



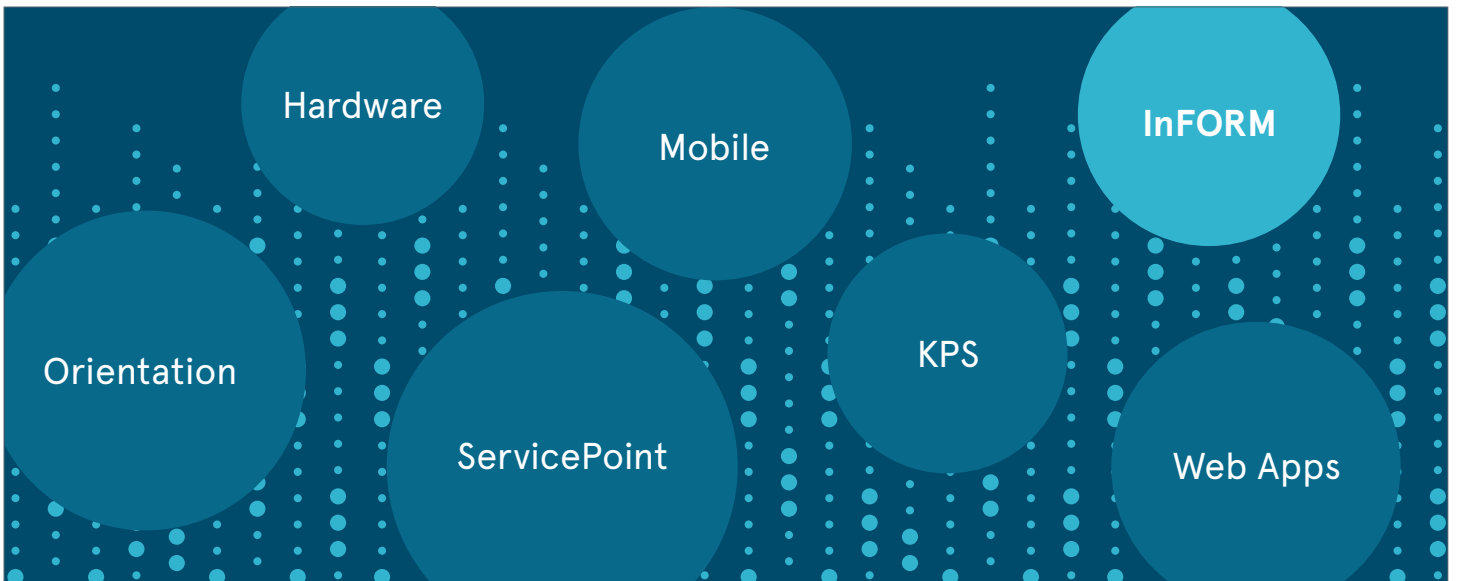
Foundations

InFORM

Participant Manual

Last Modified: 10.10.2018

InFORM



Topic	Purpose
Day 1	
InFORM Navigation	To understand the basics of InFORM navigation
Cash Management Process	To understand key InFORM Cash Management concepts
InFORM Cash Management	To explore the daily Cash Management functions in InFORM
Day 2	
InFORM Supply Chain	To learn about the InFORM Supply Chain process and apply knowledge to real-life scenarios
Day 3	
InFORM Supply Chain	To continue yesterday's lessons and finish the Supply Chain process
QIC	To learn the purpose, uses, and navigation of the QIC form
Study Hall	To prepare for the InFORM assessment
Assessment	To measure your understanding of InFORM
Call Shadowing	To allow participants to listen to InFORM calls at the desk

InFORM

InFORM Resources

Refer to these resources for things to do when you complete your work early. Documentation can be found on the LMS, in addition to the InFORM website, and by searching @Chick-fil-A.

- Cash Management Introduction Video
- Change Fund Quick Reference Guide (QRG)
- Paid In and Paid Out QRG
- Cashier Settlement QRG
- Deposits, Dispatch, and Finalize Day QRG
- What Causes Variances in Cash Management QRG
- TBC/Outside Sales and Collected Sales User Guide
- Cash Management Problem Solving Document
- Supply Chain Problem Solving Document
- InFORM Forecasting User Guide
- Adjust Inventory for Waste, Samples, and Giveaways QRG
- Transfers User Guide
- Maintain Order Guide QRG
- Maintain Inventory Items QRG
- Maintain Travel Path QRG
- Create Order QRG
- Receive Order QRG
- Input Inventory Counts User Guide
- Quality Incidents and Credits (QIC) User Guide

