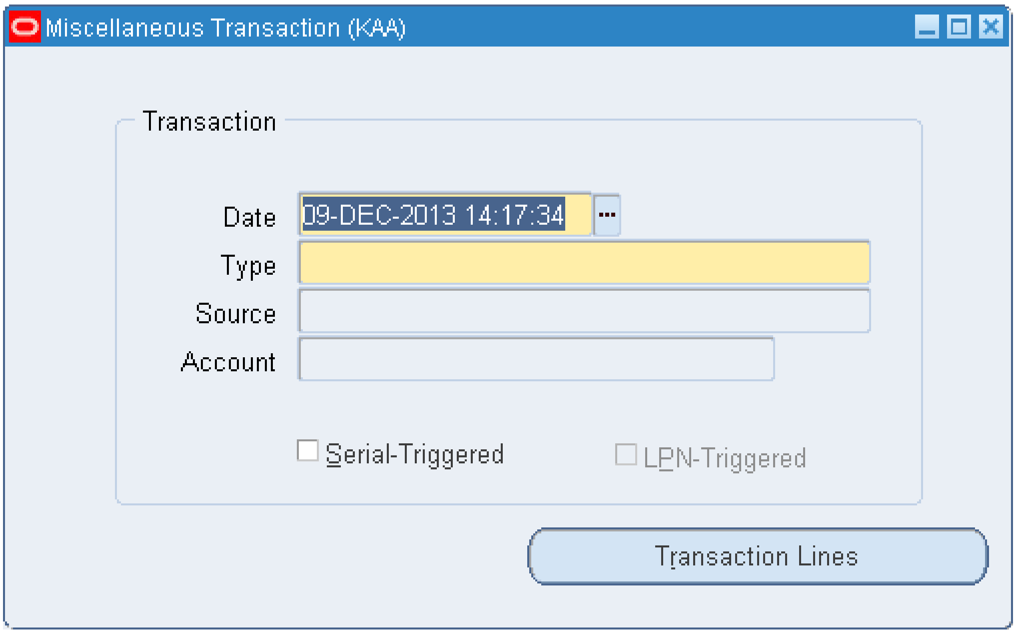
Entering a Stock Issue/Return to a departmental account

Responsibility: **CAPSA XX: INV Stores Supervisor Responsibility**
Navigate: **Transactions ➔ Stock issues/returns**

1. The miscellaneous Transaction screen will display, regardless of whether you wish to do an issue or return.



2. Leave the **Date** field with the default details.
3. Click into the **Type** field and click on the **List of Values**; choose either **Departmental Issue** or **Departmental Return**.
4. Click **OK.**
5. Click the **Transaction Lines** button.