APPROVE CYCLE COUNTS

INV

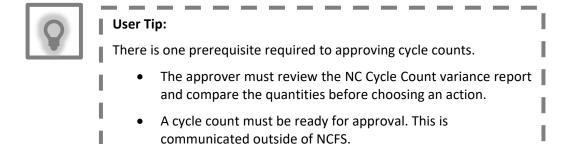
QUICK REFERENCE GUIDE INV-28

Purpose

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

Introduction and Overview

This QRG covers the generation of approving cycle counts.



Approve Cycle Counts

To approve cycle counts in NCFS, please follow the steps below:

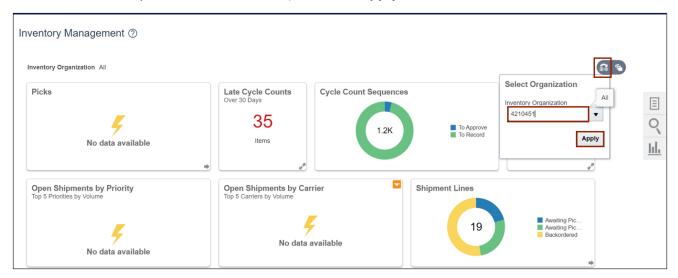
- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.





3. Click the **View By** [a] icon and enter in the **Inventory Organization** number in the **Select Organization** pop-up box.

In this example, we chose **4210451**). Click the **Apply** button.



4. Click the **Tasks** [] icon. Under the *Cycle Counts* section, select the **Approve Count Sequences** link.



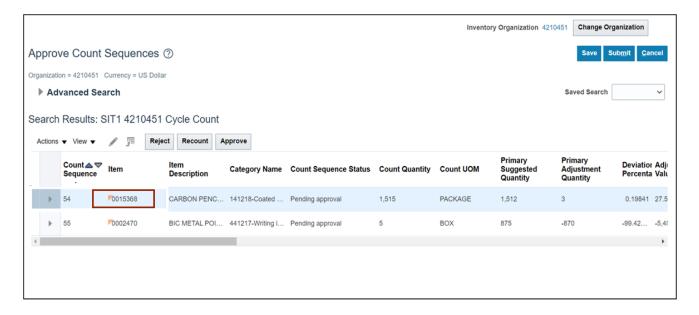


5. Select the appropriate Name from the Count Name drop-down choice list.

In this example we chose **SIT1 4210451 Cycle Count**) and **Pending Approval** option from the *Approval Status* drop-down. Click the **Search** button.

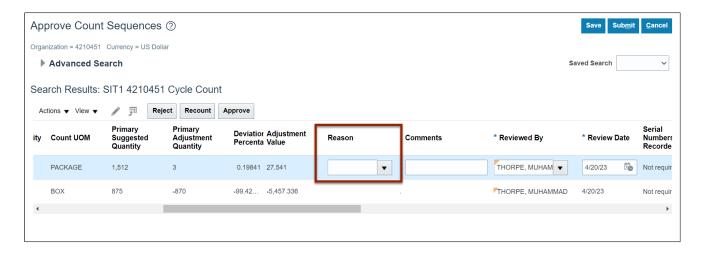


6. Select the **Count Sequence** that you want to view. Scroll to the right for more information and options.

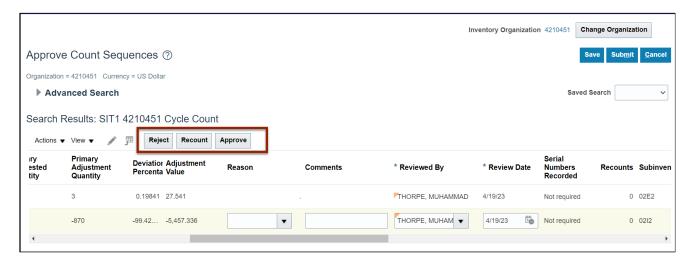




7. Select a **Reason** from the drop-down list.



8. Click the **Approve** or **Reject** or **Recount** button.

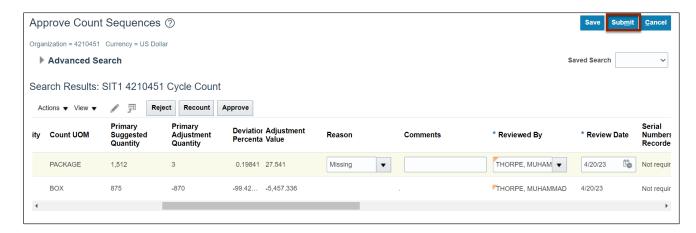


9. Click the Save button.





10. Click the **Submit** button to submit your selected action.



Wrap-Up

Approve cycle counts using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV101- Inventory Agency Manager
- INV109- Inventory Item Maintenance

