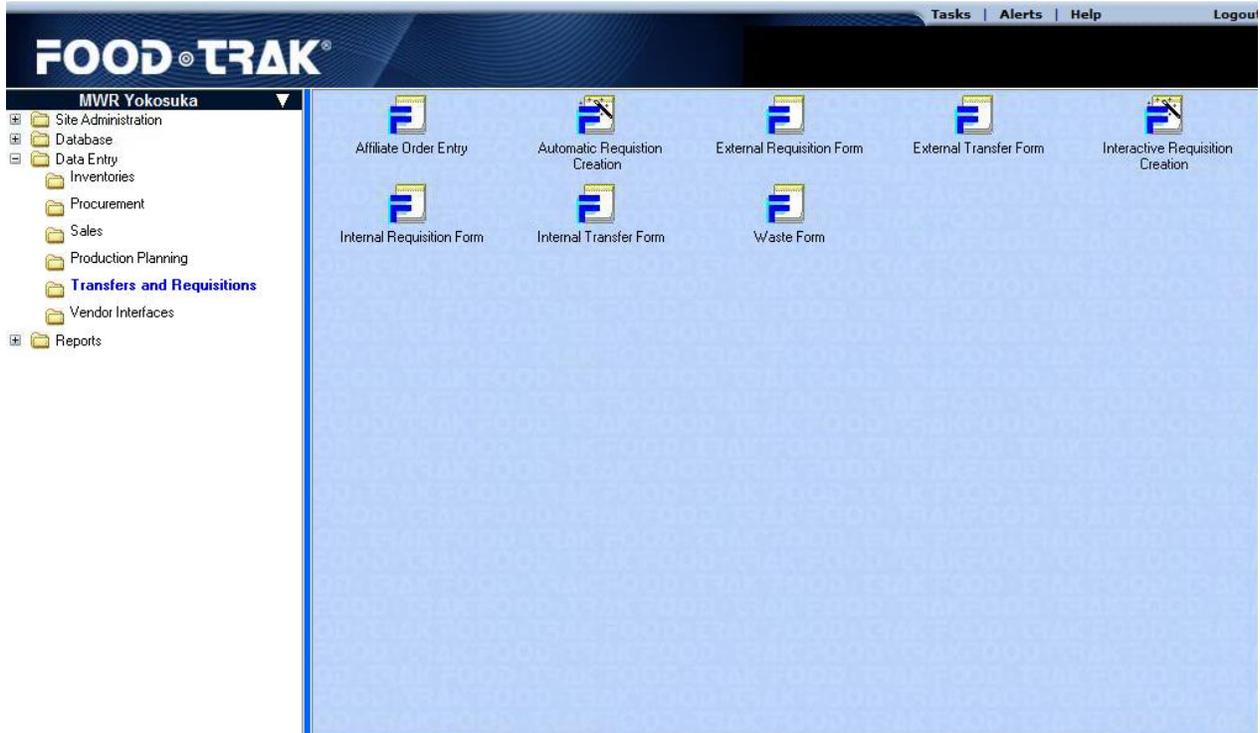
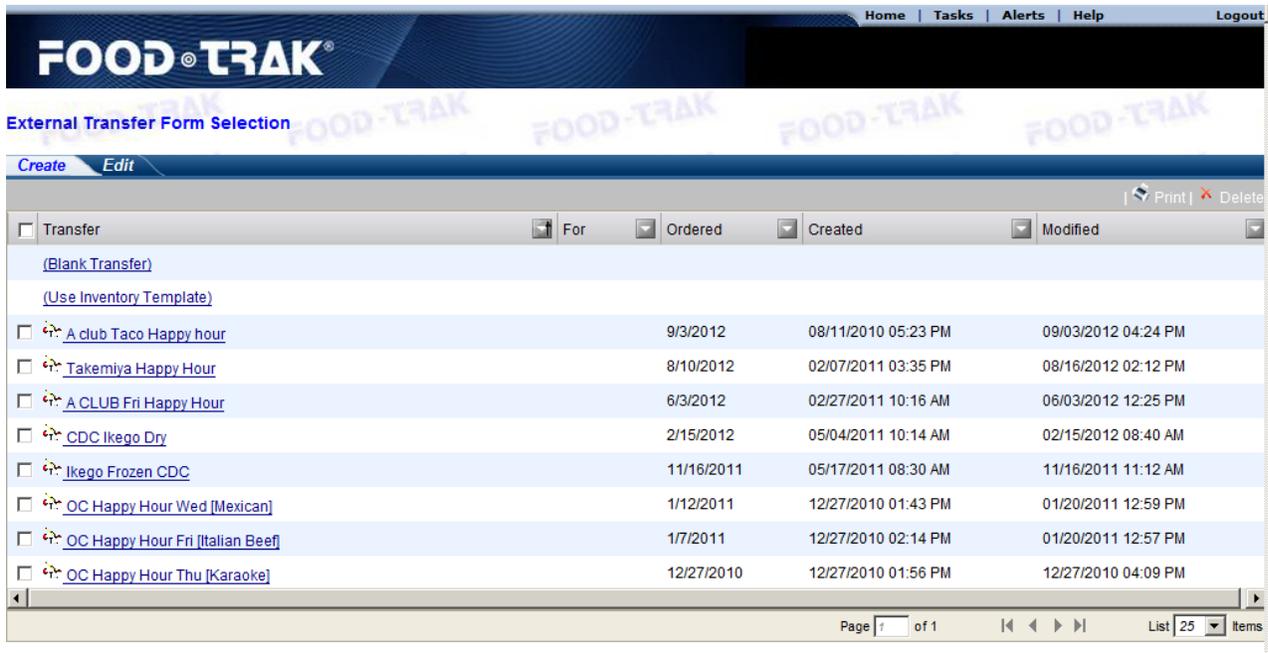


