



# LAUSD

## Food Services Division



“Nourishing Children to Achieve Excellence”

# BACK OF HOUSE

# CAFETERIA MANAGER

## TRAINING V. 45

Horizon Release 2019.1.345.0  
Revised Oct-2019



FOR ASSISTANCE OR QUESTIONS, INPUT REMEDY TICKET AT:

<https://lausd-myit.onbmc.com>

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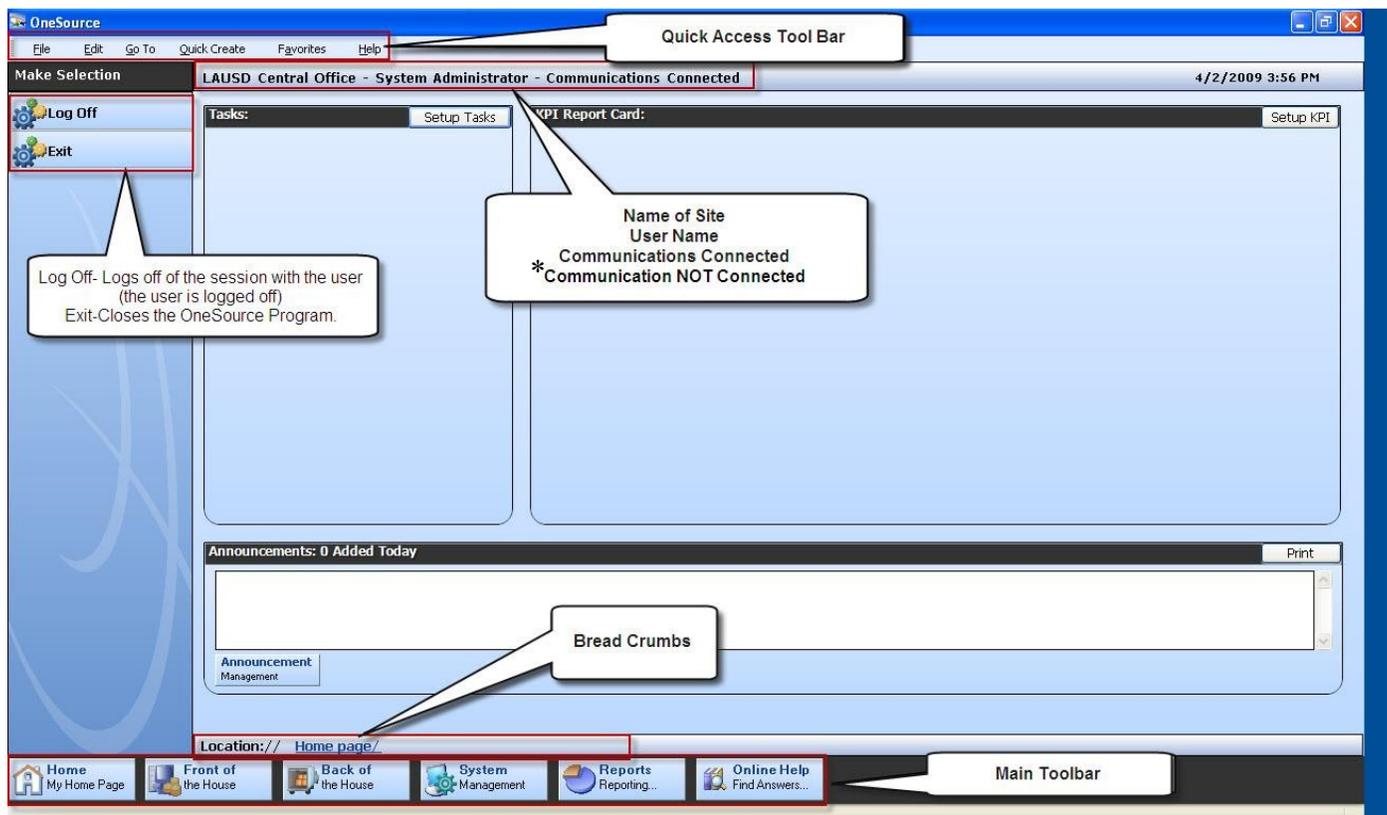
## SECTION 1: NAVIGATING ONESOURCE

### 1.1 LOGGING ONTO ONESOURCE

- 1) Double click on the OneSource icon on the desktop. The OneSource will open according to your SSO access.



### 1.2 HOMEPAGE



*\*Note: If Communications NOT connected, displays in red at the top of the Homepage screen, Monitor through the day, make sure computer returns to **Communications Connected**. (Remember, communication come on and off all day) if you notice that communications have not been changed to **Communications Connected**. Input a **Remedy Ticket***

## SECTION 2: TOOLBARS

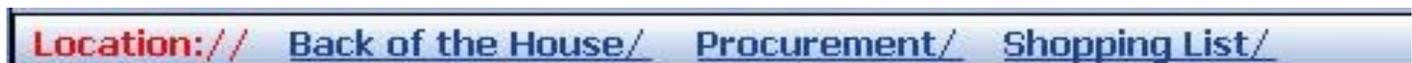
### 2.1 MAIN TOOLBAR



- **Home**—select to return to the **Homepage**.
- **Front of the House**—select to display the **Front of the House** menu.
- **Back of the House**—select to display the **Back of the House** menu.
- **System Management**—select to display the **System Management** menu.
- **Reports**—select to display the **Reports** menu.
- **Online Help**—select to display the **Online Help** relevant to what screen you are on.

### 2.2 LOCATION CONTROL (BREADCRUMBS)

The **Breadcrumb** control is located above the **Main** toolbar. It identifies the path of the currently displayed menu screen. You can quickly return to a previously viewed menu by selecting one of the **Menu Links** in the path.





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## SECTION 3: TIMELINE FOR FOOD SERVICE DIVISION

### 3.1 CMS Finish Line

#### DAILY

1. **Receive Daily Ordered Goods- (Receiving Tickets)**  
*Back of the House → Inventory Management → Receiving & Stock Transfers*
2. **Print Receiving Ticket for Milk-** (for next day, any adjustments **MUST** be faxed by 9:00 am)  
*Reports → Inventory → Receiving Tickets*
3. **Enter Daily Entry for Snacks, Supper and Offsite** (previous day)  
*Front of the House → Accountability → Daily Entry → New*
4. **Edit & Complete Milk Order** (for 2 days out)  
*Back of the House → Procurement → Shopping List → Enter Shopping List → Enter Date*
5. **Manually Complete Daily Production Worksheet**
6. **Complete Production Record Update**  
*Back of the House → Production → Daily Production (Find Date and Meal Service)*
7. **Complete Bank Deposit**  
*Front of the House → Day End Processing → Bank Deposit → Click on Date*
8. **Complete & Review All in One Reports:** *Reports → All in One Report*
  - **Bank Deposit to Review:** *Reports → Point of Service → Bank Deposit → Enter Date*
  - **Till Report:** *Reports → Point of Service → Till Report → Enter Date*
  - **Meal Count Report:** *Reports → Point of Service → Meal Count Report → Enter Date*
  - **Production Report:** *Reports → Point of Service → Production Report → Enter Date*

#### WEEKLY

##### MONDAY- Review Previous week's reports

- **Profit & Loss Report-** *Reports → Production → Profit & Loss Report*
- **Edit Check Report-** *Reports → Point of Service → Edit Check*
- **Print Receiving Tickets-** For upcoming week, any adjustments needed must be sent to vendors by:  

CK sites by 12:00pm	Prep Sites by 3:00pm
---------------------	----------------------

##### WEDNESDAY – Complete EZ-Steps for Projected Menu Plan Quantities (Refer to CMS Calendar)

- **Edit & Review Shopping List (Refer to CMS Calendar)** Do not complete Shopping List

##### 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

1. **Conduct Physical On-Site Inventory** (Last working day of the month)
2. **Enter Physical Inventory Count**
3. **Review Physical Inventory Value Report**
4. **Complete Inventory**  
**IF NEEDED:** Stock Transfers Inventory Adjustments



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## SECTION 4: STOCK NUMBERS AND RECIPES

**Vendor ID + Line Number = Stock Number**

Example: 1 + 221 = 1221

Vendor ID	Stock Number	Category
1	1221	Groceries
2	2057	Meat
3	3098	Produce
4	4403	Supplies
5	5100	Chemicals
6		Goldstar
7		Driftwood

### 4.1 Recipes and Newman Nutrition Items

Recipes include the following:

- An “**R**” before a number indicates that the number is a **Recipe** and that it is composed of multiple inventory items that are assembled at a school site:  
EX: **R1015**- Oven Baked Cheese Pizza
- An “**HP**” after a number indicates that an item is a “**Hot Pack**” recipe only from the Central Kitchen (CK) and that it composed of items that are assembled at the CK:  
EX: **R1015HP**- Oven Baked Cheese Pizza
- A “**CP**” after a number indicates that an items is a “**Cold Pack**” recipe only from the Central Kitchen (CK) and that is composed of items that are assembled at the CK:  
EX: **R1211CP**- Garden Salad w/ Egg & Saltines
- An “**N**” in a recipe also indicates that it is an item prepared by CK:  
EX: **R1211N**- Garden Salad w/Egg & Saltines
- An “**NPREP**” in a recipe also indicates that is an item prepared by CK:  
EX: **R0381NPREP**- Mexicali BBQ Chicken Salad

## SECTION 5: PLACING AN ORDER (EZ-STEPS)

### DOCUMENTS NEEDED TO COMPLETE EZ-STEPS

- **Order Calendar -Print from Food Service Website (FSW)**
- **Monthly Menu- Print from FSW**
- **Shopping List Worksheet (See Instruction in Section 5.10)**

The Ordering Process in CMS consist of three (3) major functions:

#### 1. Projecting Menu Plan Quantities (two weeks out)

Projected Quantities are entered for each menu item.

#### 2. Forecast (two weeks out)

The system will take the entered numbers and calculate (Forecast) the projected amount of ingredients needed. System will populate a Shopping List based on the forecast divided by specific vendor and delivery date. The delivery dates are determined based on the school site's specific vendor delivery schedule.

#### 3. Review & Editing Shopping List (one week out)

Once the orders have been created, review the orders. Make adjustments by reducing or adding quantities of an item. You may also add any item not on shopping list or remove any item. This will be performed for every Shopping List per vendor. A Shopping List is simply a list of items that are ordered for a specific delivery date. Once finished, **DO NOT COMPLETE SHOPPING LIST.**

Week 3	Tuesday 11-03	Wednesday 11-04	Thursday 11-05	Friday 11-06
<p><b>Menu Plan</b></p> <p>Monday 11-01-16            Breakfast: Pancakes, Fruit, Milk            Lunch: Chicken Sandwich, French Fries, Milk            Dinner: Beef Stroganoff, Rice, Mashed Potatoes, Milk</p>	<p>Tuesday 11-02-16            Breakfast: Pancakes, Fruit, Milk            Lunch: Chicken Sandwich, French Fries, Milk            Dinner: Beef Stroganoff, Rice, Mashed Potatoes, Milk</p>	<p>Wednesday 11-03-16            Breakfast: Pancakes, Fruit, Milk            Lunch: Chicken Sandwich, French Fries, Milk            Dinner: Beef Stroganoff, Rice, Mashed Potatoes, Milk</p>	<p>Thursday 11-04-16            Breakfast: Pancakes, Fruit, Milk            Lunch: Chicken Sandwich, French Fries, Milk            Dinner: Beef Stroganoff, Rice, Mashed Potatoes, Milk</p>	<p>Friday 11-05-16            Breakfast: Pancakes, Fruit, Milk            Lunch: Chicken Sandwich, French Fries, Milk            Dinner: Beef Stroganoff, Rice, Mashed Potatoes, Milk</p>



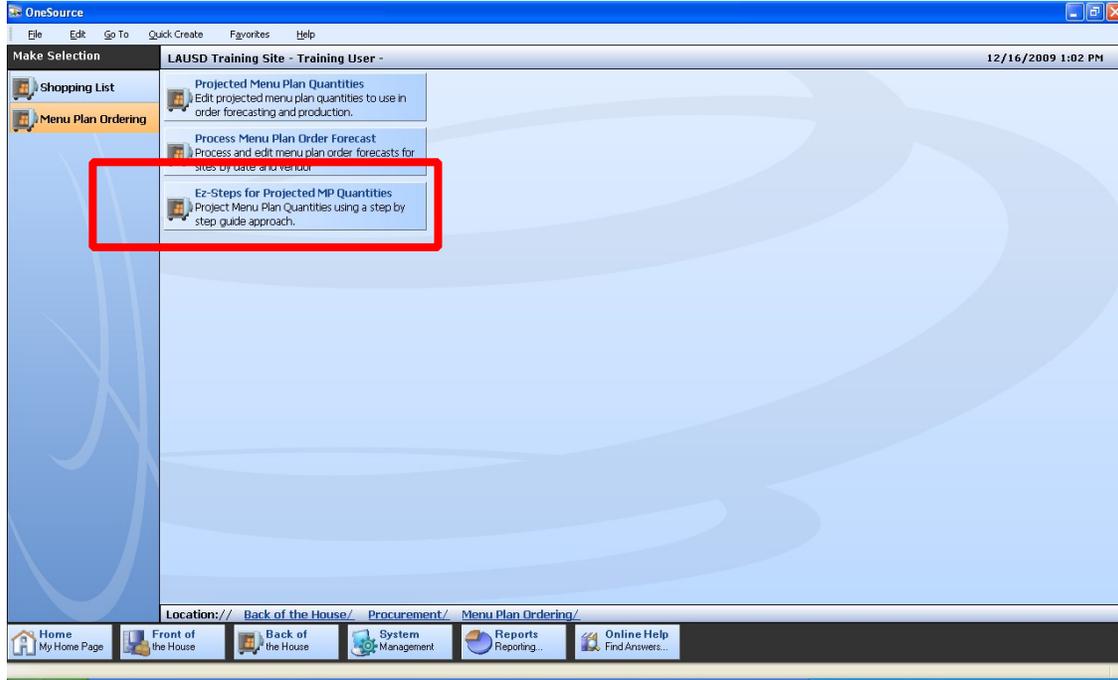
**MENU PLAN QUANTITIES**

**FORECAST**

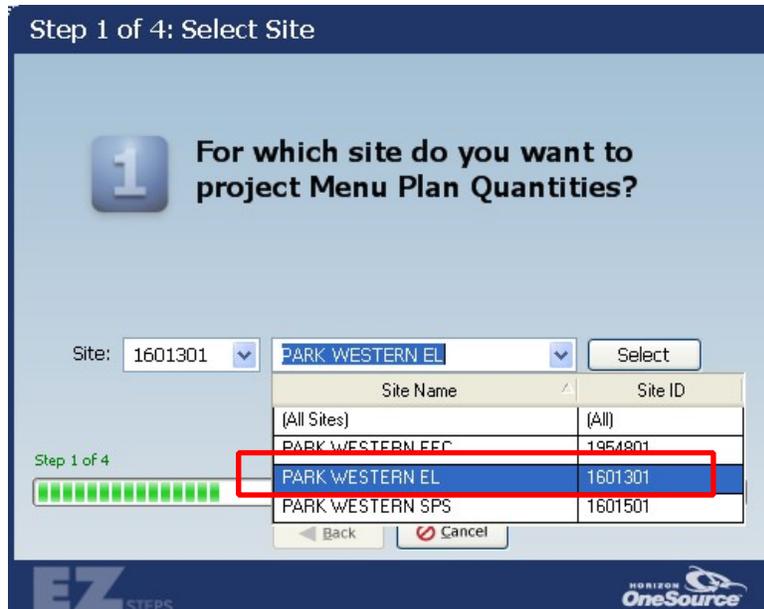
**SHOPPING LIST**

## 5.1 Edit Projected Menu Plan Quantities

- Go to **Back of the House > Procurement > Menu Plan Ordering > EZ-Steps for Projected MP Quantities**



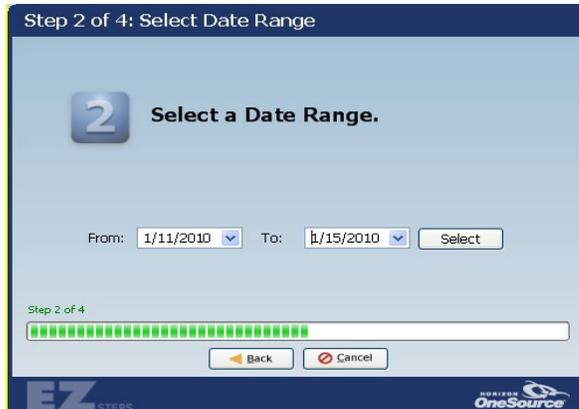
**STEP 1-** Select the site you would like to complete **Menu Plan Quantities** for using the drop down menu (**Select one site at a time**).



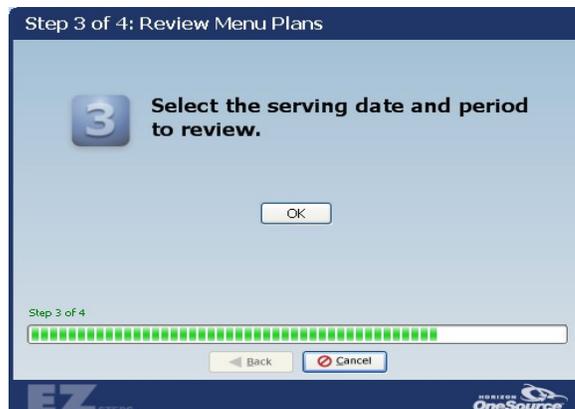
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**STEP 2-** Select the **Date Range** (for two weeks out) and click on the **Select** button.

*\* Select for 2 weeks out (Refer to your CMS ordering calendar).*



**STEP 3-** Click the “OK” button



The **Review Menu Plans List** screen will appear. It will list the Menu Plan for all sites, select the serving line and serving period to begin adjustments.

Select Menu Plan	Site ID	Site Description	Serving Date	Age Group	Serving Period	Serving Line	Adjusted Feeding Figure	Productio Created	Editing of Menu Plan Completed
Select	1601301	PARK WESTERN EL	01/03/2	LAUSD AG	Breakfast	NNC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/03/2	LAUSD AG	Snack	NNC-Snack	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Snack	NNC-Snack	110	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/03/2	LAUSD AG	Lunch	NNC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Lunch	NNC/EEC	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/04/2	LAUSD AG	Breakfast	NNC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/04/2	LAUSD AG	Snack	NNC-Snack	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Snack	NNC-Snack	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Lunch	NNC/EEC	110	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/04/2	LAUSD AG	Lunch	NNC	100	<input type="checkbox"/>	<input type="checkbox"/>

**SEE NEXT PAGE FOR INSTRUCTION ON HOW TO SORT MENU PLANS**

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To sort menus by Serving Period, click on the “Serving Period” column title.

Select Menu Plan	Site ID	Site Description	Serving Date	Age Group	Serving Period	Serving Line	Adjusted Feeding Figure	Productio Created	Editing of Menu Plan Completed
	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/04/2	LAUSD AG	Breakfast	NNC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/05/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/05/2	LAUSD AG	Breakfast	NNC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/06/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/06/2	LAUSD AG	Breakfast	NNC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/07/2	LAUSD AG	Breakfast	NNC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/07/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1601301	PARK WESTERN EL	01/03/2	LAUSD AG	Lunch	NNC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Lunch	NNC/EEC	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Lunch	NNC/EEC	110	<input type="checkbox"/>	<input type="checkbox"/>

To sort menus by Site, click on the “Site Description” column title.

