



**Office of
General Services**

OGS Food Distribution Weekly Reports Expectations

August 16, 2024

What is the Weekly Report

- The weekly report is a report of all USDA Foods allocated to each recipient agency and are available for delivery.

Weekly Report Criteria

- Sales Order #
- Sales Order Item
- Sold-to Name (School/childcare RA Code - Name)
- Material #
- Material Description
- Allocation Qty.
- Remaining Qty.
- Date Received or Requested Delivery Date
- Notes
 - This is where you'd indicate if the product is being held for redistribution.

Additional Weekly Report Criteria

- Examples of additional information that can be included (if not burdensome):
 - Days Stored
 - Pre-allocate Qty. for next delivery
 - Pre-allocate Qty. for deliveries over next 60 days
 - Next delivery date
 - Deliver By Date

Weekly Report Expectations

- Report must be sent weekly by Wednesday.
 - We rely on this report for internal processes.
- Products on hold (i.e., while being redistributed or for other reasons) should be indicated as such in the 'Notes' column.
- Quantities must be accurate so schools can plan and accept deliveries.
- 'CC' ogsdonatedfoods@ogs.ny.gov on all mass emails, including the weekly report communication.

Weekly Report Expectations Continued

- Redistribution and Redistribution Holds
 - Redistributions are changes to allocations.
 - Redistributions increase one RAs allocation and decrease another's. Both need to be reflected on the weekly report.
 - Redistribution holds are when we ask for product to be placed on hold while we search for another district to accept the product. Once we locate another school, we will communicate the change to you.
 - Please indicate holds on the weekly report.
- A redistribution might also be referred to as a reallocation or 'Marketplace'.

How to Build the Weekly Report with WBSCM

- When you receive a USDA Foods delivery, receipt for the shipment in WBSCM within two (2) calendar days and communicate any discrepancies upon receiving.
- Run the Redistribution/Redonation Detail Report in WBSCM for the sales order.
 - Remove Cancelled from SO Status Column
- Create a Pivot Table.
- Format the data and then copy and paste the pivot table to your existing weekly report.
- Update the quantities based on delivery slips that return from deliveries made.

How to Build the Weekly Report with WBSCM

- When Redistribution Holds are communicated, indicate on the weekly report.
- When Redistributions are communicated, adjust the appropriate schools' quantities to show the product moving from one school to another.
- Communicate with OGS about any discrepancies between your weekly report and your physical inventory. We want to resolve these immediately, so product is shipped to the right schools.

Communication with RA's

- Your weekly report email is your opportunity to communicate with the schools/childcares in your area on a consistent basis.
 - Use this to communicate changes, updates, reminders, and delivery request cutoffs (i.e., splits & Qty.)
- For example, updates for deliveries due to weather or if you need to confirm school holiday closures or vacation weeks so you can adjust your distribution routes and delivery dates.