

Running the Print Cycle Count Sheets
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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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Running the Print Cycle Count Sheets

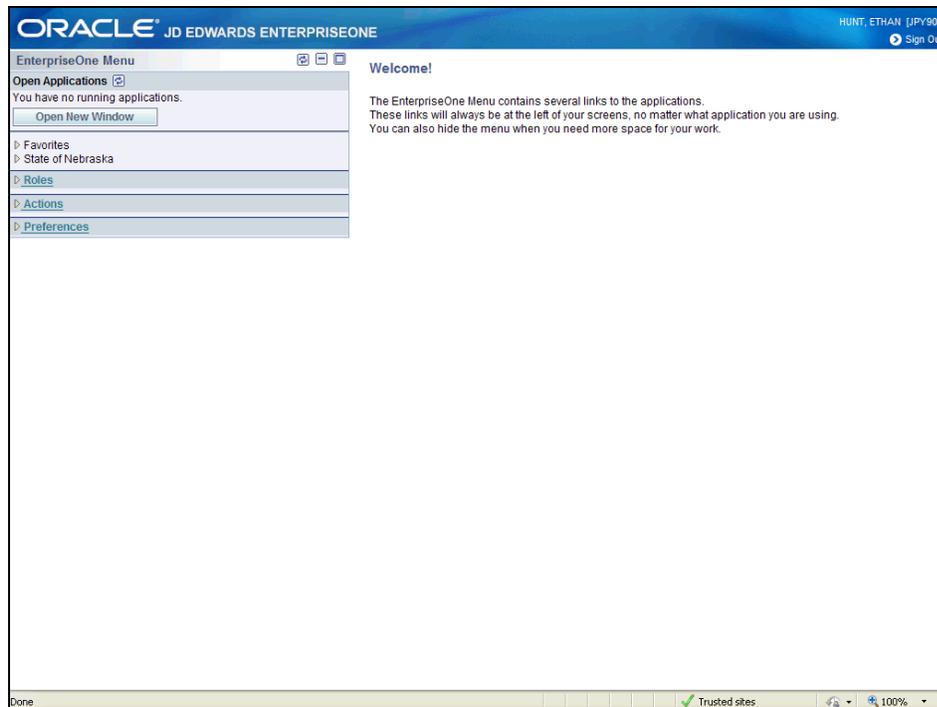
Running the Print Cycle Count Sheets Overview

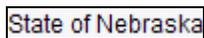
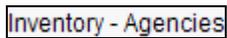
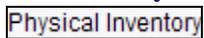
After you choose the items to include in the cycle count and have reviewed them online, you need to run the Print Cycle Count Sheets program to print the information onto the count sheets. This creates the count sheets in the system to record the actual count of the items.

Running the Print Cycle Count Sheets Lesson

Procedure

In this lesson you will learn how to run the print cycle count sheets.

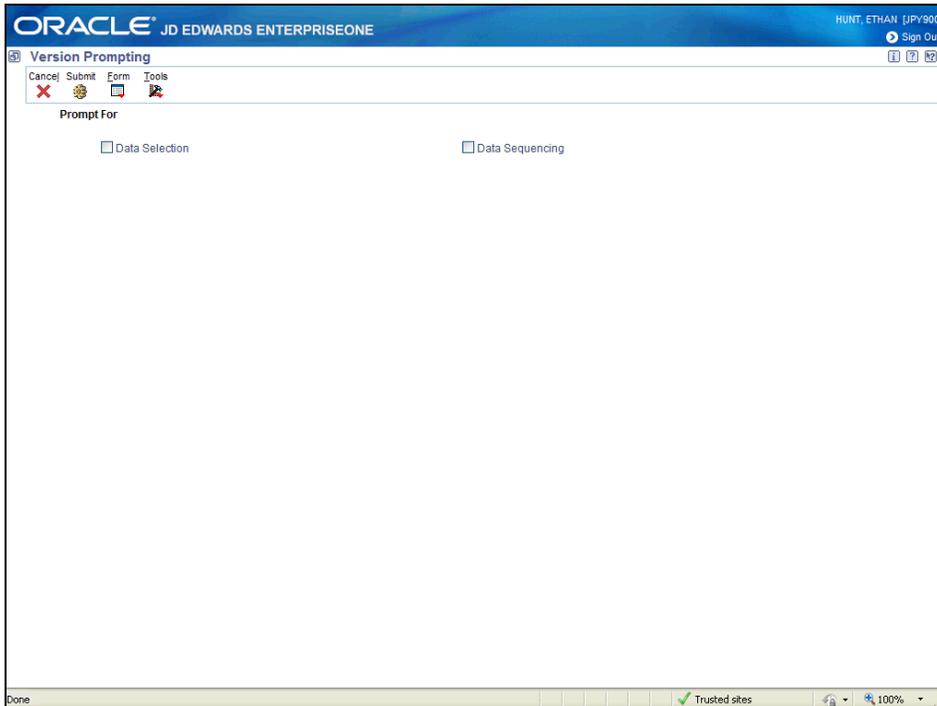


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Inventory link. 
3.	Click the Inventory - Agencies link. 
4.	Click the Physical Inventory link. 

Training Guide

Running the Print Cycle Count Sheets

Step	Action
5.	Click the Print Cycle Count Sheets link. 



