Entering a stock issue/return to a Grant

Within CUFS, a department is now able to issue direct to a Grant.

1. Ensure the transaction type is **Issue to Grant** or **Return from Grant.**

2. Source is INV GRANTS CTRL and will default in once you have completed the type field.

3. Click **Transaction Lines**.

4. The screen will be titled UFS Grant Transactions.

5. Input the item code in the usual way, tabbing through and completing the relevant fields. Remember if you work in the Department of Chemistry, the **Subinventory** field is **STORES_MA** and to complete the **Unit Cost** field.

6. Input details of the Project, Task, Award, Expenditure Type (will always be Other Cost/Consumables) and Expenditure Org you are issuing or returning to. **ONLY** select your department's project codes from the list.

7. Input the **name of the person** you are issuing to/returning from in the reference field.

8. **Save** your issue/return once fields are completed.