Reviewing Quantity Availability via Item Description Lesson

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Inventory** link. Inventory
3.	Click the **Inventory - Agencies** link. Inventory - Agencies
4.	Click the **Warehouse Item Transactions** link. Warehouse Item Transactions
5.	Click the **Issues** link. Issues
6.	Click the **Add** button.
7.	Click in the **Branch/Plant** field.
8.	Enter the branch plant number into the **Branch/Plant** field.
9.	**Transaction Date** – defaults to current date
10.	**G/L Date** – defaults to current date
11.	**Explanation** **Note**: You can leave the Explanation field blank if you are using this search program to perform a query on quantity availability only. If you plan to use the program to create an issue, you must fill in the Explanation field. If you leave it blank, the system will populate it with default information, in this case it will be Inventory Issue.
12.	Click in any of the grid fields.
13.	Click the **Form** button.
14.	Click the **Item Search** menu. Item Search
15.	Click in the **Item Number** field.
16.	Click the **Visual Assist** button.
17.	Click in the **Description** field.

Step	Action
18.	Enter the search text into the **Description** field.
19.	Click the **Find** button.
20.	Choose the desired item by clicking the radio button next to it.
21.	Click the **Select** button.
22.	Click the **Find** button.
23.	Review the Quantity Available field(s).
24.	Click the **Cancel** button.
25.	Click the **Cancel** button.
26.	Click the **Close** button.
27.	You have successfully completed this lesson. **End of Procedure.**