

Inventory Transactions - Creating an Issue
Created on 3/18/2010 3:45:00 PM

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

Table of Contents

Inventory Transactions - Creating an Issue	1
Inventory Transactions - Creating an Issue Overview	1
Inventory Transactions - Creating an Issue Lesson.....	1

Inventory Transactions - Creating an Issue

Inventory Transactions - Creating an Issue Overview

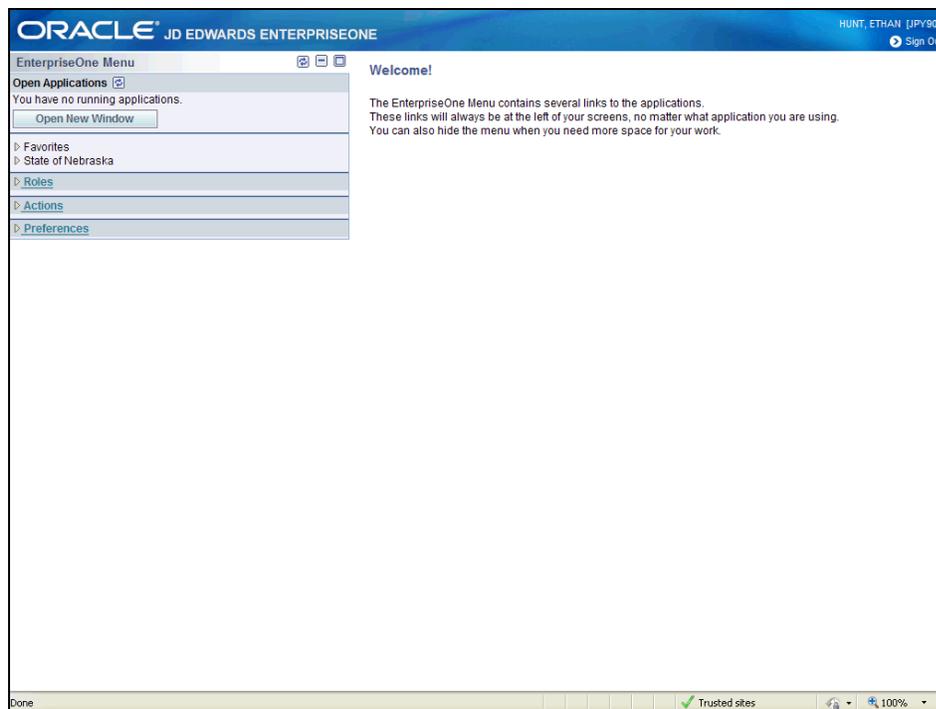
Issuing inventory typically involves removing an item from a branch/plant and the location where the items are stored, adjusting the inventory balance and recording the transaction in the general ledger (G/L).

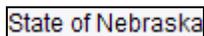
The system automatically creates journal entries each time transactions are generated that will affect the general accounting system. However, please note that the general accounting system will not be affected until the journal entries are posted. Please refer to the work instructions to Review and Post Journal Entries.

Inventory Transactions - Creating an Issue Lesson

Procedure

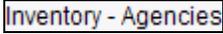
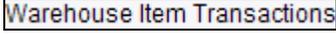
In this lesson you will learn how to do inventory transactions - creating an issue.

