Item Issue Form

How to Issue using the Item Issue Form

1. Double-click the Template to Create a Single Issue icon
   or

2. Open the Inventory Item and select the Transactions view and New - Issue.

3. Items will be issued to either a Pick list line or a Work task.

4. Enter a Quantity to issue.

5. Enter an 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 Post icon or click the × in top right corner and answer Yes to Post.