Approving the Cycle 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.

Table of Contents

Approving the Cycle Count 1
Approving the Cycle Count Overview 1
Approving the Cycle Count Lesson 1

Approving the Cycle Count

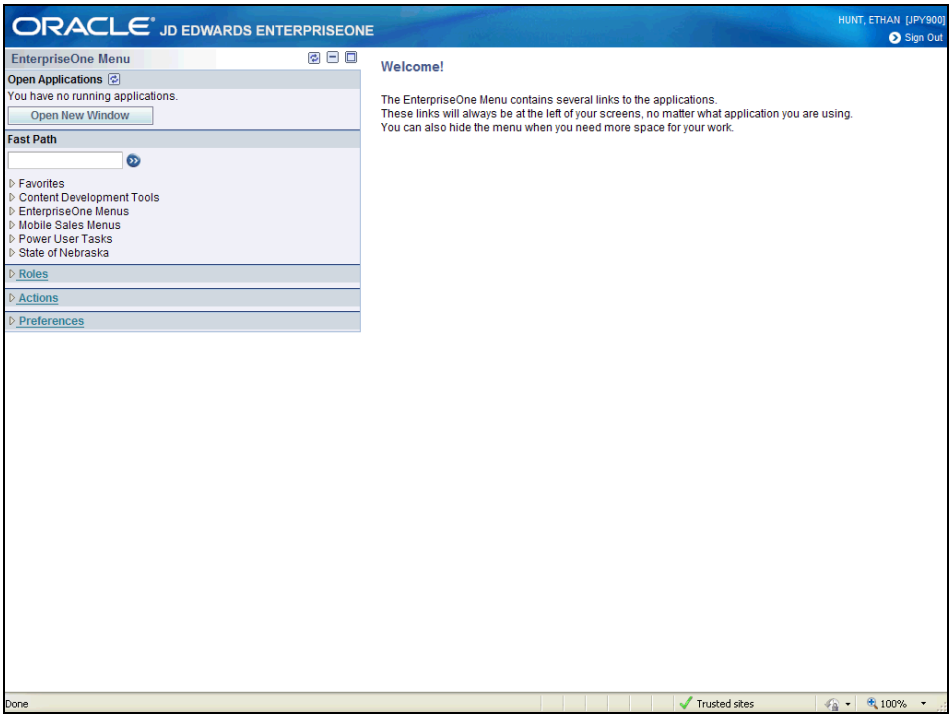
Approving the Cycle Count Overview

After you enter and review your cycle count, the count needs to be approved by the appropriate person. Approving the cycle count advances the status code so that the cycle count is available for the update process.

Approving the Cycle Count Lesson

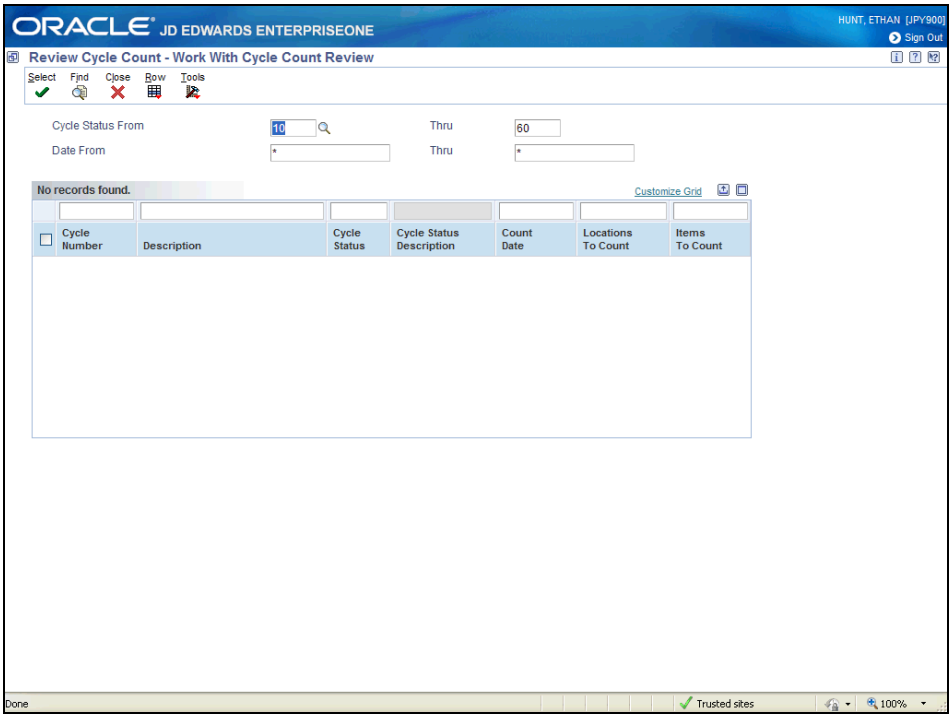
Procedure

For this lesson you will learn how to approve the cycle count.



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

Step	Action
5.	Click the **Review Cycle Count** link. Review Cycle Count



Step	Action
6.	Click in the **Cycle Number** field.
7.	Enter the cycle number into the **Cycle Number** field.
8.	Click the **Find** button.
9.	Choose the Cycle Number by clicking the check box next to it.
10.	Click the **Row** button.
11.	Click the **Approve Cycle Coun** menu. Approve Cycle Coun
12.	Ensure the Cycle Status advanced to 40.
13.	Click the **Close** button.

Step	Action
14.	You have successfully completed this lesson. **End of Procedure.**