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PrimeroEdge Food Service Solutions  
PrimeroEdge Inventory for Sites User Manual

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# 1

# Quick View of Inventory

This section includes

- ✓ Configuration activities in PrimeroEdge
- ✓ About First In First Out (FIFO)
- ✓ About Order status settings

# Configuring Inventory

Before you begin working with Inventory, let's review the "parts" of Inventory and how they work together. When your district purchases the Inventory module, the PrimeroEdge implementation team works with your district's Central Office to configure certain Inventory structures that must be in place to begin creating orders.

1. **Valuation Groups** – how are the items in your inventory valued or priced?

PrimeroEdge supports four different methods (types) of valuation:

- First In First Out (FIFO)
- Standard Price (SP)
- Last In, First Out (LIFO)
- Last Received Price (LRP)



An individual from your district's financial department provides this information which is then set up in **Configuration > Valuation Groups**.

2. **Storage Categories** – how are the items stored?

- Dry Storage
- Cooler Storage
- Freezer Storage

Storage categories are set up in **Configuration > Storage Categories**



3. **Item Categories** – how are the items classified or grouped?

- Produce
- Baking Supplies
- Frozen foods
- Cleaning Supplies

Item categories are set up in **Configuration > Item Categories**



4. **Vendors** – what vendors will you purchase from?

- Sysco Foods
- Gold Star Foods
- Local suppliers
- Local farmer markets

Vendors are set up in **Configuration > Vendors**



5. **Items** – what items will you purchase?

- Food
- Cafeteria supplies
- Classroom supplies
- Office supplies

Items are set up in **Configuration > Items**





6. **Withdrawal Reasons** – when Inventory items are removed from Inventory, what reasons can be assigned to the withdrawal?

- Spoilage
- Obsolete
- Usage



Withdrawal Reasons are set up in **Configuration > Withdrawal Reasons**.

7. **Standard Withdrawal Templates** – which items are frequently withdrawn from inventory? Items can be included on a template (form) used to quickly withdraw items which eliminates repetitive tasks to add them to a withdrawal.

- Milk
- Produce

Withdrawal Templates are set up in **Configuration > Standard Withdrawal Templates**.

8. **Bid Categories** – which items are included in a bid? An item is identified as a bid item by adding it to a Bid Category.

- Cleaning Supplies
- Produce
- Meat



Bid Categories are set up in **Configuration > Bid Categories**.

9. **Ordering Groups** – which items can be purchased by which schools or offices? By default, Ordering Groups reflect the Site Types established in the **[System]** module. This is completed during implementation of PrimeroEdge. However, “custom” Ordering Groups can be created.

- Elementary Schools
- Maintenance
- Central Office

Ordering Groups are set up in **Configuration > Ordering Groups**.

10. **EOrder Settings** – which sites are to use Emergency Ordering (also called Electronic Ordering)? Each site that will use EOrders must be enabled to use EOrders, given a customer number, and the type of communications used to send the EOrders must be identified.

EOrder details are set up in **Configuration > EOrders**.

11. **Review Order Settings** – are orders to be reviewed by a second person before being sent to the vendor? Review of an order can be set to occur for specific sites, Item Categories, and Vendors.

Review settings for orders are set up in **Configuration > Ordering Groups**.

12. **Quick Price Change** – will item prices be changed by all individuals or by a single individual? The standard method of changing prices is to display each item individually, change the price, and close the page. A quick method is available where all items are displayed on a single page and new prices can be entered at one time for multiple items.

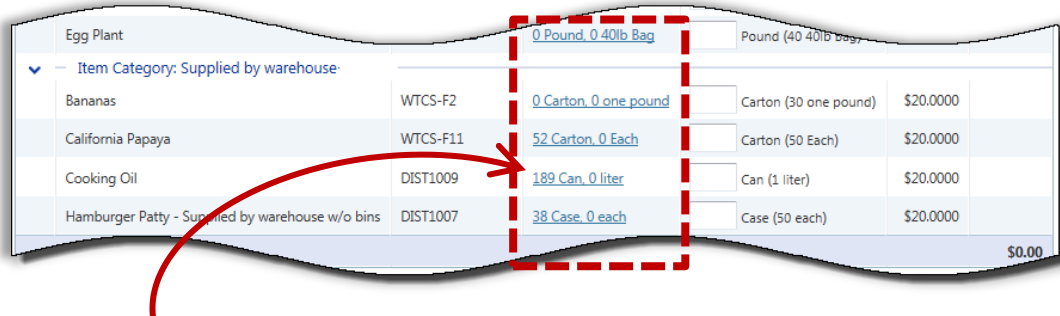
Enabling the Quick Price Change feature for a user is accomplished through a user-role setting through **System > Sites and Users > Roles**.

## About First In First Out (FIFO)

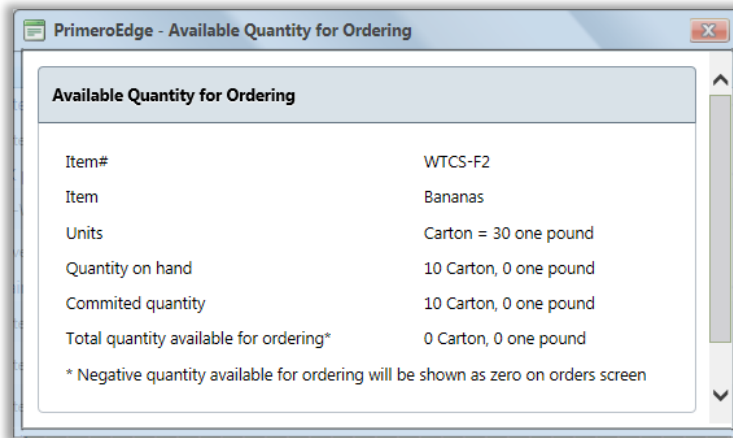
First In First Out (FIFO) is a method of processing and retrieving items in inventory. In a FIFO system, the first items entered are the first ones to be removed. FIFO keeps track of how many items were received into inventory and the price or value of the item when it was received.

When FIFO is enabled for Inventory, certain restraints are in place, such as

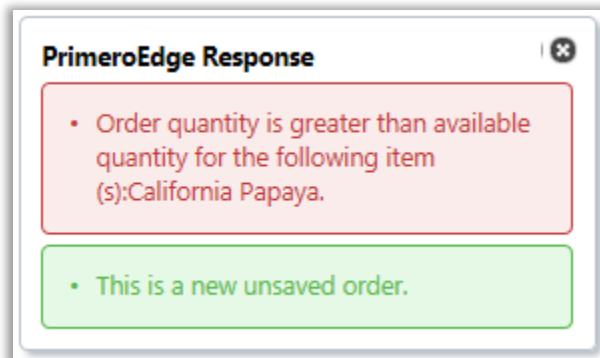
- When ordering items from a district warehouse, the number of items on hand (QOH) in the warehouse is shown on the *Create Orders* page in the **Item Description**.



Click the link to display more information about the item quantity.



You are able to enter a number equal to or less than the quantity shown. If you enter a number greater than the quantity shown, an error message appears.



- When transferring items from one district site to another, the number of items transferred cannot be great than the number of items shown as available on the *Transfer Items* page.

**Add Item**

Item Category: --ALL--

Item Description: Apples - Golden Delicious

QOH: 12 Case, 0 3 lb bag

Whole Unit Qty: 15 Case

Broken Unit Qty: 0 3 lb bag

Comments:

**PrimerEdge Response**

- Sufficient quantity not available On Hand to be transferred

- When withdrawing items from a site inventory, the number of items withdrawn cannot be greater than the number of items on hand (QOH) listed on the *Withdraw Items* page.

**Add Item**

Item Category: --ALL--

Item Description: 100% Mango fruit juice

QOH: 10 Carton, 0 cups

Whole Unit Qty: 20 Carton

Broken Unit Qty: 0 cups

Comments:

**PrimerEdge Response**

- Please check quantity entries. The Withdrawal Quantity is greater than the Quantity on Hand.

To enable FIFO for your district, contact your PrimerEdge Support Analyst.

## About Order Status

Each order in PrimeroEdge has a “status” which can be

- **Incomplete** – order was created and saved with “Save as Incomplete”; this allows for adding or removing items, or making changes to item quantities before submitting the order to vendor for fulfillment.
- **Open** – order was created, all items entered and saved with “Save as Complete”; item quantities can be changed but no new items can be added to the order.
- **Pending Review** – order was created, all items entered, and saved with “Save as Complete”; a Reviewer can open the order and approve, make changes, reject or cancel the order.
- **Closed** – order was created, ordered goods received and order was closed.
- **Cancelled** – order was created and saved but then cancelled; the order can be displayed but cannot be re-opened or modified.

◀ *End of Section* ▶

# 2


## Orders

This section includes the following

- ✓ Creating and modifying an order
- ✓ Re-opening a closed order
- ✓ Review and approve orders created by others
- ✓ Merge two or more orders into one order
- ✓ Process a receipt for items received
- ✓ Generate an electronic order
- ✓ Reconcile an order invoice

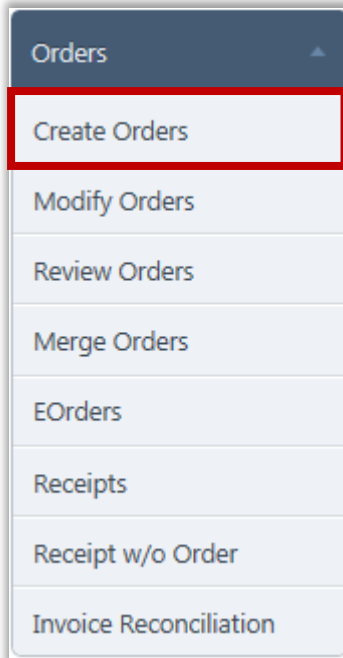
## Orders at a Glance

Menu Function	Description
Create Orders	Create orders of items supplied by external and internal vendors in either Quick Entry view or List view.
Modify Orders	Display, change or cancel open orders; display or view receipts for closed orders; re-open closed orders.
Review Orders	Approve, reject, change or cancel open orders created by others
Merge Orders	Merge items from two or more orders for the same vendor and delivery date
EOrders	Create an electronic order from one or more orders
Receipts	Complete a good receipt for items included on a delivered order; adjust, print or cancel the receipt
Receipt w/o Order	Complete a receipt for items not included on an order
Invoice Reconciliation	Reconcile an order invoice with an order receipt; print a reconciliation

 **Note:** Menus and functions to which you have access are those appropriate for your role with PrimeroEdge. When you access the **Orders** menu, you may see a subset of the functions listed above.



## Create Orders



**Create Orders** creates a new order with delivery and vendor information, and one or more items. An order is created for a single vendor, i.e., multiple items from multiple vendors cannot be placed on the same order.

Adding items to the order can be done in one of two views:

- **List view** – all items that can be ordered by the site are shown in a list; quantities are entered for the items to include in the order.
- **Quick-Entry view** – item numbers are entered in provided entry boxes; this is commonly used when you have a few, frequently orders items to include in the order.

An order can be saved either with

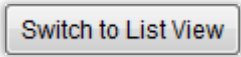
- **Save as Incomplete** – status = “incomplete”; order can be modified on the *View/Modify Orders* page through **Modify Orders**.
- **Save as Complete** – status = “open”; order can be modified by clicking **Edit Order** on the *View/Modify Orders* page.

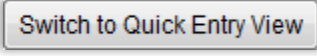
### Order Status

Each order in PrimeroEdge has a “status” of

- **Incomplete** – order was created and saved with “Save as Incomplete”; items can be added or removed, or item quantities changed before submitting the order to vendor for fulfillment.
- **Open** – order was created, all items entered and saved with “Save as Complete”; item quantities can be changed but no new items can be added to the order.
- **Pending Review** – all order items have been entered and order saved as “Save as Complete”; Reviewer can open the order, make changes, reject or cancel the order, or approve the order.
- **Closed** – order was created, ordered goods received and order was closed.
- **Cancelled** – order was created and saved but then cancelled; the order can be displayed but cannot be re-opened or modified.

### Create Orders Page

The *Create Orders* page is shown by default in “List View”— this can be changed through a system setting to default to the Quick-Entry View. Display of  and



buttons is through a user-role permission.

**Delivery Date** is set to the next available delivery date for the selected vendor; your user-role permissions may allow you to change the Delivery Date for internal vendors (district warehouse), when needed

**Delivery Schedule** displays all days of the week the vendor makes deliveries; your user-role permissions may allow you to override the set schedule

**Tip** Keyboard and ten-key pad navigation can be used on the List View page

**List View**

By default, Items are only ordered in Whole Units; ordering in Whole and Broken Units is set on or off by each Item.

**Items List** lists all items that can be ordered by the selected site for a selected vendor

A site can be selected when you have access to multiple sites; otherwise, only your site is shown in **Site Code / Site**

**Tip** Press **Enter** or **Tab** to move the cursor to the next field

**Items List** offers item entry fields to enter item number and quantity

**Quick-Entry View**


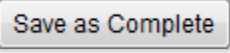
Ordering **Broken Units** may be allowed for selected items

Ordering an item *only* in **Broken Units** may be required; the **Whole Units** field will be grayed

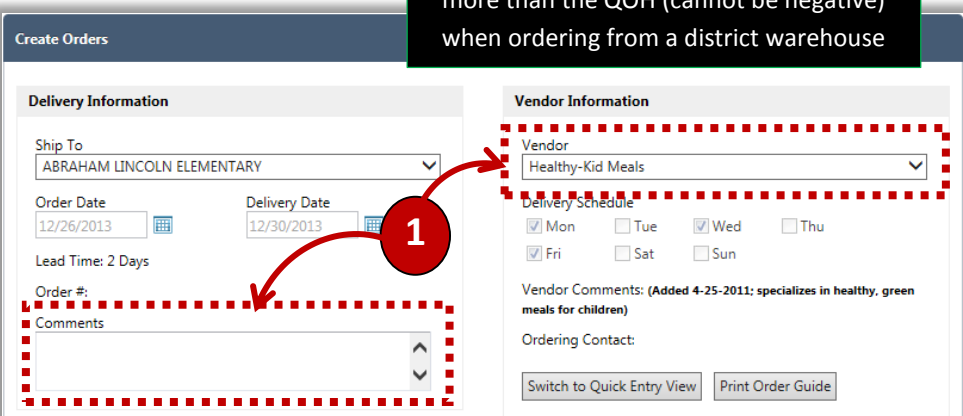
## Creating an Order in List View

Use the List View method of creating an order when you have many items to order and the items are not ordered frequently enough that the **Item #** is familiar to you.

### To create an Order in List View

1. Select a **Vendor** and enter **Comments**, if needed.
2. For each item to include in the order, enter a quantity in **Whole Units**.
3. Click  .
4. Click  .

When FIFO is enabled, you cannot order more than the QOH (cannot be negative) when ordering from a district warehouse



**Delivery Information**

Ship To: ABRAHAM LINCOLN ELEMENTARY

Order Date: 12/26/2013 | Delivery Date: 12/30/2013

Lead Time: 2 Days

Order #: | Comments:

**Vendor Information**

Vendor: Healthy-Kid Meals


Delivery Schedule:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

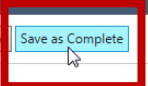
Vendor Comments: (Added 4-25-2011: specializes in healthy, green meals for children)

Ordering Contact: | [Switch to Quick Entry View](#) | [Print Order Guide](#)

**Items List**

Item Description	Item #	Whole Units	Price	Total Price
- Storage Category: Cooler				
Carrot Fries	SS-HKM-GNG-381	<input type="text"/> Carton (48 cup)	\$15.6800	
- Storage Category: Freezer				
All Natural Fruit Bar	SS-SSP-1017	<input type="text"/> Case (48 each)	\$36.1400	
Egg White Omelet	SS-HKM-2CB-001	<input type="text"/> Carton (96 each)	\$39.2000	
Veggie Burrito	SS-HKM-GNG-287	10 <input type="text"/> Box (24 each)	\$33.3000	\$333.00
				\$333.00

**3** 

**4** 

**Create Orders**

Save as Incomplete | **Save as Complete**

Site: ABRAHAM LINCOLN ELEMENTARY | Order Date: 12/26/2013

Vendor: Healthy-Kid Meals | Delivery Date: 12/30/2013

Comments: | Order Status: New Order

**Order Details**

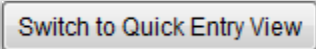

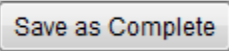
Item #	Item Description	Whole Units	Total Amount
- Storage Category: Freezer			
SS-HKM-GNG-287	Veggie Burrito	10 Box	\$333.00
			\$333.00

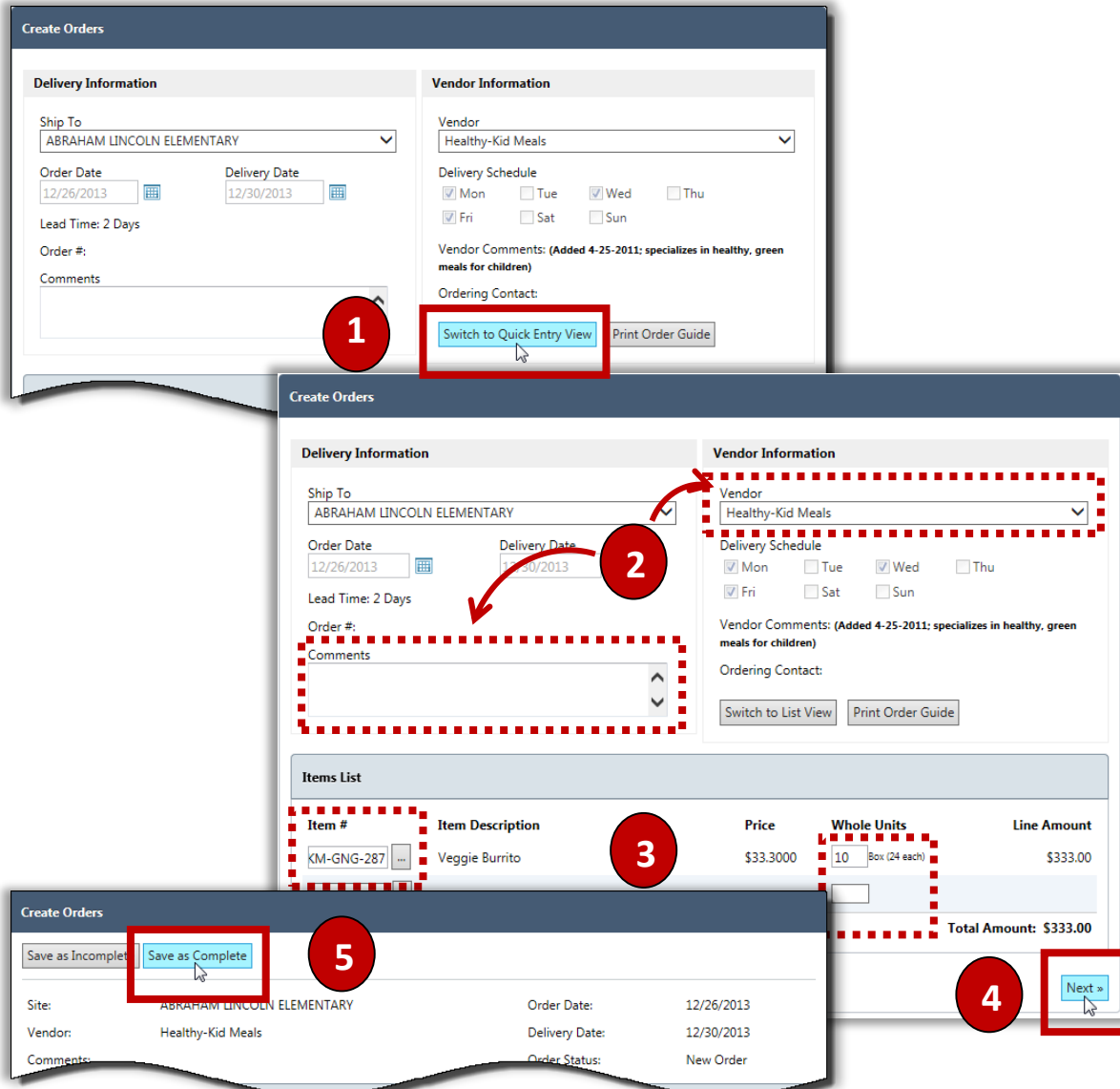
[Edit Order](#)

## Creating an Order in Quick-Entry View

Use the Quick-Entry method of creating an order when you have just a few items to order and you know the **Item #s** “by heart”.

### To create an Order in Quick-Entry View

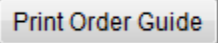
1. Click  .
2. Select a **Vendor** and enter **Comments**, if needed.
3. For each item to include in the order, enter an **Item #** and a quantity in **Whole Units**.
4. Click  .
5. Click  .

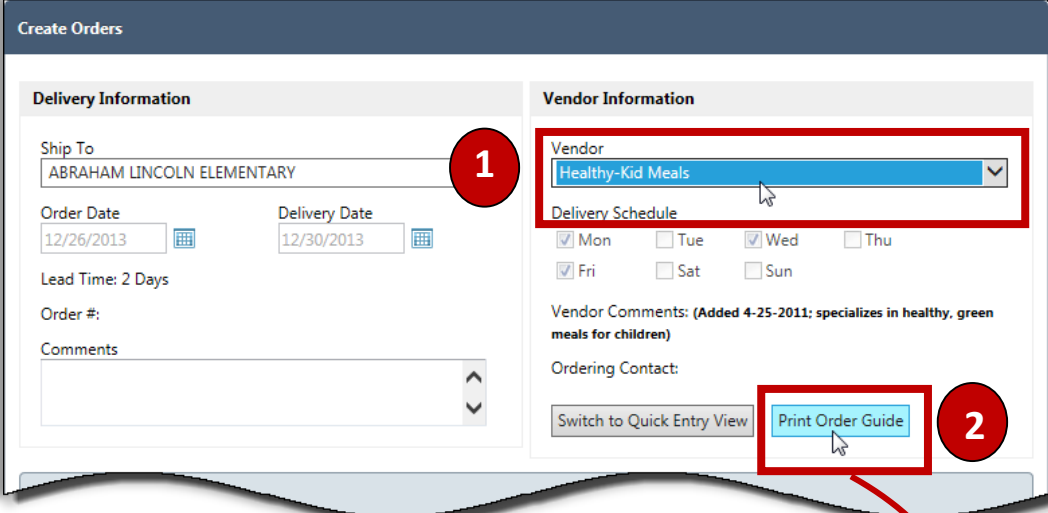


## Printing an Order Guide

An Order Guide is a list of all items that can be ordered by your site for a selected vendor.

### To print an Order Guide for a selected vendor

1. Select a **Vendor**.
2. Click  .



**Create Orders**

**Delivery Information**

Ship To: ABRAHAM LINCOLN ELEMENTARY

Order Date: 12/26/2013      Delivery Date: 12/30/2013

Lead Time: 2 Days

Order #:

Comments:

**Vendor Information**

Vendor: Healthy-Kid Meals

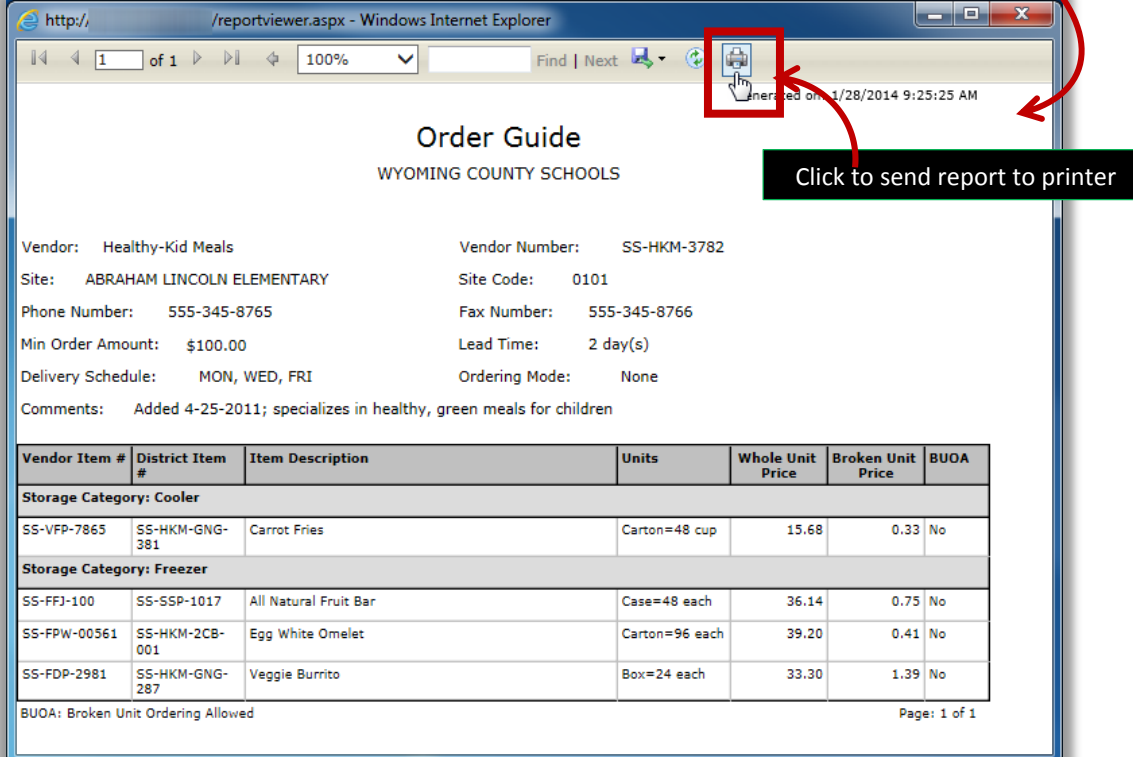
Delivery Schedule:

Mon     Tue     Wed     Thu  
 Fri     Sat     Sun

Vendor Comments: (Added 4-25-2011; specializes in healthy, green meals for children)

Ordering Contact:

Switch to Quick Entry View    **Print Order Guide**



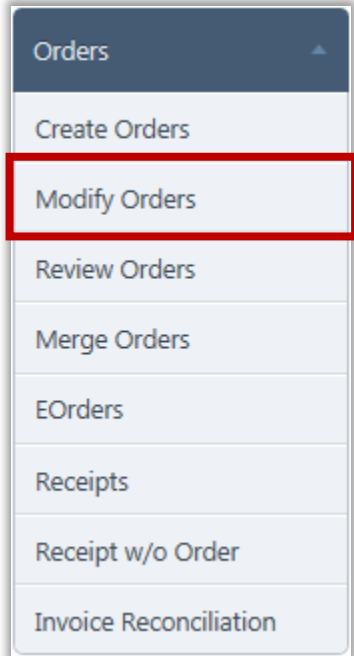
Order Guide  
WYOMING COUNTY SCHOOLS

Vendor: Healthy-Kid Meals      Vendor Number: SS-HKM-3782  
Site: ABRAHAM LINCOLN ELEMENTARY      Site Code: 0101  
Phone Number: 555-345-8765      Fax Number: 555-345-8766  
Min Order Amount: \$100.00      Lead Time: 2 day(s)  
Delivery Schedule: MON, WED, FRI      Ordering Mode: None  
Comments: Added 4-25-2011; specializes in healthy, green meals for children

Vendor Item #	District Item #	Item Description	Units	Whole Unit Price	Broken Unit Price	BUOA
<b>Storage Category: Cooler</b>						
SS-VFP-7865	SS-HKM-GNG-381	Carrot Fries	Carton=48 cup	15.68	0.33	No
<b>Storage Category: Freezer</b>						
SS-FFJ-100	SS-GSP-1017	All Natural Fruit Bar	Case=48 each	36.14	0.75	No
SS-FPW-00561	SS-HKM-2CB-001	Egg White Omelet	Carton=96 each	39.20	0.41	No
SS-FDP-2981	SS-HKM-GNG-287	Veggie Burrito	Box=24 each	33.30	1.39	No

BUOA: Broken Unit Ordering Allowed      Page: 1 of 1

# Modify Orders



**Modify Orders** performs various actions on an order based on the order status. All orders can be viewed, regardless of status.

When the *Modify Orders* page is accessed, all orders meeting the default search criteria are shown in the **Order(s) List**. Default Delivery Dates are three days prior to (**From**) and three days after the current date (**To**). Both can be changed through system settings, if needed. All other search defaults are “All”.

## Modify Orders Page

Your site is shown in **Site Code / Site**; if you have access to multiple sites, “ALL” is shown

Default criteria includes

- **Vendor** = “ALL”
- **From** = 3 days before today’s date
- **To** = 3 days after today’s date

All orders matching default search criteria are listed in the **Order(s) List**

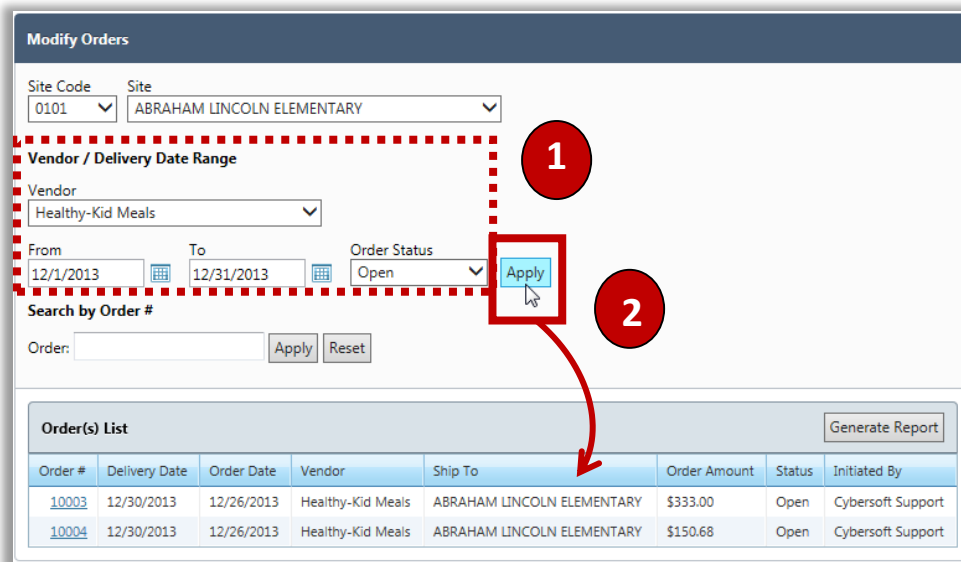
Order #	Delivery Date	Order Date	Vendor	Ship To	Order Amount	Status	Initiated By
<a href="#">10009</a>	12/28/2013	12/27/2013	Sugar Plum Bakery	ABRAHAM LINCOLN ELEMENTARY	\$220.75	Pending Review	susie workerbee
<a href="#">10005</a>	12/29/2013	12/27/2013	Bubba's Good Eats	ABRAHAM LINCOLN ELEMENTARY	\$567.80	Open	Cybersoft Support
<a href="#">10008</a>	12/29/2013	12/27/2013	Bubba's Good Eats	ABRAHAM LINCOLN ELEMENTARY	\$283.90	Pending Review	susie workerbee
<a href="#">10003</a>	12/30/2013	12/26/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	\$333.00	Open	Cybersoft Support
<a href="#">10004</a>	12/30/2013	12/26/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	\$150.68	Cancelled	Cybersoft Support
<a href="#">10006</a>	12/30/2013	12/27/2013	Healthy-Kid Meals	ABRAHAM LINCOLN			
<a href="#">10007</a>	12/30/2013	12/27/2013	Healthy-Kid Meals	ABRAHAM LINCOLN			

## Searching for an Order

Search criteria are used to find an order or group of orders. A specific order can be displayed with the order number.

