

COLYAR CONSULTING GROUP, INC.

Child Nutrition Program

Food Distribution Program

User Manual

**For the State of Missouri
LEA Food Distribution Program Users**

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Introduction

Welcome to the Missouri Department of Elementary and Secondary Education (DESE) user manual for the system's Food Distribution Program (FDP) module. This system is a software solution for Nutrition Program management, utilizing the Internet to provide LEA FDP users with efficient and immediate access to LEA contracts, commodity ordering, entitlement, inventory and all other FDP functions.

Web Site Benefits and Features

This user-friendly web application allows state LEA personnel and LEA users to submit and approve documents via the Internet. Key system features include:

- A single software system, which manages information regarding LEA contracts, entitlement, inventory, orders and many other Food Distribution Program (FDP) functions.
- A single database, which works behind the scenes to combine configuration information that can be utilized across the child nutrition programs.
- The ability to save partially completed documentation on-line, allowing the user to complete the process at a later time.
- Individual User IDs and passwords for secure login to program functions and accurate tracking of user behavior.

User Manual

This user manual is intended for use by the Missouri LEA FDP users. It is designed to provide a general understanding of how to use the web site to perform FDP Module functions effectively and efficiently. To achieve this objective this manual will provide you with:

- A general explanation of each feature available
- Screen examples of web site pages and forms
- Step-by-step instructions for utilizing the web site features
- Tips and Notes to enhance your understanding of the system.

Getting Started

Before you can access the system, you must be assigned a user ID and password by an administrator and granted access to the FDP Module. Once this is complete, you may use the Internet and your assigned user ID and password to access and log onto the web site. (System Setup is not covered in this manual.)

Accessing the Web Site

You can access the Food Distribution Program module from any computer connected to the Internet by opening your Internet browser and entering the URL (shown below) in the address line:

-- <https://k12apps.dese.mo.gov/webLogin/login.aspx>



TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

Missouri Department of Elementary & Secondary Education
Web Applications

▶ FAQ
 ▶ Reset Password
 ▶ DESE Homepage
 ▶ Login Request Forms
 ▶ Browser Technical Notes
 ▶ Web Accessibility
 ▶ DESE Web Application Menu
 ▶ Login/Logout

If you are a district or university: Please use your current login and password and request Licensure access from your user manager. Do not sign up for a new userid and password.
If you are an educator and do not have a userid: Please click the link to sign up for a userid and password
 Click Continue to enter your userid and password to log into the system; and click on the Licensure System Educator Request Access link.

DESE Log In

User Name:

Password:

Log In

[Need a User ID](#)
[Reset Password](#)
[Help Links](#)

Public Applications

For forgotten or unknown user ids/passwords: You can reset your password by clicking the reset password button. If you are still having problems logging in, send your questions to publicinfo@ednet.mo.gov - please provide your name, user id, school district name, phone number and county-district code with your request.

[Privacy Statement](#)
 VeriSign Trusted
 VERISIGN
 ABOUT SSL CERTIFICATES

Email:
 Last Modified User: Last Modified Date:
 "Making a Positive Difference Through Education and Service"

Figure 1: Home Page

Logging On

To Log on

1. Access NSLP by typing the URL into the address line of your web browser of choice
-OR-
Open NSLP from your Desktop or Internet Favorites.
2. In the Log In box, enter your **User Name**.
3. Enter your **Password**.
The User ID and Password fields are case-sensitive, so be sure to use upper and lower-case letters if necessary.
4. Select **Log In**.

Note: If you do not have a User ID and Password, contact your Security Administrator.

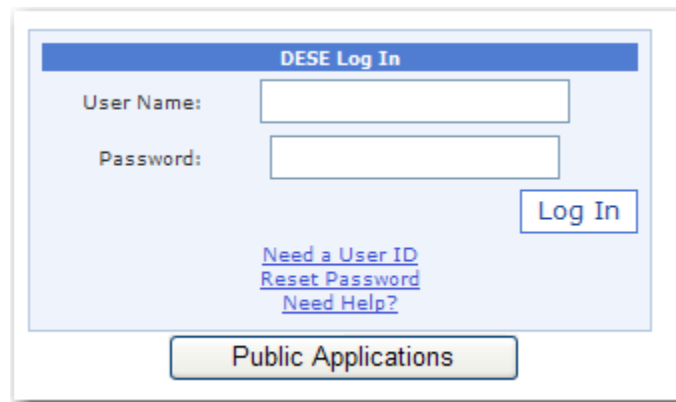


Figure 2: System Log On area

Programs Home Page

Once you successfully log on, the Programs home page provides access to all of the Programs and Modules. Actual access to specific programs and modules depends on a user's security rights. Program tiles only display if the logged-in user has been granted access to the program. For example, sponsor users will not have access to the Accounting, Configuration, and Security tiles, because these programs are for State users only.



Figure 3: Programs Page

Click this button	To
Note: The fields in gray are not available to LEA users.	
NSLP	Display the School Nutrition Programs home page
Accounting	Display the Accounting Module home page
Configuration	Display the Configuration Module home page
Security	Display the Security Module home page
Food Distribution Program	Display the Food Distribution Program home page

Food Distribution Program Home Page

After logging on using your assigned user name and chosen password and selecting the Food Distribution Program button, you will be taken to the Food Distribution Program Home Page. All FDP menu functions are accessible from this screen within the blue menu bar.

To access the Food Distribution Program home page

1. Log on.
2. On the Programs screen, click **Food Distribution Program**.
The FDP Module Home Page displays.

Welcome to the Food Distribution Program



CCGPROD01\SQL2005 : stMissouriTest
 was restored on: May 10 2010 4:27PM
 Last Updated: 12/28/2009

CCGPROD01\SQL2005 : stMissouriTest
 was restored on: May 10 2010 4:27PM

Figure 4: Food Distribution Program Home Page

From the FDP home page, you can select a menu item from the blue menu bar at the top of the page. The menu bar contains only menu items specific to the Food Distribution Program. The table below describes the features available for each menu option, which the remainder of this manual will discuss in detail:

Menu Item	Menu Features
Operations	Operations functionality is not available to LEA users.
LEAs	<p>Orders – Submit and Track Commodity Orders</p> <p>Surveys - Survey Entry Forms</p> <p>Commodity Allocations – View or Decline Commodity Allocations</p> <p>Invoices – View/Print FDP Invoices</p> <p>Contract - Submit and Maintain Annual Commodity Contract Packet and View Contract Entitlement</p>
Reports	Report List —Contains all reports available in the FDP Module.
Security	Change Password – Access to Change Password for Logged-In User

Error Processing

All information entered and saved on the site is checked to ensure it conforms to data entry guidelines and system rules. The site performs two types of checks on information entered: Input Edits and Business Rule Edits.

Input Edits

Whenever you save information or proceed to a new screen, the site checks for Input Errors. These errors are generally typographical mistakes, such as entering a 4-digit Zip Code or entering characters in a numeric field. If a form contains an input error, the screen re-displays with the error code and description in red at the top of the page. These errors must be corrected before you can proceed.

**Food Distribution Program Contract - SNP
2008 - 2009**

- Agency type cannot be blank.
- Vends for Other Agencies cannot be blank.

LEA:	ALAMEDA UNIFIED SD
Agreement Number:	01030

Contract Information

Contract Status:	Approved
Contract Rollover Date:	
Agreement Received Date:	
Agreement Approval Date:	
Contract Consultant:	Bell, A.

Figure 5: Input Error (Partial)

Business Rule Edits

Business rule edits are used to ensure that all required data on a form does not conflict with site guidelines or information entered on the site. For example, if you enter a Reduced Meal Price greater than the Full Price Meal price, you will receive a business rule error.

