



Process

Documentation

Department:

Customer Support

Last Updated:

9/16/2025 10:31 AM

NAME OF PROCESS

Performing Cycle Counts [RolePlay]

Use Case / Objectives

This guide outlines the steps for preparing for and processing cycle counts in RolePlay. The cycle count functionality allows you to set up a schedule to periodically count equipment and parts and merchandise you have in inventory. You can establish the schedule by PME (parts, merchandise, equipment) code and vary the time-frame that you cycle count the items for each code.

The following functionality will be covered:

- [Cycle Information](#)
- [Cycle Count Entry - Equipment](#)
- [Cycle Count Entry - Parts/Merchandise](#)
- [Equipment Cycle Count Report](#)
- [Parts/Merchandise Cycle Count Report](#)

Process:

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

Purchasing Operations => Physical Inventory => Cycle Information

Purchasing Operations => Physical Inventory => Cycle Count Entry - Equipment

Purchasing Operations => Physical Inventory => Cycle Count Entry - Parts/Merchandise

Purchasing Operations => Physical Inventory => Equipment Cycle Count Report

Purchasing Operations => Physical Inventory => Parts/Merchandise Cycle Count Report

Prerequisites:

To perform, record, and analyze cycle counts, please contact the CS Team to set up the following for your location:

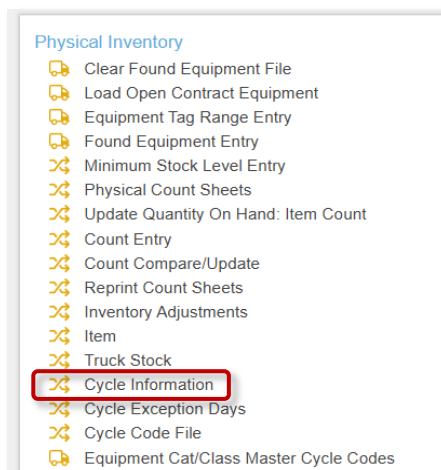
- Establish your control record settings
- Determine cycle count durations
- Cycle count maintenance
- Set up cycle count codes
- Set up NIGHTLY parameters
- Set up expense codes and general ledger accounts

Cycle Information

Use this process to review and end existing cycles for cycle counting. You can also display the details of a cycle and add new cycles from this screen.

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Purchasing Operations** screen is not displayed, click on Purchasing Operations in the left toolbar.
3. In the **Physical Inventory** section, click on the Cycle Information option.



- a. The **Cycle Information - Cycle Audit** screen opens.

6/05/25 10:23:22 Cycle Audit Sys: DEMO V12
 Cmp: RM Loc: DMO

Type option, press Enter.
 4=End 5=Display

Opt	Typ	Cyc#	Sts	Start	End	Days	Include		Last Day	
							Sat	Sun	Cycled	Closed
<input type="checkbox"/>	E		E	1/29/07		90	N	N	90	1
<input type="checkbox"/>	E	10	E	3/05/15		90	N	N	90	1
<input type="checkbox"/>	E	11	E	7/12/17	8/25/17	100	N	N		
<input type="checkbox"/>	E	12	A	8/25/17		30	N	N	1	1
<input type="checkbox"/>	M		E	10/15/09	9/11/17	30	N	N		
<input type="checkbox"/>	M	1	A	9/13/17		60	N	N		
<input type="checkbox"/>	P		A	4/11/08		40	N	N	40	

- To manually end a cycle, place your cursor in the *Opt* field next to the cycle, type 4 in the field and press enter.

