Inventory Transactions - Creating an Issue

Overview

Issuing inventory in NIS typically involves removing an item from a branch/plant and the location where the items are stored, adjusting the inventory balance and recording the transaction in the general ledger (G/L).

NIS automatically creates journal entries each time transactions are generated that will affect the general accounting system. However, please note that the general accounting system will not be affected until the journal entries are posted. Please refer to the work instructions to Review and Post Journal Entries.

This work instruction shows how to Inventory Transactions - Creating an Issue.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.state.ne.us/.

Navigation

Click Roles, Inventory.

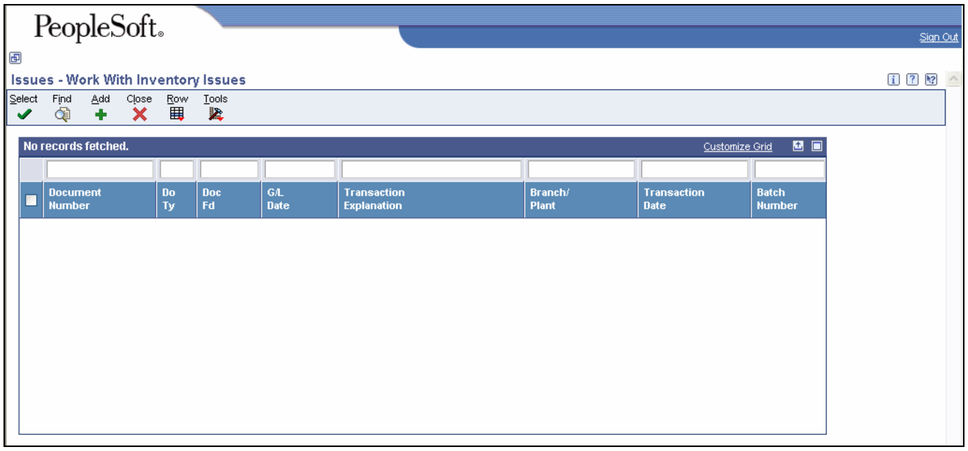
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Issues

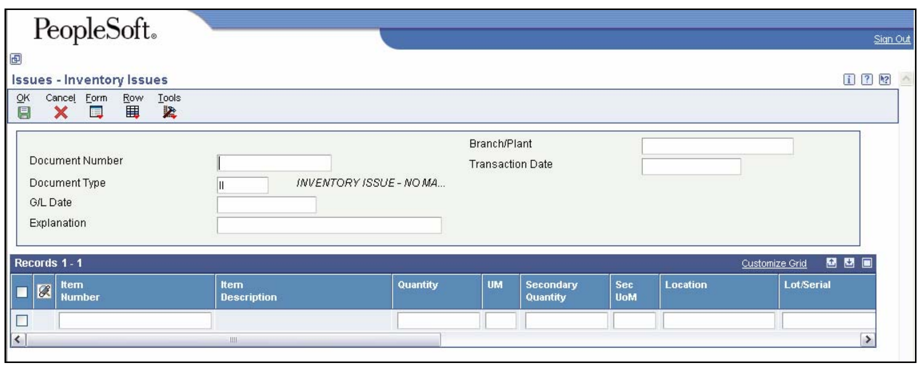
Steps

Inventory Transactions - Creating an Issue

Start this instruction from the Issues – Work with Inventory Issues window.



1. Click **Add**. The Issues – Inventory Issues window appears.



2. Complete the following header fields:
   - Branch/Plant
   - Transaction Date – defaults to current date
   - Document Number – system assigns
   - Doc Type – system defaults (II – Inventory Issue - No Mark-up)
   - G/L Date – defaults to current date
   - Explanation
3. Complete the following grid fields:
   - Item Number
   - Quantity
   - Location
4. Click **OK** to accept the data entered and return to the Inventory Issues window.

If a warning sign ( ) is displayed at the top of the window, click **OK**.

5. Record the Previous Document Number and Document Type if desired for future use.
6. Click **Cancel** to return to the Work with Inventory Issues window.
7. Click **Close**.