VIEW THE NC CYCLE COUNT VARIANCE REPORT

QUICK REFERENCE GUIDE INV-21

INV

Purpose

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

Introduction and Overview

This QRG covers how to view the NC cycle count variance report in the NCFS.

> **User Tip:**
>
> The following are prerequisites to view the NC cycle count variance report:
>
> 1. Warehouse Staff has recorded the count sequences and submitted it for approval.

View the NC Cycle Count Variance Report

To view the NC cycle count variance report 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 **Tools** tab, click the **Reports and Analytics** app.
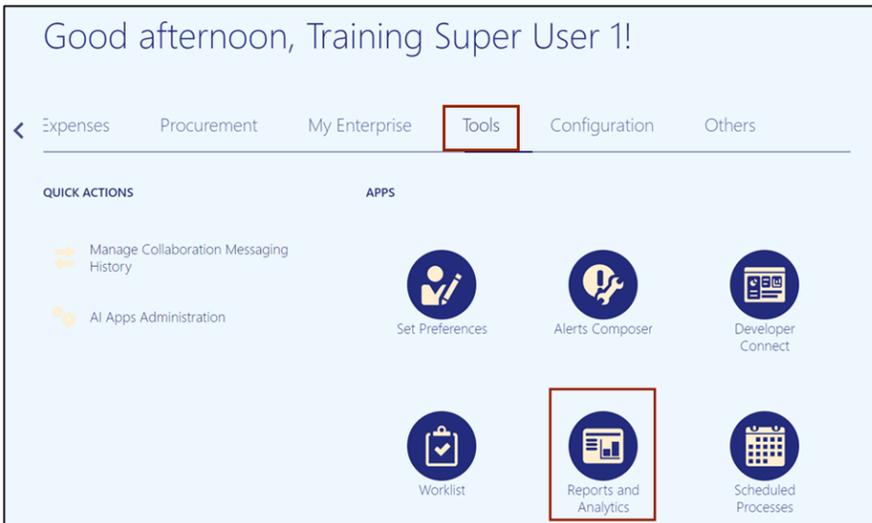
3. On the *Reports and Analytics* page, click the **Browse Catalog** button.