The site runs business rule edits when a form is saved on the site. Business rule errors display on a save confirmation screen. The errors will also display with a code description and severity at the bottom of the form containing the errors. The description briefly describes and indicates which field contains the error. In addition, the error severity indicates whether an error is considered a Warning or an Error. Errors appear in red and must be corrected before the agreement or form can be submitted. Warnings appear in blue and indicate something out of the ordinary, but not crucial to the approval of the agreement or form.

Code	Warning Description
20004	The Surplus Order submitted for the following commodities could not be fully satisfied due to insufficient inventory. Your surplus order has been updated with the remaining inventory available to fill your order.

Figure 6: Warning Code and Description

Selecting a Year

Information displays for the selected school year only. Upon logging onto the system, the current school year is the default selection and displays in the top-right corner in the light blue bar. In order to view information from a different year, you will need to change the school year.

Note: Some users may be unable to select a new year if they have not been granted the security right. Contact your administrator and request that you be given the **Select Year** security right if you feel this is in error.

To select a year

1. Click **Year** on the blue menu bar at the top of the page. The Year Select screen displays.
2. Click the year you wish to select.

Note: The selected year is indicated by the **<Selected** to the right of the year.

3. Use the menu bar to return to your task in the program.

LEAs

The LEAs menu is the LEA user's gateway to many of the important Food Distribution Program functions. See the menu below and the following sections for more information on orders, surveys, commodity allocations, invoices, and contract functions.

LEAs Menu

Item	Description
Orders	Submit and Track Commodity Orders
Surveys	Survey Entry Forms
Commodity Allocations	View or Decline Commodity Allocations
Invoices	View/Print FDP Invoices
Contract	Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement

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Figure 7: LEAs Menu

Orders

The Orders menu is your access point to order commodities, view commodity orders, and request extended storage. You can also view shipments and report overages, shortages, and damages.

To access orders

1. On the blue menu bar, select **LEAs**.
2. Select **Orders**.

Item	Description
Open Orders	Order Commodities
Order Inquiry	View Commodity Orders
Extended Storage Request	Request Commodities be moved from Order to Extended Storage
Shipping Inquiry	View Commodity Shipments
Shipment OS&D Reporting	Report on Shipment Overages, Shortages & Damages

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Figure 8: Orders menu screen

Open Orders

To create a new order

1. Select **Orders** from the LEAs menu.
2. Select **Open Orders**.

Open Orders

LEA: **EASTERN SIERRA UNIFIED SD**
Agreement Number: 01973

Order Search

Program Year: ▼
Program: ▼

Figure 9: Open Orders screen

3. Select the Program Year from the dropdown.
4. Select the Program from the dropdown.
5. Select **Continue >>**.

Open Orders - NSLP

LEA: **EASTERN SIERRA UNIFIED SD**
Agreement Number: 01973

Order Number	Delivery Location	Warehouse	Delivery Period	Allocation Order	Surplus Order
3851	Edna Beaman 25541 Hwy 6 Benton CA	Pomona Distribution Center	2/4/2011 - 3/31/2011	Modify	New
3941	111591 HIGHWAY 395 COLEVILLE 96107	Pomona Distribution Center	2/4/2011 - 3/31/2011	Modify	New
3976	132 Lee Vining Ave. Lee Vining CA	Pomona Distribution Center	2/4/2011 - 3/31/2011	Modify	New
3985	231 KINGSLEY STREET BRIDGEPORT 93517	Pomona Distribution Center	2/4/2011 - 3/31/2011	Modify	New

Figure 10: Open Orders - NSLP screen

6. Select **New Order**.

New Order - NSLP

ADD

LEA:	EASTERN SIERRA UNIFIED SD
Agreement Number:	01973

Program Year:

Delivery Location:

Warehouse:

Order Type:

Figure 11: New Order - NSLP screen

7. Select the Program Year from the dropdown.
8. Select the Delivery Location from the dropdown.
9. Select the Warehouse from the dropdown.
10. Select the Order Type from the dropdown, if applicable.
11. Select **Continue >>**.

LEA:	EASTERN SIERRA UNIFIED SD
Agreement Number:	01973

Delivery Information

Warehouse:	Pomona Distribution Center	Delivery Period:	<input type="text"/>
Delivery Location:	111591 HIGHWAY 395 COLEVILLE 96107	Delivery Type:	<input type="text" value="Carrier Delivery"/>
Delivery Address:	111591 HIGHWAY 395 COLEVILLE, CA 96107	Contact:	FOOD DIRECTOR (530) 495-2231

Surplus Order

Bonus Commodities

Commodity	Charge Entitlement	Total Allocation Order	Available Surplus	Surplus Order
A345 - Apple Slices 6/#10 USDA Value: \$20.98 Processing Fee: \$0.00 Pack Size: 6/#10 can	No	0	14	0
A346 - Apple Slices Fzn 30# USDA Value: \$8.55 Processing Fee: \$0.00 Pack Size: 30 lb ctn	No	0	1,951	0
A367 - Blueberries Cult Fzn 30# USDA Value: \$18.64 Processing Fee: \$0.00 Pack Size: 30 lb ctn	No	0	204	0
A366 - Blueberries Wild Fzn 30# USDA Value: \$30.24 Processing Fee: \$0.00 Pack Size: 30 lb ctn	No	0	407	0

Entitlement Commodities

Commodity	Charge Entitlement	Total Allocation Order	Available Surplus	Surplus Order
A345 - Apple Slices 6/#10 USDA Value: \$20.98 Processing Fee: \$0.00 Pack Size: 6/#10 can	<input type="text" value="Yes"/>	0	3,350	0
A346 - Apple Slices Fzn 30# USDA Value: \$8.55 Processing Fee: \$0.00 Pack Size: 30 lb ctn	<input type="text" value="Yes"/>	0	2,800	0

Entitlement

Remaining:	(\$2,843.53)	Used: (For Surplus Units)	\$0.00
-------------------	---------------------	----------------------------------	---------------

Please indicate delivery date restrictions, if any, in the space provided below.

Figure 12: Allocation Order Form - NSLP screen (partial)

12. Select the Delivery Period from the dropdown.

Note: For LEA users, the Delivery Type field is display only.

13. Select the Delivery Type from the dropdown, if applicable.

14. Enter order quantities in the textboxes.

15. Select **Calculate Entitlement** to display entitlement values
-OR-
Select **Continue >>**.

16. Review order and select **Submit Order**.

To view or modify an order

1. Select **Orders** from the LEAs menu.

2. Select **Open Orders**.
3. Select the desired criteria (selection of a LEA or Vendor Number is required).
4. Select **Continue >>**.
5. Select the Order Number link to View.
-OR-
Select the Modify link to modify.

Agency:	CITY UNIFIED SCHOOL DISTRICT
Vendor Number:	388

Order#:	1133	Order Status:	Open
Warehouse:	North Warehouse	Delivery Period:	1/1/2010 - 1/30/2010
Deliver To:	Ritzville School District 1234 Main Street Carlsbad, CA 92013	Date Entered:	1/14/2010
		Entered by:	Developer
		Date Processed:	

Bonus Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
A061	Beans, Green, Canned	6/#10	\$0.00	\$120.70	5	0	\$0.00
Totals			\$0.00	\$120.70	5	0	\$0.00

Entitlement Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
A061	Beans, Green, Canned	6/#10	\$0.00	\$120.70	5	0	\$0.00
A174	Potatoes, Wedges	6/5 LB	\$0.00	\$0.00	5	0	\$0.00
Totals			\$0.00	\$120.70	10	0	\$0.00
Grand Total			\$0.00	\$241.40	15	0	\$0.00

Created By: Developer On: 1/14/2010 2:18:33 PM

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Figure 13: LEA Order - NSLP screen (Order Number link)

6. If modifying, make any desired changes.
7. Select **Calculate Entitlement** to display entitlement values
-OR-
Select **Continue >>**.
8. Review order and select **Submit Order**.

