

INVENTORY WAREHOUSE ORGANIZATION ITEM CYCLE COUNT SETUP



QUICK REFERENCE GUIDE INV-57

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide step-by-step explanation on how to setup and manage Inventory ABC classes, Assignment groups, and Classification Sets for the entire Warehouse Organization in the North Carolina Financial System (**NCFS**). This QRG also covers how to Create a Cycle Count, Record Cycle Count Sequences, Approve Cycle Count Sequences, Review Inventory Item Quantity Updates, Recount Inventory Items from the Cycle Count, Cancel a Cycle Count, and Review the NC Cycle Count Variance Report (RPT-IN-003) in NCFS.

Introduction and Overview

This QRG covers how to and manage Inventory ABC classes, Assignment groups, and Classification Sets for the entire Warehouse Organization, Create a Cycle Count, Record Cycle Count Sequences, Approve Cycle Count Sequences, Review Inventory Item Quantity Updates, Recount Inventory Items from the Cycle Count, Cancel a Cycle Count and Review the NC Cycle Count Variance Report (RPT-IN-003) in NCFS.



Manage Inventory ABC Classes, Assignment Groups, & Classification Sets

To manage ABC Classes, assignment groups, & classification sets in NCFS for the entire warehouse organization, please follow the steps below:

1. My Enterprise>Setup and Maintenance>Inventory Management>Manage ABC Classes

- a. Performed by Agency Manager one time setup (not done by warehouse managers).
- b. Each Warehouse setup individually.

unctional Areas	Change Feature Opt In	Search Tasks			
* Initial Users	Shared 🔽 着	Inventory Management			
* Enterprise Profile	Shared 🔽	View 🔻 Format 👻 📰 Freeze 📰 Detach 📣 Wrap Show All Tasks 🗸			
* Legal Structures	Shared	Task Help Sco	pe Predecessor Tasks	Notes Actions	
* Financial Reporting Structures	Shared	Manage Inventory Value Sets	0	0	
* Organization Structures	Shared 🔽	Manage Inventory Descriptive Flexfields	0	0	- 1
* Customers	Shared 💌	Manage Inventory Account Alias Key Flexfield	0	0 💌	
* Suppliers	Shared 💌	Manage Inventory Locator Key Flexfield	0	0	- 8
* Facilities	°¢ 🔽	Manage Inventory Transaction Sources and Types	0	0	
* Users and Security	Shared	Manage Material Statuses	0	0	
* Items	Shared 🔽	Manage Subinventories and Locators	0	0	
Carriers and Transit Times		Manage ABC Classes Manage ABC Classification Sets	0	0	
* Catalogs	Shared 💌	Manage ABC classification Sets	0		
Inventory Management					
Receiving	Shared C				

- 2. Click the Plus Sign or Actions and Add Row to add the ABC Class.
- 3. Enter the ABC Class Name and Description. Start Date will default to today's date.
- 4. Click Save and Close.

Manage	ABC Classes (?)	Inventory Organization	4210451	Change Organization	Save	<u>Save and Close</u>	<u>C</u> ancel
▶ Sear	ch					4	
Search	Results						
* ABC	Class	Description		* Start Date		End Date	
421045	51 ABC Class	All 4210451 Warehouse Items		2/9/24 🐞	3	m/d/yy	



- 5. My Enterprise>Setup and Maintenance>Inventory Management>Manage ABC Classification Sets
 - a. Each Warehouse setup individually.

unctional Areas	Change Feature Opt In	Search Tasks			
* Initial Users	Shared 💌 💼	Inventory Management			
* Enterprise Profile	Shared	View 🔻 Format 👻 🔟 Freeze 🔛 Detach 🚽 Wrap Show All Tasks 🗸			
* Legal Structures	Shared 🤜	Task Help Scop	e Predecessor Tasks	Notes Actions	
* Financial Reporting Structures	Shared 💌	Manage ABC Classification Sets 5	0	0 🔽	^
* Organization Structures	Shared	Manage ABC Assignment Groups	0	0 💌	
* Customers		Manage Interorganization Parameters	0	0	
	Shared 🔽	Manage Intersubinventory Parameters	0	0 💌	
* Suppliers	Shared 💌	Manage Account Aliases	0	0 💌	
* Facilities	°o 😎	Manage Inventory Transaction Reasons	0	0	
* Users and Security	Shared 💌	Manage Item Transaction Defaults	0	0 💌	
* Items	Shared 🤝	Manage Pick Slip Grouping Rules	0	0 💌	
Carriers and Transit Times		Manage Picking Rules	0	0 💌	
* Catalogs	Shared 💌	Manage Picking Rule Assignments	0	0 💌	
Inventory Management	75				
Receiving	Shared			1	

6. Click the Plus Sign or Actions and Create.

Manage ABC Classi	Inventory (Organization 42104	51 Change Organiza	tion D <u>o</u> ne			
Search							
Search Results ⑦	View ABC Classification Set Items						
Name	Description	ABC Classification Set Date	Criteria	Content Scope	Subinventory	Valuation St Scope St	atus

- 7. Enter Classification Set Name and Description.
- 8. Select Organization for Content Scope field.
- 9. Select Current on-hand quantity for Criteria field.



10. Click Submit.

Create ABC Cla	ssification Set				
* Name	4210451 Classification Set	Subinventory			v
Description	4210451 Classification Set	Valuation Scope	Organization \checkmark		
Content Scope	Organization 8				
Specification	s9				
* Criteria Curr	rent on-hand quantity	End Date m/d/	уу		
Start Date m/d	/уу				
Additional Ir	Iformation			10 Sub <u>m</u> it	<u>C</u> ancel

11. The **Classification Set** is created and will have a **Status of None** while the Process job runs.

Ma	nage ABC C	Classifi	cation	Sets ⑦						Inventory	Organization 4210	451 Change Or	ganization	Done
4	Search													
	Name	Equals	۷		Criteria	Equals	~		¥					
	Description	Equals	۷		ABC Classification Set Date	Equals	♥ m/d/yy	io.						
	Status	Equals 🗸		×										
													Search	Reset
Sea	arch Results	0												
Ac	tions 🔻 View 🔻	÷	View ABC	Classification Set Items										
,	Vame		Descriptio	n				ABC Classification Set Date	Criteria	Content Scope	Subinventory	Valuation Scope	Status	
4	1210451 Classificatio	ion Set 4	4210451 CI	assification Set					Current on-hand quantity	Organization		Organization	None	11

12. Once the process is complete, the **status** will change to **complete**, and the **View ABC Classification Set Items** button will populate and be clickable.

N	lanage ABC Classit	ication Sets ⑦			Inventory (Organization 42104	51 Change Orga	nization D <u>o</u> ne	
	Search								
S	earch Results ⑦								
	Actions 🔻 View 👻 🕂	View ABC Classification Set Items 12							
	Name	Description	ABC Classification Set Date	Criteria	Content Scope	Subinventory	Valuation Scope	Status	
	4210451 Classification Set	4210451 Classification Set	2/5/24	Current on-hand quantity	Organization		Organization	Complete 12	

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13. Click **View ABC Classification Set Items** to view every item in this warehouse, item description, the quantity on hand and unit of measure (UOM).

a. Orders in ascending order by highest on hand quantity to lowest on hand quantity.

