VIEW COMPLETED INVENTORY TRANSACTIONS

INV

QUICK REFERENCE GUIDE INV-01

Purpose

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

Introduction and Overview

This QRG covers the review of all completed Inventory Transactions in NCFS which will enable you to review Inventory Transactions during a specific period.

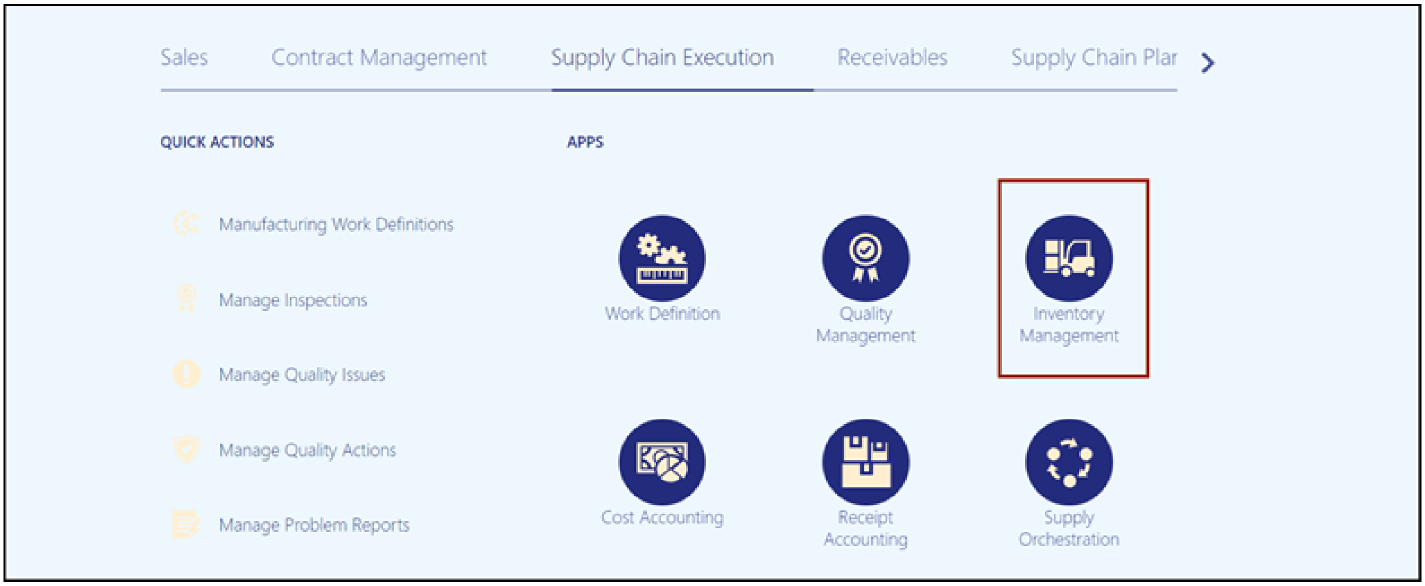
View Completed Inventory Transactions

To view completed Inventory Transactions in NCFS, please follow the steps below:

