

Edison

Back Of The House System



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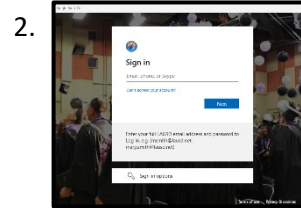
Edison User Guide – Open And Home screen

Open Edison:

1. Locate and double click the Edison Icon located on your managers terminal.
2. Sign in using LAUSD username and password



NOTE: Manager/ Senior Worker must have **user access** for Edison. If no access submit a Service now ticket and communicate with Area Food Service Supervisor for quick access.



Navigation:

Located at the top of the ribbon is tabs names **1. Action**, **2. Home**, and **3. Reports** for quick navigation between functions within the Edison system.

The different tabs when selected will allow certain functions and reports to be accessed. The Home tab is selected for this example and shows the devote functions that will be used weekly in Café LA operations.

The screenshot displays the Edison application interface. At the top, a ribbon contains three tabs: **1. Action**, **2. Home**, and **3. Reports**. A red box highlights these tabs, with an arrow pointing to the **1. Action** tab. Below the ribbon, a search bar is labeled "Search". To the right of the search bar, a note states: "Another way to find a function is search by name." Below the ribbon, there are three main sections: **Operating Day** (containing **Open Day** and **Close Day**), **Inventory** (containing **Receive Inventory**, **Issue Inventory**, **Order**, **Review and Approve Orders**, and **Physical Inventory**), and **Planning & Production** (containing **Meal Planning**, **Production**, and **Manufacturing**). On the left side, a **Checklist** is displayed with a list of tasks, each with a checkbox. A red arrow points from the **1. Action** tab to the **Open Day** checkbox. Below the checklist, a **Checklist Shortcut :** section contains a note: "Note: Edison will open and generate a 'Quick Checklist' that grants faster function access, as the top ribbon shown in the example above." To the right of the checklist, a red box highlights the **1. Action** and **3. Reports** tabs. Below the **1. Action** tab, a note states: "The Action Tab will generate after selecting a main function from the 1.Home tab. And shows the actions that can be made for the function selected." Below the **3. Reports** tab, a note states: "The Reports Tab when selected can generate data reports that are used for inventory, sales and production tracking." At the bottom of the screen, a status bar shows "(1873601) LOS ANGELES HS". A red arrow points from the status bar to a note: "Note: Edison will also generate the main site name of the school that is attached to the system. This bar will show information as days are opened and closed within the system."

1. Action

2. Home

3. Reports

Search

Another way to find a function is search by name.

Open Day

Close Day

Receive Inventory

Issue Inventory

Order

Review and Approve Orders

Physical Inventory

Meal Planning

Production

Manufacturing

Operating Day

Inventory

Planning & Production

Checklist

Open Day

Receive Inventory

Breakfast Production

Enter Breakfast Meal Counts

Lunch Production

Enter Lunch Meal Counts

Place Order

Snack Production

Enter Snack Meal Counts

Supper Production

Enter Supper Meal Counts

Save Production Record

Close Day

Checklist Shortcut :

Note: Edison will open and generate a "Quick Checklist" that grants faster function access, as the top ribbon shown in the example above.

1. Action

The Action Tab will generate after selecting a main function from the 1.Home tab. And shows the actions that can be made for the function selected.

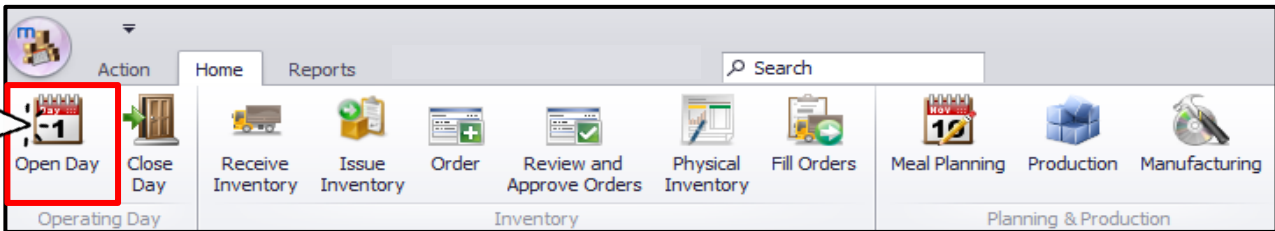
3. Reports

The Reports Tab when selected can generate data reports that are used for inventory, sales and production tracking

Note: Edison will also generate the main site name of the school that is attached to the system. This bar will show information as days are opened and closed within the system.

(1873601) LOS ANGELES HS

Edison User Guide – Open Day



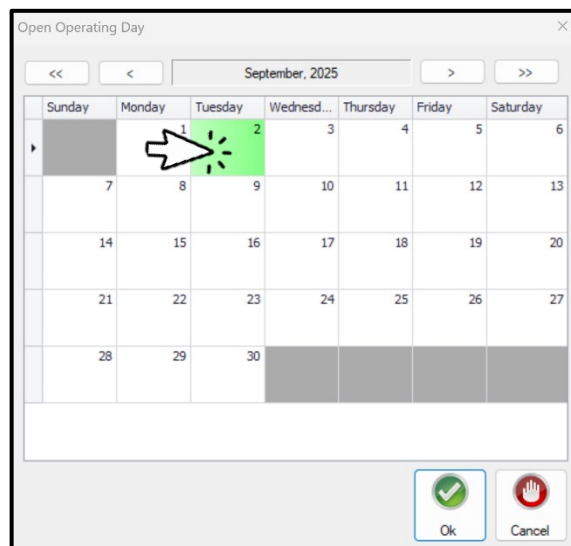
The screenshot shows the Edison software interface. In the top navigation bar, the 'Action' tab is selected, and the 'Open Day' button is highlighted with a red box and a mouse cursor. Below the navigation bar, the 'Checklist' section is visible, and the 'Open Day' checkbox is also highlighted with a red box. A lightbulb icon is next to a note box.

Note: Edison has two methods to “Open Day”

1. Open Day

To complete daily operations that affect inventory (receiving, production, physical inventory) the date must be open.

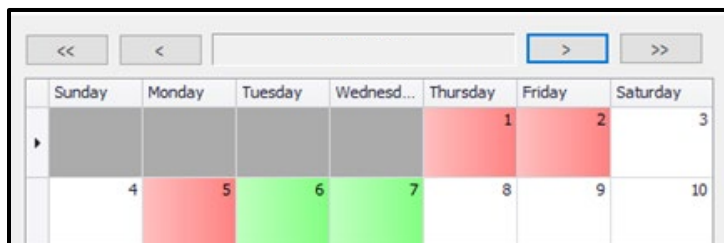
1. From the **Home** tab or **Checklist**, select “Open Day”.
2. Once you select “Open Day” the calendar will display.
3. Double Click the date you want open, multiple days can be open in Edison to complete tasks listed on the Edison Ordering Calendar.



Note: Edison will show open days in the left corner bottom ribbon, multiple days can be open in Edison.

(1873601) LOS ANGELES HS | 9/2/2025

Open Operating Day Color Legend



The screenshot shows the Edison calendar with a color legend. The calendar is for September 2025. Days 1 and 2 are red (closed), days 3-7 are green (open), and days 8-10 are white (not opened).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
	4	5	6	7	8	9
						10

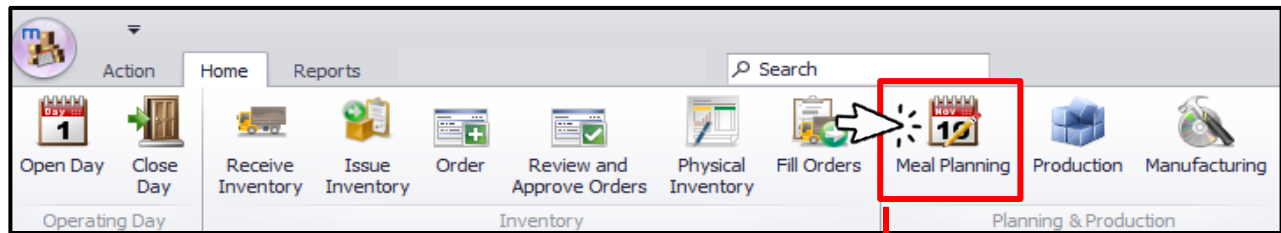
Color Legend

- **White** – day has not been opened
- **Green** – opened day
- **Red** – closed day

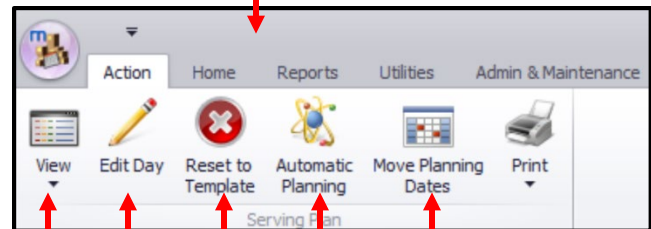


Edison User Guide – Meal Planning

2. Meal Planning- From the Home tab, click on the “Meal Planning” Button.

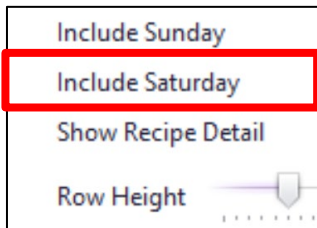


Meal Planning ribbon options:



1. 2. 3. 4. 5.

1. View – changes how the calendar looks



2. Edit Day

Opens the selected (blue) day. Can also double-click a day to open it.

3. Reset to Template

Resets the entire selection to the Central Office template, and resets meal counts to zero. (Not Recommended)

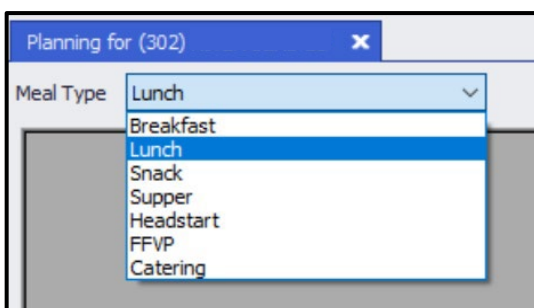
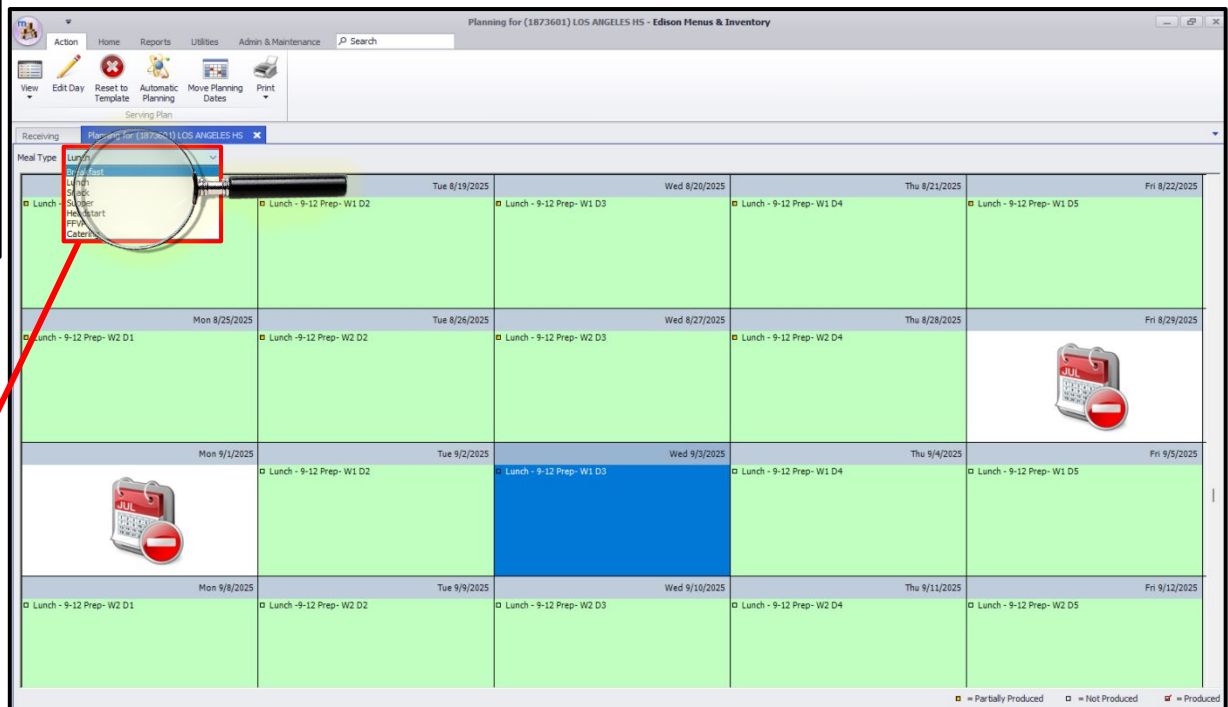
4. Automatic Planning

Not using this feature currently.

5. Move Planning Dates

move or swap menus due to service cancellation. (Not using this feature)

Note: Include Saturday, when meal planning, so Saturday meal plans can be input and included in orders.



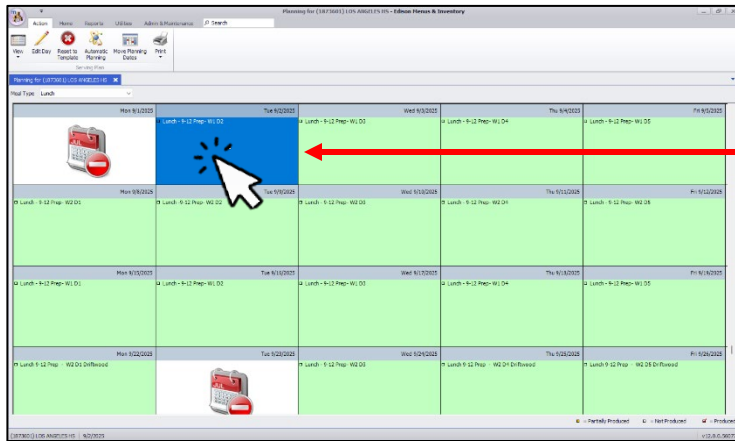
DON'T FORGET

Note: Select a Meal Type from the drop down at the top left of the screen. (**Breakfast, Lunch, Supper, etc.**)
Note: Meal Type will default to display Lunch
Ensure when “Meal Planning” that each meal service has been input with meal plans, so orders can be forecasted.
Follow monthly Ordering Calendar for Edison.

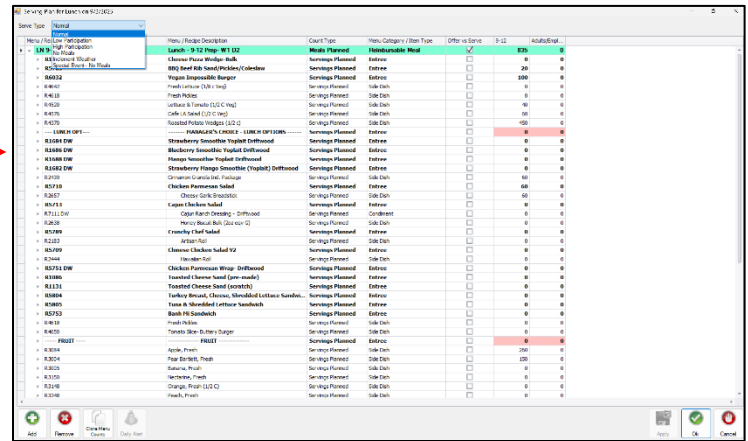
Edison User Guide – Meal Planning Continued

1. Double click a day to open Serving Plan.

- Serve Type



2. Serving Plan will generate for input.



3. Input numbers for each entrée and side item using the Food Service Menu for the week.

NOTE: Normal – Default option, for everyday use

Use other **Serve Types** when directed by the Central Office

3. Input numbers # for each entrée and side item using the Food Service Menu for the week.

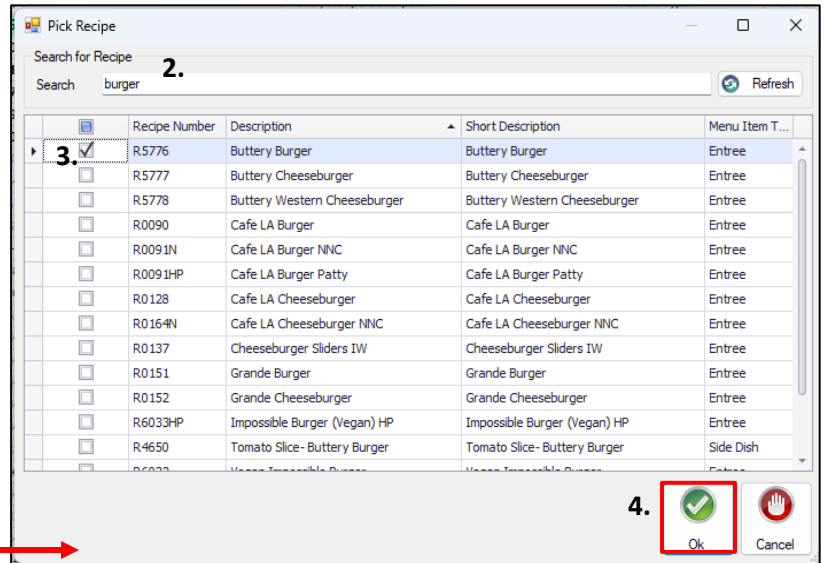
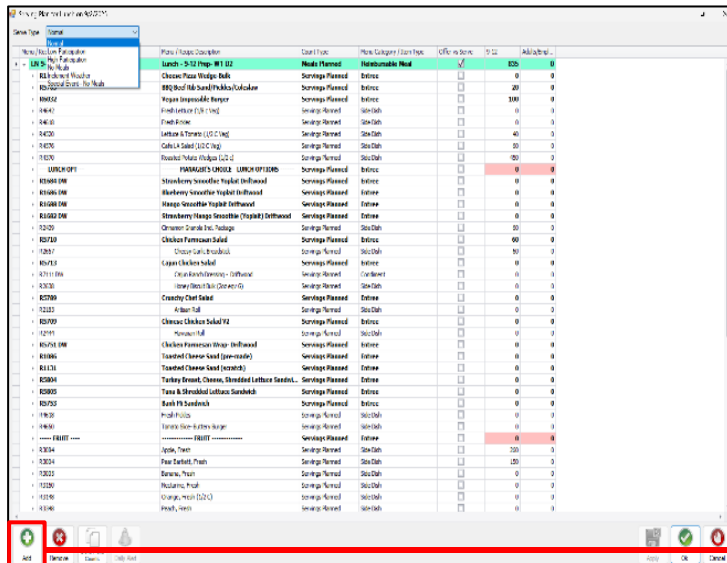
Follow instruction below for further clarification.

Enter zero for menu items that will not be used.

