

Investigating Potential Problems

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

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

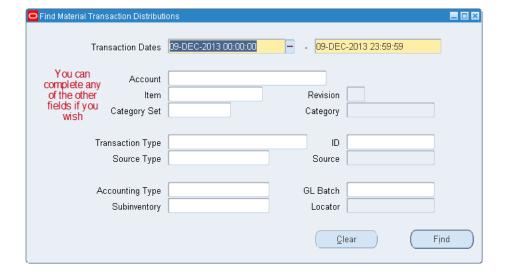
- View Material Transactions
- View Material Distributions

View Material Distributions

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.

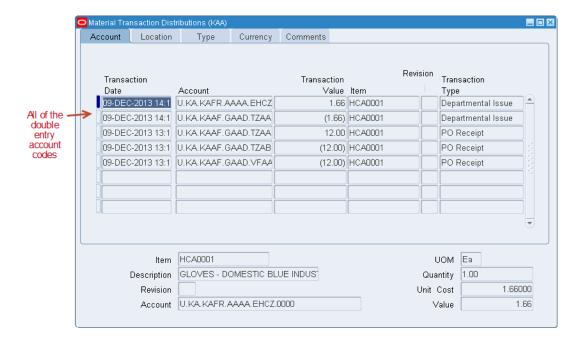


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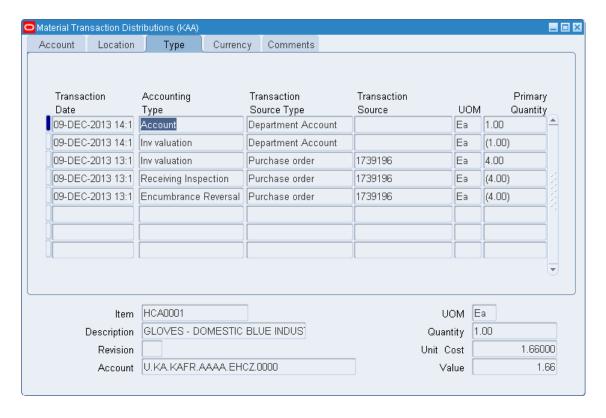


1. Complete the **Transaction Dates** field.

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.



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.



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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

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