Part Issues/Returns Overview and Topics

The Issues/Returns menu option is used to issue parts to Jobs, Tickets, or to return excess parts from Jobs.

This option may also be used to perform a Miscellaneous issue or return that is not linked to a Job or a Ticket. This is typically used to issue parts from stock where parts were invoiced on a miscellaneous invoice using an invoice item rather than the part number. This will keep your inventories in balance. This should be a rarely used option for correcting problems due to data entry errors.

When creating an Issue or Return transaction, there are three option buttons from which to select; Job, Service and Other. The data entry for each of these options differs and will be described within this section. Follow the topic links at the bottom of this page for instructions.

Job Issues/Returns

When parts are issued to a Job where WIP is being used; the application will credit the G/L account linked to the Warehouse selected in the Issue form and credit the WIP account for the job. For returns to the Warehouse from a job, the opposite transaction is performed by the application.
If expensing parts immediately, parts issued will credit inventory and debit the cost of goods sold account assigned to the job type for the job. For returns to the Warehouse, the opposite transaction is performed by the application.

Miscellaneous (Other) Issues/Returns

When parts are issued, the G/L account linked to the Warehouse selected for the issue will be credited and the COGS account selected on the Issue Parts form will be debited. When parts are being returned, the opposite transaction is performed by the application.

> ⚠️ **Service Returns**
> Important Note: On the Issues/Returns data entry form is an option for performing transactions for Service Tickets. The software was changed to now only allow part returns directly from the Ticket. If you attempt to return parts on this form with the Service Ticket option, a message will be displayed indicating you must make part changes on the Ticket itself. Even though the application allows users to issue parts to Tickets from this form, all part transactions should be done directly on the Ticket.

Click on the links below for detailed information on each topic.

Issue Parts to a Job

Return Parts from a Job

Issue Parts to a Ticket

Return Parts from a Ticket

Miscellaneous Part Issue

Miscellaneous Part Return