

## How to Reprint Prepared Product Transfers (PPTs) and Inventory Transfers

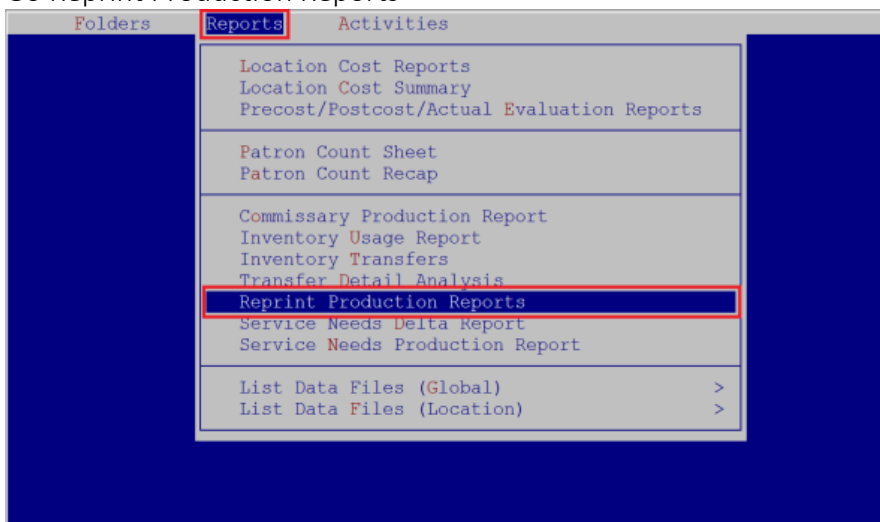
Prepared Product Transfers (PPTs) and Inventory Transfers are manually reprinted after the run for the locations that have requested it. It is a daily list of items and their quantities of product that will be delivered to specific locations. The purpose of the reprints is for units to be able to see daily what they had forecasted for through the system and can expect to have delivered.

### Reprinting Prepared Product Transfers

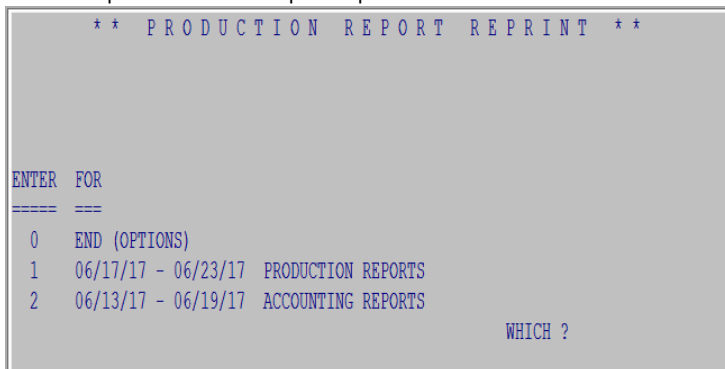
1. Log into FoodPro
2. Change locations and go into the location that is producing the product

Example: If the location requesting the PPTs is Cactus Grill and they get the product from Production, then you will need to change locations to Production to run the report

3. Go to the Reports Tab
4. Go Reprint Production Reports

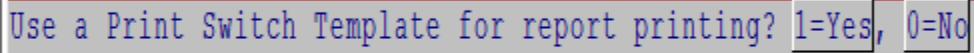


5. Select option 1 at the prompt



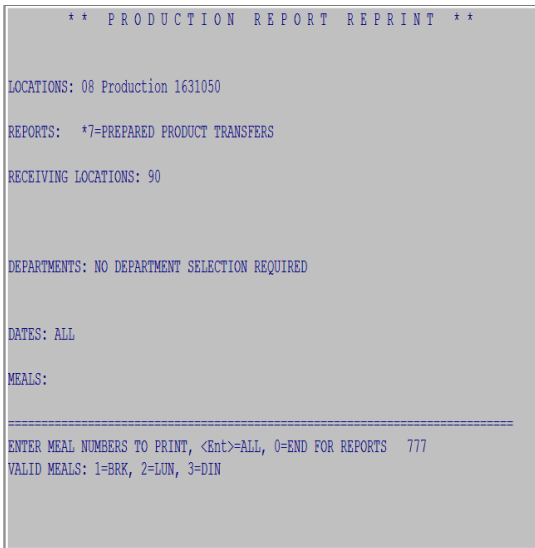
## How to Reprint Prepared Product Transfers (PPTs) and Inventory Transfers

