Issuing and Returning Stock

The goods you ordered have arrived and been receipted on the system into your inventory module. They now form part of your department's stock list and will no doubt be sitting on the shelves in your stores, waiting for members of your department to request them.

When a member of your department requests some goods from your stores then you issue them with these goods and this has to be recorded on the system within your inventory module.

When issuing or returning items to stock, both processes will be carried out as **Stock Issues/Returns**.

There are three ways of issuing/returning items to stock:

- o To a departmental account
- o To a grant
- o To an account alias

All of these processes will be explained in more detail as you progress through the issuing and returning section of this guide.

When issuing you will need to know:

- **Item Code**   The Inventory Item Code
- **Quantity**   How many items are being issued
- **Sub-inventory** Which sub-inventory it is in e.g. ASSET
- **UOM**   What Unit of Measure are you issuing in?
- **Account Code**   Which account are these goods being paid for?
- **Reference**   Present policy dictates that you enter the requisition number and the name of the person who collected the goods from stores