

Selecting Items to Count

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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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Selecting Items to Count

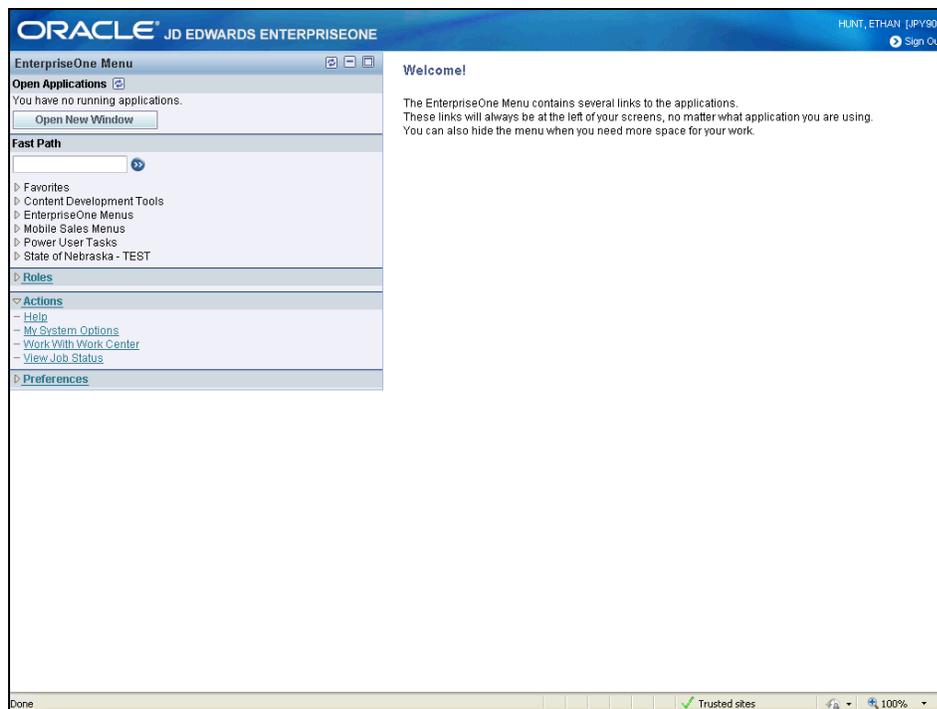
Selecting Items to Count Overview

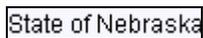
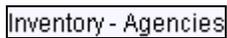
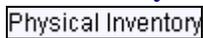
Before you start the cycle count process, you must select the items to count. This allows the system to build a record for each inventory item to be counted and record the current on-hand quantity and cost of each item.

Selecting Items to Count Lesson

Procedure

In this lesson you will learn how to run the Selecting Items to Count report.

