

CMS Best Practices

Production Record

CMS Best Practices

Objective

- Transfer information from your production worksheet into CMS
- Learn the steps to accurately complete your production record
- Review common errors made during the input of your production worksheet into CMS
- Verify input is accurate prior to closing out for the day

Production Records

- The Production Record contains the information that was transferred from the Production Worksheet Report
 - **Accuracy** is critical when completing the Production Worksheet Report
- The goal of the Production Record is to record the production activities involved for each serving period
- A major component of any CDE audit
- Reflects the Food Costs related to serving the children
- Key indicator if food is being wasted or over ordered
- Production Records are the most critical component of a perpetual inventory
 - **Area where the controller (FSM/ Senior) has the most input and the most potential for mistake**

Explanation of Required Information

- **Serving Period** indicates breakfast, lunch, snack or special
 - Note “special” is used for the supper program
- **Food Item Description** is the description of the item being served.
- **Number of Reimbursable Meals** are student meals, but do not include Second Meals
 - The manager fills this information in manually from the **Edit Check Report**. This section once completed must match the POS reports
- **Total Meals Served** are Reimbursable Meals plus Adult, Employee, and Second Meals
 - Information is filled in manually from the **Edit Check Report** or the **Meal Counts Report**
 - **All meals served and claimed must match the POS report**
 - If counts do not match review each line report
 - Confirm that the amount of food prepared/leftover is correct

Explanation of Required Information

- **Recipe Number** is CMS number of the item served.
 - Begins with R followed by four numbers
 - Items where the original ingredient's have been changed from their original form (by cooking, mixing, thawing, etc)
 - Recipe items are never returned to stock (the leftover code can be marked served next day or disposed of)
- **Stock Items**
 - Four numbers, no R
 - Items where leftovers have not changed from the original item (used directly from the case) should be Stock Items and the leftover code should be return to stock
- **This has a profound effect on how the leftovers are handled in CMS**

Explanation of Required Information

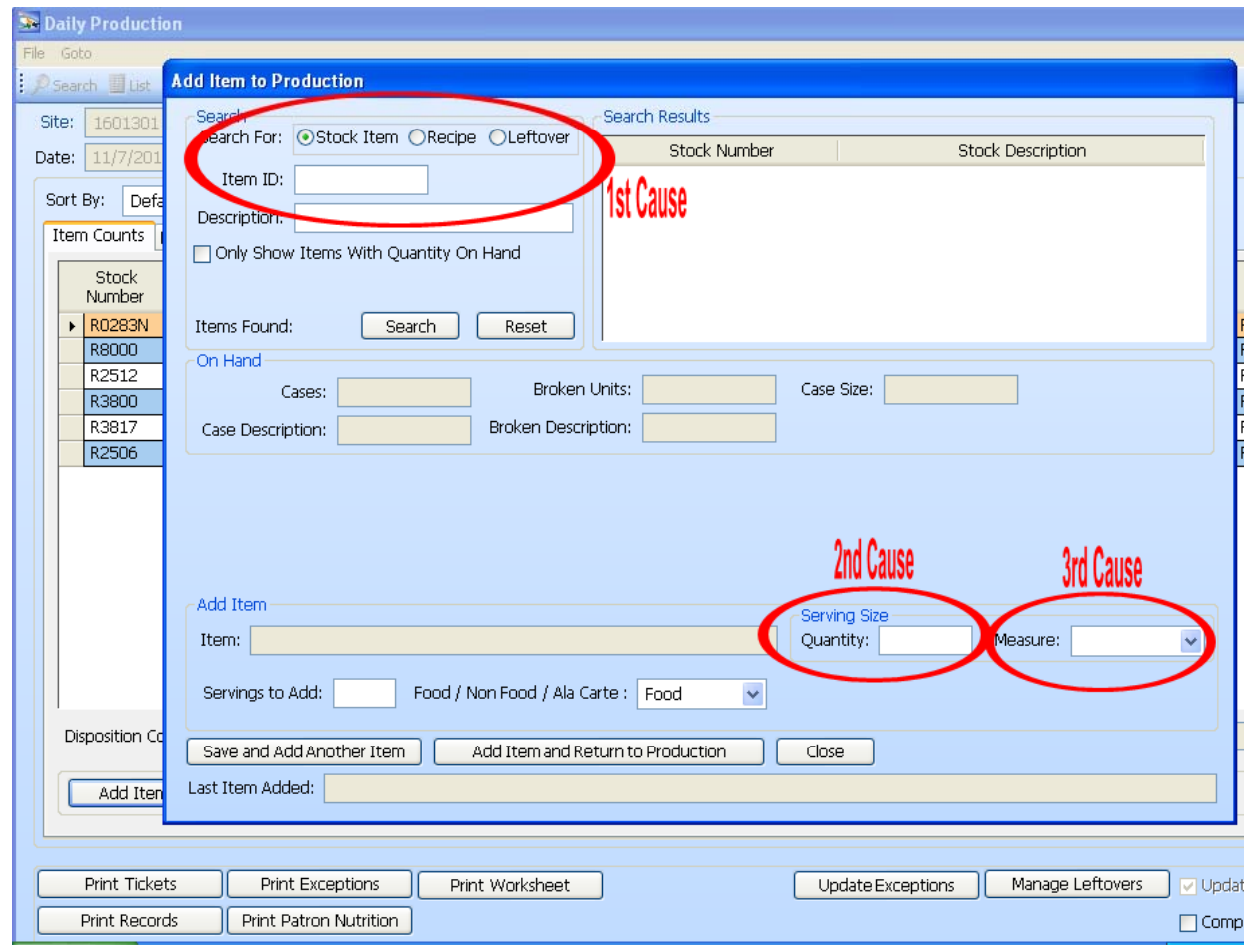
- **Portion Size** usually predetermined by the original menu
 - When adding an item to a production record **it is up to the user** to control what is served to each student (ex: 1 each)
- **Portion Cost** is roughly the cost of a single portion of an item
 - This cost is dependent on how much was leftover and what was done with that leftover (Return to Stock, Dispose of, etc.)
- **Amount Prepared** is the total number of each menu item that was prepared for service
 - **Includes Adult Meals, Non-Reimbursable/A la Carte Sales, and Student Meal Portions**
- It is important to key all of the menu items in accurately for each area above as indicated in red
- **Cost of Amount Used** is the actual portion cost of an item times the Amount Used as well as leftovers if they are disposed of

