

**Entering Cycle Count Results**  
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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.

## Table of Contents

<b>Entering Cycle Count Results.....</b>	<b>1</b>
<b>Entering Cycle Count Results Overview.....</b>	<b>1</b>
<b>Entering Cycle Count Results Lesson .....</b>	<b>1</b>

## Entering Cycle Count Results

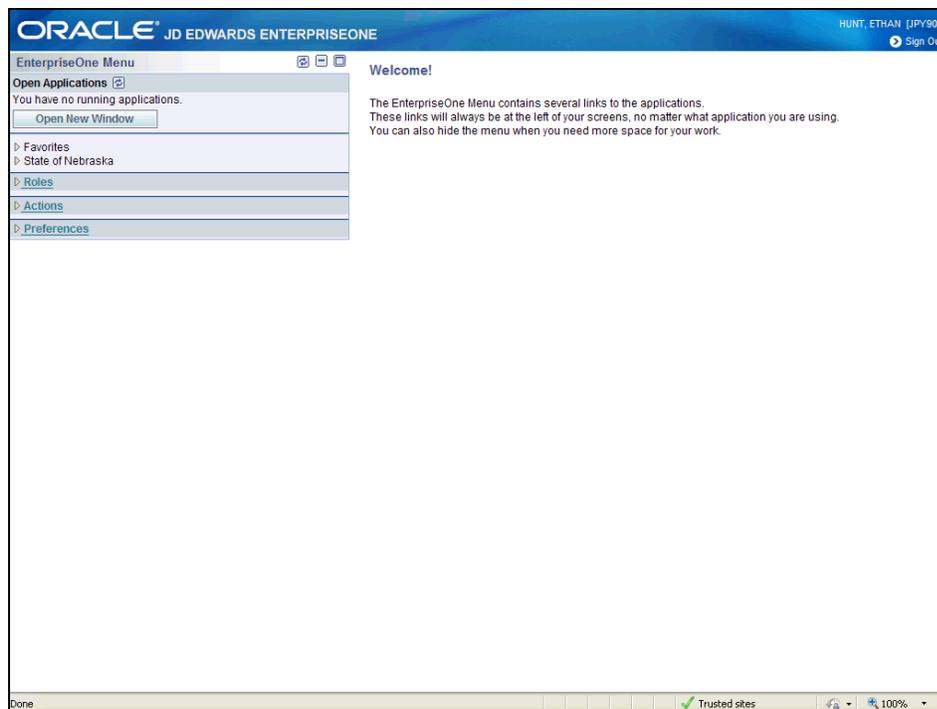
### Entering Cycle Count Results Overview

After you have performed the cycle count and recorded the information on the cycle count sheets, the results need to be transferred to the online records. In the event that the results of the count for some or all items are zero, you must still enter the cycle count results.

### Entering Cycle Count Results Lesson

#### Procedure

In this lesson you will learn how to enter cycle count results.

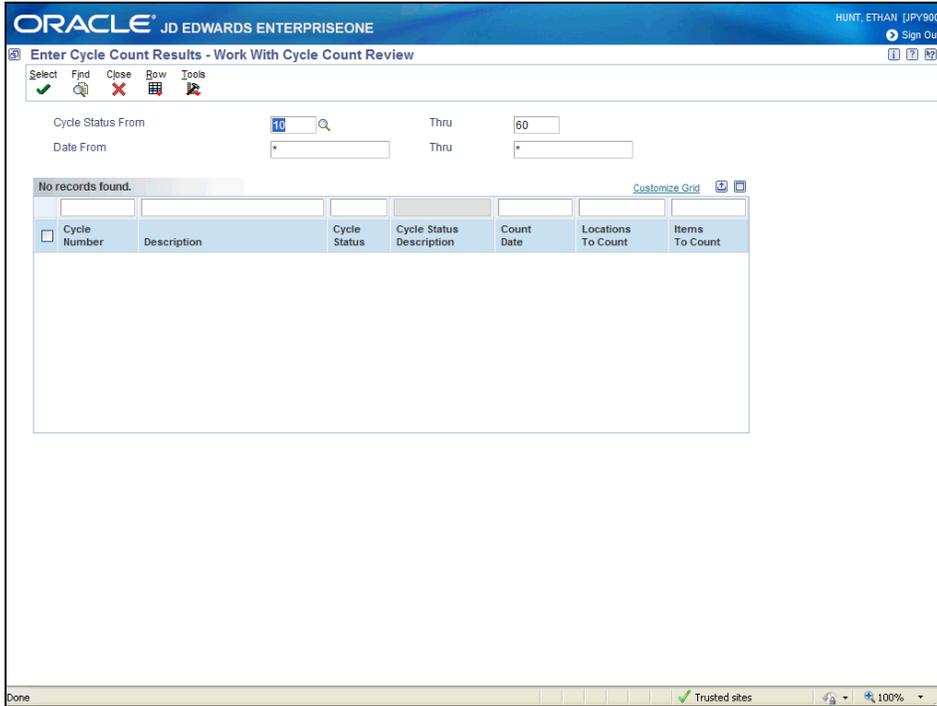


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Inventory</b> link. <a href="#">Inventory</a>
3.	Click the <b>Inventory - Agencies</b> link. <a href="#">Inventory - Agencies</a>
4.	Click the <b>Physical Inventory</b> link. <a href="#">Physical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

# Training Guide

## Entering Cycle Count Results

Step	Action
5.	Click the <b>Enter Cycle Count Results</b> link. 



