

Office for Child Nutrition

CATS 12 Sponsor User's Guide

April 2013

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Introduction

Preface

The CATS 12 Sponsor User's Guide has been prepared to assist in understanding the School Food Authority (SFA) component of the Commodity Allocation Tracking System (CATS).

Assumptions

This manual assumes that you have certain information, such as:

- A basic understanding of computer operations, such as turning the computer on and off, working a computer keyboard, and manipulating a computer mouse;
- Your assigned password, which provides access to CATS;
- Basic knowledge of a School Food Authority's relationship to the Office for Child Nutrition (OCN) and a general understanding of the Office for Child Nutrition's fiduciary and managerial responsibilities to the United States Department of Agriculture (USDA) and public warehouses; and
- Familiarity with the input documents that the Office for Child Nutrition and School Food Authorities currently recognize.

Typographical Conventions

The typographical conventions identified below will be used throughout this document to identify special information.

Capitalized words -	Commands a user chooses from the menus or dialogue boxes appear capitalized. For example, the words in the menu option "All Orders" begin with capital letters.
Bold type -	Text that a user is asked to type or click appears in bold. For example, " Order Inquiry. "
<i>Italics</i> -	Used when discussing input fields on forms. The label of the input field will be <i>italicized</i> .

Legislative Overview

The Ohio Department of Education, Office for Child Nutrition, in partnership with the United States Department of Agriculture (USDA), administers the National School Lunch and Government-Donated Foods Programs. Ohio's food service programs serve over 1 million meals daily at over 4,000 sites.

The Government-Donated Food Program is an entitlement-based program. The Federal Government provides commodity foods up to an entitlement expressed in dollars based on the number of lunches served in the previous school year. The Office for Child Nutrition, in turn, establishes entitlements for each School Food Authority participating in the Commodity Distribution Program.

Terms and Program Definitions

The following terms, acronyms and program definitions will clarify the meanings of fields and the way in which the system works.

Term	Definition
Allocation	Team has set aside that you may order. You can order less than what is allocated to you. You cannot order more unless there are surplus amounts of that specific commodity available.
Bonus Commodity Items	Commodity items for which the entitlement value is not charged when the items are ordered by the SFA.
CATS 12	Commodity Allocation Tracking System – the version in this manual is the new version of CATS.
Click	To press and immediately release the mouse button without moving the mouse. Usually used on a button on a page or on a link.
CRRS	Claims Reimbursement and Reporting System.
Diverted Commodities	Commodities the school is requesting to be delivered to a processor to be made into processed foods. Example: A school may divert tomato sauce, cheese and flour to be made into pizzas.
DOD	A sponsor can use entitlement to purchase fresh fruit and vegetables from local farmers through the Department of Defense (DOD) Fresh Fruit and Vegetable Program. The sponsor specifies to the Commodity Team the amount of entitlement to be used in the DOD Fresh Fruit and Vegetable Program. Note: This is not the same as the National School Lunch Program (NSLP) Fresh Fruit and Vegetable Program, which reimburses schools for purchasing fresh fruit and vegetable from local growers.
Entitlement	A value, expressed in dollars, that the USDA allocates to the state for commodity foods based on the number of school lunches claimed the previous school year multiplied by the meal rate established by the USDA in a given year. The Office for Child Nutrition allocates the value to sponsors to buy commodities. This value is not money given to sponsors. Instead, it is a value that can only be used to order commodities. Note: The Office for Child Nutrition recommends using all your designated entitlement during the school year.

Term	Definition
Entitlement Commodity Items	Commodity items for which the entitlement value is charged when the items are ordered by the SFA.
FDD	Food Distribution Division (a division of the USDA).
Field	Areas on a screen where data is entered or displayed.
FNS	Food and Nutrition Service, which administers the nutrition assistance programs of the USDA.
Invoice	A bill for shipping, handling, and any processing charges associated with the commodities received.
IRN	Internal Retrieval Number, typically a School Food Authority identification number, but which can represent other institutions as well.
IRN PO	Internal Retrieval Number's Purchase Order number.
Link	The linkage mechanism between pages in CATS. Links are typically displayed in blue, and remain blue even after you have clicked them to access the next page.
NSLP	National School Lunch Program.
OCN	Office for Child Nutrition (Office within the Department of Education, State of Ohio).
ODE	Ohio Department of Education.
Order Form	A list of line items providing the commodity code, description, pack size, USDA entitlement value, processing charge, shipping and handling charge, and total charge per unit. The list includes Allocated, Order Quantity, Surplus Inventory, Surplus Order Quantity, and 60 Day Advanced Order, Total Order Quantity and Delivery Date.
Overages, Shortages & Damaged	Any commodities delivered that are in a smaller or larger quantity than ordered or that are damaged when they arrive.
Page or Web page	An information resource suitable for the World Wide Web and accessed through a Web browser, such as Internet Explorer, and displayed on a PC monitor.
PC	Personal computer.
SFA	School Food Authority or sponsor.
SFSP	Summer Food Service Program.
Sponsor	The school, institution, or organization ordering commodities to be provided as meals in either the National School Lunch Program or the Summer Food Service Program. Also known as the School Food Authority or SFA.

Term	Definition
Surplus Inventory	For each commodity item, the Surplus Inventory amount is the total amount available to <u>all SFAs</u> . Commodity Items are assigned to surplus inventory when the amount of a commodity item is too small to allocate or the state has a large quantity of the item.
Survey	A form used to gather information regarding commodities or aspects of the Commodity Program.
USDA	United States Department of Agriculture.

The Commodity Program and Related Programs

The Commodity Program serves schools participating in the National School Lunch Program (NSLP) and participants of the Summer Food Service Program (SFSP). Sponsors can apply for both programs by completing applications through the Claims Reimbursement and Reporting System (CRRS).

As part of NSLP, participants can order USDA commodities through the Office for Child Nutrition (OCN) to be used within their program. Sponsors can order food monthly to be delivered between the months of August and May. OCN will work with each sponsor to have commodities delivered to the sponsor designated destination. Through the Direct Diversion process, a sponsor may choose to send commodities to a processor to be processed into an item such as pizza. To receive commodities as part of the NSLP, the SFA must designate the request in the Program Participation section of the NSLP Sponsor Application Form in CRRS.

