



**Office of
General Services**

OGS Food Distribution Monthly Inventory Reports Report, Invoices, Expectations

August 16, 2024

What makes up the Monthly Report?

- The monthly report consists of the following:
 - Monthly Inventory Report
 - Listing of Deliveries by RA Location/Stop
 - Listing of Distributions by Sales Order to RAs
 - Invoice
 - Adjustment, Damage, Loss Statements
 - Additional documentation as needed
 - *I.e., Temp logs, BOLs, Delivery Slips*

Monthly Report and Invoice Expectations

- By the 5th of each month submit the following:
 - Monthly Inventory Report
 - Listing of Deliveries by RA Location/Stop
 - Listing of Distributions by Sales Order to RAs
 - Invoice
 - Adjustment, Damage, Loss Statements (if applicable)
- Please submit these to
 - ogs.sm.accountspayable@ogs.ny.gov
 - ogsdonatedfoods@ogs.ny.gov

Monthly Inventory Report

- The Monthly Inventory report provides an accounting of USDA Foods received, stored, and distributed during a month.
- Parts to the Inventory Report
 - Monthly Inventory Report
 - List of distributions of each Sales Order to RAs
 - Listing of Deliveries by RA
 - Recipient
 - Delivered by stop/location
 - Invoice
 - Broken down by line (varies)
 - 1-99
 - 100-199
 - 200 +

Monthly Inventory Report Criteria

- USDA Sales Order #
- Sales Order Item #
- USDA Material Number
- USDA Material Description
- Beginning Balance (carried over from previous month)
- Total Received (deliveries received during the month)
- Total Distributed (total distributed to during the month)
- Adjustments (Damage, Loss, Found)
- Ending Balance

Additional Monthly Inventory Report Criteria

- Examples of additional information that can be included (if not burdensome):
 - Days Stored (recommended)
 - Pack /Use By / Best By /Expiration Dates
 - Break up adjustments
 - Damage, Loss, Found

Invoice

WHAT TO INCLUDE ON YOUR INVOICE TO NEW YORK STATE

Please ensure your invoices include the following information. If information is missing, your invoice may be returned unpaid or payment may be delayed.

- 1 **Vendor Identification** – your legal business name, remit-to address, NYS Vendor ID#, and contact information in case there are questions.
- 2 **Invoice Date** – the date the invoice was created. The invoice date must be later than the date the goods or services were delivered or rendered.
- 3 **Unique Invoice Number** – you create your own invoice number. Use this number to obtain information about the status of your invoice in the SFS Vendor Self Service Portal.
- 4 **Bill to** – the name of the NYS agency that ordered the goods or services. Please also provide the delivery address and/or name of your agency's contact to help us if there are questions.
- 5 **Purchase Order (PO) Number** – if you received a PO, include the PO number.

NYS Vendor 1
 Your Legal Address
 Suite 206
 Albany, NY 12205
 Phone (518) 4xx – 7xxx
 NYSvendor@vendor.com
 Fed ID # 26-1234567
 Vendor ID 0100000000

Bill to 4
 NYS OGS
 32nd Floor, Coming Tower Bldg.
 Empire State Plaza
 Albany, NY 12242
accounts payable@ogs.ny.gov

Invoice

Date 2	Invoice # 3
9/17/2018	17/18543

PO No. 5	Terms 6
18P0254	2/10, net 30

Quantity 7	Description 8	U/M 9	Rate 10	Amount 11
50	A full description of what was provided. Including dates of service and PO line # if applicable.	Hours	30.00	1,500.00
Total				\$1,500.00

- 6 **Payment Term** – the payment discount you are offering. If no other term is provided, NYS pays all invoices NET 30 days from the date the invoice is received by the designated payment office as indicated on the PO or agreement. NYS will make every effort to pay invoices within a vendor's designated discount period, if provided. Invoices not paid in 30 days will have interest added to the invoice as required by law.
- 7 **Quantity** – of goods, property, or services delivered for each invoice line item.
- 8 **Description** – of the item being billed including PO line #, item #, contract #, and/or dates of service if applicable and available.
- 9 **Unit of Measure** – if you received a PO, the unit of measure for each item being invoiced must be consistent with the PO and PO line number.
- 10 **Rate** – the unit price as authorized in the PO or agreement.
- 11 **Total** – the payment amount being requested for the invoice.



The invoice must be delivered to the designated payment office specified in your agreement or on the PO you received. NYS will not accept invoices for items or quantities not delivered.



