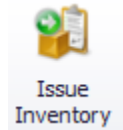
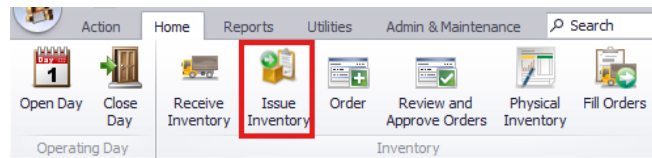





Stock Transfer From Site to Site Quick Guide

Create the transfer

- From the **Home** tab, click on the **Issue Inventory** button
- Click the **Add New Issuing** button
- Click **Next** in the wizard



Issued-by Site: (1817401) HENRY MS
 Issued-on or after: 6/26/2025
 Issued-on or before: 6/26/2025

Why are you issuing inventory?

Select Transferring inventory to another site (but not filling an order)

- Click **Next**
- Begin typing the name of the site where the items are going, and select site from the drop down list
 - Click **Next**
 - 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.

Issue Inventory

Why are you issuing inventory?
Select one of the following issuing types

☒ Transferring inventory to another site (but not filling an order)
☐ Adjusting Inventory (spoilage, lost, stolen, etc.)

Issue Inventory

Transfer Inventory
Please select the site to which you are transferring inventory

Transfer to Site:

(303) ABBOTTS CREEK ES
 (304) ADAMS ES
 (306) HERBERT AKINS ES
 (307) ALSTON RIDGE ES
 (308) APEX ES

- Click **OK** to add the items to the transfer
- For each item, type the quantity to be transferred in the yellow **"Quantity Issued"** field

Issue Record					
Date Issued	6/26/2025	Issued From	(1817401) HENRY MS		
Catalog Number	Item Description	Quantity Issued	Case / Unit Description	Partial Unit Description	Quantity Available
7060	APPLE JUICE 4 ...	0 cs / 0	15/4 oz (carton)		7 cs / 0

- 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.

Partial Unit Description	Quantity Available	Brand Description	Product Code	CN Label
	5 cs / 0	Miscellaneous	4132	

- 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.



CAFÉ LA | LAUSD
Los Angeles Unified School District
Transfer Ticket

Transfer Ticket# 5

Deliver To: (1219401) STRATHERN EL - CSPP
c/o Jennifer Banuelos
7939 St Clair Ave
North Hollywood CA 91605

Date Issued: 6/26/2025
From: (1817401) HENRY MS

Transfer Comments

User	Date	Comments
cp-michael.santos2@lausd.net	6/26/2025	test

Catalog Number	Item Description	Case / Unit Description	Inventory Tag	Quantity Issued	Cost of Goods	Donated Value
7060	APPLE JUICE 4 OZ CS / - DW	15/4 oz (carton)	006725	4/0	\$0.6672	\$0.0000
Total for Transfer #5				\$0.6672	\$0.0000	

Please select the item to issue

Search for Item		
Search <input type="text"/>		
	Catalog Number	Description
<input checked="" type="checkbox"/>	45505	Apple Slices, Fresh, Sv
<input type="checkbox"/>	45508	Apple, Fresh, Fuji
<input type="checkbox"/>	45504	Apple, Fresh, Gala
<input type="checkbox"/>	45502	Apple, Fresh, Golden I
<input type="checkbox"/>	45507	Apple, Fresh, Red Deli