

**Reviewing Quantity Availability via Item Description**  
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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.



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## Reviewing Quantity Availability via Item Description

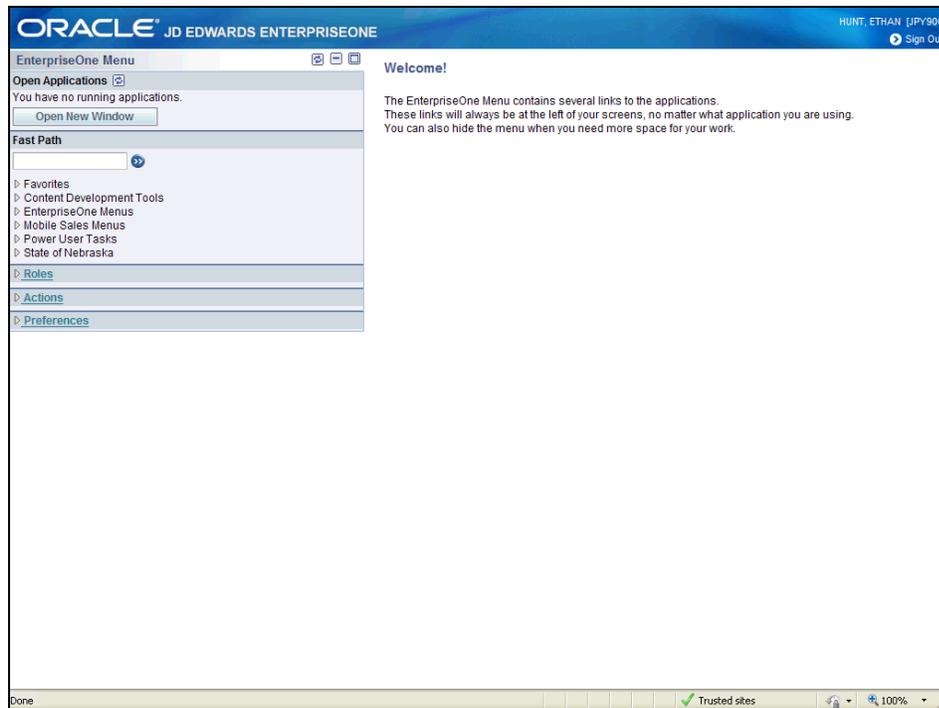
### Reviewing Quantity Availability via Item Description Overview

Quantity availability for an item can be obtained without exiting any of the inventory transaction programs (Issues, Adjustments, or Transfers). You can review the quantity available for an item by performing a query using the item description.

### Reviewing Quantity Availability via Item Description Lesson

#### Procedure

In this lesson you will learn to review the quantity available via the item description.