Common Input Errors

- Adding menu items to the Production Record incorrectly
 - Using recipe Vs stock number
 - Using incorrect portion size (case instead of each)
- Service period entered incorrectly
- Not keying in all meals in the correct category
 - Adult Meals / Employees
 - Student A la Carte Sales / Non-reimbursable
- Meals served are not matched against the POS Report
 - Edit Reports
 - Meal Reports

Errors That Occur When Adding Menu Items

- 1st Cause: when adding an item using the wrong selection (Stock Item or Recipe) Most items will be recipe *
- 2nd Cause: when adding an item under “serving size quantity”, enter the serving size not the prepared amount
- 3rd Cause: when selecting “measure”, choose “each” and not “case”



The screenshot shows the 'Daily Production' software interface. A dialog box titled 'Add Item to Production' is open. The 'Search For:' section has three radio buttons: 'Stock Item' (selected), 'Recipe', and 'Leftover'. A red circle labeled '1st Cause' is drawn around this section. The 'Add Item' section has a 'Quantity' field and a 'Measure' dropdown menu. A red circle labeled '2nd Cause' is drawn around the 'Quantity' field, and another red circle labeled '3rd Cause' is drawn around the 'Measure' dropdown menu. The 'Measure' dropdown menu is currently set to 'each'. The 'Add Item' section also includes a 'Servings to Add' field and a 'Food / Non Food / Ala Carte' dropdown menu. The 'Add Item' section has buttons for 'Save and Add Another Item', 'Add Item and Return to Production', and 'Close'. The 'Add Item' section also has a 'Last Item Added' field.