### To use search criteria to find an order

1. Select a **Vendor**, a **Delivery Date Range (From ... To)**, and/or **Order Status**.
2. Click  .



**Modify Orders**

Site Code: 0101 Site: ABRAHAM LINCOLN ELEMENTARY

**Vendor / Delivery Date Range**

Vendor: Healthy-Kid Meals

From: 12/1/2013 To: 12/31/2013 Order Status: Open


**Search by Order #**

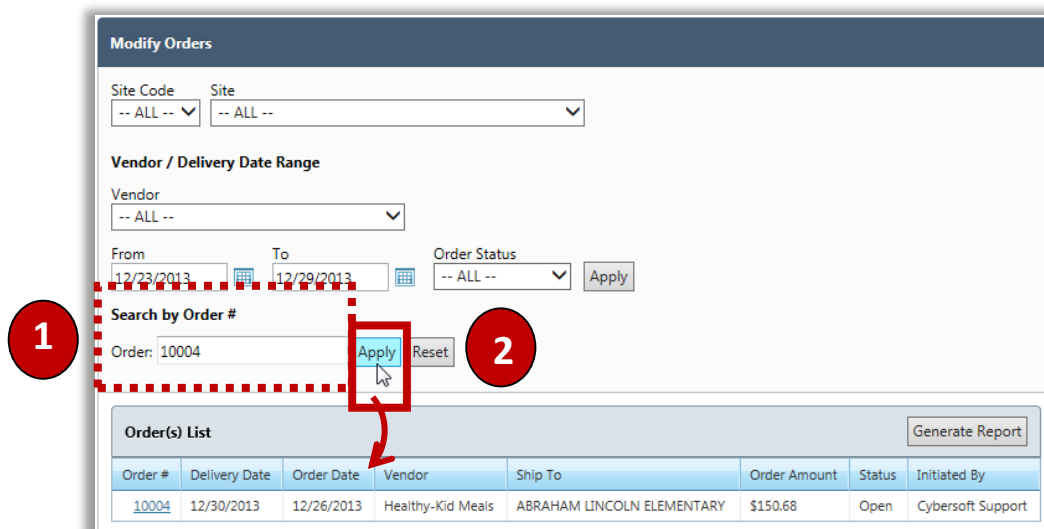
Order:  Apply Reset

**Order(s) List** Generate Report

Order #	Delivery Date	Order Date	Vendor	Ship To	Order Amount	Status	Initiated By
10003	12/30/2013	12/26/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	\$333.00	Open	Cybersoft Support
10004	12/30/2013	12/26/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	\$150.68	Open	Cybersoft Support

### To use an Order # to find an order

1. Enter an order number in **Order #**.
2. Click  .



**Modify Orders**

Site Code: -- ALL -- Site: -- ALL --

**Vendor / Delivery Date Range**

Vendor: -- ALL --

From: 12/23/2013 To: 12/29/2013 Order Status: -- ALL --

**Search by Order #**

Order: 10004 Apply Reset



**Order(s) List** Generate Report

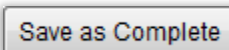
Order #	Delivery Date	Order Date	Vendor	Ship To	Order Amount	Status	Initiated By
10004	12/30/2013	12/26/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	\$150.68	Open	Cybersoft Support

## Changing an Open Order

An open order can be changed when your user role has the corresponding permissions enabled.

### To change an Open order

1. Click an [Order #](#) link in the **Order(s) List** and then click .
2. Change **Delivery** and **Vendor Information** as needed/allowed.
3. In the **Items List**, change an existing quantity or add a quantity in **Whole Units** (and/or **Broken Units**) to add an item; click .

4. Click .

**Order(s) List**

Order #	Delivery Date	Order Date	Vendor
<a href="#">10003</a>	12/30/2013	12/26/2013	Healthy-Kid Meals
<a href="#">10004</a>	12/30/2013	12/26/2013	Healthy-Kid Meals

**View/Modify Orders**

**Delivery Information**

Ship To: ABRAHAM LINCOLN ELEMENTARY

Order Date: 12/26/2013 | Delivery Date: 12/30/2013

Lead Time: 2 Days

Order #: 10004

**Vendor Information**

Vendor: Healthy-Kid Meals

Delivery Schedule:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Vendor Comments: (Added 4-25-2011: specializes in healthy, green meals for children)

**Items List**

Item Description	Item #	Whole Units	Price	Total Price
Carrot Fries	SS-HKM-GNG-381	5 Carton (48 cup)	\$15.6800	\$78.40
Apple Fruit Bar	SS-SSP-1017	2 Case (48 each)	\$36.1400	\$72.28
Apple Fruit Bar	SS-HKM-GNG-287	5 Box (24 each)	\$33.3000	\$166.50

**Buttons:** « Edit Order, Next », Save as Complete, Cancel Order, View Receipts for this Order, Switch to Quick Entry View, Print Order Guide

**Text Box:** When FIFO is enabled, you cannot order more than the QOH (cannot be negative) when ordering from a district warehouse



## Cancelling an Open Order

An open order can be cancelled from the order summary screen.

### To cancel an open order

1. Display a list of orders and click an [Order #](#) link in the **Order(s) List**.
2. Click .
3. Click  in the confirmation popup; a cancellation message appears.

The screenshot illustrates the cancellation process in three steps:

- Step 1:** In the 'Order(s) List' table, the order number '10004' is highlighted.
- Step 2:** In the 'View/Modify Orders' popup, the 'Cancel Order' button is clicked.
- Step 3:** In the 'Message from webpage' dialog, the 'OK' button is clicked.

The final state of the 'View/Modify Orders' popup shows the order status as 'Cancelled'.

Order #	Delivery Date	Order Date	Vendor	Ship To	Order Amount	Status	Initiated By
10003	12/30/2013	12/26/2013	Healthy-Kid Meals			Open	
10004	12/30/2013	12/26/2013	Healthy-Kid Meals			Cancelled	

Item #	Item Description	Whole Units	Total Amount
Storage Category: Cooler			
SS-HKM-GNG-381	Carrot Fries	5 Carton	\$78.40
Storage Category: Freezer			
SS-SSP-1017	All Natural Fruit Bar	2 Case	\$72.28
			<b>\$150.68</b>

Message from webpage: Are you sure you want to delete the order?

Order #: 10004 has been cancelled.

View/Modify Orders	Printable Page
Site: ABRAHAM LINCOLN ELEMENTARY	Order Date: 12/26/2013
Vendor: Healthy-Kid Meals	Delivery Date: 12/30/2013
Comments:	Order Status: Cancelled

## Re-opening a Closed Order.

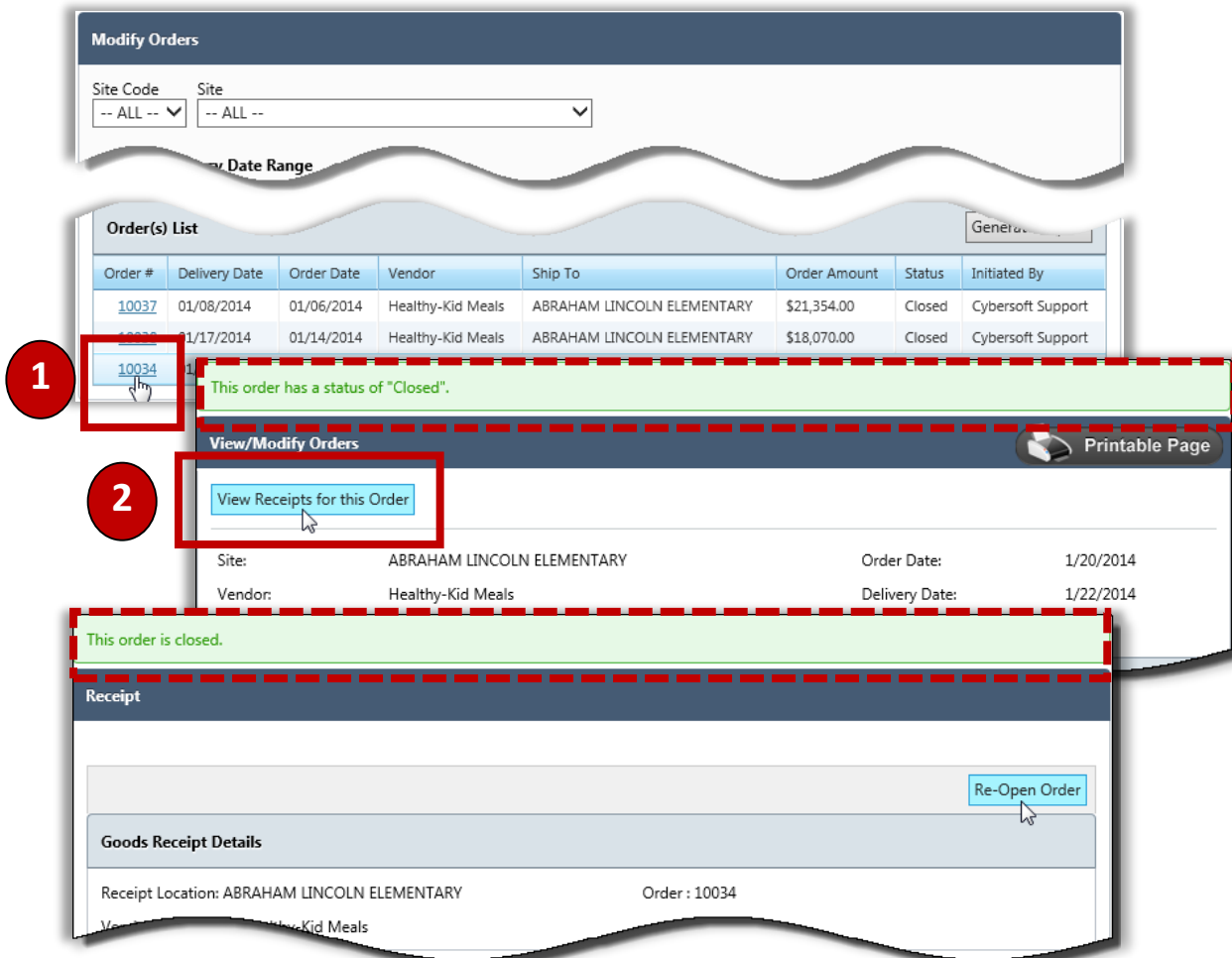
A closed order can be re-opened from the *Receipt* page; the order status changes to “Open”. Immediately after re-opening the order, you have these possible actions:

- Close the order to change the status back to “Closed”; no changes can be made; order and order transactions can be viewed.
- Order can be marked to be kept open; order receipt and transactions can be viewed; order can be closed.
- New receipt can be created for the order
- Order receipt can be adjusted, cancelled, or printed.

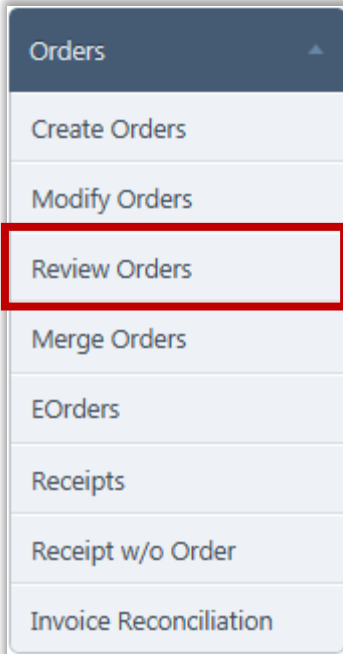
When a re-opened order is marked to be kept open, the order status is “Open”. The Receipt Summary and order transactions can be viewed. The order can be closed.

### To re-open a closed order

1. Click an [Order #](#) link in the Order(s) List.
2. Click [View Receipts for this Order](#).



## Review Orders



Based on district configurations, orders may require a review by a designated Reviewer before they can become “Open” orders which can then be fulfilled.

To set up order reviews

- Order parameters are set up in the **Settings List** for the **Review Order Settings** function to designate which orders must be reviewed. Parameters can include any combination of Site(s), Item Category(ies), Vendor(s), and Start Date.
- The “**Review Orders**” permission is enabled for a user role.

When an order is created that meets the criteria set up in the first bullet above, “Pending Review” status is assigned to the order. These orders are listed on the *Review Orders* page.

Regardless of the district configuration, if a user with Review permissions creates an order, the order is automatically considered as having been reviewed and accepted. When this order is approved, only users with Review permissions can modify the order.

### Review Orders Page

The screenshot shows the 'Review Orders' interface. At the top, there are dropdowns for 'Site Code' (0101) and 'Site' (ABRAHAM LINCOLN ELEMENTARY). Below these are filters for 'Vendor / Delivery Date Range', including a 'Vendor' dropdown set to '--ALL--', and 'From' (12/20/2013) and 'To' (1/10/2014) date fields with an 'Apply' button. A 'Search by Order #' field is also present. A table titled 'Orders Pending Review' lists several orders with columns for Order#, Delivery Date, Order Date, Vendor, Ship To, Last Modified By, and Order Amount. Callout boxes provide additional context: one points to the Site Code/Site dropdowns, another lists default criteria (Vendor = 'ALL', From = 14 days before today's date, To = 14 days after today's date), and a third states that all orders matching these criteria are listed in the table.

Your site is shown in **Site Code / Site**; if you have access to multiple sites, “ALL” is shown

Default criteria includes

- Vendor = “ALL”
- From = 14 days before today’s date
- To = 14 days after today’s date

All orders matching default search criteria are listed in the **Orders Pending Review** list

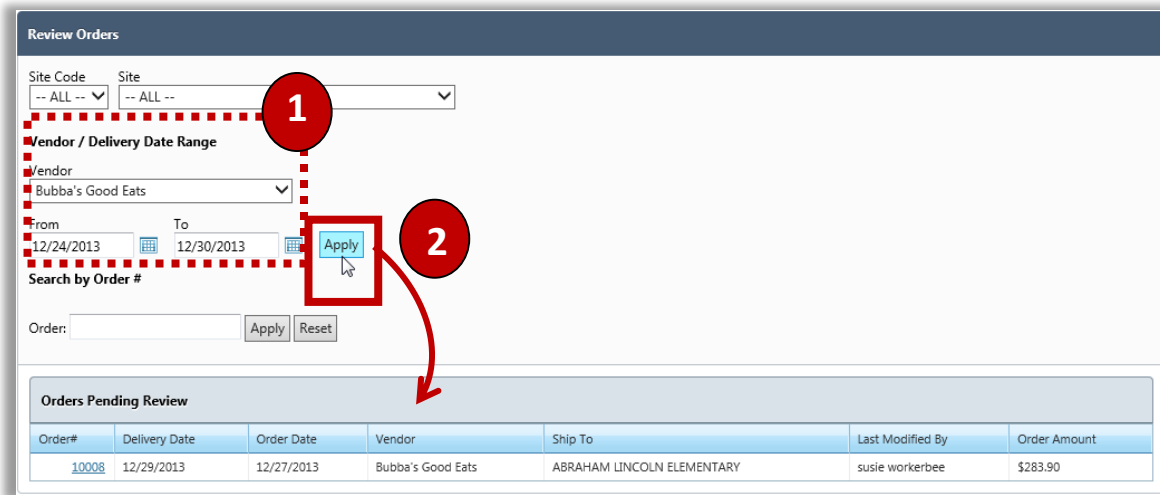
Order#	Delivery Date	Order Date	Vendor	Ship To	Last Modified By	Order Amount
<a href="#">10009</a>	12/28/2013	12/27/2013	Sugar Plum Bakery	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$220.75
<a href="#">10008</a>	12/29/2013	12/27/2013	Bubba's Good Eats	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$283.90
<a href="#">10006</a>	12/30/2013	12/27/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$295.68
<a href="#">10007</a>	12/30/2013	12/27/2013	Healthy-Kid Meals	ABRAHAM		

## Searching for a Pending Review Order


Search criteria are used to find a pending order or group of pending orders. A specific order can be displayed with an order number.

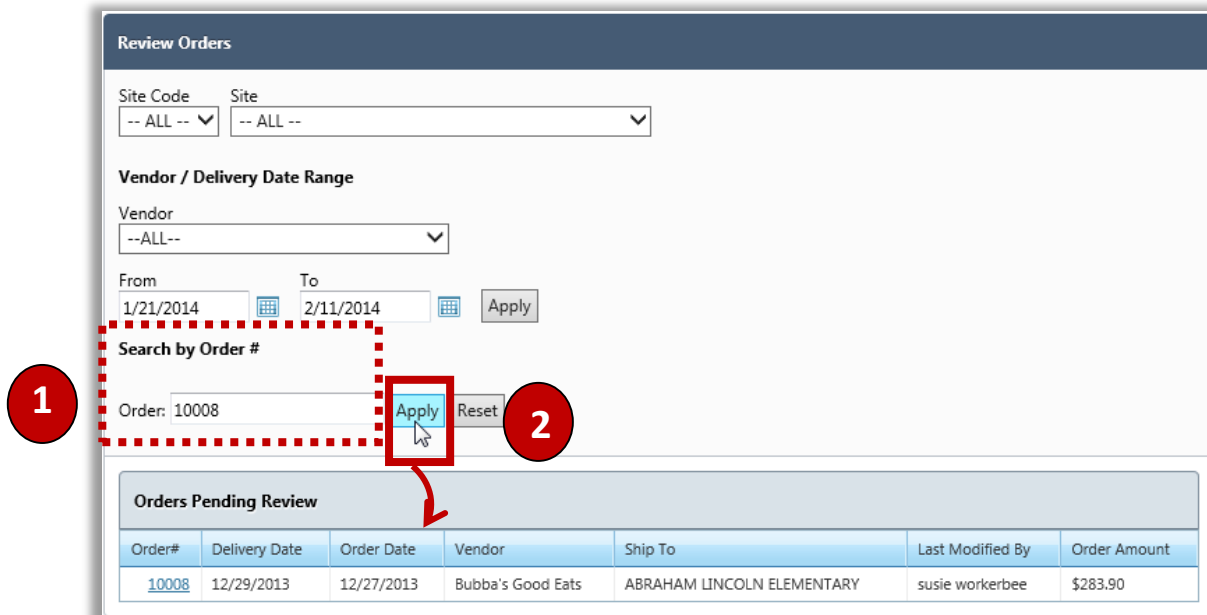
### To use search criteria to find a pending-review order

1. Select a **Vendor** and a Delivery Date Range (**From ... To**).
2. Click  .




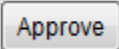
### To use an Order # to find a pending order

1. Enter an order number in **Order #**.
2. Click  .



## Approving a Pending Review Order


### To approve a pending order for review

1. Click an [Order#](#) link in the **Orders Pending Review** list.
2. Review order details; click  to make changes to the order, if needed.
3. Click  .

Orders Pending Review						
Order#	Delivery Date	Order Date	Vendor	Ship To	Last Modified By	Order Amount
10009	12/28/2013	12/27/2013	Sugar Plum Bakery	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$220.75
<a href="#">10011</a>	12/28/2013	12/27/2013	Sugar Plum Bakery	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$720.75

1


This order has a status of "Pending for Review".

View/Modify Orders  Printable Page

Site: ABRAHAM LINCOLN ELEMENTARY      Order Date: 12/27/2013  
 Vendor: Sugar Plum Bakery      Delivery Date: 12/28/2013  
 Comments:      Order Status: Pending Review

**Order Details**


Item #	Item Description	Whole Units	Total Amount
Storage Category: Dry			
SS-SPB-3925	Home Run Hot Dog Buns	5 Box	\$78.25
SS-SPB-2895	Parker House Rolls	50 Flat	\$642.50
			<b>\$720.75</b>



2

3

Order #: 10011 has been saved with a status of "Open".

View/Modify Orders  Printable Page

Site: ABRAHAM LINCOLN ELEMENTARY      Order Date: 12/27/2013  
 Vendor: Sugar Plum Bakery      Delivery Date: 12/28/2013  
 Comments:      Order Status: **Open**

Order Status  
changed to "Open"

## Changing a Pending Review Order

### To change a pending review order

1. Click an [Order#](#) link in the Orders Pending Review list.
2. Click [« Edit Order](#) .
3. Update Delivery Information and Vendor Information; change item quantities and add or remove items;
4. Click [Next »](#) .
5. Click [Approve](#) .

**Orders Pending Review**

Order#	Delivery Date	Order Date	Vendor
10009	12/28/2013	12/27/2013	Sugar Plum F
<a href="#">10008</a>	12/29/2013		

Whole Units	Total Amount
5 Bag1	\$283.90
	\$283.90

**View/Modify Orders**

This order has a status of "Pending for Review".

**Delivery Information**

Ship To: ABRAHAM LINCOLN ELEMENTARY

Order Date: 12/27/2013 | Delivery Date: 12/29/2013

Lead Time: 2 Days | Order #: 10008

**Vendor Information**

Vendor: Bubba's Good Eats

Delivery Schedule:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

**Items List**

Item Description	Item #	Whole Units	Price	Total Price
Storage Category: Cooler				
Country Smoked Ham Slices	SS-BGE-1023	10 Bag1 (20 each)	\$56.7800	\$567.80
Country Smoked Pork Chops	SS-BGE-10101	Bag1 (50 Pound)	\$62.7300	
Country Smoked Turkey Tenders	SS-BGE-1027	5 Bag1 (20 Each)	\$49.7500	\$248.75

Buttons: [« Edit Order](#), [Next »](#), [Approve](#), [Cancel Order](#)

Site: ABRAHAM LINCOLN ELEMENTARY | Order Date: 12/27/2013

When FIFO is enabled, you cannot order more than the QOH (cannot be less than 0" (zero))

## Rejecting a Pending Review Order

### To reject an order for review

1. Click an [Order#](#) link in the **Orders Pending Review** list.
2. Review order details.
3. Click .

Orders Pending Review						
Order#	Delivery Date	Order Date	Vendor	Ship To	Last Modified By	Order Amount
<a href="#">10006</a>	12/30/2013	12/27/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$295.68
<a href="#">10007</a>	12/30/2013	12/27/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$2,744.00

Order has a status of "Pending for Review".

View/Modify Orders

Site: ABRAHAM LINCOLN ELEMENTARY Order Date: 12/27/2013  
 Vendor: Healthy-Kid Meals Delivery Date: 12/30/2013  
 Comments: Order Status: Pending Review

**Order Details**

Item #	Item Description	Whole Units	Total Amount
- Storage Category: Cooler			
SS-HKM-GNG-381	Carrot Fries	50 Carton	\$784.00
- Storage Category: Freezer			
SS-HKM-2CB-001	Egg White Omelet	50 Carton	\$1,960.00
			<b>\$2,744.00</b>

Order #: 10007 has been saved with a status of "Incomplete".

View/Modify Orders

Site: ABRAHAM LINCOLN ELEMENTARY Order Date: 12/27/2013  
 Vendor: Healthy-Kid Meals Delivery Date: 12/30/2013  
 Comments: Order Status: **InComplete**

**Order Details**

Item #	Item Description	Whole Units	Total Amount
- Storage Category: Cooler			
SS-HKM-GNG-381	Carrot Fries	50 Carton	\$784.00
- Storage Category: Freezer			
SS-HKM-2CB-001	Egg White Omelet	50 Carton	\$1,960.00
			<b>\$2,744.00</b>

Order Status  
changed to  
"InComplete"

## Cancelling a Pending Review Order

### To cancel an order for review

1. Click an [Order#](#) link in the **Orders Pending Review** list.
2. Review order details.
3. Click .
4. Click  in the confirmation popup; a cancellation message appears.

**Orders Pending Review**

Order#	Delivery Date	Order Date	Vendor	Ship To	Last Modified By	Order Amount
<a href="#">10009</a>	12/28/2013	12/27/2013	Sugar Plum Bakery	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$220.75
<a href="#">10008</a>	12/29/2013	12/27/2013	Bubba's Good Eats	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$283.90
<a href="#">10006</a>	12/30/2013	12/27/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	susie workerbee	\$295.68

This order has a status of "Pending for Review".

**View/Modify Orders**

Site: ABRAHAM LINCOLN ELEMENTARY Order Date: 12/27/2013  
Vendor: Healthy-Kid Meals Delivery Date: 12/30/2013  
Comments: Order Status: Pending Review

**Order Details**

Item #	Item Description	Whole Units	Total Amount
Storage Category: Cooler			
SS-HKM-GNG-381	Carrot Fries	5 Carton	\$78.40
Storage Category: Freezer			
SS-SSP-1017			
SS-HKM-2CB-001			
SS-HKM-GNG-287			

Message from webpage

Are you sure you want to delete the order?

Order #: 10006 has been cancelled.

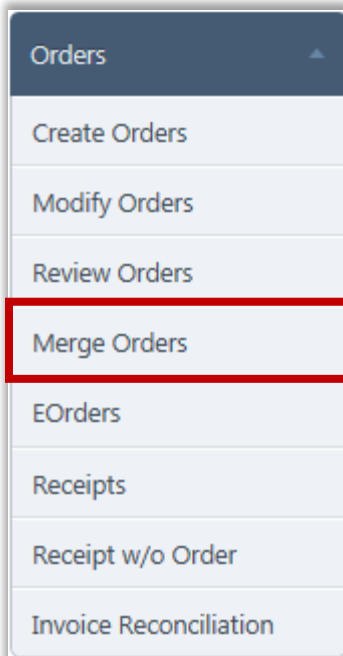
**View/Modify Orders**

Site: ABRAHAM LINCOLN ELEMENTARY Order Date: 12/27/2013  
Vendor: Healthy-Kid Meals Delivery Date: 12/30/2013  
Comments: Order Status: Cancelled

Order Status changed to "Cancelled"



## Merge Orders



**Merge Orders** creates one order from two or more orders that have the same delivery date and same Vendor. Multiple orders to the same vendor with the same delivery date may occur during the process of adjusting orders or during standard order creation. In the second case, an alert message appears and you are asked to merge the orders.

### Merge Orders Page

The screenshot shows the 'Merge Orders' page. At the top, a dark blue header contains the title 'Merge Orders'. Below the header are several search filters: a 'Site' dropdown menu showing 'ABRAHAM LINCOLN ELEMENTARY', a 'Vendor' dropdown menu showing 'Sugar Plum Bakery', a 'Delivery Date' field with '1/3/2014' and a calendar icon, and a 'Status' dropdown menu showing 'Open'. An 'Apply' button is located to the right of the Status dropdown. A red arrow points from a text box to the Site dropdown. A red bracket groups the Vendor, Delivery Date, and Status fields, pointing to another text box. Below the filters is a table titled 'Existing Orders' with a 'Merge Orders' button in the top right corner. The table has four columns: 'Order#', 'Primary Order', 'Secondary Order', and 'View'. It lists three orders: 10012, 10013, and 10014. Each row has checkboxes in the Primary and Secondary Order columns and a 'View Order' link in the View column.

Your site is shown in **Site Code / Site**; if you have access to multiple sites, "ALL" is shown

Default criteria includes

- **Vendor** = first in list
- **Delivery Date** = 14 days after today's date
- **Status** = "Open"

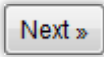
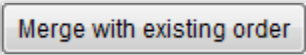
All orders matching default search criteria are listed in the **Existing Orders** list

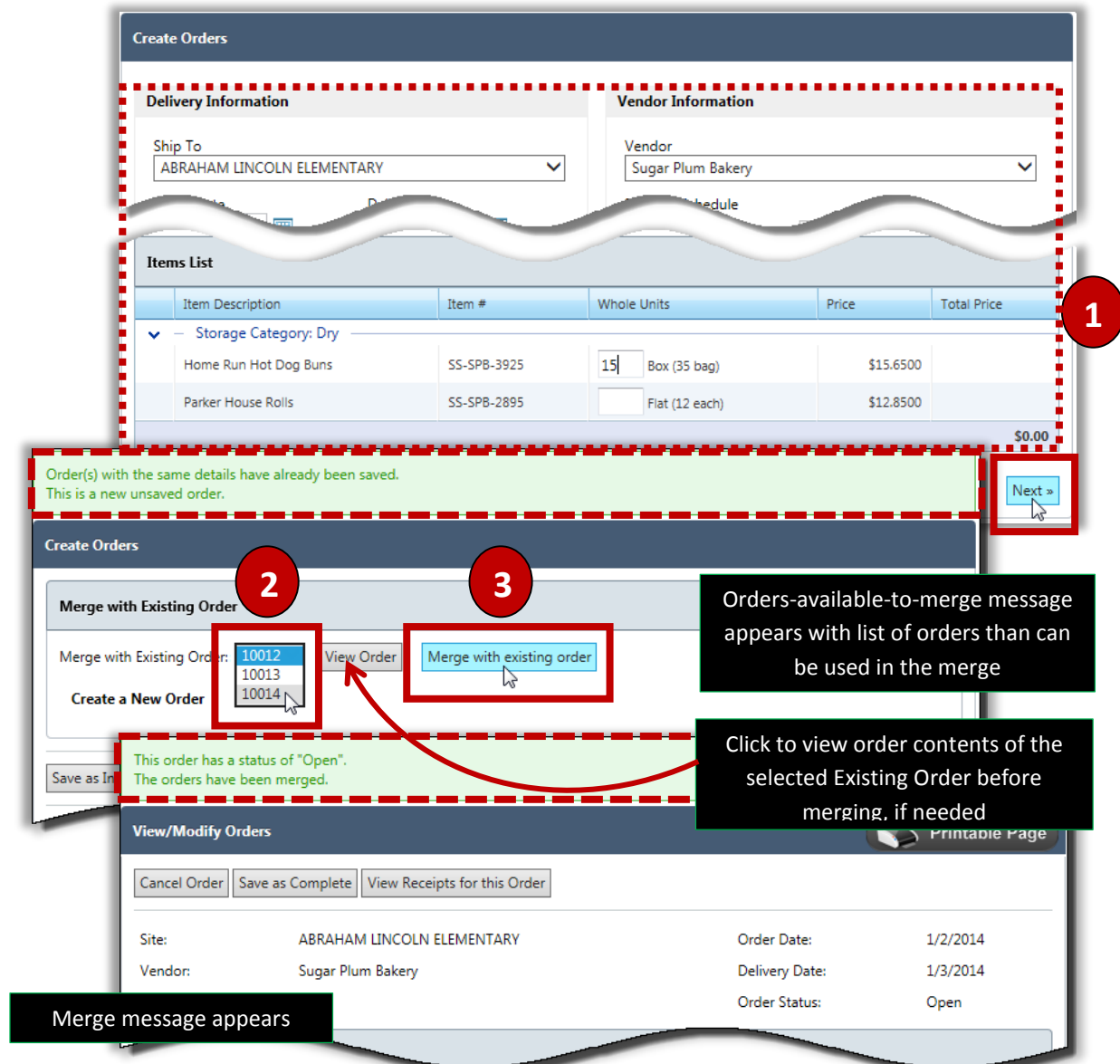
Order#	Primary Order	Secondary Order	View
10012	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Order</a>
10013	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Order</a>
10014	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Order</a>

## Merging Orders During Order Creation

When creating a new order, the message “Order(s) with the same details have already been saved meaning that at least one other order for the same Site, same Vendor and same Delivery Date has been saved. You have the option of merging the new order with an existing order or saving the order without merging.

