FOOD AND NUTRITION
DIVISION

Food Distribution Program

Agencies Manual

**For the State of Nevada
Food Distribution Program State Users**

TABLE OF CONTENTS

Agencies

The Agencies menu is the Agency 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.

Agencies 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

< Back

Figure 1: Agencies Menu

Orders

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

To access orders

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

2. Select **Orders**.

Item	Description
Open Orders	Order Commodities
Order Inquiry	View Commodity Orders
Shipping Inquiry	View Commodity Shipments
Shipment OS&D Reporting	Report on Shipment Overages, Shortages & Damages

< Back

Figure 2: Orders menu screen

Open Orders

To create a new order

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

2. Select **Open Orders.**

Open Orders

Agency:	Hansen S.D. #415
Agreement Number:	0415

Order Search

Program Year: 2010 - 2011 ⬅

Program: NSLP

Agency: Hansen S.D. #415-0415

Agreement Number:

Cancel   Continue >>

Figure 3: Open Orders screen

3. Select the Program Year from the dropdown.

4. Select the Program from the dropdown.

5. Select **Continue >>**.

Open Orders - NSLP

Agency:	Hansen S.D. #415
Agreement Number:	0415

Order Number	Delivery Location	Warehouse	Delivery Period	Actions
No data available				

< Back   New Order

Figure 4: Open Orders - NSLP screen

6. Select **New Order**.

New Order - NSLP

Agency:	CALIENTE YOUTH CENTER
Agreement Number:	E028

Delivery Location: CALIENTE YOUTH CENTER ⬅

Warehouse: RENO WAREHOUSE

< Back   Continue >>

Figure 5: New Order - NSLP screen

7. Select the Delivery Location from the dropdown.

8. Select the Warehouse from the dropdown.

9. Select **Continue >>.**

| Agency: | NIKE HOUSE |
| Agreement Number: | 5030 |

Delivery Information

Warehouse:	RENO WAREHOUSE	Delivery Date:	06/11/2012 ▼
Delivery Location:	NIKE HOUSE	Delivery Type:	Carrier Delivery ▼
Delivery Address:	4775 PIONEER AVENUE LAS VEGAS, NV 89102-8102	Contact:	CHARLYNN JEFFREY (702) 871-5448

Order   Generate Excel File

Commodity	Available Current Allocation	Allocation Order Quantity	Available Surplus Inventory	Surplus Order Quantity	Total Order Quantity
Bonus Commodities					
100208 - APPLESAUCE, CANNED Pack Size: 6/#10 / / Facts USDA Value: $11.46 Processing Fee: $0.00 S&H Fee: $3.25 Total Unit Cost: $3.25	0	0	4,950	0	0
Entitlement Commodities					
100013 - CHEESE-PROC AM Pack Size: 12/2# LOAVES / USDA Value: $15.70 Processing Fee: $0.00 S&H Fee: $3.25 Total Unit Cost: $3.25	10	0	0	0	0
100361 - BEANS, REFRIED, CANNED Pack Size: 24/#300 / USDA Value: $7.10 Processing Fee: $0.00 S&H Fee: $3.25 Total Unit Cost: $3.25	640	0	0	0	0
100362 - BEANS, REFRIED, CANNED Pack Size: 6/#10 / / Facts USDA Value: $15.00 Processing Fee: $0.00 S&H Fee: $3.25 Total Unit Cost: $3.25	0	0	4,950	0	0
100452 - CEREAL OATS 15 Pack Size: 12/15 OZ PKG / USDA Value: $17.42 Processing Fee: $0.00 S&H Fee: $1.25 Total Unit Cost: $1.25	20	0	0	0	0
C614 - BEEF CHUCK ROAST Pack Size: 38-42# CTN / USDA Value: $74.11 Processing Fee: $0.00 S&H Fee: $3.25 Total Unit Cost: $3.25	20	0	0	0	0
Totals:		0		0	0

