

Cycle Counting Process

QUICK REFERENCE GUIDE INV-44

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide step-by-step guidance on how to Manage ABC Class, Define Cycle Counts, Enter Count Results, and Approve Count in the North Carolina Financial System (**NCFS**).

This QRG is to be used in conjunction with Web-Based Trainings (WBT) **INV103-Warehouse Staff** and **INV110-Warehouse Approver** and Instructor Led Trainings (ILT) **INV105-Inventory Management** and **INV101-Inventory Agency Manager** as well as **INV-03, INV-15, INV-20,** and **INV-28** found here: <u>https://www.osc.nc.gov/training/ncfs-help-documents</u>.

Introduction and Overview

This QRG covers the cycle counting process for inventory agencies using NCFS. The cycle counting process is used to assess stock levels within an inventory organization and correct any discrepancies.

Manage ABC Classes, Assignment Groups & Classification Sets

Note: This portion of the cycle counting process is managed by the Inventory Agency Manager security role user with associated course **INV101 – Inventory Agency Manager.**

To manage ABC classes, assignment groups & classification sets 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 My Enterprise tab, click the Setup and Maintenance app.

	Good morning,	Training Su	iper U	ser 1!		
<	Expenses Procurement	My Enterprise	Tools	Configuration	Others	
	QUICK ACTIONS	APPS				
	Available Features	Offeri	ings	New Features	Feature Updates	
		Setup Mainter	and nance	+		



3. Select the **Manufacturing and Supply Chain Materials Management** option from the *Setup: Financials* drop-down choice list.

Setup: Financials	■ ?)			
	Financials			
Latest Export SReady for c	Manufacturing and Supply	Chain Materials Man	anagement validation 11/1/22 4:48 AM	
Functional Areas	Procurement		asks	
	Product Management			
* Initial Users		Shared	Initial Users	
* Enterprise Profile		Shared	View v Format v III Freeze Tetach IV Wrap Show Required Tasks v	
* Legal Structures		Shared	Task S	со
* Financial Reporting Stru	uctures	Shared	Run User and Roles Synchronization Process	
* General Ledger		•	Columns Hidden 4	
* Organization Structures		Shared		
* Resources				

4. In the *Inventory Management* section, click the Manage ABC Classes link.

* Suppliers	Shared 🔽 📩	Inventory Management
* Facilities	°¢ 🔽	View 🔻 Format 👻 🏢 Freeze 🔛 Detach 🚽 Wrap Show All Tasks 🗸
* Users and Security	Shared	Task Scope
* Items	Shared	Manage Inventory Locator Key Plexileio Advances and Types
Carriers and Transit Times	C3	Manage Material Statuses
* Catalogs	Shared	Manage Subinventories and Locators
Inventory Management		Manage ABC Classification Sets
Receiving	Shared	Manage ABC Assignment Groups
* Shipping	C 2	Manage Interorganization Parameters
Receipt Accounting	Shared	Manage Intersubinventory Parameters
* Cost Accounting	°¢ 🔽	Manage Account Aliases
* Cost and Profit Planning	•	Columns Hidden 4
Supply Chain Oreboatration		



5. Select the **Organization**. In this example, we chose **4210451**.

Select Organ	ization		×
* Organization	4210451		•
		0 <u>K</u>	<u>C</u> ancel

6. On the **Manage ABC Classes** page, click the **Add [+]** Icon and enter the **ABC Class** and **Description**. Click the **Save and Close** button.

Manage ABC Classes ⑦	Inventory Organization 4210451	Change Organization Sa	ave Save and Close Cancel
Search			
Search Results			
Actions 🔻 View 👻 🕂 🗙			
* ABC Class	Description	* Start Date	End Date
Class A	Most Important Items	5/15/23	m/d/yy
Class B	Medium Important Items	5/15/23	
Class C	Less Important Items	5/15/23	
A Class	High Value Items	12/19/22	
B Class	Medium Value Items	12/19/22	
C Class	Low Value Items	12/19/22	



