

## Reviewing Quantity Availability via Item Number

### Overview

Quantity availability for an item can be obtained without exiting any of the inventory transaction programs (Issues, Adjustments, or Transfers).

This work instruction shows how to [Review Quantity Availability via Item Number](#).

### 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.

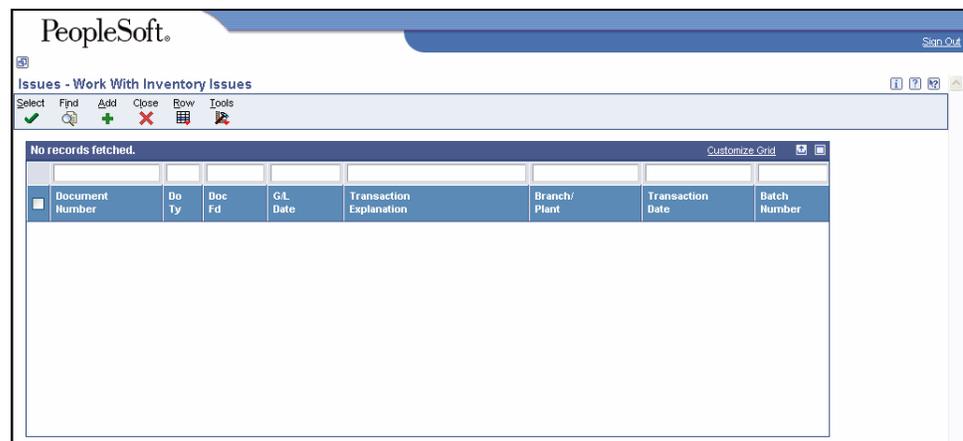
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Issues

### Steps

#### Review Quantity Availability via Item Number

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



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

PeopleSoft  
Issues - Inventory Issues

Document Number: [ ] Branch/Plant: [ ]  
 Document Type: [ ] Transaction Date: [ ]  
 G/L Date: [ ]  
 Explanation: [ ]

Records 1 - 1

Item Number	Item Description	Quantity	UM	Secondary Quantity	Sec Unit	Location	Lot/Serial
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

2. Complete the following header fields:

- Branch/Plant
- Transaction Date – defaults to current date
- G/L Date – defaults to current date
- Explanation

 You can leave the Explanation field blank if you are using this search program to perform a query on quantity availability only. If you plan to use the program to create an issue, you *must* fill in the Explanation field. If you leave it blank, the system will populate it with default information, in this case it will be Inventory Issue.

3. Click in any of the grid fields.

4. Click **Form, Item Search**. The Issues – Item Search Returning Quantity window appears.

PeopleSoft  
Issues - Item Search Returning Quantity

Supplier: [ ] Branch/Plant: 6505100W  
 Item Number: [ ]  
 Display Options:  
 Omit Zero Quantities  
 Show All The Selected items

Records 1 - 1

Item Number	Description	Quantity On Hand	Quantity Available	Quantity	UM	Branch/plant	Location
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

5. Complete the Item Number field in the header on the Item Search tab.

6. Click **Find**.

PeopleSoft. Sign Out

Issues - Item Search Returning Quantity f ?

OK Find Cancel Form Row Tools

Item Search Additional Selections Segment Selections

Supplier  Branch/Plant 6505100W

Item Number NIS307 ENVELOPES, LETTER

**Display Options**

Omit Zero Quantities

Show All The Selected Items

Records 1 - 3 Customize Grid

<input type="checkbox"/>	Item Number	Description	Quantity On Hand	Quantity Available	Quantity	UM	Branch/Plant	Location
<input type="checkbox"/>	NIS307	ENVELOPES, LETTER	900.0000	900.0000		EA	6505100W	
<input type="checkbox"/>	NIS307	ENVELOPES, LETTER				EA	6505100W	123.123
<input type="checkbox"/>								

7. Review the information in the grid.
8. Review the Quantity Available field(s).
9. Click **Cancel** to return to the Inventory Issues window.
10. Click **Cancel** to return to the Work with Inventory Issues window.
11. Click **Close**.