ABC Classification Set Items: 4210451 Classification Set

View 🔻 🏾 🎢

		ABC			Value (L	JSD)
Sequence item	Item Description	Classification UOM Set Quantity	Name Cumulative Quantity	UOM Name	Cumulative Value	ABC Classification Set Value
1 70013768	GLOVES, NITRILE, X-LARGE, NON-STER. EXAM, 100/BX	22,968 BOX	22,968	вох	0.00	0.00
2 70013766	GLOVES, NITRILE, MEDIUM, NON-STERILE EXAM, 100/BX	17,499 BOX	40,467	вох	0.00	0.00
3 70013767	GLOVES, NITRILE, LARGE, NON-STERILE EXAM, 100/BX	16,475 BOX	56,942	вох	0.00	0.00
4 /0002219	GLOVES, LATEX, NON-STERILE EXAM, S, 100/BX	14,372 BOX	71,314	вох	0.00	0.00
5 70002056	TENNIS SHOE, WHITE CANVAS OXFORDS, 10	10,141 PAIR	81,455	PAIR	0.00	0.00
6 70002058	TENNIS SHOE, WHITE CANVAS OXFORDS, 11	9,516 PAIR	90,971	PAIR	0.00	0.00
7 70002320	UTILITY COOK CAP, ONE SIZE FITS ALL, WHITE, 100/BX	7,855 BOX	98,826	вох	0.00	0.00
8 70002054	TENNIS SHOE, WHITE CANVAS OXFORDS, 9	6,758 PAIR	105,584	PAIR	0.00	0.00
9 /0002220	GLOVES, LATEX, NON-STERILE EXAM, M, 100/BX	5,767 BOX	111,351	вох	0.00	0.00
10 0002221	GLOVES, LATEX, NON-STERILE EXAM, L, 100/BX	5,330 BOX	116,681	вох	0.00	0.00

14. My Enterprise>Setup and Maintenance>Inventory Management>Manage ABC Assignment Groups

nctional Areas	Change Feature Opt In	Search Tasks			
	Shared 🔽	Inventory Management			
Enterprise Profile	Shared		Scope Predecessor Tasks	N	
Legal Structures	Shared 🔽			Notes Actions	•
Financial Reporting Structures	Shared 🔽	Manage ABC Classification Sets	0	0	
Organization Structures	Shared	Manage ABC Assignment Groups	0	0	
Customers		Manage Interorganization Parameters	0	0	
	Shared	Manage Intersubinventory Parameters	0	0	
Suppliers	Shared 😎	Manage Account Aliases	0	0 💌	н
Facilities	°ø 📼	Manage Inventory Transaction Reasons	0	0	ъ
Users and Security	Shared	Manage Item Transaction Defaults	0	0	1
tems	Shared	Manage Pick Slip Grouping Rules	0	0	
Carriers and Transit Times	•	Manage Picking Rules	0	0	
Catalogs	Shared	Manage Picking Rule Assignments	0	0	
Inventory Management	1 4				



15. Click the Plus sign or Actions and Create.

Manage ABC Assignment Groups ③	Inventory Organization 4210451 Change Organization Save Save and Close Cancel
▶ Search	
Search Results ⊘	
Actions 🗸 15 🗄 🖉 🗶 Perform ABC Assignments Update ABC Assignments	
Assignment Group Name ABC Classification Set Description Criteria	Subinventory Valuation Number of ABC Scope Assignments

- 16. Enter the Assignment Group Name.
- 17. Select the ABC Classification Set from the drop-down list.
- 18. Click the Plus Sign or Actions and Add Row.
- 19. Enter a **Sequence Number**. Example: 1.
- 20. Select the ABC Class from the drop-down list. The Description will populate upon selection.
- 21. Click Save and Close.

Create ABC Assignment Group @	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.	21
ABC Assignment Group	
* Assignment Group Name 4210451 Assignment Group 16	
ABC Classification Set 4210451 Classification Set 17	
Subinventory	
Valuation Scope Organization	
4 Additional Information	
ABC Classes	
Actions - 18 🕂 🗙	
* Sequences V * Name escription	
19 1 4210451 - Class All 4210451 Warehouse Items	
22. Click Perform ABC Assignments.	
23. Click Save and Close.	

М	anage ABC Assig	gnment Groups 🕐							ſ	nventory O	ganization	4210451	Chan	ge Organiza	tion	Save	<u>Save and</u>	Close	<u>C</u> ancel
	Search														2	23	,		
Se	earch Results (?)		22																
	Actions 🔻 View 👻 🕂	🖌 🗶 🛛 Perform ABC	Assignments	Update ABC Assignments															
	Assignment 🗠 🔊 Group Name	ABC Classification Set	Description	Criteria									Subinve	ntory		Valuatio Scope	in I	Number Assigr	
	4210451 Assignment Grop	p 4210451 Classification Set	4210451 Classif	Current on-hand quantity	y											Organiza	tion		1

24. Performing ABC Assignments will Automatically assign all items to the ABC Class setup:

- a. Sequence is the number of items in this warehouse.
- b. The item currently showing is the last item on the list.



25. Click **Submit** button.

Perform ABC Assignmen	ts 🕜				Submit Cancel
ABC Assignment Group De	ails				•
Assignment Group Name	4210451 Assignment Grop				Subinventory
ABC Classification Set	4210451 Classification Set				Total Items 523
Description	4210451 Classification Set				Total Value 0.00USD
ABC Assignment Criteria					
View 🔻				24	
Name Sequ	ence Inventory Value (USD)	Item Percentage	Value Percentage	Item Description	
Class A	523 0.00	100	0 70009096	DISHER, #8, 4 OZ. CAPACITY	

26. If you add items to this warehouse between cycle counts, go the Manage ABC Assignment Groups and click Update ABC Assignments to manually add the new item(s) to the ABC Assignment Group to be on the Cycle Count.

= CNCFS							☆₽	Û	JR
Manage ABC Assignment Groups ⑦			Inventory Organization	4210451	Change Organization	Save	<u>S</u> ave and C	Close <u>C</u> a	incel
▶ Search									
Search Results ⑦	26								
Actions 🔻 View 👻 🕂 🗡 🗶 Perform ABC Assignments	Update ABC Assignments								
Assignment ABC Classification Set Description	Criteria			5	ubinventory	Valuation Scope	<u>n</u> N	umber of Assignm	
4210451 SIT 4210451 SIT Classification	Current on-hand quantity					Organizat	ion		All

- 27. Click the **Plus Sign** Button to add a new item.
- 28. Enter the Item Number in the Item field and then select the ABC Class from the drop down.
- 29. Click Save and Close.

≡ NCFS				
Update ABC Assignr	nents: 4210451 SIT ⑦			Save Save and Close Cancel
Search				29
Search Results 27	元			
* Item	Description	_	* ABC Class	Description
٢	28	28	•	*
0001866	ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE		A Class	All Warehouse Items
0001867	APPLE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE		A Class	All Warehouse Items
*			· -·	



***If you have multiple items to be added follow these steps to expedite the process. ***

- 30. Navigate to the Manage ABC Assignment Groups screen.
- 31. Select the **ABC Assignment Group Name** and click the **Edit** button or select **Edit** from **Actions** drop down.

					ל ק	ڳ اي
Manage ABC Assignment Groups 30		Inventory Organization 4210451	Change Organization	Save S	ave and Clo	se <u>C</u> ancel
▶ Search						
Search Results ②						
	e ABC Assignments					
Assignment 31 A ABC Classification Set Description	riteria		Subinventory	Valuation Scope		mber of ABC Assignments
4210451 SIT 4210451 SIT Classification (urrent on-hand quantity			Organizatior	ı	All

- 32. Remove the ABC Classification Set from the ABC Classification Set field.
- 33. Click Save and Close.

Edit ABC Assignment Group: 4210451 SIT ③ 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	Save Save and Close Cancel
* Assignment Group Name 4210451 SIT ABC Classification Set ABC Classification Set Subinventory Valuation Scope Additional Information	
ABC Classes	
Actions ▼ View ▼ + ★ * Sequences ▼ * Name Description	
10 A Class All Warehouse Items 	

- 34. Navigate to the Manage ABC Classification Sets and select the ABC Classification Set.
- 35. Click on Actions and Select Resubmit ABC Classification Set.

				白☆	₽ Ĵ
Manage ABC Classification Sets 34			Inventory Organization 4210	451 Change Org	ganization Done
▶ Search					
Search Results ②					
Actions View View ABC Classification Set Items					
Create 35 Resubmit ABC Classification Set	ABC Classification Set Date	Criteria	Content Scope Subinventory	Valuation Scope	Status
View ABC Classification Set Items 34	2/15/24	Current on-hand quantity	Organization	Organization	Complete
Purge ABC Classification Set					



36. An Information window will appear, click **OK.**



- 37. Navigate back to Manage ABC Assignment Groups'.
- 38. Select the appropriate ABC Assignment Group Name.
- 39. Click the Edit button.

