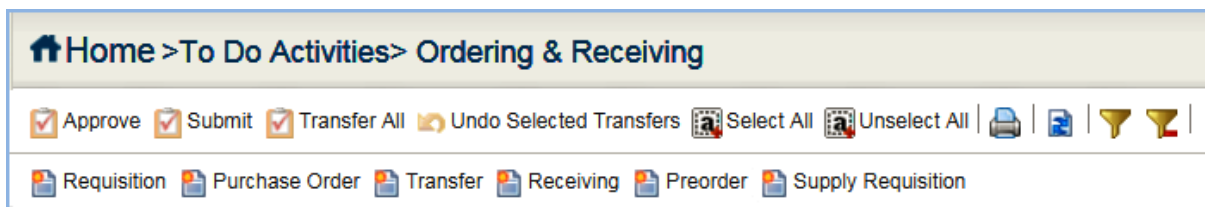
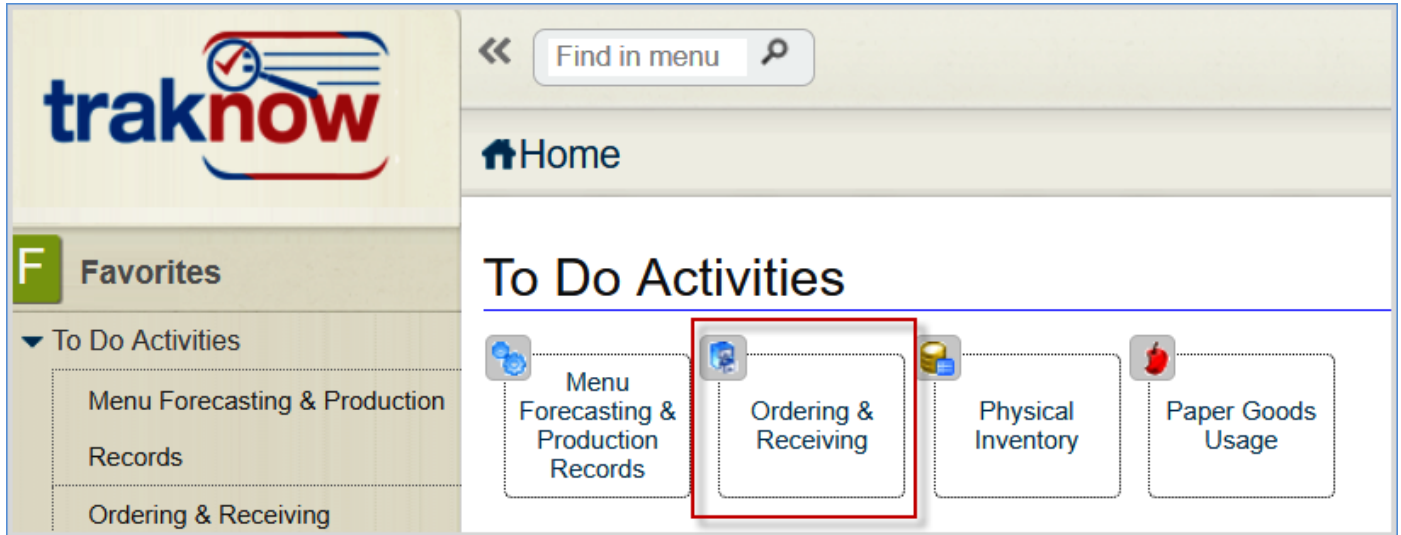


Site to Site Transfers

This section will demonstrate how to create a transfer document when sending food or supplies to another site. (This will replace the current handwritten "Transfer" form used)