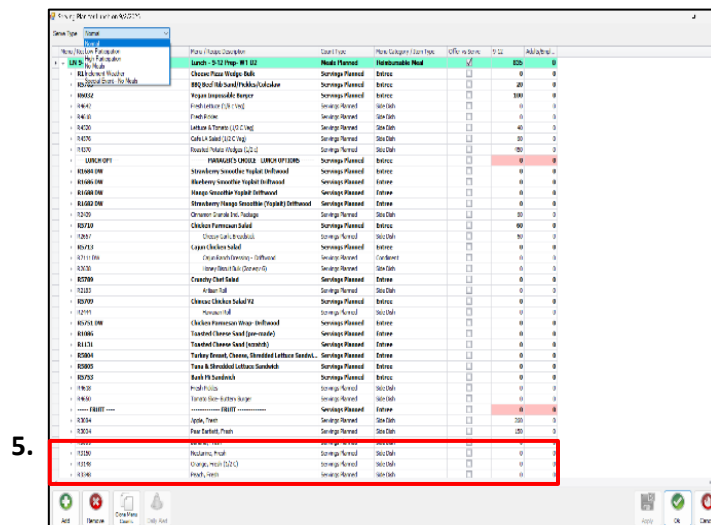
- Meals Planned** - The projected feeding figures for each menu count type (K-5, 6-12, Adult, etc.) on the
 - Reimbursable Meal** - line item is calculated using the numbers entered into the "entrée" recipes.
 - Servings Planned** - Enter the estimated planned servings for students, adults, and a la carte for each recipe in the Servings Planned fields. These counts will be used towards determining which items need to be ordered. **Entrée** recipes are displayed in bold for ease of identification.
 - Enter 0 for any menu items that will not be served, do not remove the recipe from the menu.
 - Click "Ok" once completed.
- (This is done for Breakfast, Lunch, Supper, Snack, and completed for the full-service week following ordering calendar)

Edison User Guide – Adding Recipe To Serving Plan

1. Click the **"Add"** button
2. Use the **Search** box to locate and select one or more recipes – search by word or recipe number
3. Place check marks next to the recipes to be added
4. Click **OK** to add a recipe to the current menu
5. Added recipes will populate to the bottom of the meal planning screen.



1.



5.

Meal Planning Color Legend:

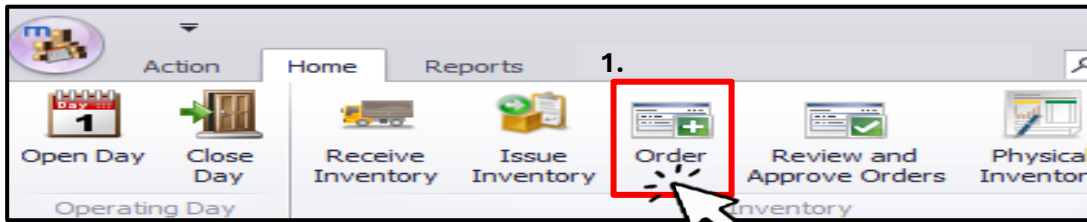
- White – planning has not been started
- Green – at least one menu line has been planned
- Blue – The current selected day
- Yellow – Incomplete

Tue 7/30/2024		Wed 7/31/2024	Thu 8/1/2024	Fri 8/2/2024
<div> <div>Elementary Lunch W1D2</div> <div>Pre-K Lunch W1D2</div> </div>		<div> <div>Elementary Lunch W1D3</div> <div>Pre-K Lunch W1D3</div> </div>	<div> <div>Elementary Lunch W1D4</div> <div>Pre-K Lunch W1D4</div> </div>	<div> <div>Elementary Lunch W1D5</div> <div>Pre-K Lunch W1D5</div> </div>

Edison User Guide – Ordering



Note: Edison has two ways to place an order.



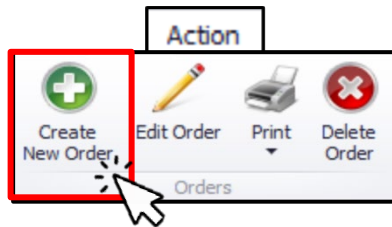
Checklist

- ☐ Open Day
- ☐ Receive Inventory
- ☐ Breakfast Production
- ☐ Enter Breakfast Meal Counts
- ☐ Lunch Production
- ☐ Enter Lunch Meal Counts
- ☐ Place Order
- ☐ Snack Production
- ☐ Enter Snack Meal Counts
- ☐ Supper Production
- ☐ Enter Supper Meal Counts
- ☐ Save Production Record
- ☐ Close Day

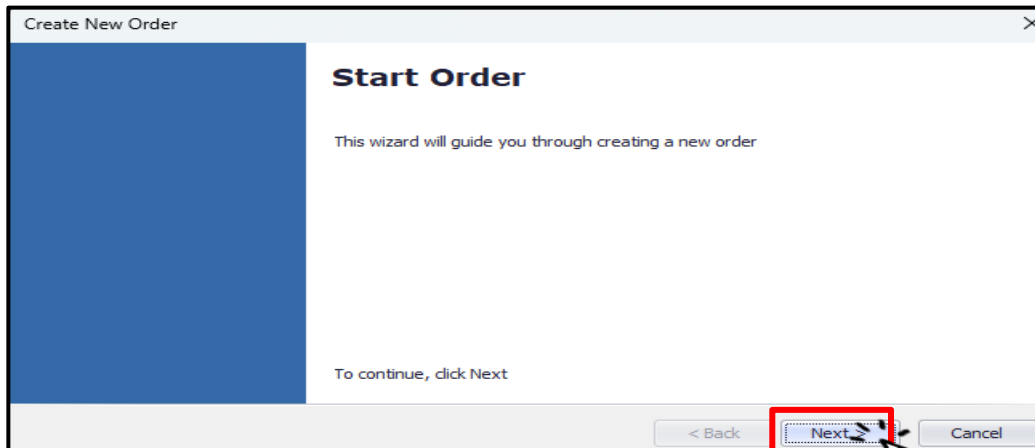
Creating a New Order

1. From the Home tab or Checklist, click on the **"Order Button"**.
2. Click **"Create New Order"** In the Action tab
3. Click **"Next"** on the wizard

2.



3.



Edison User Guide – Ordering Continued

4.

Create New Order

Select Ordering Group

Please select which ordering group you would like to begin using

Ordering Group

- Driftwood - Monday Delivery
- Driftwood - Tuesday Delivery
- Driftwood - Wednesday Delivery
- Driftwood - Thursday Delivery
- Driftwood - Friday Delivery
- Grocery & Staples - Wednesday Delivery
- Chemical & Supplies - Wednesday Delivery
- Meat & Frozen - Monday Delivery
- Meat & Frozen - Wednesday Delivery
- Meat & Frozen - Friday Delivery
- Goldstar Produce & Bread - Monday Delivery
- Goldstar Produce & Bread - Tuesday Delivery
- Goldstar Produce & Bread - Wednesday Delivery
- Goldstar Produce & Bread - Thursday Delivery

< Back **5. Next >** Cancel

4. Select the appropriate Ordering Group

5. Click Next

6. Requested Delivery Date
The system is set up to show the next available delivery date relative to today, based on your specific school. **(Don't Change)**

7. Verify that the Requested Delivery Date is correct. Don't Change unless Central Office communicates it.

8. Click "Next"

Note: Orders must be done Monday-Friday for Driftwood or Clearbrook, follow sites delivery days and ordering calendar.

Create New Order

6. Requested Delivery Date

Select the date you would like to have your order determining which price contract to use.

Requested Delivery Date / Price Contract Date

7. 7/13/2022

Create New Order

Automatic Ordering

Select how you would like to automatically estimate your ordering needs

☐ Items below par-order levels

☒ Items needed for planned meals between 7/18/2022 and 7/22/2022 Meal Types All Meals

☐ Items ordered to be filled from this site for delivery dates between 7/18/2022 and 7/31/2022

☐ Items needed for predicted orders from all sites based on planned meals between 7/18/2022 and 7/22/2022

< Back **8. Next >** Cancel

Automatic Ordering

- The ordering group is going to consider what planned servings were entered on your **Serving Plans** for the given date range.
- Verify that the date range in the **Items needed for planned meals between** field and the **Meal Types** are accurate This setting is controlled by the Central Office and does not need to be modified.
- Click "Next"

Order Worksheet Information

Requested Delivery Date 7/13/2022 Ordering Group Sysco Food -

Price Contract Date 7/13/2022 Automatic Ordering meal planning

Quantity	Unit Description	Catalog Number	Item Description
1 cs / 0	48/Each	55029	Calzone, Pepperoni & Cheese
1 cs / 0	6/5 LB Bag	49063	Potatoes, French Fries, Crinkle Cut
1 cs / 0	12/12 CT Bag	40032	Eggs, Whole, Hard Boiled
1 cs / 0	106/3 oz	53200	Chicken, Patty, Breast w/ Rib, Breaded
3 cs / 0	6/64 OZ Bag	44050	Yogurt Pouch, LF, Vanilla
1 cs / 0	4/50 OZ Bag	43303	Cereal, Granola, Bulk, WG

Review the generated Order for "Automatic Ordering"

The quantity column on the left of the screen shows what quantities and ingredients Edison has determined are needed for the recipes on the menus.

Note: Quantities are calculated based on:

- what is currently in inventory
- what is coming in future orders
- what is marked for use on other menus
- what planned servings are on this week's menu



Order Worksheet Information

Requested Delivery Date 8/14/2025 Ordering Group Driftwood - Monday Delivery

Price Contract Date 8/14/2025

Quantity	Unit Description	Catalog Number	Item Description	Brand
8 cs / 0	15/6 oz (carton)	7122	MILK WHITE 1% LOW FAT 6 OZ Driftwood	Miscellaneous
0 cs / 0	27/8 oz (carton)	7152	MILK WHITE LACTOSE FREE FF CS/27/8 OZ (DW)	Driftwood
0 cs / 0	18/8 oz (carton)	7138	SOY MILK VANILLA 8 OZ CS/18 (DW)	Driftwood
0 cs / 0	15/4 oz (carton)	7064	ORANGE JUICE 4 OZ - DW	Miscellaneous
0 cs / 0	15/8 oz (carton)	7123	MILK WHITE FF 8 OZ (DW)	Driftwood
0 cs / 0	15/8 oz (carton)	7100	MILK WHITE 1% 8 OZ (DW)	Driftwood

Items with pink 0 quantities mean the items do not need to be ordered
For orders not using automatic ordering all quantities will be 0

Adjust quantities as needed

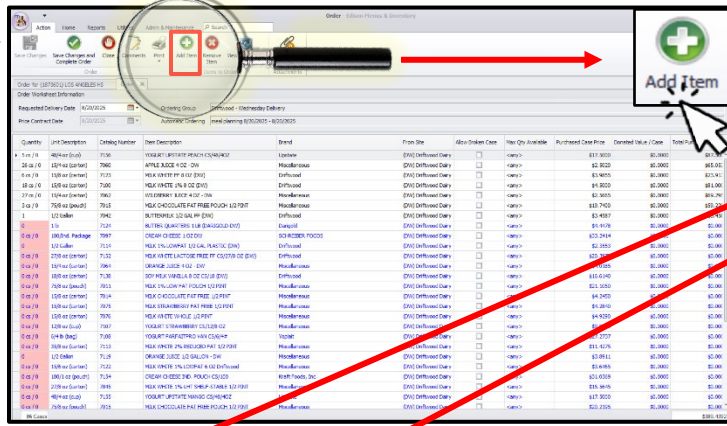


Click on any of the column headers to sort by that column if needed

Click the Filter icon within a column header to search for or filter items

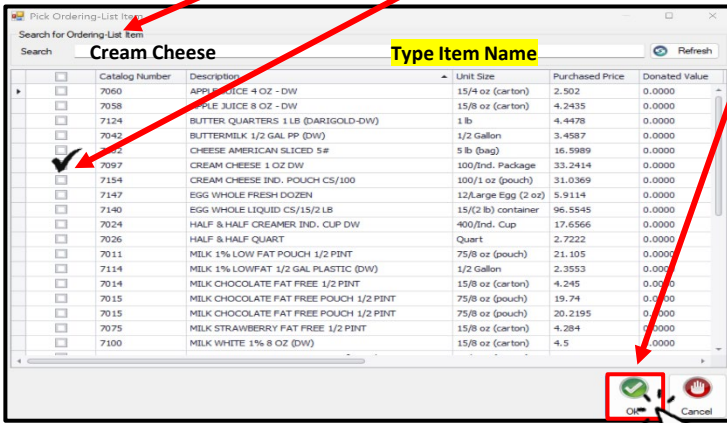
NOTE: Enter quantities for items not included in the order, such as a la carte and non-food as needed. (Grocery /Staples)

Edison User Guide – Ordering (Adding Item Not Listed On The Order)



Adding Items:

1. Click the "Add Item" button
2. Only items available to add will be listed
3. Place a check mark next to the item
4. Click "OK"
5. The newly added item will appear at the bottom of the order screen
6. Enter the quantity needed for the item



Order Action Ribbon Order

A. Save Changes – puts the order in an "Incomplete" status

- (Your order will not be sent/consolidated if it is in the incomplete status)

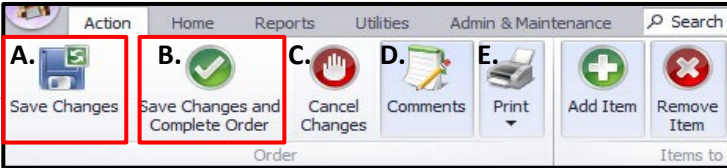
B. Save Changes and Complete Order – saves the order and pushes it to the Central Office for approval and submission to the vendor. If the order doesn't need Central Office approval it will be submitted to the vendor when the button is clicked.

C. Cancel Changes – deletes orders that have not yet been saved, and saves new changes made to orders that were previously saved.

D. Comments – add a comment to the order that can be viewed by the Central Office.

E. Print – print available reports as needed

Order Action Ribbon Order



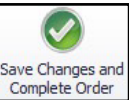
Best Practice - Dairy Vendor Orders

As you complete Meal Plans for Driftwood or Clearbrook Farms

"Save Changes and Complete Order" for your Dairy Vendors as they are consolidated three days out.

Note: If you do not Save Changes and Complete Order" for dairy deliveries, will result in no delivery.

For overages or shortages call vendor for adjustments before deadline the day before.



- After Saving changes and completing your order, the system will generate a **Receiving ticket**.
- **Print** the Receiving ticket.

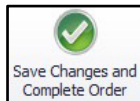
How to View Receiving Tickets

Click "Order" > Select and Click on Order > Print > Click "Ok"

1. Click "Order" button in the top left corner.
2. Click "Print" button in the top right corner.
3. Click "Ok" button in the bottom right corner.
4. Click "Ok" button in the bottom right corner.

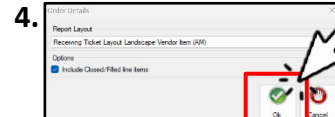
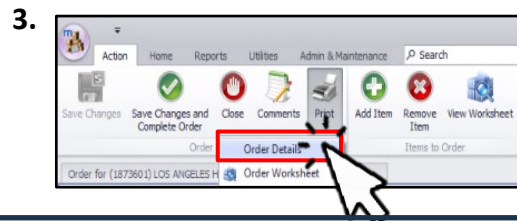
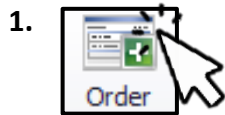
Los Angeles Unified School District Receiving Ticket									
Order ID: 1434		Order From: (DW) Driftwood Dairy							
Deliver To: (1873601) LOS ANGELES HS		Ordering Group: Driftwood - Tuesday Delivery							
Requested Delivery Date: 8/19/2025		meal planning 08/19/2025 - 08/19/2025							
Catalog Number	Vendor Item Number	Item Description	Purchased Case Price	Donated Value / Case	Case/Qty Ordered	Unit Description	Case/Qty Received		
7060	26000	APPLE JUICE 4 OZ - DW	\$2.5020	\$0.0000	27	405/4 oz (carton)			
7042	50009	BUTTERMILK 1/2 GAL PP (DW)	\$3.4587	\$0.0000	1	1/1/2 Gallon			
7097	60501	CREAM CHEESE 1 OZ DW	\$33.2414	\$0.0000	2	200/Ind. Package			
7015	16090	MILK CHOCOLATE FAT FREE POUCH 1/2 PINT	\$19.7400	\$0.0000	2	150/8 oz (pouch)			
7100	13040	MILK WHITE 1% 8 OZ (DW)	\$4.5000	\$0.0000	16	240/8 oz (carton)			
7123	12049	MILK WHITE FF 8 OZ (DW)	\$3.9855	\$0.0000	3	45/8 oz (carton)			
7152	12052	MILK WHITE LACTOSE FREE FF CS/27/8 OZ (DW)	\$20.3978	\$0.0000	1	27/8 oz (carton)			
7064	25000	ORANGE JUICE 4 OZ - DW	\$4.0185	\$0.0000	7	105/4 oz (carton)			
7108	52805	YOGURT PARFATPRO VAN CS/5/4#	\$27.2737	\$0.0000	2	12/4 lb (bag)			
Totals for Order ID 1434									
			Total Purchase Price	\$364.0067	Ordered	Remaining			
			Total Donated Value	\$0.0000	\$364.0067	\$0.0000			

Edison User Guide – Locating & Printing Receiving Tickets



- After Saving changes and completing your order, the system will generate a **Receiving ticket**.
- **Print** the Receiving ticket.

1. Click “Order” > 2. Select and Click on Order > 3. Select Print > 4. Click “Ok”



Los Angeles Unified School District Receiving Ticket

Order ID: 1434

Deliver To: (1873601) LOS ANGELES HS

Requested Delivery Date: 8/19/2025

Order From: (DW) Driftwood Dairy

Ordering Group: Driftwood - Tuesday Delivery

meal planning 08/19/2025 - 08/19/2025

Catalog Number	Vendor Item Number	Item Description	Purchased Case Price	Donated Value / Case	Case/Qty Ordered	Unit Description	Case/Qty Received
7060	26000	APPLE JUICE 4 OZ - DW	\$2.5020	\$0.0000	27	405/4 oz(carton)	
7042	50009	BUTTERMILK 1/2 GAL PP (DW)	\$3.4587	\$0.0000	1	1/1/2 Gallon	
7097	60501	CREAM CHEESE 1 OZ DW	\$33.2414	\$0.0000	2	200/Ind. Package	
7015	16090	MILK CHOCOLATE FAT FREE POUCH 1/2 PINT	\$19.7400	\$0.0000	2	150/8 oz(pouch)	
7100	13040	MILK WHITE 1% 8 OZ (DW)	\$4.5000	\$0.0000	16	240/8 oz(carton)	
7123	12049	MILK WHITE FF 8 OZ (DW)	\$3.9855	\$0.0000	3	45/8 oz(carton)	
7152	12052	MILK WHITE LACTOSE FREE FF CS/27/8 OZ (DW)	\$20.3978	\$0.0000	1	27/8 oz(carton)	
7064	25000	ORANGE JUICE 4 OZ - DW	\$4.0185	\$0.0000	7	105/4 oz(carton)	
7108	52805	YOGURT PARFAITPRO VAN CS/6/4#	\$27.2737	\$0.0000	2	12/4 lb(bag)	

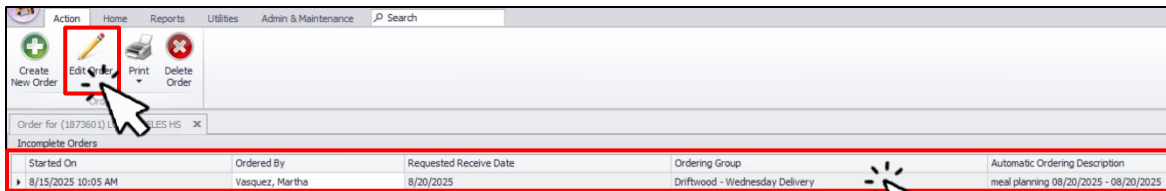
Totals for Order ID 1434

	Ordered	Remaining
Total Purchase Price	\$364.0067	\$364.0067
Total Donated Value	\$0.0000	\$0.0000

NOTE: Train Staff To Use receiving tickets as a tracking tool for daily/ weekly deliveries. Manager is to contact vendor for proof of credit when delivery discrepancies occur.

