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

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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 <u>Communications Connected.</u> (Remember, communication come on and off all day) if you notice that communications have not been changed to <u>Communications Connected.</u> Input a **Remedy Ticket**



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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.

Location:// Back of the House/ Procurement/ Shopping List/



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SECTION 3: TIMELINE FOR FOOD SERVICE DIVISION

3.1 CMS Finish Line

DAILY

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

<u>WEDNESDAY</u> – 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
- <u>THURSDAY Create Production Records (For upcoming week)</u>
 - 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 <u>IF NEEDED:</u> Stock Transfers Inventory Adjustments



SECTION 4: STOCK NUMBERS AND RECIPES

Vendor ID + Line Number = Stock Number

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

Example: 1 + 221 = 1221

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 assembles 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

C A F E

SECTION 5: PLACING AN ORDER (EZ-STEPS)

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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.





5.1 Edit Projected Menu Plan Quantities

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

💀 OneSource		X
Eile Edit Go To Qu	ick Create Favorites <u>H</u> elp	
Make Selection	LAUSD Training Site - Training User -	12/16/2009 1:02 PM
Shopping List	Projected Menu Plan Quantities teat projected menu plan quantities to use in order forecasting and production.	
-	Process Menu Plan Order Forecast	
	E-Steps for Projected MP Quantities Project Menu Plan Quantities using a step by step guide approach.	
	Location:// Back of the House/ Procurement/ Menu Plan Ordering/	
My Home Page	ont of Back of System TReports Contine Help Fredering. Fredering.	

<u>STEP 1-</u> 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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<u>STEP 2-</u> 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.

🔊 Re	view Me	nu Plans									×
Me	Select enu 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			=
		1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Breakfast	NNC/EEC	100			
	-	1601301	PARK WESTERN EL	01/03/2	LAUSD AG	Snack	NNC-Snack	100			
		1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Snack	NNC-Snack	110			
		1601301	PARK WESTERN EL	01/03/2	LAUSD AG	Lunch	NNC	100			
	1	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Lunch	NNC/EEC	110			
		1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Breakfast	NNC/EEC	100			
		1601301	PARK WESTERN EL	01/04/2	LAUSD AG	Breakfast	NNC	100			
		1601301	PARK WESTERN EL	01/04/2	LAUSD AG	Snack	NNC-Snack	100			
		1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Snack	NNC-Snack	110			
		1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Lunch	NNC/EEC	110			
		1601301	PARK WESTERN EL	01/04/2	LAUSD AG	Lunch	NNC	100			~
,										Done	

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		
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Breakfast	NNC/EEC	100		
1	1601301	PARK WESTERN EL	01/04/2	LAUSD AG	Breakfast	NNC	100		
	1954801	PARK WESTERN EEC	01/05/2	LAUSD AG	Breakfast	NNC/EEC	100		
	1601301	PARK WESTERN EL	01/05/2	LAUSD AG	Breakfast	NNC	100		
	1954801	PARK WESTERN EEC	01/06/2	LAUSD AG	Breakfast	NNC/EEC	100		
	1601301	PARK WESTERN EL	01/06/2	LAUSD AG	Breakfast	NNC	100		
	1601301	PARK WESTERN EL	01/07/2	LAUSD AG	Breakfast	NNC	100		
j.	1954801	PARK WESTERN EEC	01/07/2	LAUSD AG	Breakfast	NNC/EEC	100		
	1601301	PARK WESTERN EL	01/03/2	LAUSD AG	Lunch	NNC	100		
	1954801	PARK WESTERN EEC	01/03/2	LAUSD AG	Lunch	NNC/EEC	110		
	1954801	PARK WESTERN EEC	01/04/2	LAUSD AG	Lunch	NNC/EEC	110		

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

Review Me	nu Plans							0 diveto d		Editing of	2
Select Menu Plan	Site ID	Site Description	X	Serving Date	Age Group	Serving Period	Serving Line	Feeding Figure	Productio Created	Menu Plan Completed	
	1954801	PARK WESTERN EEC		01/03/2	LAUSD AG	Breakfast	NNC/EEC	100			
	1954801	PARK WESTERN EEC		01/03/2	LAUSD AG	Snack	NNC-Snack	110		-	_
	1954801	PARK WESTERN EEC		01/03/2	LAUSD AG	Lunch	NNC/EEC	110			
	1954801	PARK WESTERN EEC		01/04/2	LAUSD AG	Breakfast	NNC/EEC	100			
	1954801	PARK WESTERN EEC		01/04/2	LAUSD AG	Snack	NNC-Snack	110			
	1954801	PARK WESTERN EEC		01/04/2	LAUSD AG	Lunch	NNC/EEC	110			
	1954801	PARK WESTERN EEC		01/05/2	LAUSD AG	Breakfast	NNC/EEC	100			
	1954801	PARK WESTERN EEC		01/05/2	LAUSD AG	Snack	NNC-Snack	110			
	1954801	PARK WESTERN EEC		01/05/2	LAUSD AG	Lunch	NNC/EEC	110			
	1954801	PARK WESTERN EEC		01/06/2	LAUSD AG	Breakfast	NNC/EEC	100			
	1954801	PARK WESTERN EEC		01/06/2	LAUSD AG	Snack	NNC-Snack	110			
	1954801	PARK WESTERN EEC		01/06/2	LAUSD AG	Lunch	NNC/EEC	110			1
, F									_	Done]



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 <u>must</u> 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.

3	Re	view Me	nu Plans										×
	: Me	Select enu Plan	Site ID	Site Description	7	Serving Date	Age Group	Serving Period	Serving Line	Adjusted Feeding Fiaure	Productio Created	Editing of Menu Plan Completed	^
			1954801	PARK WESTERN EEC		01/03/2	LAUSD AG	Breakfast	NNC/EEC	100			
		N	1954801	PARK WESTERN EEC		01/03/2	LAUSD AG	Snack	NNC-Snack	110			
			1954801	PARK WESTERN EEC		01/03/2	LAUSD AG	Lunch	NNC/EEC	110			
			1954801	PARK WESTERN EEC		01/04/2	LAUSD AG	Breakfast	NNC/EEC	100			
			1954801	PARK WESTERN EEC		01/04/2	LAUSD AG	Snack	NNC-Snack	110			
			1954801	PARK WESTERN EEC		01/04/2	LAUSD AG	Lunch	NNC/EEC	110			

- 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.

100	R	eview Menu P	lans									×
	Pr	ojected Feeding	Figure: 1800 Adjust	ed Feeding Figure:	1800		mber of pro	duction h	istories to	average:	2 🗘	
		Stock Number	Stock Description	Serving Size	Forecast Created	Adjusted MP Qty	Projected MP Qty	Average Qty	Added T Menu	History 1	Histo	^
	•	R3800	Chilled Orange Juice 4 oz	1 - 1 Each		720	720	100		200		
		R4010	Fresh Whole Baby Carrots	1 - 1, Each (3 oz		720	720	0				
		R0208	ChixTender Strips & WW Roll	1 - 1 serving		540	540	0				
		R8009	Choice of Milk (1/2 pt)	1 - 1 Each		1800	1800	200		400 📃		
		R0401	LF Turkey Corn Dog	1 - 1 Each (3.8 o		720	720	0				
		R4015	Yellow Whole Kernel Corn	1 - 1 (#8 disher)		720 b	720	100		200 📃		
L		R3001	Fresh Apple Slices	1 - 1 Each		720	720	0				
		R1401	Peanut Butter & Jelly Pocket	1 - 1 Each (5 oz)		540	540	0				
		R4002-B	Green Leaf Lett/Tomato/Pickl	1 - 1, serving		720	720	0				
	< U	pdate All Adjust Projected Menu	ted Menu Plan Quantities to: Plan Quantity	ory Quantity	Editing	of Menu F	Plan Comple	eted	Canc	Add I	tem Done	
C	har	nges pending								Process	<u>d</u> ₂₀	0210

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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.

	R	eview Menu Pla	ans								
	Pro	ojected Feeding	Figure: 1800 Adjust	ed Feeding Figure:	1800	Nu	mber of pro	duction h	istories to .	average: 2	2 🗘
		Stock Number	Stock Description	Serving Size	Forecast Created	Adjusted MP Qty	Projected MP Qty	Average Qty	Added T Menu	History 1	Histo
	۲	R3800	Chilled Orange Juice 4 oz	1 - 1 Each		720	720	100		200	
		R4010	Fresh Whole Baby Carrots	1 - 1, Each (3 oz		720	720	0			
		R0208	ChixTender Strips & WW Roll	1 - 1 serving		540	540	0			
		R8009	Choice of Milk (1/2 pt)	1 - 1 Each		1800	1800	200		400 📃	
		R0401	LF Turkey Corn Dog	1 - 1 Each (3.8 o		720	720	0			
		R4015	Yellow Whole Kernel Corn	1 - 1 (#8 disher)		720	720	100		200 📃	
		R3001	Fresh Apple Slices	1 - 1 Each		720	720	0			20
		R1401	Peanut Butter & Jelly Pocket	1 - 1 Each (5 oz)		540	540	0			
		R4002-B	Green Leaf Lett/Tomato/Pickl	1 - 1, serving		720	720	0			
	<										
		odate All Adjuste Projected Menu P	ad Menu Plan Quantities to: Plan Quantity Average Hist	ory Quantity	Editing	of Menu i tion Creat	Plan Comple ed	eted	(Canc	Add I	tem
Cł	nan	iges pending								Process 1	D: 120210

- 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.

Add Item to Projected Menu Plan Quantities			
Search	Search Results		
	Stock Number	Stock Description	
Item ID:	▶ 1000	CHEESE CREAM LITE IND 100/10Z	
Description:	1003	CHEESE PEPPER JACK SLCD1.3 LB	
Contraction and the second second second	1007 (d)	EGGS FROZEN 6/5 LB	
Only Show Items with Quantity On Hand	1008	PC SALT IND PKG 3000/.02 OZ	
	1009	SALT IODIZED SHAKER 26 02	
Items Found:731 Search Reset	1010	SALT NITCHEN 20 UZ	~
On Hand	1 1011	DESMINE SEED TO TO US	
Cases: Broken	Units: 0.00 Cas	e Size: 100.00	
Case Description: CS/100 Broken Description:	otion: EA		
Add Item			
Item: 1000 CHEESE CREAM LITE IND 100/1C Qua	ntity: Measure:		
(g)	ineji (indiano)		
Food / Non Food / Ala C	arte: Food 🗸 🖳		
	0		
Save and Add Another Item Add Item	and Return	se	
Last Item Added:			

- 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.

Aenu Plan	Site ID	Site Description	Serving Date	Age Group	Serving Period	Serving Line	Adjusted Feeding Figure	Productio Created	Editing of Menu Pla Complete
							, igore		

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



5.4 CREATE AN ORDER FORECAST

<u>STEP 1</u>- 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.



<u>STEP 2</u>- Click the **NO** button



<u>STEP 3</u>- Click **OK** * Soon after, an error message will appear, click OK.



<u>STEP 4</u>- 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.