To delete an order

1. Select **Orders** from the LEAs menu.
2. Select **Open Orders**.
3. Select the desired criteria (selection of a LEA or Vendor Number is required).
4. Select **Continue >>**.
5. Select the Order Number link to View.
6. Select **Delete Order**.

Order Inquiry



The Order Inquiry function enables you to view order details and activity.

To search for an order

1. Select **Orders** from the LEAs menu.
2. Select **Order Inquiry**.

Order Inquiry

Inquiry Criteria

Program Year: 2010 - 2011 ▾
Program: NSLP ▾
LEA: Cajon Valley Union-02423 ▾
Agreement Number:
Delivery Location: All Delivery Locations ▾
Delivery Date Range: From:  Through: 

Display Criteria

Order Status: All Orders ▾
Display Orders By: Order Number Commodity

Figure 14: Order Inquiry screen

3. Enter Inquiry Criteria in the respective fields.

Note: An LEA or vendor number is required.

4. Select the Order Status from the dropdown.
5. Select a Display Orders By radio button.
6. Select **Continue >>**.
A list of orders displays from the selected criteria.

Order Inquiry - NSLP

LEA:	EASTERN SIERRA UNIFIED SD
Agreement Number:	01973

Order Criteria

Delivery Location:	All Delivery Locations	Program Year:	2010 - 2011
Delivery Date Range	N/A	Order Status:	All Orders

Orders

Order Number	Delivery Location	Delivery Period	Order Status
1411	Activity 231 KINGSLEY STREET BRIDGEPORT 93517	8/2/2010 - 9/30/2010	Invoiced
1416	Activity 111591 HIGHWAY 395 COLEVILLE 96107	8/2/2010 - 9/30/2010	Invoiced
2383	Activity Edna Beaman 25541 Hwy 6 Benton CA	10/1/2010 - 11/30/2010	Invoiced
2386	Activity 132 Lee Vining Ave. Lee Vining CA	10/1/2010 - 11/30/2010	Invoiced
2387	Activity 231 KINGSLEY STREET BRIDGEPORT 93517	10/1/2010 - 11/30/2010	Invoiced
2651	Activity 111591 HIGHWAY 395 COLEVILLE 96107	10/1/2010 - 11/30/2010	Invoiced
2711	Activity 231 KINGSLEY STREET BRIDGEPORT 93517	10/1/2010 - 11/30/2010	Invoiced
2712	Activity 132 Lee Vining Ave. Lee Vining CA	10/1/2010 - 11/30/2010	Invoiced
3330	Activity 132 Lee Vining Ave. Lee Vining CA	12/3/2010 - 1/31/2011	Shipped
3331	Activity 231 KINGSLEY STREET BRIDGEPORT 93517	12/3/2010 - 1/31/2011	Shipped
3332	Activity 111591 HIGHWAY 395 COLEVILLE 96107	12/3/2010 - 1/31/2011	Shipped
3419	Activity Edna Beaman 25541 Hwy 6 Benton CA	12/3/2010 - 1/31/2011	Shipped
3851	Activity Edna Beaman 25541 Hwy 6 Benton CA	2/4/2011 - 3/31/2011	Open
3941	Activity 111591 HIGHWAY 395 COLEVILLE 96107	2/4/2011 - 3/31/2011	Open
3976	Activity 132 Lee Vining Ave. Lee Vining CA	2/4/2011 - 3/31/2011	Open
3985	Activity 231 KINGSLEY STREET BRIDGEPORT 93517	2/4/2011 - 3/31/2011	Open

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Figure 15: Order Inquiry - NSLP screen

To view order details

1. Select **Orders** from the LEAs menu.
2. Select **Order Inquiry**.
3. Search for an order (see preceding topic).
4. Select the Order Number link to view that order.

LEA Order - NSLP

LEA:	EASTERN SIERRA UNIFIED SD
Agreement Number:	01973

Order#:	1411	Order Status:	Invoiced
Warehouse:	Pomona Distribution Center	Delivery Period:	8/2/2010 - 9/30/2010
Deliver To:	231 KINGSLEY STREET BRIDGEPORT 9351	Date Entered:	7/21/2010
	231 KINGSLEY STREET	Entered by:	mnugent
	BRIDGEPORT, CA 93517	Date Processed:	8/13/2010

Bonus Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
A350	Applesauce 6/#10	6/#10 can	\$0.00	\$0.00	1	1	\$0.00
A408	Peaches Cling Slc 6/#10	6/#10 can	\$0.00	\$0.00	1	1	\$0.00
Totals			\$0.00	\$0.00	2	2	\$0.00

Entitlement Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
A350	Applesauce 6/#10	6/#10 can	\$0.00	\$0.00	2	2	\$0.00
A360	Apricots 6/#10	6/#10 can	\$0.00	\$0.00	1	1	\$0.00
A470	Fruit Mix 6/#10	6/#10 cans	\$0.00	\$0.00	1	1	\$0.00
A726	Ham Ckd Slc Fzn 8/5#	8/5 lb pkg/ctn	\$0.00	\$0.00	1	1	\$0.00
A085	Beans Refried, 6/#10	6/#10 can	\$0.00	\$0.00	1	1	\$0.00
A608	Beef Ground Fzn 40#	40 lb ctn	\$0.00	\$0.00	1	1	\$0.00
A409	Peaches Cling Diced 6/#10	6/#10 can	\$0.00	\$0.00	1	1	\$0.00
A507	Chicken Boned Cnd 12/50 oz	12/50 oz	\$0.00	\$0.00	1	1	\$0.00
A061	Beans, Green, Canned	6/#10	\$0.00	\$0.00	9	0	\$0.00
A174	Potatoes, Wedges	6/5 LB	\$0.00	\$0.00	9	0	\$0.00
A204	Potatoes, Rounds	6/5 LB	\$0.00	\$0.00	4	0	\$0.00
A408	Peaches, Cling, Sliced, Canned	6/#10	\$3.60	\$0.00	4	0	\$0.00
Totals			\$3.60	\$0.00	26	0	\$0.00
Grand Total			\$3.60	\$0.00	33	0	\$0.00

Created By: Developer On: 1/19/2010 4:41:30 PM Modified By: Developer On: 1/28/2010 12:35:34 PM

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Figure 16: LEA Order - NSLP screen (Order Number link)

To view order activity

1. Select **Orders** from the LEAs menu.
2. Select **Order Inquiry**.
3. Search for an order (see preceding topic).
4. Select the **Activity** link for an order.

Order Information

Order Number: 1133
Warehouse: North Warehouse
Delivery Location: Ritzville School District
Program Year: 2009 - 2010
Delivery Period: 1/1/2010 - 1/30/2010

Order Activity

Date	Transaction Type	Commodity	Comm Type	Units	Order Type	Entered By	Invoice Number
1/14/2010	Order Entry	A061 Beans, Green, Canned	B	5	A	Developer	
1/14/2010	Order Entry	A061 Beans, Green, Canned	E	5	A	Developer	
1/14/2010	Order Entry	A174 Potatoes, Wedges	E	5	A	Developer	
1/14/2010	Addl Unit Add	A061 Beans, Green, Canned	E	5	R	Developer	
1/14/2010	Addl Unit Add	A174 Potatoes, Wedges	E	5	R	Developer	
1/14/2010	Addl Unit Add	A061 Beans, Green, Canned	B	5	R	Developer	

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Figure 17: LEA Order Inquiry - NSLP screen (Activity link)

Extended Storage Request

The Extended Storage Request function enables you to transfer commodities from an order into extended storage.

Note: An extended storage agreement is required to transfer commodities (The LEA's contract states if this agreement is on file with the state).