Edison User Guide – Editing an Existing Saved/ Incomplete Order

Editing an Existing Saved/Incomplete Order



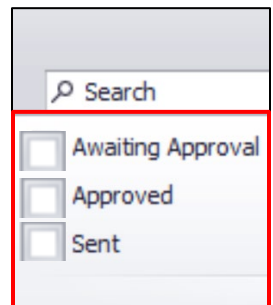
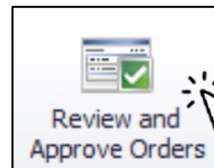
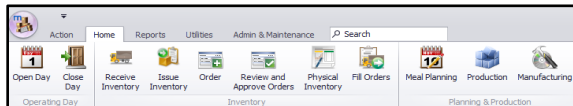
1. From the Home tab, click on the Order Button
2. Double click on the order record OR highlight the order and click “Edit Order” from the Action ribbon
3. Make the necessary changes
4. Click “Save” to just save the changes OR if the order is ready to be submitted, click “Save Changes and Complete Order”

Editing an order that has been sent to Central Office for approval.

- Some orders may have timelines set for allowing changes.
- Home > **Review & Approve Orders**
- Find the order in the list of orders with the “Awaiting Approval” status.
- Highlight the order & click Edit
- Make the changes needed and save the order again



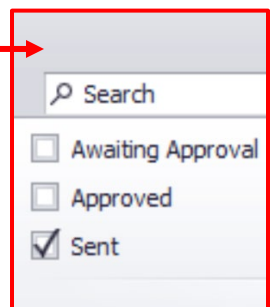
Note: Click what orders to verify.



Reviewing Submitted Orders

- From the **Home** tab, click on the **Review and Approve Orders** button. Use the filters within the **Order Status** section of the Action ribbon to search for open, submitted orders.
- Check **Approved & Sent** to see these orders.
- Orders **Sent and Approved** by Central Office will show Sent status

Order ID	Ordering Group	Requested Receive Date	Ordered By	Status	Completed On	Open/Closed	Order From Vendor/Warehouse	Has Comments	Total Amount
1567	Meat & Frozen - Friday Delivery	9/5/2025	Vasquez, Martha	Sent	8/20/2025 11:42 AM	Open	(LAUSDPC) LAUSD Procurement Services Cen...	<input type="checkbox"/>	\$1,200.92
1999	Goldstar Produce & Bread - Monday Delivery	9/8/2025	Vasquez, Martha	Sent	8/25/2025 1:35 PM	Open	(GS) Gold Star Foods	<input type="checkbox"/>	\$397.73
2002	Goldstar Produce & Bread - Tuesday Delivery	9/9/2025	Vasquez, Martha	Sent	8/25/2025 1:37 PM	Open	(GS) Gold Star Foods	<input type="checkbox"/>	\$559.75
2004	Goldstar Produce & Bread - Wednesday Del...	9/10/2025	Vasquez, Martha	Sent	8/25/2025 1:40 PM	Open	(GS) Gold Star Foods	<input type="checkbox"/>	\$437.53
2006	Goldstar Produce & Bread - Thursday Delivery	9/11/2025	Vasquez, Martha	Sent	8/25/2025 1:42 PM	Open	(GS) Gold Star Foods	<input type="checkbox"/>	\$804.45
2011	Meat & Frozen - Monday Delivery	9/8/2025	Vasquez, Martha	Sent	8/25/2025 1:48 PM	Open	(LAUSDPC) LAUSD Procurement Services Cen...	<input type="checkbox"/>	\$1,997.09
2014	Meat & Frozen - Wednesday Delivery	9/10/2025	Vasquez, Martha	Sent	8/25/2025 2:02 PM	Open	(LAUSDPC) LAUSD Procurement Services Cen...	<input type="checkbox"/>	\$1,726.37
2018	Meat & Frozen - Friday Delivery	9/12/2025	Vasquez, Martha	Sent	8/25/2025 2:07 PM	Open	(LAUSDPC) LAUSD Procurement Services Cen...	<input type="checkbox"/>	\$632.74
2082	Grocery & Staples - Monday Delivery	9/8/2025	Vasquez, Martha	Sent	8/26/2025 10:02 AM	Open	(LAUSDPC) LAUSD Procurement Services Cen...	<input type="checkbox"/>	\$1,761.20
2083	Grocery & Staples - Wednesday Delivery	9/10/2025	Vasquez, Martha	Sent	8/26/2025 10:06 AM	Open	(LAUSDPC) LAUSD Procurement Services Cen...	<input type="checkbox"/>	\$1,433.19
2232	Driftwood - Friday Delivery	9/5/2025	Vasquez, Martha	Sent	8/2/2025 12:25 PM	Open	(DW) Driftwood Dairy	<input type="checkbox"/>	\$340.52
2244	Driftwood - Monday Delivery	9/8/2025	Vasquez, Martha	Sent	8/3/2025 6:42 AM	Open	(DW) Driftwood Dairy	<input type="checkbox"/>	\$273.59
2365	Driftwood - Monday Delivery	9/8/2025	Vasquez, Martha	Sent	8/3/2025 1:42 PM	Open	(DW) Driftwood Dairy	<input type="checkbox"/>	\$286.65

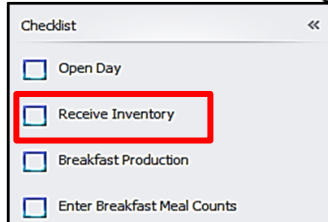
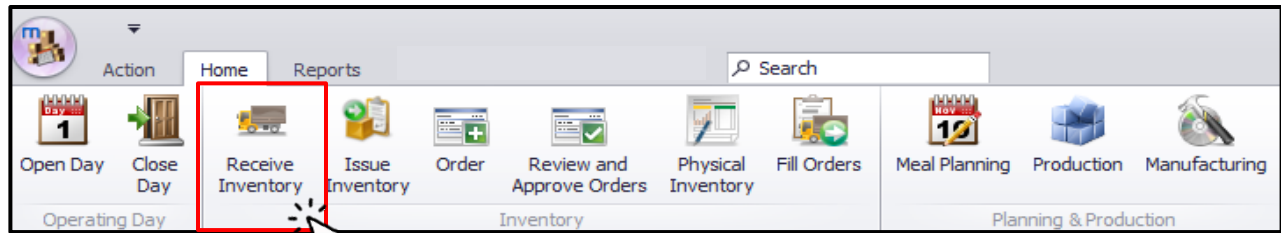


Edison User Guide – Receiving



Note: Edison has two ways to Receive Inventory.

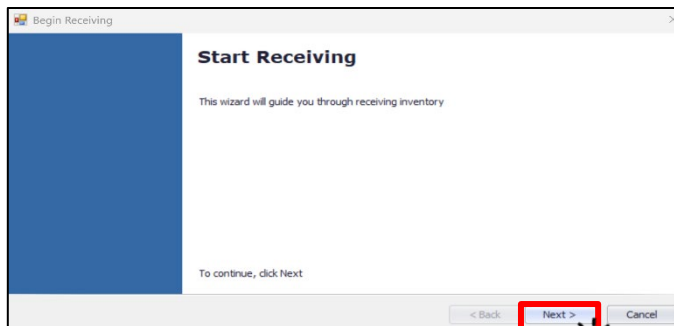
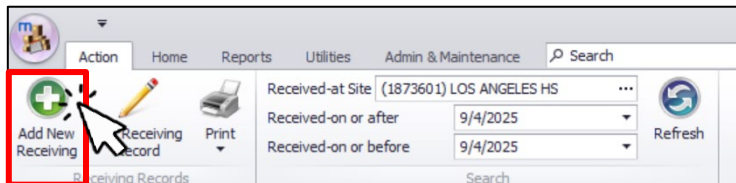
1.



Receiving:

1. From the Home tab or Checklist, click **Receive Inventory** button
2. Click the **Add New Receiving** button
3. Click **Next** in the wizard screen

2.



3.

Begin Receiving

What are you receiving?
Select one of the following receiving types

A. ☒ Order that has been delivered by a vendor

B. ☐ Items that have been transferred from a warehouse or other site

C. ☐ Items received from a price-contract / purchase-order

Determine Type of Receiving:

- A. Order that has been Delivered by a Vendor (**Receiving Ticket**)
- B. Items that have been transferred from a warehouse or other site (**Stock Transfer**)
- C. Items received from a price contract /purchase order (**Manual Receiving & Hot Shot**)

Edison User Guide – Begin Receiving (Vendor)



Note: There are **3 types of Receiving procedures** in the Edison System

Begin Receiving

What are you receiving?
Select one of the following receiving types

A. ☒ Order that has been delivered by a vendor

B. ☐ Items that have been transferred from a warehouse or other site

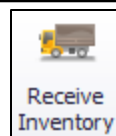
C. ☐ Items received from a price-contract / purchase-order

A. Order that has been delivered by vendor
All Daily/ Weekly expected deliveries

B. Items that have been transferred from a warehouse or other site (**Stock Transfers**)

C. Items received from a price contract or purchase order (**Manual Receiving and Hot Shot deliveries**)

(Type A) Receiving Daily/ Weekly Deliveries



1A. ☒ Order that has been delivered by a vendor

1A. To receive an Order that has been delivered by vendor, select option 1A. This procedure is for all **Daily/ Weekly** expected deliveries.

2B.

2B. Click "Next"

- 3. Receive Order**—highlight the order to be received
- 4.** Choose the correct date
- 5.** Click **Next**

Case Discrepancies

- If the quantity delivered is different from the **Quantity** listed on the
- Receiving** screen, adjust the quantity to match what was delivered.
- Items where the **Quantity Received** was adjusted will appear in orange.
- If an item was not delivered, highlight the item and click the **Remove**

Substitution Updates when receiving:

- If a substituted item was delivered and the new item is already on the order, adjust the delivered item's quantity as needed, then highlight the item that was not delivered and click the **Remove** Item button from the **Items Action** ribbon.
- If a substituted item or an additional item was delivered and the item is not on the order, click the Add Item from List button in the **Items Action** ribbon. **Search** for and select the delivered item. It will appear at the bottom of the order. Enter the delivered quantity.

Begin Receiving

Receive Order
Please select which order you are receiving


ID	Delivery Date	From Vendor	Ordering Group	Ordered By
19...	9/8/2025	(GS) Gold Star Foods	Goldstar Produce & Bread - Friday Deli...	Vasquez, Mar...
20...	9/9/2025	(GS) Gold Star Foods	Goldstar Produce & Bread - Friday Deli...	Vasquez, Mar...
20...	9/9/2025	(GS) Gold Star Foods	Goldstar Produce & Bread - Wednesday ...	Vasquez, Mar...
20...	9/11/2025	(GS) Gold Star Foods	Goldstar Produce & Bread - Thursday De...	Vasquez, Mar...
20...	9/8/2025	(LAUSDPC) LAUSD Procurement Services Center (W...	Meat & Frozen - Monday Delivery	Vasquez, Mar...
20...	9/11/2025	(LAUSDPC) LAUSD Procurement Services Center (W...	Meat & Frozen - Wednesday Delivery	Vasquez, Mar...
20...	9/11/2025	(LAUSDPC) LAUSD Procurement Services Center (W...	Meat & Frozen - Friday Delivery	Vasquez, Mar...
20...	9/11/2025	(LAUSDPC) LAUSD Procurement Services Center (W...	Grocery & Staples - Monday Delivery	Vasquez, Mar...
20...	9/11/2025	(LAUSDPC) LAUSD Procurement Services Center (W...	Grocery & Staples - Wednesday Delivery	Vasquez, Mar...
22...	9/8/2025	(DW) Driftwood Dairy	Driftwood - Friday Delivery	Vasquez, Mar...
22...	9/8/2025	(DW) Driftwood Dairy	Driftwood - Monday Delivery	Vasquez, Mar...
23...	9/8/2025	(DW) Driftwood Dairy	Driftwood - Monday Delivery	Vasquez, Mar...

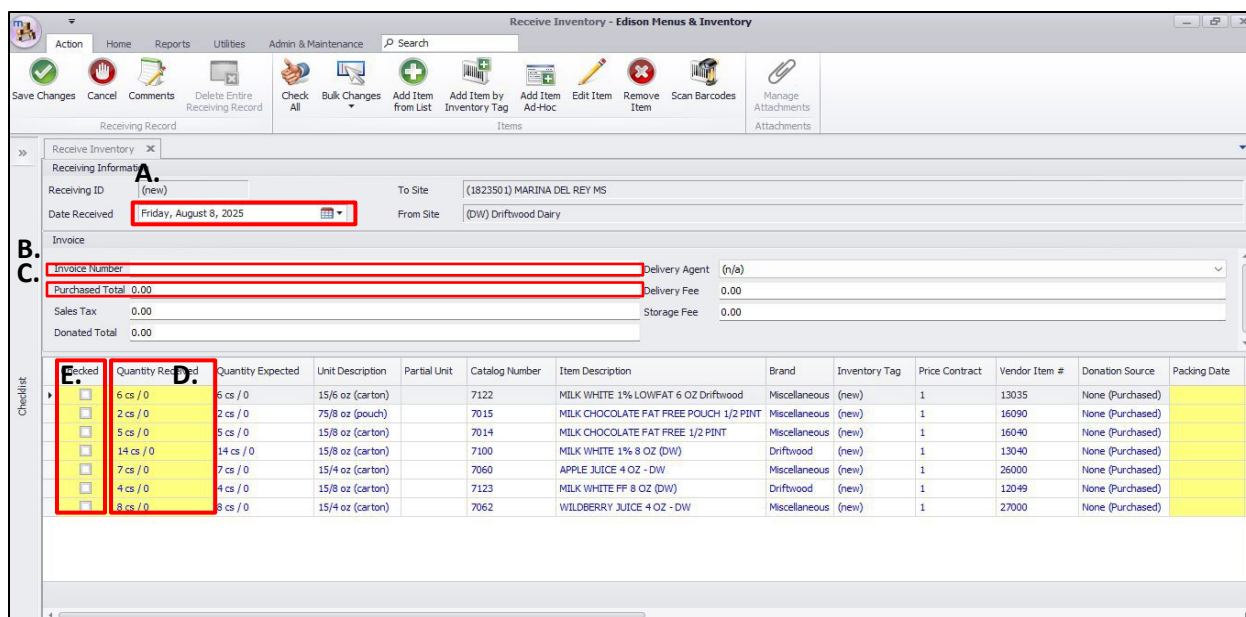
4.

Edison User Guide – Receiving Continued



Follow steps A - E when receiving food, supplies, etc. from Café L.A. approved vendors.
Use vendor invoice for accurate information input when receiving.

- Date Received** - this should be the date the invoice date.
- Enter **Invoice Number** - exactly how it looks on the vendor's invoice (**for LAUSD warehouse use STO#**)
- Enter **Purchase Total** - This total will be taken from the vendor's invoice (**LAUSD Warehouse invoices do not have Purchase totals leave 0.00**)
- Enter the **"Quantity Received"**
- For each line item, place a checkmark in the **"Checked"** box once data is verified 



The screenshot shows the 'Receive Inventory - Edison Menus & Inventory' window. The 'Receiving Information' section is active, showing 'Date Received' as Friday, August 8, 2025, and 'To Site' as (1823501) MARINA DEL REY MS. The 'Invoice' section shows 'Invoice Number' and 'Purchase Total' as 0.00. The 'Items' table lists various food items with columns for 'Checked', 'Quantity Received', 'Quantity Expected', 'Unit Description', 'Partial Unit', 'Catalog Number', 'Item Description', 'Brand', 'Inventory Tag', 'Price Contract', 'Vendor Item #', 'Donation Source', and 'Packing Date'. The 'Checked' column has checkboxes, and the 'Quantity Received' column has input fields.

Receiving Damaged / Spoiled Items:

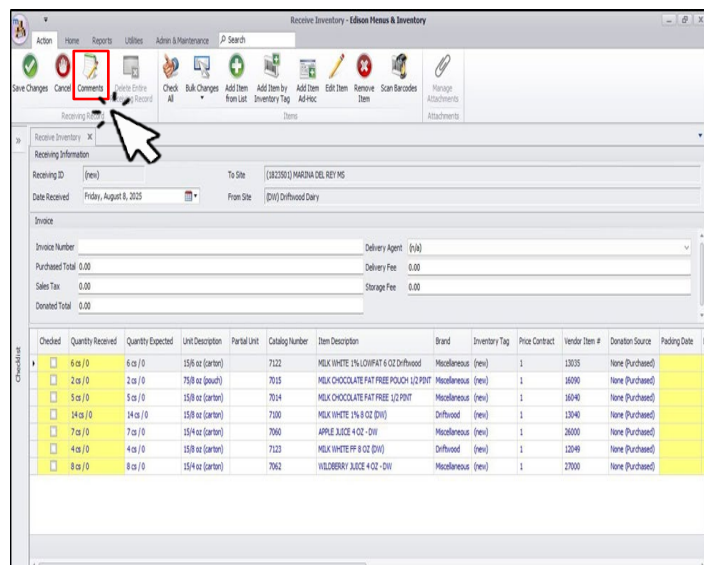
- Receive **only** items that meet **Food Services Quality Standards**.
- Do **not accept** any **damaged** or **spoiled** items.

Note: Do Not Receive Partial Cases



Under Comments Note:

- Which items are damaged or spoiled
- Any relevant details (e.g. broken seals, mold, temperature issues)
- Enter the amount (quantity received or rejected)
- Enter the item name and catalog number



The screenshot shows the 'Receive Inventory - Edison Menus & Inventory' window. The 'Receiving Information' section is active, and the 'Comments' button is highlighted with a red box and a mouse cursor. The 'Items' table is visible below, showing various food items with checkboxes for 'Checked' and 'Quantity Received'.

Edison User Guide – Stock Transfers

(Type B) Stock Transfers/ Receiving



>



Begin Receiving

What are you receiving?

Select one of the following receiving types

- ☐ Order that has been delivered by a vendor
- ☒ Items that have been transferred from a warehouse or other site
- ☐ Items received from a price-contract / purchase-order

1B.

2.

< Back

Next >

Cancel

1B. Items that have been transferred from a warehouse or other site (**Stock Transfers**)

1B. To receive an Order that has been transferred from warehouse or another site (**Stock Transfer**), select option 1B. This procedure is for all **Daily/ Weekly** expected deliveries.

2. Click "Next"

3.

Begin Receiving

Receive Transfer

Please select the transfer ticket that you are receiving

4.

Date Issued	Transferred From Site	Order #	Ordering Group	Requested Delivery Date
2/6/2022	(140) CNS Warehouse	1008	WH Food - Tue	7/12/2022

6.

Receiving Information								
Receiving ID	(new)	To Site	(302) RIVER BEND ES					
Date Received	Wednesday, June 29, 2022	From Site	(140) CNS Warehouse					
Checked	Quantity Received	Quantity Expected	Unit Description	Partial Unit	Catalog Number	Item Description	Brand	Purchased Total
<input checked="" type="checkbox"/>	2 cs / 0	2 cs / 0	12/2 LB Bag	Lbs/Oz	49010	Broccoli Florets, Frozen	Unknown	\$53.8600
<input type="checkbox"/>	5 cs / 0	5 cs / 0	144/1.3 oz	Lbs/Oz	40168	Pancakes, WG	Bake Crafters	\$104.9000
<input type="checkbox"/>	4 cs / 0	4 cs / 0	20/LB Bag	Lbs/Oz	53205	Chicken, Popcorn, Brst, WG	Unknown	\$149.0000
<input type="checkbox"/>	4 cs / 0	4 cs / 0	8/5 LB	Lbs/Oz	53084	Turkey Breast, Deli, Smoked, Sliced	USDA	\$669.7200
								\$977.4800

5.

