

INV-20 Define Counts

Purpose

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

Introduction and Overview

This QRG covers the creation of counts in NCFS which will enable you to define the Cycle count and initiate the Cycle count process by generating the Cycle Count listing report.

Note: This is an optional step in Cycle Counting.

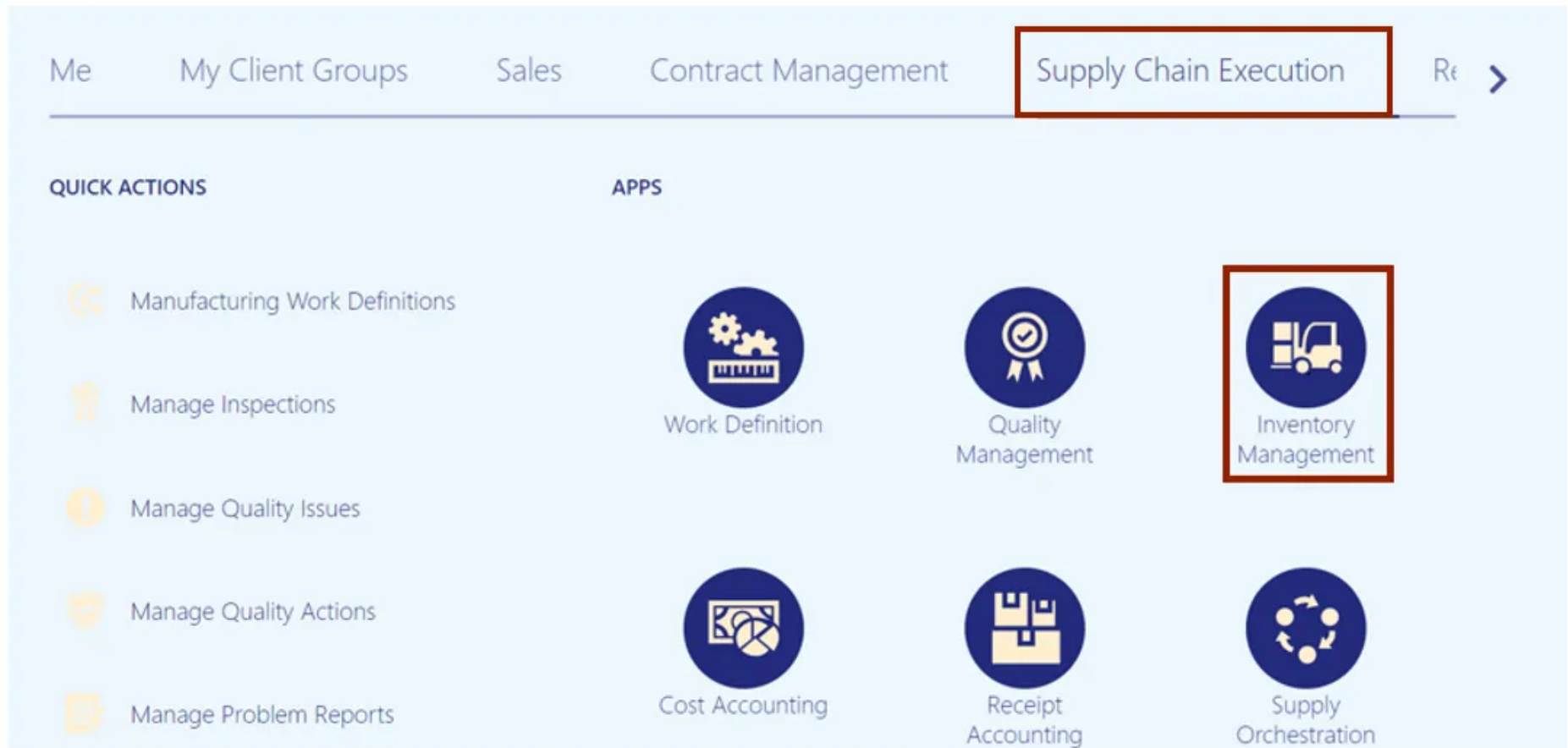
Define Cycle Count

To define cycle count in NCFS, please follow the steps below. There are 15 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 Management** tab and click the **Inventory Management** app.

