



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.

Setup: Manufacturing and Supply Chain Materials Management 1

Functional Areas

- Initial Users Shared +
- Enterprise Profile Shared +
- Legal Structures Shared +
- Financial Reporting Structures Shared +
- Organization Structures Shared +
- Customers Shared +
- Suppliers Shared +
- Facilities +
- Users and Security Shared +
- Items Shared +
- Carriers and Transit Times +
- Catalogs Shared +
- Inventory Management** +
- Receiving Shared +
- Shipping +

Inventory Management

Task	Help	Scope	Predecessor Tasks	Notes	Actions
Manage Inventory Coverage					
Manage Inventory Value Sets			0	0	+
Manage Inventory Descriptive Flexfields			0	0	+
Manage Inventory Account Alias Key Flexfield			0	0	+
Manage Inventory Locator Key Flexfield			0	0	+
Manage Inventory Transaction Sources and Types			0	0	+
Manage Material Statuses			0	0	+
Manage Subinventories and Locators			0	0	+
Manage ABC Classes			0	0	+
Manage ABC Classification Sets			0	0	+
Manage ABC Assignment Groups			0	0	+

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**.

Manage ABC Classes Inventory Organization 4210451 Change Organization Save Save and Close Cancel

Search

Search Results

Actions + x

ABC Class	Description	Start Date	End Date
4210451 ABC Class 3	All 4210451 Warehouse Items	2/9/24 3	m/d/yy

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

a. Each Warehouse setup individually.

Setup: Manufacturing and Supply Chain Materials Management 5

Functional Areas

- * Initial Users Shared ▼
- * Enterprise Profile Shared ▼
- * Legal Structures Shared ▼
- * Financial Reporting Structures Shared ▼
- * Organization Structures Shared ▼
- * Customers Shared ▼
- * Suppliers Shared ▼
- * Facilities ▼
- * Users and Security Shared ▼
- * Items Shared ▼
- Carriers and Transit Times ▼
- * Catalogs Shared ▼
- Inventory Management ▼ 5
- Receiving Shared ▼
- * Shipping ▼

Inventory Management

View ▼ Format ▼ Freeze Detach Wrap Show All Tasks ▼

Task	Help	Scope	Predecessor Tasks	Notes	Actions
Manage ABC Classification Sets			0	0	▼
Manage ABC Assignment Groups			0	0	▼
Manage Interorganization Parameters			0	0	▼
Manage Intersubinventory Parameters			0	0	▼
Manage Account Aliases			0	0	▼
Manage Inventory Transaction Reasons			0	0	▼
Manage Item Transaction Defaults			0	0	▼
Manage Pick Slip Grouping Rules			0	0	▼
Manage Picking Rules			0	0	▼
Manage Picking Rule Assignments			0	0	▼

1

6. Click the Plus Sign or Actions and Create.

Manage ABC Classification Sets Inventory Organization 4210451 Change Organization Done

Search

Search Results ⓘ

Actions ▼ 6 + View ABC Classification Set Items

Name	Description	ABC Classification Set Date	Criteria	Content Scope	Subinventory	Valuation Scope	Status
------	-------------	-----------------------------	----------	---------------	--------------	-----------------	--------

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**.

Create ABC Classification Set

* Name 7

Description 7

Content Scope 8

Subinventory

Valuation Scope

Specifications 9

* Criteria 9

End Date

Start Date

Additional Information

10

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

Manage ABC Classification Sets Inventory Organization 4210451

Search

Name Equals Criteria Equals

Description Equals ABC Classification Set Date Equals

Status Equals

Search Results ?

Actions

Name	Description	ABC Classification Set Date	Criteria	Content Scope	Subinventory	Valuation Scope	Status
4210451 Classification Set	4210451 Classification Set		Current on-hand quantity	Organization		Organization	None 11

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.

Manage ABC Classification Sets Inventory Organization 4210451

Search

Search Results ?

Actions 12

Name	Description	ABC Classification Set Date	Criteria	Content Scope	Subinventory	Valuation Scope	Status
4210451 Classification Set	4210451 Classification Set	2/5/24	Current on-hand quantity	Organization		Organization	Complete 12

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
 Description 4210451 Classification Set
 Content Scope Organization
 Subinventory
 Valuation Scope Organization

Criteria Current on-hand quantity
 Status Complete
 Start Date
 End Date

ABC Classification Set Items: 4210451 Classification Set

View

Sequence	Item	Item Description	ABC Classification Set Quantity	UOM Name	Cumulative Quantity	UOM Name	Value (USD)	
							Cumulative Value	ABC Classification Set Value
1	P0013768	GLOVES, NITRILE, X-LARGE, NON-STER, EXAM, 100/BX	22,968	BOX	22,968	BOX	0.00	0.00
2	P0013766	GLOVES, NITRILE, MEDIUM, NON-STERILE EXAM, 100/BX	17,499	BOX	40,467	BOX	0.00	0.00
3	P0013767	GLOVES, NITRILE, LARGE, NON-STERILE EXAM, 100/BX	16,475	BOX	56,942	BOX	0.00	0.00
4	P0002219	GLOVES, LATEX, NON-STERILE EXAM, S, 100/BX	14,372	BOX	71,314	BOX	0.00	0.00
5	P0002056	TENNIS SHOE, WHITE CANVAS OXFORDS, 10	10,141	PAIR	81,455	PAIR	0.00	0.00
6	P0002058	TENNIS SHOE, WHITE CANVAS OXFORDS, 11	9,516	PAIR	90,971	PAIR	0.00	0.00
7	P0002320	UTILITY COOK CAP, ONE SIZE FITS ALL, WHITE, 100/BX	7,855	BOX	98,826	BOX	0.00	0.00
8	P0002054	TENNIS SHOE, WHITE CANVAS OXFORDS, 9	6,758	PAIR	105,584	PAIR	0.00	0.00
9	P0002220	GLOVES, LATEX, NON-STERILE EXAM, M, 100/BX	5,767	BOX	111,351	BOX	0.00	0.00
10	P0002221	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

The screenshot shows the SAP S/4HANA user interface. At the top, the breadcrumb navigation reads: 'Setup: Manufacturing and Supply Chain Materials Management'. A red circle with the number '14' highlights the 'Setup' part of the breadcrumb. On the left, the 'Functional Areas' sidebar has 'Inventory Management' selected, also highlighted with a red circle and the number '14'. The main content area displays the 'Inventory Management' task list. The 'Manage ABC Assignment Groups' task is highlighted in blue and has a red circle with the number '14' next to it. Other tasks in the list include 'Manage ABC Classification Sets', 'Manage Interorganization Parameters', 'Manage Intersubinventory Parameters', 'Manage Account Aliases', 'Manage Inventory Transaction Reasons', 'Manage Item Transaction Defaults', 'Manage Pick Slip Grouping Rules', 'Manage Picking Rules', and 'Manage Picking Rule Assignments'. The interface includes standard SAP navigation elements like a search bar, view options, and a user profile icon.



