

CMS Best Practices

Physical Inventory

# Physical Inventory

- At the end of each month, there is a count of the inventory items at your site
  - This count is entered into CMS
  - This **Physical Inventory** count updates the on-hand inventory values
- The sites need to complete their physical inventories by the last working day of every month in order to comply with FSD policies and procedures

# CMS Best Practices Objective

- Physical Inventory Worksheet
  - Print
  - Manually count and record all items on inventory worksheet
- Key into CMS the Physical Inventory count
  - As you enter the information, notice the total value column
  - If the amount is excessive, make corrections
- Before completing the inventory, review the Physical Inventory Value Report
  - Verify that the Physical Inventory was entered into CMS correctly
    - Look for abnormal dollar amounts
  - Make necessary corrections
- Once all items are entered and verified correctly in the system, mark the Physical Inventory as “Completed”

# The Physical Inventory Worksheet

- Print a copy prior to conducting the physical inventory of all items on hand
- The list consists of all inventory items in a school site
- It is used to record the actual physical counts

Report Viewer

Main Report

LAUSD Training Site  
Physical Inventory Worksheet

1853601 LAUSD Training Site

Stock Number	Description	Units/ Cases On Hand	Case Description	Broken On Hand	Broken Uni Description
1010	BEANS GREEN CUT 6/#10 CAN	6.00	CS		EA
1019	SYRUP TABLE SQZE BTL 12/12 OZ	12.00	CS/12		EA
1021	PC SYRUP TABLE 100/1.5 OZ	100.00	CS/100		EA
1022	JAM STRAWBERRY #10 CAN	6.00	CS/6		EA
1023	PC JAM STRAWBERRY 200/0.5 OZ	200.00	CS/200		EA
1030	JELLY GRAPE #10 CAN	1.00	EA		EA
1031	SALSA 4/1 GAL	4.00	CS/4		EA
1037	PC JELLY GRAPE 200/0.5 OZ	200.00	CS/200		EA
1038	PC SAUCE TACO 500/9 GR	500.00	CS/500		EA
1039	PC SAUCE HOT 200/7 GR	200.00	CS/200		EA
1040	PEARS DICED 6/#10 CAN SRP	6.00	CS/6		CAN
1045	CORN WHOLE KERNEL 6/#10 CAN	6.00	CS/6		EA
1061	CHILES DICED GREEN #2.5 CAN	1.00	EA		EA
1077	POTATOES MASHED FLAKE 6/5 LB	6.00	CS/6		EA
1095	FLAVOR IMITATION VANILLA 32 OZ	1.00	BTL		EA
1098	SAUCE BARBECUE 4/1 GAL	4.00	CS/4		EA
1000	PC SAUCE BRO 200-500/12CP	200.00	CS/200		EA

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# Accessing The Physical Inventory Screen

- Go to Back of the House
- Inventory Management
- Physical Inventory
- Physical Inventory Counts
- The Physical Inventory Counts screen displays

The screenshot shows a web application window titled "Physical Inventory Counts". The interface includes a menu bar with "File" and "Goto", a toolbar with "Details", "New", "Delete", "Save", "Cancel", "Print", "Export", "Help", and "Close". Below the toolbar is a "Search Criteria" section with two dropdown menus for "Site" (set to "1059501") and "LAUSD Training Site". A "Select Date Range" section has "From" and "To" dropdown menus both set to "(none)". There is an unchecked checkbox for "Include Completed Physical Inventories" and "Search" and "Reset" buttons. A table below shows a single row with a date of "09/30/2009" and a "Site Complete" checkbox that is unchecked. The status bar at the bottom right displays "Process ID: 110201".

Date	Site Complete
09/30/2009	<input type="checkbox"/>

# Enter Physical Inventory Counts

- Select the inventory date
- Make sure you select the correct;
  - Month
  - Year
- Click OK

The screenshot shows a software dialog box with a blue title bar and a light blue background. The title bar text is "Select the Site and Date for the Physical Inventory".

At the top, there are two dropdown menus: "Site:" with the value "1482901" and "LAUSD Training Site". Below these is a "Select Physical Inventory Date:" dropdown menu with the value "10/30/2009".

There is a checkbox labeled "Limit By Location" which is currently unchecked.

Below the checkbox is a section titled "Select Locations" containing two tables. The first table has a header "Selected" and one row with a small white square in the center. The second table has a header "Location" and one row with a small white square in the center.

A date selection list is open, showing dates from "10/30/2009" to "5/31/2010". The date "10/30/2009" is highlighted in blue.

At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red rectangular box.