Select Menu Plan	Site ID	Site Description	Serving Date	Age Group	Serving Period	Serving Line	Adjusted Feeding Figure	Productio Created	Editing of Menu Plan Completed
	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Snack	NNC-Snack	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Lunch	NNC/EEC	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Snack	NNC-Snack	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Lunch	NNC/EEC	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/05/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/05/2	LAUSD AG	Snack	NNC-Snack	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/05/2	LAUSD AG	Lunch	NNC/EEC	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/06/2	LAUSD AG	Breakfast	NNC/EEC	100	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/06/2	LAUSD AG	Snack	NNC-Snack	110	<input type="checkbox"/>	<input type="checkbox"/>
	1954801	PARK WESTERN EEC	01/06/2	LAUSD AG	Lunch	NNC/EEC	110	<input type="checkbox"/>	<input type="checkbox"/>

## 5.2 ADJUST STUDENT PARTICIPATION FEEDING FIGURE

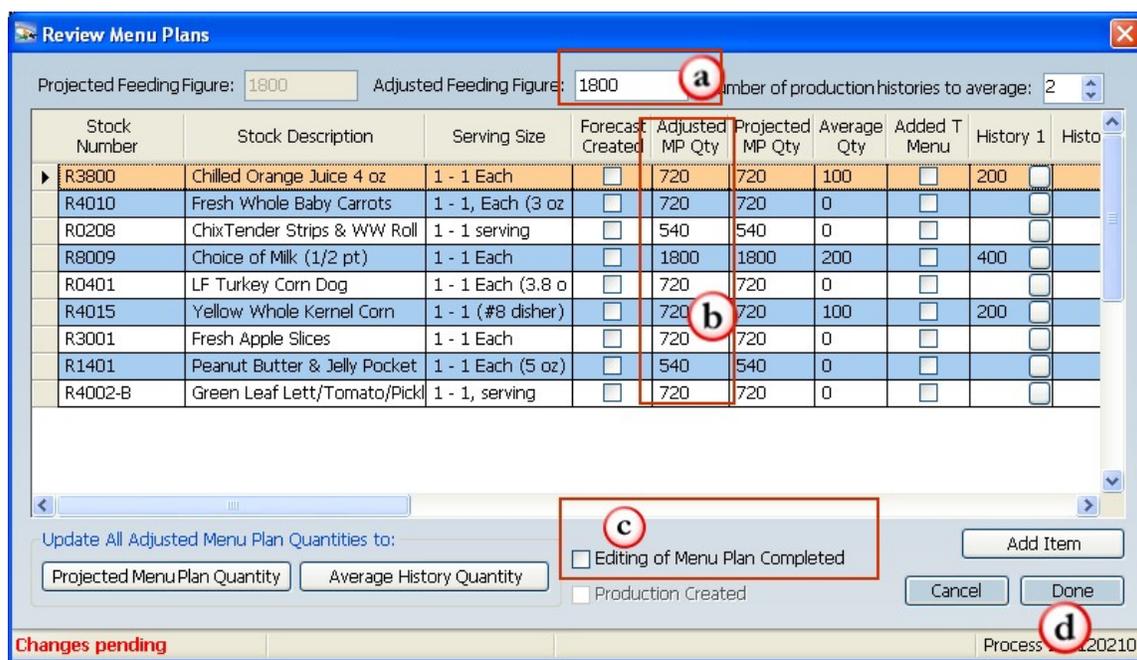
The **Feeding Figure** is the expected number of items that are served on a specific date and serving period. This **must** be changed (adjusted) for how many students are expected to be served during that meal.

1. Click once on the **Select** button next to the correct **Serving Date** and **Serving Period** to review the menu.



2. The **Review Menu Plans** screen will be on display.
3. Click the **Adjusted Feeding Figure** box and enter the expected number of student to be fed on that specific serving period. Press the **Enter** key on the keyboard to re-populate the **Adjusted MP Qty**. To adjust the quantity of any item, double click on the number in the **Adjusted MP Qty** column (To remove an item from the **Menu Plan**, enter “0”).
  - a. Enter the expected number of students to be fed on that specific serving period
  - b. Change the quantity for each item to accommodate the site needs
  - c. Check the Editing of Menu Plan Completed to mark complete
  - d. Click the Done button, this will return you to previous screen.

*\* To Add items continue to next page and skip steps c & d. If not follow steps listed.*



## 5.3 ADD ITEMS TO SCHEDULED MENU PLAN

If a scheduled **Menu Plan** is changed, an item must be added to the **Projected Menu Plan Quantities** within the **Review Menu Plans** screen. In order to add an item follow these steps:

1. Double click the date of the Menu you would like to adjust. The **Review Menu Plans** screen will appear with the **Projected Menu Plan Quantities**.
2. Click the **Add Item** button.

Stock Number	Stock Description	Serving Size	Forecast Created	Adjusted MP Qty	Projected MP Qty	Average Qty	Added T Menu	History 1	History 2
R3800	Chilled Orange Juice 4 oz	1 - 1 Each	<input type="checkbox"/>	720	720	100	<input type="checkbox"/>	200	<input type="checkbox"/>
R4010	Fresh Whole Baby Carrots	1 - 1, Each (3 oz)	<input type="checkbox"/>	720	720	0	<input type="checkbox"/>		<input type="checkbox"/>
R0208	ChixTender Strips & WW Roll	1 - 1 serving	<input type="checkbox"/>	540	540	0	<input type="checkbox"/>		<input type="checkbox"/>
R8009	Choice of Milk (1/2 pt)	1 - 1 Each	<input type="checkbox"/>	1800	1800	200	<input type="checkbox"/>	400	<input type="checkbox"/>
R0401	LF Turkey Corn Dog	1 - 1 Each (3.8 oz)	<input type="checkbox"/>	720	720	0	<input type="checkbox"/>		<input type="checkbox"/>
R4015	Yellow Whole Kernel Corn	1 - 1 (#8 disher)	<input type="checkbox"/>	720	720	100	<input type="checkbox"/>	200	<input type="checkbox"/>
R3001	Fresh Apple Slices	1 - 1 Each	<input type="checkbox"/>	720	720	0	<input type="checkbox"/>		<input type="checkbox"/>
R1401	Peanut Butter & Jelly Pocket	1 - 1 Each (5 oz)	<input type="checkbox"/>	540	540	0	<input type="checkbox"/>		<input type="checkbox"/>
R4002-B	Green Leaf Lett/Tomato/Pickl	1 - 1, serving	<input type="checkbox"/>	720	720	0	<input type="checkbox"/>		<input type="checkbox"/>

3. The **Add Item to Projected Menu Plan Quantities** screen displays.
  - a. Choose **Recipe** by selecting it at the top of the screen under **Search Criteria**.
  - b. Type in the **Recipe Number** or the **Recipe Description**.
  - c. Click on the **Search** button
  - d. Click on the **Recipe Number** from the box on the right, this will select the recipe.
  - e. In the **Serving Size** section, enter the **Quantity** (quantity per student).
  - f. Choose correct **Serving Size Measurement** under the **Measure** drop down menu.
  - g. Enter the number of **Servings to Add** to the item that will be added to the scheduled menu in the text box. (Use best judgement to determine quantity).
  - h. Select whether the item is **Food/Non-Food/A la Carte** from the drop-down list.
  - i. Click **Save and Add Another Item** button if more items need to be added to menu. Click **Add Item and Return** to add current item and return back to the **Projected Menu Plan Quantities** screen.

SEE NEXT PAGE FOR EXAMPLE

\* Note: if you are adding multiple items, the last item you enter will appear in the text box labeled “Last Item Added” in grey.

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The screenshot shows the 'Add Item to Projected Menu Plan Quantities' window. It includes a search section with radio buttons for 'Stock Item' (a) and 'Recipe'. Below are fields for 'Item ID' (b) and 'Description'. A search results table (d) lists items like 'CHEESE CREAM LITE IND 100/10Z'. The bottom section has 'Add Item' fields for 'Item' (g), 'Quantity' (e), and 'Measure' (f). There are also 'Servings to Add' (g), 'Food / Non Food / Ala Carte' (h), and buttons for 'Save and Add Another Item', 'Add Item and Return' (i), and 'Close'. A 'Last Item Added' field is at the bottom.

4. After returning to the **Review Menu Plans** screen, check the **Editing of Menu Plan Completed** box. Only check this box once completely finished with editing the **Menu Plan Quantities** for that serving period.
5. Click **Done** button.
6. Complete all other **Menu Plans** for that **Date Range** specified, repeat steps 2 through 6.

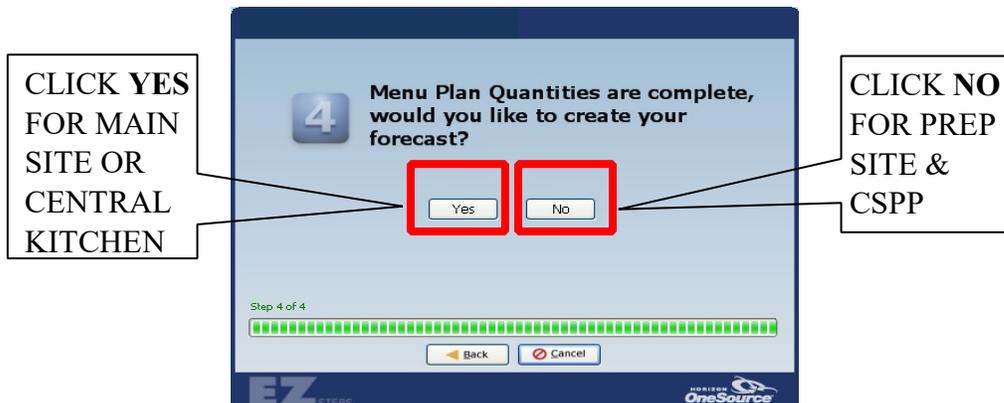
The screenshot shows the 'Review Menu Plans' window with a table of menu plans. The table has columns: Select Menu Plan, Site ID, Site Description, Serving Date, Age Group, Serving Period, Serving Line, Adjusted Feeding Figure, Production Created, and Editing of Menu Plan Completed. The 'Done' button at the bottom right is highlighted with a red box.

7. After all the **Menu Plans** are completed, the screen will be blank, then Click **Done**.

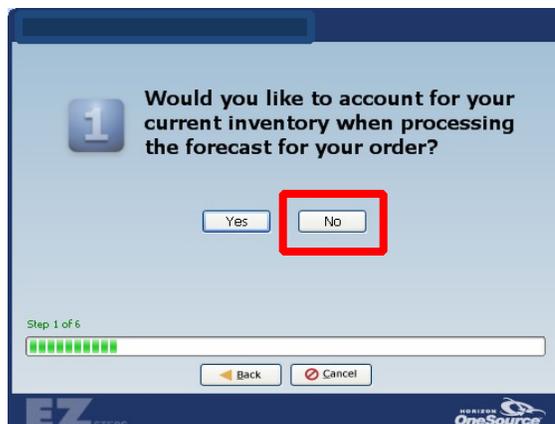
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## 5.4 CREATE AN ORDER FORECAST

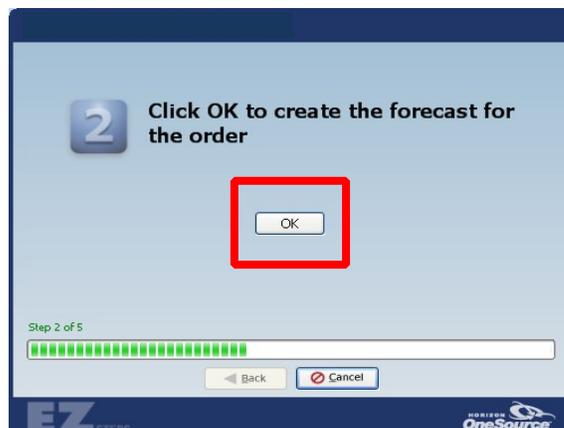
**STEP 1-** Click the **Yes** button if you have completed **EZ- Steps** and **Meal Plan Quantities** for Main site or Central Kitchen offsite. **CLICK NO FOR PREP SITES & CSPP.**



**STEP 2-** Click the **NO** button



**STEP 3-** Click **OK** \* *Soon after, an error message will appear, click OK.*



**STEP 4-** The **Create Forecast** screen will display, then click **Done**.

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\* When arriving to this screen, only action required is to click **Done**.

Stock Number	Stock Description	Case Description	Delivery Date	Order Quantity	Forecast Quantity
1031	SALSA 4/1 GAL	CS/4	10/20/2009	2	2
1077	POTATOES MASHED FLAKE 6/5 LB	CS/6	10/22/2009	1	1
1120	SAUCE CHEESE 6/106 OZ POUCH	CS/6	10/20/2009	2	2
1135	OLD FASHIONED CC TOPPING 6/5	CS/6	10/21/2009	1	1
1164	OLD FASHIONED CC MIX 6/4LB12	CS/6	10/21/2009	1	1
1363	TACO SHELL PIECES 60/1.5 OZ	CS/60	10/20/2009	4	4
1703	RICE BROWN 25 LB	BAG/25	10/22/2009	5	5
1853	CEREAL BRAN FLKS/RAISIN 96/10	CS/96	10/21/2009	32	32
1878	CEREAL MLTGRN CHEERIOS 96/10	CS/96	Multiple	5	5
1887	CEREAL OATS TOASTED 96/1 OZ	CS/96	Multiple	6	7
1902	BEANS PINTO 6/#10 CAN SRP	CS/6	10/20/2009	5	5
1915	CRACKERS GRAHAM LOWFAT 150	CS/150	Multiple	7	8
1924	TORTADA BOWL ENBLE 72 EA	CS/72	10/20/2009	4	4

\*Current Inventory is comprised of On Hand, On Order, Reserved by Production, and pending Forecast

Changes pending Process ID: 120753

**STEP 5-** Print pull ticket, click **NO**.

**STEP 6-** Complete Shopping List, click **NO**

3 Would you like to print the forecast pull ticket?

Yes No

Step 3 of 7

Back Cancel

Step 3 of 5: Automatically Complete Shopping Lists

3 Would you like to automatically complete the Shopping Lists when your order is created?

Yes No

Step 3 of 5

Back Cancel

**STEP 7-** Ready to process forecast, **YES**

**STEP 8-** View Shopping List, click **YES**.

Step 4 of 5: Process Forecast

4 Are you ready to process your forecast?

Yes No

Step 4 of 5

Back Cancel

Step 5 of 5: Forecast Processing Complete

5 You have completed Menu Plan Forecasting. Would you like to view the Shopping Lists?

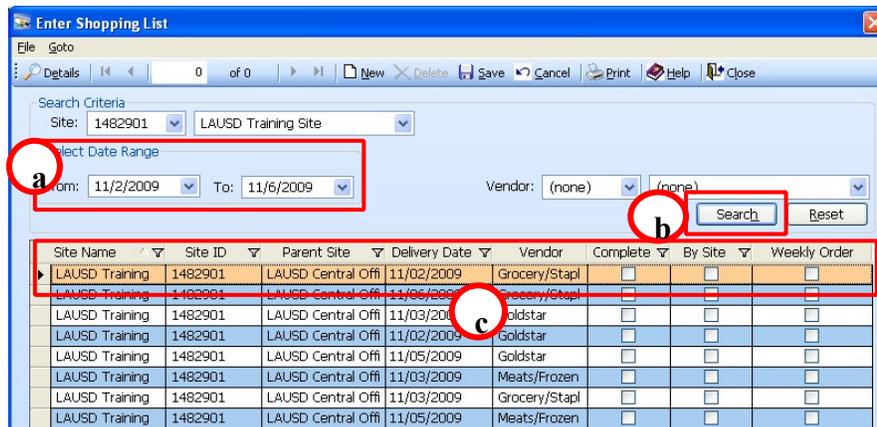
Yes No

Step 5 of 5

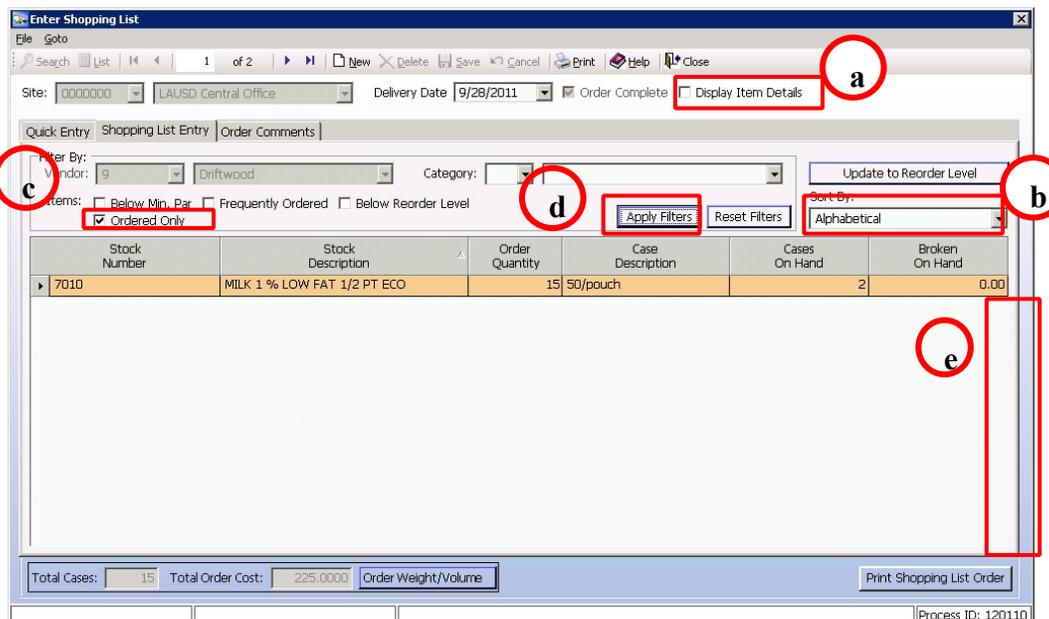
Back Cancel

## 5.5 REVIEW A SHOPPING LIST

1. The **Enter Shopping List** screen will display.
  - a. Enter the delivery **Date Range** using the drop-down calendar. The **Date Range** is the following Monday through Friday (Refer to the CMS Order Calendar).
  - b. Click the **Search** button.
  - c. The relevant shopping lists appear. Select and open the **Shopping List** to edit **Order Quantities** for that specific vendor and delivery date by double clicking on it.



2. Select the **Shopping List Entry** tab. This displays every item you could possibly order.
  - a. Uncheck the **Display Item Details** box.
  - b. Under the **Sort By** drop-down menu, choose **Alphabetical**.
  - c. Click to check **Order Only**.
  - d. Click **Apply Filters**
  - e. Use scroll bar at right to locate item. Under **Order Quantity**, verify amount needed for that delivery date. Repeat steps a-e until finished reviewing and editing **Shopping List**.



## 5.6 ADD AN ITEM TO THE SHOPPING LIST ORDER

All supplies, seasonings and condiments need to be added to the **Grocery/Staples/Supplies Shopping List**- the system never orders these items for you. There are two methods to add items to the Shopping List- **Quick Entry & Shopping List Entry Method**.

### QUICK ENTRY METHOD

This method is a much faster way of entering data. In the **Shopping List Entry** screen, the **Quick Entry** tab is selected.

- Click inside **Stock Number** box and type inventory number item to add  
\*TIP-use tab key on keyboard to navigate to next box
- Order Quantity**: Enter the number of cases to be ordered
- Click **OK** to enter the data- if using the Tab key, once hitting Enter when **OK** is highlighted, this will return you to the Stock Number text box for next entry.
- Your entry will be displayed in the grey box labeled **Last Entry**
- If you would like to continue to add items, repeat process a-c until complete.
- Once finished adding items, click **Save**.