To create a new extended storage request

1. Select **Orders** from the LEAs menu.
2. Select **Extended Storage Request**.

Extended Storage Request

Program Year: 2010 - 2011
Program: NSLP
LEA: EASTERN SIERRA UNIFIED SD-01973
Agreement Number:
Warehouse: Pomona Distribution Center

Continue >>

Cancel

Figure 18: Extended Storage Request screen

3. Select or enter the desired criteria.
4. Select **Continue >>**.

Agency:	CITY UNIFIED SCHOOL DISTRICT
Vendor Number:	388

Request #	Warehouse	Begin Storage Date	Request Date	Requested By
30032	North Warehouse	4/1/2009	1/19/2010	Developer

Figure 19: Extended Storage Request - NSLP screen

5. Select **New Request**.

Extended Storage Request Form

Warehouse: North Warehouse Begin Storage Date: 04/01/2009 

Commodity	Available Quantity	Quantity to Transfer
-----------	--------------------	----------------------

Bonus Commodities:

A061 - Beans Green #10 USDA Value: \$12.00 Processing Fee: \$24.14 Pack Size: 6/#10	33	<input type="text" value="0"/>
---	----	--------------------------------

Entitlement Commodities:

A061 - Beans Green #10 USDA Value: \$12.00 Processing Fee: \$24.14 Pack Size: 6/#10	43	<input type="text" value="0"/>
A174 - Potatoes Wedges USDA Value: \$14.00 Processing Fee: \$0.00 Pack Size: 6/5 LB	33	<input type="text" value="0"/>
A346 - Apple Sliced Frz USDA Value: \$0.00 Processing Fee: \$0.00 Pack Size: 30 lb ctn	4	<input type="text" value="0"/>

Total Units to Store	0
-----------------------------	----------

Figure 20: Extended Storage Request - NSLP screen (New)

6. Enter the Begin Storage Date in the textbox.

Note: The Begin Storage Date is defaulted to the first day of the LEA's current open distribution period. This field is display only for LEA Users.

7. Enter the Quantity to Transfer in the textbox for each desired commodity.
8. Select **Continue >>**.
9. Review and select **Submit Request**.

To view extended storage request details

1. Select **Orders** from the LEAs menu.

2. Select **Extended Storage Request**.
3. Use the criteria to select the following:
 - Program Year
 - Program
 - LEA or Vendor Number
 - Warehouse
4. Select **Continue >>**.
5. Select the Request # link from the list.
The Extended Storage Request details display.

Shipping Inquiry

The Shipping Inquiry screen enables the user to search for shipments to a specified LEA based upon selected criteria.

To view a shipment detail

1. Select **Orders** from the LEAs menu.
2. Select **Shipping Inquiry**.
3. Search for a Shipment using the search criteria.

Shipping Inquiry

Shipment Search

Program Year:

Program:

Agency:

Agreement Number:

Delivery Location:

Order Number:
(Optional)

Commodity:



Delivery Date Range: From:  Through: 

Figure 21: Shipping Inquiry screen

4. Select **Display Shipments**.

Shipment Criteria				
Delivery Location:	All Delivery Locations	Program Year:	2008 - 2009	
Order Number:	All Orders	Delivery Date Range:	10/06/2008 - 10/30/2008	
Commodity:	All Commodities			

Shipments				
Order Number	Commodity	Shipment Type	Quantity	Ship Date
29669	645086 - Apple Slices Canned	Shipment	47	10/10/2008
29669	056419 - Beans, Green, Canned	Shipment	24	10/10/2008
29669	874601 - Tomatoes, Diced	Shipment	60	10/10/2008
29824	514482 - Flour AP 50 Unbleached	Shipment	75	10/12/2008
31065	056419 - Beans, Green, Canned	Shipment	27	11/08/2008
31065	056419 - Beans, Green, Canned	Shipment Credit	-27	11/08/2008
31065	874601 - Tomatoes, Diced	Shipment	62	11/08/2008
31065	874601 - Tomatoes, Diced	Shipment Credit	-62	11/08/2008
31891	645086 - Apple Slices Canned	Shipment	50	12/10/2008
31891	874601 - Tomatoes, Diced	Shipment	45	12/10/2008
Total			301	

Figure 22: Shipping Inquiry screen

5. Select an Order Number link.

Shipment Detail				
00092 ABC School District CD: Vendor #:				
Batch Information				
Order Number:	31065	Batch Number:	1578	
Warehouse:	North Warehouse	Delivery Date:	10/15/2008	
Delivery Location:	ABC Elementary School	Carrier:	State - JSmith	
Order				
Commodity	Total Ordered Qty	Total Shipped Qty	Total Received Qty	Total Damaged Qty
056419 - Beans, Green, Canned	27	27	0	27
874601 - Tomatoes, Diced	62	62	0	62
Comments: Comments Display Here				

Figure 23: Shipping Inquiry screen

6. Select **Back** or **Cancel** when finished.

Shipment Overages, Shortages, & Damages Reporting

The Shipment OS&D Reporting function allows LEA users to report Overages, Shortage, and Damages issues with their deliveries. The Shipping OS&D Reporting – Shipment Search screen enables users to search for shipments based upon selected criteria.

To report overages, shortages, & damages

1. Select **Orders** from the LEAs menu.

2. Select **Shipment OS&D Reporting**.
3. Search for a Shipment using the search criteria.

Overages, Shortages & Damages (OS&D) Reporting

Shipment Search

Program Year:

Program:

Agency:

Agreement Number:

Order Number:

(Optional)



Delivery Date Range: (Optional) From:  Through: 

Figure 24: Overages, Shortages & Damages (OS&D) Reporting screen

4. Select Display Shipments.

Overages, Shortages & Damages (OS&D) Reporting - NSLP

LEA:	EASTERN SIERRA UNIFIED SD
Agreement Number:	01973

Shipment Criteria

Order Number:	All Orders	Program Year:	2010 - 2011
Delivery Date Range:	All Delivery Dates		

Shipments

Order Number	Delivery Location	Ship Date	Reporting Due Date	Status	Action
3332	111591 HIGHWAY 395 COLEVILLE 96107	1/3/2011	1/18/2011	Not Reported	Report Resolve View
3330	132 Lee Vining Ave. Lee Vining CA	1/3/2011	1/18/2011	Not Reported	Report Resolve View
3331	231 KINGSLEY STREET BRIDGEPORT 93517	1/3/2011	1/18/2011	Not Reported	Report Resolve View
3419	Edna Beaman 25541 Hwy 6 Benton CA	1/3/2011	1/18/2011	Not Reported	Report Resolve View
2651	111591 HIGHWAY 395 COLEVILLE 96107	10/11/2010	10/26/2010	Not Reported	Report Resolve View
2386	132 Lee Vining Ave. Lee Vining CA	10/11/2010	10/26/2010	Not Reported	Report Resolve View
2712	132 Lee Vining Ave. Lee Vining CA	10/11/2010	10/26/2010	Not Reported	Report Resolve View
2387	231 KINGSLEY STREET BRIDGEPORT 93517	10/11/2010	10/26/2010	Not Reported	Report Resolve View
2711	231 KINGSLEY STREET BRIDGEPORT 93517	10/11/2010	10/26/2010	Not Reported	Report Resolve View
2383	Edna Beaman 25541 Hwy 6 Benton CA	10/11/2010	10/26/2010	Not Reported	Report Resolve View
1416	111591 HIGHWAY 395 COLEVILLE 96107	8/30/2010	9/14/2010	Not Reported	Report Resolve View
1411	231 KINGSLEY STREET BRIDGEPORT 93517	8/30/2010	9/14/2010	Not Reported	Report Resolve View

Figure 25: Overages, Shortages & Damages (OS&D) Reporting screen

5. Select **Report**.

Shipment Information

Program Year: 2008 - 2009 **Delivery Location:** XYZ Elementary School
Order Number: 12112 1234 Main Street
Ship Date: 12/24/2008 Anytown, CA 94501

Commodities

Enter the number of *undamaged* units that were received. Report damaged units received as Units Damaged.

