

## ORDERING FOR NNC SITES SUMMARY

1. The Ordering Process for NNC Sites includes:
  - a. Menu Plan Quantities EZ steps: Used to forecast the amount of each recipe item needed for each serving period.
  - b. When the Forecast is processed Shopping Lists will be created. (The system takes the forecasted menu item counts and determines the correct number of cases/baskets/items needed based on the actual package count from the vendor, the order will be rounded up to the next higher whole number based on the vendor pack size).

Example: Mgr estimated 168 servings of a NNC order item. The NNC item comes in baskets of 10. The system will generate an item on the shopping list that orders 17 baskets of 10 (170 servings)for that item.
2. For sites with offsites, you must always process the Menu plan EZ Steps for the offsites first prior to doing the EZ steps for the main prep site.
3. Remember that each shopping list is for a specific vendor.
4. Each combination of vendor and school has a specific delivery schedule.
5. Direct Delivery sites have special ordering rules.

### SATELLITE CAFETERIA MANAGER QUICK REFERENCE OF NNC ORDERING STEPS

#### WEEKLY:

1. EZ Steps for Projecting Menu Plan Quantities (Forecast) 2 weeks out:
  - a. For each offsite, complete the Menu Plan EZ Steps entering the adjusted feeding figures for each serving period. **You will now process the forecast for offsites.**
  - b. Complete the Menu Plan EZ Steps for the Parent site and process the parent site forecast.
2. Shopping Lists 1 weeks out:
  - a. Review and edit the shopping list for the parent site and for all offsites (they will be listed under the parent site unless the offsite has a direct delivery). ***If the offsite has a direct delivery you will have to edit and complete the shopping list by choosing the offsite on the site criteria screen and clicking search. Additionally for Direct Delivery Sites, Grocery shopping items must be manually added to the Parent Shopping List.***
  - b. Once all the edits have been made to the parent site and offsites, ensure all items needed for both the parent site and off sites are on the shopping list.
  - c. Check the complete box for each shopping list for the week **no later than Monday at 3pm.** You may complete this task earlier if time permits (Wednesday {after receiving tickets have been printed} , Thursday or Friday)

# **CMS FINISH LINE**

## **DAILY**

### **Manually Receive Daily Orders**

(Back of the House→Inventory Management→Receiving and Stock Transfer) **Sect. 7**

### **Manually Complete Daily Production Worksheet**

(Fill in amounts panned, amounts used and amounts leftover for each menu component)

### **Complete and Print End of Day Production Record Update**

(Back of the House→Production →Daily Production) **Sect. 8**

## **WEEKLY**

### **Monday Complete EZ Steps for Projected MP Quantities**

**(Menu Plan Quantities for 2 weeks out, complete shopping list for one week out)**

(Back of the house→Procurement→Menu Plan Ordering→EZ- Steps for Projected MP Quantities) **Sect. 5**

### **Wednesday**

#### **Print Receiving Ticket**

(For upcoming week)

(Reports→Inventory →Receiving Ticket→Go!) **Sect. 6**

### **Thursday**

#### **Create Production Records**

(For upcoming week)

(Back of the House > Production > Create Production) **Sect. 8**

#### **Edit Projected Production Numbers**

(For upcoming week)

(Back of the House→Production→Daily Production) **Sect. 8**

#### **Print Recipes (Only if recipe(s) were updated)**

(For upcoming week)

(Reports→Menu Planner→Recipe Production→Go!) **Sect. 8**

#### **Print Production Worksheet**

(For upcoming week)

(Reports→Production→Production Worksheet→Go!) **Sect. 8**

## **MONTHLY**

### **Conduct Physical On-Site Inventory (last working day of month)**

(Manually using Inventory Worksheet) **Sect. 9**

### **Enter Physical Inventory Count**

(Back of the House→InventoryManagement→Physical Inventory→Physic.Inventory Counts)**Sect. 9**

### **Review Physical Inventory Value Report**

(Reports→Inventory→Physical Inventory Value→Go!) **Sect. 9**

### **Complete Inventory**

(Back of the House→InventoryManagement→Physical Inventory→Physical Inventory Counts)**Sect. 9**

### **Inventory Adjustments**

(Back of the House→InventoryManagement→Adjustments→)**Sect. 10**

## **AS NEEDED**

### **Stock Transfers**

(Back of the House→Inventory→Receiving and Stock Transfers) **Sect. 11**