3. **Receive Order** – highlight the order to be received
4. **Date Received** - this should be the date of actual delivery
5. **For each line item:**
 - Verify the **Quantity** received
6. For each line item, place a checkmark in the **Checked** box once data is verified. Click **Save Changes** to finish the receiving process for the order.

Case Discrepancies

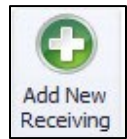
- If the quantity delivered is different from the **Quantity** listed on the **Receiving** screen, adjust the quantity to match what was delivered.
- Items where the **Quantity Received** was adjusted will appear in orange.
- If an item was not delivered, highlight the item and click the **Remove**

Substitution Updates when receiving:

- If a substituted item was delivered and the new item is already on the order, adjust the delivered item's quantity as needed, then highlight the item that was not delivered and click the **Remove Item** button from the **Items Action** ribbon.
- If a substituted item or an additional item was delivered and the item is not on the order, click the **Add Item from List** button in the **Items Action** ribbon. **Search** for and select the delivered item. It will appear at the bottom of the order. Enter the delivered quantity.

Edison User Guide – Manual Receiving

(Type C) (Manual Receiving and Hot Shot deliveries)



Begin Receiving

What are you receiving?

Select one of the following receiving types

- ☐ Order that has been delivered by a vendor
- ☐ Items that have been transferred from a warehouse or other site
- ☒ Items received from a price-contract / purchase-order

1C.

2.

< Back Next > Cancel

1C. Items received from a price contract or purchase order
(Manual Receiving and Hot Shot deliveries)

1C. To receive an Order on price contract or purchase order (Manual Receiving & Hot Shots) selection option 1C.

2. Click "Next"

3.

Begin Receiving

Receive from Price-Contract

Please select the price contract / purchase-order from which you will be receiving

Show valid contracts for 9/5/2025

Contract ID	PO Number	Vendor	Description	Start Date	End Date
1		(DW) Driftwood Dairy	Driftwood	4/21/2025	12/31/2026
4		(LAUSDPC) LAUSD Procurement Services Center (Warehou...	Warehouse	6/2/2025	12/31/2026
14		(GS) Gold Star Foods	Gold Star Foo...	6/3/2025	12/31/2026

Select the correct vendor where the items/ supply was shipped from.
Use Vendor Invoice Information.

< Back Next > Cancel

3. Receive from Price-Contract – select the appropriate price contract record, and then click Next

4. What are you receiving? – select the type of order to receive

5. Items received from a price contract/purchase order

4.

Edison Home & Inventory

Receiving Information

Receiving ID: [Blank]

Date Received: Friday, September 5, 2025 A.

To Site: [Blank]

From Site: [Blank]

Invoice Number: B.

Quantity Received: C.

Quantity Received	Item Description	Partial Unit	Catalog Number	Item Description	Brand	Inventory Tag	Price Contract	Vendor Item #	Duration Source	Packing Date	Lot Number	Expiration Date
0 ea / 2	Carrots Baby Fresh (122 C)		3006	CARROTS BABY FRESH (122 C)	Miscellaneous	(New)	14	800592	None (Purchase)			
0 ea / 2	Pico De Gallo Fresh (842 S/LB)		3002	PICO DE GALLO FRESH (842 S/LB)	Miscellaneous	(New)	14	823667	None (Purchase)			
0 ea / 2	Tomatoes Sliced (842 S/LB)		3006	TOMATOES SLICED (842 S/LB)	Miscellaneous	(New)	14	800104	None (Purchase)			
0 ea / 3	Orange Local (C5/138)		3003	ORANGE LOCAL C5/138	Miscellaneous	(New)	14	800471	None (Purchase)			
0 ea / 3	Carrot Cane (842 S/LB)		3004	CARROT CANE (842 S/LB)	Miscellaneous	(New)	14	820183	None (Purchase)			
0 ea / 3	Calliflower Mini Florets (5 LB)		3003	CALLIFLOWER MINI FLORETS 5 LB	Miscellaneous	(New)	14	823103	None (Purchase)			
0 ea / 3	Tomato Grape (225 P/B)		3005	TOMATO GRAPE 225 P/B	Miscellaneous	(New)	14	820128	None (Purchase)			
0 ea / 3	Celery Cored (5 LB)		3007	CELERY CORED 5 LB	Miscellaneous	(New)	14	820164	None (Purchase)			
0 ea / 3	Lettuce Leaf Green Shred (5 LB)		3009	LETTUCE LEAF GREEN SHRED 5 LB	Miscellaneous	(New)	14	820820	None (Purchase)			
0 ea / 3	Onions (5 LB P/B)		3001	ONIONS 5 LB P/B	Miscellaneous	(New)	14	822412	None (Purchase)			
0 ea / 3	Carrot Stick (842 S/LB)		3003	CARROT STICK 842 S/LB	Miscellaneous	(New)	14	822478	None (Purchase)			
0 ea / 3	Romaine Salad (3-Way C/LB)		3006	ROMAINE SALAD 3-WAY C/LB	Miscellaneous	(New)	14	822560	None (Purchase)			
0 ea / 3	Tangerine (100 CT)		3008	TANGERINE C/25 L (100 CT)	Miscellaneous	(New)	14	823998	None (Purchase)			
0 ea / 3	Broccoli Mini Florets (5 LB)		3000	BROCCOLI MINI FLORETS 5 LB	Miscellaneous	(New)	14	822111	None (Purchase)			
0 ea / 3	Banana (100 CT) C/LB (4 LB)		3004	BANANA (100 CT) C/LB (4 LB)	Miscellaneous	(New)	14	820025	None (Purchase)			
0 ea / 3	Carrots Shredded (5 LB)		3005	CARROTS SHREDDED 5 LB	Miscellaneous	(New)	14	820105	None (Purchase)			
0 ea / 3	Tomatoes Grape (225 P/B)		3007	TOMATOES GRAPE 225 P/B	Miscellaneous	(New)	14	820351	None (Purchase)			
0 ea / 3	Onions Red Sliced (5 LB)		3005	ONIONS RED SLICED 5 LB	Miscellaneous	(New)	14	820235	None (Purchase)			
0 ea / 3	Orange Cara Cara		3008	ORANGE CARA CARA	Miscellaneous	(New)	14	821228	None (Purchase)			
0 ea / 3	Onion (11 LB)		1046	ONION (11 LB)	Miscellaneous	(New)	14	821246	None (Purchase)			

A. Date Received - this should be the date of actual delivery

B. Enter Invoice Number

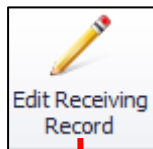
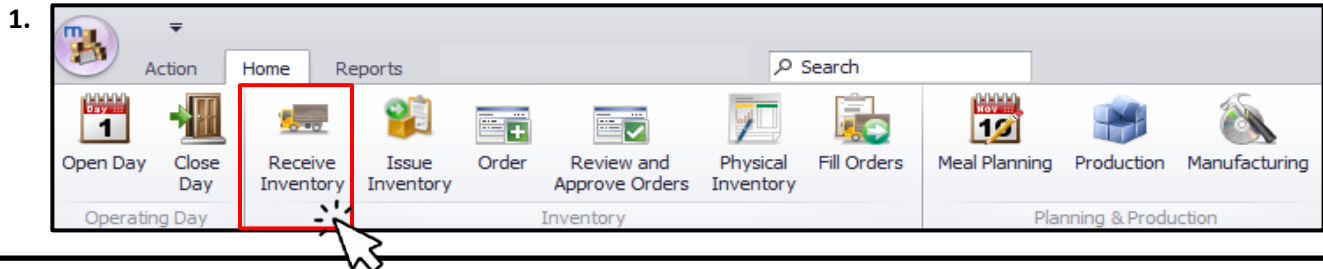
C. For each delivered item, enter the Quantity received

D. Click Save Changes to finish the receiving process for the order

Edison User Guide – Edit Submitted Receiving Record

If a mistake was made on a receiving record, it can be corrected.

1. From the **Home** tab, click on the **Receive Inventory** button
2. Use the filters within the **Search** section of the "Action" ribbon to search for the receiving record
3. Double click the appropriate receiving record OR highlight the receiving record and click the **"Edit Receiving Record"** button in the "Receiving Records" section of the "Action" ribbon
4. Make the necessary changes, then click **"Save Changes"**



2. Search by date in the "Action Ribbon"

3. Click the record so its highlighted blue, then select "Edit Receiving Record"



4.

The screenshot shows the 'Receive Inventory - Edison Menu & Inventory' window. The 'Action' ribbon is active, and the 'Edit Receiving Record' button (pencil icon) is highlighted with a red box. A mouse cursor is pointing at the button. Below the ribbon, the 'Receiving Information' section is visible, showing details for receiving ID 9003. The 'Invoice' section is also visible, showing details for invoice number IN655246. The 'Items' section is expanded, showing a list of items received. A red box highlights the 'Edit Receiving Record' button and the 'Items' section.

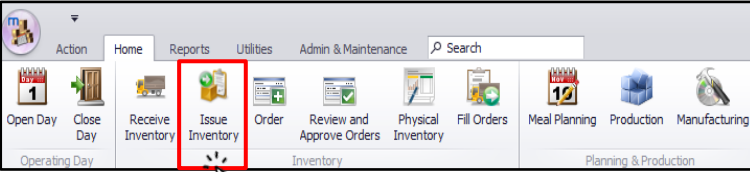
Quantity Received	Quantity Expected	Unit Description	Partial Unit	Catalog Number	Item Description	Brand	Inventory Tag	Price Contract	Vendor Item #	Donation Source	Packing Date	Lot Number
6 cs / 0	6 cs / 0	48/4 oz (cup)		7155	YOGURT UPSTATE MANGO CS/48/4OZ	Upstate	352517	1	52124	None (Purchased)		
4 cs / 0	4 cs / 0	15/8 oz (carton)		7123	MLK WHITE PP 8 OZ (DWH)	Drifwood	352525	1	12049	None (Purchased)		
14 cs / 0	14 cs / 0	15/8 oz (carton)		7100	MLK WHITE 1% 8 OZ (DWH)	Drifwood	352533	1	13040	None (Purchased)		
2 cs / 0	2 cs / 0	6/4 lb (bag)	Unit/Oz	7108	YOGURT PARFATTRO VAN CS/6/4#	Yoplait	352541	1	52805	None (Purchased)		
2 cs / 0	2 cs / 0	75/8 oz (pouch)		7015	MLK CHOCOLATE FAT FREE POUCH 1/2 PINT	Miscellaneous	352558	1	16090	None (Purchased)		



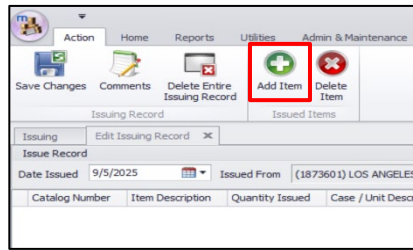
Make necessary **"Edits"** based on corrective action requested then Click **"Save"**

Edison User Guide – Site-to-Site Transfers

Note: To optimize cost efficiency and minimize food waste, it is vital for cafeteria managers to actively transfer products between locations based on inventory needs.

1. 

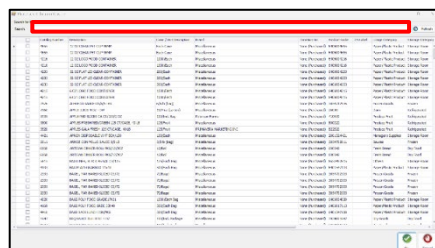
Create the transfer from the Home tab, click on the **“Issue Inventory”** button

6. 

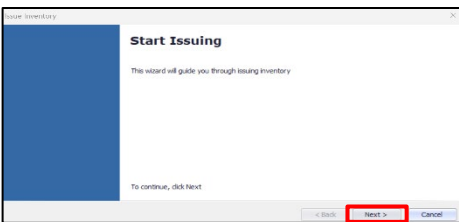
Click the **“Add Item”** button

2. 

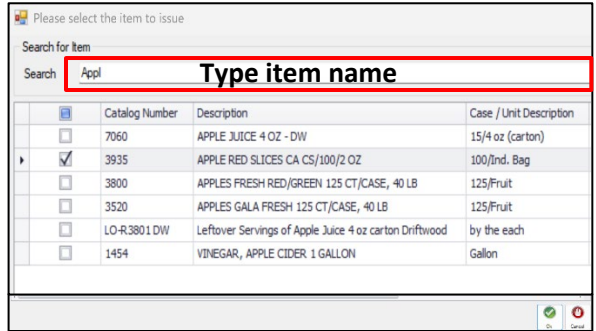
Click the **“Add New Issuing”** button

7. 

Click the **“Please select item to issue”** screen will appear, type item name in search bar

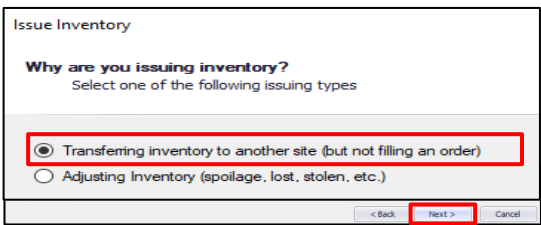
3. 

Click **“Next”** on the wizard

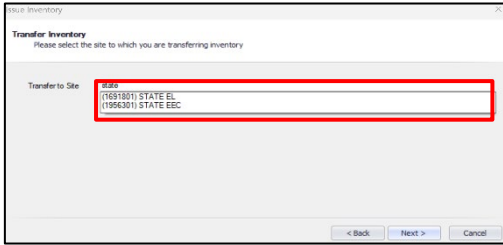
8. 

Type in the Search box to locate a specific item and place a check mark in the column. **Multiple items may be selected at one time.** Click **“Ok”** to add items to the transfer

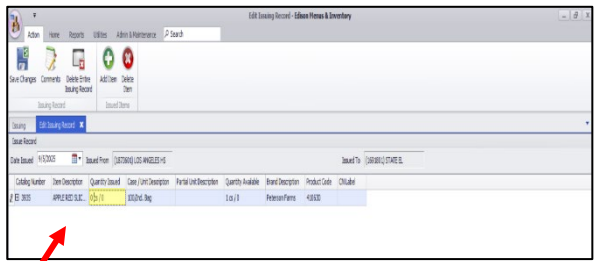
Search	Catalog Number	Description	Case / Unit Description
Appl	7060	APPLE JUICE 4 OZ - DW	15/4 oz (carton)
	3935	APPLE RED SLICES CA CS/100/2 OZ	100/Ind. Bag
	3800	APPLES FRESH RED/GREEN 125 CT/CASE, 40 LB	125/Fruit
	3520	APPLES GALA FRESH 125 CT/CASE, 40 LB	125/Fruit
	LO-R3801 DW	Leftover Servings of Apple Juice 4 oz carton Driftwood	by the each
	1454	VINEGAR, APPLE CIDER 1 GALLON	Gallon

4. 


Why are you issuing inventory? – select **“Transferring inventory”** to another site (but not filling an order)

5. 

Begin **“typing the name”** of the site where the items are going, select it from the drop-down list click **“Next”**

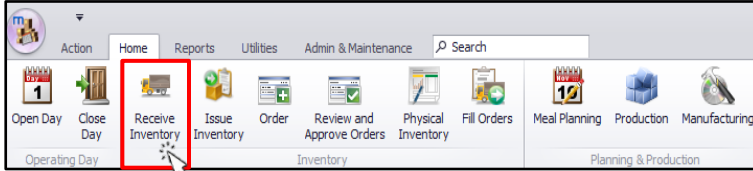
9. 

- For each item, type the quantity to be transferred in the yellow **“Quantity Issued”** field
- The **Quantity Available** to transfer out is listed for each item
- If the **Quantity Issued** exceeds the **Quantity Available**, the **Quantity Available** field will turn red. The transfer will not be able to be completed until the error is resolved.

 **Note:** To remove an item, highlight the item and then click the **“Delete Item button”**. Once all items are verified for accuracy, click the **“Save Changes”** button to complete the transfer. A Transfer Ticket report will automatically be generated and can be printed to accompany the items to the receiving school.

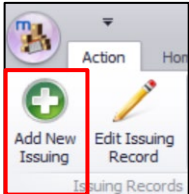
Edison User Guide – Receiving A Transfer

1.



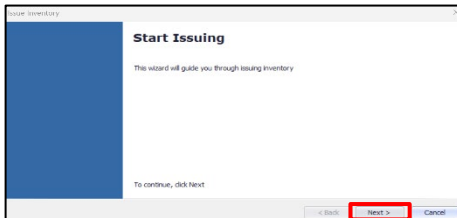
Create the transfer from the Home tab, click on the **“Issue Inventory”** button

2.



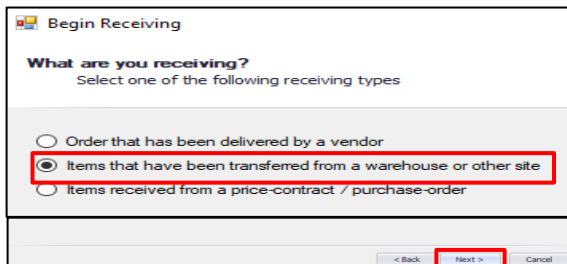
Click the **“Add New Issuing”** button

3.

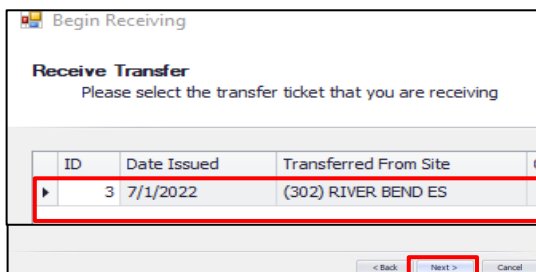


Click **“Next”** on the wizard

4.

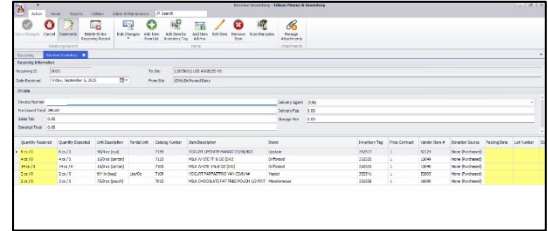


What are you receiving? – Items that have been transferred from a warehouse or other site select **“Next”**



Identify site name, date, and select the appropriate **transfer record**. Click **“Next”**

6.



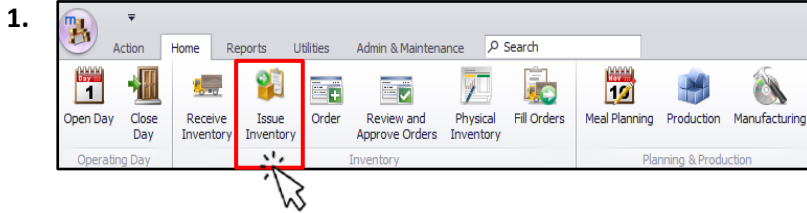
Receive the transfer order from the sending site. **No invoice number is required.**

Receiving products through site-to-site transfers is crucial for optimizing inventory, increasing sales, and improving overall business efficiency. This process enables companies with multiple locations, such as warehouses or school sites, to strategically move inventory to meet demand where it is needed most.



