

How to Print Receiving Tickets

Please follow the steps below to print receiving tickets

The screenshot shows the OneSource software interface. The title bar reads "OneSource" and the menu bar includes "File", "Edit", "Go To", "Quick Create", "Favorites", and "Help". The main window title is "LAUSD Central Office - KIMBERLY Goebel - Communications Connected" with a timestamp of "2/8/2011 12:36 PM".

On the left, a "Make Selection" sidebar lists various system management categories: System Management, Inventory, Procurement, Menu Planner, Production, Asset Management, Point of Service, Accountability, Central Warehouse, Central Kitchen, Letters, and All In One. The "Inventory" category is selected, and a list of reports is shown, with "Receiving Ticket" highlighted.

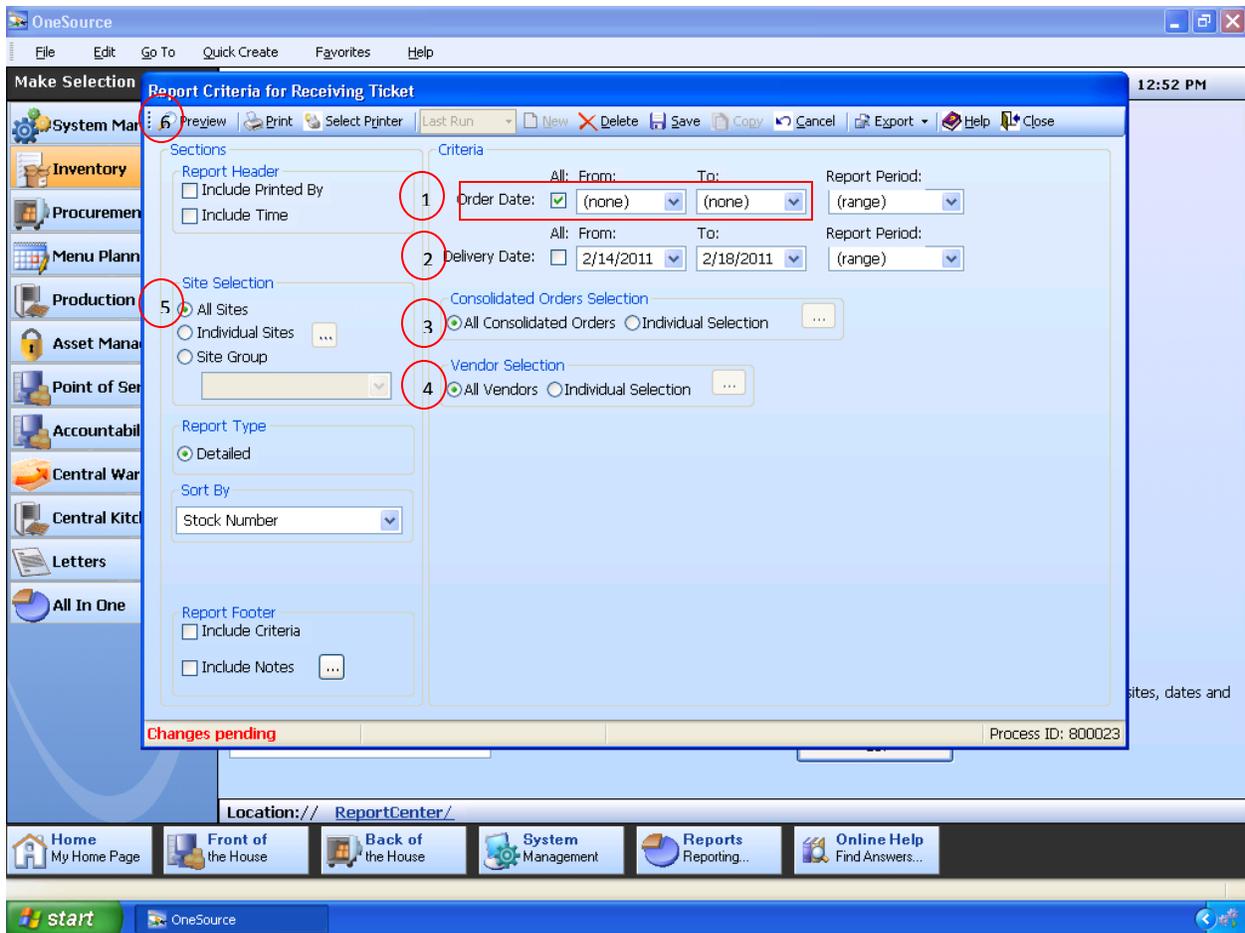
The central area displays "Select a Type of Report:" with a dropdown menu set to "Inventory". Below this, a list of reports is shown, including "Commodity Available", "Commodity Inventory Value Report", "Commodity Receiving Report", "Complete Inventory Listing Report", "Discarded Inventory Report", "Inventory Adjustments Worksheet", "Inventory Cost Listing Report", "Inventory Listing", "Inventory Movement Report", "Inventory On Hand Report", "Manual Delivery Ticket", "Ordered Goods Receiving", "Perpetual Inventory Value", "Physical Inventory Dates", "Physical Inventory Value", "Physical Inventory Worksheet", "Physical vs. Perpetual Inventory", "Price Change Audit Log", "Purchased Goods Delivery Ticket", "Receiving Ticket", "Restricted Items", "Shelf Life Report", "Spoilage Breakage Report", "Stock Item Nutrition Links", "Stock Transfer Reconciliation Report", "Stock Transfers Delivery Ticket Report", "Stock Transfers Report", "Stock Transfers Sent Report", "Turnover Rate", and "Vendors".