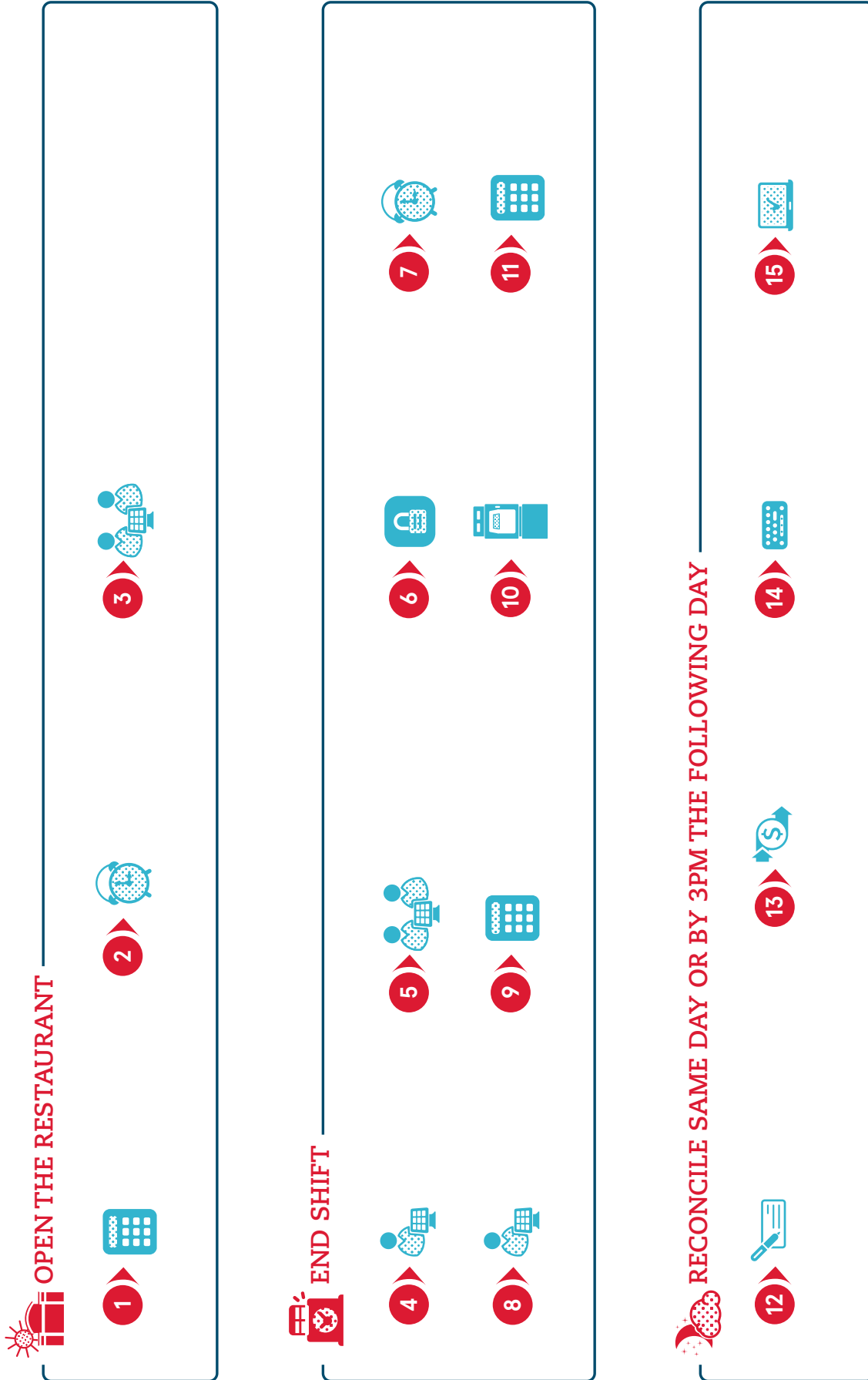
Words of Wisdom

"Have a positive influence on all who come in contact with Chick-fil-A."

~Truett Cathy

InFORM

Statement	Register Function	Example
<p>This destination should be selected if you want the development credit for a delivery, but do not want to charge premium pricing.</p>	<p>Paid In button</p>	<p>Rebecca counted down Tony's register and entered the counted amounts in Store Management.</p>
<p>After this button is used, all counted amounts from the cashier's drawer go to InFORM.</p>	<p>Catering Deliver screen</p>	<p>Bruce gave his manager \$25 to pay for an extra set of uniforms.</p>
<p>This button is used for cash received for non-menu items.</p>	<p>Delivery Destination</p>	<p>Tony's Restaurant delivered 50 Chick-fil-A sandwiches to Tucker High School and charged premium pricing.</p>
<p>This screen uses premium pricing for a sale.</p>	<p>To Be Collected button</p>	<p>Tony's Restaurant delivered 50 Chick-fil-A sandwiches to Tucker High School, but charged in-store prices.</p>
<p>This button is used to record sales that will be collected at a later time.</p>	<p>Paid Out button</p>	<p>Tucker High School will pay for its delivery orders at the end of the month.</p>
<p>This button is used when money is received on a customer account for a previously entered To Be Collected order.</p>	<p>Collected Sale button</p>	<p>Valerie needed \$32.75 from the register to pay for bagged ice.</p>
<p>This button is used when the Restaurant needs cash for a purchase outside of the Restaurant's normal vendors.</p>	<p>Final Settlement button</p>	<p>Tucker High School paid the Restaurant \$2,455 for all its orders this month.</p>



