



## Investigating Potential Problems

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It is important to monitor the inventory module and your stock receipts and returns regularly, so that any potential problems or discrepancies can be identified, the earlier you can identify any problems the easier they will be to resolve. It is also best to keep an eye on your average costs and make sure there have been no wild fluctuations without good reason. There are recommended daily and monthly investigations.

### Daily Investigations

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A report called the Daily Average Price Exception report was available when we used Average costing. Now that we have moved to FIFO costing, the report would error if it was run and not show any data. This is currently being looked into and a report will be available in due course.

There are two on screen enquiries that it may be useful to run and view on a daily basis

- View Material Transactions
- View Material Distributions

### View Material Distributions

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**CAPSA XX: INV Stores Supervisor Responsibility**  
→ Transactions  
→ View Material Distributions

This enquiry will also enable you to search by date, however it will also show all of the double entry account codes and the transaction value.

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

You can complete any of the other fields if you wish

Account:

Item:

Category Set:

Revision:

Category:

Transaction Type:

ID:

Source Type:

Source:

Accounting Type:

GL Batch:

Subinventory:

Locator:

Clear Find



1. Complete the **Transaction Dates** field.

As with View Material Transactions the date is the only mandatory parameter. If you leave the others blank then you will get all of the Material Distributions for the time period you have specified.

All of the double entry account codes

Transaction Date	Account	Transaction Value	Item	Revision	Transaction Type
09-DEC-2013 14:1	U.KA.KAFR.AAAA.EHCZ	1.66	HCA0001		Departmental Issue
09-DEC-2013 14:1	U.KA.KAAF.GAAD.TZAA	(1.66)	HCA0001		Departmental Issue
09-DEC-2013 13:1	U.KA.KAAF.GAAD.TZAA	12.00	HCA0001		PO Receipt
09-DEC-2013 13:1	U.KA.KAAF.GAAD.TZAB	(12.00)	HCA0001		PO Receipt
09-DEC-2013 13:1	U.KA.KAAF.GAAD.VFAA	(12.00)	HCA0001		PO Receipt

Item: HCA0001  
Description: GLOVES - DOMESTIC BLUE INDUS'  
Revision:   
Account: U.KA.KAFR.AAAA.EHCZ.0000  
UOM: Ea  
Quantity: 1.00  
Unit Cost: 1.66000  
Value: 1.66

2. Various tabs containing information will display. The **Type** tab gives you an explanation of each Material Distribution and as with Material Transactions you can see the Source Type and various other details.

Transaction Date	Accounting Type	Transaction Source Type	Transaction Source	UOM	Primary Quantity
09-DEC-2013 14:1	Account	Department Account		Ea	1.00
09-DEC-2013 14:1	Inv valuation	Department Account		Ea	(1.00)
09-DEC-2013 13:1	Inv valuation	Purchase order	1739196	Ea	4.00
09-DEC-2013 13:1	Receiving Inspection	Purchase order	1739196	Ea	(4.00)
09-DEC-2013 13:1	Encumbrance Reversal	Purchase order	1739196	Ea	(4.00)

Item: HCA0001  
Description: GLOVES - DOMESTIC BLUE INDUS'  
Revision:   
Account: U.KA.KAFR.AAAA.EHCZ.0000  
UOM: Ea  
Quantity: 1.00  
Unit Cost: 1.66000  
Value: 1.66



3. The reference, who you issued the item to, can be found in the **Comments** tab.



### **Rectifying errors**

PLEASE NOTE: If you find any errors e.g. with price or UOM, you will have to return the goods on CUFS – this is a memorandum entry only, you do NOT have to physically return the goods. You will then have to re-receipt and/or re-issue them on CUFS with the correct information. This should then rectify the problem.

**Should you have any queries or difficulties please contact the Inventory helpdesk on (7)66780 or email [UFS\\_INV@admin.cam.ac.uk](mailto:UFS_INV@admin.cam.ac.uk)**