Nutrition Programs Website

https://portals.edu.wyoming.gov/cnp/

Child Nutrition Program

Wyoming Department of Education

Returning Users: Log On

User ID:
rgreenlee

Password:
•••••••••

☐ Remember my User ID

Log On

CNP Xpress™

Welcome to the Wyoming Nutrition Programs Online System. We hope you enjoy this online experience!

In the coming months, you will see additional functionality. Next schools years program renewal will be conducted in this site and next school year you will be able to submit claims for NSLP, NSBP, ASCP and FFVP. You can already see your USDA Food Distribution program orders. We'll keep you informed as additional features become available.

If you have problems with this site, please contact anyone in the Nutrition Programs section or call 307-777-5804 to be routed to the correct consultant.
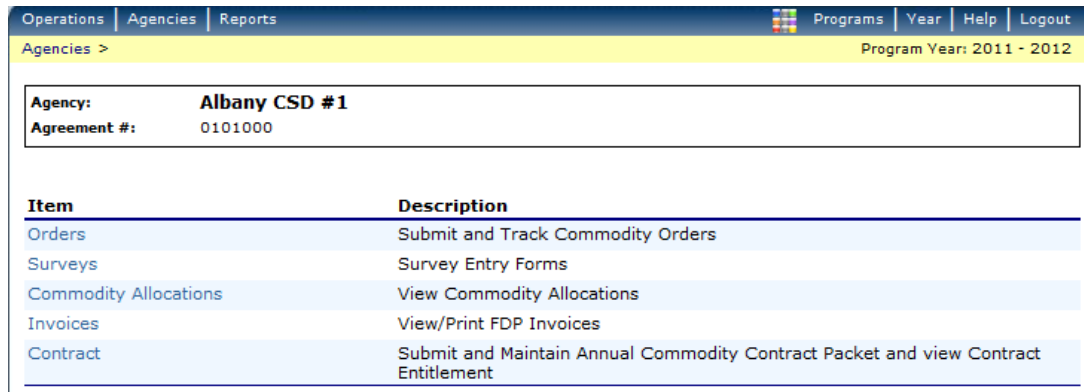
Food Distribution Manual

Table of Contents

Chapter 1 – Updating the Contract

1. Log in to the system.
2. Click on *Agencies* at the top left of the page.

3. Click on *Contract*

4. Click on *Contract Entitlement*

5. Click *Display Entitlement*
6. You will see what your Total Lunches Served (TLS), Entitlement Distribution, Entitlement Used, and Entitlement Remaining. You can click on anything in *blue* for more detail. When finished click *Cancel*.

7. Click on *Contract Packet*

8. Click *Continue*

Food Distribution Program Contract Packet - NSLP
2011 - 2012

Agency:	Albany CSD #1		Packet Status:	Not Submitted
Agreement #:	0101000		Packet Approved Date:	
			Contract Status:	Unapproved

Action			Form Name	Status
View	Modify		**FDP Contract**	Unapproved
View	Modify	➡	**Agency Information Update / Certification**	Pending
			Contacts:	
View	Modify	✔	Program Contact: Ed Goetz 307-721-4482 egoetz@acsd1.org	Certified
View	Modify	➡	Ordering Contact: Veronica Sanchez (307) 721-4482 vsanchez@acsd1.org	Pending
View	Modify	➡	Billing Contact: Ed Goetz (307) 721-4482 egoetz@acsd1.org	Pending
Add/Remove Location			**Delivery Locations:**	
View	Modify		Albany CSD #1 Warehouse(s): Shamrock Foods	
View	Modify		**Notes (0)**	

[< Back] [Submit For Approval] [Withdraw Packet] [Terminate Contract]

[Approve] [Return for Correction]

Packet History

Event	Event Date/Time	User
A Packet was created for Albany CSD #1 for year 2011 - 2012.	12/22/2010 8:39:11 AM	rgreenlee

9. Click on all the *Modify* words in blue and modify each of those categories. Click *Save* on each screen then click *Finished*.
10. When done modifying all categories click on *Submit for Approval*.
11. The Contract will need to be updated whenever there is a change in personnel.