Entitlement

| Remaining: | $0.00 | S&H Fees: | 0.00 |
| Used: (Surplus Only) | $0.00 | Processing Fees: | 0.00 |

[Calculate Entitlement]

➡ [Save]   [Cancel]

Figure 6: Allocation Order Form - NSLP screen (partial)

10. Select the Delivery Period from the dropdown.

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

12. Enter order quantities in the textboxes.

13. Select **Calculate Entitlement** to display entitlement values
    -OR-
    Select **Save.**

14. Select Finished. If you do not receive the "finished" screen check for an error message displayed on your order guide. None of the order will be saved if an error exists. Correct error and save again.

To view or modify an order

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

2. Select **Open Orders.**

3. Select the desired criteria (selection of an Agency or Agreement Number is required).

4. Select **Continue >>**.

Open Orders - NSLP

Agency:	Hansen S.D. #415
Agreement Number:	0415

Order Number	Delivery Location	Warehouse	Delivery Period	Actions
152	Hansen High School	Northwest Distribution	5/9/2011 - 5/17/2011	View | Modify | Delete

< Back   New Order

Figure 7: Open Orders - NSLP screen

5. Select the Order Number link to view the order summary.
   -OR-
   Select the Modify link to modify the order detail.

Figure 8: Agency 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.**

9. Select Finish and note order number.

To delete an order

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

2. Select **Open Orders.**

3. Select the desired criteria (selection of an Agency or Agreement 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 Agencies menu**.**

2. Select **Order Inquiry.**

Figure 9: Order Inquiry screen

3. Enter Inquiry Criteria in the respective fields.

Note: An Agency or Agreement Number is required.

4. Select the Order Status from the dropdown.

5. Select a Display Orders By radio button (required).

6. Select **Continue >>**.
   A list of orders displays from the selected criteria.

Figure 10: Order Inquiry - NSLP screen (by Order Number)

Order Inquiry - NSLP

Agency:	Hansen S.D. #415
Agreement Number:	0415

Order Criteria

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

Commodities

Item Number	Description	Pack Size	Order Qty
B183	All - Purpose Flour 4/10#	4/10#	10
A350	Applesauce Canned	6/#10	38
A130	Corn Frozen	30#	16
B473	Peanut Butter Smooth	6/5#	6
A160	Peas Frozen	30#	9
B445	Rolled Oats 12/3#	12/3#	12
		Total:	**91**

< Back   Cancel

Figure 11: Order Inquiry - NSLP screen (by Commodity)

To view order details

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

2. Select **Order Inquiry.**

3. Search for an order by Order Number (see preceding topic).

   Note: You can also view the Order by searching by commodity. If searching by commodity, select the desired Item Number link (see preceding figure), then continue to Step 5.

4. Select the Order Number link to view that order.

Agency Order - NSLP

| Agency: | Hansen S.D. #415 |
| Agreement Number: | 0415 |

Order#:	111	Order Status:	Processed
Warehouse:	Northwest Distribution	Delivery Period:	1/1/2011 - 1/30/2011
Deliver To:	Hansen High School	Date Entered:	4/4/2011
	550 South Main Street	Entered by:	Developer
	Hansen, ID 83334	Date Processed:	4/4/2011

Bonus Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
A130	Corn Frozen	30#	$0.00	$0.00	11	0	$13.75
		Totals	$0.00	$0.00	11	0	$13.75

Entitlement Commodities

Item	Description	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
A160	Peas Frozen	30#	$0.00	$0.00	9	0	$11.25
A350	Applesauce Canned	6/#10	$0.00	$0.00	23	0	$28.75
		Totals	$0.00	$0.00	32	0	$40.00
		Grand Total	$0.00	$0.00	43	0	$53.75

Created By: Developer   On: 4/4/2011 11:09:00 AM

< Back

Figure 12: Agency Order - NSLP screen (Order Number link)