* Suppliers	Shared 💌 📩	Inventory Management
* Facilities	°¢ 🔽	View 🔻 Format 👻 🔟 Freeze 🔛 Detach 🚽 Wrap Show All Tasks 🗸
* Users and Security	Shared	Task Scope
* Items	Shared	Manage Inventory Locator Key Flexifield Analoge Inventory Transaction Sources and Types
Carriers and Transit Times	•	Manage Material Statuses
* Catalogs	Shared	Manage Subinventories and Locators
Inventory Management	•	Manage ABC Classification Sets
Receiving	Shared	Manage ABC Assignment Groups
* Shipping	•	Manage Interorganization Parameters
Receipt Accounting	Shared	Manage Intersubinventory Parameters
* Cost Accounting	°\$ 🔽	Manage Account Aliases
* Cost and Profit Planning		Columns Hidden 4
Supply Chain Orchestration		

7. In the *Inventory Management* section, click Manage ABC Classification Sets.

8. Enter the information in *Create ABC Classification Set* section and the *Criteria* field. Click the **Submit** button. This redirects you to the **Set-up and Maintenance** page.

sifica	Create ABC Classification Set	_	Change
	* Name 4210451 SIT Classification	Subinventory	v
	Description	Valuation Scope Organization ~	
	Content Scope Organization ~		
Vie	Specifications	-	
De	* Criteria Current on-hand value	End Date m/d/yy	tion e
. 421	Start Date m/d/yy		ization
	Additional Information		
			Submit <u>C</u> ancel



* Suppliers	Shared 🔽 📩	Inventory Management
* Facilities	°¢ 🔽	View 🔻 Format 👻 🔟 Freeze 🚔 Detach 斗 Wrap Show All Tasks 🗸
* Users and Security	Shared	Task Scope
* Items	Shared	Manage Inventory Locator Key Flexifield Manage Inventory Transaction Sources and Types
Carriers and Transit Times	•	Manage Material Statuses
* Catalogs	Shared	Manage Subinventories and Locators
Inventory Management	•	Manage ABC Classes Manage ABC Classification Sets
Receiving	Shared	Manage ABC Assignment Groups
* Shipping	<	Manage Interorganization Parameters
Receipt Accounting	Shared	Manage Intersubinventory Parameters
* Cost Accounting	°¢ 🔽	Manage Account Aliases
* Cost and Profit Planning		Columns Hidden 4

9. In the *Inventory Management* section, click the Manage ABC Assignment Groups.

10. Enter the Assignment Group Name and ABC Classification Set.

Create ABC Assignment Group ⑦

Associate ABC classes with an ABC classification set. Prioritize items for individual tasks, such as planning or cycle counting, by associating them to specific ABC classes.

ABC Assignment Gro	up	
* Assignment Group Name	4210451 SIT	
ABC Classification Set	4210451 SIT Classification Set	
Subinventory		
Valuation Scope	Organization	
Additional Information		—
ABC Classes		
Actions View	×	
* Sequence 🗢 🗢 * Nar	ne Descriptio	ion
4		

Save Save and Close Cancel



11. In the *ABC Classes* section, click the **Add [+]** icon. Enter the required details and click the **Save and Close** button.

Create ABC Assignment Group ⑦	Save Save and Close Cancel									
Associate ABC classes with an ABC classification set. Prioritize items for individual tasks, such as planning or cycle counting, by associating them to specific ABC classes.										
ABC Assignment Group										
* Assignment Group Name 4210451 SIT	* Assignment Group Name 4210451 SIT									
ABC Classification Set 4210451 SIT Classification Set	•									
Subinventory										
Valuation Scope Organization										
Additional Information										
ABC Classes										
Actions 🕶 View 💌 🕂 🗙	Actions 🗸 View 🗶 🕂 🗶									
* Sequence * Name Description										
30 C Class	Low Value Items									
20 B Class	Medium Value Items									
10 A Class	High Value Items									

