

## Canceling a Cycle Count

### Overview

You can cancel a cycle count at any time before you update it in NIS. For example, if there are several days between the time you printed the cycle count sheets and the actual cycle count, you can cancel the cycle count and reprint it later. After you cancel the cycle count number, the Status field displays *Canceled*.

This work instruction shows how to [Cancel a 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.

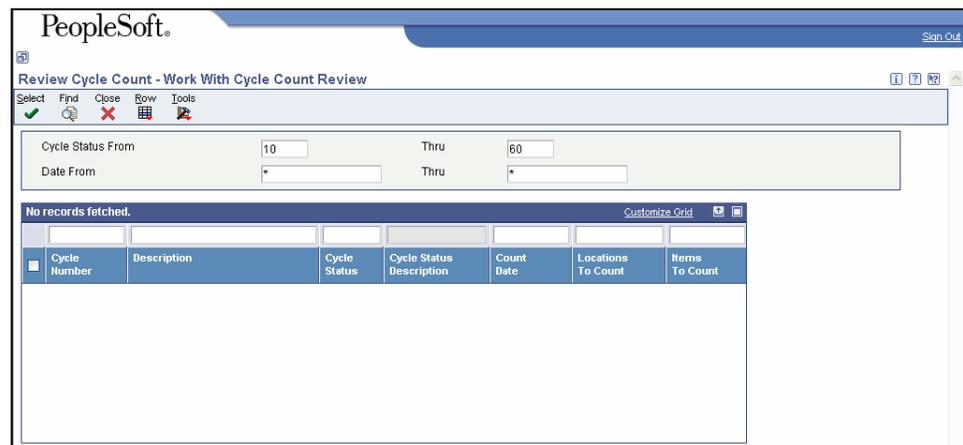
(Citrix users – right click on the menu, choose Apply Roles, choose Inventory.)

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

### Steps

#### Cancel a Cycle Count

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



The screenshot shows the PeopleSoft interface for 'Review Cycle Count - Work With Cycle Count Review'. At the top, there is a 'Sign out' link. Below the title bar, there is a toolbar with icons for 'Select', 'Find', 'Close', 'Row', and 'Tools'. The main area contains a search criteria section with the following fields:

Cycle Status From	10	Thru	60
Date From	*	Thru	*

Below the search criteria, there is a message 'No records fetched.' and a 'Customize Grid' link. The table below has the following columns:

Cycle Number	Description	Cycle Status	Cycle Status Description	Count Date	Locations To Count	Items To Count
No records fetched.						

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

- Click **Find**.

PeopleSoft. Sign Out

Review Cycle Count - Work With Cycle Count Review

Select Find Close Row Tools

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

Records 1 - 1 Customize Grid

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

- Choose the Cycle Number.
  -  The Cycle Status cannot be "50" (Completed) or "99" (Deleted).
- Click **Row**, **Cancel Cycle Count**.
- Verify the Cycle Status is **60** and the Cycle Status Description is **60-Canceled**.
- Click **Close**.