GFS Experience Report Center

“Your Success is Our Mission”

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Overview

- **GFS Experience** is the ordering system commodity participants must use to purchase commodity items from Gordon Food Service.
  - Note: Log-In is accessible via www.gfs.com
- GFS Experience is linked to the **GFS School Commodity Tracking System (SCT)**, which enables the customer's ordering system to double as a commodity tracking tool.

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Overview (cont.)

- The **GFS Experience Report Center** can be utilized to help track commodity entitlement balances and usage
  - Non-Processed ("brown box") Item Usage Report
  - Processed Item Usage Report
- The Report Center can also assist with the following common activities throughout the school year:
  - Routine ordering and delivery
  - Commodity usage verification
  - Year-end commodity value calculation

  (GFS-MI Inventory Calculator tool)

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Why Should I Use the Report Center?

- Easy to access
- Provides information “at-a-glance”
- Live-running data
- Indicates when items are available to order
- Assists with trouble-shooting
- Provides invoice-level detail for order validation

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How Do I Access the Report Center?

- **STEP #1:** Log-in to GFS Experience
- **STEP #2**: Click on the "Ordering" icon
- **STEP #3:** Click on the "Order Management" link
- **STEP #4:** Click on the "Report Center" link

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Click on “Ordering”

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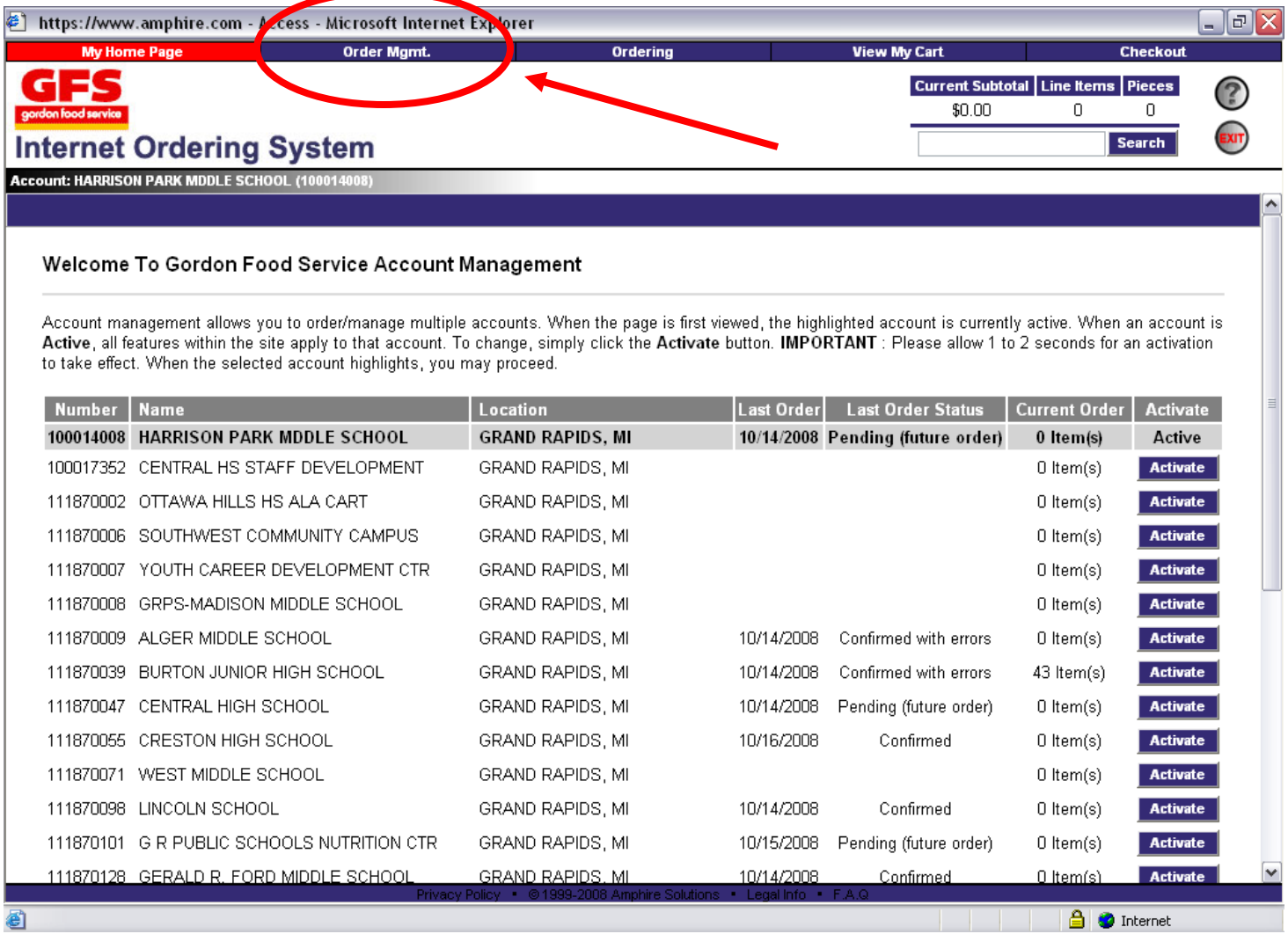
Click on “Order Management”



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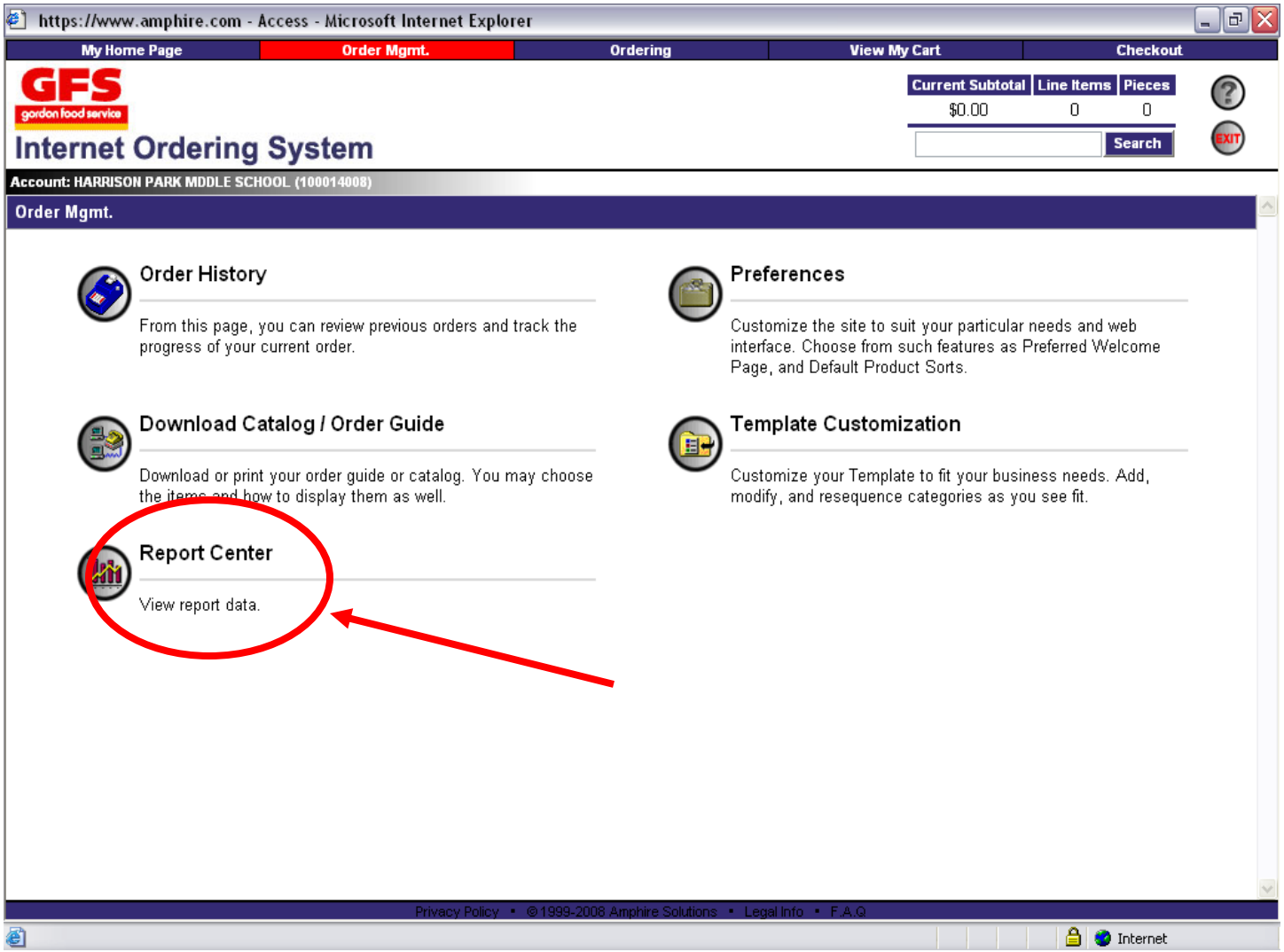
Click on “Report Center”



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How Do I Find My Account Info?