12. In the *Inventory Management* section, click the Manage ABC Assignment Groups link.

* Suppliers	Shared	Inventory Management
* Facilities	°¢ 🔽	View 🔻 Format 👻 🧰 Freeze 📰 Detach 🚽 Wrap Show All Tasks 🗸
* Users and Security	Shared	Task Scope
* Items	Shared	Manage Inventory Locator Key Flexfield
		Manage Inventory Transaction Sources and Types
Carriers and Transit Times	• • • • • • • •	Manage Material Statuses
* Catalogs	Shared 💌	Manage Subinventories and Locators
Inventori Management		Manage ABC Classes
inventory management		Manage ABC Classification Sets
Receiving	Shared	Manage ABC Assignment Groups
* Shipping	C3	Manage Interorganization Parameters
Receipt Accounting	Shared	Manage Intersubinventory Parameters
		Manage Account Aliases
* Cost Accounting	°o 💶	Columna Hidden 4
* Cost and Profit Planning		Columns Hidden 4



13. Click the **Perform ABC Assignments** button.

Manage ABC Assignment Groups ②					inventory Organization	4210451	Change Organization	Save Sa	we and Close Cancel	
▶ Search										
Search Results ⑦	Search Results ⑦									
Actions • View •	+ /	×	Perform ABC A	ssignments	Update ABC Assignme	nts				
Assignment Group Name	▲⊽ ,	BC Clas	ssification Set	Description	Criteria		1	Subinventory	Valuation Scope	Number of ABC Assignments
4210451 SIT AG	4	210451 8	IT Classificatio	4210451 SIT	Cl Current on-hand va	lue			Organization	All

14. Enter the **Sequence** number and click the **Submit** button.

Perform ABC Assignments ⑦							
ABC Assignment Group Details							
Assignmen	Anne 4210451 SI	Subinventory					
ABC Classifica	tion Set 4210451 SIT	T Classification			Total Items 517		
Des	Description Set Total Value 9,947,429.90USD						
ABC Assignment _{View} ▼	Criteria						
Name	Sequence	Inventory Value (USD)	Item Percentage	Value Percentage	Item Description		
A Class	10	5,209,543.45	1.93	52.37 0002364	8 OZ. STYROFOAM DRINK CUP W/O LID AND HANDLES		
B Class	20	6,152,518.07	3.87	61.85	ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE		
C Class	517	9,947,429.90	100	100 70001798	TEST/TEST PPP		



Define Cycle Count

Note: This portion of the cycle counting process is managed by the Inventory Warehouse Manager security role user with associated course **INV105 – Inventory Warehouse Manager.**

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

1. On the **Home** page, click the **Supply Chain Management** tab and click the **Inventory Management** app.



2. On the **Inventory Management** dashboard, click the **View By** [<a>[<a>] icon. Click the Inventory Organization drop-down choice list, select the Inventory Organization. For this example, we choose **4210451**. Click the **Apply** button.



NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



3. Click the Tasks [] icon. Click the *Show Tasks* drop-down choice list, then select **Counts** and click **Create Cycle Count**.



 Enter the Count Name in the Count Name field. In this example, we choose 4210451 SIT Cycle Count1. Enter the Description as required. In this example, we entered 4210451 SIT Cycle Count1.

			Inventory Organization 4210451	1 Change Organization
1 2		- (4) (5)	6 7	
Enter Primary Details Define Sched Approve	ules and Define Parameters Defination	ne Item Categories Define Items in Item Categories	Define Classes and Review	
Create Cycle Count: Enter Primary Detail	s ⑦		Back Next Save	e Save and Close Cancel
* Count Name 4210451 5	SIT Cycle Count1		Description 4210451 SIT Cycle Co	ount1
Cycle C	Count by Item Category			
Subinventories to Count				
Actions • View • 📴 Include in Count Exclude fr	rom Count			
4			~	
		Include in Cour	v	
Subinventory 01A1		Include in Cour	√)	
Subinventory 01A1 01A2		Include in Cour	√]	i
		Include in Cour 	√] st	*
✓ Subinventory 01A1 01A2 01A3 01A4		Include in Cour 	√ nt	ĺ



5. You can select a **Subinventory**. Either you can add them one by one, or you can hold the CTRL key and select **multiple Subinventories**, and then click the **Include in Count** button.

ctions • View • 🔄 Include in Count	Exclude from Count		
Subinventory	▲▽	Include in Count	
01A1		—	
01A2		_	
01A3		_	
01A4		-	
D1B1		-	
01B2		-	
01B3		-	
01B4		-	

6. Scroll down to the *Synchronize Count Classes and Items with ABC Group* section, then select the ABC Assignment Group.