After saving, return back to Review Shopping List (see section 5.5) and complete.

*\* If you enter an incorrect Order Quantity, re-enter the stock number and the corrected Order Quantity and click OK- this replaces the incorrect quantity with the correct quantity.*

The screenshot shows the 'Enter Shopping List' window. Key elements are highlighted with red boxes and letters:

- a**: Stock Number input field
- b**: Order Quantity input field
- c**: OK button
- d**: Last Entry text box
- e**: Save button in the menu bar

Other visible elements include: Site: 1853601, LAUSD Training Site, Delivery Date: 10/22/2009, Order Complete checkbox, Display Item Details checkbox, Quick Entry (selected) / Shopping List Entry / Order Comments tabs, On Hand Quantities (Cases, Broken), On Order (Cases), Cost, Total Cost, Item Details section with usage history and inventory group information, and a 'Changes pending' status bar at the bottom.

## SHOPPING LIST ENTRY METHOD

This method is best used when you do not have the item **Stock Number** available to input in the **Quick Entry** tab. The **Shopping List Entry** tab allows you to search for the item by its description.

1. Select the **Shopping List Entry** tab. This displays every item you could possibly order. *(To see all inventory, make sure the Ordered Only box is not checked)*
  - a. Uncheck the **Display Item Details** box
  - b. Under the **Sort By** drop-down menu, choose **Alphabetical**
  - c. Using the scroll bar on the right, scroll down and select the item you need
  - d. Type in the **Order Quantity** for how many cases you would like ordered for that **Delivery Date**.

Repeat steps a-d until you are finished adding to your shopping list.

2. If you would like to reduce the items are searching for, click the **Vendor** or **Category** drop-down menu and select the relevant option. Click **Apply Filters**. Repeat steps a-d to add or amend the **Order Quantities**.
3. To view **ALL** items that you have ordered, first make sure the **Category** and **Vendor** drop-down menus are blank. Check the **Ordered Only** box. Click **Apply Filters** button. Once finished entering **Order Quantities**, click **Save** button at top of page.

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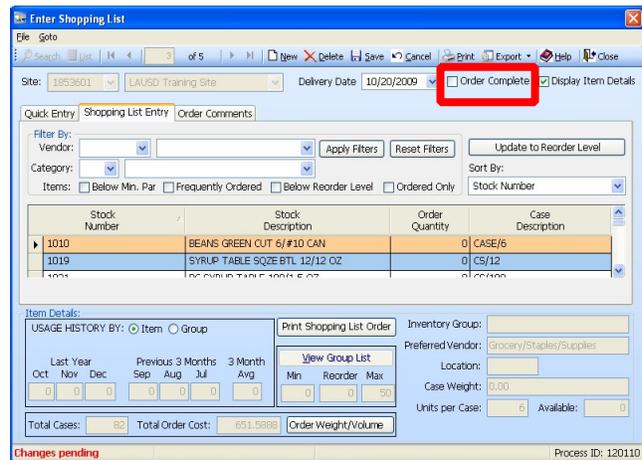
## 5.7 COMPLETE A SHOPPING LIST

1. From either the **Quick Entry** OR the **Shopping List Entry** screen, review the **Shopping List** order after you add all your items (see section 5.5).
2. Once you have reviewed the **Shopping List Order** and everything is correct and **COMPLETELY DONE**, checkmark the **Order Complete** box at the top right of the screen.

### Quick Entry Tab



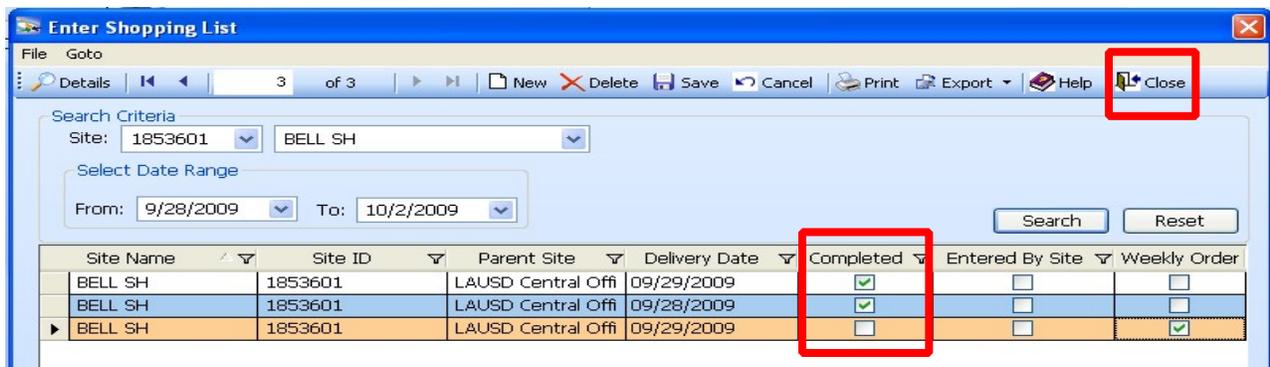
### Shopping List Entry Tab



### 3. Click Save



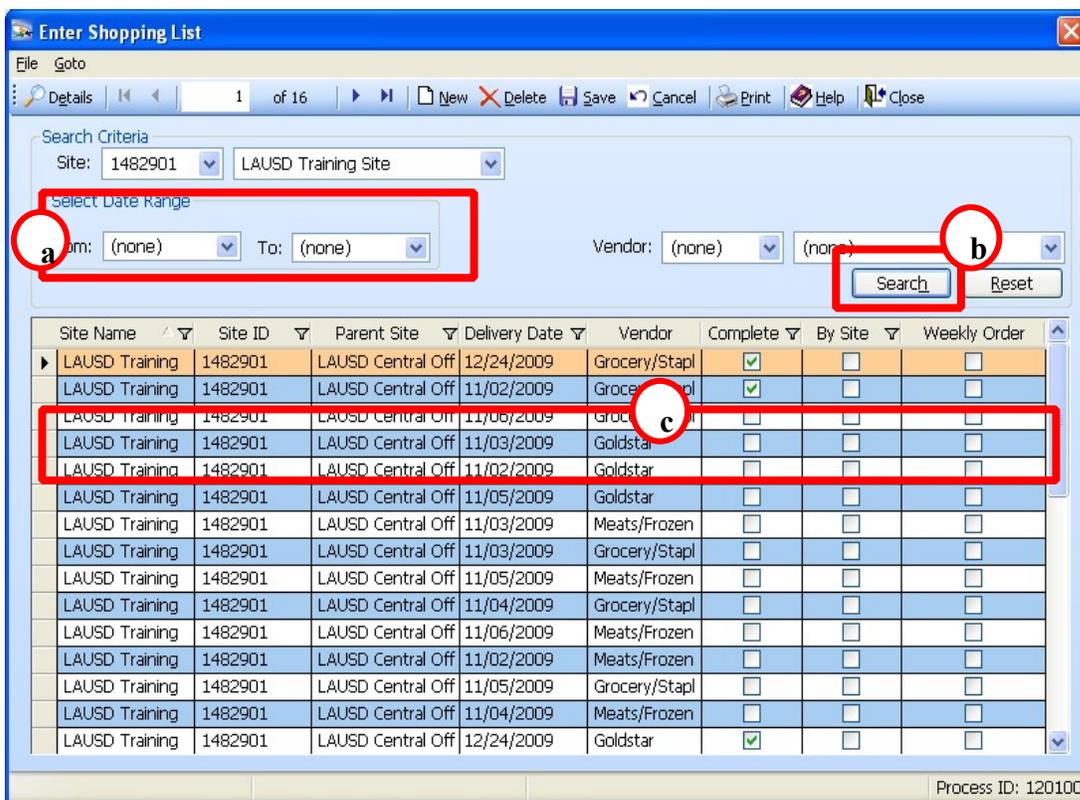
4. Close the **Enter Shopping List** window. This returns you to **Shopping List**.
5. Repeat the process of checking each **Shopping List** by reviewing it and adding the appropriate items (see section 5.5 and 5.6) until all lists are completed.
6. Close the **Shopping List** window.



## 5.8 ACCESS SHOPPING LIST AFTER EZ-STEPS

To access and complete a **Shopping List**, follow these steps:

1. Go to **Back of the House > Procurement > Shopping List > Enter shopping List**
2. The **Enter Shopping List** window will appear.
  - a. Use drop-down **Date Range** box to enter dates (M-F).
  - b. Click **Search**
  - c. Double click on the line of **Delivery Date** and **Vendor** that has not been completed.



3. The **Enter Shopping List** details screen appears.
  - a. Make any last minute changes to your order (see section 5.6).
  - b. Check the **Order Complete** box
4. Click **Save**
5. Click **Close** on **Shopping List** details screen.
6. Repeat steps **2 through 5** to complete all **Shopping Lists** for the **Shopping Lists Date Range**
7. Close all the **Shopping List** windows by clicking the **Close** Button.
8. Click the **Home** button to return to **Homepage**.

## 5.9 NO ORDER NEEDED (EXISTING SHOPPING LIST)

If your site does not require a delivery for the scheduled delivery day, you must check the **NO ORDER** box.

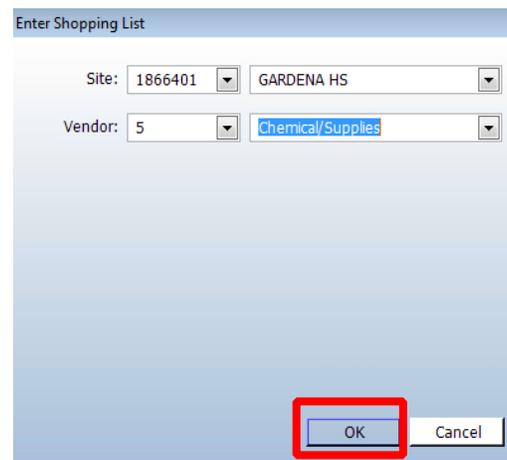
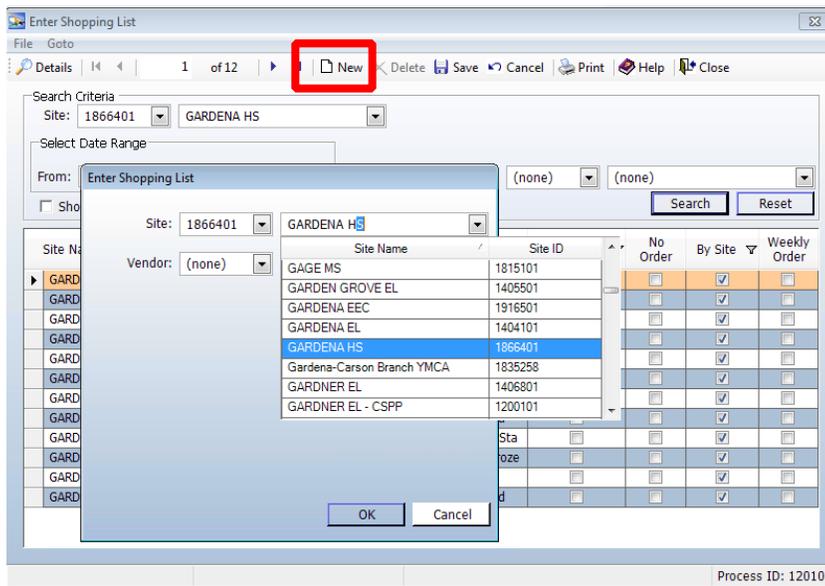
1. Go to **Back of the House > Procurement > Shopping List > Enter Shopping List**
2. Enter the **Delivery Date** range using the drop-down calendar
3. Click **Search**. The relevant shopping lists appear. Select and open the **Shopping List**
  - a. Check the **No Order** box for that specific vendor and delivery date
  - b. Click **Save**
  - c. Click **Close**

The screenshot shows the 'Enter Shopping List' window. At the top, the 'Save' button is circled in red and labeled 'b', and the 'Close' button is circled in red and labeled 'c'. Below the menu bar, the 'No Order' checkbox is checked and circled in red, labeled 'a'. The main form contains fields for Stock Number, Stock Description, Order Quantity, Cost, Total Cost, On Hand Quantities (Cases, Broken), and On Order (Cases). At the bottom, the 'Item Details' section shows usage history, inventory group, preferred vendor, location, case weight, units per case, and available quantity. The status bar at the bottom indicates 'Changes pending' and 'Process ID: 120110'.

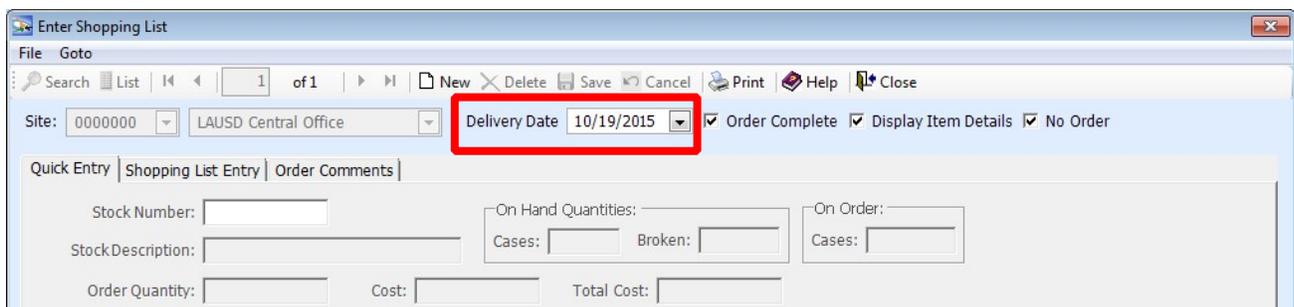
## 5.10 CREATE NEW & PRINT SHOPPING LIST WORKSHEET

To create a New Shopping List follow these steps:

1. Go to **Back of the House > Procurement > Shopping List > Enter Shopping List**
2. The **Enter Shopping List** window will appear
  - a. Click the **New** button
  - b. Enter **Site Name**
  - c. Enter **Vendor Name**
  - d. Click the **OK** button



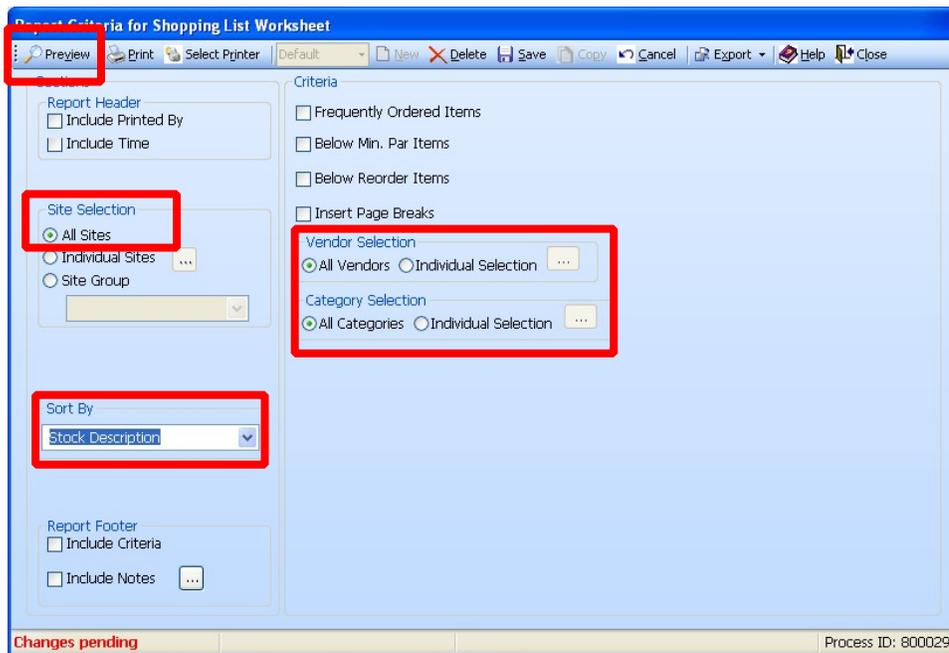
3. Once on the **Enter Shopping List** window, change the **Delivery Date** using the drop-down calendar to the date that vendor delivers on (see Cafeteria Information Sheet). IF the delivery date is not changed to the correct date that Vendor delivers, order will not arrive.
4. Click **Save & Close**. You should now see it on your **Shopping List** for that week.



## 5.10 PRINT SHOPPING LIST WORKSHEET

The **Shopping List Worksheet** is a list of the stock items and the stock numbers. Use this worksheet to add what you need to your Shopping List before it is marked Complete.

1. Go to Reports > Procurement > Shopping List Worksheet
2. Click Go
3. The Report Criteria for the **Shopping List Worksheet** window appears.
  - a. Under **Site Selection**, select **All Sites**
  - b. Using the **Sort By** drop-down menu, select **Stock Description**
  - c. Under **Vendor Selection**, select **All Vendors**
  - d. Under **Category Selection**, select **All Categories**
4. Click **Preview**



5. Once Sheet appears, Click **Print**

LAUSD Training Site Shopping List Worksheet						
Stock Description						
11306LAUSD SATELLITE SITE 1						
Quantity	Stock Number	Stock Description	Case Description	On Order	Cost	Comments
	3066	5 WAY BLEND 5LB BAG	BAG/5 LB	0.00	0.00	
	1913	APPLE SLICES 6/#10 CANS	CS/6	0.00	0.00	



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OF CONTENTS

## **5.11 SHOPPING LIST REMINDERS**

Items that must be Manually Added to the Shopping List

These items will be added to your Grocery/Staples order. They will not automatically populate on your order, therefore make sure to add:

- Condiments (ketchup, mustard, sugar packets, etc.)
- Seasonings (garlic powder, pepper, cinnamon, etc.)
- Paper Products (lunch trays, containers, cups, etc.)

Create New Shopping List for:

- Chemicals (Dish Detergent, Timsen Sanitizer, Bleach)
- Equipment (Coffee Maker)

## SECTION 6: RECEIVING

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OF CONTENTS

**Receiving Tickets** are created when central office receives and consolidates the sites orders. CMS then creates a Receiving Ticket at central office which is communicated to the site to print and use to account for delivery.

