Miscellaneous Parts Issue

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Performing a Miscellaneous Issue is used when you need to reduce the number of parts in a Warehouse. Situations that would warrant this transaction:

- Parts have "gone missing" from the warehouse
- Parts were damaged and need to be scrapped
- Parts were used internally by your company
- A salesperson is "borrowing" parts for a customer demonstration

1. Navigate to the Main Application Menu and select the Issues/Returns option from the Inventory module.

2. The Issue Parts form will be displayed. Fill in the information in the header section of this form; see the data entry field definitions below.

Data Entry Field Definitions

- Radio Buttons - Select the Other radio button.
- Warehouse - Select the Warehouse from the drop-down list from which the parts are being issued.
- Reference - Enter a note into this field to describe the reason for the issue.
- Issue Date - Enter or select a date from the calendar. This is the date the parts are being removed from the Warehouse. This date must be in an open accounting period.
- Category Code - Select the appropriate Category from the drop-down list.
- Cost of Goods - Select the appropriate cost of goods sold G/L account to be used for the transaction. The application will debit this account and credit the inventory account associated with the selected warehouse.
- Parts List - In the Parts List grid, either type in the exact part number or click the button to the right in the part field to search for and select the part. Enter the quantity being issued from the Warehouse. If more than one part is being issued, continue on to the next line and select the next part and quantity until all needed parts are listed.

3. Once all information has been entered, click the Save button located at the lower right of the Issue Parts form.