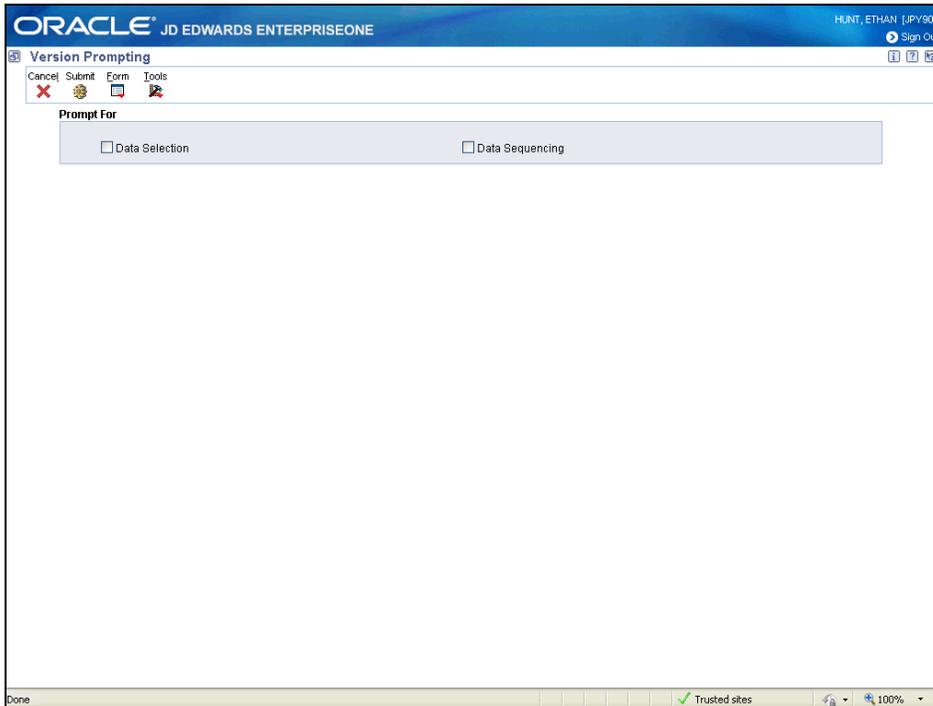


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Inventory link. 
3.	Click the Inventory - Agencies link. 
4.	Click the Physical Inventory link. 

Training Guide

Selecting Items to Count

Step	Action
5.	Click the Select Items for Cycle Count link. 



Step	Action
6.	Click the Data Selection option. 
7.	Click the Submit button. 

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Business Unit (F4102) (MCU) [BC]	is equal to	* 46070014, 46070016, 46070020, 46070022
<input type="checkbox"/> And	Date - Next Count (Julian) (F41021) (NCDJ) [BC]	is less than or equal to	DateToday [SL]
<input type="checkbox"/> And			

[Add Row](#)
[Advanced](#)

Step	Action
8.	Click the Drop Down list of the Right Operand column on the first row (Business Unit). <div style="border: 1px solid black; padding: 2px; width: fit-content;">" 46070014, 46070016, 46070020, 46070022" ▼</div>

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Business Unit (F4102) (MCU) [BC]	is equal to	" 46070014, 46070016, 46070020, 46070022" ▼
<input type="checkbox"/> And	Date - Next Count (Julian) (F41021) (NCDJ) [BC]	is less than or equal to	Blank
<input type="checkbox"/> And			Zero

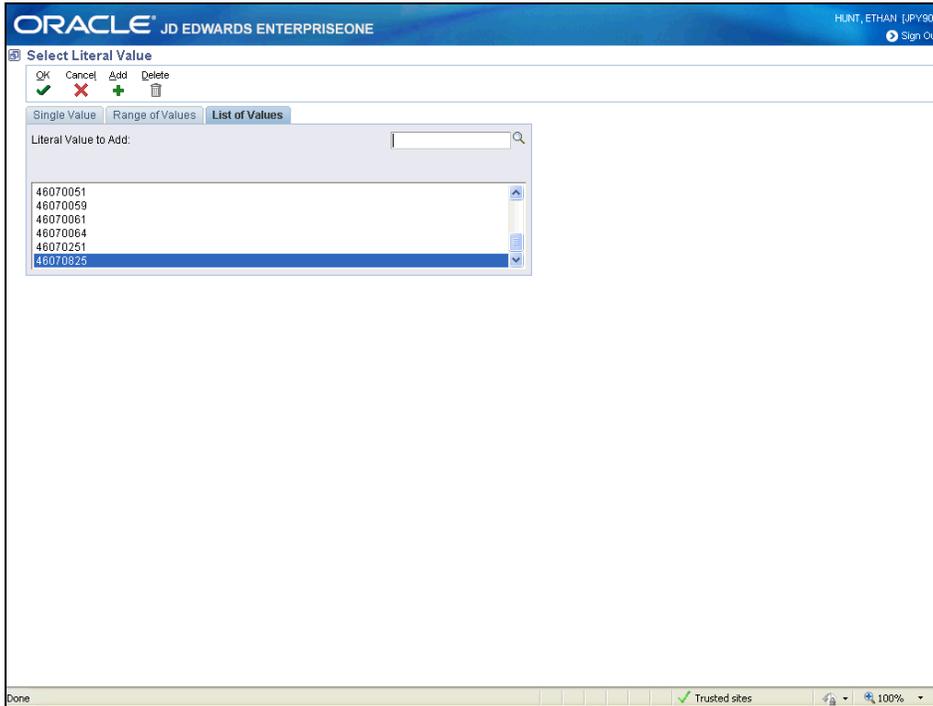
[Add Row](#)
[Advanced](#)