For this example, we choose **4210451 SIT AG.** From the *Synchronization Mode*, select the **Complete** radio button.

Note: ABC Assignment Groups are an optional step. Cycle counts can be scheduled directly instead.



Synchronize ABC association
Delete additional items



7. Scroll up to the top of the page, click the **Next** button.

					Inventory Organi	zation 4210451	Change Organization
1	2		- (4)	5	6	7	
Enter Primary Details	Define Schedules and Approvals	Define Parameters	Define Item Categories	Define Items in Item Categories	Define Classes and Items	Review	
reate Cycle Count: Enter Prima	ry Details ⑦				Back	Ne <u>x</u> t Save	Save and Close
* Count Name	e 4210451 SIT Cycle C	Count			Description 42104	51 SIT Cycle Cour	nt
	Cycle Count by Ite	em Category					
ubinventories to Count							
Jbinventories to Count Actions ▼ View ▼ 📑 Include in Count	Exclude from Count	1					
Actions View Include in Count	Exclude from Count	:				~	
Actions View View Include in Count	Exclude from Count			Include in Cou	nt	~	
binventories to Count Actions View View Include in Count Subinventory 01A1	Exclude from Count			Include in Cou	nt	~	
Actions View View Irr Include in Count Subinventory 01A1 01A2	Exclude from Count			Include in Cou √ √	nt	~	
Actions View Grant Include in Count Subinventory 01A1 01A2 01A3	Exclude from Count			Include in Cou	nt	v	

8. In the *Schedules* section, select the **Automatically schedule** check box. Click the *Frequency* drop-down choice list, then select **Daily**. In the *Approvals* section, select the *Approval Required* check box.

						Inventory Orga	nization 4210451	Change Organizati	on
	•	2	3		5		7		
	Enter Primary Details	Define Schedules and Approvals	Define Parameters	Define Item Categories	Define Items in Item Categories	Define Classes and Items	Review		
Create Cycle Co	ount: Define Sche	edules and Ap	pro ⑦			Back	Next Save	Save and Close	<u>C</u> ancel
Currency = US Dollar									
Schedules ⑦									
		Automatically s	schedule			Last Scheduled Date			
	* Frequen	cy Daily 🗸				Next Scheduled Date	m/d/yy	ťø	
	* Workday Schedu	Ile SHIFT SCHEDUL	E	•					
Approvals (?)									
		Approval Requ	ired		Positive Adjus	tment Value Tolerance			
	Approval Ty	pe 💿 Always			Negative Adjus	tment Value Tolerance			
		If out of toleran	ice						



9. Select the **Always** radio button for **Approval Type** if not already selected. Click the **Next** button.

						Inventory Organ	nization 4210451	Change Organizat	tion
	•	2	3			6	(7)		
	Enter Primary Details	Define Schedules and Approvals	Define Parameters	Define Item Categories	Define Items in Item Categories	Define Classes and Items	Review		
Create Cycle Co	unt: Define Sche	dules and Ap	pro ⑦			Back	Ne <u>x</u> t Save	Save and Close	Cancel
Currency = US Dollar									
Schedules ⑦									
		Automatically s	chedule			Last Scheduled Date			
	* Frequency	y Daily ~				Next Scheduled Date	m/d/yy	©∎	
	* Workday Schedul	BHIFT SCHEDUL	E	•					
Approvals ⑦									
		Approval Requ	ired		Positive Adjust	tment Value Tolerance			
	Approval Type	e 💿 Always			Negative Adjust	tment Value Tolerance			
	14	If out of toleran	ce						

10. In the Count Parameters section, enter the Starting Count Sequence in the Starting Count Sequence field. For this example, we choose 1. Enter the Maximum Days Before Late in the Maximum Days Before Late field. For this example, we choose 2 (Note: Leave the Maximum Recounts field blank.) Select the Count Zero Quantity check box.

