



# Bulletin

[www.fns.usda.gov/fdd/focus/focus-bulletins.htm](http://www.fns.usda.gov/fdd/focus/focus-bulletins.htm)

January 10, 2005

VOL. 2005 NO. 502 ♦ USDA Food Ordering & Customer Service (FOCUS) Team Update

## ECOS Web Updates: Modifications & Enhancements Released 12/27/2004

### Enhancements:

**Filter Delivery Dates on Round Survey:** State Organization Administrators now have the ability to filter Delivery Dates associated to survey as was (and still is) the case with commodities. This will assist States coordinate Recipient Agencies placing requisitions in ECOS. The filter will not affect the catalog at the State level. Also, please note that if a State filters to the Recipient Agency, there **MUST** be both Commodities and Delivery Dates in the 'Will Display' column in order for any items from that survey to actually appear at the Recipient Agency level.

**If you currently have commodities filtered to the Recipient Agencies, please access ECOS and view the Filter Round Survey pages to ensure that Delivery Dates are added to the 'Will Display' column so Recipient Agencies have items in their catalog.**

**Email Notifications:** An email will alert State Organization Administrators of orders that have been rejected by PCIMS. Also, orders that are placed by FNS staff, either Regional or Headquarters, will also be identified via email. This notification also applies to commodities that are subject to the substitution process. A substitution notice email will list the deleted order and new PCIMS order in one message.

**Order Number Suffix "W":** For Delivery Year (H) orders, we have removed the existing rule of ECOS adding the suffix of 'W'. States that import orders may need to watch the import process the first few times to ensure imported orders are passing the validations correctly. Also, since both PCIMS and ECOS could possibly generate duplicate order numbers within a batch cycle; States will need to be aware of this if Headquarters or Regional staff enters orders on the behalf of States.

**Split Shipment Order Number Suffix:** The order number suffix will identify split shipment orders created within ECOS through the Requisition Roll Up process. If a State uses the 'Associate' button within Roll Up to group two or three partial loads, ECOS will generate the orders using the next available order number plus the suffixes of (S,T & U). Example: ECOS has orders 001,002,003 currently in the system in a status of VP. Within Requisition Roll Up, a State associates three groups to create a full truck making three stops. Once the user has clicked the 'Associate' button to group the three loads together, then clicked the 'Place Order' button and finished the process, ECOS will create three new orders. The three new orders will be: 004S, 004T, 004U.

These suffixes **will not** be added to orders that are associated via the 'Split Shipment' link, only orders created and associated through the Roll Up screens.

**Shipment Receipt Notification:** A new feature was added to ECOS that allows for either a State or a receiving organization (i.e. processor or warehouse) to account for orders that arrive at the Delivery Location. The feature is accessed through the ‘My Account’ screen. A new section was added to the left ‘green’ border with the heading of ‘**Shipment Notifications**’, here the Organization Administrator has two options:

(1) **Shipment Received:** To receive a shipment, select this link and when prompted, enter either the Order Number or Notice to Delivery Number and click ‘Find Order’. ECOS will find the record entered. Then the Organization Administrator enters the date received and initials of person that received the load. They can enter the amounts for: Received Quantity (should be the physical amount on the truck). Any difference between Ordered Quantity and Received quantity can be accounted for in the columns, Over or Short. The screen has a built in formula to ensure quantities meet the following:  $\text{Order Quantity} = \text{Received Quantity} - \text{Over} + \text{Short}$ . Any amount that is received damaged can be entered in the Damage column with a brief description of the damage. Please note damage quantity is included in the Received quantity since it was physically received.

(2) **View/Edit Shipment:** The View/Edit Shipment is a way of correcting amounts and or viewing information on a specific order. Additionally, a new report has been created to reflect the actions performed within this new feature and can be found in the Reports section of ECOS. Since the orders are being physically received by an organization, ECOS is taking the additional step of changing the status code of that received order to ‘SH’ once the order is identified as being received. This feature is available to both the States and Receiving Organizations so States need to be aware of this and can monitor activity through the report feature.

### **State Distributing Agency Manual**

The SDA manual is now available in ECOS. States now have the ability to view both the State and Recipient Agency User manuals. Regional Office users also have the manuals available to them. The manuals will open in Adobe and can be quite large. It may be a good procedure to save the manual locally and download new versions and releases as they are announced.

### **Modifications:**

**Filter Round Survey – Select All:** For State user with the role of Organization Administrator, they will see ‘Select All’ options within the Filter Round Survey page and the Commodity Worksheet located in Requisition Rollup. The user has the option to ‘select all’ items with a single click and deselect items as needed if this is the preferred approach.

**Entitlement Value View:** The organization’s Entitlement value on the ‘View *Organization Profile*’ page located within the Administration section has been modified. The cents value associated with the Program/Program Year value was removed since entitlements are entered and tracked within PCIMS in whole dollars.

**ECOS Complaints:** Since ECOS is a mechanism to help increase the efficiency and timeliness of resolving commodity complaints, we implemented a notification of “no activity” as a reminder. If a complaint sits in a status for a period of time, notifications are sent to the appropriate agencies informing them that no action has occurred within that period of time.