6/05/25 10:23:22 Cycle Audit Sys: DEMO V12
Cmp: RM Loc: DMO

Type option, press Enter.
4=End 5=Display

Opt	Typ	Cyc#	Sts	Start	End	Days	Include	Last Day
							Sat Sun	Cycled Closed
<input type="checkbox"/>	E		E	1/29/07		90	N N	90 1
<input type="checkbox"/>	E	10	E	3/05/15		90	N N	90 1
<input type="checkbox"/>	E	11	E	7/12/17	8/25/17	100	N N	
<input type="checkbox"/>	E	12	A	8/25/17		30	N N	1 1
<input type="checkbox"/>	M		E	10/15/09	9/11/17	30	N N	
<input checked="" type="checkbox"/>	M	1	A	9/13/17		60	N N	
<input type="checkbox"/>	P		A	4/11/08		40	N N	40

- The Cycle Information - Cycle Audit screen updates as follows:

- Status* updates to E
- End* updates to the current date

6/05/25 10:54:43 Cycle Audit Sys: DEMO V12
Cmp: RM Loc: DMO

Type option, press Enter.
4=End 5=Display

Opt	Typ	Cyc#	Sts	Start	End	Days	Include	Last Day
							Sat Sun	Cycled Closed
<input type="checkbox"/>	E		E	1/29/07		90	N N	90 1
<input type="checkbox"/>	E	10	E	3/05/15		90	N N	90 1
<input type="checkbox"/>	E	11	E	7/12/17	8/25/17	100	N N	
<input type="checkbox"/>	E	12	A	8/25/17		30	N N	1 1
<input type="checkbox"/>	M		E	10/15/09	9/11/17	30	N N	
<input type="checkbox"/>	M	1	E	9/13/17	6/05/25	60	N N	
<input type="checkbox"/>	P		A	4/11/08		40	N N	40

- To view the Cycle Audit Inquiry screen, type 5 in the *Opt* field next to the cycle and press enter. This will allow you to review who created the cycle and who last maintained it.

6/05/25 11:02:37 Cycle Audit Inquiry Sys: DEMO V12
Cmp: RM Loc: DMO
Mode: **Inquiry**

Cycle Type: P PARTS
Cycle Number: Status: A Active

Days in Cycle: 40
Start date: 4/11/08 End date:

Include Saturdays: N
Include Sundays: N
Last day cycled: 40
Last day closed:

Last Maintained 10/19/12 11:42:10 By: KAJ
Created 4/11/08 10:55:13 By: JGRAF

6. Press **F12** on your keyboard or click on F12 Previous in the **Display Functions** menu to return to the **Cycle Information - Cycle Audit** screen.
7. Press **F6** on your keyboard or click on F06 Add in the **Display Functions** menu to add a new cycle information record.
 - a. The **Cycle Information - Cycle Audit Detail** screen opens.

8. Type in the **Cycle Type** field if you know the cycle type or press F4 on your keyboard or click on F4 Search in the **Display Functions** menu to open the **Cycle Types** pop-up menu.

- a. Type 1 in the **O** field next to the desired **Cycle Type** and press Enter.
 1. The **Cycle Types** pop-up closes, the selected **Cycle Type** displays, and the **Cycle Information - Cycle Audit Detail** screen expands to show additional information for the cycle.

9. Type in the **Days in Cycle**, and the **Start date** (if different from the current date).

10. If desired, update *Include Saturdays* and *Include Sundays* to Y.

```

6/05/25 11:21:03      Cycle Audit Detail      Sys: DEMO V12
                                      Cmp: RM Loc: DMO
                                      Mode: Add

Cycle Type:  P  PARTS
Cycle Number: 1          Status: A Active

Days in Cycle:  28
Start date:  6/05/25  End date:
Include Saturdays:  Y
Include Sundays:  N
Last day cycled:
Last day closed:

Last Maintained 10/19/12 11:42:10  By: KAJ
Created         4/11/08 10:55:13  By: JGRAF
    
```