Image



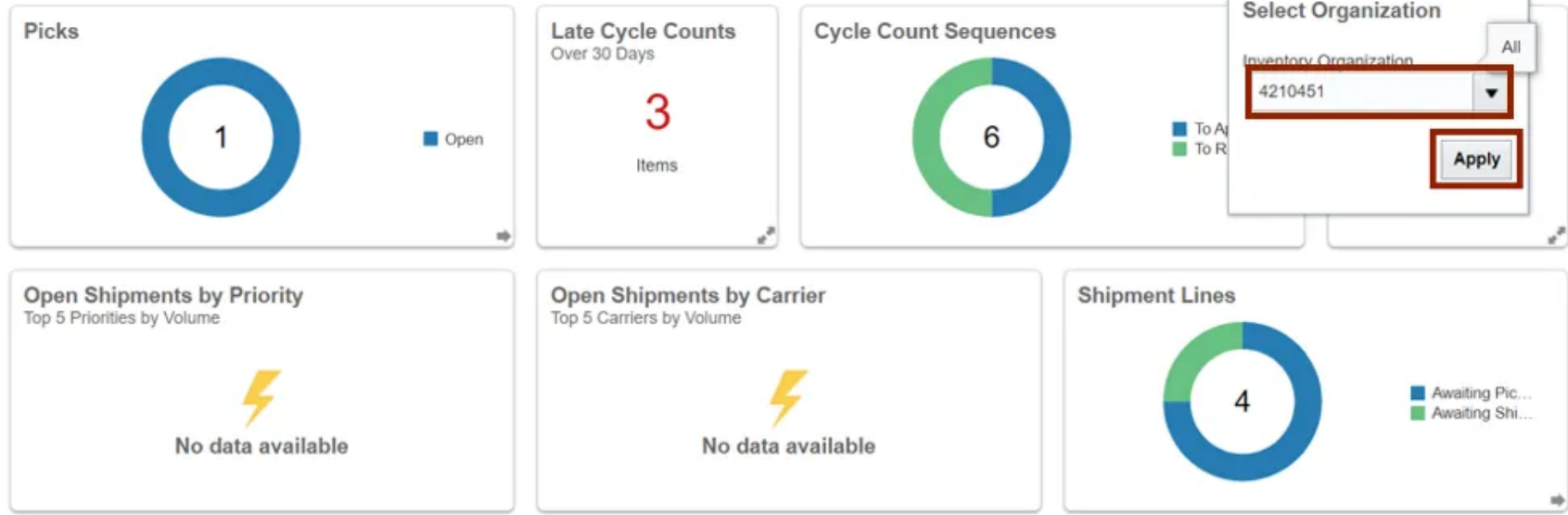
Step 3. On the **Inventory Management** dashboard, click the **View By** icon. Click the *Inventory Organization* drop-down choice list, select the Inventory Organization.

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

Image

Inventory Management ?

Inventory Organization All

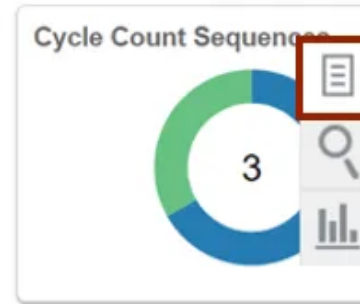


Step 4. Click the **Tasks** icon. Click the *Show Tasks* drop-down choice list, then select **Counts** and click **Create Cycle Count**.

Image

Inventory Management ?

