INV-21 View the NC Cycle Count Variance Report

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.

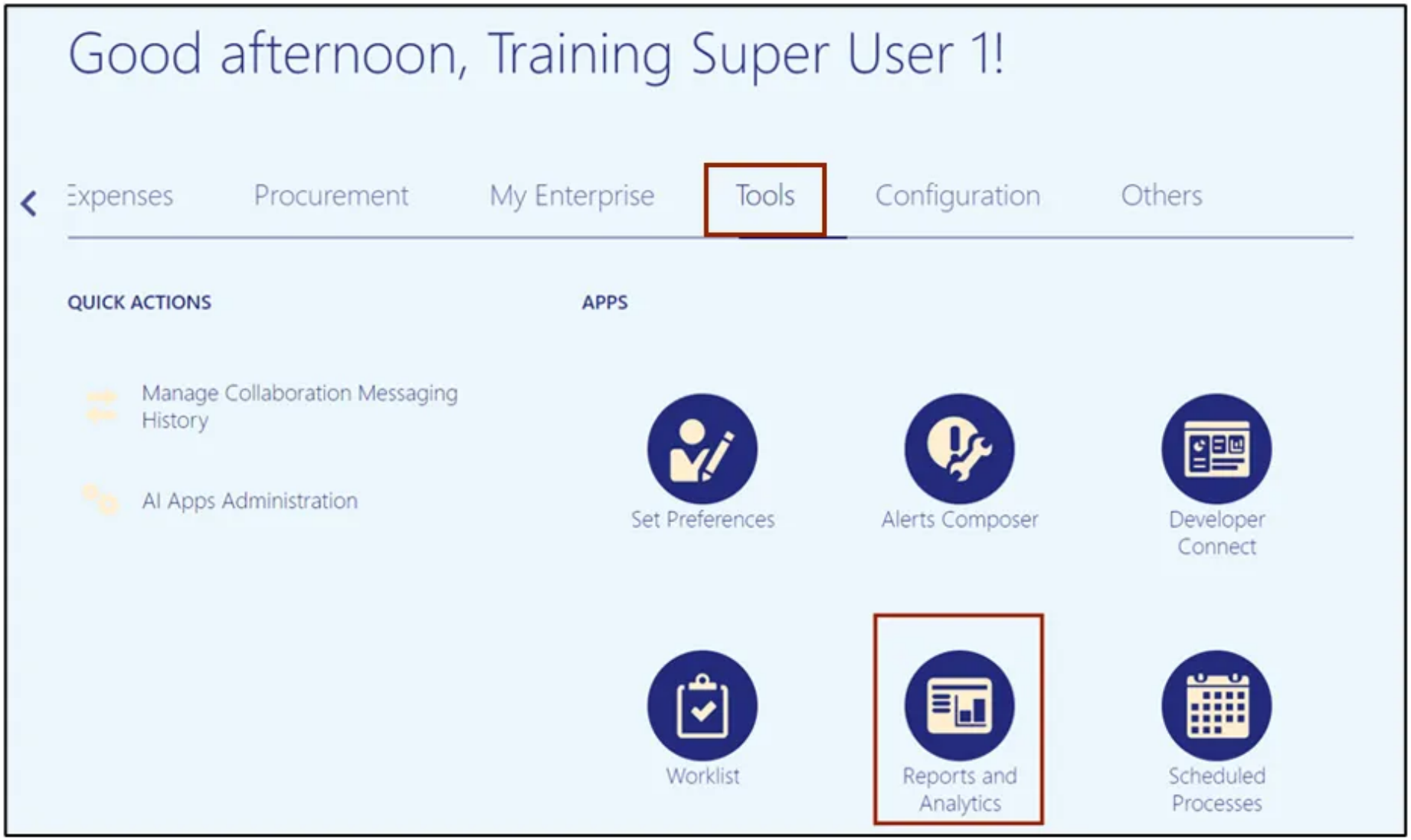
View the NC Cycle Count Variance Report

To view the NC cycle count variance report in NCFS, please follow the steps below. There are 13 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