11. Press Enter twice to continue with the update or add.

- a. The cycle saves and closes, and the **Cycle Information - Cycle Audit** screen displays with the new entry displaying as entered.

```

6/05/25 12:06:42      Cycle Audit      Sys: DEMO V12
                                      Cmp: RM Loc: DMO

Type option, press Enter.
  4=End  5=Display

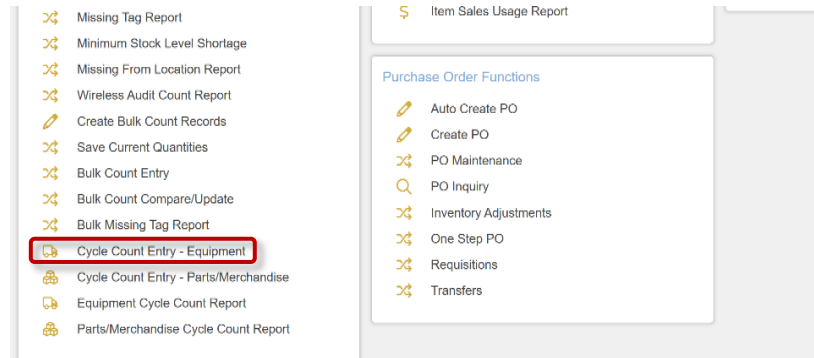
    
```

Opt	Typ	Cyc#	Sts	Start	End	Days	Include	Last Day
							Sat Sun	Cycled Closed
<input type="checkbox"/>	E		E	1/29/07		90	N N	90 1
<input type="checkbox"/>	E	10	E	3/05/15		90	N N	90 1
<input type="checkbox"/>	E	11	E	7/12/17	8/25/17	100	N N	
<input type="checkbox"/>	E	12	E	8/25/17	6/05/25	30	N N	1 1
<input type="checkbox"/>	M		E	10/15/09	9/11/17	30	N N	
<input type="checkbox"/>	M	1	E	9/13/17	6/05/25	60	N N	
<input type="checkbox"/>	P		F	4/11/08	6/05/25	40	N N	40
<input type="checkbox"/>	P	1	A	6/05/25		28	Y N	

Cycle Count Entry - Equipment

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Purchasing Operations** screen is not displayed, click on Purchasing Operations in the left toolbar.
3. In the **Physical Inventory** section, click on the Cycle Count Entry - Equipment option.



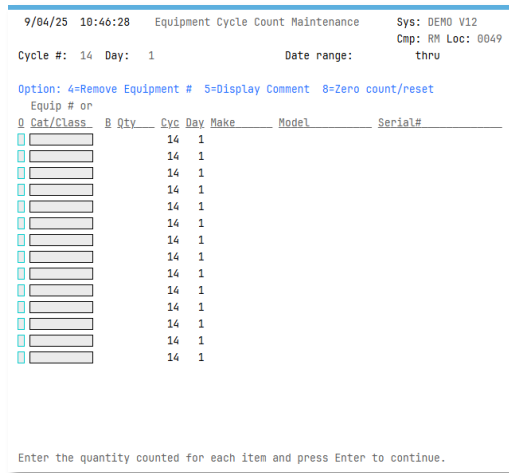
- a. The **Equipment Cycle Count Maintenance - Launch** screen opens.

The screenshot shows the 'Equipment Cycle Count Maintenance' screen. The title bar displays '7/24/25 10:27:26 Equipment Cycle Count Maintenance Sys: DEMO V12 Cmp: RM Loc: DMO'. The main area contains the following fields:

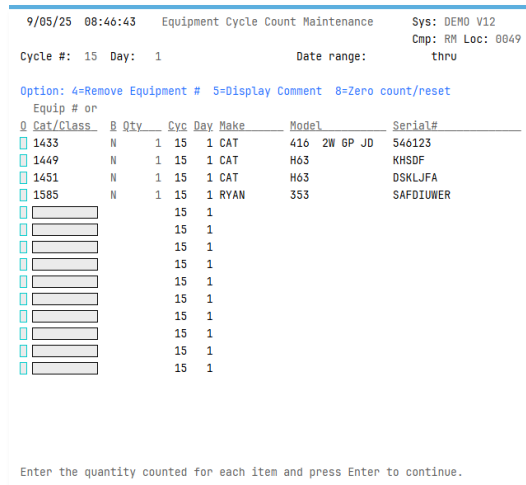
- Cycle #:
- Cycle day:
- Inquiry Only:
- From date:
- To date:

4. Type in the **Cycle #** field. **NOTE:** This number is found on the count sheet.
5. Type in the **Cycle Day** field.
6. If applicable, type in the **From date** and **To date** fields.
7. Press Enter.

