Entering a Stock Issue/Return to a departmental account

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

   ![Miscellaneous Transaction Screen](image)

   - **Date**: 09-DEC-2013 14:17:34
   - **Type**: Leave blank
   - **Source**: Leave blank
   - **Account**: Leave blank
   - **Serial Triggered**: Unchecked
   - **LPN Triggered**: Unchecked
   - **Transaction Lines** button

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.