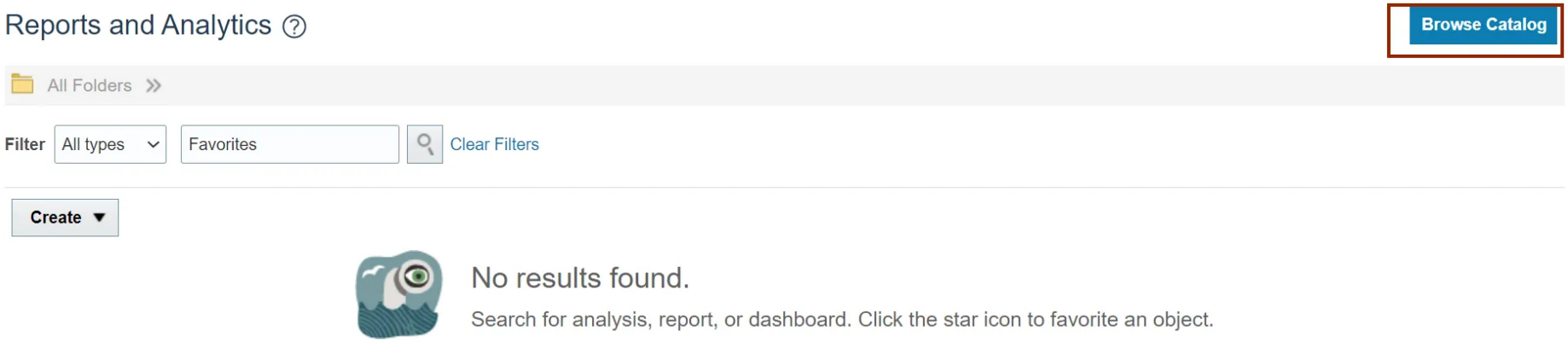
Step 2. On the **Home** page, under the **Tools** tab, click the **Reports and Analytics** app.

Image



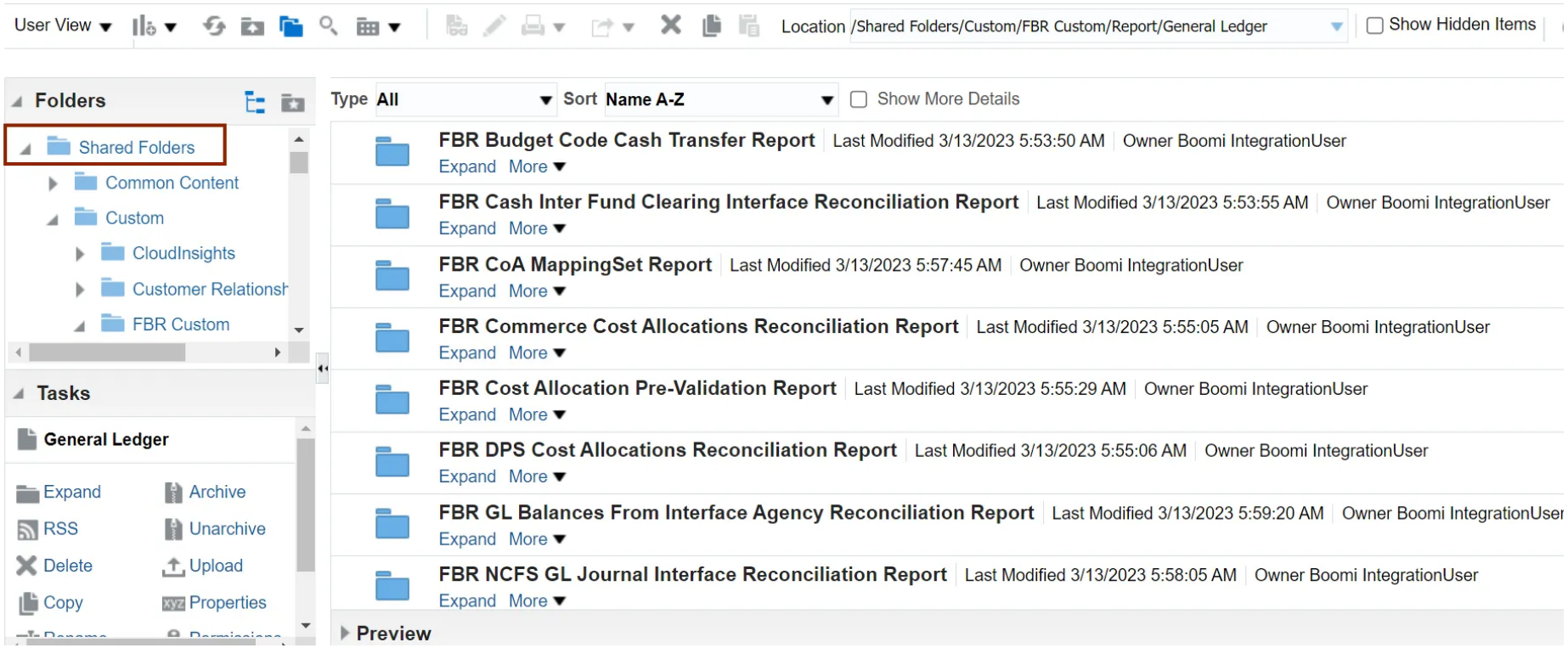
Step 3. On the **Reports and Analytics** page, click the **Browse Catalog** button.