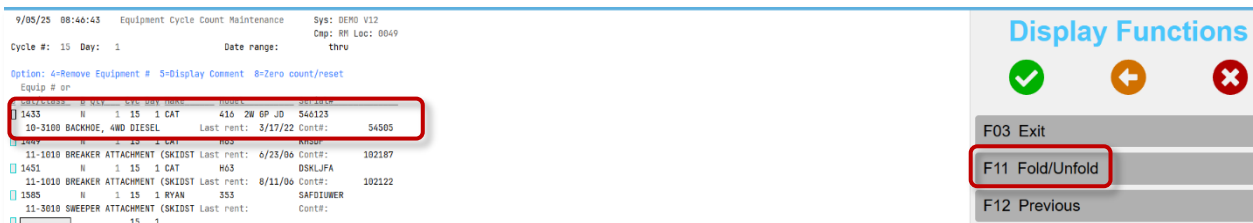
- a. The Equipment Cycle Count Maintenance - Details screen opens. NOTE: Since this is *Day 1* for *Cycle # 14* there is no equipment listed.



8. Type in the *Equip #* or *Cat/Class* for your equipment. Repeat this until you have all desired equipment entered on the form.



9. Press F11 on your keyboard or click on F11 Fold/Unfold in the Display Functions menu to display additional information for each of the rows in the table.

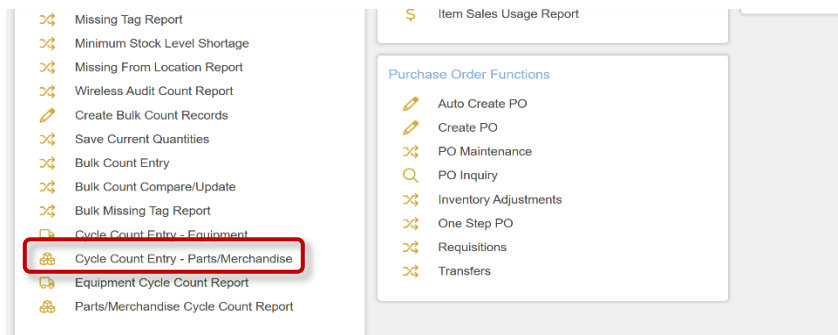


10. Press Enter.
11. Press Enter again to complete.

Cycle Count Entry - Parts/Merchandise

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Purchasing Operations** screen is not displayed, click on Purchasing Operations in the left toolbar.
3. In the **Physical Inventory** section, click on the Cycle Count Entry - Parts/Merchandise option.



- a. The **Parts/Merchandise Cycle Count Entry - Launch** screen opens.

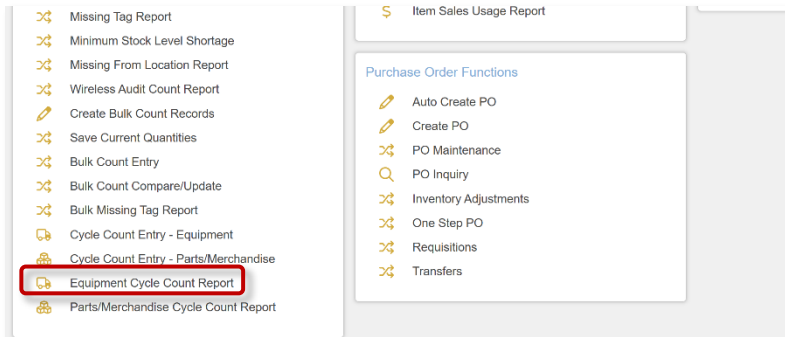
The screenshot shows the 'Cycle Count Item Entry' screen. At the top, it displays the date and time '7/24/25 11:09:53', the title 'Cycle Count Item Entry', and system information 'Sys: DEMO V12' and 'Cmp: RM Loc: DMO'. The main area contains input fields for 'Cycle #:', 'Cycle day:', and 'Cycle type:'. Below these fields is a separator '-or-' and two more input fields for 'From date:' and 'To date:'.