Listing of Deliveries

- The Listing of Deliveries is supporting documentation that reports the products delivered to each school district by location/stop.
 - Please include the following:
 - RA - School Name / Location (stop)
 - May split up into different columns
 - USDA Material No
 - USDA Material Description
 - Cases Delivered
 - Delivery Date
 - Case Price
 - Total Price
 - Any additional information you'd like to include

Example of Listing of Deliveries

	A	B	C	D	E	F	G	H	I
1	RAID	Customer Name / Location	Invoice #	USDA Material Description	USDA Material No	Cases	Delivery Date	Case Price	Total Price
2	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	CHEESE LOAF SLI YEL COMD B065	100018	10.00	2/6/2024	\$	
3	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	PORK PULLED CKD	110730	15.00	2/6/2024	\$	
4	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	TURKEY BRST DELI SLI FRZ	110554	5.00	2/6/2024	\$	
5	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	PEAR DICED COMM A434	100225	10.00	2/6/2024	\$	
6	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	CHICKEN FILET GRLLD UNBRD FRZ	110921	10.00	2/6/2024	\$	
7	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	APPLESAUCE UNSWTD	110541	5.00	2/6/2024	\$	
8	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	TURKEY GROUND TACO FLLNG	100119	7.00	2/6/2024	\$	
9	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	EGG PATTY CKD FRZN	110931	3.00	2/6/2024	\$	
10	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	CORN WHL KERNEL COMDTY A110	100313	4.00	2/6/2024	\$	
11	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	BEAN VEG CAN	100364	5.00	2/6/2024	\$	
12	G006	MONROE-WOODBURY HIGH SCH USDA	425096138	CHICKEN PCS 8 RSTD CMDTY A494	110080	8.00	2/6/2024	\$	
13	G006	MONROE-WOODBURY MID SCH USDA	425096139	PEAR DICED COMM A434	100225	8.00	2/6/2024	\$	
14	G006	MONROE-WOODBURY MID SCH USDA	425096139	CHICKEN DICED	100101	5.00	2/6/2024	\$	
15	G006	MONROE-WOODBURY MID SCH USDA	425096139	STRAWBERRY SLICED IN CUP A417	100256	16.00	2/6/2024	\$	
16	G006	MONROE-WOODBURY MID SCH USDA	425096139	TURKEY BRST DELI SLI FRZ	110554	3.00	2/6/2024	\$	
17	G006	MONROE-WOODBURY MID SCH USDA	425096139	PORK PULLED CKD	110730	8.00	2/6/2024	\$	
18	G006	MONROE-WOODBURY HIGH SCH USDA	425121377	BROCCOLI SPEAR (SHORT) FRZN	110473	4.00	2/27/2024	\$	
19	G006	MONROE-WOODBURY HIGH SCH USDA	425121377	CHICKEN FILET GRLLD UNBRD FRZ	110921	20.00	2/27/2024	\$	
20	G006	MONROE-WOODBURY HIGH SCH USDA	425121377	BEEF GROUND COMM	100158	1.00	2/27/2024	\$	
21	G006	MONROE-WOODBURY HIGH SCH USDA	425121377	APPLESAUCE UNSWTD	110541	2.00	2/27/2024	\$	
22	G006	MONROE-WOODBURY HIGH SCH USDA	425121377	FRUIT PEACH CUP	100241	14.00	2/27/2024	\$	
23	G006	MONROE-WOODBURY HIGH SCH USDA	425121377	POTATO OVEN FRY CMDTY	100357	8.00	2/27/2024	\$	
24	G006	MONROE-WOODBURY HIGH SCH USDA	425121377	CHEESE MOZZ LM LVS COMDTY B042	100022	20.00	2/27/2024	\$	
25	G006	MONROE-WOODBURY HIGH SCH USDA	425121377	CHEESE LOAF SLI YEL COMD B065	100018	21.00	2/27/2024	\$	

Listing of Distribution of Sales Orders to Recipients

- This is a listing of all distributions of sales orders to each RA.

Additional Supporting Documents

- Use the Listing of Deliveries as supporting documentation for your invoice. You can do this by adding the date of delivery, case price, and total price

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Additional Supporting Documents

- We might ask for additional documentation, examples include:
 - Delivery Slips
 - Receiving Documentation (BOL)
 - Temperature Logs
 - Pest Control Logs
 - Pictures of product or storage

Common Inventory Report Mistakes

- Beginning Balance does not match the Ending Balance of the prior month
- The Listing of Deliveries by RA Location/Stop should support the inventory report and invoice.
- The Listings of Distributions by Sales Orders to RAs should support the inventory report and invoice.
- Adjustments on the inventory report are missing Adjustment, Damage, Loss Statement

Creating an Inventory Report In WBSCM

- Copy previous Month's Inventory Report to new Excel file.
- Update Distributed Qty., Adjustments, and Ending Balance.
 - Create Adjustment, Damage, Loss Statement if needed.
- Run the Order Status Report in WBSCM
- Create a pivot table
 - Sales Order #
 - SO Item #
 - Material
 - Material Desc.
 - Date Received
 - Vendor Name (optional)
 - Good Qty (In Cs)
- Paste these new orders to the bottom of your current inventory report. Move and copy and paste the Good Qty. (In Cs) to the Received Qty.
- Add additional columns as needed