Reviewing the Transaction Record - Adjustments

Overview

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

This work instruction shows how to Review the Transaction Record - Adjustments.

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.

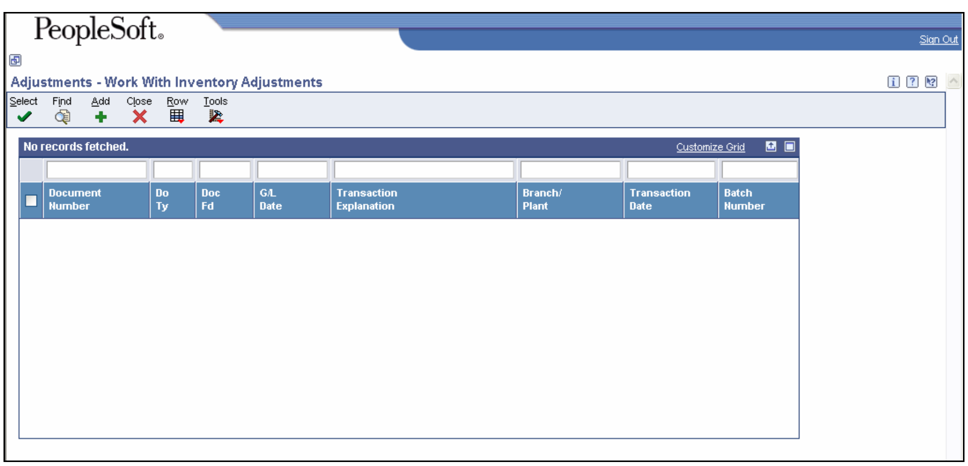
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Adjustments

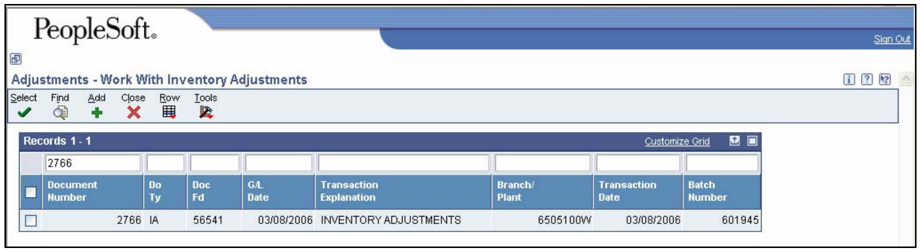
Steps

Review the Transaction Record

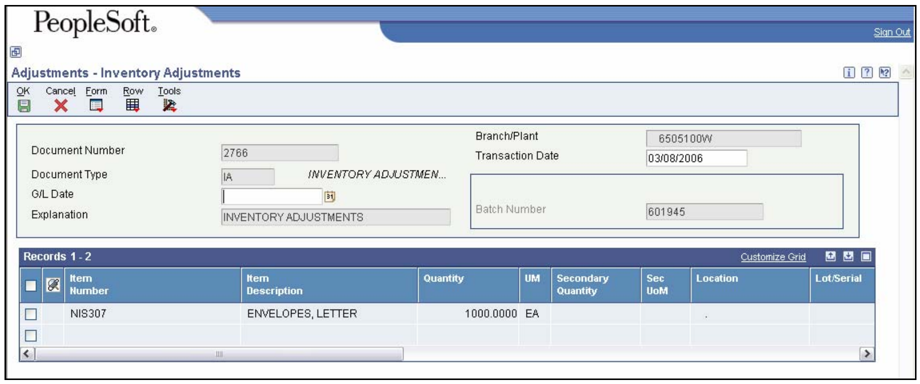
Start this instruction from the Adjustments – Work with Inventory Adjustments window.



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 Adjustments – Inventory Adjustments window appears.



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