📴 Create Forecast (10/19/2009 - 10/23/2009)									
F	Forecast Criteria								
5	Site: 1853601 🗸 LAUSD Training Site 🗸								
F	Forecast Details								
	Lollap	expand A	I Pitter by Veridor.	×	<u> </u>	Apply Hiters	Keset Hiter		
		Stock Number 🛛 🗠	Stock Description	Case Description	Delivery Date	Order Quantity	Forecast Quantity		
G		1031	SALSA 4/1 GAL	CS/4	10/20/2009	2	2		
G	Ð	1077	POTATOES MASHED FLAKE 6/5 LB	CS/6	10/22/2009	1	1		
G		1120	SAUCE CHEESE 6/106 OZ POUCHB	CS/6	10/20/2009	2	2		
G	Ð	1135	OLD FASHIONED CC TOPPNG 6/5	CS/6	10/21/2009	1	1		
G		1164	OLD FASHIONED CC MIX 6/4LB12	CS/6	10/21/2009	1	1	1	
G	÷-	1363	TACO SHELL PIECES 60/1.5 OZ	CS/60	10/20/2009	4	4		
6		1703	RICE BROWN 25 LB	BAG/25	10/22/2009	5	5	1	
G		1853	CEREAL BRAN FLKS/RAISIN 96/10	CS/96	10/21/2009	32	32	1	
6		1878	CEREAL MLTGRN CHEERIOS 96/10	CS/96	Multiple	5	5	1	
G		1887	CEREAL OATS TOASTED 96/1 OZ	CS/96	Multiple	6	7		
6		1902	BEANS PINTO 6/#10 CAN SRP	CS/6	10/20/2009	5	5	1	
G		1915	CRACKERS GRAHAM LOWFAT 150	CS/150	Multiple	7	8		
l.									
						Add Item	Remove Iter	n	
*	*Current Inventory is comprised of On Hand, On Order, Reserved by Production, and pending Forecast Done Done								
Cha	nge	s pending					Process ID: 12	0753	

STEP 5- Print pull ticket, click NO.







<u>STEP 7</u>- Ready to process forecast, **YES**



<u>STEP 8</u>- View Shopping List, click **YES**.





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.

🗟 Enter Shopping List						X	
Ele <u>G</u> oto							
🖓 Dgtais H 🔸 🛛 0 of 0 🕨 🗏 🗋 New 🗙 Delete 🕞 Save ඟ Cancel 🌺 Print 🔗 Help 🎶 Close							
Search Criteria Site: 1482901 👻 LAUSD Training Site 💌							
ect Date Range							
3 rom: 11/2/2009 💌 To: 1	2 mm: 11/2/2009 ▼ To: 11/6/2009 ▼ Vendor: (none) ▼ (none) ▼ Search Reset Reset Reset Reset Reset						
Site Name 🗠 🔽 Site ID 🕤	r 🛛 Parent Site 🗸	Delivery Date 🔻	Vendor	Complete 🗸	By Site 🔻	Weekly Order	
LAUSD Training 1482901	LAUSD Central Offi	11/02/2009	Grocery/Stapl				
LAUCD Training 1402901	LAUGD Control Off	11/06/2005	Crocory/Ctopl				
LAUSD Training 1482901	LAUSD Central Offi	11/03/200	oldstar				
LAUSD Training 1482901	LAUSD Central Offi	11/02/2009	Goldstar				
LAUSD Training 1482901	LAUSD Central Offi	11/05/2009	Goldstar				
LAUSD Training 1482901	LAUSD Central Offi	11/03/2009	Meats/Frozen				
LAUSD Training 1482901	LAUSD Central Offi	11/03/2009	Grocery/Stapl				
LAUSD Training 1482901	LAUSD Central Offi	11/05/2009	Meats/Frozen				

- 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**.

Enter Shopping List Image: Search in List in the image: Search in the image: Se						
Ner By: Vindor: 9 Prifi Ctems: Below Min, Par Ordered Only	twood Category Frequently Ordered 🗆 Below Reorder Level		Reset Filters	date to Reorder Level		
Stock Number	Stock Description // MILK 1 % LOW FAT 1/2 PT ECO	Order Case Quantity Description 15 50/pouch	Cases On Hand	Broken On Hand		
				Image: Construction of the second sec		
Total Cases: 15 Total Ord	ler Cost: 225.0000 Order Weight/Volur	ne		Print Shopping List Order		
				Process ID: 120110		



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.

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

🕞 Enter Shopping List	
<u>File G</u> oto	
Search List H 4 1 of 5 F H	🗋 New 🗙 Delete 🔚 Save 🧟 Cancel 😓 Print 🔟 Export 🝷 🧇 Help 👫 Close
Site: 1853601 V LAUSD Training Site	Delivery Date 10/22/2009 Order Complete Display Item Detail
Quick Entry Shopping List Entry Order Comments	
Stock Number:	On Hand Quantities: On Order:
Stock Description:	Cases: Broken: Cases: Cases:
Order Quantity: b Cost:	Total Cost:
c OK Clear	
Last Entry:	
Item Details:	
USAGE HISTORY BY: Item Group 	Print Shopping List Order Inventory Group:
Last Very Drevieus 2 Menther 2 Menth	View Group List
Oct Nov Dec Sep Aug Jul Avg	Min Reorder Max
	Case Weight: 0.00
Total Cases: 108 Total Order Cost: 1918.650	Order Weight/Volume Order Weight/Volume
Changes pending	Process ID: 1201:





SHOPPING LIST ENTRY METHOD

RETURN TO TABLE OF CONTENTS

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.

Enter Shopping List										
Eile	Goto									
Ps	earch 🛄 List 14 🖪 🕴 1	of 2 🛛 🕨 🖻 🗋 New 🔀 Delete		Save 🔊 <u>C</u> anc	el	😓 Print 🥪 telp 🕕 Close		_		
Site: 0000000 👻 LAUSD Central Office 👽 Delivery Date 9/28/2011 💌 🕅 uder Contrate 🗆 Display Item Details										
Quick Entry Shopping List Entry Order Comments										
F	Filter By: Vendor: 9 Vendor: Dr	riftwood 🗾 🗸	ateg	ory:	Γ		•	U	pdate to Reorder	Level
	Items: Contraction Par C	Frequently Ordered 🗖 Below Reorde	r Lev	rel		Apply Filters	Reset Filters	Sort By Alphab	: ietical	b
	Stock Number	Stock Description	Δ	Order Quantity		Case Description	Cases On Har	nd	Broken On Hand	4
+	7060	APPLE JUICE 4 OZ ECO CARTON			0	PACK/15 EA 4 OZ		0		0.00
	7061	APPLE JUICE 4 OZ POUCH			0	CS/50 EA 4 OZ		0		0.00
	7056	BUTTER FOIL WRPD 1 LB			0	PKG/1 LB		0		0.00
	7057	BUTTER SALTED 30/1 LB			0	CC/00/1 LB		0		0.00
	7080	CHEESE STRING MOZZARELLA 1 OZ			q	CS/96/1 DZ EACH		0		0.00
	7071	COLESLAW 8 LB			C	CONT/B/B		0		0.00
	7048	COTTAGE CHEESE 1 PT			0			0		0.00
	7079	COTTAGE CHEESE LF 30 LB			0	CS/30 LB		0		0.00
	7054	COTTAGE CHEESE LF PLAIN 5 LB			0	CONT/5 LB		0	~~~~~	0.00
	7046	CREAM CHEESE 3 LB			0	PKG/3 LB		0		0.00
	7078	EGGS HARD BOILED CS/144			0	CS/144 EGGS		0		0.00
	7024	H & H CREAMER 3/8 OZ 400 CT			0	BX/400		0		0.00
	7026	HALF & HALF QT PP			0	QUART		0		0.00
Тс	otal Cases: 15 Total O	rder Cost: 225.0000 Order Weigh	t/Vol	ume					Print Shopping	List Order
									Proce	ess ID: 120110

- 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.





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

	\sim
ie Goto	
🔎 Search 🗏 List K 🔸 🦲 of 6 🕨 H 🗋 New 🗙 Delete 🔚 Save 🔊 Cancel 🔀 Brint 🚳 Export 🔪 🔗 Help 🏴 Close	
Ste: 1853601 🗑 LAUSD Training Ste 🖉 Delivery Date 10/22/2009 🖌 Order Complete 🖉 Display Item Det	ails
Quick Entry Shopping List Entry Order Comments	
Stock Number: 1010 On Hand Quantities: On Order: Stock Description: BEANS GREEN CUT 6/#10 CAN Cases: 0 Broken: 0.00	
Order Quantity: 3 Cost: 17.3700 Total Cost: 0.0000	
QK Clear	
Last Entry:	
Last Entry:	
Lest Entry: Item Detals: Print Shopping List Order Inventory Group: USAGE HISTORY BY: O Item O Group Defended Vender: Concervice select Sciences	
Last Entry: Item Detals: USAGE HISTORY BY: ① Item O Group Last Vear Previous 3 Months 3 Month Mew Group Last Min Reorder Max Cast Wear Cost Nov Dec Sep Aug 3ul Avg Min Reorder Max Case Weight: 0.00	
Last Entry: Item Details: Inventory Group: USAGE HISTORY BY: ○ Item ○ Group Print Shopping List Order Inventory Group: Last Year Previous 3 Months Months Months Oct Nov Dec Sep Aug Jul Avg Case Weight: Case Weight: 0 0 0 0 0 Case Weight: Case Weight:	
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Shopping List Entry Tab

