

# TX-UNPS

## Frequently Asked Questions (FAQs)



USDA Foods

---

### When do we get training and what is it like?

Online videos, user manuals and Frequently Asked Questions (FAQs) will be available to CEs as training resources. As soon as these resources are available, they are posted on the TX-UNPS Project Website. Training videos are scheduled to be posted in mid-December.

### What will change?

- CEs that currently have access to TX-UNPS will be assigned to different security groups to view and/or modify information pertinent to the FDP module. A Food Distribution Program (FDP) tile will illuminate with implementation and CEs will have different access in the FDP part of TX-UNPS than they do in the SNP part of TX-UNPS.
- The system will look and navigate differently than TCS.
- Some of the terms we use will change. For example, the Commodity Request Module will be called Annual Survey form and CEs will enter USDA Food Brown Box requests in this online form.
- The Farm to School request form will be automated in TX-UNPS.
- No more P506. Schools will enter total pounds, by commodity, by processor, into a Survey form and then processors or co-ops can generate a “load balancing report” to roll the pounds into trucks.
- We will no longer use PAL worksheets. Fields that were part of the PAL worksheet will be part of the Contract Screen in TX-UNPS. Other fields, such as agency contact information and delivery site info, will also be part of the Contract Screen. Schools will be able to update delivery sites, as needed.
- TDA will assign each processing co-op a Survey form, allowing TDA to “roll-up” the pounds into truckloads by co-op for their assigned members. Direct Ship Schools will be grouped into one processing survey form.
- If you are a co-op and choose to enter the information for the schools, you will have access to your memberships' Survey form.
- Food Banks will input requests using the online Survey form instead of emailing the information to TDA.
- No more P Codes. TDA will use the Processors' SEPDS (summary end product data schedule) to upload their end product information into TX-UNPS.
- Warehouses will continue to receipt for end product shipments on a NPS (Notice of Processed Shipment). The biggest change is that the NPS will not be specific to one co-op. The main function of the NPS will be to list end products to be shipped and the schools that are assigned to receive an allocation of the product after the shipment arrives at the contracted warehouse.
- TDA (or the processor) will data enter the applicable USDA sales order number to each truck. TDA will validate if the same sales order number can be assigned to split orders that are shared with other co-ops.

### What will stay the same (or mostly the same)?

- You will still have weekly bulletins and they will be posted under the 'reports' button in TX-UNPS.
- CEs will still be able to set aside processing dollars and will indicate the amount in the Contract Screen

- before going to the Survey form.
- A co-op can continue to enter partial pounds for a truck that will be paired with another co-op or state to make a full truckload. The user will enter information in a comment box in TX-UNPS or send TDA an email reference the “partial” trucks.

## **Realistic Expectations**

In an implementation of this size and scope it is normal to find bugs that need to be fixed and normal for some pieces to require ongoing adjustment after implementation. These are expected parts of the process.

The FDP modules are still being developed. We will all have to work with 'unknowns' until the system is complete and has been tested. Even after implementation we will continue to learn new things about the system and how best to work with it. It is also important to remember that TX-UNPS is a tool and you may need to develop your own business processes to use that tool. We will strive to include as much information as possible in the training videos and assist you in any way we can. Ultimately, you should be proactive in thinking about how you, as an individual, will need to adapt to this tool.

## **CEs have a voice!**

TDA has been working with external stakeholder groups that are representative of the different groups affected by TX-UNPS FDP modules implementation. Although it would be great to include all of our CEs in the external stakeholder groups, it just isn't practical. However, you can go to <http://www.surveymonkey.com/s/SQKN93S> and take the survey designed to give you a voice and a chance to ask questions. Some of the questions collected will be posted as FAQs on the TX-UNPS Project Website.

---