



UPDATING SHIPPING LOCATION INFORMATION

INV

QUICK REFERENCE GUIDE INV-50

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to Update Shipping Location Information in the North Carolina Financial System (NCFS).

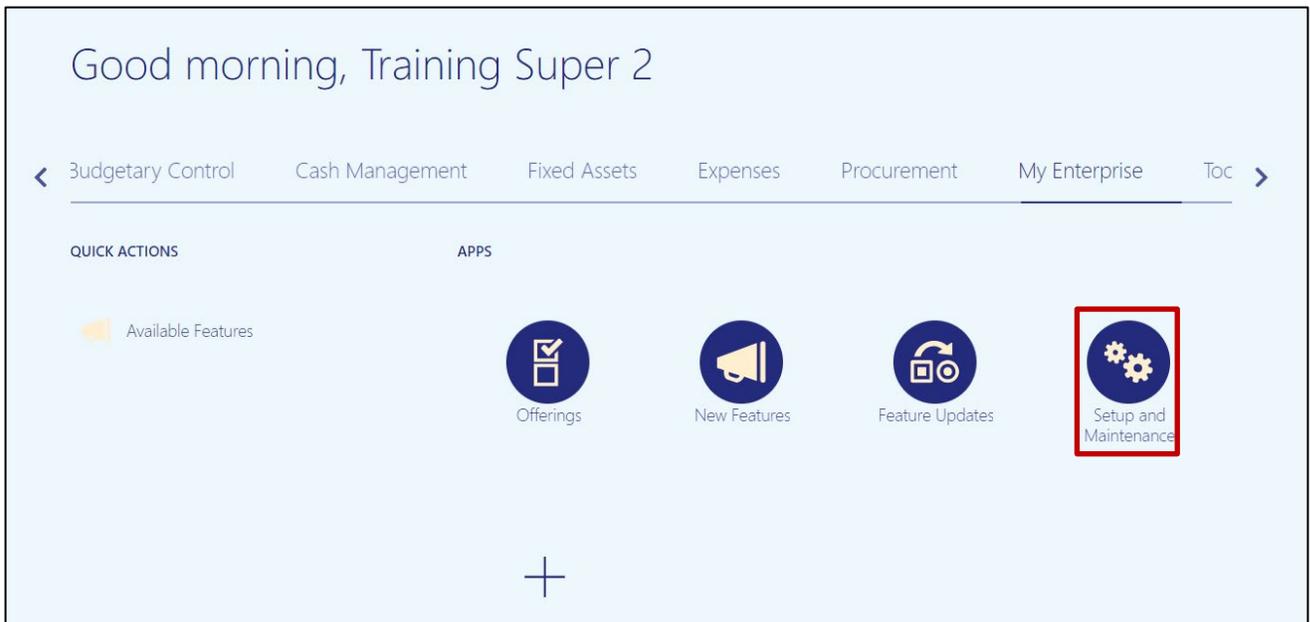
Introduction and Overview

This QRG explains how to update shipping location information in NCFS. Once an item is moved to a DMG subinventory, it cannot be transacted with by the inventory organization.