To view order activity

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

2. Select **Order Inquiry.**

3. Search for an order by Order Number (see preceding topic).

4. Select the **Activity** link for an order.

Agency Order Inquiry - NSLP

| Agency: | Hansen S.D. #415 |
| Agreement Number: | 0415 |

Order Information

Order Number:	111		
Warehouse:	Northwest Distribution	Program Year:	2010 - 2011
Delivery Location:	Hansen High School	Delivery Period:	1/1/2011 - 1/30/2011

Order Activity

Date	Transaction Type	Commodity	Comm Type	Units	Order Type	Entered By	Invoice Number
4/4/2011	Order Entry	A130 Corn Frozen	B	11	S	Developer	
4/4/2011	Order Entry	A160 Peas Frozen	E	9	S	Developer	
4/4/2011	Order Entry	A350 Applesauce Canned	E	23	S	Developer	

Order Types: A = Allocation Commodity Order; S = Surplus Commodity Order or Shipment

< Back

Figure 13: Agency Order Inquiry - NSLP screen (Activity link)

Shipping Inquiry

The Shipping Inquiry screen enables the user to search for shipments to a specified Agency based upon selected criteria. Once a shipment is selected, the Order detail displays.

To view a shipment detail

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

2. Select **Shipping Inquiry.**

3. Search for a Shipment using the search criteria**.**

Figure 14: Shipping Inquiry screen

4. Select **Display Shipments**.

Figure 15: Shipping Inquiry screen

5. Select an Order Number link.

Figure 16: Shipping Inquiry – Agency Order screen

6.   Select < **Back** when finished.

Shipment Overages, Shortages, & Damages Reporting

*Note: Agencies are not currently being asked to enter information pertaining to Shipment Overages, Shortages & Damages Reporting. This information is provided for future use, but is not currently necessary for agencies.

The Shipment OS&D Reporting function allows Agency 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 Agencies menu**.**

2.   Select **Shipment OS&D Reporting.**

3.   Search for a Shipment using the search criteria**.**

Figure 17: Overages, Shortages & Damages (OS&D) Reporting screen

4.   Select Display Shipments.

Figure 18: Overages, Shortages & Damages (OS&D) Reporting screen

5. Select **Report**.

Figure 19: 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 Agencies menu**.**

2. Select **Shipment OS&D Reporting.**

3. Search for a Shipment using the search criteria**.**

4. Select **Resolve.**

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

| Agency: | Hansen S.D. #415 |
| Agreement Number: | 0415 |

Shipment Information

Program Year:	2010 - 2011	Delivery Location:	Hansen High School
Order Number:	112		550 South Main Street
Ship Date:	2/28/2011		Hansen, ID 83334

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
A130	Corn Frozen	30#	5	5	0
A350	Applesauce Canned	6/#10	15	13	0

Comments:

Reported By: Developer   on: 06/01/2011

Overages, Shortages & Damages (OS&D) Resolution

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

Resolution:

Continue >>   Cancel

Figure 20: 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 Agencies 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 Agency users to view and complete surveys.

To search for and complete a survey

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

2. Select **Surveys**.

Survey Entry

Agency:	Hansen S.D. #415
Agreement Number:	0415

Survey Search

Program Year:	2010 - 2011 ▾
Program:	NSLP ▾
Agency:	Hansen S.D. #415-0415 ▾
Agreement Number:	

Continue >>   Cancel

Figure 21: Survey Entry – Survey Search screen

3. Select Program Year from dropdown list.

4. Select Program from dropdown list.

5. Select Agency from dropdown list
-OR-
Enter Agreement Number in textbox (this option is typically not reccomended).

6. Select **Continue >>.**
A list of Available Surveys displays for the Agency.

Survey Entry - NSLP

Agency:	Hansen S.D. #415
Agreement Number:	0415

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1188	Not Submitted	Periodic Survey	Brown Box Survey	4/30/2011	Open
1189	Not Submitted	Processing Survey	2011 Beef Diversions	4/30/2011	Open

Cancel

Figure 22: Survey Entry – Available Surveys screen

7. Select the Survey # link to display survey details.

8. Complete the survey form.
-OR-
Select the checkbox to indicate that "you will not participate in this survey".

9. For periodic 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.

10. Select **Continue >>.**

11. Review information and select **Submit.**

> **Note:** For periodic surveys, the number of units that an Agency can request may or may not be limited.