Chapter 2 – Filling out the Annual Survey

1. Log in to the system.
2. Click on *Agencies* at the top left of the page.

3. Then click on *Surveys*.

4. Click on *Continue*.

5. You now have two survey options. One is for unprocessed product and one is for processed product. You will need to fill out both surveys.

6. Click on the blue number *1196* to complete your unprocessed food order request.
7. You will see there are only two months available to order product. This is because I can typically only bring this product in once or twice a year. These will not necessarily be the months you receive these products.
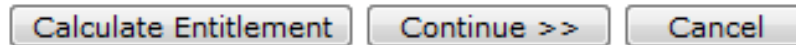
8. When you are done click on *Calculate Entitlement* at the bottom of the page. This system will not let you go over your entitlement, so you will receive an error message (in red at the top of the screen) if you are over and have to adjust your order until you are under spent. On the other side of the coin, please do try to utilize all of your entitlement. As you know from past experience, you will have requests that are not filled.
9. When you are done click *Continue*.
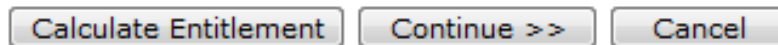
10. Click *Submit Survey*. Do not worry, you can go back and adjust your orders if you need to. You are not locked into this order yet.

11. Click *Finished*.
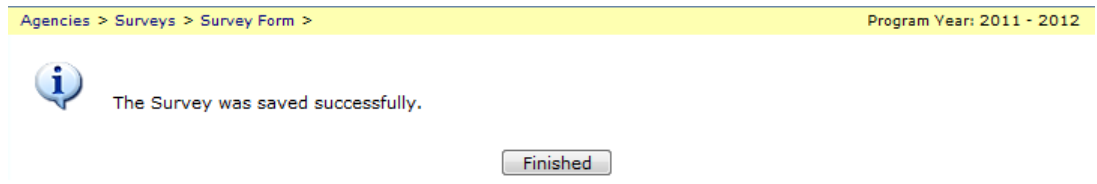
12. Click on the blue number *1197* to complete your processed food order request.

Survey Entry - NSLP

Agency:	Albany CSD #1
Agreement #:	0101000

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1196	Submitted	Periodic Survey	Unprocessed Products	1/19/2011	Open
1197	Submitted	Periodic Survey	Processed products	1/19/2011	Open

13. Complete steps 7-12. (Step 7 for processed survey you will see four months available to order product.)
14. If you need to, you can go back into survey 1196 and revise your order.
15. If you are choosing not to order any processed product, please still go into survey *1197* and click the checkbox that says: *Check here to indicate you **will not** participate in this survey*. Click *Continue*. This way I know you are purposely not ordering and didn't just miss filling out the survey.

Survey Form - NSLP

Agency:	Albany CSD #1
Agreement #:	0101000

Survey Information

Survey Number:	1197	Survey Type:	Periodic Survey
Due Date:	1/19/2011	Survey Name:	Processed products

Special Instructions

Survey Form

☑ Check here to indicate you **will not** participate in this survey.

Chapter 3 – Submitting a Monthly Allocation Order and Surplus Order

1. Log in to the system
2. Click on *Agencies*

| Operations | Agencies | Reports | | | Programs | Year | Help | Logout |

Agencies >   Program Year: 2011 - 2012

| Agency: | Albany CSD #1 |
| Agreement #: | 0101000 |

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

3. Click on *Orders*

| Operations | Agencies | Reports | | | Programs | Year | Help | Logout |

Agencies > Orders >   Program Year: 2011 - 2012

Orders

| Agency: | Albany CSD #1 |
| Agreement #: | 0101000 |

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

< Back

4. Click *Open Orders*

| Operations | Agencies | Reports | | | Programs | Year | Help | Logout |

Agencies > Orders >   Program Year: 2011 - 2012

Open Orders

| Agency: | Albany CSD #1 |
| Agreement #: | 0101000 |

Order Search

Program Year:	2011 - 2012 ▾
Program:	NSLP ▾
Agency:	Albany CSD #1-0101000 ▾
Agreement #:	