Participants in the Summer Food Service Program can order USDA commodities to be delivered in June. To receive commodities as part of SFSP, the SFA must designate the request in the Commodity Questions section of the SFSP Sponsor Application in CRRS.

Note: In this manual, the examples are specifically for the National School Lunch Program. In every case where “NSLP” is used in a page title or option, “SFSP” would be used when you are using CATS for the Summer Foods Service Program.

Entitlement

Entitlement is a value, expressed in dollars, allocated to SFAs. Entitlement may be used in three ways:

1. To purchase commodity food items;
2. To purchase fresh fruits and vegetables through the Department of Defense; and

3. To purchase kosher foods through the Kosher Foods Program.

The amount of government-donated food (commodity food items) each SFA is eligible to receive is based on the amount of each SFA's entitlement, with the exception of bonus items. NSLP entitlement is calculated by multiplying the total number of lunches served during the previous year by the USDA-determined meal rate. Breakfast and afterschool snack data are not included in the entitlement computation; however, commodity items may be used for these meals. SFSP entitlement value is calculated using the total number of meals served during the previous year. Entitlement amounts may be adjusted when there is an adjustment in the number of lunches served during the previous year or when the USDA provides new meal rates.

The Office for Child Nutrition recommends that the total entitlement be used. SFAs should plan to use their entitlement over the course of the year in a manner which permits full utilization. Some SFAs may determine it is best to utilize their entitlement as early in the school year as possible while other SFAs may spread the use of entitlement over the entire school year.

According to the publication, *USDA Foods in the National School Lunch Program, Food and Nutrition Service USDA, Updated May 2010*:

Every dollar's worth of donated USDA Foods used in a school menu frees up money that a school would otherwise have to spend on commercial food purchases. As school districts face ever tightening budgets, USDA Foods have become a valuable resource to keep local food service budgets in the black. Especially important in this regard is the federal government's large volume purchasing power, allowing the procurement of food at a lower unit cost than if a school were purchasing it on its own.

On an average day, USDA Foods make up about 15 to 20 percent of the product served on the school lunch line. The remaining 80 to 85 percent is purchased from commercial markets using the cash assistance provided by USDA, funds provided by State and local governments, children's payments for reduced price and paid lunches, proceeds from vending machines, catering activities, and other funds earned by or provided to the school food service.

Entitlement and Bonus Commodity Items

Entitlement and bonus items (commodity foods) are determined by the USDA.

Entitlement items are commodity items for which the entitlement value is charged when the items are ordered by the SFA. Bonus items are commodity items for which the entitlement value is not charged when the items are ordered by the SFA. Separate shipping and handling charges are applicable to both entitlement and bonus items. The Office for Child Nutrition may offer commodity items as bonus items.

When the SFA has utilized all its allocated entitlement, the SFA will be offered only bonus items for the balance of the program year.

Commodity Food Item Types

Food products identified within Group A and Group B are:

- “A” – beef, eggs, fish, fruits, pork, poultry and vegetables
- “B” – dairy products, grain products (such as oats, rice, and wheat), oils, and peanut products.

The USDA has replaced the Group A and B classifications with six-digit material codes.

In addition, the state uses a third category for identifying processed food products:

- “P” – processed commodity items such as chicken strips, mixed fruit applesauce, potato rounds.

Department of Defense (DOD) Fresh Fruit and Vegetable Program

The Department of Defense Fresh Fruit and Vegetable Program allows NSLP participants to order fresh fruit and vegetables through the Department of Defense using the sponsor’s entitlement dollars. In each state, the amount of entitlement dollars available for use within the DOD Fresh Fruit and Vegetable Program is limited by the USDA. Interested participants should prepare a desired entitlement amount for consideration to be used within the DOD program. To participate, contact the Commodity Team at 1 (855) 338-2666.

Kosher Foods Program

The Kosher Foods Program allows NSLP participants to order kosher foods from the Jewish Board of Education in New York using the sponsors’ entitlement dollars. Sponsors who choose to participate in the Kosher Foods Program have 60 percent of their entitlement set aside to order kosher foods through the Jewish Board of Education and 40 percent remain in the CATS 12 system to be used to order USDA commodity items.

Getting Started

Logging on to CATS

You can access CATS from any computer with a connection to the Internet. To access CATS:

1. Enter the following URL in the address line of your browser window:
<https://oh.cnpcares.com/Splash.asp> The CRRS login screen appears.

