

Reviewing Cross References

Overview

You can review the cross references created in NIS.

This work instruction shows how to [Review Cross References](#).

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.

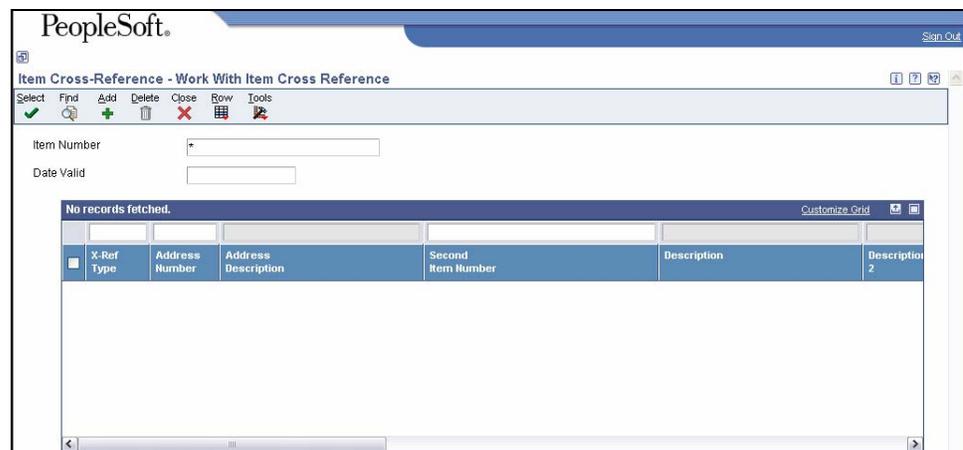
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inquiries & Reports > Inventory Inquiries > Item Cross-Reference

Steps

Review Cross References

Start this instruction from the Item Cross-Reference – Work With Item Cross Reference window.



1. Complete the Item Number field.
2. Click **Find**.

PeopleSoft. Sign Out

Item Cross-Reference - Work With Item Cross Reference [F1] [F2] [F3]

Select Find Add Delete Close Row Tools

Item Number: ENVELOPES, LETTER

Date Valid:

Records 1 - 2 Customize Grid

	X-Ref Type	Address Number	Address Description	Second Item Number	Description	Description 2
<input type="checkbox"/>	R			NIS307	ENVELOPES, LETTER	SMALL
<input type="checkbox"/>	VN	500129	OFFICE DEPOT BUSINESS SVCS - P	NIS307	ENVELOPES, LETTER	SMALL

- Review the fields displayed.
- Click **Close**.