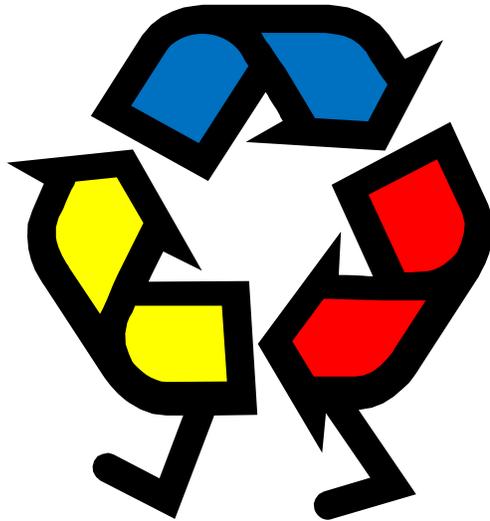


Section 11: STOCK TRANSFERS

A **Stock Transfer** allows the system to account for inventory transfers from one site location to another. A **Sending Ticket** is created for the site that is sending the stock transfer, and a **Receiving Ticket** is created for the site receiving the stock transfer.



Stock Transfers

- 1. Issue a Stock Transfer (sending site)**
- 2. Print out a Sending Ticket**
- 3. Transfer item from one site to another**
- 4. Receive Stock Transfer (receiving site)**
- 5. Print out Delivery Ticket**

11.1 SEND A STOCK TRANSFER

In order for the receiving site to receive the transfer into CMS, the sending site must issue or a **Stock Transfer**. The sending site has to initiate this process.

- 1) Go to **Back of the House > Inventory Management > Receiving and Stock Transfers (110004)**.
 - a. In the **Transaction Type** drop-down menu, choose **Stock Transfer Sent**.
 - b. Click **New**.

Receiving and Stock Transfers

File Goto

Details 0 of 0 New Save Cancel Print Export Help Close

Search Criteria

a Transaction Type: Stock Transfer Sent

Vendor:

Site: 1853601 LAUSD Training Site

Select Date Range

From: 10/26/2009 To: 10/26/2009

Open Issued

Search Reset

Order Number	To Site ID	To Site Name	Transaction Date
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No pending changes Process ID: 110004

- 2) The **Receiving and Stock Transfers** screen appears.
- 3) Select the site receiving the transfer by clicking the **Search for Site** button.
 - a. A Site Search window pops up.
 - b. Type in the name of the site receiving the transfer in the **Site Description** column.
 - c. Click **Search**.
 - d. Select the correct school site.
 - e. Click **OK**, returning to the **Receiving and Stock Transfers** screen.
- 4) Click the **Add Item** button.

- 5) The **Add Item to Stock Transfer** screen appears.
- Enter the **Stock Number** or **Description**.
 - Click the **Search** button.
 - In the **Search Results** section, click on the item that is being transferred.
 - Enter the **Case Quantity** being transferred.
 - Enter **Broken Unit Quantity**.
 - To add more items, click on **Save and Add Another Item**.
 - If this is the last item to add, click on **Add Item and Return**. This will save the item or recipe and return the **Transfer Receiving and Stock Transfer** screen.

Add Item To Stock Transfer

Search

Stock Number: a

Description:

include

All Stock Items Finished Goods

Only Show Items With Quantity On Hand

Items Found: 0 b

Vendor Product Information

Vendor Stock Number: Brand: Case Cost: Case Quantity:

Units per Case: Case Description: Broken Quantity:

Weight Measure: Weight Measure Cost:

Search Results

Stock Number	Stock Description
c	

Add Item

Stock Number: Description:

Case Quantity: Broken Unit Quantity: e

f
 g

- 6) After returning to the **Receiving and Stock Transfer** screen, check the **Issued** box when you are completely finished adding items
- 7) Click **Save**.