- **STEP #5:** Run an **Item Usage Report**

1. Enter your search criteria into the **"Parameters"** box:
   - Under **"Report",** select "Item Usage Report"
   - Under **"Type",** select...
     - **"Non-Processed"** to view your Non-Processed balances (in cases)
     - **"Processed"** to determine your Processed balances (in pounds)
2. Click "Run Report"

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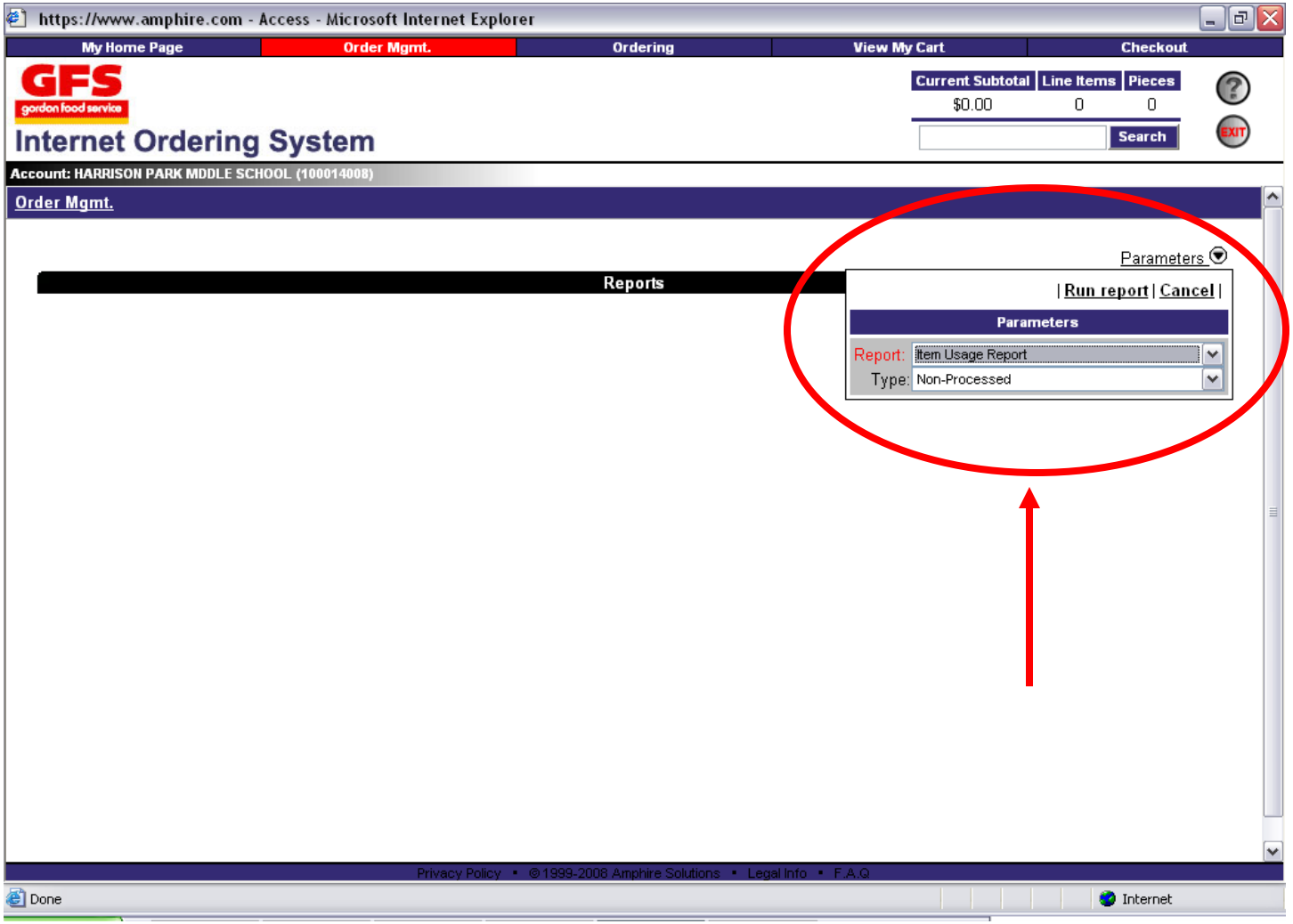
Running an Item Usage Report



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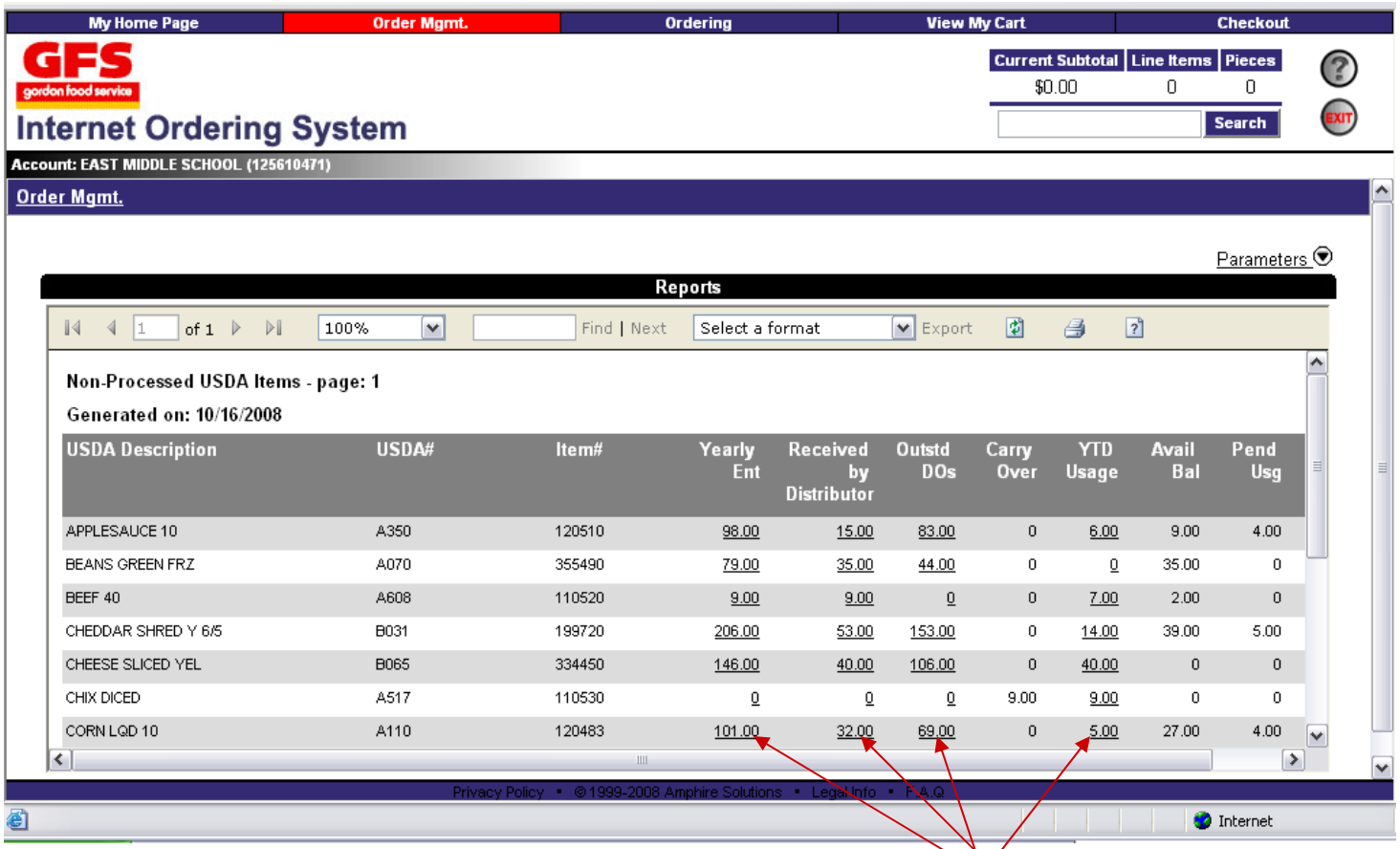
Sample Item Usage Report A

Non-Processed ("brown box") Commodities



Did you know?
All of the underlined values in this report are quick links!
Click on each one to see more information!