### To merge an order during order creation

1. Start a new order through **Create Orders** and click  .
2. Select one order in **Merge with Existing Order**.
3. Click  .



**1** - Next button

**2** - Merge with Existing Order section

**3** - Merge with existing order button

Order(s) with the same details have already been saved. This is a new unsaved order.

Next

Merge with Existing Order

Merge with Existing Order: 10012, 10013, 10014

Merge with existing order

Orders-available-to-merge message appears with list of orders than can be used in the merge

Click to view order contents of the selected Existing Order before merging, if needed

View/Modify Orders

Cancel Order Save as Complete View Receipts for this Order

Site: ABRAHAM LINCOLN ELEMENTARY Order Date: 1/2/2014

Vendor: Sugar Plum Bakery Delivery Date: 1/3/2014



Order Status: Open

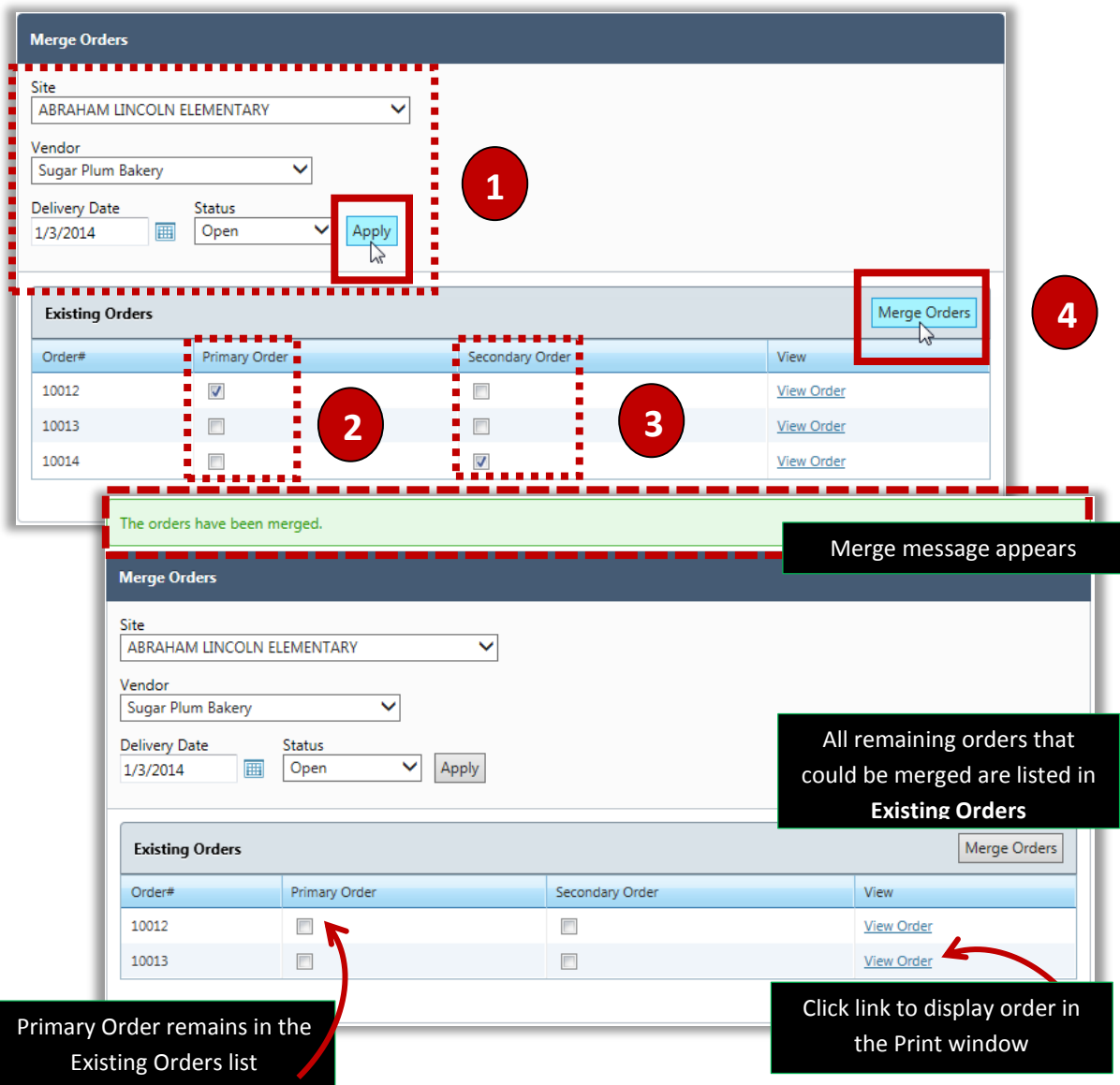
Merge message appears

## Merging Two or More Saved Orders

If you have two or more saved orders for the same Site, Vendor and Delivery Date, all or selected orders can be merged into one order. One order is chosen as the “Primary Order” which will receive the items from the other selected order(s) to be merged. “Secondary Order” (s) are chosen to be merged with the Primary Order—these are cancelled after the merge process is complete.

### To merge two or more saved orders

1. Select **Vendor**, **Delivery Date**, and an order **Status**; click .
2. In the Existing Orders list, select a Primary Order.
3. Select one or more Secondary Orders.
4. Click .




**Merge Orders**

Site: ABRAHAM LINCOLN ELEMENTARY

Vendor: Sugar Plum Bakery

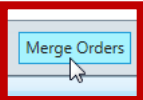
Delivery Date: 1/3/2014

Status: Open

**1** 

**Existing Orders**

Order#	Primary Order	Secondary Order	View
10012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Order</a>
10013	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Order</a>
10014	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View Order</a>

**2** **3** **4** 

The orders have been merged.

Merge message appears

**Merge Orders**

Site: ABRAHAM LINCOLN ELEMENTARY

Vendor: Sugar Plum Bakery

Delivery Date: 1/3/2014

Status: Open

**Apply**

All remaining orders that could be merged are listed in **Existing Orders**

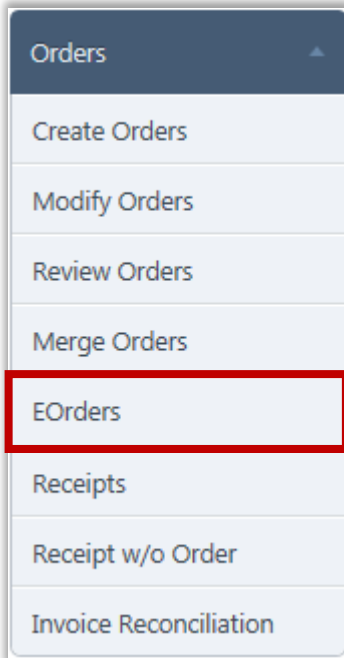
**Existing Orders**

Order#	Primary Order	Secondary Order	View
10012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Order</a>
10013	<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">View Order</a>

Primary Order remains in the Existing Orders list

Click link to display order in the Print window

# EOrders



**EOrders** (Emergency/Electronic Orders) lists all current EOrders, displays current EOrder details, or creates (generate) an EOrder.

Before an EOrder can be generated

1. Vendor and Sites must be enabled to accept or create EOrders through Vendor **Configuration** settings. Each Vendor must have
  - **Preferred Ordering Mode** set to “E-Ordering.”
  - **Enable EOrdering** selected, a **Customer Number** entered and an **Effective Date** set for each site allowed to use EOrdering with the Vendor.
2. Orders for the EOrder-enabled Vendors and Sites must be created through **Create Orders**.

After orders are created through **Create Orders**, generating an EOrder “bundles” the order(s) and sends them electronically to the vendor. All existing orders or selected existing orders can be included in an EOrder, for example, all existing orders for a Site, or all orders for all Sites, or selected orders for multiple Sites can be included in a single EOrder.

## EOrders Page

The screenshot shows the EOrders interface with several callout boxes:

- Click to create an EOrder from existing orders**: Points to the 'Generate New EOrder' link.
- Your site is shown in Site Code / Site; if you have access to multiple sites, "ALL" is shown**: Points to the 'Site' dropdown menu.
- Default criteria includes**:
  - **Vendor** = all EOrder Vendors
  - **From Delivery Date** = 7 days prior to today's date
  - **To Delivery Date** = current date
- Click link to view all orders in the EOrder**: Points to the '393' link in the EOrders table.
- All generated EOrders that have not been sent are listed in the EOrders list**: Points to the entire EOrders table.
- Click link to view EOrder contents in HML format**: Points to the 'File' link in the EOrders table.

EOrders					
EOrder #	From Delivery Date	To Delivery Date	Vendor	Generated On	
<a href="#">393</a>	01/01/2014	01/16/2014	Bubba's Good Eats	1/2/2014 2:52:54 PM	<a href="#">File</a>

## Generating an EOrder

An EOrder includes one or more existing orders. The orders to include are selected before sending the EOrder.

### To generate an EOrder

1. Click [> Generate an EOrder](#).
2. Select a **Vendor**, “-All-” sites or an individual **Site**, and a date range in **From Delivery Date** and **To Delivery Date**; click [Preview Orders](#).
3. Select one or more, or all, listed orders in **Orders that will be placed in the EOrder**.
4. Click [Send Selected EOrder\(s\)](#).

**EOrders**

[> Generate New EOrder](#) **1**

Vendor: All EOrder Vendors Site: --All--

From Delivery Date: 12/29/2013 To Delivery Date: 1/16/2014 [Preview Orders](#) **2**

**Orders that will be placed in the EOrder** [Send Selected EOrder\(s\)](#) **4**

Order #	Site	Delivery Date	Total Amount	Last EOrder Sent On	Select All
<a href="#">10015</a>	ABRAHAM LINCOLN ELEMENTARY	1/4/2014	\$816.55		<input type="checkbox"/>
<a href="#">10016</a>	GEORGE WASHINGTON ELEMENTARY	1/4/2014	\$3,136.50		<input checked="" type="checkbox"/>
<a href="#">10017</a>	THOMAS JEFFERSON ELEMENTARY	1/4/2014	\$846.30		<input checked="" type="checkbox"/>

**Order Exceptions**

Order #	Site	Delivery Date	Total Amount	Reason
<a href="#">10005</a>	ABRAHAM LINCOLN ELEMENTARY	12/29/2013	\$567.80	Future Effective Date

By default, all available orders are placed in one EOrder file

Click link to view order details

Orders that cannot be placed in the EOrder have a reason listed; order details can be viewed

A success message appears when the EOrder has been sent. If the EOrder cannot be sent, an error message is shown and the **Status** field displays a message for each order with the reason for the failure.

**Error message shown**

Eorder(s) have not been sent. Please check status.

**EOrder Details**

[« Back to Search](#)

Select a Vendor: Bubba's Good Eats | Site: --All--

From Delivery Date: 12/29/2013 | To Delivery Date: 1/16/2014 | Preview Orders

**Orders that are placed in the EOrder**

Order #	Site	Delivery Date	Total Amount	Last EOrder Sent On	Status
<a href="#">10015</a>	ABRAHAM LINCOLN ELEMENTARY	1/4/2014	\$816.55		Please check the vendor's FTP details or contact your administrator for help. A connection to the vendor's FTP site could not be made. ( EOrder # 394)
<a href="#">10016</a>	GEORGE WASHINGTON ELEMENTARY	1/4/2014	\$3,136.50		
<a href="#">10017</a>	THOMAS JEFFERSON ELEMENTARY	1/4/2014	\$846.30		

**Reason for failure is listed with suggestions for corrective actions**

Other errors may be listed such as shown below.

**Click the Order # link to view order details**

**Order Exceptions**

Order #	Site	Delivery Date	Total Amount	Reason
<a href="#">11827</a>	BLENNERHASSETT ELEMENTARY SCHOOL	2/25/2014	\$500.00	Missing Vendor Item #s
<a href="#">11833</a>	BLENNERHASSETT ELEMENTARY SCHOOL	2/25/2014	\$200.00	Missing Vendor Item #s
<a href="#">11838</a>	BLENNERHASSETT ELEMENTARY SCHOOL	2/25/2014	\$1,065.00	Missing Vendor Item #s
<a href="#">11849</a>	BLENNERHASSETT ELEMENTARY SCHOOL	2/26/2014	\$400.00	Missing Vendor Item #s

**Click the Item # link to display the Item Information & Settings popup – click the Vendor & Price Info tab to edit item details**

Item #	Item
<a href="#">DST1045</a>	Bagel, Sesame Seed, Sliced; Bake Crafters; as served
<a href="#">R2S11-11</a>	Cheese, American; Pas/proc amer cheese, 6/5 lb, land o'lakes, y; as purchased
<a href="#">DST1063</a>	iodized salt
<a href="#">DST1040</a>	Zero calorie sweetner

## Viewing EOrder Details

EOrder details includes all orders in the EOrder, the Delivery Sites and Date and total amount for the each order in the EOrder.

### To view EOrder details

- Click an [EOrder #](#) link in the **EOrders** list.

The screenshot shows the 'EOrders' interface. At the top, there is a header 'EOrders' and a link '» Generate New EOrder'. Below this are filters for 'Vendor' (All EOrder Vendors), 'Site' (--All--), 'From Delivery Date' (12/26/2013), and 'To Delivery Date' (1/2/2014), with an 'Apply' button. The main table has columns: EOrder #, From Delivery Date, To Delivery Date, Vendor, Generated On, and File. The first row is highlighted and has a red box around the 'EOrder #' value '393'. A red circle with the number '1' and an arrow points to this value.

EOrder #	From Delivery Date	To Delivery Date	Vendor	Generated On	File
393	01/01/2014	01/16/2014	Bubba's Good Eats	1/2/2014 2:52:54 PM	File

The screenshot then shows the 'EOrder Details' interface. At the top, there is a header 'EOrder Details' and a link '« Back to Search'. Below this are filters for 'Select a Vendor' (Bubba's Good Eats), 'Site' (--All--), 'From Delivery Date' (1/1/2014), and 'To Delivery Date' (1/16/2014). The main table has columns: Order #, Site, Delivery Date, and Total Amount. The first two rows are highlighted.

Order #	Site	Delivery Date	Total Amount
<a href="#">10016</a>	GEORGE WASHINGTON ELEMENTARY	1/4/2014	\$3,136.50
<a href="#">10017</a>	THOMAS JEFFERSON ELEMENTARY	1/4/2014	\$846.30

# Receipts

- Orders
- Create Orders
- Modify Orders
- Review Orders
- Merge Orders
- EOrders
- Receipts
- Receipt w/o Order
- Invoice Reconciliation

**Receipts** records delivered items that are included on an Open order. Receiving orders adds items to the Perpetual inventory. Users with corresponding permissions can re-open “Closed” orders to allow for additional receipts on a Closed order.

Receipts

Site Code: 0101 | Site: ABRAHAM LINCOLN ELEMENTARY

Vendor/ Delivery Date Range/Status

Vendor: -- ALL --

From: 12/31/2013 | To: 1/6/2014 | Order Status: Open | Apply

Search by Order #

Order:  | Apply | Reset

**Order(s) Information** Generate Report

Order #	DeliveryDate	Vendor	Ship To	Status
<a href="#">10012</a>	01/03/2014	Sugar Plum Bakery	ABRAHAM LINCOLN ELEMENTARY	Open
<a href="#">10013</a>	01/03/2014	Sugar Plum Bakery	ABRAHAM LINCOLN ELEMENTARY	Open
<a href="#">10015</a>	01/04/2014	Bubba's Good Eats	ABRAHAM LINCOLN ELEMENTARY	Open
<a href="#">10016</a>	01/04/2014	Bubba's Good Eats	GEORGE WASHINGTON ELEMENTARY	Open
<a href="#">10017</a>	01/04/2014	Bubba's Good Eats	THOMAS JEFFERSON ELEMENTARY	Open

Your site is shown in **Site Code / Site**; if you have access to multiple sites, “ALL” is shown

Default criteria includes

- **Vendor** = All
- **From (Date)** = 3 days prior to today's date
- **To (Date)** = 3 days after today's date

Default = Blank



## Searching for an Open Order

Search criteria are used to find an order or group of orders. A specific order can be displayed with an order number.

### To use search criteria to find an order

1. Select a **Vendor** and / or a **Delivery Date Range (From ... To)**.
2. Click  .

The screenshot shows the 'Receipts' search interface. At the top, there are dropdown menus for 'Site Code' and 'Site', both set to '-- ALL --'. Below this is a section titled 'Vendor/ Delivery Date Range/Status'. The 'Vendor' dropdown is set to 'Sugar Plum Bakery'. The 'From' date is '12/1/2013' and the 'To' date is '1/13/2014'. The 'Order Status' dropdown is set to 'Open'. A red dashed box highlights the 'Vendor', 'From', 'To', and 'Order Status' fields. A red circle with the number '1' is placed over the 'Vendor' dropdown. A red circle with the number '2' is placed over the 'Apply' button. Below the search criteria is a 'Search by Order #' section with an 'Order:' input field, an 'Apply' button, and a 'Reset' button.

### To use an Order # to find an order


1. Enter an order number in **Order #**.
2. Click  .

The screenshot shows the 'Receipts' search interface. At the top, there are dropdown menus for 'Site Code' and 'Site', both set to '-- ALL --'. Below this is a section titled 'Vendor/ Delivery Date Range/Status'. The 'Vendor' dropdown is set to '-- ALL'. The 'From' date is '12/1/2013' and the 'To' date is empty. The 'Order Status' dropdown is set to 'Open'. A red dashed box highlights the 'From', 'To', and 'Order Status' fields. A red circle with the number '1' is placed over the 'From' date field. A red circle with the number '2' is placed over the 'To' date field. Below the search criteria is a 'Search by Order #' section with an 'Order:' input field containing '10012', an 'Apply' button, and a 'Reset' button. A red dashed box highlights the 'Order:' input field and the 'Apply' button.

## Creating an Order Receipt

Recording the receipt of ordered items requires that you supply invoice details and confirming each item received. Notes can be added for items when needed.

### To receive and confirm an Order

1. Display a list of orders using search criteria and click an **Order #**.
2. Enter **Invoice #**, **Invoice Amount**, and other receipt information, as needed.
3. Change quantities, if needed; click **Confirm** in the list header or for individual items.
4. Click  .

**Order(s) Information**

Order #	DeliveryDate	Vendor	Ship To	Status
10010	12/28/2013	Sugar Plum Bakery	ABRAHAM LINCOLN ELEMENTARY	Open
10011	12/28/2013	Sugar Plum Bakery	ABRAHAM LINCOLN ELEMENTARY	Open
10005	12/29/2013	Bubba's Good Eats	ABRAHAM LINCOLN ELEMENTARY	Open
10003	12/30/2013	Healthy-Kid Meals	ABRAHAM LINCOLN ELEMENTARY	Open

**Receipt**

**Goods Receipt Information**

Is this a current transaction:  Yes  No

Receipt Location: THOMAS JEFFERSON ELEMENTARY  
 Vendor Name: Bubba's Good Eats  
 Vendor Contact:   
 Order Delivered By: Jane Smith  
 Comments:   
 Expected Delivery Date: 01/04/2014  
 Invoice #: 123456  
 Invoice Amount: 846.30  
 Order #: 10017  
 Total Order Amount: \$846.30  
 Total Receipt Amount: \$0.00

**Line Items**

VI #	Item #	Item Description	Order Qty	Receive Qty	Confirm	Price	Total Price	Notes
Storage Category: Cooler								
	SS-FFM-29013	SS-BGE-1023 Country Smoked Ham Slices [Bag1=20 each]	5	5	<input checked="" type="checkbox"/>	\$56.7800	\$0.00	
	SS-FFM-81273	SS-BGE-10101 Country Smoked Pork Chops [Bag1=50 Pound]	5	5	<input checked="" type="checkbox"/>	\$62.7300	\$0.00	
	SS-FFM-28761	SS-BGE-1027 Country Smoked Turkey Tenders [Bag1=20 Each]	5	5	<input checked="" type="checkbox"/>	\$49.7500	\$0.00	

**Add Item**

Item #: SS-BGE-1023  
 Item Category: -- ALL --  
 Item Description: Country Smoked Ham Slices  
 Add Item

**Confirm Receipt**

**Annotations:**

- 1: Red circle highlighting the 'Order #' column in the 'Order(s) Information' table.
- 2: Red circle highlighting the 'Goods Receipt Information' form fields.
- 3: Red circle highlighting the 'Line Items' table.
- 4: Red circle highlighting the 'Confirm Receipt' button.

**System Settings Callouts:**

- A system setting controls the requirement of adding invoice details
- A system setting controls the requirement for unique invoice numbers
- Click to add notes/comments for an item
- A system setting controls closing the receipt when Confirm Receipt is clicked

## Adding an Item to a Receipt

All items received must be included on the Receipt. Items not shown on the order can be added. Notes can be added for individual items when needed.

### To add an item to a receipt

1. Select an **Item Category** and then select an **Item Description**; click **Add Item**.
2. Enter the **Receive Qty** and click the **Confirm** checkbox.
3. Repeat steps 1 – 2 for each item to add to the receipt until all received items are listed.

The screenshot displays the 'Line Items' section of a software interface. It features a table with columns for VI #, Item #, Item Description, Order Qty, Receive Qty, Confirm, Unit Price, Total Price, and Note. Below the table is an 'Add Item' form with fields for Item #, Item Category, and Item Description, along with an 'Add Item' button. A red dashed box highlights the 'Add Item' button in the form. A red arrow points from this box to the 'Confirm' checkbox in the table. Another red arrow points from the 'Add Item' button to the 'Receive Qty' field in the table. A red circle with the number '2' is placed over the 'Receive Qty' field. A black callout box with white text says 'Click to confirm all item Receive Qty values with one action' and points to the 'Confirm' checkbox. Another black callout box with white text says 'Click to add notes/comments for an item' and points to the 'Note' column in the table. A 'Confirm Receipt' button is visible at the bottom right of the interface.

VI #	Item #	Item Description	Order Qty	Receive Qty	Confirm	Unit Price	Total Price	Note
Storage Category: Cooler								
SS-FFM-29013	SS-BGE-1023	Country Smoked Ham Slices [Bag1=20 each]	10	10	<input checked="" type="checkbox"/>	\$ 56.7800	\$0.00	
SS-FFM-28761	SS-BGE-1027	Country Smoked Turkey Tenders [Bag1=20 Each]	5	5	<input checked="" type="checkbox"/>	\$ 49.7500	\$0.00	
SS-FFM-81273	SS-BGE-10101	Country Smoked Pork Chops	0	5	<input checked="" type="checkbox"/>	\$ 62.7300	\$313.65	

## Confirming a Receipt

How a Receipt is confirmed depends on a system setting configuration. With the system setting set to “No”, two buttons appear on the Receipt.

- Click **Confirm Receipt** to display a confirmation popup.
- Click **Skip To Receipt Summary** to bypass the confirmation popup.

The *Receipt Summary* page appears. Notice that the order is still in the “Open” status.

- Click **Close Order** to change the order status to “Closed”; no changes can be made.
- Click **Keep Order Open** to save the updates made to the order but allow for future changes; the message “This order is maintained with a status of “Open”” appears.
- Click **Create a New Receipt** to redisplay the **Goods Receipt Information** and **Line Items** groups.

Order status is “Open”

This order is open.

**Receipt**

Close Order Keep Order Open Create a New Receipt

**Goods Receipt Details**

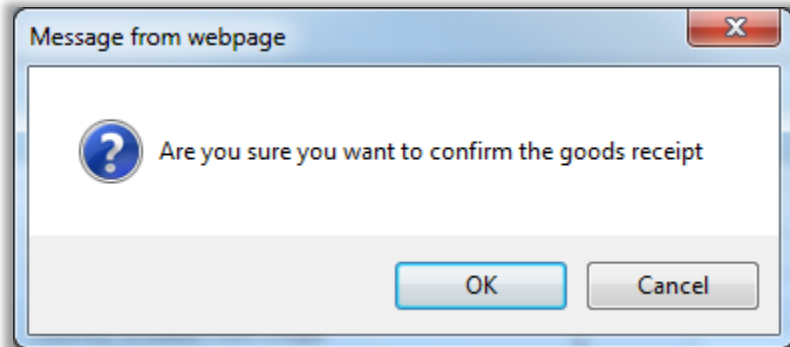
Receipt Location: THOMAS JEFFERSON ELEMENTARY      Order : 10017  
 Vendor Name:      Bubba's Good Eats

No transactions have taken place so no Receipts History is shown

**Order Receipts Summary**

Item#	Item Description	Qty Ordered	Qty Received	Qty Due
Storage Category: Cooler				
SS-BGE-1023	Country Smoked Ham Slices [Bag1=20 each]	5	0	5
SS-BGE-10101	Country Smoked Pork Chops [Bag1=50 Pound]	5	0	5
SS-BGE-1027	Country Smoked Turkey Tenders [Bag1=20 Each]	5	0	5

With the system setting [Receipts – Close Site Receipt on Confirm](#) set to “Yes”, only the **Confirm Receipt** button appears on the Receipt. You must reconfirm the goods receipt in the confirmation popup.



The *Receipt Summary* page appears.

- Click **Re-Open Order** to redisplay the *Receipt Summary* page which offers buttons to close or keep the order open, or to create a new receipt.

Order status is “Closed”

Items have been received.

**Receipt**

**Re-Open Order**

**Goods Receipt Details**

Receipt Location: ABRAHAM LINCOLN ELEMENTARY      Order : 10015  
 Vendor Name:      Bubba's Good Eats

**Receipts History**

Transactions have taken place so a Receipts History is shown

Transaction#	Receive Date	Receive Amount	Comments	Initiated By
<a href="#">5800</a>	1/10/2014 11:59:32 AM	\$816.55		Cybersoft Support

**Order Receipts Summary**

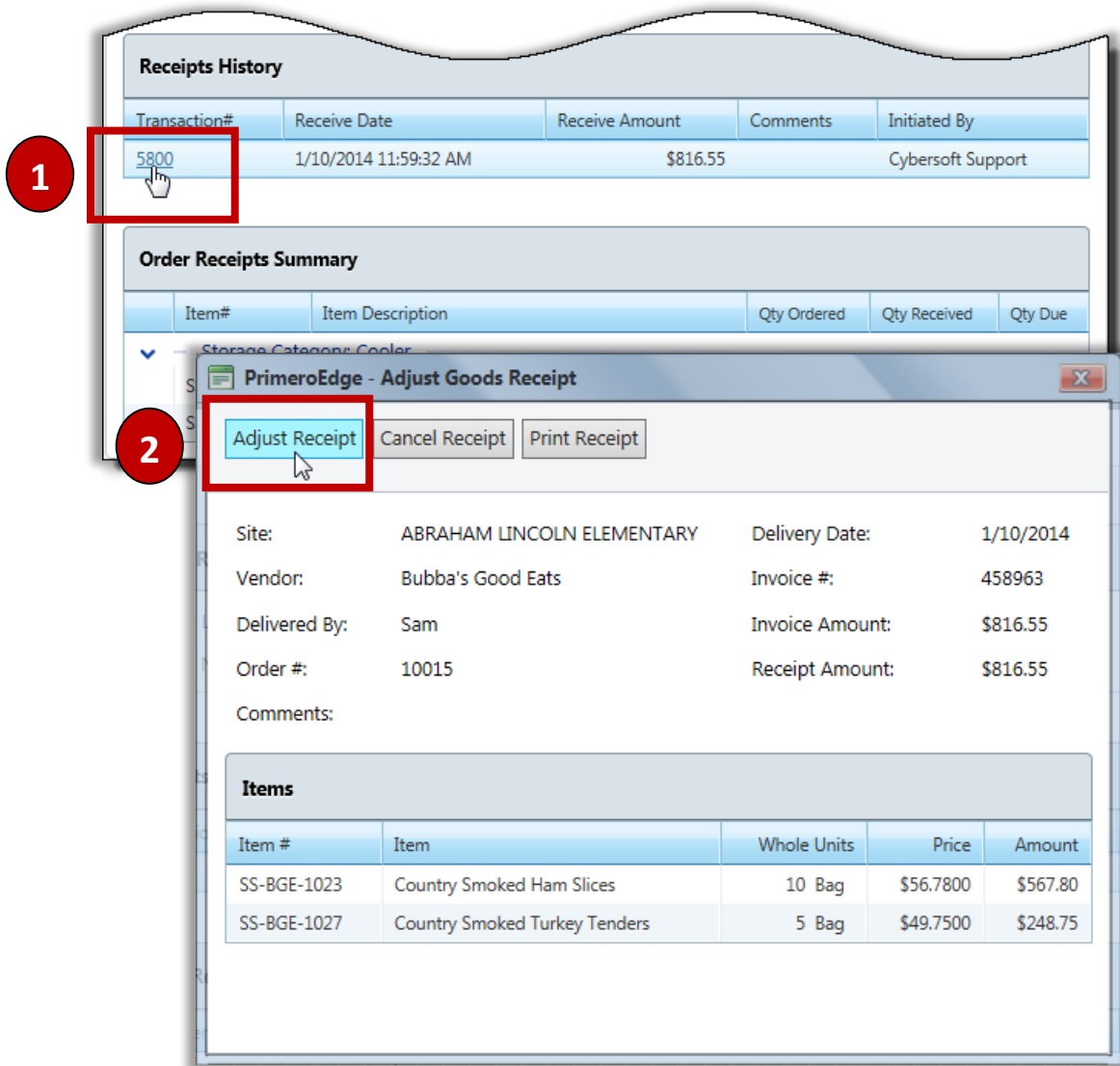
Item#	Item Description	Qty Ordered	Qty Received	Qty Due
Storage Category: Cooler				
SS-BGE-1023	Country Smoked Ham Slices [Bag1=20 each]	10	10	0
SS-BGE-1027	Country Smoked Turkey Tenders [Bag1=20 Each]	5	5	0

## Adjusting a Receipt Transaction

Even though an order has been closed, it may be necessary to make adjustments to the Receipt, such as when price changes occur between the order date and goods receive date.

### To adjust a receipt transaction

1. Display the *Receipt Summary* page for a closed order and click a **Transaction#**.
2. Click  .
3. Make changes as needed to invoice details, number of items received, **Unit Price**, or add item(s) to the Receipt.
4. Click  .



**4**

Update Receipt Cancel Update Print Receipt

Site: ABRAHAM LINCOLN ELEMENTARY Delivery Date: 1/10/2014  
 Vendor: Bubba's Good Eats Invoice #: 458963  
 Delivered By: Sam Invoice Amount: \$ 816.55  
 Order #: 10015 Receipt Amount: \$848.75  
 Comments:

Item	Whole Units	Unit Price	Amount
Country Smoked Ham Slices	10	\$ 60.0000	\$600.00
SS-BGE-1027 Country Smoked Turkey Tenders	5	\$ 49.7500	\$248.75

**3**

Comments are required

The "Adjust Receiving Price" user-role permission must be enabled to update a Unit Price

The Receipt has been Updated.