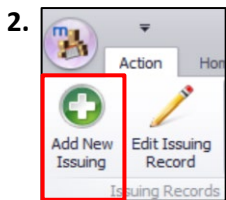
Edison User Guide – Inventory Adjustments

Inventory adjustments are vital with a **perpetual system** to account for discrepancies between system records and physical stock, ensuring data accuracy, preventing shopping order discrepancies, optimizing inventory costs, and enabling informed decision-making. They reconcile differences from losses, theft, damage, or data entry errors, maintaining the reliability of real-time data for forecasting, efficient reordering, and better customer service.

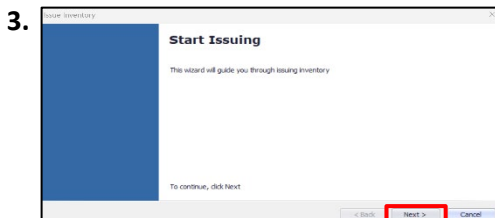


Create an inventory adjustment – this option is used when some type of loss has occurred

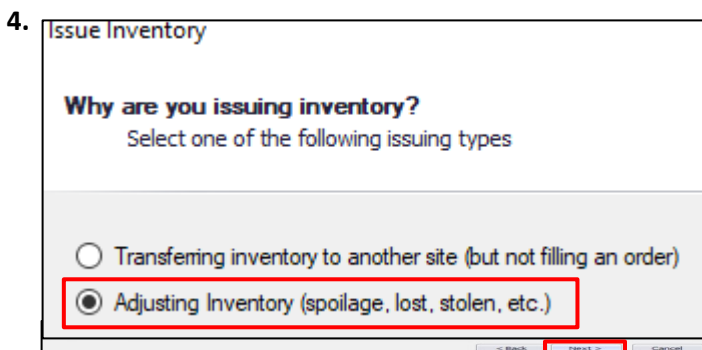
From the “Home” tab, click on the “Issue Inventory” button.



Click the “Add New Issuing” button



Click “Next” on the wizard

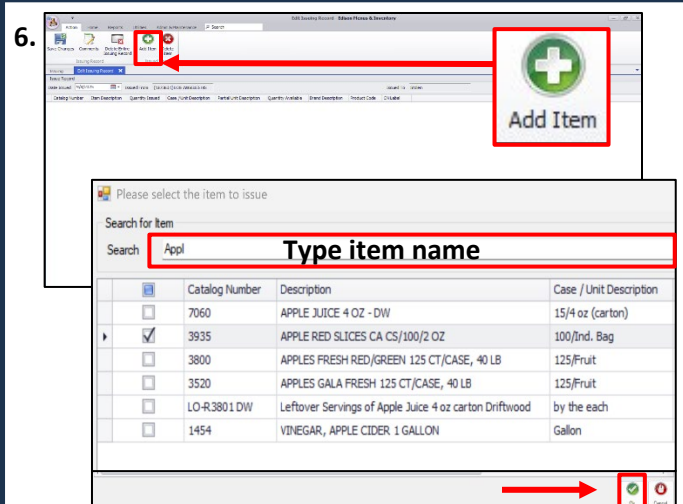


Why are you issuing inventory? – select “**Adjusting Inventory (spoilage, lost, stolen, etc.)**” Then Click “Next”

NOTE: To remove an item, highlight the item and then click the **Delete Item** button. Once all items are verified for accuracy, click the **Save Changes** button to complete the issuing. Comments are required when completing inventory adjustments. Enter a **comment** regarding the inventory adjustment being made. Once entered, click **OK**. 💡



Select the correct category of “**why**” the item is being adjusted in the sites inventory

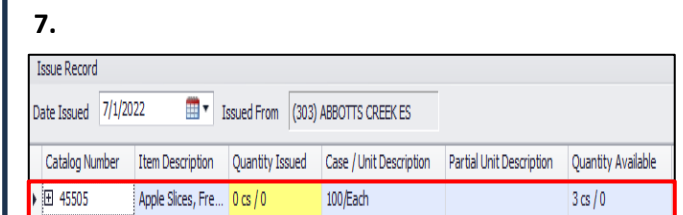


Click the “Add Item” button

Use the Search box to locate a specific item and place a check mark in the column.

Multiple items may be selected at one time.

Click “OK” to add the items to the issuing record



Type the quantity to be removed in the yellow “Quantity Issued” field.

The **Quantity Available** to transfer out is listed for each item. If the **Quantity Issued** exceeds the **Quantity Available**, the **Quantity Available** field will turn red.

The issuing record will not be able to be completed until the error is resolved.

Edison Production Instruction

7.

[illegible]

Verify the data on the production record for accuracy

- Once production served column is updated for each recipe , Highlight the recipe/item by selecting it and check **Produce**.
- Repeat the steps for each recipe
- **Best practice do not select "Produce All"** .
- This can lead to discrepancies if inventory is not accurate or vendor invoices have not been received prior to meal service.



7.

Enter Meal Counts

- Always input **Meal Counts** before closing production for each service.
 - Click the **Meal Counts** button
 - Click the + to expand the menu and enter **Served** counts for each **menu count type**
 - Click **OK** to save
 - This must be done for all meal types.
- Including all Offsites, EEC's, CSPP's, and any sites attached to the main site.**

Serving Plan for Lunch on

Meal Counts for Lunch produced by

Meal Counts

Site	Menu	Planned	Prepared	Served
(187790.1) NARBONNE HS	Lunch - 9-12 Prep - W1 D2	844	0	0

This must be done for all meal types.
and any additional sites attached to the main site.

Extra Sales

Site	Extra Sales
(187790.1) NARBONNE HS	\$0.00

Apply

Ok

Cancel

How To Identify And Correct Production Discrepancies In Edison

[illegible]

When adjusting serving column for each item line, a discrepancy in inventory can be signaled for that specific item

“Quantity Remaining” being highlighted Red.

Red.

If production items show “Quantity Remaining” are highlighted Red, then investigate: $[-0 \text{ cs}/10]$

$-[0\text{ cs}/10]$

1. Was “Receiving Inventory” completed for all vendor invoices prior to service.
2. Navigate to “Reports” tab > Inventory Reports > Inventory On Hand > Click “Ok”
- If production items cannot be identified, located, or received from vendor and located use best practice form, **“Manually Add items using AD-HOC Physical Inventory”** to manually add items into your inventory.



Ensure item/ ingredients are received and in inventory.

Items/ingredients highlighted in Red will need to be addressed to produce all production items, complete production, and close the day.

[illegible]

For substituted items you can “Add Item” and “Remove Item” directly on the Production Tab, in addition case counts can be adjusted from “Inventory used for Production”

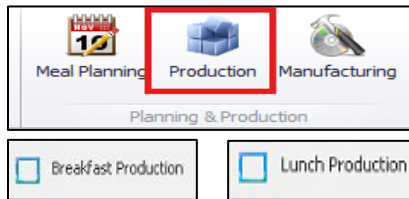
Tips for success:

- Always ensure all Invoices are entered prior to production
- Update substitutions by using "Meal Plans" if need be
- Update "Planned" column with accurate counts, based on inventory in stock

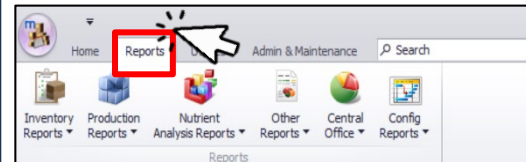
Edison User Guide – Print Production Worksheet

A. Print directly from Production Record

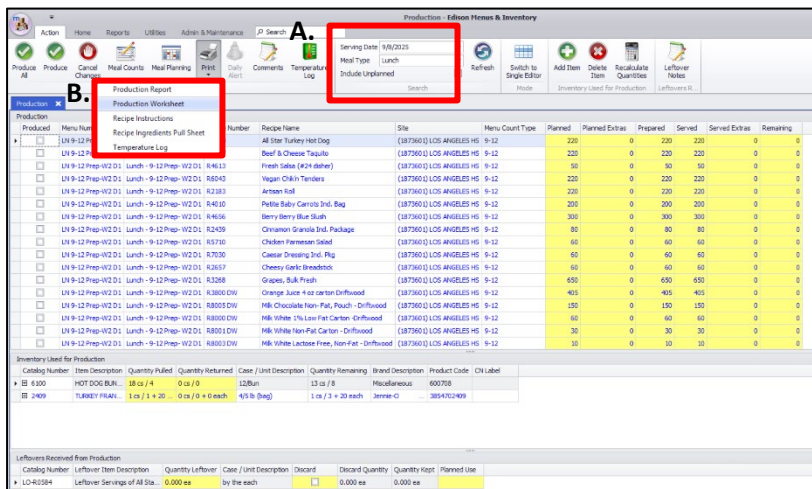
From the **Home** tab, click on the **Production** button or click Breakfast Production or Lunch Production from the Checklist



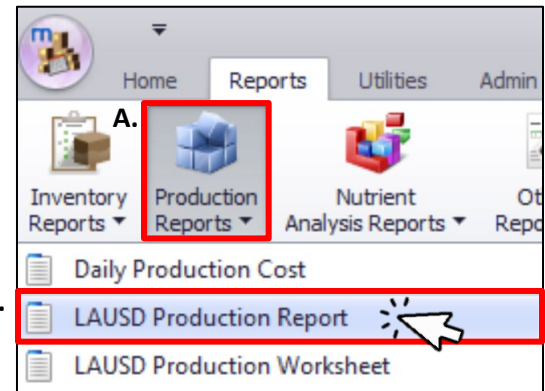
B. Print directly from Reports Tab



Click on the **"Reports Tab"**

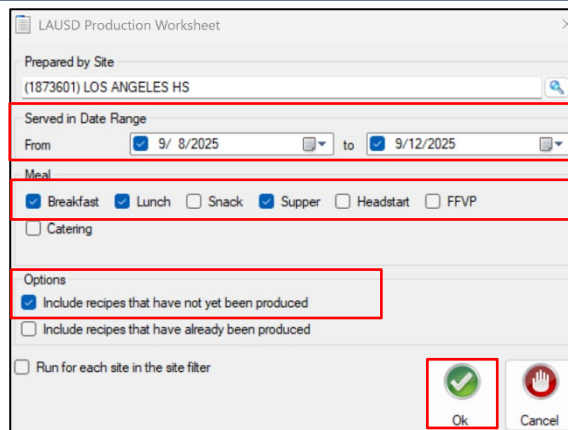


- A. From the production screen select the **"Serving Date"** and **"Meal Type"**
- B. Select **"Print"** and select **"Production Worksheet"**

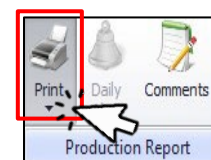
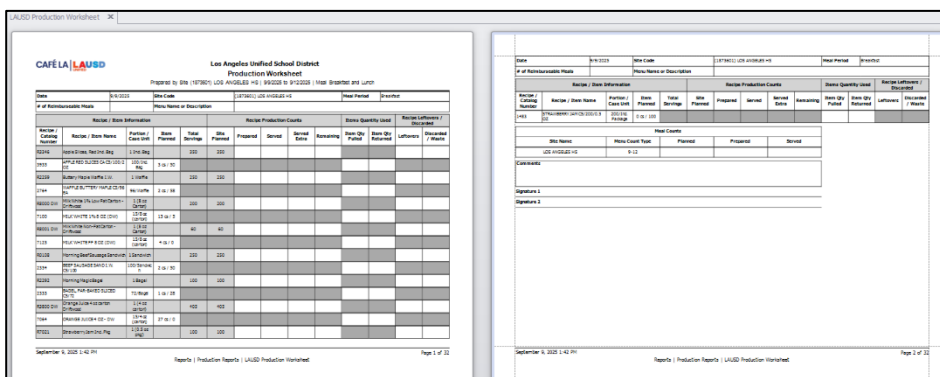


- A. Click on **"Production Reports"** in the ribbon
Production report drop down appears
- B. Select **"LAUSD Production Worksheet"**

1. Main site is default (**Select Site**)
2. Select **"Date Range"**
3. Select **"Meal Type"**
4. Click **"OK"**

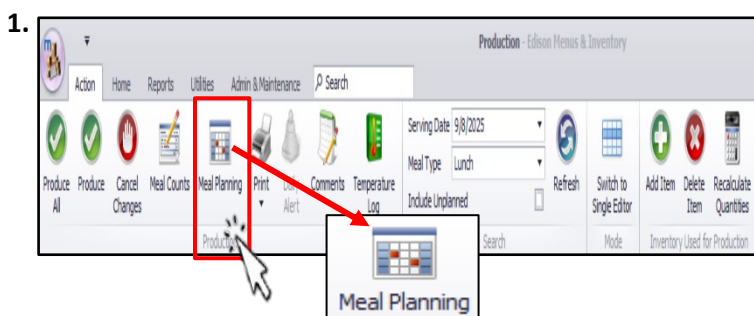


Note: Production worksheets can be printed by Date Range and Multiple Meal Types can be selected.



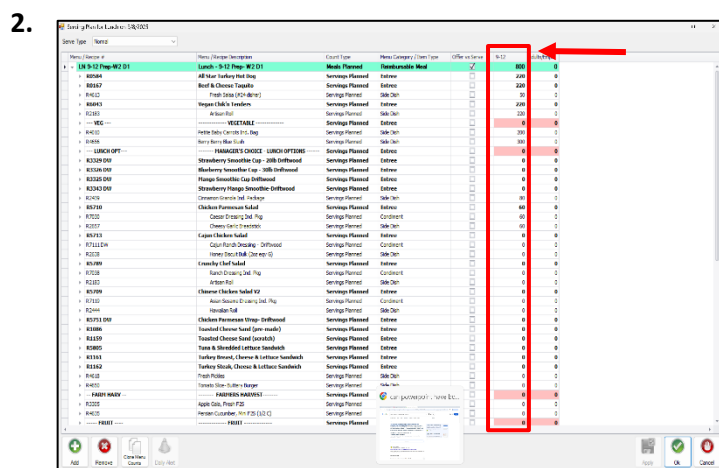
Select **"Print"**

Edison User Guide – Adjust Meal Planning From Production Screen



Review Meal Planning from production – Click the **“Meal Planning”** button from the action ribbon when viewing production

- Only recipes with planned counts will appear
- Adjust Planned Counts as needed and Click **“OK”**



Make any adjustments to Planned counts as needed and click **“OK”**

3.

Produced	Menu Number	Menu	Recipe Number	Recipe Name	Site	Menu Count Type	Planned	Planned Extras	Prepared	Served	Server Count	Remaining
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R0584	All Star Turkey Hot Dog	(1873601) LOS ANGELES HS	9-12	220	0	250	225		25
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R0167	Beef & Cheese Taquito	(1873601) LOS ANGELES HS	9-12	220	0	15	10		5
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R4613	Fresh Salsa (#24 disher)	(1873601) LOS ANGELES HS	9-12	50	0	0	0		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R6043	Vegan Chikn Tenders	(1873601) LOS ANGELES HS	9-12	220	0	220	220		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R2183	Artisan Roll	(1873601) LOS ANGELES HS	9-12	220	0	220	220		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R4010	Petite Baby Carrots Ind. Bag	(1873601) LOS ANGELES HS	9-12	200	0	200	200		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R4656	Berry Berry Blue Slush	(1873601) LOS ANGELES HS	9-12	300	0	300	300		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R2439	Cinnamon Granola Ind. Package	(1873601) LOS ANGELES HS	9-12	80	0	80	80		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R5710	Chicken Parmesan Salad	(1873601) LOS ANGELES HS	9-12	60	0	60	60		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R7030	Caesar Dressing Ind. Pkg	(1873601) LOS ANGELES HS	9-12	60	0	60	60		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R2657	Cheesy Garlic Breadstick	(1873601) LOS ANGELES HS	9-12	60	0	60	60		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R3268	Grapes, Bulk Fresh	(1873601) LOS ANGELES HS	9-12	650	0	650	650		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R3800 DW	Orange Juice 4 oz carton Driftwood	(1873601) LOS ANGELES HS	9-12	405	0	405	405		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R8005 DW	Milk Chocolate Non-Fat, Pouch - Driftwood	(1873601) LOS ANGELES HS	9-12	150	0	150	150		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R8000 DW	Milk White 1% Low Fat Carton - Driftwood	(1873601) LOS ANGELES HS	9-12	60	0	60	60		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R8001 DW	Milk White Non-Fat Carton - Driftwood	(1873601) LOS ANGELES HS	9-12	30	0	30	30		0
<input type="checkbox"/>	UN-9-12 Prep-WZ D1	Lunch - 9-12 Prep-WZ D1	R8003 DW	Milk White Lactose Free, Non-Fat - Driftwood	(1873601) LOS ANGELES HS	9-12	10	0	10	10		0

Catalog Number	Item Description	Quantity Pulled	Quantity Returned	Case / Unit Description	Quantity Remaining
55029	Calzone, Pepperoni & Cheese	0 cs / 0	0 cs / 0	48/Each	12 cs / 0

Catalog Number	Leftover Item Description	Quantity Leftover	Case / Unit Description	Discard	Discard Quantity	Quantity Kept	Planned Use
LO-R55029	Leftover Servings of Pork Pepperoni & Cheese Calzone	30,000 ea	by the each	<input checked="" type="checkbox"/>	5,000 ea	25,000 ea	7/8/2022 ...

Inventory Used for Production – verify the item information is correct, and that the amount pulled from inventory to create the recipe is accurate. If changes need to be made, enter the correct quantity. If the item can be put back into inventory, enter the quantity in the **Quantity Returned** field.

Leftovers Received from Production
If there are remaining servings, they will automatically count towards leftovers unless otherwise noted as being discarded.

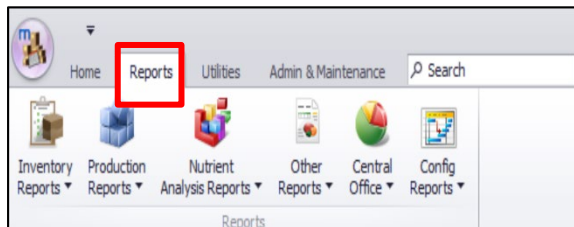
If there are **leftovers** being kept, select the **date** it will be served in the **Planned Use** field

- If the recipe is already on the menu for the **planned use date**, Edison will count the leftovers towards the **Planned Count**, and will consider it when reporting how much product needs to be prepared on the day of service
- If the recipe is not already on the menu for the **planned use date**, the leftover recipe will be added to the menu, and it will require **Planned Servings** to be entered. It will not assume that all the leftovers will be reserved.

