

INVENTORY CYCLE COUNT WORK INSTRUCTIONS (TDC-W003)

This work instruction outlines the process of running a ten item cycle count inventory worksheet.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

1. Pull Inventory Count Worksheets:

- Enter Munis, type in name and password (available through Technology)
- Click on Financials
- Click Inventory
- Click on Inquiries and Reports Menu
- Check file to determine the 10 items to be inventoried
- Click on Inventory Count Worksheets
 - Define (enter item range)
 - Worksheet will print at this time
- Physical Count of Items to compare to worksheet
- Click Red X to exit