

New Procedure for transfer for the following facilities

9750 SDC

9808 MWR Library

9829 Community Events

9828 Community Events Food

9828 Special Events Acct 81

9835 Auto Hobby

9865 Open Base Events

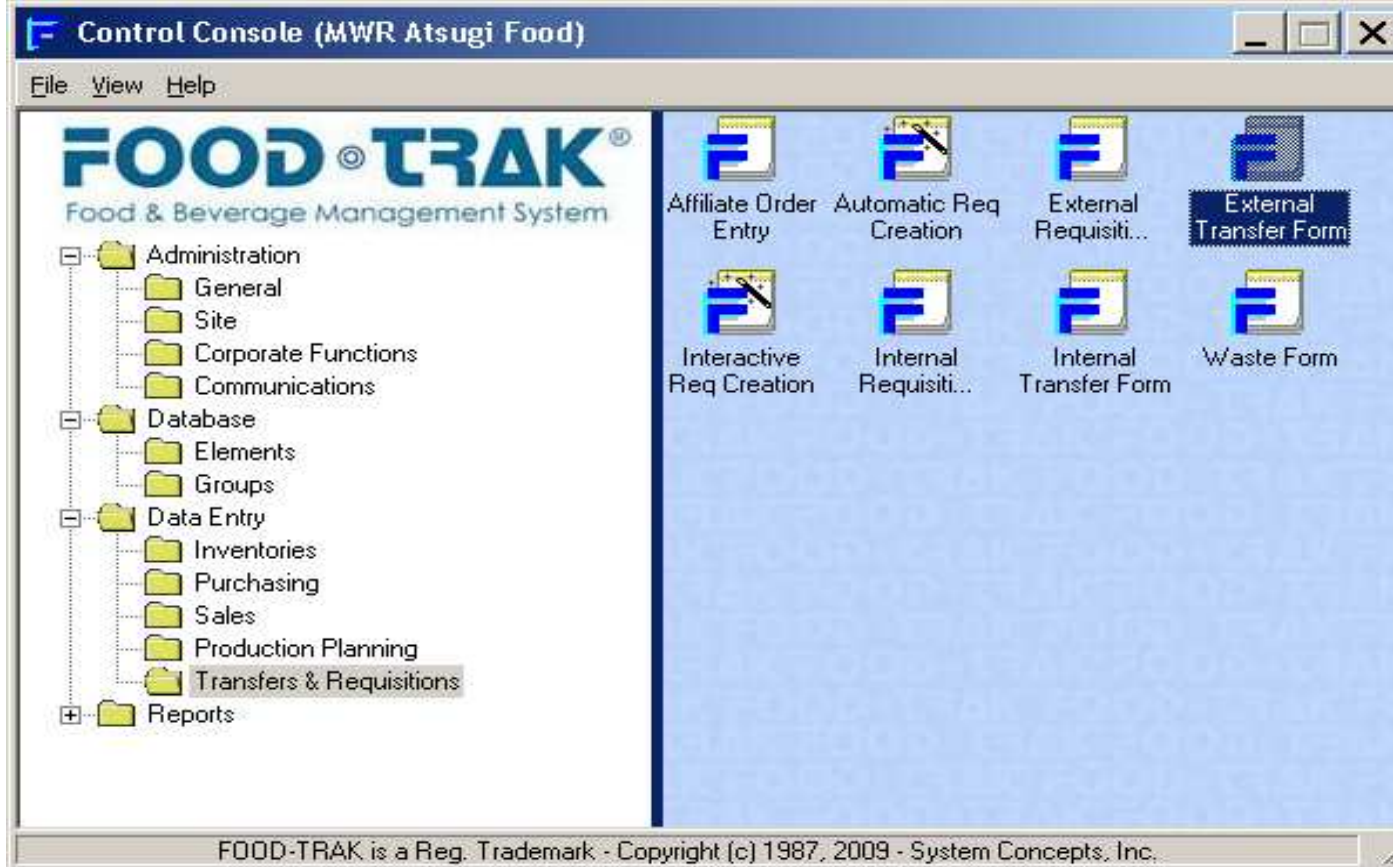
9871 Youth Activities

9879 Youth Sports Program

9880 Teen Center

9900 Tours Office

Step 1 Double click the External Transfer Form



Step 2 Choose Blank Transfer

External Transfers - MWR Atsugi Food (AAC)

Icons: [Refresh] [Print] [Cancel] [New] [Warning]