4. Type in the Cycle #, Cycle day, and Cycle type (P = Parts, M = Merchandise) fields and press Enter to continue.

Equipment Cycle Count Report

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Purchasing Operations** screen is not displayed, click on **Purchasing Operations** in the left toolbar.
3. In the **Physical Inventory** section, click on the **Equipment Cycle Count Report** option.



- a. The **Equipment Cycle Count Report** screen displays.

7/24/25 11:15:17 Equipment Cycle Count Report Sys: DEMO V12
 Cmp: RM Loc: DMO

Date Range : To

Cycle # :

Cycle Days :

Exceptions : (I=Include, E=Exclude, 0=Only)

4. Type in the desired parameters. **NOTE:** *Cycle #* is required, all other fields are optional.
5. Press Enter.
6. Verify the parameters entered and press Enter.
 - a. The **Print Job** pop-up window displays.

By Loc/District/Region: (L/D/R) Omit/Include: (0=Omit, I=Include)

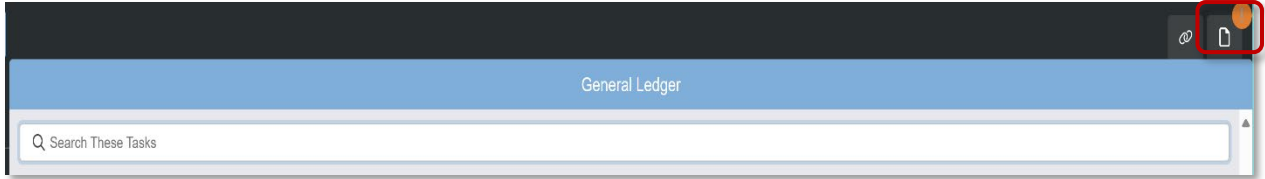
Locations

DMO																			

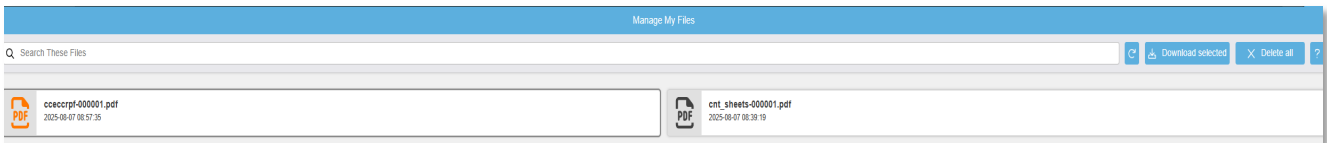
Printer/Outq: Copies: Hold: Save:

Submit job. . . : N

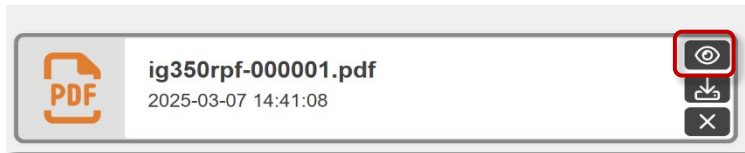
7. Update any fields if necessary and press Enter to continue.
 - a. The **Print Job** pop-up window closes, and the report generates. **NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.



8. Click the **Manage My Files** icon.
 - a. The **Manage My Files** screen opens displaying your files. **NOTE:** The files will be named after the control record of the screen it pulled from.



9. Double-click on the desired file or click on the **Open** icon.



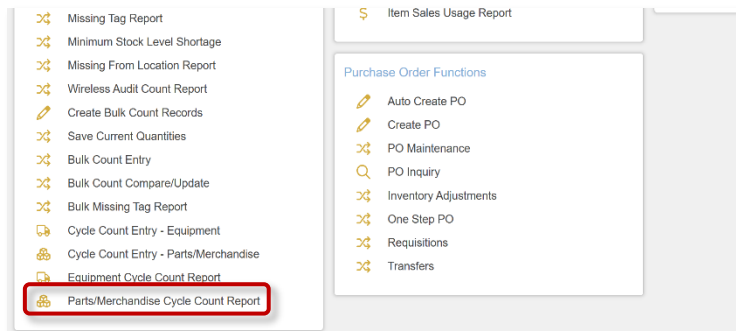
- a. The **Equipment Cycle Count Report** opens, displaying data for the criteria entered. **NOTE:** The following is a sample illustration of this report.