**Receiving Goods** are items that are delivered to the site and received into CMS. Receiving the items **will close the open orders and update the on-hand inventory at the site.**



1. Print Receiving Tickets (every Monday)
2. Review Receiving Tickets for Accuracy
3. Follow Up on any Adjustments Needed\*
4. Receive Orders in CMS on Delivery Date
5. Print Delivery Receipt and File

*\*If the Receiving Ticket is incorrect, send email that you need adjustment to [foodorder@lausd.net](mailto:foodorder@lausd.net) no later than 12noon on Tuesday.*

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## 6.1 PRINT RECEIVING TICKET

1. Go to **Reports > Inventory > Receiving Ticket**
2. Click **Go**
3. Report Criteria for **Receiving Ticket** displays
  - a. Enter the **Date Range** of the **Delivery Date** using the drop down calendar for the following week. (Do not change any other setting on this page.)
  - b. Click on the **Preview** button to view your Receiving Ticket

1. Click **Print**

Vendor Stock Number		Order Quantity	Received To Date	Received Today	Stock Number	Description	Location
3680		5	0		6040	WHEAT BREADSTICKS 6" 12/	
					Case Description: BAG/12		Units per Case: 12.00
3000		1	0		6038	CORN MINI MUFFIN 60/1.8 O:	
					Case Description: CS/60		Units per Case: 60.00
2176		8	0		6016	HAMB BUN 51% WWHEAT 4"	
					Case Description: PKG/12		Units per Case: 12.00
<b>Total Cases Ordered: 14</b>							

## 6.2 RECEIVING ORDERED GOODS

1. Go to **Back of the House > Inventory Management > Receiving and Stock Transfers**
  - a. Choose **Ordered Goods Receiving** from the **Transaction Type** drop-down menu. Select the date you are receiving the order in the **Date-Range** drop-down calendar. *\*Both calendar date ranges should be the same date\**
2. Click **Search**
3. Double click on the correct **Transaction Date (Order Date) and Vendor**

Order Number	Vendor	Transaction Date
54	Meats/Frozen/Produce	10/09/2009
55	Grocery/Staples/Supplies	10/08/2009
56	Chemical	10/08/2009
57	Meats/Frozen/Produce	10/05/2009
58	Goldstar	10/05/2009
59	Grocery/Staples/Supplies	10/06/2009
60	Goldstar	10/06/2009
61	Meats/Frozen/Produce	10/07/2009
62	Goldstar	10/07/2009
63	Goldstar	10/08/2009

4. The **Receiving and Stock Transfers** details screen displays
  - a. Enter the **Invoice Number** in text field
  - b. Use the drop-down calendar to enter the **Invoice Date**
  - c. Choose the name of the person receiving order in **Received By** drop-down menu
  - d. Enter the date you received order in **Date Received** field
  - e. If needed, type any comments about goods being received in **Comments** field
  - f. Select the **Receive All Items** button to update the amounts in the **Case Quantity Ordered** column to match the ordered amount
  - g. If the quantity of an item received is different that the amount ordered, adjust this amount up or down in the **Case Quantity Received** column.

**SEE EXAMPLE ON NEXT PAGE**

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Transaction Type: Ordered Goods Receipt Entered By: Date Entered: 9/29/2009 12:00:00 PM

Document Number: **a** Invoice Number: **b** Invoice Date: (none)

Site: 0000000 LA Unified Central Office

Vendor: 2 Grocery/Staples/Supplies **d**

Received By: **c** Date Received: (none) **f** Receive All Items Order Weight/Volume

Stock Number	Stock Description	Type	Case Qty Order	Case Qty Received	Case Qty Received To Date	Total Weight Received	Total Weight Received To Date	Back Order	Completed	Total Value
1021	PC SYRUP TABLE 1	P	6	0	0	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	39.6000
1031	SALSA 4/1 GAL	P	2	0	0	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	59.8270
1098	SAUCE BARBECUE	P	1	0	0	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	18.2760
1120	SAUCE CHEESE 6/	P	1	0	0	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	28.6200

Selected Item Details:

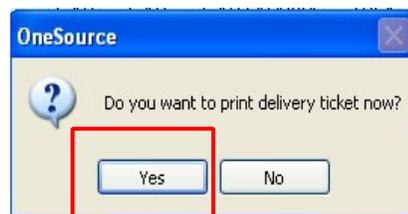
Stock Number: 1021 Description: PC SYRUP TABLE 100/ Case Size: 100.00 Location Cases Weight

On Hand Cases: 0 Broken Units: 0 Commodity UPC:

Case Quantity Received: Case Cost: \$0,006.6000 Vendor Stock #: 3938276030 **g** Add Location

No pending changes Process ID: 110010

- Click **Save** when you are completely finished with entering and adding the goods received. If you have any additions, see section 6.3 BEFORE saving.  
*\*If you zero "0" the quantity of an item, you will get a warning message when you try to save- click **Yes** to warning message.*



- Print **Delivery Ticket** and file with invoice
- The completed **Delivery Ticket** will display.

**LEWIS HS**  
**Purchased Goods Delivery Ticket**

Printed: 04/10/2009 2:11 PM  
Printed By: System Administrator

---

Site: 1863801 LEWIS HS Vendor: F38P  
 Received By: System Administrator Site Order Number: 2  
 Entered By: System Administrator Order Date: 4/6/2009  
 Receiving Date: 4/9/2009  
 Invoice Number:

Comments:

Vendor Stock Number	Stock Number	Order Quantity	Received To Date	Received Today	Status	Cost	Total
3908401895	1198	1.00	1.00	1.00	C	\$0.1830	\$0.1830
CILANTRO 1 BUNCH	1212	EA	1.00	1.00	C	\$0.0000	\$0.0000
LEAF LETTUCE 160 LEAF/5 LB BAG		BAG/5 LB					

## 6.3 ADD AN ITEM DURING ORDERED GOODS RECEIVING

Adding an item occurs when items are delivered to the school site but are NOT listed on the **Receiving Ticket**. You have not ordered this item, and therefore have to add it to your **Receiving Ticket** to reflect what was delivered to you.

1. Go to **Back of the House > Inventory Management > Receiving and Stock Transfers**
  - a. Choose the **Ordered Goods Receiving** form the **Transaction Type** drop-down list
  - b. Select the date that you are receiving order in **Date Range** drop-down calendar.  
*\*Both calendars should reflect the same date range\**
  - c. Click **Search**
  - d. Double click the correct **Transaction Date (Order Date)** and **Vendor**
2. The **Receiving and Stock Transfers** details screen displays.

Order Number	Vendor	Transaction Date
1	F6M	04/06/2009
2	F38P	04/06/2009
3	Driftwood	04/06/2009
4	F6	04/06/2009
5	Goldstar	04/06/2009
6	F6M	04/08/2009
7	F38P	04/08/2009
8	F6	04/08/2009
9	Driftwood	04/08/2009

3. Click the **Add Item** button

4. The **Add Item to Receiving** screen displays.
  - a. Enter the **Stock Number** or **Description** of the item to be added
  - b. Click **Search**
  - c. Select the item from the box on the right
  - d. Enter the number of cases to be added in the **Case Quantity** field.
  - e. To add additional items, click on **Save and Add Another Item** button.
  - f. If this is the last item to add, click the **Add Item and Return** button. This will save the item and return to the **Receiving and Stock Transfers** window.

The screenshot shows the 'Add Item to Receiving' window. It features a search section on the left with fields for 'Stock Number' and 'Description', and a 'Search' button. Below this is a 'Vendor Product Information' section with various input fields. On the right, a 'Search Results' table lists items with their stock numbers and descriptions. At the bottom, there are buttons for 'Save and Add Another Item', 'Add Item and Return', and 'Close'. Red boxes and letters (a-f) highlight specific elements: (a) the search fields, (b) the search button, (c) a selected item in the search results table, (d) the 'Case Quantity' field, (e) the 'Save and Add Another Item' button, and (f) the 'Add Item and Return' button.

Stock Number	Stock Description
1000	CHEESE CREAM LITE IND 100/1OZ
1001	CHEESE MOZZARELLA 8/6 LB
1002	CHEESE PARMESAN 1 LB
1003	CHEESE PEPPER JACK SLCD1.3 LB
1004	CHEESE PROVOLONE SLCD 1 LB
1005	CHEESE STRING MOZZ IND 1 OZ

5. Click **Save**. The **Print Delivery Ticket** message displays- click **Yes**.

The screenshot shows a 'OneSource' dialog box with a question mark icon and the text 'Do you want to print delivery ticket now?'. Below the text are two buttons: 'Yes' and 'No'. A red box highlights the 'Yes' button.

## 6.4 RETURN ORDERED GOODS

**Returning Ordered Goods** is used for tracking items that are returned to the vendor. An item must first be received into the system before being returned.

1. Go to **Back of the House > Inventory Management > Receiving and Stock Transfers**
  - a. Choose **Ordered Goods Return** from the **Transaction Type** drop-down menu

Transaction Type: Ordered Goods Return

Vendor: Transaction Type

Site: Ordered Goods Return

Manual Receiving

Manual Receiving Return

Stock Transfer Sent

Stock Transfer Receiving

- b. Enter the **Date Range** using the drop-down calendar when that delivery occurred.
- c. Click the **Search** button
- d. Double click on the correct **Ordered Goods Delivery** and **Transaction Date**.

**Receiving and Stock Transfers**

File Goto

Details 1 of 4 New Delete Save Cancel Print Export Help Close

**a** Search Criteria

Transaction Type: Ordered Goods Return

Vendor: [ ] [ ]

Site: 1853601 LAUSD Training Site

**b** Select Date Range

From: 10/1/2009 To: 10/2/2009

**c** Search Reset

Order Number	Vendor	Transaction Date
42	Grocery/Staples/Supplies	10/01/2009
45	Meats/Frozen/Produce	10/02/2009
46	Goldstar	09/29/2009
49	Goldstar	09/30/2009

**d**

No pending changes Process ID: 110004

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2. The **Receiving and Stock Transfers** details screen appears.

Stock Number	Stock Description	Type	Case Qty Order	Case Qty Returned	Case Qty Returned To Date	Total Weight Returned	Total Weight Returned To Date	Completed	Total Value
1031	SALSA 4/1 GAL	P	2	0	0	0.00	0.00	<input checked="" type="checkbox"/>	59.8270
1120	SAUCE CHEESE 6/10	P	4	4	0	0.00	0.00	<input checked="" type="checkbox"/>	114.4800
1135	OLD FASHIONED CC	P	2	0	0	0.00	0.00	<input checked="" type="checkbox"/>	33.9962
1164	OLD FASHIONED CC	P	10	0	0	0.00	0.00	<input checked="" type="checkbox"/>	178.6010

3. Enter the amount of cases to be returned in the **Case Qty Returned** column.
4. Enter any relevant information in the **Comments** text field.
5. Click **Save**. The **Print Delivery Ticket** message Displays, click **Yes**.

6. When the completed **Delivery Ticket** window displays, **Print** the ticket and file with invoice.
7. To close out of the screen, click the **red X** at top right of screen.

## SECTION 7 MANUAL RECEIVING

Items or products received by the cafeteria that were NOT ordered through CMS are Manually Received into the system.

### 7.1 MANUAL RECEIVING

1. Go to **Back of the House > Inventory Management > Receiving and Stock Transfer**
2. Select **Manual Receiving** from the **Transaction Type** drop-down menu
3. Click **New**
4. The **Receiving and Stock Transfers** details screen displays
  - a. Input the name of the person receiving the order in the **Received By** drop-down list
  - b. Enter the date in **Date Received** field
  - c. Enter the **Invoice Number** found on the receipt the item came on
  - d. Enter the **Invoice Date** using drop-down calendar (also found on receipt)
  - e. In the **Comments** section, enter any relevant information
  - f. Click on the **Add Item** button

The screenshot shows the 'Receiving and Stock Transfers' window. Key elements are highlighted with red boxes and letters:

- a**: 'Received By' dropdown menu showing 'Administrator, System'.
- b**: 'Date Received' dropdown menu showing '4/10/2009'.
- c**: 'Invoice Number' text input field.
- d**: 'Invoice Date' dropdown menu showing '(none)'.
- e**: 'Receiving Comments' text input field.
- f**: 'Add Item' button.

Other visible fields include: Transaction Type: Manual Receiving; Date Entered: 4/10/2009; Entered By: Administrator, System; Site: 1863801; LEWIS HS; and a table with columns: Stock Number, Stock Description, Type, Case Quantity Received, Total Value, Total Weight Received.

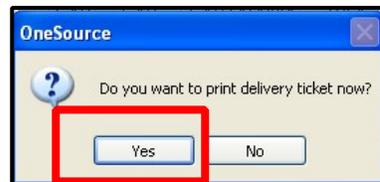
The **Add Item to Receiving** window will appear.

- g. Enter the **Stock Number** or **Description** of the item being added
- h. Click **Search**
- i. Select the correct item from the box on the right
- j. Enter the number of cases being received in **Case Quantity** field
- k. To add more items click **Save and Add Another Item**. If this is the last item to add, click **Add Item and Return** button and **Close**. This will save the item.

The screenshot shows the 'Add Item to Receiving' window. It includes a search section with 'Stock Number' and 'Description' fields (callout g), an 'Include' section with radio buttons for 'All', 'Stock Items', and 'Finished Goods', and a 'Search' button (callout h). Below the search is a 'Search Results' table with columns for 'Stock Number' and 'Stock Description'. The table lists several items, with the first item (1000) selected (callout i). Below the table is the 'Vendor Product Information' section with fields for 'Vendor Stock Number', 'Brand', 'Case Cost', 'Case Quantity', 'Units per Case', 'Case Description', and 'Broken Quantity'. At the bottom is the 'Add Item' section with 'Stock Number' (1000) and 'Description' (CHEESE CREAM LITE IND 100/1OZ) fields, and a 'Case Quantity' field (callout j). At the very bottom are three buttons: 'Save and Add Another Item', 'Add Item and Return', and 'Close' (callout k).

Stock Number	Stock Description
1000	CHEESE CREAM LITE IND 100/1OZ
1003	CHEESE PEPPER JACK SLCD 1.3 LB
1004	CHEESE PROVOLONE SLCD 1 LB
1005	CHEESE STRING MOZZ IND 1 OZ
1006	CHEESE SWISS SLCD
1007	EGGS FROZEN 6/5 LB

5. Once you have returned to the **Receiving and Stock Transfer** screen, click Save. When **Print Delivery Ticket** message displays, click **Yes**.

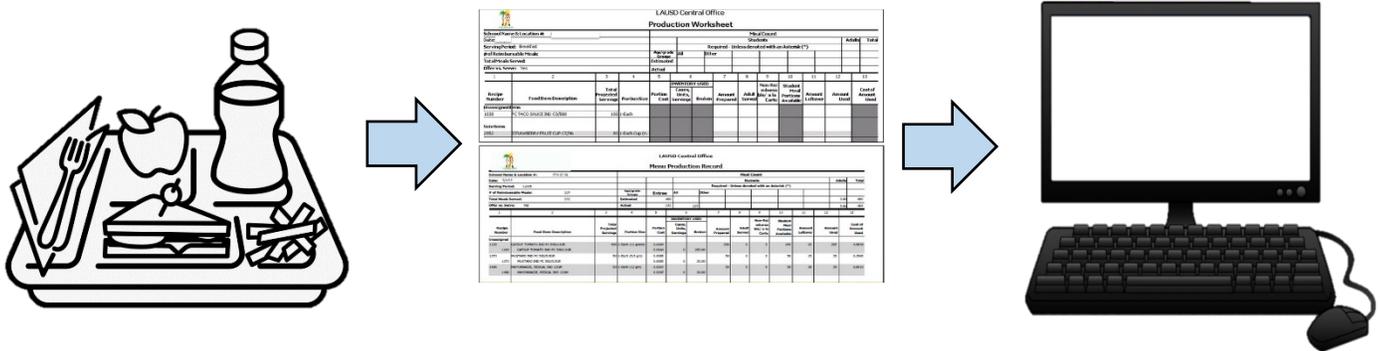


6. The completed Delivery Ticket displays
7. Click the **Print** button. File with Invoices.

## SECTION 8 PRODUCTION

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Production Records are created based on the schedule menus in the system.



1. Create Production Records
2. Edit Projected Servings
3. Print Production Worksheet
4. At end of serving day, update information in CMS
5. File Production Worksheet
6. Create Saturday Program Production Records

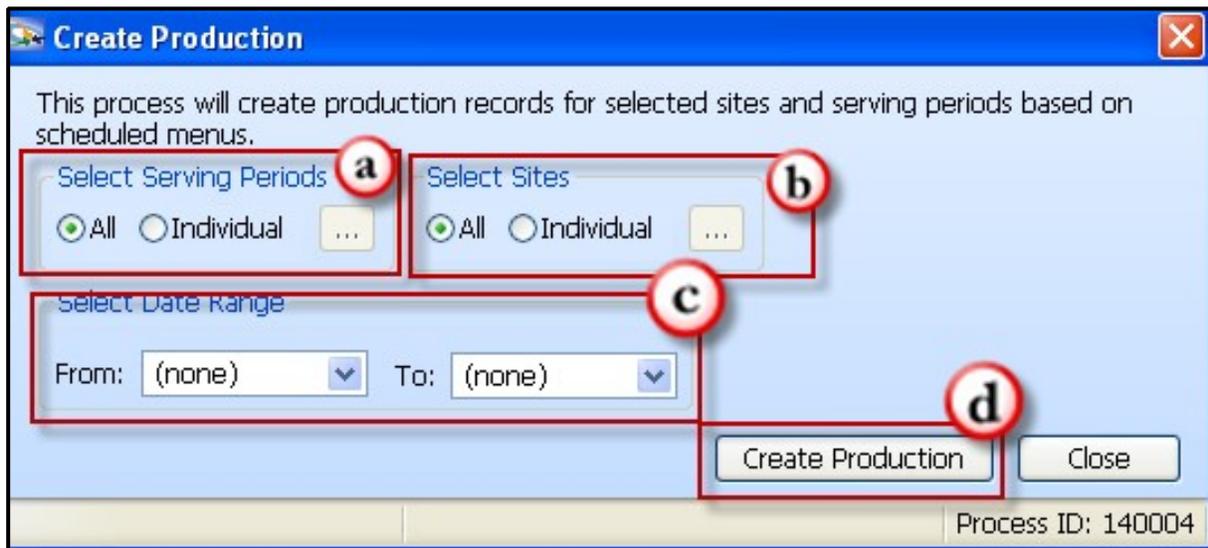
The Production Process in CMS consists of 3 major functions:

1. **Create Production**  
The system will create production record using numbers entered in the Menu Plan Quantities during the EZ-Step process (see section 5.1)
2. **Daily Production**  
Production Records will be stored in Daily Production until updated and completed
3. **Re-Open Production**  
Production will be stored after completion available to re-edit.

## 8.1 CREATE PRODUCTION RECORDS

Create Production Records one fill week in advance of the date of producing meals.

