

VIEW THE NC CYCLE

COUNT VARIANCE

INV

REPORT

QUICK REFERENCE GUIDE INV-21

Purpose

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

Introduction and Overview

This QRG covers how to view the NC cycle count variance report in the NCFS.



User Tip:

The following are prerequisites to view the NC cycle count variance report:

1. Warehouse Staff has recorded the count sequences and submitted it for approval.



View the NC Cycle Count Variance Report

To view the NC cycle count variance report 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 Tools tab, click the Reports and Analytics app.

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	QUICK ACTIONS		APPS			
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3. On the *Reports and Analytics* page, click the **Browse Catalog** button.







4. Click the Shared Folders folder.

5. Click the **Custom** folder.

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FBR Custom		FBR Commerce Cost Allocations Reconciliation Report Last Modified 3/13/2023 5:55:05 AM Owner Boomi IntegrationUser Expand More ▼
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6. Click the **FBR Custom** folder.

7. Click the **Report** folder.

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8. Click the **Inventory** folder.

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9. Click the Inventory Management Reports folder.

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10. Click the NC Cycle Count Variance Report (RPTIN003) folder.

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11. Click Open.





12. Enter the parameters for the report including **Inventory Org**, **Cycle Count Name**, and/or **Cycle Count Status** and click the **Apply** button.

From Counted Date	02/01/2023	0						
To Counted Date	05/11/2023	60						
Inventory Org	All							
Cycle Count Name	All		-					
Cycle Count Status	All		· Apply					
Cycle Count Variance						G :≡	x -	0 Ø

13. Review the data within the report.

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02/01/2023]							
05/11/2023								
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Wrap-Up

View the NC cycle count variance report using the steps above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

• INV 101: Warehouse Management (ILT)

