INV-15 Enter Cycle Count Results

Purpose

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

Introduction and Overview

This QRG covers how to enter cycle count result in NCFS.

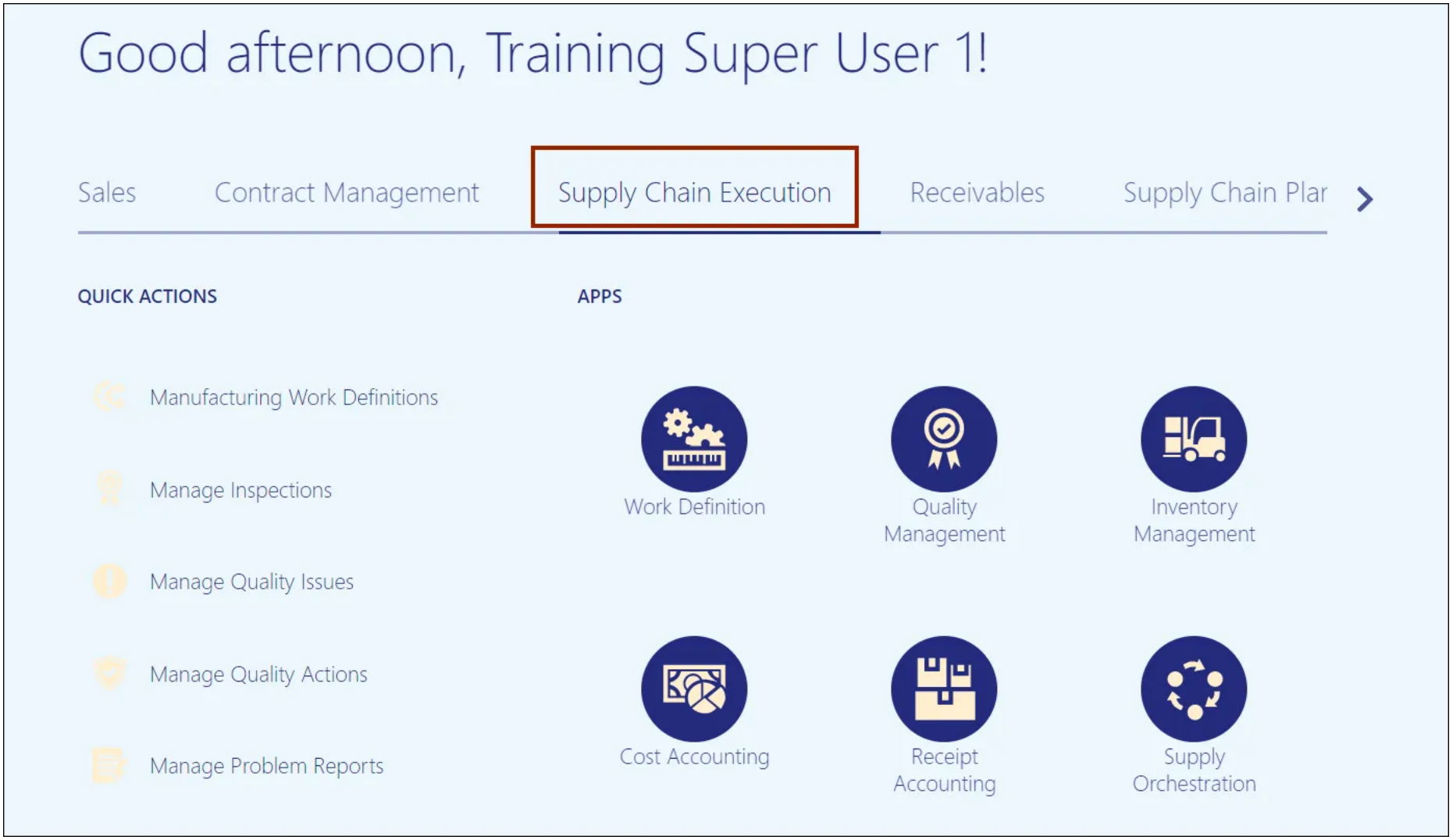
Enter Cycle Count Result

To enter cycle count result in NCFS, please follow the steps below. There are 14 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

