How to enter a miscellaneous issue or return (Pro)

Last Modified on 06/13/2024 9:23 pm EDT

1. Open the Issues & Returns page. (Inventory > Issues & Returns)

2. Click +Issue/Return Parts. A popup window opens.

3. Switch the Is Miscellaneous field to Yes. (By default, this is No.)

4. Choose an issue or return.

5. Click OK.

6. At a minimum enter these required fields:

    - COGS Account

    - Warehouse

    - Issue Date

7. After entering the required fields, the grid shows all parts. To issue (or return) a quantity, click the Issue Quantity (or the Return Quantity) in the part row and type an amount.

8. Click Save to complete the issue or return.

Miscellaneous Issue/Return page

This miscellaneous issue/ return page has a grid with these columns:

- **Issue/Return**: Select the option to issue parts from a warehouse or return parts to a warehouse. This defaults from the New Issue/Return popup window.

- **COGS Account**: Select the cost of goods sold GL account to be used in the GL entry created from saving this issue or return.

- **Warehouse**: Select the warehouse that the parts are to be removed from or returned to.

- Issue/Return Date: This field is labeled 'Issue Date' if issuing parts or 'Return Date' if returning parts. This cannot be changed and displays today's date.

- **Category**: If needed, select a category to associate with the GL entry created by the issue or return. (This is not a required field.)

- **Memo**: This is a text field to enter further information for the issue or return. (This is not a required field.)