1. From the Home Page, click "**Ordering & Receiving**"

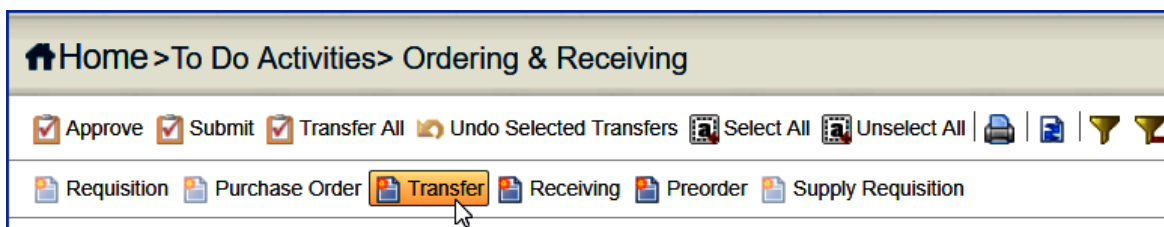


Creating a Transfer

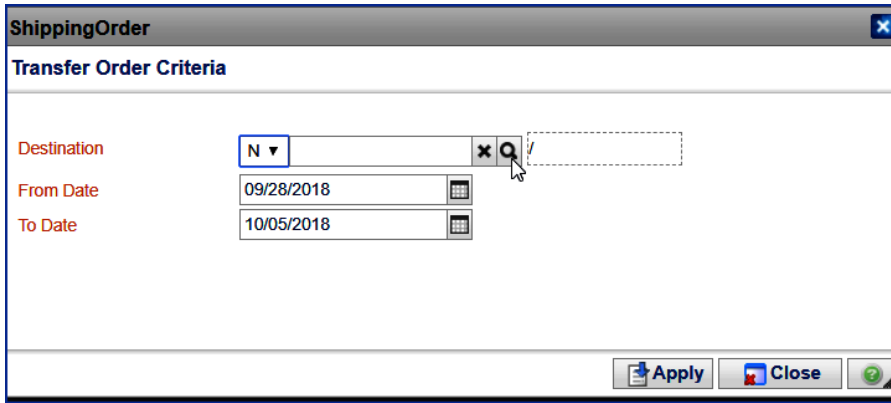
2. With no other document highlighted, click "**Transfer**". (Use the "Refresh" button to clear the highlight from any existing highlighted document)

This screenshot shows the 'Transfer' button highlighted in the toolbar. Below it is a table of purchase orders. The table has the following columns: View, Del, Edit, Document Type, Supplier, Destination Site, Document Status, Due Date, Document Id, Ref. Order Id, Creation Date, and Invoice Number.

View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
			Purchase Order	US Foods	South Dade Senior	Wait2BReceived	10/01/2018	5893		09/18/2018	
			Purchase Order	US Foods Commodity	South Dade Senior	Wait2BReceived	10/01/2018	5894		09/18/2018	
			Purchase Order	S&D Paper	South Dade Senior	Wait2BReceived	10/08/2018	5995		09/20/2018	
			Purchase Order	US Foods	South Dade Senior	Wait2BReceived	10/08/2018	5996		09/20/2018	
			Purchase Order	S&D Supplies	South Dade Senior	Wait2BReceived	10/08/2018	5997		09/20/2018	
			Purchase Order	US Foods Commodity	South Dade Senior	Wait2BReceived	10/08/2018	5998		09/20/2018	
			Purchase Order	US Foods	South Dade Senior	Wait2BReceived	10/15/2018	6221		09/26/2018	
			Purchase Order	US Foods Commodity	South Dade Senior	Wait2BReceived	10/15/2018	6222		09/26/2018	