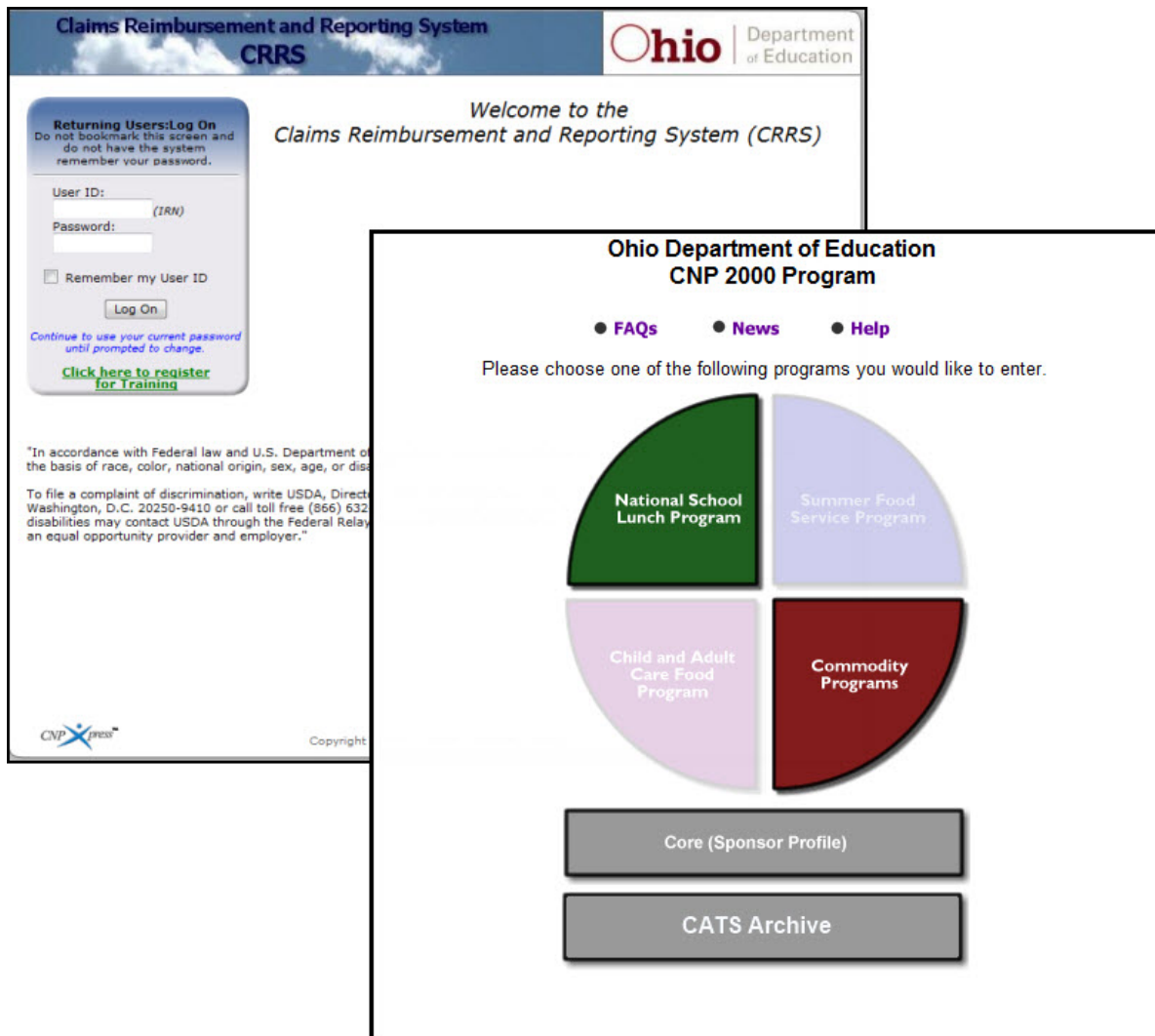


Figure 1. CRRS Login and CRRS Home page.

2. Enter your CRRS User ID and password and click Log On. If this is your first time logging in, you will be required to change your password.

3. Click the Commodity Programs section of the pie in CRRS. The CATS Login page appears (Figure 2).

Claims Reimbursement and Reporting System
CRRS

Ohio Department of Education

Returning Users: Log On

User ID:
Password:

Remember my User ID

Log On

Three green apples

Welcome to the CATS 12 Production website
Last Updated: 3/21/2013

Find out how to print invoices from Adobe Acrobat. See [Printing Invoices and Reports using Adobe Acrobat](#) for instructions.

General Information

- CONTACT INFORMATION: New Commodities Toll Free Phone Number 1-855-338-2666. Email address is commodityfoods@education.ohio.gov.

CNP Xpress

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Figure 2. CATS Login page.

4. Log in to CATS using your CATS User ID and password. Your CATS User ID will generally be the same as your CRRS User ID.

Note: Your CATS password will be different than your CRRS password.

If this is the first time you have logged in, CATS displays the New Password Reset screen (Figure 3). If this is not your first time logging in to the system, CATS displays the Commodity Allocation Tracking System page (Figure 4).

Your current password has expired. You must reset your password before you can continue. Please reset your password now.

Please enter your new password and re-enter your new password to verify it. Click Save to continue.

New Password:

Re-Enter New Password:

Figure 3. New Password Reset screen

5. Enter only a new password, not your currently assigned password, in the *New Password:* field.


Note: Your password should be 6 to 12 characters long and contain one number.

6. Enter the same new password in the *Re-Enter New Password:* field.
7. Click the **Save** button. CATS saves your new password. CATS displays the Commodity Allocation Tracking System home page (Figure 4).

Commodity Allocation Tracking System | Ohio Department of Education

Operations | Agencies | Reports | Security | Help | Log Out

Welcome to the Commodity Allocation Tracking System



Last Updated: 8/17/2011

Recalls

- [Hold/Recall Test Item](#)

System Information

- [New System Instructions](#)

Figure 4. Commodity Allocation Tracking System Home page.

- Click **Agencies** to enter the screen containing SFA commodity options.

Basic CATS Page Functions

The CATS software pages contain basic functionality to help you navigate the application and know where you are in the system (Figure 5).

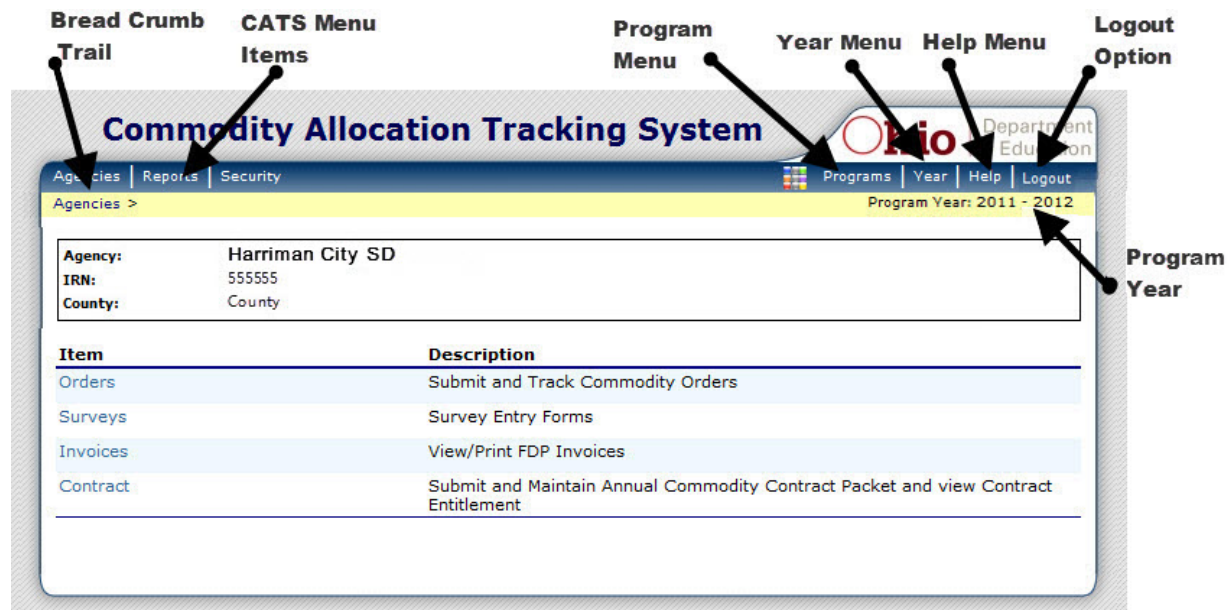


Figure 5. Page Functionality.