Image



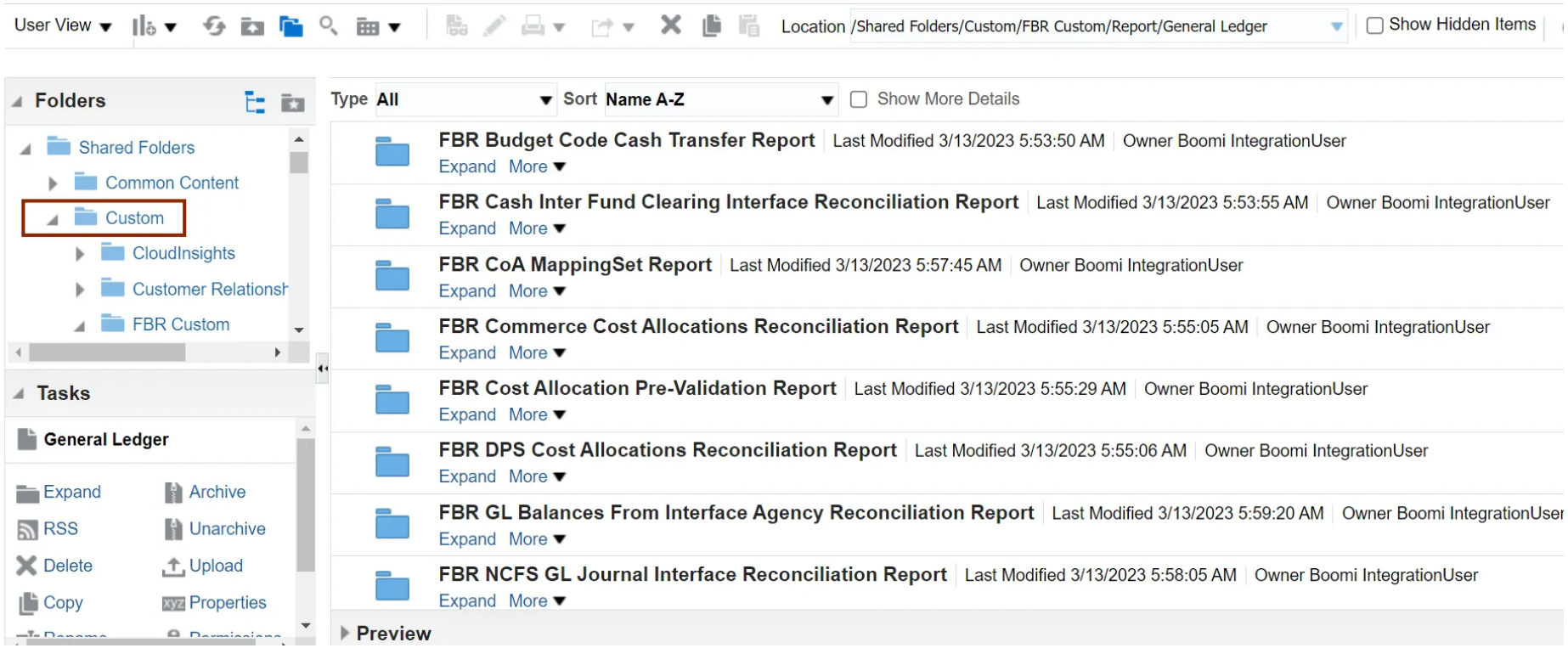
Step 4. Click the **Shared Folders** folder.