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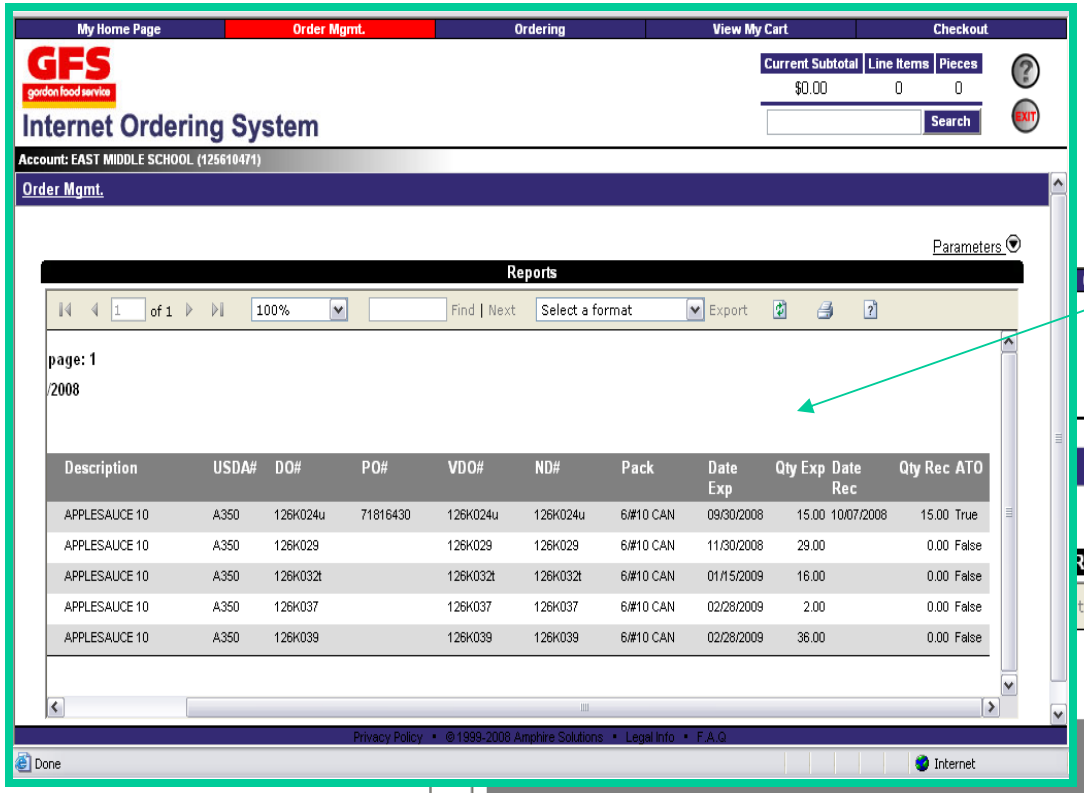
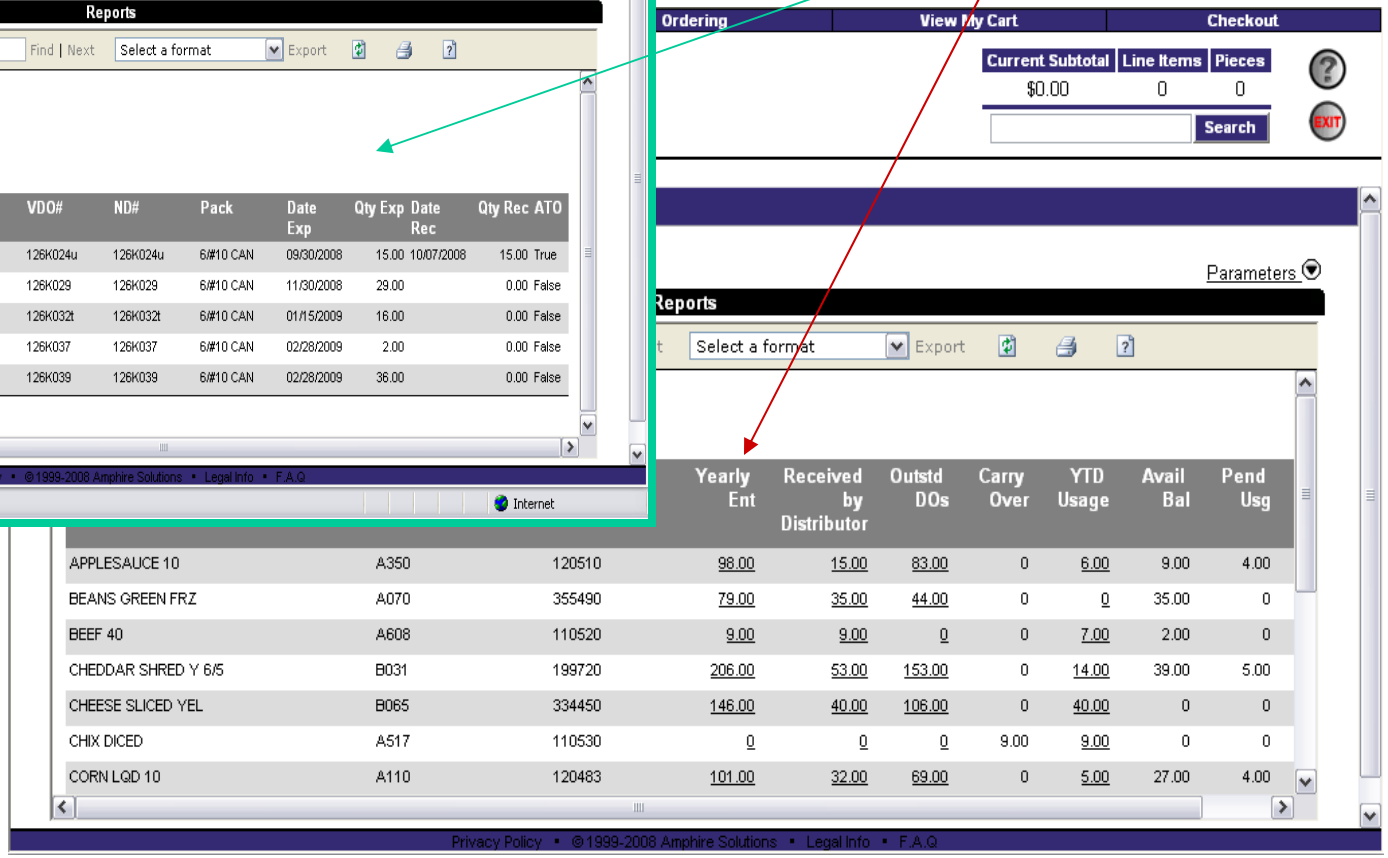
Quick Link Example #1



You can see this information when you click on the underlined values for each item under "Yearly Ent"



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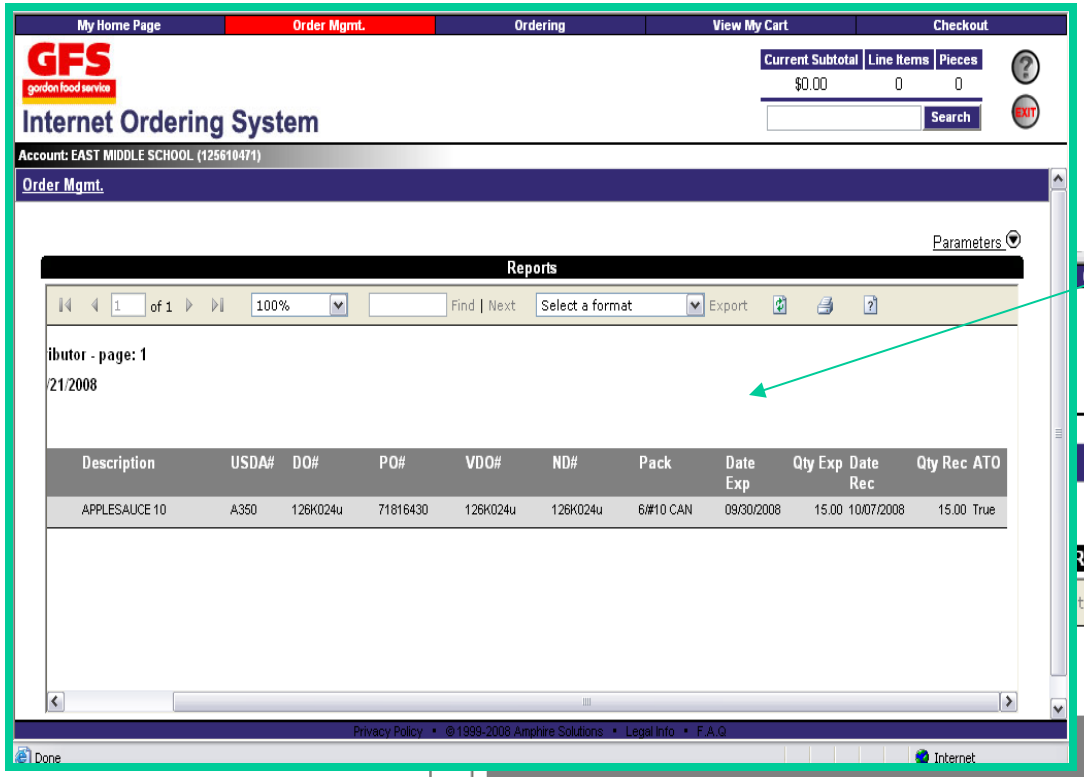
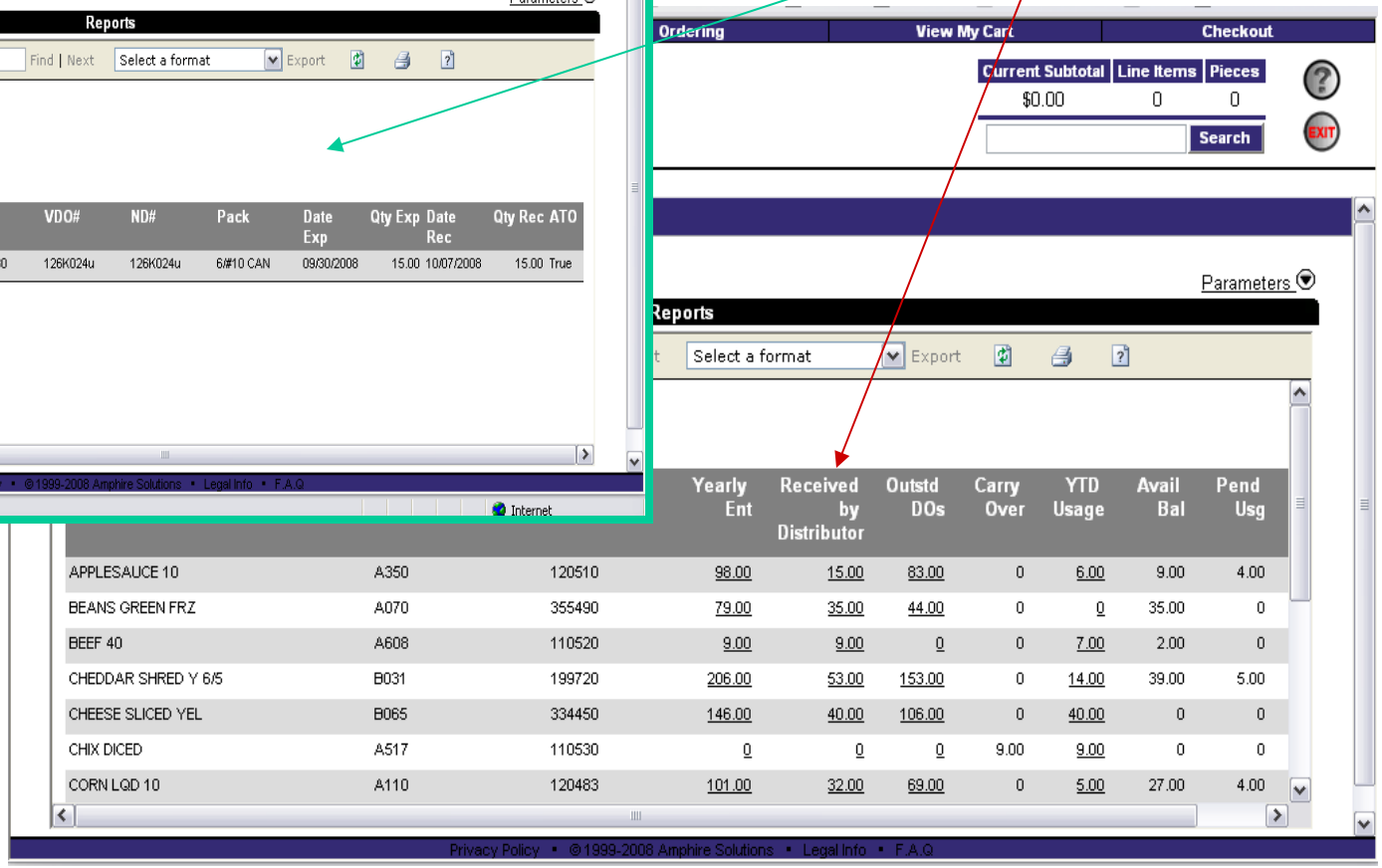
Quick Link Example #2