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

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

Search

Search Results ?

Actions 15 + x Perform ABC Assignments Update ABC Assignments

Assignment Group Name	ABC Classification Set	Description	Criteria	Subinventory	Valuation Scope	Number of ABC Assignments
-----------------------	------------------------	-------------	----------	--------------	-----------------	---------------------------

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**.

Create ABC Assignment Group ? Save Save and Close Cancel 21

Associate ABC classes with an ABC classification set. Prioritize items for individual tasks, such as planning or cycle counting, by associating them to specific ABC classes.

ABC Assignment Group

Assignment Group Name: 4210451 Assignment Group 16
 ABC Classification Set: 4210451 Classification Set 17
 Subinventory:
 Valuation Scope: Organization

Additional Information

ABC Classes

Actions 18 + x

Sequence	Name	Description
1 19	4210451 - Class	All 4210451 Warehouse Items 20

22. Click **Perform ABC Assignments**.

23. Click **Save and Close**.

Manage ABC Assignment Groups ? Inventory Organization 4210451 Change Organization Save Save and Close Cancel 23

Search

Search Results ?

Actions View + x Perform ABC Assignments Update ABC Assignments 22

Assignment Group Name	ABC Classification Set	Description	Criteria	Subinventory	Valuation Scope	Number of ABC Assignments
4210451 Assignment Group	4210451 Classification Set	4210451 Classif...	Current on-hand quantity		Organization	1

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 ?



ABC Assignment Group Details

Assignment Group Name 4210451 Assignment Grop
 ABC Classification Set 4210451 Classification Set
 Description 4210451 Classification Set

Subinventory
 Total Items 523
 Total Value 0.00USD

ABC Assignment Criteria

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.



Search

Search Results ?

Actions View + x Perform ABC Assignments **Update ABC Assignments** 26

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**.



Search

Search Results 27

Actions View + x

* Item	Description	* ABC Class	Description
<input type="text" value=""/>		<input type="text" value=""/>	
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.

Search Results

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

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

ABC Assignment Group

* Assignment Group Name: 4210451 SIT

ABC Classification Set: [Dropdown]

Subinventory: [Field]

Valuation Scope: [Field]

Additional Information

ABC Classes

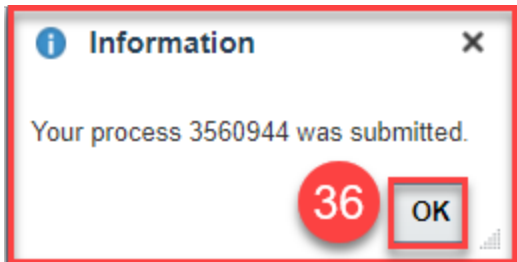
Sequence	Name	Description
10	A Class	All Warehouse Items

34. Navigate to the **Manage ABC Classification Sets** and select the **ABC Classification Set**.
35. Click on **Actions** and Select **Resubmit ABC Classification Set**.

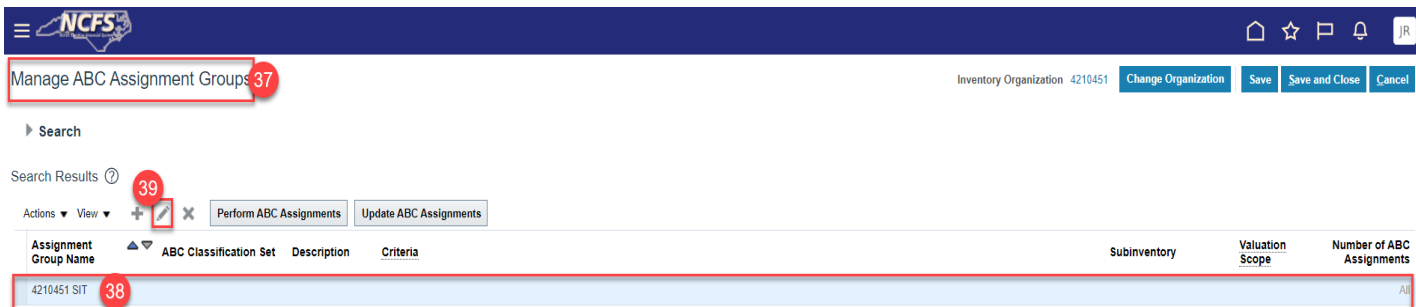
Search Results

ABC Classification Set Date	Criteria	Content Scope	Subinventory	Valuation Scope	Status
2/15/24	Current on-hand quantity	Organization		Organization	Complete

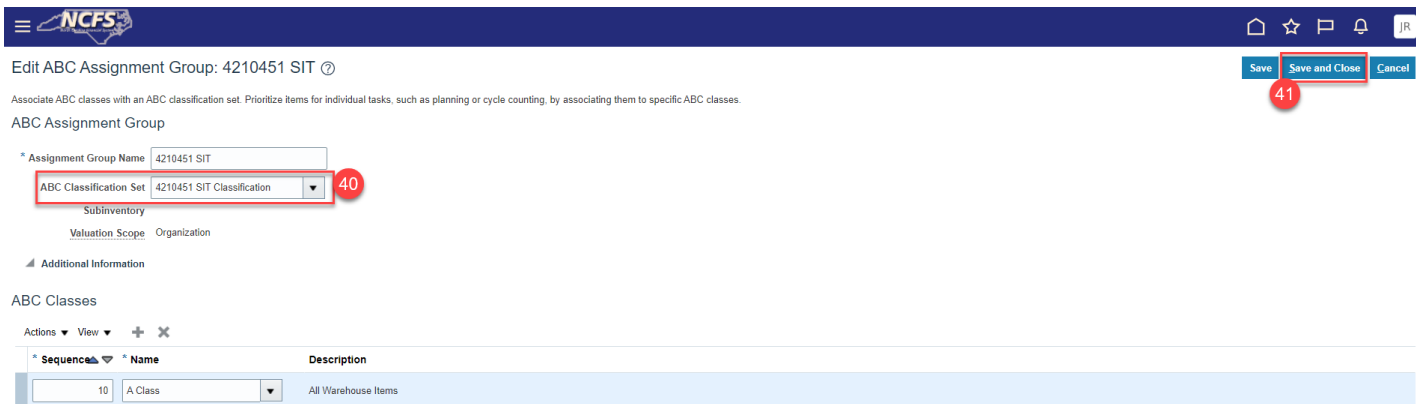
36. An Information window will appear, click **OK**.



