

## Reversing an Entry

### Overview

In the event that mistakes are discovered subsequent to sending a transaction through NIS, corrective steps must be taken immediately.

You can correct a transaction that was made in error by entering a reversing entry. Should a transaction have multiple detail lines in it, the reversal will apply *only* to the specific detail line that was reversed, not the whole transaction. Because NIS records each inventory transaction for accounting purposes, you cannot delete the record. A reversing entry enters a negative quantity and cost amount back into the item information.

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 [Reverse an Entry](#).

### 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

### Reverse an Entry

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

PeopleSoft. Issues - Work With Inventory Issues

Select Find Add Close Row Tools

No records fetched. Customize Grid

Document Number	Do Ty	Doc Fd	G/L Date	Transaction Explanation	Branch/Plant	Transaction Date	Batch Number
No records fetched.							

1. Enter the Document Number in the QBE line.
2. Click **Find**.

PeopleSoft. Issues - Work With Inventory Issues

Select Find Add Close Row Tools

Records 1 - 1 Customize Grid

Document Number	Do Ty	Doc Fd	G/L Date	Transaction Explanation	Branch/Plant	Transaction Date	Batch Number
13269	II	56541	03/08/2006	INVENTORY ISSUE - NO MARK-UP	6505100W	03/08/2006	601938

3. Choose the Document Number.
4. Click **Select**. The Issues – Inventory Issues window appears.

PeopleSoft. Issues - Inventory Issues

OK Cancel Form Row Tools

Document Number: 13269 Branch/Plant: 6505100W  
 Document Type: II INVENTORY ISSUE - NO MA... Transaction Date: 03/08/2006  
 G/L Date: 03/08/2006 Explanation: INVENTORY ISSUE - NO MARK-UP Batch Number: 601938

Records 1 - 2 Customize Grid

Item Number	Item Description	Quantity	UoM	Secondary Quantity	Sec UoM	Location	Lot/Serial
NIS307	ENVELOPES, LETTER	100.0000	EA				

5. Choose the Item Number desired, if not defaulted.
6. Click **Row, Reverse**. The Issues – Inventory Issues window appears.

Document Number	13269	Branch/Plant	6505100W
Document Type	II INVENTORY ISSUE - NO MA...	Transaction Date	03/08/2006
GL Date	03/08/2006		
Explanation	INVENTORY ISSUE - NO MARK-UP	Batch Number	601938

  

Item Number	Item Description	Quantity	UM	Secondary Quantity	Sec UoM	Location	Lot/Serial
NIS307	ENVELOPES, LETTER	100.0000	EA				



A red X should appear on the far left side of the grid row.

7. Click **OK** to return to the Work with Inventory Issues window.



If a warning sign (⚠) is displayed at the top of the window, click **OK**.

8. Click **Close**.