



ENTER CYCLE COUNT RESULTS

INV

QUICK REFERENCE GUIDE INV-15

Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation on how to Enter Cycle Count Result in the North Carolina Financial System (NCFS).

Introduction and Overview

This QRG covers how to enter cycle count result in NCFS.

Enter Cycle Count Result

To enter cycle count result 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.

The screenshot shows the NCFS portal interface. At the top, a greeting reads "Good afternoon, Training Super User 1!". Below this is a navigation bar with tabs for "Sales", "Contract Management", "Supply Chain Execution" (highlighted with a red box), "Receivables", and "Supply Chain Plan". Underneath the navigation bar, there are two columns of options: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" column includes "Manufacturing Work Definitions", "Manage Inspections", "Manage Quality Issues", "Manage Quality Actions", and "Manage Problem Reports". The "APPS" column contains six icons representing different modules: "Work Definition", "Quality Management", "Inventory Management", "Cost Accounting", "Receipt Accounting", and "Supply Orchestration".



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

Good afternoon, Training Super User 1!

Sales Contract Management Supply Chain Execution Receivables Supply Chain Plan >

QUICK ACTIONS

- Manufacturing Work Definitions
- Manage Inspections
- Manage Quality Issues
- Manage Quality Actions
- Manage Problem Reports

APPS

- Work Definition
- Quality Management
- Inventory Management**
- Cost Accounting
- Receipt Accounting
- Supply Orchestration

4. On the **Inventory Management** page, click the **View By** Icon [].

Late Cycle Counts
Over 30 Days
3
Items

Cycle Count Sequences
6
■ To Approve
■ To Record

On-Hand Value
\$48.5M

Open Shipments by Carrier
Top 5 Carriers by Volume
No data available

Shipment Lines
No data available

View By Icon

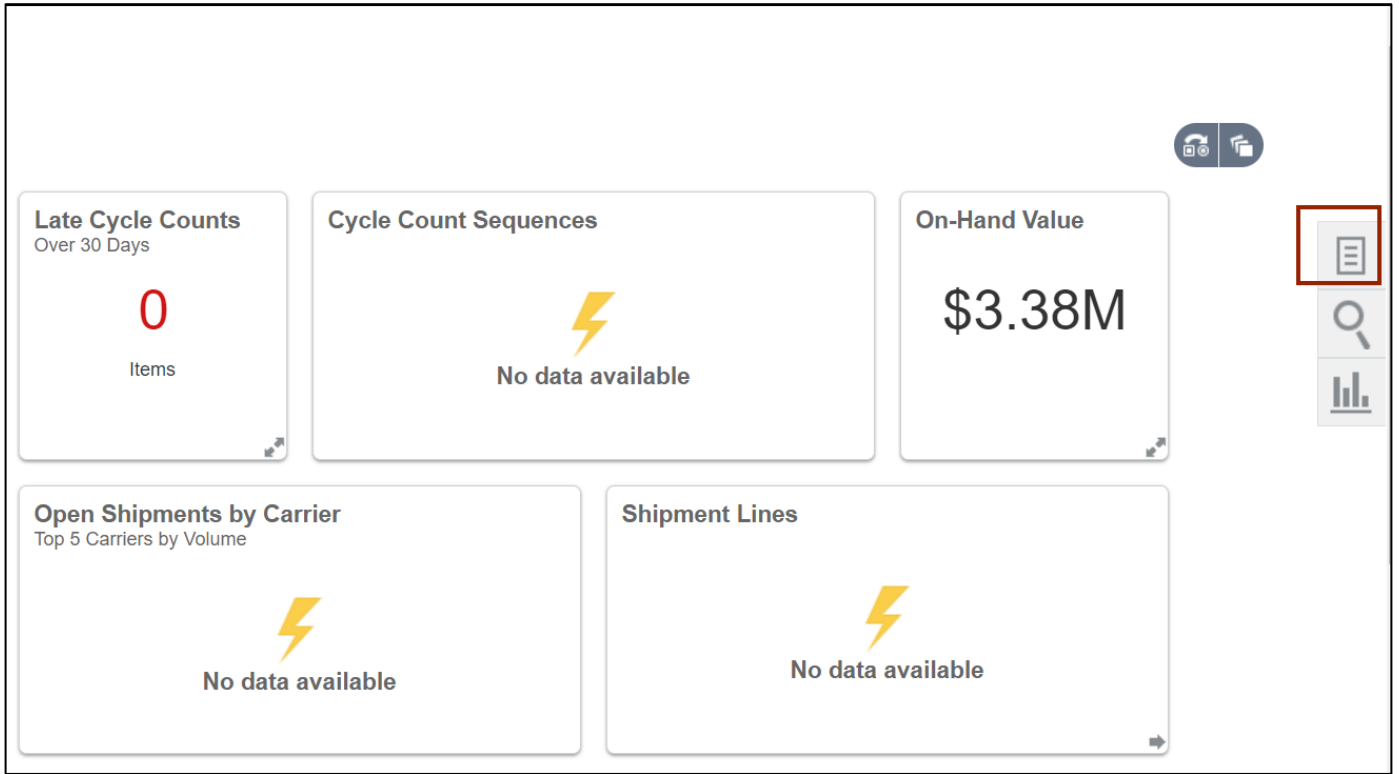
5. Enter the Inventory Organization.

