

Reviewing the Transaction Record – Transfers

Overview

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

This work instruction shows how to [Review the Transaction Record – Transfers](#).

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.

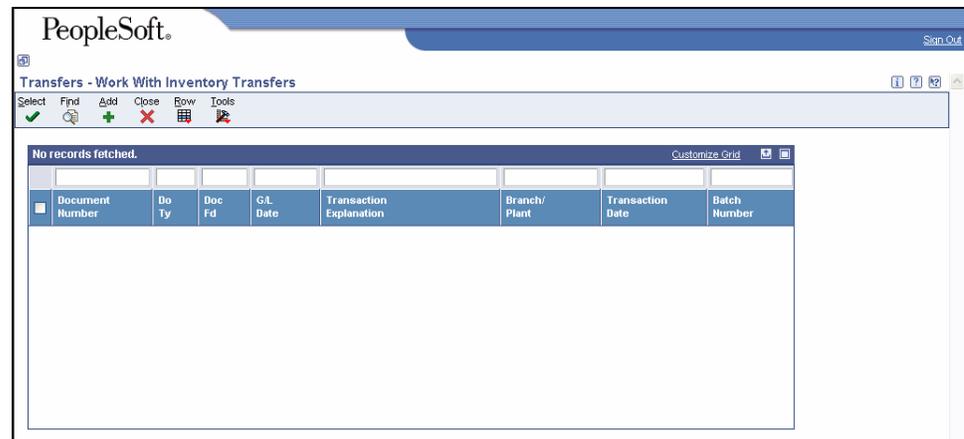
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Transfers

Steps

Review the Transaction Record – Transfers

Start this instruction from the Transfers – Work With Inventory Transfers window.



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

PeopleSoft. Sign Out

Transfers - Work With Inventory Transfers F1 F2 F3

Select Find Add Close Row Tools

Records 1 - 1 Customize Grid

Document Number	Doc Ty	Doc Id	GL Date	Transaction Explanation	Branch/Plant	Transaction Date	Batch Number
47	IT	10000	03/08/2006	INVENTORY TRANSFERS	2505002W	03/08/2006	601944

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

PeopleSoft. Sign Out

Transfers - Inventory Transfers F1 F2 F3

OK Cancel Form Row Tools

Document Number: 47

Document Type: IT INVENTORY TRANSFERS

Transaction Date: 03/08/2006

GL Date: 03/08/2006

Explanation: INVENTORY TRANSFERS

Batch Number: 601944

From Branch/Plant: 2505002W

To Branch/Plant: 6505100W

Records 1 - 2 Customize Grid

Item Number	Item Description	Quantity	UM	Secondary Quantity	Sec UoM	From Location	From Lot/Serial
NIS308	ENVELOPES, LEGAL	30.0000	EA				

5. Review the record displayed.
6. Click **Cancel** to return to the Work with Inventory Transfers window.
7. Click **Close**.