## **How to Print Receiving Tickets**

| 🔀 OneSource         |  |                            |  |  |                               |  |  |  |
|---------------------|--|----------------------------|--|--|-------------------------------|--|--|--|
| Eile Edit Go To Qu  | uick Create F <u>a</u> vorites <u>H</u> elp  |                            |  |  |                               |  |  |  |
| Make Selection      | LAUSD Central Office - KIMBER                | LY Goebel - Communic       | ations Connec                              | ted  | 2/8/2011 12:36 PM             |  |  |  |
| system Management   | Select a Type of Report:                     |                            |  | SAMPLE SETE  |                               |  |  |  |
| 395                 | Inventory 🗸                                  |                            |  | Receiving Ticket   |                               |  |  |  |
| <b>Inventory</b>    |  |                            | HORIZON Site #1                            | Consultated Online Numbers 1   |                               |  |  |  |
|                     | Commodity Available                          |                            |  | Sile Defer Hamber: 0<br>Defer Date: 0,2(200                            |                               |  |  |  |
| Procurement         | Commodity Inventory Value Report             |                            |  | Delivery Date: 5/0206  |                               |  |  |  |
|                     | Complete Inventory Listing Report            |                            | Attention                                  | 59500<br>123 million 5 arest   |                               |  |  |  |
| Menu Planner        | Discarded Inventory Report                   |                            |  | 2020 USA   |                               |  |  |  |
|                     | Inventory Adjustments Worksheet              |                            |  | 265-62+8274  |                               |  |  |  |
| Production          | Inventory Cost Listing Report                |                            |  | Altestine Jest Date  |                               |  |  |  |
| U                   | Inventory Listing                            |                            | Vender Order<br>Mack Namber Quartity       | Received Received Mark<br>Tabute Today Hanker Description Eccation     |                               |  |  |  |
| Asset Management    | Inventory On Hand Report                     |                            | 1.8  | 2000 Oracle, amaginaryocc<br>come(454) Units per Come                  | 401                           |  |  |  |
| 1 Asset Planagement | Manual Delivery Ticket                       |                            | 1.30                                       | Lot 2042 NUCTURE, POWERBE     motain inclined Units per Case:          | LOB                           |  |  |  |
| Deint of Comise     | Ordered Goods Receiving                      |                            | 1.5  | anne (vit per Cane   | 101.01                        |  |  |  |
|                     | Perpetual Inventory Value                    |                            | 130  | 0 Lill 2005 S4LT<br>come(G42Ket) Links per Case:                       | 3408                          |  |  |  |
| ETT .               | Physical Inventory Dates                     |                            | 1.5  | 2006 MuEtato (300)<br>see (201 ph) Units (14 Ease                      | 10.01                         |  |  |  |
| Accountability      | Physical Inventory Worksheet                 |                            | 1.8  | Die 1.46 2099 HOREHELSH, KWEET SNOO<br>Inter (521 ph/) Lints per Case: | 100.01                        |  |  |  |
|                     | Physical vs. Perpetual Inventory             |                            | 1.8  | D LOE S127 NOVEMENE<br>case (20/LP) Units per Case:                    | 30.08                         |  |  |  |
| Central Warehouse   | Price Change Audit Log                       |                            | 1.9  | D LOC 1029 DECISION OF DEPARTMENT ON COMP                              | 20.64                         |  |  |  |
|                     | Purchased Goods Delivery Ticket              |                            | 1.8  | and the state of the per Case:   | 8.08                          |  |  |  |
| Central Kitchen     | Receiving Licket                             |                            | 1.30                                       | 0 L0E 1233 30465, G1029<br>0998 (204) Units (19 Gase                   | 1.08                          |  |  |  |
|                     | Shelf Life Report                            |                            | 1.0  | prod Lats prefaies   | 1.08                          |  |  |  |
| Letters             | Spoilage Breakage Report                     |                            | 1.30                                       | 1284 SALAD-HEX<br>Hamar ((Kirk) Units per Case:                        | 4.01                          |  |  |  |
| Land .              | Stock Item Nutrition Links                   |                            | 13   | D Lile 1280 TONUTUS, ONDRY<br>see:(154) Units per Cent                 | 405                           |  |  |  |
| All In One          | Stock Transfer Reconciliation Report         |                            | 10206 for large state accord, it is all to | the married Become First Aug   | 1411                          |  |  |  |
|                     | Stock Transfers Delivery Ticket Report       |                            |  |  |                               |  |  |  |
|                     | Stock Transfers Sept Report                  | Date Last Pup: 2/0         | 00011 11:17:40                             | AM   |                               |  |  |  |
|                     | Turnover Rate                                | Mature Cast Run. 2/6       | 5/2011 11:1/:42<br>Min                     | Am   |                               |  |  |  |
|                     | Vendors What you will learn from this report |                            |  |  |                               |  |  |  |
|                     |  | i his report displays a wo | rksheet for recei                          | ving delivered items into inventory for                                | the selected sites, dates and |  |  |  |
|                     |  | Vendors.                   |  |  |                               |  |  |  |
|                     |  |                            |  | Go!  |                               |  |  |  |
|                     |  |                            |  |  |                               |  |  |  |
|                     |  |                            |  |  |                               |  |  |  |
|                     | Location:// ReportCepter/                    |                            |  |  |                               |  |  |  |
|                     | Location, / Koporteenter/                    | -1 o i                     |  |  |                               |  |  |  |
| Home Dags           | ront of Back of                              | System                     | Reports                                    | Online Help  |                               |  |  |  |
|                     | ie nouse                                     |                            | neporang                                   | Biso Find Answers  |                               |  |  |  |
|                     |  |                            |  |  |                               |  |  |  |
| A start             |  |                            |  |  |                               |  |  |  |
| Start DieSou        | rce  |                            |  |  |                               |  |  |  |