You can see this information when you click on the underlined values for each item under "Received by Distributor"



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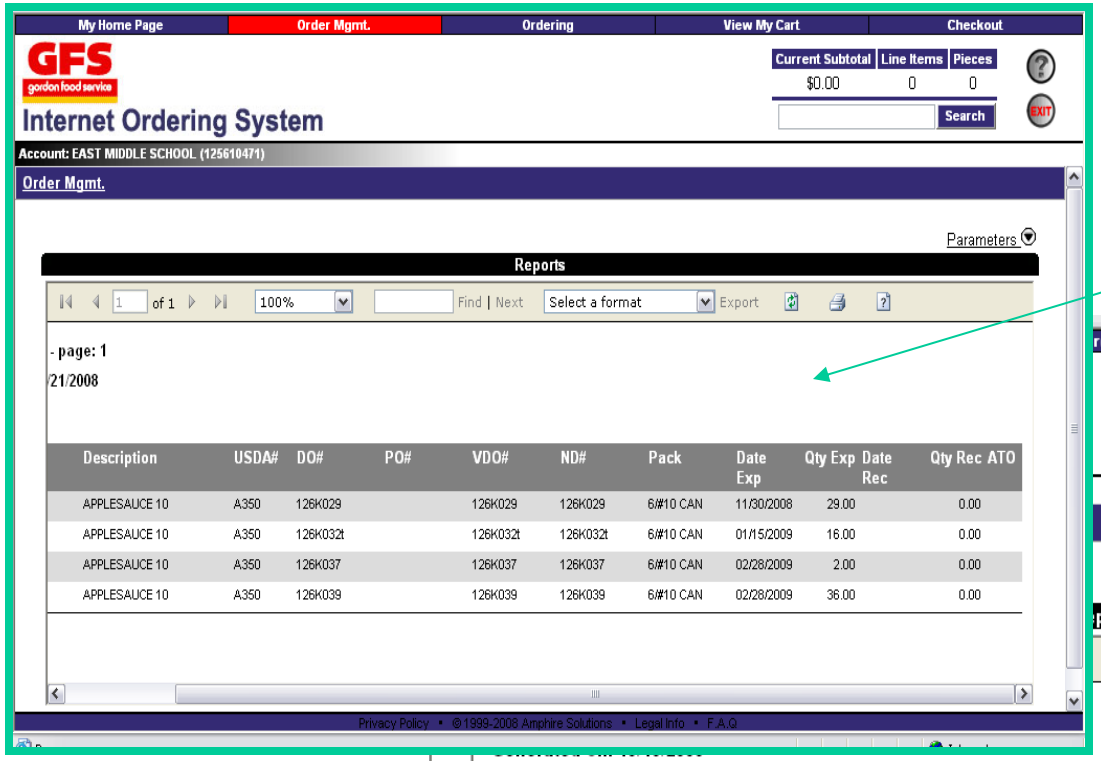
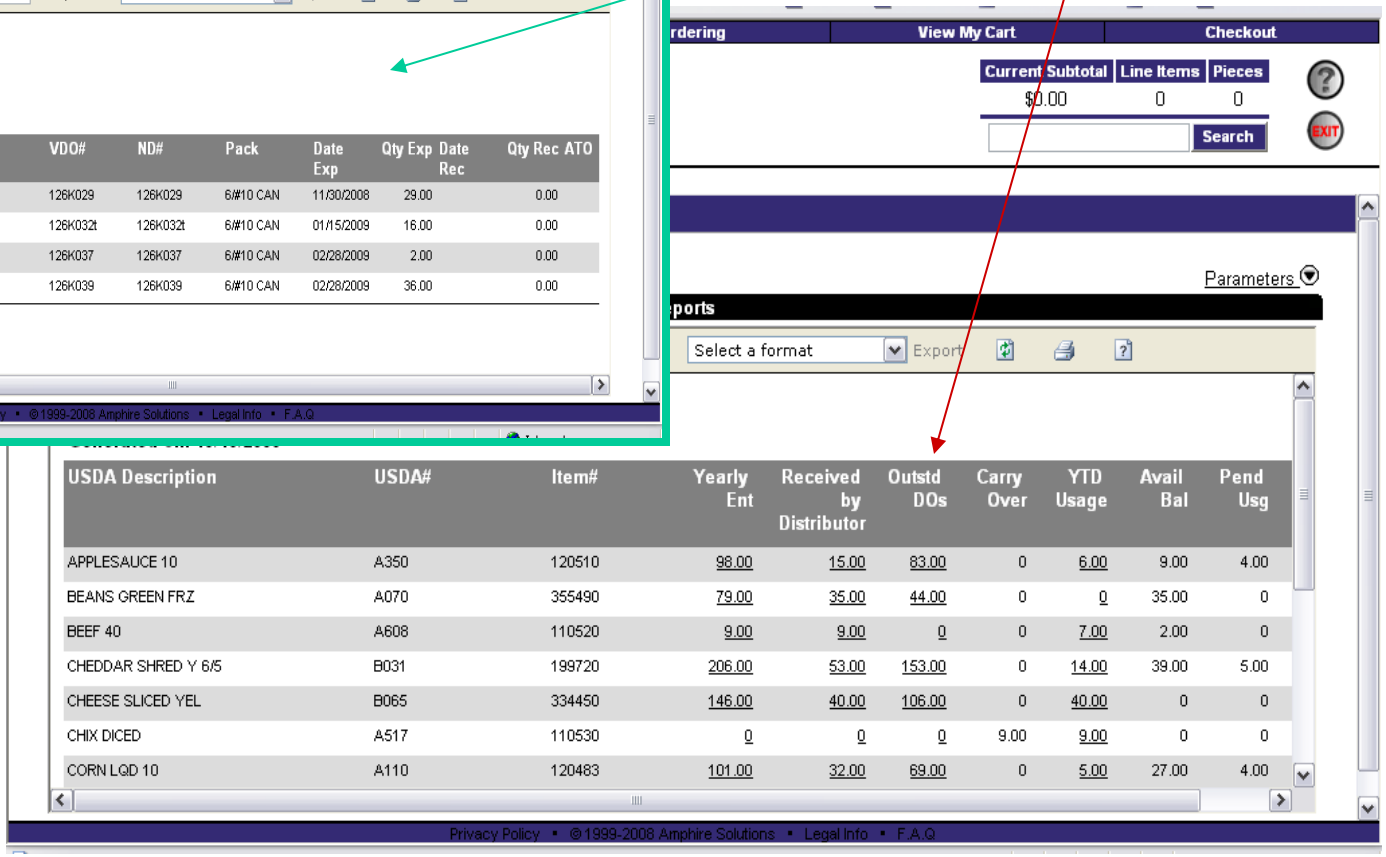
Quick Link Example #3



You can see this information when you click on the underlined values for each item under “Outstd DOs”



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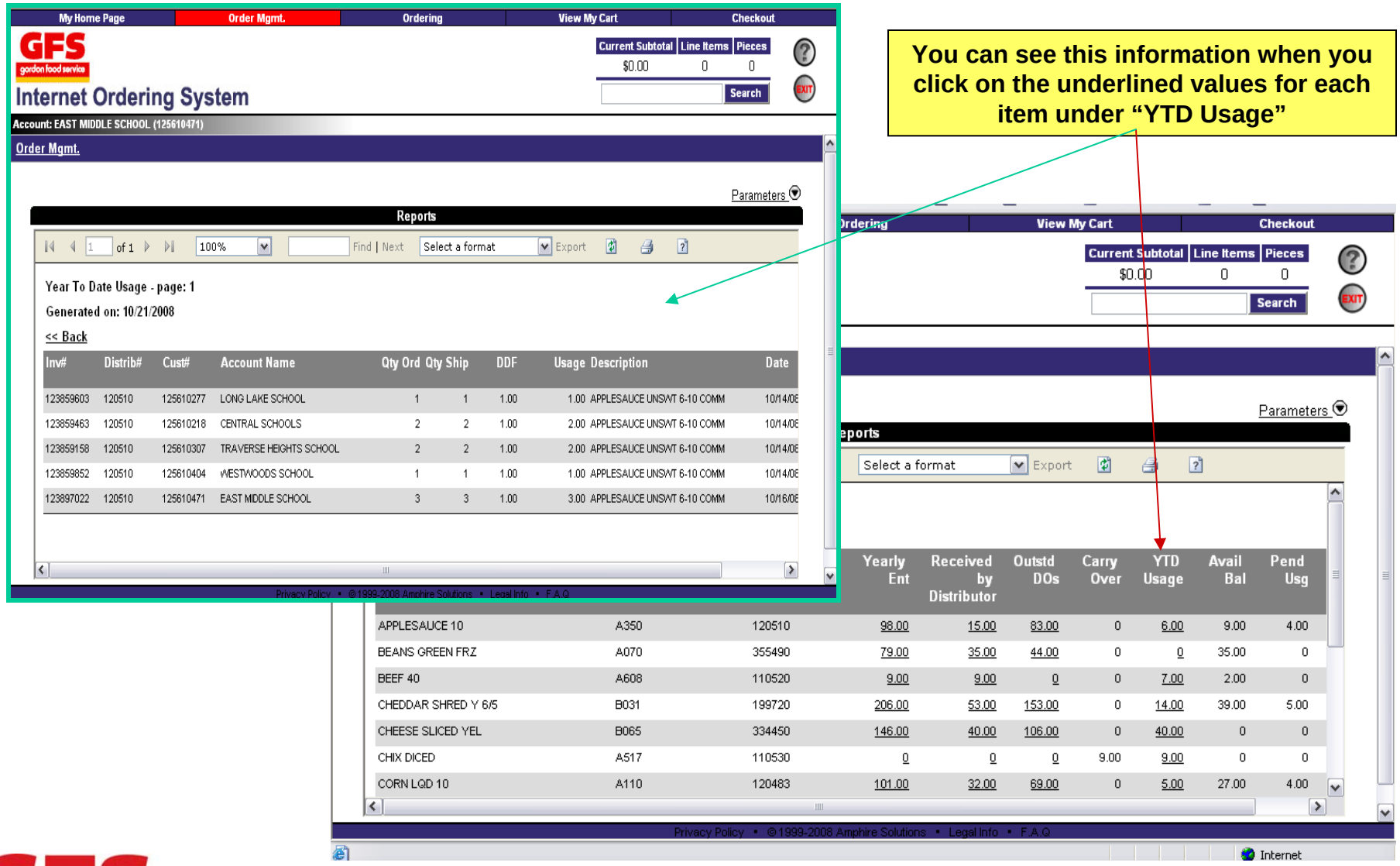
Quick Link Example #4