Standard Page Functions:

Web Page Navigation/"Bread Crumb Trail" – allows you to know where you are in the series of Web pages and what pages are one level up from the one you are in. It also allows you to access previous pages without having to start at the Home page.

- CATS Menu Items – allows you to go to specific areas of the system with one click.
- Programs Menu – allows you to leave CATS and go into other programs in CRRS.
- Program Year – displays the program year you are working in. When you log in, the newest program year will be the default program year.
- Year Menu – allows you to change the program year that you are looking at for any page in the system.
- Help Menu – allows you to search for tips and answers to specific questions.
- Logout - allows you to log out from any Web page in the application.

Input Edits

All information entered and saved on the site is checked to ensure it conforms to data entry guidelines and system rules. The site performs Input Edits checks when information is entered.

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.

Screen Time Outs

When you are in the CATS 12 system, if you do not save or input data for more than 60 minutes, the CATS system closes the session and returns you to the CATS 12 login screen. If you are in the middle of performing a task and plan to leave the task for more than 60 minutes, be certain to save any changes that you may have made.

Note: When a screen time out closes your session, the input data is retained as of the most recent Save action. If you have not saved your data, your input data will be lost. It is recommended that you save your input data regularly.

Selecting a School Year

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

Use the following steps to select a program year:

1. Click **Year** on the blue menu bar at the top of the page ([Figure 6](#)). CATS displays the Year Select screen ([Figure 7](#)).

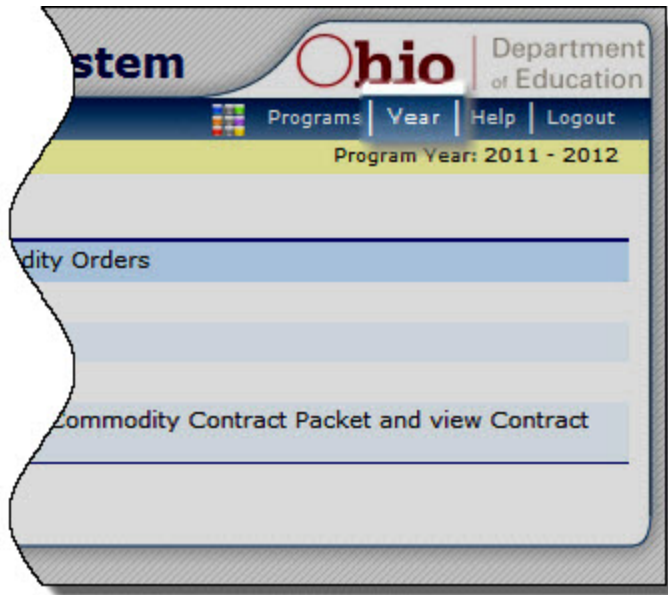


Figure 6. Program Year Selection Link.

2. Click the year to highlight the year you wish to select.

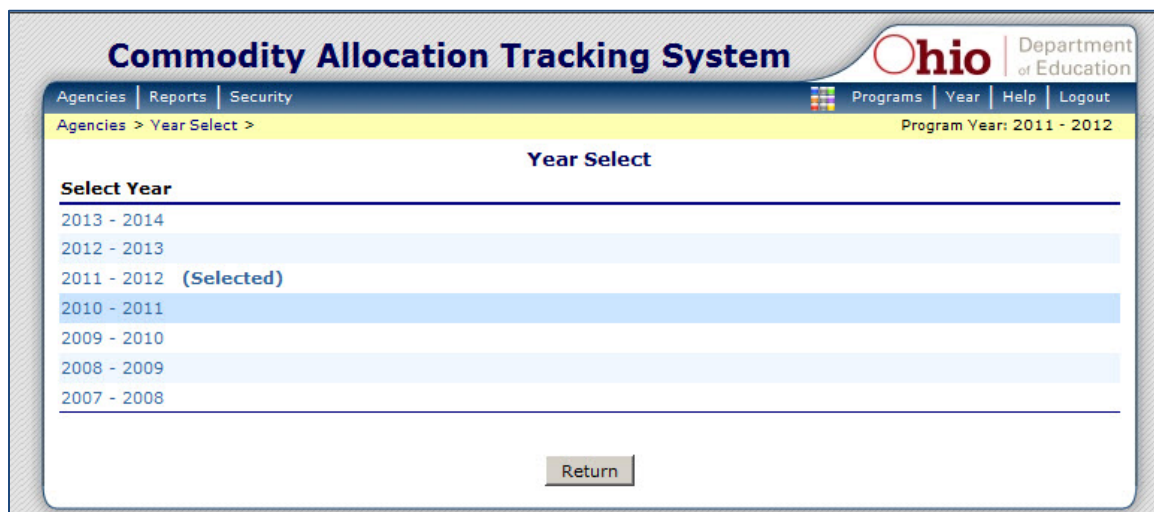


Figure 7. Year Select page

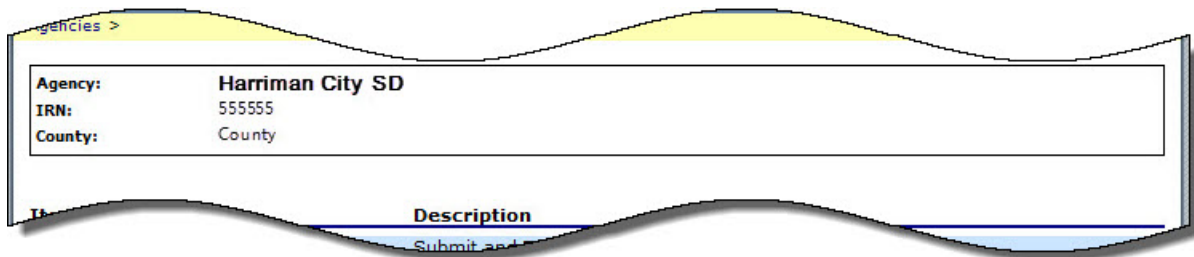
3. Click the **Return** button. The system changes the Program Year value throughout CATS until you select another year or log out.