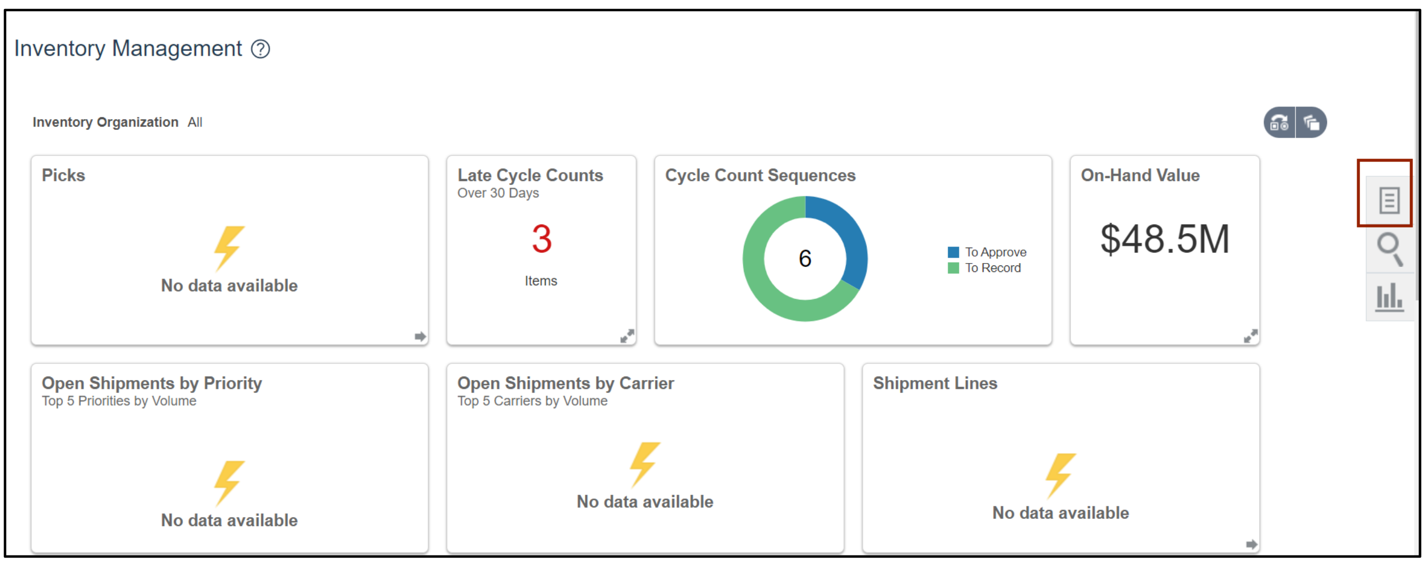
1. Log in to the NCFS portal with your credentials to access the system.

2. On the *Home* page, click the **Supply Chain Execution** tab.

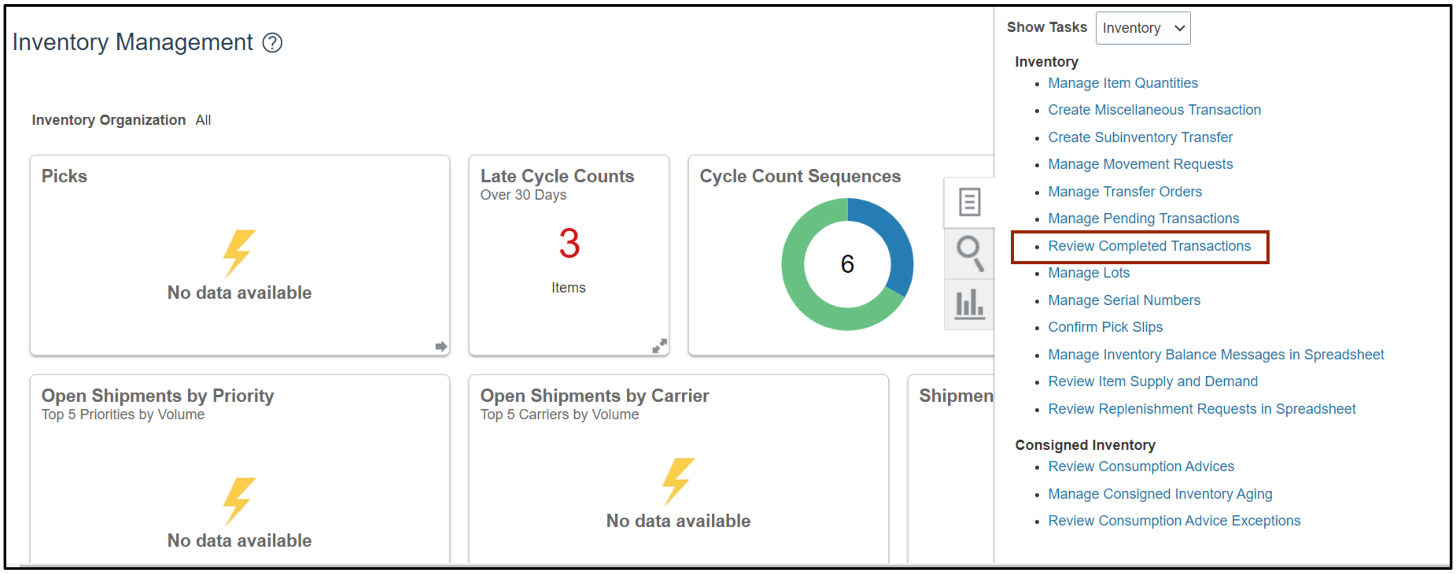
3. Click the **Inventory Management** app.