You can see this information when you click on the underlined values for each item under "YTD Usage"

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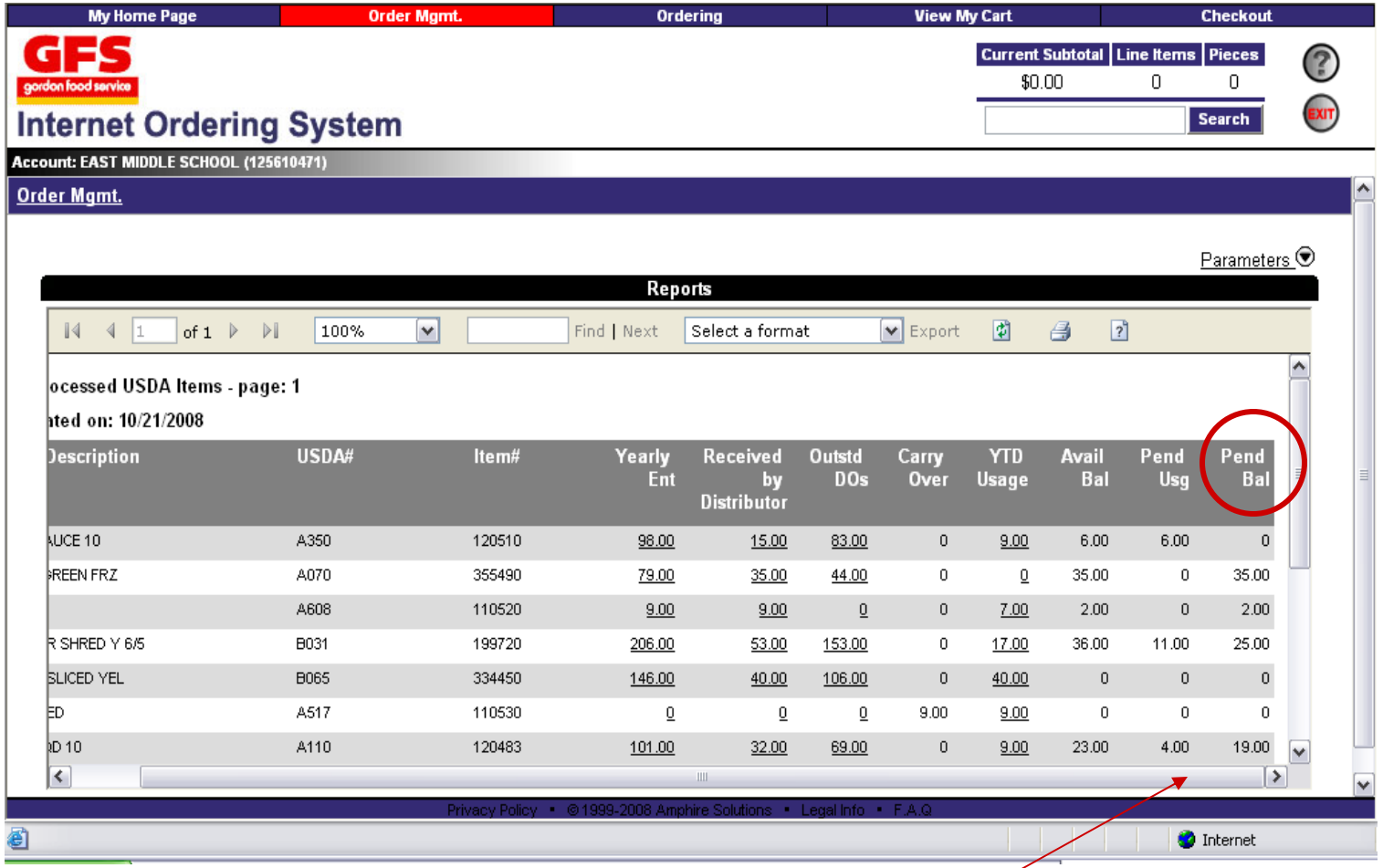
Now Back To Sample Report A...



Scroll all the way to the right to see your Pending Balances

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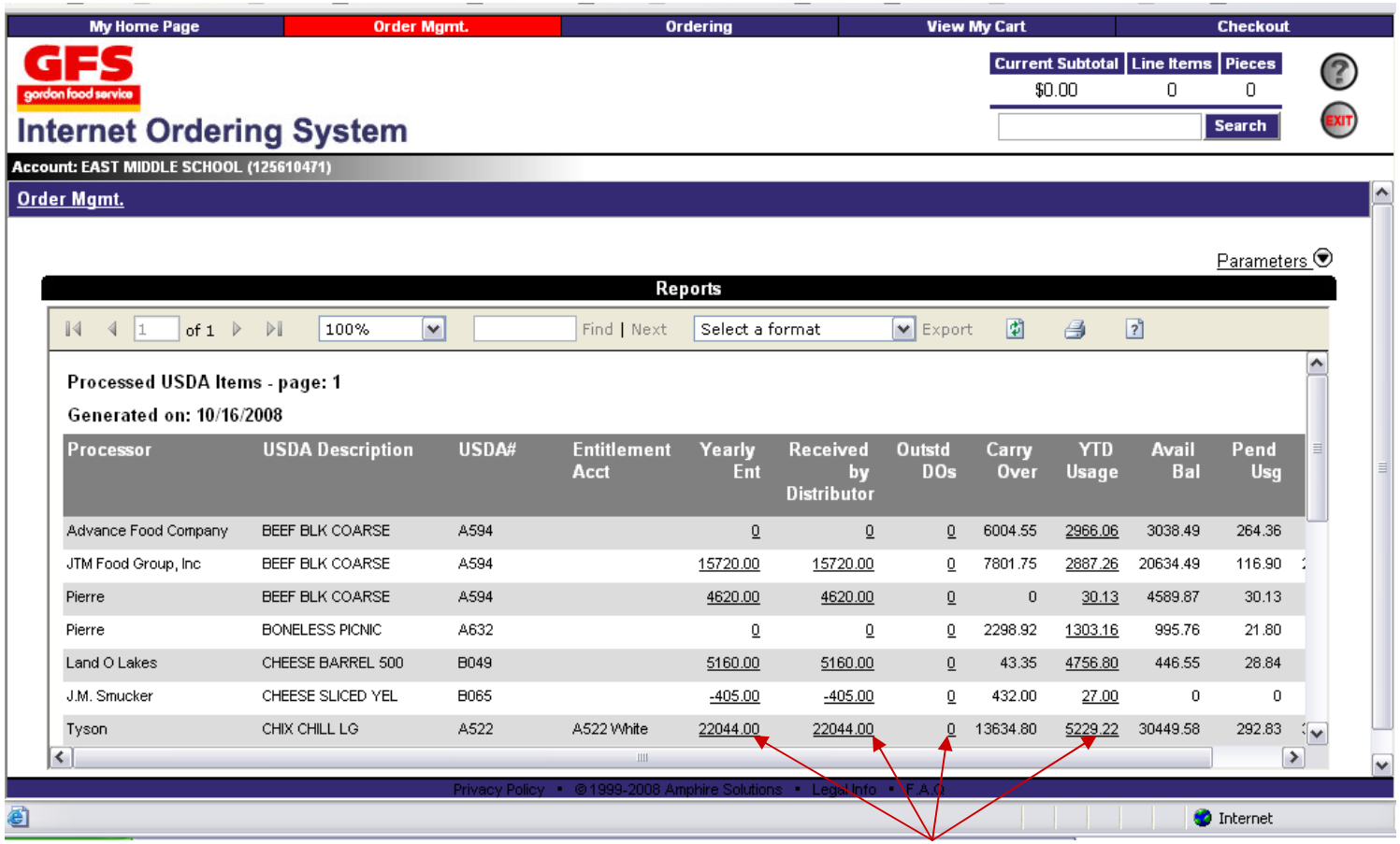
Sample Item Usage Report B

Processed Commodities



Did you know?
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Click on each one to see more information!

