INVENTORY WAREHOUSE ORGANIZATION ITEM CYCLE COUNT SETUP

INV

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.

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.**

5. **My Enterprise>Setup and Maintenance>Inventory Management>Manage ABC Classification Sets**

   a. Each Warehouse setup individually.

6. Click the **Plus Sign** or **Actions and Create.**

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.**

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

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.

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   Done

ABC Classification Set

Name	4210451 Classification Set		Criteria	Current on-hand quantity
Description	4210451 Classification Set		Status	Complete
Content Scope	Organization		Start Date	
Subinventory			End Date	
Valuation Scope	Organization			

ABC Classification Set Items: 4210451 Classification Set

View ▼

Sequence	Item	Item Description	ABC Classification Set Quantity	UOM Name	Cumulative Quantity	UOM Name	Cumulative Value	ABC Classification Set Value
1	0013768	GLOVES, NITRILE, X-LARGE, NON-STER. EXAM, 100/BX	22,968	BOX	22,968	BOX	0.00	0.00
2	0013766	GLOVES, NITRILE, MEDIUM, NON-STERILE EXAM, 100/BX	17,499	BOX	40,467	BOX	0.00	0.00
3	0013767	GLOVES, NITRILE, LARGE, NON-STERILE EXAM, 100/BX	16,475	BOX	56,942	BOX	0.00	0.00
4	0002219	GLOVES, LATEX, NON-STERILE EXAM, S, 100/BX	14,372	BOX	71,314	BOX	0.00	0.00
5	0002056	TENNIS SHOE, WHITE CANVAS OXFORDS, 10	10,141	PAIR	81,455	PAIR	0.00	0.00
6	0002058	TENNIS SHOE, WHITE CANVAS OXFORDS, 11	9,516	PAIR	90,971	PAIR	0.00	0.00
7	0002320	UTILITY COOK CAP, ONE SIZE FITS ALL, WHITE, 100/BX	7,855	BOX	98,826	BOX	0.00	0.00
8	0002054	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	BOX	0.00	0.00
10	0002221	GLOVES, LATEX, NON-STERILE EXAM, L, 100/BX	5,330	BOX	116,681	BOX	0.00	0.00

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

15. Click the **Plus sign** or **Actions and Create.**

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.**

22. Click **Perform ABC Assignments.**
23. Click **Save and Close.**

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 Assignments (?)   Submit | Cancel

ABC Assignment Group Details

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 ▾

Name	Sequence	Inventory Value (USD)	Item Percentage	Value Percentage	Item	Item Description
Class A	523	0.00	100	0	0009096	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.

Manage ABC Assignment Groups (?)   Inventory Organization 4210451   Change Organization   Save   Save and Close   Cancel

▸ Search

Search Results (?)

Actions ▾ View ▾ + ✎ ✗   Perform ABC Assignments   Update ABC Assignments

Assignment Group Name ▲▼	ABC Classification Set	Description	Criteria	Subinventory	Valuation Scope	Number of ABC Assignments
4210451 SIT	4210451 SIT Classification		Current on-hand quantity		Organization	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.**

Update ABC Assignments: 4210451 SIT (?)   Save   Save and Close   Cancel

▸ Search

Search Results

Actions ▾ View ▾ + ✗ 🗗

* 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

* 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.