Image



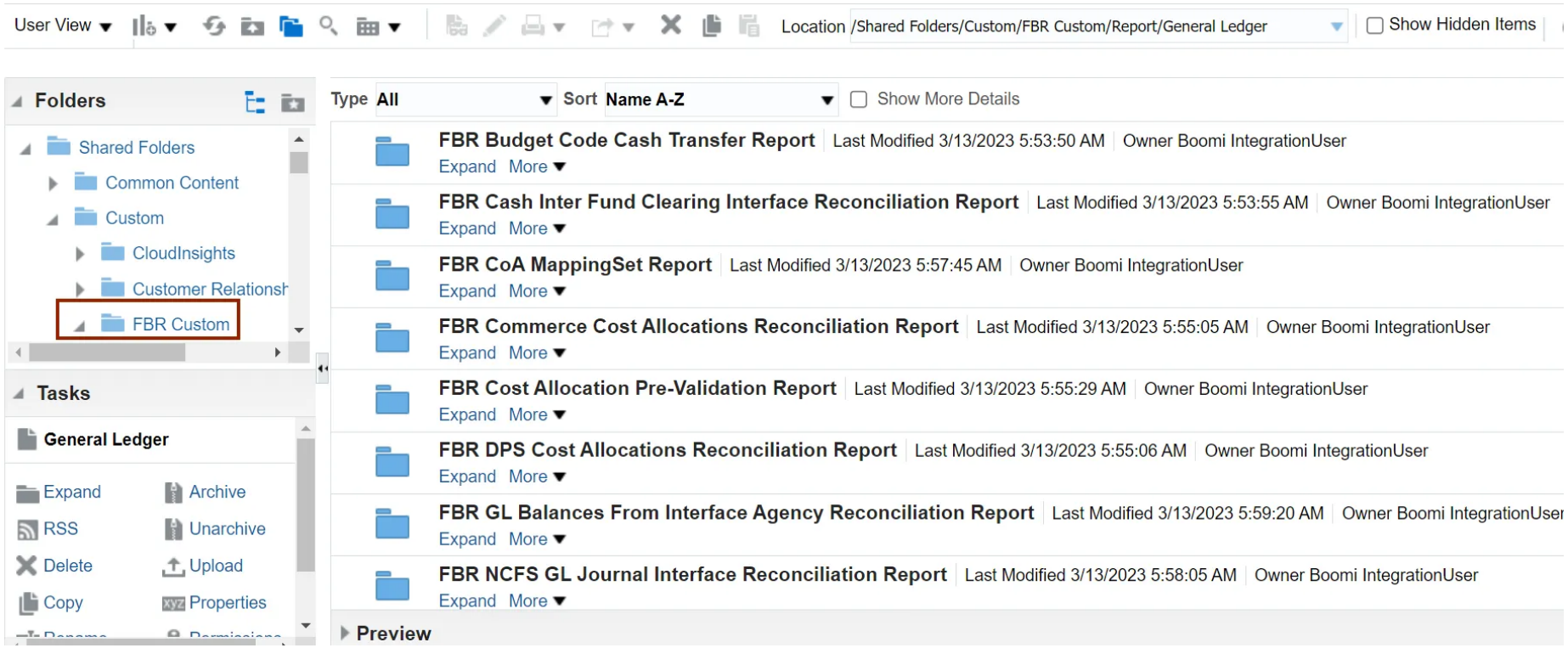
Step 5. Click the **Custom** folder.