InFORM

Day 1: 1/14/2015

Opening Change Fund:

\$1,500 - tills
\$3,000 - other

Change Fund Received: None
Change Fund Deposited: None
Changeover Change Fund: None

Closing Change Fund:

\$1,500 - tills
\$3,000 - other

TBC/Outside Sale: \$82.50
Paid In/Paid Out: None
Dispatch: None
Receive Transfers: None

Collected Sales:

Evangel Christian Center
123 Main Street

1234

Date 1/14 2015

Pay to the
order of Chick-fil-A

\$290.00

Two hundred and ninety and 00/100

 SECURITY FEATURES ARE INCLUDED. DETAILS ON BACK.

Memo Catering for Fall Festival

Signature Evangel Christian Center

Ⓜ Ⓝ 1 2 3 4 5 6 7 8 9 0

Ⓜ Ⓝ 1 2 3 4 5 6 7 8 9 0

1 2 3 4

InFORM

Day 1: 1/14/2015

Deposits:

SCD Reprint End of Day, version 4.92
 For Store: CFA
 Printed on 1/14/2015 9:43 AM MANAGER

Bills Accepted:	4730.00
Total Vault Drops:	290.00
Check:	290.00
Total Bills + Drops:	5020.00

Cumulative Buy Change:	0.00
Net Cash Deposit:	4730.00

Courier Tray Deposits	
Total Value:	0.00

Ending Reserve Change Fund Contents	
Total Value:	0.00
Cash:	0.00
Check:	0.00

Shift 1

By Person

TONY		
Bills accepted	221	3405.00
No vault drops were made		

BILLS ACCEPTED		
Denomination	Count	Value
\$1	20	\$20
\$5	45	\$225
\$10	23	\$230
\$20	129	\$2580
\$50	1	\$50
\$100	3	\$300
ALL	221	\$3405

MATT

Bills accepted	79	1325.00
Vault drops (cash)	0	0.00
Vault drops (check)	1	290.00

BILLS ACCEPTED

Denomination	Count	Value
\$1	10	\$10
\$5	11	\$55
\$10	6	\$60
\$20	50	\$1000
\$100	2	\$200
ALL	79	\$1325

By Register

Cashier_Deposit

Bills accepted	300	4730.00
Vault drops (cash)	0	0.00
Vault drops (check)	1	290.00

BILLS ACCEPTED

Denomination	Count	Value
\$1	30	\$30
\$5	56	\$280
\$10	29	\$290
\$20	179	\$3580
\$50	1	\$50
\$100	5	\$500
ALL	300	\$4730

Totals for Shift

Bills Accepted:	4730.00
Total Vault Drops:	290.00
Check:	290.00
Total Bills + Drops:	5020.00

InFORM

Day 2: 1/15/2015

Opening Change Fund:

\$1,500 - tills
\$3,000 - other

Change Fund Received: None
Change Fund Deposited: None
Changeover Change Fund: None

Closing Change Fund:

\$1,500 - tills
\$3,000 - other

TBC/Outside Sales: None
Collected Sale: None
Paid In/Paid Out: None
Dispatch: None
Receive Transfers: None

InFORM

Day 2: 1/15/2015

Deposits:

SCD Reprint End of Day, version 4.92
 For Store: CFA
 Printed on 1/15/2015 9:27 AM MANAGER

Bills Accepted:	5472.00
Total Vault Drops:	0.00
Total Bills + Drops:	5472.00

Cumulative Buy Change:	0.00
Net Cash Deposit:	5472.00

Courier Tray Deposits	
Total Value:	0.00

Ending Reserve Change Fund Contents	
Total Value:	0.00
Cash:	0.00
Check:	0.00

Shift 1

By Person

TONY		
Bills accepted	159	2498.00
No vault drops were made		

BILLS ACCEPTED		
Denomination	Count	Value
\$1	13	\$13
\$5	41	\$205
\$10	22	\$220
\$20	78	\$1560
\$100	5	\$500
ALL	159	\$2498