Ste: 155301 Used Training Ste Delivery Date 10/20/2000 Order Complete Display Item Delivery Date Quick Entry Stopping List Entry Order Complete Display Item Delivery Date 10/20/2000 Order Complete Display Item Delivery Date Quick Entry Stopping List Entry Order Comments Image: Complete Complete Display Item Delivery Date Display Item Delivery Date Display Item Delivery Date Vendor: Image: Complete Complete Image: Complete Complete Display Item Delivery Date Display Item Delivery Date Display Item Delivery Date Vendor: Image: Complete Complete Image: Complete Complete Display Item Delivery Date Display Item Delivery Date Sort By: Items: Below Min. Par Frequently Ordered Description Ordered Only Stock Number Image: Complete CompleteComplete Complete Complete Complete Complete Complete Compl	Enter Shopping List le Goto	h. M. I D Manu ➤ Delate I Saus	Ki Cancel Line Deint	Diment a Atole Stoke
Fiter By: Wendor: Wendor: Wendor: Wendor: Wendor: Wendor: Update to Reorder Level Stategory: Below Min. Par Prequently Ordered Below Reorder Level Ordered Only Stock Number Items: Below Min. Par Prequently Ordered Below Reorder Level Ordered Only Stock Number Stock Stock Description Ordered Only Stock Number 1010 BEANS OREEN UN OF 6/10 CAN O CASE/6 Other Description 1019 SYRUP TABLE SQ2E BTL 12/12 02 0 CS/12 Wentory Group: Item Details: USAGE HISTORY BY: O Item O Group Print Shopping List Order Inventory Group: Lact Year Perfored Vendor: Goorery/Stateler/Supples Location: Wendow Dat Wendow Dat	Bite: 1853601 V LAUSD Training Site Quick Entry Shopping List Entry Order Com	Delivery Date 10/20 ments	D/2009 ▼ 0rd	ler Complete
Stock Stock Order Case 1010 BEANS GREE TO CAN 0 CASE/6 1019 SYRUP TABLE SQZE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQZE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQZE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQZE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQZE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQZE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQZE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQZE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQZE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQUE BTL 12/12 OZ 0 CS/12 1001 DE CATULE SQUE BTL Description Prefered Vendor: Last Year Previour 3 Months 3 Month Description Oct Novy Dec Seo Aug Jul Avg Jul Avg Description	Filter By: Vendor: Items: Below Min. Par Frequently	Apply Fiters Crdered Below Reorder Level	Reset Filters	Update to Reorder Level ort By: Stock Number
Item Detals: Print Shopping List Order Inventory Group: USAGE HISTORY BY: O Item O Group Print Shopping List Order Inventory Group: List Year Previous 3 Months Wew Group List Preferred Vendor: Oct Nov Dec Sep Aug Jul Avan Min Bendref Max Location:	Stock Number Z 1010 BEANS 1019 SYRUP 1021 Doc CVIN	Stock Description REEN CUT 6/#10 CAN TABLE SQ2E BTL 12/12 OZ	Order Quantity 0	Case Description CASE/6 CS/12 CC(100
Color Color <th< td=""><td>Item Detais: USAGE HISTORY BY: ⊙ Item ○ Group Last Year Previous 3 Months Ot Nov Dec Sep Aug Juli O O O Total Cases: 82 Total Order Cost:</td><td>Print Shapping List Orde 3 Month Yew Group List Avg 0 0 0 0 0 651.5888 Order Weight/Volume</td><td>r Inventory Grou Preferred Vendo Location Case Weigh Units per Cas</td><td>p: croceny/Staples/Supples n: t: 0.00 e: 6 Available:</td></th<>	Item Detais: USAGE HISTORY BY: ⊙ Item ○ Group Last Year Previous 3 Months Ot Nov Dec Sep Aug Juli O O O Total Cases: 82 Total Order Cost:	Print Shapping List Orde 3 Month Yew Group List Avg 0 0 0 0 0 651.5888 Order Weight/Volume	r Inventory Grou Preferred Vendo Location Case Weigh Units per Cas	p: croceny/Staples/Supples n: t: 0.00 e: 6 Available:

3. Click Save

📴 Enter Shopping List	X
File Goto	
🗄 🔎 Search 🗏 List 14 🔸 🦰 of 6 🕨 M 🗅 New 🗙 Delete 🔒 Save 🕫	Cancel 🍰 Print 🙍 Export 🝷 🧇 Help 🏴 Close
Site: 1853601 👻 LAUSD Training Site 🛛 Velivery Date 10/22/20	009 🔽 🗖 Order Complete 🔽 Display Item Details

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.

🗟 Enter Shopping List									
File	File Goto								
! 🔎 🛙	Details 🖬 🖪	3 of 3 🛛 🕨	🕨 🗋 New 🔀 Dele	te 🔒 Save 🔊 Canc	el 🛛 🍛 Print 🖬	🖁 Export 👻 🔗 Help	Close		
S	earch Criteria								
	Site: 1853601 💌	BELL SH	~						
	Select Date Range								
	Fuere 0 (00 (0000								
	From: 9/28/2009	Y 10: 10/2/200	19 💌			Search	Reset		
	Site Name 🛛 🗠 🔽	Site ID 🛛 🖓	Parent Site 🛛	Delivery Date 🛛	Completed 🔽	Entered By Site 🔻	Weekly Order		
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	BELL SH	1853601	LAUSD Central Offi	09/28/2009	 Image: A set of the set of the				
	BELL SH	1853601	LAUSD Central Offi	09/29/2009					



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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.

🗟 Enter Shopping List									
File <u>G</u> oto									
: , p o	Details K K 1 of 16 P M New X Delete Save 🛛 Cancel & Print Help PClose								
Se	earch Criteria								
	Site: 1482901	LAUSD TI	raining Site	~					
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	om: (none)	V To: (r	one) 🗸		Vendor: (nor	ne) 🔽 🛛	(nore)	_(h)	~
4		101 1		J	(10)		Sea	arch Reset	4
								Teret	
	Site Name 🛛 🛆 🔽	Site ID 🛛 🖓	Parent Site 🛛 🗸	Delivery Date 🔻	Vendor	Complete 🗸	By Site 🛛	Weekly Order	^
Þ	LAUSD Training	1482901	LAUSD Central Off	12/24/2009	Grocery/Stapl				
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	LAUSD Training	1482901	LAUSD CENtral OIT	11/06/2009					
	LAUSD Training	1482901	LAUSD Central Off	11/03/2009	Goldstar				
	LAUSD Training	1482901	LAUSD Central Off	11/02/2009	Goldstar				
	LAUSD Training	1482901	LAUSD Central Off	11/05/2009	Goldstar				
	LAUSD Training	1482901	LAUSD Central Off	11/03/2009	Meats/Frozen				
	LAUSD Training	1482901	LAUSD Central Off	11/03/2009	Grocery/Stapl				
	LAUSD Training	1482901	LAUSD Central Off	11/05/2009	Meats/Frozen				
	LAUSD Training	1482901	LAUSD Central Off	11/04/2009	Grocery/Stapl				
	LAUSD Training	1482901	LAUSD Central Off	11/06/2009	Meats/Frozen				
	LAUSD Training	1482901	LAUSD Central Off	11/02/2009	Meats/Frozen				
	LAUSD Training	1482901	LAUSD Central Off	11/05/2009	Grocery/Stapl				
	LAUSD Training	1482901	LAUSD Central Off	11/04/2009	Meats/Frozen				
	LAUSD Training	1482901	LAUSD Central Off	12/24/2009	Goldstar				~
								Process ID: 12	20100

- 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**.

NO ORDER NEEDED (EXISTING SHOPPING LIST) 5.9

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

A						
🗟 Enter Shopping List 🛛 🕒 💽	×					
File Goto						
Search 🛛 List H 🔸 🚺 of 1 🕨 H 🗅 New 🔀 Delete 🔜 Save 🖓 Cancel 🌺 Print 🥙 Help 👫 Close						
Site: 0000000 🔽 LAUSD Central Office 🔽 Delivery Date 10/19/2015 🔽 🔽 Order Complete 🔽 Display Item Details 🖾 No Order (a)						
Quick Entry Shopping List Entry Order Comments						
Stock Number: On Hand Quantities: On Order: Stock Description: Cases: Broken: Cases:						
Order Quantity: Cost: Total Cost:						
QK Clear Last Entry: Stock Number: 6503 Stock Description: ENERGY 2 GO POWER UP CS/30 Order Quantity: 0						
USAGE HISTORY BY: © Item C group Print Shopping List Inventory Group: (None)						
Preferred Vendor: Goldstar S-Daily						
Last Year Previous 3 Months 3 Month View Group List						
Oct Nov Dec Sep Aug Jul Avg Min Reorder Max						
0 0						
Total Cases: 5 Total Order Cost: 225.0000 Order Weight/Volume Print Overdue Items List						
Changes pending Process ID: 120	110					



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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

🔀 Enter Shopping List	Enter Chapping List
File Goto	Enter Snopping List
🔎 Details H 🔄 📔 of 12 🕨 🛛 New 🔨 Delete 🔚 Save 🔺	Cancel 😓 Print 🔗 Help 🏨 Close
Search Criteria	
Site: 1866401 V GARDENA HS	
Select Date Range	Vendor: 5 Chemical/Supplies
From: Enter Shonning List	
	Control Control Device
Site: 1866401 GARDENA H	Search
Site Na Site Name /	Site ID A By Site V Weekly Order
Vendor: (none) GAGE MS	1815101
GARDEN GROVE EL	1405501
GARD GARDENA EEC	1916501
GARD GARDENA EL	1404101
GARD GARDENA HS	1866401
Gardena-Carson Branch YMCA	1835258
GARD GARDNER EL	1406801
GARD GARD	
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OK Cancel	
	Process ID: 120100

- 3. Once on the **Enter Shopping List** window, change the **Delivery Date** using the dropdown 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.

💀 Enter Shopping List		— ×-
File Goto		
Search List H 4 1 of 1	🕨 🖻 🗎 New 🔀 Delete 🔚 Save 🖾 Cancel 🛛 🌦 Print 🛛 🛷 Help 🛛 👫 Close	
Site: 0000000 💌 LAUSD Central Office	Pelivery Date 10/19/2015 🔽 🔽 Order Complete 🖾 Display Item Details 🖾 No Order	
Quick Entry Shopping List Entry Order Com	ments	
Stock Number:	On Hand Quantities:On Order:	
Stock Description:	Cases: Broken: Cases:	
Order Quantity:	Cost: Total Cost:	



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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

Page of Criteria for Shopping List Worksheet	
💭 Preyjew 😓 Print 🐁 Select Printer Default 🔤 🗅 New 🗙 Delete 拱 Save 🛅 Copy 🔊 Cancel 🔐 Export 🗸 🧶 Help 👫 Close 🦷	
Criteria Cri	
Sort By Etack Description	
Report Footer Include Criteria Include Notes	
Changes pending Process ID: 800	029

5. Once Sheet appears, Click Print





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)







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SECTION 6: RECEIVING

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 <u>foodorder@lausd.net</u> no later than 12noon on Tuesday.

CAFE CAFE CAFE

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

Provent Criteria for Receiving Ticket		
💭 Preview 🛛 🖕 Print 👒 Select Printer 📗	Default 🚽 🗋 New 🗙 Delete 🔒 Save 👔 Copy 🖍 Cancel 🔐 Export 🗸 🤗 Help) 🚺 Close
Report He b Include Princed By Include Time	Criteria All: From: To: Report Period: Order Date: V (none) V (none) V (range) V	
Site Selection	All: From: To: Report Period: Delivery Date: 10/19/2009 100/23/2009 (range)	
All Sites Individual Sites Site Group	All Consolidated Orders Individual Selection	
Benort Type		
Detailed Sort By		
Stock Number		
Report Footer Include Criteria Include Notes		
Changes pending		Process ID: 800023

1. Click Print

OneS	ource		Rec	eiving Ti	cket		
LEAPWOOD EL				Consol	idated Order Numl	ber: 29	
				Site Or	der Number: 3		
				Order I	Date: 4/21/2009		
				Deliver	y Date: 4/21/2009	9	
				GOLDS	TAR		
Attention:							
Attention:							
Attention:							
Attention:							
Attention:				Attent	ion:		
Attention: Yendor	Order	Received	Received	Attent Stock	ion:	Location	
Attention: Vendor <u>Stock Number</u> 3690	Order Quantity 5	Received To Date	Received Today	Attent Stock Number 6040	ion: Description WHEAT BREADS	Location	
Attention: Vendor <u>Stock Number</u> 3680	Order Quantity 5	Received To Date	Received Today	Attent Stock Number 6040	ion: Description WHEAT BREADS	Location	
Attention: Vendor Stock Number 3680 300D	Order Quantity 5	Received To Date	Received Today Case	Attent Stock Number 6040 Description: E 6038	ION: Description WHEAT BREADS 3AG/12 CORN MINI MUF	Location TICKS 6° 12/ Units per Case: 12.00 FIN 60/1.8 0:	
Attention: Vendor Stock Number 3680 300D	Order Quantity 5	Received To Date	Received Today Case	Attent Stock Number 6040 2 Description: E 6038 2 Description: 0	ion: Description WHEAT BREADS 3AG/12 CORN MINI MUF 25/60	Location TICKS 6" 12/ Units per Case: 12.00 FIN 60/1.8 0; Units per Case: 60.00	
Attention: Vendor Stock Number 3680 300D 2176	Order Quantity 5 1 8	Received To Date	Received Today Case	Attent Stock Number 6040 2 Description: E 6038 2 Description: 0 6016	ion: <u>Description</u> WHEAT BREADS 3AG/12 CORN MINI MUF 2S/60 HAMB BUN 51%	Location STICKS 6" 12/ Units per Case: 12.00 FIN 60/1.8 0: Units per Case: 60.00 WWHEAT 4"	