Standard Sponsor Information

On most CATS pages, the first three fields of information are the Agency, IRN and County (Figure 8).

- The Agency is the name of the sponsor, such as Harriman City SD.
- The IRN is the Internal Retrieval Number for the sponsor. Each sponsor has a unique IRN.
- The County is the name of the state county in which the sponsor's main office resides.

Note: These fields are not editable.



The screenshot shows a web form with a yellow header bar containing the text "Agencies >". Below the header is a white box with a black border containing the following information:

Agency:	Harriman City SD
IRN:	555555
County:	County

Below this box is a blue header bar with the text "Description" and "Submit and" (partially visible).

Figure 8. Agency, IRN, and County Fields.

Links to Pages

Within menu and display pages for CATS, links will lead you to menu and informational pages. Links appear as blue text which turns into red text with a hand cursor as you move over the text. In this manual, when you are directed to click a link to continue, the name of the link is printed in **bold**.

1. In the example shown in [Figure 9](#), clicking the **Contract** link will take you to the Contract page ([Figure 10](#)).

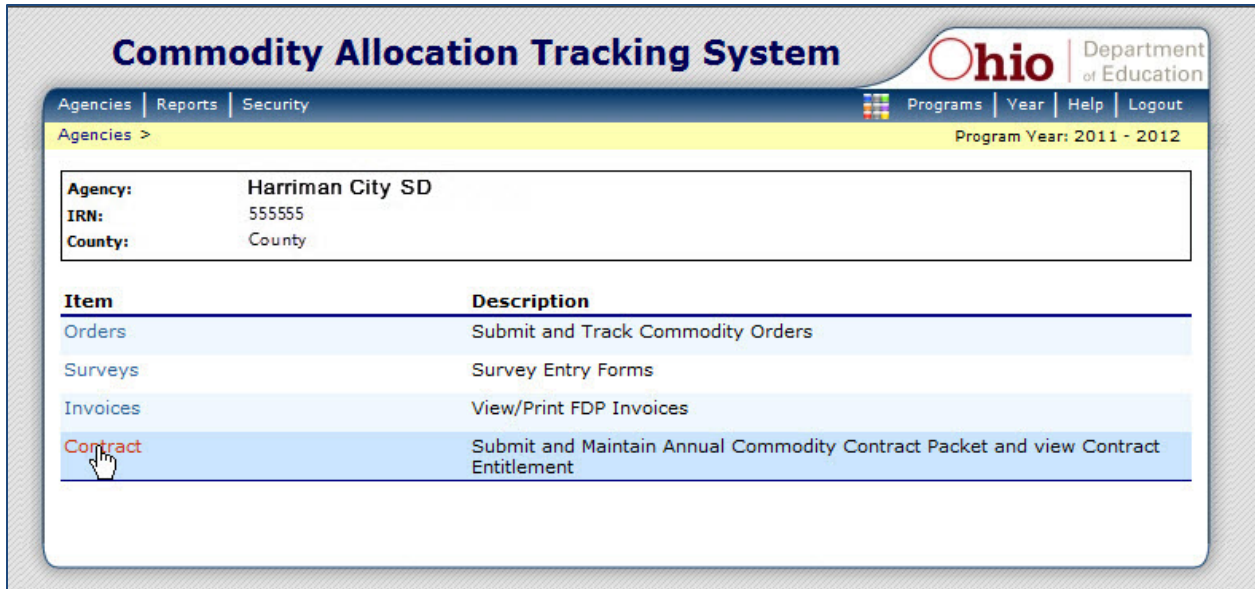


Figure 9. Agencies Main Menu page with cursor moving over Contract link.

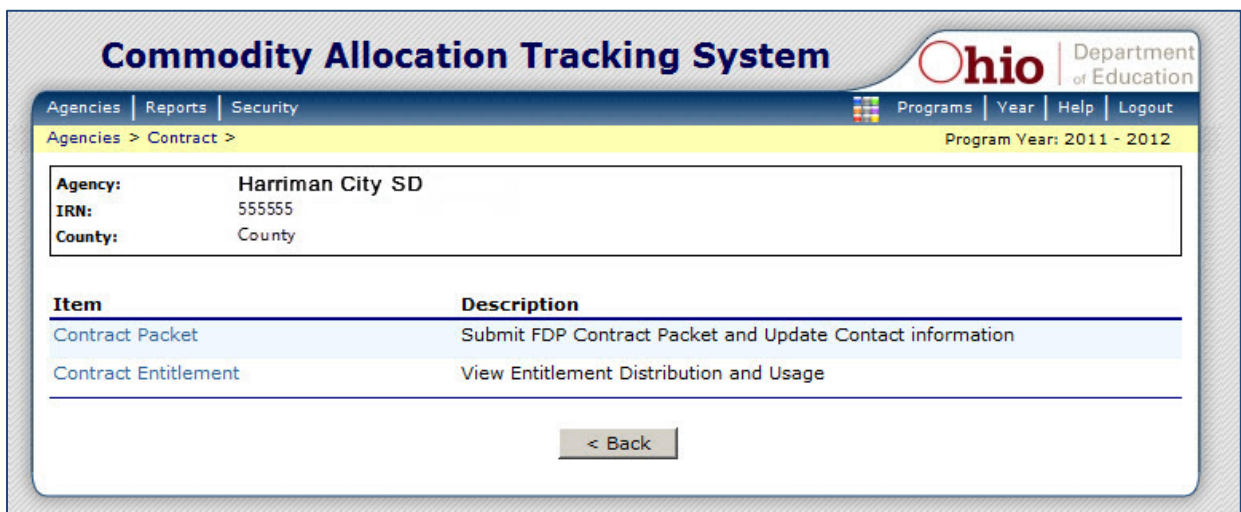


Figure 10. Contract page.

- Links can also appear in informational tables. Figure 11 shows an example of information within a table leading to other pages. In this example, clicking the name of the sponsor, Harriman City SD, takes you to the Entitlement Distribution Detail page. CATS displays the Entitlement Distribution Detail page (Figure 12) when you click on the name of the Agency.