How To Create an External Transfer



Go to Data Entry, Transfers and Requisitions, External Transfer Form.



Click on either an existing Template or Blank Transfer

Header Details

Save Pause Complete (1 of 2) Template Print Close Calculate Costs: Last Cost

Transfer ID:

Transfer Date: 8/15/2013 11:12:00 AM

Send To: 10003 YOK Comm Entertainment (701000) Reference: Personnel: Admin

Comments:

Use the pull down to select the correct location receiving the external transfer.

- 10003 YOK Comm Entertainment (701000)
- 10003 YOK Comm Entertainment (701000)**
- 10013 YOK Youth Sports (701000)
- 10035 Ikego CDC (701000)
- 10037 YOK CDH (701000)
- 10040 NEG CDH (701000)
- 10043 IKE CDH (701000)
- 10055 YOK Marina G/A (701000)
- 10065 YOK Hobby Center (701000)
- 10073 NEG Theater Concession (151000)
- 10082 YOK Amusement G/A (701000)
- 10097 YOK Fitness G/A (701000)
- 10100 YOK Intramural Sports (701000)
- 10103 Varsity/Club Sports G/A (701000)
- 10128 YOK Starbucks (202000)
- 10132 NEG Special Events Supply (701000)
- 10133 IKE Special Events (701000)
- 10138 YOK CDC Hourly Program (701000)
- 10151 Field Maintenance G/A (701000)
- 10154 Thew Gym G/A (701000)
- 1109 MWR Department G/A (701000)
- 9945 YOK Central Warehouse (701000)
- 9947 MWR Training Supply (701000)
- 9952 YOK Maintenance Dept (701000)
- 9985 YOK Special Events Supply (701000)
- 9996 Single Sailor YOK
- 9999 YOK Community Center (701000)
- A/P 10062 Bowling Snack Bar OF&B 781000
- A/P 10071 Benny/Fleet OF&B 781000
- A/P 10110 Negishi Club Food 781000
- A/P 10111 Negishi Club 781000

Click on Details.

Header Details

Save Pause Complete (1 of 2) Template Print Close

Transfer ID: Send To: 10003 YOK Comm Entertainment (701000) Reference:
Transfer Date: 8/15/2013 11:12 AM Personnel: Admin Cost Method: Last Cost
Est. Total: 0.00

Set Location to ... Set Location to Default Find

| Name | Quantity | Unit | Cost | Extension | Notes | From Location |
|--|----------|------|------|-----------|-------|---------------|
| Click here to insert an item at the beginning of the form. | | | | | | |

Items 0 - 0 of 0

Click on the White Line to start entering items.