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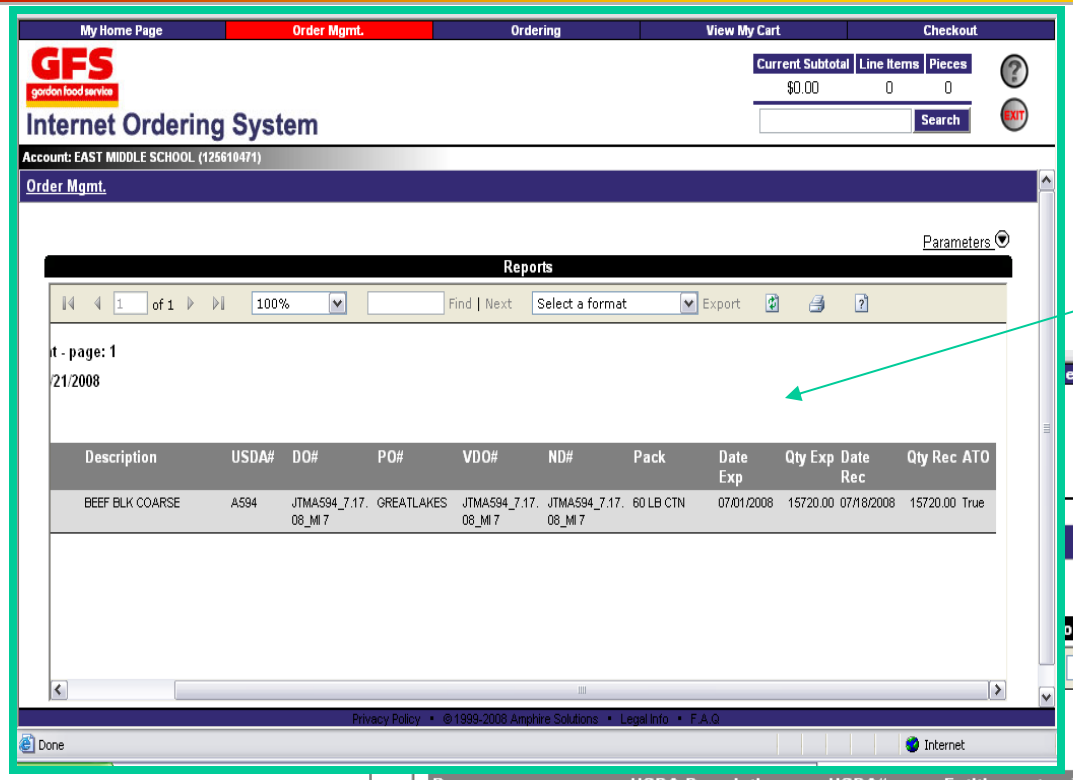
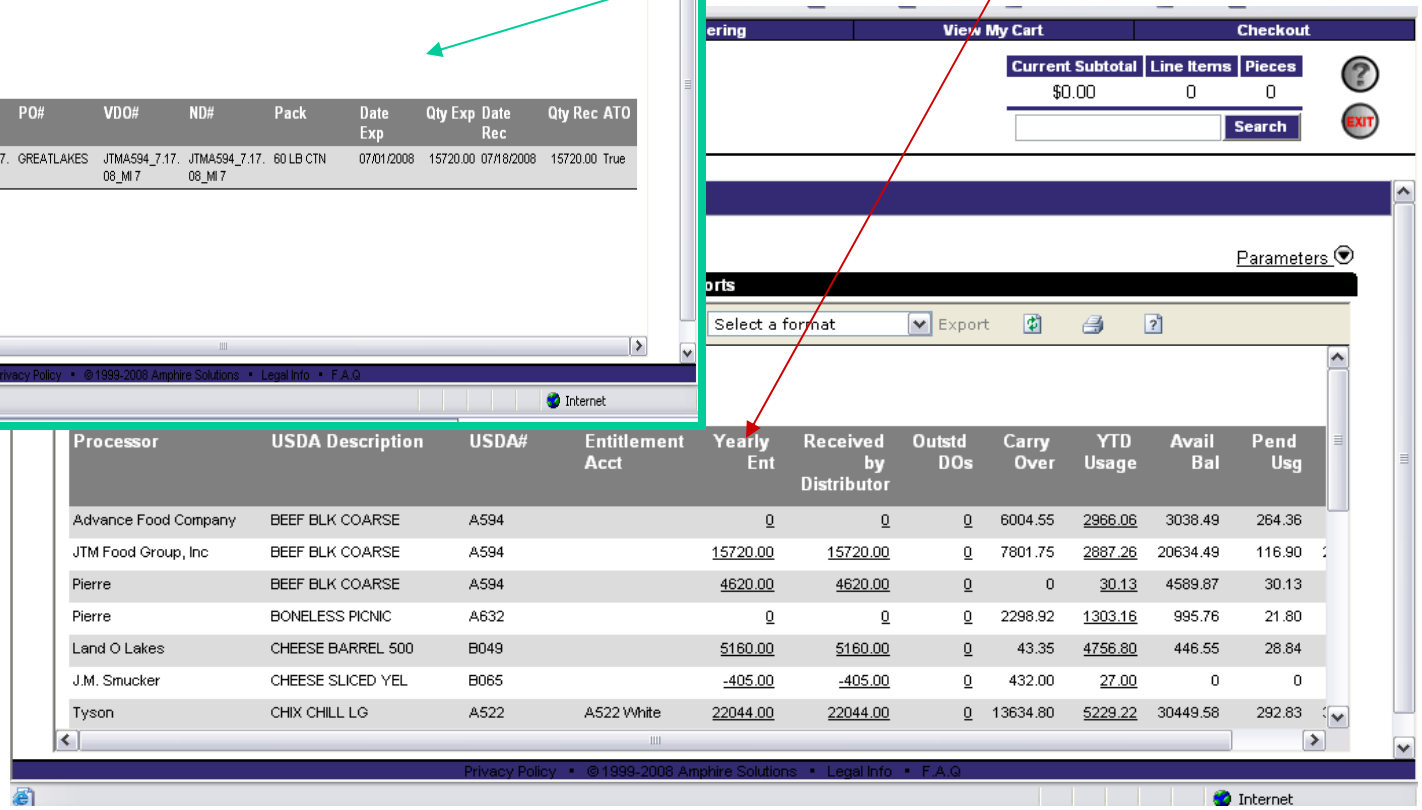
Quick Link Example #5



You can see this information when you click on the underlined values for each processor under "Yearly Ent"



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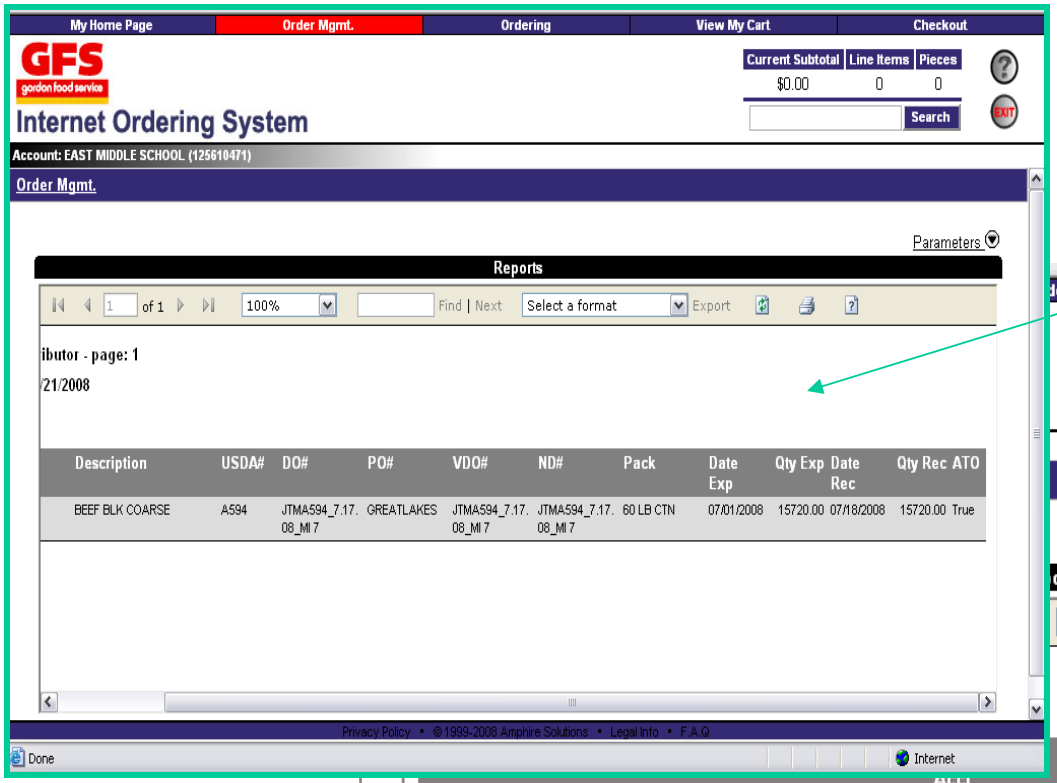
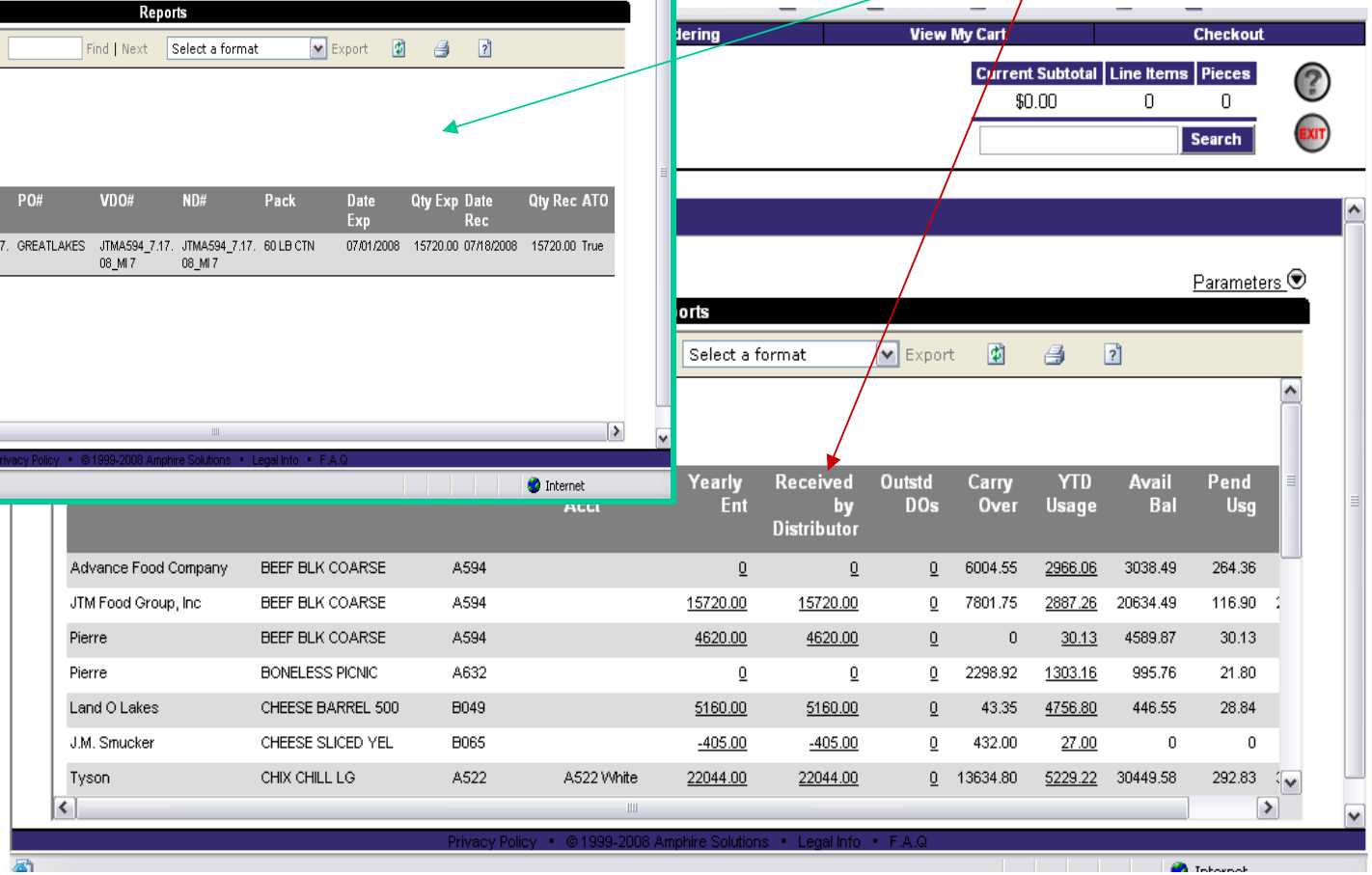
Quick Link Example #6



