

Unit Financial System (UFS) User Guide

Adding and Updating Commodity Inventory

The UFS commodity module will separate out commodity inventory from regular inventory by item or account, and support compliance with USDA regulations. All **commodity items** must be reported for your unit through UFS via this process, regardless of UFS inventory reporting method: Inventory by Account or Inventory by Item.

To review USDA commodity entitlement process including reporting in UFS and impact to SDX contract and guarantees, **take the training located in Ingenium: Keyword search Finance – Commodity Training – Schools.**

Ctrl+click on a link to advance to a topic listed below for step by step UFS instructions.

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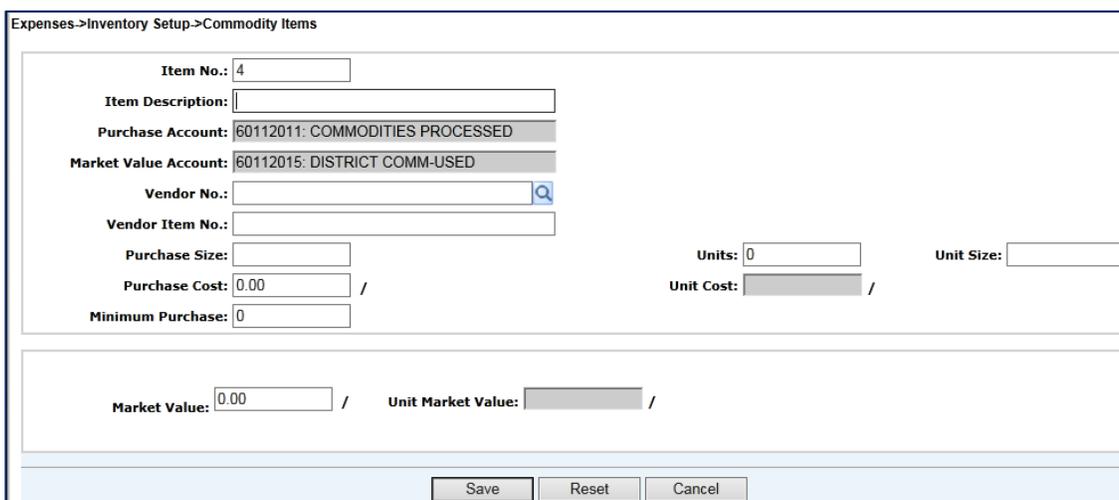
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Adding Commodity Items

Expenses>Inventory Setup>Commodity Items

- Add
- Enter all required data: **Item description, Vendor No., Vendor Item No, Purchase size, Units, Unit size, Purchase Cost, Minimum Purchase and Market Value.**
- Save
- Repeat process until all commodity items are entered



Expenses->Inventory Setup->Commodity Items

Item No.: 4

Item Description:

Purchase Account: 60112011: COMMODITIES PROCESSED

Market Value Account: 60112015: DISTRICT COMM-USED

Vendor No.:

Vendor Item No.:

Purchase Size: Units: 0 Unit Size:

Purchase Cost: 0.00 / Unit Cost: /

Minimum Purchase: 0

Market Value: 0.00 / Unit Market Value: /

Purchase account and Market Value account numbers will default and cannot be edited.

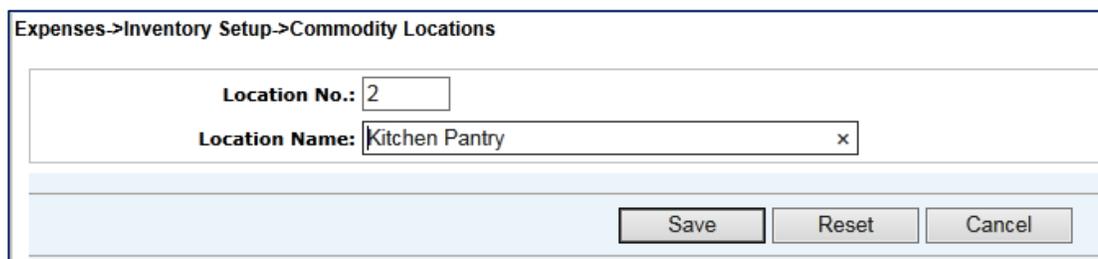
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Adding Commodity Locations

Expenses>Inventory Setup>Commodity Locations

- Add
- Enter all required data: **Location No. and Location Name**
- Save
- Repeat process until all locations are entered



Expenses->Inventory Setup->Commodity Locations

Location No.: 2

Location Name: Kitchen Pantry x

Save Reset Cancel

Assigning Commodity Items to a Location

Expenses>Inventory Setup>Commodity Item Locations

- Add
- Enter all required fields: School No., Location Number
- Insert all commodity items that will be assigned to this location
 - Select multiple items by holding the CTRL key and left click on the commodity items you are selecting or if all commodity items belong in this location you can select all.
- Click OK
- Save
- Repeat this process until all items and locations assignments have been completed
- In the Commodity Item Locations setup process, you can use the “COPY” function once you have completed your first location.
 - Highlight the location you wish to copy and click “COPY”. Change the school number and location number and save changes. Repeat this copy process until all locations have items assigned.

