

Entering Cycle Count Results

Overview

After you have performed the cycle count and recorded the information on the cycle count sheets, the results need to be transferred to the NIS online records. In the event that the results of the count for some or all items are zero, you must still enter the cycle count results.

This work instruction shows how to [Enter Cycle Count Results](#).

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 > Enter Cycle Count Results

Steps

Enter Cycle Count Results

Start this instruction from the Enter Cycle Count Results – Work with Cycle Count Review window.

PeopleSoft. Sign Out

Enter Cycle Count Results - Work With Cycle Count Review Help ? Refresh

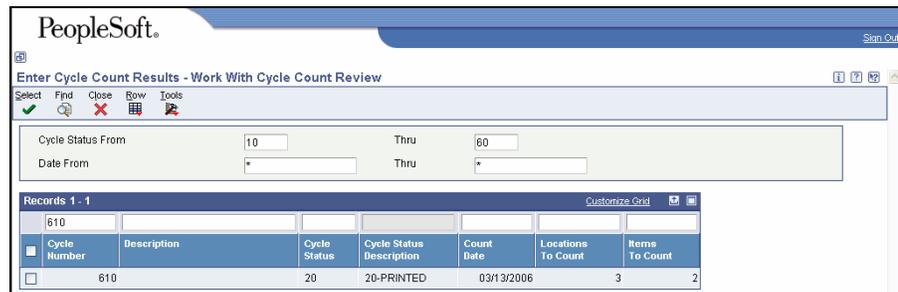
Select Find Close Row Tools

Cycle Status From 10 Thru 60
Date From * Thru *

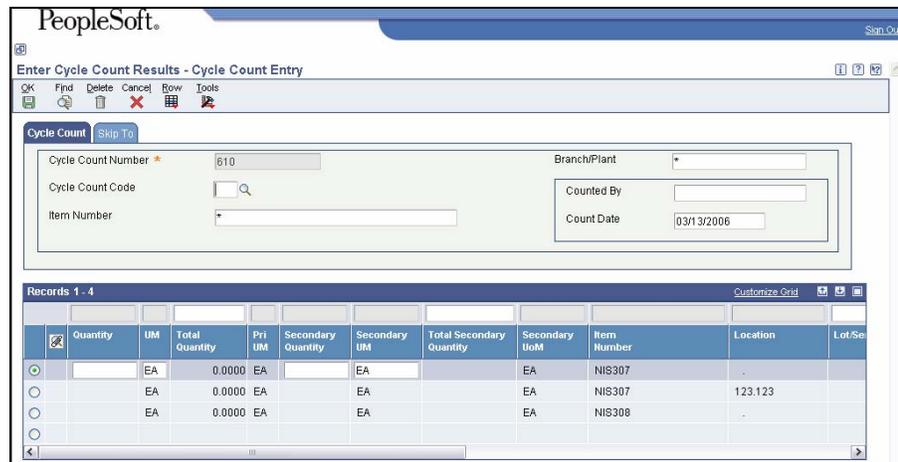
No records fetched. Customize Grid

<input type="checkbox"/>	Cycle Number	Description	Cycle Status	Cycle Status Description	Count Date	Locations To Count	Items To Count
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1. Enter the **cycle number** (cycle count number) in the QBE line above Cycle Number.
2. Click **Find**.



3. Choose the Cycle Number.
4. Click **Row**, **Enter Cycle Count**. The Enter Cycle Count Results – Cycle Count Entry window appears.



5. Enter your name in the Counted By field in the header.
6. Enter all quantities in the Quantity field(s) in the grid.
7. Click **OK** to accept the data entered. The Work with Cycle Count Review window appears.
8. Click **Find**.
9. The Cycle Status should update to **"30"** and Cycle Status Description to **"30-Entered"**.
10. Click **Close**.