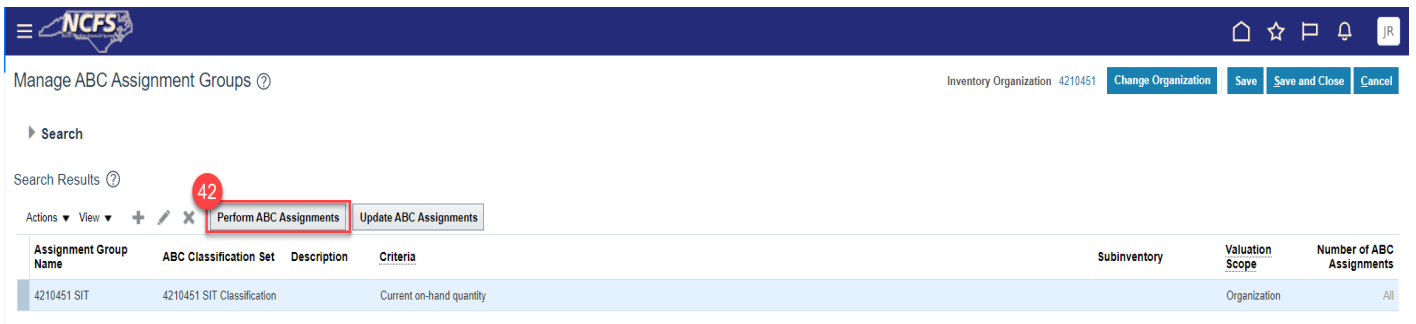
- 37. Navigate back to **Manage ABC Assignment Groups**'.
- 38. Select the appropriate **ABC Assignment Group Name**.
- 39. Click the Edit button.



- 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 ⓘ



ABC Assignment Group Details

Assignment Group Name 4210451 SIT
 ABC Classification Set 4210451 SIT Classification
 Description

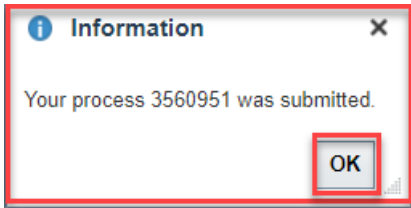
Subinventory
 Total Items 524
 Total Value 0.00USD

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, MINIMUM, NO DYES

44. An information window will appear, click **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 ⓘ



Search

Item Item Keyword
 Description Starts with



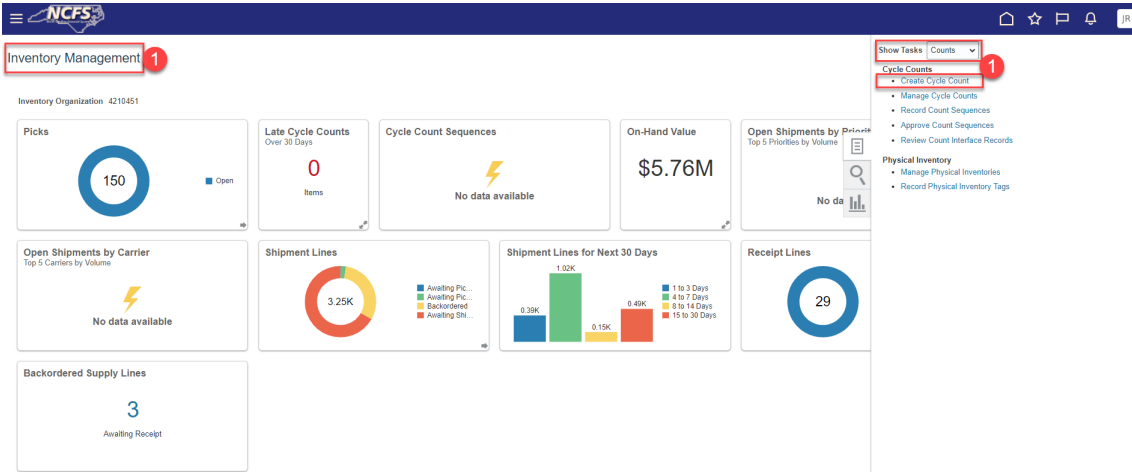
Search Results

Actions ▾ View ▾ + × 📄

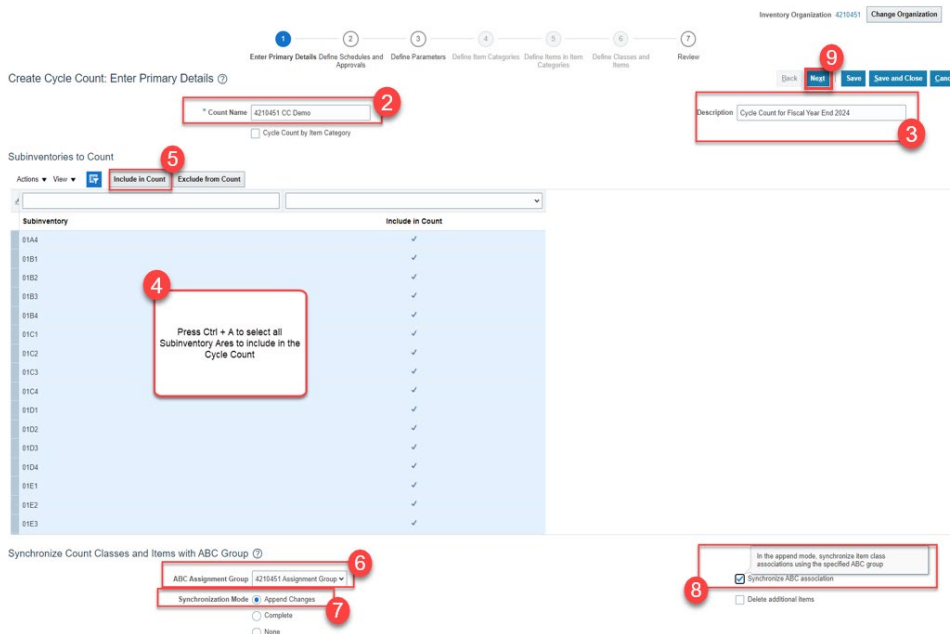
* Item	Description	* ABC Class	Description
0001866	ORANGE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE	A Class	All Warehouse Items
0001867	APPLE JUICE, UNSWEETENED, 12/46 OZ CANS/CASE	A Class	All Warehouse Items
0001868	V-8 JUICE, LOW SODIUM, 48/5-1/2 OZ CANS/CASE	A Class	All Warehouse Items
0001871	SWEET & 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

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**.

