

Child Nutrition Stock Transfer Work Instructions (CHN-W003)

- 1. Stock Transfers:** A “Stock Transfer History Report” is generated by the Child Nutrition Secretary. On the left side of the report are the schools that will need to be credited and on the right side of the report are the schools that will need to be debited. The following steps will need to be completed to prepare the stock transfer report for MUNIS:

ACTUAL WORK INSTRUCTIONS ARE PASSWORD PROTECTED.