If all or some of the remaining servings are not being kept, place a check mark in the **Discard** box

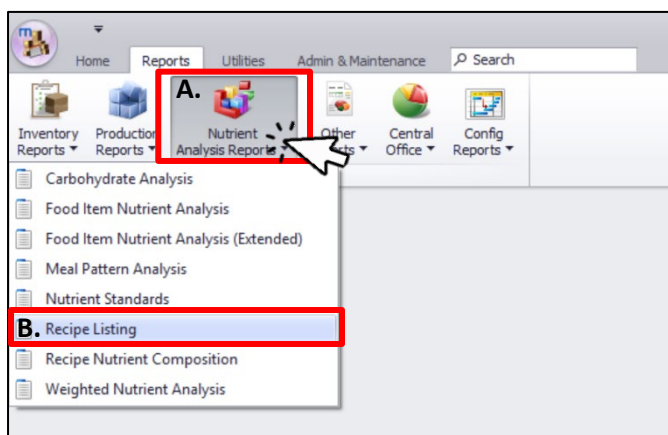
- If all remaining servings are being discarded, no further action is needed
- If some remaining servings are being discarded, and some are being kept as leftovers, update the **Discard Quantity** appropriately, and enter a **planned use date**.
- Enter **Leftover Notes** in the **Leftovers Received** section of the Action ribbon, if there are leftovers

Edison User Guide – Print An Individual Recipe

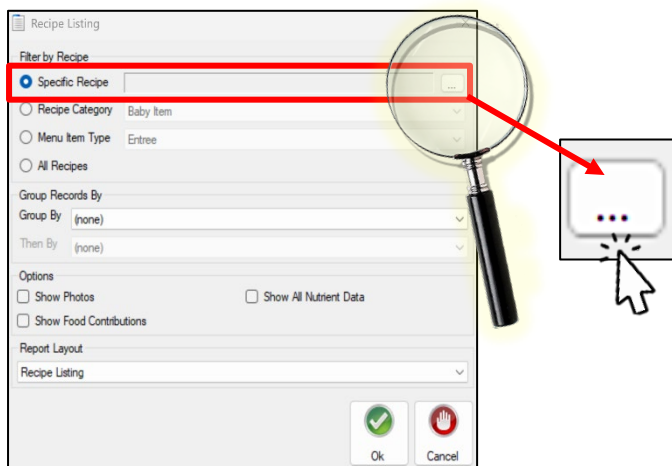


1. Click on the “Reports Tab”

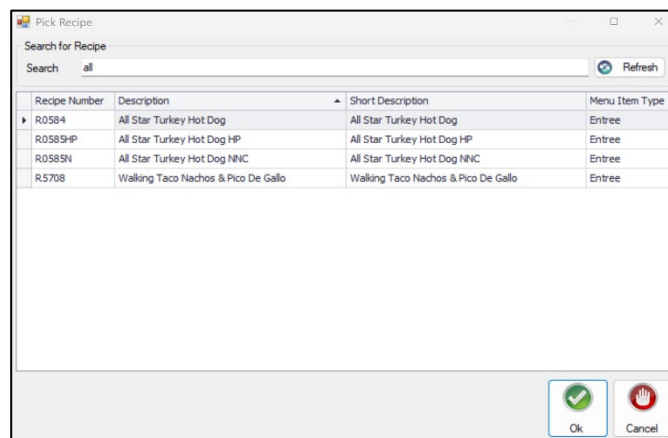
2.



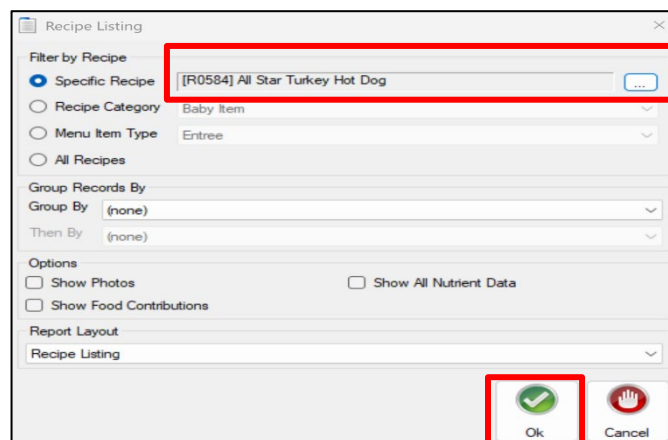
- A. Click on the “Nutrient Analysis Reports”
- B. Select “Recipe Listing”



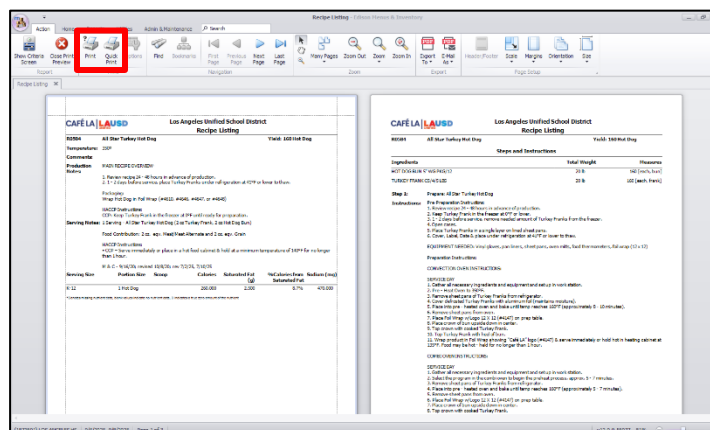
3. When the Recipe Listing screen appear select criteria “Specific Recipe” then click the 3 () button



4. Type the item Recipe Name directly in the search box
Select Recipe and click “Ok”



5. The item is now selected, Click “Ok” and the recipe will generate and select “Print”

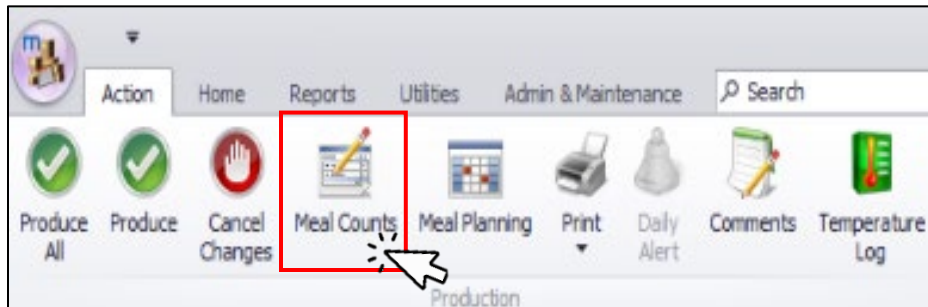


6. The recipe will generate and select “Print”

Edison User Guide – Enter Meal Counts



Note: Once Production has been updated, input meal counts by selecting “**Meal Counts**” in the “**Action Ribbon**” of the Production screen



1. Enter Meal Counts

- Always input **Meal Counts** before closing production for each service.
- Click the **Meal Counts** button

A.



Serving Plan for Lunch on

Meal Counts for Lunch produced by

Meal Counts	
Site	Menu
(1877901) NARBONNE HS	Lunch - 9-12 Prep- W1 D2

Menu Counts			
Menu Count Type	Planned	Prepared	Served
9-12	844	Input #	Input #
Adults/Employees	0	0	0

Note: This must be done for all meal types.
and any additional sites attached to the main site such as EEC, CSPP, and Offsites.

Extra Sales

Site	Extra Sales
(1877901) NARBONNE HS	\$0.00

Apply **Ok** Cancel

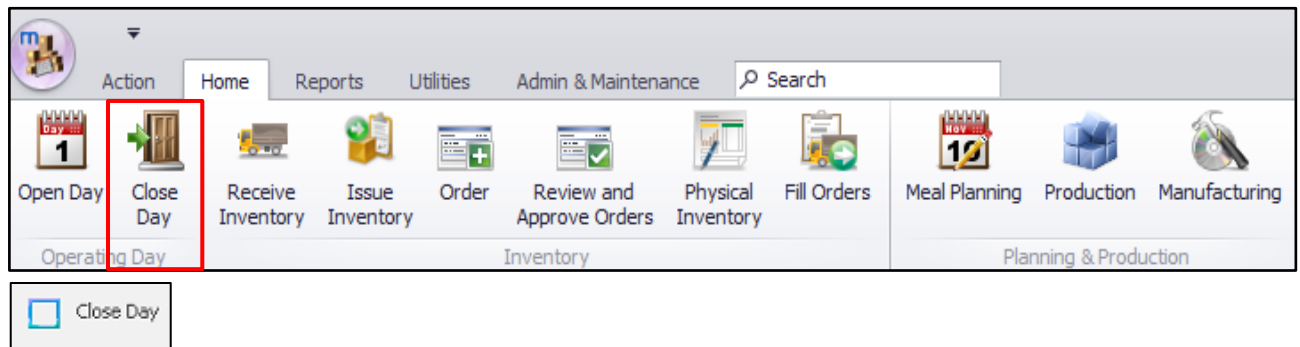
B.

2. Enter Meal Counts

- Meal Counts must be entered prior to closing the day.
 - Always input **Meal Counts** before closing production for each service.
- A. Click the + to expand the menu and enter **Served** counts for **Prepared** and **Served** column
- B. Click “**OK**” to save
- **This must be done for all meal types.**
 - **Including all Offsites, EEC’s, CSPP’s, and any sites attached to the main site.**
 - Click “**OK**” and “**Save**” the completed Production Record Report

Edison User Guide – Close Day & Re-open Day

1.



Once all tasks have been completed for a day, the day should be closed.

- A. From the Home tab or the Checklist, click the Close Day button
- B. If more than one day is open, select the correct day to close, and then click OK.
 - Enter any necessary comments relative to the operating day, if needed.

2.

- C. Click the box to acknowledge that all daily operations have been reviewed and checked for accuracy, and then click "OK".

If Meal Counts have not been entered for the day, an alert will be displayed before the day can be officially closed.

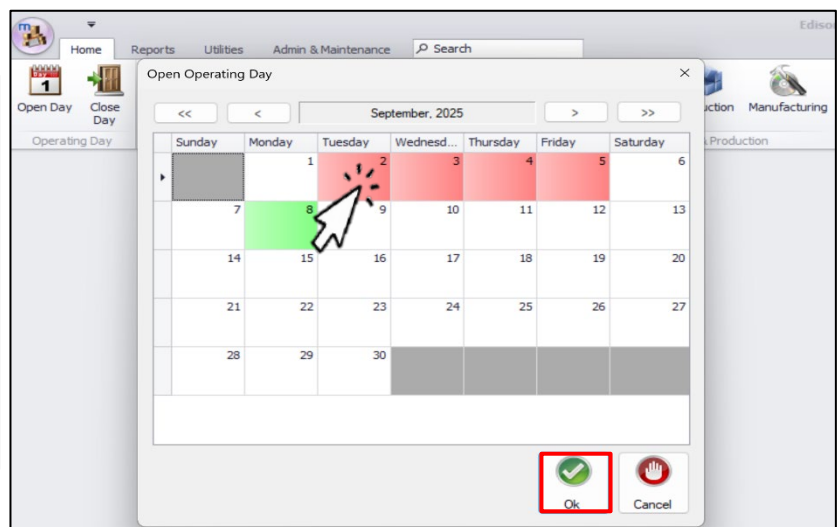
The 'Close Operating Day' dialog box contains the following information:

- Site:** (302) RIVER BEND ES
- Operating Day:** Thursday, July 7, 2022
- Current Status:** Open
- Opened By:** System Manager
- Your Comments:** (Empty text area)
- ☒ I have reviewed my daily operations and affirm that everything is complete and accurate to the best of my knowledge and/or abilities.
- Buttons:** Ok (highlighted with a blue box) and Cancel (with a red hand icon).

Reopen a Closed Day:

On occasion, it may be necessary to reopen a past day to make corrections. This should not occur on a regular basis.

- A. From the Home tab, click the Open Day button
- B. Select a closed (red) operating day and then click "OK"
- C. A comment is required to explain why a closed day is being reopened. Once entered, click "OK".



Edison User Guide – Physical Inventory Reports

Note: Prior to starting a new monthly Physical Inventory,

A. Print Physical Inventory Worksheet – Number Sort and B. Inventory On Hand Report as a tool and guide.

A. Physical Inventory Report - Number Sort

- Click Reports Tab
- Select Inventory Reports
- Scroll down and click Physical Inventory Report – Number Sort

- Site Will be Preselected
- Click All Items
- Include Inactive and Active Items
- Click “Ok”

Physical Inventory Worksheet - number sort
(1873601) LOS ANGELES HS
All Items

Catalog Number	Item Description	Brand	Case/Unit Description	Counted Quantity
Dry Food				
1014	MAYO RED CALPC CS/200/12 GM	Miscellaneous	200/Ind. Package	
1026	GARBANZO BEANS CS/4/#10	Miscellaneous	6/#10 Can	
1043	RELISH SWEET PICKLE 2 GAL	Miscellaneous	2 Gallon	
1048	TUNA LIGHT CHUNK CS/6#8 OZ	Miscellaneous	6/43 oz (pouch)	
1073	DRESSING ASIAN SESAME CS/80	Miscellaneous	60/Ind. Package	
1076	COFFEE CAKE MIX&TOPPING	Buena Vista	4/Kct (Mix & Topping)	
1096	PEPPER RED CRUSHED FLK 3.5 LB	Miscellaneous	3.5 lb(container)	
1154	MAYONNAISE GALLON	SYSCO RELIANCE	Gallon	
1186	CORNSTARCH BOX 1 LB	UNIPRO	Box	
1209	SAUCE TERIYAKI 1/4 GAL	Miscellaneous	4/Gallon	
1219	CHILE GREEN, DICED CND 6/#10 CAN	Miscellaneous	6/#10 Can	
1220	PINTO BEAN LS(BUSH) CS/6/#10	Miscellaneous	6/#10 Can	
1239	CRACKER CHEEZ-ITCS/175/0.75 OZ	Miscellaneous	175/Ind. Bag	
1244	TAPATIO HOTSAUCE	Miscellaneous	500/Ind. Package	
1308	ORANGE MEDLEY JUICE CS/40	Miscellaneous	40/Ind. Box	
1312	COFFEE CLASSIC ROAST	Miscellaneous	6/Container	
1321	TAIN SSNG PKT 0.035OZ	Miscellaneous	1000/Package	
1349	MARINARA SCE CS/6	Kraft	6/105 oz(pouch)	
1365	SPICE CINNAMON GRND 16 OZ	Unknown	16 oz(container)	
1373	MUSTARD IND PC 500/5.5GR	Miscellaneous	500/Ind. Package	
1379	SALSA MILD #10 CAN-COMML	Miscellaneous	#10 Can	
1384	CRANBERRIES DRIED	Miscellaneous	10 lb (case)	
1398	SPICE GARLIC POWDER 16 OZ	Pacific Spice	16 oz(container)	
1405	VINEGAR, WHITE 1 GAL	Miscellaneous	Gallon	
1416	DRESSING CAESAR PC 60/1.5 OZ	Miscellaneous	60/Ind. Package	
1419	MEXICAN SSNG MIX 6/11OZ	SYSCO	6/11 oz(bag)	
1425	CEREAL, HONEYBUNCHES OATSHONEY	Miscellaneous	48/Bowl	

- Print Report when it generates
- Use report to manually document what inventory is on hand within Fridges, Freezers, Storage Rooms, and all supplies within the operation

B. Physical Inventory On Hand Report

- Click “Reports Tab”
 - Select B
 - Scroll down and click “Inventory On Hand Report”
- Site Will be Preselected
 - Click “All Items”
 - Include Inactive and Active Items
 - Click “Ok”

Café LAUSD
Los Angeles Unified School District
Inventory On Hand

Catalog Number	Item Description	Brand / Product Code	Case / Unit Description	Quantity	Cost of Goods	Donated Value
4655	12 OZ CLEAR PET CLIP 98MM	Miscellaneous / 6406004655	Each Case	3	\$91.9500	\$0.0000
4216	12 OZ LOGO FOOD CONTAINER	Miscellaneous / 6406004216	1000/Each	2 cs / 0	\$120.3000	\$0.0000
4233	32 OZ FLAT LID CLEAR CONTAINER	Miscellaneous / 6406004233	200/Each	12 cs / 0	\$425.8800	\$0.0000
4215	6 OZ LOGO FOOD CONTAINER	Miscellaneous / 6406004215	1000/Each	5 cs / 500	\$410.0250	\$0.0000
2976	ALFREDO SAUCE CS/6/5 LBS	Miscellaneous / 3854712976	6/5 lb (bag)	1 cs / 0 + 0	\$77.0200	\$0.0000
7060	APPLE JUICE 4 OZ - DW	Miscellaneous / 26000	15/4 oz (carto	29 cs / 0	\$72.5580	\$0.0000
3935	APPLE RED SLICES CA CS/100/2 OZ	Peterson Farms / 410630	100/Ind. Bag	1 cs / 0	\$23.5400	\$0.0000
3800	APPLES FRESH RED/GREEN 125	Miscellaneous / 800322	125/Fruit	2 cs / 25	\$54.7360	\$0.0000
3520	APPLES GALA FRESH 125 CT/CASE, 40 LB	PRJMAVERA MARKETING INC / 823530	125/Fruit	1 cs / 17	\$31.4446	\$0.0000
4421	APRION DISPOSABLE WHIT BOX/100	Miscellaneous / 2001524421	100/Each	4 cs / 0	\$14.6000	\$0.0000
2011	ARRIOZ CON POLLO SAUCE 5/5 LB	Miscellaneous / 3854702011	5/5 lb (bag)	1 cs / 2 + 0	\$145.1100	\$0.0000
6068	ARTISAN DINNER ROLL PKG/12/20Z	Miscellaneous / 600345	12/Roll	25 cs / 6	\$79.8150	\$0.0000
5615	BAG LINER, BLACK 45 GAL CS/125	Miscellaneous / 6652452615	125/Each Bag	7 cs / 0	\$202.9300	\$0.0000
4133	BAG PLAIN GRABGLO 11x10	Miscellaneous / 6401547133	500/Each Bag	1 cs / 0	\$12.5000	\$0.0000
4171	BAG SNOWH WH PLN 6.5x7 CS/2000	Miscellaneous / 6406017171	2000/Each Ba	3 cs / 0	\$20.2500	\$0.0000
2333	BAGEL, PAR-BAKED SLICED CS/72	Miscellaneous / 3854702333	72/Bagel	6 cs / 30	\$144.4392	\$0.0000
4020	BAGS POLY FOOD GRADE17x21	Miscellaneous / 6406004020	1000/Each Ba	2 cs / 0	\$45.7000	\$0.0000
4169	BAGS POLY FOOD GRDE 33x40	Miscellaneous / 6406017119	500/Each Bag	3 cs / 0	\$82.9500	\$0.0000
4416	BAGS SACK LUNCH 500/PKG	Miscellaneous / 6401547108	500/Each Bag	1 cs / 0	\$14.0000	\$0.0000
1647	BBQ SAUCE BULLSEYE 1/2	Miscellaneous / 3934801647	50/Ind. Packe	4 cs / 25	\$48.4500	\$0.0000
2021	BEAN VEGGIE TACO CRISPUP 525VG	Miscellaneous / 3854702021	52/Taco Crisp	6 cs / 0	\$302.4000	\$0.0000
2509	BEEF & CHEESE CHALUPA IV CS/72	Miscellaneous / 3854702509	72/Chalupa	1 cs / 50	\$93.7536	\$0.0000
2045	BEEF & CHEESE SPICY TACO STICK	Miscellaneous / 3854712045	50/4.6 oz stick	1 cs / 0	\$39.0600	\$0.0000

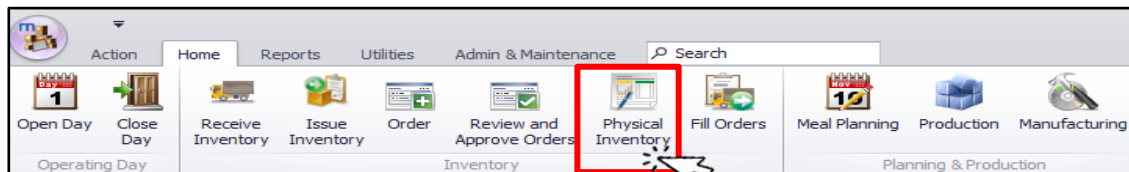
- Print Report when it generates
- Compare what was documented on the “Physical Inventory Report – Number Sort”. Once inventory on hand is verified and true use report to input inventory.