MATT		
Bills accepted	180	2974.00
No vault drops were made		

BILLS ACCEPTED		
Denomination	Count	Value
\$1	19	\$19
\$5	7	\$35
\$10	25	\$250
\$20	126	\$2520
\$50	3	\$150
ALL	180	\$2974

By Register

Cashier_Deposit		
Bills accepted	339	5472.00
No vault drops were made		

BILLS ACCEPTED		
Denomination	Count	Value
\$1	32	\$32
\$5	48	\$240
\$10	47	\$470
\$20	204	\$4080
\$50	3	\$150
\$100	5	\$500
ALL	339	\$5472

Totals for Shift

Bills Accepted:	5472.00
Total Vault Drops:	0.00
Total Bills + Drops:	5472.00

InFORM

Day 3: 1/16/2015

Opening Change Fund:

\$1,500 - tills
\$3,000 - other

Change Fund Received:

Customer Number: 22 Order Number: 209
Customer Name: CHICK-FIL-A Delivery Date 1/16/2015
Ship Date:
Ext. Ref. No: 5231
WELLS FARGO
Courier: Loomis

<u>Currency</u>	<u>Denom</u>	<u>\$ Amount</u>
FIT Bill	\$1	300
FIT Bill	Total	300

<u>Coin</u>	<u>Denom</u>	<u>\$ Amount</u>
40 Rolled Coin	Penny	20
10 Rolled Coin	Nickel	20
10 Rolled Coin	Dime	50
11 Rolled Coin	Quarter	110
71 Rolled Coin	Total	200

Total Currency:	300
Total Coin:	200
Total Exchange:	500

Change Fund Deposited:

Bill Acceptor Receipt for MATT
CHANGE_FUND, version 4.92
1/16/2015 4:01 PM
Items fed:
\$20 - 20, \$100 - 1, Total - \$500

Changeover Change Fund: None

InFORM

Day 3: 1/16/2015

Closing Change Fund:

\$1,500 - tills
\$3,000 - other

TBC/Outside Sales: None
Collected Sale: None
Paid In/Paid Out: None
Receive Transfers: None

Dispatch: Bag 1946

CHICK-FIL-A STORE #0000
DEPOSITORY ACCOUNT
WELLS FARGO BANK, N.A.

DATE: 1/16	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS (List each separately)		
1		
2 1234	\$290	00
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		

\$ 290.00

PLEASE RE-ENTER TOTAL HERE \$ 290 00

InFORM

Day 3: 1/16/2015

Deposits:

SCD Reprint End of Day, version 4.92
 For Store: CFA
 Printed on 1/16/2015 9:30 AM MANAGER

Bills Accepted:	6935.00
Total Vault Drops:	0.00
Total Bills + Drops:	6935.00

Cumulative Buy Change:	0.00
Net Cash Deposit:	6935.00

Courier Tray Deposits	
Total Value:	0.00

Ending Reserve Change Fund Contents	
Total Value:	0.00
Cash:	0.00
Check:	0.00

Shift 1

By Person

TONY		
Bills accepted	118	2288.00
No vault drops were made		
BILLS ACCEPTED		
Denomination	Count	Value
\$1	8	\$8
\$5	16	\$80
\$10	7	\$70
\$20	79	\$1580
\$50	5	\$250
\$100	3	\$300
ALL	118	\$2288

MATT		
Bills accepted	249	4647.00
No vault drops were made		

BILLS ACCEPTED		
Denomination	Count	Value
\$1	17	\$17
\$5	20	\$100
\$10	18	\$180
\$20	185	\$3700
\$50	5	\$250
\$100	4	\$400
ALL	249	\$4647

SUMMARIES:

TONY		
Bills Accepted	118	2288.00
Net Amount		2288.00

MATT		
Bills Accepted	249	4647.00
Net Amount		4647.00

REGISTER SUMMARIES:

Cashier_Deposit		
Bills Accepted	346	6435.00
Net Amount		6435.00

CHANGE_FUND		
Bills Accepted	21	500.00
Net Amount		500.00

Totals for Shift

Bills Accepted:	6935.00
Total Vault Drops:	0.00
Total Bills + Drops:	6935.00

InFORM

Day 4: 1/17/2015

Opening Change Fund:

\$1,500 - tills
\$3,000 - other

Change Fund Received: None
Change Fund Deposited: None
Changeover Change Fund: None

Closing Change Fund:

\$1,500 - tills
\$3,005 - other

TBC/Outside Sales: None
Collected Sale: None

InFORM

Day 4: 1/17/2015

Paid In/Paid Out:



CLUB MANAGER C COWCIANO
 (770) 123 - 7896
 ANYWHERE, GA 30014
 1/17/15 10:45 0000 00000 000 0000

MCR CORPORATION

E	46974	PAPER TOWELS	45.96	R
E	44159	DISPENSER	54.36	T
E	95091	TRASH BAGS	34.68	T

SUBTOTAL 135.00

TAX 14.92

TOTAL 149.92

CREDIT ** **** ***** 0000 X 4
 APPROVAL # 00000X

AID X0000000000000
 TC 0XX00000XXX0000X
 TERMINAL # 000000000
 *SIGNATURE VERIFIED
 CHANGE DUE 0.00

VISIT SAMSCLUB.COM TO SEE YOUR SAVINGS.