Adjust Receipt Cancel Receipt Print Receipt

Site: ABRAHAM LINCOLN ELEMENTARY Delivery Date: 1/10/2014  
 Vendor: Bubba's Good Eats Invoice #: 458963  
 Delivered By: Sam Invoice Amount: \$816.55  
 Order #: 10015 Receipt Amount: \$848.75  
 Comments: received new unit price

Item #	Item	Whole Units	Price	Amount
SS-BGE-1023	Country Smoked Ham Slices	10 Bag1	\$60.0000	\$600.00
SS-BGE-1027	Country Smoked Turkey Tenders	5 Bag1	\$49.7500	\$248.75

Transaction #	Transaction Details	Date	Comments	Modified by
5803	Adjustment to 5800	1/10/2014 1:33:51 PM	received new unit price	Cybersoft Support
5802	Reversal to 5800	1/10/2014 1:33:50 PM	Reversal Transaction	Cybersoft Support
5800	Original Transaction	1/10/2014 11:59:33 AM		Cybersoft Support

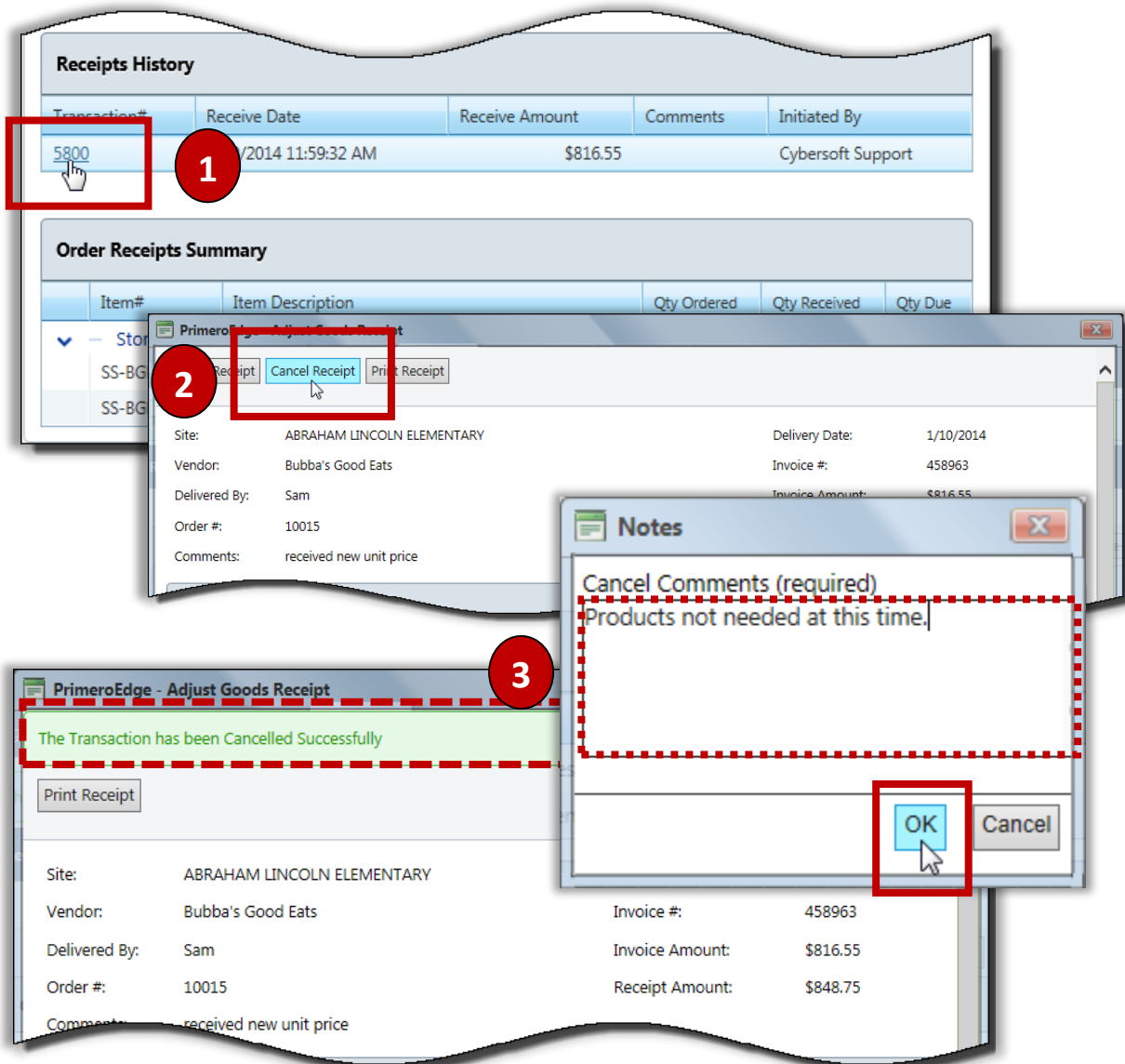
Two new transactions appear in Transaction History for the single adjustment

## Cancelling a Receipt

Cancelling a Receipt requires entry of comments regarding the cancellation. A Receipt can be cancelled before or after the Receipt transaction has been completed.

### To cancel a receipt

1. Display the *Receipt Summary* page for a closed order and click a **Transaction#**.
2. Click  .
3. Enter **Cancel Comments** text in the **Notes** popup and click  .





## Printing a Receipt

### To print a Receipt

1. Display the *Receipt Summary* page for a closed order and click a **Transaction#**.
2. Click **Print Receipt**.
3. Click **Print** on the window toolbar.

**Receipts History**

Transaction#	Receive Date	Receive Amount	Comments	Initiated By
5800	01/10/2014 11:59:32 AM	\$816.55		Cybersoft Support

**Order Receipts Summary**

Item#	Item Des
Storage Category: Cooler	
SS-BGE-1023	Country Smoked Ham Slices
SS-BGE-1027	Country Smoked Turkey Tenders

**PrimerEdge - Adjust Goods Receipt**

Adjust Receipt Cancel Receipt **Print Receipt**

Site: ABRAHAM LINCOLN ELEMENTARY Delivery Date: 1/10/2014  
 Vendor: Bubba's Good Eats Invoice #: 56781  
 Delivered By: Invoice Amount: \$816.55  
 Order #: 10015 Receipt Amount: \$816.55  
 Comments:

**Items**

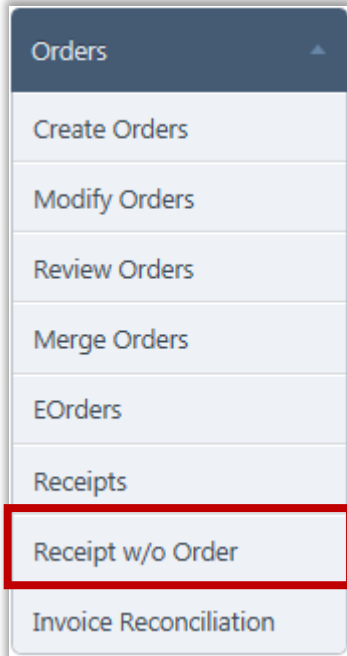
Item #	Item	Whole Units	Price	Amount
SS-BGE-1023	Country Smoked Ham Slices	10 Bag1	\$56.7800	\$567.80
SS-BGE-1027	Country Smoked Turkey Tenders	5 Bag1	\$49.7500	\$248.75

Site Name: ABRAHAM LINCOLN ELEMENTARY Receipt Date: 01/10/2014  
 Vendor: Bubba's Good Eats Receipt #: 5809  
 Order #: 10015 Receipt Amount: \$816.55  
 Invoice #: 56781 Invoice Amount: \$816.55  
 Comments:

Item#	Item	Rcvd Qty WU, BU	WU Price	Line Amount	Comments
Storage Category: Cooler					
SS-BGE-1023	Country Smoked Ham Slices [Bag1=20 each]	10, 0	56.78	567.80	
SS-BGE-1027	Country Smoked Turkey Tenders [Bag1=20 Each]	5, 0	49.75	248.75	
<b>Total:</b>				<b>816.55</b>	

Rcvd Qty - Received Quantity, WU - Whole Unit, BU - Broken Unit Page: 1 of 1

# Receipt w/o Order



**Receipt w/o Order** records delivered and accepted items that are not included on an order. Some vendors may deliver items on a scheduled basis without an order.

An example is a dairy vendor who delivers milk daily to a site. An order is typically not provided for each delivery. So, in this case items are added to inventory with a “Receipt without an Order”.

## Receipt w/o Order

**Receipt w/o Order**

**Receipt Header**

Receiving Site: ABRAHAM LINCOLN ELEMENTARY  
 Vendor: Healthy-Kid Meals  
 Is this a current transaction:  Yes  No

Invoice #:  Invoice Amount:   
 Delivered By:  Receipt Amount: \$0.00  
 Comments:

**Received Items**

Item Description	Item#	Qty	Unit Price
Storage Category: Cooler			
Carrot Fries	SS-HKM-GNG-381	<input type="text"/>	Carton 15.6800
Storage Category: Freezer			
All Natural Fruit Bar	SS-SSP-1017	<input type="text"/>	Case 36.1400
Egg White Omelet	SS-HKM-2CB-001	<input type="text"/>	Carton 39.2000
Veggie Burrito	SS-HKM-GNG-287	<input type="text"/>	Box 33.3000
			\$0.00

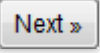
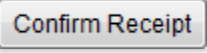
Next »

**Callouts:**

- Your site appears in **Receiving Site**; if you have access to multiple site, “Select” is shown
- You must select a **Receiving Site** (if you have access to multiple sites) and a **Vendor**
- Notes can be added to individual items
- All items provided by the selected vendor are shown in the **Received Items** list

## Receiving Without an Order

### To receive goods without an Order

1. Select a **Vendor**.
2. If the goods are not received on the current date, select “No” and a **Date** and **Time**.
3. Enter invoice details.
4. Enter a number in **Qty** for each delivered item; add **Comments / Notes**, if needed.
5. Click  .
6. Click .

Receipt w/o Order

Receipt Header

Receiving Site:

Vendor:

Is this a current transaction:  Yes  No

Date:  Time:

Invoice #:  Invoice Amount:

Delivered By:  Receipt Amount:

Comments:

Received Items

Click to add notes about the item

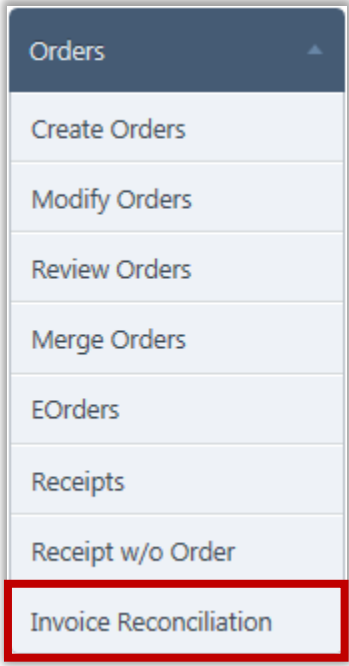
Item Description	Item#	Qty	Unit Price	Total Price	Comments
Storage Category: Cooler					
Carrot Fries	SS-HKM-GNG-381	<input type="text" value="25"/>	Carton 15.6800	\$392.00	
Storage Category: Freezer					
All Natural Fruit Bar	SS-SSP-1017	<input type="text"/>	Case 36.1400		
Egg White Omelet	SS-HKM-2CB-001	<input type="text" value="25"/>	Carton 39.2000	\$980.00	
Veggie Burrito	SS-HKM-GNG-287	<input type="text"/>	Box 33.3000		
				<b>\$1,372.00</b>	

Received Items

Item#	Description	Whole Units	Price	Line amount	Comments
SS-HKM-GNG-381	Carrot Fries	25 Carton	\$15.68	\$392.00	
SS-HKM-2CB-001	Egg White Omelet	25 Carton	\$39.20	\$980.00	

« Edit Receipt Confirm Receipt

# Invoice Reconciliation



**Invoice Reconciliation** records received items on an invoice for the corresponding order.

To cancel or print a Receipt, see pages 48 - 49.

## Invoice Reconciliation Page

**Your site appears in Site Code / Site; if you have access to multiple site, "ALL" is shown**

**Default criteria includes**

- Vendor = "All Vendors"
- Receipt Date From /To = last full month
- Show only Receipts with invoice discrepancies

**Default = Blank**


**Total Invoice Amount: \$333.00 / Total Receipt Amount: \$333.00 / Total Discrepancy Amount: \$0.00**

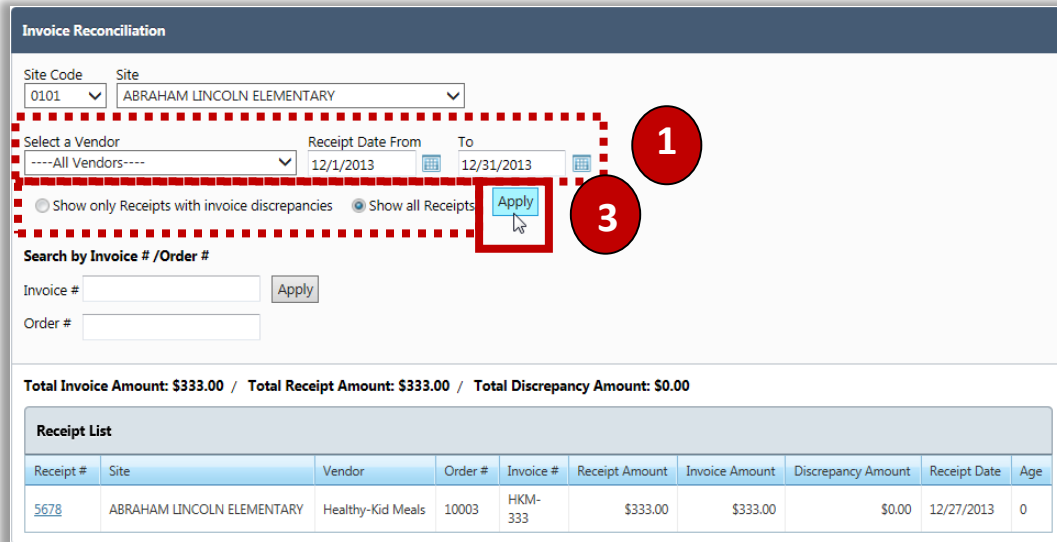
Receipt List									
Receipt #	Site	Vendor	Order #	Invoice #	Receipt Amount	Invoice Amount	Discrepancy Amount	Receipt Date	Age
5678	ABRAHAM LINCOLN ELEMENTARY	Healthy-Kid Meals	10003	HKM-333	\$333.00	\$333.00	\$0.00	12/27/2013	0

## Searching for a Receipt

Search criteria are used to find a receipt or group of receipts. A specific receipt or order can be displayed with a receipt or order number.

### To use search criteria to find an order


1. Accept “**All Vendors**” or select a **Vendor** and select a **Receipt Date** range, if needed.
2. Select **Show all Receipts**, if needed.
3. Click  .




**Invoice Reconciliation**

Site Code: 0101 Site: ABRAHAM LINCOLN ELEMENTARY

Select a Vendor: ----All Vendors---- Receipt Date From: 12/1/2013 To: 12/31/2013

Show only Receipts with invoice discrepancies  Show all Receipts 

**Search by Invoice # /Order #**

Invoice #:  

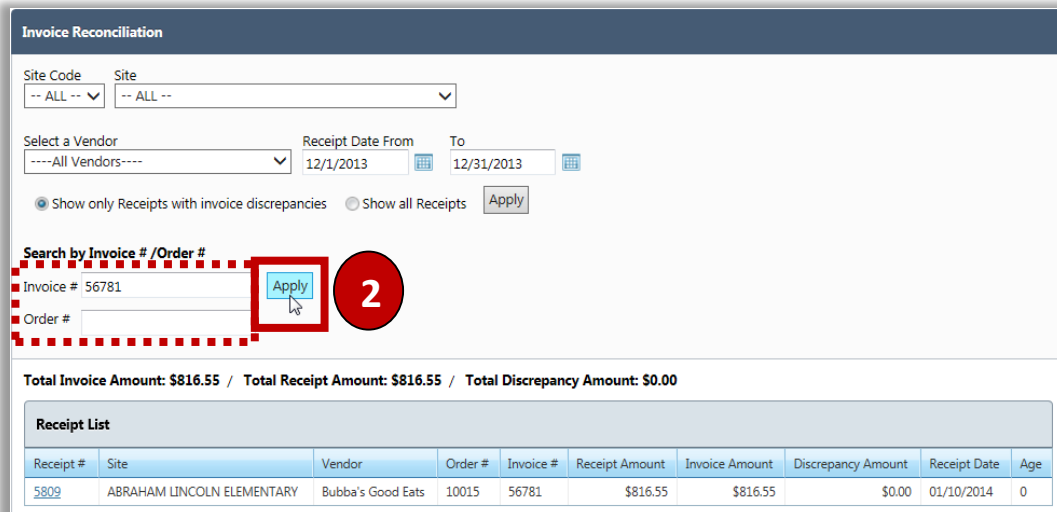
Order #:

Total Invoice Amount: \$333.00 / Total Receipt Amount: \$333.00 / Total Discrepancy Amount: \$0.00

Receipt #	Site	Vendor	Order #	Invoice #	Receipt Amount	Invoice Amount	Discrepancy Amount	Receipt Date	Age
5678	ABRAHAM LINCOLN ELEMENTARY	Healthy-Kid Meals	10003	HKM-333	\$333.00	\$333.00	\$0.00	12/27/2013	0

### To use an Order # to find an order


1. Enter either an **Invoice #** or **Order #**.
2. Click  .




**Invoice Reconciliation**

Site Code: -- ALL -- Site: -- ALL --

Select a Vendor: ----All Vendors---- Receipt Date From: 12/1/2013 To: 12/31/2013

Show only Receipts with invoice discrepancies  Show all Receipts 

**Search by Invoice # /Order #**

Invoice #: 56781 

Order #:

Total Invoice Amount: \$816.55 / Total Receipt Amount: \$816.55 / Total Discrepancy Amount: \$0.00

Receipt #	Site	Vendor	Order #	Invoice #	Receipt Amount	Invoice Amount	Discrepancy Amount	Receipt Date	Age
5809	ABRAHAM LINCOLN ELEMENTARY	Bubba's Good Eats	10015	56781	\$816.55	\$816.55	\$0.00	01/10/2014	0

## Reconciling an Invoice

### To reconcile an Invoice

1. Select a **Receipt #** in **Receipt List**.
2. Click **Adjust Receipt**.
3. Make changes to the **Invoice Amount**, **Whole Unit** quantities, **Unit Price**, or add an item, as needed.
4. Click **Update Receipt**.

**Receipt List**

Receipt #	Site	Vendor	Order #	Invoice #	Receipt Amount	Invoice Amount	Discrepancy Amount	Receipt Date	Age
5812	ABRAHAM LINCOLN ELEMENTARY	Sugar Plum Bakery	10013	SPB-18273	\$128.50	\$100.00	(\$28.50)	01/13/2014	0

**PrimoEdge - Adjust Goods Receipt**

Site: ABRAHAM LINCOLN ELEMENTARY      Delivery Date: 1/13/2014  
 Vendor: Sugar Plum Bakery      Invoice #: SPB-18273

**Update Receipt**      Cancel Update      Print Receipt

Delivered By:      Invoice Amount: \$ 206.75  
 Order #: 10013      Receipt Amount: \$206.75  
 Comments: Made additional phone request for hot dog buns

**Items**

Item #	Item	Whole Units	Unit Price	Amount
SS-SPB-2895	Parker House Rolls	10	\$ 12.8500	\$128.50
SS-SPB-3925	Home Run Hot Dog Buns	5	\$ 15.6500	\$78.25

**Add Item**

Item #: SS-SPB-3925  
 Item Category: -- ALL --  
 Item Description: Home Run Hot Dog Buns  
 Add Item

**PrimoEdge - Adjust Goods Receipt**

The Receipt has been Updated.

Adjust Receipt      Cancel Receipt      Print Receipt

Site: ABRAHAM LINCOLN ELEMENTARY

# 3


## Transfers/ Withdrawals

This section includes the following:

- ✓ Transfer items from one site to another site.
- ✓ View transfers of items from one site to another site.
- ✓ Withdraw items from Perpetual inventory.
- ✓ View withdrawal items from Perpetual inventory.
- ✓ Utilize standard withdrawal lists.
- ✓ Add an item(s) to Perpetual inventory.
- ✓ View items added to Perpetual inventory.
- ✓ Create and view details of a Return for items delivered from an external vendor.

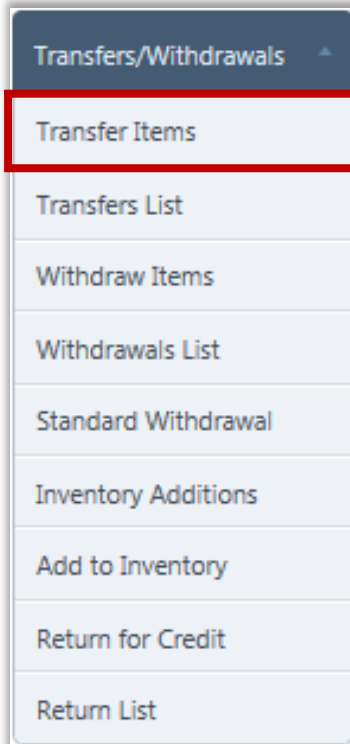
## Transfers / Withdrawals at a Glance

Menu Function	Description
Transfer Items	Create a Transfer of inventory items from one site to another
Transfers List	Display, adjust, print or cancel a Transfer of inventory items from one site to another
Withdraw Items	Create a Withdrawal of one or more items from a site inventory
Withdrawals List	Display, adjust, print or cancel a Withdrawal of items from a site inventory
Standard Withdrawal	Add or remove items from a list of items frequently withdrawn from inventory
Inventory Additions	Display, adjust, or cancel additions of items to a site inventory
Add to Inventory	Add one or more items to a site inventory
Return for Credit	Create a Return for one or more items returned to an external vendor
Return List	View details for a Return for Credit

 **Note:** Menus and functions to which you have access are those appropriate for your role with PrimeroEdge. When you access the **Transfers/Withdrawals** menu, you may see a subset of the functions listed above.



## Transfer Items



**Transfer Items** creates a move of item(s) from one site to another. Transfers occur only for items that are common to the Perpetual inventory of both sites. For example, if Site 001 cannot order “Sundae Pops,” this item cannot be in Site 001’s Perpetual Inventory. Therefore, Sundae Pops cannot be transferred from Site 001 to Site 002 or vice versa.

When the move is successfully saved, the items are removed from the transferring site’s Perpetual inventory and added to the receiving site’s Perpetual inventory.

Transfers are managed (adjusted, printed, cancelled) through **Transfers List** on the **Transfers/Withdrawals** menu.

### Transfer Items Page

 A screenshot of the "Transfer Items" form. The form has a dark blue header with the title "Transfer Items". Below the header, there are two sections: "From Site" and "To Site". 
   
 In the "From Site" section, there are two dropdown menus: "Site Code" (with "1102" selected) and "Site" (with "GEORGE WASHINGTON ELEMENTARY SCHOOL" selected). A red arrow points from a text box above to the "Site" dropdown.
   
 In the "To Site" section, there are two dropdown menus: "Site Code" (with "-- SELECT --" selected) and "Site" (with "-- SELECT --" selected).
   
 Below these sections, there is a radio button group for "Is this a current transaction:" with "Yes" selected and "No" unselected.
   
 At the bottom, there is a "Comments" text area with a vertical scrollbar.
   
 Annotations in black boxes with white text:
 

- Top: "Your site appears in **From Site**; if you have access to multiple sites, “Select” is shown" (with a red arrow pointing to the "Site" dropdown in the "From Site" section).
- Right side, next to "From Site": "Where the items are now".
- Right side, next to "To Site": "Where the items are to go".
- Bottom right: "Click “No” to select a date and time".

## Creating a Transfer

### To create a Transfer

1. Select a **To Site Code / Site**; select a transaction date, if needed; enter **Comments**.
2. Select an **Item Description**, enter quantities in item listings and click **Add** ; repeat this step for each item to add to the Transfer.
3. When all items have been added, click **Next »** and then click **Confirm Transfer** .

**1**

**2**

When FIFO is enabled, you cannot transfer more than the QOH (cannot be negative) when ordering from a district warehouse

Continue to next page

Broken Unit Qty: [input type="text"] each

Comments: [text area]

Add

Storage Category: [dropdown]

SS-SSP-1017	All Natural Fruit Bar	2000 Case, 0 each	50 Case	0 each
-------------	-----------------------	-------------------	---------	--------

3

Next >>

Click to return to the previous page to make changes

<< Edit Transfer Items

Confirm Transfer

Transfer# 10029 has been successfully saved

**Transfer Items**

Print Transfer Ticket

Click to print a copy of the Transfer when needed

From Site: [redacted] ELEMENTARY SCHOOL

To Site: [redacted] MIDDLE SCHOOL

Transaction Date: 1/8/2014 10:00:00 AM

Comments: Middle school's freezer broken; provided as replacements

**Transfer Items List**

Item#	Item Description	WholeUnit Qty	BrokenUnit Qty	Comments
Storage Category: Freezer				
SS-SSP-1017	All Natural Fruit Bar	50	0	

http://reportviewer.aspx - Windows Internet Explorer

1 of 1 100%

Print icon

Generated on: 1/14/2014 9:40:24 AM

**Transfer Ticket**

[redacted] SCHOOLS

Transferred From: [redacted] ELEMENTARY SCHOOL      Transferred On: 1/8/2014

Transferred To: [redacted] MIDDLE SCHOOL      Recorded On: 1/14/2014

Transfer#: 10029      Comments: Middle school's freezer broken; provided as replac

Total Amount\*: \$25.00

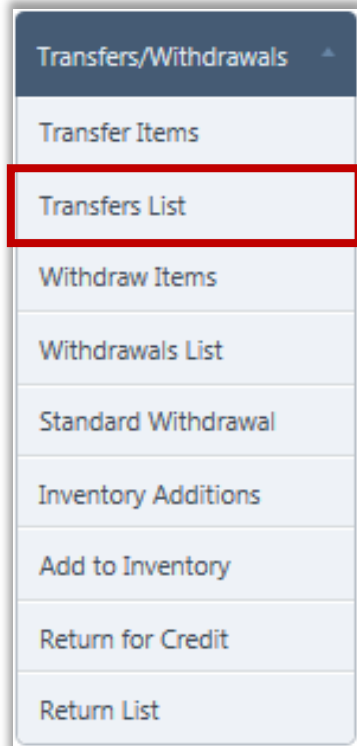
Item#	Item Description	Transfer Quantity	Amount	Comments
SS-SSP-1017	All Natural Fruit Bar	50(Case), 0(each)	25.00	
<b>Total:</b>			<b>25.00</b>	

\* Amounts are calculated based on prices at the time of recording this transfer.

Page: 1 of 1

Click the Print icon to send the Transfer Ticket to the printer

# Transfers List



**Transfers List** displays individual Transfers between sites that can be displayed, adjusted, cancelled, or printed based on user permissions. .

A successful Transfer creates several transactions which are shown in the Transaction History.

## Transfers List Page

Your site appears in **Site Code / Site**; if you have access to multiple sites, the first site in the list of available sites is shown

Transfer #	From Site	To Site	Date	Comments
<a href="#">10029</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/08/2014	
<a href="#">10028</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/08/2014	
<a href="#">10022</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/13/2014	

- Enter search criteria and click **Apply** to display a Transfer
- Click **Reset** to return default criteria

Each Transfer action creates several transactions which are shown in the Transaction History

Transaction #	Transaction Details	Date	Comments	Modified by
<a href="#">5856</a>	Adjustment to 5850	1/14/2014 10:10:44 AM	Wrong quantity entered	Cybersoft Support
<a href="#">5854</a>	Reversal to 5850	1/14/2014 10:10:44 AM	Wrong quantity entered	Cybersoft Support
<a href="#">5850</a>	Original Transaction	1/14/2014 8:54:37 AM	Middle school's freezer broken; provided as replac	Cybersoft Support

## Adjusting a Transfer

### To adjust a transfer

1. Click a **Transfer #** in the Search Results list and
2. Click **Adjust Transfer** on the next page shown.
3. Enter **Comments** text and change quantities, as needed; click **Update Transfer**.

**Search Results**

Transfer #	From Site	To Site	Date	Comments
<a href="#">10029</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/08/2014	
<a href="#">10028</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/08/2014	
<a href="#">10022</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/08/2014	

**Transfer Items**

Adjust Transfer Cancel Transfer Print Transfer Ticket

From Site: ELEMENTARY SCHOOL

To Site: MIDDLE SCHOOL

Transaction Date: 1/8/2014 10:00:00 AM

Comments: Wrong quantity entered

**Transfer Items List**

Item#	Item Description	Old Quantity	New WholeUnit Qty	New BrokenUnit Qty	New Comments
Storage Category:Freezer					
SS-SSP-1017	All Natural Fruit Bar	1000 Case, 0 each	500 Case	0 each	

The adjustment has been saved.

