



"Creating an excellent
college experience"

Date Issued: January 2012	Policy Number: 303
Revised: October 2012	
Section: Administration	
Subject: Monthly COGS Inventory	

Monthly COGS Inventory:

Inventory should be counted sometime between the last business day of the month and the first business day of the next month. When counting inventory, take into consideration deliveries and ensure that all product counted has also been included in that month's invoices that are processed. Each operation is to submit through email a monthly inventory count to the Dining Services' Business Manager by the end of the second business day of the month. The format for the inventory count is the Inventory Cost Summary provided by US Foods*.

Procedure:

- 1) Go to foodservicedirectorder.com and login to the specific operation's account.
- 2) On the main page click on the tab labeled "Inventory".
- 3) Select "Create Inventory" select month that you are Inventorying for
- 4) Input your numbers in "INDV Unit"
- 5) After you have input your numbers go back to "List" under "List" go to "Inventory Cost report"
- 6) In the line Labeled "Sort by" Change to "GL# without subtotal detail (Ascending)"
- 7) Carefully review the report for any obvious errors such as no price for a product or outrageous numbers.
- 8) Email or Print page and turn into the Business Office before the end of the second business day of the month.