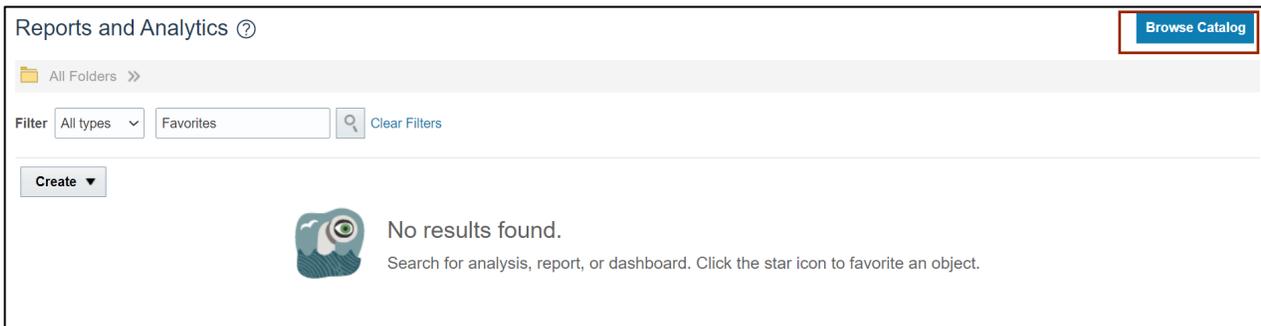
4. Click the **Shared Folders** folder.
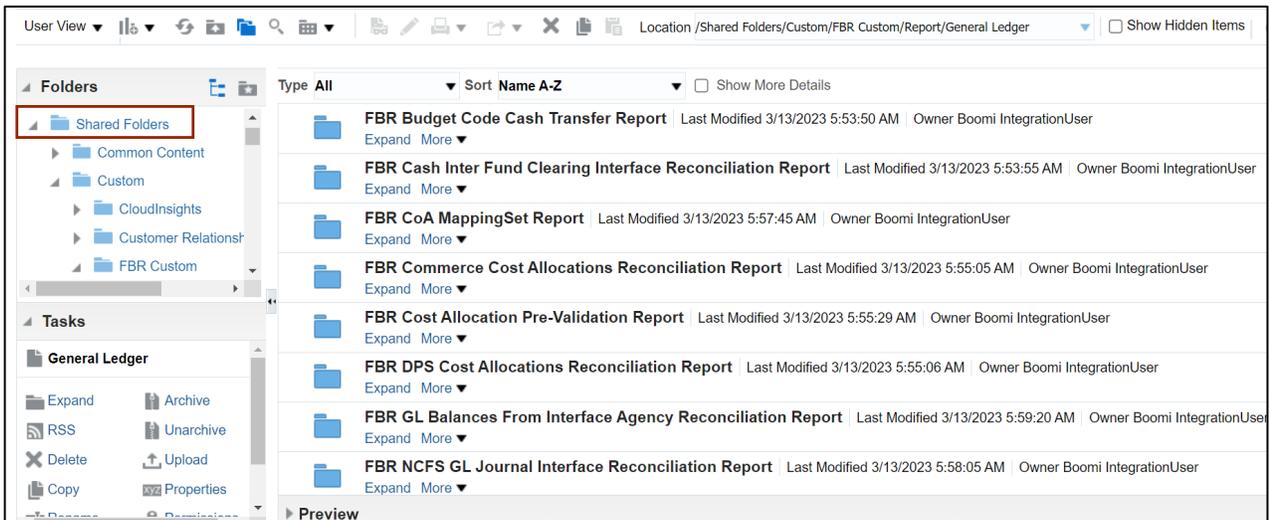
5. Click the **Custom** folder.
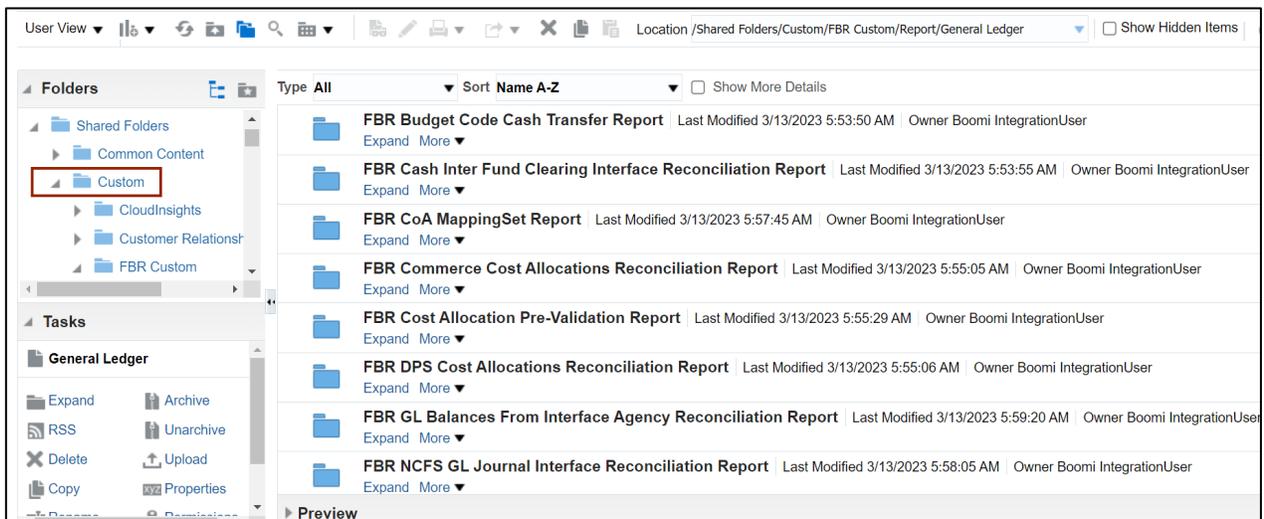
6. Click the **FBR Custom** folder.
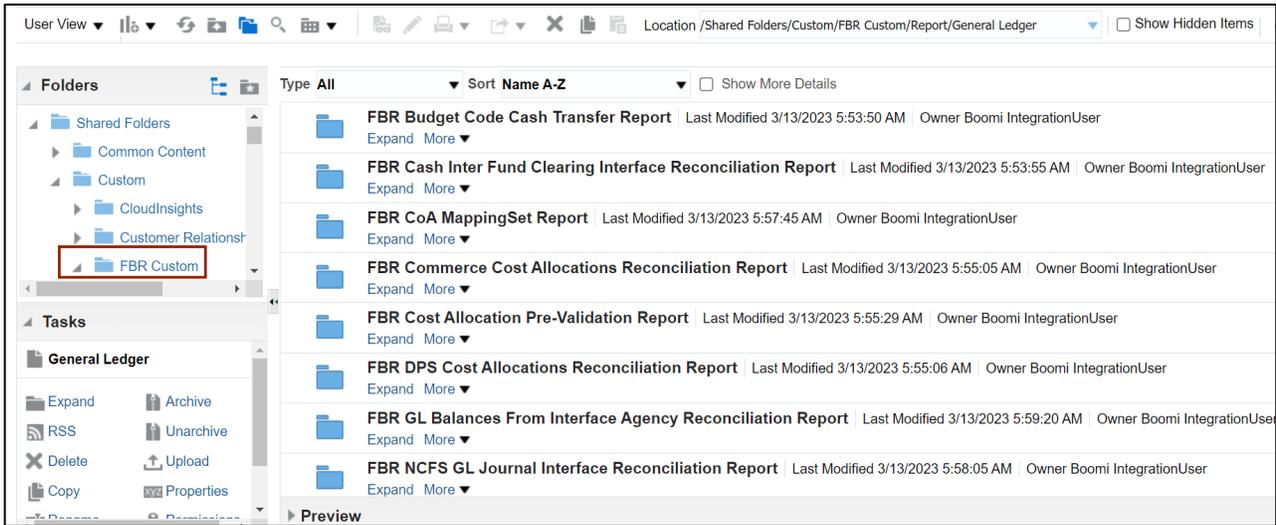
7. Click the **Report** folder.
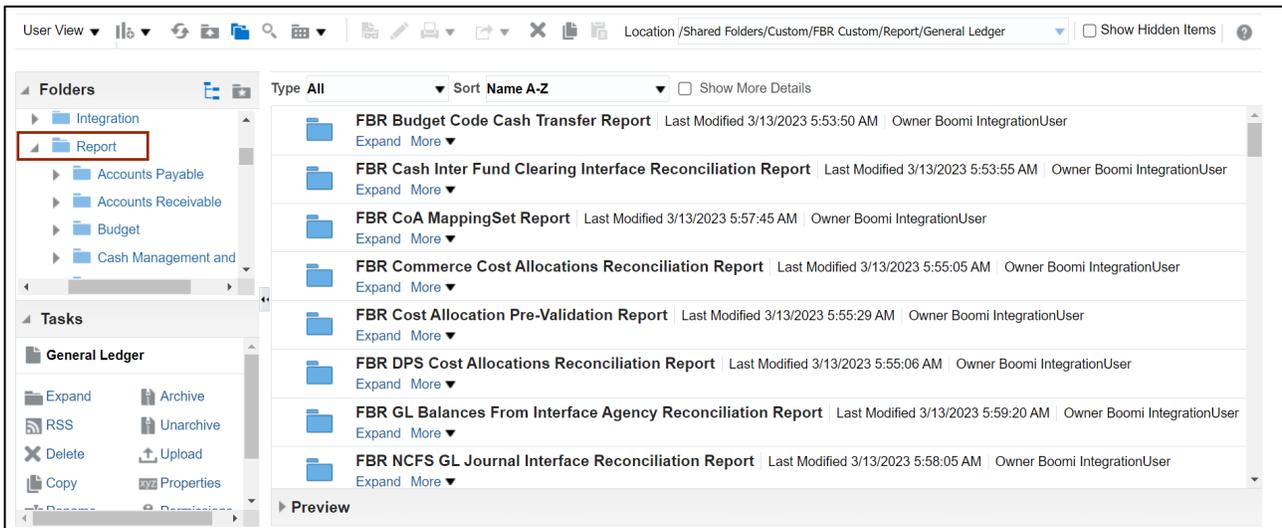
8. Click the **Inventory** folder.