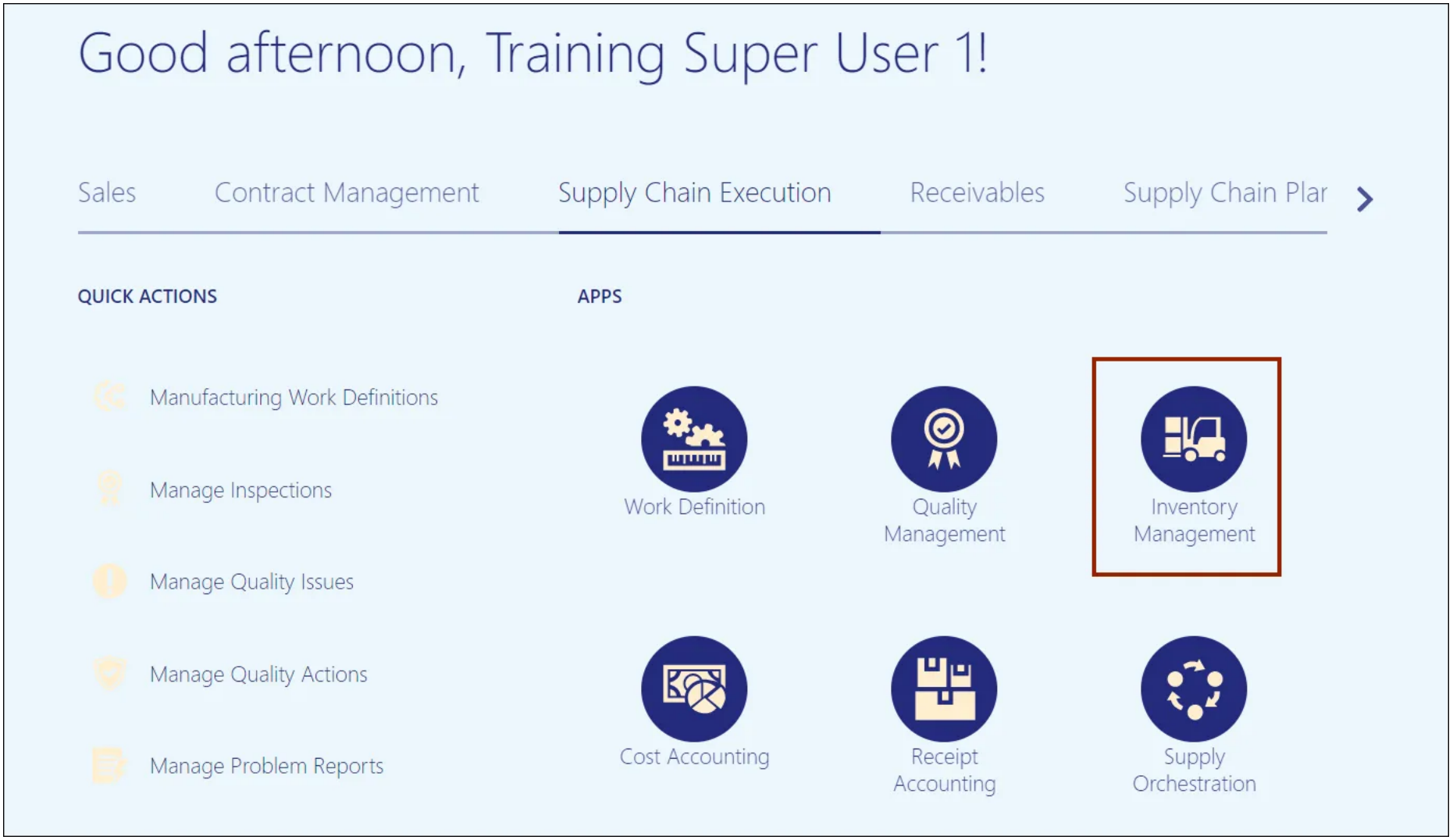
Step 2. On the **Home** page, click the **Supply Chain Execution** tab.

Image



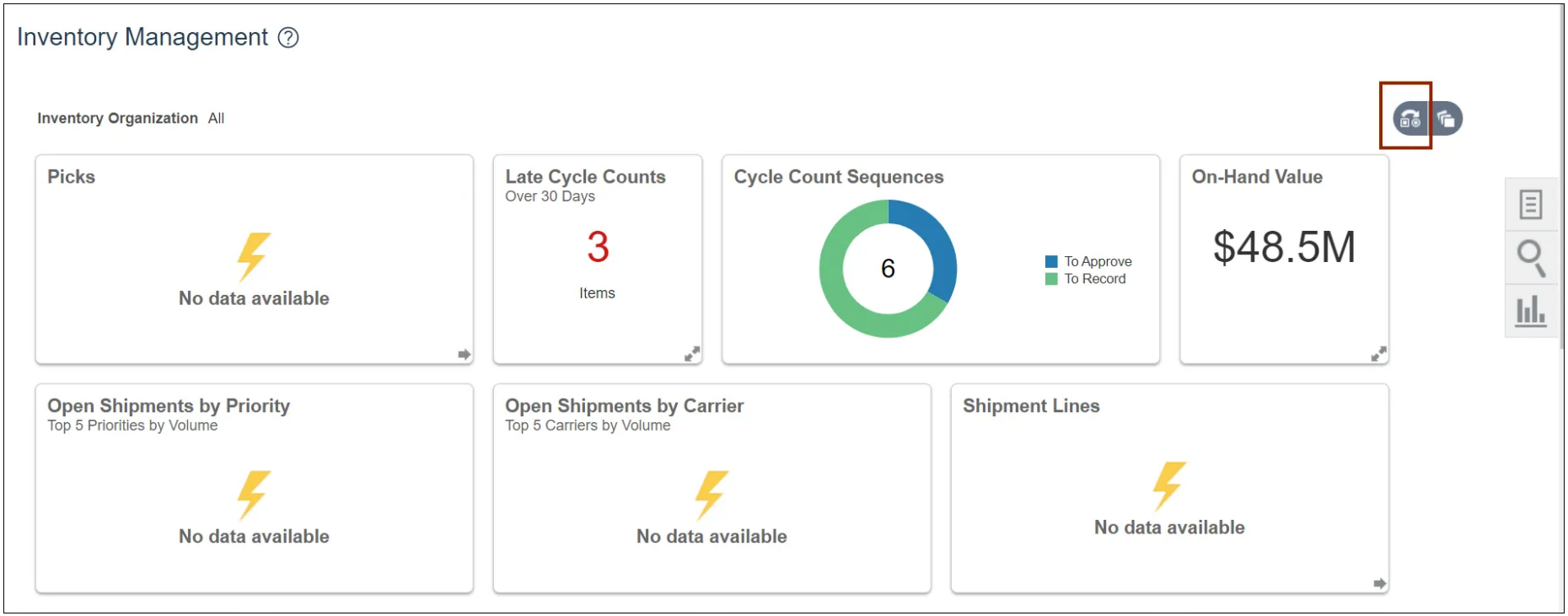
Step 3. Click the **Inventory Management** app.