ITEMS SOLD 3



(111) 123 - 4567
 MANAGER JANE SMITH
 10000 INDUSTRIAL BLVD NE
 ANYWHERE, GA 30014
 ST# 00000 OP# 000000 TE# 00 TR# 00000

DOOR HINGE	1234587522520	13.05	0
		SUBTOTAL	13.05
		TAX	0.91
		TOTAL	13.96
		CASH TEND	20.00
		CHANGE DUE	6.04

TC # 0000 0000 0000 0000
 LOW PRICES YOU CAN TRUST. EVERY DAY.
 1/17/15 09:23:00

SAVINGS CATCHER! SCAN WITH WALMART APP



Receive Transfers: None

Dispatch: None

InFORM

Day 4: 1/17/2015

Deposits:

SCD Reprint End of Day, version 4.92
 For Store: CFA
 Printed on 1/17/2015 9:17 AM MANAGER

Bills Accepted:	5531.00
Total Vault Drops:	0.00
Total Bills + Drops:	5531.00

Cumulative Buy Change:	0.00
Net Cash Deposit:	5531.00

Courier Tray Deposits	
Total Value:	0.00

Ending Reserve Change Fund Contents	
Total Value:	0.00
Cash:	0.00
Check:	0.00

Shift 1

By Person

TONY		
Bills accepted	209	3437.00
No vault drops were made		
BILLS ACCEPTED		
Denomination	Count	Value
\$1	17	\$17
\$5	38	\$190
\$10	26	\$260
\$20	121	\$2420
\$50	3	\$150
\$100	4	\$400
ALL	209	\$3437

MATT		
Bills accepted	114	2094.00
No vault drops were made		

BILLS ACCEPTED

Denomination	Count	Value
\$1	9	\$9
\$5	9	\$45
\$10	16	\$160
\$20	74	\$1480
\$50	4	\$200
\$100	2	\$200
ALL	114	\$2094

By Register

Cashier_Deposit		
Bills accepted	323	5531.00
No vault drops were made		

BILLS ACCEPTED

Denomination	Count	Value
\$1	26	\$26
\$5	47	\$235
\$10	42	\$420
\$20	195	\$3900
\$50	7	\$350
\$100	6	\$600
ALL	323	\$5531

Totals for Shift

Bills Accepted:	5531.00
Total Vault Drops:	0.00
Total Bills + Drops:	5531.00

InFORM

Day 5: 1/19/2015

Opening Change Fund:

\$1,500 - tills
\$3,005 - other

Change Fund Received: None
Change Fund Deposited: None
Changeover Change Fund: None

Closing Change Fund:

\$1,500 - tills
\$3,005 - other

TBC/Outside Sales: None
Collected Sale: None

InFORM

Day 5: 1/19/2015

Paid In/Paid Out:



(111) 123 - 4567
 MANAGER JANE SMITH
 10000 INDUSTRIAL BLVD NE
 ANYWHERE, GA 30014
 ST# 00000 OP# 000000 TE# 00 TR# 00000

1000CT IBUPROF 235874563589 17.41

SUBTOTAL 17.41
 TAX 3.77
 TOTAL 21.18
 CASH TEND 30.00
 CHANGE DUE 8.82

TC # 0000 0000 0000 0000
 LOW PRICES YOU CAN TRUST. EVERY DAY.
 1/19/15 09:23:00

SAVINGS CATCHER! SCAN WITH WALMART APP



7550 S. 19TH AVE., ANYWHERE, GA
 PHARMACY: 323-0583 STORE: -

REG#01 TRAN#4604 CSHR#0938939 STR#3383

ExtraCare Card #: *****7668

1 SOFTSOAP 560Z 4.25

SUBTOTAL 4.25
 AZ 9.3% TAX .74
 TOTAL 4.99
 DEBIT *****6901 HS
 CHANGE .00



2503 3830 3184 6040 19
 RETURNS WITH RECEIPT THRU 01/13/2011

JANUARY 19, 2015 9:46 PM

TRIP SUMMARY:
 Today You Saved .99



CLUB MANAGER C COWCIANO
 (770) 123 - 7896
 ANYWHERE, GA 30014

1/19/15 10:45 0000 00000 000 0000

MCR CORPORATION

5 46223 100CT LAYS 10Z 144.00

SUBTOTAL 144.00

TAX 15.40

TOTAL 159.40

CREDIT ** **** **** 0000
 APPROVAL # 00000X

AID X0000000000000
 TC 0XX0000XXXX0000X
 TERMINAL # 000000000
 *SIGNATURE VERIFIED

CHANGE DUE 0.00

VISIT SAMSClub.COM TO SEE YOUR SAVINGS.

