



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.

Miscellaneous Transaction (KAA)

Transaction

Date 09-DEC-2013 14:17:34 ...

Type

Source

Account

Serial-Triggered LPN-Triggered

Transaction Lines

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.