6. Select No at the next prompt



```
Use a Print Switch Template for report printing? 1=Yes, 0=No
```

7. Selection option 7 for Prepared Product transfers
8. Enter the location number for the location receiving the reprints
9. Press Enter for All Dates
10. Press Enter for All Meals



```

** PRODUCTION REPORT REPRINT **

LOCATIONS: 08 Production 1631050

REPORTS:  *7=PREPARED PRODUCT TRANSFERS

RECEIVING LOCATIONS: 90

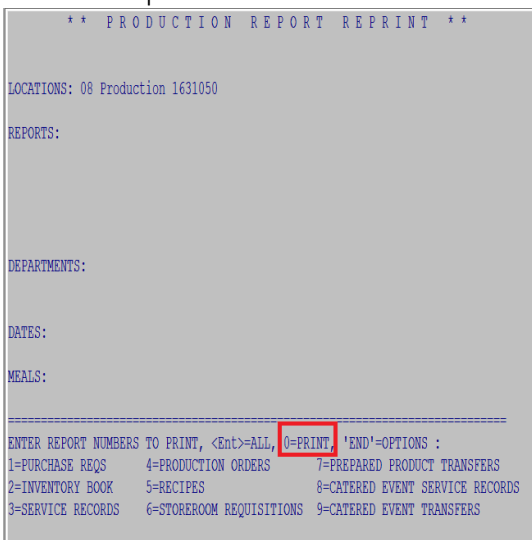
DEPARTMENTS: NO DEPARTMENT SELECTION REQUIRED

DATES: ALL

MEALS:

=====
ENTER MEAL NUMBERS TO PRINT, <Ent>=ALL, 0=END FOR REPORTS  777
VALID MEALS: 1=BRK, 2=LUN, 3=DIN
```

11. Select 0 to print



```

** PRODUCTION REPORT REPRINT **

LOCATIONS: 08 Production 1631050

REPORTS:

DEPARTMENTS:

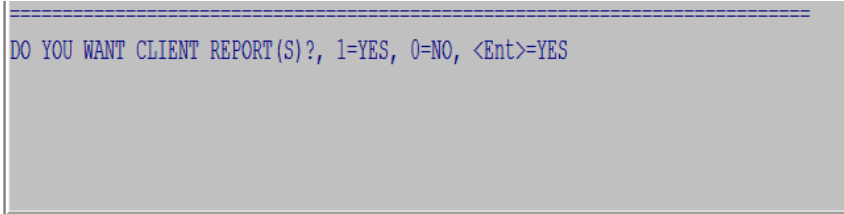
DATES:

MEALS:

=====
ENTER REPORT NUMBERS TO PRINT, <Ent>=ALL, 0=PRINT, 'END'=OPTIONS :
1=PURCHASE REQs      4=PRODUCTION ORDERS      7=PREPARED PRODUCT TRANSFERS
2=INVENTORY BOOK     5=RECIPES                          8=CATERED EVENT SERVICE RECORDS
3=SERVICE RECORDS   6=STOREROOM REQUISITIONS           9=CATERED EVENT TRANSFERS
```

## How to Reprint Prepared Product Transfers (PPTs) and Inventory Transfers

12. Select No at the next prompt. If you select Yes, then the report prints out in a slightly different font and format



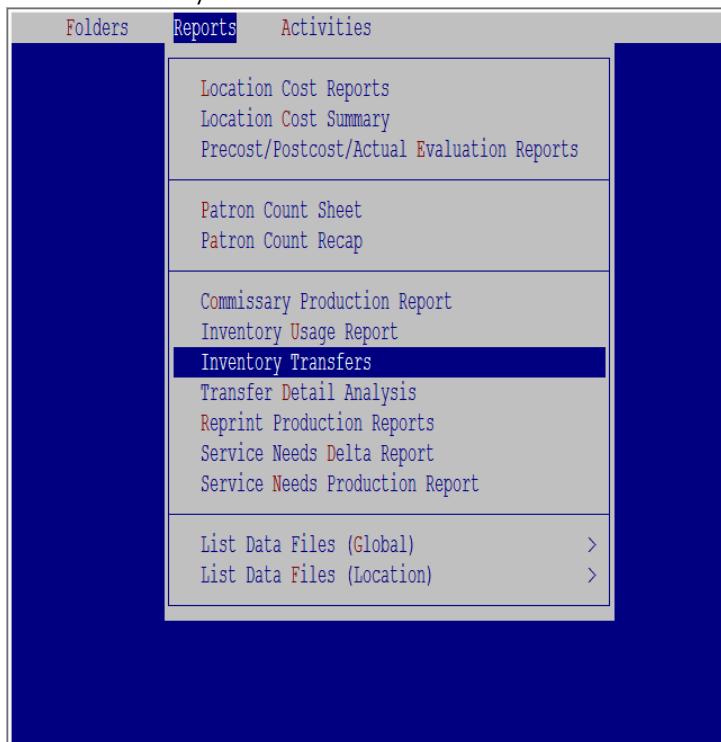
13. It will then take you back to the reports tab and start printing the PPTs. If you need to reprint Inventory Transfers as well, then skip to step 4 on the Reprinting Inventory Transfers directions