1. Go to **Back of the House > Production > Create Production**
  - a. Select **All** in the **Select Serving Periods** section
  - b. Select **Individual** in the **Select Site** section. Select the sites that you need production.
  - c. Select the **Date Range** (M-F)
  - d. Click **Create Production**- this step may take a minute or two, do not press anything



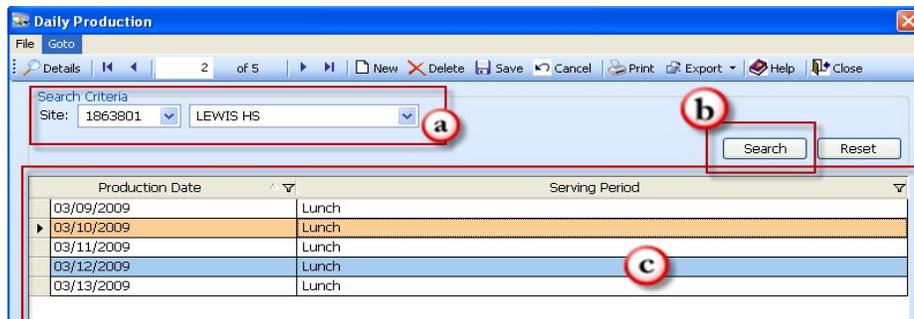
2. A message box displays, click **OK**. If an error message appears, click **OK**
3. Click the **red X** button at top right of page to exit

\*If no changes to menu plans have occurred since EZ-Steps were created, Print Production Records Worksheet (see section 8.5)

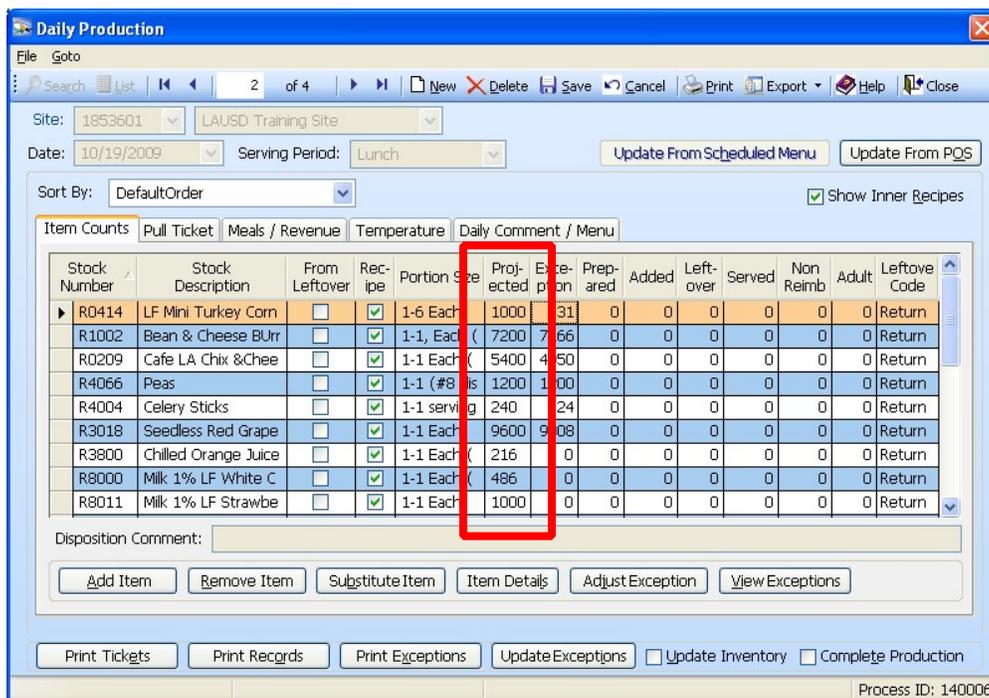
## 8.2 PROJECTED PRODUCTION

The **Projected Production** is where items can be added and your forecasted quantities can be adjusted. This should be completed **BEFORE** Printing **Production Worksheets**. The purpose of the **Projected Production** is to make necessary changes to **Production Records** before printing **Production Record Worksheet**.

1. Go to **Back of the House > Production > Daily Production**
2. The **Daily Production** query screen displays- if applicable to your site
3. Click **Search**
4. Double click on the **Production Date** and **Serving Period** you would like to view



5. The **Daily Production** details screen will be displayed
6. In the **Projected** column, enter any changes to **Projected** production numbers
7. Click **Save**
8. Click **Close**
9. Repeat steps 4-8 to complete the records for the week.
10. Click **Close** on complete with weeks **Daily Production**



## 8.3 REMOVE PRODUCTION ITEMS

1. Go to **Back of the House > Production > Daily Production**
2. Search for and double click on the **Production Record** you need to edit
  - a. Click the **Item Counts** tab, and select an item to remove
  - b. Click the **Remove Item** button
  - c. A message box appears asking if you want to remove item, click **Yes**.
  - d. Click **Save**
3. Click the **Close** button

The screenshot shows the 'Daily Production' window. At the top, there is a menu bar with 'File', 'Goto', and various icons. Below the menu bar, there are fields for 'Site: 1863801 LEWIS HS', 'Date: 3/10/2009', and 'Serving Period: Lunch'. A toolbar contains buttons for 'New', 'Delete', 'Save', 'Cancel', 'Print', 'Export', 'Help', and 'Close'. The 'Save' button is circled in red with a 'd' next to it. Below the toolbar, there are tabs for 'Item Counts', 'Pull Ticket', 'Meals / Revenue', 'Headcounts', and 'Daily Comment / Menu'. The 'Item Counts' tab is active, showing a table with columns: Stock Number, Stock Description, From Leftover, Recipe, Portion Size, Projected, Exception, Prepared, Added, Leftover, Served, Non Reimb, Adult, and Leftover Code. The table contains several rows of items, with the first row highlighted. A red circle with 'a' is next to the first row. Below the table, there is a 'Disposition Comment:' field and a row of buttons: 'Add Item', 'Remove Item', 'Substitute Item', 'Item Details', 'Adjust Exception', and 'View Exceptions'. The 'Remove Item' button is circled in red with a 'b' next to it. At the bottom of the window, there are buttons for 'Print Tickets', 'Print Records', 'Print Exceptions', 'Update Exceptions', 'Update Inventory', and 'Complete Production'. A status bar at the bottom left says 'Changes pending' and the bottom right says 'Process ID: 140006'.

Stock Number	Stock Description	From Leftover	Recipe	Portion Size	Projected	Exception	Prepared	Added	Leftover	Served	Non Reimb	Adult	Leftover Code
R0209	South of Border Enc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each	1	1	0	0	0	0	0	0	Return
R5038	Chix CaesarSalad/Gr	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 serving	1	1	0	0	0	0	0	0	Return
R7001-	*Caesar Dressing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-2 oz	1	1	0	0	0	0	0	0	Return
R5008	Wings of Fire/Chees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 serving	1	1	0	0	0	0	0	0	Return
R2107	*Cheese Bread Bar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-Each	1	1	0	0	0	0	0	0	Return
R2105	Smoked BBQ Chicke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 serving	1	1	0	0	0	0	0	0	Return
R2103	Smoked Turkey Bre	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 serving	1	1	0	0	0	0	0	0	Return
R3005	Fresh Banana	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each	1	1	0	0	0	0	0	0	Return
R4020	Shredded Iceberg L	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 oz	1	1	0	0	0	0	0	0	Return

## 8.4 ADD PRODUCTION ITEMS

An item needs to be added to the **Production Record** when it is not on the **Scheduled Menu** or in the event substitutions must be made. These added items include leftovers, special menus, or any other items added during a serving period. This is also where condiments need to be added as **Recipe Description** or **Number** (not **Stock Items**).

1. Go to **Back of the House > Production > Daily Production**
2. Search for and double click to select the correct day's **Production Record**
3. Click the **Add Item** button

The screenshot shows the 'Daily Production' window with the following details:

- Site: 1853601 (LAUSD Training Site)
- Date: 10/19/2009, Serving Period: Lunch
- Buttons: Update From Scheduled Menu, Update From POS
- Sort By: DefaultOrder, Show Inner Recipes (checked)
- Table Headers: Item Counts, Pull Ticket, Meals / Revenue, Temperature, Daily Comment / Menu
- Table Columns: Stock Number, Stock Description, From Leftover, Recipe, Portion Size, Projected, Exception, Prepared, Added, Left-over, Served, Non Reimb, Adult, Leftover Code
- Table Data (selected rows):
 

Stock Number	Stock Description	From Leftover	Recipe	Portion Size	Projected	Exception	Prepared	Added	Left-over	Served	Non Reimb	Adult	Leftover Code
R0414	LF Mini Turkey Corn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-6 Each	1000	31	0	0	0	0	0	0	Return
R1002	Bean & Cheese BUrr	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1, Each (	7200	7166	0	0	0	0	0	0	Return
R0209	Cafe LA Chix &Chee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each (	5400	4950	0	0	0	0	0	0	Return
R4066	Peas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 (#8 dis	1200	1200	0	0	0	0	0	0	Return
R4004	Celery Sticks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 serving	240	24	0	0	0	0	0	0	Return
R3018	Seedless Red Grape	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each	9600	9008	0	0	0	0	0	0	Return
R3800	Chilled Orange Juice	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each (	216	0	0	0	0	0	0	0	Return
R8000	Milk 1% LF White C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each (	486	0	0	0	0	0	0	0	Return
R8011	Milk 1% LF Strawbe	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1-1 Each	1000	0	0	0	0	0	0	0	Return
- Disposition Comment: (empty field)
- Buttons: Add Item (highlighted), Remove Item, Substitute Item, Item Details, Adjust Exception, View Exceptions
- Buttons: Print Tickets, Print Recgrds, Print Exceptions, Update Exceptions, Update Inventory, Complete Production
- Process ID: 140006

4. In the **Add Item** screen:
  - a. In the **Search** section, choose **Recipe**
  - b. Enter the **Item ID** or **Description**
  - c. Click **Search**
  - d. Select the correct item from the **Search Results** box
  - e. Enter the **Serving Size Quantity** (it will always be '1')
  - f. Select the **Measure** from the list
  - g. Enter the number of **Servings to Add**
  - h. Using drop-down menu, select if item is **Food/Non Food/A la Carte**
  - i. If more items need to be added, click the **Save and Add Another Item** button. If all done adding items, select **Add Item and Return to Production**.

**Add Item to Production**

Search  
 Search For:  Stock Item  Recipe  Leftover

Item ID:   
 Description:

Items Found: 145

**Search Results**

Recipe Number	Recipe Name
R0001	Parmesan Lasagna/WWBread Stick
R0006	Red Chile Beef & Bean Burrito
R0009	Beef Sausage & Biscuit
R0010	Charbroiled Beef Patty on WBun
R0011	Shaved Pastrami & Swiss on Rye
R0012	Pretzel Wrpd Hot Dog (SEC)

**Add Item**

Item: R0010 Charbroiled Beef Patty on WBun

Servings to Add:

Serving Size Quantity:  Measure:

Food / Non Food / Ala Carte: Food

Last Item Added:

5. Once you have returned to the **Daily Production** screen, click **Save**.
6. Click **Close**



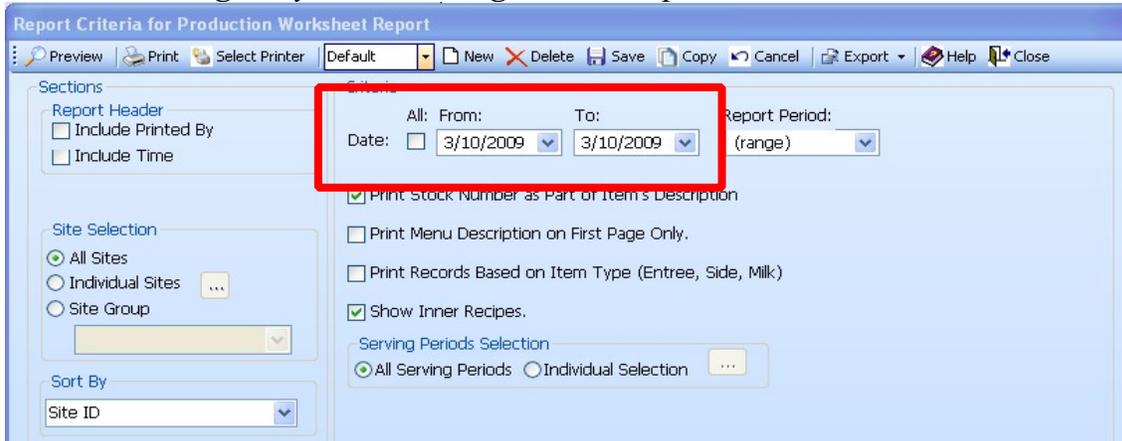
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## 8.5 PRODUCTION WORKSHEET REPORT

The **Production Worksheet** is used for recording the actual serving counts prior to preparing food. The numbers are manually recorded on the worksheet, and then entered into CMS. After filling it out and inputting the data into the system, staple and file it along with your completed **Production Record** (section 8.12). *\*Refer to the training video on the Food Services website for the correct way to fill out the worksheet*

1. Go to **Reports > Production > Production Worksheet**
2. Click **Go!**
3. On the **Report Criteria** screen for **Production Worksheet Report**, select the **Date Range** for the worksheets you would like to print out.

*\* DO NOT change any other settings in the Report Criteria screen \**



4. Click the **Preview** button
5. Click the **Print** button.
6. Close out of the **Production Worksheet** by clicking the red X button.
7. Close the **Print Report** window.
8. Click on **Home** to return to the **Homepage**.



LAUSD Central Office  
**Production Record Worksheet**

---

**Date:** 03/10/2009      **Site:** 1863801 LEWIS HS      **Today's Menu:** South of Border EnchiladChix  
 CaesarSalad/GrainRoWings of Fire/Cheese  
 BreSmoked BBQ Chicken/WWWRoSmoked Turkey  
 Breast SanFresh BananaShredded Iceberg  
 LettuceSliced Tomato/Pickle Sli

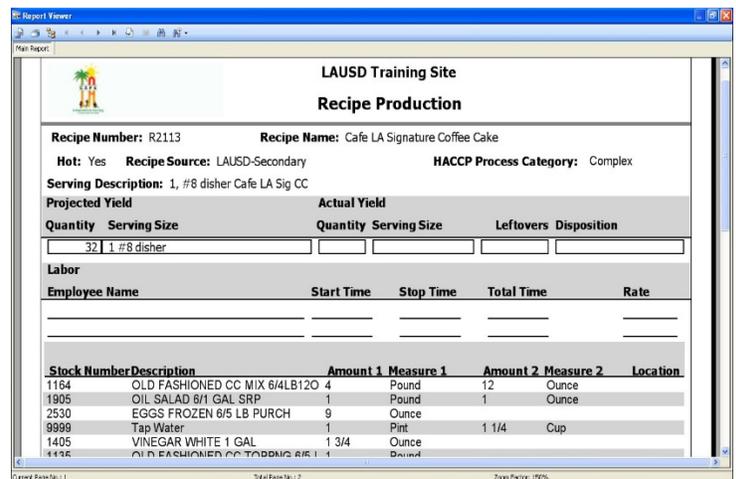
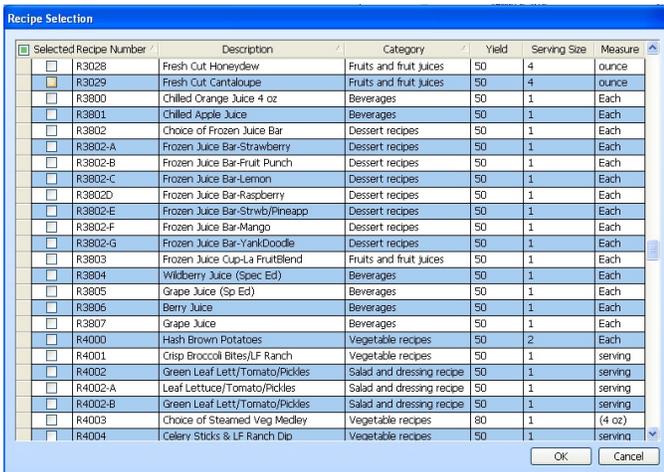
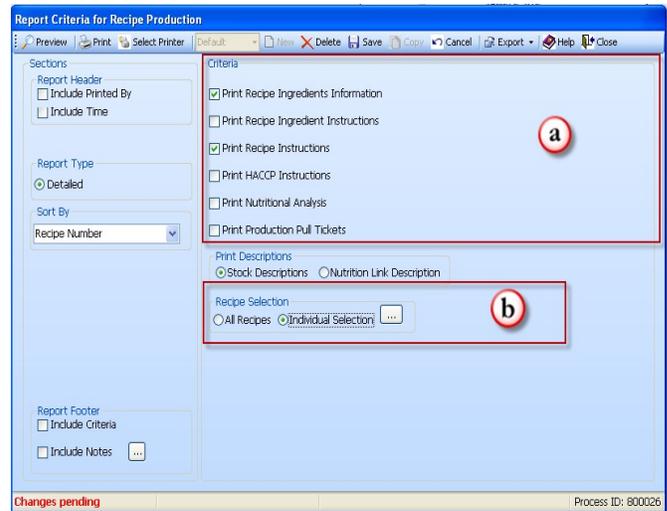
**Serving Period:** Lunch

**Number of Reimbursable Meals:** 1

Item Description	Portion Size	Portion Cost	Projected Servings	Amount Prepared	Amount Leftover	Amount Served	Adult Served	Temperature	Employee	Comment
Unassigned										
South of Border Enchiladas R0209	1 - 1 Each	0.8000	1							
Chix CaesarSalad/GrainRoll-SEC R5038	1 - 1 serving	0.4863	1							
Caesar Dressing R7001-B	1 - 2 oz	0.0804	1							

## 8.6 PRINT AN INDIVIDUAL RECIPE

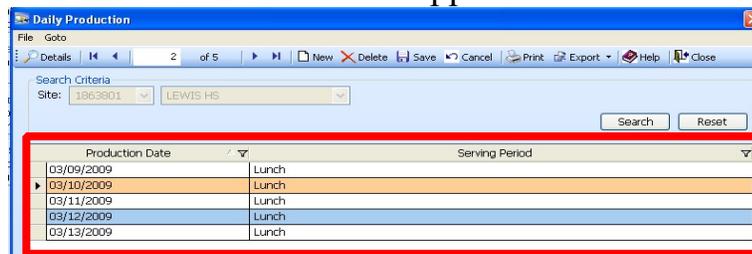
1. Go to **Reports > Menu Planner > Recipe Production**
2. Click **Go!**
3. The **Report Criteria for Recipe Production** screen displays
4. Uncheck ALL options EXCEPT:
  - a. Check **Print Recipe Ingredient Information** and check **Print Recipe Instructions**
  - b. Under the **Recipes Selection** area, choose **Individual Selection** and click on browse button to the right [...]
5. A **Recipe Selection** window will pop up
6. **Alphabetize** by clicking on the word **Description** at top of window
7. Select the **Recipe** to print out by checking The box next to it
8. Click the **Preview** button.
9. Click **OK**
10. The **Recipe Production Report** appears, Click the **Print** button
11. Close the page by clicking the **red X**.



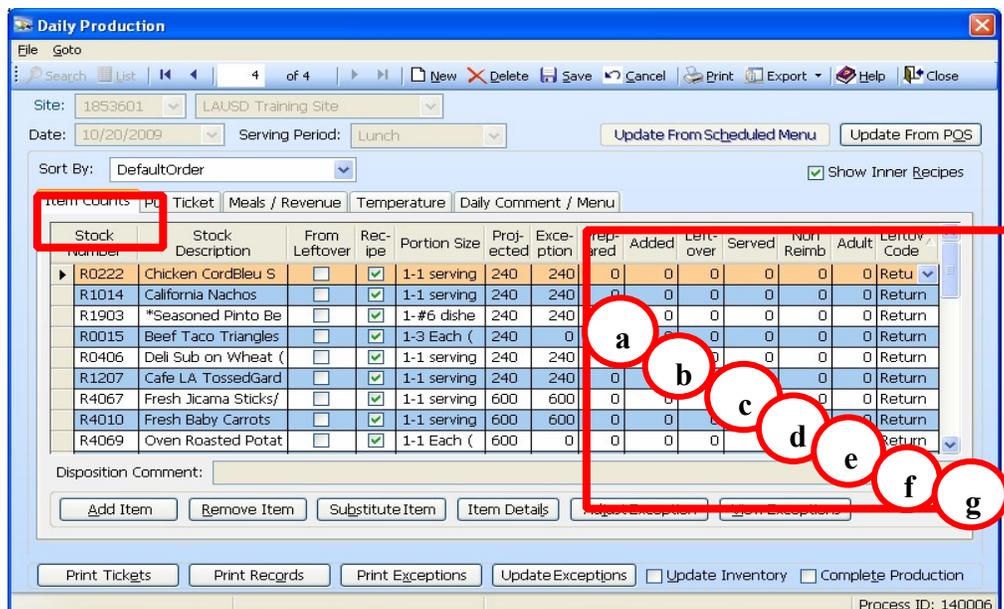
## 8.7 END OF DAY PRODUCTION UPDATE

During the **End of Day Production Update**, the manager will enter the actual amounts prepared, used, and leftover for each item into CMS at the end of each day. The information is pulled from the **Production Worksheet Report** that was filled out (*section 8.5*). The system uses this information to generate a finalized **Production Record** and deducts these entered amounts from the on-hand inventory quantities. This **Daily Production** is also where you will add the condiments you used. (*To add these items, see section 8.4*)

1. Go to Back of the House > Production > Daily Production
2. Double click on the correct Production Date and Serving Period you would like to amend
3. The Daily Production detail screen will appear



4. Click on the Items Count tab (video posted on FSD website detailing instructions)
5. Enter the following information for each item moving left to right using Tab key:
  - a. **Prepared column**: Enter the amount of that meal item created during production.
  - b. **Added column**: Enter any amount of items added during meal service.
  - c. **Leftover column**: Enter the number of servings leftover (if any)
  - d. **Served column**: Amounts are automatically calculated for each item.
  - e. **Non-Reimbursable**—Enter number of A la Carte, dropped trays, and/or burnt food.
  - f. **Adults**—Enter total number of adult meals sold, **including employees**.
  - g. **Leftover Code**- All leftovers need a code, use drop-down list to select correct code.
6. Repeat steps a-g for every item on the Production Worksheet until complete





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## 8.8 ENTER MEALS/REVENUE

The **Enter Meals/Revenue** tab pertains to the number of meals served based upon the counting and claiming method of the site. The number of meals recorded in the Meal Count Report and Edit Check Report will be recorded in this section. This must be done for ALL **Production Records**, including snacks, supper and offsites.