4. On the *Inventory Management* page, click the **Tasks Icon** tab.

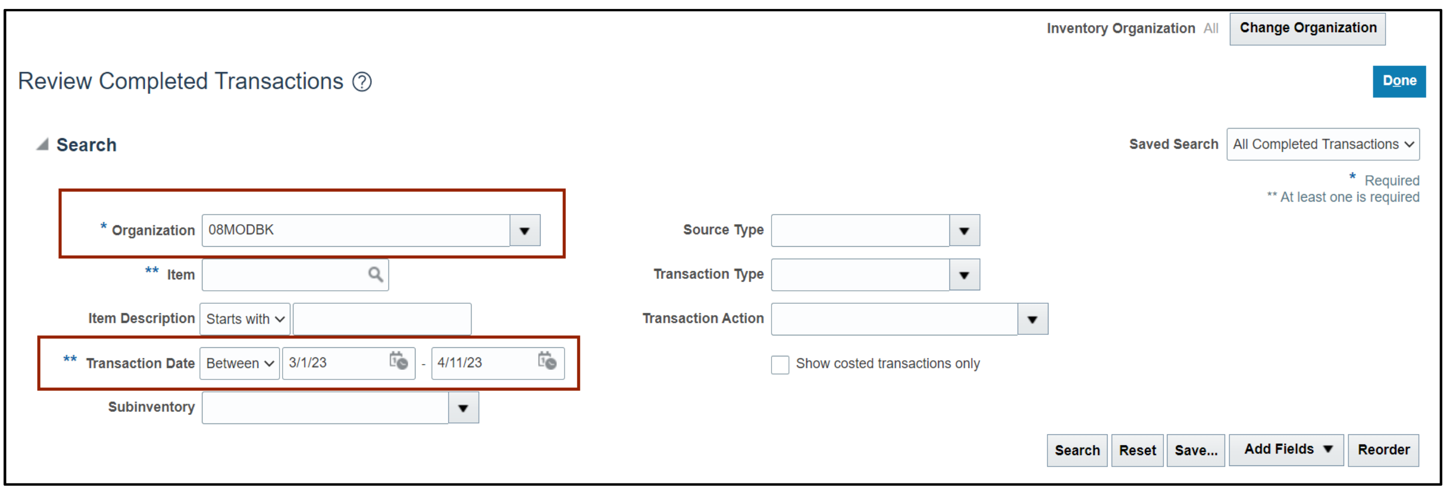


5. Under **Inventory**, click **Review Completed Transactions.**

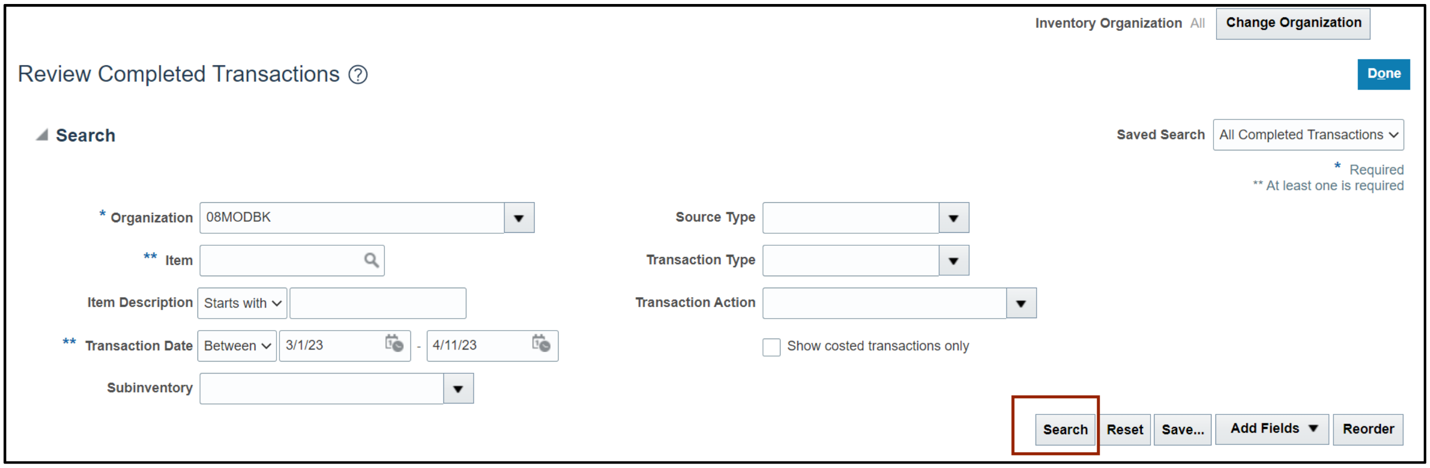