< Back   Continue >>

5. Your school district name is already listed in the box so - Click *Continue*

Open Orders - NSLP

Agency:	Albany CSD #1
Agreement #:	0101000

Order Number	Delivery Location	Warehouse	Delivery Period	Allocation Order	Surplus Order
		No data available			

[< Back]   [New Order]

6. Click *New Order*

New Order - NSLP

Agency:	Albany CSD #1
Agreement #:	0101000

Delivery Location:	Albany CSD #1
Warehouse:	Shamrock Foods
Order Type:	Allocation Order

[< Back]   [Continue >>]

7. Everything is defaulted to correct information so click *Continue*

ADD

Allocation Order Form - NSLP
New Order

Agency:	Albany CSD #1
Agreement #:	0101000

Delivery Information

Warehouse:	Shamrock Foods	**Delivery Period:**	9/1/2011 - 9/30/2011 ▼
Delivery Location:	Albany CSD #1	**Delivery Type:**	Carrier Delivery ▼
Delivery Address:	419 S. 18th St. Laramie, WY 82070	**Contact:**	Veronica Sanchez (307) 721-4482

Order

Entitlement Commodities

Commodity	Available Current Allocation	Order Qty	Additional Units*
100307 - Beans, Green, Canned USDA Value: $16.34 Processing Fee: $0.00 Pack Size: 6/#10	100	0	0
100336 - Spaghetti Sauce, Meatless USDA Value: $12.61 Processing Fee: $0.00 Pack Size: 6/#10	60	0	0
100219 - Peaches, Cling, Sliced USDA Value: $17.09 Processing Fee: $0.00 Pack Size: 6/#10	60	0	0

8. A list of product available to order* will appear. Fill in the *Order Qty* box with the amount you would like to receive during the Delivery Period available for each item. You can request *Additional Units* and they will be filled from Surplus inventory if available. The system will not allow you to order *Additional Units* if you do not have the Remaining Entitlement to cover them.
   a. Entitlement Remaining on the bottom of the page will not change when you place an Allocation Order. This is because everything you see on the page is already "paid for". When you place an order for Additional Units then you will see the Entitlement decrease.

* Requests for Additional Units, if filled, will appear on your Surplus Order Form.

Entitlement

Remaining:	$7,666.71	Used (For Additional Units):	$0.00

[Calculate Entitlement] [Continue >>] [Cancel]

9. Click *Continue*

SAVE

Allocation Order Form - NSLP
New Order

| Agency: | Albany CSD #1 |
| Agreement #: | 0101000 |

Delivery Information

Warehouse:	Shamrock Foods	**Delivery Period:**	9/1/2011 - 9/30/2011
Delivery Location:	Albany CSD #1	**Delivery Type:**	Carrier Delivery
Delivery Address:	419 S. 18th St. Laramie, WY 82070	**Contact:**	Veronica Sanchez (307) 721-4482

Order

Entitlement Commodities

Commodity	Available Current Allocation	Order Qty	Additional Units*
100307 - Beans, Green, Canned USDA Value: $16.34 Processing Fee: $0.00 Pack Size: 6/#10	100	1	0
Order Totals:		1	0

* Requests for Additional Units, if filled, will appear on your Surplus Order Form.

Entitlement

Remaining:	$7,666.71	Used (For Additional Units):	$0.00

[Calculate Entitlement] [Submit Order] [Cancel]

10. You may want to do a *Print Screen* before Submitting your order so you have a record of what you ordered then click *Submit Order*. The below screen appears. You can also do an Order Inquiry later to see your order. See Chapter 4 of this manual.

Operations	Agencies	Reports		Programs	Year	Help	Logout

Agencies > Orders > Open Orders > Allocation Order >   Program Year: 2011 - 2012

ⓘ   The Order was submitted successfully.

[< Edit] [Finished]

11. Click on *Finished*

Open Orders - NSLP

Agency:	Albany CSD #1
Agreement #:	0101000

Order Number	Delivery Location	Warehouse	Delivery Period	Allocation Order	Surplus Order
1519	Albany CSD #1	Shamrock Foods	9/1/2011 - 9/30/2011	Modify	New

< Back   New Order

12. Your Allocation order is now placed. You will see on the screen that under Allocation Order you can click *Modify* if you want to change it.

