Miscellaneous Parts Return

Last Modified on 01/11/2023 10:47 am EST

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

- Parts have been found that do not show being in the warehouse on-hand balance
- Parts were used internally by your company and then being returned to stock
- A salesperson borrowed parts for a customer demonstration and is now returning to stock

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 on the next page.

Data Entry Field Definitions

- Radio Buttons - Select the Other radio button.
- Warehouse - Select the Warehouse from the drop-down list to which the parts are being returned.
- Reference - Enter a note into this field to describe the reason for the return.
- Issue Date - Enter or select a date from the calendar. This is the date the parts are being returned to 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 credit this account and debit the inventory account associated with the selected warehouse.
- Return to Stock - Select this option.
- 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 returned to the Warehouse. If more than one part is being returned, 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.