

## Inquiring on Detailed Item Availability

### Overview

In NIS you can access detailed quantity information about each item based on the item number and branch/plant.

This work instruction shows how to [Inquire on Detailed Item Availability](#).

### 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.

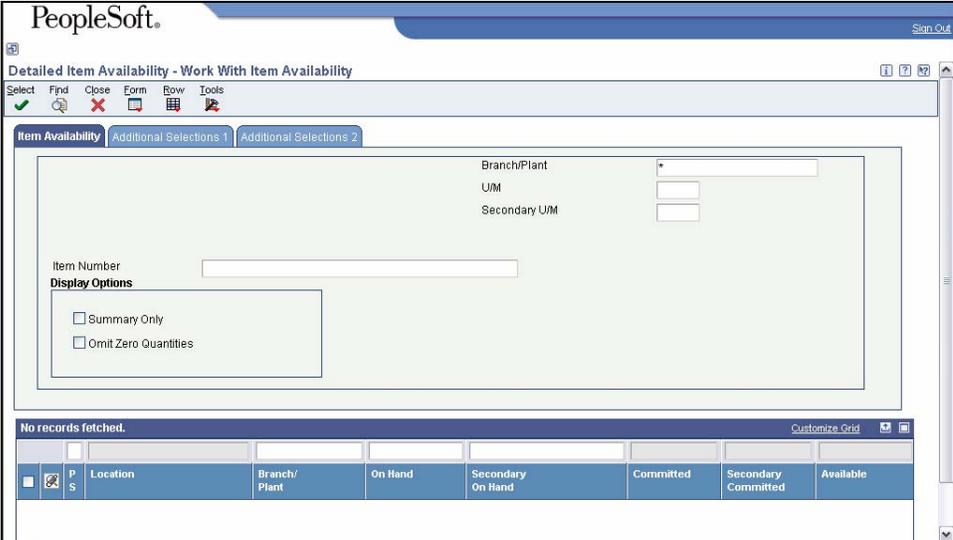
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inquiries & Reports > Inventory Inquiries > Detailed Item Availability

### Steps

#### Inquire on Detailed Item Availability

Start this instruction from the Detailed Item Availability – Work With Item Availability window.



	Location	Branch/Plant	On Hand	Secondary On Hand	Committed	Secondary Committed	Available
No records fetched.							

1. Complete the following fields on the **Item Availability** tab:

- Item Number

- Branch/Plant
2. Click **Find**.

PeopleSoft  
Detailed Item Availability - Work With Item Availability

Item Availability Additional Selections 1 Additional Selections 2

Branch/Plant 6505100W  
U/M EA  
Secondary U/M

Item Number NIS307 ENVELOPES, LETTER

Display Options  
 Summary Only  
 Omit Zero Quantities

Records 1 - 4

	P	S	Location	Branch/ Plant	On Hand	Secondary On Hand	Committed	Secondary Committed	Available
<input type="checkbox"/>		S	.	6505100W	1000.0000				1000.0
<input type="checkbox"/>		P	123.123	6505100W					

3. Review the fields displayed in the grid.
4. Click **Close**.