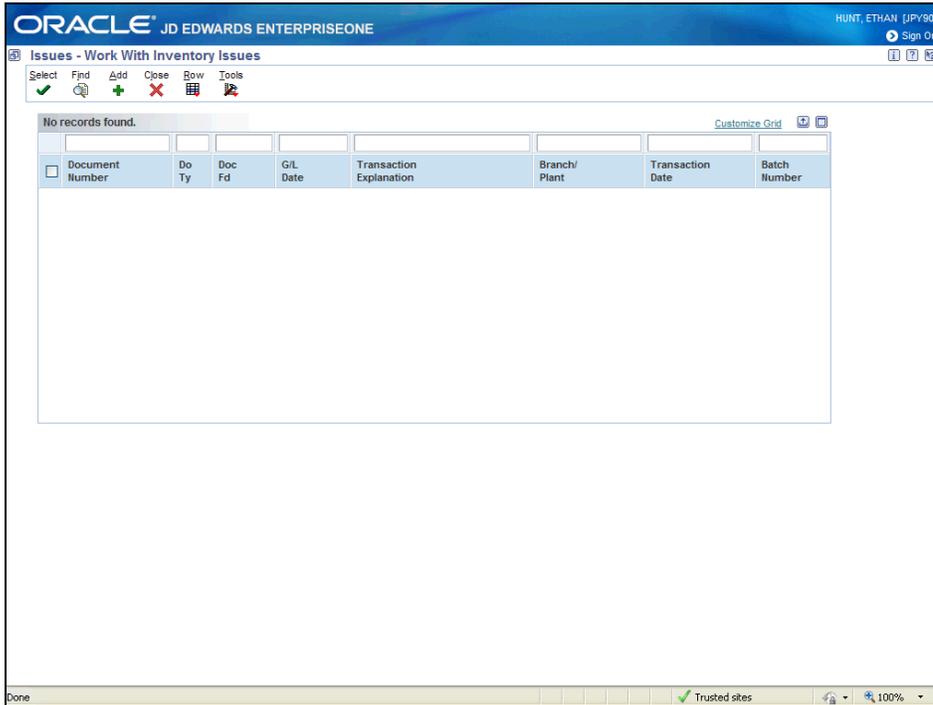


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Inventory</b> link. <a href="#">Inventory</a>
3.	Click the <b>Inventory - Agencies</b> link. <a href="#">Inventory - Agencies</a>
4.	Click the <b>Warehouse Item Transactions</b> link. <a href="#">Warehouse Item Transactions</a>

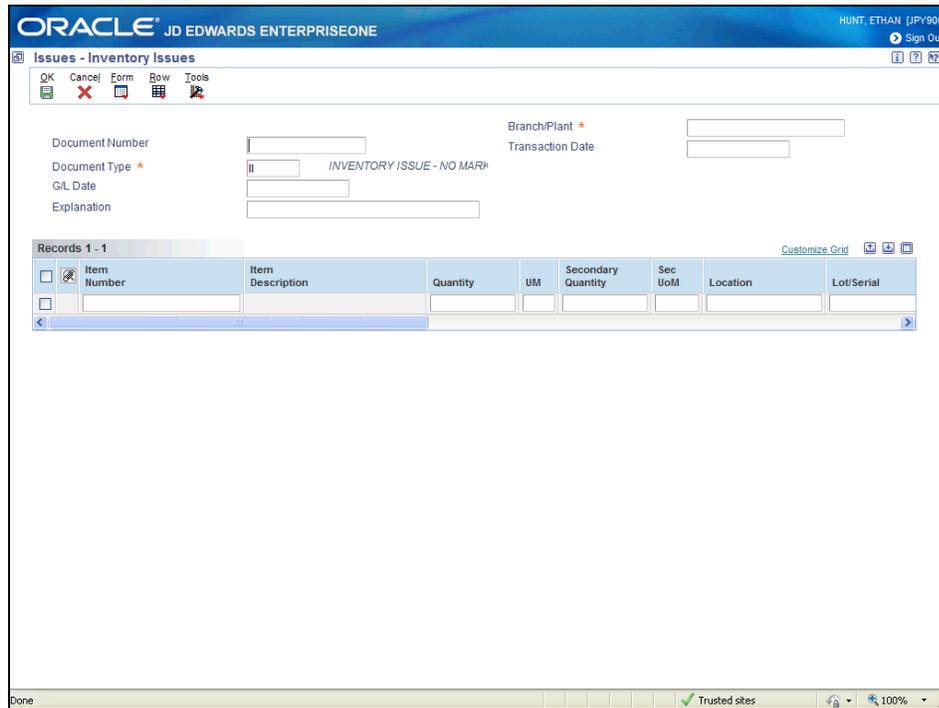
# Training Guide

## Reviewing Quantity Availability via Item Description

Step	Action
5.	Click the <b>Issues</b> link. 