Image



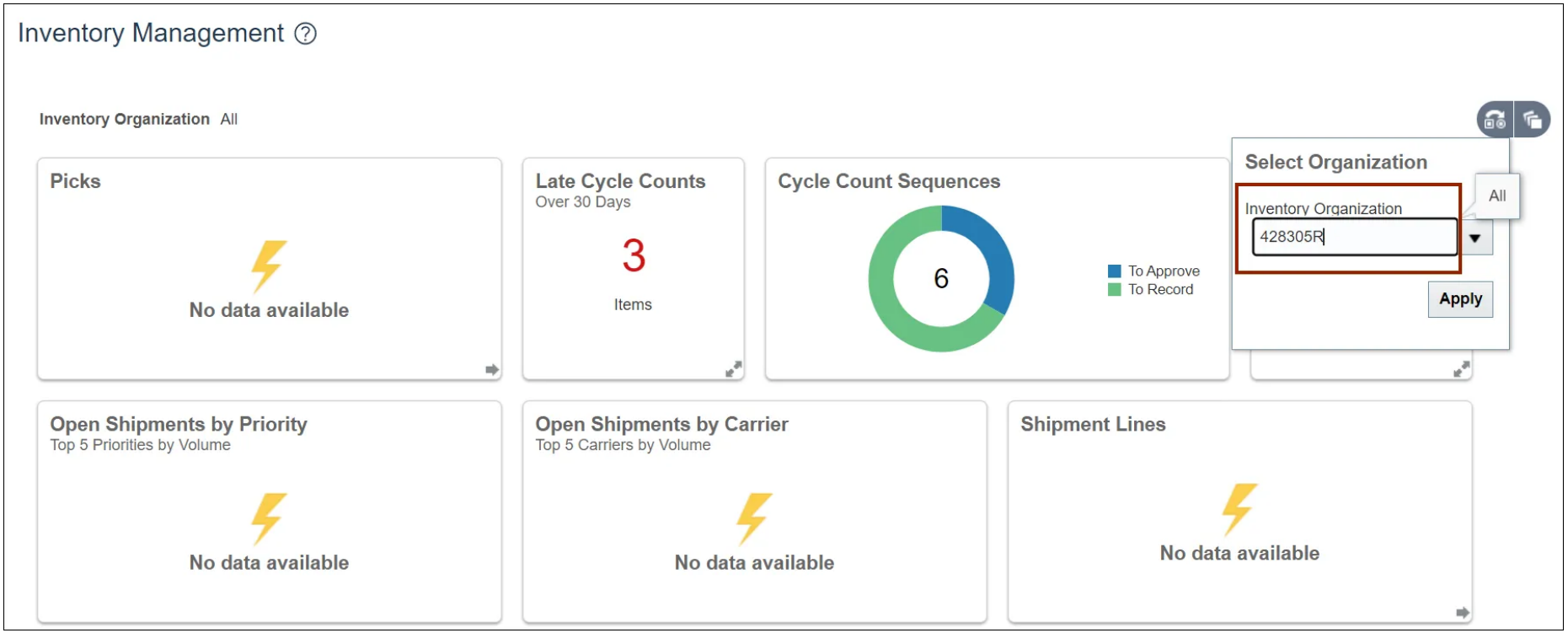
Step 4. On the **Inventory Management** page, click the **View By** icon.