13. The next step is to place a Surplus Order. Under the Surplus Order (above in blue) click on New.

Surplus Order Form - NSLP
Order #1519

Agency:	Albany CSD #1
Agreement #:	0101000

Delivery Information

Warehouse:	Shamrock Foods	Delivery Period:	9/1/2011 - 9/30/2011
Delivery Location:	Albany CSD #1	Delivery Type:	Carrier Delivery
Delivery Address:	419 S. 18th St. Laramie, WY 82070	Contact:	Veronica Sanchez (307) 721-4482

Surplus Order

Bonus Commodities

Commodity	Charge Entitlement	Total Allocation Order	Available Surplus	Surplus Order

Entitlement Commodities

Commodity	Charge Entitlement	Total Allocation Order	Available Surplus	Surplus Order
100307 - Beans, Green, Canned USDA Value: $16.34 Processing Fee: $0.00 Pack Size: 6/#10	Yes	1	0	0
100219 - Peaches, Cling, Sliced USDA Value: $17.09 Processing Fee: $0.00 Pack Size: 6/#10	Yes	0	2	0
100336 - Spaghetti Sauce, Meatless USDA Value: $12.61 Processing Fee: $0.00 Pack Size: 6/#10	Yes	0	25	0
100125 - Turkey Roast, Raw Frzn USDA Value: $61.96 Processing Fee: $0.00 Pack Size: 32-48 LB Varies	Yes	0	14	0

Total Surplus Order:				0

Entitlement

Remaining:	$7,666.71	Used: (For Surplus Units)	$0.00

Calculate Entitlement   Continue >>   Cancel

14. You can now request items that are in Surplus. Fill in the Surplus Order boxes. Click *Continue*.

   a. Entitlement Remaining on the bottom of the screen will change with a Surplus Order. Ordering from Surplus Inventory is the only way you will be able to utilize Remaining Entitlement throughout the school year as there is rarely an opportunity provided from USDA to place additional orders throughout the school year.

SAVE

Surplus Order Form - NSLP
Order #1519

| Agency: | Albany CSD #1 |
| Agreement #: | 0101000 |

Delivery Information

Warehouse:	Shamrock Foods	Delivery Period:	9/1/2011 - 9/30/2011
Delivery Location:	Albany CSD #1	Delivery Type:	Carrier Delivery
Delivery Address:	419 S. 18th St. Laramie, WY 82070	Contact:	Veronica Sanchez (307) 721-4482

Surplus Order

Entitlement Commodities

Commodity	Charge Entitlement	Total Allocation Order	Available Surplus	Surplus Order
100219 - Peaches, Cling, Sliced USDA Value: $17.09 Processing Fee: $0.00 Pack Size: 6/#10	Yes	0	2	2

| **Total Surplus Order:** | | | | 2 |

Entitlement

| Remaining: | $7,632.53 | Used: (For Surplus Units) | $34.18 |

Submit Order   Cancel

15. Do a *Print Screen* so you have a record of your order and click *Submit Order*. You can also do an Order Inquiry later to see your order. See Chapter 4 of this manual.

Surplus Order Form - NSLP
Order #1519

Agency:	Albany CSD #1
Agreement #:	0101000

Your Order #1519 has been submitted successfully.

[Done]

16. Click *Done*.

Open Orders - NSLP

Agency:	Albany CSD #1
Agreement #:	0101000

Order Number	Delivery Location	Warehouse	Delivery Period	Allocation Order	Surplus Order
1519	Albany CSD #1	Shamrock Foods	9/1/2011 - 9/30/2011	Modify	Modify

[< Back] [New Order]

17. You have now placed and Allocation Order and a Surplus Order. You can *Modify* either by clicking on the words *Modify* in blue. If you want to cancel the order click on the blue number *1519*.

