

Inquiring on Quantity Information Using Item Ledger
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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.



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Inquiring on Quantity Information Using Item Ledger

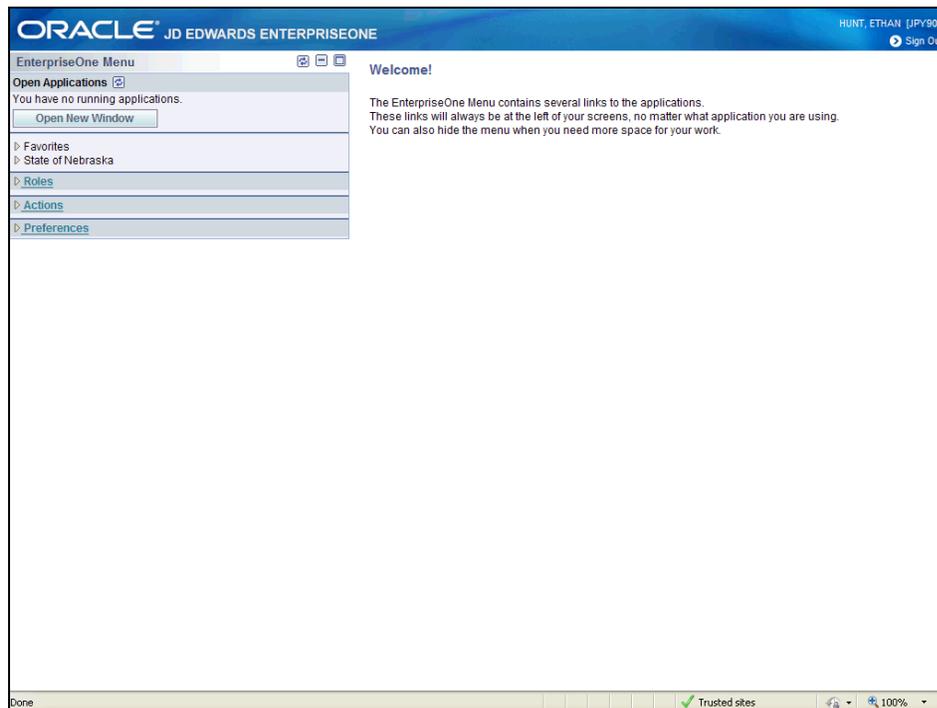
Inquiring on Quantity Information Using Item Ledger Overview

You can locate on-hand quantity and accounting information for a specific transaction date and document number in the Item Ledger. The Item Ledger contains transaction history such as inventory, sales, receipts, or physical inventory. Each entry represents a transaction that affects the on-hand quantity of an item.

Inquiring on Quantity Information Using Item Ledger Lesson

Procedure

In this lesson you will learn how to inquire on quantity information using item ledger.



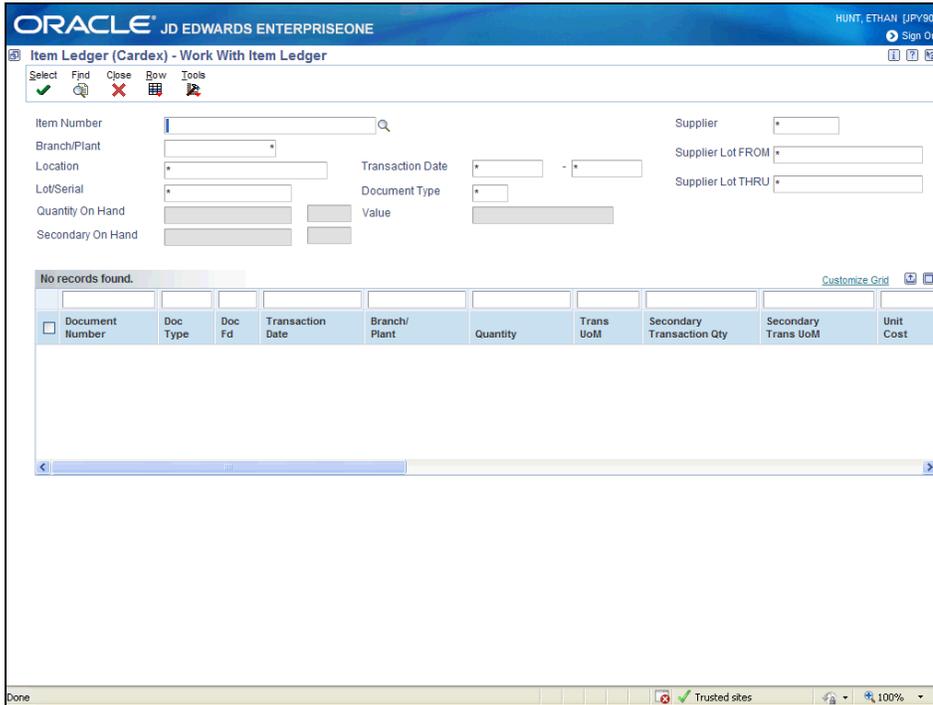
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Inventory link. Inventory
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the Inventory Inquiries link. Inventory Inquiries

Training Guide

Inquiring on Quantity Information Using Item Ledger



Step	Action
5.	Click the Item Ledger (Cardex) link. Item Ledger (Cardex)



Step	Action
6.	Enter the item number into the Item Number field.
7.	Click in the Branch/Plant field. <input type="text"/>
8.	Enter the branch plant number into the Branch/Plant field.
9.	Click the Find button.
10.	Review the fields displayed. Note: Shows all transactions associated with the Inventory Number.
11.	Click the Close button.
12.	You have successfully completed this lesson. End of Procedure.