Image



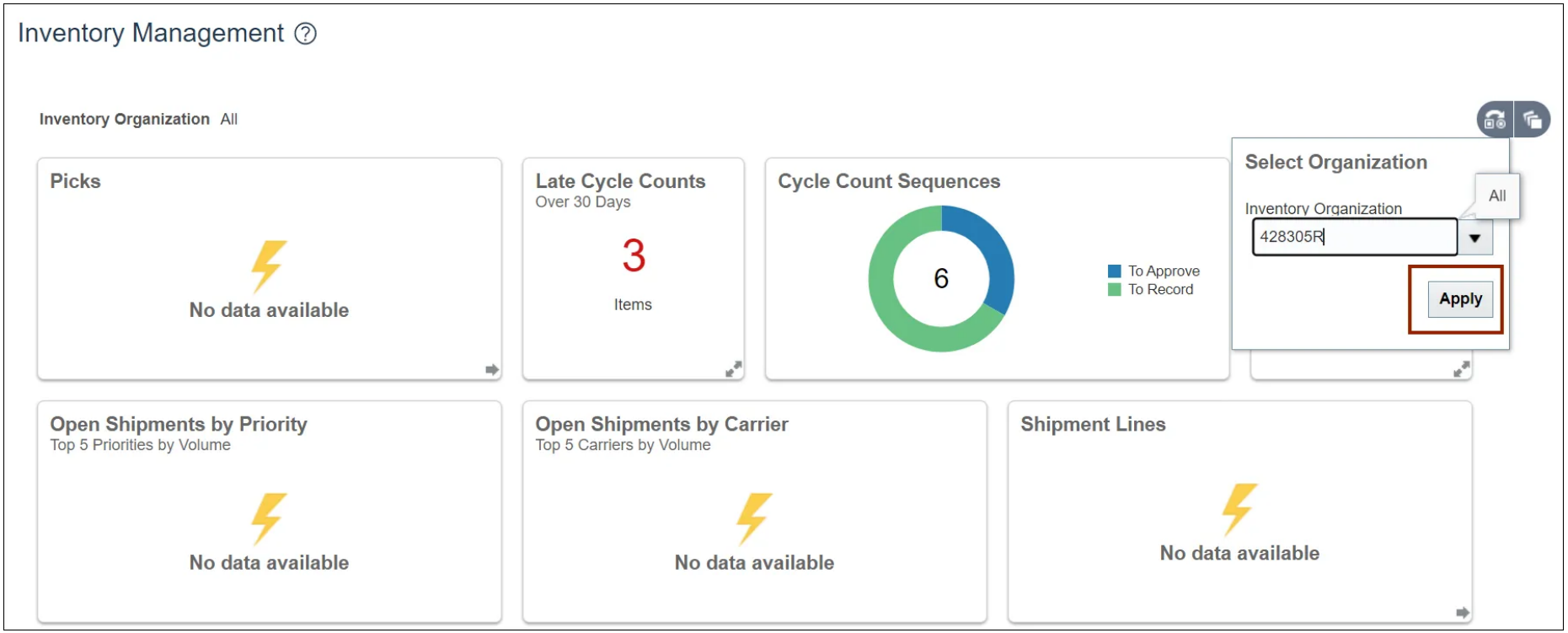
Step 5. Enter the **Inventory Organization**.

Image



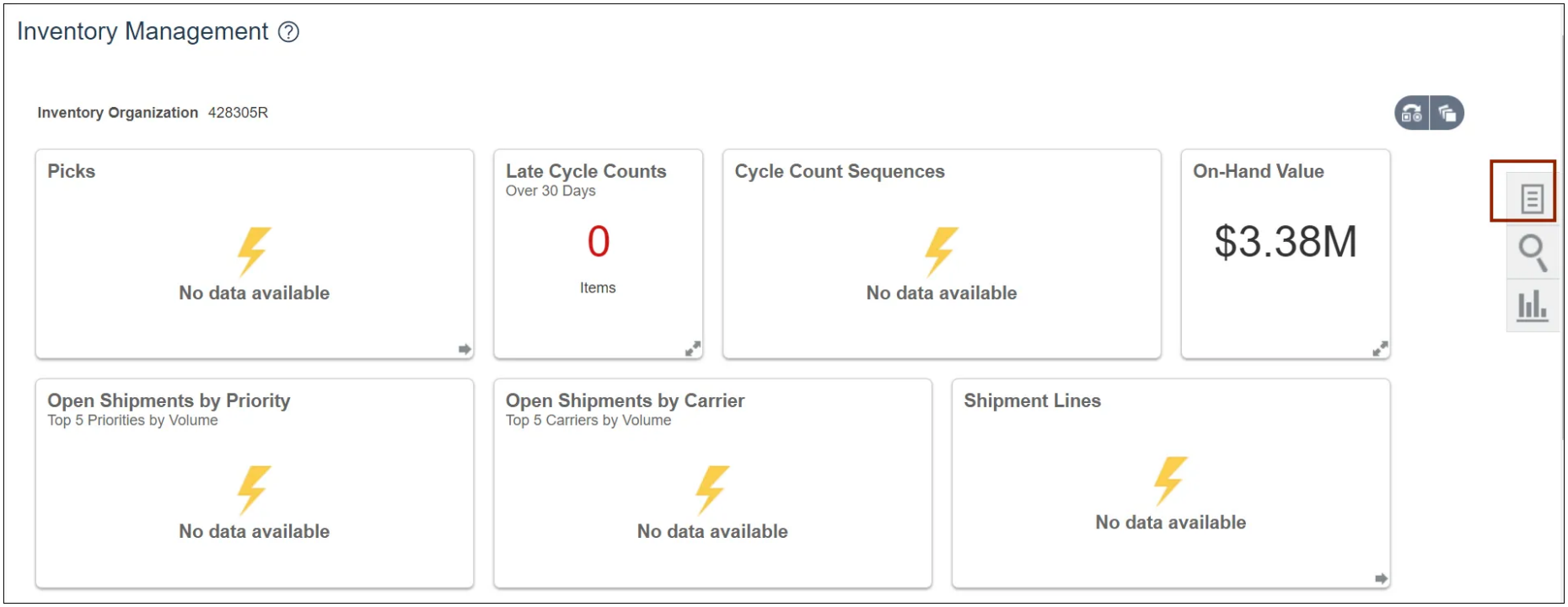
Step 6. Click the **Apply** button.