The screenshot shows a dashboard with several widgets. On the left, a 'Late Cycle Counts' widget shows '3 Items'. In the center, a 'Cycle Count Sequences' widget features a donut chart with '6' in the center, divided into blue ('To Approve') and green ('To Record') segments. On the right, a 'Select Organization' dropdown menu is open, showing 'Inventory Organization' with '428305R' entered in the text box. The 'Apply' button is highlighted with a red box. Below these are two empty widgets for 'Open Shipments by Carrier' and 'Shipment Lines', both displaying 'No data available' with a lightning bolt icon.

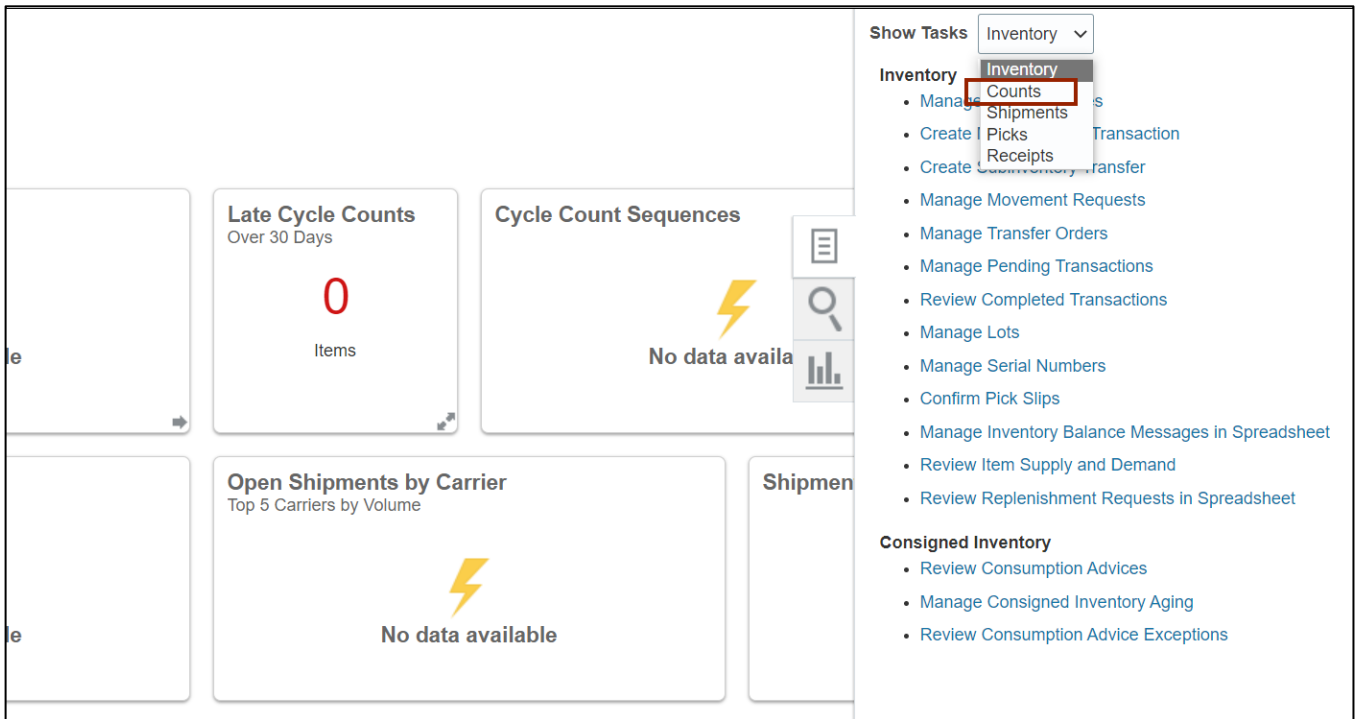
6. Click the **Apply** button.

This screenshot is identical to the previous one, but the 'Apply' button in the 'Select Organization' dropdown menu is now highlighted with a red box, indicating it has been clicked.