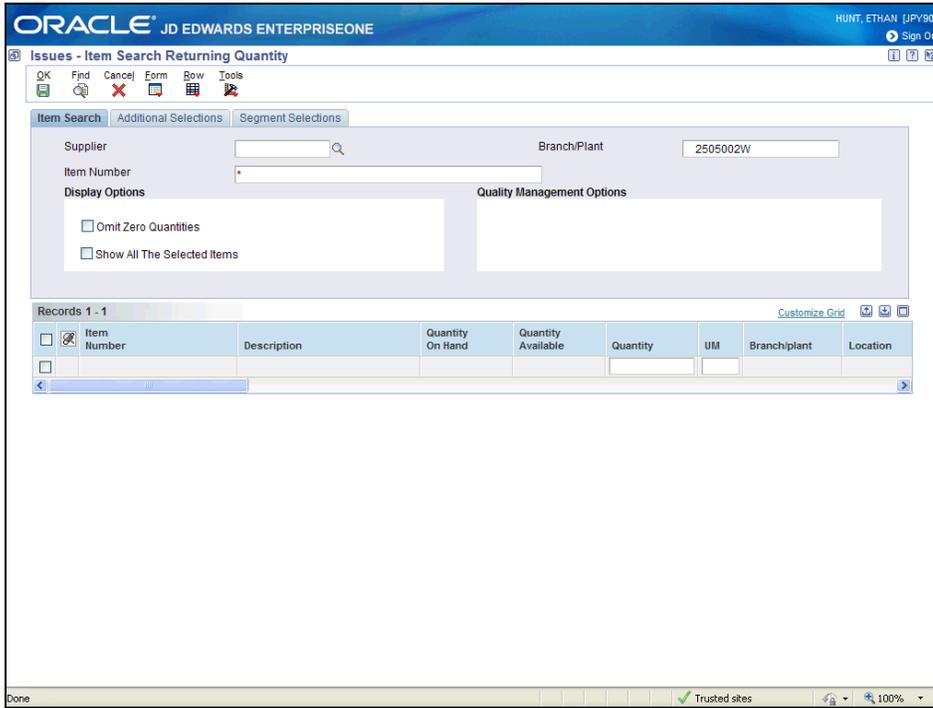
Step	Action
6.	Click the <b>Add</b> button. 



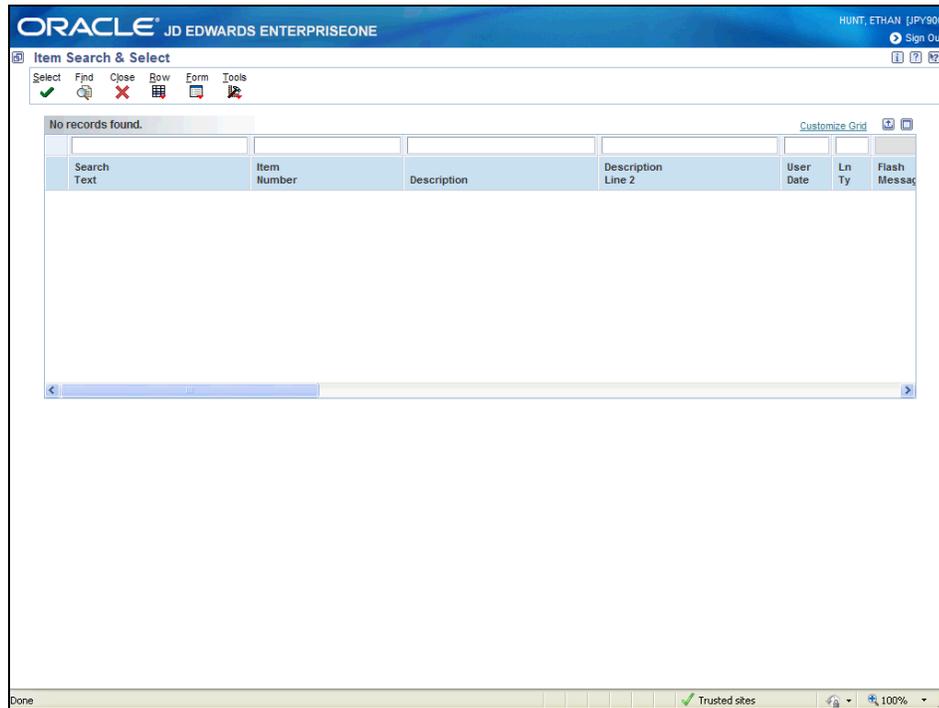
Step	Action
7.	Click in the <b>Branch/Plant</b> field. <input type="text"/>
8.	Enter the branch plant number into the <b>Branch/Plant</b> field.
9.	<b>Transaction Date</b> – defaults to current date
10.	<b>G/L Date</b> – defaults to current date
11.	<b>Explanation</b>  <b>Note:</b> You can leave the 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. <input type="text"/>
13.	Click the <b>Form</b> button. 
14.	Click the <b>Item Search</b> menu. <input type="text" value="Item Search"/>

