View Material Transactions

Responsibility:	CAPSA XX: INV Stores Supervisor Responsibility
Navigate:	Transactions ➜ View Material Transactions

1. Enter a **date range**. The system will automatically default in with a 24 hour period.

2. Complete the **Item** field with the stock item code you wish to view in detail and **Tab**. The description of the item will default.

3. Click **Find** and a screen similar to below will display, where you can access different pages of information using the tabs.

4. Scroll along to the right of the screen and you will see many more fields that will provide you with information:

- o Owning Party
- o Transaction Date and Time
- o Transaction Quantity
- o Transaction UOM

2. Note that a **negative number** in the quantity will indicate a stock item issue. Whilst a **positive number** will indicate a Purchase Order Receipt into Stores or a return to stores.

3. Scroll further to the right and you will see the following fields.

- o Source Type
- o Source: PO number
- o Transaction Type

4. Click on the tabs for even more information:

- o Reason, Reference will show you any comments that you inputted at the issue/return stage.
- o Transaction Type will show you where the transaction originated from and whether it is an issue, return or receipt.

5. If you wish to view the account code the item was issued to then ensure you are in the relevant item line and click on **Distributions**.

6. Once you have clicked on Distributions for the relevant item line, the following screen will display. It will show you the account code information for the item.

Folders

Wherever you see this icon UFS will allow you to customise the way that this particular form looks on the screen. You can create your own view and save it as your personalised folder. To have a go at creating your own folder go to Appendix D and follow the instructions.