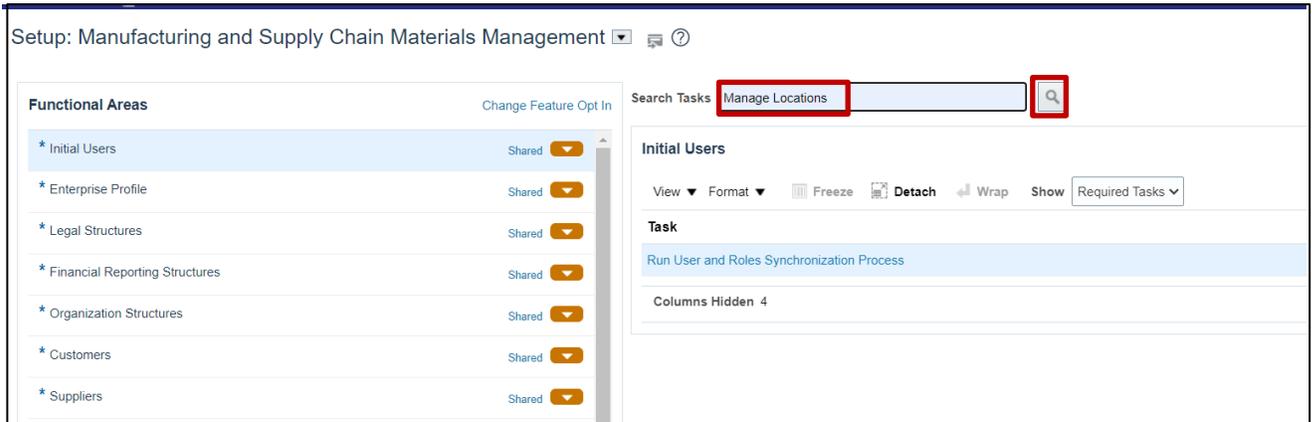
Update shipping Location Information

To update shipping location information 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, under the **My Enterprise** tab, click the **Setup and Maintenance** app.



- In the **Search Tasks** field, type **Manage Locations** then click the **Search** [] icon.



- Click **Manage Locations** which appears is in the same row as **Enterprise Profile**.

Note: This popup may not appear depending on your security provisioning. Move to step 5 if no popup appears.



5. Within the **Task** list, click **Manage Locations**.

Setup: Manufacturing and Supply Chain Materials Management

Functional Areas: Initial Users, Enterprise Profile, Legal Structures, Financial Reporting Structures, Organization Structures, Customers, Suppliers, Facilities, Users and Security, Items, Carriers and Transit Times.

Enterprise Profile: View, Format, Freeze, Detach, Wrap, Show: All Tasks

Task List:

- Establish Enterprise Structures
- Manage Enterprise HCM Information
- Manage Locations** (highlighted)
- Manage Geographies
- Load Geography Interface Data
- Run Geography Loader
- Run Maintain Geography Name Referencing
- Run Geocode Generation
- Manage Geography Lookups
- Columns Hidden 4

6. Enter either a location **Name** or **Code**, then click **Search**.

In this example, **Code 430** was searched for.

Manage Locations

Search: Name, Code (430), Status (Active), Location Set

Country, City, Postal Code, Effective As-of Date (m/d/yy)

Buttons: Search, Reset, Save...

7. Select the record to be updated. Then open the **Edit** [Edit] drop-down list and click **Update**.

Results in Table

View, Format, Create, Edit, Export, Manage in Spreadsheet

Map Results	Name	Cc Location Set	Status	Address Line 1
0	430-JOHNSTON CORR INST (4059)	4.. Common Set	Active	Station
1	4300COMMERCENI-4302 MAIL SERVICE CEN...	4.. Common Set	Active	Station

Edit dropdown: Update, Correct

8. Enter the **Effective Start Date**, choose an **Action Reason** from the drop-down list, then click **OK**.

In this example a start date of 10/20/23 and a reason of Relocation were used.

Update Location [Close]

* **Effective Start Date** 10/20/23 [Calendar Icon]

Action Reason Relocation [Dropdown Arrow]

OK **Cancel**

9. On the **Edit Location** page, make updates as needed. To change a location address, scroll partway down the page to find **Main Address** then click the **Edit** [Pencil Icon] icon.

Location Information

*Name 430-JOHNSTON CORR INST (4059) *Status Active

*Code 430 Inventory Organization 5200-DAC-NON-INVENTORY

Description

Attachments None + Context Value

Contact Details [Add Another]

Main Address

STATION ROAD [Edit Icon]

Address PIKEVILLE NC
278630000
US

Time Zone US Eastern Time

Official Language

Email

Geographic Hierarchy

Main Phone 1-919-8348386 [Phone Icon]

10. For **Main Address** updates, make changes to the popup screen in appropriate locations, then click **OK**.

Main Address

Country United States

* Address Line 1

Address Line 2

Address Line 3

Address Line 4

* City ▼

* State ▼

* Zip Code ▼

Zip Code Extension

* County ▼

Time Zone Code ▼

11. Once all edits have been made, click **Submit**.

Edit Location : 430-JOHNSTON CORR INST (4059) - 430 ©



Basic Details

*Effective Start Date 

Effective End Date

Location Set

Action Reason ▼

Location Information

*Name *Status ▼

12. You will be prompted to confirm your changes. Click **Yes**.



Wrap-Up

Update shipping location information in NCFS using the steps above.

Additional Resources

- INV 101: Inventory Agency Manager (ILT)