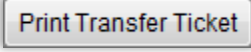
**Transfer Items**

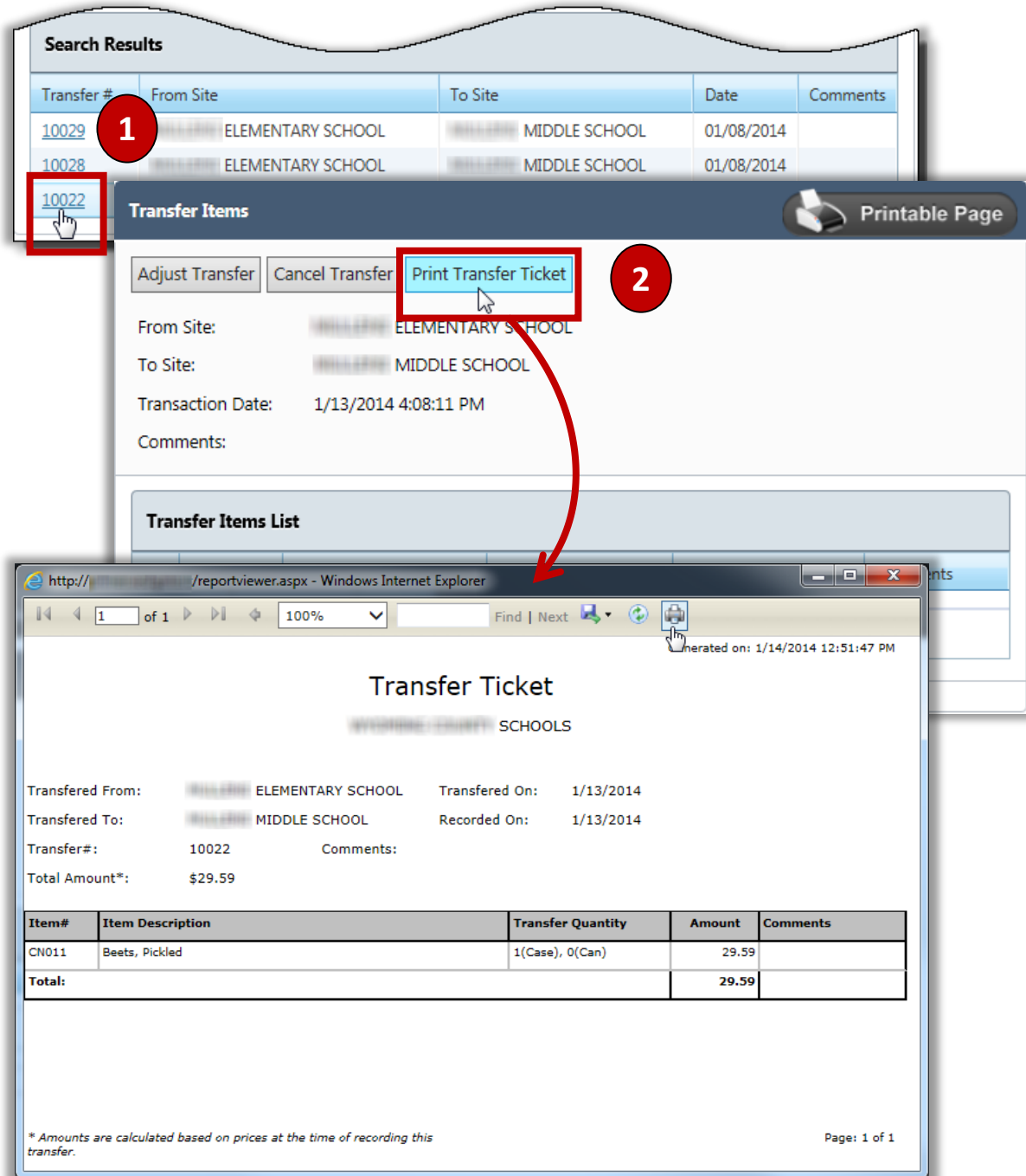
Adjust Transfer Cancel Transfer Print Transfer Ticket

Adjusting a Transfer creates several transactions which are shown in the Transaction History

## Printing a Transfer Ticket.

### To print a Transfer Ticket

1. Click a **Transfer #** in the **Search Results** list.
2. Click  .



**Search Results**

Transfer #	From Site	To Site	Date	Comments
<a href="#">10029</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/08/2014	
<a href="#">10028</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/08/2014	
<a href="#">10022</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL		

**Transfer Items** Printable Page

Adjust Transfer Cancel Transfer **Print Transfer Ticket**

From Site: ELEMENTARY SCHOOL  
To Site: MIDDLE SCHOOL  
Transaction Date: 1/13/2014 4:08:11 PM  
Comments:

**Transfer Items List**

Generated on: 1/14/2014 12:51:47 PM

### Transfer Ticket

SCHOOLS

Transferred From: ELEMENTARY SCHOOL Transferred On: 1/13/2014  
Transferred To: MIDDLE SCHOOL Recorded On: 1/13/2014  
Transfer#: 10022 Comments:  
Total Amount\*: \$29.59

Item#	Item Description	Transfer Quantity	Amount	Comments
CN011	Beets, Pickled	1(Case), 0(Can)	29.59	
<b>Total:</b>			<b>29.59</b>	

\* Amounts are calculated based on prices at the time of recording this transfer.

Page: 1 of 1

## Cancelling a Transfer

### To cancel a transfer

1. Click a **Transfer #** in the **Search Results** list.
2. Click **Cancel Transfer**.
3. Enter comment text and click **OK**.

**Search Results**

Transfer #	From Site	To Site	Date	Comments
<a href="#">10029</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/08/2014	
<a href="#">10028</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/08/2014	
<a href="#">10022</a>	ELEMENTARY SCHOOL	MIDDLE SCHOOL	01/13/2014 4:08:11 PM	

**Transfer Items**

Adjust Transfer **Cancel Transfer** Print Transfer Ticket

From Site: ELEMENTARY SCHOOL  
To Site: MIDDLE SCHOOL  
Transaction Date: 1/13/2014 4:08:11 PM  
Comments:

**Notes**

Cancel Comments (required)  
Items not needed at middle school

**Transfer Items List**

Item#	Item Description
Storage Category:Dry	
CN011	Beets, Pickled

The transaction has been cancelled.

**Transfer Items**

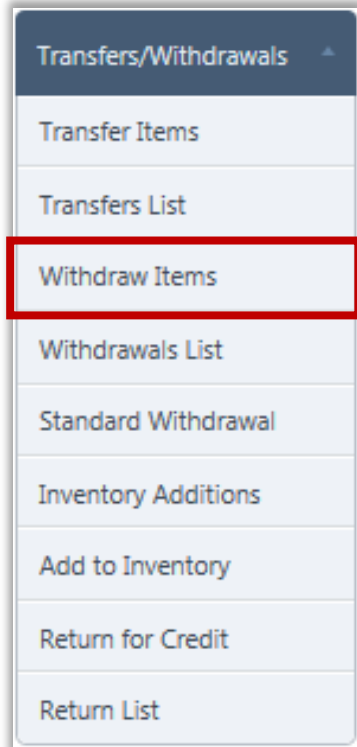
From Site: ELEMENTARY SCHOOL  
To Site: MIDDLE SCHOOL  
Transaction Date: 1/13/2014 4:08:11 PM

**Transaction History**

Transaction #	Transaction Details	Date	Comments	Modified by
<a href="#">5866</a>	Reversal to 5834	1/14/2014 1:08:28 PM	asdsd	Cybersoft Support
<a href="#">5834</a>	Original Transaction	1/13/2014 4:08:11 PM		Cybersoft Support

Cancelling a Transfer creates a transaction which is shown in the Transaction History

# Withdraw Items



**Withdraw Items** removes items from Perpetual inventory when the items are no longer available—they have been damaged or spoiled. Each Withdrawal requires selecting a reason.

Items for a Withdrawal can be selected by either:

- Searching for items by category, or
- Selecting templates or collections of frequently withdrawn items.

Using Withdrawal templates is a quick method of withdrawing items because it removes the process of searching for the items, particularly when the items are frequently withdrawn.

A Withdrawal template is created through the **Configuration** menu. Items that appear on a Withdrawal template are managed through the **Standard Withdrawal** function—see page **Error! Bookmark not defined.**

Withdrawals are managed (adjusted, printed, cancelled) through **Withdrawals List** on the **Transfers/Withdrawals** menu.

## Withdraw Items Page

The screenshot shows the 'Withdraw Items' form with several callout boxes:

- Site Code / Site:** A callout box points to the 'Site' dropdown menu, stating: "Your site appears in **Site Code / Site**; if you have access to multiple sites, the first site in the list of available sites is shown". The dropdown currently shows 'ABRAHAM LINCOLN ELEMENTARY'.
- Is this a current transaction:** A callout box points to the 'No' radio button, stating: "Click 'No' to select a date and time". The 'Yes' radio button is currently selected.
- Reason:** A callout box points to the 'Reason' dropdown menu, stating: "Default = 'Select a reason'".
- Select Withdrawal Templates:** A callout box points to the 'Perishable' and 'Non-Perishable' checkboxes, stating: "Multiple Withdrawal Templates can be selected for use at one time; Set up Withdrawal Templates through **Standard Withdrawal**".

Other form elements include a 'Comments' text area, a 'Get Items' button, and a 'Site Code' dropdown showing '0101'.



## Creating a Withdrawal with a Template

This procedure uses a Withdrawal Template to remove inventory items.

### To withdraw items with a template

1. Select a **Site Code / Site**; select a transaction date, if needed; select a withdrawal reason and template; click **Get Items** .
2. Enter quantities in item listings and click **Next »** .
3. Click **Confirm Withdraw** .

**Withdraw Items**

Site Code: 0101 Site: ABRAHAM LINCOLN ELEMENTARY

Is this a current transaction:  Yes  No

Date: 1/10/2014 Time: 10:00 AM

Comments: Removing spoiled items

Reason: Spoilage

Select Withdrawal Templates:  Perishable  Non-Perishable

**1** **Get Items**

When FIFO is enabled, you cannot withdraw more than the QOH (cannot be negative) when ordering from a district warehouse

Click to add comments/notes to an individual withdrawal item

Item #	Item Description	QOH	Whole Unit Qty	Broken Unit Qty	Comments	Delete
Storage Category: Freezer						
SS-HKM-2CB-001	Egg White Omelet	300 Carton, 0 each	2 Carton	1 each		
SS-HKM-GNG-287	Veggie Burrito	210 Box, 0 each	0 Box	0 each		

**2** **Next »**

**Withdrawal Items**

Item#	Item Description	Qoh	WholeUnit Qty	BrokenUnit Qty	Comments
Storage Category:Freezer					
SS-HKM-2CB-001	Egg White Omelet	300 Carton, 0 each	2 Carton	1 each	

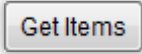

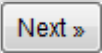
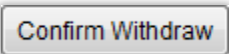
**3** **Confirm Withdraw**

« Edit Withdraw Quantity

## Creating a Withdrawal with Selected Items

This procedure allows you to choose one item at a time for a Withdrawal.

### To withdraw individual items

1. Select a **Site Code / Site** and select a transaction date, if needed; add **Comments**, if needed.
2. Select a withdrawal reason and click  .
3. Select an **Item Category** and **Description**, enter quantity(ties) and click  ; repeat for each item to add to the Withdrawal.
4. Click  .
5. Click  .

1

2

3

The screenshot shows the 'Withdraw Items' interface. A red dashed box highlights the top section (Step 1) containing 'Site Code' (211), 'Site' (ELEMENTARY SCHOOL), 'Is this a current transaction' (No), 'Date' (1/8/2014), 'Time' (3:00 PM), and 'Comments' (Removing damaged items before monthly inventory). A black callout box notes: 'When FIFO is enabled, you cannot withdraw more than the QOH (cannot be negative)'. A second red dashed box highlights the 'Reason' dropdown (Damage) and the 'Get Items' button (Step 2). A third red dashed box highlights the 'Add Item' section (Step 3) with fields for 'Item Category' (--ALL--), 'Item Description' (Cereal, Cinn Granola Bulk), 'QOH' (20 Case, 0 Bag), 'Whole Unit Qty' (5 Case), 'Broken Unit Qty' (2 Bag), and 'Comments' (Mice ate the box!). The 'Add' button is highlighted with a red box and an arrow pointing to a 'Continue to next page' callout.

Click to add comments/notes to an individual withdrawal item

**Item List**

Item #	Item Description	QOH	Whole Unit Qty	Broken Unit Qty	Comments	Delete
Storage Category: Dry						
GR004	Cereal, Cinn Granola Bulk	20 Case, 0 Bag	5 Case	2 Bag		
GR005	Cereal, Crispy Rice Bowl	20 Case, 0 Each	2 Case	5 Each		

**Withdraw Items**

Site: ██████████ ELEMENTARY SCHOOL  
 Transaction Date: 1/8/2014 3:00:00 PM  
 Reason: Damage  
 Comments: Removing damaged items before monthly inventory

**Withdrawal Items**

Item#	Item Description	Qoh	WholeUnit Qty	BrokenUnit Qty	Comments
Storage Category: Dry					
GR004	Cereal, Cinn Granola Bulk	20 Case, 0 Bag	5 Case	2 Bag	Mice ate the box!
GR005	Cereal, Crispy Rice Bowl	20 Case, 0 Each	2 Case	5 Each	Mice ate the cereal

Withdrawal #5837 has been successfully saved.

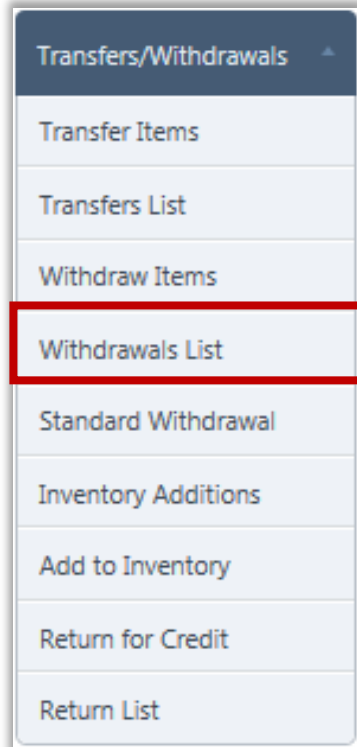
**Withdraw Items**

Site: ██████████ ELEMENTARY SCHOOL  
 Transaction Date: 1/8/2014 3:00:00 PM  
 Reason: Damage  
 Comments: Removing damaged items before monthly inventory

**Withdrawal Items**

Item#	Item Description	WholeUnit Qty	BrokenUnit Qty	Comments
Storage Category: Dry				
GR004	Cereal, Cinn Granola Bulk	5 Case	2 Bag	Mice ate the box!
GR005	Cereal, Crispy Rice Bowl	2 Case	5 Each	Mice ate the cereal

# Withdrawals List



**Withdrawals List** displays individual Withdrawals from inventory that can be adjusted, cancelled or printed, based on user permissions.

When adjusting a Withdrawal, a new item cannot be added to a saved Withdrawal. A new Withdrawal must be created to include the needed withdrawal item.

When adjusting a Withdrawal, item counts can only be decreased, not increased, in a saved Withdrawal. A new Withdrawal must be created to include the additional items.

A Withdrawal creates several transactions which are shown in the Transaction History.

## Withdrawals List Page

The screenshot shows the 'Withdrawals List' interface. At the top, there are fields for 'Site Code' (211) and 'Site' (ELEMENTARY SCHOOL). Below these are 'From' and 'To' date pickers (1/6/2014 and 1/13/2014) with 'Apply' and 'Reset' buttons. A red dashed box highlights the date pickers and buttons. Callouts provide the following information:

- Your site appears in **Site Code / Site**; if you have access to multiple sites, "ALL" is shown
- Default **From / To** range = last 7 (seven) days
- Click **Reset** to return default search criteria

The search results table is as follows:

ID	Site Name	Date	Comments	Contact Person
<a href="#">5837</a>	ELEMENTARY SCHOOL	1/8/2014 3:00:00 PM	Removing damaged items before monthly inventory	
<a href="#">5838</a>	ELEMENTARY SCHOOL	1/8/2014 3:00:00 PM	Reversal Transaction	
<a href="#">5839</a>	ELEMENTARY SCHOOL	1/8/2014 3:00:00 PM	Removal of damaged items from weather damage	

Each Withdrawal action creates several transactions which are shown in the Transaction History

Transaction #	Transaction Details	Date	Comments	Modified by
<a href="#">5848</a>	Adjustment to 5846	1/13/2014 5:56:31 PM	Cases left out of freezer	Cybersoft Support
<a href="#">5847</a>	Reversal to 5846	1/13/2014 5:56:31 PM	Reversal Transaction	Cybersoft Support
<a href="#">5846</a>	Original Transaction	1/13/2014 5:52:43 PM	Summer spoilage	Cybersoft Support

## Adjusting a Withdrawal

### To adjust a Withdrawal

1. Click a transaction ID in the **Search Results** list.
2. Click **Adjust Withdrawal**.
3. Select a new **Reason**, enter **Comments**, and enter new item quantities, if needed; click **Update Withdrawal**.

**Withdrawals List**

Site Code: 211 | Site: ELEMENTARY SCHOOL

From: 1/6/2014 | To: 1/13/2014 | Apply | Reset

Transaction ID	Site Name	Date	Comments	Contact Person
5846	ELEMENTARY SCHOOL	1/8/2014 3:00:00 PM	Removing damaged items before monthly inventory	
	ELEMENTARY SCHOOL	1/13/2014 5:52:43 PM	Summer spoilage	

**Withdrawals**

Site: ELEMENTARY SCHOOL | Transaction Date: 1/13/2014 5:52:43 PM

**Withdraw Items**

Reason: Spoilage | Comments: Cases left out of freezer

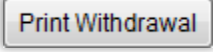

Item#	Item Description	Old Quantity	New WholeUnit Qty	New BrokenUnit Qty	New Comments
SS-SSP-1017	All Natural Fruit Bar	200 Case, 0 each	100 Case	0 each	

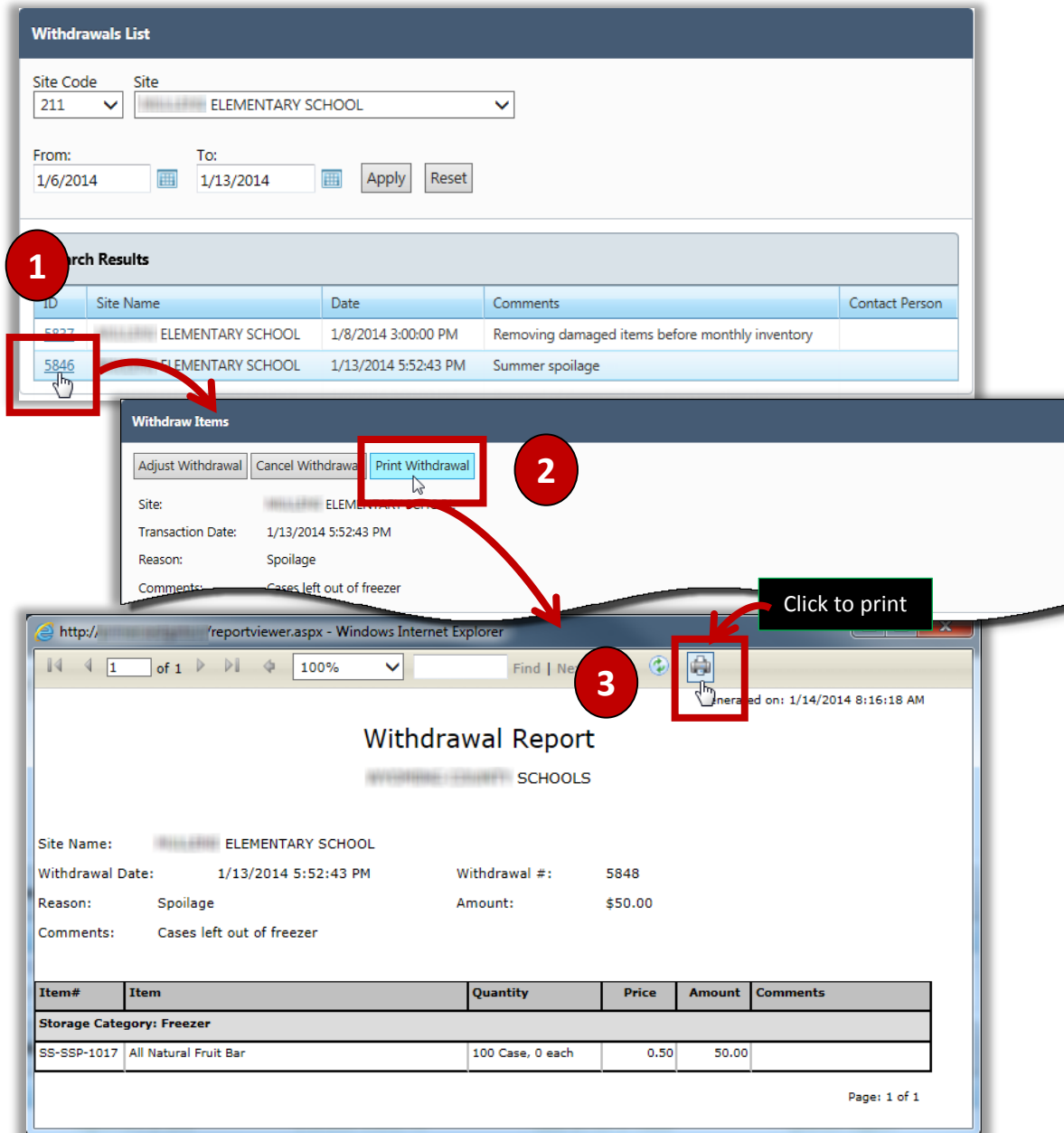
Notes can be added for an individual item

Adjusting a Withdrawal creates several transactions which are shown in the Transaction History

## Printing a Withdrawal

### To Print a Withdrawal Report

1. Click a transaction ID in the search results list.
2. Click  .
3. Click **Print** (  ) on the window toolbar.



The screenshot illustrates the process of printing a withdrawal report in three steps:

- Step 1:** In the **Withdrawals List**, the transaction ID **5846** is selected.
- Step 2:** In the **Withdraw Items** window, the **Print Withdrawal** button is clicked.
- Step 3:** In the **Withdrawal Report** page, the **Print** icon in the browser toolbar is clicked.

The **Withdrawal Report** displays the following information:

Site Name: [REDACTED] ELEMENTARY SCHOOL  
Withdrawal Date: 1/13/2014 5:52:43 PM      Withdrawal #: 5848  
Reason: Spoilage      Amount: \$50.00  
Comments: Cases left out of freezer

Item#	Item	Quantity	Price	Amount	Comments
<b>Storage Category: Freezer</b>					
SS-SSP-1017	All Natural Fruit Bar	100 Case, 0 each	0.50	50.00	

Page: 1 of 1

## Cancelling a Withdrawal

Cancelling a Withdrawal creates a Reversal transaction which is listed in the Transaction History.

### To cancel a Withdrawal

1. Click a transaction ID in the **Search Results** list.
2. Click **Cancel Withdrawal**.
3. Enter **Cancel Comments** text and click **OK**.

The screenshot illustrates the process of cancelling a withdrawal in three steps:

- Step 1:** A red circle with the number '1' highlights the transaction ID '5846' in the 'Search Results' table.
- Step 2:** A red circle with the number '2' highlights the 'Cancel Withdrawal' button in the 'Withdraw Items' modal.
- Step 3:** A red circle with the number '3' highlights the 'OK' button in the 'Notes' dialog box, where the text 'Cancel Comments (required) Items are not needed.' has been entered.

Below the 'Notes' dialog, a green message box states: "The transaction has been cancelled."

The 'Withdraw Items' modal shows the following details:

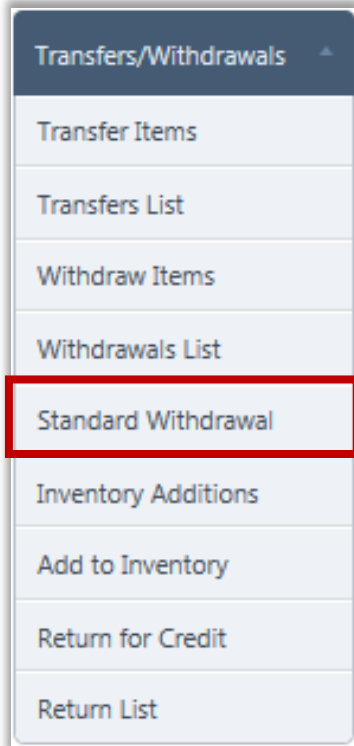
- Site: ELEMENTARY SCHOOL
- Transaction Date: 1/13/2014 5:52:43 PM
- Reason: Spoilage

A black text box with a white border states: "Cancelling a Withdrawal creates several transactions which are shown in the Transaction History"

The 'Transaction History' table at the bottom shows the following data:

Transaction #	Transaction Details	Date	Comments	Modified by
5849	Reversal to 5848	1/14/2014 8:31:02 AM	Items are not needed.	Cybersoft Support
5848	Adjustment to 5846	1/13/2014 5:56:31 PM	Cases left out of freezer	Cybersoft Support
5847	Reversal to 5846	1/13/2014 5:56:31 PM	Reversal Transaction	Cybersoft Support
5846	Original Transaction	1/13/2014 5:52:43 PM	Summer spoilage	Cybersoft Support

# Standard Withdrawal

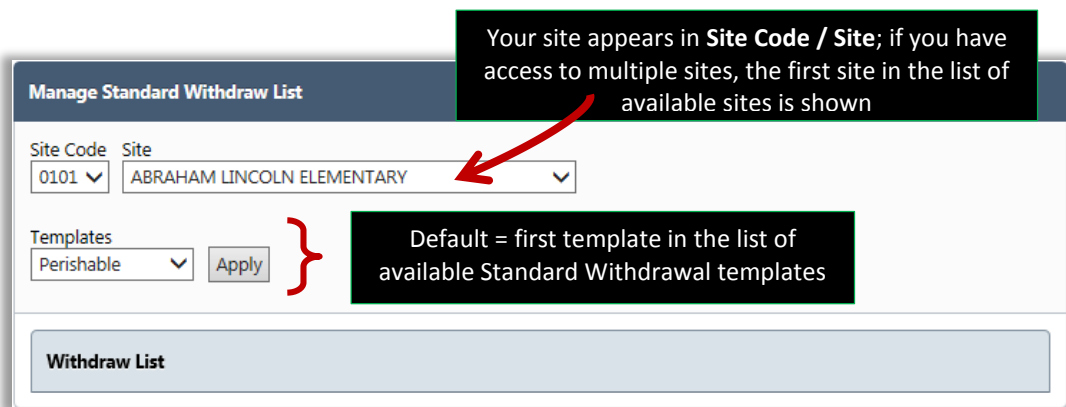


**Standard Withdrawal** maintains templates of inventory items, such as milk and juice, which are frequently withdrawn. A Standard Withdrawal template can be selected when a Withdrawal is created. This allows Withdrawal items to be chosen quickly and eliminating a time-consuming search for items.

Site Managers typically create and manage their own site Standard Withdrawal templates.

More than one Standard Withdrawal template can be created. Each template can be customized to include a select group of items. Withdrawal templates are created through the **Configuration** menu.

## Manage Standard Withdraw List Page





## Viewing Standard Withdrawal Template Details

### To view Standard Withdrawal template details

1. Select a Standard Withdrawal template in **Templates**.
2. Click **Apply**.

The screenshot shows the 'Manage Standard Withdraw List' interface. The 'Site' dropdown is set to '0101 ABRAHAM LINCOLN ELEMENTARY'. The 'Templates' dropdown is set to 'Non-Perishable'. A red circle with the number '1' highlights the 'Templates' dropdown, and a red circle with the number '2' highlights the 'Apply' button. A red dashed box surrounds the 'Apply' button, and a red arrow points from the 'Apply' button to the 'Withdraw List' table below.

**Manage Standard Withdraw List**

Site Code Site  
0101 ABRAHAM LINCOLN ELEMENTARY


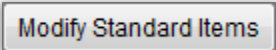
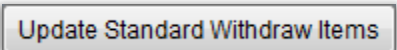
Templates  
Non-Perishable Apply

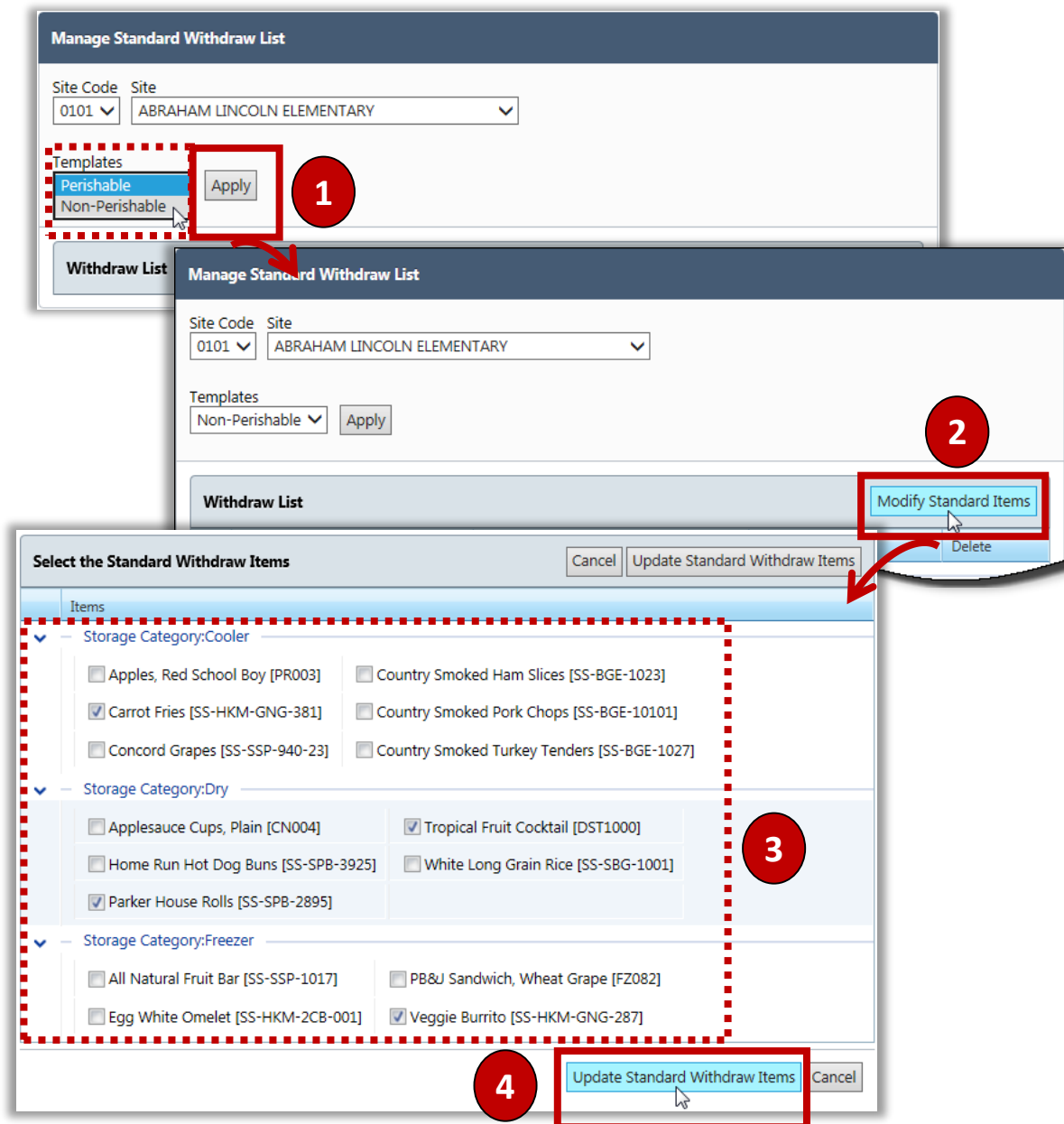
**Withdraw List** Modify Standard Items

Item#	Item Description	Item Category	Delete
SS-HKM-GNG-381	Carrot Fries	Produce	
SS-SPB-2895	Parker House Rolls	Bread	
DST1000	Tropical Fruit Cocktail	Canned/Dry	
SS-HKM-GNG-287	Veggie Burrito	Frozen	


## Adding Items and Removing Standard Withdrawal Template Items.

### To add or remove Standard Withdrawal template items



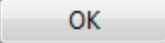
1. Select a Standard Withdrawal template in **Templates** and click  .
2. Click  .
3. Select one or more items to add to and/or clear one or more items to remove from the Standard Withdrawal template.
4. Click  .

