Running the Item Cost Report by Warehouse

Overview

Run the Item cost report to view a list of all items and the costs associated with them.

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/.
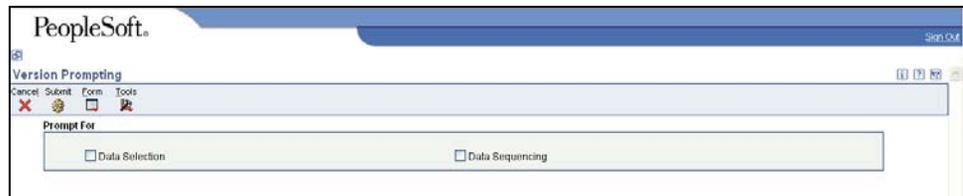
Navigation

Click Roles, Inventory.

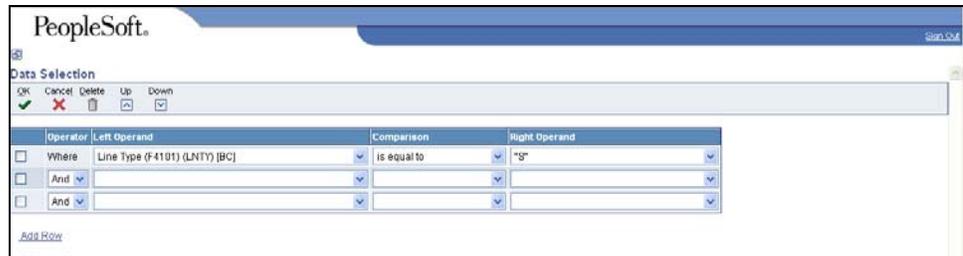(Citrix users – right click on the menu, choose View by Role, choose Inventory.)

Inventory > Inquiries & Reports > Inventory Reports > Transaction > Stock Status

Steps

Start this instruction from the Version Prompting window.

1. Check Data Selection and Data Sequencing.

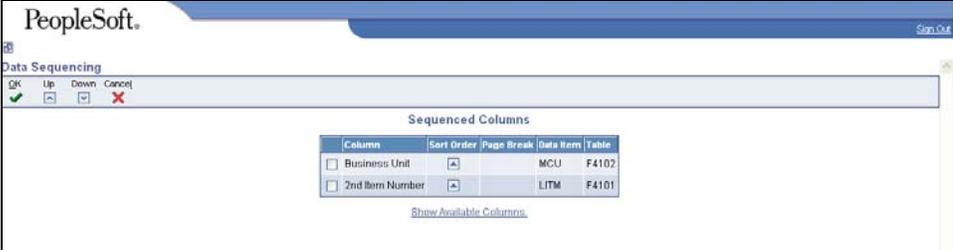2. Click **Submit**. The Data Selection window appears.

3. Leave the first line as is.

4. In the first blank row, complete the following information:

    - Left Operand - Business Unit (F4102)[BC]

    - Comparison - is equal to

    - Right Operand - enter the warehouse number (ex. 2519002W)

✎ To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

5. Click **OK**. The Data Sequencing window appears.

6. Click Show Available Columns.

7. Scroll to the bottom of the list and choose Unit Cost by placing a checkmark to the left of the row.

8. Scroll back to the top of the page and click **Add**.

9. Unit cost will appear in the Sequenced Columns list.

✎ The report is set to sequence first by Business Unit, then 2nd item number, then Unit Cost. Checkmark Unit cost and click the Up arrow until it is at the top of the list. The report will now be sequenced by Unit cost first. Use this process to sequence the report as desired.

10. Click **OK**. The Printer Selection window appears.

✎ To run this report in CSV, click the Document Setup tab and checkmark CSV (Comma Delimited).

11. Click **OK**.

✎ 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 (R41530_…) once the Description is "Done".

✎ For more information on viewing reports in CSV, refer to the Running/Viewing Reports in CSV work instructions in the System Basics manual.