Agency Order - NSLP

Agency:	Albany CSD #1
Agreement #:	0101000

Order#:	1519	Order Status:	Open
Warehouse:	Shamrock Foods	Delivery Period:	9/1/2011 - 9/30/2011
Deliver To:	Albany CSD #1	Date Entered:	9/20/2011
	419 S. 18th St.	Entered by:	rgreenlee
	Laramie, WY 82070	Date Processed:	

Bonus Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
There are no commodities in this list.							

Entitlement Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
100307	Beans, Green, Canned	6/#10	$0.00	$0.00	1	0	$0.00
100219	Peaches, Cling, Sliced	6/#10	$0.00	$0.00	2	0	$0.00
		Totals	$0.00	$0.00	3	0	$0.00
		Grand Total	$0.00	$0.00	3	0	$0.00

Created By: rgreenlee   On: 9/20/2011 11:06:39 AM   Modified By: rgreenlee   On: 9/20/2011 11:17:17 AM

[< Back] [Delete Order]

18. Click *Delete Order*. Both Allocation and Surplus orders will be deleted.
19. Click *Finished*. Log out.

*Note 1: You will have one chances to order your allocated items. After that I will move those items into Surplus and anyone with be able to order them.

**Note 2: If you have multiple drop sites you will follow the instructions above for each drop site. After step 6 when you click on *New Order* you will need to change the *Delivery Location* in the drop down menu to a different drop site and proceed placing an order for each drop site.

***Note 3: Depending on your route, orders (allocation and surplus) for the following month delivery are due on either the 1st or 3rd Friday of the every month. The following Monday, I will release the allocations for product that was not ordered which will move those products into Surplus.

Chapter 4 – Order Inquiry or "What Did I Order For Delivery When?"

1. Log in to the system
2. Click on *Agencies*

3. Click on *Orders*

4. Click on *Order Inquiry*

Order Inquiry

Inquiry Criteria

Program Year:	2011 - 2012
Program:	NSLP
Agency:	Goshen CSD #1-0801000
Agreement #:	
Delivery Location:	All Delivery Locations
Delivery Date Range:	From: Through:

Display Criteria

Order Status:	All Orders
Display Orders By:	◉ Order Number ○ Commodity

< Back   Continue >>

5. Click *Continue*

Order Inquiry - NSLP

Agency:	Goshen CSD #1
Agreement #:	0801000

Order Criteria

Delivery Location:	All Delivery Locations	Program Year:	2011 - 2012
Delivery Date Range	N/A	Order Status:	All Orders

Orders

Order Number		Delivery Location	Delivery Period	Order Status
1368	Activity	Trail Elementary	9/1/2011 - 9/30/2011	Shipped
1369	Activity	Torrington Middle School	9/1/2011 - 9/30/2011	Shipped
1370	Activity	Southeast Elementary	9/1/2011 - 9/30/2011	Shipped
1371	Activity	Lingle-Ft. Laramie Elementary	9/1/2011 - 9/30/2011	Shipped
1458	Activity	Southeast Elementary	10/1/2011 - 10/31/2011	Deleted
1465	Activity	Lingle-Ft. Laramie Elementary	10/1/2011 - 10/31/2011	Open
1466	Activity	Southeast Elementary	10/1/2011 - 10/31/2011	Open
1467	Activity	Torrington Middle School	10/1/2011 - 10/31/2011	Open
1468	Activity	Trail Elementary	10/1/2011 - 10/31/2011	Open

< Back

6. As you can see in this example, Goshen has multiple drop sites and two delivery periods they can look at right now. Click on any of the blue *Order Numbers* and you can see what is going to be delivered or what was supposed to have been delivered. The example below appears when you click on the first order number *1368*. You can print this screen to have a paper copy of your order or you can look at it here anytime.

| Agency: | Goshen CSD #1 |
| Agreement #: | 0801000 |

Order#:	1368	Order Status:	Shipped
Warehouse:	Shamrock Foods	Delivery Period:	9/1/2011 - 9/30/2011
Deliver To:	Trail Elementary	Date Entered:	7/29/2011
	1601 East M Street	Entered by:	aeller
	Torrington, WY 82240-8240	Date Processed:	9/2/2011

Bonus Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
			There are no commodities in this list.				

