



Viewing Old Inventory Transactions

At the end of 2009 new procedures were introduced in the Inventory module. All departments using Inventory were given a new organisation code:

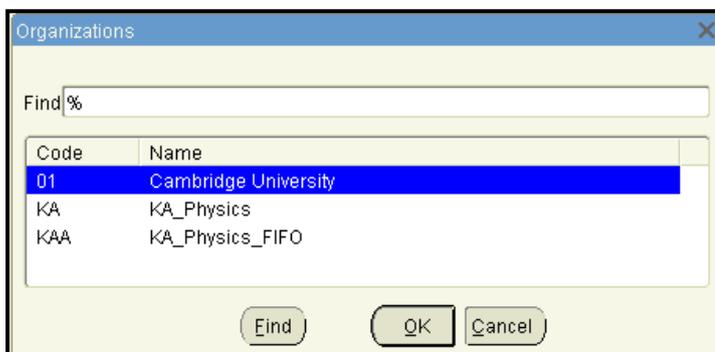
- Physics: KA to KAA.
- Chemistry: MA to MAA.
- University Centre: DN to DNA
- Vet School: PN to PNA

To view information relating to the departments old inventory code, you will need the CAPSA XX: INV Stores Inquiry responsibility. Within this new responsibility you can also view transactions in the new organisation code as well.

Responsibility: CAPSA XX: INV Stores Inquiry
Navigate: View Material Transactions → View Receiving Transactions

Viewing Old Inventory Transactions

1. Once you have logged on and clicked on View Material Transactions a screen will display where you then select whether you wish to view transactions in old or new org code
2. Select the Old Org code.
3. Click **OK**.
4. The *Find Materials Transaction* screen will display.



Viewing Old Inventory Receipts

1. From the Navigator screen, click on **View Receiving Transactions**.
2. The system won't ask you to select an Organization if you have already carried out a query. If you wish to switch between old and new org codes then from the Navigator screen, click on **Change Organization** and select the relevant organization code.
3. Once you have selected the organization code, the Find Receiving Screen will display.
4. Search via any of the fields and click on **Find**.