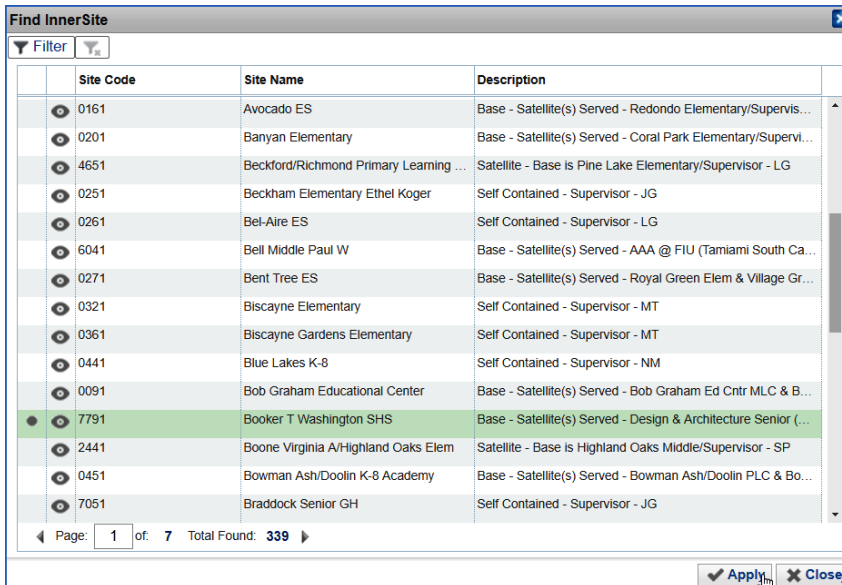


3. Select the destination site by clicking on the magnifying glass to pull up the list of sites.



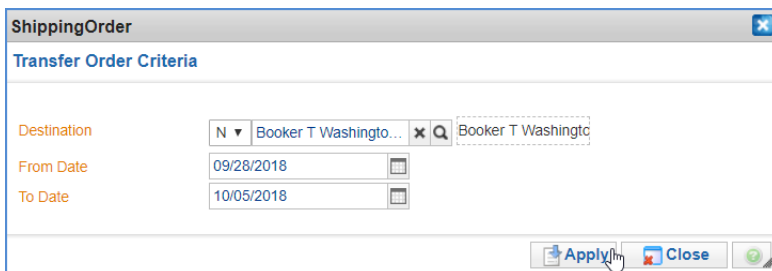
Note: Until ALL sites are moved to TrakNOW, transfer documents can only be created to those sites already on TrakNOW. Manager will be shown another option for food or supplies going to sites not yet on TrakNOW.

4. Select the destination site and click “Apply”.

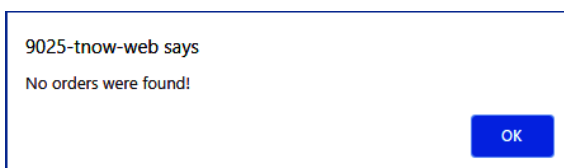


5. When needed, Select the appropriate date for the transfer. Otherwise leave the dates as they default.

6. Click “Apply”.



7. Click “OK” to the No Orders were Found. Should a list of available transfer documents appear, the user can Click “Close” without selecting a document.



8. The Due Date defaults to the current date. We recommend using real time dates for transfers but the program will allow a user to change the Due Date. Dates can be set up to 7 days in the past if needed.
9. Click “Add Items” to select the items to be transferred.

The screenshot shows the 'ShippingOrder' window with the 'Transfer' section. Under 'General Details', the 'Due Date' is set to 09/28/2018. The 'Expected Total Cost \$' and 'Actual Total Cost \$' are both 0.00. A green box highlights the 'Add Items' button. Below this is a table titled 'Transfer - Items to Ship to Sites' which is currently empty.

10. Select item(s) by clicking on the black down arrow to add to the list on the bottom. Once all items have been added, click “Apply”.

The screenshot shows the 'Find InnerSiteItemSupplier' window. The search filter is set to 'cereal'. A list of items is displayed with columns for 'Item Name', 'Item Code', and 'Description'. Two items are selected: 'Cereal Apple Cinnamon Cheerios' (Item Code 5412) and 'Cereal Bar Cinnamon Toast Crunch' (Item Code 5025). The 'Apply' button is highlighted with a mouse cursor.

11. Enter the quantity to be supplied in the “Sup Qty” column.

The screenshot shows the 'ShippingOrder' window with the 'Transfer' section. The 'Actual Total Cost \$' is now 17.54. The 'Add Items' button is no longer highlighted. The table 'Transfer - Items to Ship to Sites' now contains two rows:

Item Code	Item Name	Ref No.	Sup Qty	Sup UOM	Sup UU ...	Sup Tot \$	Ord Qty	Ord UOM
5412	Cereal Apple Cinnamon Cheerios		1.00	1 Ea / Ea - 96 Ea / Case	96.00	17.54	0.00	1 Ea / Ea - 96 Ea / Case
5025	Cereal Bar Cinnamon Toast Crunch		0.00	1 Ea / Ea - 96 Ea / Case	0.00	0.00	0.00	1 Ea / Ea - 96 Ea / Case

12. If only partial cases or units should be supplied, click on the “Sup UOM” column fall case line and a single unit option may be available.

