

ISSUANCE TO DEPARTMENT



Listed in the *Figure 1* are the list of Issuances. The **Issuance to Department Module** is used to transfer stock items from one department to another.

Figure 1

Issuance to Department					
+ Record Item to Transfer					
Transfer #	From Department	To Department	Remarks	Action	
TRN-20190306-3	Purchasing	Accounting	Transfer Items to Accounting Department		
TRN-20181217-1	Admin	Accounting	Transfer from Admin to Accounting		
TRN-20181218-2	Purchasing	Restaurant	Transfer of Stocks from Purchasing Department to Kitchen Department		
Showing 1 to 3 of 3 entries					
< Previous 1 Next >					

Use the **Search Field** to search for the information from inside the table. Click the **Trash Button** to delete, **Pencil Button** to edit. Clicking the **+ Button** will open the transaction/ Issuance as shown in *Figure 2*. It can be printed and downloaded as pdf.

Figure 2

ITEM TRANSFER REPORT				TRN-20190306-3	
From Department:		Purchasing	Date:		03/06/2019
To Department:		Accounting	Terms:		12
Description	Quantity	Unit	Unit Price	Amount	
TSHIRT V COLLAR 40	1	Piece	1,120.00	1,120.00	
			Grand Total	1,120.00	
<div><div> Print</div><div> Download as PDF</div></div>					

Click the **Record Items to Transfer Button** to create. Fill the form and select items to transfer then click the **Save Changes Button** to save (*Figure 3*).

Figure 3

Add Item to issue

Transfer # :

* From Department :

* To Department :

* Terms :

Date issued :

Enter PLU or Search Item :

[Refresh](#)

Qty	UM	Item	Unit Price	Total	Action
<input type="text" value="1"/>	<input type="text" value="Piece"/>	Dell Intel I3 500GB 4GB RAM 17 Inches Laptop	<input type="text" value="37,000.00"/>	<input type="text" value="37,000.00"/>	
Discount :			0.00	Total Before Tax :	37,000.00
Tax :			0.00	Total After Tax :	37,000.00

Remarks :

[Save Changes](#) [Cancel](#)

Issuances Flowchart