Edison User Guide – Start Physical Inventory



Note: All order invoices and stock transfers should be received, and all production records are completed within Edison, prior to starting the monthly physical inventory

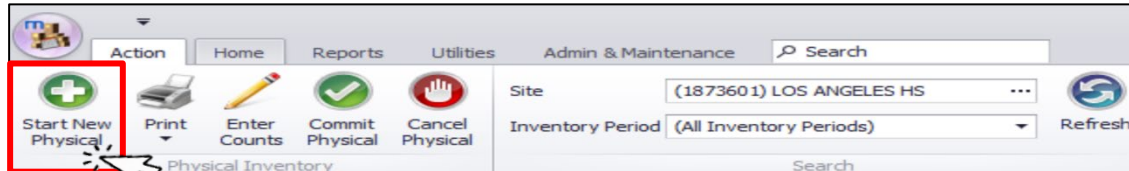
1.



From the **Home Tab** within Edison

A. click on **"Physical Inventory"**

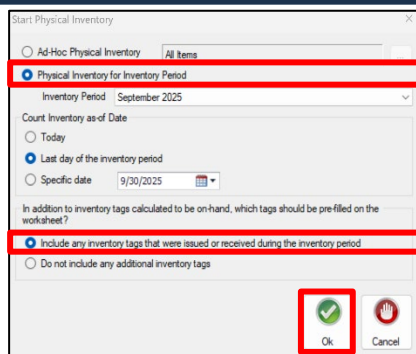
2.



From the **Action Tab** within Edison

B. click on **"Start New Physical"**

3.



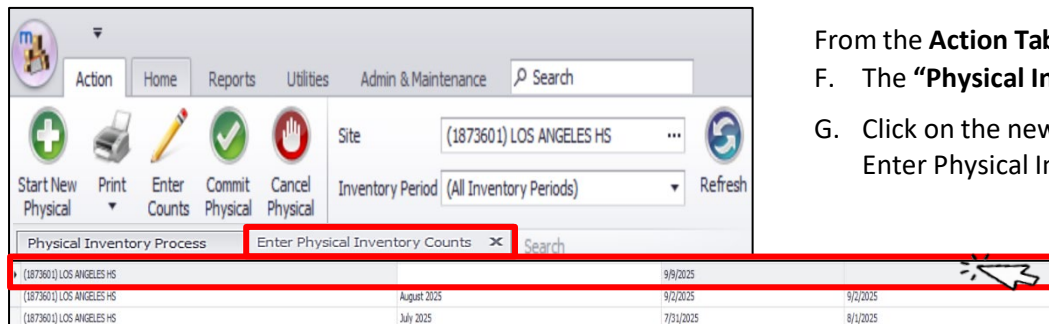
Start Physical Inventory Screen appears,

C. Verify and click on **"Physical Inventory For Inventory Period"**

D. Verify and click on **"Include any inventory tags that were issued or received during the inventory period"**

E. Click **"Ok"**

4.



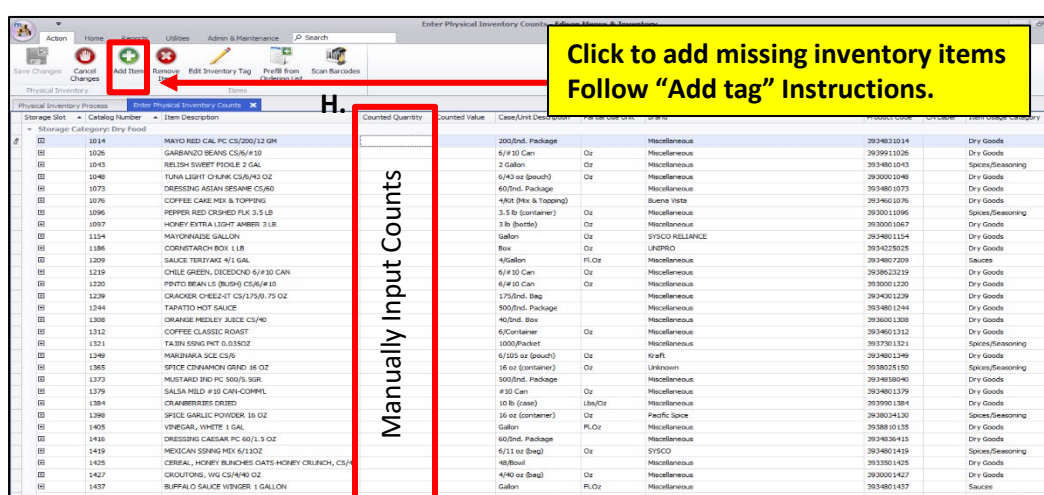
From the **Action Tab** within Edison

F. The **"Physical Inventory Process Tab"** will appear

G. Click on the new **"Inventory Period"** to enter the Enter Physical Inventory Counts Tab Screen

**Double Click
New Inventory Period**

5.

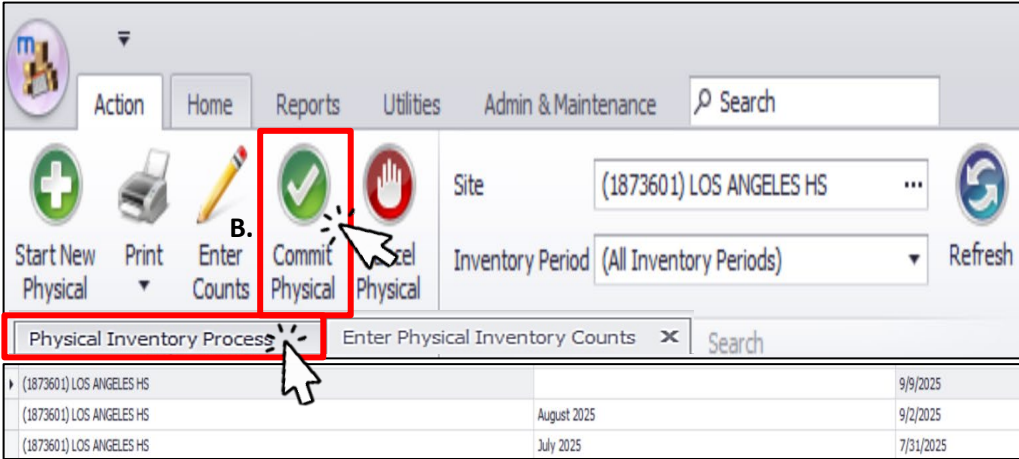


H. Begin Inputting numbers using your Physical Inventory Report

- For each item, enter the totals in the **"Counted Quantity column"**
- For any items that are not in inventory, **enter zero**. These items will be removed once the inventory is committed
- For Missing Items Click the Add Item button **"Add Tag"**
- Once Inventory is Complete **"Commit Physical"**

Edison User Guide – Commit Physical Inventory

Note: Once Physical Inventory is completed Managers will click on the **“Physical Inventory Process” Tab To Commit Physical Inventory**

A. 

Commit Inventory

A. Click and return to the **"physical Inventory Process" tab**

B. Managers will Click **"Commit Inventory"**
Once committed there will be no opportunity to make any changes.

Physical Inventory Discrepancies

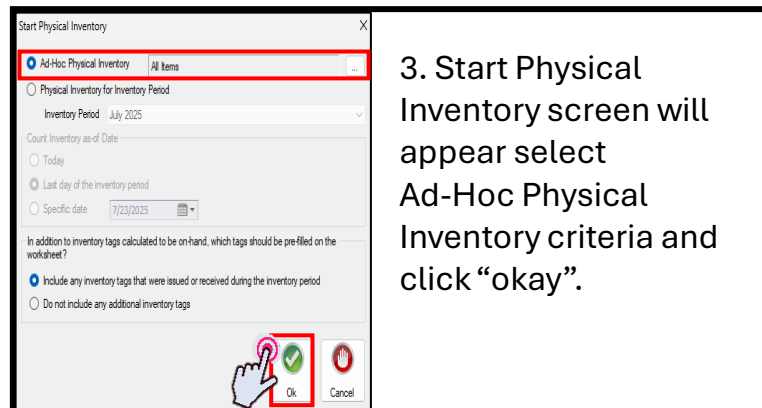
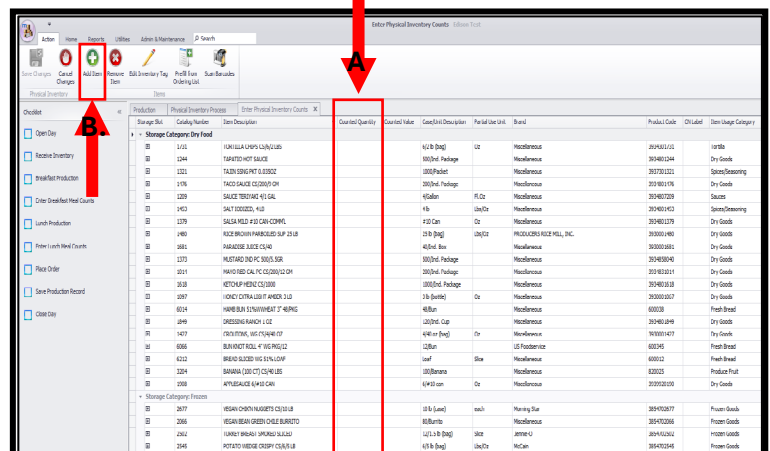
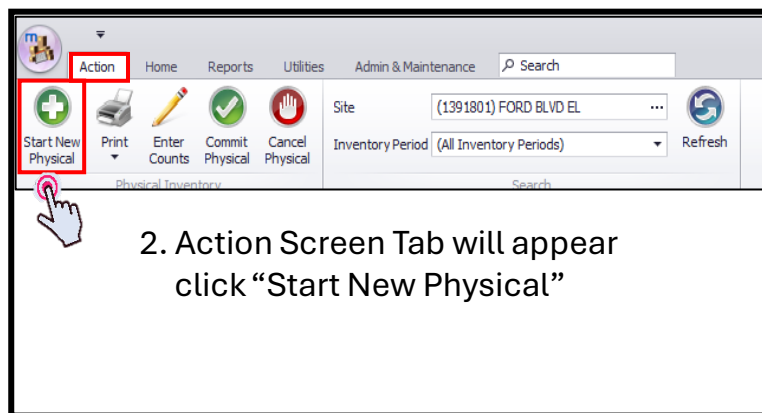
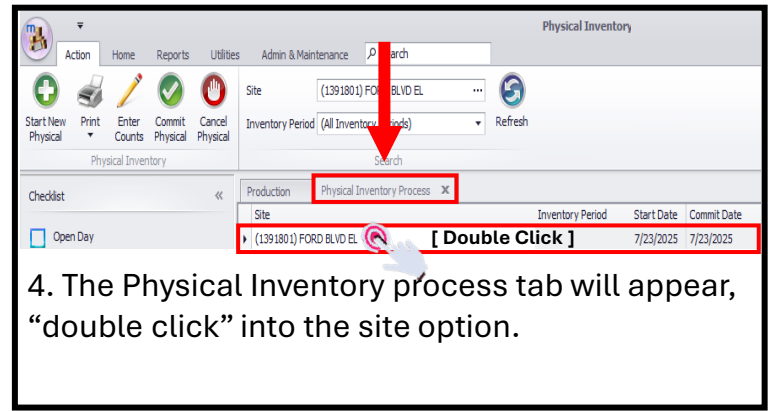
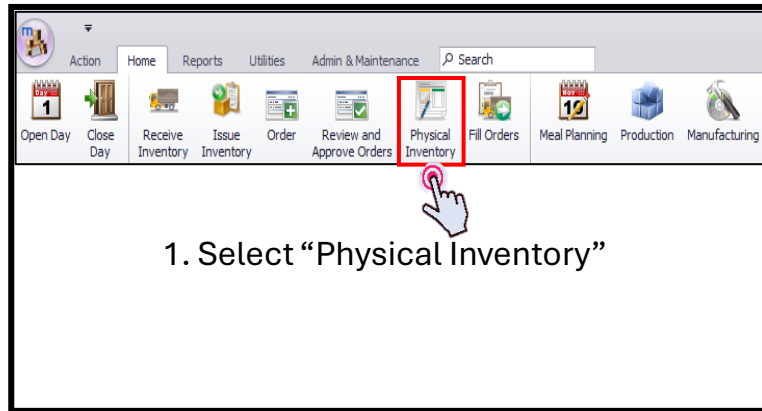
- If discrepancies exist between inventory on hand and quantities listed in Edison, a window will appear with a list of the discrepancies
- Click Cancel to return to the inventory screen and make any necessary changes
- Click OK to commit all counts and complete the physical inventory process

Note: **Perpetual inventory** is a system that continuously tracks inventory in real time using technology.

- As food operations is underway, inventory counts update in real time as items are received, used, served, sold, and returned to stock
- Provides up-to-date counts without needing frequent full physical inventories
- Reduces stock discrepancies by showing real-time data on what items are available on hand
- Always input the correct case counts and broken amounts when inputting inventory as it will impact the production stage of Edison.

Manually Add Items Using AD – HOC Physical Inventory

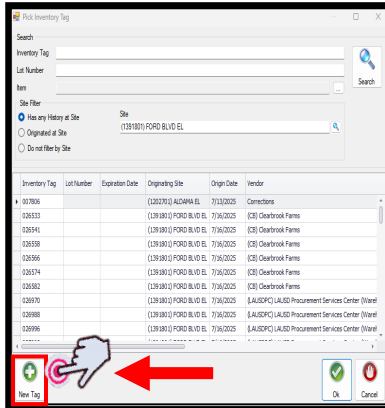
Utilizing Ad-HOC for a depleted or insufficient production items will **Restart** the sites inventory for that manually added item,
Ensure the adjusted item is the exact correct amount when inputting Ad-HOC.



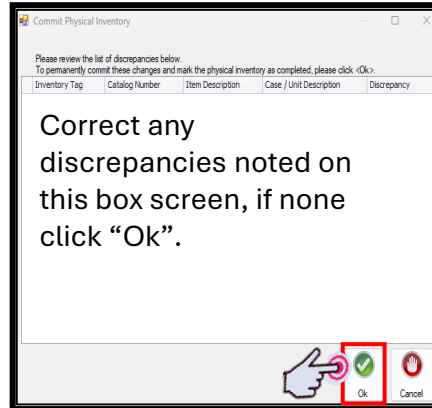
If item is missing from Inventory List, click “Add Item” Follow “New Tag” best practice

Manually Add Tag using AD - HOC Physical Inventory For Missing Items

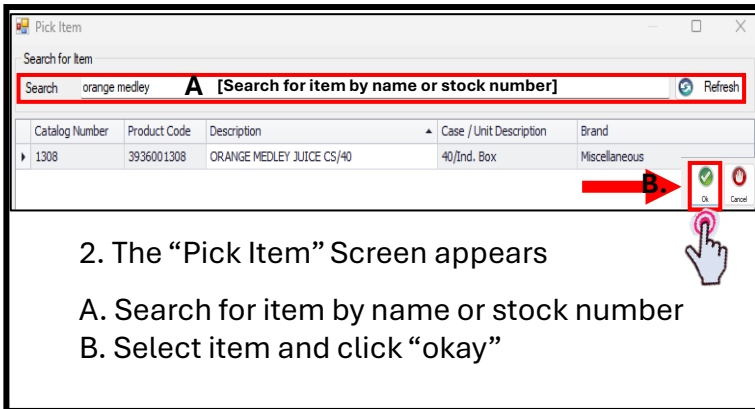
Utilizing Ad-HOC for missing items in your inventory will require the function of using “New Tag”.



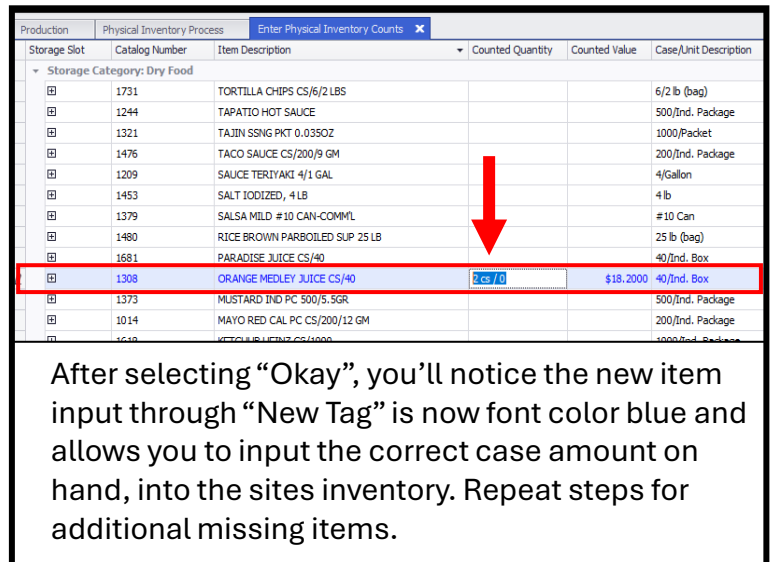
1. The Pick Inventory Tag screen will appear. Select “New Tag”



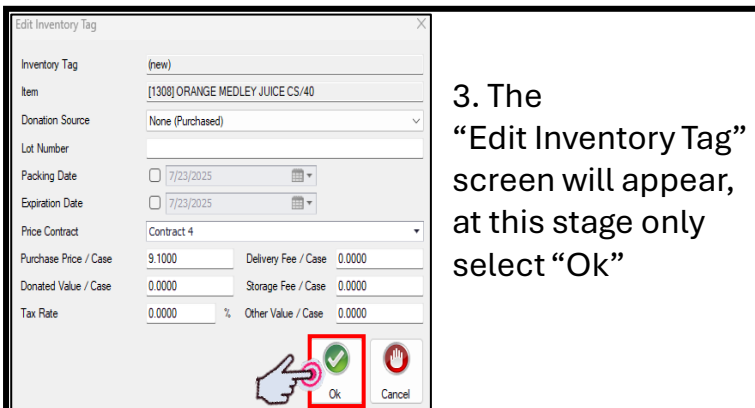
5. When the “Commit Physical Inventory” screen appears. Verify and correct any discrepancies noted. Click “Ok”



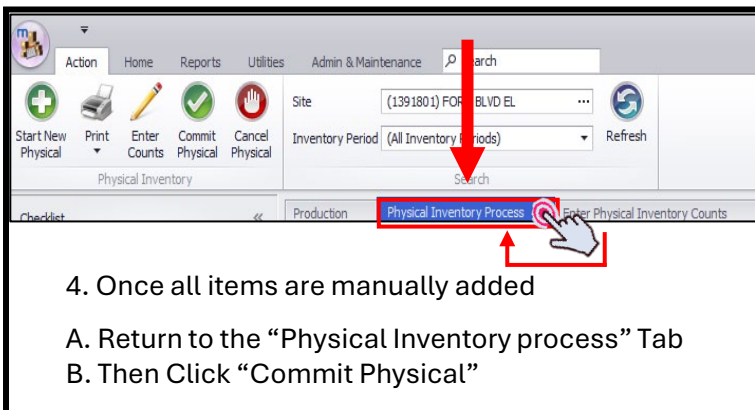
2. The “Pick Item” Screen appears
A. Search for item by name or stock number
B. Select item and click “okay”



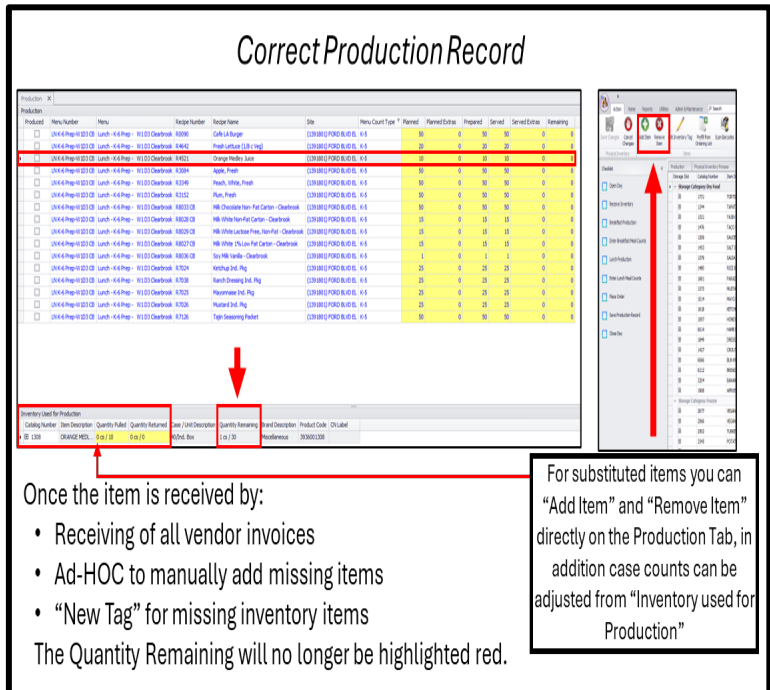
After selecting “Okay”, you’ll notice the new item input through “New Tag” is now font color blue and allows you to input the correct case amount on hand, into the sites inventory. Repeat steps for additional missing items.