Image



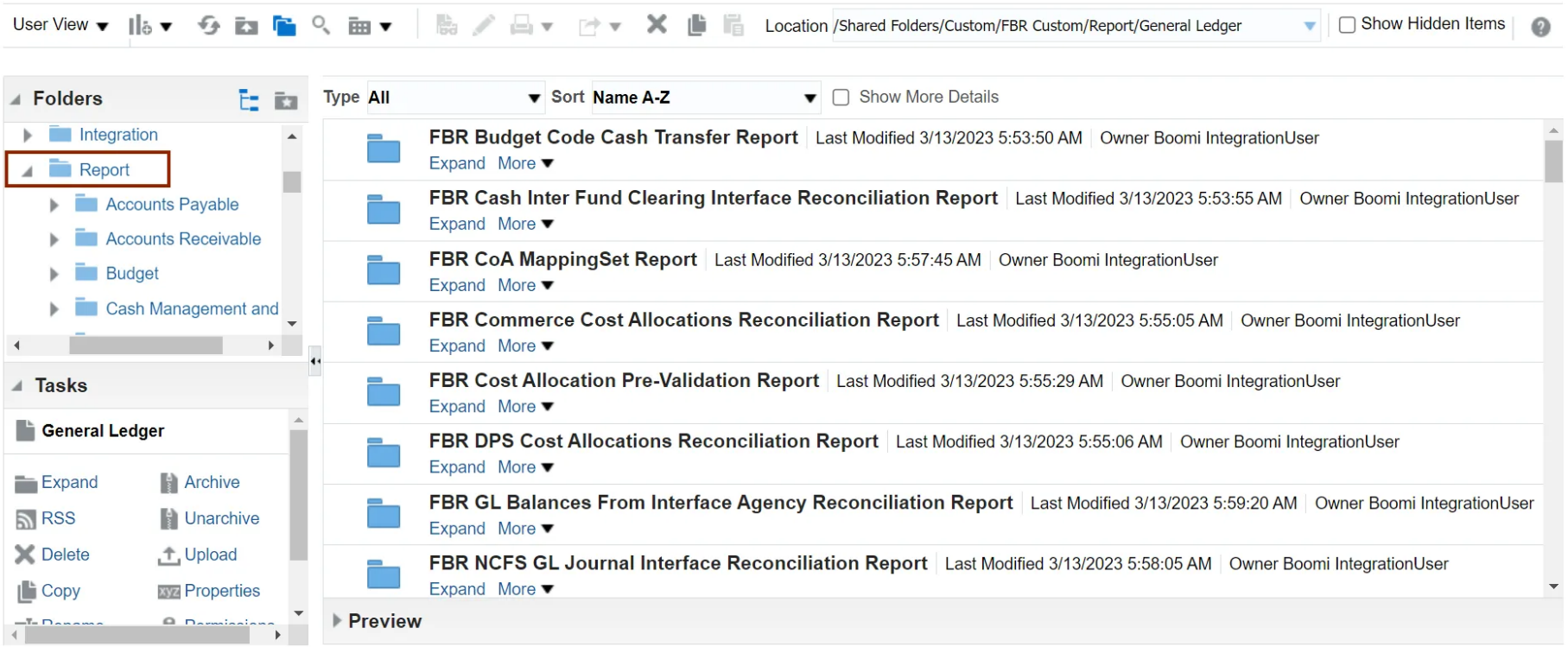
Step 6. Click the **FBR Custom** folder.