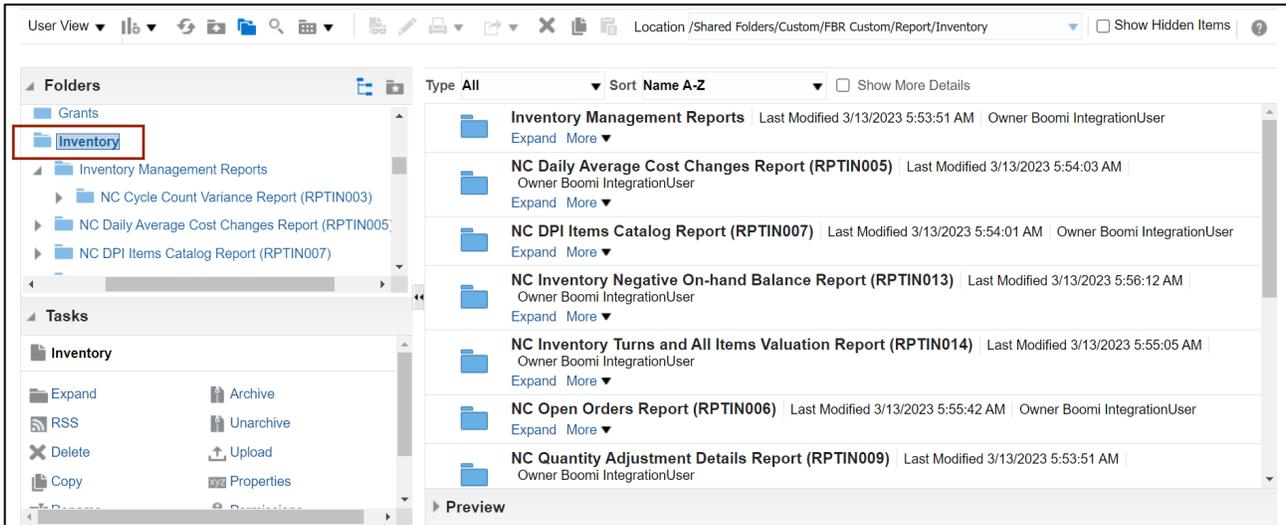
9. Click the **Inventory Management Reports** folder.
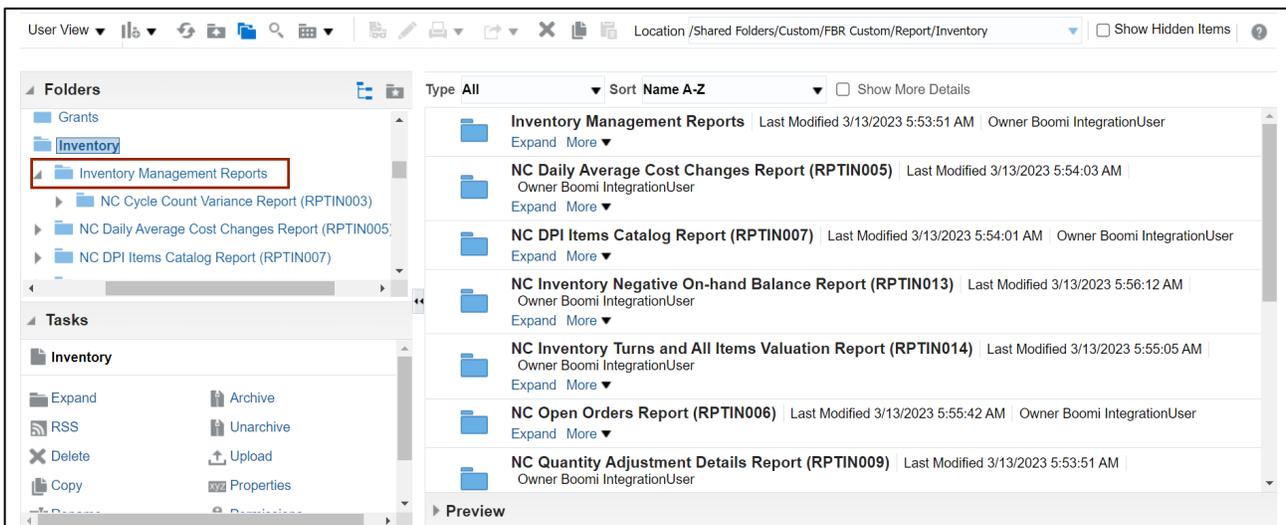
10. Click the **NC Cycle Count Variance Report (RPTIN003)** folder.
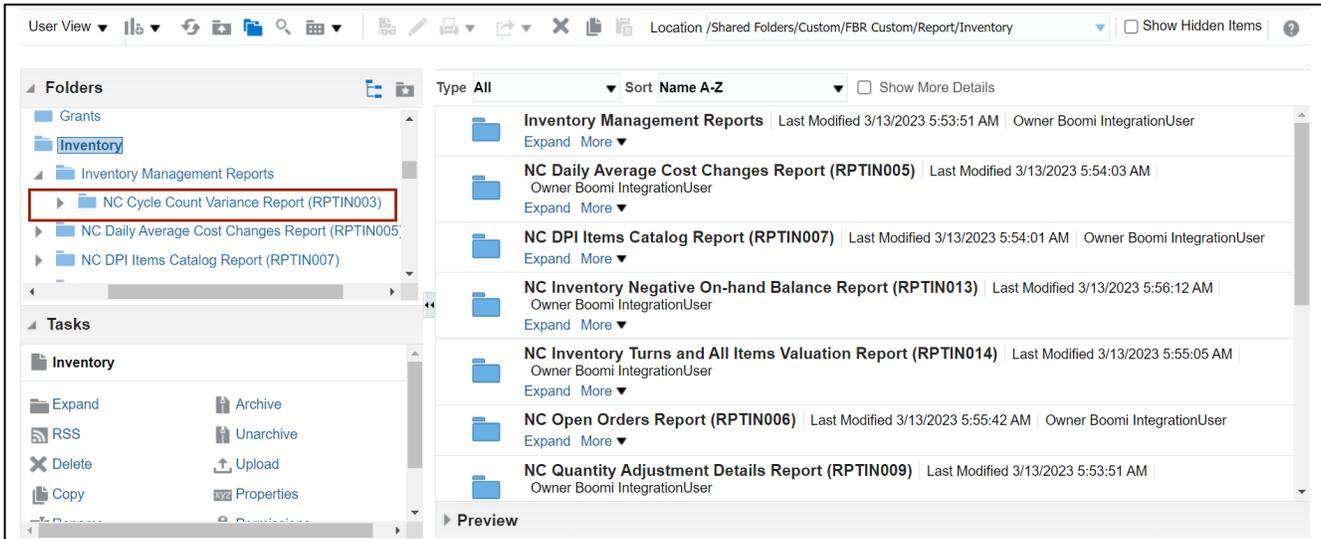
11. Click **Open.**
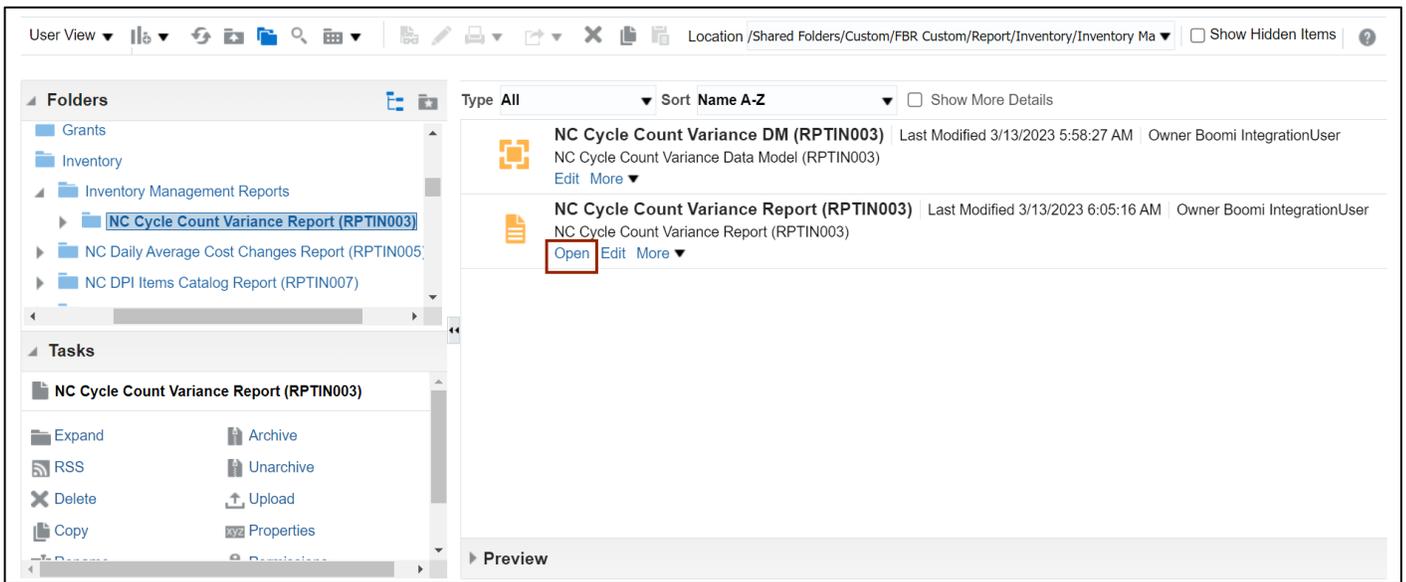
12. Enter the parameters for the report including **Inventory Org**, **Cycle Count Name**, and/or **Cycle Count Status** and click the **Apply** button.

13. Review the data within the report.

Cycle Count Name	Count Sequence Number	Inventory Org	Sub Inventory	Item	Item Description	Count Sequence Status	Recounts	UOM	Counted Quan
SIT1 4210451 Cycle Count	50	4210451-CENTRAL SUPPLY WAREHOUSE - DISTRIBUTION CENTER	01B3	0012457	SHOWER SHOES, SIZE XLARGE (11-12), 12PR/PKG	Approved	0	PACKAGE	
SIT1 4210451 Cycle Count	53	4210451-CENTRAL SUPPLY WAREHOUSE - DISTRIBUTION CENTER	02C2	0011585	CONTROL POPULATION KIT, 25/CASE	Pending approval	1	CASE	

Wrap-Up

View the NC cycle count variance report using the steps above in NCFS.

Additional Resources

Virtual Instructor-Led Training (vILT)

- INV 101: Warehouse Management (ILT)