					Inventory Orga	nization 4210451	Change Organization
\bigcirc	 Image: A start of the start of	3		5	6	7	
Enter Primary Details Def	ine Schedules and Approvals	Define Parameters	Define Item Categories	Define Items in Item Categories	Define Classes and Items	Review	
Create Cycle Count: Define Param	eters ⑦				Back	Next Save	Save and Close Cancel
Count Parameters ⑦							
* Starting Count Sequence		1				Manual counts	allowed
* Maximum Days Before Late		2		Manual C	ount Sequence Prefix	c	
Maximum Recounts					Г	Count Zero Qu	antity
* Start Date	5/15/23	Ē				Display sugges	ted quantity
End Date	m/d/yy	100 E				Serialized item	s allowed



11. Click the **Save** button and click the **Next** button.

					Inventory Organ	nization 4210451	Change Organization
 ✓ 	\odot			- 5	6	7	
Enter Primary Details De	fine Schedules and Approvals	Define Parameters	Define Item Categories	Define Items in Item Categories	Define Classes and Items	Review	
Create Cycle Count: Define Param	eters (?)				Back	Ne <u>x</u> t Save	Save and Close Cancel
							Last Saved 5/14/23 11:58 PM
Count Parameters ⑦							
* Starting Count Sequence		1				Manual counts	allowed
* Maximum Days Before Late		2		Manual C	ount Sequence Prefix		
Maximum Recounts						Count Zero Qu	antity
Start Date	5/15/23					Display sugges	ted quantity
End Date	m/d/yy	0				Serialized item	s allowed

12. In the *ABC Classes* section, provide the **Counts per year** for the ABC Classes in the **Counts per year** field.

For this example, we choose A Class-200, B Class-150, C Class-100

Note: Provide the *Adjustment Value Tolerance, Quantity Variance Percentage* and *Hit and Miss Percentage* fields if required). Click the **Next** button.

Note: ABC Assignment Groups are an optional step. Cycle counts can be scheduled directly instead.

						, ,			ion
	 — 			4	5	6	7		
	Enter Primary Details	Define Schedules and D Approvals	efine Parameters	Define Item Categories	Define Items in Item Categories	Define Classes and Items	Review		
eate Cycle Co	ount: Define Class	ses and Items 🤅	2			<u>B</u> ack N	e <u>x</u> t Save	<u>Save and Close</u>	2
rency = US Dollar									
C Assignment Group	4210451 SIT AG								
3C Classes									
C Classes	T ~								
C Classes Actions ▼ View ▼	+ ×	Adjustment Value	Tolerance	Quantity Variance	Percentage	Hit and Miss Per	centage		
C Classes	+ × * Counts per Year	Adjustment Value Positive	Tolerance Negative	Quantity Variance Positive	Percentage Negative	Hit and Miss Per Positive	centage Negative		
C Classes Actions ✓ View ✓ * ABC Class A Class	+ X * Counts per Year 200	Adjustment Value Positive	Tolerance Negative	Quantity Variance Positive	Percentage Negative	Hit and Miss Per Positive	centage Negative		
BC Classes Actions View V * ABC Class A Class B Class	+ X * Counts per Year 200 150	Adjustment Value Positive	Tolerance Negative	Quantity Variance Positive	Percentage Negative	Hit and Miss Per Positive	centage Negative		



13. Review the details of the cycle count created. Additional details can be viewed by scrolling down.

				Inventory Orga	nization 4210451	Change Organization
✓——		4	5		- 7	
Enter Primary Details De	fine Schedules and Define Parameters Approvals	Define Item Categories	Define Items in Item Categories	Define Classes and Items	Review	
Create Cycle Count: Review				<u>B</u> ack	Next Save	Save and Close Cancel
Currency = US Dollar						
Count Details						
Count Name	4210451 SIT Cycle Count1		Su	binventories to Coun	t 4	
Description	4210451 SIT Cycle Count1				Cycle Count I	by Item Category
Synchronize Count Classes and Items	with ABC Group					
ABC Assignment Group	4210451 SIT AG				Synchronize	ABC association
Synchronization Mode	Complete				— Delete additio	onal items
Schedules						
	✓ Automatically schedule			Last Scheduled Date	•	
Frequency	Daily			Next Scheduled Date	•	
Workday Schedule	SHIFT SCHEDULE					