Image



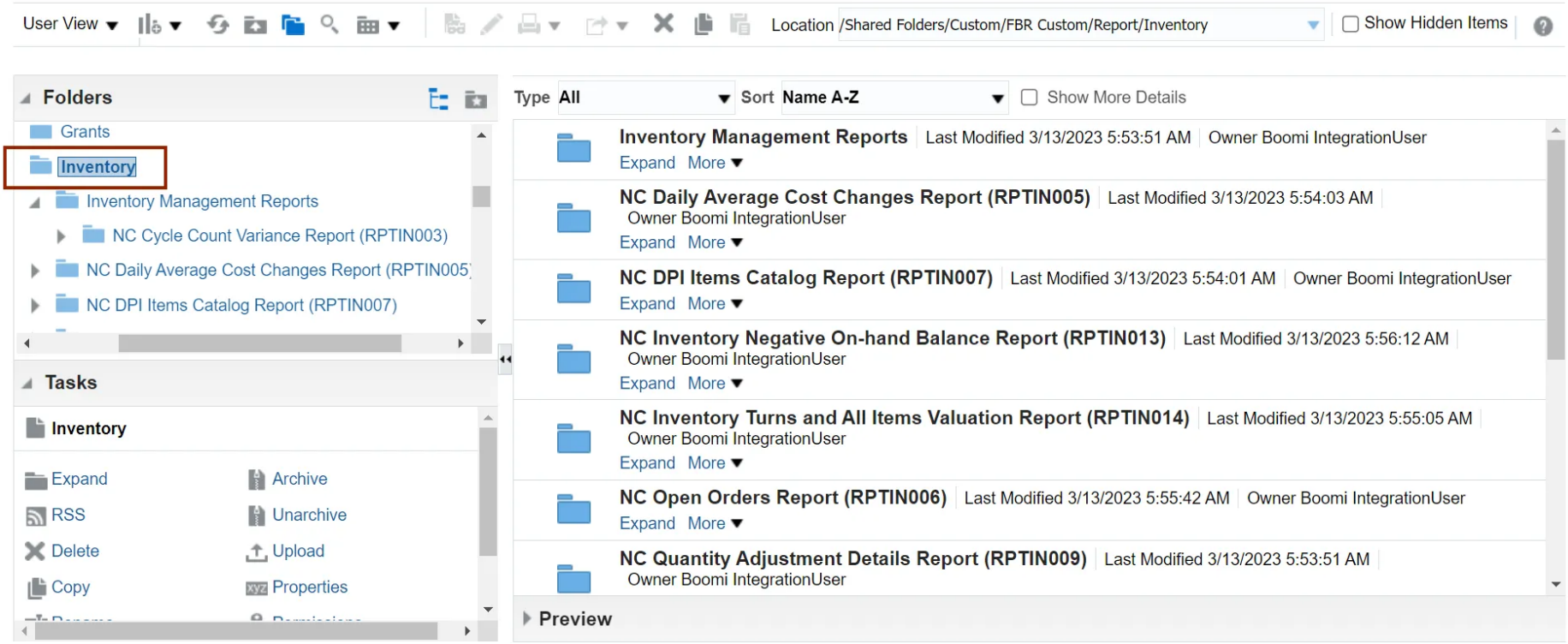
Step 7. Click the **Report** folder.

Image



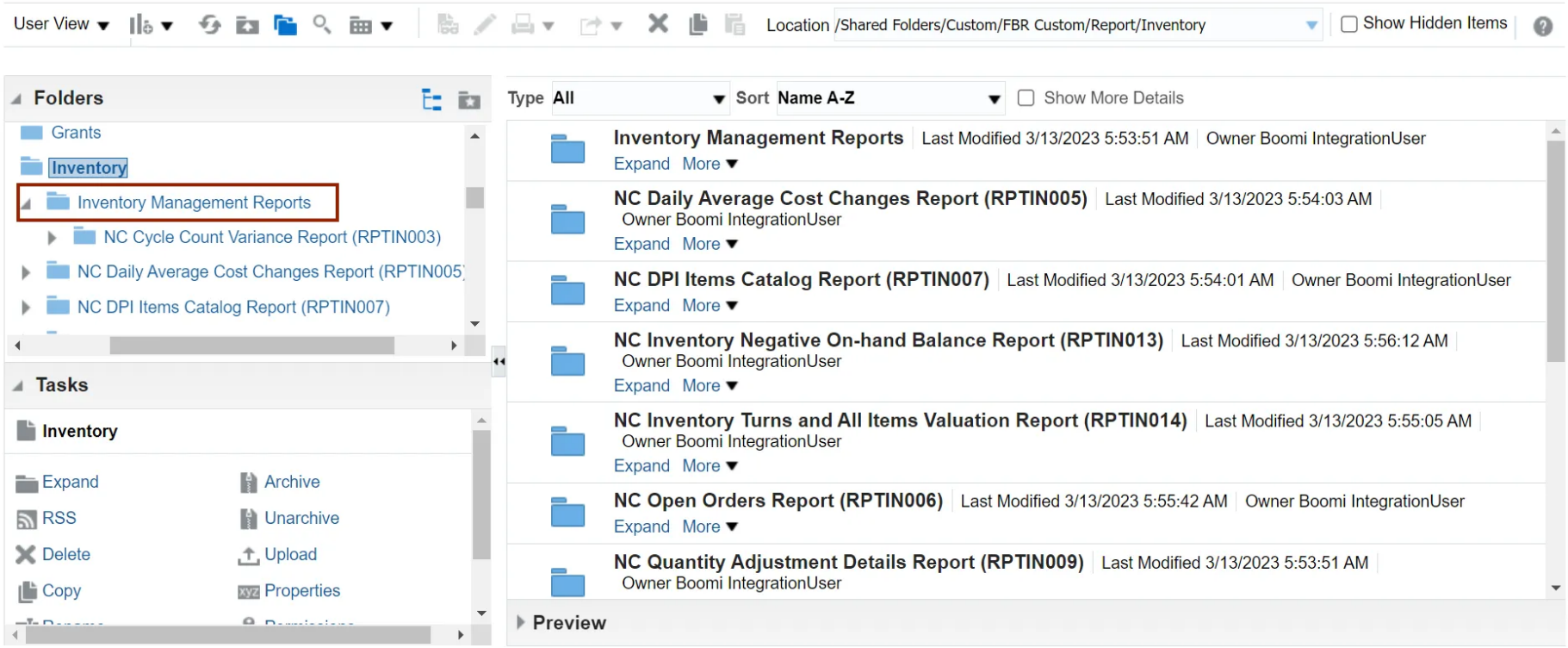
Step 8. Click the **Inventory** folder.