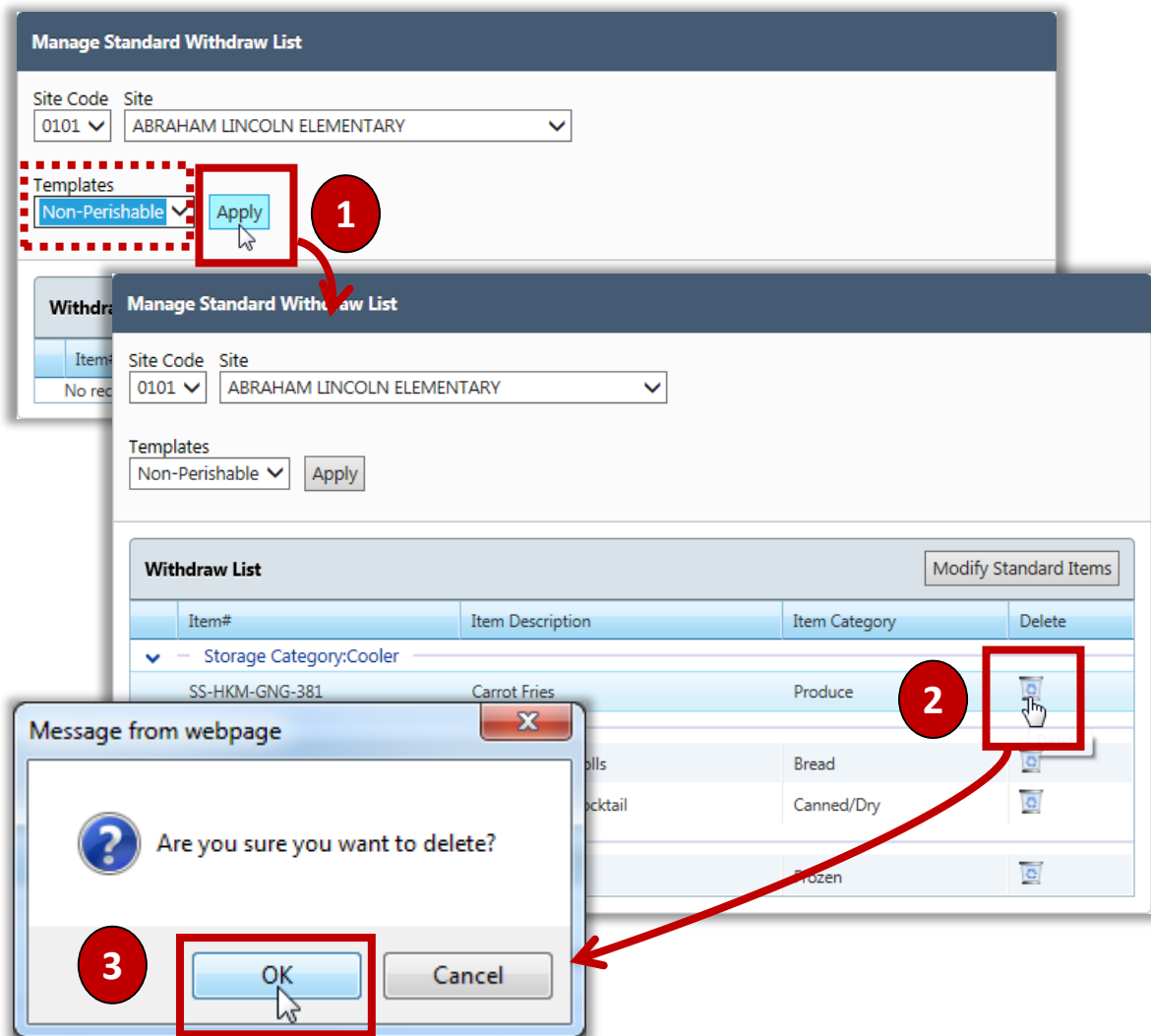


## Quickly Remove a Standard Withdrawal Template Item

This function allows you remove an item quickly by using the **Delete** (  ) icon on the Standard Withdrawal template. .

### To quickly remove a Standard Withdrawal Template item

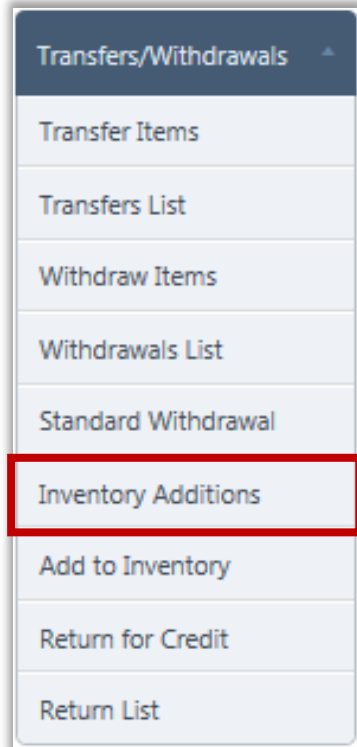
1. Select a Withdrawal List template and click  .
2. Click **Delete** (  ) in an item listing.
3. Click  .



The screenshot illustrates the process of deleting a standard withdrawal template item. It shows three overlapping windows:

- Top Window (Manage Standard Withdraw List):** Shows the 'Templates' dropdown set to 'Non-Perishable' and an 'Apply' button highlighted with a red box and the number '1'.
- Middle Window (Withdraw List):** Shows a table with columns 'Item#', 'Item Description', 'Item Category', and 'Delete'. The 'Delete' column contains trash icons. One trash icon is highlighted with a red box and the number '2'.
- Bottom Window (Message from webpage):** A dialog box with the text 'Are you sure you want to delete?' and 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box and the number '3'.

# Inventory Additions



**Inventory Additions** displays items added to Perpetual Inventory.

## Inventory Additions Page

Your site appears in **Site Code / Site**; if you have access to multiple sites, the first site in the list of available sites appears

**Inventory Additions**

Site Code:  Site:

From Date:  To Date:

- Default = last 30 days from the current date
- Click **Reset** to return default values

Search Results			
Transaction #	Site Name	Transaction Date	
<a href="#">5822</a>	ABRAHAM LINCOLN ELEMENTARY	1/12/2014 1:22:09 PM	Adding 2nd-Chance Breakfast items.
<a href="#">5825</a>	ABRAHAM LINCOLN ELEMENTARY	1/10/2014 11:00:00 AM	Emergency Breakfast order made
<a href="#">5826</a>	ABRAHAM LINCOLN ELEMENTARY	1/7/2014 2:18:09 PM	Additional guests for lunch

By default, all additions for the past month from the current date are listed

Transaction History				
Transaction #	Transaction Details	Date	Comments	Modified by
<a href="#">5829</a>	Reversal to 5822	1/13/2014 2:57:58 PM	Items not needed.	Cybersoft Support
<a href="#">5822</a>	Original Transaction	1/13/2014 1:45:12 PM	Adding 2nd-Chance Breakfast items.	Cybersoft Support

Creating and managing inventory adds creates transactions

## Adjusting Inventory Additions

### To adjust inventory additions

1. Select a **Transaction #**.
2. Click **Adjust Addition to Inventory**.
3. Make changes to item quantities and click **Update Addition to Inventory**.

**1**

Inventory Additions

Site Code: 0101 | Site: ABRAHAM LINCOLN ELEMENTARY

From Date: 1/10/2014 | To Date: 1/10/2014

Transaction #	Site Name	Transaction Date	Comments
5825	ABRAHAM LINCOLN ELEMENTARY	1/10/2014 11:00:00 AM	Emergency Breakfast order made

**2**

Add to Inventory

Adjust Addition to Inventory | Cancel Addition to Inventory

Site: ABRAHAM LINCOLN ELEMENTARY

Transaction Date: 1/10/2014 11:00:00 AM

Comments: Emergency Breakfast order made

Comments: Typo made on quantities

**3**

Add to Inventory

Adjust Addition to Inventory | Cancel Addition to Inventory

Item#	Item Description	Old Quantity	New WholeUnit Qty	New BrokenUnit Qty	New Comments
Storage Category:Freezer					
SS-HKM-2CB-001	Egg White Omelet	3000 Carton , 0 each	300 Carton	0 each	
SS-HKM-GNG-287	Veggie Burrito	2000 Box , 0 each	200 Box	0 each	

Notes can be added for an individual item

The adjustment has been saved.

Add to Inventory

Adjust Addition to Inventory | Cancel Addition to Inventory

ABRAHAM LINCOLN ELEMENTARY

## Cancelling an Inventory Addition

### To cancel an inventory addition

1. Select a **Transaction #**.
2. Click **Cancel Addition to Inventory**.
3. Enter **Cancel Comments** and click **OK**.

The screenshot illustrates the process of cancelling an inventory addition in three steps:

- Step 1:** In the **Inventory Additions** search results table, the transaction number **5822** is selected. The table contains the following data:

Transaction #	Site Name	Transaction Date	Comments
5822	ABRAHAM LINCOLN ELEMENTARY	1/12/2014 1:22:09 PM	Adding 2nd-Chance Breakfast items.
- Step 2:** The **Add to Inventory** dialog box is shown. The **Cancel Addition to Inventory** button is highlighted. The dialog displays the following information:

Adjust Addition to Inventory: **Cancel Addition to Inventory**

Site: ABRAHAM LINCOLN ELEMENTARY

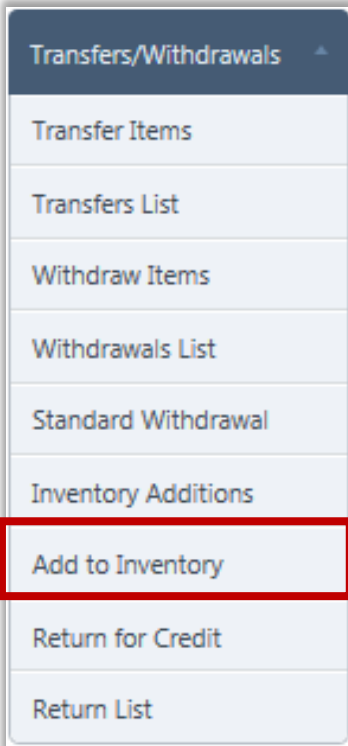
Transaction Date: 1/12/2014 1:22:09 PM

Comments: Adding 2nd-Chance Breakfast items.

**Items List**

Item#	Item Description	WholeUnit Qty	BrokenUnit Qty	Unit Price	Broken Unit Price	Comments
SS-BGE-1023	Country Smoked Ham Slices	200 Bag1	0 each	\$56.78	\$2.84	
- Step 3:** The **OK** button in the dialog box is clicked. A confirmation message is displayed: **The transaction has been cancelled.**

## Add to Inventory



**Add to Inventory** adds items to Perpetual inventory. Generally, items are ordered and then received to increase the Perpetual inventory.

However, you might receive an item, such as commodity block cheese, that needs to be processed before it can be used. In this case you first withdraw the unprocessed item and then, after it is processed (“sliced,” in the cheese example), you add the item to inventory.

### Add to Inventory Page

Your site appears in **Site Code / Site**; if you have access to multiple sites, the first site in the list of available sites appears

Default: Is this a current transaction = “Yes”

Default: first Item in the first Item Category (sorted alphabetically)

**Add to Inventory**

Site Code: 0101 Site: ABRAHAM LINCOLN ELEMENTARY

Is this a current transaction:  Yes  No

Comments:

Item #	Item Description	Whole Unit Qty	Broken Unit Qty	Unit Price	Comments	Delete
Data not available.						

**Add Item**

Item Category: --ALL--

Item Description: All Natural Fruit Bar

Whole Unit Qty: 0 Case Unit Price: \$0.50

Broken Unit Qty: 0 each Broken Unit Price: \$0.01



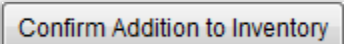
Comments:

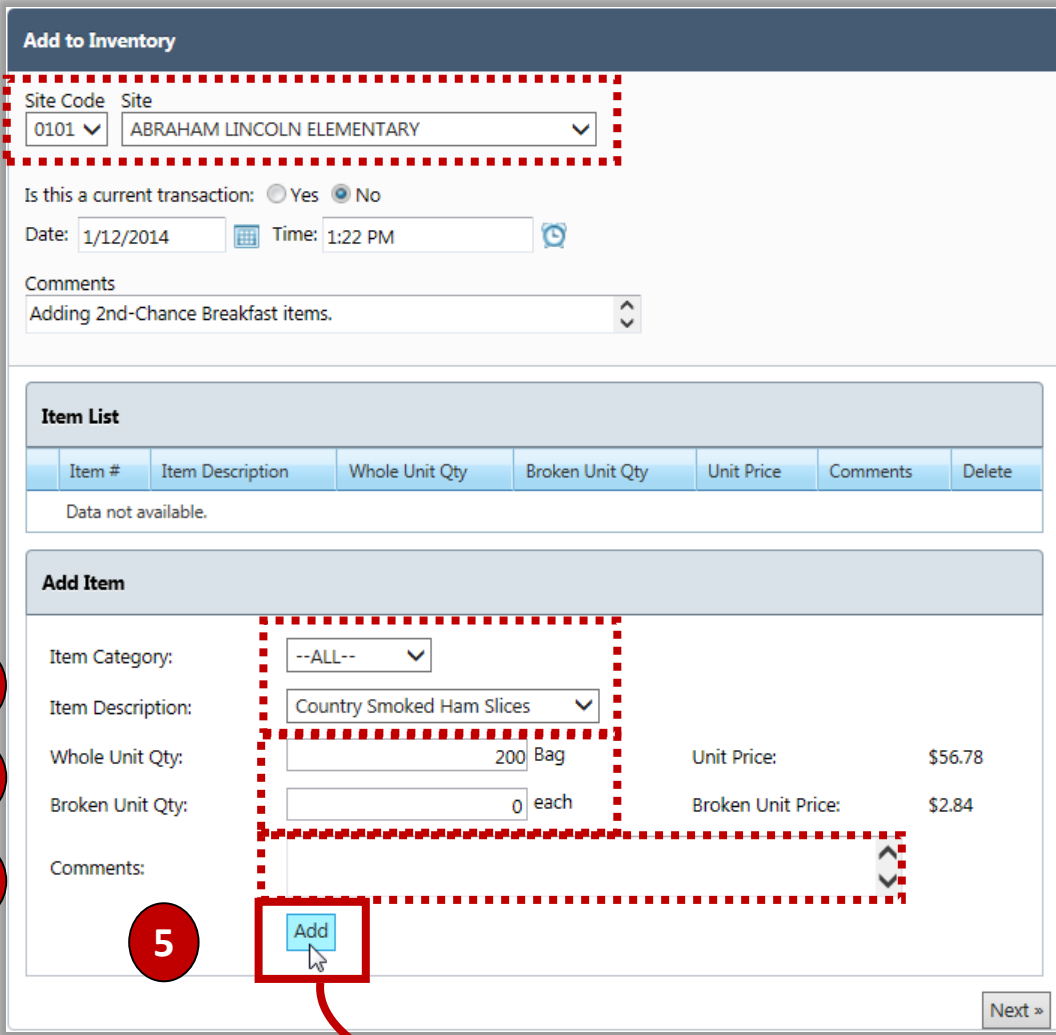
Add

Next >

## Adding an Item to Inventory

### To add items to inventory

1. Select a **Site Code/Site**, if needed; accept “Yes” for **Is this a current transaction**, or click “No” and select a **Date** and **Time**; enter **Comments** about the add, if needed.
2. Select an Item Category and an Item Description.
3. Enter quantities in Whole Unit Qty and Broken Unit Qty.
4. Enter Comments about the inventory item add, if needed.
5. Click  .
6. Click  .
7. Click  .



**Add to Inventory**

1 Site Code Site  
0101 ABRAHAM LINCOLN ELEMENTARY

Is this a current transaction:  Yes  No  
Date: 1/12/2014 Time: 1:22 PM

Comments  
Adding 2nd-Chance Breakfast items.

Item #	Item Description	Whole Unit Qty	Broken Unit Qty	Unit Price	Comments	Delete
Data not available.						

**Add Item**

2 Item Category: --ALL--

3 Item Description: Country Smoked Ham Slices

4 Whole Unit Qty: 200 Bag Unit Price: \$56.78  
Broken Unit Qty: 0 each Broken Unit Price: \$2.84

Comments:

5 Add

Next >>

Continue to next page



Item Description: Country Smoked Ham Slices

Whole Unit Qty: 0 Bag1 Unit Price: \$56.78

Broken Unit Qty: 0 each Broken Unit Price: \$2.84

Comments:

Add

**6**

Next »

**Add to Inventory**

Site: ABRAHAM LINCOLN ELEMENTARY

Transaction Date: 1/12/2014 1:22:09 PM

Comments: Adding 2nd-Chance Breakfast items.

Items List							
Item#	Item Description	WholeUnit Qty	BrokenUnit Qty	Unit Price	Broken Unit Price	Comments	
Storage Category: Cooler							
SS-BGE-1023	Country Smoked Ham Slices	200 Bag1	0 each	\$56.78	\$2.84		

« Edit Addition to Inventory Confirm Addition to Inventory

**7**

**Success message appears**

Transaction #5822 has been saved successfully.

**Add to Inventory**

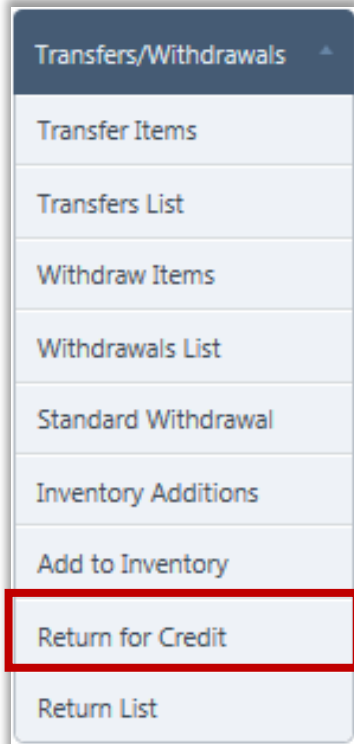
Site: ABRAHAM LINCOLN ELEMENTARY

Transaction Date: 1/12/2014 1:22:09 PM

Comments: Adding 2nd-Chance Breakfast items.

Items List							
Item#	Item Description	WholeUnit Qty	BrokenUnit Qty	Unit Price	Broken Unit Price	Comments	
Storage Category: Cooler							
SS-BGE-1023	Country Smoked Ham Slices	200 Bag1	0 each	\$56.78	\$2.84		

## Return for Credit



**Return for Credit** allows for receiving credit for items returned to *external* vendors. Items to be returned can be searched for by Item number or description, Receipt number, or Order number.

**Note:** This function applies only to items ordered or received from external vendors, not district warehouses.

### Return for Credit Page

Your site appears in **Site Code / Site**;  
 if you have access to multiple sites, "ALL" appears

The screenshot shows the 'Return for Credit' interface. Search filters include Site Code / Site (dropdown with '-- ALL --'), Vendor (dropdown with '-- ALL --'), From/To dates (2/19/2014 to 2/26/2014), Item #, and Item Description. Search options are provided for Receipt # and Order #. A table below shows the results of the search.

Date range default = last eight days


Vendor default = "ALL"

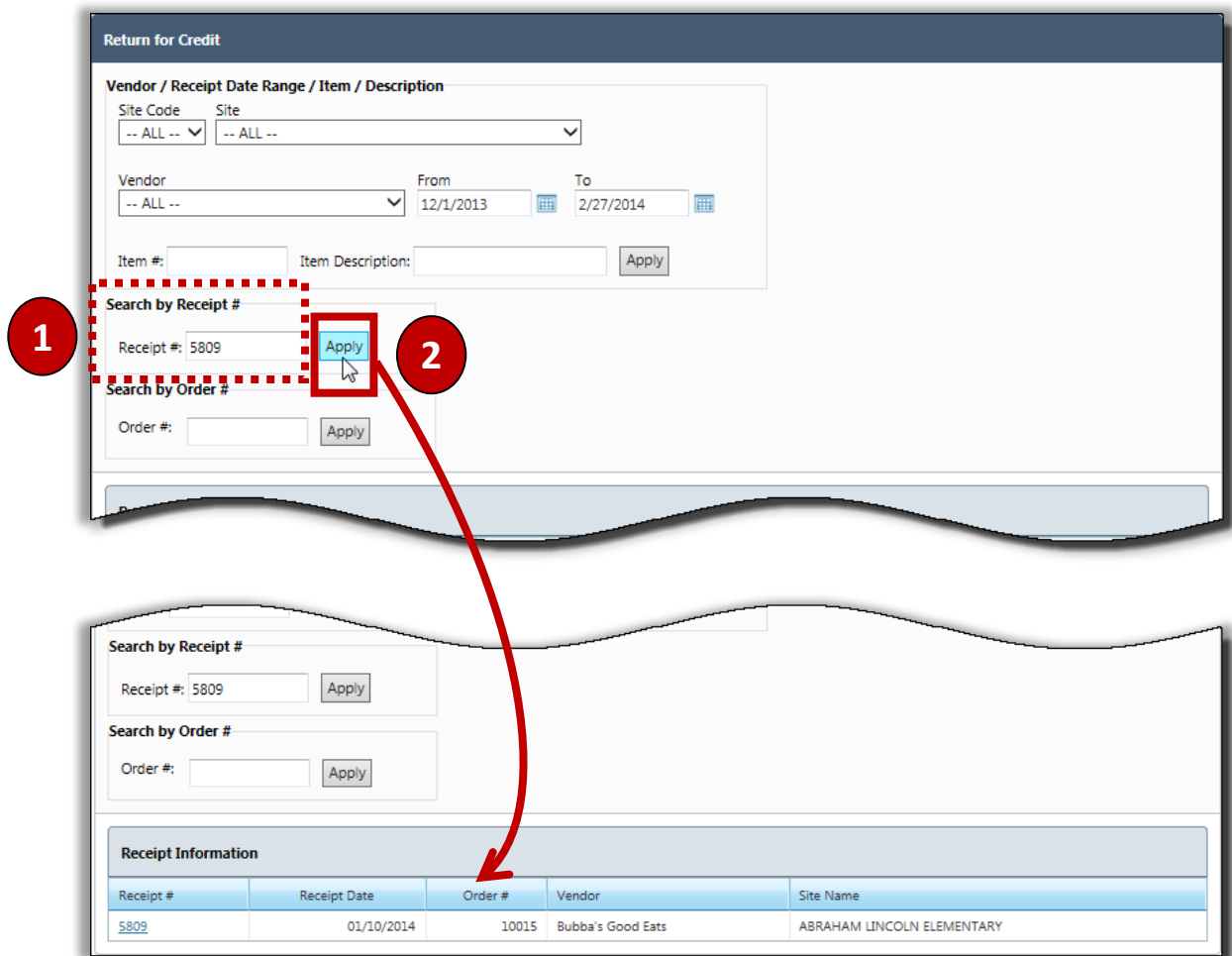
List of all Receipts that match the  
 default search conditions

Receipt Information				
Receipt #	Receipt Date	Order #	Vendor	Site Name
6302	02/26/2014	10032	Bubba's Good Eats	ABRAHAM LINCOLN ELEMENTARY
6301	02/26/2014	10016	Bubba's Good Eats	GEORGE WASHINGTON ELEMENTARY

## Searching for a Receipt

### To search for a Receipt

1. Use one of the following search methods:
  - a) Select one or more of the following search conditions
    - Select a **Site Code / Site**.
    - Accept “ALL” or select a **Vendor** and select a date range in which the Item was received.
    - Enter an **Item Number** and/or **Item Description**.
  - b) Enter a **Receipt #**.
  - c) Enter an **Order #**.
2. Click  in the respective search group.



**Return for Credit**

Vendor / Receipt Date Range / Item / Description

Site Code: -- ALL -- Site: -- ALL --

Vendor: -- ALL -- From: 12/1/2013 To: 2/27/2014

Item #: Item Description:

**Search by Receipt #**

Receipt #: 5809

**Search by Order #**


Order #:

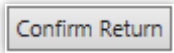
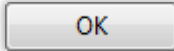
**Receipt Information**

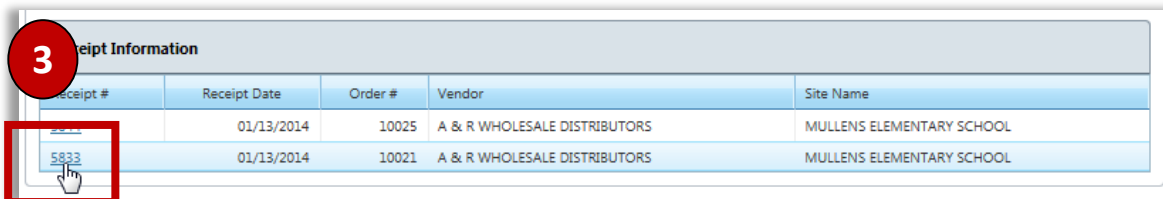
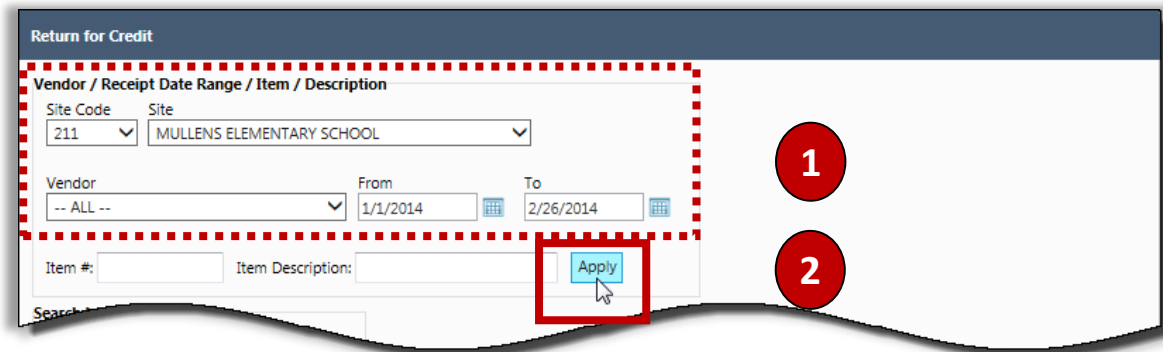
Receipt #	Receipt Date	Order #	Vendor	Site Name
<a href="#">5809</a>	01/10/2014	10015	Bubba's Good Eats	ABRAHAM LINCOLN ELEMENTARY

## Returning an Item for Credit

### To return items for credit

1. Select a **Site Code/Site**, **Vendor** and a date range, if needed.
2. Click  .
3. Click a **Receipt #** link in a Receipt listing.
4. Enter the **Return Qty** amount for each item to be returned and check **Confirm** for each.

5. Click  .
6. Click  .



Continue to next page

**Received Items for Credit**

**Receipt Information**

Receipt Location: MULLENS ELEMENTARY SCHOOL      Receipt Date: 1/13/2014 4:07:47 PM  
 Vendor Name: A & R WHOLESALE DISTRIBUTORS      Invoice #: 100-1  
 Receipt #: 5833      Order #: 10021  
 Comments: Returned for recall

**Line Items**

Vendor Item #	Item #	Item Description	Received Qty	QOH	Return Qty	Confirm	Unit Price	Amount	Note
698163j	BK001	Baking Powder [Box=1 Box]	10	10	<input type="text"/>	<input type="checkbox"/>	\$10.00	\$0.00	
1067	BK002	Baking Soda [Case=24 Box]	10	10	<input type="text"/>	<input type="checkbox"/>	\$14.98	\$0.00	
9010	CN011	Beets, Pickled [Case=6 Can]	20	20	15	<input checked="" type="checkbox"/>	\$29.59	\$443.85	
BL12	PP009	Bowl, 12 Oz Molded Fiber [Case=1000 Each]	20	20	<input type="text"/>	<input type="checkbox"/>	\$31.50	\$0.00	
	GR004	Cereal, Cinn Granola Bulk [Case=4 Bag]	20	5	<input type="text"/>	<input type="checkbox"/>	\$33.63	\$0.00	
	GR005	Cereal, Crispy Rice Bowl [Case=96 Each]	20	17	10	<input checked="" type="checkbox"/>	\$18.40	\$184.00	

**4**

**5** Confirm Return

**Message from webpage**

Are you sure you want to confirm returns for the receipt?

**6** **OK** **Cancel**

Request for return has been saved successfully.

**Received Items for Credit**

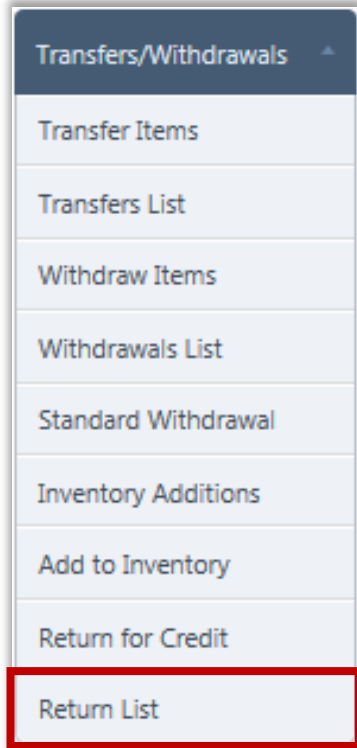
**Return Information**

Receipt Location: MULLENS ELEMENTARY SCHOOL      Return Date: 2/26/2014 4:52:37 PM  
 Vendor Name: A & R WHOLESALE DISTRIBUTORS      Return #: 6303

**Line Items**

Item #	Item Description	Received Qty	Credited Qty	Unit Price	Amount
CN011	Beets, Pickled [Case=6 Can]	20	15	\$29.59	\$443.85
GR005	Cereal, Crispy Rice Bowl [Case=96 Each]	20	10	\$18.40	\$184.00

# Return List



**Return List** displays a list of all Item returns-for-credit from external vendors. Return details include

- Receipt Location (Site)
- Vendor Name (who supplied the item(s))
- Return Date and Number
- All returned Items, Received and Credited quantities, Item unit price, and total credit amount

## Return List Page

Your site appears in **Site Code / Site**;  
 if you have access to multiple sites, "ALL" appears

**Return List**

Site Code: 211 | Site: MULLENS ELEMENTARY SCHOOL

**Vendor / Return Date Range**

Vendor: -- ALL --

From: 2/20/2014 | To: 2/27/2014 | Apply | Reset

Vendor default = "ALL"

Date range default = last eight days


**Return List Information** Generate Report

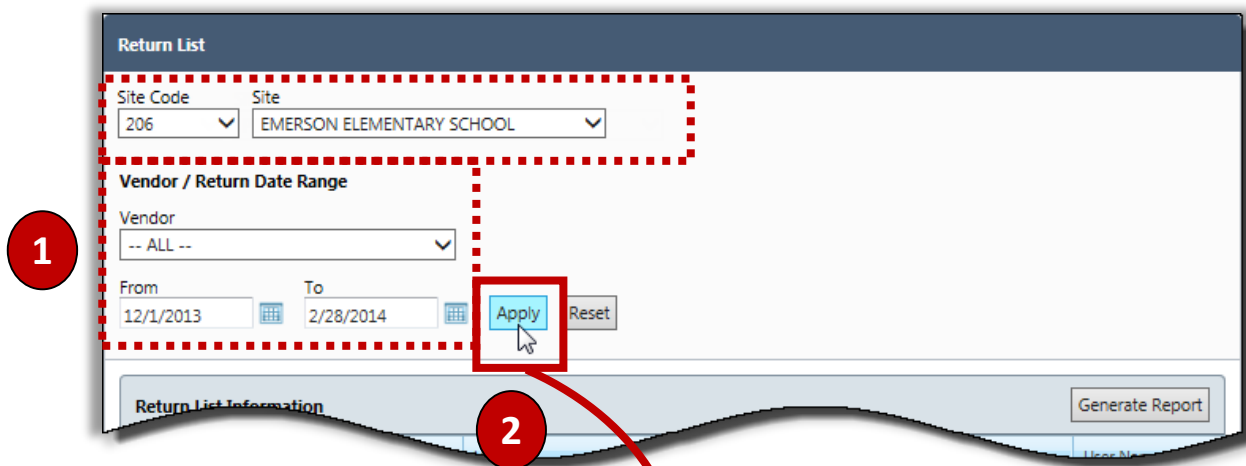
Return #	Site Name	Vendor	Return Date	Amount	Comments	User Name
<a href="#">6303</a>	MULLENS ELEMENTARY SCHOOL	A & R WHOLESALE DISTRIBUTORS	02/26/2014	\$627.85	Returned for recall	Cybersoft Support

List of all Returns that match the default search conditions

## Searching for Returns

### To search for a Return


- Do one or more of the following in any combination:
  - Select a **Site Code / Site**.
  - Accept “ALL” or select a **Vendor**.
  - Select a date range in which the Return was created.
- Click  .