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Expenses->Inventory Setup->Commodity Item locations

School No.:

Unit Number:

Location Number:

Sort By:
 Sequence No.
 Item Description

Sequence No.	Item No.	Item Description	Vendor No.	Purchase Size
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Item Inquiry

Sort By: Item No. Item Description Vendor No.

Filter:

3		Chocolate Milk	1035203	Case
1		Test BBQ	1035203	Case
2		Test Milk	1035203	Gallon

You must enter your Commodity Received and Commodity Inventory BEFORE transmitting the OSI.

Commodity Received Entry

Expenses>Inventory>Commodity Received Entry

Please note: This information can only be entered and transmitted through OSI once in the period.



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When you are ready to enter your **Commodity Received**, select your cost center, and enter all of the required data.

- The first 4 fields are required fields. If you do not have a value to enter, you must enter a zero.
- The **YTD Commodities Rec'd on previous Operating Statements** is also a required field. Make sure you have retrieved this information from your Operations Statement prior to entering Commodity Received.
- Enter the Date source document was printed and reviewed. This date must fall within the 1st of the current month and the 10th of the next month.
- Save.

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Expenses->Inventory->Commodity Received Entry

Cost Center: Activity Date: 04/26/2016

Received Source Document	YTD FMV Rec'd From Source Documents	YTD Commodities Rec'd On Previous Operating Statements	Rec'd Commodities for Current Month	Date Source Document Printed & Reviewed
K12 FOOD SOURCE	<input type="text" value="5.00"/>			
PROCESSOR LINK	<input type="text" value="0.00"/>			
DOD	<input type="text" value="0.00"/>			
STATE	<input type="text" value="10.00"/>			
TOTAL FROM ALL SOURCES	15.00	<input type="text"/>	0.00	<input type="text"/>

Save Cancel

Note: The YTD Commodities Received from Previous Operating Statement will only be entered in the highlighted cell as shown above. You will not be entering individual totals in the K12, Processor Link, DOD or State columns.

Entering Commodity Inventory

Expenses>Inventory>Commodity Inventory

- Select your Location
- Edit
- Update your Inventory counts/Unit counts
- Insert any additional commodity items
- Save
- Repeat process to enter remaining commodity inventory for each location

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Expenses->Inventory->Commodity Inventory

School No.: 2: QUEEN SCHOOL
 Cost Center: 66000
 Location Number: 1: bar

Sort By:
 Sequence No.
 Item Description

Insert Delete Move Up Move Down

Sequence No.	Item No.	Item Description	Inventory Count	Purchase Size	Unit Count	Unit Size
1	1	Test BBQ	12.00	Case	2.74	24oz
2	2	Test Milk	5.00	Gallon	1.75	gallon

Save Cancel

Transmitting the OSI

OSI>OSI Entry (Reminder: You must enter your Commodity Received and Commodity Inventory BEFORE transmitting the OSI.)

Your Commodities Received entry (99992700) will be blocked on the OSI and cannot be changed. Calculations for Commodities Used (99992720) and Commodities Received Less Used (99992780) are automatic. These calculations pull from the previous month's totals. The first month using the Commodity Inventory module, the unit will be required to over-write the totals with correct figures.

OSI->OSI Entry.

Unit Number: 20026002 EAST OTERO SODEXHO
 Frequency: Weekly
 Week End Date: 03/27/2015

Payroll Days to Accrue
 Non-union Hourly:
 Union Hourly:
 Admin Manager:

Line No.	OSI Account	OSI Description	Req.	Entered Amount
11	99998565	MAX ALLOW COST/FIXED PRICE	Req.	
12	99997300	OPERATING DAYS	Req.	
13	99997145	POPULATION		0.00
14	99996480	HOURS WORKED	Req.	
15	99991150	CLIENT HOURS WORKED	Req.	
16	99992700	ENT COMMOD RECD	Req.	100.00

Save Cancel

An error message will be received if Commodities Received entry is completed and there is NO OSI, and user is trying to complete a New Week Setup. You will have to complete an OSI Entry and transmit prior to completing a New Week Setup.