Transaction Type: Stock Transfer Sent Date Sent: 10/26/2009 Date Entered: 10/26/2009

Document Number: 0 Estimated Receive Date: 10/26/2009 Entered By: User, Training

From Site: 1853601 LAUSD Training Site Sale

To Site: 1899524 LAUSD Satellite Site 2 Search for Site

All Commodity Purchased Goods Issued Comment:

Stock Number	Stock Description	Type	Case Quantity	Broken Quantity	Total Weight	Total Value
7075	MILK1%LFSTRAWB1/2PT	P	5	20	0.00	\$0.0006

Selected Item Details

Stock Number: 7075 Description: MILK1%LFSTRAWB1/2PTCARTON

On Hand: 34442 Available: 34357 Case Size: 15.00 Vendor Stock #: 019040

Cases: 13.48 Broken Units: 0.48 Case Cost: \$0,000.0001 Commodity

Weight Measure:

Changes pending Process ID: 110012

OneSource

Do you want to print sending ticket now?

- 8) Click **Yes** to the message box that pops up.
- 9) The **Sending Ticket** appears, (**Stock Transfer Sent** report).
- 10) Click the **Print** button.
- *an example of the Sending Ticket is on the next page*
- 11) **Close** out of the **Stock Transfer Sent** report screen by clicking the red X.
- 12) **Close** out of the **Receiving and Stock Transfers** screen.
- 13) Click the **Home** button to return to the **Homepage**.

Example of a Sending Ticket (Stock Transfer Sent)

Report Viewer

Main Report



LAUSD Training Site

Stock Transfer Sent

Printed: 10/26/2009 10:04 AM
Printed By: Training User

<p>Transfer To 1899524 LAUSD Satellite Site 2</p> <p>Transfer Order Number: 1</p> <p>Order Date: 10/26/2009</p> <p>Comments:</p>	<p>Transfer From 1853601 LAUSD Training Site</p> <p>Entered By Training User</p>
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Stock Number	Stock Description	Pack Description	Cases Transferred	Broken Units Transferred	Extended Total
7075	MILK1%LFSTRAWB1/2PTCARTON	case/15	5	20.00	\$0.0000
Totals:			5	20.00	\$0.0000

