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.

2. The following fields can be completed:
   o **Dates:** The range of dates to include all inventory transactions.
   o **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.

5. Quantity and values will display for the item.

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

   o **Transaction Type:** Shows total value and volume in and out as well as net value
   o **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.