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Contract > Entitlement > Program Year: 2011 - 2012

Contract Entitlement - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Contract Information

Program Year: 2011 - 2012
Program: NSLP

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
048041	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 11. Contract Entitlement - NSLP page.

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Contract > Entitlement > Program Year: 2011 - 2012

Entitlement Distribution Detail - NSLP


Agency: Harriman City SD
IRN: 555555
County: County

IRN	Agency	TLS	Total TLS	%	USDA Meal Rate	Agency Entitlement
048041	Harriman City SD	344,060	344,060	100.00 %	\$0.2225	\$76,553.35
Totals:		344,060	344,060	100.00 %	\$0.2225	\$76,553.35

Figure 12. Entitlement Distribution Detail page.

4. The example shown in Figure 13, clicking the value for the *Entitlement Distribution*, \$67,053.35, takes you to the Entitlement Distribution History page (Figure 14).

Commodity Allocation Tracking System



[Agencies](#) | [Reports](#) | [Security](#) | [Programs](#) | [Year](#) | [Help](#) | [Logout](#)

Agencies > Contract > Entitlement > Program Year: 2011 - 2012

Contract Entitlement - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Contract Information

Program Year:
 Program:

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
048041	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 13. Contract Entitlement – NSLP page.

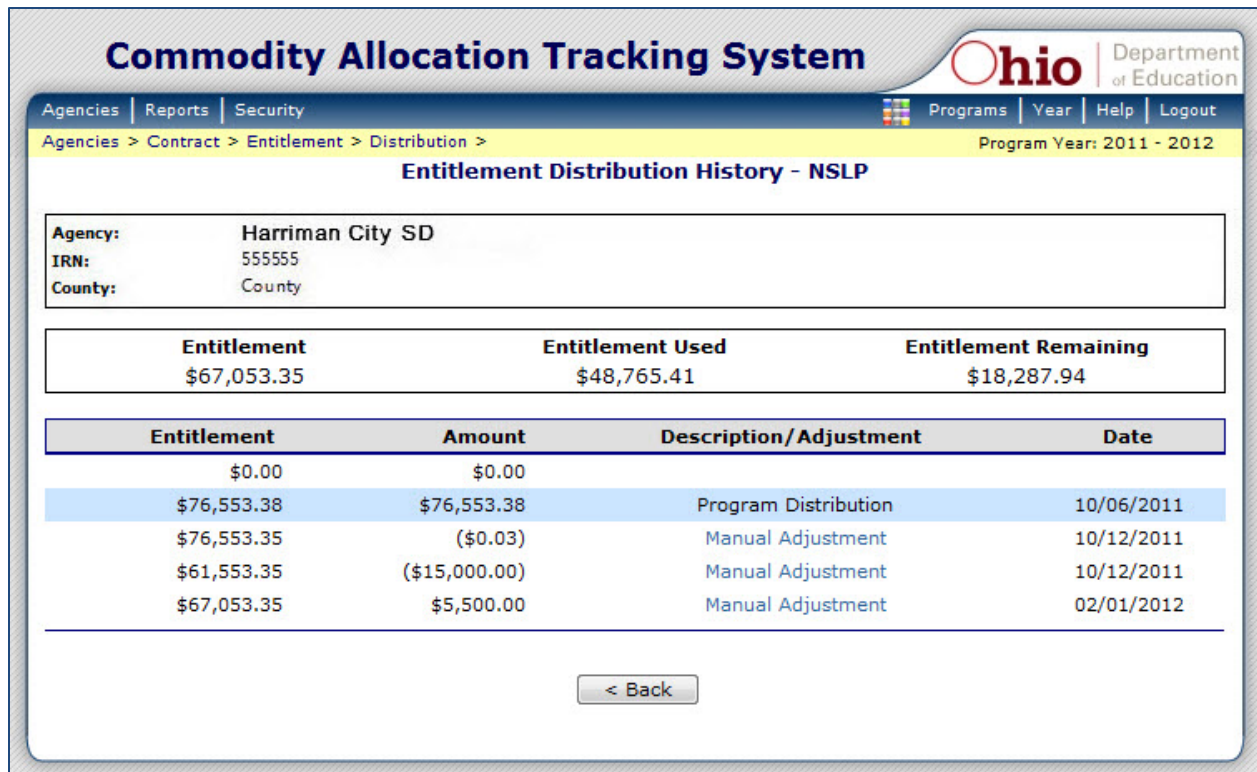


Figure 14. Entitlement Distribution History.


Table Column Headings

Any column heading in bold and blue text, sorts the information in the list beneath it.

On the Shipping Inquiry – NSLP page (Figure 15), all the column headings are displayed in bold, blue type. When you click the *Commodity* column heading, CATS sorts the commodity data beneath it in ascending order, numerically then alphabetically. Clicking on the *Commodity* column heading again sorts the commodity data beneath it in descending order. If you leave and return to the page, it returns to the default sort method.

See Figure 15 for an example of the Shipping Inquiry-NSLP page, in which the Commodity column is sorted numerically.

Commodity Allocation Tracking System



Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Orders > Shipping Inquiry >
Program Year: 2011 - 2012

Shipping Inquiry - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Shipment Criteria

Delivery Location: All Orders

Program Year: 2011 - 2012

Order Number: All Orders

Delivery Date Range: All Delivery Dates

Commodity: All Commodities

Shipments


Order Number	Commodity	Shipment Type	Quantity	Ship Date
1315	100258 - Apple Sliced Frz	Order Shipment	6	9/2/2011
1317	100355 - Potatoes Wedges	Order Shipment	30	9/9/2011
1315	P132 - Beef Teri Dipper 25#	Order Shipment	10	9/2/2011
1316	P132 - Beef Teri Dipper 25#	Order Shipment	10	9/19/2011
1316	P510 - Cheese Pizza 4 x 6	Order Shipment	10	9/19/2011
1317	P510 - Cheese Pizza 4 x 6	Order Shipment	25	9/9/2011
1318	P510 - Cheese Pizza 4 x 6	Order Shipment	16	9/26/2011
1315	P824 - Applesauce Raspberry	Order Shipment	10	9/2/2011
1315	P843 - Orange Blossom Muffn	Order Shipment	7	9/2/2011
Total:			124	

Figure 15. Shipping Inquiry – NSLP page after sorting the Commodity column.

