Inquiring on Quantity Information Using Item Ledger

Overview

In NIS you can locate on-hand quantity and accounting information for a specific transaction date and document number in the Item Ledger. The Item Ledger contains transaction history such as inventory, sales, receipts, or physical inventory. Each entry represents a transaction that affects the on-hand quantity of an item.

This work instruction shows how to Inquire on Quantity Information Using Item Ledger.

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.

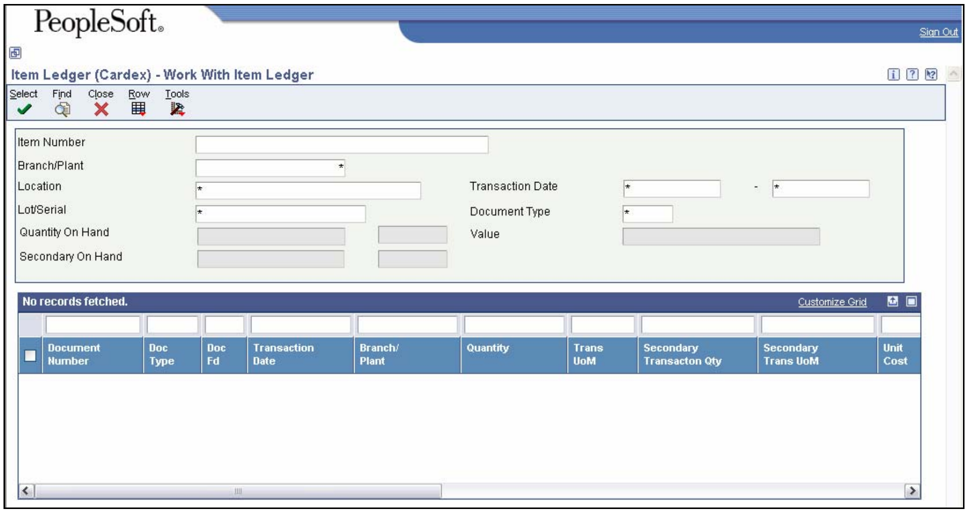
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inquiries & Reports > Inventory Inquiries > Item Ledger (Cardex)

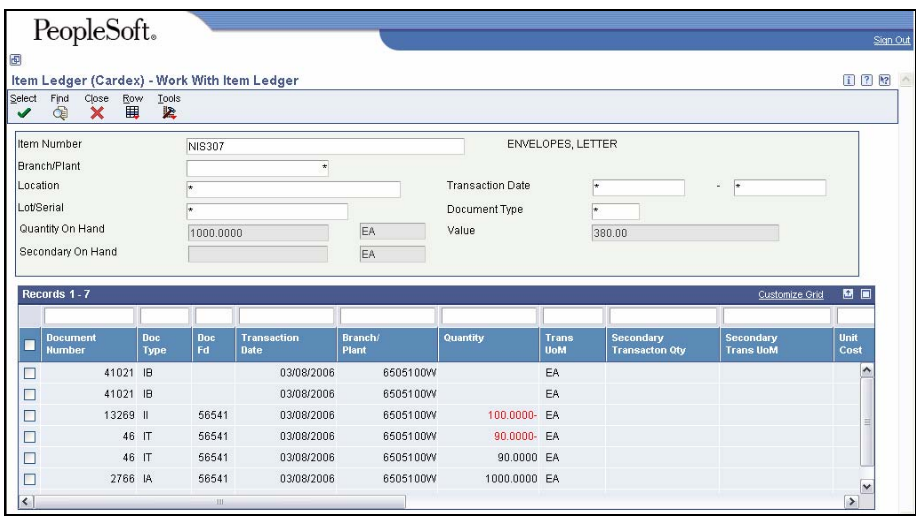
Steps

Inquire on Quantity Information Using Item Ledger

Start this instruction from the Item Ledger (Cardex) – Work with Item Ledger window.



1. Complete the following:
   - Item Number
   - Branch/Plant
2. Click **Find**.



3. Review the fields displayed.

   Shows all transactions associated with the Inventory Number.

4. Click **Close**.