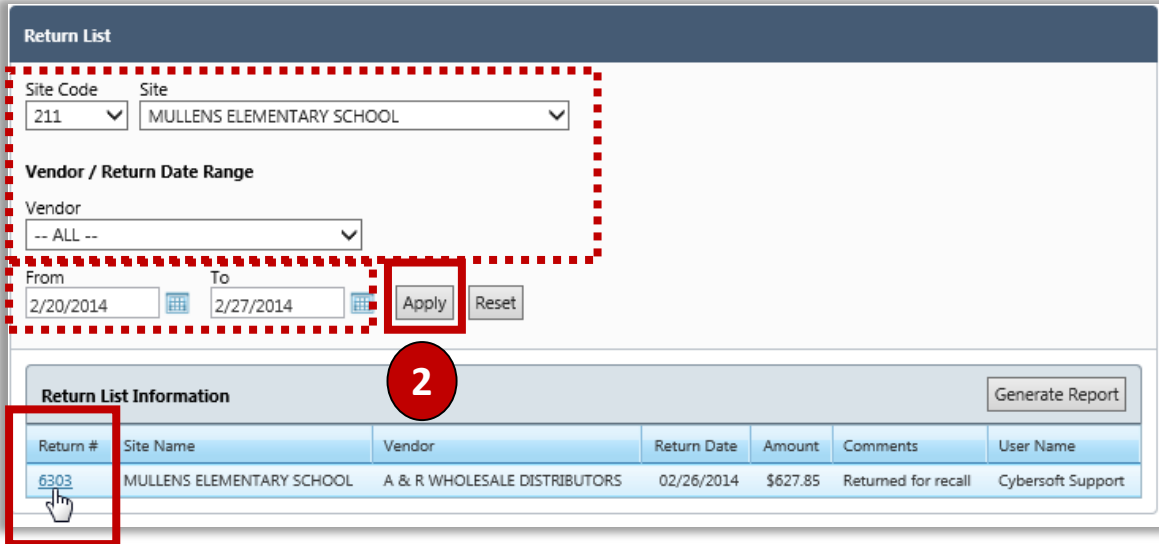


Return #	Site Name	Vendor	Return Date	Amount	Comments	User Name
<a href="#">6197</a>	EMERSON ELEMENTARY SCHOOL	ABC Fun Food	02/20/2014	\$300.00	Returned for recall	Cybersoft Support
<a href="#">6192</a>	EMERSON ELEMENTARY SCHOOL	ABC Fun Food	02/20/2014	\$1,250.00		Cybersoft Support
<a href="#">6112</a>	EMERSON ELEMENTARY SCHOOL	Bubba's Good Eats	02/03/2014	\$575.00		Cybersoft Support
<a href="#">6062</a>	EMERSON ELEMENTARY SCHOOL	Healthy-Kid Meals	01/28/2014	\$5,607.00		Cybersoft Support
<a href="#">6061</a>	EMERSON ELEMENTARY SCHOOL	Sugar Plum Bakery	01/28/2014	\$5,607.00		Cybersoft Support

## Viewing Return Details

### To view return item details

1. Select search conditions.
2. Click  .
3. Click a [Return #](#) link in a Return List listing.



**Return List**

Site Code: 211 | Site: MULLENS ELEMENTARY SCHOOL

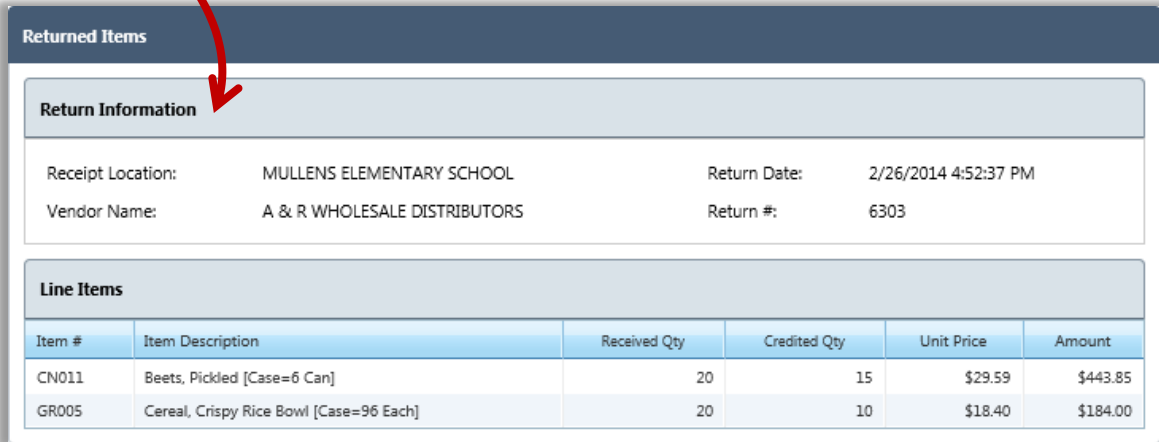
Vendor / Return Date Range

Vendor: -- ALL --

From: 2/20/2014 | To: 2/27/2014 | **Apply** | Reset

**Return List Information** Generate Report

Return #	Site Name	Vendor	Return Date	Amount	Comments	User Name
<a href="#">6303</a>	MULLENS ELEMENTARY SCHOOL	A & R WHOLESALE DISTRIBUTORS	02/26/2014	\$627.85	Returned for recall	Cybersoft Support



**Returned Items**

**Return Information**

Receipt Location: MULLENS ELEMENTARY SCHOOL | Return Date: 2/26/2014 4:52:37 PM

Vendor Name: A & R WHOLESALE DISTRIBUTORS | Return #: 6303

**Line Items**


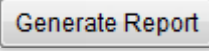
Item #	Item Description	Received Qty	Credited Qty	Unit Price	Amount
CN011	Beets, Pickled [Case=6 Can]	20	15	\$29.59	\$443.85
GR005	Cereal, Crispy Rice Bowl [Case=96 Each]	20	10	\$18.40	\$184.00

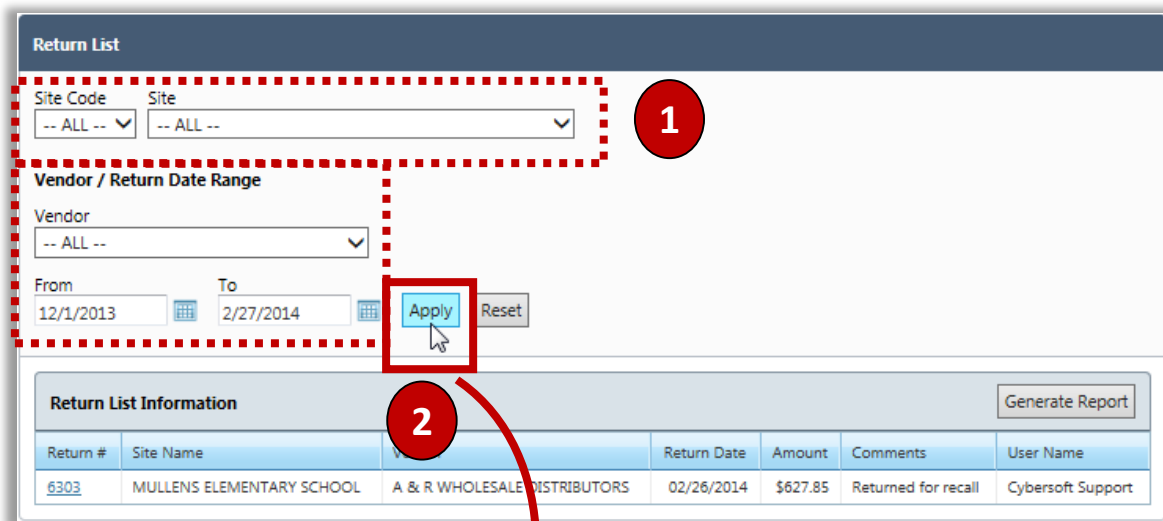


## Generating a Credit List report

The Credit List report lists all Returns for each Site. Each listing includes the Vendor, return date, total credit/return amount, and the user name of the individual who created the Return.

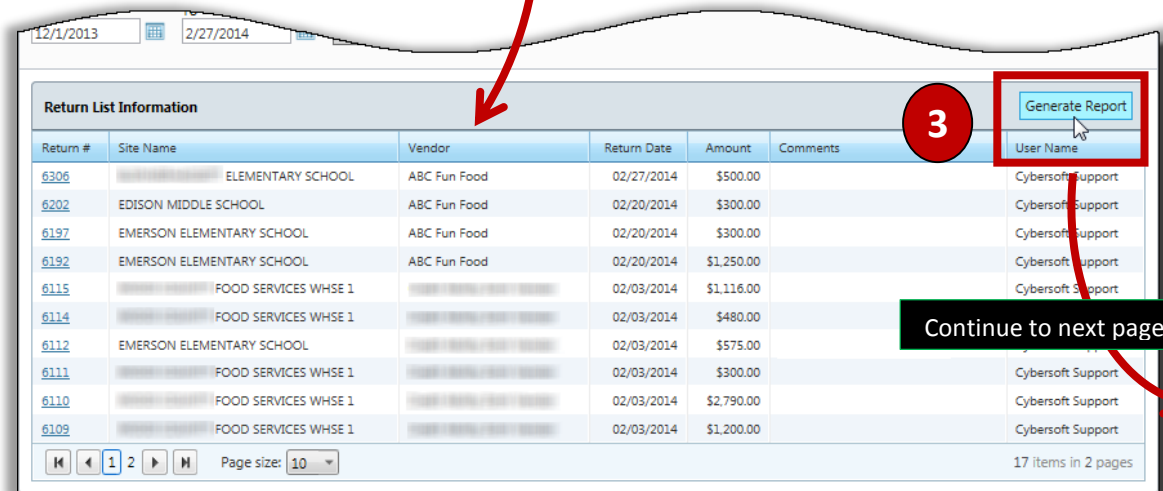
### To generate a

1. Select search conditions, as needed, to create a list of Returns.
2. Click  .
3. Click  .



The screenshot shows the 'Return List' form. A red dashed box highlights the search criteria fields: 'Site Code' (set to '-- ALL --'), 'Site' (set to '-- ALL --'), 'Vendor' (set to '-- ALL --'), 'From' date (12/1/2013), and 'To' date (2/27/2014). A red circle with the number '1' is next to the search criteria. A red box highlights the 'Apply' button, with a red circle and the number '2' next to it. Below the search criteria is a 'Return List Information' table with one row of data.

Return #	Site Name	Vendor	Return Date	Amount	Comments	User Name
<a href="#">6303</a>	MULLENS ELEMENTARY SCHOOL	A & R WHOLESALE DISTRIBUTORS	02/26/2014	\$627.85	Returned for recall	Cybersoft Support



The screenshot shows the 'Return List Information' table with 17 items. A red circle with the number '3' is next to the 'Generate Report' button. A red arrow points from the 'Apply' button in the previous screenshot to the 'Generate Report' button. A black box with white text 'Continue to next page' is overlaid on the bottom right of the table.

Return #	Site Name	Vendor	Return Date	Amount	Comments	User Name
<a href="#">6306</a>	ELEMENTARY SCHOOL	ABC Fun Food	02/27/2014	\$500.00		Cybersoft Support
<a href="#">6202</a>	EDISON MIDDLE SCHOOL	ABC Fun Food	02/20/2014	\$300.00		Cybersoft Support
<a href="#">6197</a>	EMERSON ELEMENTARY SCHOOL	ABC Fun Food	02/20/2014	\$300.00		Cybersoft Support
<a href="#">6192</a>	EMERSON ELEMENTARY SCHOOL	ABC Fun Food	02/20/2014	\$1,250.00		Cybersoft Support
<a href="#">6115</a>	FOOD SERVICES WHSE 1		02/03/2014	\$1,116.00		Cybersoft Support
<a href="#">6114</a>	FOOD SERVICES WHSE 1		02/03/2014	\$480.00		Cybersoft Support
<a href="#">6112</a>	EMERSON ELEMENTARY SCHOOL		02/03/2014	\$575.00		Cybersoft Support
<a href="#">6111</a>	FOOD SERVICES WHSE 1		02/03/2014	\$300.00		Cybersoft Support
<a href="#">6110</a>	FOOD SERVICES WHSE 1		02/03/2014	\$2,790.00		Cybersoft Support
<a href="#">6109</a>	FOOD SERVICES WHSE 1		02/03/2014	\$1,200.00		Cybersoft Support

Page size: 10 | 17 items in 2 pages

Click to print the report

Generated on: 2/27/2014 2:24:33 PM

### Credit List Report

SCHOOLS  
From 12/01/2013 To 02/27/2014

Site: -- ALL --  
Vendor: -- ALL --

Return #	Vendor	Return Date	Amount	Comments	User Name
<b>ELEMENTARY SCHOOL</b>					
6037	ABC Fun Food	1/27/2014	376.00		Cybersoft Support
6069	ABC Fun Food	1/29/2014	250.00		Cybersoft Support
6306	ABC Fun Food	2/27/2014	500.00		Cybersoft Support
<b>Site Total:</b>			<b>1,126.00</b>		
<b>HIGH SCHOOL</b>					
6027	ABC Fun Food	1/27/2014	500.00		Cybersoft Support
<b>Site Total:</b>			<b>500.00</b>		
<b>SCHOOL</b>					
6202	ABC Fun Food	2/20/2014	300.00		Cybersoft Support
<b>Site Total:</b>			<b>300.00</b>		
<b>SCHOOL</b>					
6061	ABC Fun Food	1/28/2014	5,607.00		Cybersoft Support
6062	ABC Fun Food	1/28/2014	5,607.00		Cybersoft Support
6112	ABC Fun Food	2/3/2014	575.00		Cybersoft Support
6192	ABC Fun Food	2/20/2014	1,250.00		Cybersoft Support
6197	ABC Fun Food	2/20/2014	300.00		Cybersoft Support
<b>Site Total:</b>			<b>13,339.00</b>		
<b>WAREHOUSE</b>					
6029	ABC Fun Food	1/27/2014	83.00		Cybersoft Support
6092	ABC Fun Food	1/31/2014	13,779.98		Cybersoft Support
<b>Site Total:</b>			<b>13,862.98</b>		
<b>FOOD SERVICES WHSE 1</b>					
6109	ABC Fun Food	2/3/2014	1,200.00		Cybersoft Support
6110	ABC Fun Food	2/3/2014	2,790.00		Cybersoft Support
6111	ABC Fun Food	2/3/2014	300.00		Cybersoft Support
6114	ABC Fun Food	2/3/2014	480.00		Cybersoft Support
6115	ABC Fun Food	2/3/2014	1,116.00		Cybersoft Support
<b>Site Total:</b>			<b>5,886.00</b>		
<b>Report Total:</b>			<b>35,013.98</b>		

Page: 1 of 1

# 4


# Inventory

This section includes how to

- ✓ View Perpetual inventory.
- ✓ View Physical inventory.
- ✓ Manage Physical inventory.

## Inventory at a Glance

Menu Function	Description
Perpetual Inventory	Displaying a Perpetual inventory for all items or only items on hand for all inventory items or a selected group of items
Physical Inventory	Create, display, change, complete, reconcile, or cancel a physical inventory; create a physical inventory by storage or valuation group for all or selected item categories
Physical Inventory Status	Display the status of a physical inventory(ies) for a selected period or date(s)

 **Note:** Menus and functions to which you have access are those appropriate for your role with PrimeroEdge. When you access the **Inventory** menu, you may see a subset of the functions listed above.

# About Physical and Perpetual Inventories

Physical inventory includes the actual items that you can touch and are frequently stored in a warehouse.

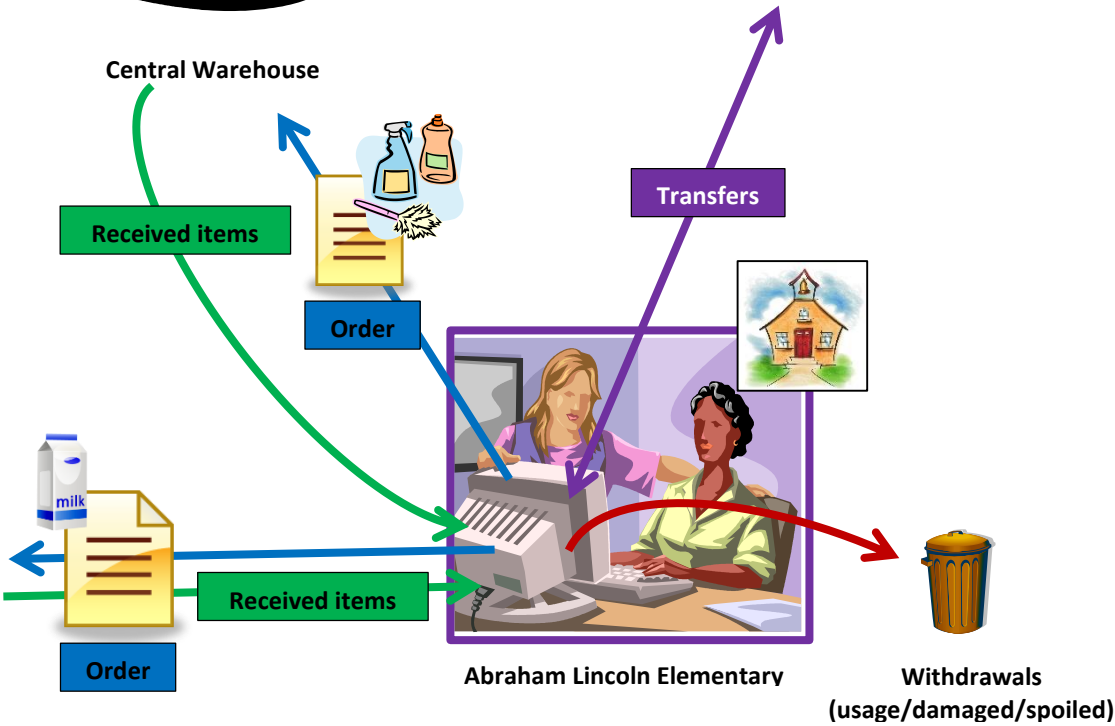
Perpetual inventory is the record of physical items in Physical inventory and all the activities performed with the items.

**Goal: Perpetual Inventory results (counts) = Physical Inventory counts**

## Physical Inventory (what can be physically touched or accounted for)

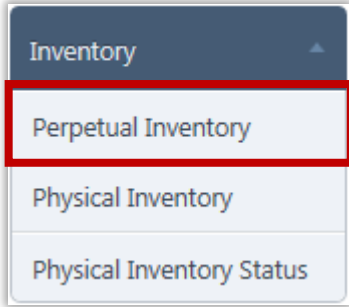


George Washington High School



## Perpetual Inventory (what the computer calculates from Orders, Transfers, Withdrawals, and Adds to Inventory)

# Perpetual Inventory



**Perpetual Inventory** provides a current view of all on-hand quantities of inventory items at a site. Perpetual inventory is automatically calculated when goods are received, transferred or withdrawn from inventory.

Access to Perpetual inventory functions is dependent on your user-role permissions.

## Perpetual Inventory Page

**Your site appears in Site Code / Site; if you have access to multiple sites, the first site in the list of available sites appears**

**Default: Show Only On-Hand Inventory Items**

**Item Category default = "ALL"**

**Item Description default = Blank**

**Item default = blank**

**Default view shows only on-hand quantities of items for the selected site**

**ABRAHAM LINCOLN ELEMENTARY Item List**

Item #	Item Description	Quantity On Hand	MAP
- Storage Category: Cooler			
- Item Category: Refrigerated			
SS-BGE-1023	Country Smoked Ham Slices [Bag1=20 each]	10 Bag1,0 each	\$56.7800
SS-BGE-1027	Country Smoked Turkey Tenders [Bag1=20 Each]	5 Bag1,0 Each	\$49.7500
- Storage Category: Freezer			
- Item Category: Frozen			
SS-HKM-2CB-001	Egg White Omelet [Carton=96 each]	300 Carton,0 each	\$13.6000
FZ082	PB&J Sandwich, Wheat Grape [Case=72 Each]	350 Case,0 Each	\$56.9500
SS-HKM-GNG-287	Veggie Burrito [Box=24 each]	210 Box,0 each	\$33.3000

# Viewing a Category of Perpetual Inventory Items

## To view Perpetual inventory Items in a category

- 1. Select one Item scope option.
- 2. Select an **Item Category**.
- 3. Click **Apply**.

**Perpetual Inventory** Printable Page

Site Code: 0101 Site: ABRAHAM LINCOLN ELEMENTARY

Show All Inventory Items  Show Only On Hand Inventory Items

Item Category: Frozen Item Description: [ ]

Item: [ ] **Apply**

**Perpetual Inventory** Printable Page

Site Code: 0101 Site: ABRAHAM LINCOLN ELEMENTARY

Show All Inventory Items  Show Only On Hand Inventory Items

Item Category: Frozen Item Description: [ ]

Item: [ ] **Apply**

**ABRAHAM LINCOLN ELEMENTARY Item List** Print Perpetual Inventory

Item #	Item Description	Quantity On Hand	MAP
SS-SSP-1017	All Natural Fruit Bar [Case=48 each]	0 Case,0 each	
SS-HKM-2CB-001	Egg White Omelet [Carton=96 each]	300 Carton,0 each	\$13.6000
FZ082	PB&J Sandwich, Wheat Grape [Case=72 Each]	350 Case,0 Each	\$56.9500
SS-HKM-GNG-287	Veggie Burrito [Box=24 each]	210 Box,0 each	\$33.3000

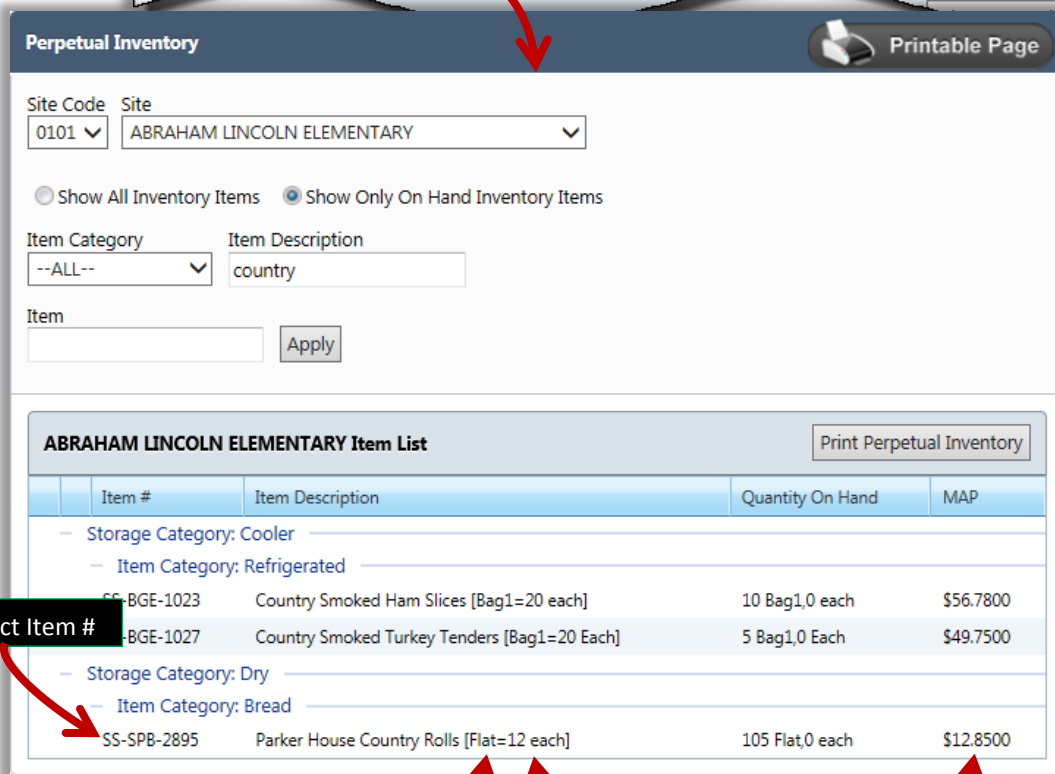
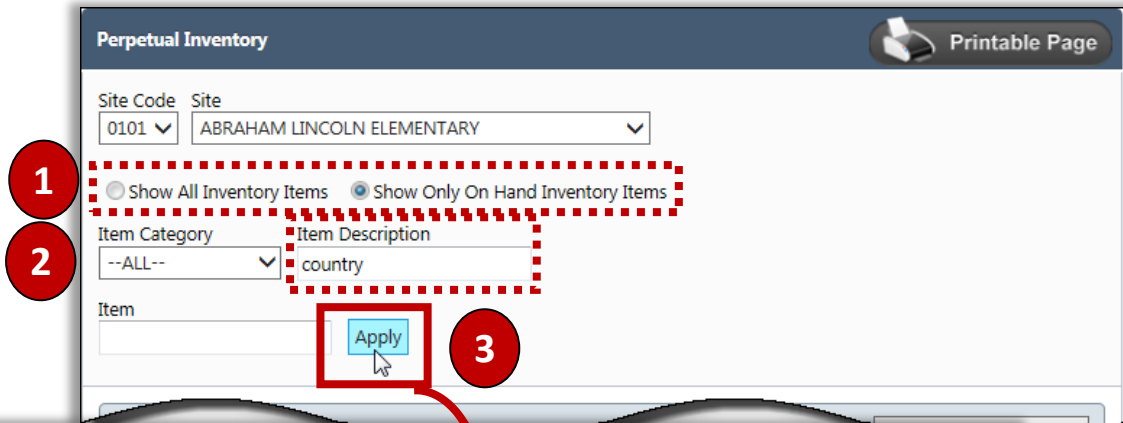
Annotations:

- 1: Select one Item scope option.
- 2: Select an **Item Category**.
- 3: Click **Apply**.
- Listed in inventory but no quantities on hand (points to 0 Case,0 each)
- District Item # (points to Item #)
- How item is purchased = Whole Unit (points to [Case=48 each])
- Number of Broken Units in a Whole Unit (points to 0 each)
- MAP = Moving Average Price (points to \$33.3000)

## Viewing Perpetual Inventory Items by Description

### To view Perpetual Inventory Items with the same character string

1. Select one Item scope option.
2. Select an **Item Category**, if needed, and enter a text string in **Item Description**.
3. Enter a text string in **Item**.
4. Click **Apply**.



District Item #

How item is purchased =  
Whole Unit

Number of Broken Units  
in a Whole Unit

MAP = Moving Average Price



## Viewing a Specific Perpetual Inventory Item

### To view a specific Perpetual Inventory Item

- 1. Select one scope option.
- 2. Enter a District Item # in **Item**.
- 3. Click **Apply**.

**Perpetual Inventory** Printable Page

Site Code: 0101 Site: ABRAHAM LINCOLN ELEMENTARY

Show All Inventory Items  Show Only On Hand Inventory Items

Item Category: --ALL-- Item Description:

Item: SS-HKM-2CB-001 **Apply**

**ABRAHAM LINCOLN ELEMENTARY Item List** Print Perpetual Inventory

Item #	Item Description	Quantity On Hand	MAP
SS-HKM-2CB-001	Egg White Omelet [Carton=96 each]	300 Carton,0 each	\$13.6000

District Item #

How item is purchased = Whole Unit

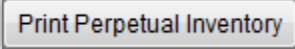
Number of Broken Units in a Whole Unit

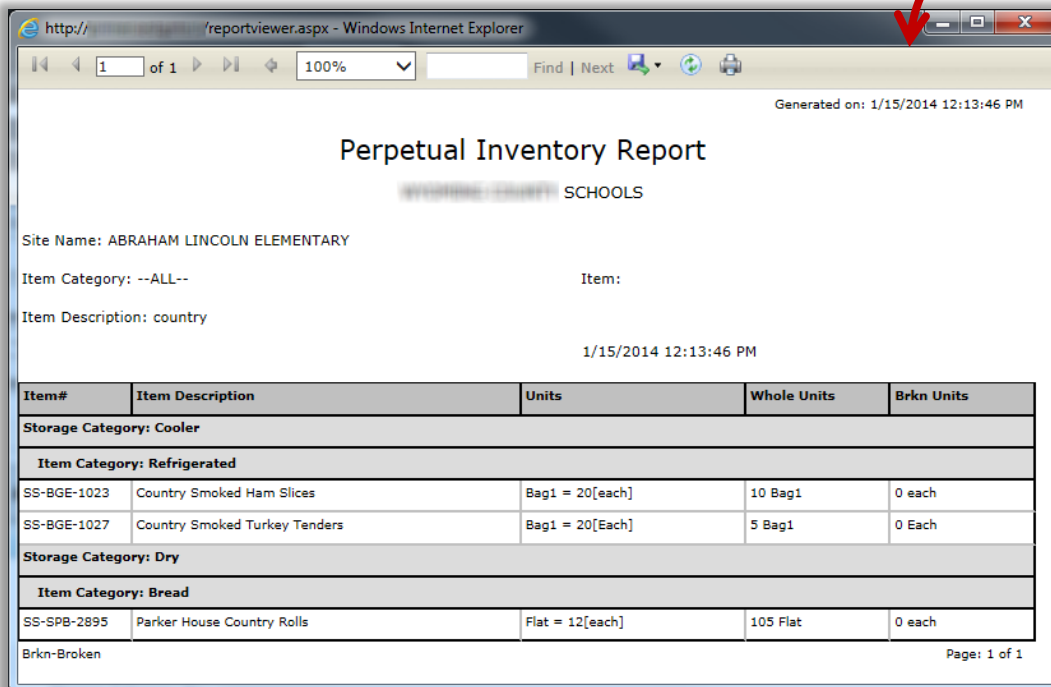
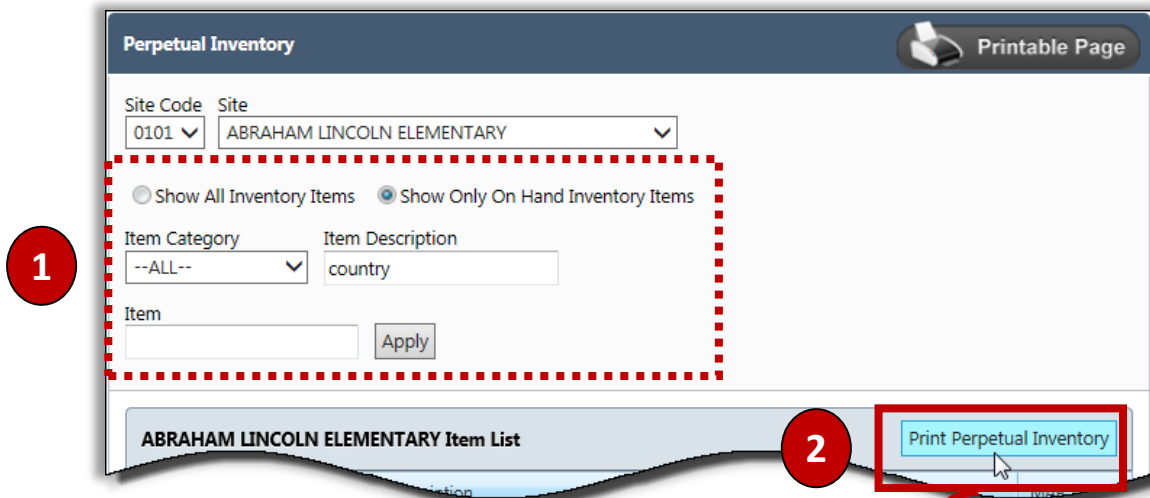
MAP = Moving Average Price

## Printing a Perpetual Inventory

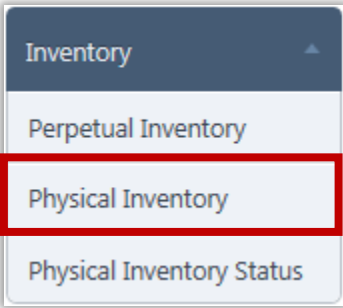
The Perpetual Inventory Report includes all items shown on the screen. Use the search criteria to display only the items you want to include in the report before printing.