Select Item to Insert:

Name

rice

Rice Arborio Superfino
Risotto 12/2lb 417516
Rice Brown Long Grain
1/25lb/cs 411005
Rice Calrose 20lb/bg
2596149020
DECA#316300
Rice Converted Uncle
Ben's 1/25lb/cs 415015
Rice Flour Sweet
36/16oz/cs 4823000210
Rice Jasmine 2/5lb
415550
Rice Long And Wild
Original 12/6oz/cs
5480002001
Rice Long Grained and
Wild Blend 6/36oz
8020012263368

>> Displaying 1 - 15 of 22 items

Add New Close

Name
Abbreviation
Internal Reference
Barcode
Report Group

Enter item name and click on the Magnifying glass or use the pull down for other search methods. Click on the item being transferred.

Header Details

Save Pause Complete (1 of 2)

Transfer ID: Send To: 10003 YOK Comm Entertainment (701000) Reference: H-12 Dry
 Transfer Date: 8/15/2013 11:12 AM Personnel: Admin Cost Meth: H-12 Chili's Supplies
 Est. Total: 0.00

Select Item to Insert:

Name

rice

Rice Long Grained and Wild Blend 6/36oz 8920012263368
 Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028
 Rice Milled Calrose Medium Grain 6/10lb 892001E191842
 Rice Mochigome Sweet 24/16oz/cs 4601010790
 Rice Oriental Stick Bihon 24/8oz pk/cs 4601024260
 Rice Parboiled Long Grain 6/10lb 8920012506557
 Rice Pilaf 12/7.2oz 071429099500
 Rice Pilaf Savory

>> Displaying 1 - 15 of 22 items

Add New Close

| Name | Quantity | Unit | Cost | Extension | Note |
|--|----------|--------|---------|-----------|------|
| Click here to insert an item at the beginning of the form. | | | | | |
| Item Name: Rice Med Grain X-fancy 4% Broken 1/50lb 412030/412028 View Current on Hand | | | | | |
| | 1.0000 | cs50lb | 24.1400 | 24.1400 | |

Back Next Edit Update Insert Remove

H-12 Dry
 H-12 Chili's Supplies
 H-12 Chili's Dry
 H-12 Liquor
 H-12 Hot Stuff Dry Items
 H-12 Sundry
 H-12 Hot Stuff Supply
 H-12 Prepaid Supplies
 H-12 Produce
 Non Inventoried Items
 All Hand Club Bar NEG 101
 Negishi Bar
 Negishi Bar Storeroom 2
 Negishi Bar Storeroom #1
 Negishi Bar Waitress Sectio
 All Hand Club Food NEG 10
 Negishi Galley Dry
 Negishi Storeroom Dry
 Negishi Storeroom Frozen
 Negishi Extra Inventory
 Negishi Galley Frozen
 Negishi Bar Storeroom
 Negishi Bar
 Negishi Bar Waitress Sectio
 All Hand Club Sundry NEG
 Negishi Bar Sundry
 Negishi Cash Cage Sundry
 Aquatics YOK 10084 (*)
 Aquatics YOK 10084
 Auto Skill YOK 10052 (*)
 H-12 Dry

Enter the quantity and select the issuing location. MAKE SURE TO SELECT A LOCATION THAT HAS THE ITEM BEING TRANSFERRED. Then Click Update to add to transfer.

Header Details

Save Pause Complete (1 of 2) Template Print Close

Transfer ID: Send To: 10003 YOK Comm Entertainment (701000) Reference:
 Transfer Date: 8/15/2013 11:12 AM Personnel: Admin Cost Method: Last Cost
 Est. Total: 24.14

Click on Complete (1 of 2) when all items have been added.

Header Details

Close **Complete (2 of 2)**

Summary: Print When Completed

MWR Yokosuka

| External Transfer | |
|-------------------|---------------------------------------|
| Transfer ID: | |
| Transfer Date: | 8/15/2013 11:12 AM |
| Send To: | 10003 YOK Comm Entertainment (701000) |
| Reference: | |
| Personnel: | Admin |
| Cost Method: | Last Cost |
| No. Items: | 1 |

Critical Issues:
None

Warnings:
None

Check for Critical Issues and Warnings. If everything is good, toggle Print when Completed and click on Complete (2 of 2).

The store specified cannot be located on this system. You can email this file to the other store or save the file on the local system.

Email

From: FOOD-TRAK Data Transfer

To:

Save

Complete without sending

OK Cancel

Click on Complete without sending and click OK.