			☆ ₽	υÔ	JR
Manage ABC Assignment Groups 37 Inventory Organization 421	0451 Change Organization	Save	Save and	Close	<u>C</u> ancel
▶ Search					
Search Results ⑦ 39 Actions • View • + 2 × Perform ABC Assignments Update ABC Assignments					
Assignment ABC Classification Set Description Criteria	Subinventory	Valuatio Scope	n	Number o Assign	of ABC nments
4210451 SIT 38					All

- 40. Select the **ABC Classification Set** from the drop down.
- 41. Click Save and Close.

Edit ABC Assignment Group: 4210451 SIT ⑦ Associate ABC dasses with an ABC dassification set. Prioritize items for individual tasks, such as planning or cycle counting, by associating them to specific ABC dasses. ABC Assignment Group	Save and Close Cancel
* Assignment Group Name 4210451 SIT ABC Classification Set 4210451 SIT Classification 40 Sublinventory Valuation Scope Organization Additional Information	
ABC Classes	
^ Sequence ▼ *Name Description	
10 A Class	

42. Click the Perform ABC Assignments button.

				☆ ∆	₽ Ĵ
Manage ABC Assignment Groups ⑦		Inventory Organization 421	0451 Change Organization	Save <u>S</u> ave	and Close <u>C</u> ancel
▶ Search					
Search Results ⑦ 42					
	date ABC Assignments				
Assignment Group ABC Classification Set Description Name	Criteria		Subinventory	Valuation Scope	Number of ABC Assignments
4210451 SIT 4210451 SIT Classification	Current on-hand quantity			Organization	All

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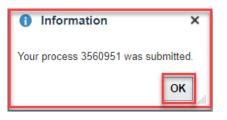


43. Click the **Submit** button.

Perform ABC Assignme ABC Assignment Group D					Submit Cancel
Assignment Group Na	ne 4210451 SIT			Subinventory	
ABC Classification	et 4210451 SIT Classification			Total Items 524	
Descripti	on			Total Value 0.00L	JSD
ABC Assignment Criteria View ▼					
Name Se	quence Inventory Value (USD)	Item Percentage	Value Percentage Item	Item Description	
A Class	524 0.00	100	0 0002967	STICK DEODORANT, 12/CS, 1.75 OZ. MINUMUM, NO DYES	

44. An information window will appear, click OK

COCOA, 5 LBS NET, 6 FRICTION TOP CANISTERS/CS



- 45. Click Save and Close.
- 46. Validate if the new item(s) are included in the ABC Assignments Group by clicking on the Update ABC Assignments Button.

Update ABC Assigr	nments: 4210451 SIT ⑦			Save Save and Close Cancel
✓ Search	Q. Item Keyword			
Description Starts with	1 V	46		Search Reset
Search Results	四 ×			
* Item	Description		* ABC Class	Description
0001866	ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE		A Class	All Warehouse Items
0001867	APPLE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE		A Class	All Warehouse Items
0001868	V-8 JUICE, LOW SODIUM, 48/5-1/2 OZ CANSICASE		A Class	All Warehouse Items
0001871	SWEET & LOW, 2000 INDIVIDUAL PACKS/CASE		A Class	All Warehouse Items
0001882	APPLES, CANNED, 6#10 CANS/CS, US GRADE C		A Class	All Warehouse Items
0001886	PEARS, NATURAL JUICES, 6#10 CANS/CS		A Class	All Warehouse Items
0001892	TUNA, LT. CHUNK, WATER-PACKED, 6/66-1/2 OZ CANS/CS		A Class	All Warehouse Items

0001897

All Warehouse Items

A Class

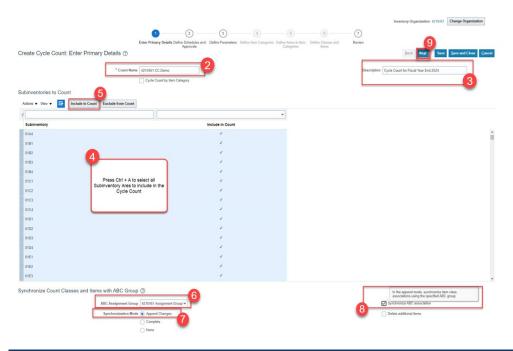


Creating a Cycle Count

- 1. Supply Chain Execution>Inventory Management>Create Cycle Count
 - a. Done by Warehouse Managers.



- 2. Enter Count Name.
- 3. Enter Description.
- 4. Select all Subinventory's.
 - a. **Note***** for larger warehouses, you will need to perform this step several times to capture all the Subinventory's listed.
- 5. Click the Include in Count button.
- 6. Select the ABC Assignment Group from the drop-down list.
- 7. Click Append Changes Button for Synchronization Mode.
- 8. Check the Synchronize ABC association box.
- 9. Click the **Next** button.





- 10. Define Schedules and Approvals.
- 11. Check the Automatically schedule box.
- 12. Select By period for Frequency.
- 13. Select Monthly Cycle Count Schedule for Workday Schedule.
- 14. Select Next Scheduled Date or leave it blank if running for one time only.
- 15. Check Approval Required box and Approved Type is Always.
- 16. Click the Next Button.

	10			Inventory Organization 4210451 Change Organization
	⊘— 2 3		Define Classes and Review	•
Create Cycle Count: Define Sched	and Approvals	imeters Define Item Categories Define Items in Item Categories	Items Tems	Back Negt Save Save and Close Cancel
Currency = US Dollar				
Schedules ②				
	Admitcally schedule Frequency By price 12 Workday Schedule MONTHLY CYCLE COUNT SCHEDUL 13		Last Scheduled Date Next Scheduled Date 3/1	24 6 14
Approvals ⑦				
	Approval Required Approval Type Aways If out of tolerance		Positive Adjustment Value Tolerance Negative Adjustment Value Tolerance	
Positive Quantity	y Tolerance Percentage			
Negative Quantity	y Tolerance Percentage			

- 17. Define Parameters.
- 18. Enter 1 for Starting Count Sequence field.
- 19. Enter Maximum Days Before Late. Example: 2 days.
- 20. Start Date will default to today's date.
- 21. Check Count Zero Quantity box.
- 22. Check Serialized items allowed box.
- 23. Serial Numbers per Count will default to One.
- 24. Serial Numbers Adjustment will default to Adjust if possible.
- 25. Click Save and then Next.

	Inventory Organization 4210451 Change Organization
Create Cycle Count: Define Parameters @	6 7 Define Classes and Review Berns Save and Close Cancel Last Saved 2/1247/d1 Pl
Count Parameters ⑦ * Sarting Count Sequence * Maximum Days Before Late Xasimum Recounts Start Date Z224 End Date mid/yy Ka	Manual Court Sequence Prefix 21 Court Zero Quarthy Query Sequence Prefix 22 Court Zero Quarthy Query Seruitize Items allowed 22
Serial Number Options () Serial Numbers per Court () Maltiple (2) () One Serial Number Adjustment: Adjust / possible (24) Count Accuracy ()	Record court setials Setial discrepancy allowed
Pusitive Hit and Miss Percentage	Negative Hit and Miss Percentage
Additional Information	
Context Value 🗸	



26. Define Classes and Items.

- b. Steps 4 & 5 are skipped because we did not choose the item category for item class setup.
- 27. ABC Class will default in the ABC Class field.
- 28. Enter 12 in the Counts per year field.
- 29. Select all the Item's to be included in the Cycle Count.
- 30. Click Include in Schedule Button.
- 31. Click Save and Next.

