

## Reviewing the Transaction Record – Issues

### Overview

In NIS you can review the transaction record to ensure the previous task created a corresponding record in the Issues program and to review the transaction information of the issue.

This work instruction shows how to [Review the Transaction Record – Issues](#) without mark-up, Document Type II.

### 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.)

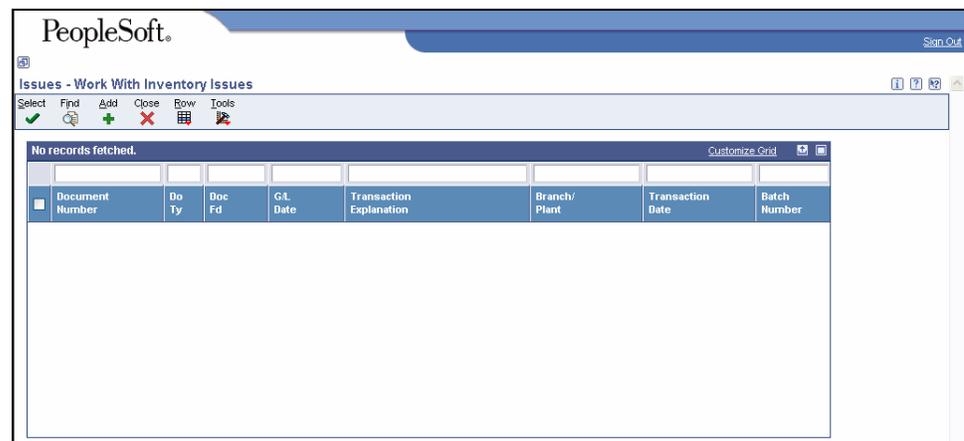
Inventory > Inventory – Statewide > Warehouse Item Transactions > Issues

 Inventory > Inventory – Statewide > Warehouse Item Transactions > Issues – DAS Materiel/Communic ONLY is the navigation for reviewing the transaction record for issues with mark-up, Document Type IM. The procedures will be the same as for issues without mark-up.

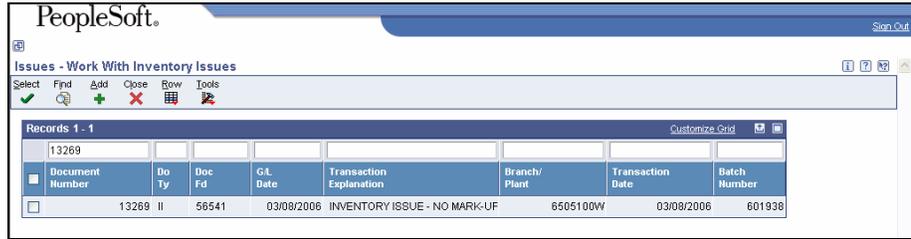
### Steps

#### Review the Transaction Record – Issues

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



1. Enter the **document number** in the Document Number field in the QBE line.
2. Click **Find**.



3. Choose the document displayed.
4. Click **Select**. The Issues – Inventory Issues window appears.



5. Review the record displayed.  
 Use the scroll bar to view the Unit Cost and Extended Amount fields in the grid.
6. Click **Cancel** to return to the Work with Inventory Issues window.
7. Click **Close**.