- Literal
- 2nd Item Number (F4102) (LTM) [BC]
- 3rd Item Number (F4102) (ATM) [BC]
- Business Unit (F4102) (MCU) [BC]
- Business Unit (F41021) (MCU) [BC]
- Category - GL (F4102) (GLPT) [BC]
- Category - GL (F41021) (GLPT) [BC]
- Category Code 10 (F4102) (SRP10) [BC]
- Category Code 5 (F4102) (SRP5) [BC]
- Category Code 7 (F4102) (SRP7) [BC]
- Category Code 8 (F4102) (SRP8) [BC]
- Category Code 9 (F4102) (SRP9) [BC]
- Commission Category (F4102) (CMCO) [E]
- Commodity Class (F4102) (FRP1) [BC]
- Commodity Code (F4102) (CDCD) [BC]
- Commodity Sub Class (F4102) (FRP2) [B]
- Country of Origin (F4102) (ORIG) [BC]
- Cycle Count Category (F4102) (CYCL) [BC]
- Dispatch Group (F4102) (DSGP) [BC]
- ECO Number (F4102) (ECO) [BC]
- Engineering Change Reason (F4102) (EC)
- From Grade (F4102) (FRGD) [BC]
- Group - Item Dimension (F4102) (PRP6) [I]
- Group - Warehouse Process 1 (F4102) (P)
- Group - Warehouse Process 2 (F4102) (P)
- Group - Warehouse Process 3 (F4102) (P)

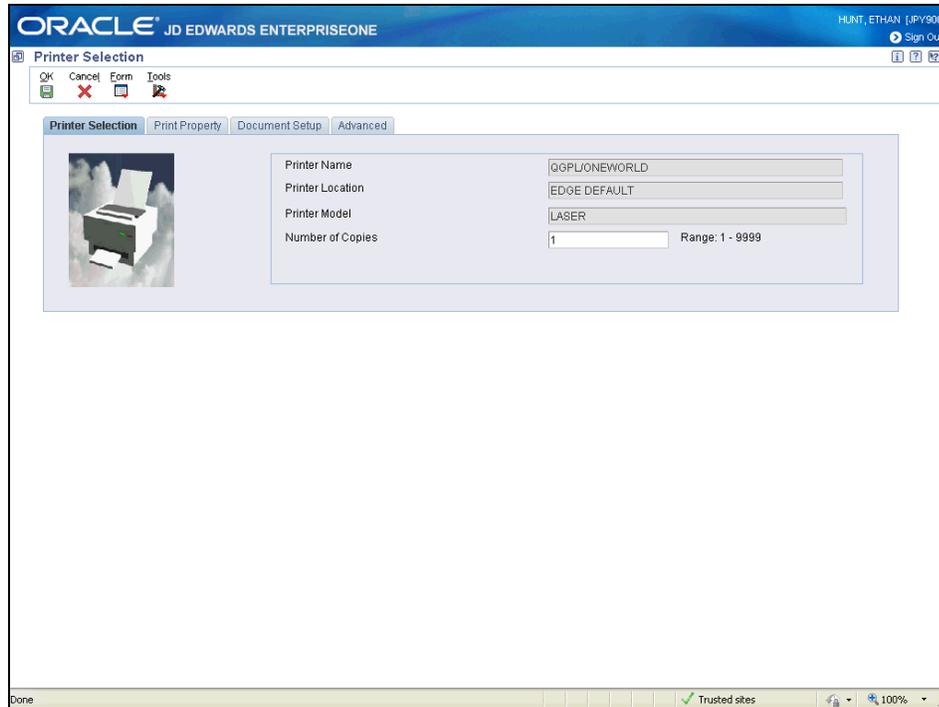
Training Guide

Selecting Items to Count

Step	Action
9.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



Step	Action
10.	You can add a business unit to the List of Values or you can click on the Single Value tab and enter a single business unit. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Single Value</div>
11.	When finished entering the information click the OK button. 
12.	In the second row (Date - Next Count) you have two options: <ol style="list-style-type: none"> 1. For DHHS Warehouse, select the row by checking the box to the left of the row and then delete it by clicking the Delete button (garbage can) at the top. 2. For all other Warehouses do not change or delete this row. Leave as is.
13.	Click the OK button. 



Step	Action
14.	Click the OK button. 
15.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) Training Guides. You have successfully completed this lesson. End of Procedure.