



DEFINE COUNTS

INV

QUICK REFERENCE GUIDE INV-20

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

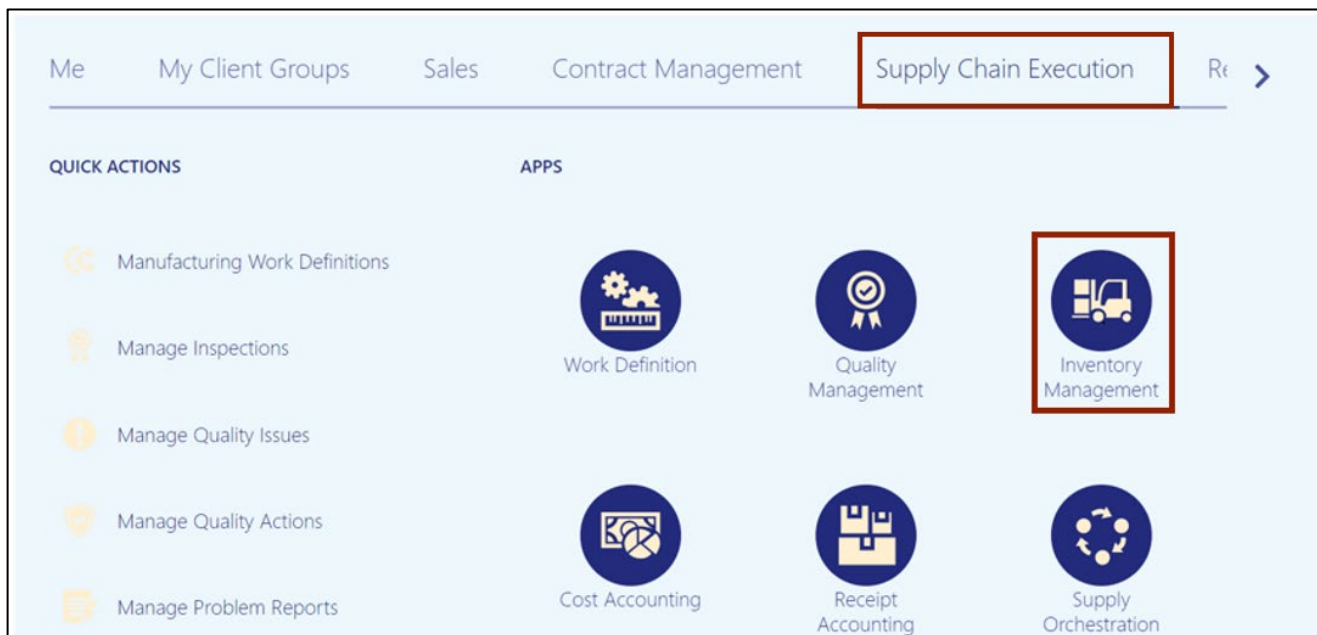
This QRG covers the creation of counts in NCFS which will enable you to define the Cycle count and initiate the Cycle count process by generating the Cycle Count listing report.


Note: This is an optional step in Cycle Counting.

Define Cycle Count

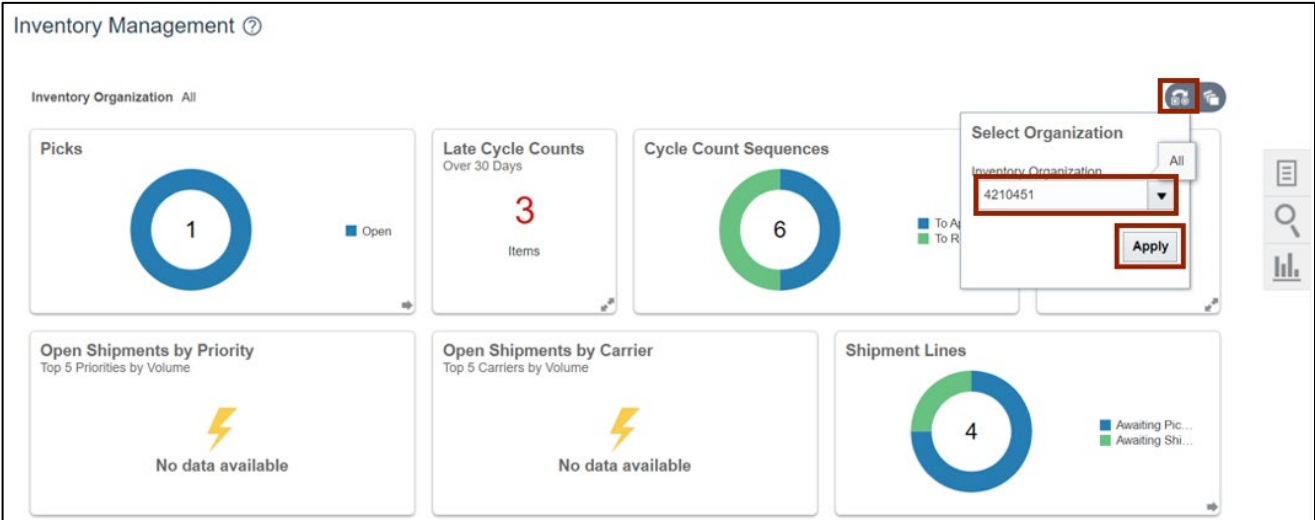
To define cycle count in NCFS, please follow the steps below:


1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Supply Chain Management** tab and click the **Inventory Management** app.