Item Number	Commodity	Pack Size	Units Shipped	Units Received	Units Damaged
645086	Apple Slices Canned	6/#10	20	20	0
056419	Beans, Green, Canned	6/#10	12	12	0
200189	Spaghetti Sauce, Meatless	6/#10	16	16	0
005489	Peaches Cup 4.4 oz Frz	96/4.4 OZ CUP	8	8	0
874601	Tomatoes, Diced	6/#10	21	21	0

Comments:

Cancel Continue

Figure 26: Overages, Shortages & Damages (OS&D) Report - NSLP screen

6. Enter the number of Units Received in the respective textboxes.
7. Enter the number of Units Damaged in the respective textboxes.
8. Enter any comments.
9. Select **Continue >>**.
10. Review information and select **Submit Report**.

To resolve overages, shortages, & damages

1. Select **Orders** from the LEAs menu.
2. Select **Shipment OS&D Reporting**.
3. Search for a Shipment using the search criteria.
4. Select **Resolve**.

Overages, Shortages & Damages (OS&D) Resolution - SNP

00092
XYZ School District
CD:
Vendor #:

Shipment Information

Program Year: 2008 - 2009 **Delivery Location:** XYZ Elementary School
Order Number: 12112 1234 Main Street
Ship Date: 12/24/2008 Anytown, CA 94501

Overages, Shortages & Damages (OS&D) Report

Enter the number of *undamaged* units that were received. Report damaged units received as Units Damaged.

Item Number	Commodity	Pack Size	Units Shipped	Units Received	Units Damaged
645086	Apple Slices Canned	6/#10	20	20	0
056419	Beans, Green, Canned	6/#10	12	12	0
200189	Spaghetti Sauce, Meatless	6/#10	16	13	3
005489	Peaches Cup 4.4 oz Frz	96/4.4 OZ CUP	8	8	0
874601	Tomatoes, Diced	6/#10	21	21	0

Comments: Comments Display Here

Reported By: JWilson on: 01/05/2009

Overages, Shortages & Damages (OS&D) Resolution

Please describe how the OS&D issues reported above were resolved:

Resolution:

Cancel Continue

Figure 27: Overages, Shortages & Damages (OS&D) Resolution - NSLP screen

5. Describe how the OS&D issues were resolved in the **Resolution** textbox.
6. Select **Continue** >>.
7. Select **Submit Resolution**.

To view overages, shortages, & damages

1. Select **Orders** from the LEAs menu.
2. Select **Shipment OS&D Reporting**.
3. Search for a Shipment using the search criteria.
4. Select **View**.
5. View desired information.
6. Select < **Back** or **Cancel** when finished.

Surveys

The Surveys function enables LEA users to view and complete surveys.

To search for a surveys

1. On the blue menu bar, select **LEAs**.
2. Select **Surveys**.

Survey Entry

LEA: EASTERN SIERRA UNIFIED SD
Agreement Number: 01973

Survey Search

Program Year:

Program:

LEA:

Agreement Number:

Figure 28: Survey Entry – Survey Search screen

3. Select Program Year from dropdown list.
4. Select Program from dropdown list.
5. Select Customer from dropdown list
-OR-
Enter Customer Number in textbox.
6. Select **Continue >>**.
A list of Available Surveys displays for the LEA.
7. Select the Survey # link to display survey details.

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1104	Submitted	Periodic Survey	Spt15PeriodicSrvy1	9/25/2009	Open
1106	Submitted	Annual Survey	AnnualSep	10/1/2009	Open
1107	Not Participating	Annual Survey	Sep2009	9/30/2009	Open
1108	Submitted	Annual Survey	Survev134	9/29/2009	Ooen

Figure 29: Survey Entry – Available Surveys screen

To complete a survey

1. Select a Survey # (link) from the list of available surveys.
2. Select **Open Orders**.
3. Complete the survey form.
-OR-
Select the checkbox to indicate that “you will not participate in this survey”.
4. For annual surveys, select **Submit Survey**.
For periodic surveys or processing surveys, select **Continue >>**.

Note: You can select the Calculate Entitlement button to calculate the Estimated Entitlement Used, Estimated Fees, and Estimated S&H values before selecting **Continue >>**. This information also displays on the Survey Entry – Submit screen.

5. Select **Continue >>**.
6. Review information and select **Submit**.

Allocation Inquiry

Allocation Search

Program Year:	<input type="text" value="2010 - 2011"/>	Allocation Type:	<input type="text" value="All Types"/>
Program:	<input type="text" value="NSLP"/>	Allocation Month:	<input type="text" value="All Months"/>
LEA:	<input type="text" value="EASTERN SIERRA UNIFIED SD-01973"/>		
Agreement Number:	<input type="text"/>		

Figure 34: Allocation Inquiry – Allocation Search screen

To view allocation details

1. On the blue menu bar, select **LEAs**.
2. Select **Commodity Allocations**.
3. Select **Allocation Inquiry**.
4. Enter any desired search criteria.

Note: An LEA Name or Vendor Number is required.

5. Select **Search**.

Allocation Inquiry - NSLP

LEA:	EASTERN SIERRA UNIFIED SD
Agreement Number:	01973

Allocation Information

Program Year:	2011	Allocation Type:	ALL
Program:	NSLP	Allocation Month:	ALL

Allocation Name	Allocation Type	Date Allocated	Decline By	Qty Allocated	Qty Remaining
A School Pomona	Allocation Offer	7/2/2010	7/16/2010	52	0
ADD1411	Additional Units Requested	7/21/2010	n/a	0	0
A School Additi	Additional Units Filled	7/27/2010	n/a	1	0
B Alloc Pomona	Allocation Offer	9/2/2010	9/15/2010	119	0
B Fz Only Alloc	Allocation Offer	9/24/2010	10/1/2010	34	0
Aloc C Sch Pomo	Allocation Offer	10/21/2010	11/4/2010	96	0
ALOC D SCH POMO	Allocation Offer	12/1/2010	12/15/2010	135	0
Totals				437	0

Figure 35: Allocation Inquiry – NSLP screen

6. Select an **Allocation Name** link to view the Commodity Allocation Report
-OR-
Select a **Qty Remaining** link to view the Allocation Detail.

2. Select **Commodity Allocations**.
3. Select the Program Year from the dropdown.
4. Select the Program from the dropdown.
5. Select **Continue >>**.

Decline Allocation - NSLP

LEA: EASTERN SIERRA UNIFIED SD			
Agreement Number: 01973			
Allocation Name	Warehouse	Allocation Date	Last Day To Decline
JanAlloc	North Warehouse	1/19/2010	1/30/2010

Figure 39: Decline Allocation - NSLP screen

6. Select the Allocation Name link.
7. Enter the Quantity Declined in the textbox(es).

Decline Allocation - NSLP

LEA: EASTERN SIERRA UNIFIED SD			
Agreement Number: 01973			
Decline Allocation Form			
Allocation Name: JanAlloc		Warehouse: North Warehouse	
Allocation Date: 1/19/2010		Last Day to Decline: 1/30/2010	

Commodity	Available Quantity	Quantity Declined
Entitlement Commodities:		
A408 - Peaches Cling Slc 10 USDA Value: \$27.82 Processing Fee: \$0.00 Pack Size: 6/#10	30	<input style="width: 40px;" type="text" value="5"/>
Total Units Declined		5

Figure 40: Decline Allocation - NSLP screen

8. Select **Continue >>**.
9. Select **Decline Allocations**.

Note: Refusing an allocation of a commodity will adjust the sponsor's entitlement accordingly and result in the commodity being moved to Surplus Inventory.

Invoices

The Invoices function allows LEA users to view and print their invoices for remittance. The Invoices screen enables the user to search for invoices.

To print an invoice

1. On the blue menu bar, select **LEAs**.

2. Select **Invoices**.

Invoices

Program Year: ▾

Program: ▾

LEA: ▾

Agreement Number:

Figure 41: Invoices screen

3. Select a Program Year from the dropdown.
4. Select a Program from the dropdown.
5. Select a LEA from the dropdown.
-OR-
Enter a Vendor Number.
6. Select **Continue >>**.
7. Select an Invoice Number link.