ITEMS SOLD 5

Cashier Settlement:

Bill Acceptor Receipt for ALICIA
 Cashier_Deposit, version 5.20
 1/19/2015 10:15 PM
 Items fed:
 \$10 - 1, \$20 - 4, \$50 - 2, Total - \$190

Jesus

InFORM

Day 5: 1/19/2015

Deposits:

SCD Reprint End of Day, version 4.92
 For Store: CFA
 Printed on 1/19/2015 9:07 AM MANAGER

Bills Accepted:	5332.00
Total Vault Drops:	0.00
Total Bills + Drops:	5332.00

Cumulative Buy Change:	0.00
Net Cash Deposit:	5332.00

Courier Tray Deposits	
Total Value:	0.00

Ending Reserve Change Fund Contents	
Total Value:	0.00
Cash:	0.00
Check:	0.00

Shift 1

By Person

TONY

Bills accepted	200	3391.00
No vault drops were made		
BILLS ACCEPTED		
Denomination	Count	Value
\$1	11	\$11
\$5	38	\$190
\$10	23	\$230
\$20	123	\$2460
\$50	0	\$0
\$100	5	\$500
ALL	200	\$3391

MATT

Bills accepted	104	1941.00
No vault drops were made		

BILLS ACCEPTED

Denomination	Count	Value
\$1	21	\$21
\$5	0	\$0
\$10	2	\$20
\$20	75	\$1500
\$50	4	\$200
\$100	2	\$200
ALL	104	\$1941

By Register

Cashier_Deposit

Bills accepted	304	5332.00
No vault drops were made		

BILLS ACCEPTED

Denomination	Count	Value
\$1	32	\$32
\$5	38	\$190
\$10	25	\$250
\$20	198	\$3960
\$50	4	\$200
\$100	7	\$700
ALL	304	\$5332

Totals for Shift

Bills Accepted:	5332.00
Total Vault Drops:	0.00
Total Bills + Drops:	5332.00

InFORM

Day 6: 1/20/2015

Opening Change Fund:

\$1,500 - tills

\$3,000 - other

Change Fund Received:

Customer Number: 22
Customer Name: CHICK-FIL-A

Order Number: 210
Delivery Date 1/20/15
Ship Date:
Ext. Ref. No: 5231
WELLS FARGO
Courier: Loomis

<u>Currency</u>	<u>Denom</u>	<u>\$ Amount</u>
FIT Bill	\$5	500
FIT Bill	Total	500

<u>Coin</u>	<u>Denom</u>	<u>\$ Amount</u>
50 Rolled Coin	Penny	25
0 Rolled Coin	Nickel	0
10 Rolled Coin	Dime	50
10 Rolled Coin	Quarter	100
70 Rolled Coin	Total	175

Total Currency:	500
Total Coin:	175
Total Exchange:	675

Change Fund Deposited: None

Changeover Change Fund: None

InFORM

Day 6: 1/20/2015

Closing Change Fund:

\$1,500 - tills

\$3,675 - other

TBC/Outside Sales: None

Collected Sale: None

Paid In/Out: None

Cashier Settlement:

Bill Acceptor Receipt for JANICE

Cashier_Deposit, version 5.20

1/20/2015 10:15 PM

Items fed:

\$1 - 6, \$10 - 6, \$20 - 25, Total - \$566

Frederico

Receive Transfers: None

Dispatch: None

InFORM

Day 6: 1/20/2015

Deposits:

SCD Reprint End of Day, version 4.92
For Store: CFA
Printed on 1/20/2015 9:15 AM MANAGER

Bills Accepted:	5297.00
Total Vault Drops:	0.00
Total Bills + Drops:	5297.00

Cumulative Buy Change:	0.00
Net Cash Deposit:	5297.00

Courier Tray Deposits	
Total Value:	0.00

Ending Reserve Change Fund Contents	
Total Value:	0.00
Cash:	0.00
Check:	0.00

Shift 1

By Person

TONY		
Bills accepted	212	3281.00
No vault drops were made		

BILLS ACCEPTED		
Denomination	Count	Value
\$1	21	\$21
\$5	38	\$190
\$10	10	\$100
\$20	141	\$2820
\$50	1	\$50
\$100	1	\$100
ALL	212	\$3281