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 150%



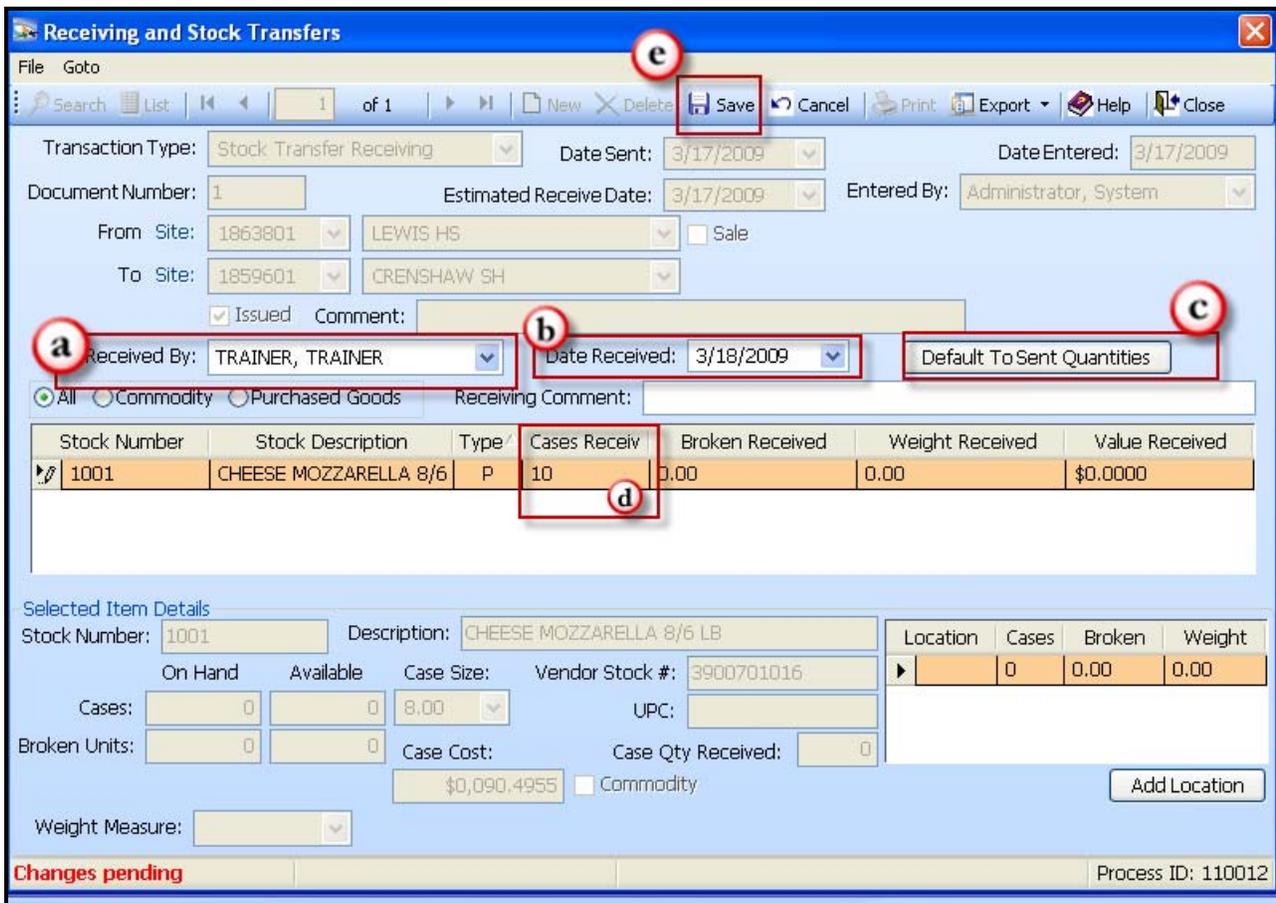
11.2 RECEIVE A STOCK TRANSFER

Once the sending site has **issued** the **Stock Transfer**, the receiving site is able to receive the item when they arrive into CMS.

- 1) Go to **Back of the House > Inventory Management > Receiving and Stock Transfers (110004)**.
- 2) In the **Transaction Type** drop-down menu, chose **Stock Transfer Receiving**.
- 3) Select the **Date Range** of when the stock was transferred from the drop-down calendars—the same day as when the **Stock Transfer** was sent.
- 4) Click the **Search** button.
- 5) Double click on the correct transfer record you would like to receive.

Order Number	From Site ID	From Site Name	Transaction Date
1	1863801	LEWIS HS	03/17/2009

- 6) The **Receiving and Stock Transfers** screen appears.
 - a. Using the **Received By** drop-down box, select the name of the person receiving the **Stock Transfer**.
 - b. In the **Date Received** drop-down calendar, select the date that the transfer was sent.
 - c. Click the **Default to Sent Quantities** if you received all the items exactly as you expected, with no changes needed to the quantities.
 - d. If there is a discrepancy with what was supposed to be sent and what you received, manually enter the number of cases received in the **Case Received Column**.
 - e. Click **Save**.



- 7) Click **Yes** to the message box that pops up.
- 8) Another message box appears to **Print the Delivery Ticket**. Click **Yes**.
- 9) The **Stock Transfer Delivery Receipt** pops up.
- 10) Click the **Print** button.
- *an example of the Receiving Ticket is on the next page*
- 11) **Close** out of the **Delivery Receipt** screen by clicking the red X.
- 12) **Close** out of the **Receiving and Stock Transfers** screen.
- 13) Click the **Home** button to return to the **Homepage**.

Example of a Stock Transfer Delivery Receipt



CAFETERIA MANAGEMENT SYSTEM TRAINING



LAUSD Central Office Stock Transfer Delivery Receipt

Printed: 03/17/2009 3:51 PM
Printed By: System Administrator

Transfer To
1859601 CRENSHAW SH

Transfer From
1863801 LEWIS HS

Transfer Order Number: 1

Order Date: 3/17/2009

Entered By: System Administrator

Receiving Date: 3/18/2009

Received By: TRAINER

TRAINER

Comments:

Stock Number	Stock Description	Pack Description	Cases Transferred	Broken Units Transferred	Cases Received	Broken Units Received	Broken Cost	Extended Total
1001	CHEESE MOZZARELLA 8/6 LB	CS/8	10	0.00	10	0.00	11.3119	\$904.9550
Totals:			10	0.00	10	0.00		\$904.9550