



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.

Find Material Transactions (KAA)

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

Item: HCA0001 Revision: []

Description: GLOVES - DOMESTIC BLUE INDUSTRIAL NITRI

Category Set: [] Category: []

Subinventory: [] Locator: []

Lot: [] Serial: []

Supplier Lot: []

Source Type: []

Source: [] Include Logical Transactions

Action: []

Transaction Type: []

Transaction Quantities: [] - []

Supplier: [] Consumption Advice: []

Transferred to Projects: [] Costed: []

Clear Find

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

Material Transactions (KAA)

Location	Intransit	Reason, Reference	Transaction ID	Transaction Type	Consumption Advice
Item	Subinventory	Locator	Location	Revision	Transfer Sub
<input checked="" type="checkbox"/> HCA0001	ASSET		KA		
<input type="checkbox"/> HCA0001	ASSET				
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Item Description: GLOVES - DOMESTIC BLUE INDUSTRIAL NITRI Date: 09-DEC-2013 14:17:34

Primary UOM: Ea Primary Quantity: -1

Secondary UOM: [] Secondary Quantity: []

Distributions Lgt / Serial

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



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

Supplier	Transaction Date	Transaction ID	Transaction Quantity	Transaction UOM
	09-DEC-2013 14:17:34	23222054	-1	EA
	09-DEC-2013 13:15:07	23222049	4	Ea

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.
 - Source Type
 - Source: PO number
 - Transaction Type

Secondary UOM	Source Type	Source	Transaction Type
	Department Account		Departmental Issue
	Purchase order	1739196	PO Receipt

4. Click on the tabs for even more information:
 - Reason, Reference will show you any comments that you inputted at the issue/return stage.
 - 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**.



Item	Subinventory	Locator	Location	Revision	Transfer Sub
HCA0001	ASSET		KA		
HCA0001	ASSET				

Item Description: GLOVES - DOMESTIC BLUE INDUSTRIAL NITRI Date: 09-DEC-2013 14:17:34
Primary UOM: Ea Primary Quantity: -1
Secondary UOM: Secondary Quantity: **Distributions** Lgt / Serial

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.

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

Account the item has been issued to

Inventory stock account used for the purchase order

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



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.