Increasing/Decreasing Quantity Available for an Item

Overview

You can enter adjustments to increase or decrease the on-hand quantity of inventory items in a branch/plant without conducting a complete physical inventory. This is useful when there is a discrepancy between the item count that was recorded for a location and the actual shelf count.

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 Increase/Decrease Quantity Available for an Item.

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.

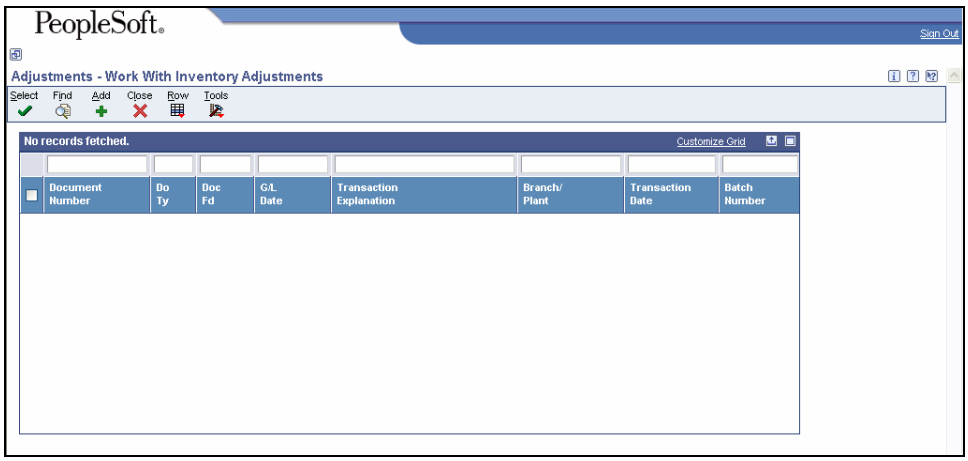
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Adjustments

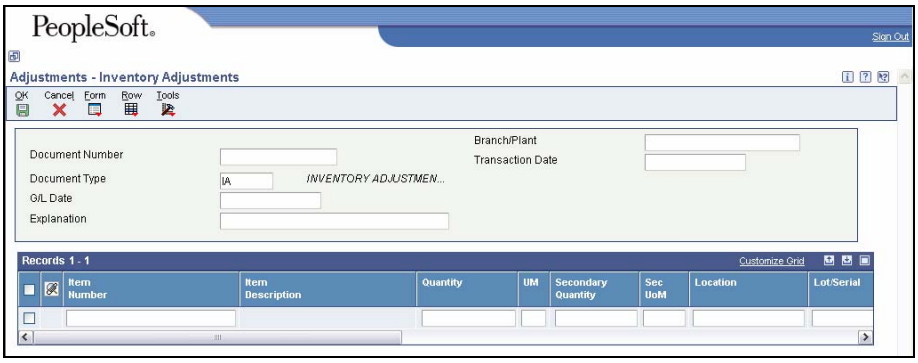
Steps

Increase/Decrease Quantity Available for an Item

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



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



2. Complete the following header fields:
   - Branch/Plant
   - Transaction Date – defaults to current date
   - Document Number – system assigns
   - Doc Type – system defaults (IA – Inventory Adjustments)
   - G/L Date – defaults to current date
   - Explanation
3. Complete the following grid fields:
   - Item Number
   - Quantity – use a positive number to increase and a negative number to decrease
   - Location

4. Click **OK** to accept the data entered and return to the Inventory Adjustments 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 Adjustments window.
7. Click **Close**.