rency = US Dollar BC Assignment Groo BC Classes	Count: Define Classes and		er Primary Details Define	Schedules and Define Param Approvals	4 eters Define Item Categories Defi	6 bei Rems in Rem Categories		e and Close
ABC Class	* Counts per Adjust	tment Value Tolera		ty Variance Percentage	Hit and Miss Percentage			
4210451 - Class	×12	Positive	Negative Pr	Positive Negative	Positive N	egative		
10451 - Class: I		0 Exclude from Scher	dule					
lem	Q Include in Schedule	-						
* Item	Item Description	Include in Schedule	Adjustment Value 1 Positive	Tolerance Quantity Va Negative Positi	riance Percentage Last Sch Ve Negative	eduled		
0001988	EXTRACT, LEMON, IMITATI	~						
0001989	EXTRACT, VANILLA, IMITAT	1						
0002018	OFFICER BLACK BELT W/S	~				6		
0002019	OFFICER BLACK BELT W/S	1						
0002020	OFFICER BLACK BELT W/S	~		29				
0002021	OFFICER BLACK BELT W/S	~						
Farmers	OFFICER BLACK BELT W/S	~					Select all the lines by holding down shift	
0002022		1					ind scrolling down and then click Include	
F0002022	OFFICER BLACK BELT W/S							
	OFFICER BLACK BELT W/S	4				6	In Schedule	
F 0002023 F 0002024		100						
0002023 0002024 0002031	OFFICER BLACK BELT W/S	4						
0002023	OFFICER BLACK BELT W/S	4						
0002023 0002024 0002031 0002032	OFFICER BLACK BELT WIS INMATE RAINCOAT, BLACK INMATE RAINCOAT, BLACK	*						
F0002023 F0002024 F0002031 F0002032	OFFICER BLACK BELT WIS INMATE RAINCOAT, BLACK INMATE RAINCOAT, BLACK INMATE RAINCOAT, BLACK	3 3 3 3						J
0002023 0002024 0002031 0002032 0002033 0002033	OFFICER BLACK BELT WIS INMATE RAINCOAT, BLACK INMATE RAINCOAT, BLACK INMATE RAINCOAT, BLACK WORK BELT, WEBB, OLIVE	× × × ×						J

32. Review all the Cycle Count Details Selected.



33. Click Save and Close.

						32	Inventory Organization 4210451	Change Organization
	Enter Primary Details Define Schedules and Approvals	Define Parameters	4 Define Item Categories	5 Define Items in Item Categories	Define Classes and Items	Review 32		33
Create Cycle Count: Review			50	20		1. A.	Back Negt Save	Save and Close Cancel
Currency = US Dollar								Last Saved 2/1/24 7:15 PM
Count Details								
Count Name	4210451 CC Demo					Subinventories to Count	500	
Description	Cycle Count for Fiscal Year End 2024						Cycle Count by Item Category	
Synchronize Count Classes and Items with ABC Group								
	4210451 Assignment Group						✓ Synchronize ABC association	
Synchronization Mode							Delete additional items	
Schedules	19 • 5 4 × 1 × 10 × 10 × 10 × 10 × 10							
	 Automatically schedule 					Last Scheduled Date Next Scheduled Date	A 11 10 1	
Frequency Workday Schedule	MONTHLY CYCLE COUNT SCHEDULE					Next Scheduled Date	3/1/24	
Approvals								
	✓ Approval Required					ity Tolerance Percentage		
Approval Type	Always					justment Value Tolerance		
Positive Quantity Tolerance Percentage					Negative Ad	justment Value Tolerance		
Count Parameters								
Starting Count Sequence	1						Manual counts allowed	
Maximum Days Before Late	2				Manus	al Count Sequence Prefix		
Maximum Recounts							Count Zero Quantity	
Start Date	2/2/24						 Display suggested quantity 	
End Date							 Serialized items allowed 	
Serial Number Options								
Serial Numbers per Count	One						Record count serials	
Serial Number Adjustment	Adjust if possible						Serial discrepancy allowed	
Count Accuracy								
Positive Hit and Miss Percentage					Negative	Hit and Miss Percentage		
Additional Information								
Additional Information								
		Cont	ext Value					

34. You can access the Cycle Count under Manage Cycle Counts.

rentory Management					Show Tasks Counts Cycle Counts Create Cycle Count Manage Cycle Counts
Picks	n Late Cycle Counts Over 30 Days O Items	Cycle Count Sequences	on-Hand Value \$5.76M	Open Shipments by Priorite Top 5 Priorities by Volume	Record Count Sequences
Open Shipments by Carrier Top 5 Carries by Volume	Shipment Lines		Lines for Next 30 Days 1.02K 0.49K 0.15K 1 to 3 Days 4 to 7 Days 1 to 3 Days 1 to 4 Days 1 to 3 Days	Receipt Lines	
Backordered Supply Lines 3 Awaiting Receipt					



					Invent	ory Organization 4	210451 Change C	Organization
Manage Cycle	Counts 🕜							D <u>o</u> ne
Advanced Se	arch						Saved Search	All Cycle Counts 🗸
Search Results	0							
Actions • View •	+ 🖉 Counts Scheduled to Run 🛛 All 🗸							
			Scheduling Option	s	Manual Counts	Subinventories	ABC Assignment	Approval
Count Name	Description	Frequency	Last Scheduled Date	Next Scheduled Date	Allowed	to Count	Assignment Group	Required
4210451 CC Demo	Cycle Count for Fiscal Year End 2024	By period		3/1/24	_	500	4210451 Assign	V

35. Click Actions and Select Generate Count Schedules.

							Invento	ory Organization 4	210451 Change (Organization
М	lanage Cycle Counts ⊘									Done
	Advanced Search								Saved Search	All Cycle Counts 🛩
Se	earch Results ⑦									
	Actions 🔻 New 👻 🕂 🖉 Counts Sch	heduled to Run All	•							
35	Create Cycle Count			1	Scheduling Option	5	Manual Counts		ABC	Approval
-	Edit Cycle Count			Frequency	Last Scheduled Date	Next Scheduled Date	Allowed	to Count	Assignment Group	Required
		r End 2024		By period		3/1/24	_	500	4210451 Assign	~
	Generate Count Schedules									
	Generate Count Sequences									
	Record Count Sequences									
	Record Preapproved Count Sequences									
	Approve Count Sequences									

36. Check Scheduled Processes to see when Generate Count Schedules is completed.

Overview 👌				
∡ Search				Saved Search Last hour 🗸
Name	1	Submission Time After v 2/1/24 6:20 PM	(UTC-05:00) New York - Eastern Time (ET)	
Process ID	s	Submission Notes Contains 🗸]	
Status	•	Submitted By PERNR ID		
				Search Reset Download Results
Search Results ⑦				
View () Flat List O Hierarchy				
Actions View Vie	ut On Hold Cancel Process Release Process	View Log 👌		
Name	Metadata Name Process ID	Status Scheduled Time	Submission Time Completion Time	Submitted By Submission Notes Start Time
36 Generate Count Schedules	InvCcGenerateCountSched 3302129	Succeeded 2/1/24 7:29 PM EST	2/1/24 7:29 PM EST 2/1/24 7:30 PM EST	00815116 Cycle Count Concurre 2/1/24 7:29 PM EST



37. Click on Actions and Select Generate Count Sequences.

ß							Invent	ory Organization 4	4210451 Chang	e Organization
Manage Cycle Counts (2)										Done
Advanced Search									Saved Search	All Cycle Counts 🗸
Search Results ②										
Actions 🔻 View 🔹 🕂 🦯 Counts Sc	cheduled to Run All	•								
Create Cycle Count					Scheduling Option	15	Manual Counts	Subinventories	ABC Assignment	Approval
Edit Cycle Count				Frequency	Last Scheduled Date	Next Scheduled Date	Allowed	to Count	Assignment Group	Required
Purge Cycle Count	r End 2024						-	500	4210451 Assign.	V
37 Generate Count Schedules										
Generate Count Sequences										
Record Count Sequences										
Record Preapproved Count Sequences										
Approve Count Sequences										

38. Check Scheduled Processes to see when Generate Count Sequences is completed.

Overview (2)						
∡ Search					Saved Search	Last hour 🗸
Name	Subr	nission Time After 🗸 2/1/24 6:20 PM	(UTC-05:00) New York - Eastern Time (ET)			
Process ID	Subm	ission Notes Contains 👻				
Status	s	Submitted By PERNR ID				
Active Active					Search R	eset Download Results
Search Results ②						
View 💿 Flat List 🔿 Hierarchy						
Actions View Vie	Hold Cancel Process Release Process Vi	ewLog 🕈				
Name	Metadata Name Process ID	Status Scheduled Time	Submission Time Completion Time	Submitted By	Submission Notes	Start Time
38 Generate Count Sequences	InvCcGenerateCountSeque 3302139	Succeeded 2/1/24 7:35 PM EST	2/1/24 7:35 PM EST 2/1/24 7:35 PM EST	00815116	Cycle Count Concurre	2/1/24 7:35 PM EST
Generate Count Schedules	InvCcGenerateCountSched	Succeeded 2/1/24 7 29 PM EST	2/1/24 7:29 PM EST 2/1/24 7:30 PM EST	00815116	Cycle Count Concurre	2/1/24 7:29 PM EST

39. Next, run the "FBR NC Print Cycle Count Listing Report" in Scheduled Processes.

- 40. Enter the Organization.
- 41. Select the **Cycle Count** from the drop-down menu.