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


34. Navigate to the **Manage ABC Classification Sets** and select the **ABC Classification Set**.
35. Click on **Actions** and Select **Resubmit 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.
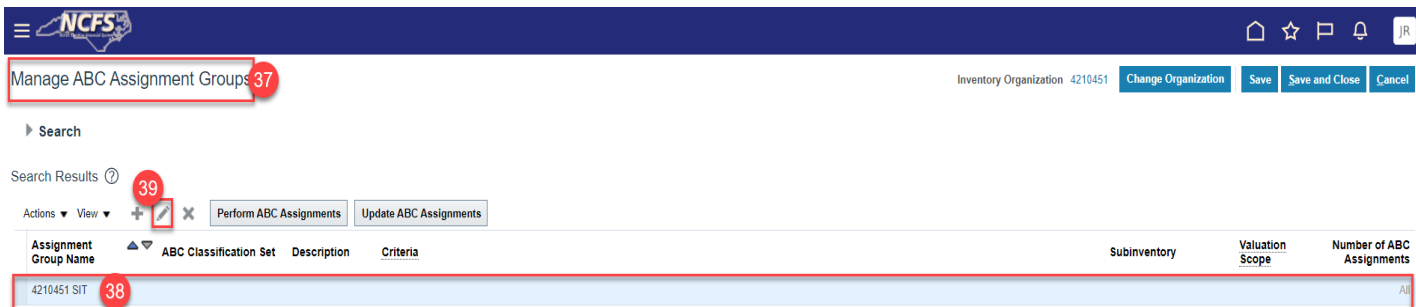
40. Select the **ABC Classification Set** from the drop down.
41. Click **Save and Close.**
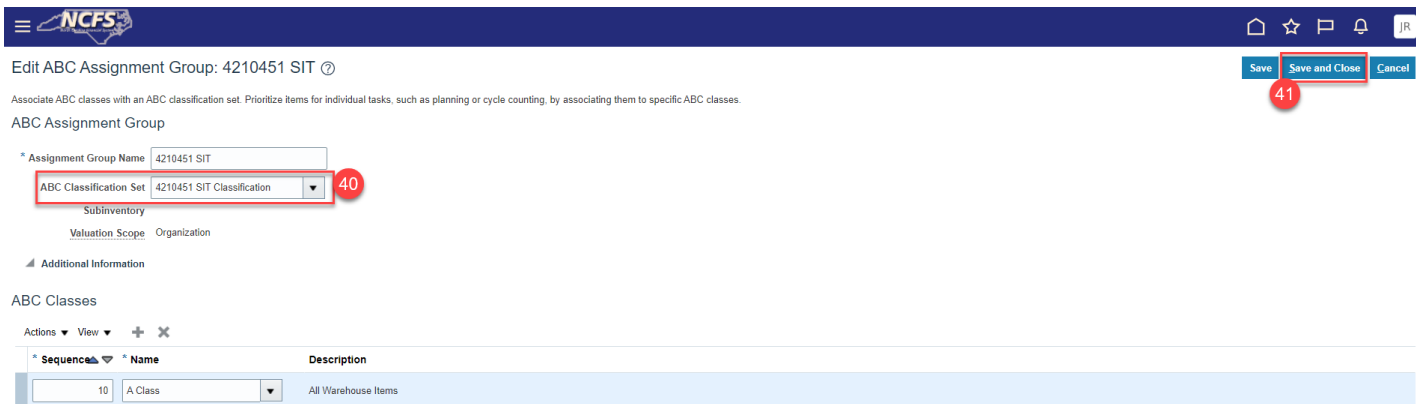
42. Click the **Perform ABC Assignments button.**
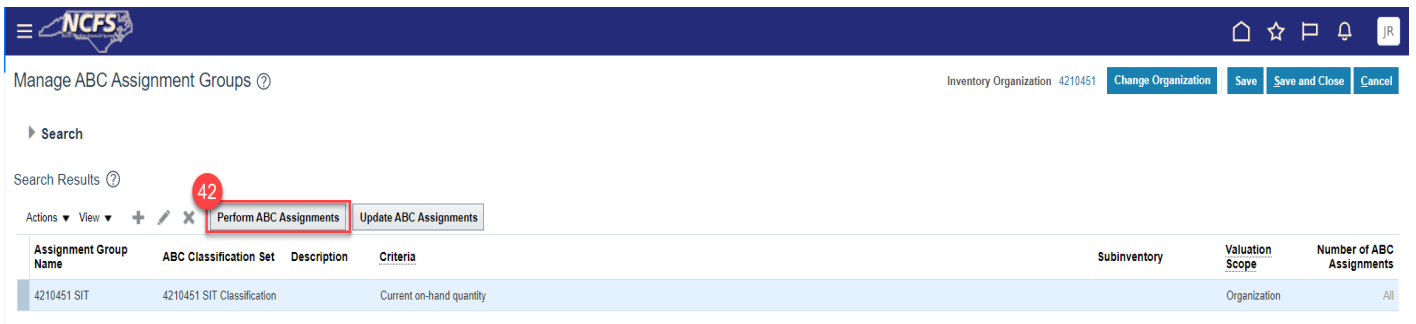
43. Click the **Submit** button.