1. Click on the **Meals/Revenue** tab. **Under Meals Served**, enter following information:
  - a. **All**- Enter the total number of reimbursable meals (use **Meal Count Report**)
  - b. **Other**- Enter the number of A la Carte Items in column on Production Worksheet  
*\*Any dropped trays or burnt food need to be noted in the **Comments** section\**
  - c. **Adults**- Enter number of Meals served to **Faculty** (not employees)
  - d. **Employees**- Enter number of meals served to **Employees**
  - e. **Total Meals**- This will automatically calculate

The screenshot shows the 'Daily Production' software window. At the top, there's a menu bar with 'File' and 'Goto'. Below it is a toolbar with icons for Search, List, navigation, New, Delete, Save, Cancel, Print, Export, Help, and Close. The main area has dropdowns for Site (1482901), LEAPWOOD EL, Date (4/28/2009), and Serving Period (Lunch). There are buttons for 'Update From Scheduled Menu' and 'Update From POS'. A 'Show Inner Recipes' checkbox is checked. The 'Meals / Revenue' tab is active, showing two columns: 'Meals Served' and 'Revenue'. The 'Meals Served' column has five rows: 'All' (0), 'Others' (0), 'Adults' (0), 'Employees' (0), and 'Total Meals' (0). The 'Revenue' column has six rows: 'Patron Income' (\$0,000.00), 'Adult Income' (\$0,000.00), 'Ala Carte Income' (\$0,000.00), 'Other Income' (\$0,000.00), 'Reimbursement Income' (\$0,000.00), and 'Total Income' (\$0,000.00). At the bottom right, 'Total Labor Hours' is .00. The footer contains buttons for 'Print Tickets', 'Print Records', 'Print Exceptions', 'Update Exceptions', 'Update Inventory', and 'Complete Production', along with 'Process ID: 140006'.

## 8.9 ENTER MENU COMMENTS

**Menu Comments** are used to enter anything that applies to the day's production. The comments are printed out on the **Daily Production Record**.

1. Click on the Daily Comment/ Menu tab
  - a. **Menu Week**- Enter the Menu Cycle week (either 1 or 2).
  - b. **Menu Day**- Enter the Menu Cycle day (M=1, T=2, W=3, TH=4, F=5, S=6)
  - c. **Comment Field**- Enter any comments about the selected production record, including explanation for any dropped trays.
  - d. **Calendar Field**- Edit the calendar descriptions in the Calendar field, including any added items, etc.

The screenshot shows the 'Daily Comment / Menu' tab selected. The interface includes the following elements:

- Navigation Tabs:** Item Counts, Pull Ticket, Meals / Revenue, Headcounts, **Daily Comment / Menu** (highlighted with a red box).
- Form Fields:**
  - Menu Week: 0 (highlighted with a red box and letter 'a')
  - Menu Day: 0 (highlighted with a red box and letter 'b')
  - Seeding Figure: 1
- Comment Field:** A large text area labeled 'Comment:' (highlighted with a red box and letter 'c').
- Calendar Field:** A list of menu items (highlighted with a red box and letter 'd'):
  - Hot & Spicy Chicken Stri
  - ChefSaladAmer/GoldfishCr
  - Baja Seafood Burrito
  - Vegetarian Chili & Cornb
  - Toasted Cheese Sandwich
  - AssortedSeasonal Fruit C
  - Chilled Applesauce Cup
- Checkboxes:** A checked checkbox for 'Show Inner Recipes' is visible in the top right corner.

## 8.10 UPDATE INVENTORY AND COMPLETE PRODUCTION

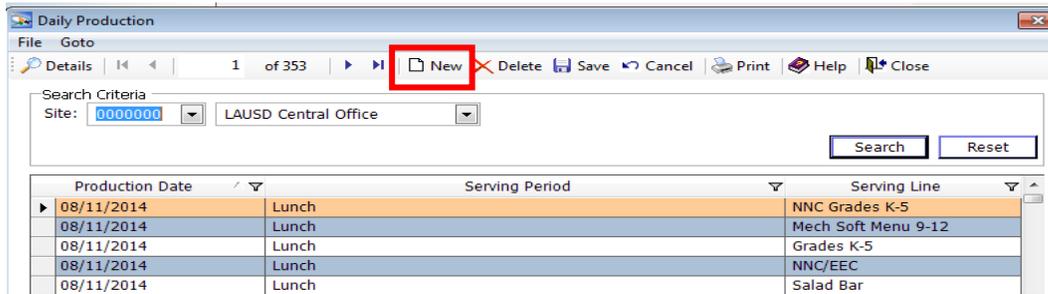
The following process closes the **Daily Production** so that it no longer shows in any of the search screens. This should only be done once a **Production Record** has been COMPLETELY updated. Once these steps are complete, the **Production Record** can no longer be opened or updated.

1. Check the **Update Inventory** box
2. Check the **Complete Production** box
3. Click **Save**

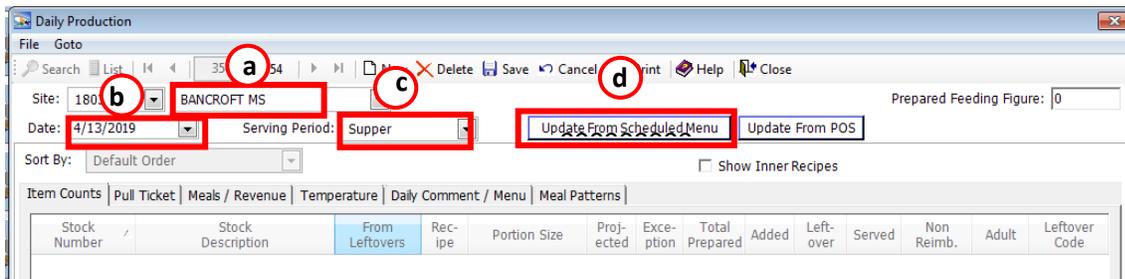
4. When the **Message Box** appears, click **Yes**
5. Close both **Daily Production** screens by clicking the **red X**

## 8.11 SATURDAY PROGRAM PRODUCTION RECORDS

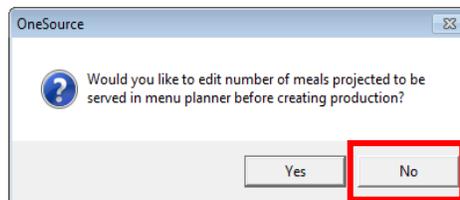
1. Go to **Back of the House > Production > Daily Production**
  - a. Select **New**- a new production record screen will open



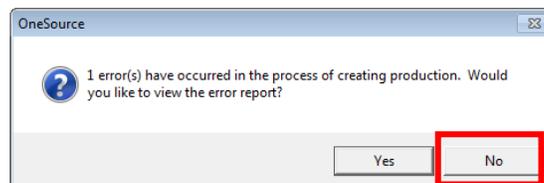
2. Complete screen headers
  - a. Enter **Site Name** (use **Main Site**)
  - b. Enter **Date** (Use **Saturdays Date**)
  - c. Enter **Serving Period** (Use **Supper**)
  - d. Click on **Update from Scheduled Menu**



3. A message will appear: “Would you like to edit number of meals projected to be served in menu planner before creating production?” Click **NO**.



4. A second message will appear: “1 error(s) have occurred in the process of creating production. Would you like to view the error report?” click **NO**.



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5. Click **Add Item** at bottom of screen

Disposition Comment:

**Add Item** Remove Item Substitute Item Item Details Adjust Exception View Exceptions

Print Tickets Print Exceptions Print Worksheet Update Exceptions Manage Leftovers  Update Inventory

Print Records Print Patron Nutrition PrePlanning  Complete Production

Changes pending Process ID: 140006

6. The **Add Item to Production** window will open, follow these steps:

- a. Select **Recipe**
- b. Enter **Item ID** of menu item being added OR type name in **Description** of item
- c. Click **Search**
- d. Item(s) will appear in **Search Results** section, select the correct item
- e. Enter **Serving Size Quantity** (this number will always be '1', milk will be **8oz**)
- f. Enter **Servings to Add** for the amount projected
- g. Select **Food** from the drop-down menu in this section
- h. To add an additional item, click **Save and Add Another Item**. If this is the last item, click on **Add Item and Return**, this will save the item and return to the **Daily Production** screen.

7. Once back on **Daily Production** page, click **Save and Close**

**Add Item to Production**

Search  
 Search For:  Stock Item  **Recipe**  Leftover

**b** Item ID:   
 Description:

Items Found: 1 **c**

**d** Search Results

Recipe Number	Recipe Name
R5533CP	NNC SS Supper Kit 6 Basket/10

Add Item  
 Item:  **e** Serving Size  **e** Measure: 1 Supper Kit

**f** Servings to Add:  **g** Food / Non Food / Ala Carte: Food

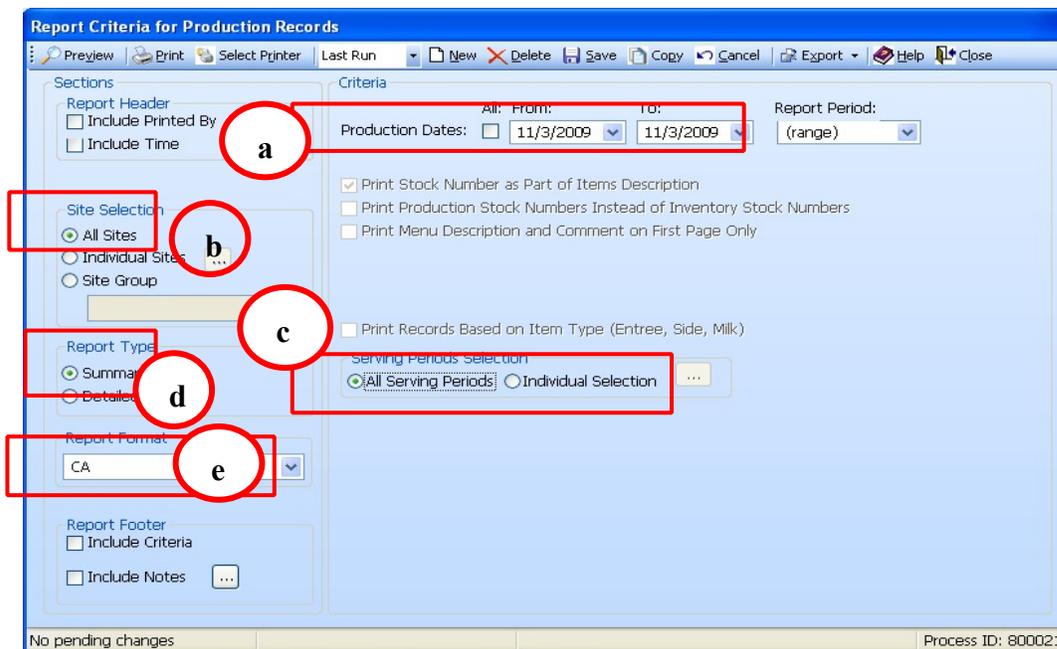
**h**

Last Item Added:

## 8.12 PRINT COMPLETED PRODUCTION RECORDS

This will print the final copy of the **Daily Production Record** with all of the updates you have made for that day. Wait until both breakfast and lunch **Production Records** are completed for all of your sites before you print this report. After printing, you must sign it, staple it to your **Production Worksheet**, and file it

1. Go to **Reports > Production > Production Records**
2. Click **Go!**
3. The **Report Criteria** for **Production Records** screen will appear
  - a. Choose the **Production Date** range (M-F) using drop-down calendar
  - b. Choose **All Sites** under **Site Selection**
  - c. Select **All Serving Periods** under **Serving Period Selection**
  - d. Under **Report Type**, select **Summary**
  - e. Under **Report Format**, select **CA** from drop-down list.

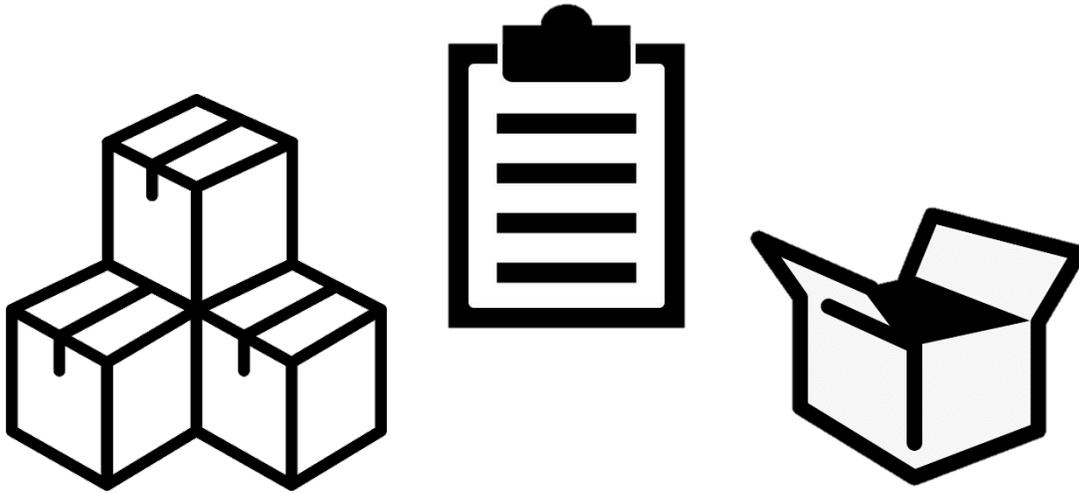


4. Click the **Preview** button at top-left of screen
5. The **Menu Production Record** will appear
6. Click the **Print** button
7. Close the **Report** by clicking the **red X** at top-right of window
8. Return back to homepage by clicking **Close** on the **Report Criteria** window.

## SECTION 9 TAKING A PHYSICAL INVENTORY

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At the end of each month, there is a count of the inventory items at your site. This count is entered into CMS. This **Physical Inventory** count updates the on-hand inventory values.



### PHYSICAL INVENTORY PROCESS

1. Print a **Physical Inventory Worksheet** to count and manually record all items in the inventory
  - Go to **Reports > Inventory > Physical Inventory Worksheet**
2. Enter the **Physical Inventory** counts into CMS. For broken units, look at the worksheet for unit description. If the description is CASE, you will enter the percentage of the case that is on hand (EX:  $\frac{1}{2}$  would equal .5). IF the description is EACH, you will enter the actual amount of item (EX: 5 cases of Peaches- 5).
3. Review the **Physical Inventory Value Report** to verify that the **Physical Inventory** is entered into CMS correctly.
4. Update the **Physical Inventory** count in CMS (if needed).
5. The **Physical Inventory** is marked “Completed,” when all items are entered correctly.

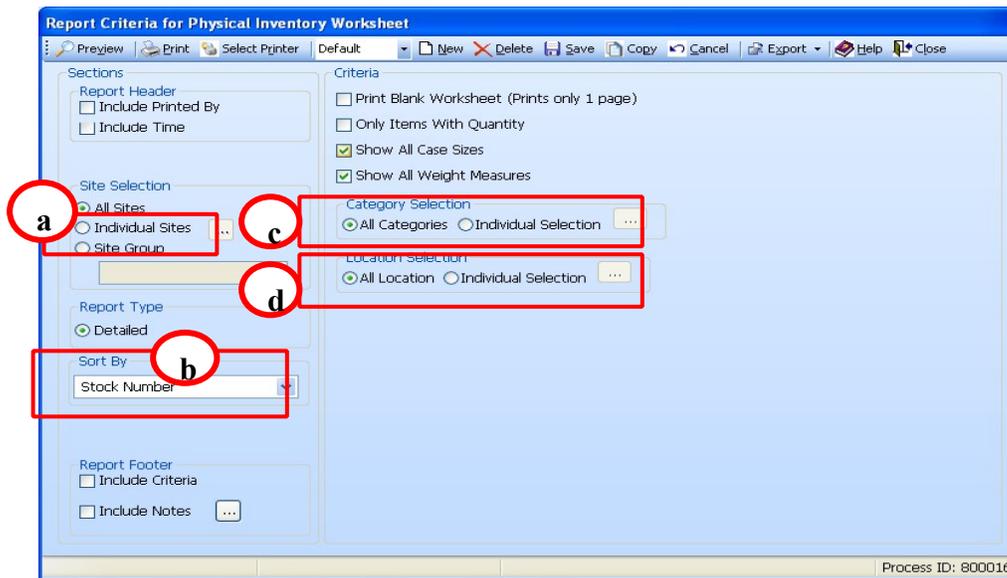
*\*Once the Physical Inventory has been marked “Completed,” it is sent to the Central Office. Central Office will review, approve, and complete all physical inventories. When this occurs, the on-hand quantities of the items at the site are updated to new quantities.\**

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## 9.1 PRINT THE PHYSICAL INVENTORY WORKSHEET

The **Physical Inventory Worksheet** is a printed list of all the inventory items in a school site. This list is used to record the actual physical counts when the inventory is being taken.

1. Go to **Reports > Inventory > Physical Inventory Worksheet**
2. Click **Go!**
3. The **Report Criteria** for the **Physical Inventory Worksheet** screen appears.
  - a. Under **Site Selection**, select **Individual Site**. Find site by clicking button [...]
  - b. Under **Sort by**, select **Stock Number** form the drop-down menu
  - c. Select **All Categories**
  - d. Select **All Locations**
4. Click on the **Preview** button.



5. The **Physical Inventory Worksheet** appears
6. Click **Print** and **Close** by pressing the **red X** at top right of window.
7. Click **Close** to exit the Report Criteria screen.