Image



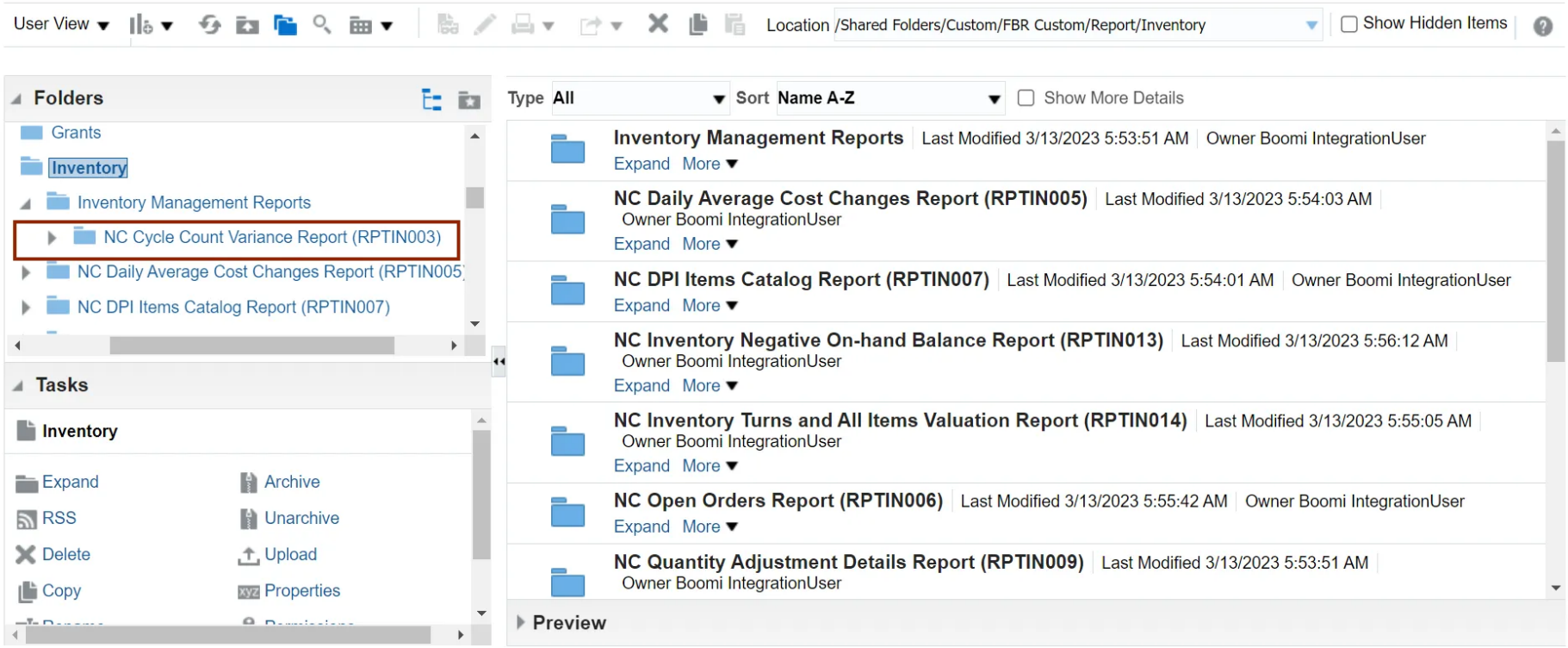
Step 9. Click the **Inventory Management Reports** folder.

