

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.

OMiscellaneous Transa	ction (KAA)		
- Transaction -			
Date	09-DEC-2013 15:05:56		
Туре	Issue to Grant		
Source	INV GRANTS CTRL		
Account			
	□ <u>S</u> erial-Triggered	□ L <u>P</u> N-Triggered	
		Transaction Lines	

- 3. Click **Transaction Lines**.
- 4. The screen will be titled UFS Grant Transactions.

ltem	UOM	Quantity	Secondary UOM	Secondar	Unit Co	Acc	Loca	Reason	Referenc	Source Project	Source Task	Expenditure Type	Expenditure C
HCA0001	EA	1								KAZA/000	1	Other Costs/Consu	KA_Physics
Description GLOVES - D	OMESTIC	BLUE INDUSTR	IAL NITRILE MED	IUM-PAIR									
Available	20	EA	Secondary Ava	ilable									

- 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.