

Approving the Cycle Count

Overview

After you enter and review your cycle count, the count needs to be approved by the appropriate person. Approving the cycle count advances the status code so that the cycle count is available for the update process.

This work instruction shows how to [Approve the Cycle 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.

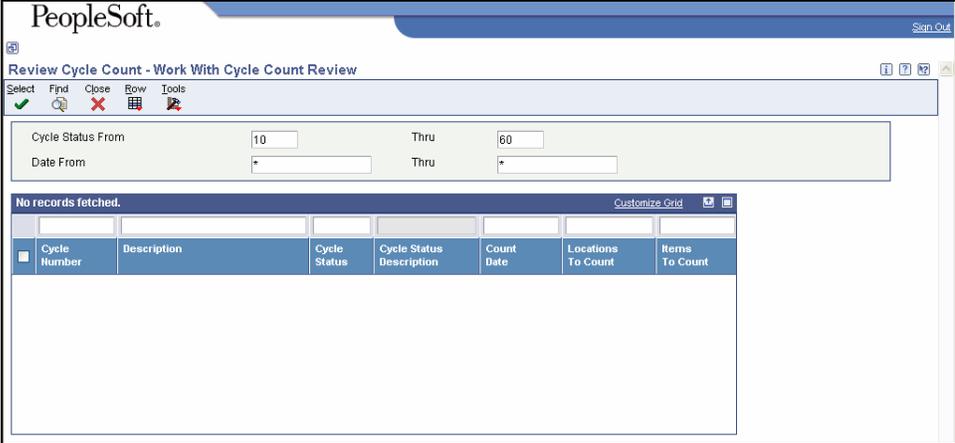
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

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

Steps

Approve the Cycle Count

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



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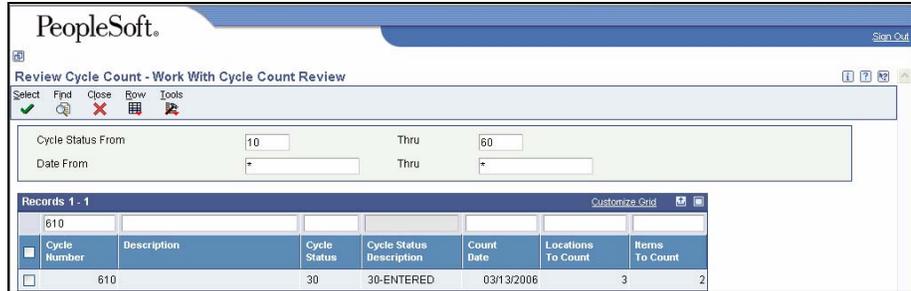
Review Cycle Count - Work With Cycle Count Review

Cycle Status From: 10 Thru: 60
Date From: * Thru: *

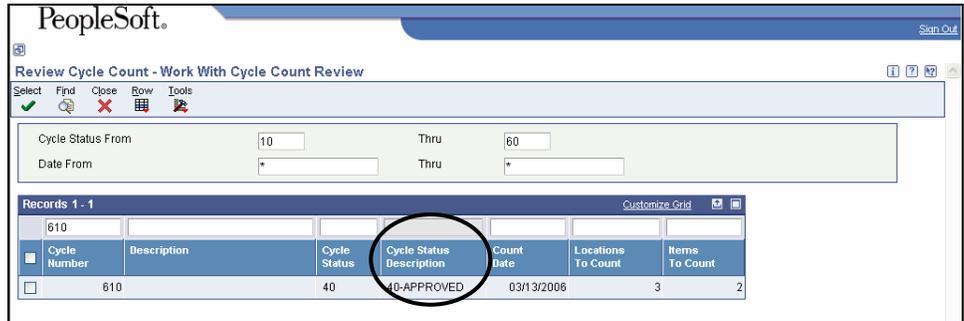
No records fetched.

Cycle Number	Description	Cycle Status	Cycle Status Description	Count Date	Locations To Count	Items To Count
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1. 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**, **Approve Cycle Coun**.



5. Ensure the Cycle Status advanced to **40**.
6. Click **Close**.