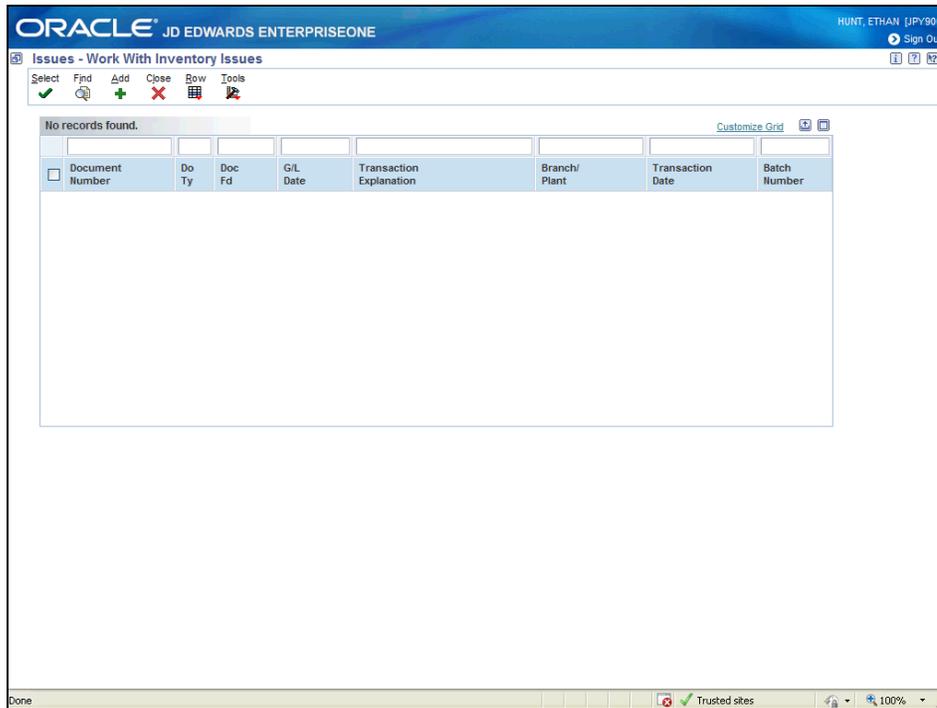


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Inventory link. 

Training Guide

Inventory Transactions - Creating an Issue

Step	Action
3.	Click the Inventory - Agencies link. 
4.	Click the Warehouse Item Transactions link. 
5.	Click the Issues link. 



Step	Action
6.	Click the Add button. 

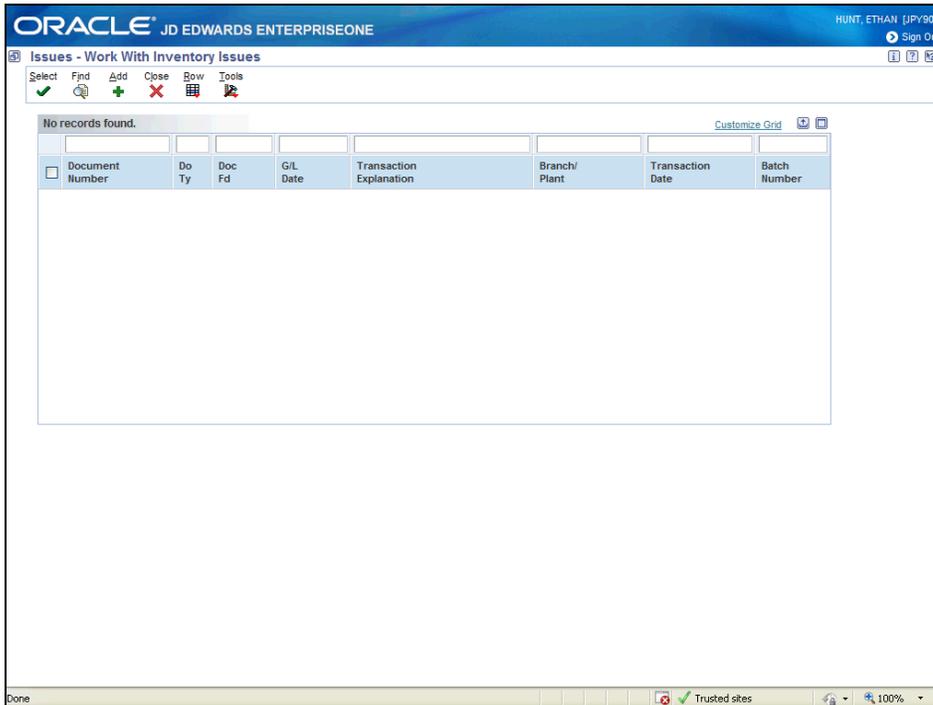
The screenshot shows the Oracle JD Edwards EnterpriseOne interface for creating an inventory issue. The form is titled 'Issues - Inventory Issues'. It contains several input fields: Document Number, Branch/Plant (with a dropdown arrow), Transaction Date, Document Type (set to 'II'), G/L Date, and Explanation. Below the form is a table with the following columns: Item Number, Item Description, Quantity, UM, Location, Lot/Serial, and License Plate Number. The table shows one record with all fields blank. The browser's address bar at the bottom indicates the user is on a trusted site.

Step	Action
7.	Click in the Branch/Plant field. <input type="text"/>
8.	Enter the branch/plant number into the Branch/Plant field.
9.	Transaction Date – defaults to current date.
10.	Document Number – system assigns
11.	Doc Type – system defaults (II – Inventory Issue - No Mark-up).
12.	G/L Date – defaults to current date.
13.	Click in the Explanation field. <input type="text"/>
14.	Enter a brief explanation into the Explanation field.
15.	Click in the Item Number field. <input type="text"/>
16.	Enter the item number into the Item Number field.
17.	Press [Tab] .
18.	Enter the quantity into the Quantity field.
19.	Click in the Location field. <input type="text"/>
20.	Enter the location into the Location field. Use the Visual Assist tool if necessary.

Training Guide

Inventory Transactions - Creating an Issue

Step	Action
21.	Click the OK button. 
22.	Record the Previous Document Number and Document Type if desired for future use.
23.	Click the Cancel button. 



Step	Action
24.	Click the Close button. 
25.	You have successfully completed this lesson. End of Procedure.