Image



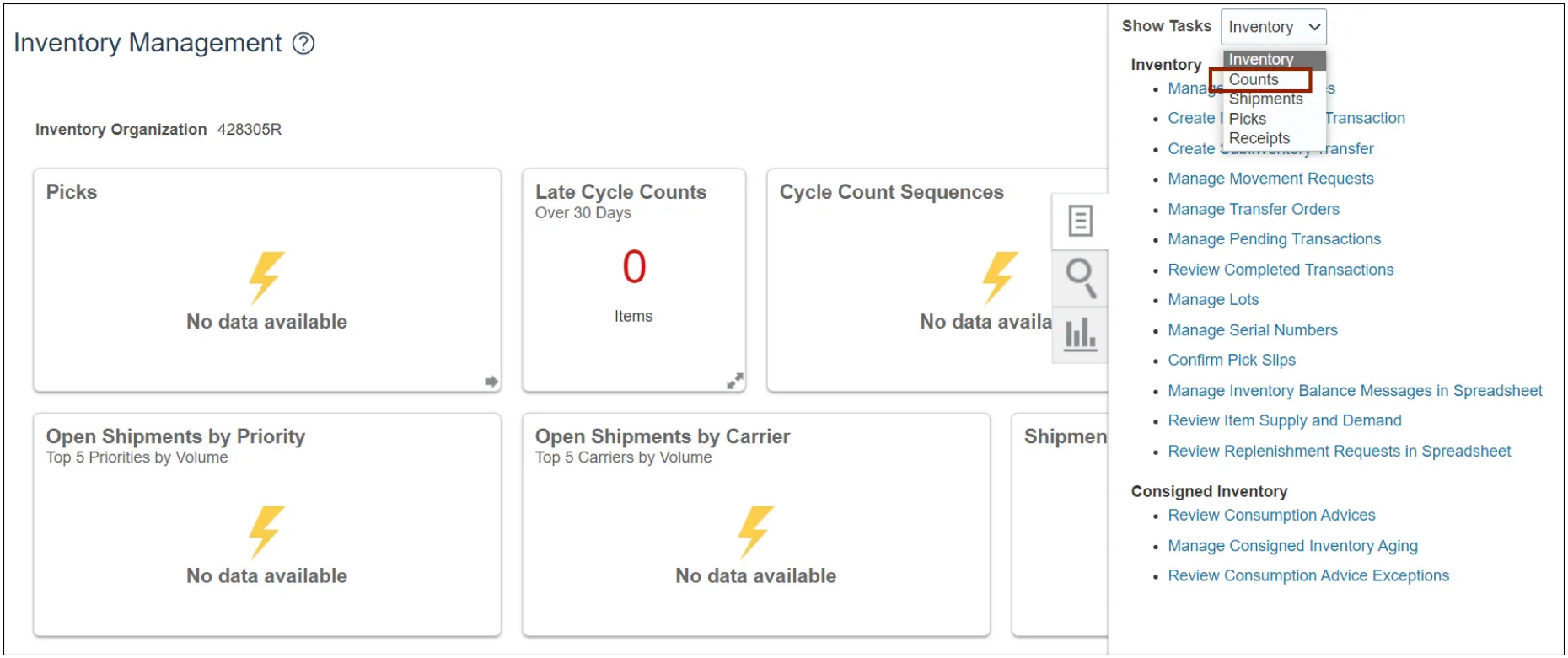
Step 7. On the **Inventory Management** page click on the **Tasks** icon.