MATT		
Bills accepted	89	2016.00
No vault drops were made		

BILLS ACCEPTED		
Denomination	Count	Value
\$1	1	\$1
\$5	3	\$15
\$10	6	\$60
\$20	72	\$1440
\$50	4	\$200
\$100	3	\$300
ALL	89	\$2016

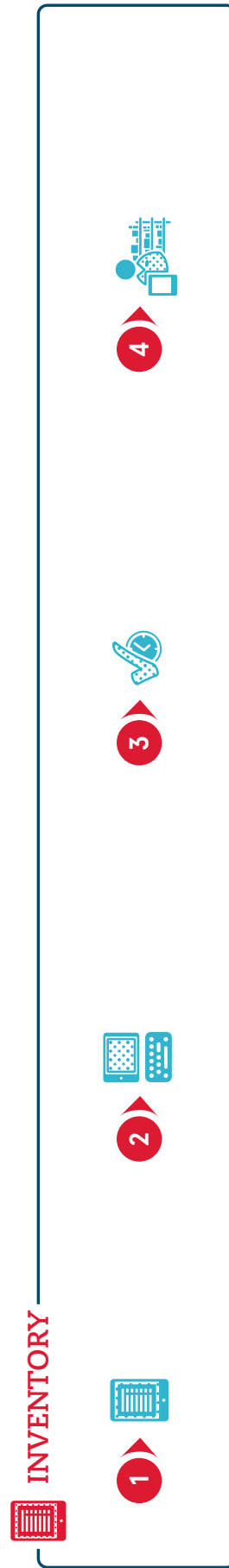
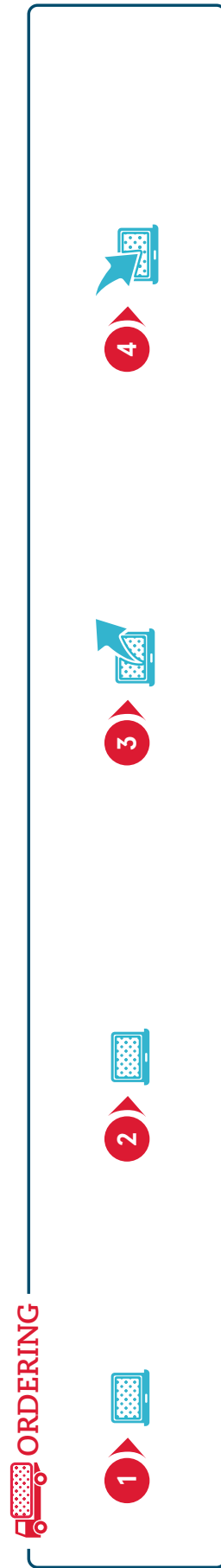
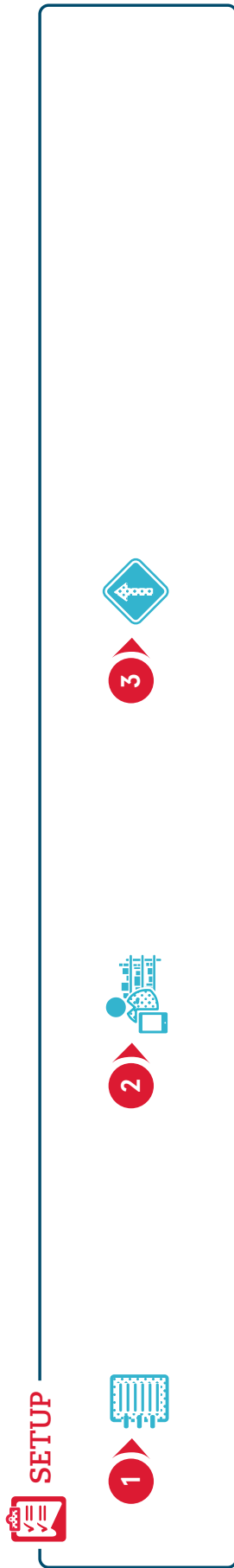
By Register

Cashier_Deposit		
Bills accepted	301	5297.00
No vault drops were made		

BILLS ACCEPTED		
Denomination	Count	Value
\$1	22	\$22
\$5	41	\$205
\$10	16	\$160
\$20	213	\$4260
\$50	5	\$250
\$100	4	\$400
ALL	301	\$5297

Totals for Shift

Bills Accepted:	5297.00
Total Vault Drops:	0.00
Total Bills + Drops:	5297.00



InFORM

Application Exercise

Instructions: Use the items listed in the Purchase Order Guide below to Maintain Order Guide for the following suppliers: MBM, Produce Program, and Local Bread.