Non – Editable Fields

Any field, such as a drop-down menu, radio button, checkbox, or text entry field, on a page that is grayed out is a non-editable field. These fields are displayed for informational purposes.

In the following example of the Food Distribution Program Contract – NSLP (Figure 16), all of the fields except the *DOD Commitment*, *Participate in Kosher Food Program* and the *Number of Deliveries* fields are displayed in gray and are not editable.



Commodity Allocation Tracking System

[Agencies](#) | [Reports](#) | [Security](#)

[Programs](#) | [Year](#) | [Help](#) | [Logout](#)

Agencies > Contract > Contract Packet > Program Year: 2012 - 2013

Food Distribution Program Contract - NSLP 2012-2013

Agency: Harriman City SD
IRN: 555555
County: County

Contract Information

Contract Status:

Contract Rollover Date: 02/19/2012

Agreement Received Date: 03/03/2012

Agreement Approval Date: 03/03/2012

Contract Consultant:

Agency Information

Agency Type:

Co-op Name:

Vending Agency:

Vends for Other Agencies: Yes No

Agency Receives Direct Shipments: Yes No

Program Information

Allocation Group:

FDP Region:

Distribution Warehouse:

Administrative Charge Rate:

Exempt From Delivery Charges: Yes No

Will Process Commodities: Yes No

Receives Cash In Lieu of Commodities: Yes No

Agency Entered Data

Participate in Kosher Food Program:

Number of Deliveries:

Total Lunches Served (TLS)

Agency TLS:

Assigned TLS:

Total TLS:	203,895
------------	---------

Contract Closed/Terminated

Closed/Terminated Date:

Closed/Terminated Code:

Closed/Terminated Reason:

Created By: comstaff1 On: 02/19/2012 5:12:52 PM

Figure 16. Program Contract page for Sponsor.

Back and Cancel Buttons

A number of the pages in CATS contain the **<Back** and **Cancel** buttons. These buttons take you from the page you are on to the previous page. If you are on a page that you are modifying, using the **Cancel** button will erase the edits you made, cancel any transaction you are making, and take you back to the previous page.

In [Figure 17](#), the **<Back** button will take you to the Agencies Main Menu.

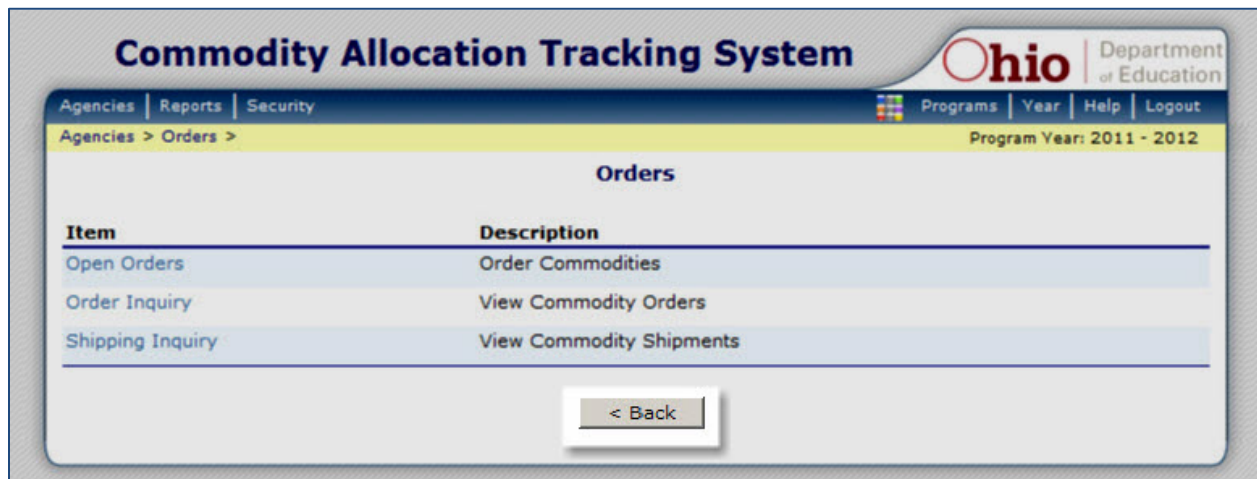
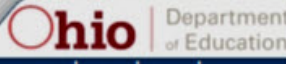


Figure 17. <Back button example.

In [Figure 18](#), the **Cancel** button will delete any values you entered in the Survey form and take you back to the Survey Entry-NSLP page.

Commodity Allocation Tracking System



[Agencies](#) | [Reports](#) | [Security](#) | [Programs](#) | [Year](#) | [Help](#) | [Logout](#)

Agencies > Surveys > Survey Form > Program Year: 2011 - 2012

Survey Form - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Survey Information

Survey Number: 1247	Survey Type: Commodity Information Survey
Due Date: 02/24/2012	Survey Name: Meat and Cheese Annual Survey

Special Instructions

Special!!!

Survey Form

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

Commodity	Unit Type	Received Last Year	Inventory On Hand	Anticipated Usage
10010 - Cheese Cheddar Brl Pack Size: 500# Est. USDA Entitlement Value: \$2.26 Processing Charge: \$0.00	Pounds	0	<input type="text" value="0"/>	<input type="text" value="0"/>
10011 - Chicken Burgers Frz Pack Size: 30 LB Est. USDA Entitlement Value: \$61.22 Processing Charge: \$0.00	Cases	0	<input type="text" value="0"/>	<input type="text" value="0"/>
100148 - Pk Sloppy J Ckd Pack Size: 4/10LB Est. USDA Entitlement Value: \$46.40 Processing Charge: \$0.00	Cases	0	<input type="text" value="0"/>	<input type="text" value="0"/>

Figure 18. Cancel button example.

CATS Agencies Function Links

The CATS Agencies Main Menu leads to all the CATS functions with the exception of Reports and Security.

The Agencies Main Menu has four sections:

- Orders – allows you to view and complete orders as well as view shipping information (page 30).
- Surveys – allows you to complete Commodity Information, Demand Ordering, and Direct Diversion surveys (page 148).
- Invoices – allows you to view invoices and invoice history (page 90).
- Contract – allows you to specify requests for entitlement to go to the Kosher Program, add or modify Delivery Locations, and specify Days Closed as part of the Contract Packet link. It also allows you to view your Entitlement, Entitlement History, and Entitlement Usage as part of the Contract Entitlement link (page 104).