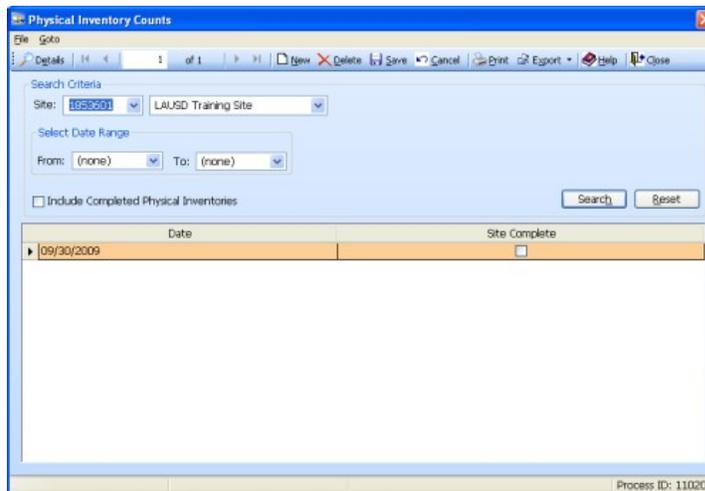
LAUSD Training Site						
Physical Inventory Worksheet						
1853601 LAUSD Training Site						
Stock Number	Description	Units/Case Hand	Cases On Hand	Case Description	Broken On Hand	Broken Unit Description
1010	BEANS GREEN CUT 6/# 10 CAN	6.00		CS		EA
1019	SYRUP TABLE SQZE BTL 12/12 OZ	12.00		CS/12		EA
1021	PC SYRUP TABLE 100/1.5 OZ	100.00		CS/100		EA
1022	JAM STRAWBERRY #10 CAN	6.00		CS/6		EA
1023	PC JAM STRAWBERRY 200/0.5 OZ	200.00		CS/200		EA
1030	JELLY GRAPE #10 CAN	1.00		EA		EA
1031	SALSA 4/1 GAL	4.00		CS/4		EA

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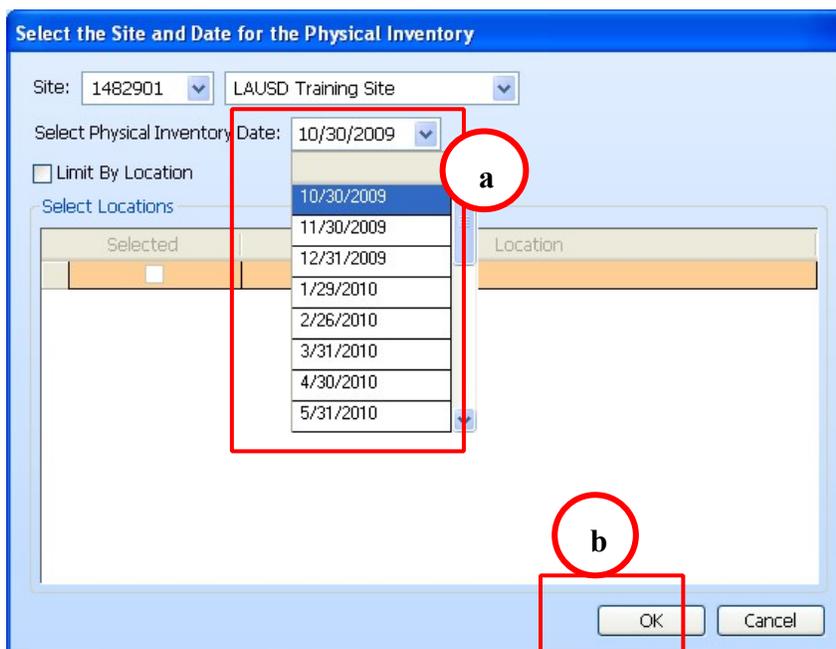
## 9.2 ENTER PHYSICAL INVENTORY COUNTS

The Inventory counts recorded on the **Physical Inventory Worksheet** are also entered into CMS system.

1. Go to **Back of the House > Inventory Management > Physical Inventory > Physical Inventory Counts**
2. The **Physical Inventory Counts** screen displays



3. Click **New**
  - a. Select the **Physical Inventory Date** by using the drop-down calendar list
  - b. Click **OK**
4. The **Physical Inventory Entry** screen will display.



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There are 2 methods for entering inventory items into the system:

- Quick Entry Method
- Physical Inventory List Method

## QUICK ENTRY METHOD

The **Quick Entry** method allows you to enter each Stock Number and the amounts instead of finding each item on a list. The **Quick Entry** tab is the preferred method.

1. In the **Physical Inventory** screen, the **Quick Entry** tab is selected.
  - a. Click inside the **Stock Number** text box to enter the item number to add
  - b. In **Case Qty** text box, enter the number of cases to add
  - c. If item has open case or broken amount, enter amount in the **Broken Qty**
  - d. Click **OK**
  - e. Your entry will be displayed in the grey box labeled **Last Entry**
2. Return to the **Stock Number** field and enter the next stock number you would like to add to your **Physical Inventory** list by repeating steps **a-d**, until complete.
3. Click **Save**- you may be able to save inventory entries multiple times during process.
4. Click **Close** to close the **Physical Inventory** screen
5. **Close the Physical Inventory Counts** screen.

*\*IF you enter an incorrect Case or Broken Unit Quantity, re-enter the stock number and the correct quantity and click OK- this REPLACES the incorrect quantity with the correct one.*

## PHYSICAL INVENTORY LIST METHOD

The **Physical Inventory List** screen gives a list of all of the inventory items that are on the **Physical Inventory Worksheet**. This allows the user to scroll through the list of inventory items on the screen and enter the on-hand value for each item.

1. Click the **Physical Inventory List** tab. This displays every item you could possibly record in the **Physical Inventory**
  - a. In the **Sort By** drop-down menu, select **Stock Number**  
\*By choosing Stock Number, items are sorted in the same order as the Inventory Worksheet\*
  - b. Using the scroll bar on the right, scroll down, find an item and select it
  - c. Enter the number of cases in the **Case Qty** column.
  - d. If applicable enter the **Broken Qty** amount in the **Broken Description**
2. Repeat steps **b through d** until complete
3. Click **Save**- you may save multiple times during process
4. Click **Close** to close the **Physical Inventory** screen
5. **Close the Physical Inventory Counts** screen

The screenshot shows the 'Physical Inventory' window with the following data table:

Stock Number	Description	Units	Case Qty	Bkn Qty	Receive Date	Total Value
1010	BEANS GREEN CUT	6.00	0	0.00		\$0.0000
1019	SYRUP TABLE SQZ	12.00	0	0.00		\$0.0000
1021	PC SYRUP TABLE 1	100.00	0	0.00		\$0.0000
1022	JAM STRAWBERRY	6	0	0.00		\$0.0000
1023	PC JAM STRAWBE	200	0	0.00		\$0.0000
1030	JELLY GRAPE #10	1.00	0	0.00		\$0.0000
1031	SALSA 4/1 GAL	4.00	0	0.00		\$0.0000

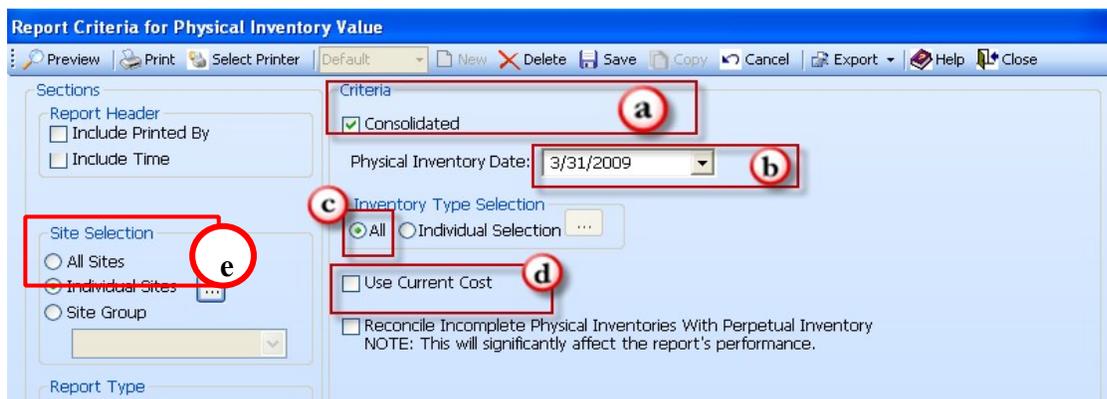
Additional interface elements include: Site: 1853601, Physical Inventory Date: 9/30/2009, Filter By: Category, Items: Quantity On Hand, Entered Only, Sort By: Stock Number, Case Description: CASE/6, Broken Description: EA, Case Price: \$20.0000, Broken Price: \$3.3333, Purchased Value Entered: \$0.0000, USDA Value Entered: \$0.0000, Total Value Entered: \$0.0000.

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## 9.3 PHYSICAL INVENTORY VALUE REPORT

The **Physical Inventory Value Report** displays a list of inventory item amounts entered into CMS and the monetary value listed for each. It also displays a dollar amount for your entire inventory as a whole. Use this report as a tool to verify that the inventory items are correctly entered into the system.

1. Go to **Reports > Inventory > Physical Inventory Value**
2. Click **Go!**
3. The **Report Criteria** for the **Physical Inventory Value** screen displays
  - a. Under **Criteria**, check the **Consolidated** box
  - b. Select the correct **Physical Inventory Date** from the drop-down menu
  - c. Select **All** for the **Inventory Type Selection**
  - d. Check the **Use Current Cost**
  - e. Select **All Sites** under **Site Selection**
4. Click **Preview**



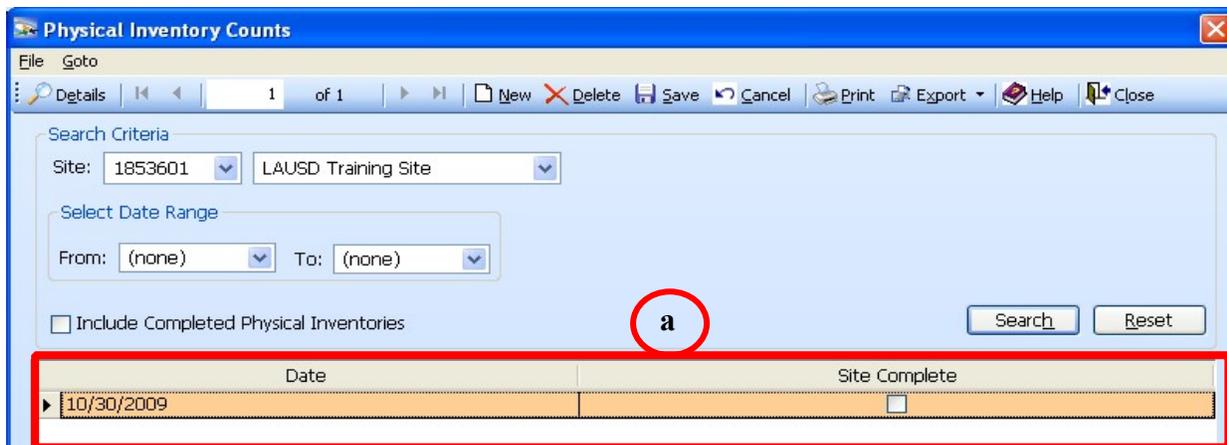
LAUSD Central Office							
Physical Inventory Value Report							
Physical Inventory Date: 03/31/2009							
Food							
Stock Number	Stock Description	Case Quantity	Cost Per Case	Unit Per Case	Broken Quantity	Broken Cost	Extended Value
1003	CHEESE PEPPER JACK SLCD1.3 LB	10.00	6.9383	1.00	3.00	6.9383	\$90.1979
<b>Total value for CHEESE PEPPER JACK SLCD1.3 LB</b>							<b>\$90.1979</b>
1005	CHEESE STRING MOZZ IND 1 OZ	12.00	28.9700	200.00	2.00	0.1449	\$347.9298
<b>Total value for CHEESE STRING MOZZ IND 1 OZ</b>							<b>\$347.9298</b>
1100	VINEGAR RED WINE 1 GAL	10.00	0.0000	1.00	2.00	0.0000	\$0.0000
<b>Total value for VINEGAR RED WINE 1 GAL</b>							<b>\$0.0000</b>
<b>Total value for Food</b>							<b>\$438.1277</b>

5. Once you have reviewed the **Physical Inventory Value Report**, and made note of any edits that need to be made, close by pressing **red X**
6. **Close** the **Report Criteria** screen.

## 9.4 EDIT PHYSICAL INVENTORY COUNTS

After running the **Physical Inventory Value Report** and checking for mistakes, you need to go back into the **Edit Physical Inventory** screen and make any necessary changes. After you have made the necessary changes, you may mark your **Physical Inventory** as “Complete.”

1. Go to Back of the House > Inventory Management > Physical Inventory > Physical Inventory Counts
2. The Physical Inventory counts screen displays
  - a. Double click on the correct inventory date
3. The Physical Inventory details screen appears.



4. If you would like to add an item that you have NOT YET entered into your **Physical Inventory** for that date, follow the instructions in *section 9.2* for the **Quick Entry Method** (*steps 1- a through d on page 54*). This adds the item to your inventory list.
5. If you have already entered this inventory item into the system and you just need to amend it, select the **Physical Inventory List** tab.
  - a. Check the **Entered Only** box in the **Filtered By** area.
  - b. Click the **Apply Filters** button.
 

*\*By doing steps a-b, you are able to view ONLY the items you have entered in your inventory for that date.*
6. Using the scroll bar on the right, find the item you would like to amend and select it.
7. Make the required edits by typing directly into the **Case Quantity** or **Bkn Quantity** columns. *\*Note: if you are ready to complete your Physical Inventory at this time, see the next section. If not, continue with instructions 8 through 10.*

SEE EXAMPLE ON NEXT PAGE

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Physical Inventory

Site: 1853601 LAUSD Training Site Physical Inventory Date: 9/30/2009

Quick Entry Physical Inventory List Completed

Filter By: **a**

Expand All Category:  Quantity On Hand  Entered Only **b** Apply Filters Reset Filters Sort By: Stock Number

Stock Number	Description	Units	Case Qty	Bkn Qty	Receive Date	Total Value
1010	BEANS GREEN CUT	6.00	6	3		\$129.9999
1019	SYRUP TABLE SQZ	12.00	3	6		\$60.1650
1022	JAM STRAWBERRY	6.00	9	0.00		\$535.2300
1023	PC JAM STRAWBE	200.00	4	0.00		\$28.6400
1039	PC SAUCE HOT 20	200.00	0	100.00		\$2.0000
1103	PC CATSUP TOMAT	500.00	3	250.00		\$26.7450
1105	CONCENTRATE BE	1.00	1	0.00		\$2.3311

Case Description: CS/200 Broken Description: EA

Case Price: \$4.0075 Broken Price: \$0.0200

Purchased Value Entered: \$785.1110 USDA Value Entered: \$0.0000 Total Value Entered: \$785.1110

\*\*NOTE: Total Item Value is to assist in judging data entry accuracy. It is based on the price of the item as displayed on this screen. The actual price of the item may vary based on the price at which the item was received.

Changes pending Process ID: 110026

8. Click **Save**—if a message appears and asks you if you would like to complete the inventory, click **No**.
9. Click **Close** to close the **Physical Inventory** details screen.
10. Close the **Physical Inventory Counts** query screen.
11. Click the **Home** button to return to the **Homepage**.

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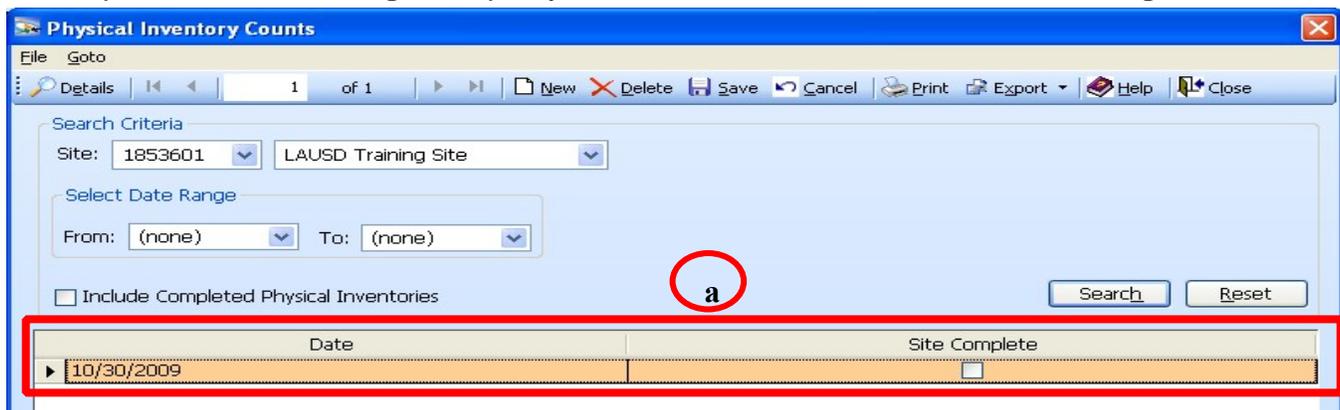
## 9.5 COMPLETE PHYSICAL INVENTORY AT SITE LEVEL

After all the inventory counts are entered and verified in CMS, the final step is to “Complete” the **Physical Inventory** in CMS. This will close out the **Physical Inventory** and send it to the Central Office for processing.

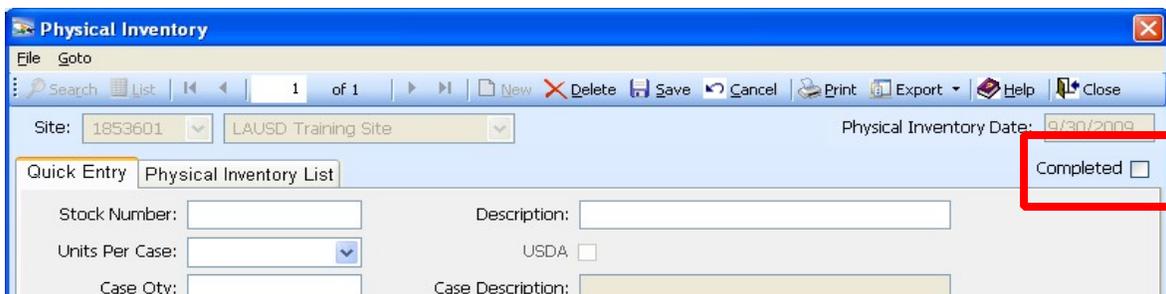
*\*Once the Physical Inventory is marked “Completed,” there can be no further edits to the Physical Inventory Counts. Thoroughly check the Inventory figures before completing this step*

1. Go to Back of the House > Inventory Management > Physical Inventory > Physical Inventory Counts
2. The Physical Inventory Counts screen displays
  - a. Double click on the correct inventory date to be completed

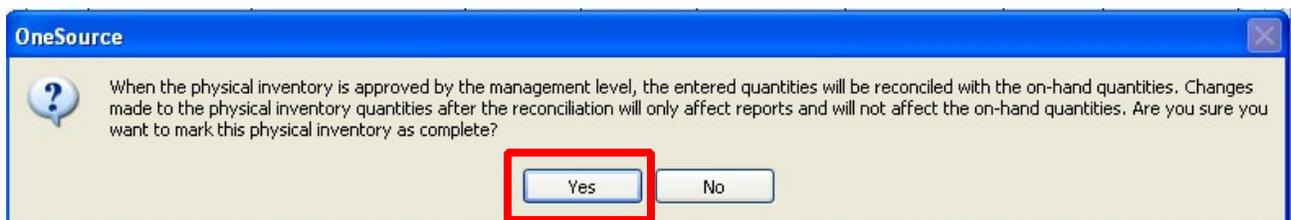
*\* Inventory has not been completed yet if there is no check mark in the Site Complete box\**



3. Check the Completed box



4. A warning message will automatically appear, Click Yes
5. Click Save and Close.



## SECTION 10 INVENTORY ADJUSTMENTS

Adjusting your inventory in CMS is the way to adjust items that are not handled in the standard functions of **Production**, **Physical Inventory**, and **Receiving**. **Inventory Adjustments** are used to update on-hand inventory value on an as-needed, day to day basis.