42. Click Submit.

ocess Details	eued up for submission at position 1	2	
	39 Process Options Advanced Submit	Cancel	
Report	nt Cycle Count Listing Print output		
scription Provides info Schedule As soon as p	ormation for specific items to cycl Notify me when this process ends		
asic Options			
* Organization	4210451 - 40		
* Cycle Count	4210451 CC Demo 41		
Start Date	yyyy-mm-dd		
End Date	yyyy-mm-dd		
om Count Sequence			Ī
To Count Sequence			Ī
Subinventory	•		
Owning Party Site	·		
Show Only Recount	No 🖌		
Sequences			
Sequences Display Serial Numbers	No 👻		

43. Check the Process Job Status in Scheduled Processes.

= ANCFS							≙ ☆	Ρţ	JR
Overview (2)									
▶ Search							Saved Search	Last hour	۷
Search Results 🛞									
View									
Actions View Schedule New Process Resubmit Put On Hol	Id Cancel Process Release Process View	v Log 👌							
43 m	Metadata Name Process ID	Status S	cheduled Time	Submission Time	Completion Time	Submitted By Su	bmission Notes	Start Time	_
FBR NC Print Cycle Count Listing Report	FBRNCPrintCycleCountRe 3342862	Succeeded 2/	/6/24 7:28 AM EST	2/6/24 7:28 AM EST	2/6/24 7:29 AM EST	00815116		2/6/24 7:28 AM E	ST

- 44. Click the Process Job.
- 45. Under **Output & Delivery**.



46. Click on the Republish Icon.

ons 🔻 View 🔻	Schedule New Process F	Resubmit Put On Hold	Cancel Process R	telease Process Vie	wLog O						
ime			Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By	Submission Notes	Start Time
BR NC Print Cycle	Count Listing Report		FBRNCPrintCycleCountR	le 3342862	Succeeded	2/6/24 7:28 AM EST	2/6/24 7:28 AM EST	2/6/24 7:29 AM EST	00815116		2/6/24 7:28 AM E
R NC Print Cy Status Si 9	cle Count Listing Report,	3342862 Schedule Start 2/5/24 7	28 AM EST	External Job Type Bi	P Job E	External Job Status NA					
R NC Print Cy Status Si g ichment ESS_L tput	cle Count Listing Report.		28 AM EST	External Job Type Bi	P Job E	External Job Status NA					
R NC Print Cy Status Si g achment ESS_L itput 4 Output & (cle Count Listing Report.	Schedule Start 26/247	28 AM EST	External Job Type Bi	P Job E	External Job Status NA					Î
R NC Print Cy Status Si g achment ESS_L rtput 4 Output & I Xh	cle Count Listing Report, 3 ucceeded 3342062 45 Delivery	Schedule Start 26/247	28 AM EST	External Job Type Bi	P Job E	External Job Status NA					
Status Si g achment ESS_L ifput 4 Output & I Xh	cle Count Listing Report, 	Schedule Start 26/247	28 AM EST	External Job Type Bi	P Job E Time Zone	External Job Status NA	r Status Sen	1			Î

- 47. The Cycle Count Listing Report window will pop up.
- 48. Click on the **Gear icon** on the right.
- 49. Select Export and then Excel.

Organization ID 30000095	829607	Cycle Count Header ID 30000013400	12700 From Date	16
To Date	10	Subinventory	Recounts Only 2	
olay Serial Numbers 2		Display On-Hand Quantity 2	Display Export Entries 2	
Owning Entity ID		From Sequence Number	To Sequence Number	
Default Counter		Default Count Date	Apply	
Court Listing Mas NC Print C	ycle Count Li NC Print Cycle Count Li			0 H 1
				49 Excel (*.xlsx) 🕅 Export

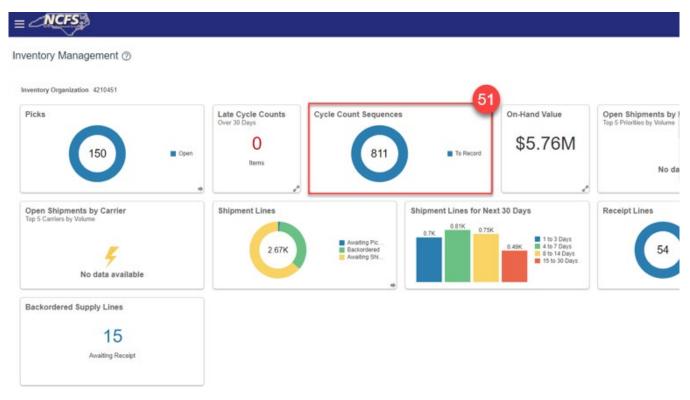


50. The FBR NC Print Cycle Count Listing Report (RPT-IN-017) will download.

a. The warehouse staff can print and start counting inventory items and mark down Count Quantity's, Comments, Counted By and Count Date.

AutoSave 💽 😭 🛱) ~ (⊐ ~ ♥	CountListingReport	_NC Print Cycle Count Listing Report_RPTIN01 + Saved	to this PC 🗸	₽ Search					Roberts, Je	emy B 🚺 🖂 🔶 C	σx
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Paste Server Painter	B I U ~ ⊞ ~	<u>× A</u> - 🔳	= = = = = ■ Merge & Center ~ \$ ~	% 🤊 🐄 🕺	Conditional Form Formatting ~ Tab	at as Neutral	Calculation	Check Cell 👳	Insert Delete Format	Sort & Find &	Sensitivity Add-ins	
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A	В	С	D	E	F	G	н	1	J K	L M N	O P Q	R
2 3 4 5 6	CES I nancial system	N	North Carolina Financial Office of State Control C Print Cycle Count Listing Repo 02/06/2024 07:29:07 AM	ler	017)							
7 8 Parameters												
Organization	4210451-CENTRAL	1										
	SUPPLY											
	WAREHOUSE -											
	DISTRIBUTION											
9	CENTER											
10 Cycle Count	4210451 CC Demo]										
11 Start Date		4										
12 End Date		-										
13 From Count Sequence		-										
14 To Count Sequence 15 Subinventory		-										
15 Subinventory 16 Show Only Recount	No	1										
		-										
17 Display Serial	No	-										
18 Display Exported	No]										
20 Subinventory	Sequence Number	Item	Description	Count UOM	Due Date	Count Quantity	Comments	Counted By	Count Date			
21 A001	1	0001933		BG	2/7/24							
22 A002	1	0014955	SUGAR, GRANULATED, FINE, WHITE, REFI	BG	2/7/24							
23 A003	2	0001943	RICE, 100 LBS. BAG	BG	2/7/24							
24 A004	4	0001944	ROLLED OATS, 50 LB. BAG	BG	2/7/24							
25 A005	:	0001947	CORN MEAL, 50 LB. BAG	BG	2/7/24							
26 A006		0001946	GRITS, WHITE, 25 LB. BAG	BG	2/7/24							
27 A007	7	0015433	SALT, IODIZED, GRANULATED, 50 LBS	BG	2/7/24							
28 A008	8	0001907	DRY MILK, 50 LBS BAG	BG	2/7/24							
29 B001	S	0002301	TOILET TISSUE, 1000 SINGLE PLY	CS	2/7/24							
30 B002	10	0002309		CS	2/7/24							
2003		0002241		<i>C</i> e	0.17.104		1	+ +				T.

