Department Issues/Returns Training Manual

Version Date: March 2021

Accountable Author: Jo-Ann Ross

Table of Contents

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

Select the Inv Routines from the right hand side of the screen

Step 2 – Select the appropriate function

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

Step 3 – Department Issue

Select the 'Inventory' you are depleting the stock from

Enter 'T' for today or the appropriate date for this transaction

Enter the 'correct' cost centre (department you are providing the stock to. You can use the 'F9' to search of the department

Enter the item number you are issuing and the quantity being issued

Pay attention to the 'Units/Smallest Unit' to ensure you are charging out the correct quantity and issuing unit.

Step 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

Select the 'Inventory' you are returning stock to

Enter 'T' for today or the appropriate date for this transaction

Enter the 'correct' cost centre (department) that is returning the stock. You can use the 'F9' to search of the department

MM.ROV - Department Return

Inventory	GBH.MAIN
Date of Record	31/03/21
Department	307012403000000 GBH ICU Med/Sur

Control Number

Stock Number	*Return Quantity	Units	Item Description
003306	1	BX	DRESSING - MEPILEX AG FOAM 10

Enter the item number you are and the quantity being returned

Pay attention to the 'Units/Smallest Unit' to ensure you are charging out the correct quantity and issuing unit.

Packaging   CA/14 BX/5 EA

Allergen/Hazardous
1
2

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