ShippingOrder
Transfer

General Details

Order Id: -- Status: Due Date: 09/28/2018 Destination: Booker T Washington SH...
 Expected Total Cost \$: 0.00 Actual Total Cost \$: 571.79

Add Items

Transfer - Items to Ship to Sites

Item Code	Item Name	Ref No.	Sup Qty	Sup UOM	Sup UU ...	Sup Tot \$	Ord Qty	Ord UOM
5412	Cereal Apple Cinnamon Cheerios		1.00	1 Ea / Ea - 96 Ea / Case	96.00	17.54	0.00	1 Ea / Ea - 96 Ea / Case
5025	Cereal Bar Cinnamon Toast Crunch		25.00	1 Ea / Ea - 96 Ea / Case	2400.00	554.25	0.00	1 Ea / Ea - 96 Ea / Case

13. This will correctly update the quantity and cost to the single unit cost.

ShippingOrder
Transfer

General Details

Order Id: -- Status: Due Date: 09/28/2018 Destination: Booker T Washington SH...
 Expected Total Cost \$: 5.77 Actual Total Cost \$: 23.31

Add Items

Transfer - Items to Ship to Sites

Item Code	Item Name	Ref No.	Sup Qty	Sup UOM	Sup UU ...	Sup Tot \$	Ord Qty	Ord UOM
5412	Cereal Apple Cinnamon Cheerios		1.00	1 Ea / Ea - 96 Ea / Case	96.00	17.54	0.00	1 Ea / Ea - 96 Ea / Case
5025	Cereal Bar Cinnamon Toast Crunch		25.00	1 Ea / Ea - 1 Ea / Each	25.00	5.77	0.00	1 Ea / Ea - 96 Ea / Case

14. Click “Save” to keep the transfer in draft status. Click “Approve” to deplete the supplying site’s inventory for the items and supplied quantity and move the transfer to ‘Waiting to be Received’ status.

ShippingOrder
Transfer

General Details

Order Id: -- Status: Due Date: 09/28/2018 Destination: Booker T Washington SH...
 Expected Total Cost \$: 5.77 Actual Total Cost \$: 23.31

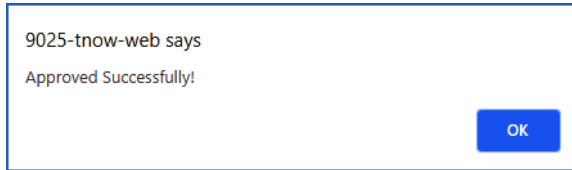
Add Items

Transfer - Items to Ship to Sites

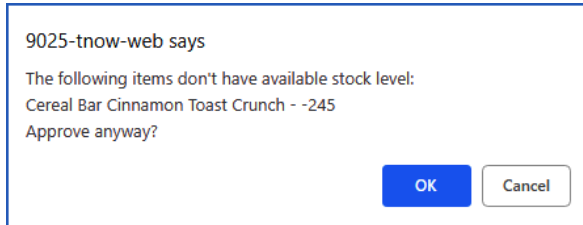
Item Code	Item Name	Ref No.	Sup Qty	Sup UOM	Sup UU ...	Sup Tot \$	Ord Qty	Ord UOM
5412	Cereal Apple Cinnamon Cheerios		1.00	1 Ea / Ea - 96 Ea / Case	96.00	17.54	0.00	1 Ea / Ea - 96 Ea / Case
5025	Cereal Bar Cinnamon Toast Crunch		25.00	1 Ea / Ea - 1 Ea / Each	25.00	5.77	0.00	1 Ea / Ea - 96 Ea / Case

Approve Print Pick List Save Close Print

15. When the Supplying Site has available stock to fill the transfer, the “Approved Successfully” message will appear. Click “OK”.



16. When the Supplying Site does not have the available stock to fill the transfer, the program will notify the user. Clicking “OK” to approve the transfer will create a negative inventory balance for the supplying site. **(Only click “OK” if there is an order with the Item(s) in TrakNOW but not yet received.)** Click “Cancel” to return to the draft transfer document for editing to adjust quantities or remove item from transfer document.



17. On the Ordering & Receiving screen, the name of the Supplying Site will display in the “Supplier” column and the name of the Receiving Site will display in the “Destination Site” column.
 18. The transfer will display “Wait2BReceived” status until the destination site receives in the transfer order. It will then be removed from the Ordering & Receiving screen for both sites.

Home > To Do Activities > Ordering & Receiving

Approve
 Submit
 Transfer All
 Undo Selected Transfers
 Select All
 Unselect All

	View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
<input type="checkbox"/>				Purchase Order	US Foods	South Dade Senior	Wait2BReceived	09/17/2018	5160		08/31/2018	
<input type="checkbox"/>				Purchase Order	S&D Paper	South Dade Senior	Wait2BReceived	09/24/2018	5379		09/06/2018	
<input type="checkbox"/>				Purchase Order	US Foods	South Dade Senior	Wait2BReceived	09/24/2018	5380		09/06/2018	
<input type="checkbox"/>				Purchase Order	S&D Supplies	South Dade Senior	Wait2BReceived	09/24/2018	5381		09/06/2018	
<input type="checkbox"/>				Transfer	South Dade Senior	Booker T Washington SHS	Wait2BReceived	09/28/2018	5840		09/28/2018	

Undo Transfers

This section will demonstrate how to move a Wait2BReceived Transfer back to draft status. The purpose of the Undo is to make corrections to the Transfer document. This action also returns supply quantities back to stock for the supplying site.

