

Creating an Issue Using Item Search

Overview

In NIS, you can fulfill stock item requests via the Item Search program within Inventory Issues.

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 [Create an Issue Using Item Search](#).

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.

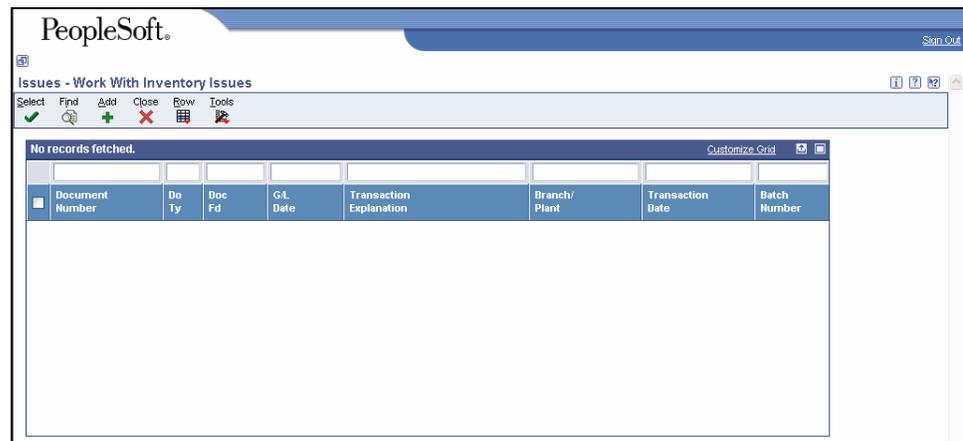
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Issues

Steps

Create an Issue Using Item Search

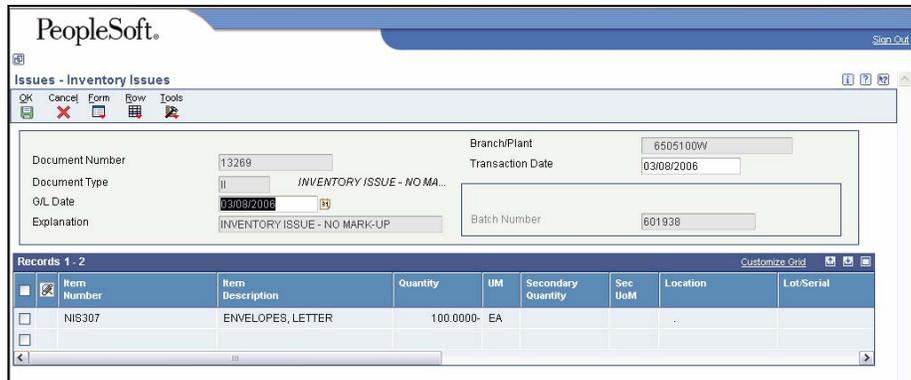
Start this instruction from the Issues – Work with Inventory Issues window.



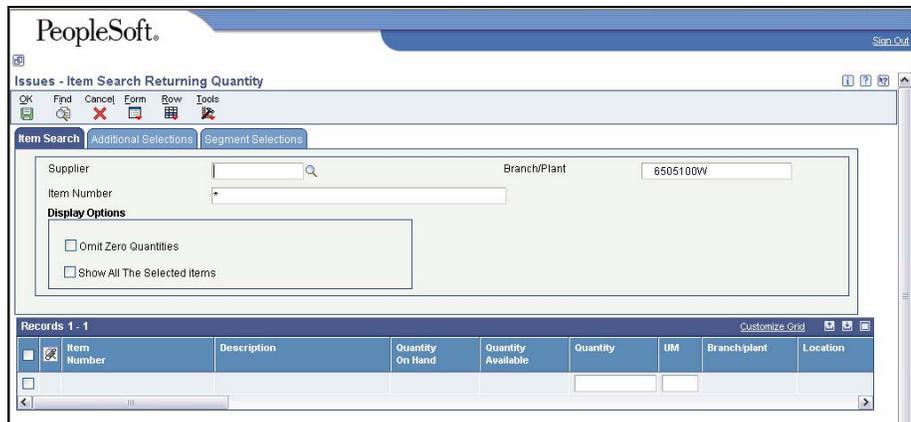
1. Click **Find**.



- Choose the desired Document Number.
- Click **Select**. The Issues – Inventory Issues window appears.



- Choose the Item Number, if not defaulted.
- Click **Form, Item Search**. The Issues – Item Search Returning Quantity window appears.



- Complete the Item Number field in the header on the Item Search tab.
- Click **Find**.

PeopleSoft® Sign Out

Issues - Item Search Returning Quantity F1 F2 F3

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"/>								

8. Click in the Quantity field of the item you wish to create a transaction.
9. Enter Quantity.
10. Click **Row**, **Select** to accept the data entered.
-  A green check mark will appear to the left of the row.
11. Click **OK** to return to the Inventory Issues window.
12. Review and confirm the Quantity to be issued.
13. Click **OK** to return to the Work with Inventory Issues window.
14. Click **Close**.