Perform ABC Assignments ⓘ   Submit Cancel

ABC Assignment Group Details

Assignment Group Name	4210451 SIT		Subinventory	
ABC Classification Set	4210451 SIT Classification		Total Items	524
Description			Total Value	0.00USD

ABC Assignment Criteria

View ▼

Name	Sequence	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**

ⓘ Information   ✕

Your process 3560951 was submitted.

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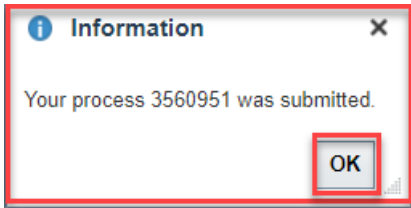
45. Click **Save and Close.**
46. Validate if the new item(s) are included in the ABC Assignments Group by clicking on the Update ABC Assignments Button.

Update ABC Assignments: 4210451 SIT ⓘ   Save Save and Close Cancel

◢ Search

| Item | | Item Keyword | |
| Description | Starts with ▾ | | |

Search Reset

Search Results

Actions ▼ View ▼ + ✕ 🗗

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 CANS/CASE	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	COCOA, 5 LBS NET, 6 FRICTION TOP CANISTERS/CS	A Class	All Warehouse Items

NCFS

Creating a Cycle Count

1. **Supply Chain Execution>Inventory Management>Create Cycle Count**
   a. Done by Warehouse Managers.
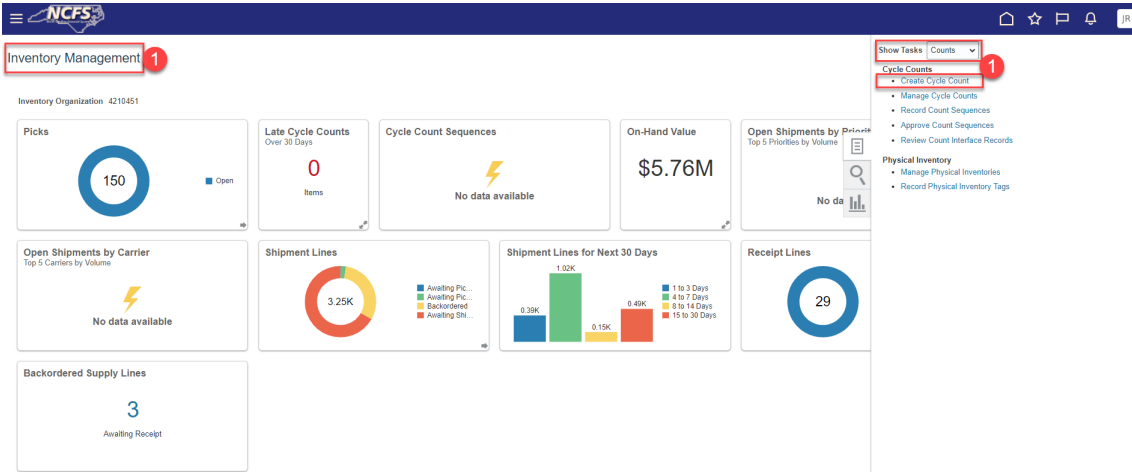
2. Enter **Count Name.**
3. Enter **Description.**
4. Select all **Subinventory's.**
   a. **Note*** for larger warehouses, you will need to perform this step several times to capture all the Subinventory's listed.
5. Click the **Include in Count button.**
6. Select the **ABC Assignment Group** from the drop-down list.
7. Click **Append Changes Button** for **Synchronization Mode.**
8. Check the **Synchronize ABC association box.**
9. Click the **Next** button.
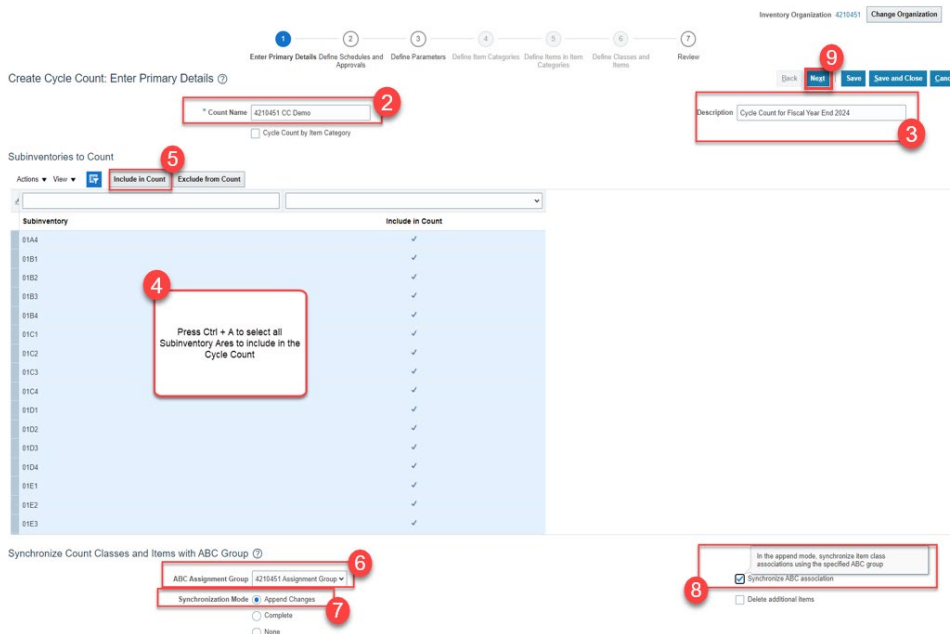
10. Define **Schedules and Approvals.**
11. Check the **Automatically schedule box.**
12. Select **By period for Frequency.**
13. Select **Monthly Cycle Count Schedule for Workday Schedule.**
14. Select **Next Scheduled Date** or **leave it blank** if running for one time only.
15. Check **Approval Required box** and **Approved Type is Always.**
16. Click the **Next Button.**