Please follow the steps below to print receiving tickets

- Click on:
  - o Reports>Inventory>Receiving Ticket , click on go

| Elle       Edit       Go To       Quick Create       Favorites       Help         Make Selection         System Mar       6       Preview       Print       Select Printer       Lest Run       New       Delete       Save       Copy       Cancel       Export       Help       Close         System Mar       6       Preview       Print       Select Printer       Lest Run       New       Delete       Save       Copy       Cancel       Export       Help       Close         Sections       Criteria       All:       From:       To:       Report Period:       (range)       All:       From:       To:       Report Period:       (range)       Include Time       All:       From:       To:       Report Period:       (range)       Image:       Image: </th  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|
| Make Selection       Report Criteria for Receiving Ticket       12:52 PM         System Mar       i for review       Print       Select Printer       Last Run       New       Delete       Save       Copy       Cancel       Export       Include Printer       Sections         Sections       Criteria       All: From:       To:       Report Period:       (range)       Include Time       All: From:       To:       Report Period:       (range)       Include Time       Site Selection       Consolidated Orders Selection       Consolidated Orders Selection       Consolidated Orders Selection   |  |  |  |  |  |  |  |  |  |
| System Mar              for review  |  |  |  |  |  |  |  |  |  |
| Sections       Criteria         Report Header       All: From:       To:       Report Period:         Include Printed By       Include Printed By       Include Printed By       Report Period:         Menu Plann       All: From:       To:       Report Period:         Stet Selection       Consolidated Orders Selection       Consolidated Orders Selection   |  |  |  |  |  |  |  |  |  |
| Menu Plann  |  |  |  |  |  |  |  |  |  |
| Production Site Selection Consolidated Orders Selection   |  |  |  |  |  |  |  |  |  |
| All Sites 3 All Consolidated Orders O Individual Selection  |  |  |  |  |  |  |  |  |  |
| Image: Site Group     Vendor Selection       Image: Point of Ser     Image: Site Group  |  |  |  |  |  |  |  |  |  |
| Accountabil   |  |  |  |  |  |  |  |  |  |
| Sort By   |  |  |  |  |  |  |  |  |  |
| Central Kitcl Stock Number  |  |  |  |  |  |  |  |  |  |
| Letters   |  |  |  |  |  |  |  |  |  |
| All In One Report Footer Include Criteria Include Notes ites, dates an  |  |  |  |  |  |  |  |  |  |
| Changes pending Process ID: 800023  |  |  |  |  |  |  |  |  |  |
| Location // ReportCenter/   |  |  |  |  |  |  |  |  |  |
| Home<br>My Home Page Front of Back of System Characteria System Character |  |  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |  |  |

- 1. Check the "All" box by Order Date (leave the From and To blank)
- 2. Put the receiving dates in the Delivery Date (From and To) boxes
- 3. Click on All Consolidated orders under Consolidated Orders Selection
- 4. Click on All Vendors under Vendor Selection
- 5. Click on All Sites under the Site Selection
- 6. Click on Preview, then print the orders

| OneSource                    | 9                             |   |                        |   |   |  |  |                    | <b>-</b> 7 X     |
|------------------------------|-------------------------------|---|------------------------|---|---|--|--|--------------------|------------------|
| Eile Eo                      | lit <u>G</u> o 1              | fo Quick Create   | F <u>a</u> vorites     | Help  |   |  |  |                    |                  |
| Make Selec                   | tion Re                       | port Criteria for I   | Receiving Tick         | æt  |   |  |  |                    | 12:37 PM         |
| System                       | Mar 🧾                         | Preview & Print<br>Sections<br>Report Header<br>Include Printer<br>Include Time | Select P <u>r</u> inte | r Last Run - [<br>Criteria<br>Order Date                                | All: From:<br>2/14/<br>All: From:<br>All: From:                       | te 🔒 Save 💽 Cooy 💌<br>To:<br>Dol <sup>1</sup> and 1, 199/2011<br>To: | Cancel Report Period:<br>(range)<br>Report Period: | i ∲ Help II Close  |                  |
| Menu P<br>Produce<br>Asset N | lann<br>tion<br>1ana<br>f Ser | Site Selection O All Sites O Individual Sites Site Group                        |                        | Delivery Date<br>Consolidate<br>All Consoli<br>Vendor Sele<br>All Vendo | 2/14/2<br>d Orders Selec<br>dated Orders<br>ection<br>rs () Individua | 2011 文 2/18/2011<br>tion<br>O Individual Selection                   | (range)  | ×                  |                  |
| Central                      | tabil<br>War<br>Kitcl         | Report Type<br>• Detailed<br>Sort By<br>Stock Number                            | ~                      |   |   |  |  |                    |                  |
| All In O                     | ne                            | Report Footer   | •                      |   |   |  |  |                    | sites, dates and |
|                              | Ch                            | anges pending   |                        |   |   |  |  | Process ID: 800023 | 8                |
| Location:// ReportCenter/    |                               |   |                        |   |   |  |  |                    |                  |
| My Home                      | Page                          | the House   | the H                  | ouse  | lanagement  | Reporting  | Rind Answers                                       |                    |                  |
| 🐮 start                      |                               | OneSource   |                        |   |   |  |  |                    | <                |

REMEMBER: Do not put any dates in the Order Date Box