ENTER CYCLE COUNT RESULTS

QUICK REFERENCE GUIDE INV-15

INV

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).**
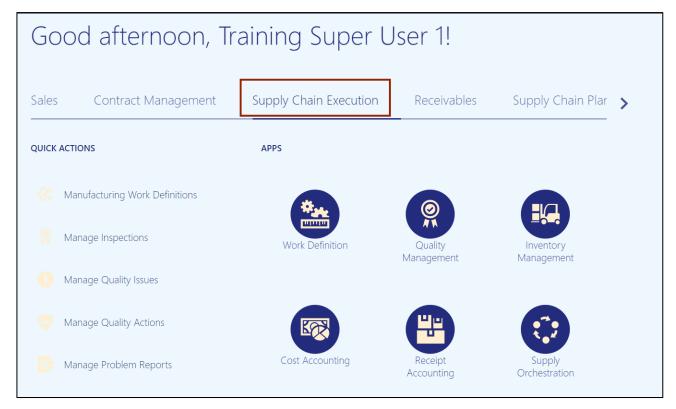
Introduction and Overview

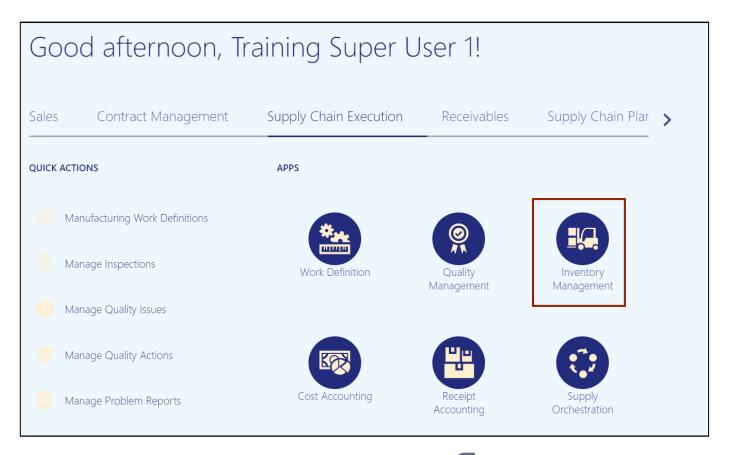This QRG covers how to enter cycle count result in NCFS.

Enter Cycle Count Result

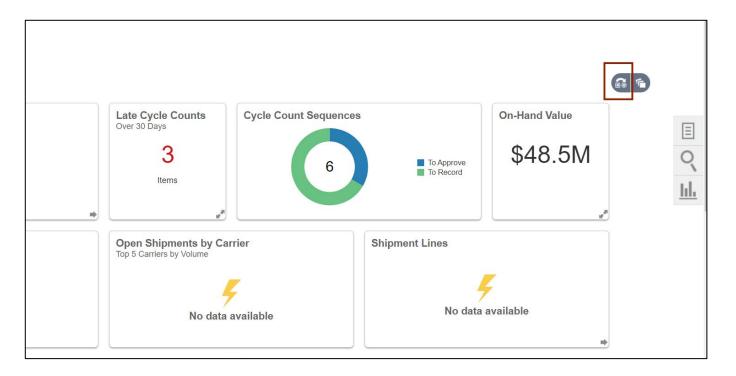To enter cycle count result in NCFS, please follow the steps below:

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

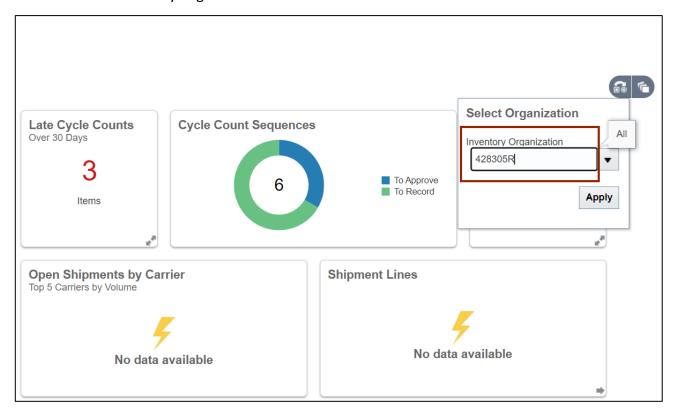2. On the **Home** page, click the **Supply Chain Execution** tab.

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

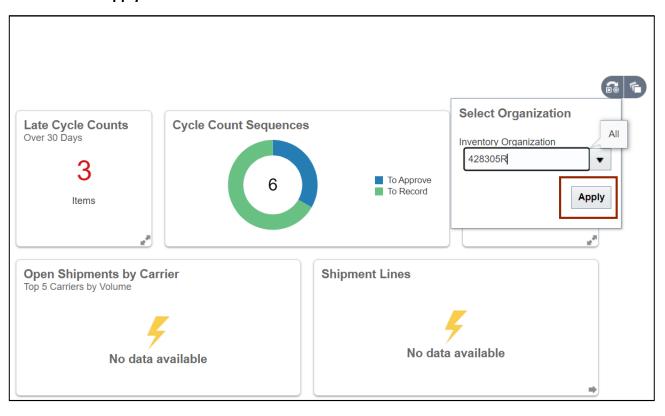4. On the **Inventory Management** page, click the **View By** Icon [⬚].

5. Enter the Inventory Organization.

6. Click the **Apply** button.

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.**

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

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

11. Click the **Search** button.

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

13. Click the **Save** button.

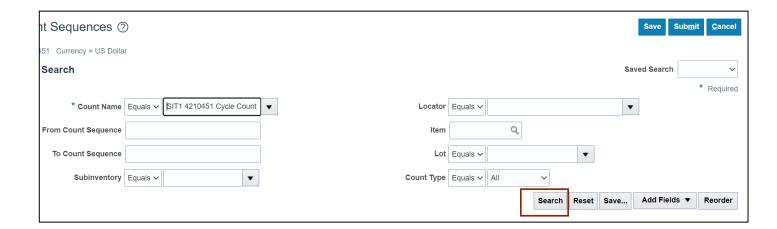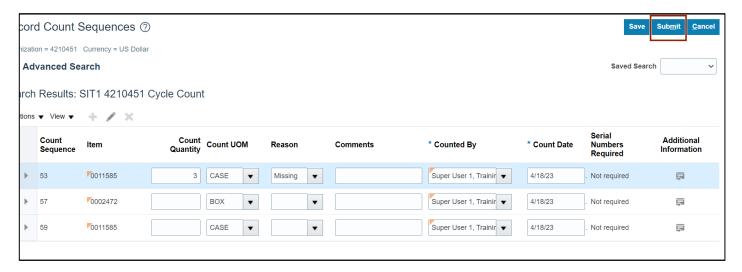| Count Sequence	Item	Count Quantity	Count UOM	Reason	Comments	* Counted By	* Count Date	Serial Numbers Required	Additional Information
53	0011585	3	CASE	Missing		Super User 1, Trainir	4/18/23	. Not required	
57	0002472		BOX			Super User 1, Trainir	4/18/23	. Not required	
59	0011585		CASE			Super User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

14. Click the **Submit** button.

Count Sequence	Item	Count Quantity	Count UOM	Reason	Comments	* Counted By	* Count Date	Serial Numbers Required	Additional Information
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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)