

**Verifying the Updated Quantity On Hand**  
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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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### Verifying the Updated Quantity On Hand

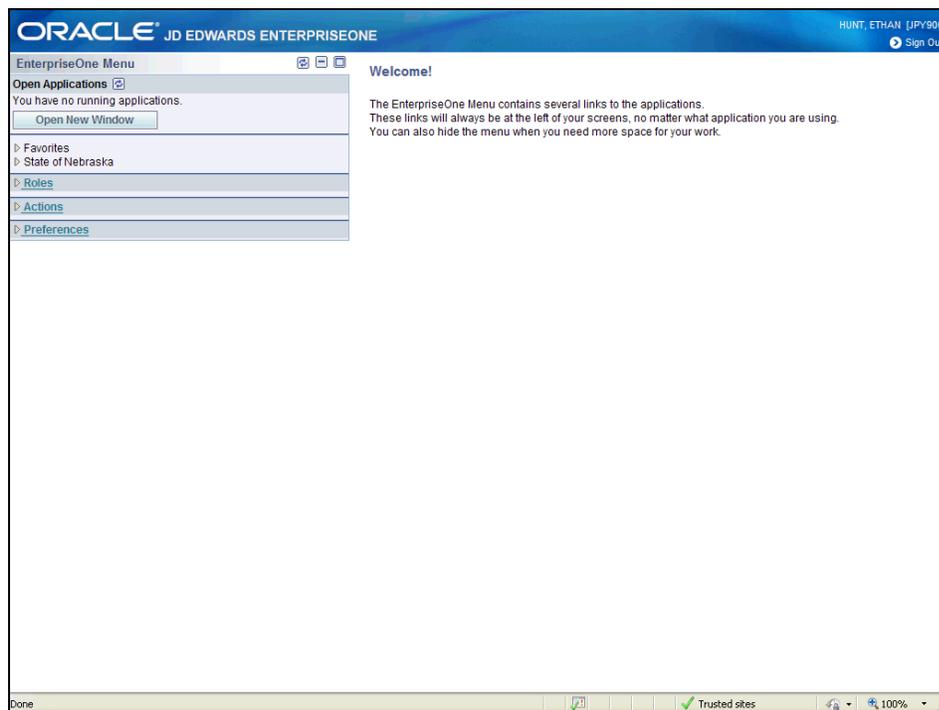
#### Verifying the Updated Quantity On Hand Overview

Once the Update Cycle Count program has run, the system automatically updates the quantity of the items counted.

#### Verifying the Updated Quantity On Hand Lesson

##### Procedure

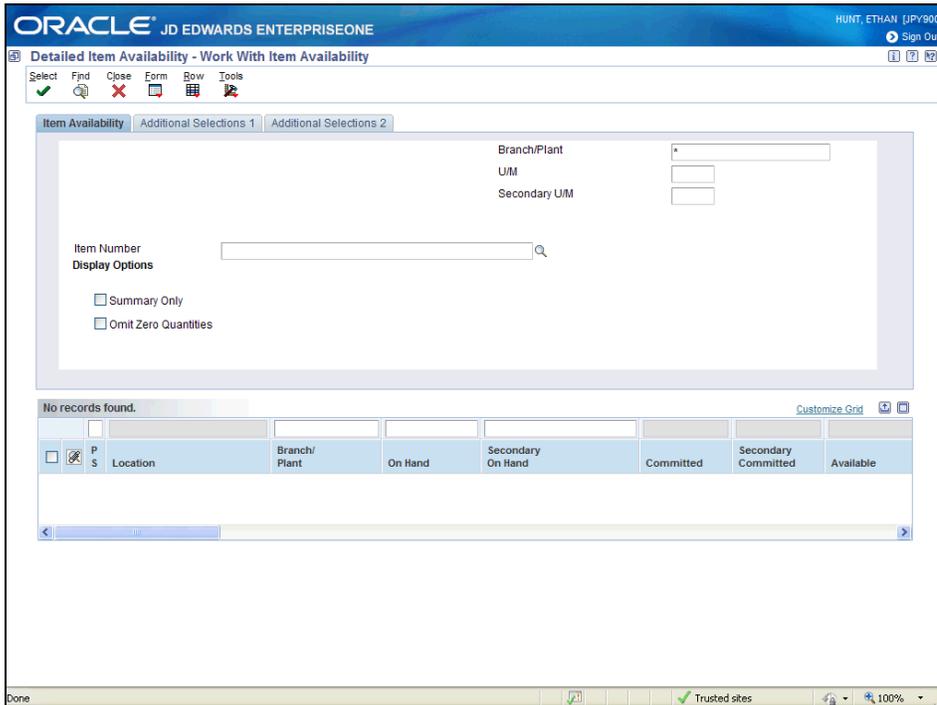
In this lesson you will learn how to verify the updated quantity on hand.



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>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>
4.	Click the <b>Inventory Inquiries</b> link. <a href="#">Inventory Inquiries</a>
5.	Click the <b>Detailed Item Availability</b> link. <a href="#">Detailed Item Availability</a>

# Training Guide

## Verifying the Updated Quantity On Hand



Step	Action
6.	Enter the item number into the <b>Item Number</b> field.
7.	Click in the <b>Branch/Plant</b> field. 
8.	Enter the branch plant number into the <b>Branch/Plant</b> field.
9.	Click the <b>Find</b> button. 
10.	Verify the On Hand column quantity.
11.	Click the <b>Close</b> button. 
12.	You have successfully completed this lesson. <b>End of Procedure.</b>