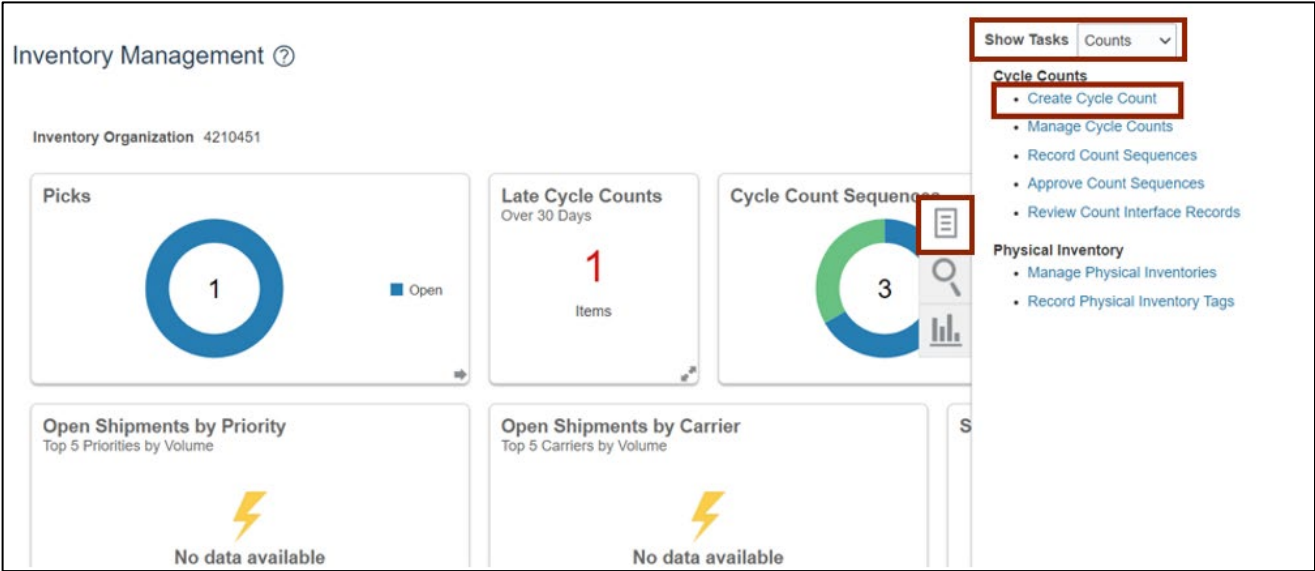


- 3. On the **Inventory Management** dashboard, click the **View By** [] icon. Click the *Inventory Organization* drop-down choice list, select the Inventory Organization.

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



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



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**.

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: Enter Primary Details ?

* 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	—

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.

Subinventories to Count

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

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

- 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.

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

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

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	✓

- 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.

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... ?

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

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

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

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... ?

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

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

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.

The screenshot shows the 'Define Parameters' step of a 7-step process. The 'Count Parameters' section contains the following fields and options:

- * Starting Count Sequence: 1
- * Maximum Days Before Late: 2
- Maximum Recounts: (blank)
- * Start Date: 5/15/23
- End Date: m/d/yy
- Manual counts allowed:
- Manual Count Sequence Prefix: (blank)
- Count Zero Quantity:
- Display suggested quantity:
- Serialized items allowed:

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

The screenshot shows the same 'Define Parameters' step, but with the 'Next' and 'Save' buttons highlighted in red. The 'Last Saved' timestamp is 5/14/23 11:58 PM. The 'Count Zero Quantity' checkbox remains checked.

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

Inventory Organization 4210451 [Change Organization](#)

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 Classes and Items ? [Back](#) [Next](#) [Save](#) [Save and Close](#) [Cancel](#)

Currency = US Dollar
ABC Assignment Group 4210451 SIT AG

ABC Classes

Actions View + X

* 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						

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

The screenshot shows the 'Create Cycle Count: Review' form. At the top, there is a progress bar with seven steps: 1. Enter Primary Details (checked), 2. Define Schedules and Approvals (checked), 3. Define Parameters (checked), 4. Define Item Categories (4), 5. Define Items in Item Categories (5), 6. Define Classes and Items (checked), and 7. Review (7). The 'Inventory Organization' is set to 4210451, with a 'Change Organization' button. The form is divided into sections: 'Count Details' with fields for 'Count Name' (4210451 SIT Cycle Count1) and 'Description' (4210451 SIT Cycle Count1); 'Synchronize Count Classes and Items with ABC Group' with 'ABC Assignment Group' (4210451 SIT AG) and 'Synchronization Mode' (Complete); and 'Schedules' with 'Frequency' (Daily), 'Workday Schedule' (SHIFT SCHEDULE), and 'Automatically schedule' (checked). On the right side, there are dropdown menus for 'Subinventories to Count' (4) and 'Last Scheduled Date' (Next Scheduled Date). At the top right, there are buttons for 'Back', 'Next', 'Save', 'Save and Close', and 'Cancel'.

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

This screenshot is identical to the previous one, but the 'Save' button in the top right corner is highlighted with a red box, indicating the action to be taken.

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