3002020	W103	50	BOX	5/29/26	Validated	35MAIN		
13	Ready	15307969	Transfer Order Pick	3003027	W103	10	BOX	5/29/26	Validated	35MAIN		
14	Ready	15308091	Transfer Order Pick	30011485	W105	55	EACH	5/29/26	Validated	35MAIN		
15	Ready	15308095	Transfer Order Pick	30011485	W105	55	EACH	5/29/26	Validated	35MAIN		
16	Ready	15308097	Transfer Order Pick	30011485	W105	44	EACH	5/29/26	Validated	35MAIN		
17	Ready	15308099	Transfer Order Pick	30011485	W105	55	EACH	5/29/26	Validated	35MAIN		
18	Ready	15308113	Transfer Order Pick	30011488	W105	6	BOX	5/29/26	Validated	35MAIN		
19	Ready	15308115	Transfer Order Pick	30011488	W105	10	BOX	5/29/26	Validated	35MAIN		
20	Ready	15308117	Transfer Order Pick	30011488	W105	10	BOX	5/29/26	Validated	35MAIN		
21	Ready	15308119	Transfer Order Pick	30011488	W105	10	BOX	5/29/26	Validated	35MAIN		
22	Ready	15307901	Transfer Order Pick	3000960	WB06	6	US gallon	5/29/26	Validated	35MAIN		
23	Ready	15307905	Transfer Order Pick	3000960	WB06	6	US gallon	5/29/26	Validated	35MAIN		
24	Ready	15307911	Transfer Order Pick	3000960	WB06	6	US gallon	5/29/26	Validated	35MAIN		
25	Ready	15307921	Transfer Order Pick	3000960	WB06	6	US gallon	5/29/26	Validated	35MAIN		
26	Ready	15291241	Transfer Order Issue	3006695	S35MAIN	-1	CASE	5/28/26	Staged	3500SSPDHHSNI		
27	Error	15291242	Transfer Order Issue	3002622	S35MAIN	-3	BOX	5/28/26	Staged	3500SSPDHHSNI	You can't process the transaction because an error occurred in the inv_tm_mgrs.update_on_hand-17 procedure. Error: ORA-01001: invalid cursor.	
28	Error	15291246	Transfer Order Issue	3002622	S35MAIN	-2	BOX	5/28/26	Staged	3500SSPDHHSNI	You can't process the transaction because an error occurred in the inv_tm_mgrs.update_on_hand-17 procedure. Error: ORA-01001: invalid cursor.	
29	Error	15291247	Transfer Order Issue	3006695	S35MAIN	-2	CASE	5/28/26	Staged	3500SSPDHHSNI	You can't process the transaction because an error occurred in the inv_tm_mgrs.update_on_hand-17 procedure. Error: ORA-01001: invalid cursor.	

Step 23. Pending Transactions have not processed in the NCFS system. Take appropriate action needed based on Error and Error Explanation. Contact the NCFS@ncosc.gov Call Center to log a ticket if a resolution cannot be determined by your agency.

Wrap-Up

View pending inventory transactions using the steps above in NCFS.

Here's what you can do on the Pending Transactions page:

- Review pending transactions
- Process pending transactions
- Delete pending transactions

There are three toggle buttons to sort items based on their transaction process state:

- **All**: Displays both staged and validated transactions
- **Staged**: Displays only staged transactions
- **Validated**: Displays only validated transactions
- To retrieve specific information about pending transactions, enter any relevant search criteria. You can also access lot and serial details for items that are lot controlled, serial controlled, or both, if applicable.
- Use additional filters to refine your search and select the Columns option to add more fields for display on the landing page.

Additional Resources

- INV105: Warehouse Management (ILT)
- INV106: Warehouse Transaction Support (ILT)

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Printable PDF