

Item Issue Form

How to Issue using the Item Issue Form

1.	 Double-click the Template to Create a Single Issue icon Or Open the Inventory Item and select the Transactions view and New - Issue. Items will be issued to either a Pick list line or a Work task. 		Item 209088 - Transactions Image: Constraint of the system File Edt View Window Help Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system Image: Constraint of the system		
2.					
3.			CLE Canvas	Storeroom Classification Type Quantity Value	
4.	Enter a Quantity to issue.		Serialized Items		
5.	Enter an Employee to issue to.	Employee to issue to			
6.	On the Details tab, enter a Classification and Number if appropriate for staged item.				
7.	To post the transaction click the icon or click the icon or click the intop right and answer Yes to Post.	Post corner		2 Adjustment Reclassification Purchase Regeipt Cgunt ∑unclude ▼ Order By ▼	
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Issue Form			Eile Edit View	File Edit View Window Help	
E OLE	eral Information Canvas General Details Serial Number Item to issue Pick list line: 3 Storeroom: SH Warehouse Classification: On-Hand Item: \$209088 Description: ABRASIVE, DI Quantity: 4 1.00 Serial number: Issue to Work task: 3 Title: Entity: Name: Cost group: Matl - Inventor G/L account: 5 Employee: [none]	ers Costs Description Stocking details- Current balance: 20.00 ea Location: 05-A-06 SC, 5'', COARSE BROWN, SCOT ea Partial issue	CH B	Image: Second	
+					
For Help,	press F1		•		

For Help, press F1



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