

UFS User Guide

Commodity Inventory



All **commodity items** must be reported for your unit through UFS via the Commodity Inventory module, process outlined below, regardless of current UFS inventory reporting method: Inventory by Account or Inventory by Item.

Step by step UFS instructions are listed below for each UFS menu item.

Ctrl+click on a link to advance to a topic.

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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.:	<input type="text" value="4"/>
Item Description:	<input type="text"/>
Purchase Account:	60112011: COMMODITIES PROCESSED
Market Value Account:	60112015: DISTRICT COMM-USED
Vendor No.:	<input type="text"/> <input type="button" value="Q"/>
Vendor Item No.:	<input type="text"/>
Purchase Size:	<input type="text"/>
Units:	<input type="text" value="0"/>
Purchase Cost:	<input type="text" value="0.00"/> /
Unit Cost:	<input type="text"/> /
Minimum Purchase:	<input type="text" value="0"/>
Unit Size:	<input type="text"/>

Market Value:	<input type="text" value="0.00"/> /
Unit Market Value:	<input type="text"/> /

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

Purchase cost and **Market Value** amounts are available from your state report. These are covered in [commodity training](#).

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.:

Location Name:

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
 - You can select multiple items by holding down 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

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

Item Inquiry

Sort By: Item No. Item Description Vendor No.

Filter:

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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OK

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.

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	5.00			
PROCESSOR LINK	0.00			
DOD	0.00			
STATE	10.00			
TOTAL FROM ALL SOURCES	15.00		0.00	

Save Cancel

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

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

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 will be blocked on the OSI and cannot be changed. The amount transferred to the OSI, your *current month receive*, is the difference between the *YTD Commodities Received* from your operating statement and the *YTD FMV Received* from source documents.

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
17	99993300	CLIENT COMMOD RECD	Req.	

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.



Questions and Answers related to Commodity Inventory:

UFS SET UP QUESTIONS:

Q: Where do we find training for Commodity Inventory?

A: You can review the [UFS Commodity Inventory User Guide](#) for instructions on setting up your items and using the new module.

Q: Will all of my inventory commodity items automatically convert to the new UFS Commodity Items module?

A: No. Existing commodity items will be removed and UFS users must setup commodity items prior to reporting through UFS. This will assist with eliminating old data and will support a more accurate, standardized process.

Q: Can you provide some examples on how to enter purchase size, units and unit size?

A: Typically the purchase size is “case” and the unit size is how the unit is measured in the case (i.e. pound, #6 can, gallon, each, etc.)

Item Example	Purchase Size	Units	Unit Size
Applesauce, 1 case & 6 #10 cans	Case	6	#10 can
Frozen Green Beans, 1 case, 30 lbs.	Case	30	pounds
Beef Dippers, 1 case, 572 count	Case	572	Each

Q: If a unit receives produce through the fresh fruit and vegetable grant as opposed to commodity they would not put it in correct?

A: Correct. That is a separate grant program and those are not commodities and shouldn't be included in either commodity or regular inventory.

Q: Can you tell me what minimum purchase is in the commodity item setup screen?

A: Minimum purchase is the percent remaining in the last unit on hand that triggers an order.

Q: Is a Vendor required in the commodity item setup?

A: Yes. You will input the vendor in which you receive the commodity item from. If you get your brown box from the state, use that as the vendor. If the vendor is not set up in your UFS (State, USDA etc.) you should select the prime vendor (such as Sysco, US Food etc.) for the item setup.

Q: Do we have to add a new four-digit number for our commodities items?

A: UFS will auto populate but will allow user to override. UFS will not let you add duplicate item numbers

Q: Do I need to set up all USDA commodity items or just my own commodity inventory items?

A: You only need to enter your own commodity inventory items. You do not need to load every USDA item there is out there.

Q: Where do I set up my commodity items? I am in Maintenance > Items. Is this correct?

A: No. You should not set up any commodity items in the regular inventory items setup. You must set all commodities items up in the new commodity module. **Expenses > Inventory Setup > Commodity Items**

PROCESS QUESTIONS:

Q: Will I have to manually calculate my used commodity totals moving forward?

A: The new module will auto calculate the commodities used, however, for the first month using the new module, the auto calculations will not populate accurate totals. The system uses the beginning inventory in this formula and you will not have one for this module because you have not yet transmitted an ending inventory. You will need to manually calculate and over-ride it on the OSI. Subsequent months will correctly calculate the totals on the OSI.