Create Cycle Count: Review

Currency = US Dollar

Count Details

Count Name: 4210451 CC Demo
Description: Cycle Count for Fiscal Year End 2024

Synchronize Count Classes and Items with ABC Group

ABC Assignment Group: 4210451 Assignment Group
Synchronization Mode: Append Changes

Schedules

Automatically schedule:
Frequency: By period
Workday Schedule: MONTHLY CYCLE COUNT SCHEDULE

Approvals

Approval Required:
Approval Type: Always

Count Parameters

Starting Count Sequence: 1
Maximum Days Before Late: 2
Maximum Recounts: Start Date: 2/2/24, End Date: [blank]

Serial Number Options

Serial Numbers per Count: One
Serial Number Adjustment: Adjust if possible

Count Accuracy

Positive Hit and Miss Percentage: [blank]
Negative Hit and Miss Percentage: [blank]

Additional Information

Context Value: [blank]

Buttons: Back, Next, Save, **Save and Close**, Cancel

Last Saved: 2/1/24 7:15 PM

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

Inventory Management

Inventory Organization: 4210451

Dashboard Metrics:

- Picks: 150 (Open)
- Late Cycle Counts Over 30 Days: 0 Items
- Cycle Count Sequences: No data available
- On-Hand Value: \$5.76M
- Open Shipments by Priority: No data available
- Open Shipments by Carrier: No data available
- Shipment Lines: 3.25K (Awaiting Pic., Backordered, Awaiting Sh...)
- Shipment Lines for Next 30 Days: 1.02K (1 to 3 Days, 4 to 7 Days, 8 to 14 Days, 15 to 30 Days)
- Receipt Lines: 29
- Backordered Supply Lines: 3 (Awaiting Receipt)

Navigation: Show Tasks | Counts | Manage Cycle Counts (34)

Manage Cycle Counts [?](#)

Done

Advanced Search

Saved Search All Cycle Counts

Search Results [?](#)

Actions View Counts Scheduled to Run All

Count Name	Description	Scheduling Options			Manual Counts Allowed	Subinventories to Count	ABC Assignment Group	Approval Required
		Frequency	Last Scheduled Date	Next Scheduled Date				
4210451 CC Demo	Cycle Count for Fiscal Year End 2024	By period		3/1/24	—	500	4210451 Assign...	✓

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

Manage Cycle Counts [?](#)

Done

Advanced Search

Saved Search All Cycle Counts

Search Results [?](#)

Actions View Counts Scheduled to Run All

35

- Create Cycle Count
- Edit Cycle Count
- Purge Cycle Count
- Generate Count Schedules**
- Generate Count Sequences
- Record Count Sequences
- Record Preapproved Count Sequences
- Approve Count Sequences

Count Name	Description	Scheduling Options			Manual Counts Allowed	Subinventories to Count	ABC Assignment Group	Approval Required
		Frequency	Last Scheduled Date	Next Scheduled Date				
End 2024		By period		3/1/24	—	500	4210451 Assign...	✓

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

Overview [?](#)

Search

Saved Search Last hour

Name

Process ID

Status

Submission Time Alter 2/1/24 6:20 PM (UTC-05:00) New York - Eastern Time (ET)

Submission Notes Contains

Submitted By **PERNR ID**

Search Reset Download Results

Search Results [?](#)

View Flat List Hierarchy

Actions View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log

36

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By	Submission Notes	Start Time
Generate Count Schedules	InvCcGenerateCountSched...	3302129	Succeeded	2/1/24 7:29 PM EST	2/1/24 7:29 PM EST	2/1/24 7:30 PM EST	00815116	Cycle Count Concu...	2/1/24 7:29 PM EST



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

Inventory Organization 4210451 [Change Organization](#)

Manage Cycle Counts [?](#) [Done](#)

Advanced Search Saved Search All Cycle Counts

Search Results [?](#)

Actions View + Counts Scheduled to Run All

	Scheduling Options			Manual Counts Allowed	Subinventories to Count	ABC Assignment Group	Approval Required
	Frequency	Last Scheduled Date	Next Scheduled Date				
End 2024				--	500	4210451 Assign...	✓

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

Overview [?](#)

Search Saved Search Last hour

Name Submission Time After 2/1/24 6:20 PM (UTC-05:00) New York - Eastern Time (ET)

Process ID Submission Notes Contains

Status Submitted By **PERNR ID**

Search Results [?](#)

View Flat List Hierarchy

Actions View [Schedule New Process](#) [Resubmit](#) [Put On Hold](#) [Cancel Process](#) [Release Process](#) [View Log](#)

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By	Submission Notes	Start Time
Generate Count Sequences	InvCcGenerateCountSeque...	3302139	Succeeded	2/1/24 7:35 PM EST	2/1/24 7:35 PM EST	2/1/24 7:35 PM EST	00815116	Cycle Count Concurr...	2/1/24 7:35 PM EST
Generate Count Schedules	InvCcGenerateCountSched...	3302129	Succeeded	2/1/24 7:29 PM EST	2/1/24 7:29 PM EST	2/1/24 7:30 PM EST	00815116	Cycle Count Concurr...	2/1/24 7:29 PM EST

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**.

Process Details

This process will be queued up for submission at position 1

Process Options: **Submit** (42), Cancel

Name: **FBR NC Print Cycle Count Listing Report** (39)

Description: Provides information for specific items to cycl...