6. On the ***Review Completed Transactions*** page, enter the **Organization** field, and any fields marked by**.

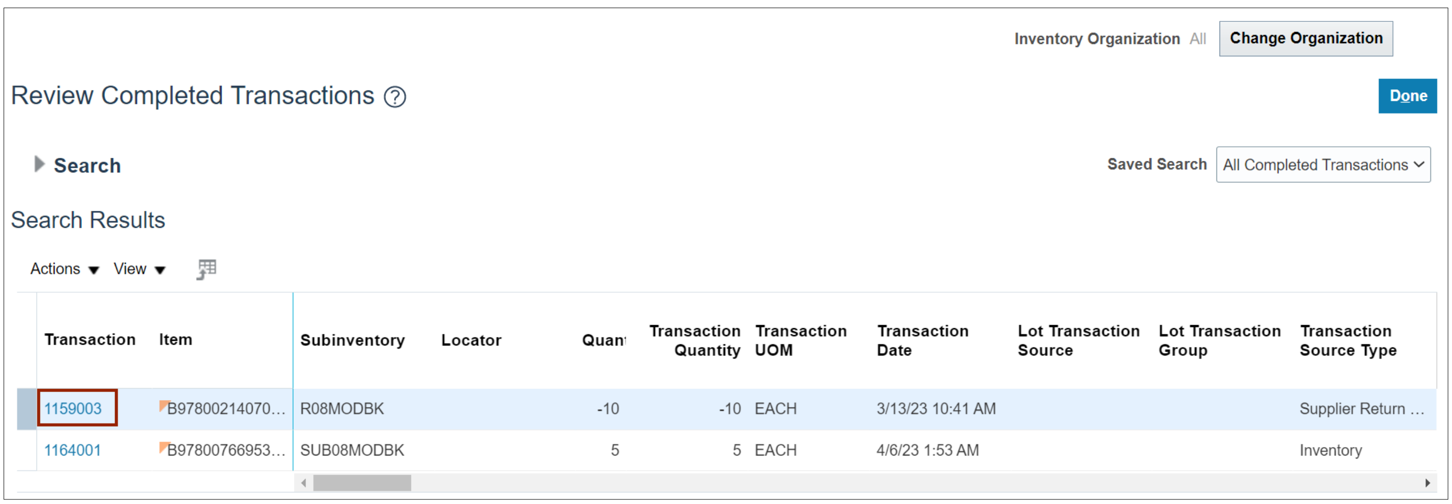
   In this example, we entered the **Transaction Date.**