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

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Cycle Count Number (F4141) (CYNO) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

[Add Row](#)

[Advanced](#)

Done Trusted sites 100%

Step	Action
8.	Click the Right Operand list of the first row. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Blank</div>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Cycle Count Number (F4141) (CYNO) [BC]	is equal to	Blank
<input type="checkbox"/>	And		

[Add Row](#)

[Advanced](#)

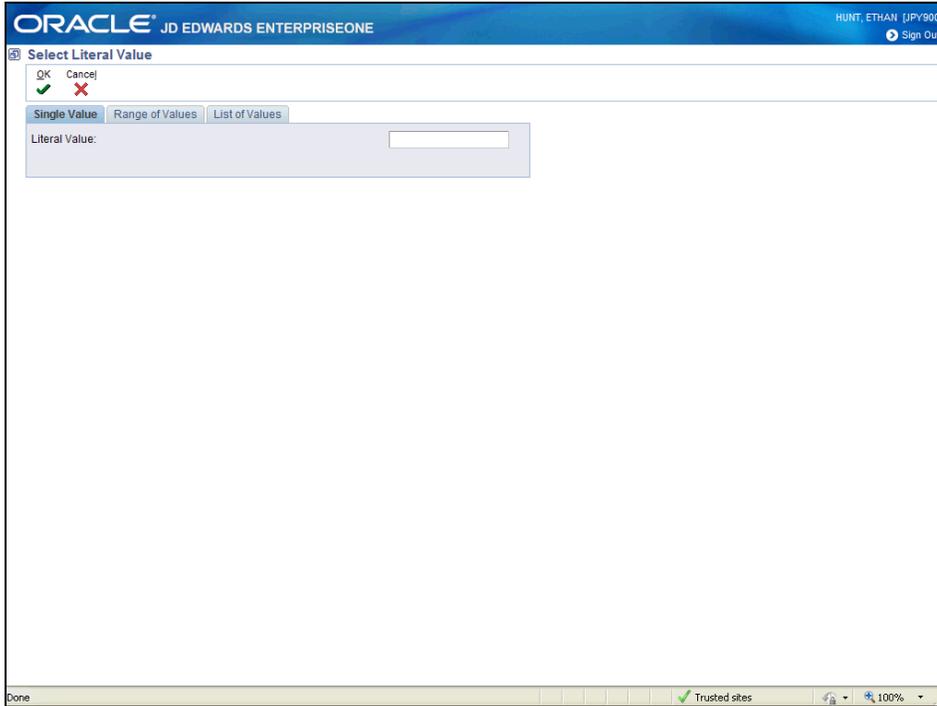
Done Trusted sites 100%

- Blank
- Zero
- Null
- Literal
- Amount - Total Primary Counted (F4141) (TAG)
- Amount - Total Primary on Hand (F4141) (TAG)
- Amount - Unit Cost (F4141) (UNCS) [BC]
- Cycle Count Number (F4141) (CYNO) [BC]
- Cyclecountnumber [R]
- IA08 - PreviousCycleCount (wf) [RV]
- Item Number - Short (F4141) (ITM) [BC]
- Quantity - Total Primary Counted (F4141) (TQ)
- Quantity - Total Primary on Hand (F4141) (TQ)
- Quantity on Hand - in Secondary units (F4141)
- Storage Unit Number (F4141) (STUN) [BC]
- Time of Day (F4141) (TDAY) [BC]
- Units - Secondary Quantity Ordered (F4141) (

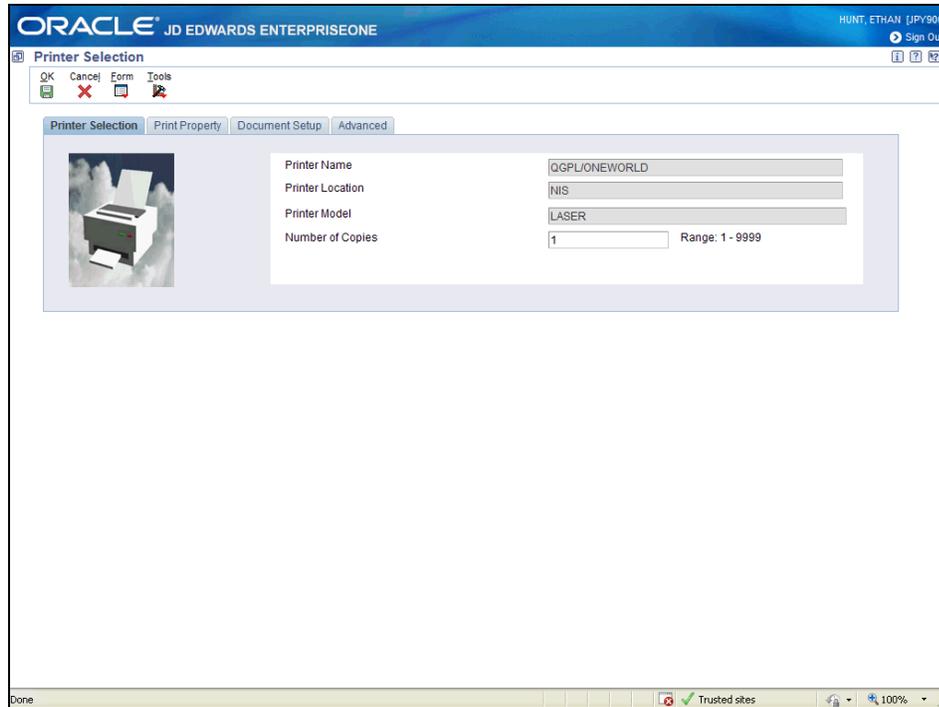
Training Guide

Running the Print Cycle Count Sheets

Step	Action
9.	Click the Literal list item. <input type="text" value="Literal"/>



Step	Action
10.	Enter the cycle number into the Literal Value: field.
11.	Click the OK button. <input checked="" type="checkbox"/>
12.	Click the OK button. <input checked="" type="checkbox"/>



Step	Action
13.	Click the OK button. 
14.	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 work instructions. You have successfully completed this lesson. End of Procedure.