

Verifying the Updated Quantity On Hand

Overview

Once the Update Cycle Count program has run, NIS automatically updates the quantity of the items counted.

This work instruction shows how to [Verify the Updated Quantity On Hand](#).

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.

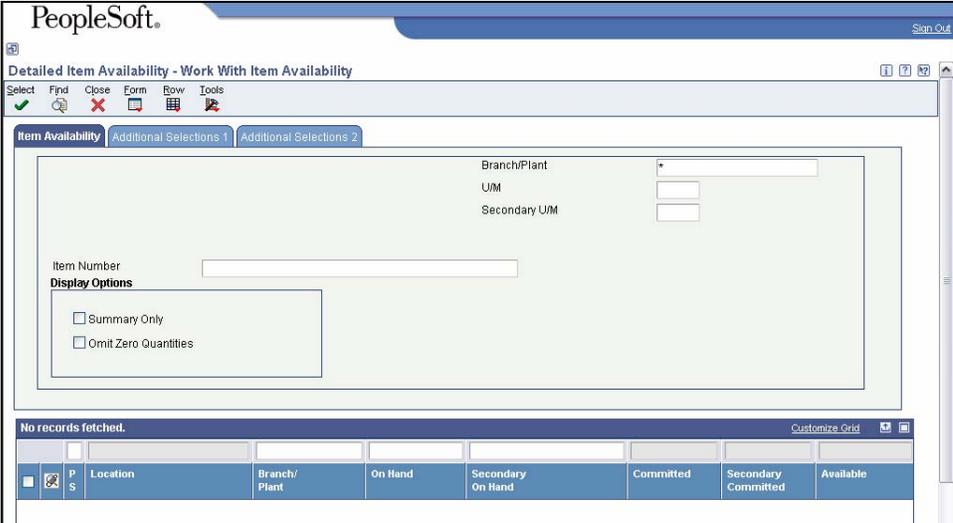
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

Inventory > Inquiries & Reports > Inventory Inquiries > Detailed Item Availability

Steps

Verify the Updated Quantity On Hand

Start this instruction from the Detailed Item Availability – Work With Item Availability window.



The screenshot shows the PeopleSoft interface for 'Detailed Item Availability - Work With Item Availability'. The window title is 'Detailed Item Availability - Work With Item Availability'. The interface includes a search form with the following fields and options:

- Branch/Plant: [Text Field]
- U/M: [Text Field]
- Secondary U/M: [Text Field]
- Item Number: [Text Field]
- Display Options:
 - Summary Only
 - Omit Zero Quantities

Below the search form, the status 'No records fetched.' is displayed. At the bottom, a table header is visible with the following columns: Location, Branch/Plant, On Hand, Secondary On Hand, Committed, Secondary Committed, and Available. The table is currently empty.

1. Enter the following information:

- Item Number

- Branch/Plant
2. Click **Find**.

PeopleSoft. Sign Out

Item Availability | Additional Selections 1 | Additional Selections 2

Branch/Plant: 6505100W
 U/M: EA
 Secondary U/M:

Item Number: NIS307 ENVELOPES, LETTER

Display Options

Summary Only
 Omit Zero Quantities

Records 1 - 4 Customize Grid

	P	S	Location	Branch/ Plant	On Hand	Secondary On Hand	Committed	Secondary Committed	Available
<input type="checkbox"/>	S			6505100W	93.0000				93.00
<input type="checkbox"/>	P		123.123	6505100W	810.0000				810.00

3. Verify the On Hand column quantity.
4. Repeat Steps 1 – 3 for other Inventory Numbers.
5. Click **Close**.