

1. Log in to Food Trak, select Reports, Accounting, Transfers and Requisitions, and select Transfer Activity.



2. Select the Date Range of transfers.

Transfer Activity - FOOD-TRAK® Reports



Select whether to include internal transfers, external transfers or both.

Internal transfers

External transfers

Both internal transfers and external transfers

Help Cancel < Back Next > Submit

3. Select internal and external transfers.

Transfer Activity - FOOD-TRAK® Reports



Select which type of Transfer Activity to include on this report.

All Transfer Activity

Specific Transfer Activity

From :

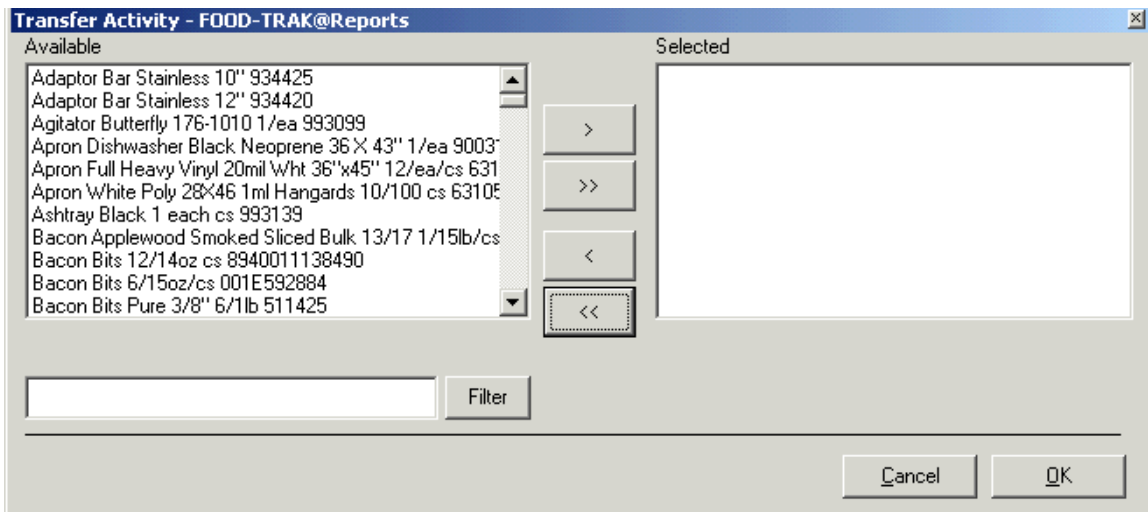
To :

Help Cancel < Back Next > Submit

4. Specify Central Warehouse or other profit center



5. Select All items or specific items



6. Select the items you are interested in.



7. Arrange sorting for user preference.



8. Select Print Transfer Activity Detail and Summary.

9. Run report frequency and location as normal.