

Verifying Entry Reversal

Overview

Once you have completed a reversal in NIS, you can make a comparison between the quantity available for the item before the reversal and the quantity available for the item after the reversal entry took place.

This work instruction shows how to [Verify Entry Reversal](#).

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.

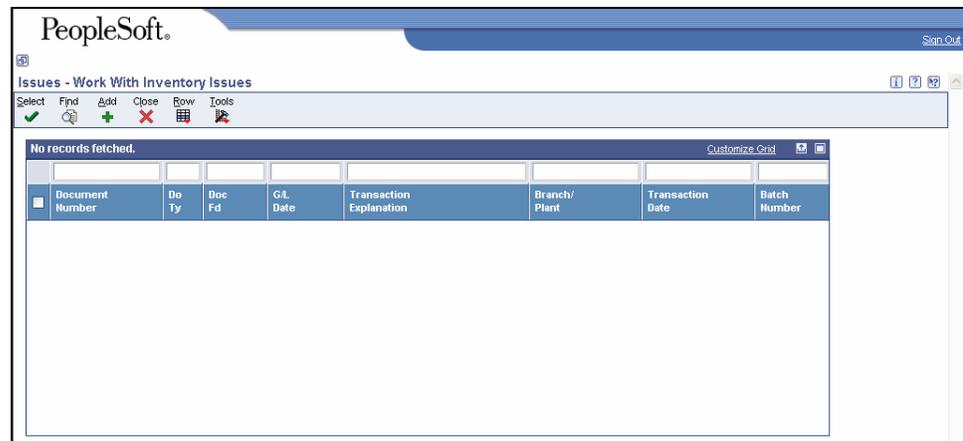
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Warehouse Item Transactions > Issues

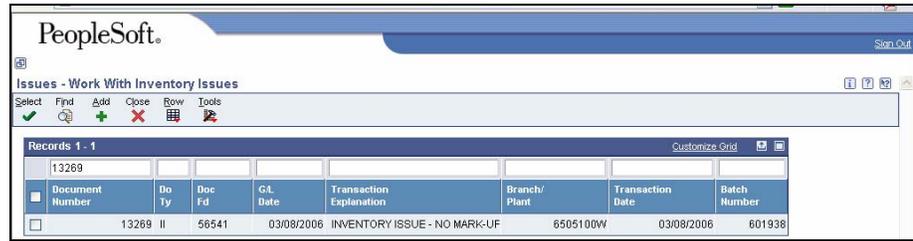
Steps

Verify Entry Reversal

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



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



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



5. Review the desired Item Number, Quantity (Issued). There should be an additional line showing the reversing entry.
6. Click **Cancel** to return to the Work with Inventory Issues window.
7. Click **Close**.