FDP Invoice Listing

LEA: EASTERN SIERRA UNIFIED SD
Agreement Number: 01973

Show All Invoices

Show Outstanding Invoices Only

Any balance over 60 days may result in future distributions being put on hold

Invoices

Invoice Number	Invoice Date	Due Date	Invoice Type	Invoice Amount	Balance
11 SF-00769	10/22/2010	11/21/2010	Orders - Warehouse	\$110.50	\$110.50
11 SF-00737	10/21/2010	11/20/2010	Orders - Warehouse	\$386.75	\$386.75
11 SF-00470	10/6/2010	11/5/2010	Orders - Warehouse	\$172.25	\$172.25
Totals:				\$669.50	\$669.50

Figure 42: FDP Invoice Listing – NSLP screen

8. Select an Invoice Number link.

Back Print Invoice

INVOICE

California Department of Education
Office of Food Distribution
(555) 111-2222

Invoice No.: 04595 00001
Invoice Date: 10/28/2008

Vendor # 2408-00

Division: 3
Shipped Via: Warehouse
Batch No.: 4595

Bill To:

Alachua County School Board
Richard Jones
1234 Main Street
Anytown, CA 84501

Remit To:

California Department of Education
Cashier's Office
P.O. Box 515006
Sacramento, CA 95851-5006

Item Number	Commodity	Units	Total Weight	Unit Admin Fee	Unit Processing Fee	Unit S & H Fees	Total
Order # 345502 Shipment Adjustment							
645086	Apple Slices Canned	-15	705	0.00	0.00	3.25	- 48.75
Order # 345502 Restocking Fee							
	15 cases @ \$1.62/cs	1	0	0.00	0.00	0.00	24.30
Order # 345502 Restocking Fee							
	15 cases @ \$1.62/cs	1	0	0.00	0.00	0.00	24.30
Order # 345678 Ship Date 10/02/2008							
645086	Apple Slices Canned	200	9,400	0.00	0.00	3.25	650.00
056419	Beans, Green, Canned	57	2,660	0.00	0.00	3.25	185.25
200189	Peaches Cup 4.4 oz Frz	172	8,027	0.00	0.00	3.25	559.00
005489	Spaghetti Sauce, Meatless	214	6,848	0.00	0.00	3.25	695.50
Order # 345693 Ship Date 10/07/2008							
200189	Peaches Cup 4.4 oz Frz	35	1,645	0.00	0.00	3.25	113.75
005489	Spaghetti Sauce, Meatless	20	940	0.00	0.00	3.25	65.00
874601	Tomatoes, Diced	51	2,397	0.00	0.00	3.25	165.75
Total Administrative Fees:							0.00
Total Processing Fees:							0.00
Total S & H Fees:							2,385.50
Other Charges/Credits:							24.30
Current Invoice:							2,409.80
Credit Balance:							(0.00)
AMOUNT DUE*:							\$ 2,409.80

*Payment will be past due after **11/27/2008**. Any balance older than 60 days may result in future distributions being put on hold.
*If the AMOUNT DUE is a credit, the credit amount will be deducted from your next invoice.
*Please write the Invoice Number on remittance to assure correct accounting.

Figure 43: FDP Invoices – NSLP screen

9. Select **Print Invoice** to print.

Contract

The Contract menu option enables you to submit and maintain your annual commodity contract packet and view contract entitlement information.

To access Contract

1. On the blue menu bar, select **LEAs**.
2. Select **Contract**.

Item	Description
Contract Packet	Submit FDP Contract Packet and Update Contact information
Contract Entitlement	View Entitlement Distribution and Usage

Figure 44: Contract menu

Contract Packet

The Food Distribution Program Contract Packet is the starting point for all tasks related to the LEA's annual commodities contract. This screen contains all contract and forms for a LEA's contract packet, including the LEA Information Update / Certification, Contacts information, and Delivery Location information.

An LEA information header displays in a box at the top of the screen and contains the LEA name and Vendor Number. In addition, it displays the Packet Status, Packet Approved Date (if applicable) and Contract Status.

An Annual Contract can only be deleted if there are no records associated with the contract (i.e., Allocations, Orders, etc.).

Food Distribution Program (FDP) Contracts

Program Year:

Program:

LEA:

Agreement Number:

Figure 45: Food Distribution (FDP) Contracts (selection) screen

To access the contract packet

1. On the blue menu bar, select **LEAs**.
2. Select **Contract**.
3. Select Program Year from the dropdown.
4. Select Program from the dropdown.
5. Select **Continue >>**.
The LEA's Contract Packet displays.

**Food Distribution Program Contract Packet - NSLP
2010 - 2011**

LEA: EASTERN SIERRA UNIFIED SD	Packet Status: Approved
Agreement Number: 01973	Packet Approved Date: 12/9/2010
	Contract Status: Approved

Action	Form Name	Status
View Modify	FDP Contract	Approved
View Modify	✓ LEA Information Update / Certification	Certified
Contacts:		
View Modify	✓ Program Contact: Mollie Nugent 760-932-7443 Ext. 1004 mnugent@esusd.org	Certified
View Modify	✓ Ordering Contact: Mollie Nugent 760-932-7443 Ext. 1004 mnugent@esusd.org	Certified
View Modify	✓ Billing Contact: Mollie Nugent 760-932-7443 Ext. 1004 mnugent@esusd.org	Certified
Add/Remove Location		
View Modify	Delivery Locations: 231 KINGSLEY STREET BRIDGEPORT 93517 Warehouse(s): Pomona Distribution Center	
View Modify	Notes (0)	
<input type="button" value=" < Back"/> <input type="button" value=" Submit For Approval"/> <input type="button" value=" Withdraw Packet"/> <input type="button" value=" Close Contract"/>		
<input type="button" value=" Approve"/> <input type="button" value=" Return for Correction"/>		

Packet History

Event	Event Date/Time	User
The contract packet has been approved.	12/9/2010 1:05:50 PM	ABell
The contract packet has been submitted.	12/7/2010 4:47:15 PM	mnugent
A packet was created for year 2010-2011.	5/25/2010 1:13:11 PM	sbarron

Figure 46: Food Distribution Program Contract Packet– FDP screen

To view a Contract

1. Access the Food Distribution Program Contract screen.
1. Select **View** for FDP Contract.
2. Select **Cancel** when finished.

To update Customer Information and Certify Inventory

LEAs must update this information once a year after their contract packet has been rolled over from the previous year. Once the contract packet is approved, the form is view-only.

1. Access the Food Distribution Program Contract screen.
2. Select **View or Modify** for LEA Information Update/Certification.
3. View or revise any desired information.

4. If viewing, select **Cancel**.
-OR-
If modifying, select **Save**.

**LEA Information Update/Annual Inventory Certification - NSLP
2010 - 2011**

LEA: EASTERN SIERRA UNIFIED SD
Agreement Number: 01973

Vended leas

Does your district vend meals to another district/lea? Yes No

If **YES**, please list the district/lea

	Add Rows

Annual Inventory Certification

I certify that an inventory will be completed for the 2010 - 2011 School Year.

Created By: jdato on 6/1/2010 Submitted By: mnugent on 12/7/2010

Figure 47: LEA Information Update/Annual Inventory Certification screen

To view or modify Contact information

The following section pertains to **Program, Ordering, and Billing** Contact information. Contact Information for each contact type must be created for each sponsor, as this contact information will appear on various documents printed using the Reports functionality.

1. Access the Food Distribution Program Contract screen.
2. Select **View or Modify** for the Program, Ordering, or Billing Contact.
3. View or revise any desired information.
4. Select the checkbox for the Contact Information Certification, if applicable.
5. If viewing, select **Cancel**.
-OR-
If modifying, select **Save**.