# Training Guide

## Reviewing Quantity Availability via Item Description



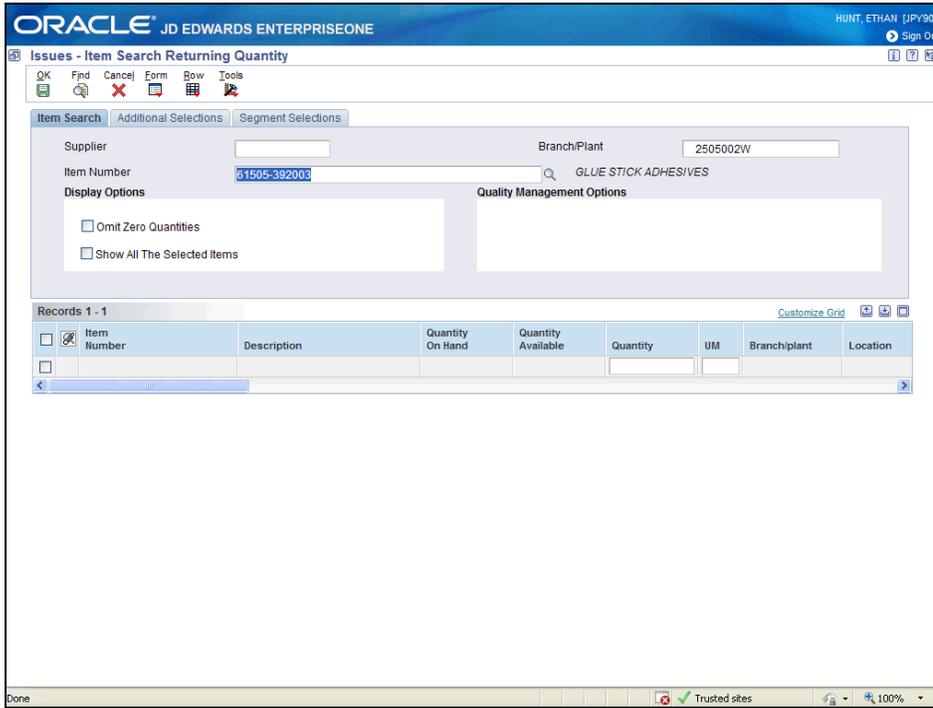
Step	Action
15.	Click in the <b>Item Number</b> field.
16.	Click the <b>Visual Assist</b> button. 



Step	Action
17.	Click in the <b>Description</b> field. <input type="text"/>
18.	Enter the search text into the <b>Description</b> field.
19.	Click the <b>Find</b> button. 
20.	Choose the desired item by clicking the radio button next to it.
21.	Click the <b>Select</b> button. 

# Training Guide

## Reviewing Quantity Availability via Item Description



Step	Action
22.	Click the <b>Find</b> button. 
23.	Review the Quantity Available field(s).
24.	Click the <b>Cancel</b> button. 

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HUNT, ETHAN [JPY900] Sign Out

Issues - Inventory Issues

OK Cancel Form Row Tools

Document Number:  Branch/Plant: 2505002W

Document Type: INVENTORY ISSUE - NO MARK Transaction Date:

G/L Date:  Explanation:

Records 1 - 1

Item Number	Item Description	Quantity	UM	Secondary Quantity	Sec UoM	Location	Lot/Serial

Done Trusted sites 100%

Step	Action
25.	Click the <b>Cancel</b> button. 

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Issues - Work With Inventory Issues

Select Find Add Close Row Tools

No records found.

Document Number	Do Ty	Doc Fd	G/L Date	Transaction Explanation	Branch/Plant	Transaction Date	Batch Number

Done Trusted sites 100%

# Training Guide

## Reviewing Quantity Availability via Item Description



Step	Action
26.	Click the <b>Close</b> button. 
27.	You have successfully completed this lesson. <b>End of Procedure.</b>