

Resetting Frozen Values

Overview

When you select items to include in a cycle count, NIS takes a snapshot of the quantities available for those items at the time the *Select Items for Cycle Count* is created. Should inventory transactions be created while a cycle count is in progress, the snapshot of the quantities remains the same in the Cycle Count Detail program. Only by running the *Reset Frozen Values* will the new quantities be reflected in the Cycle Count Detail program to take into account the inventory transactions that took place.

NOTE: This will only reset the values if the status of the cycle count is at 10 or 30 Status.

Once the Reset Frozen Values program has completed running, the quantity on-hand in the Cycle Count Detail program is automatically adjusted to reflect any changes.

 Once you have reset the frozen values, you must reenter the count results again. Use the *Entering the Count Results* work instructions.

This work instruction shows how to [Reset Frozen Values](#).

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 View by Role, choose Inventory.)

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

Or

Dist & Mfg-CSI > Inventory – CSI > Count Items > Physical Inventory > Review Cycle Count

NOTE: This will only reset the values if the status of the cycle count is at 10 or 30 Status.

Steps

Reset Frozen Values

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

1. Enter the **cycle number** (cycle count number) in the QBE line above Cycle Number.
2. Click **Find**.

Cycle Number	Description	Cycle Status	Cycle Status Description	Count Date	Locations To Count	Items To Count
610		30	30-ENTERED	03/13/2006	3	2

3. Choose the Cycle Number.
4. Click **Row, Reset Frozen Value**. The Printer Selection window appears.
5. Click **OK**. The Review Cycle Count – Work with Cycle Count Review window appears.
6. Choose the Cycle Number.
7. Click **Row, Cycle Count Detail**. The Review Cycle Count – Work with Cycle Count Detail window appears.

 If values are not reset, click Find to refresh the screen until values reset.

PeopleSoft® Sign Out

Review Cycle Count - Work With Cycle Count Detail Find Close Form Tools

Find

Cycle Count No. Branch/Plant

Quantity Variance Relationship
 Amount Variance Amount

Absolute Value
 Percentage

Records 1 - 6 Customize Grid

Item Number	Description	Quantity On Hand	Quantity Counted	Crit Code	Count Date	Quantity Variance	% Quantity Variance	Secondary Quantity On Hand
<input checked="" type="radio"/> NIS307	ENVELOPES, LETTER	1,000.0000	93.0000	1	03/13/2006	907.0000	90.70	
<input type="radio"/> NIS307	ENVELOPES, LETTER	0.0000	810.0000	1	03/13/2006	810.0000	999.99	
<input type="radio"/>	TOTALS	1,000.0000	903.0000			97.0000		
<input type="radio"/> NIS308	ENVELOPES, LEGAL	30.0000	30.0000	1	03/13/2006			
<input type="radio"/>	TOTALS	30.0000	30.0000					
<input type="radio"/>	Grand Totals	1,030.0000	933.0000			97.0000		

 If no items are displayed in the grid, enter the Branch/Plant in the Branch/Plant field in the header and click **Find**.

8. Verify the information.
9. Click **Close** to return to the Work with Cycle Count Review window.
10. Click **Close**.

 Once you have reset the frozen values, you must reenter the count results again. Use the *Entering the Count Results* work instructions.

NOTE: This will only reset the values if the status of the cycle count is at 10 or 30 Status.