

Running the Print Cycle Count Sheets

Overview

After you choose the items to include in the cycle count and have reviewed them online, you need to run the Print Cycle Count Sheets program to print the information onto the count sheets. This creates the count sheets in NIS to record the actual count of the items.

This work instruction shows how to [Run the Print Cycle Count Sheets](#).

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.

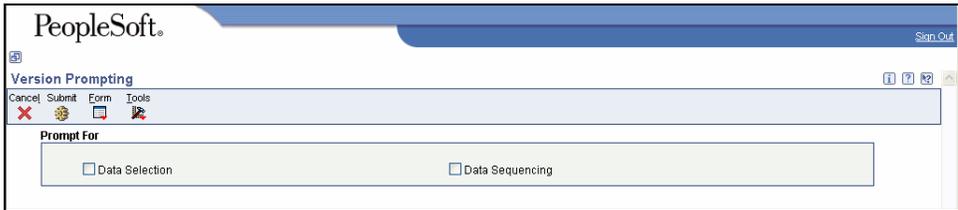
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Physical Inventory > Print Cycle Count Sheets

Steps

Run the Print Cycle Count Sheets

Start this instruction from the Version Prompting window.



PeopleSoft®

Sign Out

Version Prompting

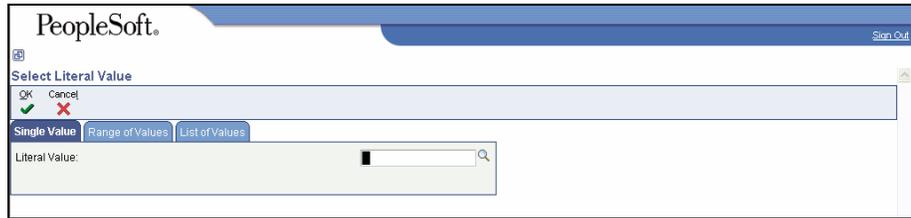
Cancel Submit Form Tools

Prompt For

Data Selection Data Sequencing

1. Choose **Data Selection**.
2. Click **Submit**.
3. Click **Right Operand** on the first line.

- Click **Literal**. The Select Literal Value window appears.



- Enter the **cycle number** in the Literal Value: field.
 - Click **OK** to return to the Data Selection window.
 - Click **OK**. The Printer Selection window appears.
 - 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 (R41410A_NE999003) once the Description is "Done".