Figure 23: Survey Form – Periodic screen

Commodity Allocations

Users can access the Allocation Inquiry and Decline Allocation functions from the Commodity Allocations.

To access Commodity Allocations

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

2. Select **Commodity Allocations**.

Figure 24: Commodity Allocations menu

Allocation Inquiry

The Allocation Inquiry screen enables you to search for an allocation and view allocation details.

Figure 25: Allocation Inquiry – Allocation Search screen

To view allocation details

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

2. Select **Commodity Allocations**.

3. Select **Allocation Inquiry.**

4. Enter any desired search criteria.

Note: An Agency Name or Agreement Number is required.

5. Select **Search**.

Figure 26: 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.

Commodity Allocation Report

Agreement Number: 0058	Allocation Name: MultiProgram
Agency: Aberdeen S.D. #058	Program: NSLP
	Year: 2011

Allocation Date: 5/6/2011	Close Date: 5/17/2011

Entitlement Commodities

Item Number	Description	Pack Size	Processing Fee	Alloc Qty	Unit Value	Total Value
100235	Cherries Frozen	30#	$0.00	1	$27.52	$27.52
100307	Green Beans Canned	6/#10	$0.00	1	$14.17	$14.17
100352	Carrots Frozen Sliced	30#	$0.00	1	$9.31	$9.31
			Total Assistance:	**3**		**$51.00**

< Back

Figure 27: Commodity Allocation Report screen

Allocation Inquiry - Allocation Detail

Allocation Information

Program Year:	2010 - 2011	Allocation Type:	Special Allocation
Program:	NSLP	Allocation Name:	SpecAlloc
Agency:	Aberdeen S.D. #058 - 0058	Allocation Date:	5/9/2011
Warehouse:	All Warehouses		

Item Number	Commodity Description	Pack Size	Quantity Allocated	Quantity Remaining
P943	15 Cheese Pizza	96 Servings	5	3
		Totals	**5**	**3**

< Back

Figure 28: Allocation Inquiry – Allocation Details screen

Decline Allocation

The Decline Allocation screen provides sponsors with the ability to refuse regular allocations of a commodity. A sponsor's entitlement is charged for commodities at the time the allocation is made, declining allocations allows the sponsor to return their entitlement for commodities they have no intention of ordering. Allocations must be refused prior to the allocation 'Refuse By' date set for the allocation and only remaining quantities can be refused.

Decline Allocation - NSLP

Agency:	Hansen S.D. #415
Agreement Number:	0415

Program Year:	2010 - 2011 ▾
Program:	NSLP ▾

< Back   Continue >>

Figure 29: Decline Allocation screen

To decline an allocation

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

2. Select **Commodity Allocations**.

3. Select the Program Year from the dropdown.

4. Select the Program from the dropdown.

5. Select **Continue >>.**

Figure 30: Decline Allocation - NSLP screen

6. Select the Allocation Name link.

7. Enter the Quantity Declined in the textbox(es).

Figure 31: 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 Agency 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 **Agencies**.

2. Select **Invoices**.

Figure 32: Invoices screen

3. Select a Program Year from the dropdown.

4. Select a Program from the dropdown.

5. Select an Agency from the dropdown.
   -OR-
   Enter an Agreement Number.

6. Select **Continue >>.**

7. Select an Invoice Number link.

Figure 33: FDP Invoice Listing – NSLP screen

8. Select an Invoice Number link.

Back   Print Invoice

INVOICE

Office of Food Distribution
(555) 111-2222

Vendor # 2408-00

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

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

Bill To:

Richard Jones
1234 Main Street

Remit To:

Cashier's Office
P.O. Box 515006

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 34: FDP Invoices – NSLP screen *

Note: PDF function required to view entire document.

