

Reviewing Items to Count Online

Overview

Before you perform the cycle count, you can review the online status of each cycle count and access detailed information, such as descriptions of each item in the count.

This work instruction shows how to [Review Items to Count Online](#).

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.

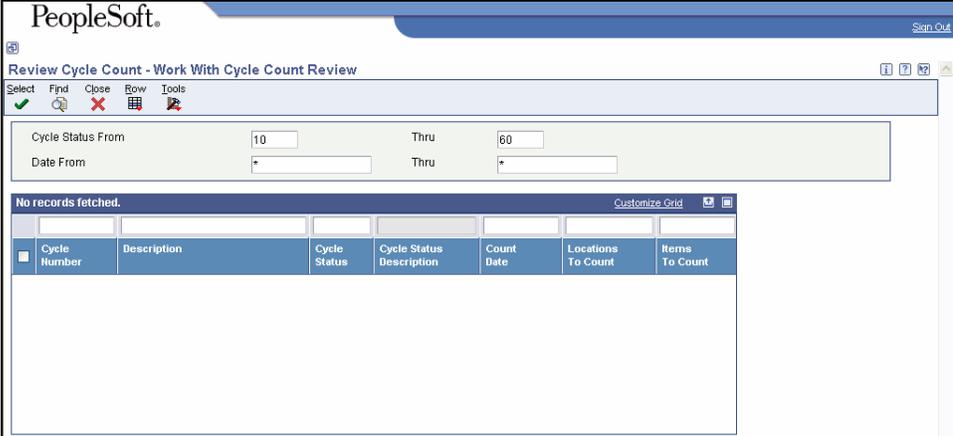
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Physical Inventory > Review Cycle Count

Steps

Review Items to Count Online

Start this instruction from the Review Cycle Count – Work With Cycle Count Review window.



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Review Cycle Count - Work With Cycle Count Review

Cycle Status From 10 Thru 60

Date From * Thru *

No records fetched.

Cycle Number	Description	Cycle Status	Cycle Status Description	Count Date	Locations To Count	Items To Count
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1. Click **Find**.
2. Choose the desired Cycle Number.

- Click **Row**, **Cycle Count Detail**. The Review Cycle Count – Work with Cycle Count Detail window appears.

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Review Cycle Count - Work With Cycle Count Detail

Cycle Count No. 610 Branch/Plant

Quantity Variance Relationship Absolute Value
 Amount Variance Amount Percentage

Records 1 - 6

Item Number	Description	Quantity On Hand	Quantity Counted	Crit Code	Count Date	Quantity Variance	% Quantity Variance	Secondary Quantity On Hand
<input checked="" type="radio"/> NIS307	ENVELOPES, LETTER	1,000.0000	0.0000					
<input type="radio"/> NIS307	ENVELOPES, LETTER	0.0000	0.0000					
<input type="radio"/>	TOTALS	1,000.0000	0.0000					
<input type="radio"/> NIS308	ENVELOPES, LEGAL	30.0000	0.0000					
<input type="radio"/>	TOTALS	30.0000	0.0000					
<input type="radio"/>	Grand Totals	1,030.0000	0.0000					

- If no items are displayed in the grid, enter the Branch/Plant in the Branch/Plant field in the header and click **Find**.
- Review the items displayed.
- Click **Close** to return to the Work with cycle Count Review window.
- Click **Close**.