8/07/25 9:18:39 AM	IRVINE	Cmpy: RM			
System: DEMO V12	Equipment Cycle Count Report	Loc: DMO			
Pgm Id: CCECCR	IRVINE	Page: 1			
User: RM0001DA	Date Range : 8/01/00 To 8/07/25				
Cycle No.: 012 Cycle Day :					
Include locations DMO					
Discrepancies: L-Location I-Inactive Status N-Not Counted R-User Counted Rented Equip. X-Cat/Class Not Expected					
Cat-Class	Description	Cycle Cycle Date Loc	Counted Dsc	Counted	
Equip.#	Make Model SERIAL #	Loc # Day Counted	By rp	Cost	
				Cost	Difference

Parts/Merchandise Cycle Count Report

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Purchasing Operations** screen is not displayed, click on **Purchasing Operations** in the left toolbar.
3. In the **Physical Inventory** section, click on the **Parts/Merchandise Cycle Count Report** option.



- a. The **Part/Merch Cycle Count Report** screen displays.

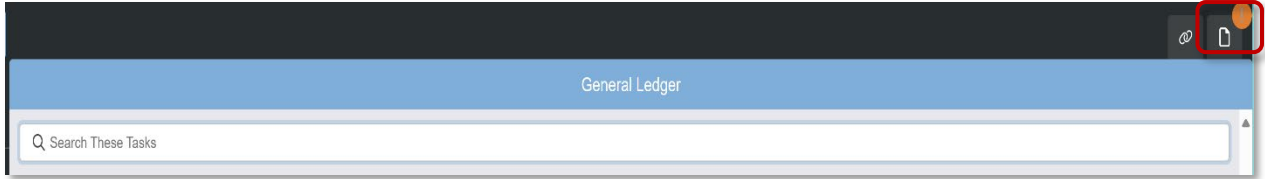
The screenshot shows the 'Part/Merch Cycle Count Report' screen. At the top, it displays the date '7/24/25', time '11:24:42', and system information 'Sys: DEMO V12' and 'Cmp: RM Loc: DMO'. Below this, there are several input fields:

- Date Range : To
- Cycle # :
- Cycle Days :
- Exceptions : (I=Include, E=Exclude, 0=Only)

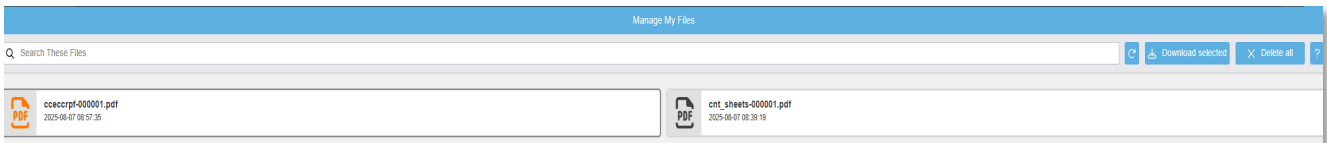
4. Type in the desired parameters. **NOTE:** *Cycle #* is required, all other fields are optional.
5. Press Enter.
6. Verify the parameters entered and press Enter.
 - a. The **Print Job** pop-up window displays.

The screenshot shows a 'Print Job' pop-up window. At the top, it displays 'By Loc/District/Region: Omit/Include: (0=Omit, I=Include)'. Below this is a section titled 'Locations' with a grid of input fields. The first row contains the value 'DMO'. At the bottom, there are fields for 'Printer/Outq: Copies: Hold: Save: . At the very bottom, it says 'Submit job. . . : N'.

