

## Running the Cycle Count Update

### Overview

After the cycle count has been entered, reviewed, and approved, you need to run the Cycle Count Update program. This records variances to the Item Ledger table, the Account Ledger table and the Item Location table in NIS.

Cycle counts must have a cycle count status of Approved to be updated. After a successful update, the Cycle Count Update program updates the cycle count status to Complete. The program then automatically writes the quantities counted onto the Item Availability program.

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

### 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.

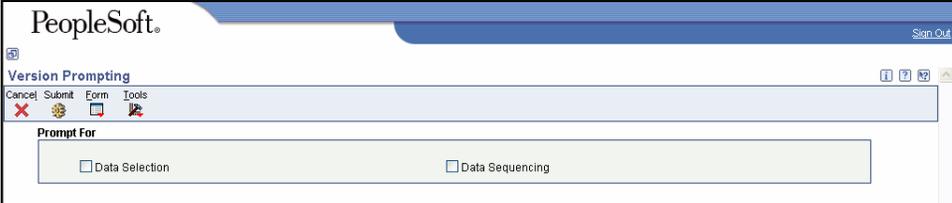
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inventory – Statewide > Physical Inventory > Update Cycle Count

### Steps

#### Run the Cycle Count Update Program

Start this instruction from the Version Prompting window.



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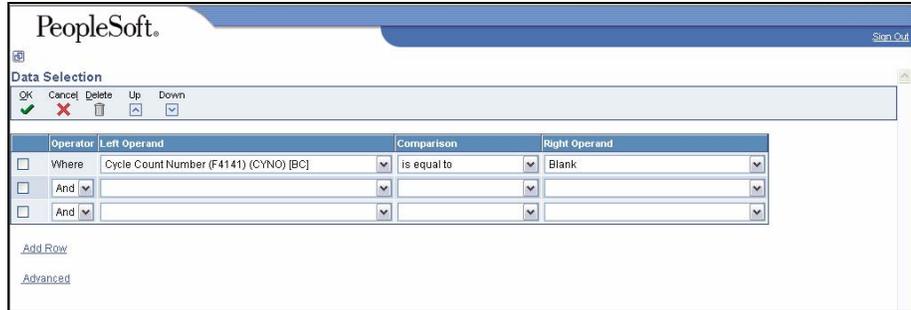
Version Prompting

Cancel Submit Form Tools

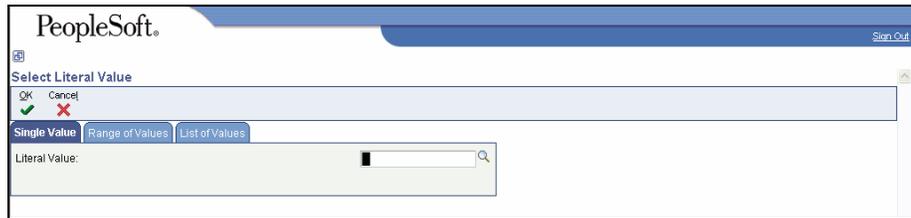
Prompt For

Data Selection  Data Sequencing

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



3. Click **Right Operand, Literal** on the first line. The Select Literal Value window appears.



4. Enter the **cycle number** in the Literal Value: field.
  5. Click **OK** to return to the Data Selection window.
  6. Click **OK**. The Printer Selection window appears.
  7. 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 (R41403\_NE999003) once the Description is "Done".
  -  If the Description of Error column contains the text "No errors detected", the update has run successfully.