7. On the **Inventory Management** page click on the **Tasks** icon.



8. Select **Count** from the *Show Tasks* drop-down choice list.



9. From the **Cycle Counts** area, click **Record Count Sequences**.

The screenshot shows a dashboard with several widgets. On the right, a 'Show Tasks' dropdown is set to 'Counts'. Below it, a 'Cycle Counts' section lists several tasks: 'Create Cycle Count', 'Manage Cycle Counts', 'Record Count Sequences' (highlighted with a red box), 'Approve Count Sequences', and 'Review Count Interface Records'. Below that is a 'Physical Inventory' section with 'Manage Physical Inventories' and 'Record Physical Inventory Tags'. The main dashboard area contains three widgets: 'Late Cycle Counts Over 30 Days' with a large red '2' and 'Items' below it; 'Cycle Count Sequences' with a donut chart showing '5' in the center; and 'Open Shipments by Carrier Top 5 Carriers by Volume' which displays 'No data available' with a lightning bolt icon.

10. On the **Record Count Sequences** page, enter the Count Name in the **Advance Search** criteria section.

The screenshot shows the 'Record Count Sequences' page. At the top, it says 'Record Count Sequences' with a help icon. Below that, it shows 'Organization = 4210451' and 'Currency = US Dollar'. The 'Advanced Search' section is expanded, showing several search criteria: '* Count Name' (set to 'SIT1 4210451 Cycle Count' and highlighted with a red box), 'From Count Sequence', 'To Count Sequence', and 'Subinventory'. To the right, there are additional search criteria: 'Locator', 'Item', 'Lot', and 'Count Type'. At the bottom right of the search section are 'Search', 'Reset', and 'Save...' buttons.

Note: Count Name will be set up beforehand by the Warehouse Manager security role user.

11. Click the **Search** button.

Count Sequences ? Save Submit Cancel

4210451 Currency = US Dollar

Search Saved Search * Required

* Count Name Equals ▼

From Count Sequence

To Count Sequence

Subinventory Equals ▼

Locator Equals ▼

Item

Lot Equals ▼

Count Type Equals ▼

Search Reset Save... Add Fields ▼ Reorder

12. Enter the **Count Quantity** and any required fields.

Record Count Sequences ? Save Submit Cancel

Organization = 4210451 Currency = US Dollar

Advanced Search Saved Search

Search Results: SIT1 4210451 Cycle Count

Actions ▼ View ▼ + ✎ ✕

Count Sequence	Item	Count Quantity	Count UOM	Reason	Comments	* Counted By	* Count Date	Serial Numbers Required	Additional Information
▶ 53	0011585	<input type="text" value="3"/>	CASE ▼	Missing ▼		Super User 1, Trainir ▼	4/18/23	Not required	
▶ 57	0002472	<input type="text"/>	BOX ▼	▼		Super User 1, Trainir ▼	4/18/23	Not required	
▶ 59	0011585	<input type="text"/>	CASE ▼	▼		Super User 1, Trainir ▼	4/18/23	Not required	

13. Click the **Save** button.

Record Count Sequences ⓘ

Organization = 4210451 Currency = US Dollar

Advanced Search Saved Search

Search Results: SIT1 4210451 Cycle Count

Options

Count Sequence	Item	Count Quantity	Count UOM	Reason	Comments	* Counted By	* Count Date	Serial Numbers Required	Additional Information
53	0011585	3	CASE	Missing		Super User 1, Trainir	4/18/23	Not required	
57	0002472		BOX			Super User 1, Trainir	4/18/23	Not required	
59	0011585		CASE			Super User 1, Trainir	4/18/23	Not required	

14. Click the **Submit** button.

Record Count Sequences ⓘ

Organization = 4210451 Currency = US Dollar

Advanced Search Saved Search

Search Results: SIT1 4210451 Cycle Count

Options

Count Sequence	Item	Count Quantity	Count UOM	Reason	Comments	* Counted By	* Count Date	Serial Numbers Required	Additional Information
▶ 53	0011585	3	CASE	Missing		Super User 1, Trainir	4/18/23	Not required	
▶ 57	0002472		BOX			Super User 1, Trainir	4/18/23	Not required	
▶ 59	0011585		CASE			Super User 1, Trainir	4/18/23	Not required	

Once submitted, the Cycle Count Approver will be notified to approve, reject, or request a recount of this cycle count.

Wrap-Up

Enter cycle count result using the steps above in NCFS.

Additional Resources

Web-Based Training (WBT)

- INV 103: Warehouse Staff (WBT)
- INV 110: Warehouse Approver (WBT)