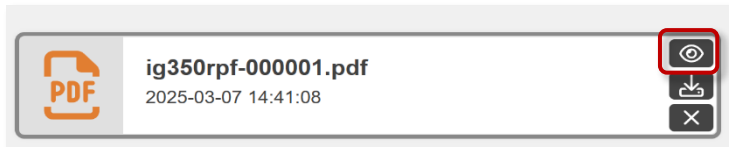
7. Update any fields if necessary and press Enter to continue.
 - b. The **Print Job** pop-up window closes, and the report generates. **NOTE:** The report is complete when the orange indicator displays by the **Manage My Files** icon.



8. Click the **Manage My Files** icon.
 - c. The **Manage My Files** screen opens displaying your files. **NOTE:** The files will be named after the control record of the screen it pulled from.



9. Double-click on the desired file or click on the **Open** icon.



- d. The **Parts/Merch Cycle Count Report** opens, displaying data for the criteria entered. **NOTE:** The following is a sample illustration of this report.

```

9/04/25 10:29:30 AM                IRVINE                               Cmpy: RM
System: DEMO V12                    Parts/Merch Cycle Count Report        Loc: DMO
Pgm Id: CCICCR                      IRVINE                               Page: 1
User: RM0001DA                      Date Range : 1/01/25 To 9/04/25
Cycle No.: 001 Cycle Day : 000
Include locations DMO
Discrepancies: N- Not Counted * Other

```

Stock-Class	Description	Loc	Date	Counted	Expected	Actual	Average	Extended	Counted	Uncounted	Difference
Item#	Description		Counted	Count	Count	Count Dscrp	Cost	Cost	Cost	Cost	
4101432CUM		DMO	8/20/25	WG145SD	15.00		1223.550	18,353.25		18,353.25	
	CAMSHAFT, INJECTOR					1	1				
			Total	For	CUNMI			18,353.25		18,353.25	*
	General Total				15.00			18,353.25		18,353.25	**

**** END OF REPORT ****

Reference Glossary

Field Definitions for Tasks

Cycle Information - Cycle Audit

- **Type** - Displays the type of cycle count started. **Valid codes** include:
 - E - Equipment
 - M - Merchandise
 - P - Parts
- **Cycle Number** - Displays the number the system assigned to the cycle count.
- **Status** - Displays the current status of the cycle count. **Valid codes** include:
 - A - Active
 - E - Ended
 - C - Completed
- **Start** - Displays the date that was entered for the cycle count to start.
- **End** - Displays the date that the cycle count was either completed or manually ended.
- **Days** - Displays the duration (in days) that was entered for the cycle count.
- **Include Saturday and Sunday** - Indicates whether Saturdays or Sundays are included in the cycle count.
- **Last Day Cycled** - Displays the last day within the cycle that items were counted.
- **Last Day Closed** - Displays the day within the cycle that the cycle was closed.

Cycle Information - Cycle Audit Detail

- **Type** - Displays the type of cycle count started. **Valid codes** include:
 - E - Equipment
 - M - Merchandise
 - P - Parts
- **Cycle Number** - Displays the number the system assigned to the cycle count.
- **Status** - Displays the current status of the cycle count. **Valid codes** include:
 - A - Active
 - E - Ended
 - C - Completed
- **Days in Cycle** - Enter the duration (in days) for the cycle count.
- **Start Date** - Enter the date for the cycle count to start.
- **End Date** - Displays the date that the cycle count was either completed or manually ended. **NOTE:** This displays in **Detail** mode only.
- **Include Saturday and Sunday** - Indicate whether Saturdays or Sundays are included in the cycle count's Days in Cycle.
- **Last Day Cycled** - Displays the last day within the cycle that items were counted. **NOTE:** This displays in **Detail** mode only.

- *Last Day Closed* - Displays the day within the cycle that the cycle was closed. **NOTE:** This displays in **Detail** mode only.
- *Last Maintained* - Displays the date and time that the cycle was last maintained. The user who maintained the record is also displayed.
- *Created* - Displays the date and time that the cycle was created. The user who created the record is also displayed.

Equipment Cycle Count Maintenance - Launch

- *Cycle Number* - Enter the number of the cycle for which you are entering equipment counts. This number is found on the count sheet.
- *Cycle Day* - Enter the day within the cycle for which you are entering equipment counts.
- *From Date* - If applicable, enter the starting date for the counts you are entering.
- *To Date* - If applicable, enter the ending date for the counts you are entering.