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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

Receiving and Stock Transfers		
File Goto		
🔎 Details 🛛 📢 👘 💧 🚺 🔹 of 10 🔹 🕨 🕨	🛛 🗋 New 🗙 Delete 🔚 Save 🔽 Cancel 🕹	🖕 Print 🕼 Export 👻 🛷 Help 🛛 📭 Close
Search Criteria		
Transaction Type: Ordered Goods Receiving	, 💌 🧿	
Vendor:	~	
Site: 1853601 💌 BELL S	H	
Select Date Range	h	
From: 10/4/2009	To: 10/9/2009	
		Search Reset
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
		Process ID: 11000

- 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

💽 R	eceiving and Stock	Transfers											RETU	JRN TO TABLE
Elle	Goto		1						S		1 4 - 1		OF	CONTENTS
P	P Search Ⅲ List M 4 1 of 3 P M L New X Delete 🗟 Save 🗠 Cancel 🛞 Brint Selep III Close													
Transaction Type: Ordered Goods Receivery Entered By: Date Entered: 9/29/2004 Document Number: 2 a Invoice Number: Invoice Date: (none)												9 12		
												-		
	Site:	000000 - LA	en	tral Offi	ice	-		U	·	-				
	Vendor: 2	Groo	erv/Sta	anles/Si	r d	-								
.)	Bocoivod Bu	Groc	5137000		u u				Dennis all Th	Ι				
	Received by.				ate Receive	a: [(none)			<u>R</u> eceive All Ite	em 🔤	Uraer	weight/volu	me	
•	All C Commodity	O Purchaser ds	Com	ments:		T.						1		
	Stock / Number	s e Desch	Туре	Case Qty Orde	Case Qty Receive	Case Qt Receive To Date	y d Y e R	Total Weight leceived	Total Weight Received To Date	Back Orde	Comp leted	Total Value		
•	1021	PC SYRUP TABLE 1	Р	6	þ		0	0	0.00		Γ	39.6000	ו	
	1031	SALSA 4/1 GAL	Р	2	þ		0	0	0.00			59.8270	ו	
	1098	SAUCE BARBECUE	Р	1	Þ		0	0	0.00			18.2760	ו	
	1120	SAUCE CHEESE 6/	Р	1	p		0	0	0.00			28.6200	1 - I	
1	11124			Ý	~	1				Add Ite	em	Substitute It	em	
	elected Item Details Stock Number: 102 On Hand Cases: 0 B Case Quantity Receive	: 21 Descr troken Units: ed: Case	iption:	PC 5	g ABLI	E 100/ Ca JPC: Vendor Sto	se Size ck #:	x 100.0 39382760			ases	Add Location		

5. 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.



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

Önes	Source	Purchase	LEW. ed Good	Printed: 0 Printed By: Sy	4/10/2009 2:11 PM /stem Administrator		
Site:	1863801 LEWIS HS		Ve	ndor:	F38P		
Received By:	System Administrator		Sit	e Order Num	ber: 2		
Entered By:	System Administrator		Or	der Date:	4/6/2009		
			Re	ceiving Date	: 4/9/2009		
			Inv	voice 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	С	\$0.1830	\$0.1830
CILANTRO 1 BUNG	СН	EA					
3908403082	1212	1.00	1.00	1.00	С	\$0.0000	\$0.0000
LEAF LETTUCE 16	0 LEAF/5 LB BAG	BAG/5 LB					



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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.

🕞 R	leceiving and Stoc	k Trans	fers							\mathbf{X}
File	Goto									
: 🔎	Details I4 🖪	1	of 9	+	H	🗋 New 🗙 Delete 🔒 Save	Cancel	🚴 Print 🕼 Export 🔹	🔗 Help 🛛 📭 Close	
- 9	Search Criteria									
	Transaction Type:	Ordere	d Goods F	Receiv	ing	- a				
	Vendor:		*			~				
	Site:	186380	01 🗸	LEW	'IS HS	S 😽				
	1	Select	Date Ran	ge		b				
		From:	4/1/200	9	~	To: 4/9/2009 💌		6		
	Ļ	⊙ Op∈	n OCom	plete	d			Y	Search Reset	٦
		C								
E	Order	Number			<u>A</u>	Vendor		Trans	action Date	4
	1				Ft	6M		04/06/2009		-
	2				E	38P		04/06/2009		4
	3				D	riftwood (d)		04/06/2009		
	4				F6	6		04/06/2009		
	5				G	ioldstar		04/06/2009		
	6				F6	6M		04/08/2009		
	7				F3	38P		04/08/2009		Т
	8				F6	6		04/08/2009		T
	9				D	riftwood		04/08/2009		Т
1										
No p	ending changes								Process ID: 110	1004

3. Click the Add Item button

		Add Item Substitute Item
I	Stock Number: 1114 Description: BEEF SAUSAGE&BISCU. Case Size: 72.00 -	Location Cases Weight 🛆
	On Hand Cases: 0 Broken Units: 0 Commodity UPC:	
	Case Quantity Received: Case Cost: \$0,000.0000 Vendor Stock #: 3854201207	Add Location



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OF CONTENTS

- 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.

Add Item to Receiving			
Search	search kesuits		_
Stock Number:	Stock Number	Stock Description	^
Description:	▶ 1000	CHEESE CREAM LITE IND 100/10Z	
Include	1001	CHEESE MOZZARELLA 8/6 LB	
All O Stock Items O Finished Goods	1002	CHEESE PARMESAN 1 LB	
0	1003 (C)	CHEESE PEPPER JACK SLCD1.3 LB	
Show All Vendor Products	1004	CHEESE PROVOLONE SLCD 1 LB	
Items Found:971 Search Reset	1005	CHEESE STRING MOZZ IND 1 OZ	~
Vendor Product Information			
Vendor Stock Number: 🛛 🗸 Brand:	Case	Cost: Case Quantity:	
Units per Case: Case Description:		Broken Ouantity:	
Weight Measure:			
Add Item			
Stock Number: 1000 Description: CHEESE	CREAM LITE IND 100/102	Z	
	~		_
Case Quantity:	(f		
	~		
Save and Add Another Item Add I	item and Return		

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





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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.

Go to Back of the House > Inventory Management > Receiving and Stock Transfers

 Choose Ordered Goods Return from the Transaction Type drop-down menu



- 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	k Transfers			
Eile Goto	1 of 4 🕨 🕨	I 🗅 New 🗙 Delete 🔒 Save	🗠 <u>C</u> ancel 🛛 🚵 Print 🔗 B	Export 🔹 🧇 Help 🛛 📭 Close
a Search Criteria Transaction Type: Vendor: Site:	Ordered Goods Return 1853601 V LAUSD Select Date Range From: 10/1/2009 V	Training Site	C	Search Reset
Order N	Number 🗠	Vendor		Transaction Date
▶ 42		Grocery/Staples/Supplies	10/01/200	09
45		Meats/Frozen/Produce	10/02/200	09
46	d	Goldstar	09/29/200	19
49		Goldstar	09/30/200	09
No pending changes				Process ID: 110



- 1	leceiving and S	tock	Transfers									D	<
ile	<u>G</u> oto												
P	Search 📕 List 📔			of 4	► ►		w 🗙 <u>D</u> elete	🔓 Save 🔊 C	ancel 🚴 B	rint 🚺 Export	- 🥏	Help 🏴 Close	
Т	ransaction Type:	Ord	dered Goods R	eturn	1	En	tered By:			- Date	Entere	ed: 9/22/2009 12	
Do	cument Number:	42				Invoice	Number:	1098536G&S		Invoice Date	e: 10,	/1/2009 🗸	
	Site:	18	53601 🗸	LAUSD 1	Training	Site	~	1					
	Vendor:	2		Grocery	/Stanle	:/Sunnli	es 🗸						
	Poturpod Py			chocory,	, o capio.	Data D							
-	Returned by:				~	Dater	eturnea: []	10/1/2009	*				1
0	All OCommodit	ty C)Purchased Go	ods C	Iommer	nts: Re	eturning 4 c	ases of cheese s	sauce				
	Stock Number	~	Stock Descript	ion	Туре	Case Qty Order	Case Qty Returned	Case Qty Returned To Date	Total Weight Returned	Total Weight Returned To Date	Comp leted	Total Value	
	1031		SALSA 4/1 G	AL	P	2	0	0	0.00	0.00	~	59.8270	
•0	1120		SAUCE CHEE	SE 6/10	Р	4	4	0	0.00	0.00	~	114.4800	
	1135	25 	OLD FASHIO	NED CC	Р	2	0	0	0.00	0.00	-	33.9962	
	1164		OLD FASHIO	NED CC	Р	10	0	0	0.00	0.00	Image: A state of the state	178.6010	
	islasted Item Det	toile		DIFCEO		1 441	^		0.001	Add I	em	Substitute Item	
	Stock Number:	1120		Descripti	ion: <mark>S</mark> 4	UCE CH	HEESE 6/10	Case Size:	39.75 🗸				
	On Hand			-									
	Cases: 10	Bro	oken Units: 📘	30.75		iommoc	lity UPC:						
	Tase Quantity Rec	eiver	+ 4	Case Cos		028.62			0.4077400				
	case Quantity Net	-eivei	-•• <u> </u>	Case Cos	κ. <u>φο</u> ,	020.021	veno	dor Stock #: 39	34877120				

- 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.



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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 RECEVING

- 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

🗟 Receiving and Stock Transfers
File Goto
🗄 🔎 Search 🔠 List H 🔸 🗾 of 1 🕨 H 🗅 New 🔀 Delete 🔒 Save 崎 Cancel 💩 Print 🗓 Export 👻 🏈 Help 🏴 Close
Transaction Type: Manual Receiving 🕑 bate Received: 4/10/2009 💟 Date Entered: 4/10/2009
Document Number: Received By: Administrator, System a Entered By: Administrator, System 🗸
Invoice Number: Invoice Date: (none)
C Site: 1863801 V LEWIS HS C C
⊙All OCommodity OPurchased Goods
Stock Stock Case Total Number Description Type Quantity Value Weight Received Received Received Received Received
Selected Item Details
Stock Number: Description: Location Cases Weight
On Hand Cases: Broken Units: UPC:
Vendor: Vendor Stock #:
Case Quantity Received: Case Size: 0 🗸 Case Cost: \$0,000.0000 Commodity Add Location
Total Weight Received: .00
Changes pending Process ID: 110011



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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.