Schedule: As soon as possible

Submission Notes: [Text Field]

Basic Options

Parameters

* Organization: 4210451 (40)

* Cycle Count: 4210451 CC Demo (41)

Start Date: yyyy-mm-dd

End Date: yyyy-mm-dd

From Count Sequence: [Text Field]

To Count Sequence: [Text Field]

Subinventory: [Dropdown]

Owning Party Site: [Dropdown]

Show Only Recount Sequences: No

Display Serial Numbers: No

Display Exported Sequences: No

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

Overview

Search

Search Results

View: Flat List | Hierarchy

Actions: Schedule New Process, Resubmit, Put On Hold, Cancel Process, Release Process, View Log

me	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By	Submission Notes	Start Time
43	FBR NC Print Cycle Count Listing Report	FBRNCPrintCycleCountRe...	3342862	Succeeded	2/6/24 7:28 AM EST	2/6/24 7:28 AM EST	2/6/24 7:29 AM EST	00815116	2/6/24 7:28 AM EST

44. Click the **Process Job**.

45. Under **Output & Delivery**.

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

Search Results ⓘ

View Flat List Hierarchy

Actions View Schedule New Process Resubmit Put On Hold Cancel Process Release Process View Log ↻

Name	Metadata Name	Process ID	Status	Scheduled Time	Submission Time	Completion Time	Submitted By	Submission Notes	Start Time
FBR NC Print Cycle Count Listing Report	FBRNCPrintCycleCountRe...	3342862	Succeeded	2/6/24 7:28 AM EST	2/6/24 7:28 AM EST	2/6/24 7:29 AM EST	00815116		2/6/24 7:28 AM EST

44

Process Details Status Details

FBR NC Print Cycle Count Listing Report, 3342862

Status Succeeded Schedule Start 2/6/24 7:28 AM EST External Job Type BIP-Job External Job Status NA

Log Attachment ESS_I_3342862

Output

45

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XML Data Diagnostic Log Republish

Status All

Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Default Document	NC Print Cycle Count Listing Report_RPTIN017	XLSX	English (United States)	(UTC-05:00) New York - Eastern Time (ET)		✓	

Parameters

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**.

47

emzn-dev6.fa.us8.oraclecloud.com/xmlpserver/Custom/Supp...Chain+Management/Warehouse+Operations/Counts/CycleCountListingReport.xdo?_xrepub=j1455788_xpt=0&_xmode=8&_display=3342862&_return=tableOnly%3Dtrue%5E%5Ejobid%3D145578

Organization ID 300000095829607

To Date

Display Serial Numbers 2

Owning Entity ID

Default Counter

Cycle Count Header ID 30000134062760

Subinventory

Display On-Hand Quantity 2

From Sequence Number

Default Count Date

From Date

Recounts Only 2

Display Export Entries 2

To Sequence Number

Apply

Cycle Count Listing Mas... NC Print Cycle Count LI... NC Print Cycle Count LI...

48

49

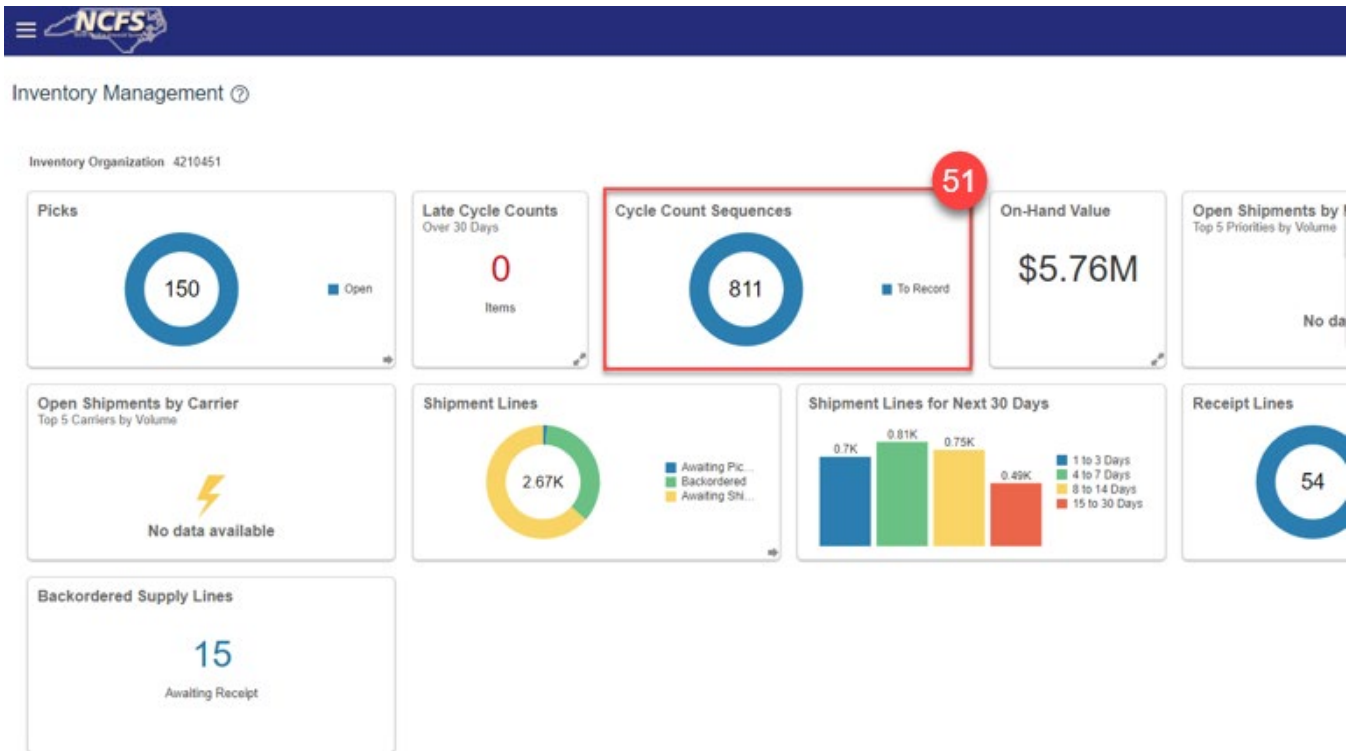
Excel (*.xlsx) Export

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.