Image



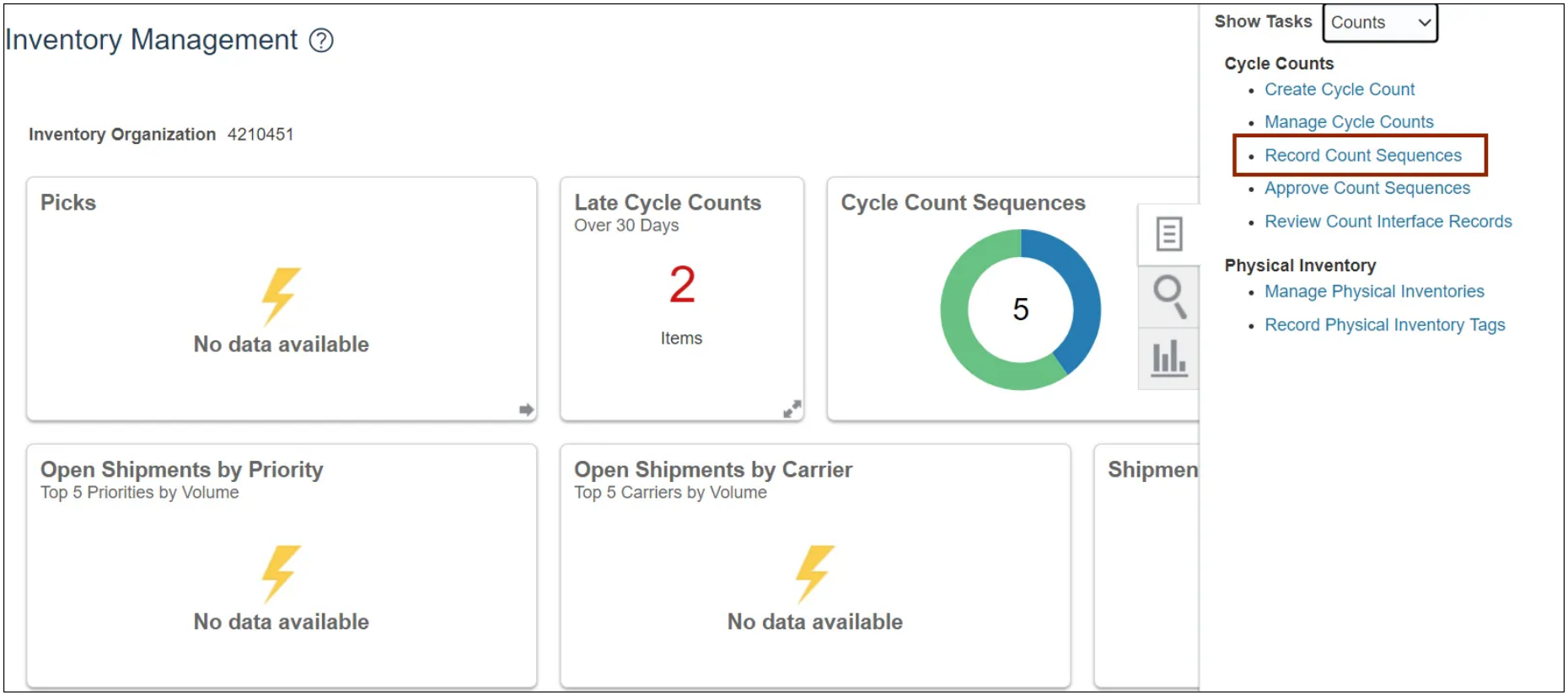
Step 8. Select **Count** from the *Show Tasks* drop-down choice list.

Image



Step 9. From the **Cycle Counts** area, click **Record Count Sequences**.

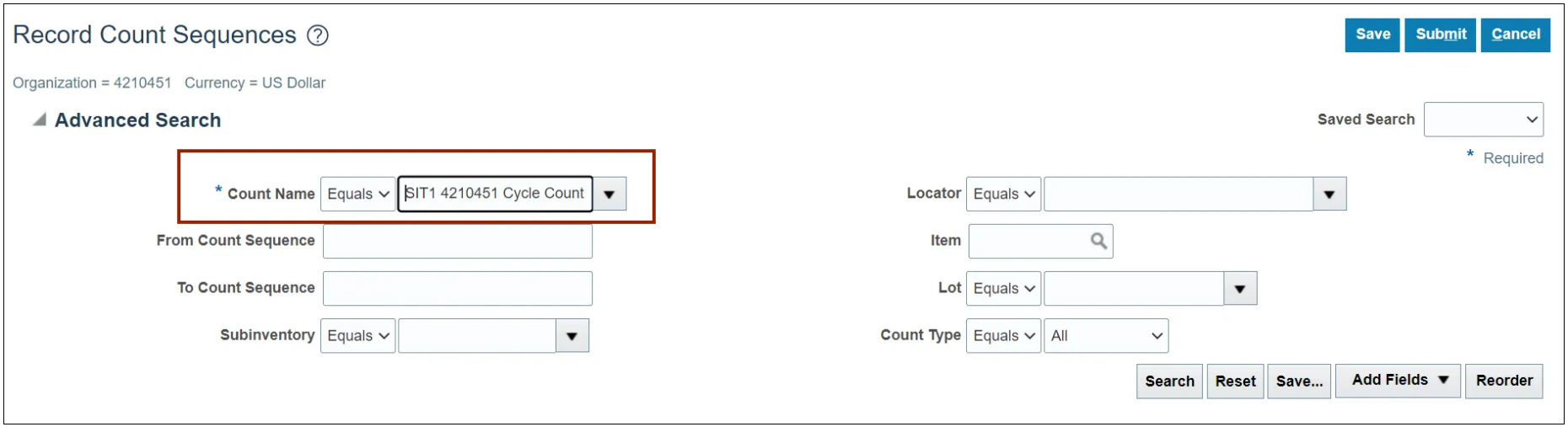
Image



Step 10. On the **Record Count Sequences** page, enter the Count Name in the **Advance Search** criteria section.