51. The Inventory Management Dashboard will now show Cycle Count Sequences.





Record Count Sequences

- 1. Warehouse physically counts the warehouse inventory item counts and records them on the NC Print Cycle Count Listing Report sheets.
- 2. Navigate to Inventory Management.
- 3. Select Counts under Show Tasks.
- 4. Select Record Count Sequences.

Inventory Management 2						Show Tasks Counts Cycle Count Create Cycle Count Manage Cycle Counts Record Count Sequences
Picks	Late Cycle Counts Over 30 Days 0 Items	Cycle Count Sequences	To Record	on-Hand Value	Open Shipments by Priorie Top 5 Priorities by Volume	And a state of the
Open Shipments by Carrier Top 5 Carriers by Volume	Shipment Lines	Awating Pic Backordved Awating Str	Shipment Lines for Ne		Receipt Lines	
Backordered Supply Lines 15 Amailing Receipt						

- 5. Select the **Count Name** from the drop-down list.
- 6. Click Search.

	۵	☆F	Û	JR
Inventory Organi	zation 4210451	Change O	ganization	3
Record Count Sequences Ø		Save	iubmit	Cancel
Organization = 4210451 Currency = US Doltar Advanced Search 5	ŝ	aved Search		✓
* Count Name Equals V 1/210451 CC Demo			i i i	required
From Count Sequence Q				
To Count Sequence Lot Equals v v Subinventory Equals v All v Search		Add Field	s v Re	eorder
Search Results				
Count Item Count Count UOM Reason Comments * Counted By * Count Date Serial Numbers Required				
No search conducted.				

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



7. The Record Count Sequences will appear.

	011-4610401	Currency = US D	loflar														
Ad	vanced Se	arch														Saved Search	
arch	Results:	4210451 CC	Demo														
		+ / ×															
	Count		Item		Count			UOM	Secondar	y Secondary						Serial	Addit
	Sequence	Item	Description	Category Name	Quantity	Count U	MOM	Conversions	Count Quantit	y Count UOM	Reason		Comments	* Counted By	* Count Date	Numbers Required	Inform
Þ.	1	0001933	FLOUR, ENRIC	502213-Flour an		BAG	•	<u>.</u>				•		ROBERTS, JEREM	2/7/24	Not required	Ę
•	2	* 0014955	SUGAR, GRAN	501615-Chocola		BAG	•	67				•		ROBERTS, JEREMY +	2/7/24	Not required	
•	3	F0001943	RICE, 100 LBS	501926-Prepare		BAG	•	6				•		ROBERTS, JEREMN V	2/7/24	Not required	1
F.	4	0001944	ROLLED OATS	502211-Cereals		BAG	•	C ⁰				•		ROBERTS, JEREMY .	2/7/24	Not required	1
,	5	0001947	CORN MEAL, 5	502213-Flour an		BAG	•	ß				•		ROBERTS, JEREMY .	2/7/24	Not required	
	6	F0001946	GRITS, WHITE,	501720-Fermen		BAG	•	a				•		ROBERTS. JEREM	2/7/24	Not required	
	7	F0015433	SALT. IODIZED	501715-Herbs a		BAG	•	6				•		ROBERTS, JEREMY +	2/7/24	Not required	1
۲	8	* 0001907	DRY MILK, 50 L	501317-Milk an		BAG	•	a				•		ROBERTS, JEREMY V	2/7/24	Not required	1
,	9	7 0002301	TOILET TISSUE.	141117-Persona		CASE	•	2				•		ROBERTS, JEREMY +	2/7/24	Not required	1
	10	0002309	PAPER TOWEL	141117-Persona		CASE	•	60				•		ROBERTS, JEREMN +	2/7/24	Not required	
											-	_					

- 8. Enter Count Quantity recorded from the FBR NC Print Cycle Count Listing Report sheet.
- 9. Click Save and then Click Submit.

															Inventory Org	anization 4210451	Change Organ	ization
Reco	rd Count a	Sequences	0														Save Subg	git <u>C</u> anc
rganiza	tion = 4210451	Currency = US D	lollar														(9)	
► A	dvanced Se	arch															Saved Search	
earc	h Results:	4210451 CC	C Demo															
Action	s • View •	+ / ×				8												
	Count Sequence	Item	Item Description	Category Name	Quar	ount ntity Co	ount UC	ы	UOM Conversions	Secondary Count Quantity	Secondary Count UOM	Reason		Comments	* Counted By	* Count Date	Serial Numbers Required	Addit
	1	F 0001933	FLOUR, ENRIC	502213-Flour an		10 B	BAG	•	ß				•		ROBERTS, JEREM	2/7/24	Not required	Ģ
	2	0014955	SUGAR, GRAN	501615-Chocola		20 B	BAG	•	n				•		ROBERTS, JEREMY +	2/7/24	Not required	5
•	3	F0001943	RICE, 100 LBS	501926-Prepare		100 B	BAG	-	<u>a</u>				•		ROBERTS, JEREM	2/7/24	Not required	5
•	3	70001943		501926-Prepare			BAG BAG	•	្ព				•		ROBERTS, JEREM •	2/7/24	Not required	5

10. A **Confirmation** Pop up window will appear letting you know how many count sequences were submitted for approval. Click **Ok**.





11. You will be redirected to the **Inventory Management Dashboard**. You can see the number of **Cycle Count Sequences** waiting approval.



Approve Count Sequences

- 1. Navigate to Inventory Management.
- 2. Select Counts under Show Tasks.
- 3. Select Approve Count Sequences.

Inventory Management						Create Cycle Counts Create Cycle Counts Create Cycle Counts Becord Counts Becord Counts Becord Counts Counts Sequences
Picks	Late Cycle Counts Over 30 Days D Items	Cycle Count Sequences	To Approve To Record	on-Hand Value	Open Shipments by Priorite Top 5 Phorities by Volume	Annual Court Courters 5
Open Shipments by Carrier Top 5 Carriers by Volume	Shipment Lines	Avening Pic Avening Pic Backerdered Avening Bit	Shipment Lines for Ne	1 to 3 Days 4 to 7 Days	Receipt Lines	
Backordered Supply Lines 8 Awaiting Receipt						

4. Select the Cycle Count name from the Count Name drop down list.



5. Click Search.

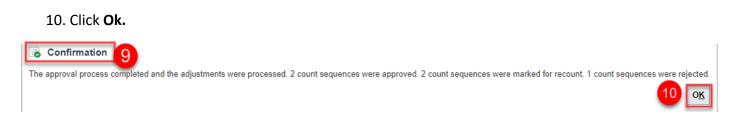
													Inventory Organization	210451 Change Organization	n I
ого	ve Count	Sequence	is ⑦											Save Submit	Cano
nizati	ion = 4210451	Currency = US D	lollar												
Ad	vanced Se	arch			-									Saved Search	
		-	Count Name Equals 🗸	4210451 CC Demo	-4					Iter	m	Q,		* 8	Requ
		From Cou	nt Sequence							Counted E	ly Equals 🗸		•		
		To Cou	nt Sequence							Reaso	n Equals 🗸		•		
ch	Results:	s 4210451 CC	Equals v	•	•					Approval Statu	es Equals 🗸		Search Reset	Save Add Fields v Re	80
	Results: • • View • Count Sequence	4210451 CC			Count Sequence Status	Count Quantity	Count UOM	Primary Suggested Quantity	Primary Adjustment Guantity		Adjustment	Reason		Save Add Fields ¥ Re	801
ins	Count Sequence	4210451 CC	C Demo	Approve	Count Sequence Status		Count UOM BAG	Primary Suggested Quantity 668	Primary Adjustment Quantity -658	Deviation	Adjustment Value	Reason	Search Reset		80
ns	Count Sequence	4210451 CC	C Demo Reject Recount Item Description	Approve Category Name	Count Sequence Status Pending approval	Count Quantity		Suggested Quantity	Adjustment Quantity	Deviation Percentage	Adjustment Value	Reason	Search Reset	* Reviewed By	80
ons •	Count Sequence	4210451 CC	C Demo Reject Recount Etem Description FLOUR ENRIC SUGAR GRAN	Approve Category Name 502213-Flour an	Count Sequence Status Pending approval Pending approval	Count Quantity	BAG	Suggested Quantity 668	Adjustment Quantity -658	Deviation Percentage -98.50299 -99.11894	Adjustment Value	Reason	Search Reset	* Reviewed By PROBERTS, JEREMY	80
	Count Sequence	4210451 CC Item P0001933 P0014955	C Demo Reject Recount Etem Description FLOUR ENRIC SUGAR GRAN	Approve Category Name 502213-Flour an 501515-Chocola 501926-Prepare	Count Sequence Status Pending approval Pending approval	Count Quantity 10 20	BAG BAG	Suggested Quantity 668 2,270	Adjustment Quantity -658 -2,250	Deviation Percentage -98.50299 -99.11894 -89.17749	Adjustment Value -9,659 637 -82,951 02	Reason	Search Reset	* Reviewed By *Roberts, Jeremy *Roberts, Jeremy	eof

