



# Material Account Distribution Detail (UFS) Report

This report lists all the issues to an account code within a specified time period. It is very useful to give this report to a budget holder or cost centre manager as it will list and detail everything issued to the account parameters specified.

## How to run this report

**Responsibility:** CAPSA XX: INV Stores Supervisor  
**Navigate:** UFS Inventory Reports

1. Click **OK** to the Single Request screen.
2. Complete the **Name** field by typing in **Material** and **Tab**.
3. The parameter screen will display for you to complete the **Accounts From** and **To** fields.

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Sort By: Account
- Transaction Type Option: Display Transaction Source Type
- Transaction Dates From: (empty)
- To: (empty)
- Accounts From: (empty)
- To: (empty)
- Category Set: Inventory
- Inventory Category Set: (empty)
- Categories From: (empty)
- To: (empty)
- Items From: (empty)
- To: (empty)
- Subinventories From: (empty)
- To: (empty)
- Transaction Values From: (empty)
- To: (empty)
- Gl Batch: (empty)

Buttons at the bottom: OK, Cancel, Clear, Help.

4. Click **OK**.
5. If need-be change printer set up in options and run the report to screen first.
6. Click **Submit**.

INV Detailed Procedure  
Material Account Distribution Detail (UFS)

Example output

Ecology : Teaching and Research		Material Account Distribution Detail		Report Date: 22-MAR-2016 14:31					
		GBP							
Sort By: Account									
Transaction Type Option: Transaction Source Type									
Accounts From:									
To:									
Category Set: Inventory									
Categories From:									
To:									
Items From:									
To:									
Subinventories From:									
To:									
Transaction Values From:									
To:									
GL Batch Number:									
Source Type:									
Sources From:									
To:									
Transaction Type:									
Transaction Reason:									
Currency: GBP									
Exchange Rate: 1									
Sorted by Account		Material Account Distribution Detail		Report Date: 22-MAR-2016 14:31					
		GBP		Page: 1					
Account: U,ZZ ,ZZ AA.AAAA.EZZI.0000									
Txn Date	Item	Description	Reference	Source	Quantity	UOM	Unit Cost	Txn Value	Overall Quantity
31-JAN-16	AJAA0009	VIDEOTAPE CASSETTE MINI DIGITAL 60 MIN	RECEIPT	INV	-6.00	Ea	1.53667	(9.22)	-6.00
31-JAN-16	AJAA0009	VIDEOTAPE CASSETTE MINI DIGITAL 60 MIN	ISSUE	INVENT	-6.00	Ea	1.53667	(9.22)	-12.00
31-JAN-16	AJAA0009	VIDEOTAPE CASSETTE MINI DIGITAL 60 MIN	CORRECT	INV	6.00	Ea	1.53667	9.22	-6.00
31-JAN-16	AJAA0013	DVCAM TAPES - PDV184E (184mins)	ISSUE	INVENT	-2.00	Ea	25.26250	(50.53)	-8.00
31-JAN-16	AJAA0013	DVCAM TAPES - PDV184E (184mins)	RECEIPT	INV	-2.00	Ea	25.26250	(50.53)	-10.00
31-JAN-16	AJAA0013	DVCAM TAPES - PDV184E (184mins)	CORRECT	INV	2.00	Ea	25.26250	50.53	-8.00
31-JAN-16	AJBA0002	SCOTCH VIDEO CASSETTES VHS E180	ISSUE	INVENT	-2.00	Ea	0.71333	(1.43)	-10.00
31-JAN-16	AJBA0002	SCOTCH VIDEO CASSETTES VHS E180	RECEIPT	INV	-2.00	Ea	0.71333	(1.43)	-12.00
31-JAN-16	AJBA0002	SCOTCH VIDEO CASSETTES VHS E180	CORRECT	INV	2.00	Ea	0.71333	1.43	-10.00