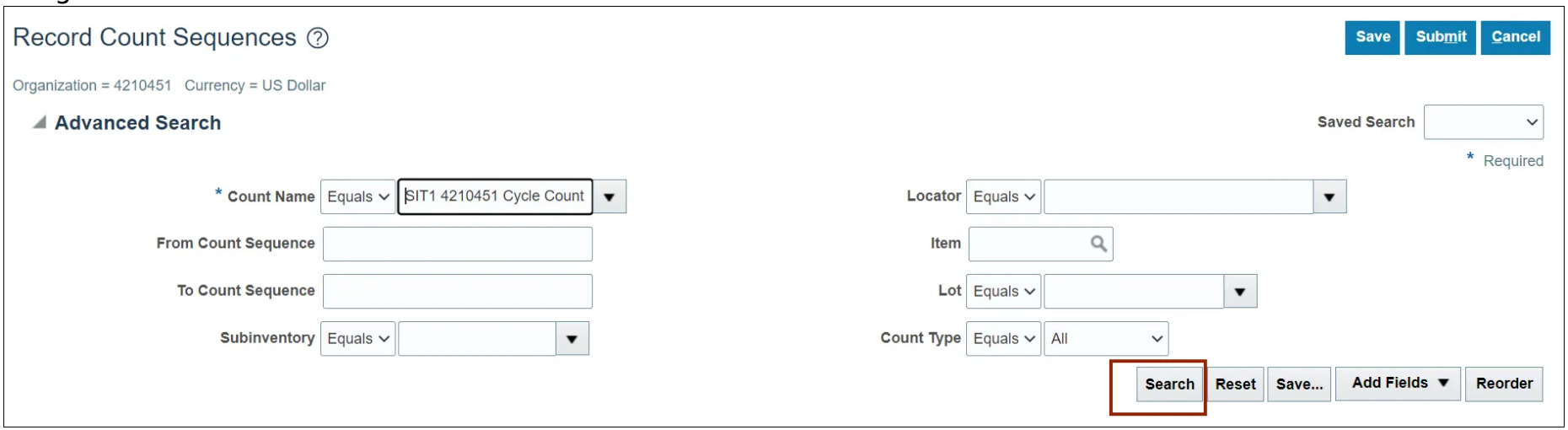
Note: Count Name will be set up beforehand by the Warehouse Manager security role user.

Image



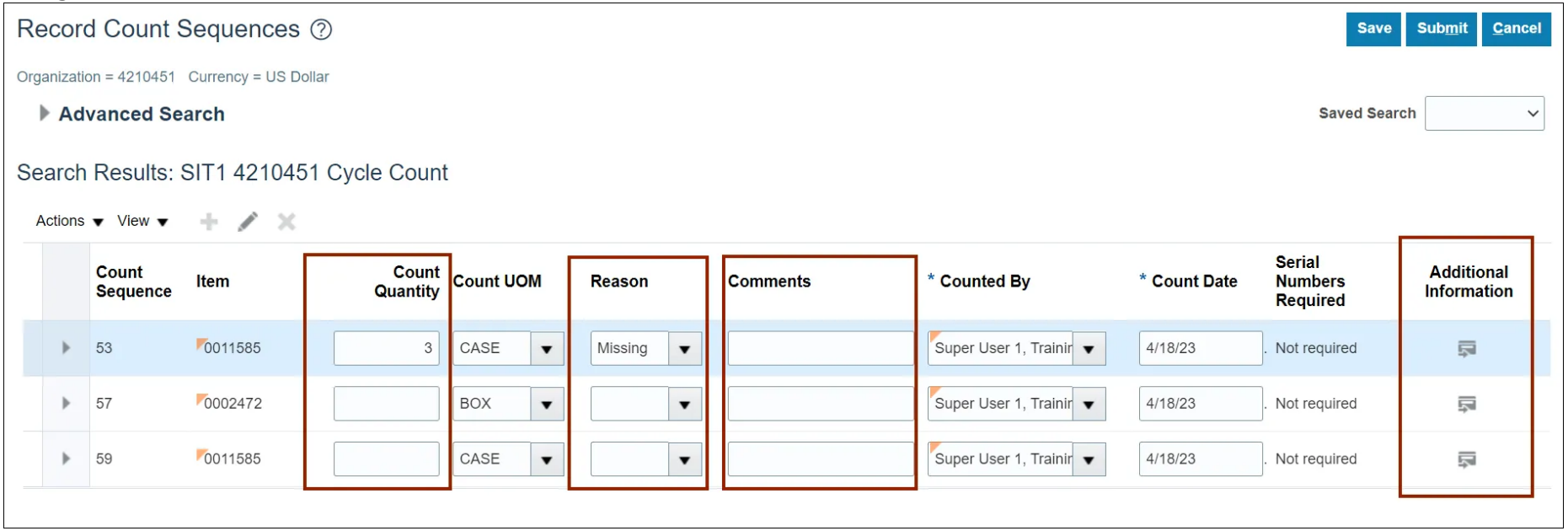
Step 11. Click the **Search** button.