Equipment Cycle Count Maintenance - Details

- *Cycle Number* - Displays the number of the cycle for which you are entering equipment counts. This number is found on the count sheet.
- *Cycle Day* - Displays the day within the cycle for which you are entering equipment counts.
- *Date Range* - Displays the starting and ending date for the counts you are entering.
- *Equipment Number or Category/Class* - Displays the number of the piece of equipment or the category/class for bulk items from the cycle count sheet.
- *Bulk* - Indicates whether the equipment is bulk.
- *Quantity* - Enter the cycle count for the equipment from the count sheet.
- *Cycle* - Displays the number of the cycle for which you are entering the equipment count.
- *Day* - Displays the day within the cycle for which you are entering the equipment count.
- *Make* - Displays the manufacturer's make for the equipment. For example: Caterpillar.
- *Model* - Displays the manufacturer's model for the equipment. For example: F150.
- *Serial Number* - Displays the serial number associated with the piece of equipment.

Equipment Cycle Count Entry - Equipment Not Found

- *Equipment* - Displays the number of the piece of equipment or the category/class for bulk items from the cycle count sheet. Enter the equipment number for equipment found that was not on the count sheet.
- *Make* - Displays the manufacturer's make for the equipment. For example: Caterpillar. Enter the make for equipment found that was not on the count sheet.

- *Model* - Displays the manufacturer's model for the equipment. For example: F150. Enter the model for equipment found that was not on the count sheet.
- *Serial Number* - Displays the serial number associated with the piece of equipment. Enter the serial number for equipment found that was not on the count sheet.
- *Comment* - Enter a comment when equipment on the count sheet is not found.

Parts/Merchandise Cycle Count Entry - Launch

- *Cycle Number* - Enter the number of the cycle for which you are entering counts. This number is found on the count sheet.
- *Cycle Day* - Enter the day within the cycle for which you are entering counts.
- *Cycle Type* - Enter the code of the cycle type for which you are entering counts. Valid codes include:
 - P - Parts
 - M - Merchandise
- *From Date* - If applicable, enter the starting date for the counts you are entering.
- *To Date* - If applicable, enter the ending date for the counts you are entering.

Parts/Merchandise Cycle Count Entry

- *Cycle Number* - Displays the number of the cycle for which you are entering counts. This number is found on the count sheet.
- *Cycle Day* - Displays the day within the cycle for which you are entering counts.
- *Type* - Displays the cycle type for which you are entering counts.
- *Date Range* - Displays the starting and ending date for the counts you are entering.
- *Cycle* - Displays the number of the cycle for which you are entering the count.
- *Day* - Displays the day within the cycle for which you are entering the count.
- *Quantity Counted* - Enter the cycle count for the item from the count sheet.
- *Item Number* - Displays the item number for which you are entering the count.
- *Stock Class* - Displays the stock class in which the item is categorized.
- *Description* - Displays the item's description.
- *Bin Location* - Displays the bin location where the item is located.

Parts/Merchandise Cycle Count Entry - Discrepancy Comments

- *Item Number* - Displays the number of the item from the cycle count sheet. Enter the item number for an item that was found that was not on the count sheet.
- *Serial Number* - Displays the serial number associated with the item. If applicable, enter the serial number for an item that was found that was not on the count sheet.
- *Comment* - Enter a comment when there is an item count discrepancy.

Equipment or Parts/Merchandise Cycle Count Report Parameters

- *Date Range* - Enter or accept the starting and ending dates for count entries.

- *Cycle Number* - Enter the number of the cycle for which you entered equipment counts. This number is found on the count sheet.
- *Cycle Days* - Enter the days within the cycle for which you entered equipment counts.
- *Exceptions* - Indicate whether to report all counted equipment (I), only exceptions (O), or only non-exceptions (E). Indicate whether you want to run the report by location, district, or region, and then, if applicable, list the entities you want to include or omit.