Undo a Transfer

1. Within the site supplier's document manager, Transfers that have been committed to "Wait2BReceived" status can be moved back to "Draft" using the Undo function. The function returns supply quantities back to stock for the site supplier allowing the draft document to be edited or deleted. *Note: When the transfer documents are re-approved, stock levels will be referenced again to assure available quantities and order date controls will apply to the procedure.*

a. To find the “Undo” function, click the “View” icon of a Transfer in “Wait2BReceived” status.

Home > To Do Activities > Ordering & Receiving

Approve
 Submit
 Transfer All
 Undo Selected Transfers
 Select All
 Unselect All

Requisition
 Purchase Order
 Transfer
 Receiving
 Preorder
 Supply Requisition

	View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
<input type="checkbox"/>				Purchase Order	US Foods	South Dade Senior	Wait2BReceived	09/17/2018	5160		08/31/2018	
<input type="checkbox"/>				Purchase Order	S&D Paper	South Dade Senior	Wait2BReceived	09/24/2018	5379		09/06/2018	
<input type="checkbox"/>				Transfer	South Dade Senior	Booker T Washington SHS	Wait2BReceived	09/28/2018	5840		09/28/2018	

b. The “Undo” button will be in the bottom right hand corner.



c. Click “OK” to the successful message.

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Process [Undo]of Transfer was done successfully.

d. The Transfer document is back in “Draft” status and supply quantities will return to stock.

Home > To Do Activities > Ordering & Receiving

Approve
 Submit
 Transfer All
 Undo Selected Transfers
 Select All
 Unselect All

Requisition
 Purchase Order
 Transfer
 Receiving
 Preorder
 Supply Requisition

	View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
<input type="checkbox"/>				Purchase Order	US Foods	South Dade Senior	Wait2BReceived	09/17/2018	5160		08/31/2018	
<input type="checkbox"/>				Purchase Order	S&D Paper	South Dade Senior	Wait2BReceived	09/24/2018	5379		09/06/2018	
<input type="checkbox"/>				Transfer	South Dade Senior	Booker T Washington SHS	Draft	09/28/2018	5840		09/28/2018	

Receiving a Transfer

This section will demonstrate how to Receive a Transfer from another Site. Receiving procedures for Purchase Orders and Transfers are the same. An order with a “Wait2BReceived” document status can be received into inventory to record the receipt of goods delivered.

1. Highlight the order to be received and click “Receiving”.

Home > To Do Activities > Ordering & Receiving

Approve
 Submit
 Transfer All
 Undo Selected Transfers
 Select All
 Unselect All
 Bulk Change

Requisition
 Purchase Order
 Transfer
 Receiving
 Preorder
 Supply Requisition

	View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
<input type="checkbox"/>				Purchase Order	S&D Paper	Booker T Washington SHS	Wait2BReceived	09/24/2018	5349		09/06/2018	
<input type="checkbox"/>				Purchase Order	US Foods	Booker T Washington SHS	Wait2BReceived	09/24/2018	5350		09/06/2018	
<input type="checkbox"/>				Purchase Order	S&D Supplies	Booker T Washington SHS	Wait2BReceived	09/24/2018	5351		09/06/2018	
<input type="checkbox"/>				Purchase Order	US Foods Commodity	Booker T Washington SHS	Wait2BReceived	09/24/2018	5352		09/06/2018	
<input checked="" type="checkbox"/>				Transfer	South Dade Senior	Booker T Washington SHS	Wait2BReceived	09/28/2018	5840		09/28/2018	

2. Enter the invoice number from the delivery ticket/shipping document. If the order does not have an invoice number, enter the date.