14. Click the **Save** button to save your cycle count.

Create Cycle Count: Review		Back	Next Save Save and Close Cancel
Currency = US Dollar			
Count Details			
Count Name	4210451 SIT Cycle Count1	Subinventories to Count	4
Description	4210451 SIT Cycle Count1		Cycle Count by Item Category
Synchronize Count Classes and Items	with ABC Group		
ABC Assignment Group	4210451 SIT AG		 Synchronize ABC association
Synchronization Mode	Complete		 Delete additional items
Schedules			
	✓ Automatically schedule	Last Scheduled Date	
Frequency	Daily	Next Scheduled Date	
Workdav Schedule	SHIFT SCHEDULE		



Enter Cycle Count Result

Note: This portion of the cycle counting process is managed by the Inventory Warehouse Staff security role user with associated course **INV103 – Inventory Warehouse Staff.**

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

1. On the Home page, click the Supply Chain Execution tab.

Goo	Good afternoon, Training Super User 1!										
Sales	Contract Management	Supply Chain Execution	Receivables	Supply Chain Plar	>						
QUICK ACTI	ONS	APPS									
🌾 Ма	nufacturing Work Definitions	* **	0								
🤗 Ma	nage Inspections	Work Definition	Quality	Inventory Management							
🦲 Ma	nage Quality Issues		minagement	minagement							
💿 Ма	nage Quality Actions			::							
📑 Ma	nage Problem Reports	Cost Accounting	Receipt Accounting	Supply Orchestration							



2. Click the Inventory Management app.



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

Late Cycle Counts	Cycle Count Sequences	1	On-Hand Value	a o
 3 Items	6	To Approve To Record	\$48.5M	□
Open Shipments by Car Top 5 Carriers by Volume	rrier	Shipment Lines		
No data	available	No dat	a available	





4. Enter the Inventory Organization.

5. Click the **Apply** button.







6. On the Inventory Management page click on the Tasks icon.

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







8. From the Cycle Counts area, click Record Count Sequences.

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

Record Count Sequences ②					
Organization = 4210451 Currency = US Dollar					
✓ Advanced Search					Sa
* Count Name Equais ~ [SIT1 4210451 Cycle Count]	Locator	Equals 🗸			
From Count Sequence	Item	Q			
To Count Sequence	Lot	Equals 🗸		•	
Subinventory Equals ~	Count Type	Equals 🗸 All	~		
			Search	Reset	Save

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



10. Click the **Search** button.

nt Sequences ②					Save Submit	Cancel
51 Currency = US Dollar						
Search					Saved Search	\sim
					* F	Required
* Count Name Equals ~	SIT1 4210451 Cycle Count	Locator	Equals 🗸		•	
From Count Sequence		Item	Q]		
To Count Sequence		Lot	Equals 🗸	•		
Subinventory Equals ~	•	Count Type	Equals 🗸 All	~		
				Search Reset Save	e Add Fields ¥ Re	eorder

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

R	Lecord Count Sequences (?) Submit Gancel												
s	Impanization = 4210451 Currency = US Dollar Advanced Search Search Results: SIT1 4210451 Cycle Count Actions • View • + Vi												
-	Actions View + / X Count Sequence Item Count Quantity Count UOM Reason Comments							Comments	* Counted By	* Count Date	Serial Numbers Required	Additional Information	
	•	53	P0011585	3	CASE	•	Missing	•		Super User 1, Trainir 👻	4/18/23	. Not required	Ģ
	•	57	F 0002472		BOX	•		٠		Super User 1, Trainir 🔻	4/18/23	. Not required	ç,
_	+	59	7 0011585		CASE	•		٠		Super User 1, Trainir 👻	4/18/23	. Not required	,