You can see this information when you click on the underlined values for each processor under "Received by Distributor"



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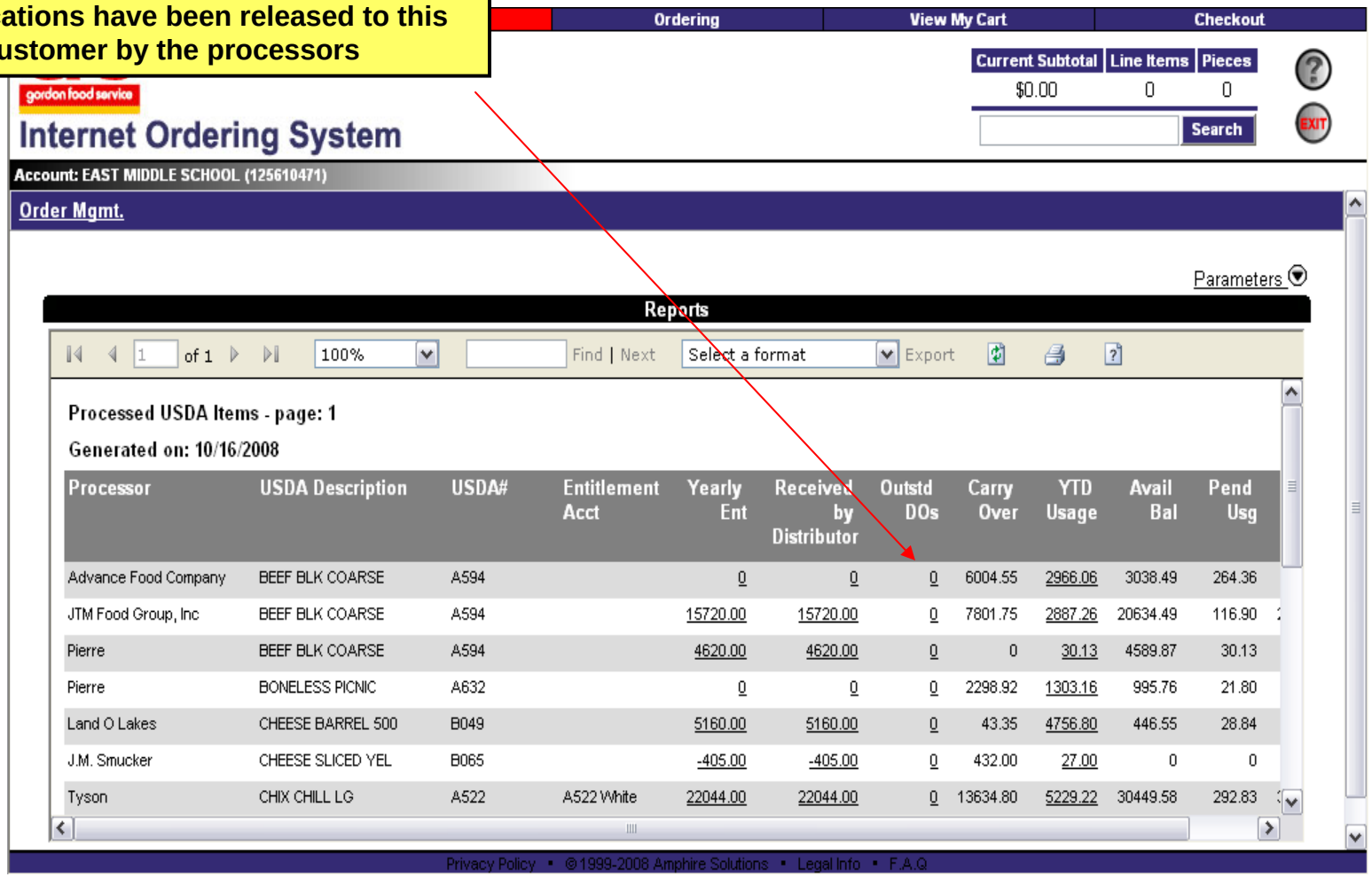
Quick Link Example #7

There are no outstanding DO's!

All allocations have been released to this customer by the processors



Processor	USDA Description	USDA#	Entitlement Acct	Yearly Ent	Received by Distributor	Outstd DOs	Carry Over	YTD Usage	Avail Bal	Pend Usg
Advance Food Company	BEEF BLK COARSE	A594		0	0	0	6004.55	2966.06	3038.49	264.36
JTM Food Group, Inc	BEEF BLK COARSE	A594		15720.00	15720.00	0	7801.75	2887.26	20634.49	116.90
Pierre	BEEF BLK COARSE	A594		4620.00	4620.00	0	0	30.13	4589.87	30.13
Pierre	BONELESS PICNIC	A632		0	0	0	2298.92	1303.16	995.76	21.80
Land O Lakes	CHEESE BARREL 500	B049		5160.00	5160.00	0	43.35	4756.80	446.55	28.84
J.M. Smucker	CHEESE SLICED YEL	B065		-405.00	-405.00	0	432.00	27.00	0	0
Tyson	CHIX CHILL LG	A522	A522 White	22044.00	22044.00	0	13634.80	5229.22	30449.58	292.83