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.**

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.**

32. **Review** all the Cycle Count Details Selected.

33. Click **Save and Close.**

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

35. Click **Actions** and Select **Generate Count Schedules.**

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

37. Click on **Actions** and Select **Generate Count Sequences.**

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

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.**

43. Check the Process Job Status in **Scheduled Processes.**

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

46. Click on the **Republish Icon.**

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.**

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.

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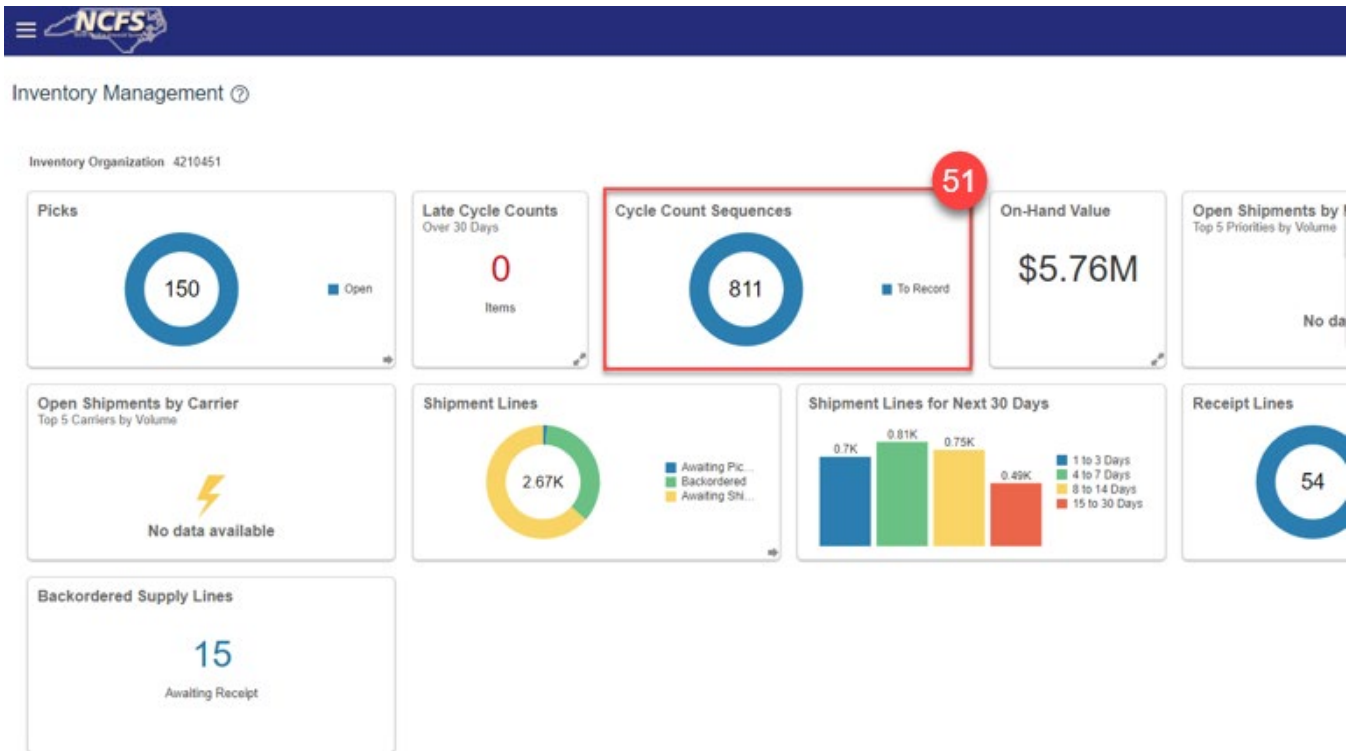
Record Count Sequences