TIP: You can copy information from a saved Contact by selecting the "Copy contact information from" checkbox at the top of the form. For example:

Contact Information

Copy contact information from: Billing Contact Ordering Contact

Commodity Contact Profile

LEA:	EASTERN SIERRA UNIFIED SD		
Agreement Number:	01973		

Contact Information

Copy contact information from: Program Contact Billing Contact

Contact Type: Ordering

Name:

First Name: Last Name:

Phone: Ext: Fax:

Email Address:

Title:

Address 1:

Address 2:

City:

State: Zip -

Comments:

Contact Information Certification

The above contact information is current and correct.

Created By: mnugent On: 9/16/2010 2:37:29 PM Modified By: On:

Figure 48: Commodity Contact Profile screen

To view or modify a Delivery Location Profile

1. Access the Food Distribution Program Contract screen.
2. Select **View** for the desired Delivery Location.
3. Select < **Back** when finished.

To submit a contract packet for approval

All components of the contract packet must be complete before a LEA can submit the packet for approval.

1. Access the Food Distribution Program Contract screen.
1. Select **Submit for Approval**.
The screen re-displays and displays that the packet has been submitted for approval in the Packet history section.

To withdraw a contract packet

LEAs may choose to withdraw a contract packet after it has been submitted for approval. Withdrawing only removes the contract packet from its Submitted state. All contract packet information is retained by the system. Once the LEA is ready, the packet can be re-submitted.

1. Access the Food Distribution Program Contract screen.
2. Select **Withdraw Packet**.
The screen re-displays and displays that the packet has been withdrawn in the Packet history section.

Contract Entitlement

The Contract Entitlement function enables you to view entitlement distribution, entitlement used, and remaining entitlement amounts for your LEA.

Contract Entitlement - NSLP

LEA: **EASTERN SIERRA UNIFIED SD**
 Agreement Number: 01973

Contract Information

Program Year: 2010 - 2011 ▼
 Program: NSLP ▼
 LEA: EASTERN SIERRA UNIFIED SD-01973 ▼
 Agreement Number:

Agreement Number	LEA	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
01973	EASTERN SIERRA UNIFIED SD	41,640	Approved	N	\$10,934.66	\$13,778.19	(\$2,843.53)

Figure 49: Contract Entitlement – NSLP screen

To view entitlement distribution detail

1. On the blue menu bar, select **LEAs**.
2. Select **Contract**.
3. Select **Contract Entitlement**.
4. Select the link under the LEA column.

Entitlement Distribution Detail - NSLP

LEA: **EASTERN SIERRA UNIFIED SD**
 Agreement Number: 01973

Agreement Number	LEA	TLS	Total TLS	%	LEA Entitlement	DOD
01973	EASTERN SIERRA UNIFIED SD	41,640	41,640	100.00 %	\$10,935	
Totals		41,640	41,640	100.00 %	\$10,935	

Figure 50: Entitlement Distribution Detail – NSLP screen

To view entitlement distribution history

1. On the blue menu bar, select **LEAs**.
2. Select **Contract**.

3. Select **Contract Entitlement**.
4. Select the link under the Entitlement Distribution column.

Entitlement Distribution History - NSLP

LEA: EASTERN SIERRA UNIFIED SD			
Agreement Number: 01973			
Entitlement	Entitlement Used	Entitlement Remaining	
\$10,934.66	\$13,778.19	(\$2,843.53)	

Entitlement	Amount	Description/Adjustment	Date
\$0.00	\$0.00		
\$8,471.31	\$8,471.31	Program Distribution	6/15/2010
\$8,445.04	(\$26.27)	Program Distribution	7/9/2010
\$8,440.46	(\$4.58)	Program Distribution	7/19/2010
\$8,437.62	(\$2.84)	Program Distribution	7/22/2010
\$8,434.59	(\$3.03)	Program Distribution	7/22/2010
\$8,423.01	(\$11.58)	Program Distribution	8/24/2010
\$9,677.68	\$1,254.67	Program Distribution	9/21/2010
\$9,687.80	\$10.12	Program Distribution	9/21/2010
\$9,690.70	\$2.90	Program Distribution	10/18/2010
\$9,689.20	(\$1.50)	Program Distribution	10/20/2010
\$9,687.81	(\$1.39)	Program Distribution	10/20/2010
\$11,069.20	\$1,381.39	Program Distribution	11/8/2010
\$10,921.54	(\$147.66)	Program Distribution	11/12/2010
\$10,920.59	(\$0.95)	Program Distribution	11/18/2010
\$10,916.78	(\$3.81)	Program Distribution	11/30/2010
\$10,934.66	\$17.88	Program Distribution	1/4/2011

Figure 51: Contract Entitlement – NSLP screen

5. Select the Manual Adjustment link to view the adjustment details.

Entitlement	Entitlement Used	Entitlement Remaining
\$10,000.00	\$518.10	\$9,481.90

Adjustment Information	
Adjustment Amount:	\$140.00
Adjustment Reason:	Miscalculation
Created By:	Developer
Adjustment Date:	12/9/2009

Figure 52: Entitlement Distribution Adjustment – NSLP screen

To view entitlement distribution usage

1. On the blue menu bar, select **LEAs**.
2. Select **Contract**.

3. Select **Contract Entitlement**.
4. Select the link under the Entitlement Used column.

Note: Selecting a link in the Description column displays the Commodity Allocation Report.

Entitlement Usage - NSLP

LEA:	EASTERN SIERRA UNIFIED SD
Agreement Number:	01973

Entitlement	Entitlement Used	Entitlement Remaining
\$10,934.66	\$13,778.19	(\$2,843.53)

	Entitlement	Used	Description	Date
Beginning	\$10,934.66			
	\$9,191.24	\$1,743.42	A School Pomona	7/2/2010
	\$9,191.24	\$0.00	ADD1411	7/21/2010
	\$9,179.26	\$11.98	A School Additi	7/27/2010
	\$4,902.76	\$4,276.50	B Alloc Pomona	9/2/2010
	\$3,543.47	\$1,359.29	B Fz Only Alloc	9/24/2010
	\$817.79	\$2,725.68	Aloc C Sch Pomo	10/21/2010
	(\$2,843.53)	\$3,661.32	ALOC D SCH POMO	12/1/2010
Remaining	(\$2,843.53)			

Figure 53: Entitlement Usage – NSLP screen

Reports

Reports for the Food Distribution Program are available to users through the Reports component.

About Reports

The Reports component of the FDP module enables users to run, view and print reports by utilizing information gathered and logged by the application. The Report List contains all reports available within the module and is divided into groups. Each report is categorized and listed alphabetically under these groups. As new reports are added to the system, this menu will expand to show those new reports.

Once a user selects a particular report, the system may prompt the user for additional information needed before building the report, such as a particular Fiscal Year, Claim Month, Sponsor, and/or Sort Order.

While all reports are available to state users, sponsors users have access to only certain reports. Therefore, the Reports menu will only display categories containing reports to which the user has access.

To view report

1. On the blue menu bar at the top of the page, click **Reports**.
The Report List displays.



TIP: Use the Report Filter to filter Report list by Report Group. For example, to display only USDA Reports, select USDA Reports from the drop-down list and click **Apply Filter**. The Report List automatically refreshes.

2. Click the report you wish to view from the Report List.
The report parameters screen may display.
3. If required, use the drop-down lists and/or text fields to enter parameters.
4. Click **Create Report**.
The report displays in a new window.

Note: The report will not open in a new window if you have a pop-up blocker running on your system. If this occurs, hold down the **CTRL** key and click **Create Report** again.