Subinventory	Sequence Number	Item	Description	Count UOM	Due Date	Count Quantity	Comments	Counted By	Count Date
A001	10001933		FLOUR, ENRICHED, ALL PURPOSE, 50	BG	2/7/24				
A002	20014955		SUGAR, GRANULATED, FINE, WHITE, REFI	BG	2/7/24				
A003	30001943		RICE, 100 LBS. BAG	BG	2/7/24				
A004	40001944		ROLLED OATS, 50 LB. BAG	BG	2/7/24				
A005	50001947		CORN MEAL, 50 LB. BAG	BG	2/7/24				
A006	60001946		GRITS, WHITE, 25 LB. BAG	BG	2/7/24				
A007	70015433		SALT, IODIZED, GRANULATED, 50 LBS	BG	2/7/24				
A008	80001907		DRY MILK, 50 LBS BAG	BG	2/7/24				
B001	90002301		TOILET TISSUE, 1000 SINGLE PLY	CS	2/7/24				
B002	100002309		PAPER TOWEL, INTERFOLDED, 9-3/8"	CS	2/7/24				

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.

Inventory Organization: 4210451 Change Organization

Save Submit Cancel

Organization = 4210451 Currency = US Dollar

Advanced Search

Saved Search

Search Results: 4210451 CC Demo

Actions View

Count Sequence	Item	Item Description	Category Name	Count Quantity	Count UOM	UOM Conversions	Secondary Count Quantity	Secondary Count UOM	Reason	Comments	* Counted By	* Count Date	Serial Numbers Required	Addit Inform
1	0001933	FLOUR, ENRIC...	502213-Flour an...		BAG						ROBERTS, JEREM	2/7/24	Not required	
2	0014955	SUGAR, GRAN...	501615-Chocola...		BAG						ROBERTS, JEREM	2/7/24	Not required	
3	0001943	RICE, 100 LBS...	501926-Prepare...		BAG						ROBERTS, JEREM	2/7/24	Not required	
4	0001944	ROLLED OATS...	502211-Cereals		BAG						ROBERTS, JEREM	2/7/24	Not required	
5	0001947	CORN MEAL, 5...	502213-Flour an...		BAG						ROBERTS, JEREM	2/7/24	Not required	
6	0001946	GRITS, WHITE...	501715-Fermen...		BAG						ROBERTS, JEREM	2/7/24	Not required	
7	0015433	SALT, IODIZED...	501715-Herbs a...		BAG						ROBERTS, JEREM	2/7/24	Not required	
8	0001907	DRY MILK, 50 L...	501317-Milk an...		BAG						ROBERTS, JEREM	2/7/24	Not required	
9	0002301	TOILET TISSUE...	141117-Persona...		CASE						ROBERTS, JEREM	2/7/24	Not required	
10	0002309	PAPER TOWEL...	141117-Persona...		CASE						ROBERTS, JEREM	2/7/24	Not required	
11	0002341	NAPKINS, PAP...	481019-Tablet...		CASE						ROBERTS, JEREM	2/7/24	Not required	
12	0002362	STYRO TRAY B...	521515-Domest...		CASE						ROBERTS, JEREM	2/7/24	Not required	

8. Enter Count Quantity recorded from the FBR NC Print Cycle Count Listing Report sheet.

9. Click Save and then Click Submit.

Inventory Organization: 4210451 Change Organization

Save Submit Cancel

Organization = 4210451 Currency = US Dollar

Advanced Search

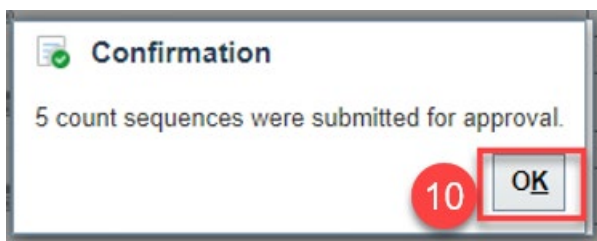
Saved Search

Search Results: 4210451 CC Demo

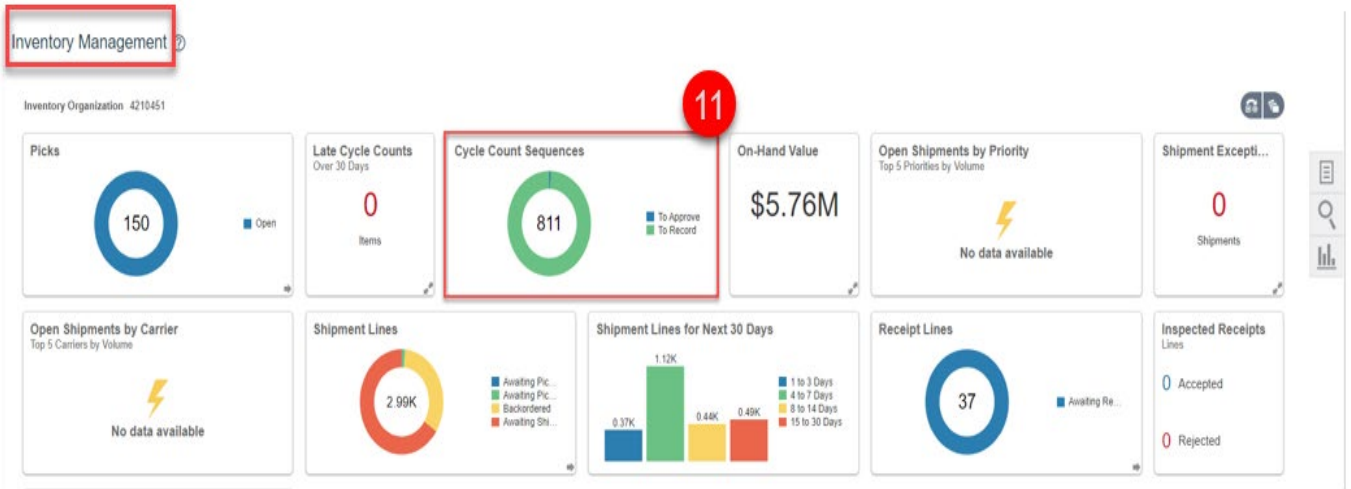
Actions View

Count Sequence	Item	Item Description	Category Name	Count Quantity	Count UOM	UOM Conversions	Secondary Count Quantity	Secondary Count UOM	Reason	Comments	* Counted By	* Count Date	Serial Numbers Required	Addit Inform
1	0001933	FLOUR, ENRIC...	502213-Flour an...	10	BAG						ROBERTS, JEREM	2/7/24	Not required	
2	0014955	SUGAR, GRAN...	501615-Chocola...	20	BAG						ROBERTS, JEREM	2/7/24	Not required	
3	0001943	RICE, 100 LBS...	501926-Prepare...	100	BAG						ROBERTS, JEREM	2/7/24	Not required	
4	0001944	ROLLED OATS...	502211-Cereals	40	BAG						ROBERTS, JEREM	2/7/24	Not required	
5	0001947	CORN MEAL, 5...	502213-Flour an...	50	BAG						ROBERTS, JEREM	2/7/24	Not required	

10. A Confirmation Pop up window will appear letting you know how many count sequences were submitted for approval. Click Ok.

