

Inquiring on Item Availability by Branch/Plant

Overview

In NIS you can access the quantity information of all items within a specific branch/plant based on the branch/plant number.

This work instruction shows how to [Inquire on Item Availability by Branch/Plant](#).

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.

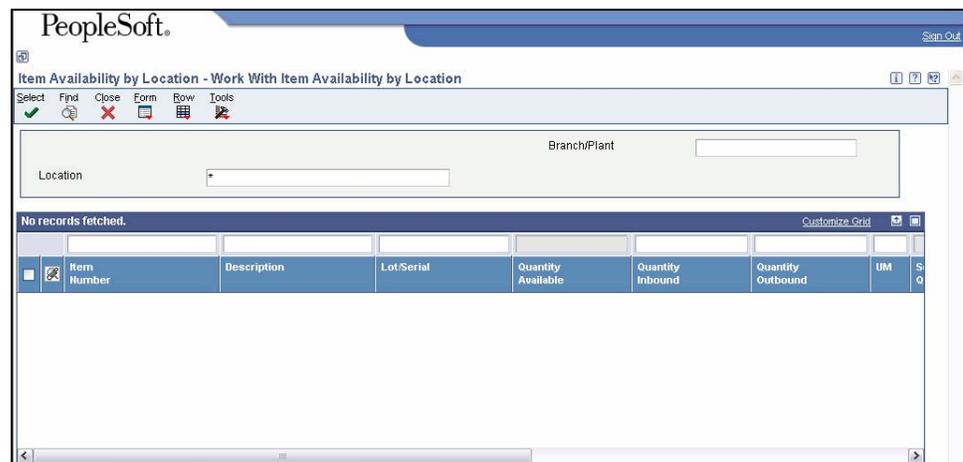
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inquiries & Reports > Inventory Inquiries > Item Availability by Location

Steps

Inquire on Item Availability by Branch/Plant

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



Item Number	Description	Lot/Serial	Quantity Available	Quantity Inbound	Quantity Outbound	UM	S

1. Complete the following fields:

- Branch/Plant

-  Use the QBE line to minimize the search. The 2nd Item Number is the inventory number.
2. Click **Find**.



PeopleSoft. Sign Out

Item Availability by Location - Work With Item Availability by Location [?] [?] [?]

Select Find Close Form Row Tools

Location Branch/Plant

Records 1 - 3 Customize Grid [?] [?]

<input type="checkbox"/>	<input type="checkbox"/>	Item Number	Description	Lot/Serial	Quantity Available	Quantity Inbound	Quantity Outbound	UM	S	Q
<input type="checkbox"/>	<input checked="" type="checkbox"/>	NIS307	ENVELOPES, LETTER		1,000.0000			EA		
<input type="checkbox"/>	<input type="checkbox"/>	NIS308	ENVELOPES, LEGAL		30.0000			EA		
<input type="checkbox"/>	<input type="checkbox"/>	NIS307	ENVELOPES, LETTER					EA		

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