Entitlement Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
100003	Cheddar Shredded Yellow Frz	6/5 LB	$0.00	$0.00	13	13	$0.00
100021	Mozzarella, LMPS Shredded Frz	30 LB	$0.00	$0.00	4	4	$0.00
		Totals	$0.00	$0.00	17	17	$0.00
		Grand Total	$0.00	$0.00	17	17	$0.00

Created By: aeller   On: 7/29/2011 8:33:20 AM   Modified By: rgreenlee   On: 9/20/2011 10:30:31 AM

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7. Keep clicking the *Back* buttons until you get back to the main menu.

Chapter 5 – Viewing Commodity Allocations

1. Log in to the system

2. Click on *Agencies*

3. Click on *Commodity Allocations*

4. Click on the blue *Allocation Inquiry*

5. Click *Search*

VIEW

Allocation Inquiry - NSLP

Agency:	Albany CSD #1
Agreement #:	0101000

Allocation Information

Program Year:	2011 - 2012	Allocation Type:	ALL
Program:	NSLP	Allocation Month:	ALL

Allocation Name	Allocation Type	Date Allocated	Qty Allocated	Qty Remaining
Sept Sham Unp2	Survey Allocation	7/28/2011	40	40
Sept Sham Unpro	Survey Allocation	7/28/2011	74	18
Sham Oct unpro2	Survey Allocation	9/8/2011	190	190
Sham Oct unproc	Survey Allocation	9/8/2011	182	182
SURP1519	Surplus Request	9/20/2011	0	0
			486	430

< Back   Cancel

6. Click on any of the *Allocation Names* in Blue to see what was allocated.

VIEW

Commodity Allocation Report

Agreement #: 0101000	Allocation Name: Sept Sham Unp2
Agency: Albany CSD #1	Program: NSLP
	Year: 2012

Allocation Date: 7/28/2011   Close Date: 8/24/2011

Entitlement Commodities

Item Number	Description	Pack Size	Processing Fee	Alloc Qty	Unit Value	Total Value
100003	Cheddar Shredded Yellow Frz	6/5 LB	$0.00	40	$52.42	$2,096.80
			Total Assistance:	40		$2,096.80

< Back

7. The reason to look at these is to see what items you are potentially losing. In this example, we are currently ordering for October delivery. You can look at the September Allocations because anything you didn't order for September or don't order for October delivery is going to be released and put into Surplus Inventory. If you are ordering for October delivery and have lost track of what you need to take from September Allocations, you can look at the September allocations on the above screen to find out. In this example, Albany 1 may lose their 40 cases of cheese if not ordered for October delivery and their Remaining Entitlement will increase by $2096.80 once those cases are put into Surplus. As you know, trying to utilize Remaining Entitlement balances throughout the school year can be a challenge.

Chapter 6– Receipting in a Monthly Order

1. Log in to the system
2. Click on *Agencies*

3. Click on *Orders*

4. Click on *Shipment OS&D Reporting*

5. Fill in the *Month* for which you are receipting product and then Click *Display Shipments*

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

Agency:	Albany CSD #1
Agreement #:	0101000

Shipment Criteria

Order Number:	All Orders	Program Year:	2011 - 2012
Delivery Date Range:	9/1/2011 - 9/30/2011		

Shipments

Order Number	Delivery Location	Ship Date	Reporting Due Date	Status	Action
1453	Albany CSD #1	9/8/2011	10/8/2011	Not Reported	Report Resolve View

< Back

6. Click on *Report* (in blue)

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

Agency:	Albany CSD #1
Agreement #:	0101000

Shipment Information

Program Year:	2011 - 2012	Delivery Location:	Albany CSD #1
Order Number:	1453		419 S. 18th St.
Ship Date:	9/30/2011		Laramie, WY 82070

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
100003	Cheddar Shredded Yellow Frz	6/5 LB	40	40	0
100021	Mozzarella, LMPS Shredded Frz	30 LB	16	16	0

Comments:

< Back   Continue >>   Cancel

7. Fill in the *Units Received* and *Units Damaged*– if you received 40 and 2 were damaged, fill in 40 and 2. If you were supposed to get 40 but only received 38 and 2 were damaged, fill in 38 and 2. Fill out everything you received. If you received something that is not listed, put that item

information in the Comments section. Include item number, Commodity description and Units received and Damaged.

