

# Department Issues/Returns Training Manual

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## How to Change Stock Locations

Used to charge out stock items that have been requested and provided to a department that were not restocked from the exchange cart routine or a requisition. These stock items are expensed directly to the department.

This is also used to credit a department for a stock item being returned to store.

#### Step 1 – Go to Materials Management and Requisitioning Desktop

	Financial Info Systems Message/Task System	Accounts Payable Materials Management	Requisitioning Desktop Process Tasks Process Inventory Requisitions Process Restock Request From Multiple Process Exchange Cart Process Patient Issues Process Patient Issues From Location Process Item Requisitions Process Purchase Requisitions Process Purchase Orders	
Select the Inv Routi	Process Tasks Purchase Reqs Req Inquiry Req From Inv Item Reqs Restk Req Multi Inventory Reqs Exchange Carts Patient Issues Inv Routines Purchase Order			

Step 2 – Select the appropriate function

Depending on whether you want to process a department issue or return

Department Issue	
Department Return	
-	



ROV - Department Issue		Select deple	t the 'Inventory ting the stock f	r' you are rom				
Inventory Date of Record Department	GBH.MAIN 31/03/21 30701240300000		Enter 'T' for t	oday or the ap H ICU Med/Su	ppropriate date fo r	r this trar	nsaction	
Control Number			Enter the ' the stock t	correct' cost c o. You can use	entre (departmen the 'F9' to search	t you are of the de	providing epartment	
Stock Number 003306	*Quantity	Units/Sm BX/5 EA	nallest Unit	Item D DRESSING -	escription MEPILEX AG FO	Bin Loo	cation	
Enter the number y issuing a quantity	e item you are nd the being issued		Pay atten ensure yo quantity a	tion to the 'Ur u are charging and issuing un	nits/Smallest Unit' g out the correct it.	to		
Packaging CA/1	4 BX/5 EA							
							Cancel	S
4 – Save								

Once you have entered all of the stock issues for the selected department click 'Save' to complete the transaction(s)



### Step 5 – Department Return

📔 MM.ROV - Depart	ment Return		Sel ret	lect the 'In turning sto	ventory' you are ock to			
	Inventory Date of Record Department	GBH.MAIN 31/03/21 30701240300000		Enter 'T' fo	or today or the appro 8H ICU Med/Sur	priate date for this ti	ransaction	۲ <b>ـ</b>
	Control Number			Enter th the stor	he 'correct' cost centr ck. You can use the 'F	re (department) that 9' to search of the de	is returning partment	g
	Stock Numbe	* Retu er Quant 1	rn :ity	Units BX	Item Des	scription X AG FOAM 10		
	Enter	the item						
	number you are and the quantity being returned				Pay attention to the ensure you are char quantity and issuing	e 'Units/Smallest Unit rging out the correct g unit.	:' to	
	Packaging CA/	14 BX/5 EA						
	Allergen/Hazardou 1 2	15						
							Cancel	Save

#### Step 6 – Save

Once you have entered all of the stock returns from the selected department click 'Save' to complete the transaction(s)

#### **Department Issues and Returns**