Inventory Transaction Viewer

Overview

The Materiel Management/Inventory Control Point (MM/ICP) module Inventory Transaction Viewer page displays the warehouse transactions that violate the threshold amounts for stock items within the warehouse. When the warehouse completes a transaction that goes over the threshold limit, the transaction appears in the Inventory Transaction Viewer results grid.
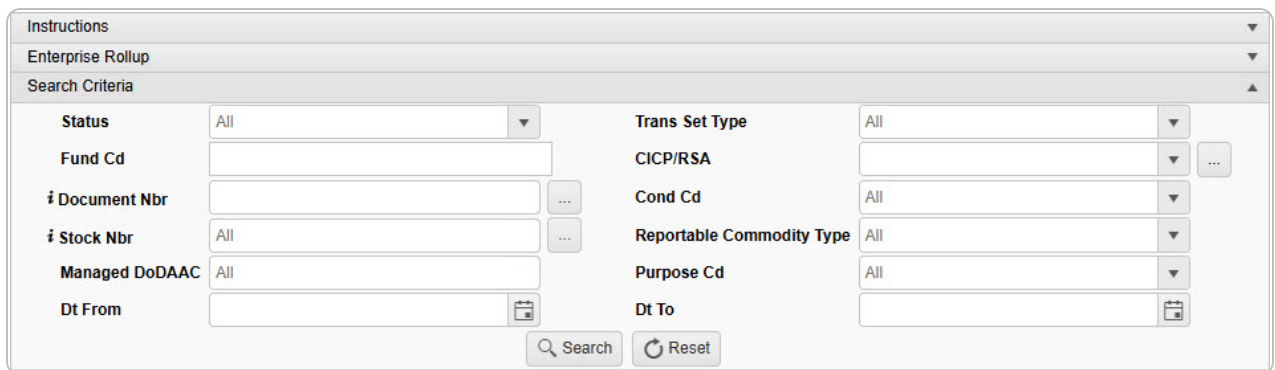
Navigation

MATERIEL MGMT> Inventory Transaction Review > Inventory Transaction Viewer page
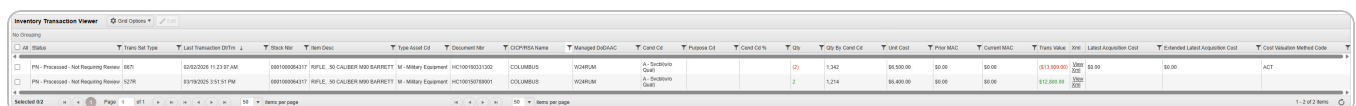
Procedures

Search for an Inventory Transaction

One or more of the Search Criteria fields can be entered to isolate the results. By default, all results are displayed. Selecting ⟳ Reset *at any point of this procedure returns all fields to the default "All" setting.*

1. In the Search Criteria box, narrow the results by entering one or more of the following optional fields.

2. Select 🔍 Search . *The results appear in the Inventory Transaction Viewer Results Grid.*

Update a Inventory Transaction Viewer

Navigation

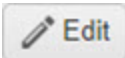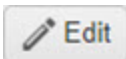MATERIEL MGMT > Inventory Transaction Review > [Edit] > Update Inventory Transaction Viewer pop-up window

Procedures

Update an Inventory Transaction Viewer

1. Click ☐ to select the desired entry. *The Inventory Transaction record is highlighted, and* [Edit] *becomes available.*

2. Select [Edit]. *The **Update Inventory Transaction Viewer** pop-up window displays.*

Update Inventory Transaction Viewer ✕

Instructions ▼

* Status

RR - Processed - Requiring Review ▼

Attachments

No attachments found

[🔗 Attach...]

Add / Edit Remarks

[✓ Update] [⊘ Cancel]

A. Update the Status, using [▼] to select the desired option.

B. Select [🔗 Attach...]. *The **Attach Files** pop-up window appears.*

Attach Documents - Inventory Transaction   ✕

Instructions   ▼

* Attachment

📂 Browse...

Desc

☑ Primary

💾 Attach...

Attachments:

Name	Desc

✕ Close Window

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a. Select 📂 Browse.... *The Windows **Choose File to Upload** pop-up window appears.*

b. Select 💾 Attach.... *The file name appears in the bottom of the window.*

c. Repeat Steps 2 - 6 to attach multiple documents.

d. Select ✕ Close Window. *The **Attach Files** pop-up window closes, and the attachment(s) appears in the **Attachments for Issue Nʙʀ** pop-up window.*

3. Select ✔ Update. *The revised Inventory Transaction Viewer record is saved, and appears in the Inventory Transaction Viewer Results Grid.*