



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.



User Tip:

There is one prerequisite required to approving cycle counts.

- The approver must review the NC Cycle Count variance report and compare the quantities before choosing an action.
- A cycle count must be ready for approval. This is communicated outside of NCFS.

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.



- Click the **View By** [📄] 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.

The screenshot shows the 'Inventory Management' dashboard. At the top, it says 'Inventory Organization All'. There are several cards: 'Picks' (No data available), 'Late Cycle Counts Over 30 Days' (35 Items), 'Cycle Count Sequences' (1.2K, with a legend for 'To Approve' and 'To Record'), 'Open Shipments by Priority Top 5 Priorities by Volume' (No data available), 'Open Shipments by Carrier Top 5 Carriers by Volume' (No data available), and 'Shipment Lines' (19, with a legend for 'Awaiting Pic...', 'Awaiting Pic...', and 'Backordered'). A 'Select Organization' pop-up is open on the right, showing 'Inventory Organization' with '4210451' entered and an 'Apply' button. A 'View By' icon (📄) is highlighted with a red box.

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

The screenshot shows the 'Inventory Management' dashboard after filtering by organization '4210451'. The 'Cycle Count Sequences' card shows 5 items with a legend for 'To Approve' and 'To Record'. The 'On-Hand Value' card shows \$9.95M. On the right, there is a 'Show Tasks' dropdown set to 'Counts' and a 'Cycle Counts' section with a link 'Approve Count Sequences' highlighted by a red box. A 'Tasks' icon (☰) is also highlighted with a red box.

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.

Inventory Organization 4210451 Change Organization

Approve Count Sequences ?

Organization = 4210451 Currency = US Dollar

Advanced Search Saved Search * Required

* Count Name Equals SIT1 4210451 Cycle Count

From Count Sequence

To Count Sequence

Subinventory Equals

Item

Counted By Equals

Reason Equals

Approval Status Equals Pending approval

Search Reset Save... Add Fields Reorder

Search Results

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

Inventory Organization 4210451 Change Organization

Approve Count Sequences ?

Organization = 4210451 Currency = US Dollar

Advanced Search Saved Search

Search Results: SIT1 4210451 Cycle Count

Actions View Reject Recount Approve

Count Sequence	Item	Item Description	Category Name	Count Sequence Status	Count Quantity	Count UOM	Primary Suggested Quantity	Primary Adjustment Quantity	Deviation Adj	Percenta	Val
54	0015368	CARBON PENC...	141218-Coated ...	Pending approval	1,515	PACKAGE	1,512	3	0.19841	27.5	
55	0002470	BIC METAL POI...	441217-Writing i...	Pending approval	5	BOX	875	-870	-99.42...	-5.4	

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

Approve Count Sequences ? Save Submit Cancel

Organization = 4210451 Currency = US Dollar

▶ **Advanced Search** Saved Search

Search Results: SIT1 4210451 Cycle Count

Actions

Item	Count UOM	Primary Suggested Quantity	Primary Adjustment Quantity	Deviation Percenta	Adjustment Value	Reason	Comments	* Reviewed By	* Review Date	Serial Numbers Recorded
PACKAGE		1,512	3	0.19841	27.541	<input type="text"/>		THORPE, MUHAM	4/20/23	Not required
BOX		875	-870	-99.42...	-5,457.336			THORPE, MUHAMMAD	4/20/23	Not required

8. Click the Approve or Reject or Recount button.

Inventory Organization 4210451 Change Organization

Approve Count Sequences ? Save Submit Cancel

Organization = 4210451 Currency = US Dollar

▶ **Advanced Search** Saved Search

Search Results: SIT1 4210451 Cycle Count

Actions

Item	Primary Adjustment Quantity	Deviation Percenta	Adjustment Value	Reason	Comments	* Reviewed By	* Review Date	Serial Numbers Recorded	Recounts	Subinven
	3	0.19841	27.541			THORPE, MUHAMMAD	4/19/23	Not required	0	02E2
	-870	-99.42...	-5,457.336	<input type="text"/>		THORPE, MUHAM	4/19/23	Not required	0	02I2

9. Click the Save button.

Approve Count Sequences ? Save Submit Cancel

Organization = 4210451 Currency = US Dollar

▶ **Advanced Search** Saved Search

Search Results: SIT1 4210451 Cycle Count

Actions

Item	Count UOM	Primary Suggested Quantity	Primary Adjustment Quantity	Deviation Percenta	Adjustment Value	Reason	Comments	* Reviewed By	* Review Date	Serial Numbers Recorded
PACKAGE		1,512	3	0.19841	27.541	Missing		THORPE, MUHAM	4/20/23	Not required
BOX		875	-870	-99.42...	-5,457.336			THORPE, MUHAMMAD	4/20/23	Not required



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

Approve Count Sequences ? Save Submit Cancel

Organization = 4210451 Currency = US Dollar

▶ **Advanced Search** Saved Search

Search Results: SIT1 4210451 Cycle Count

Actions

ity	Count UOM	Primary Suggested Quantity	Primary Adjustment Quantity	Deviation Percenta Value	Adjustment Value	Reason	Comments	* Reviewed By	* Review Date	Serial Numbers Recorde
PACKAGE		1,512	3	0.19841	27.541	Missing		THORPE, MUHAM	4/20/23	Not requir
BOX		875	-870	-99.42...	-5,457.336			THORPE, MUHAMMAD	4/20/23	Not requir

Wrap-Up

Approve cycle counts using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

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