The right side of the interface shows a preview of a "Receiving Ticket" report. The report header includes "SAMPLE SITE", "Receiving Ticket", "Receiving Order Number: 1", "Site Name: LAUSD", "Order Date: 2/8/2011", and "Receiving Date: 2/8/2011". The report body contains a table with columns for "Vendor", "Order Quantity", "Received Qty", "Received Date", "Stock", "Description", and "Location". The table lists several items with their respective quantities and locations.

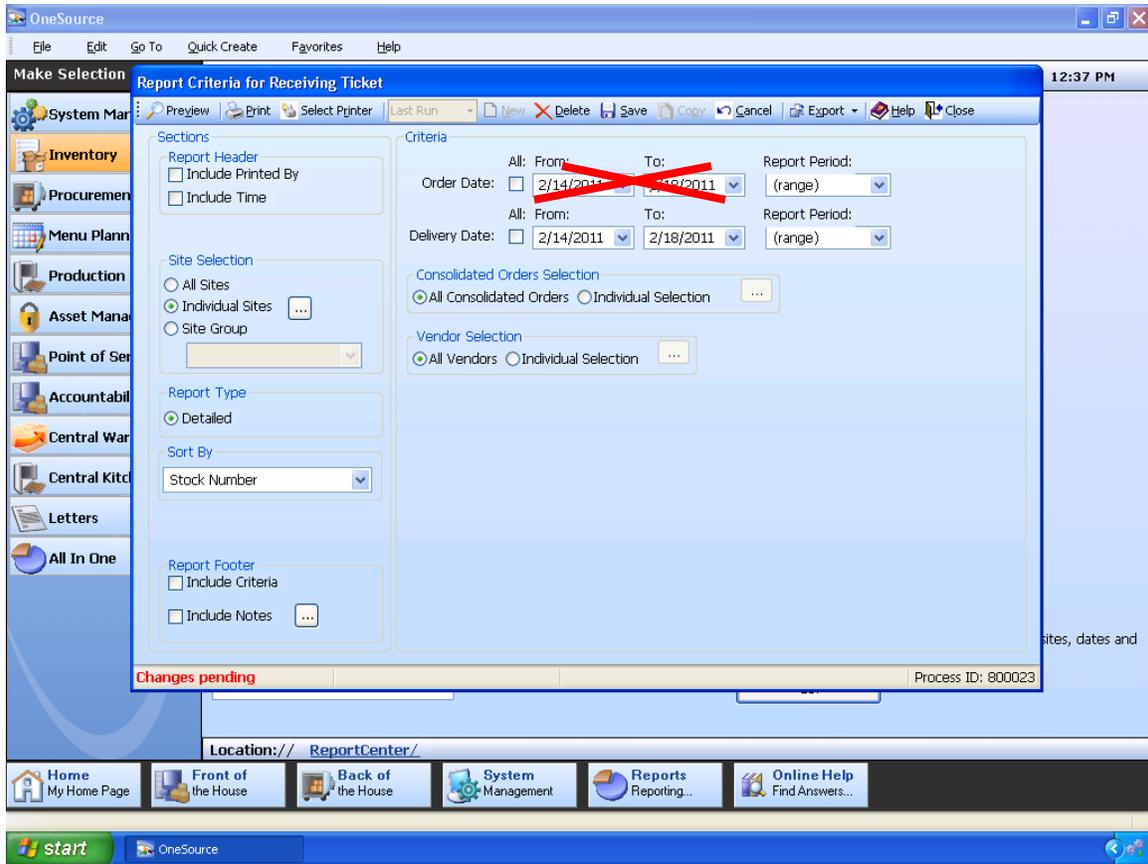
Below the table, the text reads: "Date Last Run: 2/8/2011 11:17:42 AM" and "What you will learn from this report: This report displays a worksheet for receiving delivered items into inventory for the selected sites, dates and vendors." A "Go!" button is located at the bottom right of the report preview area.

The bottom of the interface features a navigation bar with icons for "Home", "Front of the House", "Back of the House", "System Management", "Reports Reporting...", and "Online Help Find Answers...". The Windows taskbar at the very bottom shows the "start" button and the "OneSource" application icon.

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



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



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