



## Issuing to a Job

SOP 223

Revision B, 10/30/2020

Approved by: Don Stanton

### PURPOSE:

After creating jobs, material must be issued to the job. This is completed through the Issue/Reserve Inventory function.

### PROCESS STEPS:

1. Navigate to Inventory > Issue / Reserve Inventory
2. In Job Number field, enter the job number for material to be issued.
3. Select the new Location Type and New Location where the issued materials will be located.
4. In the Issue / Reserve Inventory window, double-click on the first item. The "Edit Part" window will pop-up.
  - a. Enter quantity in the To Issue field and click Select Lots in the header if item is lot tracked.
    - i. Click on appropriate system lot number and enter quantity to be issued to the job.
    - ii. Continue to choose appropriate system lots until needed quantity is issued to job.
    - iii. Save and close the "Edit Quantity" window.
    - iv. Click Apply.
  - b. Click Next to input information for all items on job.
  - c. Click Save and exit "Edit Part" window.

**NOTE:** The quantities input for each item in the "To Issue" field are now populated in the Issue/Reserve Inventory window in the "To Issue" column.

5. Click Save in the header. If printing picklists or lot labels, select appropriate printer.

### REVISIONS

Rev	Date	Change
I/R	01/24/2018	New
A	3/21/18	Button names
B	10/30/20	Change to v16 Menu names