Inventory Organization 4210451



Show Tasks Counts ▾

Cycle Counts

- [Create Cycle Count](#)
- [Manage Cycle Counts](#)
- [Record Count Sequences](#)
- [Approve Count Sequences](#)
- [Review Count Interface Records](#)

Physical Inventory

- [Manage Physical Inventories](#)
- [Record Physical Inventory Tags](#)

Open Shipments by Priority
Top 5 Priorities by Volume

No data available

A yellow lightning bolt icon above the text 'No data available'.

Open Shipments by Carrier
Top 5 Carriers by Volume

No data available

A yellow lightning bolt icon above the text 'No data available'.

Step 5. 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**.

Image

Inventory Organization 4210451

Change Organization

1

2

3

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

Create Cycle Count: Enter Primary Details ?

Back

Next

Save

Save and Close

Cancel

* Count Name

4210451 SIT Cycle Count1

Description

4210451 SIT Cycle Count1

☐ Cycle Count by Item Category

Subinventories to Count

Actions ▾

View ▾

Include in Count

Exclude from Count

Subinventory	Include in Count
01A1	—
01A2	—
01A3	—
01A4	—
01B1	—

Step 6. 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.

Image

Subinventories to Count

Actions ▾ View ▾



Include in Count

Exclude from Count

Subinventory	Include in Count
01A1	—
01A2	—
01A3	—
01A4	—
01B1	—
01B2	—
01B3	—
01B4	—

Step 7. Scroll down to the **Synchronize Count Classes and Items with ABC Group** section, then select the **ABC Assignment Group**.

In 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.

Image

Synchronize Count Classes and Items with ABC Group ?

ABC Assignment Group 4210451 SIT AG ▾

Synchronization Mode ☐ Append Changes ☒ Complete ☐ None

☐ Synchronize ABC association ☐ Delete additional items

Step 8. Scroll up to the top of the page, click the **Next** button.

Image

Inventory Organization 4210451 [Change Organization](#)

1 — 2 — 3 — 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

Create Cycle Count: Enter Primary Details ?

Back **Next** Save Save and Close Cancel

* Count Name 4210451 SIT Cycle Count Description 4210451 SIT Cycle Count

☐ Cycle Count by Item Category

Subinventories to Count

Actions ▾ View ▾  [Include in Count](#) [Exclude from Count](#)

Subinventory	Include in Count
01A1	✓
01A2	✓
01A3	✓
01A4	✓

Step 9. 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.

Image

Inventory Organization 4210451 [Change Organization](#)

1 2 3 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

Create Cycle Count: Define Schedules and Appro... ?

Back Next Save Save and Close Cancel

Currency = US Dollar

Schedules ?

☒ Automatically schedule

* Frequency Daily

* Workday Schedule SHIFT SCHEDULE

Last Scheduled Date

Next Scheduled Date m/d/yy

Approvals ?

☒ Approval Required

Approval Type ☒ Always ☐ If out of tolerance

Positive Adjustment Value Tolerance

Negative Adjustment Value Tolerance

Step 10. Select the **Always** radio button for **Approval Type** if not already selected. Click the **Next** button.

Image

Inventory Organization 4210451 [Change Organization](#)

1 Enter Primary Details 2 **Define Schedules and Approvals** 3 Define Parameters 4 Define Item Categories 5 Define Items in Item Categories 6 Define Classes and Items 7 Review

Create Cycle Count: Define Schedules and Appro... ?

Back **Next** Save Save and Close Cancel

Currency = US Dollar

Schedules ?

☒ Automatically schedule

* Frequency Daily

* Workday Schedule SHIFT SCHEDULE

Last Scheduled Date

Next Scheduled Date m/d/yy

Approvals ?

☒ Approval Required

Approval Type **Always**

☐ If out of tolerance

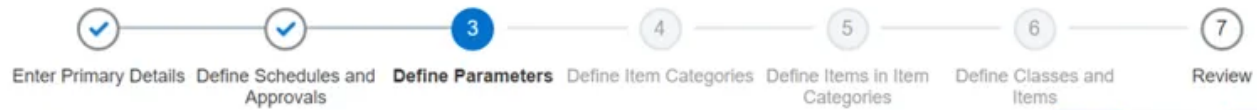
Positive Adjustment Value Tolerance

Negative Adjustment Value Tolerance

Step 11. In the **Count Parameters** section, enter the **Starting Count Sequence** in the **Starting Count Sequence** field.

