



View Transaction Summaries

The system keeps details of all the entries and transactions for any particular stock item.

In addition to viewing this information through the View Material Transactions screen, a summary of this information can be found in the new View Transaction Summaries screen.

Responsibility: CAPSA INV Senior Stores User Responsibility
Navigate: Transactions → View Transactions Summaries

1. Once you have navigated above the **Summarize Transactions** screen will display.

Summarize Transactions (KAA)

Dates 09-DEC-2013 00:00:00 - 09-DEC-2013 23:59:59

Item HCA0001

Description GLOVES - DOMESTIC BLUE INDUSTRIAL N

Revision

UOM Ea

Subinventory

Locator

Category Set

Category

When querying on an item with either Ea or Each as the UOM, ensure that you delete it.

Clear Summarize

2. The following fields can be completed:
 - **Dates:** The range of dates to include all inventory transactions.
 - **Item:** Input the stock item code and the description of the item will pull through.
3. Delete the UOM field if it populates with either Ea or Each.
4. Click **Summarise** and the Transaction Summaries screen for that item will display.



Subinventory	Net Qty	Net Value	Net Volume
ASSET	3	10.34	2

	Quantity	Value	Volume
Total In	4	12	1
Total Out	1	1.66	1
Net	3	10.34	

5. Quantity and values will display for the item.

6. There are a couple of tabs that will provide you with more information:

- **Transaction Type:** Shows total value and volume in and out as well as net value
- **Action:** Simply shows you the actions taken for that stock item

7. If you click on **Transaction Details** then drills back down into the actual list of transactions associated to that particular item.