

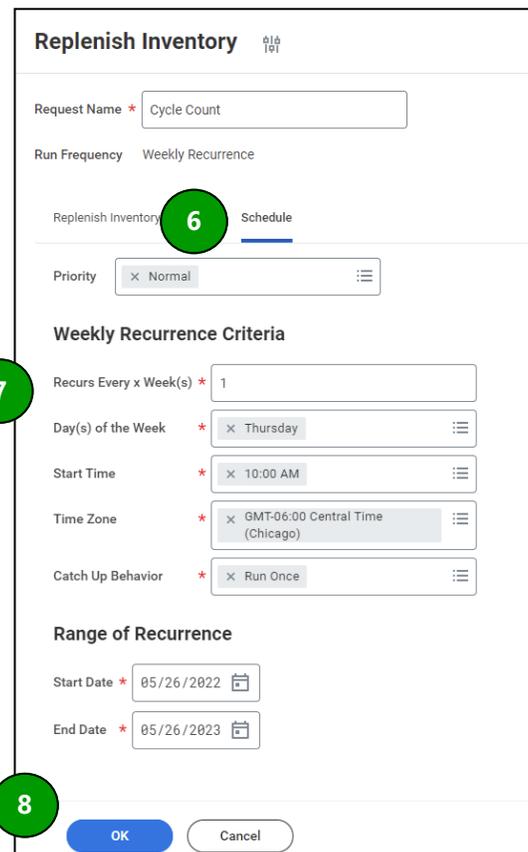
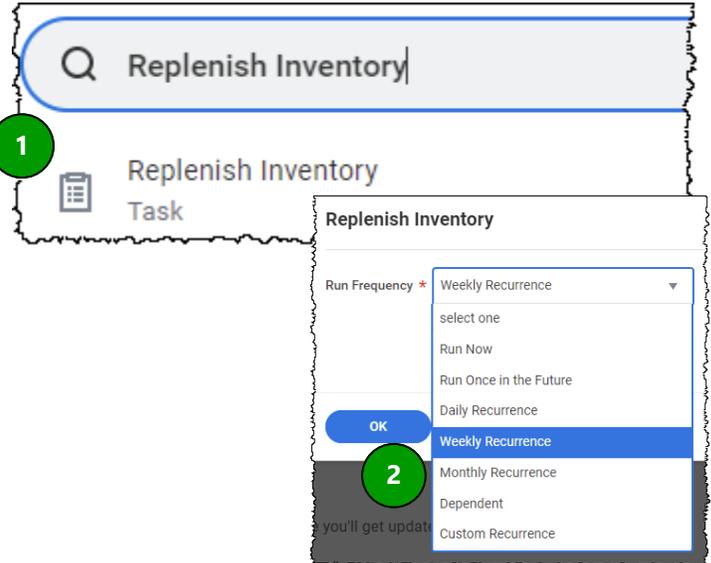
Perform a Cycle Count



A Cycle Count uses the Replenish Inventory task to run a report of inventory levels at a specific inventory site. Workday will automatically create a subsequent requisition for items that have a quantity on-hand level that is below the reorder point (or min). A Cycle Count can be run once or can be run on a reoccurring schedule based upon inventory site needs. Follow the steps below to create a Cycle Count.

Perform a Cycle Count

1. Search **Replenish Inventory**.
2. Select the necessary **Run Frequency**, and select **OK**.
3. Enter a **Request Name**.
4. Enter the appropriate **Inventory Site for Replenishment**, and select **Create Requisition** in the **Replenishment Option(s)** field.
5. Select **Inventory Replenishment** in **Requisition Type** field.
6. Select the **Schedule** tab.
7. Enter appropriate **Weekly Occurrence Criteria** information.
8. Select **OK** to schedule/run the Cycle Count.



QUESTIONS?

Please email BusinessEducation@vumc.org.