In this example, we choose **1**. Enter the **Maximum Days Before Late** in the **Maximum Days Before Late** field . In this example, we choose **2** (Note: Leave the **Maximum Recounts** field blank.) Select the **Count Zero Quantity** check box.

Image



Create Cycle Count: Define Parameters ?

[Back](#) [Next](#) | [Save](#) [Save and Close](#) [Cancel](#)

Count Parameters ?

* Starting Count Sequence	1
* Maximum Days Before Late	2
Maximum Recounts	
* Start Date	5/15/23
End Date	m/d/yy

☐ Manual counts allowed
Manual Count Sequence Prefix
☒ Count Zero Quantity
☐ Display suggested quantity
☒ Serialized items allowed

Step 12. Click the **Save** button and click the **Next** button.

Image

Inventory Organization 4210451 [Change Organization](#)

1 2 3 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

Create Cycle Count: Define Parameters ?

[Back](#) [Next](#) [Save](#) [Save and Close](#) [Cancel](#)

Last Saved 5/14/23 11:58 PM

Count Parameters ?

* Starting Count Sequence

* Maximum Days Before Late

Maximum Recounts

Start Date 5/15/23

End Date

☐ Manual counts allowed

Manual Count Sequence Prefix

☒ Count Zero Quantity

☐ Display suggested quantity

☒ Serialized Items allowed

Step 13. In the **ABC Classes** section, provide the **Counts per year** for the ABC Classes in the **Counts per year field**.

In 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

Image

Inventory Organization 4210451

Change Organization

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Enter Primary Details

Define Schedules and Approvals

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Define Classes and Items

Review

Create Cycle Count: Define Classes and Items ?

Back

Next

Save

Save and Close

Cancel

Currency = US Dollar

ABC Assignment Group 4210451 SIT AG

ABC Classes

Actions

View

+

×

* ABC Class	* Counts per Year	Adjustment Value Tolerance		Quantity Variance Percentage		Hit and Miss Percentage	
		Positive	Negative	Positive	Negative	Positive	Negative
A Class	200						
B Class	150						
C Class	100						

Step 14. Review the details of the cycle count created. Additional details can be viewed by scrolling down.

Image

Inventory Organization 4210451 [Change Organization](#)

✓

✓

✓

4

5

✓

7

Enter Primary DetailsDefine Schedules and ApprovalsDefine ParametersDefine Item CategoriesDefine Items in Item CategoriesDefine Classes and ItemsReview

Create Cycle Count: Review

BackNextSaveSave and CloseCancel

Currency = US Dollar

Count Details

Count Name4210451 SIT Cycle Count1

Description4210451 SIT Cycle Count1

Subinventories to Count 4

— Cycle Count by Item Category

Synchronize Count Classes and Items with ABC Group

ABC Assignment Group4210451 SIT AG

Synchronization ModeComplete

— Synchronize ABC association

— Delete additional items

Schedules

☒ Automatically schedule

FrequencyDaily

Workday ScheduleSHIFT SCHEDULE

Last Scheduled Date

Next Scheduled Date

Step 15. Click the **Save** button to save your cycle count.

Image

Create Cycle Count: Review

[Back](#) [Next](#) [Save](#) [Save and Close](#) [Cancel](#)

Currency = US Dollar

Count Details

Count Name 4210451 SIT Cycle Count1

Description 4210451 SIT Cycle Count1

Subinventories to Count 4

— 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

Workday Schedule SHIFT SCHEDULE

Wrap-Up

Create Counts using the steps above, to define cycle count and generate count sequences.

Additional Resources

- Virtual Instructor-Led Training (VILT)
 - [AR101: Collections Management](#)

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