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.**

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

7. The **Record Count Sequences** will appear.

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

10. A **Confirmation** Pop up window will appear letting you know how many count sequences were submitted for approval. Click **Ok**.
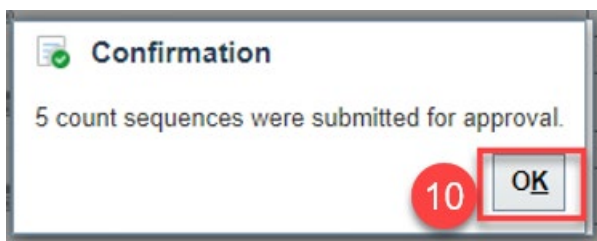
11. You will be redirected to the **Inventory Management Dashboard**. You can see the number of **Cycle Count Sequences** waiting approval.
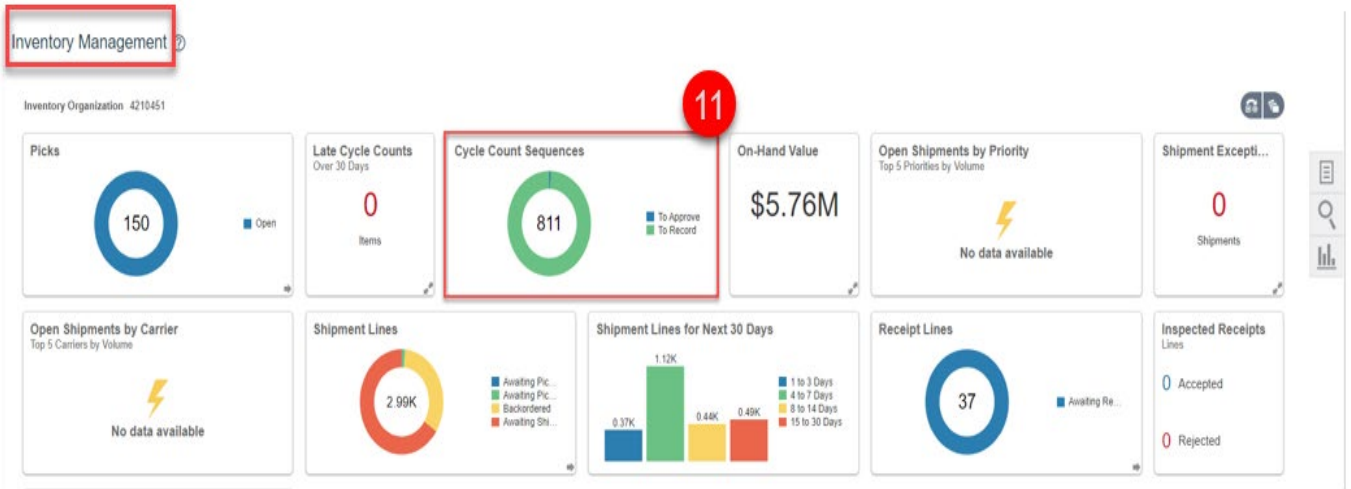
Approve Count Sequences