## Reprinting Inventory Transfers

1. Log into FoodPro
2. Change locations and go into the location that is producing the product

Example: If the location requesting the PPTs is Cactus Grill and they get the product from Production, then you will need to change locations to Production to run the report

3. Go to the Reports Tab
4. Go to Inventory Transfers



## How to Reprint Prepared Product Transfers (PPTs) and Inventory Transfers

5. Enter All for all dates

```

** INVENTORY TRANSFER REPORT ** PRO.RPT.TRANS
The University of Arizona Student Union
Production 1631050 (08)

DELIVERY DATE :

RECEIVING LOCATION :

ENTER DELIVERY DATE ('MM,DD,YY'; <Ent>=ALL PAST WEEK; '0' TO PRINT REPORT)

```

6. Select 1 for Yes at the next prompt

```

** INVENTORY TRANSFER REPORT ** PRO.RPT.TRANS
The University of Arizona Student Union
Production 1631050 (08)

DELIVERY DATE :

RECEIVING LOCATION :

PRINT TRANSFERS FROM 06-13-17 THROUGH 06-19-17? 1=YES, 0=NO

```

7. Enter the location number for the location receiving the transfers

```

** INVENTORY TRANSFER REPORT ** PRO.RPT.TRANS
The University of Arizona Student Union
Production 1631050 (08)

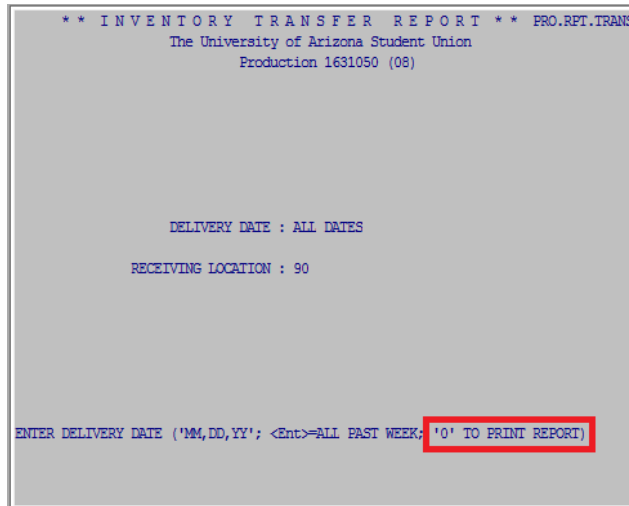
DELIVERY DATE : ALL DATES
RECEIVING LOCATION : 90

ENTER LOCATIONS (XX,XX...), <Ent>=ALL, LOC LIST, ?=LIST, 0=MODIFY DELIVERY DATE

```

## How to Reprint Prepared Product Transfers (PPTs) and Inventory Transfers

### 8. Select 0 to Print



The screenshot shows a terminal window with the following text:

```

** INVENTORY TRANSFER REPORT ** PRO.RPT.TRANS
The University of Arizona Student Union
Production 1631050 (08)

DELIVERY DATE : ALL DATES
RECEIVING LOCATION : 90

ENTER DELIVERY DATE ('MM,DD,YY'; <Ent>=ALL PAST WEEK; '0' TO PRINT REPORT)

```

The text "'0' TO PRINT REPORT)" is highlighted with a red rectangular box.

## Common Issues

- Nothing prints when you go through the process
  - o Verify that you are in the location that is producing the product and not the location that is receiving the product
  - o Verify that the location receiving the product is in Open Status in FoodPro. You can contact the FoodPro administrator at [su-diningrequests@email.arizona](mailto:su-diningrequests@email.arizona) to get verification. Or, if you are able to review Service Needs for the days needing reprints to verify the Open Status
  - o The assigned printer is not the printer the printer that you are expecting the print job to print from
  - o If you still cannot reprint the PPTs, please contact support at [su-diningrequests@email.arizona.edu](mailto:su-diningrequests@email.arizona.edu)