

# Work Order Issues and Returns (Pro)

Last Modified on 06/14/2024 4:41 pm EDT

On work orders, the Parts tab has two tabs: a Parts tab and an Issues/Returns tab.

The Issues/Returns tab shows part issues and returns related to the work order. The tab has these columns:

- **Issue/Return:** This displays Issue if issued parts or Return if returned parts.
- **Issue/Return #:** This is the Number/ID of the issue or return.
- **Date:** This is the date of the issue or return.
- **Warehouse:** This is the warehouse that the parts were either issued from or returned to. There is nothing in the column if the issue transaction was from a direct expense.
- **User:** This is the user who created the issue or return.
- **Description:** This displays the text that was entered in the description of the issue or return.
- **Phase:** This is the Phase that was selected for that issue/return.
- **Return:** This is a button on the far right that is present for all records that are issues. Clicking this button redirects users to the add issue/return page prepopulated with the parts that were originally associated with the issue.

Click an **Issue/Return #** to open the Issued Parts page or Returned Parts page. The parts list associated with the issue or return is populated with the parts that already exist on the work order for the phase selected.

These are the columns associated with the parts list for an issue:

- **Part Code:** This is the part code associated with the part.
- **Part Description:** This is the part description associated with the part.
- **Issue Quantity:** The quantity associated with the parts that populate is equivalent to Quantity Issued.

These are the columns associated with the parts list for a return:

- **Part Code:** This is the part code associated with the part.
- **Part Description:** This is the part description associated with the part.
- **Return Quantity:** The quantity associated with those parts that populate is equivalent to Quantity Issued.

To issue parts to the work order, click the +Issue Parts button. This opens the Issue Parts page. In the grid, in the Issue Quantity column, click a number to change the quantity to issue. By default, this number matches the quantity remaining.