Add Item to Receiving		
Search Stock Number: Description: Include O All O Stock Items O Finished Goods	Search Results Stock Number	Stock Description CHEESE CREAM LITE IND 100/10Z CHEESE PEPPER JACK SLCD1.3 LB CHEESE PROVOLONE SLCD 1 LB CHEESE STRING MOZZ IND 1 OZ
Items Found: 880 Search Reset	1006 1007	CHEESE SWISS SLCD EGGS FROZEN 6/5 LB
Vendor Stock Number: <u>3900791209</u> Brand: Units per Case: <u>100.00</u> Case Description: <u>Cs</u> Weight Measure:	5/100	Cost: \$12.83 Case Quantity: 0 Broken Quantity: 0
Add Item Stock Number: 1000 Case Quantity: Save and Add Another Item Add	: CREAM LITE IND 100/107	

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

OneSourc	:e		
?	Do you want to	print delivery ticke	t now?
(Yes	No	

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



SECTION 8 PRODUCTION

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.

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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

Sector Production		×
This process will create production records for selected scheduled menus. Select Serving Periods All OIndividual Select Late Range	d sites and serving periods	based on
From: (none) V To: (none) V	d	
	Create Production	Close
	Proce	ess ID: 140004

- 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 where created, Print Prodcution Records Worksheet (see section 8.5)



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8.2 PROJECTED PRODUCTION

The **Projected Production** is where items can be added and your forecasted quantities can be adjusted. This should be completed <u>**BEFORE**</u> 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

Really Production	
File Goto	
Details I 4 4 2 of 5	🕨 🕨 🗋 New 🗙 Delete 🕞 Save 🜇 Cancel 😓 Print 🕼 Export 🔹 🔗 Help 🎶 Close
Search Criteria Site: 1863801 V LEWIS HS	each Reset
Production Date 🛆 🗸	Serving Period V
03/09/2009	Lunch
03/10/2009	Lunch
03/11/2009	
03/12/2009	Lunch (C)
03/13/2009	Lunch

- 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

Baily Production	X								
File Goto									
👂 Search 🎚 List H 🔸 🔰 2 of 4 🕨 H 🗋 New 🗙 Delete 🕞 Save 🐑 Cancel 🎘 Print 🗓 Exp	oort 🝷 🤣 Help 🛛 📭 Close								
Site: 1853601 🗸 LAUSD Training Site 🗸									
Date: 10/10/2009 Serving Period: Lunch VIII Indate From Scheduled Menu Undate From DOS									
Sort By: DefaultOrder	✓ Show Inner <u>R</u> ecipes								
Item Counts Pull Ticket Meals / Revenue Temperature Daily Comment / Menu									
Stock Z Stock From Rec- Number Description Leftover ipe Portion Ste Proj- Enter Prep- Added Left- Served F	Non Adult Leftove								
▶ R0414 LF Mini Turkey Corn 🔲 🗹 1-6 Each 1000 31 0 0 0 0	0 0 Return								
R1002 Bean & Cheese BUrr 🗌 🗹 1-1, Eacl (7200 7 66 0 0 0 0	0 0 Return								
R0209 Cafe LA Chix &Chee 🗌 🗹 1-1 Each (5400 4 50 0 0 0 0	0 0 Return								
R4066 Peas I I I I (#8 is 1200 1 00 0 0 0	0 0 Return								
R4004 Celery Sticks	0 0 Return								
R3018 Seedless Red Grape	0 0 Return								
R3800 Chilled Orange Juice 🗌 🗹 1-1 Each (216 0 0 0 0 0	0 0 Return								
R8000 Milk 1% LF White C	0 0 Return								
R8011 Milk 1% LF Strawbe	0 0 Return 🗸								
Disposition Comment:									
Add Item Remove Item Substitute Item Item Details Adjust Exception View Exceptions									
Print Tick <u>e</u> ts Print Rec <u>o</u> rds Print E <u>x</u> ceptions Update Exceptions Update Inventory	Comple <u>t</u> e Production								
	Process ID: 140006								

C A F E

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

🐊 Da	aily	Produc	tion													>	<
File Goto																	
🗄 🔎 Search 🔠 List H 🔸 🗾 1 of 1 🕨 H 🗋 New 🗙 Del <mark>e</mark> te 🔒 Save 🤿 Cancel 🌦 Print ն Export 👻 Help 👫 Close																	
Sit	Site: 1863801 V LEWIS HS																
Dat	Date: 3/10/2009 Serving Period: Lunch V Undate From Scheduled Menu Undate From POS																
					1				-					<u> </u>			
Sc	ort	By: De	fault Order	~			_		_		_		V	Show I	inner Rec	ipes	
I	ten	n Counts	Pull Ticket Meals / R	evenue	Head	counts Daily	Comm	ent / M	lenu								
	S N	Stock 🕢	Stock Description	From Leftover	Rec- ipe	Portion Size	Proj- ected	Exce- ption	Prep- ared	Added	Left- over	Served	Non Reimb	Adult	Leftove Code	^	
	۲	R0209	South of Border Enc			1-1 Each	1	1	0	0	0	0	0	0	Return	=	
		R5038	Chix CaesarSalad/Gr		V	1-1 serving	1	1	0	0	0	0	0	0	Return		
		R7001-	*Caesar Dressing		 Image: A start of the start of	1-2 oz	1	1	0	0	0	0	0	0	Return		
		R5008	Wings of Fire/Chees			1-1 serving	1	1	0	0	0	0	0	0	Return		
	_	R2107	*Cheese Bread Bar			1-Each	1	1	0	0	0	0	0	0	Return		
	(a 205	Smoked BBQ Chicke			1-1 serving	1	1	U	0	U	U	0	0	Return		
	-	0403	Smoked Turkey Bre			1-1 serving	1	1	0	0	0	0	0	0	Return		
		R4020	Shredded Icehera I			1-1 Eduri	1	1	0	0	0	0	0	0	Return		
		1020	Shiredded Iceberg L			1-1 02	-	-		-	-	-			Return	× 1	
	Dis	sposition (Iomment:	b													
	Г	Add Ite	m Remove Iter	Suh	stitut	e Item Ite	em Det	ails	Adjust	Excepti	ion	View E	xcentior	IS			
	P	rint Ticke	ts Print Recor	ds	Print	Exceptions	Upd	ate Exc	eptions		odate I	Inventor	y 🗖 G	omplet	e Produc	tion	
Chan	ge	s pendin	g											Pro	ocess ID:	14000	6



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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

🛼 D	ail	y Produc	tion													
File <u>G</u> oto																
: 🔎 Search 🎚 List H 🔸 🔰 2 of 4 🕨 H 🗋 New 🗙 Delete 🔒 Save 🌇 Cancel 🌺 Print ն Export 🔹 🧇 Help 🏴 Close																
Site: 1853601 V LAUSD Training Site																
Date: 10/18/2000 V. Serving Beried: Lunch																
		10/10/2		, r choa.	Larici					pageri	omoq	Teaglea	inerier	Cope	ace mon	
S	ort	: By: De	faultOrder	*									V	Show I	nner <u>R</u> ec	ipes -
	ite	m Counts	Pull Ticket Meals / F	Revenue	Temp	erature Dail	y Comr	nent /	Menu							
		Charle	Ctool	Frees	Dec		Drei	Even	Dress		1 oft		Mars		Leffeue	
	1	Number	Description	Leftover	ipe	Portion Size	ected	ption	ared	Added	over	Served	Reimb	Adult	Code	
	+	R0414	LF Mini Turkey Corn			1-6 Each	1000	31	0	0	0	0	0	0	Return	
		R1002	Bean & Cheese BUrr			1-1, Each (7200	7166	0	0	0	0	0	0	Return	
		R0209	Cafe LA Chix &Chee		>	1-1 Each (5400	4950	0	0	0	0	0	0	Return	
		R4066	Peas			1-1 (#8 dis	1200	1200	0	0	0	0	0	0	Return	
		R4004	Celery Sticks		~	1-1 serving	240	24	0	0	0	0	0	0	Return	
		R3018	Seedless Red Grape			1-1 Each	9600	9008	0	0	0	0	0	0	Return	
	1	R3800	Chilled Orange Juice			1-1 Each (216	0	0	0	0	0	0	0	Return	
		R8000	Milk 1% LF White C			1-1 Each (486	0	0	0	0	U	0	0	Return	
		ROUII	MIIK 1% LF Strawbe			1-1 Each	1000	0	0	U	0	0	0	0	Return	×
	D	isposition (Comment:													
	ſ	Add Ite			ctitut.		om Det	aile	Adjuct	Evconti		ViewE	rcontion	2		
	L	<u>A</u> uu Ite			satut		sin Det	aib	Aujus	схсери			«cepuor	15		
		Print Ticke	ets Print Reco	rds	Print	E <u>x</u> ceptions	Upd	ate Exc	eptions	j 🗆 🛛	odate I	Inventor	y 🗖 C	omple <u>t</u>	e Produc	tion
														Pro	ocess ID:	14000



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- 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**.



- 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*

Report Criteria for Production Work	rsheet Report
🗄 🔎 Preview 🛛 🌦 Print 🛯 🐁 Select Printer	Default 🔄 🗅 New 🗙 Delete 🔒 Save 🗋 Copy 🜇 Cancel 🗟 Export 👻 🤣 Help 🎶 Close
Sections Report Header Include Printed By Include Time	All: From: To: Report Period: Date: 3/10/2009 V 3/10/2009 V (range)
	Print Stock Number as Part of Item's Description
Site Selection	Print Menu Description on First Page Only.
 All Sites Individual Sites 	Print Records Based on Item Type (Entree, Side, Milk)
O Site Group	Show Inner Recipes.
×	Serving Periods Selection
Sort By	
Site ID 🗸	

- 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**.

	(r	F	LAU Producti	JSD Centr on Reco	al Office rd Work	sheet				
Date: 03/10/2009 Site: 1863801 LEWIS HS Today's Menu: South of Border EnchiladChix Serving Period: Lunch CaesarSalad/GrainRoWings of BreSmoked BBQ Chicken/WW Number of Reimbursable Meals: 1 Breast SanFresh BananaShre LettuceSliced Tomato/Pickle: LettuceSliced Tomato/Pickle:							f Fire/Cheese /RolSmoked Turkey dded Iceberg Sli			
Item Description	Portion Size	Portion Cost	Projected Servings	Amount Prepared	Amount Leftover	Amount Served	Adult Served	Temp- erature	Employee	Comment
	1 . .	0.0000	U	nassigned	1					1
South of Border Enchiladas 1 - 1 Each U.8000 1 R0209										
Chix CaesarSalad/GrainRoll-SEC 1 - 1 serving 0.4863 1 R5038										
Caesar Dressing R7001-B	1 - 2 oz	0.0804	1		1					



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8.6 PRINT AN IDIVIDUAL 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
- 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.