### To print the displayed Perpetual Inventory items

1. Use the search criteria to display all or a group of inventory items.
2. Click  .



# Physical Inventory



**Physical Inventory** preforms Physical Inventories and displays past inventories. A Physical inventory is performed to verify the Perpetual inventory.

Performing a Physical Inventory includes

- Starting a Physical Inventory.
- Conducting a Physical count and recording the counts.
- Reconciling Physical Inventory with Perpetual Inventory.

When a Physical inventory has been performed for the last Inventory period, "Interim" appears in the **Period** selection field.

## Physical Inventory Page

"Interim" Physical inventories can be performed as often as needed

The screenshot shows the 'Physical Inventory' page with several callouts:

- Top Callout:** "Your site appears in **Site Code / Site**; if you have access to multiple sites, the first site in the list of available sites appears" (points to the Site Code dropdown).
- Form Callout:** "A new Physical inventory cannot be started when a Physical Inventory is pending" (points to the 'Start' button and a pending message).
- Search Criteria Callout:** "Site Code / Site default = your site or 'ALL' if you have access to multiple sites" (points to the search dropdowns).
- Search Criteria Callout:** "Default date range = 'By Periods'" (points to the 'By Periods' radio button).
- Search Criteria Callout:** "Default Status = 'ALL'" (points to the status dropdown).
- Table Callout:** "N/A" indicates an Interim Physical inventory (points to the 'N/A' in the Period column of the Physical Inventory List table).

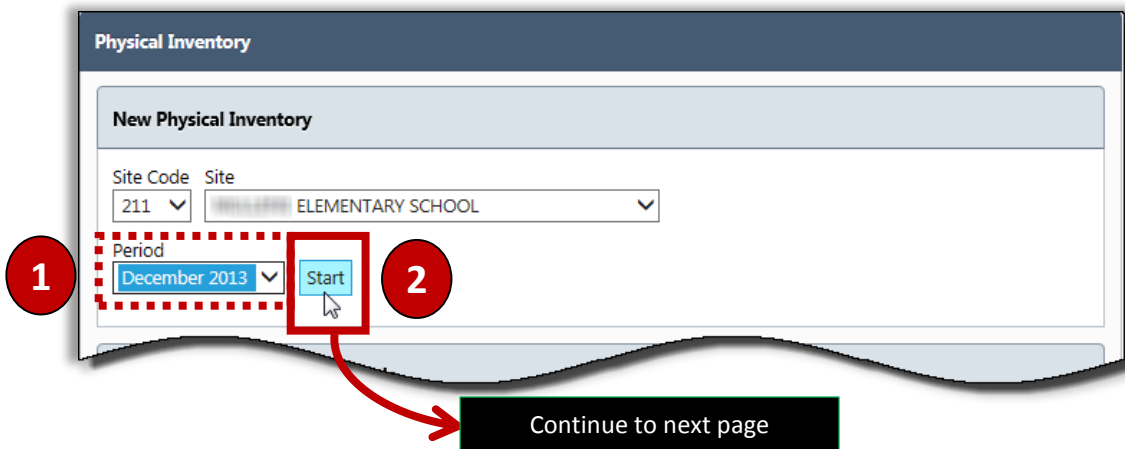
## Step 1: Starting a New Physical Inventory

The first step in performing a Physical Inventory is to select the items to be counted—either by Storage Category or Valuation group.

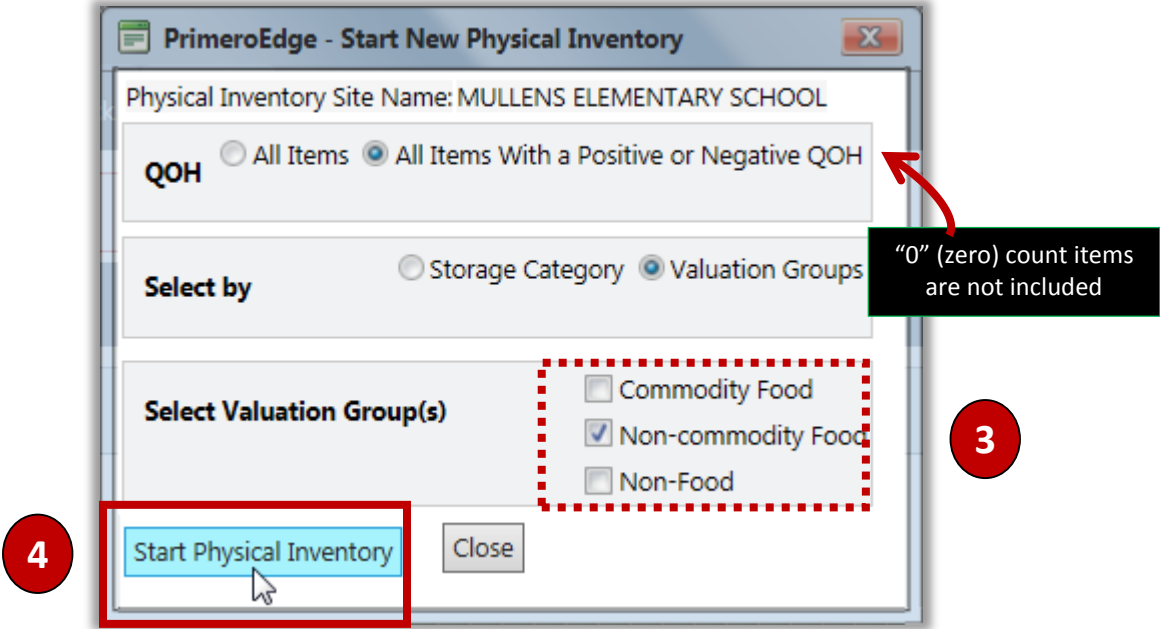
- If Valuation Group is chosen, the various groups appear and one or more groups can be selected.
- If Storage Category is chosen, all Storage Categories and Item Categories are shown. Clear the Storage Categories that are not to be included in the inventory—you'll see that Item Categories corresponding to the cleared Storage Categories are removed from display.

### To start a new Physical Inventory

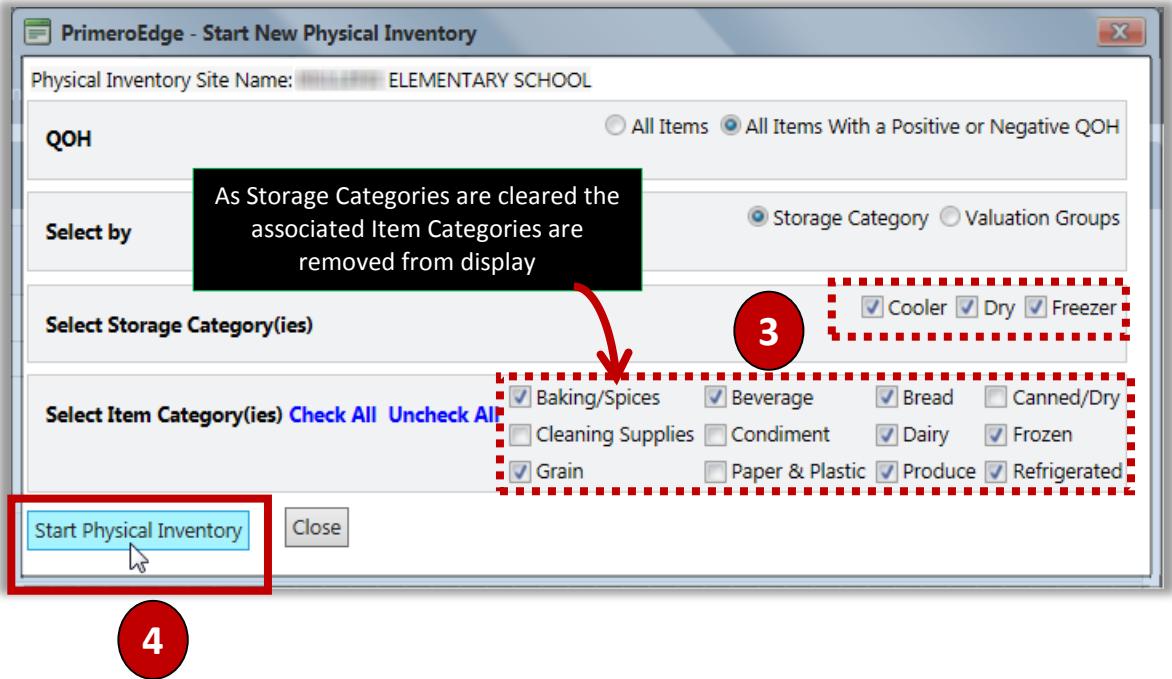
1. Select a **Period**.
2. Click  .
3. Choose one **Select by** option.
  - a. If Valuation Groups option is chosen, select one or more groups.
  - b. If Storage Categories option is chosen, first clear the Storage Categories that are not to be included in the inventory, and then clear the Item Categories that are not to be included.
4. Click  .



**If Valuation Groups are chosen**



**If Storage Category is chosen**



The time taken to complete the Physical Inventory depends on the number of items in inventory and the number of orders processed. Time for completion may be quite lengthy.

## Step 2: Conducting a Physical Count

### A Print a Physical Count Sheet

When the Physical Inventory Details page appears, the system is ready for entry of physical counts of each item. A Physical Count Sheet can be printed to use during the physical count.

#### To print a Physical Count Sheet

- Click **Print Physical Count Sheet** on the *Physical Inventory Details* page.

The screenshot shows the 'Physical Inventory Details' page for 'ELEMENTARY SCHOOL'. It includes a 'Printable Page' button and a 'Physical Inventory Summary' table with 1 item. Below is a table of 'Physical Inventory Items' for 'Storage Category: Freezer' and 'Item Category: Frozen', listing 'SS-SSP-1017 All Natural Fruit Bar - I' with checkboxes for usable and damaged units. The 'Actions' bar at the bottom contains a 'Print Physical Count Sheet' button, which is highlighted with a red box and a red circle containing the number '1'. A red arrow points from this button to the 'Print' icon in the browser's toolbar of the 'Physical Count Sheet' report window. The report window shows the title 'Physical Count Sheet' and a table with columns for Item #, Item Description, Units, Usable Qty (Wh, Bkn), and Comments. The table entry for 'SS-SSP-1017 All Natural Fruit Bar - E' shows 'Case = 48 [each]'. The report footer includes 'Qty: Quantity, Wh:Whole, Bkn:Broken' and 'Page: 1 of 1'.

**B** Physically count all items in your inventory that are on the Physical Count Sheet and record the counts on the printout.

**C** Enter the recorded counts. Use the recorded item counts on the Physical Count Sheet.

**To enter recorded physical counts**

- 1. Enter the counts recorded on the *Physical Inventory Details* page.
- 2. Click **Save as Complete** when all counts have been entered.
- 3. Enter a name in **Counted By** and add **Comments**.
- 4. Click **Save as Complete**.

**Physical Inventory Details** Printable Page

MULLENS MIDDLE SCHOOL

**Physical Inventory Summary** Number of Items: 1

Storage Category	Total Items	Zero Qty Items
Freezer	1	1

**Physical Inventory Items**

Item #	Item Description	Usable Whole Units	Usable Broken Units	Damaged Whole Units	Damaged Broken Units	Note
SS-SSP-1017	All Natural Fruit Bar - 1	300 Case	34 each	1 Case	2 each	

**Add Item**

Item Category: Frozen  
Item: All Natural Fruit Bar  
Add Item

**Actions**  
Cancel Save As Incomplete **Save As Complete**

**Physical Inventory Complete Details**

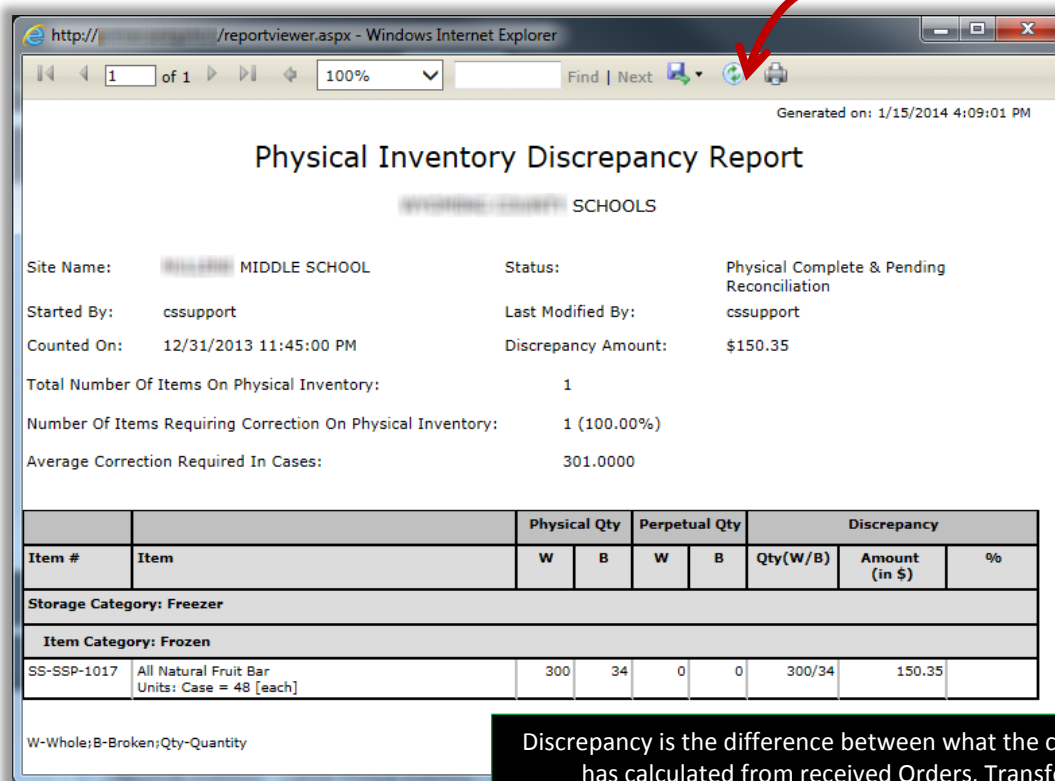
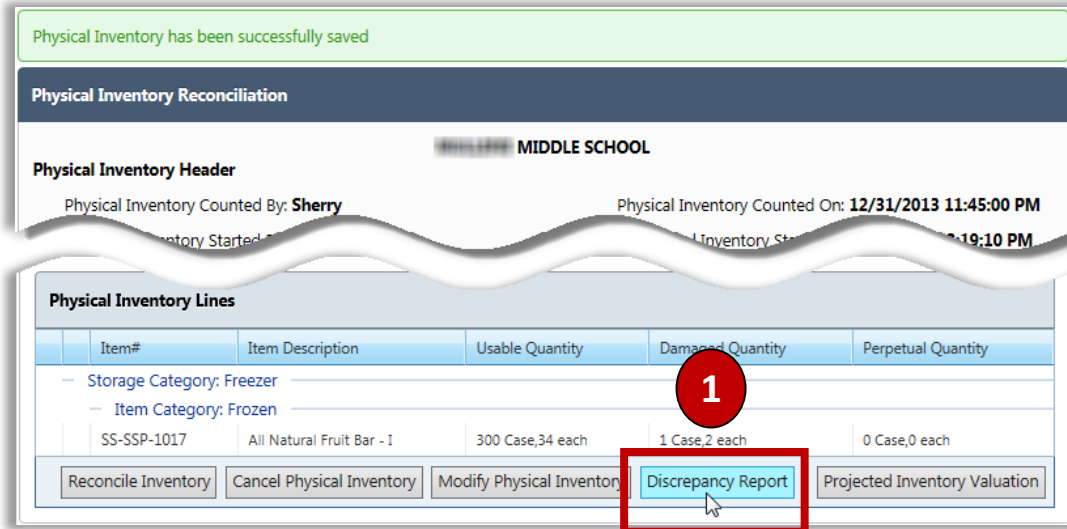
Period: December 2013  
Counted By: Sherry  
Comments: No problems  
**Save As Complete** Go Back

Click Save As Incomplete to save entered data; before reconciliation can be performed, the Physical Inventory must be saved as complete

- D** Generate a Discrepancy Report. This report shows all the items in Perpetual Inventory that have a different count from what you entered in step 2C (see the previous page).

**To print a Discrepancy Report**

- Click **Discrepancy Report** on the *Physical Inventory Reconciliation* page.



Discrepancy is the difference between what the computer has calculated from received Orders, Transfers, Withdrawals, and Adds to Inventory (Perpetual inventory) and what was physically counted (Physical inventory)



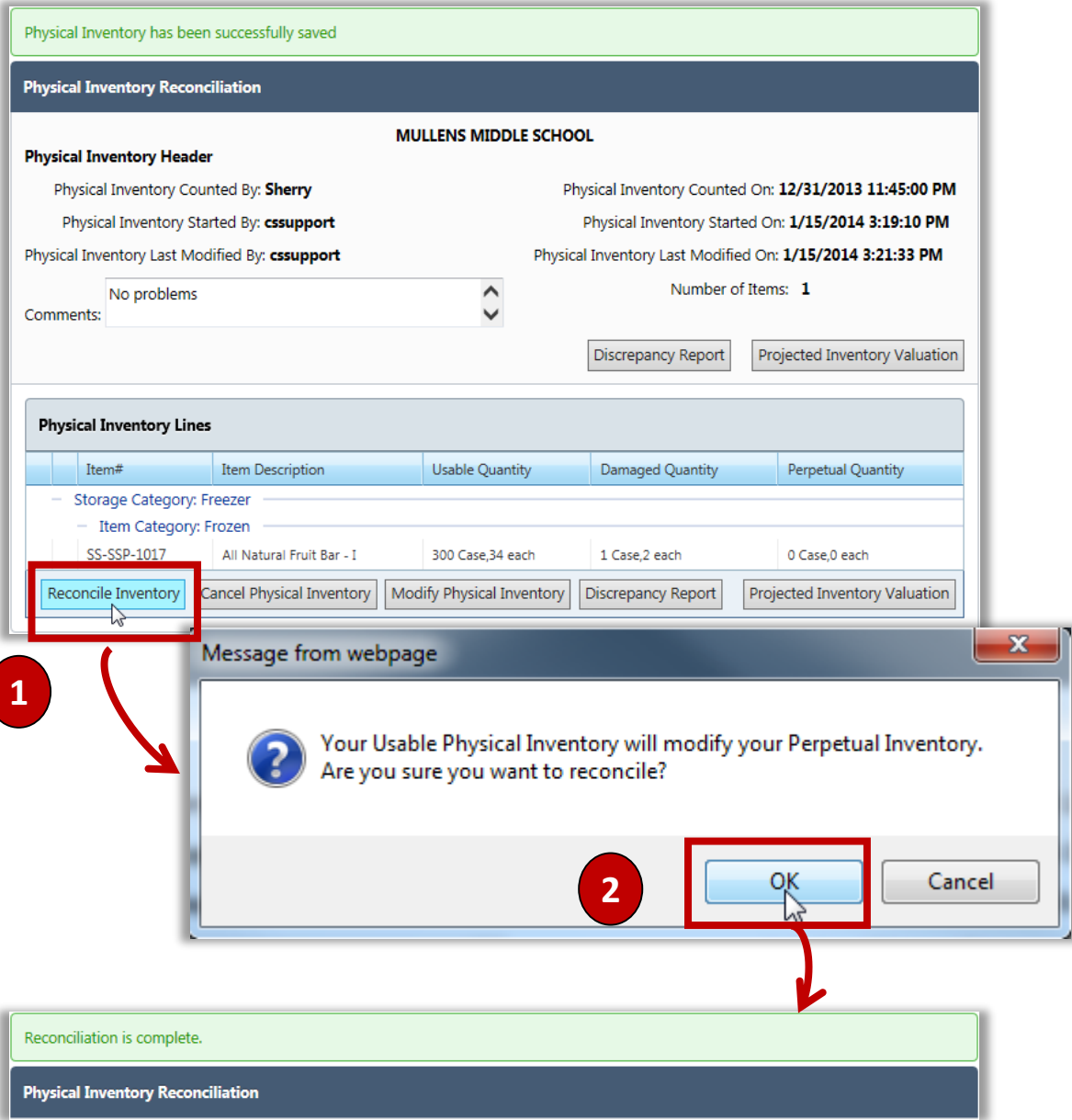
### Step 3: Reconciling Physical Inventory with Perpetual Inventory

Reconcile Physical Inventory counts with Perpetual Inventory counts—this procedure overwrites Perpetual Inventory counts with Physical Inventory counts.

**Note:** All orders created during the selected Inventory Period **must have a status of “Closed”** for reconciliation to complete successfully.

#### To reconcile a Physical Inventory

1. Click **Reconcile Inventory** on the *Physical Inventory Reconciliation* page.
2. Click **OK** to confirm the reconciliation.



## Viewing a Physical Inventory

Physical Inventory details include all items that were counted and item counts (Physical inventory), Perpetual inventory quantities, date details, and personnel involved in the inventory.

### To view a past Physical Inventory

1. Select search criteria for the desired Physical Inventory.
2. Click [View](#) in the Physical Inventory listing.

**Physical Inventory Search Criteria**

Site Code: 211 | Site: ELEMENTARY SCHOOL

By Periods (selected) | By Dates

Period: December 2013

Status: ALL

Apply | Reset

**Physical Inventory List**

Site Name	Started By	Last Modified By	Last Modified Date	Counted At	Status	Period	View
ELEMENTARY SCHOOL	cssupport	cssupport	1/15/2014 5:10:28 PM	12/31/2013 11:45:00 PM	Reconciled	December 2013	<a href="#">View</a>

**Physical Inventory Reconciliation**

**Physical Inventory Header**

Physical Inventory Counted By: **Sherry** | Physical Inventory Counted On: **12/31/2013 11:45:00 PM**

Physical Inventory Started By: **cssupport** | Physical Inventory Started On: **1/15/2014 3:03:54 PM**

Physical Inventory Last Modified By: **cssupport** | Physical Inventory Last Modified On: **1/15/2014 5:10:28 PM**

No problems | Number of Items: 1

Discrepancy Report | Inventory Valuation

**Physical Inventory Lines**

Item#	Item Description	Usable Quantity	Damaged Quantity	Perpetual Quantity
SS-SSP-1017	All Natural Fruit Bar - I	0 Case,0 each	0 Case,0 each	0 Case,0 each

Modify Physical Inventory | Discrepancy Report | Inventory Valuation

# Cancelling a Physical Inventory

A Physical Inventory can be cancelled any time before reconciliation is completed.

## To cancel a Physical Inventory

1. List a Physical inventory.
  - a. Click the link [Click here to view](#) for a pending Physical Inventory, or
  - b. Select search criteria for the desired Physical Inventory, select **Apply** , and click [View](#) in the Physical Inventory listing.
2. Click **Cancel Physical Inventory** .

**1**

**a**

**b**

Your site is automatically selected

A new Physical inventory cannot be started when a Physical Inventory is pending

Physical inventories can be listed by Inventory Period or by a date range

**Physical Inventory Reconciliation**  
ABRAHAM LINCOLN ELEMENTARY

**Physical Inventory Header**

Physical Inventory Counted By: Sherry  
Physical Inventory Started By: csupport  
Physical Inventory Last Modified By: csupport

Physical Inventory Counted On: 10/31/2013 11:45:00 PM  
Physical Inventory Started On: 11/26/2013 11:51:57 AM  
Physical Inventory Last Modified On: 1/15/2014 1:49:59 PM

Comments: No problems

Number of Items: 4

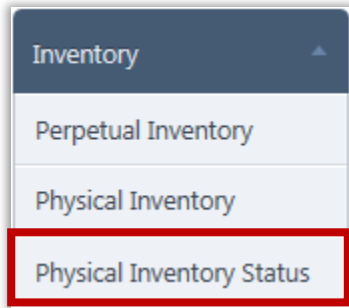
Discrepancy Report | Projected Inventory Valuation

**Physical Inventory Lines**

Item#	Item Description	Usable Quantity	Damaged Quantity	Perpetual Quantity
- Storage Category: Cooler				
- Item Category: Produce				
PR003	Apples, Red School Boy - I	100 Carton,100 Each	2 Carton,1 Each	0 Carton,0 Each
- Storage Category: Dry				
- Item Category: Canned/Dry				
CN004	Applesauce Cups, Plain - I	100 Case,100 Cup	4 Case,2 Cup	0 Case,0 Cup
DST1000	Tropical Fruit Cocktail - I	100 Carton,100 Can	1 Carton,1 Can	0 Carton,0 Can
- Storage Category: Freezer				
- Item Category: Frozen				
FZ082	PB&J Sandwich, Wheat Grape - I	100 Case,100 Each	2 Case,2 Each	0 Case,0 Each

Reconcile Inventory | **Cancel Physical Inventory** | Modify Physical Inventory | Discrepancy Report | Projected Inventory Valuation

# Physical Inventory Status



**Physical Inventory Status** displays all schools or a selected school with a specified Physical inventory status. Physical inventories can be shown within a date range or by Period.

## Physical Inventory Status Page

**Physical Inventory Status**

Site Code

Site

By Dates
  By Periods
 Period:

Status:

**Exception Sites**

Site Code	Site	Status
206	ABRAHAM LINCOLN ELEMENTARY & MIDDLE SCHOOL	Not Started
207	ABRAHAM LINCOLN ELEMENTARY & MIDDLE SCHOOL	Not Started
302	ABRAHAM LINCOLN MIDDLE SCHOOL	Not Started
212	ABRAHAM LINCOLN ELEMENTARY SCHOOL	Not Started
303	ABRAHAM LINCOLN MIDDLE SCHOOL	Not Started
214	ABRAHAM LINCOLN ELEMENTARY & MIDDLE SCHOOL	Not Started
0102	THOMAS JEFFERSON ELEMENTARY	Not Started
508	ABRAHAM LINCOLN HIGH SCHOOL	Not Started
507	ABRAHAM LINCOLN HIGH SCHOOL	Not Started
000	ABRAHAM LINCOLN SCHOOLS WAREHOUSE	Not Started

1 2

Page size:

20 items in 2 pages


Your site appears in **Site Code / Site**; if you have access to multiple sites, the first site in the list of available sites appears

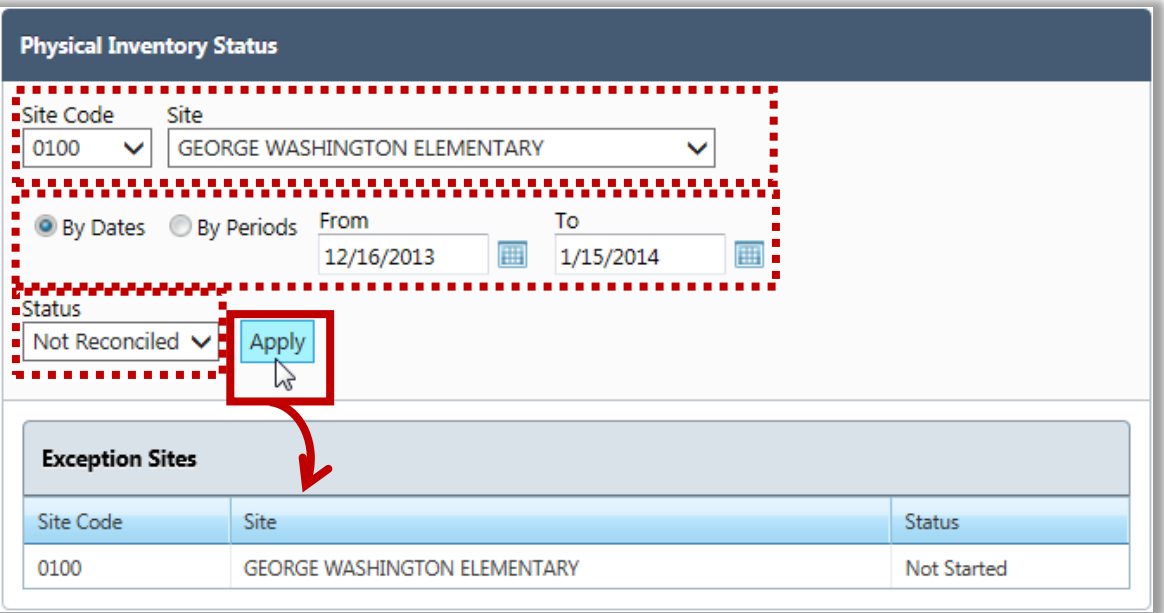
Default = "By Periods"; last full Period is selected

Default = "Not Started"

## Viewing a List of Sites by Physical Inventory Status

### To view a list of sites by Physical Inventory Status


1. Accept “ALL” or choose a **Site**.
2. Select either **By Dates** and a date range, or **By Periods** and select a period.
3. Select a **Status**.
4. Click  .



**Physical Inventory Status**

1 Site Code: 0100 Site: GEORGE WASHINGTON ELEMENTARY

2  By Dates  By Periods From: 12/16/2013 To: 1/15/2014

3 Status: Not Reconciled 

Exception Sites		
Site Code	Site	Status
0100	GEORGE WASHINGTON ELEMENTARY	Not Started

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