8. Click *Continue*

9. If everything is correct, click *Submit Report*

Operations	Agencies	Reports			Programs	Year	Help	Logout

Agencies > Orders > Shipment OS&D Reporting > OS&D Detail > OS&D Report >   Program Year: 2011 - 2012

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

Agency:	Albany CSD #1
Agreement #:	0101000

Shipment Information

Program Year:	2011 - 2012	Delivery Location:	Albany CSD #1
Order Number:	1453		419 S. 18th St.
Ship Date:	9/30/2011		Laramie, WY 82070

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
100003	Cheddar Shredded Yellow Frz	6/5 LB	40	40	0
100021	Mozzarella, LMPS Shredded Frz	30 LB	16	16	0

Comments:

Reported By: rgreenlee   on: 09/20/2011

[< Back]   [Submit Report]   [Cancel]

Chapter 7 – Invoices

1. Log in to the system
2. Click on *Agencies*

3. Click on *Invoices*

4. Click *Continue*.

5. Click on the *blue Invoice Number.* (In this case 12 SF-00161)

a. A new window will open with the invoice showing. Make sure your internet is allowing "pop-ups" from the website.
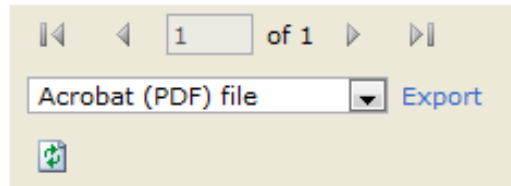

6. At the top there is a drop down menu that says *Select a format*. Click the *down arrow* next to it and select *Acrobat (PDF) file*. Then click *Export*.

7. The invoice will then open using Adobe Acrobat (downloaded for free off the internet if you don't have the software on your computer) and you can print your invoice.

INVOICE

Wyoming Department Of Education
Food Distribution Program
(307) 777-6398

Invoice No.: 12 SF-00161
Invoice Date: 8/3/2011

Division: Nutrition Programs Consultant
Shipped Via: WAREHOUSE
Batch No.: 13

Vendor # 0101000

Bill To:

Albany CSD #1
Ed Goetz
1948 Grand Ave.
Laramie, WY

Remit To:

Wyoming Department Of Education
Roxann R Greenlee
2300 Capital Ave., 2nd Floor
Cheyenne, WY

Item Number	Commodity	Units	Total Weight	Unit Admin Fee	Unit Processing Fee	Unit S & H Fees	Total
Order # 1369 Ship Date 09/07/2011							
100336	Spaghetti Sauce, Meatless	30	1,380	0.0000	0.0000	0.1500	4.50

Total Administrative Fees:	0.00
Total Processing Fees:	0.00
Total S & H Fees:	4.50
Other Charges/Credits:	0.00
Current Invoice:	4.50
Credit Balance:	0.00
*Amount Due:	$4.50