R	eci	pe Selec	tion						
1	🔳 Selected Recipe Number 🗠			Description 4	Category 🗠	Yield	Serving Size	Measure	^
			R3028	Fresh Cut Honeydew	Fruits and fruit juices	50	4	ounce	
			R3029	Fresh Cut Cantaloupe	Fruits and fruit juices	50	4	ounce	
			R3800	Chilled Orange Juice 4 oz	Beverages	50	1	Each	
			R3801	Chilled Apple Juice	Beverages	50	1	Each	
			R3802	Choice of Frozen Juice Bar	Dessert recipes	50	1	Each	
			R3802-A	Frozen Juice Bar-Strawberry	Dessert recipes	50	1	Each	
			R3802-B	Frozen Juice Bar-Fruit Punch	Dessert recipes	50	1	Each	
			R3802-C	Frozen Juice Bar-Lemon	Dessert recipes	50	1	Each	
			R3802D	Frozen Juice Bar-Raspberry	Dessert recipes	50	1	Each	
		R3802-E		Frozen Juice Bar-Strwb/Pineapp	Dessert recipes	50	1	Each	
			R3802-F	Frozen Juice Bar-Mango	Dessert recipes	50	1	Each	
			R3802-G	Frozen Juice Bar-YankDoodle	Dessert recipes	50	1	Each	
			R3803	Frozen Juice Cup-La FruitBlend	Fruits and fruit juices	50	1	Each	
			R3804	Wildberry Juice (Spec Ed)	Beverages	50	1	Each	
			R3805	Grape Juice (Sp Ed)	Beverages	50	1	Each	
			R3806	Berry Juice	Beverages	50	1	Each	
			R3807	Grape Juice	Beverages	50	1	Each	
			R4000	Hash Brown Potatoes	Vegetable recipes	50	2	Each	
			R4001	Crisp Broccoli Bites/LF Ranch	Vegetable recipes	50	1	serving	
			R4002	Green Leaf Lett/Tomato/Pickles	Salad and dressing recipe	50	1	serving	
			R4002-A	Leaf Lettuce/Tomato/Pickles	Salad and dressing recipe	50	1	serving	
			R4002-B	Green Leaf Lett/Tomato/Pickles	Salad and dressing recipe	50	1	serving	
			R4003	Choice of Stearned Veg Medley	Vegetable recipes	80	1	(4 oz)	
			R4004	Celery Sticks & LF Ranch Dip	Vegetable recipes	50	1	serving	~
							ОК	Cancel	



Report Criteria for Recipe Productio	Î.	
🔎 Preview 🛛 🎃 Print 🐁 Select Printer	Default 🔹 🗋 New 🗙 Delete 🔒 Save 📑 Copy 🜇 Cancel 🔐 Export 🔹 🥔 Hel	o 🕼 Close
Sections Report Header Include Printed By Include Time Report Type O Detailed Soft By Recipe Number V	Criteria Print Recipe Ingredients Information Print Recipe Ingredient Instructions Print Recipe Instructions Print NACCP Instructions Print Nutritional Analysis Print Production Pull Tickets	
Report Footer Include Orteria Include Notes	Print Descriptions OStack Description ONutrition Link Description Recipe Selection OAI Recipes Ojindividual Selection	
Changes pending		Process ID: 800026



Ma		LAUSD	Training Site			
1.A		Recipe	Production			
Recipe N	umber: R2113 Recip	pe Name: Cafe	LA Signature Coffee	Cake		
Hot: Yes	Recipe Source: LAUSD-Second	lary	HACCE	Process C	Category: Com	nplex
Serving D	escription: 1, #8 disher Cafe LA Sig) CC				
rojected	Yield	Actual Yie	eld			
Juantity	Serving Size	Quantity	Serving Size	Lefto	vers Dispositio	n
32	1 #8 disher		_	1		
Labor						
Employee	Name	Start Time	Stop Time	Total T	ime	Rate
mployee	Name	Start Time	Stop Time	Total T	ime	Rate
Employee	Name	Start Time	Stop Time	Total T	ime	Rate
Employee	Name	Start Time	Stop Time	Total T	ime	Rate
imployee	Name	Start Time	Stop Time	Total T	ime 2 Measure 2	Rate
Employee Stock Nur 164	Name nberDescription OLD FASHIONED CC MIX 6/4L	Start Time	Stop Time	Total T	ime 	Rate
Employee Stock Nur 164 905	Name nber Description OLD FASHIONED CC MIX 6/4L OLI SALAD 6/1 GAL SRP	Start Time	Stop Time Stop Time Measure 1 Pound Pound	Total T	ime 2 Measure 2 Ounce Ounce	Rate
Employee Stock Nur 164 905 2530	Name nberDescription OLD FASHIONED CC MIX 6/4L OIL SALAD 6/1 GAL SRP EGGS FROZEN 6/5 LB PURCH	Start Time 	Stop Time	Total T 	ime 2 Measure 2 Ounce Ounce	Rate
Employee Stock Nur 164 905 2530 1999	Name OLD FASHIONED CC MIX 6/4L OLI SALAD 6/1 GAL SRP EGGS FROZEN 6/5 LB PURCH Tap Water	Start Time 	Stop Time I Measure 1 Pound Pound Ounce Pint	Total T 	ime 2 Measure 2 Ounce Ounce Cup	Rate
Stock Nur 164 905 530 999	Name DLD FASHIONED CC MIX 64L OIL SALAD 6/1 GAL SRP EGGS FROZEN 6/5 LB PURCH Tap Water Tap Water DU	Start Time	Stop Time I Measure 1 Pound Pound Ounce Pint Pint	Total T Amount 12 1 1 1/4	ime 2 Measure 2 Ounce Ounce Cup	Rate
5tock Nur 164 905 530 999 405 135	Name OLD FASHIONED CC MIX 6/4L OLI SALAD B/I GAL SRP EGGS FROZEN 0/5 LB PURCH Tap Water VINEGAR WHITE 1 GAL OLI D EXEMUNED CC TODDMG	Start Time Amount B120 4 1 1 1 1 1 1 1 3/4 0 6/5 1 1 3/4	Stop Time I Measure 1 Pound Pound Ounce Pint Ounce Pound Dounce Pound Dounce Pound Pound Pound Pound Po	Total T 	ime 2 Measure 2 Ounce Ounce Cup	Rate



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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

Datiy Production Ele Goto Consult III 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 5 6 6 6 6	3								
Site: 1853601 V LAUSD Training Site V Date: 10/20/2009 V Serving Period: Lunch V Update From Scheduled Menu Update From PQS									
Sort By: DefaultOrder Show Inner Recipes									
Stock Stock From Rec- Description Leftover ipe Portion Size ected ption ared Added over Served Reimb Adult Code	Т								
▶ R0222 Chicken CordBleu S . . . 1-1 serving 240 240 0 0 0 0 0 0 Retu 💙									
R1014 California Nachos 🗌 🗹 1-1 serving 240 240 0 0 0 0 0 Return									
R1903 *Seasoned Pinto Be 🗌 🗹 1-#6 dishe 240 240 0 0 0 0 0 Return									
R0015 Beef Taco Triangles 🗌 🗹 1-3 Each (240 0 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2									
R0406 Deli Sub on Wheat (🗌 🗹 1-1 serving 240 240 0 0 0 Return									
R1207 Cafe LA TossedGard 🗌 🗹 1-1 serving 240 240 0 b 0 0 Return									
R4067 Fresh Jicama Sticks/									
R4010 Fresh Baby Carrots 🗌 🗹 1-1 serving 600 600 0 0 🗸 💦 Return									
R4069 Oven Roasted Potat 🗌 🗹 1-1 Each (600 0 0 0 0 0 0 0 0 0 0									
Disposition Comment:									
Print Tickgts Print Records Print Exceptions Update Exceptions Update Inventory Complete Production	1								
Process ID: 14000	6								





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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 ne 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

🗟 Daily Production 🛛 🛛 🔀									
File Goto									
🗄 🔎 Search 💷 List H 🔸 🔰 2 of 5 🕨 H 🗋 New 🗙 Delete 🔚 Save 🜇 Cancel 😓 Print 🗓 Export 👻 Help 🏴 Close									
Site: 1482901 LEAPWOOD EL Date: 4/28/2009 Serving Period: Lunch Update From Scheduled Menu Update From POS									
Show Inner Recipes									
Meals Served All: O b Others: O Adult Income: \$0,000.00 All: All:									
Aduits: 0 Image: Constraint of the second									
Total Labor Hours: .00									
Print Tickets Print Records Print Exceptions Update Exceptions Update Inventory Complete Production Process ID: 140006 140006									





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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.

Item Counts	Pull Ticket Meals / Revenue Headcount: Daily Comme O Menu Day: O Deeding Figure: 1	Show Inner Recipes
Comment:	0	
Calendar:	Hot & Spicy Chicken Stri ChefSaladAmer/GoldfishCr Baja Seafood Burrito Vegetarian Chili & Cornb Toasted Cheese Sandwich AssortedSeasonal Fruit C Chilled Applesauce Cup	



8.10 UPDATE INVENTORY AND COMPLETE PRODUCTION

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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

🔉 Daily Productio	n
<u>File G</u> oto	
🎾 Search 📗 List 📗	🔣 🔸 📔 🚽 🕹 of 4 🔰 🕨 📄 New 🗙 Delete 🔒 Save 💀 Cancel 😓 Print 🗊 Export 🔹 🧶 Help 🛛 👫 Close
Site: 1853601	LAUSD Training Site
Date: 10/20/200	9 Serving Period: Lunch V Update From Scheduled Menu Update From POS
	Show Inner <u>R</u> ecipes
Item Counts P	ull Ticket Meals / Revenue Temperature Daily Comment / Menu
Menu Week:	2 Menu Day: 4 Feeding Figure: 100
Comment:	4 gropped trays by students Added 20 Strawberry Milks during serving perios
Calendar:	Beef Taco Triangles Cafe LA TossedGardenSala California Nachos Chicken CordBleu Sand Chiled Apple Juice Choice of Mik (1/2 pt) Oven Roasted Potato Wedges
Print Tick <u>e</u> ts	Print Records Print Exceptions Update Exceptions Update Inventory Complete Production
Changes pending	Process ID: 14000

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





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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

	Dai	ily Production									×
Fi	e	Goto									
1 2	D	etails I4 4	1	of 353 🔰 🕨 🕨	🗋 New 🗙 Delete	🔒 Save	Cancel	📚 Print	🥏 Help	Close	
	Se Si	earch Criteria te: 0000000 💌	LAUSI	D Central Office						Search	Reset
		Production Date	_ ^ V		Serving Per	riod		7		Serving Line	▼ ^
	F	08/11/2014		Lunch					NNC Gra	ides K-5	
		08/11/2014		Lunch					Mech So	oft Menu 9-12	
		08/11/2014		Lunch					Grades	K-5	
		08/11/2014		Lunch					NNC/EE	C	
		08/11/2014		Lunch					Salad Ba	ar	

- 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

Daily Production										×
File Goto										
. P Search List I ← 35 a 54 I →	🕅 🗋 👝 🗙 Delete	🔒 🔚 Save 🔊 Can	cel int	🔗 Help 🗍	Close					
Site: 180 BANCROFT MS								re: 0		
Date: 4/13/2019 Serving Period	Supper 💽	Update	From Schedule	dMenu	Update	From PC	S			
Sort By: Default Order			🗆 Sho	w Inner R	ecipes					
Item Counts Pull Ticket Meals / Revenue Temperature Daily Comment / Menu Meal Patterns										
Stock / Stock Number Description	From Rec- Leftovers ipe	Portion Size	Proj- Exce ected ption	Total Prepared	Added	Left- over	Served	Non Reimb.	Adult	Leftover Code
	.									