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 **Agencies**.

2. Select **Contract**.

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

< Back

Figure 35: Contract menu

Contract Packet

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

An Agency information header displays in a box at the top of the screen and contains the Agency name and Agreement 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: 2010 - 2011
Program: NSLP
Agency: NIKE HOUSE-E030
Agreement Number:

Continue >>   Cancel

Figure 36: Food Distribution (FDP) Contracts (selection) screen

To access the contract packet

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

2. Select **Contract**.

3. Select Program Year from the dropdown.

4. Select Program from the dropdown.

5. Select **Continue >>.**
   The Agency's Contract Packet displays.

Figure 37: 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 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** for the Program, Ordering, or Billing Contact.

3. View any desired information.

4. If viewing, select **Cancel.**

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

Agency:	**American Falls S.D. #381**
Agreement Number:	0381

Contact Information

Copy contact information from: ☐ Billing Contact ☐ Ordering Contact

Contact Type: Program

	First Name	Last Name
Name:		

Phone: - - **Ext:** **Fax:** - -

Email Address:

Title:

Address 1:

Address 2:

City: American Falls

State: ID **Zip** 83211 -

Comments:

Contact Information Certification

☑ The above contact information is current and correct.

Created By: cnp_system	On: 3/14/2011 3:18:07 PM	Modified By:	On:

➡ Save Cancel

Figure 38: Commodity Contact Profile screen

To view 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.

Figure 39: Delivery Location Profile screen

Contract Entitlement

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

Contract Entitlement - NSLP

Agency:	NIKE HOUSE
Agreement Number:	E030

Contract Information

Program Year:	2010 - 2011 ▼
Program:	NSLP ▼
Agency:	NIKE HOUSE-E030 ▼
Agreement Number:	

[Display Entitlement] [Cancel]

Agreement Number	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
E030	NIKE HOUSE	250,000	Approved	N	$1,250,000.00	$1,248,140.84	$1,859.16

Figure 40: Contract Entitlement – NSLP screen

To view entitlement distribution detail

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

Entitlement Distribution Detail - NSLP

Agency:	American Falls S.D. #381
Agreement Number:	0381

Agreement Number	Agency	TLS	Total TLS	%	Agency Entitlement	DOD
0381	American Falls S.D. #381	220,894	220,894	100.00 %	$365,125	
	Totals	**220,894**	**220,894**	**100.00 %**	**$365,125**	

[< Back]

Figure 41: Entitlement Distribution Detail – NSLP screen

To view entitlement distribution history

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

Entitlement Distribution History - NSLP

Agency:	American Falls S.D. #381
Agreement Number:	0381

Entitlement	Entitlement Used	Entitlement Remaining
$365,125.19	$390.41	$364,734.78

Entitlement	Amount	Description/Adjustment	Date
$0.00	$0.00		
$132,880.76	$132,880.76	Program Distribution	5/6/2011
$365,125.19	$232,244.43	Program Distribution	5/11/2011

< Back

Figure 42: Contract Entitlement – NSLP screen

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

To view entitlement distribution usage

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

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

Agency:	American Falls S.D. #381
Agreement Number:	0381

Entitlement	Entitlement Used	Entitlement Remaining
$365,125.19	$390.41	$364,734.78

Entitlement		Used	Description	Date
Beginning	$365,125.19			
	$365,046.67	$78.52	MultiProgram	5/6/2011
	$364,948.70	$97.97	Both Alloc4	5/9/2011
	$364,809.74	$138.96	DavidTest	5/13/2011
	$364,776.82	$32.92	AnotherTestDavi	5/13/2011
	$364,734.78	$42.04	TriAlloc1	5/13/2011
	$364,734.78			

< Back

Figure 43: Entitlement Usage – NSLP screen

Table of Figures