Example of Bad Production Record

School Name & Location #:			Meal Count										
Date: 8/13/12			Students								Adults	Total	
Serving Period: Breakfast			Required - Unless denoted with an Asterisk (*)										
# of Reimbursable Meals:	190	Age/grade Groups	Entree	All	Other							0.00	200
Total Meals Served:	190	Estimated	200	Actual	190	190						0.00	380
Offer vs. Serve:	Yes												
1	2	3	4	5	6		7	8	9	10	11	12	13
Recipe Number	Food Item Description	Total Projected Servings	Portion Size	Portion Cost	INVENTORY USED		Amount Prepared	Adult Served	Non-Reimbursable/ a la Carte	Student Meal Portions Available	Amount Leftover	Amount Used	Cost of Amount Used
					Cases, Units, Servings	Broken							
MEAT/MEAT ALTERNATE													
R5352HP	Roast Turkey/Potato Slice 9-12	200	1-1 Hot Pack	0.6162			200	0	0	200	10	190	123.2340
R5352HP	Roast Turkey/Potato Slice 9-12			0.6486	20	0.00							
VEGETABLES/FRUITS													
2475	CORN, WHOLE KERNEL FRZN 30 LB	200	1-1/2 Cup	0.0986			200	0	0	200	10	190	19.7244
2475	CORN, WHOLE KERNEL FRZN 30 LB			0.1038	1	0.25							
3800	APPLES FRESH FANCY RED 125 CT	200	200-Case (125/Ea	3,955.8000			200	0	0	200	10	190	791,160.0000
3800	APPLES FRESH FANCY RED 125 CT			4,164.0000	40,000	0.00							
R5352HP	Roast Turkey/Potato Slice 9-12	200	1-1 Hot Pack	0.6162			200	0	0	200	10	190	123.2340
R5352HP	Roast Turkey/Potato Slice 9-12			0.6486	20	0.00							
MILK													
7010	MILK 1 % LOW FAT 1/2 PT ECO	100	1-Each (1/2 pint)	0.1726			100	0	0	100	5	95	17.2615
7010	MILK 1 % LOW FAT 1/2 PT ECO			0.1817	6	10.00							
7010	MILK 1 % LOW FAT 1/2 PT ECO	100	1-Each (1/2 pint)	0.1913			100	0	0	100	5	95	18.1700
7010	MILK 1 % LOW FAT 1/2 PT ECO			0.1913	6	10.00							

In Column 4 apples were added incorrectly as case

- Column 12 shows that 190 cases were served
- Results in a high cost of 791,160.00 in cost of amount used
- The portion size should have been each, not case

Example of Good Production Record

School Name & Location #:				Meal Count									
Date: 8/13/12				Students								Adults	Total
Serving Period: Lunch				Required - Unless denoted with an Asterisk (*)									
# of Reimbursable Meals: 192				Age/grade Groups	Entree	All	Other						
Total Meals Served: 195				Estimated	400							0.00	400
Offer vs. Serve: Yes				Actual	194	190	2					3.00	389
1	2	3	4	5	INVENTORY USED		7	8	9	10	11	12	13
Recipe Number	Food Item Description	Total Projected Servings	Portion Size	Portion Cost	Cases, Units, Servings	Broken	Amount Prepared	Adult Served	Non-Reimbursable/ a la Carte	Student Meal Portions Available	Amount Leftover	Amount Used	Cost of Amount Used
Fruits													
3800	APPLES FRESH FANCY RED 125 CT	200	1-Each	0.1607			200	0	0	200	7	193	32.1490
3800	APPLES FRESH FANCY RED 125 CT			0.1666	1	75.00							
Vegetables, Starchy													
R4124N	Whole Kernel Corn (1/2 c)	200	1-1 Hot Pack	0.0986			200	0	0	200	10	190	19.7220
R4124HP	Whole Kernel Corn (1/2 c)			0.1038	20	0.00							
R5348N	Roast Turkey/Ssnd Potato Slice	200	1-1 Hot Pack	0.6830			200	0	0	200	6	194	136.5954
R5348HP	Roast Turkey/Potato Slice K-8			0.7041	20	0.00							
Meats/Meat Alternates													
R5348N	Roast Turkey/Ssnd Potato Slice	200	1-1 Hot Pack	0.6830			200	0	0	200	6	194	136.5954
R5348HP	Roast Turkey/Potato Slice K-8			0.7041	20	0.00							
Fluid Milk													
7010	MILK 1 % LOW FAT 1/2 PT ECO	100	1-Each (1/2 pint)	0.1726			100	3	0	97	5	95	17.2615
7010	MILK 1 % LOW FAT 1/2 PT ECO			0.1817	6	10.00							
7010	MILK 1 % LOW FAT 1/2 PT ECO	100	1-Each (1/2 pint)	0.1913			100	0	0	100	5	95	18.1700
7010	MILK 1 % LOW FAT 1/2 PT ECO			0.1913	6	10.00							

- Referring to the apples; the portion size is indicated as each
- 193 is amount used
- Cost of amount used \$ 32.149

Benefits of Best Practices

- Following the best practice suggestions enables you to manage the ordering, preparing and serving processes at your site
- Reviewing your data for accuracy enables you to better manage your food costs by eliminating input errors
- Accurate food cost, inventory levels, accurately forecasting meals support CRE audits