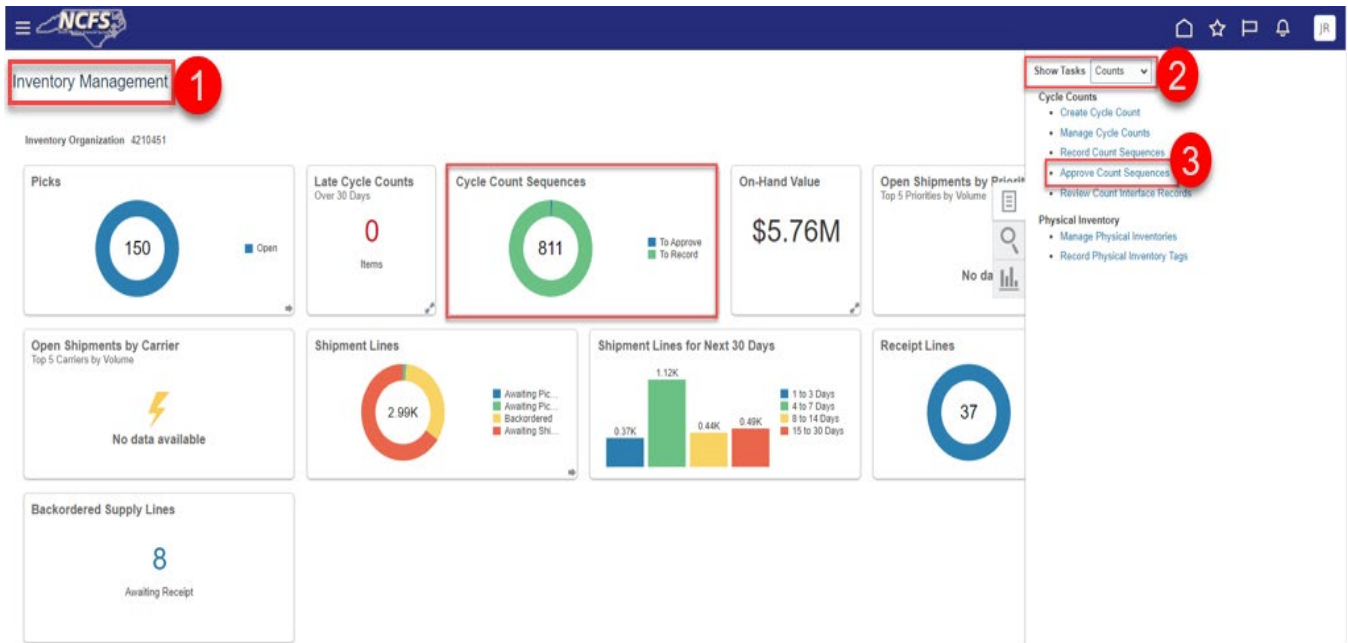


11. You will be redirected to the **Inventory Management Dashboard**. You can see the number of **Cycle Count Sequences** waiting approval.



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**.

Search Results: 4210451 CC Demo

Count Sequence	Item	Item Description	Category Name	Count Sequence Status	Count Quantity	Count UOM	Primary Suggested Quantity	Primary Adjustment Quantity	Deviation Percentage	Adjustment Value	Reason	Comments	* Reviewed By	* R
1	F0001933	FLOUR, ENRIC...	502213-Flour an...	Pending approval	10	BAG	668	-658	-98.50299	-9.659.637			ROBERTS, JEREMY	2/7
2	F0014955	SUGAR, GRAN...	501615-Chocola...	Pending approval	20	BAG	2,270	-2,250	-99.11894	-82.951.02			ROBERTS, JEREMY	2/7
3	F0001943	RICE, 100 LBS...	501926-Prepare...	Pending approval	100	BAG	924	-824	-89.17749	-37.951.726			ROBERTS, JEREMY	2/7
4	F0001944	ROLLED OATS...	502211-Cereals	Pending approval	40	BAG	2,117	-2,077	-98.11053	-51.239.569			ROBERTS, JEREMY	2/7
5	F0001947	CORN MEAL, 5...	502213-Flour an...	Pending approval	50	BAG	473	-423	-89.42918	-7.284.5			ROBERTS, JEREMY	2/7

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**.

Count Sequence	Item	Item Description	Category Name	Count Sequence Status	Count Quantity	Count UOM	Primary Suggested Quantity	Primary Adjustment Quantity	Deviation Percentage	Adjustment Value	Reason	Comments	* Reviewed By	* R
1	F0001933	FLOUR, ENRIC...	502213-Flour an...	Rejected, not submit...	10	BAG	668	-658	-98.50299	-9.659.637			ROBERTS, JEREMY	2/7
2	F0014955	SUGAR, GRAN...	501615-Chocola...	Recount, not submitted	20	BAG	2,270	-2,250	-99.11894	-82.951.02			ROBERTS, JEREMY	2/7
3	F0001943	RICE, 100 LBS...	501926-Prepare...	Recount, not submitted	100	BAG	924	-824	-89.17749	-37.951.726			ROBERTS, JEREMY	2/7
4	F0001944	ROLLED OATS...	502211-Cereals	Approved, not submit...	40	BAG	2,117	-2,077	-98.11053	-51.239.569			ROBERTS, JEREMY	2/7
5	F0001947	CORN MEAL, 5...	502213-Flour an...	Approved, not submit...	50	BAG	473	-423	-89.42918	-7.284.5			ROBERTS, JEREN	2/7

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



10. Click **Ok**.

Confirmation 9

The approval process completed and the adjustments were processed. 2 count sequences were approved. 2 count sequences were marked for recount. 1 count sequences were rejected.

10 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.