# Enter Physical Inventory Counts (cont)

- Ensure the items are entered correctly
- Units
  - Yield of the case
- Case Quantity
  - Full, unopened cases only
- Broken Quantity
  - Amount left in the opened case, partial quantities
- Pay attention to the total value column as you are inputting items
  - If the amount is excessive you may have entered the broken quantity incorrectly
  - Example: item entered as a whole number, rather than a decimal

Physical Inventory

File Goto

Search List 1 of 1 New Delete Save Cancel Print Export Help Close

Site: 1853601 LAUSD Training Site Physical Inventory Date: 9/30/2009

Quick Entry Physical Inventory List Completed

Filter By: Category: [v] [v] Apply Filters Sort By: Stock Number [v]

Expand All Collapse All Items:  Quantity On Hand  Entered Only Reset Filters

Stock Number	Description	Units	Case Qty	Bkn Qty	Receive Date	Total Value
1010	BEANS GREEN CUT	6.00	6	3		\$129.9999
1019	SYRUP TABLE SQZ	12.00	3	6		\$60.1650
1022	JAM STRAWBERRY	6.00	9	0.00		\$535.2300
1023	PC JAM STRAWBE	200.00	4	0.00		\$28.6400
1039	PC SAUCE HOT 20	200.00	0	100.00		\$2.0000
1103	PC CATSUP TOMAT	500.00	3	250.00		\$26.7450
1105	CONCENTRATE BE	1.00	1	0.00		\$2.3311

Case Description: CS/200 Broken Description: EA

Case Price: \$4.0075 Broken Price: \$0.0200

Purchased Value Entered: \$785.1110 USDA Value Entered: \$0.0000 Total Value Entered: \$785.1110

\*\*\*NOTE: Total Item Value is to assist in judging data entry accuracy. It is based on the price of the item as displayed on this screen. The actual price of the item may vary based on the price at which the item was received.

Changes pending Process ID: 110026

# Physical Inventory Value Report

- Before you complete your Physical Inventory you **must** review the Physical Value Report to ensure the values are not excessive
- Go to Reports > Inventory > Physical Inventory Value
- Select All Sites under Site Selection
- Click on the Preview button to review the report

Report Criteria for Physical Inventory Value

Preview Print Select Printer Default New Delete Save Copy Cancel Export Help Close

Settings

Report Header

Include Printed By

Include Time

Site Selection

All Sites

Individual Sites

Site Group

Report Type

Summary

Detailed

Sort By

Inventory Type, Stock Numb

Report Footer

Include Criteria

Include Notes

Criteria

Consolidated

Physical Inventory Date: 3/31/2009

Inventory Type Selection

All  Individual Selection

Use Current Cost

Reconcile Incomplete Physical Inventories With Perpetual Inventory  
NOTE: This will significantly affect the report's performance.

Changes pending

Process ID: 800015

# Physical Inventory Value Report (cont)

- Review the total dollar amount of the inventory entered.
  - If the total dollar amount is excessive, check each type and category to see where the error may have been made
- Go back to the Physical Inventory to make any correction needed
- Rerun the Physical Inventory Value report
- recheck the totals
  - If amounts are acceptable go back and mark the Physical Inventory complete

 LAUSD Central Office <b>Physical Inventory Value Report</b>							
Physical Inventory Date: 03/31/2009							
<b>Food</b>							
Stock Number	Stock Description	Case Quantity	Cost Per Case	Unit Per Case	Broken Quantity	Broken Cost	Extended Value
1003	CHEESE PEPPER JACK SLCD1.3 LB	10.00	6.9383	1.00	3.00	6.9383	\$90.1979
Total value for CHEESE PEPPER JACK SLCD1.3 LB							\$90.1979
1005	CHEESE STRING MOZZ IND 1 OZ	12.00	28.9700	200.00	2.00	0.1449	\$347.9298
Total value for CHEESE STRING MOZZ IND 1 OZ							\$347.9298
1100	VINEGAR RED WINE 1 GAL	10.00	0.0000	1.00	2.00	0.0000	\$0.0000
Total value for VINEGAR RED WINE 1 GAL							\$0.0000
Total value for Food							\$438.1277
<b>Total for all Sites</b>							
Types							Value
Total Food							\$438.1277
Total Supplies							\$0.0000
Total Equipment							\$0.0000
Total USDA							\$0.0000
Total							\$438.1277
<b>Total for all Sites</b>							
Categories							Value
Total 02 DAIRY							\$438.1277
Total 03 CONDIMENTS (BULK AND PC)							\$0.0000
Total							\$438.1277

# Complete Physical Inventory

- Once your Physical Inventory has been edited and the inventory is acceptable, check the “completed” box.
- A prompt will come up inquiring if you are satisfied that the inventory amounts are correct, click “OK”
  - If not, click “No” and make changes

Physical Inventory

Site: 1853601 LAUSD Training Site Physical Inventory Date: 9/30/2009

Quick Entry Physical Inventory List **Completed**

Stock Number:  Description:

Units Per Case:  USDA

Case Qty:  Case Description:

Broken Qty:  Broken Description:

Case Price:  Broken Price:

Total Item Value:

OK Clear

Last Entry: Stock Number: 1039 Stock Description: PC SAUCE HOT 200/7 GR Units Per Case: 200.00  
Case Qty: 0 Broken Qty: 100.00

Purchased Value Entered: \$785.1110 USDA Value Entered: \$0.0000 Total Value Entered: \$785.1110

\*\*NOTE: Total Item Value is to assist in judging data entry accuracy. It is based on the price of the item as displayed on this screen. The actual price of the item may vary based on the price at which the item was received.

Process ID: 110026

OneSource

When the physical inventory is approved by the management level, the entered quantities will be reconciled with the on-hand quantities. Changes made to the physical inventory quantities after the reconciliation will only affect reports and will not affect the on-hand quantities. Are you sure you want to mark this physical inventory as complete?

Yes No