Image



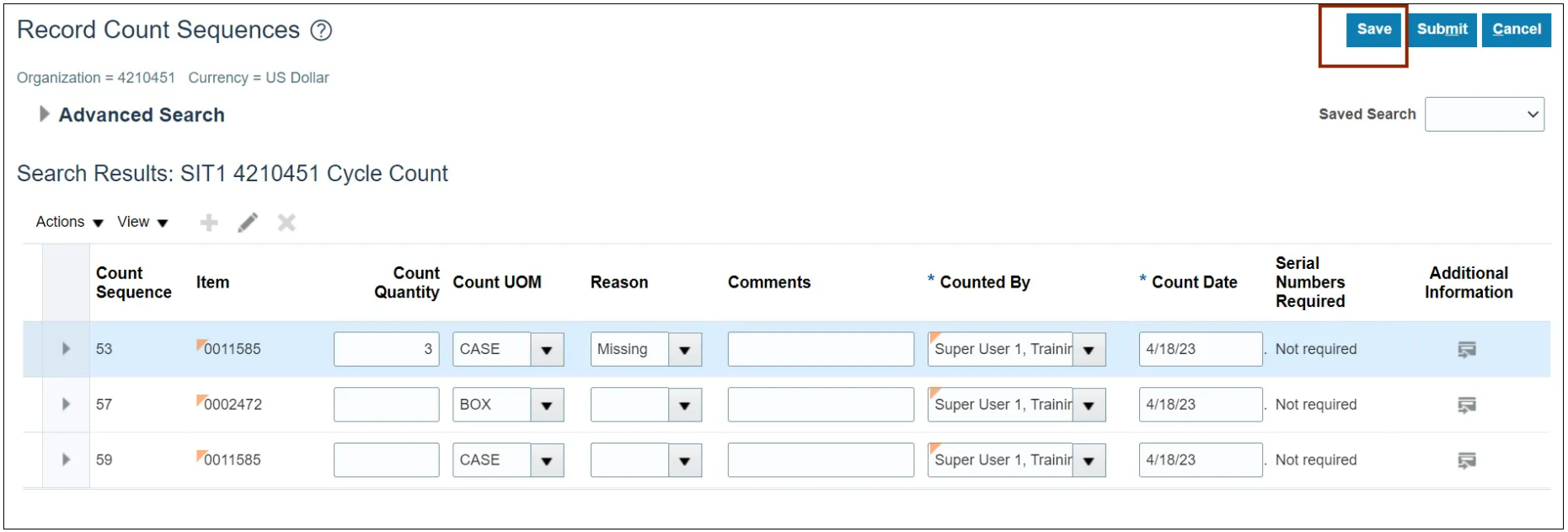
Step 12. Enter the **Count Quantity** and any required fields.

Image



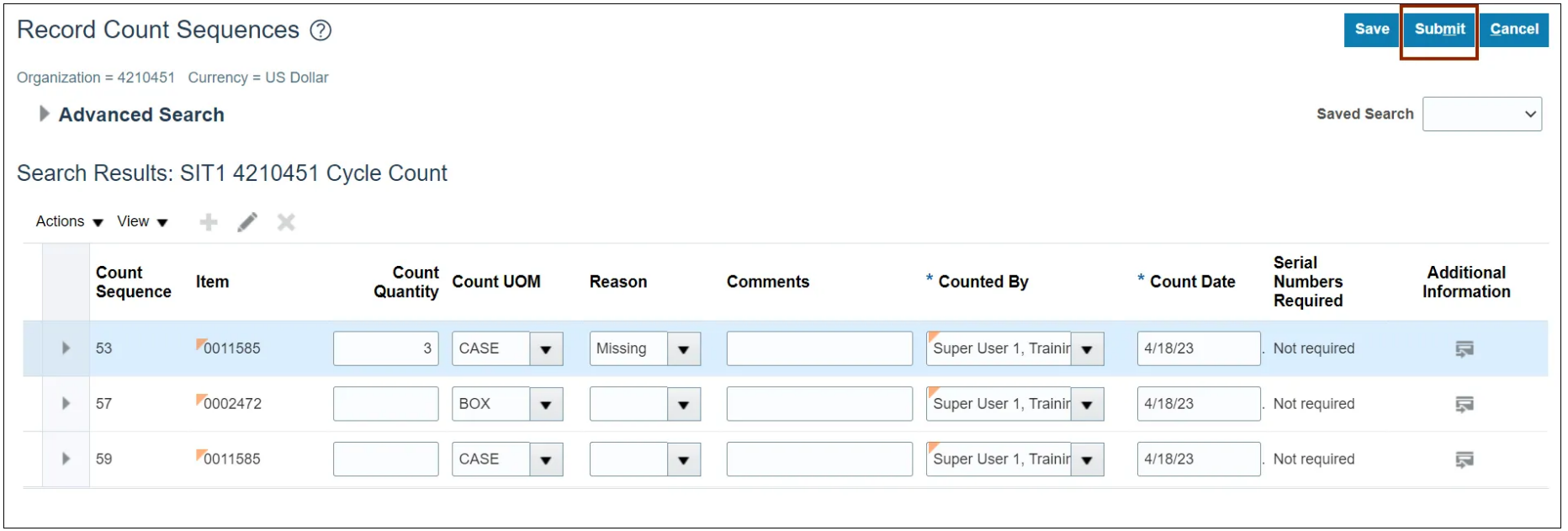
Step 13. Click the **Save** button.

Image



Step 14. Click the **Submit** button.

Image



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

Wrap-Up

Enter cycle count result using the steps above in NCFS.

Additional Resources

Web-Based Training (WBT)

- INV 103: Warehouse Staff
- INV 110: Warehouse Approver

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