Item	Item Description	Quantity				Secondary Quantity			
		On Hand	Receiving	Inbound	UOM Name	On Hand	Receiving	Inbound	UOM Name
Item 0001944	ROLLED OATS, 50	127			BAG				
Organization 4210451		127			BAG				
Subinventory ST10451		87			BAG				
Subinventory A004		40			BAG				



8. Go to Review Completed Transactions.

Inventory Management

Inventory Organization 4210451

Picks

150

Open

Late Cycle Counts

Over 30 Days

0

Items

Cycle Count Sequences

No data available

On-Hand Value

\$5.76M

Open Shipments by Priority

Top 5 Priorities by Volume

No data available

Open Shipments by Carrier

Top 5 Carriers by Volume

No data available

Shipment Lines

3.25K

- Awaiting Pic...
- Awaiting Pic...
- Backordered
- Awaiting Shu...

Shipment Lines for Next 30 Days

1.02K

0.39K 0.15K 0.49K

- 1 to 3 Days
- 4 to 7 Days
- 8 to 14 Days
- 15 to 30 Days

Receipt Lines

29

Show Tasks Inventory

- Inventory
 - Manage Item Quantities
 - Create Miscellaneous Transaction
 - Create Subinventory Transfer
 - Manage Movement Requests
 - Manage Transfer Orders
 - Manage Pending Transactions
 - Review Completed Transactions** 8
 - Manage Lots
 - Manage Serial Numbers
 - Confirm Pick Slips
 - Manage Inventory Balance Messages in Spreadsheet
 - Review Item Supply and Demand
 - Review Replenishment Requests in Spreadsheet
- Consigned Inventory
 - Review Consumption Advices
 - Manage Consigned Inventory Aging
 - Review Consumption Advice Exceptions

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.

Review Completed Transactions

Inventory Organization 4210451 Change Organization

Done

Saved Search All Completed Transactions

* Required
** At least one is required

Search

* Organization 4210451 9

** Item

Item Description Starts with

** Transaction Date Between 2/7/24 - 2/7/24 10

Subinventory

Source Type

Transaction Type Cycle Count Adjustment 11

Transaction Action

Show costed transactions only

12 Search Reset Save... Add Fields Reorder

Search Results 13

Transaction	Item	Revision	Item Description	Subinventory	Locator	Project Details		Transaction Quantity	Transaction UOM	Transaction Date	Lots and Serial Numbers	Lot Transaction Source	Lot Transaction Group	Transaction Type	Transaction Source Type
						Project Number	Task Number								
2757011	P001944		ROLLED OATS...	A004				-2.077	BAG	2/7/24 1:48 PM				Cycle Count Adj...	Cycle Count
2757012	P001947		CORN MEAL 5...	A005				-423	BAG	2/7/24 1:48 PM				Cycle Count Adj...	Cycle Count

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**.

Process Details

This process will be queued up for submission at position 1

Process Options:

1 Name: FBR NC Print Cycle Count Listing Report

Print output

5

Description: Provides information for specific items to cycl...

Notify me when this process ends

Schedule: As soon as possible

Submission Notes:

Basic Options

Parameters

2 * Organization: 4210451

3 * Cycle Count: 428330R CC Demo

Start Date: yyyy-mm-dd

End Date: yyyy-mm-dd

From Count Sequence:

To Count Sequence:

Subinventory:

Owning Party Site:

4 Show Only Recount Sequences: Yes

Display Serial Numbers: No

Display Exported Sequences: No

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

6

Subinventory	Sequence Number	Item	Description	Count UOM	Due Date	Count Quantity	Comments	Counted By	Count Date
A002	20014955		SUGAR, GRANULATED, FINE, WHITE, REFI	BG	2/7/24				
A003	30001943		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**.

The screenshot shows the 'Manage Cycle Counts' interface. At the top, there is a navigation bar with the NCFS logo and user information. Below the navigation bar, the page title 'Manage Cycle Counts' is displayed. The main area contains an 'Advanced Search' section with several input fields: 'Count Name' (set to '34MAIN Test'), 'Subinventory', and 'Item'. There are also dropdown menus for 'ABC Assignment Group' and 'Approval Type'. A 'Search' button is highlighted with a red box and the number 3. Below the search section, there is a 'Search Results' section with a table of cycle counts. The table has columns for 'Count Name', 'Description', 'Scheduling Options' (Frequency, Last Scheduled Date, Next Scheduled Date), 'Manual Counts Allowed', 'Subinventories to Count', 'ABC Assignment Group', and 'Approval Required'. One row is visible with '34MAIN Test' as the count name and '34MAIN Test' as the description.

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

This screenshot shows the same 'Manage Cycle Counts' interface as the previous one, but with the 'Actions' dropdown menu open for the selected row. The 'Purge Cycle Count' option is highlighted with a red box and the number 5. The table below shows the same data as before, with the selected row highlighted in yellow.

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.

Count Name	Description	Scheduling Options			Manual Counts Allowed	Subinventories to Count	ABC Assignment Group	Approval Required
		Frequency	Last Scheduled Date	Next Scheduled Date				
[Table content is partially obscured by a grey bar]								

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.



North Carolina Financial System
Office of State Controller
NC Cycle Count Variance Report (RPT-IN-003)
02/07/2024 02:27:42 PM

Parameters	
From Counted Date	02/07/2024
To Counted Date	02/07/2024
Inventory Org	4210451-CENTRAL SUPPLY WAREHOUSE-DISTRIBUTION CENTER
Cycle Count Name	.A1
Cycle Count Status	.A1

Cycle Count Name	Count Sequence Number	Inventory Org	Sub Inventory	Item	Item Description	Count Sequence Status	Reason	UOM	Counted Quantity	Primary Suggested Quantity	Primary Adjustment Quantity	Deviation Percentage	Adjustment Value	Reason	Comments	Reviewed By	Review Date	Count Entered By	Physically Counted By	Count Date
4210451 CC Demo	4	4210451	A04	000194	BOLLEO OATS, 50 LB. BxG	Approved	0	BxG	40	2,117	(2,077)	(98.1165)	(\$1,259,548)			ROBERTS, JEREMY	02/07/2024	ROBERTS, JEREMY		02/07/2024
4210451 CC Demo	5	4210451	A05	000197	COBY MEAL, 50 LB. BxG	Approved	0	BxG	50	473	(423)	(89.4518)	(\$7,284,300)			ROBERTS, JEREMY	02/07/2024	ROBERTS, JEREMY		02/07/2024

[1 of 1]

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)