Step	Action
6.	Click in the <b>Cycle Number</b> field. 
7.	Enter the cycle number into the <b>Cycle Number</b> field.
8.	Click the <b>Find</b> button. 
9.	Choose the Cycle Number by clicking the check box next to it. 
10.	Click the <b>Row</b> button. 
11.	Click the <b>Enter Cycle Count</b> menu. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Enter Cycle Count Results - Cycle Count Entry

OK Find Delete Cancel Row Tools

Cycle Count Skip To

Cycle Count Number \* 2227 Branch/Plant \*

Cycle Count Code [ ] DISPLAY ALL LOCATIONS Counted By [ ]

Item Number \* Count Date 01/13/2010

Records 1 - 10 [ ] [ ] Customize Grid [ ] [ ] [ ]

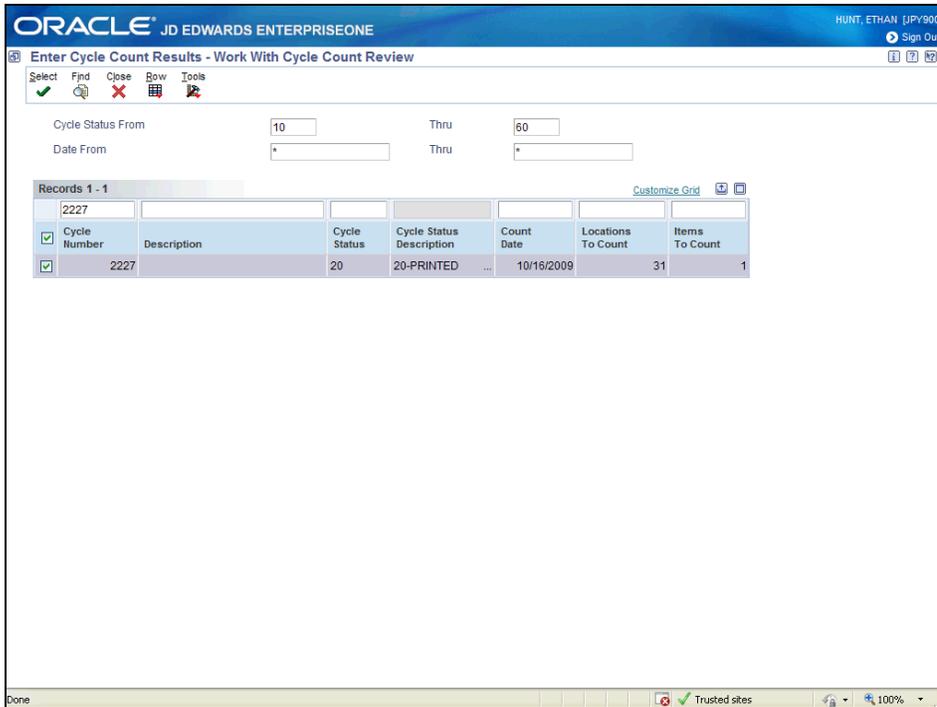
	Quantity	UM	Total Quantity	Pri UM	Secondary Quantity	Secondary UM	Total Secondary Quantity	Secondary UoM	Item Number	Location	Lot
<input checked="" type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	...	
<input type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	2.T.01.03	2226
<input type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	2.T.01.03	3278
<input type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	2.T.01.03	3453
<input type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	2.T.01.03	3485
<input type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	2.T.01.03	3485
<input type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	2.T.01.03	3485
<input type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	2.T.01.03	3485
<input type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	2.T.01.03	3552
<input type="radio"/>		EA	.0000	EA		EA		EA	85012-F-CL-802	2.T.01.03	3601

Done Trusted sites 100%

Step	Action
12.	Click in the <b>Counted By</b> field. <input type="text"/>
13.	Enter your name into the <b>Counted By</b> field.
14.	Click the <b>OK</b> button. 

# Training Guide

## Entering Cycle Count Results



Step	Action
15.	Click the <b>Find</b> button. 
16.	The Cycle Status should update to "30" and Cycle Status Description to "30-Entered".
17.	Click the <b>Close</b> button. 
18.	You have successfully completed this lesson. <b>End of Procedure.</b>