3. If needed, edit the items or "Rcv Qty" of any item. When the received quantity is changed, the Received Total Qty and Received Total Cost \$ fields will re-calculate.
4. If needed, enter the quantity for any item that is rejected in "Rjct Qty". Select the reason for the rejection from the drop-down list in the "Reason" column. The quantity entered will reduce the Received Total Cost.
5. If needed, additional details regarding the delivery can be entered into the remark's column.
6. All changes made to quantities and/or costs and associated fees will be highlighted in yellow to easily identify those changes.
7. At any point during the receiving process, click "Save" to save the changes. The screen will close. Re-display the draft receiving document using the edit icon within the document manager screen.
8. Once the receiving document is accurate, click "Approve" to post the items to inventory stock levels.

The screenshot shows the 'ReceivingOrder' window with the following details:

General Details

Vendor	South Dade Senior / 7701	Received Date	09/29/2018	Invoice Number	9/29/18
Order Id	--	Status	Draft	Ordered Total Qty	0
Ordered Total Cost \$	0.0000	Received Total Qty	26	Received Total Cost \$	23.3134

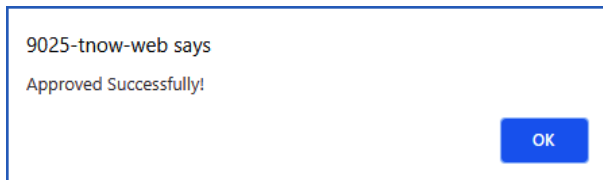
Buttons: Add Items, Label Generator

Received Items - Received Items

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Remarks	FMV \$	Pr
5412		Cereal Apple Cinnamon Cheerios	1.00	1 Ea / Ea - 96 Ea / Case	17.5399	17.5399	--	-Select-		--	--
5025		Cereal Bar Cinnamon Toast Crunch	25.00	1 Ea / Ea - 1 Ea / Each	0.2309	5.7735	--	-Select-		--	--

Buttons: Approve, Save, Close, Print

9. Click "OK" at the Approved Successfully message.



10. The receiving document and its associated order document will close and be removed from view in the Ordering & Receiving screen.

Note: *It should be rare that a Transfer order document does not reflect what was actually delivered. It maybe necessary to call the Supplying Site to discuss the shortage/overage. As long you do not have a draft receiving document for the transfer, the Supplying Site can edit the original Transfer document to allow for unedited receiving. Follow the protocols established during training.*

Receiving Partial Transfers

This section will demonstrate how to Edit and Receive a "Partial Transfer". In the event that supplied quantities are edited by the Destination site (recipient) of a transfer, a Transfer document with a "Partially Transferred" document status will be returned to the Supplying Site's document manager. The Supplying Site will need to perform receiving procedures to remove the document from their document manager to correct stock levels.

1. Highlight the Transfer in "Partially Transferred" status.
2. Click on "Receiving". **Note: If the transfer is viewed using the "view" icon instead of received, the original supplied quantities will be displayed as the "Rcv Qty".**

Home > To Do Activities > Ordering & Receiving

Approve
 Submit
 Transfer All
 Undo Selected Transfers
 Select All
 Unselect All

	View	Del	Edit	Document Type	Supplier	Destination Site	Document Status	Due Date	Document Id	Ref. Order Id	Creation Date	Invoice Number
●				Transfer	South Dade Senior	Booker T Washington SHS	Partially Transferred	09/28/2018	5840		09/28/2018	

- The items with a "Rcv Qty" other than 0.00 are the items affected by the Destination site's receiving changes.
- Click "Approve" to return the quantity to stock and close the Receiving document. **Note: the "Rcv Qty" can be zeroed out so that stock is not affected.**

ReceivingOrder

Order Lines

General Details

Vendor: South Dade Senior / 7701 Received Date: 09/29/2018 Order Id: --
 Status: Draft Sent Total Qty: 26 Sent Total Cost \$: 0.0000
 Received Total Qty: 0.50 Received Total Cost \$: 8.77

Label Generator

Received Items - Received Items

Item Code	Supplier Code	Item Name	Rcv Qty	Rcv UOM	Rcv Price \$	Rcv Tot \$	Rjct Qty	Reason	Remarks
5412		Cereal Apple Cinnamon Cheerios	0.50	1 Ea / Ea - 96 Ea / Case	17.5399	8.77	--	-Select-	
5025		Cereal Bar Cinnamon Toast Crunch	0.00	1 Ea / Ea - 1 Ea / Each	0.2309	0.0000	--	-Select-	

- Click "OK".

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Approved Successfully!

- The Transfer in "Partially Transferred" status will be removed from the Ordering & Receiving screen.