Selecting Items to Count

Overview

Before you start the cycle count process, you must select the items to count. This allows NIS to build a record for each inventory item to be counted and record the current on-hand quantity and cost of each item.

This work instruction shows how to Select Items to Count.

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.

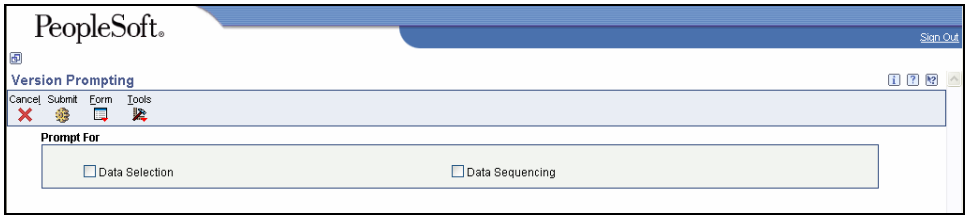
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Physical Inventory > Select Items for Cycle Count

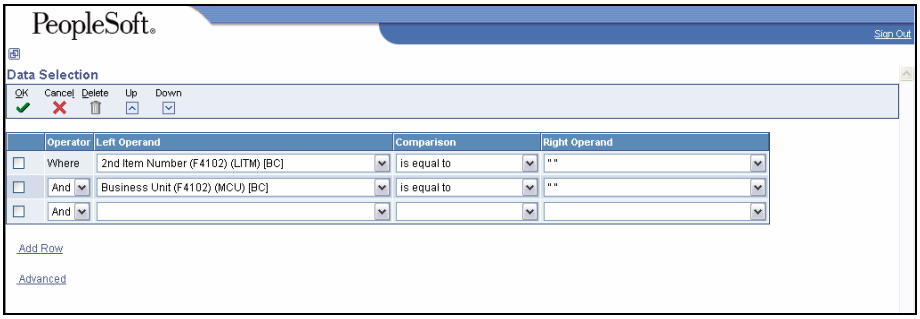
Steps

Select Items to Count

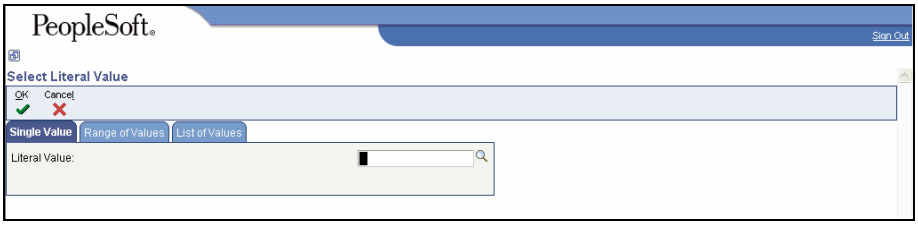
Start this instruction from the Version Prompting window.



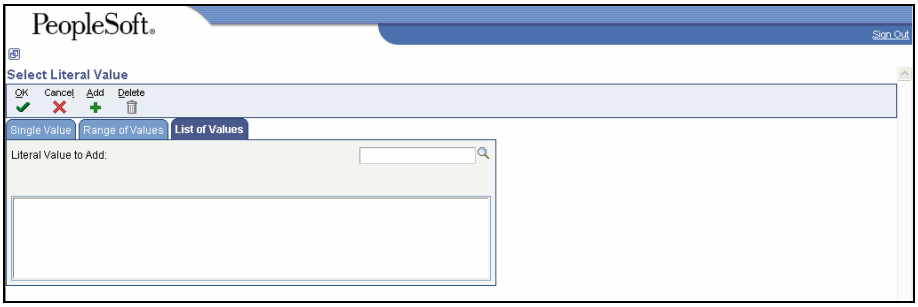
1. Choose **Data Selection**.
2. Click **Submit**. The Data Selection window appears.



3. In the first row (2nd Item Number), click in **Right Operand** field.
4. Click **Literal**. The Select Literal window appears.

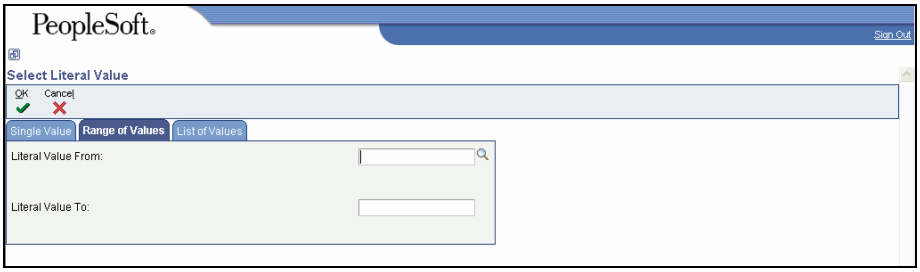


5. For adding a small number of items use the following steps or enter an individual item number in the Literal Value: field. For adding larger number of items, go to Step 6.
   - Click the **List of Values** tab.

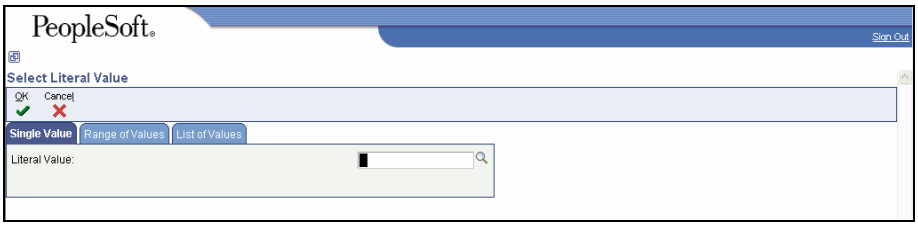


   - Enter item number to count in the Literal Value to Add: field.
   - Click **Add** or use the Enter key on the keyboard.
   - Repeat for each item to add to the count.
   - **Go to Step 7.**

6. For adding larger number of items:
   - Click the **Range of Values** tab.



   - Complete the **Literal Value From:** and **Literal Value To:** fields
7. Click **OK** to return to the Data Selection window.
8. In the second row (Business Unit), click in **Right Operand** field.
9. Click **Literal**. The Select Literal window appears.



10. Enter the **branch/plant number** in the Literal Value: field.
11. Click **OK** to return to the Data Selection window.
12. Click **OK**. The Printer Selection window appears.
13. Click **OK**. You will return to the menu.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R41411_NE999004) once the Description is "Done".

Print the report if desired and record the Cycle Count Number, located in the upper left corner of the report.