Image



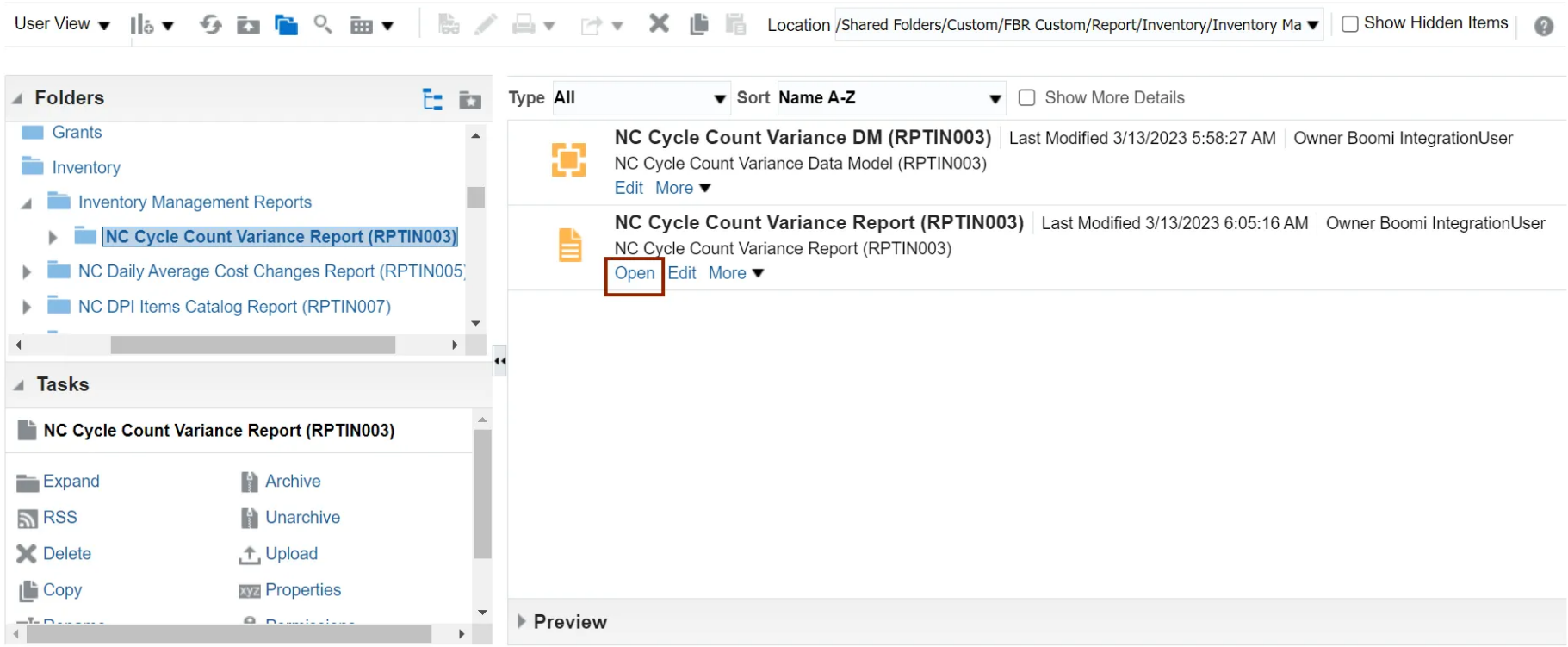
Step 10. Click the **NC Cycle Count Variance Report (RPTIN003)** folder.

Image



Step 11. Click **Open**.

Image



Step 12. Enter the parameters for the report including **Inventory Org, Cycle Count Name**, and/or **Cycle Count Status** and click the **Apply** button.

Image



Step 13. Review the data within the report.

Image

North Carolina Financial System
Office of State Controller
NC Cycle Count Variance Report (RPT-IN-003)
05/11/2023 02:21:03 PM

Parameters

From Counted Date	02/01/2023
To Counted Date	05/11/2023
Inventory Org	All
Cycle Count Name	All
Cycle Count Status	All

Cycle Count Name	Count Sequence Number	Inventory Org	Sub Inventory	Item	Item Description	Count Sequence Status	Recounts	UOM	Counted Quar
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

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