### 10.1 INVENTORY ADJUSTMENTS

1. Go to Back of the House > Inventory Management > Adjustments
2. The Adjustments screen will appear
3. Click New
4. All of the necessary text boxes turn from grey to white
  - a. Enter the **Adjustment Date** (today's date) using the drop-down menu
  - b. Enter the **Adjustment Date** (today's date) using the drop-down menu
  - c. Choose a **Reason for the Adjustment**. EX: Food preparation, Breakage/Spoilage, Stock Transfer Sent, Stock Transfer Receiving, Discard, Catering, Vending, etc.
  - d. IF applicable, chose either **Addition or Subtraction** from drop-down list
  - e. Enter number of adjusted cases into **Cases** field
  - f. Enter number of adjusted number of broken units in **Broken Units** field
  - g. Enter and explanation in the **Comments** section explaining reason for Adjustment
5. Click **Save & Close**

The screenshot shows the 'Adjustments' window in the CAFETERIA MANAGEMENT SYSTEM. The window title is 'Adjustments' and it has a standard menu bar (File, Goto) and toolbar (Search, List, New, Delete, Save, Cancel, Print, Export, Help, Close). The main form area contains the following fields and controls:

- Adjustment Date:** A dropdown menu showing '3/17/2009' (labeled 'a').
- Date Entered:** A text field showing '3/17/2009 1:50 PM'.
- Entered By:** A text field showing 'System Administrator'.
- Site:** A dropdown menu showing '0000000'.
- LAUSD Central Office:** A dropdown menu.
- Stock Number:** A text field (labeled 'b').
- Reason for Adjustment:** A dropdown menu showing 'Other' (labeled 'c').
- Addition / Subtraction:** A dropdown menu showing 'Subtraction' (labeled 'd').
- Case Size:** A dropdown menu showing '1'.
- Case Weight:** A text field.
- Case Cost:** A text field showing '\$0,000.0000'.
- Vendor:** A text field.
- Broken Unit:** A text field.
- Location:** A dropdown menu.
- Adjustment Amount Table:**

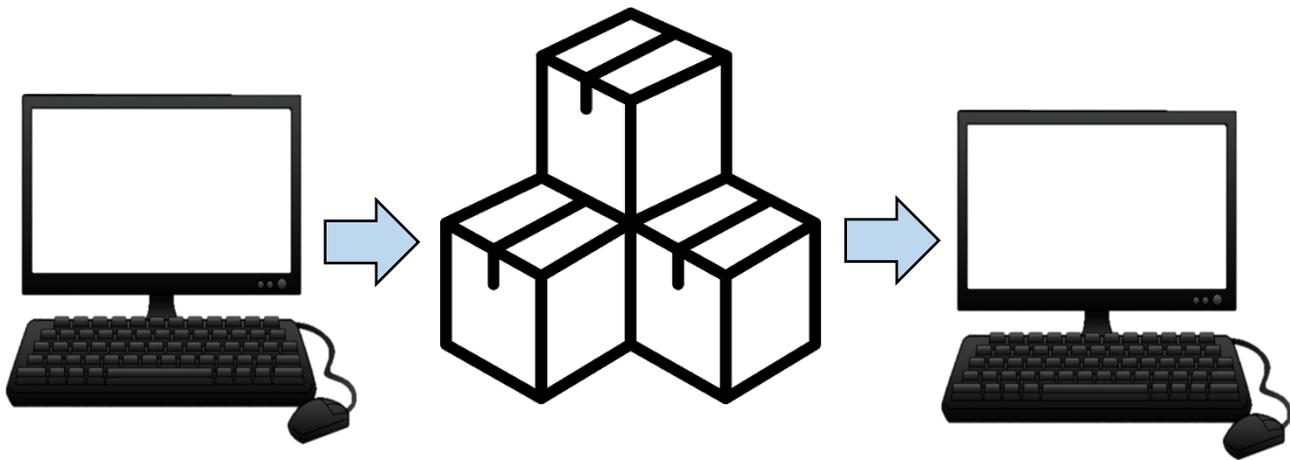
	Adjustment Amount	Before Adjustment	After Adjustment
Weight:			
Cases:			
Broken Units:			
- Comments:** A large text area (labeled 'g').
- Last Adjustment:** A text field.

At the bottom of the window, there is a status bar with 'Changes pending' on the left and 'Process ID: 110302' on the right.

## SECTION 11 STOCK TRANSFERS

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A **Stock Transfer** allows the system to account for inventory transfers from one site location to another. A **Sending Ticket** is created for the site that is sending the stock transfer, and a **Receiving Ticket** is created for the site receiving the stock transfer.



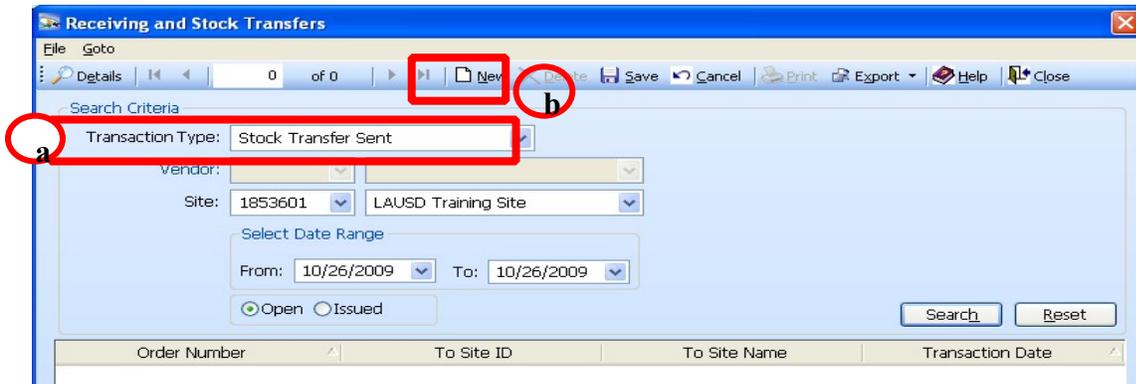
### STOCK TRANSFERS

1. Issue a Stock Transfer (Sending Site issues)
2. Print out a Sending Ticket
3. Transfer item from one site to another
4. Receive Stock Transfer (Receiving Site)

## 11.1 SEND A STOCK TRANSFER

In order for the receiving site to receive the transfer into CMS, the sending site must issue or a **Stock Transfer**. The sending site has to initiate this process.

1. Go to **Back of the House > Inventory Management > Receiving and Stock Transfers**
  - a. In the **Transaction Type** section, use drop-down to select **Stock Transfer Sent**
  - b. Click **New**



2. The **Receiving and Stock Transfer** screen appears
3. Select the site receiving the transfer by clicking the **Search for Site** button
  - a. A **Site Search** window will appear
  - b. Type in the name of the site receiving the transfer in the **Site Description** section
  - c. Click **Search**

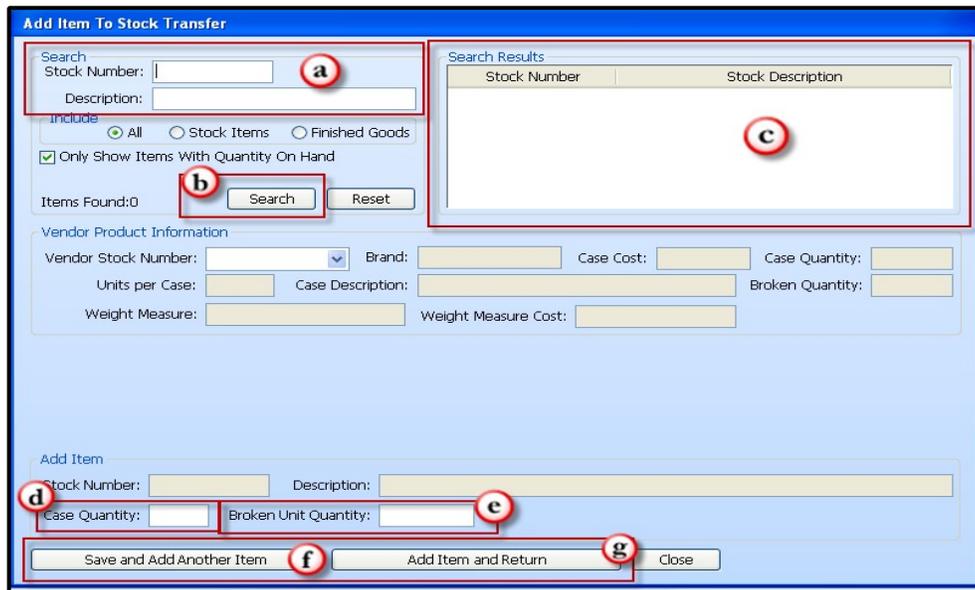


4. Select the school site after pressing **Search** and click **OK**
5. Once returning to the **Receiving and Stock Transfer** screen click **Add Item**

**SEE NEXT PAGE FOR CONTIUED INSTRUCTIONS**

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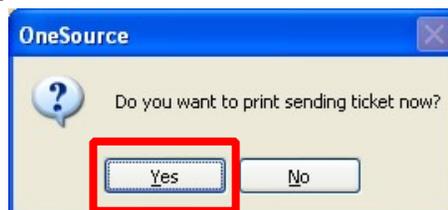
6. The **Add Item to Stock Transfer** screen will appear
  - a. Enter the **Stock Number** or **Description**
  - b. Click **Search**
  - c. In the **Search Results** section, click on correct item being transferred
  - d. Enter the **Case Quantity**
  - e. Enter **Broken Unit Quantity** if any
  - f. To add more items, click **Save and Add Another Item**
  - g. If this is the last item, click **Add Item and Return**. This will save item



7. After returning to the **Receiving and Stock Transfer** screen, check the **Issued** box when you are completely finished adding items to transfer



8. Click **Save**
9. When **Message Box** appears, click **Yes**

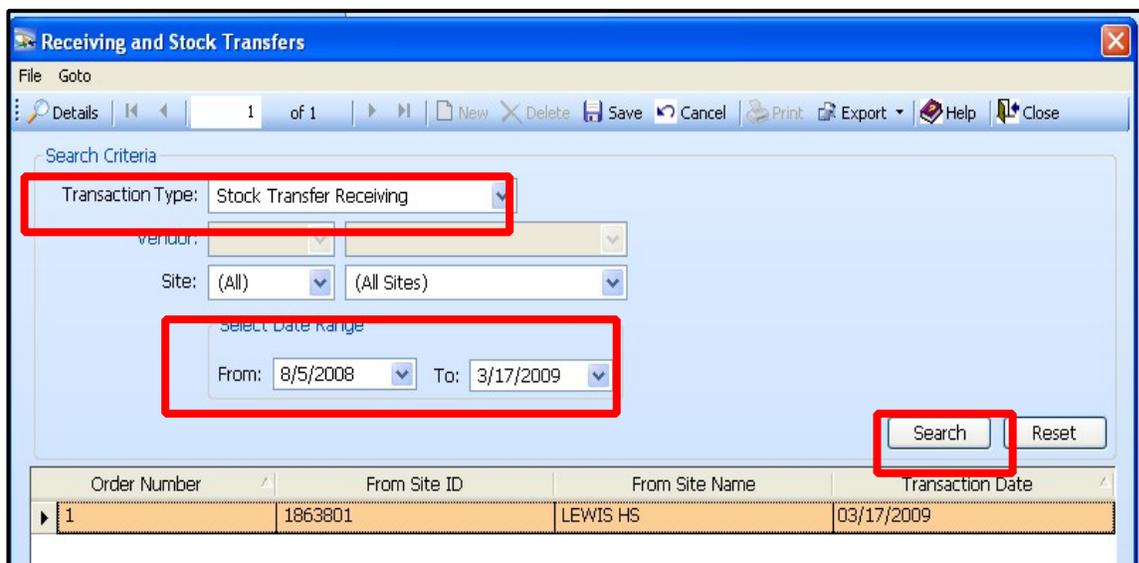


10. The **Sending Ticket** appears, click **Print**.
11. Close out of the **Stock Transfer Sent** screen by pressing the **red X** at top-right of screen

## 11.2 RECEIVE A STOCK TRANSFER

Once the sending site has **issued** the **Stock Transfer**, the receiving site is able to receive the item when they arrive into CMS.

1. Go to **Back of the House > Inventory Management > Receiving and Stock Transfers**
2. In the **Transaction Type**, select **Stock Transfer Receiving** using drop-down list.
3. Select the **Date-Range** of when the stock was transferred using drop-down calendar
4. Click **Search**
5. Double Click the correct transfer record you would like to receive.



Order Number	From Site ID	From Site Name	Transaction Date
1	1863801	LEWIS HS	03/17/2009

6. The **Receiving and Stock Transfers** screen appears
  - a. Using the **Received By** drop down list, select name of person receiving stock
  - b. In **Date Received** drop-down calendar, select the date the transfer was sent
  - c. Click the **Default to Sent Quantities** if you received all the items exactly as you expected, if not, see step **d**
  - d. If there was a discrepancy between what you received and what is listed on CMS, manually enter the number of cases received in the **Case Received** column.
  - e. Click **Save**

**SEE NEXT PAGE FOR EXAMPLE**

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7. After clicking **Save**, a **Message Box** will appear, select **Yes**.
8. Another message box will appear asking to **Print the Delivery Ticket**, click **Yes**  
\*File All Stock Transfers with other invoices\*
9. The **Stock Transfer Delivery Receipt** will appear

Stock Number	Stock Description	Pack Description	Cases Transferred	Broken Units Transferred	Cases Received	Broken Units Received	Broken Cost	Extended Total
1001	CHEESE MOZZARELLA 8/6 LB	CS/8	10	0.00	10	0.00	11.3119	\$904.9550
<b>Totals:</b>			10	0.00	10	0.00		\$904.9550

10. Click **Print**
11. Close out the **Delivery Receipt** screen by clicking **red X** at top-right of screen.
12. Close out of the **Receiving and Stock Transfers** screen by clicking **Close**.

## SECTION 12 APPENDICES

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### 12.1 QUERY AND DETAIL SCREEN TOOLBARS

The following table displays the Query and Details Screen Toolbar functions used in CMS.

#### QUERY SCREN TOOLBAR



#### DETIALS SCREEN TOOLBAR



#### BUTTONS AND FUNCTIONS

GRAPHIC	LABEL	DESCRIPTION	SHORTCUT
	Details	Select to display the Details screen for the highlighted record.	Alt + E
	First	Select to highlight the first record.	Home
	Previous	Select to highlight the previous record.	←
	Record Selector	Enter a record number to make it the active record. The Record Selector control displays the current record number and the total number of records.	
	Next	Select to highlight the next record.	→
	Last	Select to highlight the last record.	End
	New	Select to display a new record entry screen for the current process, when on a query screen.	Alt + N
	Delete	Select to delete the current record. When deleting a record, a confirmation screen displays. Select Yes to confirm or select No to cancel the deletion.	Alt + D
	Save	Select to save the information you enter.	Alt + S

**SEE NEXT PAGE FOR CONTINUED BUTTONS AND FUNTIIONS**

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## BUTTONS AND FUNCTIONS CONT.

GRAPHIC	LABEL	DESCRIPTION	SHORTCUT
	Cancel	Select to cancel the data changes you made.	Alt + C
	Export	Select to export data to E-mail, PDF or Excel.	Alt + X
	Print	Select to print.	Alt + P
	Help	Select to display the online help for the current screen display.	F1 or Alt + H
	Close	Select to close the screen.	Alt + F4 or Alt + L

## 12.2 REPORT CRITERIA TOOLBAR

The **Report Criteria Toolbar** has the following function keys. Review the following components to become familiar with the related links.

GRAPHIC	LABEL	DESCRIPTION	SHORTCUT
	Preview	Select to preview a report from the Report Center.	Alt + V
	Print	Select to print a report related to the process you are on.	Alt + P
	Select Printer	Select to select a specific printer to print the report related to the process you are on.	
	Export	Select to create an export template, select an export template or a format for exporting the report.  <b>PDF:</b> Exports a formatted file to .PDF format. <b>Excel:</b> Exports a formatted file to .XLS format. <b>HTML:</b> Exports a formatted file to .HTM format. <b>Word:</b> Exports a formatted file to .DOC format. <b>Rich Text Format:</b> Exports a formatted file to .RTF format. <b>Text Format:</b> Exports a formatted file to .TXT format.	Alt + X

	Cancel	Select to clear any criteria changes and set it back to the selected criteria set values.	Alt + C
	Help	Select to display the online help system for the section of the program you are working in.	F1 or Alt + H
	Close	Select to close the screen.	Alt + F4 or Alt + L
	Criteria Set	<p>Choose from a list of existing criteria sets and default criteria set from the drop-down list. Each criteria set is on a per user per report basis. The system include the following basic criteria sets:</p> <ul style="list-style-type: none"> <li>• <b>Last Run:</b> The last used criteria settings are automatically saved to this set. When you open the Report Criteria screen, the Criteria selection list is always set to Last Run by default. The last custom saved set and the Last Run set always has the same settings.</li> <li>• <b>Default:</b> This set consists of the default criteria selections and any appropriate data. For example, if a date is included and using the current date is appropriate, the Date check box is marked and the range is set to “Today.” The date field shows the current date</li> </ul> <p><b>All In One:</b> This is the criteria set specific to each report included with an All In One report type. You cannot see or edit this information using the Report Criteria screen. All changes must be made using System Management &gt; Report Types</p>	
	New	<p>Select to create a new criteria set name to save the current criteria settings to</p>  <ol style="list-style-type: none"> <li>1. Set the criteria on the screen.</li> <li>2. Select New.</li> <li>3. Enter name of criteria set. Select OK.</li> </ol>	ALT+N
	<b>Delete</b>	Select to delete a criteria set.	ALT+D
	Save	Select to save the criteria selections on the screen to a criteria set	ALT+S
	Copy	Select to copy criteria setting from an existing or new criterion set name.	

## 12.3 REPORT VIEWER TOOLBAR

The **Report Viewer Toolbar** contains several options that allow you to navigate through the report while viewing it. It also has options to export and print the reports. Review the following components to become familiar with related tasks.



GRAPHIC	LABEL	DESCRIPTION
	Export Report	Select to output the report in a file format.
	Print Report	Select to select the destination printer.
	Toggle Group Tree	Select to display or hide the Group Tree section.
	Go to First Page	Select to display the first page of the report.
	Go to Previous Page	Select to display the previous to the current page of the report.
	Go to Next Page	Select to display the next consecutive page of the report.
	Go to Last Page	Select to display the last page of the report.
	Go to Page	Select to display the Go To Page screen that allows you to navigate to a specific page number.
	Find Text	Select to search the report for specified text.
	Zoom	Select to adjust the display magnification of the report.

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## 12.4 EXPORTING A REPORT (SAVING)

**Exporting a Report** means to take the reports off of the CMS and put them into a readable and accessible version that can be saved on your computer. This can cut down a lot of printing from CMS that is not considered “mandatory” by saving it in soft copy (computer) folders instead.

1. At this point, you are already in the Reports section, displaying the report you would like to Export (save).
2. Click the Export button in the furthest top-left corner of the screen



3. Export Window will pop-up
  - a. Choose location to Save in- its recommended you create a designated folder
  - b. Under Save As Type drop-down menu, select Adobe Acrobat (\*.pdf)
  - c. Fill in name for saved document in File Name

\*Name should start with date and reflect the description of report (EX: 10-1-20-Shopping List)

4. When message Box appears, Click OK