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**.





5. Click Add Item at bottom of screen

Disposition Comment:	emove Item Substit	ute Item Item Details	Adjust Exception View Exceptions			
Print Tickets Print Exceptions		Print Worksheet	Update Exceptions Manage Lef	tovers 🔲 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 80z)
 - 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				d	
Search Search	-Se	arch Results			
Search For: OStock Item @Recipe OLeftover		Recipe Number		Recipe Name	
Item ID: R5533CP	▶	R5533CP		NNC SS Supper Kit 6 Basket/10	
Description:					
Items Found:1 C Search Reset					
	Ŀ				_
				···	
				<u> </u>	-
Item: R5533CP NNC SS Supper Kit 6 Basket/10			-Servir Quan	ng Size	n
	2	5	Quan		1
Servings to Add: 110 ood / Non Food / Ala Ca	arte	: Food 🗸			
		to Developeration	dere	-	
Save and Add Another Item Add Item and Re	tum	to Production	Close	e	_
Last Item Added:					

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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.

Report Criteria for Production Reco	pr ds	
😳 🖓 Preview 🛛 🌦 Print 🛯 🐁 Select Printer	Last Run 🔹 🗅 New 🗙 Delete 🔚 Save 👘 Copy 💀 Cancel 🕼 Export 🗸 🤣 Help 👫 Close	
Sections Report Header Include Printed By Include Time a	Criteria Aii: From: TO: Report Period: Production Dates: 11/3/2009 V 11/3/2009 V (range)	
Site Selection	Print Stock Number as Part of Items Description Print Production Stock Numbers Instead of Inventory Stock Numbers Print Menu Description and Comment on First Page Only	
Report Type Summa Summa Betwie d	Print Records Based on Item Type (Entree, Side, Milk) Serving Periods Selection ⊙[All Serving Periods] ○Individual Selection	
CA e		
Report Footer Include Criteria Include Notes		
No pending changes	Process ID: 8/	0002:

- 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

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 <u>CASE</u>, you will enter the percentage of the case that is on hand (EX: ½ would equal .5). IF the description is <u>EACH</u>, 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.

Sections Criteria Print Blank Worksheet (Prints only 1 page) Print Blank Worksheet (Prints only 1 page) Only Items With Quantity
Site Selection All Sites Category Selection All Categories O Individual Selection Site Group Cocation Selection Cocation

- 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.

Report	Viewer								 ×
P 🔿 1	ви и мин	🔄 🗷 AA AA? -							
Main Report	ŧ								
									^
LAUSD Training Site									
	erre				-				
			Physical	Invento	ory Woi	rksheet			 -
1.15									
1	853601 LAUSD	Training Site							
				Units/	Cases On	Case	Broken	Broken Uni	
S	tock Number	Description		Case	Hand	Description	On Hand	Description	
	1010	BEANS GREEN CUT	6/#10 CAN	6.00		CS		EA	
	1019	SYRUP TABLE SQZ	E BTL 12/12 OZ	12.00		CS/12		EA	
	1021	PC SYRUP TABLE 1	00/1.5 OZ	100.00		CS/100		EA	
	1022	JAM STRAWBERRY	#10 CAN	6.00		CS/6		EA	
	1023	PC JAM STRAWBER	RY 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

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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. They Physical Inventory Counts screen displays

Representation of the second s	X
Ele Goto	
Pogtais H ← 1 of 1 → H □ New X	Delete 🔚 Save 🌇 Cancel 🎯 Brint 🖾 Export 🔹 🤣 Help 👫 Close
Search Criteria	
Site: 1953501 🖌 LAUSD Training Site 🖌	
Select Date Range	
From: (none) 💌 To: (none) 💌	
Include Completed Physical Inventories	Search Reset
Date	Site Complete
09/30/2009	
	Process ID: 110201

- 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.

Select the Site and Date for th	e Physical Inventory
Site: 1482901 🔽 LAUSD	r Training Site 🗸
Select Physical Inventory Date:	10/30/2009
Limit By Location Select Locations	10/30/2009 a
Selected	11/30/2009
	12/31/2009
	1/29/2010
	2/26/2010
	3/31/2010
	4/30/2010
	5/31/2010
	\frown
	(b)
	OK



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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.

📴 Physical Inventory				X
<u>File G</u> oto				
Search	▶ ▶ 🗋 <u>N</u> ew 🗙 [Delete 🔒 Save 🔽 Cance	🍰 Print 🛅 Export 🝷 属	Help 📭 Close
Site: 1853601 🗸 LAUSD Training Site	~		Physical Inventory	Date: 9/30/2009
Quick Entry Physical Inventory List				Completed 📃
Stock Number: A	Description:			
vits Per Case:	USDA			
b Case Qty:	Case Description:			
roken Qty:	Broken Description:			
c				
—	Case Price:		Broken Price:	
	Total Item Value:			
	ſ			
	_			
Last Entry:				
Purchased Value Entered: \$0.0000	USDA Value En	tered: \$0.0000	Total Value Entered:	\$0.0000
**NOTE: Total Item Value is to assist in jud The actual price of the item may vary based	ging data entry accur I on the price at whic	acy. It is based on the pr h the item was received.	ice of the item as displayed	d on this screen.
Changes pending				Process ID: 110026

**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

🗟 Physical Inventory					\mathbf{X}
<u>File G</u> oto					
🥬 Search 🔟 List H 🖪	1 of 1 •	N 🛛 🗋 New 🗙 Delete	🔒 Save 🔊 Cancel 🛛	🍃 Print 🔟 Export 🝷 🏼	🔗 <u>H</u> elp 🛛 📭 Close
Site: 1853601 🗸 🛛	AUSD Training Site	v		Physical Inventory	Date: 9/30/2009
Quiel Enter Physical In	uontoru Lio				Completed 🗖
Quick Entry Physical In					
Filter By:					
Expand All Category			Apply Filters	Sort By: a	
Collapse All Items:	Quantity On Hand	Entered Only	<u>R</u> eset Filters	5 Stock Number	~
Stock Number	△ Description	Unit <mark>s Case</mark>	e Qty 🔰 🛛 Bkn Qty	Receive Date	Total Value 🔼
• 1010	BEANS GREEN CUT	6.00	1	0.00	\$0.0000
1019	SYRUP TABLE SQZ	12.00	P	0.00	\$0.0000
1021	PC SYRUP TABLE 1	100.00		0.00	sp.oqgo
1022	JAM STRAWBERRY	6		0.00	\$0.3005
1023	PC JAM STRAWBE	200. C		0.00	\$0.0000
1030	JELLY GRAPE #10	1.00	Þ	0.00	\$0.0000
1031	SALSA 4/1 GAL	4.00	Þ	0.00	\$0.0000 💌
Case Description: CASE/	6	Broken Description:	EA.		
Case Price: \$20.0	000	Broken Price:	3.3333		
Purchased Value Entered:	\$0.0000	USDA Value Entered:	\$0.0000	Total Value Entered:	\$0.0000
**NOTE: Total Item Va	alue is to assist in judging	a data entry accuracy. It	is based on the price	of the item as displaye	d on this screen.
The actual price of the	item may vary based on	the price at which the i	tem was received.		
Changes pending					Process ID: 110026



9.3 PHYSICAL INVENTORY VALUE REPORT

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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



OneS	Physical Phy	LAUSD Ce ysical Invent	entral Office tory Value	Report			
		Physical Inventor	y Date: 03/3	1/2009			
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	\$90.19
		Total value	for CHEESE F	EPPER JACK	SLCD1.3 LB		\$90.197
1005	CHEESE STRING MOZZ IND 1 OZ	12.00	28.9700	200.00	2.00	0.1449	\$347.929
		Total value	for CHEESE 9	STRING MOZZ	IND 1 OZ		\$347.929
1100	VINEGAR RED WINE 1 GAL	10.00	0.0000	1.00	2.00	0.0000	\$0.000
		Total value	for VINEGAR	RED WINE 1	GAL		\$0.000
		Total value	for Food				\$438.127

- 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

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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.

Representation of the second s	X
<u>File</u>	
Details H 🔸 1 of 1 🕨 H 🗋 New 🗙 🖸	elete 🔚 Save 🌇 Cancel 🍛 Print 🗟 Export 🝷 🤣 Help 🏴 Close
Search Criteria	
Site: 1853601 🔽 LAUSD Training Site 💌	
Select Date Range	
From: (none) 💌 To: (none) 💌	
Include Completed Physical Inventories	a Search Reset
Date	Site Complete
▶ 10/30/2009	
	עיר בי בישראלים יוביים אליים אלים אלים בישראלים בישראלים אלים אלים אלים אלים אלים אלים אלים

- 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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🔜 Physica	l Inventory								X
<u>File G</u> oto									
🗜 🔎 Search	🛄 List M 🖪	1 of 1 🗼	▶ 🗋 <u>N</u> ew >	< <u> D</u> elete	🔒 Save	🗠 <u>C</u> ancel 🍛 j	Print <u> []</u> Export 🕶	🧼 <u>H</u> elp 🛛 📭 Close	,
Site: 18	353601 🔽 LAU	JSD Training Site	~				Physical Inventor	y Date: 9/30/200)9
Quick En	try Physical Inver	ntory List				(b)		Completed	1 🗖
Expand	Filter By: All Category:	a				Apply Filters	Sort By:		
Collapse	All Items: [Quantity On Hand	Entered On	ly	-	<u>R</u> eset Filters	Stock Number		~
9	Stock Number 👘 🛆	Description	Units	Casi	e Qty	Bkn Qty	Receive Date	Total Value	^
. 1	1010	BEANS GREEN CUT	6.00		6		3	\$129.9999	
1	1019	SYRUP TABLE SQZ	12.00		3	1	5	\$60.1650	
1	1022	JAM STRAWBERRY	6.00		9	0.0	d	\$535.2300	
1	1023	PC JAM STRAWBE	200.00		4	0.0	a	\$28.6400	
	1039	PC SAUCE HOT 20	200.00		0	100.0	ä	\$2.0000	
1	103	PC CATSUP TOMAT	500.00		3	250.0	o l	\$26.7450	
1	105	CONCENTRATE BE	1.00		1	0.0	a	\$2.3311	~
Case De	scription: CS/200		Broken Descr	iption:	ΞA				
Ca	ase Price: \$4.0075		Broken	Price:	\$0.0200				
		1 mm to 1 mm							
Purchase	a value Entered:	\$785.1110	USDA Value B	-ntered:		\$0.0000	l otal Value Entered	\$785.11	.10
**NOT The ad	TE: Total Item Value ctual price of the ite	e is to assist in judging em may vary based on	g data entry acc the price at wh	uracy. If hich the	t is based i item was r	on the price of received.	the item as displaye	ed on this screen.	
Changes p	ending							Process ID: 11	.0026

- 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**.