1. Navigate to **Inventory Management.**
2. Select **Counts** under **Show Tasks.**
3. Select **Approve Count Sequences.**
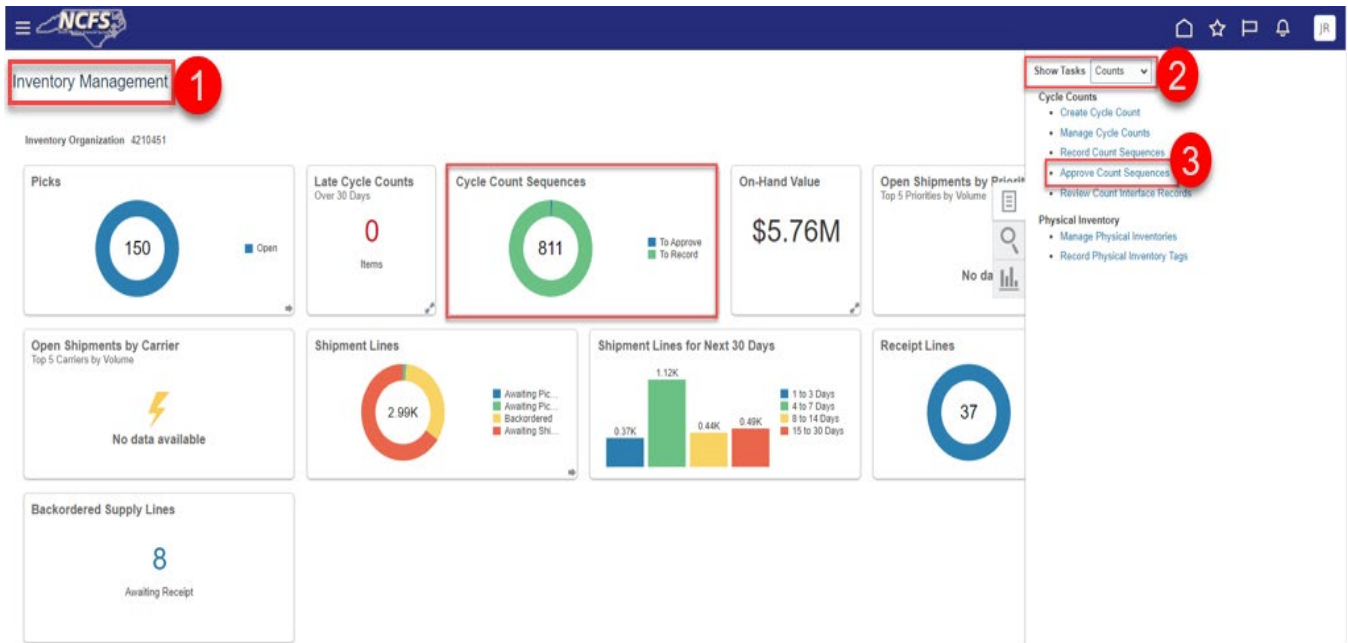
4. Select the **Cycle Count name** from the **Count Name drop down** list.

5.   Click **Search.**

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.**

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

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10. Click **Ok.**

Review Inventory Item Quantity Updates

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

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.

8. Go to **Review Completed Transactions**.

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.

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.**

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

North Carolina Financial System
Office of State Controller
NC Print Cycle Count Listing Report (RPT-IN-017)
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	
Subinventory	
Show Only Recount	Yes
Display Serial	No
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)

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.**

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

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.**

9. A **warning window** will appear, click **YES.**

10. An **information window** will appear, click **OK.**

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

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.

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)