Reviewing Quantity Availability via Item Description

Overview

Quantity availability for an item can be obtained without exiting any of the inventory transaction programs (Issues, Adjustments, or Transfers). You can review the quantity available for an item by performing a query using the item description.

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.

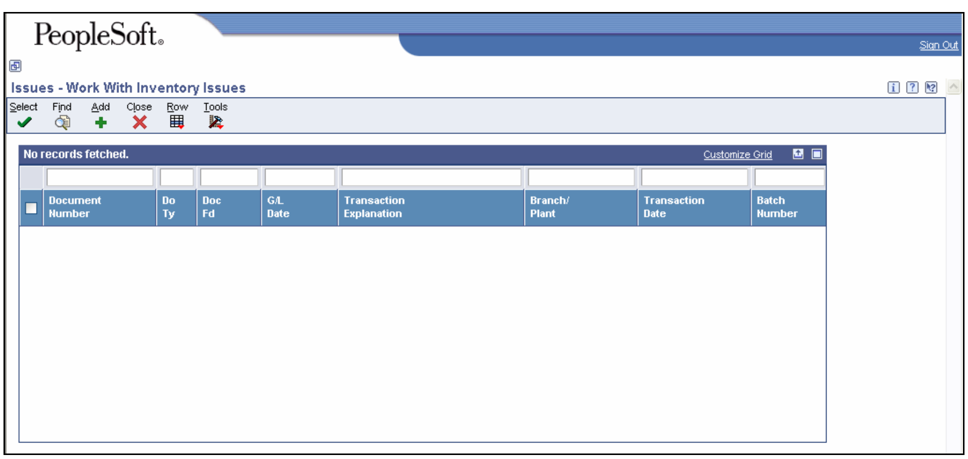
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Issues

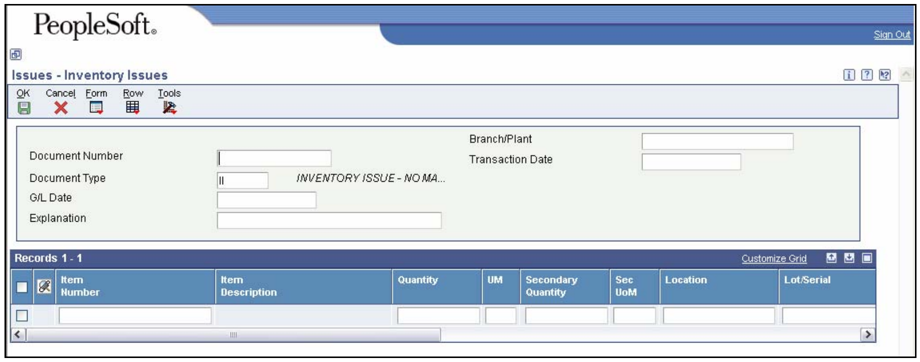
Steps

Review Quantity Availability via Item Number

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



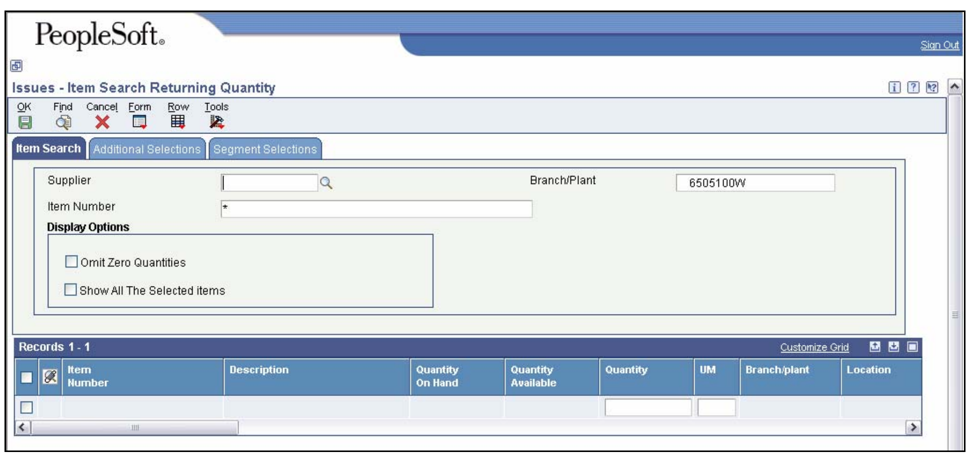
1. Click **Add**. The Issues – Inventory Issues window appears.



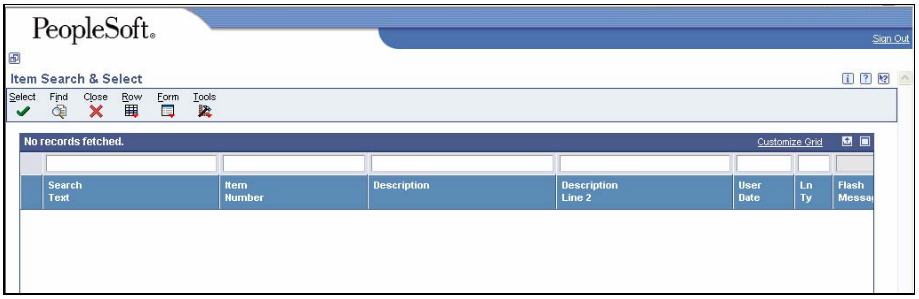
2. Complete the following header fields:
   - Branch/Plant
   - Transaction Date – defaults to current date
   - G/L Date – defaults to current date
   - Explanation

   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.

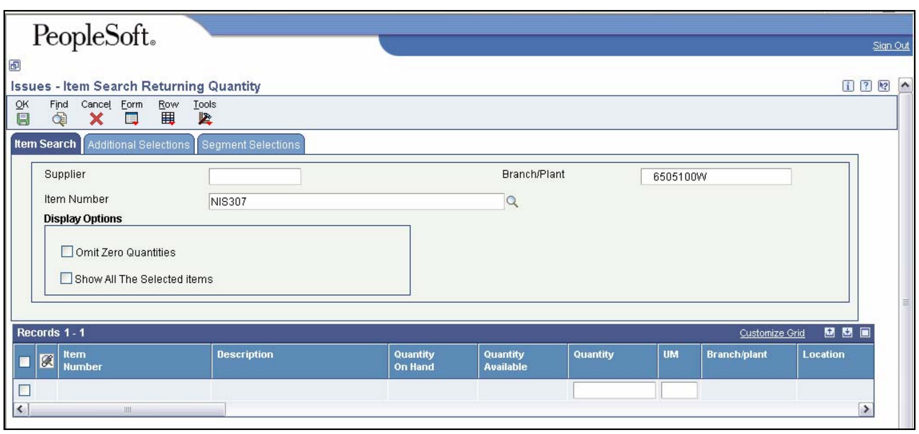


5. Click the **Visual Assist** in the Item Number field in the header. The Item Search & Select window appears.



6. Enter the **search text** (use asterisk wildcard as needed) in the QBE line above Description.
7. Click **Find**.

8. Choose the desired item.
9. Click **Select**. The Item Search Returning Quantity window appears again.



10. Click **Find**.
11. Review the Quantity Available field(s).
12. Click **Cancel** to return to the Inventory Issues window.
13. Click **Cancel** to return to the Work with Inventory Issues window.
14. Click **Close**.