Q: What if I enter commodities directly to Operating Statement Input (OSI)?

A: You must report commodity items through the new UFS commodity module. OSI will auto update with commodity inventory input.

Q: I use The Market Connection (TMC) for inventory reporting. Do I still need to use the new Commodity Inventory module in UFS?

A: Yes. All Schools Services cost centers receiving commodities must report via the new UFS Commodities Module. The UFS enhancements will separate out commodity inventory from current inventory reporting methods, and support compliance with USDA regulations. Commodity items in TMC should be removed to avoid duplicating inventory amounts.

Q: When using inventory by item and inventory by account, one method would wipe out the other in UFS. Will this be the case with commodity inventory and non-commodity inventory by one of the other methods?

A: No. Commodity inventory module is separate from regular inventory and therefore will not override your non-commodity inventory whether you use inventory by account or inventory by item.

Q: What do I do with commodities that I have in TMC?

A: Delete any commodity items that you have set up in TMC. Include only in new commodity inventory module so we are only counting them once. We also want to make sure we account for the market value and the purchase cost.

Q: Will prices update automatically or do we have to update them manually?

A: You must manually update pricing manually because every state has different updates. If your purchase cost or market value changes, you will need to update those monthly.

Q: What date do I enter under "Date Source Document" on Commodity Received Entry Screen?

A: Enter the date you pulled the source documents to date stamp when it was pulled and it should back up to what reports you have on hand. Units should be keeping these reports for backup.

Q Will UFS automatically post commodities into inventory by account?

A: The commodities entered in the commodity inventory module do not post over to the Inventory by Account module or record. Anything that is entered within the by account or by item module will not transmit commodities to

the BSC. You must remove the old commodities processed line item from the by account record. The commodities processed from the Commodity Inventory module will flow to the Inventory by Account report.

GENERAL COMMODITY QUESTIONS:

Q: Can Sysco separate out the USDA and commodity items on total page of invoice?

A: Contact procurement or your RAM (Regional Account Manager) for specific vendor requests.

Q: Is this new module for processed *and* brown box commodities?

A: Yes. This is for all commodities; brown box, bonus, DOD, farm to the school, processed etc. Any commodity of any type must be in this commodity module and should not be counted in your purchased inventory. As a reminder, commodities *should not* be broken down as baked goods, groceries, meats etc.

Q: We count FFAVORS received and ending inventory in our commodity #. Is that not the case going forward? (DOD program)

A: DOD is recorded in "received," whatever your ending inventory is in those produce items you need to put those items in with market value and count that as ending inventory for the commodity module.

Q: For example a PB&J includes processed commodity and commodity Peanut Butter. Will it be separated from the received # which post to the Client Invoice as a credit?

A: There are two sections to this module. There is the received module where you enter in what you have received YTD from K12, Processor Link, DOD and State. The ending inventory when you set up those items, when you have a processed peanut butter and jelly sandwich, there is two values. There is the purchase price which you paid on the invoice then there is the market value which is the value of the peanut butter from the entitlement that you had to use to make that sandwich.

Example: if a case of PB&J sandwiches cost \$80 to purchase from Sysco, \$80 is the purchase cost, there is \$15 worth of peanut butter in there; the \$15 is the market value. We would have \$80 under purchase cost and \$15 under market value to value that case.

Q: When you are putting in the values for on-hand. Purchase Value is input which is from the invoice. Will this go to our food cost for processed commodity? Or are these numbers only being recorded in as stat number on the operating statement?

A: The purchase cost, the difference in our inventory will go to your food cost for commodities processed so the purchase account we are using 60112011, all of the commodities the purchase price change in those balances will be on your CRED and DFAV to that account code. The market value is used to calculate your commodities used and that goes in as a stat and impacts your Sodexo sales.

Q: What if the item is NOI? Would the purchase price be the same as the market value and just not enter the NOI credit anywhere?

A: For NOI items the purchase price is the price of the item less the discount. The market value is the discount (credit).

Example: Case of pizza; the purchase price is \$80 and the discount is \$15. \$65 would be entered as purchase cost and \$15 would be the market value since that is how much credit we got for commodities. What we actually paid is the purchase price (\$80) less the discount (\$15) = purchase cost (\$65).