* Payment will be past due after   9/2/2011.
* Any balance older than   90 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.
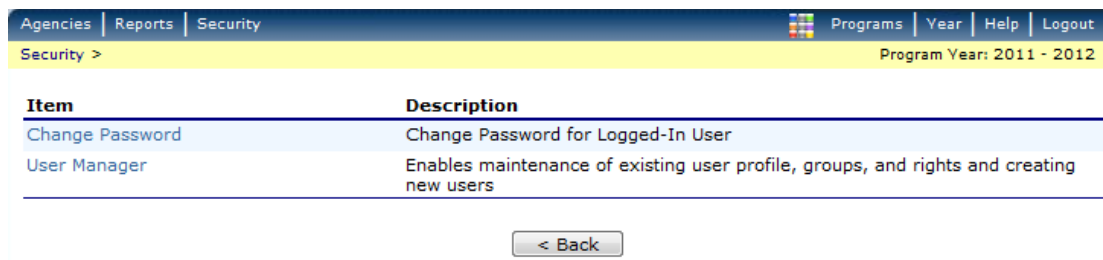
Chapter 8 – Changing your Password
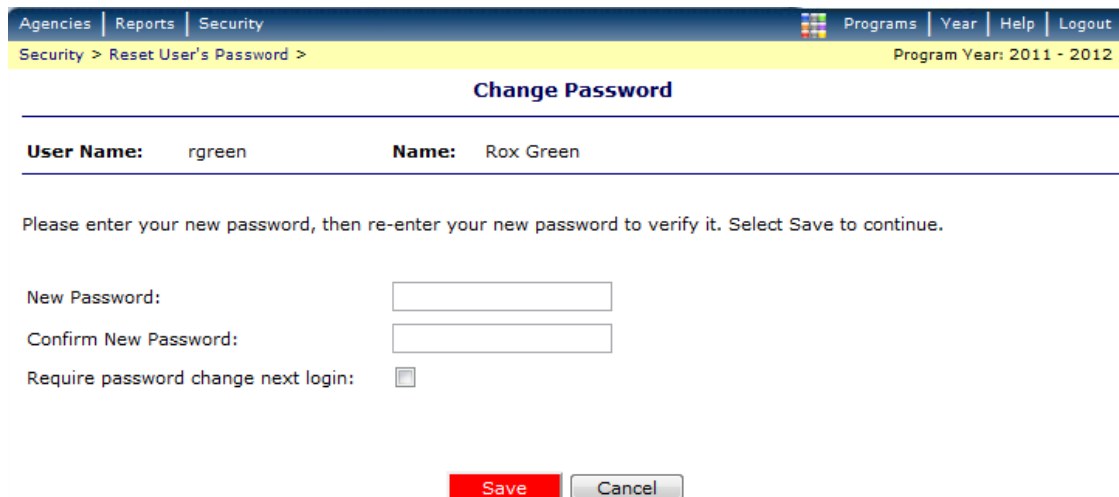
1. This feature is to change your password if you feel your password has been compromised or if you just don't like your password. If you have forgotten your password or are locked out of the system, you will need to contact someone at the state to reset your password for you. This feature only works once you are already logged in.
2. Log in to the system
3. Click on *Security*

4. Click on *Change Password*

5. Type a new password in both fields. A password must be 8 characters long and have a combination of letters and numbers. Click *Save*.

Chapter 9 – Reports

1. Along the top blue bar click on *Reports*

2. To see your entitlement usage throughout the year, Click on *Entitlement Usage Report*

3. Report will default to your district/school unless your user account is linked to more than one school. Click *Create Report*


4. You can change the year to see how much entitlement was utilized for the prior year or keep it as the current year and see how much entitlement has been utilized to date.

Agency Entitlement Usage Report

Program Year: 2011 - 2012
Program: NSLP
Date: 08/20/2012

Click here to generate an email to all Agencies displayed

Agencies

Agency	Entitlement	Used	Bonus	% Used	Entitlement Remaining	E-mail

5. To see the total value of food received, Click on *Statement of Commodities Shipped*

6. Change the parameters to the Program Year you want or use the Date Range to get specific month(s). The Agency should default to your agency unless you have more than one agency linked to your user account. Click *Create Report*. You will get a pop up window so make sure your computer is allowing pop ups.
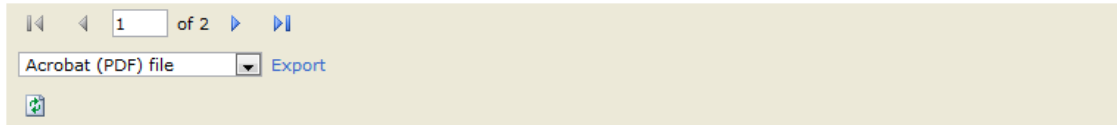
Statement of Commodities Shipped

Wyoming
Department
Of Education
Food
Distribution
Program

7. Use the drop down menu by *Select a Format* and Click on *Acrobat (PDF) File* and then Click *Export*.   The PDF will either open or prompt you to save to your computer. You can then view or print this report to see the total Value of USDA Foods Received.

|◀ ◀ 1 of 2 ▶ ▶|

Select a format ▾ Export