Canceling a 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.

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Canceling a Cycle Count

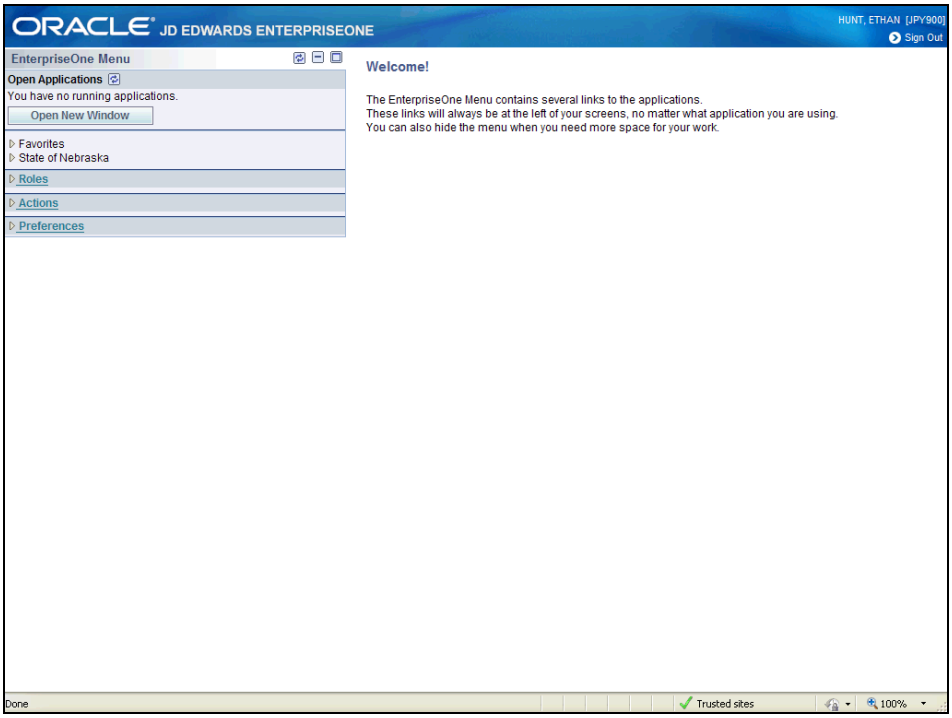
Canceling a Cycle Count Overview

You can cancel a cycle count at any time before you update it in the system. For example, if there are several days between the time you printed the cycle count sheets and the actual cycle count, you can cancel the cycle count and reprint it later. After you cancel the cycle count number, the Status field displays Canceled.

Canceling a Cycle Count Lesson

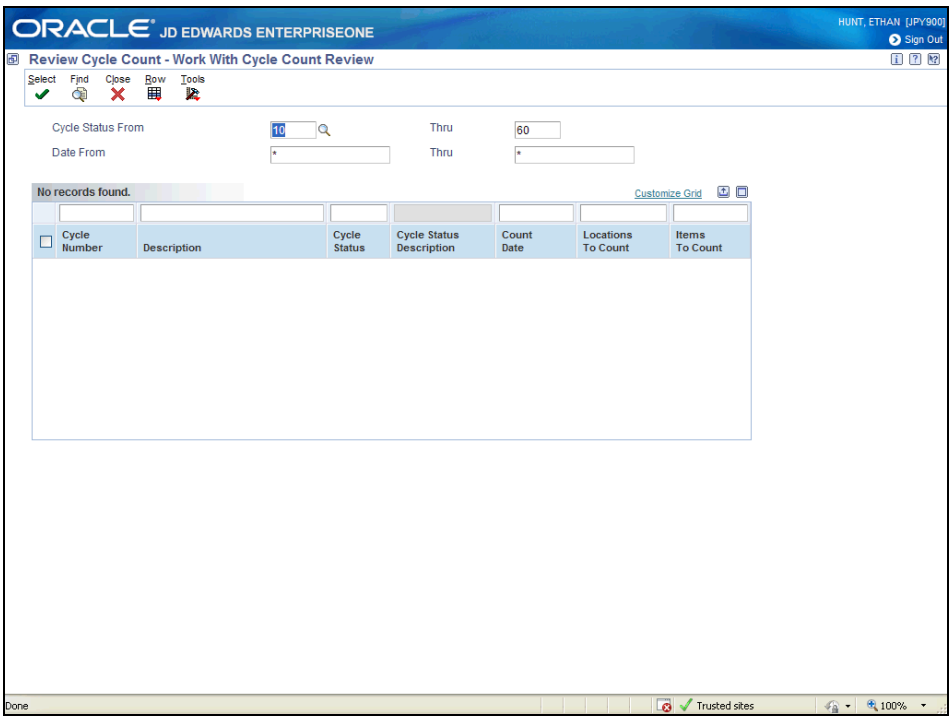
Procedure

In this lesson you will learn how to cancel a 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 **Cancel Cycle Count** menu. Cancel Cycle Count
12.	Verify the Cycle Status is **60** and the Cycle Status Description is **60-Canceled**.
13.	Click the **Close** button.

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