9.5 COMPLETE PHYSICAL INVENTORY AT SITE LEVEL

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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*

File Goto	Representation of the second s	
Search Criteria Site: 1853601 LAUSD Training Site From: (none) To: (none) Include Completed Physical Inventories 2 Search Reset	<u>File G</u> oto	
Search Criteria Site: 1853601 V LAUSD Training Site V Select Date Range From: (none) V To: (none) V Include Completed Physical Inventories	🔎 Details H 🔸 🔰 1 of 1 🕨 H 🗋 New 🗙	Delete 🔚 Save 🔽 Cancel 😓 Print 🗟 Export 🔹 🧶 Help 🛛 👫 Close
Site: 1853601 V LAUSD Training Site V Select Date Range From: (none) V To: (none) V Include Completed Physical Inventories	- Search Criteria	
Select Date Range From: (none) To: (none) Include Completed Physical Inventories a Search Reset	Site: 1853601 👽 LAUSD Training Site 👽	
Select Date Range From: (none) Include Completed Physical Inventories a		
From: (none) To: (none) Include Completed Physical Inventories a Search Reset	Select Date Range	
Include Completed Physical Inventories	From: (none) 💌 To: (none) 💌	
Include Completed Physical Inventories		\frown
	Include Completed Physical Inventories	a Search Reset
Date Site Complete	Date	Site Complete
	10/30/2000	

3. Check the Completed box

🗟 Physical Inventory				
<u>File G</u> oto				
🎾 Search 🔳 List 🖬 🔺	1 of 1 ▶ ▶Ⅰ [🗋 New 🗙 Delete 日 Save	🖸 Cancel 🛛 🍪 Print 🔟 Export	: 🔹 🧼 Help 🛛 👫 Close
Site: 1853601 🗸 LA	USD Training Site	~	Physical Inve	ntory Date: 9/30/2009
Quick Entry Physical Inve	ntory List			Completed 🗖
Stock Number:	C	Description:		
Units Per Case:	~	USDA		
Case Qty:	Case D	escription:		

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

OneSou	irce
2	When the physical inventory is approved by the management level, the entered quantities will be reconciled with the on-hand quantities. Changes made to the physical inventory quantities after the reconciliation will only affect reports and will not affect the on-hand quantities. Are you sure you want to mark this physical inventory as complete?
	Yes No



SECTION 10 INVENTORY ADJUSTMENTS

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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

🕞 Adjustments	X
File Goto	
🗄 🔎 Search 🔳 List H 🔸 🗾 1 of 1 🕨 H 🗋 New 🔀 Delete 🔚 Save 🖍 Cancel 😓 Print ᡚ Export 👻 Help 🏴 Close	
Adjustment Date: 3/17/2009 👽 Date Entered: 3/17/2009 1:50 PM Entered By: System Administrator	
Site: 0000000 🗸 LAUSD Central Office 🗸	
Stock Number:	
USDA Item Catch Weight Item	
Reason for Adjustment: Other 🛛 🖌 Addition / Subtraction: Subtraction 🔍 🜙	
Case Size: 1 Case Weight:	
Case Cost: \$0,000.0000 Vendor:	
Broken Unit: Location: 🗸	
Adjustment Amount Before Adjustment After Adjustment	
Weight:	
Cases:	
Broken Units: Broken Units:	_
Comments:	
Last Adjustment:	
Changes pending Process ID: 110	302



SECTION 11 STOCK TRANSFERS

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)

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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

<u>i</u> le <u>G</u> oto	
🔎 D <u>e</u> tails I¶ 🔍	0 of 0 🕨 🕨 🗅 New 🔨 💽 te 🔚 Save 🕫 Cancel 🚵 Print 🕼 Export 🕶 🧶 Help 🎶 Close
Search Criteria	
Transaction Type:	Stock Transfer Sent
Vendor:	
Site:	1853601 💌 LAUSD Training Site
	Select Date Range
	From: 10/26/2009 V To: 10/26/2009 V
	⊙Open ○Issued Search Reset

- 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

Site Search		
Search Site ID:		
Site Description:		
	Show All Sites	
	Items Found:0	Search Reset
Serach Results -		
Site ID 🛛	Site Description	🗸 🛛 Parent Site 🗸

- 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

Add Item To Stock Transfer	
Search Stock Number: Description: Include Only Show Items With Quantity On Hand Items Found:0 Search Reset	Search Results Stock Number Stock Description
Vendor Product Information Vendor Stock Number: Units per Case: Case Description: Weight Measure: W	Case Cost: Case Quantity: Broken Quantity: Veight Measure Cost:
Add Item	
October Description: Case Quantity: Broken Unit Quantity: Save and Add Another Item f	d Item and Return

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

⊙All ○Commodity ○Purchased Goods	🛃 Issued	Comment:		
Stock Number 🖉 Stock Description	Type Case	Quantity Broken Quantity	Total Weight	Total Value
7075 MILK1%LFSTRAWB1/2PT	P 5	20	0.00	\$0.0006

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

OneSou	irce	×
2	Do you want to	print sending ticket now?
	<u>Y</u> es	No

- 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



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OF CONTENTS

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.

🗟 Receiving and Stock Transfers
File Goto
🖓 Details M 🔸 🔰 of 1 🕨 M 🗋 New 🔀 Delete 拱 Save 🗠 Cancel 🚵 Print 🕼 Export 👻 餐 Help 👫 Close
Search Criteria
Transaction Type: Stock Transfer Receiving
Site: (All) 🗸 (All Sites)
Select Date Kange From: 8/5/2008 V To: 3/17/2009 V
Search
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



	RETURN TO TABLE OF CONTENTS
File Goto	
💭 Search 🛄 List H 🔞 🚺 of 1 🕨 H 🗋 New 🗙 Delete 🕞 Save 🗠 Cancel 🌦 Print 💿 Export 👻 Help 🎶 Close	
Transaction Type: Stock Transfer Receiving 🗸 Date Sent: 3/17/2009 🗸 Date Entered: 3/17/2009	
Document Number: 1 Estimated Receive Date: 3/17/2009 🗸 Entered By: Administrator, System 🗸	
From Site: 1863801 🗸 LEWIS HS 🗸 Sale	
To Site: 1859601 🗸 CRENSHAW SH	
Issued Comment:	
🕘 Received By: TRAINER, TRAINER 🗸 Date Received: 3/18/2009 🔽 Default To Sent Quantities	
All O Commodity O Purchased Goods Receiving Comment:	
Stock Number Stock Description Type/ Cases Receive Broken Received Weight Received Value Received 1001 CHEESE MOZZARELLA 8/6 P 10 0.00 \$0.0000	
Selected Item Details Stock Number: 1001 Description: CHEESE MOZZARELLA 8/6 LB Location Cases Broken Weight	
On Hand Available Case Size: Vendor Stock #: 3900701016 Image: Case Content of Cas	
\$0,090.4955 Commodity Add Location Weight Measure: Image: Changes pending Process ID: 110012	

- 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

One	Source	LAUSD Central Office Stock Transfer Delivery Receipt					Printed: 03/17/2009 3:51 PM Printed By: System Administrator	
Transfer To 1859601 CRENSH	HAW SH		Transf 186380	e r From 1 LEWIS HS				
Transfer Order	Number: 1							
Or	der Date: 3/17/2009		Entere	d By: System	Administrator			
Receiv	ring Date: 3/18/2009		Receive	d By: TRAINE	R		TRAINER	
Co	omments:							
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
Totals:			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

😳 🔎 Destails | 🕅 🔸 | 💦 2 of 10 | 🕨 🕨 | 🗋 New 🔀 Delete 🔚 Save 🔊 Cancel | 🌦 Print 🗟 Export 🕶 🔗 Help | 📭 Close

DETIALS SCREEN TOOLBAR

P Search 🔟 List | M ← | → ↓ of 7 | ▶ ▶ | 🗋 New 🗙 Delete 🔚 Save 🗠 Cancel 😓 Print 🗊 Export → 🐼 Help | 🏴 Close

GRAPHIC	LABEL	DESCRIPTION	SHORTCUT
Details	Details	Select to display the Details screen for the highlighted record.	Alt + E
14	First	Select to highlight the first record.	Home
<	Previous	Select to highlight the previous record.	-
4 of 7	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.	\rightarrow
H	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
Eave	Save	Select to save the information you enter.	Alt + S

BUTTONS AND FUNCTIONS

SEE NEXT PAGE FOR CONTINUED BUTTONS AND FUNTIONS



BUTTONS AND FUNCTIONS CONT.

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GRAPHIC	LABEL	DESCRIPTION	SHORTCUT
Ƙ∩ <u>C</u> ancel	Cancel	Select to cancel the data changes you made.	Alt + C
🔓 Export 🝷	Export	Select to export data to E-mail, PDF or Excel.	Alt + X
a Print	Print	Select to print.	Alt + P
<u>A</u> elp	Help	Select to display the online help for the current screen display.	F1 or Alt + H
₽ Close	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	HORTCUT
Preview	Preview	Select to preview a report from the Report Center.	Alt + V
Print	Print	Select to print a report related to the process you are on.	Alt + P
Select Printer	Select Printer	Select to select a specific printer to print the report related to the process you are on.	e
Export -	Export	 Select to create an export template, select an export template or a format for exporting the report. PDF: Exports a formatted file to .PDF format. Excel: Exports a formatted file to .XLS format. HTML: Exports a formatted file to .HTM format. Word: Exports a formatted file to .DOC format. Rich Text Format: Exports a formatted file to .TXT format. 	Alt + X



ෆ <u>C</u> ancel	Cancel	Select to clear any criteria changes and set it back to the selected criteria set values.	Alt + C
Stelp	Help	Select to display the online help system for the section of the program you are working in.	F1 or Alt + H
Close	Close	Select to close the screen.	Alt + F4 or Alt + L
Default	Criteria Set	 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: Last Run: 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. Default: 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 All In One: 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 > Report Types 	
Delete	New Delete Save	 Select to create a new criteria set name to save the current criteria settings to Sever As Prove enter a name for the new cateria set. Select New. Select New. Enter name of criteria set. Select OK. Select to delete a criteria set. Select to delete a criteria set. 	ALT+N ALT+D ALT+S
Сору	Сору	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.

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GRAPHIC	LABEL	DESCRIPTION
-	Export Report	Select to output the report in a file format.
G	Print Report	Select to select the destination printer.
223	Toggle Group Tree	Select to display or hide the Group Tree section.
н	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.
H	Go to Last Page	Select to display the last page of the report.
Ð	Go to Page	Select to display the Go To Page screen that allows you to navigate to a specific page number.
and a	Find Text	Select to search the report for specified text.
19ti -	Zoom	Select to adjust the display magnification of the report.





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

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	Comments:				
Stock	Comments:	Pack	Cases	Broken Units	Extended
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Stock Number 7075 Totals:	Comments: Stock Description MILK1%LFSTRAWB1/2PTCARTON	Pack Description 4 case/15	Cases Transferred 5 5	Broken Units Transferred 20.00 20.00	Extended Total \$0.0000 \$0.0000
Stock Number 7075 Totals:	Stock Description MILK1%LFSTRAWB1/2PTCARTON	Pack Description case/15	Cases Transferred 5 5	Broken Units Transferred 20.00 20.00	Extended Total \$0.0000 \$0.0000
Stock Number 7075 Totals:	Comments: Stock Description MILK1%LFSTRAWB1/2PTCARTON	Pack Description d case/15	Cases Transferred 5 5	Broken Units Transferred 20.00 20.00	Extended Total \$0.0000 \$0.0000

- 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)

- d. Click Save
- 4. When message Box appears, Click OK

