

CMS FINISH LINE

DAILY

- ☐ **Receive Ordered Goods (Receiving Tickets)**
Back of the House → Inventory management → Receiving and Stock Transfers
- ☐ **Send or receive Stock Transfer (inventory adjustments) when applicable**
Back of the House → Inventory management → Receiving and Stock Transfers
- ☐ **Edit and Complete Milk order (for 2 days out)**
Back of the house → Procurement → Shopping list → Enter shopping list → enter date
- ☐ **Print Receiving Ticket for Milk (for next day, adjustments must be made by 9:00am)**
Reports → Inventory → Receiving Tickets
- ☐ **Enter Daily Entry for Snacks, Supper and off sites (previous day)**
Front of the House → Accountability → Daily Entry → New
- ☐ **Manually Complete Daily Production Worksheets (CA format) & Sign**
- ☐ **Complete Production Record (CA format) Update – Must match Production Worksheet**
Back of the House → Production → Daily Production → Find date and meal service
- ☐ **Complete Bank Deposit**
Front of the House → Day end processing → Bank Deposit → Click on Date
- ☐ **Complete and Review All in One Reports & Save to All in One Report folder on Desktop**
Reports → All in One reports
 - **Bank Deposit** – CMS matches deposit slip
 - **Till** – no shortages, reason must be in comments in CMS
 - **Edit Check** – all meals in CMS, meals do not exceed attendance
 - **Production Report**- Meals claimed on Production Record match Edit Check
- ☐ **Verify All Daily Paperwork has been completed and signed including all HACCP/Temperature logs, timesheets, flushing logs (if required) etc.**

WEEKLY

(Refer to CMS Ordering Calendar for changes to CMS tasks deadlines)

Monday

- ☐ **Print & Review Foods Warehouse, CK, and Gold Star Receiving Tickets**
 - For upcoming week, warehouse adjustments must be sent to Food Order Desk by Monday
 - ☐ CK sites (NNC Orders) by 12:00 PM
 - ☐ Prep sites by 3:00 PM

Wednesday

- ☐ **Complete EZ Steps for Projected Menu Plan Quantities**
- ☐ **Edit and Save Shopping Lists**

Thursday

- ☐ **Create Production Records** (For upcoming week)
 - ☐ **Edit Projected Production Numbers** (For upcoming week)
 - ☐ **Print Recipes (Only if recipe(s) were updated)** (For upcoming week)
 - ☐ **Print Production Worksheet** (For upcoming week)

MONTHLY

- ☐ **Print Rosters**
 - ☐ **Print out CMS and MISIS eligibility roster on the 1st operating day of each month**
 - ☐ **No need to distribute Account Balance Letters due to SSO waivers**
- ☐ **Conduct Physical On-Site Inventory** (last working day of month)
 - ☐ **Enter Physical Inventory Count**
 - ☐ **Review Physical Inventory Value Report**
 - ☐ **Complete Inventory**

AS NEEDED: Stock Transfers Inventory Adjustments

- ☐ **Print CMS & MiSiS eligibility roster on the FIRST operating day of the month**