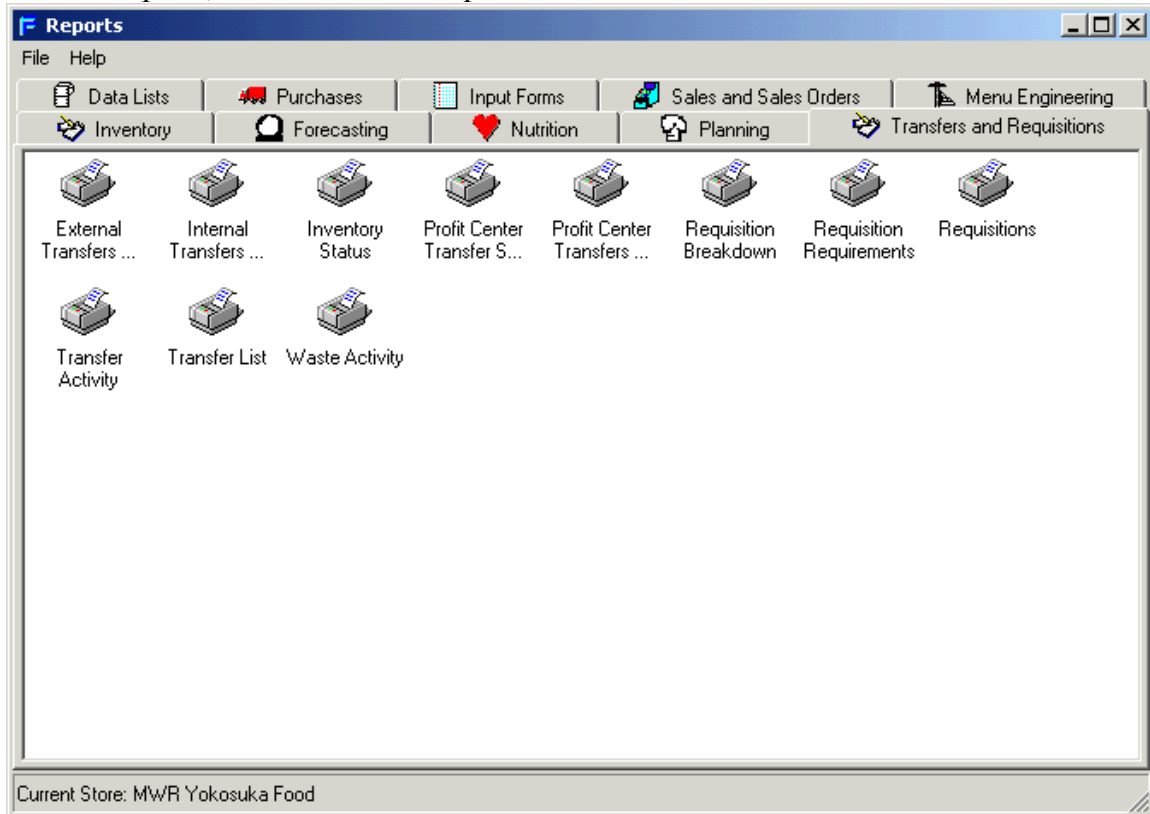


## How to print completed transfers

1. Go to reports, “Transfers and Requisitions” and double click “Transfer List”



2. Select “Print Internal Transfers” and check “Include Prices on Report”



3. Select the data range of when the transfers were done.

Transfer - FOOD-TRAK® Reports

Select date range of transfers to include.

Date range of transfers

From 04/23/2008 12:00 AM

To 04/23/2008 11:59 PM

Relative Date Today

Help Cancel < Back Next > Submit

4. Select “Select individual transfers within date range”

Transfer - FOOD-TRAK® Reports

Select inventory locations to include in reports.

Include transfers to all inventory locations

Include transfers to an inventory location

Include transfers from an inventory location

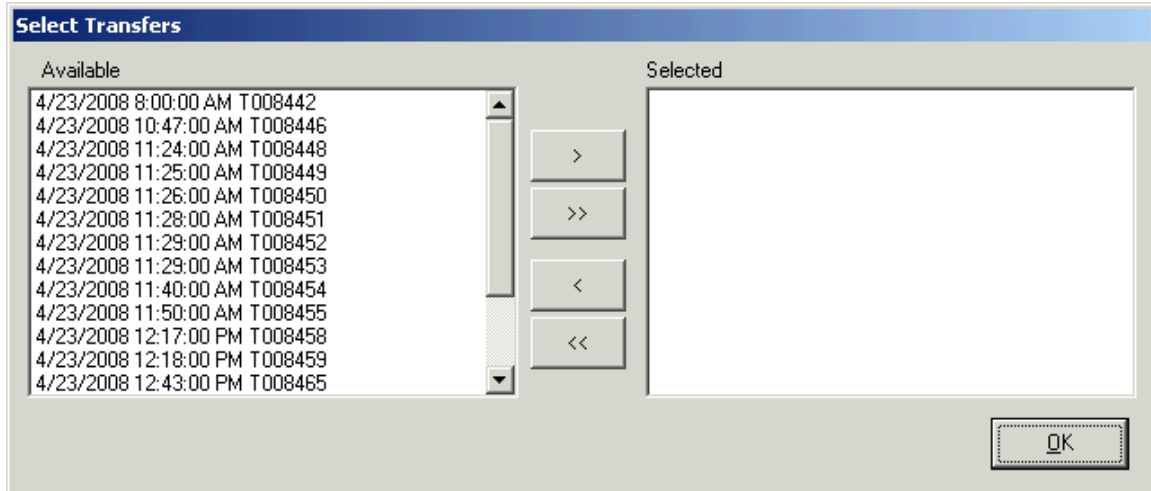
To MWR Yokosuka Food 1109

Select individual transfers within date range

Details Click here to make selections.

Help Cancel < Back Next > Submit

5. Select the transfer after confirming the transfer number that was completed.



6. Select "No" for entering test and click on submit.



7. Reports will be printed out in the same format as transfer sheets.