12. Click the Save button.

d Count S	Sequences (?)						Save	Submit Cancel
on = 4210451	Currency = US Dolla	r							
vanced Se	arch							Saved Search	n ~
Results:	SIT1 4210451	Cycle Coun	t						
▼ View ▼	+ 🖌 ×								
Count Sequence	Item	Count Quantity	Count UOM	Reason	Comments	* Counted By	* Count Date	Serial Numbers Required	Additional Information
53	P 0011585	3	CASE 💌	Missing 💌		Super User 1, Trainir 💌	4/18/23	. Not required	ş
57	F 0002472		BOX 💌	•		Super User 1, Trainir 🔻	4/18/23	. Not required	Ģ
59	P 0011585		CASE 🔻	•		Super User 1, Trainir 👻	4/18/23	. Not required	Ģ



13. Click the **Submit** button.

cor	d Count \$	Sequences (D								Save	Submit Gancel
izati	on = 4210451	Currency = US Doll	ar									
Ad	vanced Se	arch									Saved Se	arch 🗸
tons	Results: •	SIT1 4210451 + / ×	Cycle Count Count Quantity	Count U	ом	Reason		Comments	* Counted By	* Count Date	Serial Numbers Required	Additional
۶.	53	F0011585	3	CASE	•	Missing	•		Super User 1, Trainir 👻	4/18/23	. Not required	5
	57	* 0002472		BOX	•		•		Super User 1, Trainir 👻	4/18/23	. Not required	Ģ
1												

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



Approve Cycle Counts

Note: This portion of the cycle counting process is managed by the Inventory Warehouse Approver security role user with associated course **INV110 – Inventory Warehouse Approver.**

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

1. On the **Home** page, under the **Supply Chain Execution** tab, click the **Inventory Management** app.

Good afternoon, IN	V WAREHOUSE APPROVER 1900!	
Supply Chain Execution Tools		
QUICK ACTIONS	APPS	
 Create Miscellaneous Transaction Approve Count Sequences 	Inventory Management	

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

Inventory M	anagement ⑦						
Inventory Organ	nization All					a)
Picks		*	Late Cycle Counts Over 30 Days 35 Items	Cycle Count Sequences	To Approve To Record	Select Organization Inventory Organization 4210451 All All All Apply	
Open Shipr Top 5 Priorities	nents by Priority by Volume		Open Shipments by Carr Top 5 Carriers by Volume	rier 🗖	Shipment Lines	Awating Pic Awating Pic Backordered	



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

Inventory Management ②		Show Tasks Counts Cycle Counts
Inventory Organization 4210451		Approve Count Sequences
Cycle Count Sequences	On-Hand Value	
5 To Approve	\$9.95M	<u>lıl.</u>
	e*	

4. 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 421045	1 Change Organization
Approve Count Sequences ⑦				Save Sub <u>m</u> it <u>C</u> ancel
Organization = 4210451 Currency = US Dollar				
▲ Advanced Search				Saved Search 🗸
	7			* Required
* Count Name Equals V SIT1 4210451 Cycle Count V		Item	Q	
From Count Sequence	-	Counted By	Equals V	•
To Count Sequence		Reason	Equals 🗸	-
Subinventory Equals ~	•	Approval Status	Equals V Pending approval	\neg
			Search Reset Save.	. Add Fields v Reorder
Or and Deputte				
Search Results				



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

										Inventor	Organization 4210	0451 Change Org	anization	
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7. Click the **Approve** or **Reject** or **Recount** button.

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8. Click the **Save** button.

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

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Wrap-Up

This QRG covers the cycle counting process for inventory agencies using NCFS. The cycle counting process is used to assess stock levels within an inventory organization and correct any discrepancies.

Additional Resources

- INV 103: Warehouse Staff (WBT)
- INV 105: Inventory Management (ILT)
- INV 101: Inventory Agency Manager (ILT)
- INV 110: Warehouse Approver
- INV-03, INV-15, INV-20, and INV-28: <u>https://www.osc.nc.gov/training/ncfs-help-documents</u> (QRG)