New Forms and Requisitions Edit Existing Transfers

<Blank Transfer>		
<Use Inventory Template>		

X→	T017089 7/14/2009 9:56:00 AM	MWR Yokosuka
X→	T017044 7/1/2009 8:41:00 AM	MWR New Sanno Hotel
X→	T016985 6/25/2009 8:18:00 AM	9835 Auto Hobby 701000 (1111)
X→	T016984 6/25/2009 8:08:00 AM	9835 Auto Hobby 701000 (1111)
X→	T016983 6/25/2009 7:24:00 AM	COMBINED BACHELOR HOUSE
X→	T016937 6/17/2009 9:42:00 AM	Bowling Award 9848/785000
X→	T016838 5/28/2009 8:31:00 AM	MWR New Sanno Hotel
X→	T016830 5/27/2009 9:21:00 AM	SDC MWR
X→	T016792 5/22/2009 3:01:00 PM	9835 Auto Hobby 701000 (1111)
X→	T016784 5/21/2009 7:15:00 AM	MWR New Sanno Hotel
X→	T016718 5/6/2009 8:16:00 AM	MWR New Sanno Hotel
X→	T016628 4/28/2009 7:52:00 AM	9835 Auto Hobby 701000 (1111)
X→	T016601 4/23/2009 1:31:00 PM	COMBINED BACHELOR HOUSE
X→	T016545 4/14/2009 7:51:00 AM	MWR Yokosuka
X→	T016521 4/9/2009 11:37:00 AM	MWR New Sanno Hotel
X→	T016351 3/17/2009 10:36:00 AM	MWR New Sanno Hotel
X→	T016321 3/9/2009 8:22:00 AM	MWR New Sanno Hotel
X→	T016167 2/12/2009 3:18:00 PM	MWR New Sanno Hotel

More... More...

Step 3 Choose the Cost Center or Facility from the “Send To” field.

[illegible]

Step 4 Once you select the cost center or facility continue transfer as normal. In the “Reference” Field please enter the manual Mess Req # or email date of the request from the facility. You can paste the email into the comments field.

External Transfers - MWR Atsugi Food (AAC)

File Edit Help

Calculate Costs: FIFO

Header | Items

Transfer ID:

Transfer Date:

Time:

Send to:

Reference:

Personnel:

Comment:

Created: 7/20/2009 4:37:44 PM (steve.miller) Modified: 7/20/2009 4:37:44 PM (steve.miller)

Number of Items:	0	Total Units:	0.00	Est. Total:	\$0.00
------------------	---	--------------	------	-------------	--------

Step 5 Select the items from the name field (type in the name) or use the binoculars to open the database view and click and drag.

External Transfers - MWR Atsugi Food (AAC)

File Edit Help

Calculate Costs: FIFO

Quantity	Unit	Cost	Extension	Fro

Name

Number of Items: 0 Total Units: 0.00 Est.

Select from the list

10th Gatorade

10th Soda

AGC BF Steak & Eggs

AGC Egg Benedict

AGC Bagel Choice

AGC Bev Coffee

AGC BF Bagel Sandwich

AGC BF Bagels w/ Cream Cheese

AGC BF Biscuit&Country Gravy

AGC BF Build Your Own Omelet

AGC BF French Toast

AGC BF Omelet Sandwich

AGC BF Pan Cake

AGC BF Southern Breakfast

AGC BF Sub Hollandaise

Step 5 Continued or use the binoculars to open the database view and click and drag.

The screenshot displays two windows from a software application. The 'Select Item' window on the left has a menu bar (File, Edit, View, Help) and a toolbar with icons for selection, undo, redo, and printing. Below the toolbar is a table with columns: Name, Abbrev, Reference, and Report Group. A list of items is shown below the table, including '10th Gatorade', '10th Soda', and several 'AGC' items. The 'External Transfers' window on the right is titled 'External Transfers - MWR Atsugi Food (AAC)'. It has a menu bar (File, Edit, Help) and a toolbar with icons for file operations and calculations. Below the toolbar is a 'Calculate Costs' dropdown menu set to 'FIFO'. A table with columns 'Quantity', 'Unit', 'Cost', 'Extension', and 'From' is visible. The bottom of the window shows a status bar with 'Number of Items: 0', 'Total Units: 0.00', and 'Est. ...'.

Step 6 Once all the items are entered on the transfer screen complete the transfer by click the “check mark”.

External Transfers - MWR Atsugi Food (AAC)

File Edit Help

Calculate Costs: FIFO

Header Items

Transfer ID:

Transfer Date:

Time:

Send to:

Reference:

Personnel:

Comment:

Created: 7/20/2009 4:37:44 PM (steve.miller) Modified: 7/20/2009 4:37:44 PM (steve.miller)

Number of Items:	0	Total Units:	0.00	Est. Total:	\$0.00
------------------	---	--------------	------	-------------	--------