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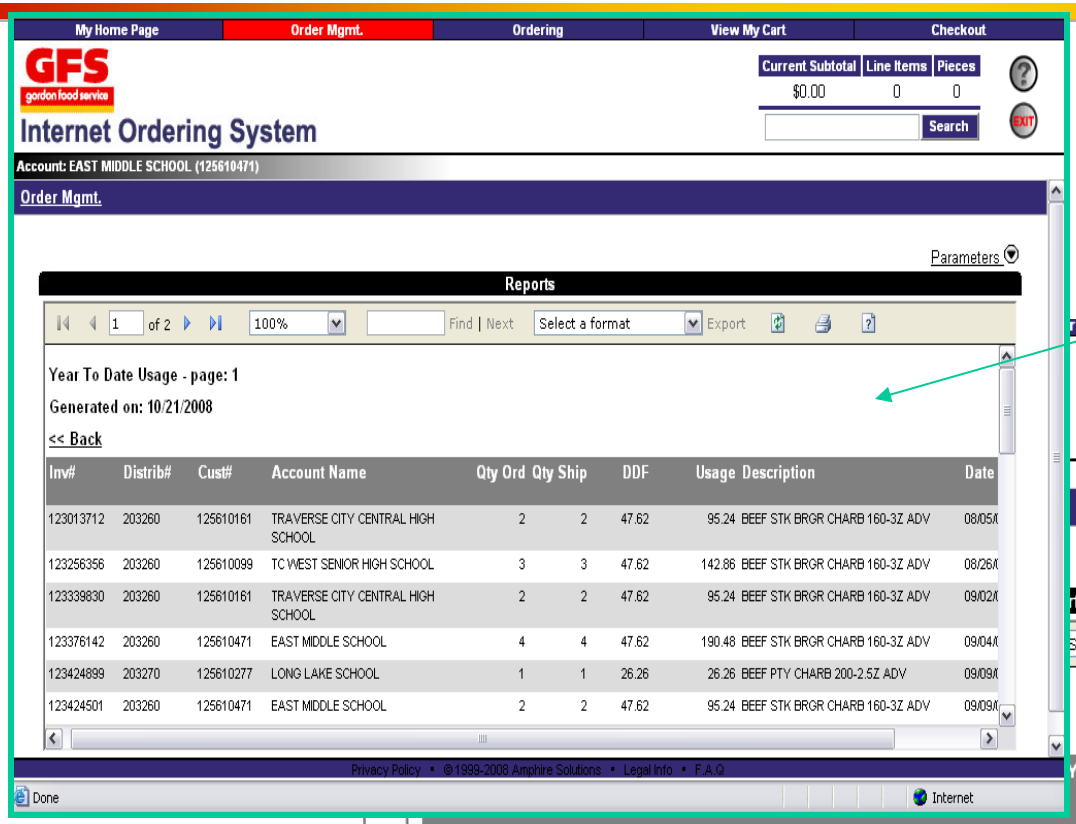
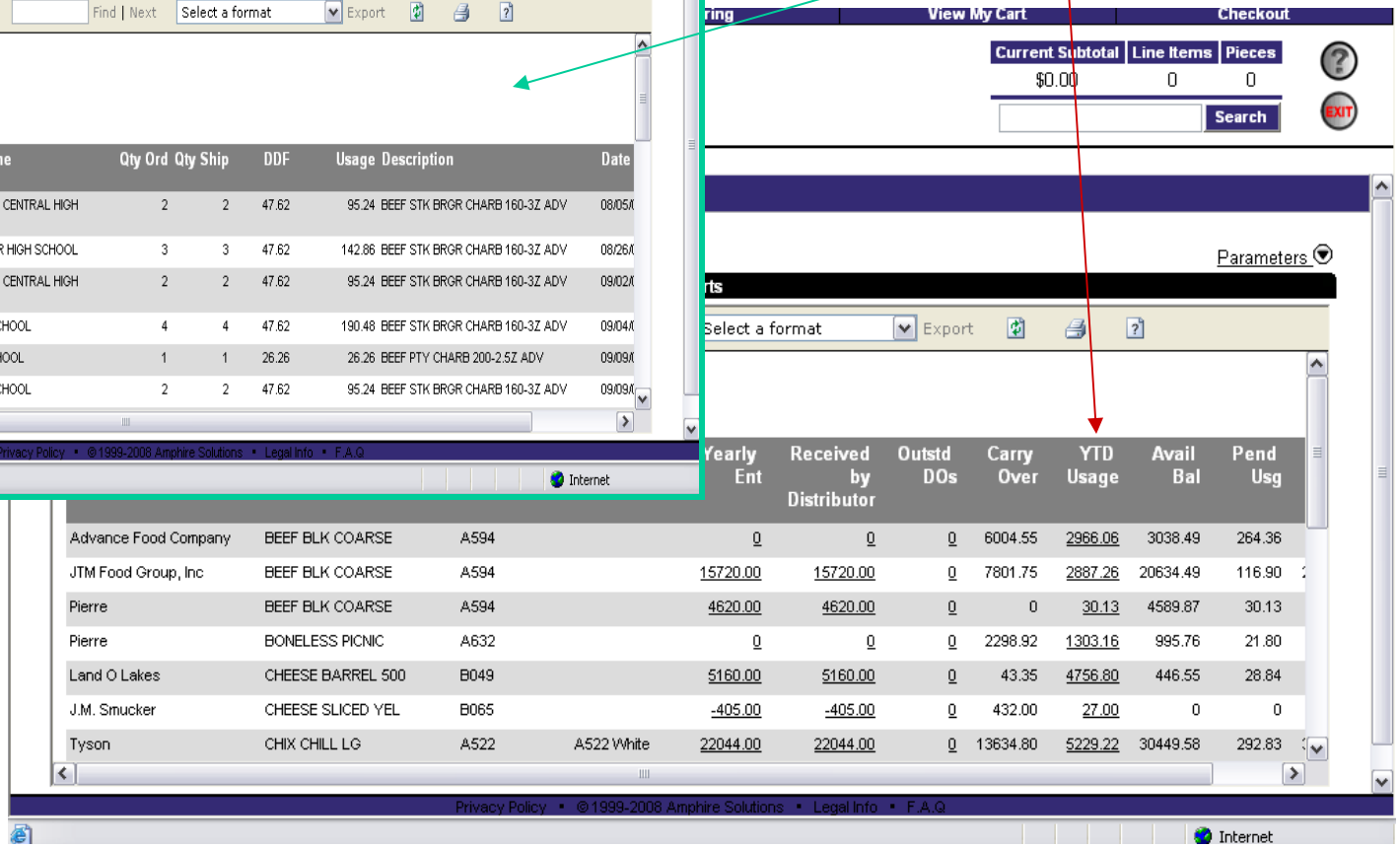
Quick Link Example #8



You can see this information when you click on the underlined values for each processor under "YTD Usage"



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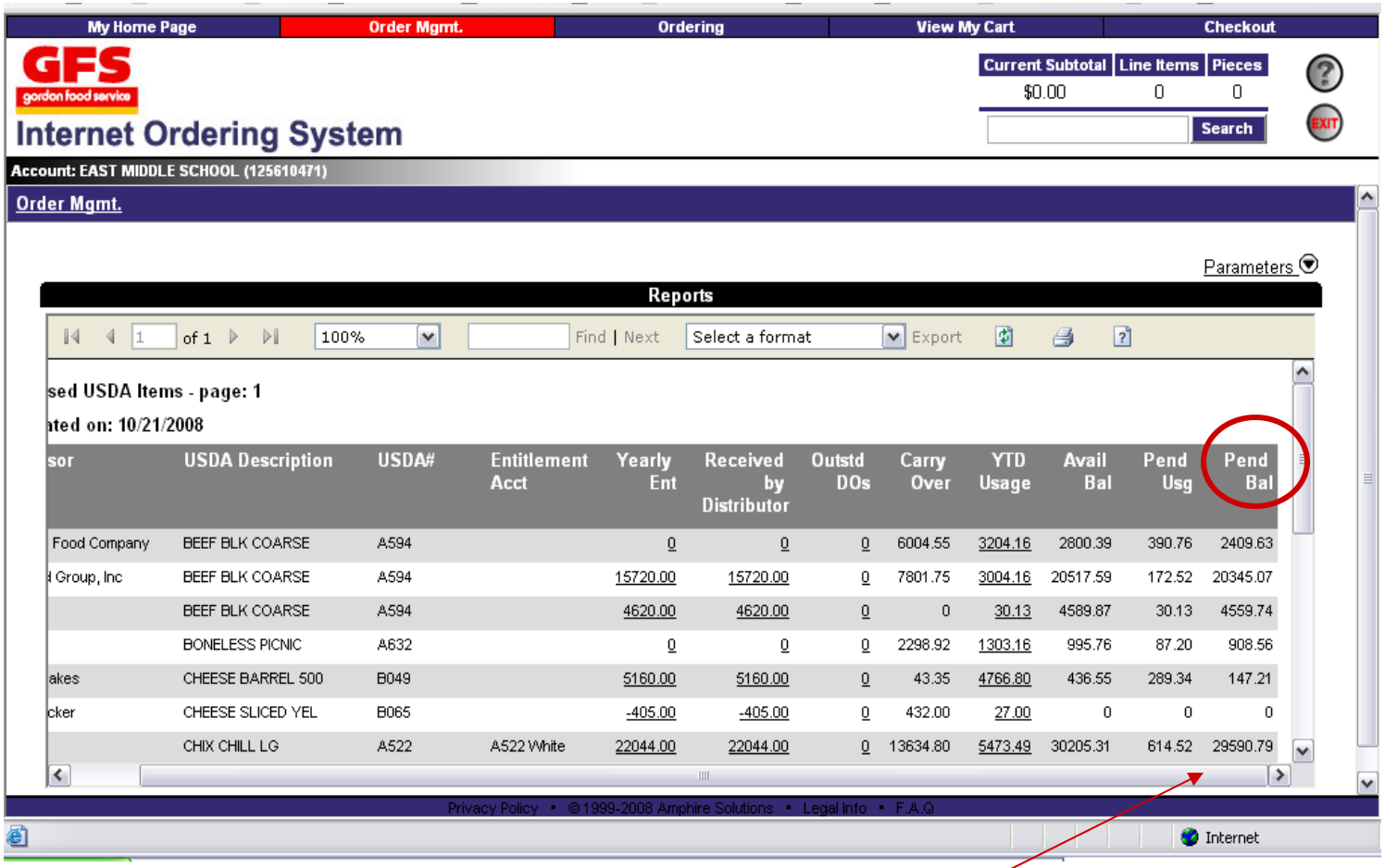
Now Back To Sample Report B...



Scroll all the way to the right to see your Pending Balances

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Glossary

- **Yearly Entitlement**: current school year entitlement
  - Non-Processed unit of measure is “cases”
  - Processed unit of measure is “pounds”
- **Received by Distributor**:
  - number of Non-Processed (“brown box”) cases that have been delivered by the USDA, or
  - number of Processed pounds that have been released by a given processor
- **Delivery Order Number (DO):** unique number assigned to each USDA shipment (“truckload”) of food.
  - Note: each DO specifies the state, quantity, shipping period, planned usage and destination of the food.

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Glossary (cont.)

- **Outstanding DOs**:
  - number of Non-Processed ("brown box") cases that have NOT been delivered by the USDA, or
  - number of Processed pounds that have not been released by a given processor

- **Carry Over**: entitlement that was not completely utilized during the previous school year and that is made available into the following/current school year

- **YTD (Year-to-Date) Usage**: entitlement that has been spent during the current school year; carryover entitlement is spent before yearly entitlement

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Glossary (cont.)

- **Available Balance**: the number of pounds or cases that are ready to be utilized; combines carryover entitlement and yearly entitlement

- **Pending Usage**: the number of pounds or cases that have been placed on an existing or pending/future order; subtracted from the Available Balance to achieve the Pending Balance

- **Pending Balance**: the number of pounds or cases that will remain after any pending usage clears the ordering system (occurs when an order is “Confirmed”)

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THANK YOU!

Any Questions?

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