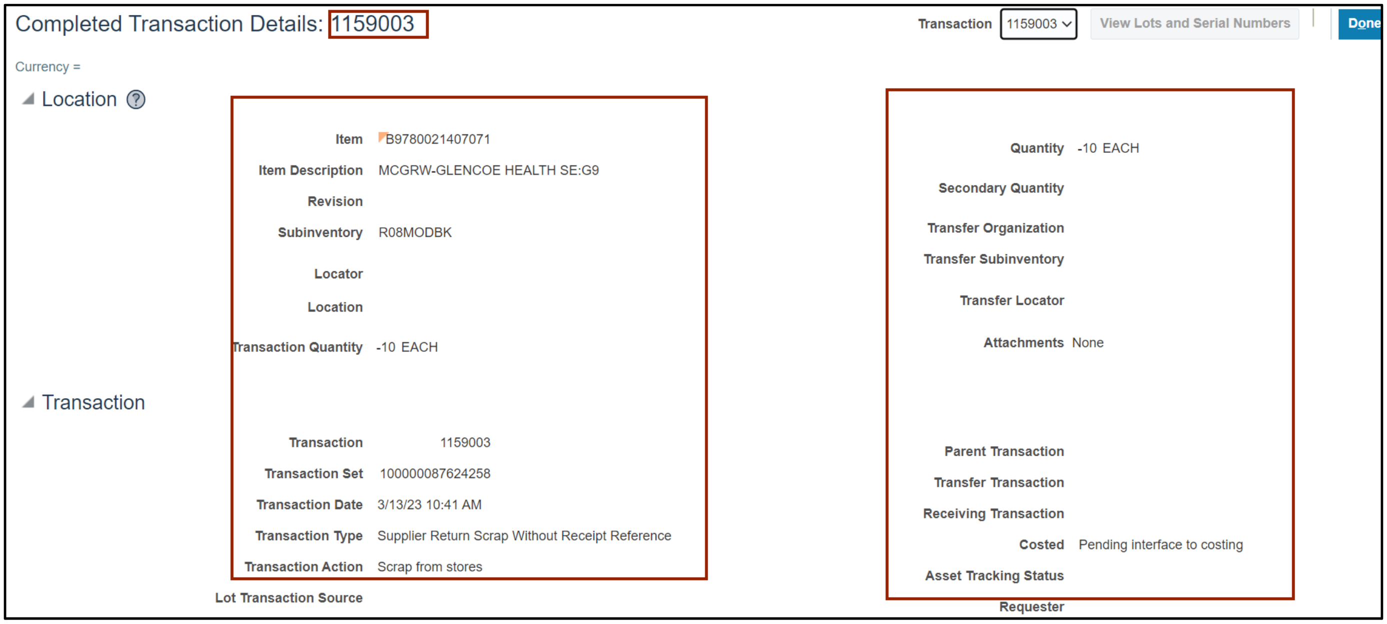
7. Click the **Search** button.



8. Click the **<u>Transaction</u>** link to see additional details about a transaction.



9. View additional information about the Transaction.



Wrap-Up

Use the steps above to view complete Inventory Transactions in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV001: View Inventory Transactions
- INV101: Inventory Agency Manager
- INV102: Inventory Cost Accounting
- INV103 Warehouse Staff
- INV104 Warehouse Receiving
- INV109 Inventory Item Maintenance
- INV110 Warehouse Approver