3. The “Edit Inventory Tag” screen will appear, at this stage only select “Ok”



4. Once all items are manually added
A. Return to the “Physical Inventory process” Tab
B. Then Click “Commit Physical”



Once the item is received by:

- Receiving of all vendor invoices
- Ad-HOC to manually add missing items
- “New Tag” for missing inventory items

The Quantity Remaining will no longer be highlighted red.

For substituted items you can “Add Item” and “Remove Item” directly on the Production Tab, in addition case counts can be adjusted from “Inventory used for Production”

Reports



Note: Most reports include a criteria screen that can be used to filter results before the report is displayed. Once the report is displayed, click the Show Criteria button to adjust the filters, without having to completely re-run the report.

Inventory Reports

- ☐ **Cost of Food and Supplies** – cost of food and supplies used for a given date range
- ☐ **Cost of Food Used by Meal and Day** – cost of goods used, broken out by meal and date
- ☐ **Food, Supply, and Donated Inventory on Hand** – total inventory value as of a specified date
- ☐ **Food, Supply, and Donated Receiving Summary** – total inventory received, by type, separated by Purchased Food, Donated Food, and Supplies
- ☐ **Inventory History** – a complete history of all inventory adjustments, by item, for a given date range, including production, receiving, transfers, and adjustments
- ☐ **Inventory On Hand** – a complete listing of inventory on hand as of a specified date
- ☐ **Invoice Summary** – all invoices entered for a given date range, including total received price, grouped by site and vendor
- ☐ **Issuing Detail** – details of inventory adjustments and transfers, for a specified date range
- ☐ **On-Hand and Encumbered Inventory** – displays quantity currently on hand as well as the quantity committed for each item inventory for the selected site(s)
- ☐ **On-Hand and Encumbered Inventory Encumbrance Details** – displays the details of what is on order for all internal order sites (warehouses)
- ☐ **Order/Receiving Discrepancies** – displays line items on orders where the received quantity did not match the ordered quantity, where the ordered price did not match the received price, or where the received item was not on the original order.
- ☐ **Order/Receiving Discrepancy Summary** – a summary of all orders where there is a discrepancy between the order total and the receive total, by invoice.
- ☐ **Perpetual Inventory** – starting quantity, quantity received, quantity issued, ending quantity, and associated cost, for all items in a site's inventory for a specified date range.
- ☐ **Physical Inventory Correction** – shows the variance for each item in a site's inventory based on what was entered during the physical inventory monthly process vs what was accounted for during daily production.
- ☐ **Physical Inventory Progress** – shows the progress for the selected sites for a specified inventory period.
- ☐ **Product Expiration** – shows items that are about to expire or have expired, by site, for a specified date
- ☐ **Receive Item List** – lists all items received by site, from a specified vendor, for a given date range, to include received quantity and value.
- ☐ **Receiving Details** – lists all items received, by site, for a specified date range, grouped by receipt, to include received quantity, brand, Lot number, case price, and donated value.
- ☐ **Transfer Issue/Receive Discrepancies** – displays orders from warehouses or site-to-site transfers where an item(s) has a different quantity received from what was ordered.
- ☐ **Transfer Order/Issue Discrepancies** – displays orders from warehouses or site-to-site transfers where an item(s) has a different quantity issued from what was ordered.
- ☐ **Transfer Ticket** – shows the items and quantities ordered by a site from an internal source or from another site, to include the transfer number, to and from site information, and any changes made to the quantity issued vs what was ordered.
- ☐ **Transfer Out Summary** – displays the total cost of goods transferred out from a site for a given date range, with or without details.
- ☐ **Unapproved Order Totals by Vendor and Item** – displays total quantity ordered, by item and date range, on all unapproved orders.

Production Reports

- ☐ **Daily Prepared Food Temperature Log** – this report will display all recipes that require temperatures to be taken and recorded, grouped by date and menu.
- ☐ **Daily Production Cost** – reports the cost of each ingredient within the recipes that were served at a site
- ☐ **Menu Planning List** – displays all recipes and their planned counts for a site for a given date range
- ☐ **Non-Program Cost of Goods** – Provides raw food cost totals for all a la carte and adult sales each month, excluding reimbursable meal costs
- ☐ **North Carolina Production Report** – food production record report, specific to North Carolina
- ☐ **Planning Summary** – displays a total count of meals planned for each recipe on a day/date range with the planning counts for site and a group total
- ☐ **Popular Recipes** – displays popular recipes based on planned, served, or prepared counts, for a specified date range and a single or multiple sites
- ☐ **Production/Serve Date Discrepancies** – for a specified site or group of sites, the report will display any instances where a menu date (Serve Date) and Production Date exceeds the number of days specified
- ☐ **Production Worksheet (Table Format)** – displays the ingredient amounts needed for each planned recipe for a given date range and provides space for cafeteria staff to enter actual quantities used.
- ☐ **Recipe Ingredients Pull Sheet** – displays the recipes the site plans to serve, along with the planned quantities, and the total amount of each ingredient to pull in order to produce the recipes. Items highlighted in yellow indicate low quantities.
- ☐ **Recipe Instructions** – shows scaled recipes by site and meal type, for a given date range, to include the total amount of each ingredient needed for each recipe and instructions and nutrient information.
- ☐ **Satellite/Kitchen Bulk Shipping Report** – this report lists the recipes and quantities prepared for a satellite site by its production kitchen. The report provides spaces to indicate temperatures and notes for each recipe that will accompany the food from the main site to the satellite site.

Nutrient Analysis Reports

- ☐ **Carbohydrate Analysis** – Analyzes carb counts for menus based on menu count type and meal type for a specific site and date range
- ☐ **Food Item Nutrient Analysis** – displays limited nutrient information for the selected items
- ☐ **Food Item Nutrient Analysis (Extended)** – displays information for all of the selected nutrients for the specified items
- ☐ **Meal Pattern Analysis** – analyzes the selected menus against the standards for the specified menu count type
- ☐ **Nutrient Standards** – displays the nutrient standards set up for each menu count type
- ☐ **Recipe Listing** – displays recipes with their ingredients and steps
- ☐ **Recipe Nutrient Composition** – displays each recipe and its associated nutrients
- ☐ **Weighted Nutrient Analysis** – these worksheets are used to analyze nutrient standards against menu templates, planned counts, served counts, or manually entered counts

Other Reports

- ☐ **Automatic Order Discrepancies** – for order groups where planning counts are used to determine ordering quantities, this report will show any instances where a site changed the suggested quantity of an item, and what it was changed to.
- ☐ **Catalog Numbers without Price Contracts** – displays items that are not on a price contract, as of a specified date
- ☐ **Incomplete Orders** – shows orders that sites have started but not completed
- ☐ **IPS Exceptions** – displays discrepancies between quantities and prices on received orders vs quantities and prices on vendor invoices
- ☐ **Item Allergens** – displays allergen information, based on specified options
- ☐ **Item Usage** – shows where items are currently in use, based on specified options
- ☐ **Menu Template Details** – displays menus/recipes on templates for the specified meal type, date range, and options
- ☐ **Ordering Status** – shows the status of orders for a specified delivery date and ordering group
- ☐ **Permission Override Requests** – lists the status of all permission override requests for a given date range
- ☐ **Projected Meal Cost** – using established source criteria, this report will display Cost Per Meal for each menu/date/site
- ☐ **Recipe Allergens** – displays recipes and their associated allergens
- ☐ **Recipe Cost per Serving** – displays serving costs for recipes using the established options
- ☐ **Recipe Instructions by Manual Count** – scales recipes based on the specified number of servings
- ☐ **User Activity Log** – displays user activity, based on the selected actions and options



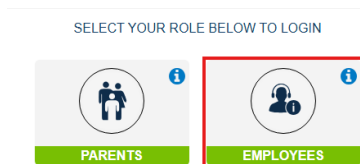
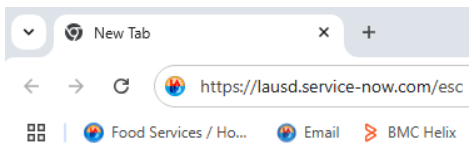
From your computer desktop choose a browser (Chrome, Firefox or Edge).

- Double click to open the browser



Once opened

- In the address bar, type: “<https://lausd.service-now.com/esc>” and press “Enter”
When asked to select role to log in, select “employees”



- Sign in:

Type e-mail address and click Next

Sign in

maria.hodge@lausd.net

Can't access your account?

Sign-in options

Next

Enter your full LAUSD email address and password to Log in. e.g. (msmith@lausd.net, mary.smith@lausd.net)

Type Password and click Next.

← maria.hodge@lausd.net

Enter password

.....

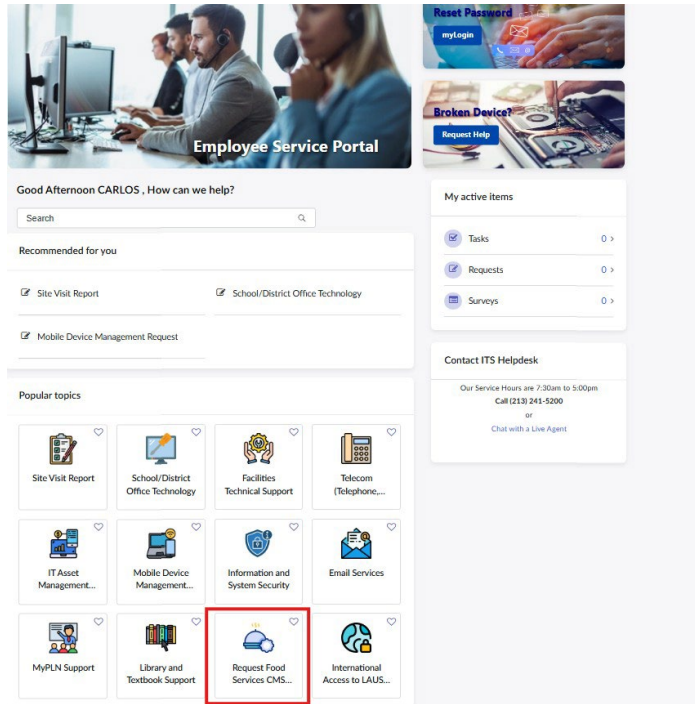
Forgot my password

Sign in

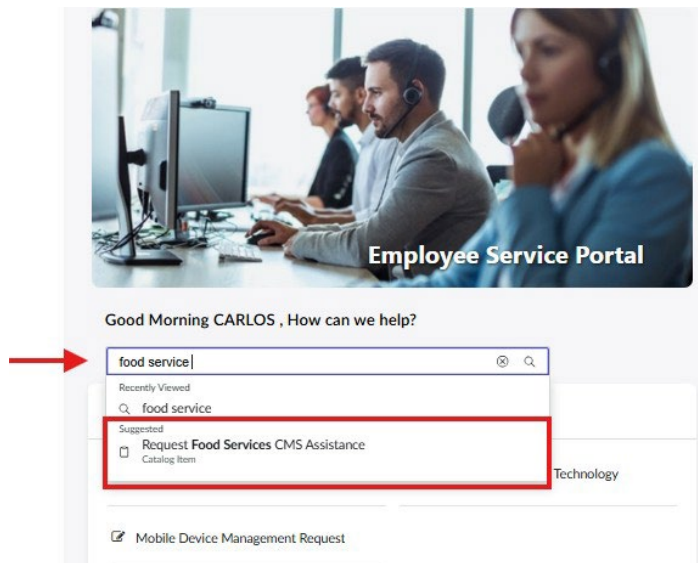
Enter your full LAUSD email address and password to Log in. e.g. (msmith@lausd.net, mary.smith@lausd.net)

Employee Service Portal page will open.

- Choose “Request Food Services CMS” icon.



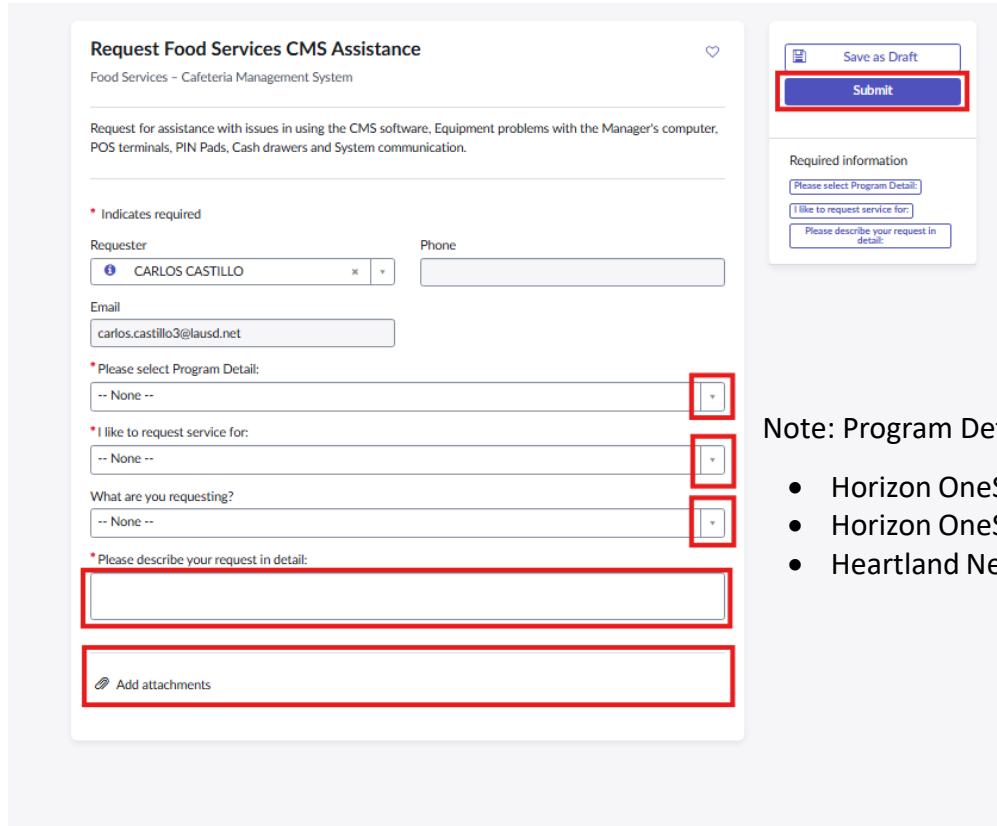
If Icon is not under "popular topics", you can search for it and select it after



Once the “Request Food Services CMS Assistance” screen opens

Complete the questionnaire by using the dropdown arrows

- Type in a detailed description of request
- If an attachment is needed, use the “Attached Files” icon
- Click “Submit Request”



Request Food Services CMS Assistance

Food Services - Cafeteria Management System

Request for assistance with issues in using the CMS software, Equipment problems with the Manager's computer, POS terminals, PIN Pads, Cash drawers and System communication.

* Indicates required

Requester: CARLOS CASTILLO Phone: [Empty]

Email: carlos.castillo3@lausd.net

* Please select Program Detail: -- None --

* I like to request service for: -- None --

What are you requesting? -- None --

* Please describe your request in detail: [Empty text area]

Add attachments

Save as Draft

Submit

Required information

Please select Program Detail:

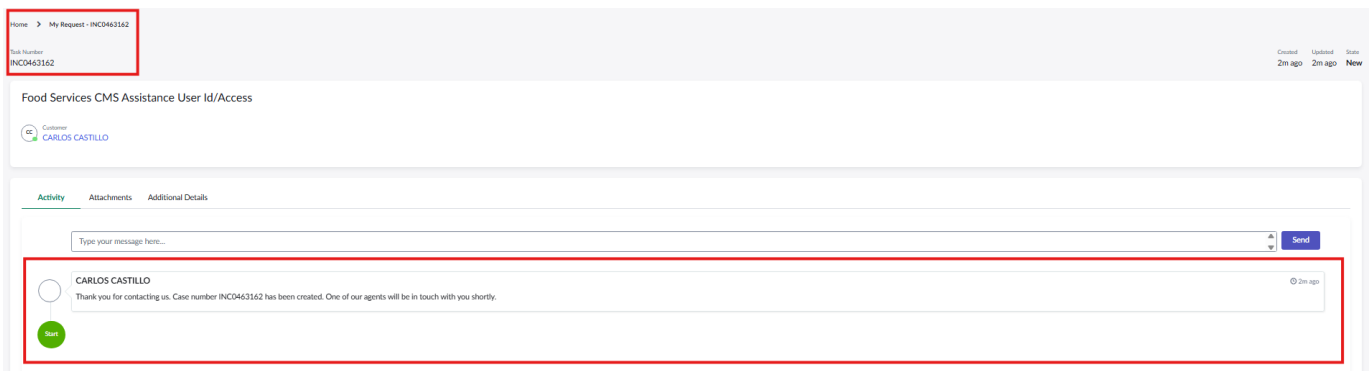
I like to request service for:

Please describe your request in detail:

Note: Program Detail Dropdown

- Horizon OneSource Front of House
- Horizon OneSource Back of House
- Heartland Newton Front of House

A page with request track number will appear with the following message.



Home > My Request - INCD463162

Task Number: INCD463162

Created: 2m ago Updated: 2m ago State: New

Food Services CMS Assistance User Id/Access

Customer: CARLOS CASTILLO

Activity Attachments Additional Details

Type your message here... Send

CARLOS CASTILLO

Thank you for contacting us. Case number INCD463162 has been created. One of our agents will be in touch with you shortly.

Start