- 6. Click the appropriate line desired and select one of the three options: **Reject, Recount, Approve.**
 - a. Reject, will not make any changes in the system. **WE DO NOT RECOMMEND**
 - b. **Recount,** will request a recount of the item based on the deviation percentage being too high or too low.
 - c. Approve, approves the new count quantity.
- 7. Select the appropriate Action and the **Count Sequence Status** will update.
- 8. Click Save and Submit.

												h	nventory Org	ganization 42	10451 Change Organia	ation
ppro	ve Count	Sequences	5 ③												Save Subm	t <u>C</u> ancel
rganizati	on = 4210451	Currency = US Do	ollar												8	
⊿ Ad	vanced Se	arch													Saved Search	v
		* C	Count Name Equals ~	4210451 CC Demo	•					Iter	m	٩				* Require
		From Count	t Sequence							Counted B	y Equals v		•			
		To Coun	t Sequence							Reaso	n Equals 🗸	Approval Status Operator	•			
		Su	ubinventory Equals ~							Approval Statu	is Equals v	¥				
	View Count Sequence	4210451 CC		Approve Category Name	Count Sequence Status	Count Quantity	Count UOM	Primary Suggested Quantity	Primary Adjustment Quantity	Deviation Percentage	Adjustment Value	Reason	Comme	nts	* Reviewed By	
. •	18	F0001933	FLOUR, ENRIC	502213-Flour an	Rejected, not submitt	10	BAG	668	-658	-98.50299	-9.659.637				ROBERTS, JEREN	IY 2
۰.	2	0014955	SUGAR, GRAN	501615-Chocola	Recount, not submitted	20	BAG	2,270	-2,250	-99.11894	-82,951.02				ROBERTS, JEREF	TY 2/
	3	P0001943	RICE, 100 LBS	501926-Prepare	Recount, not submitted	100	BAG	924	-824	-89.17749	-37,951,726				ROBERTS, JERE	
	4	0001944				1.00										NY 2/
	24		ROLLED OATS,	502211-Cereals	Approved, not submi	-40	BAG	2.117	-2,077	-98.11053	-51,239.569				ROBERTS, JERE	
1.85		P0001947	ROLLED OATS,	502211-Cereals 502213-Flour an	Approved, not submi	40 50	BAG BAG	2.117 473	-2.077 -423	-98.11053 -89.42918					ROBERTS, JEREF	IY 2

9. A **Confirmation** window will appear letting you know how many count sequences were processed for each Count Sequence Status.





Review Inventory Item Quantity Updates

- 1. Go to Inventory Management.
- 2. Select Inventory from Show Tasks menu.
- 3. Select Manage Item Quantities.

Ξ								JR
	Inventory Management						Show Tasks Inventory 2 Inventory • Cash and the Countilies 3 • Create Miscellaneous Transaction - Create Subinventory Transfer	
	Picks	Late Cycle Counts Over 30 Days 0 Items	Cycle Count Sequences	s available	on-Hand Value \$5.76M	Open Shipments by Priorit Top 5 Priorities by Volume	Manage Movement Requests Manage Transfer Orders Manage Transfer Orders Manage Panding Transactions Review Completed Transactions Manage Lots Manage Serial Numbers Confirm Pick Slips Manage Inventory Balance Messages in Spreadsheet	
	Open Shipments by Carrier Top 5 Carriers by Volume	Shipment Lines	Awaiting Pic Avaiting Pic Backordered Awaiting Shi	Shipment Lines for Nex	tt 30 Days 1 to 3 Days 4 to 7 Days 8 to 14 Days 15 to 30 Days	Receipt Lines	Review Item Supply and Demand Review Replenishment Requests in Spreadsheet Consigned Inventory Review Consumption Advices Manage Consigned Inventory Aging Review Consumption Advice Exceptions	

- 4. Enter Item number in the Item field.
- 5. Enter the **Organization** number in the **Organization field** the cycle count was performed for.
- 6. Click Search.
- 7. Review the item quantity for approved cycle count sequence status.

dvanced Search							Saved Search All Item Quant
4							** At least one is n
** Item 0001944 Q	-	antity By Item 🗸					
m Description Starts with v ROLLED OATS, 50 LB. BA	5	On Hand					
* Organization 4210451	-	Receiving				-	
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s ▼ View ▼ 〒 〒 ☆ View Item Availability	Description	127	ning Inbound UOM Name BAG	Conversions	On Hand		70.
s • View • 귀 규 12 View item Availability *** * * *****************************	Description	127 127	Inbound UOM Name BAG BAG	Conversions Conversions	On Hand		70.



8. Go to Review Completed Transactions.

Inventory Management ③						Show Tasks [inventory Inventory Manage Item Quantiles Create Miscellaneous Transaction Create Subinventory Transfer
Picks	Late Cycle Counts Over 30 Days Items	Cycle Count Sequences	s available	on-Hand Value \$5.76M	Open Shipments by Priori Top 5 Priorities by Volume	Manage Movement Requests Manage Transfer Orders Manage Pending Transactions Review Completed Transactions Manage Lots Manage Serial Numbers Confirm Pick Slips Manage Inventory Balance Messages in Spreadahe
Open Shipments by Carrier Top 5 Carriers by Volume Ko data available	Shipment Lines	Awating Pic Backordered Awating Shi	Shipment Lines for Ne	0.49K 1 to 3 Days 4 to 7 Days 8 to 14 Days 15 to 30 Days	Receipt Lines	Review Item Supply and Demand Review Replenishment Requests in Spreadsheet Consigned Inventory Review Consumption Advices Manage Consigned Inventory Aging Review Consumption Advice Exceptions

- 9. Enter Organization number in the Organization field.
- 10. Select Date Range.
- 11. Select Transaction Type as Cycle Count Adjustment.
- 12. Click **Search** to see the details of updates.
- 13. Click the **Download to Excel button** to pull data in Excel Spreadsheet.

_		_	_									Invento	ry Organization 42	10451 Change C	Organization
Review C	Complet	ed Tra	ansactions (D											Dge
.⊿ Searc	h				-								Saved 5	Search All Comple	ted Transactions •
_					9									** At I	* Require least one is require
-	Organizatio	4210	451		•	Source Typ	•								
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an Tra	nsaction Da	te Betwe	aen 🛩 2/7/24	lin - 2/7/24	Co.		Show costed transactions only					-			
_	Subinvento	ry 👘		•	_							12			
												-	Search Reset S	save Add Fiel	ds 🔻 Reorder
earch Re	esults	13													
Actions •	View •	7													
				item		10000	Project Details	Transaction	Transaction	Transaction	Lots and Serial	Lot Transaction	Lot Transaction	Transaction	Transaction
Transact	ion Item		Revision	Description	Subinventory	Locator	Project Number Task Number	Quantity		Date	Numbers	Source	Group	Туре	Source Type
2757011	P0001	1944		ROLLED GATS	A004			-2,077	BAG	2/7/24 1.48 PM				Cycle Count Adj	Cycle Count
2757012	P0001	1947		CORN MEAL, 5	A005			-423	BAG	2/7/24 1:48 PM				Cycle Count Adj	Cycle Count
			4												



Recount Inventory Items from Cycle Count

- 1. To Recount an item, run the FBR NC Print Cycle Count Listing Report.
- 2. Enter Organization number in Organization field.
- 3. Select the Cycle Count Name in the Cycle Count drop-down list.
- 4. Select the Show Only Recount Sequences option.
- 5. Click Submit.