MBM

Description	Purchase Unit	On Hand Qty	Last Order Rec'd	Current On Order	Build To Level	Usage	Count	Order Amount
MUSTARD, PACKETS	1500 Ct Case	2.00	1.00	1.00	0.00	0.00		1
CHICKEN, FILETS	36 Lb Case	1.24	13.00	34.00	0.00	0.00		4
CHICKEN, NUGGETS	36 Lb Case	12.48	12.00	44.00	0.00	0.00		3
CHICKEN, TENDERS	36 Lb Case	9.86	10.00	19.00	0.00	0.00		6
TORTILLA 10	12/12 Ct Bag Case	1.47	2.00	5.00	0.00	0.00		1
CHEESE, AMERICAN CHEDDAR SLICE	6/160 Slice Packets	.78	1.00	2.00	0.00	0.00		2
ICEDREAM CFA (9) 1/2 GAL	4.5 Gal. Case	3.87	5.40	37.80	0.00	0.00		3
SAUCE, POLYNESIAN CUP	432 Ct Case	12.40	1.00	8.60	0.00	0.00		2

Produce Program

 TOMATOES, GRAPE (12/1 Clam)	Clam 12/1-Tom, Grape	4.24	2.00	1.60	0.00	0.13		3
---	----------------------	------	------	------	------	------	--	---

Local Bread

 BUNS (30CT)	30 Ct. Case	115.04	40.00	30.00	0.00	0.00		20
---	-------------	--------	-------	-------	------	------	--	----

InFORM

Local Bread Invoice

Local Bread

INVOICE #
440807

BILL TO
CHICK-FIL-A COWS RULE RD ASHVILLE, NC 28805-2238

SHIP TO
CHICK-FIL-A COWS RULE RD ASHVILLE, NC 28805-2238

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
20	30050	Buns (30CT)	2.8200	56.40
			Total	\$56.40

InFORM

Create Order

Instructions: Using the Purchase Order Guide below, create an MBM order in InFORM. Use the Order Amount column to determine how much of each item to order.

Description	Purchase Unit	On Hand Qty	Last Order Rec'd	Current On Order	Build To Level	Usage	Count	Order Amount
MUSTARD, PACKETS	1500 Ct Case	2.00	1.00	1.00	0.00	0.00		1
CHICKEN, FILETS	36 Lb Case	1.24	13.00	34.00	0.00	0.00		4
CHICKEN, NUGGETS	36 Lb Case	12.48	12.00	44.00	0.00	0.00		3
CHICKEN, TENDERS	36 Lb Case	9.86	10.00	19.00	0.00	0.00		6
TORTILLA 10"	20/8 Ct Case	1.47	2.00	5.00	0.00	0.00		1
CHEESE, AMERICAN CHEDDAR SLICE	8/144 Slice Packets Case	.78	1.00	2.00	0.00	0.00		2
ICEDREAM CFA (9) 1/2 GAL	4.5 Gal. Case	3.87	5.40	37.80	0.00	0.00		3
SAUCE, POLYNESIAN CUP	432 Ct Case	12.40	1.00	8.60	0.00	0.00		2
COATER, CFA	8/5 Lb Bag Case	2.33	2.00	5.00	0.00	0.00		1

InFORM

Create & Receive Items

Instructions: Create and receive this Local Bread order.

Local Bread

INVOICE #

44023

BILL TO

CHICK-FIL-A
COWS RULE RD
ASHVILLE, NC 28805-2238

SHIP TO

CHICK-FIL-A
COWS RULE RD
ASHVILLE, NC 28805-2238

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
10	30050	Buns (30CT)	2.8200	28.20
			Total	\$28.20

InFORM

Create & Receive Items

Instructions: The items in this Purchase Order Guide were called into MBM. Receive these items into inventory.

Description	Purchase Unit	On Hand Qty	Last Order Rec'd	Current On Order	Build To Level	Usage	Count	Order Amount
MUSTARD, PACKETS	1500 Ct Case	2.00	1.00	1.00	0.00	0.00		1
CHICKEN, FILETS	36 Lb Case	1.24	13.00	34.00	0.00	0.00		2
CHICKEN, NUGGETS	36 Lb Case	12.48	12.00	44.00	0.00	0.00		5

InFORM

Written Assessment

To prepare for the written portion of the assessment, review your participant manual as well as any videos or assigned reading material.

Hands-On Assessment

Use the following to help prepare for this module's assessment.

1. Review Cash Management exercises on pages 6-21 of your participant manual.
2. Review Supply Chain exercises and know how to set up, order, receive, and inventory.