Food Distribution Program Reports

Report Filters

Report Group: ALL ▼

Report List

Billing and Invoicing Reports

Total Units Shipped Report	Displays the total Units and total USDA Value shipped to agencies from a selected Warehouse for a selected Program, Program Year and Program Months.
Delivery Restrictions Report	Displays a list of orders for which delivery restrictions were entered for a selected Warehouse, Delivery Period and Allocation Group.
Bill of Lading Report	Prints Bills of Lading for a selected Warehouse, Delivery Date, Batch Number or Bill of Lading Number.
Bill of Lading - Traffic	Prints Bills of Lading for a selected Warehouse, Delivery Date, Batch Number or Bill of Lading Number.
DoD Produce Report - By Commodity	Lists DoD commodities ordered for a selected Warehouse, LEA Type and Delivery Date by Commodity.
DoD Produce Report by Batch	Lists DoD commodities ordered for a selected Warehouse and Delivery Date by Batch Number.
Shipped Recalled Products Report	Displays a list of all agencies having received recalled commodities from a selected Warehouse.
County Report	This report displays the total units shipped by county for selected Programs, LEAs, and Shipment Types.
Accounting Interface Report	Displays accounting data relevant to schedules sent to CalSTARS via interface.

Commodity Reports

No items available.

Commodity Survey Reports

Processor Diversion Notification Report	Generates a Diversion Notification for a selected Processor Diversion.
Processor Survey Report	Displays Processing Survey results for a selected commodity.

Figure 54: Food Distribution Program Reports (partial)

Report Parameters

Most reports require one or more parameters to be entered in order to customize the report to the user's specific needs. Report parameters may limit data contained in the report or control how the information is sorted or grouped. Below is an example of types of report parameters that may be used for running a report.

Total Units Shipped Report Parameters

Program Year: 2010 - 2011 ▼

Program: NSLP ▼

Agency Type: All Types ▼

Warehouse: All Warehouses ▼

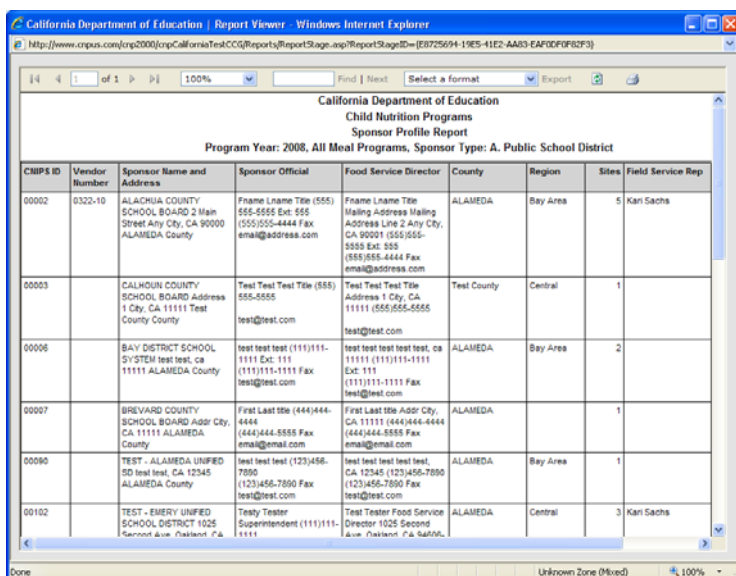
Date Range (From): 07/01/2010

Date Range (To): 06/30/2011

Figure 55: Report Parameter – Recipient Customer Contracts Report

Report

Below is an example of a report displayed in SQL Report Services.



The screenshot shows a web browser window with the following content:

California Department of Education
Child Nutrition Programs
Sponsor Profile Report
Program Year: 2008, All Meal Programs, Sponsor Type: A. Public School District

CNPS ID	Vendor Number	Sponsor Name and Address	Sponsor Official	Food Service Director	County	Region	Sites	Field Service Rep
00002	0322-10	ALACHUA COUNTY SCHOOL BOARD 2 Main Street Any City, CA 90000 ALAMEDA County	Frame Lname Title (555) 555-5555 Ext: 555 (555)555-4444 Fax email@address.com	Frame Lname Title Mailing Address Mailing Address Line 2 Any City, CA 90001 (555)555-5555 Ext: 555 (555)555-4444 Fax email@address.com	ALAMEDA	Bay Area	5	Kari Sachs
00003		CALHOUN COUNTY SCHOOL BOARD Address 1 City, CA 11111 Test County County	Test Test Test Title (555) 555-5555 test@test.com	Test Test Test Title Address 1 City, CA 11111 (555)555-5555 test@test.com	Test County	Central	1	
00006		BAY DISTRICT SCHOOL SYSTEM test-test, ca 11111 ALAMEDA County	test test test (111)111-1111 Ext: 111 (111)111-1111 Fax test@test.com	test test test test test, ca 11111 (111)111-1111 Ext: 111 (111)111-1111 Fax test@test.com	ALAMEDA	Bay Area	2	
00007		BREVARD COUNTY SCHOOL BOARD Ador City, CA 11111 ALAMEDA County	First Last title (444)444-4444 (444)444-5555 Fax email@gmail.com	First Last title Ador City, CA 11111 (444)444-4444 (444)444-5555 Fax email@gmail.com	ALAMEDA		1	
00090		TEST - ALAMEDA UNIFIED SD test test, CA 12345 ALAMEDA County	test test test (123)456-7890 (123)456-7890 Fax test@test.com	test test test test test, CA 12345 (123)456-7890 (123)456-7890 Fax test@test.com	ALAMEDA	Bay Area	1	
00102		TEST - EMERY UNIFIED SCHOOL DISTRICT 1025 Second Ave Oakland CA 94608	Testy Tester Superintendent (111)111-1111	Test Tester Food Service Director 1025 Second Ave Oakland CA 94608	ALAMEDA	Central	3	Kari Sachs

Figure 56: Sample Report

The report displays in the right-hand pane. Use the scroll bar to scroll through the report or the right and left arrows ◀ ▶ to navigate through the report one page at a time.

To print the report, click on the printer icon then use the printer setup dialogue box to indicate what you wish to print.

Reports displayed as web pages are printed using the web browser 'Print' button.

To export report

1. On the blue menu bar at the top of the page, click **Reports**.
The Report List displays.



TIP: Use the Report Filter to filter Report list by Report Group. For example, to display only USDA Reports, select USDA Reports from the drop-down list and click **Apply Filter**. The Report List automatically refreshes.

2. Click the report you wish to view from the Report List.
The report parameters screen may display.
3. If required, use the drop-down lists and/or text fields to enter parameters.
4. Click **Create Report**.
The report displays in a new window.
5. Select the format to export from the dropdown list (shown in the following figure).
6. Click **Export**.



Security

Security is an important part of the integrity of the web site. The Security component of the FDP module is the access point to user-level security settings. Individuals may change their password through the Change Password feature, while administrators and state users can manage other user-level security settings through the User Manager. In addition, state and sponsor users with security clearance can manager individual user settings within the User Manager.

Note: The Security component of the FDP module is primarily intended for sponsor users and administrators. State users may prefer to access the Security module through the main Programs menu.

Security menu

The Security menu is the access point to the Change Password function.

Change Password

System security is greatly enhanced by regularly modifying your password.

Note: Default security settings require that a password must be at least six characters and contain one number.



TIP: Strong, secure passwords contain between 6 and 15 characters, including numbers, upper-case, and lower-case letters.

Item	Description
Change Password	Change Password for Logged-In User

< Back

Figure 57: Security Menu screen

To access Change Password

1. On the blue menu bar, click **Security**.
2. On the Security menu, click **Change Password**.
The Change Password screen displays.
3. Enter your **New Password**.

4. Re-Enter your New Password.
5. Click **Save**.
A confirmation message displays.
6. Click **<Edit** to return to the Change Password screen you just modified.
-OR-
Click **Finish** to return to the Security menu.

Change Password

Please enter your new password, then re-enter your new password to verify it. Select Save to continue.

New Password:

Re-Enter New Password:

Figure 58: Change Password screen

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