Process Details	×
This process will be queued up for submission at position 1	
Process Options Advanced Submit Cance	H
Name FBR NC Print Cycle Count Listing Print output ~	
Description Provides information for specific items to cycl Notify me when this process ends	
Schedule As soon as possible Submission Notes	
Basic Options Parameters	
* Organization 4210451	Î
* Cycle Count 428330R CC Demo	
Start Date yyyy-mm-dd	
End Date yyyy-mm-dd	
From Count Sequence	
To Count Sequence	
Subinventory	
Owning Party Site	
Show Only Recount Yes Yes	
Display Serial No V	
Display Exported Sequences Vo	-
4	,

6. Review the report output to see the items for recount.

63									
	CFS		North Carolina Financial	l System					
North Carolina	Financial System		Office of State Control	ller					
	~	NC	Print Cycle Count Listing Repo	et (RPT_IN_01	7)				
			02/07/2024 02:14:20 PM						
Parameters									
Organization	4210451-CENTRAL]							
	SUPPLY								
	WAREHOUSE -								
	DISTRIBUTION								
	CENTER								
Cycle Count	4210451 CC Demo]							
Start Date]							
End Date]							
From Count Sequence									
To Count Sequence]	6						
Subinventory]							
Show Only Recount	Yes]	-						
a Display Serial	No	1							
Display Exported	No]							
Subinventory	Sequence Number	Item	Description	Count UOM	Due Date	Count Quantity	Comments	Counted By	Count Date
A002	2	0014955	SUGAR, GRANULATED, FINE, WHITE, REFI	BG	2/7/24				
A003	3	0001943	RICE, 100 LBS. BAG	BG	2/7/24				

(1 of 1)

NORTH CAROLINA OFFICE OF THE STATE CONTROLLER



Cancel a Cycle Count

- 1. Navigate to the Manage Cycle Counts screen.
- 2. Enter the Cycle Count name in the Count field.
- 3. Click Search.

Ξ		3						△ ☆ F	J Ļ JR
_						Inven	ntory Organization	34MAIN Change C	rganization
N	lanage Cycle	Counts							D <u>o</u> ne
	Advanced Se	arch 2						Saved Search	II Cycle Counts ✔
		Count Name Equals V 34MAIN Test	1	ABC Assignment Gro	up Equals 🗸		~		
		Subinventory Equals V V			Approval requ	ired			
		Item Q		Approval Ty	ре	~			
		Automatically schedule				3	Search Reset	Save Add Field	s 🔻 Reorder
S	earch Results (0							
	Actions • View •	+ 🖍 Counts Scheduled to Run 🛛 All 🗸							
				Scheduling Option	IS	Manual Counts	Subinventories	ABC	Approval
	Count Name	Description	Frequency	Last Scheduled Date	Next Scheduled Date	Allowed	to Count		Required
	34MAIN Test	34MAIN Test	By period	2/8/24	3/1/24	—	267	34MAIN Assign	~

- 4. Select the **Cycle Count row** and Click the **Actions** drop down list.
- 5. Click Purge Cycle Count.

						Inve	ntory Organization	34MAIN Char	inge Organization
Manage Cycle Counts (?)									Done
Advanced Search								Saved Sear	rch All Cycle Counts 🗸
Count Name Equal:	s 🗸 34MAIN Test]		ABC Assignment Gro	up Equals 🗸		~		
Subinventory Equal	s •				Approval requ	red			
Item	٩			Approval Ty	ре	*			
Au	itomatically schedule								
							Search Reset	Save Add	d Fields 🔻 Reorder
Search Results ⑦									
Actions - 4	Scheduled to Run All 🗸								
Create Cycle Count				Scheduling Option	15	Manual Counts Subin	Subinventories	ABC	Approval
Edit Cycle Count 5 Purge Cycle Count	_		Frequency	Last Scheduled Date	Next Scheduled Date	Allowed	to Count	Assignment Group	Required
Generate Count Schedules	-		By period	2/8/24	3/1/24	_	267	34MAIN Assign	n 🗸
Generate Count Sequences	—								
Record Count Sequences									
Record Preapproved Count Sequences									
Approve Count Sequences									

- 6. A Purge Cycle Count window will appear for the selected cycle count.
- 7. Click the check box for Include count definition.

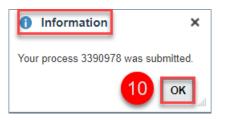


8. Click Ok.

Purge Cycle Count: 34N	IAIN Test 6		×
	Include count definition	P	
Purge Information Before	m/d/yy		
Purge Count Sequences			~
	8	0 <u>K</u>	<u>C</u> ancel

9. A warning window will appear, click YES.

▲ Warning	×
INV-2416415This action purges all information for cycle count 34MAIN Test. The information cannot be restored. Do you want to conti	nue?
9 <u>Yes</u>	<u>N</u> o
10. An information window will appear, click OK.	



11. Navigate back to the Manage Cycle Counts and search for the cancelled cycle count name.

					Inve	ntory Organization	34MAIN Change Org	ganization
Manage Cycle	Counts @							D <u>o</u> ne
▲ Advanced Se	earch						Saved Search All	l Cycle Counts 🗸
	Count Name Equals V 34MAIN Test	ļ	ABC Assignment Grou	p Equals 🗸		~		
	Subinventory Equals V			Approval requ	ired			
	ltem Q		Approval Typ	e	•			
	Automatically schedule							
						Search Reset	Save Add Fields	Reorder
Search Results	0							
Actions • View •	+ 🖍 Counts Scheduled to Run 🛛 All 🗸							
			Scheduling Options	;	Manual Counts	Subinventories	ABC	Approval
Count Name	Description	Frequency		Next Scheduled Allowed Date		to Count		Approval Required
•								•

12. The cycle count has been cancelled.



NC Cycle Count Variance Report (RPT-IN-003)

1. This report shows the count variance for the Cycle Count.

	CFS Francial System				orth Carolina Financial System Office of State Controller de Count Variance Report (RPT-IN-003) 02/07/2024 02:27:42 PM															
Inventory Org	02/07/2024 4210451-CENTRAL SUPPLY WAREHOUSE - DISTRIBUTION CENTER All																			
Cycle Count Name		Inventory Org	Sub Inventory	Item	Item Description	Count Sequence	Recounts	UOM	Counted Quantity			Deviation Percentage	Adjustment Value	Reason	Comments	Reviewed By	Review Date	Count Entered By	Physically Counted	Count Date
4210451 CC Demo	Number 4	4210451	A004	0001944	ROLLED OATS, 50 LB. BAG	Status Approved	0	BAG	4	Quantity 2,11	Quantity (2,077	(98.11053)	(\$51,239.569)			ROBERTS, JEREMY	02/07/200	ROBERTS, JEREMY	By	02/07/2024
4210451 CC Demo	5	4210451	A005	0001947	COBN MEAL, 50 1B. BAG	Approved	0	BAG	50	ç.	(423	(89.42915)	(\$7,284.500)			ROBERTS, JEREMY	02/07/203	ROBERTS, JEREMY		02/07/2024
(1 of 1)		1	1		1					1	1					· · · · · ·		1	· I	

Wrap-Up/Important Notes

This QRG explains how to setup and manage Inventory ABC classes, Assignment groups, and Classification Sets for the entire warehouse organization in NCFS.

Additional Resources

- INV102: Inventory Agency Manager (vILT)
- INV105: Inventory Warehouse Manager (vILT)
- INV-20: Define Counts (QRG)
- INV-44: Cycle Counting Process (QRG)