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there is a navigation bar with 'Agencies', 'Reports', and 'Security' tabs. The 'Ohio Department of Education' logo is on the right. Below the navigation bar, there is a yellow header with 'Agencies >' and 'Program Year: 2011 - 2012'. The main content area displays agency information for 'Harriman City SD' with IRN '555555' and County 'County'. Below this is a table with two columns: 'Item' and 'Description'. The table lists four items: 'Orders' (Submit and Track Commodity Orders), 'Surveys' (Survey Entry Forms), 'Invoices' (View/Print FDP Invoices), and 'Contract' (Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement).

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

Figure 19. Agencies Main Menu page.

This page intentionally left blank.

Monthly Activities

Commodity Orders and Allocation

Orders are typically available by the 10th of the month and will remain open through 11:59 p.m. on the 25th of each month.

When you complete an order, you specify how much of the allocated amount of each commodity item you want delivered. An order allows you to specify some or all of an allocated amount for each listed commodity.

The Orders Menu

The Orders menu is your access point for ordering commodities and viewing commodity orders. You can also view shipments.

The Orders Menu ([Figure 20](#)) contains three sections:

- [Open Orders](#) – allows you to edit any orders that are open or open a new order (page 31).
- [Order Inquiry](#) – allows you to inquire about orders that you have completed (page 55).
- [Shipping Inquiry](#) – allows you to view order shipments that are in the process of being shipped (page 81).



Figure 20. Orders Menu page.

How the New Order Form Works

The Order Form-NSLP New Order page, allows a sponsor to place orders for commodities for the selected delivery period and delivery location. There are four sections on the Order Form-NSLP New Order page:

- Delivery Information – Contains information regarding the Warehouse, Delivery Location, Delivery Address, Order Number(s), Delivery Type, Contact, and Agency PO#
- Order - Contains order information regarding Bonus Commodities and Entitlement Commodities to be delivered on the identified Delivery Date.
- 60 Day Demand – Contains Order information regarding 60 Day Demand orders for both Bonus Commodities and Entitlement Commodities to be delivered on the identified Delivery Date.
- Entitlement – Contains information regarding Remaining entitlement, Used entitlement, S & H (Shipping and Handling) Charges, and Processing Charges.

Commodity Allocation Tracking System

Ohio Department of Education

Order Form - NSLP
New Order

Agency: **Hartman City SD**
 Dist: **11181**
 County: **Craw**

Warehouse: **Warehouse 555-555-5555** Delivery Type: **Carrier Delivery**
 Delivery Location: **Second Elementary** Contact: **SUSAN SPONSOR**
 Delivery Address: **Second Elementary** Agency PO #: **555-555-5555**
 Order Number(s): **Anytown, OH 45555-0000**

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
F792 - Gelatin Caps Lime W/Pears Pack Size: 72x10 OZ / Cases / Facts USDA Entitlement Value: \$4.86 Processing Charge: \$16.30 S&M Charge: \$2.50 Total Charge per Unit: \$18.80	2	0	0	0	0	0	02/16/2012
100206 - Apple Slices Canned Pack Size: 6x9.5 CAN / Cases / Facts USDA Entitlement Value: \$22.30 Processing Charge: \$0.00 S&M Charge: \$2.50 Total Charge per Unit: \$2.50	1	0	0	0	0	0	02/16/2012
100208 - Appleauce Canned Pack Size: 6x9.5 CAN / Cases / Facts USDA Entitlement Value: \$19.66 Processing Charge: \$0.00 S&M Charge: \$2.50 Total Charge per Unit: \$2.50	10	0	0	0	0	0	02/16/2012
100359 - Beans Black 10 Pack Size: 6x9.5 CAN / Cases / Facts USDA Entitlement Value: \$13.10 Processing Charge: \$0.00	2	0	0	0	0	0	02/16/2012
100214 - Strawberry Caps Pack Size: 96x4.5OZ / Cases / Facts USDA Entitlement Value: \$22.92 Processing Charge: \$0.00 S&M Charge: \$2.50 Total Charge per Unit: \$2.50	0	0	99,999	0	0	0	02/16/2012
100329 - Tomatoes Diced Pack Size: 6x9.5 CAN / Cases / Facts USDA Entitlement Value: \$13.31 Processing Charge: \$0.00 S&M Charge: \$2.50 Total Charge per Unit: \$2.50	9	0	0	0	0	0	02/16/2012
100938 - Tortilla Whole Wheat 1.5 Oz Pack Size: 122x 1.5 OZ 600g / Cases / Facts USDA Entitlement Value: \$17.31 Processing Charge: \$0.00 S&M Charge: \$2.50 Total Charge per Unit: \$2.50	2	0	0	0	0	0	02/16/2012
100121 - Turkey Breast Deli Pack Size: 40 LB CONTAINER / Pounds / Facts USDA Entitlement Value: \$117.35 Processing Charge: \$0.00 S&M Charge: \$2.50 Total Charge per Unit: \$2.50	0	0	99,999	0	0	0	02/16/2012
100129 - Turkey Roasts Pack Size: 32-48 LB CTN / Pounds / Facts USDA Entitlement Value: \$84.93 Processing Charge: \$0.00 S&M Charge: \$2.50 Total Charge per Unit: \$2.50	0	0	99,999	0	0	0	02/16/2012

60 Day Demand (sponsor can order any quantity from each commodity)

Commodity	Requested Units	Delivery Date
F697 - Potatoes Dehydrated Low Sodium Pack Size: 6x75 OZ / Cases / Facts USDA Entitlement Value: \$9.03 Processing Charge: \$41.95 S&M Charge: 2.50 Total Charge per Unit: \$44.45	0	03/15/2012
F699 - Potatoes SW Free Crinkle Cut Pack Size: 6x2.1 LB / Cases / Facts USDA Entitlement Value: \$5.98 Processing Charge: \$23.00 S&M Charge: 2.50 Total Charge per Unit: \$25.50	0	03/15/2012
F816 - Applesauce Caps Blue Raspberry Pack Size: 96x4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&M Charge: 2.50 Total Charge per Unit: \$19.05	0	03/15/2012
F815 - Applesauce Caps Blueberry Pack Size: 96x4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&M Charge: 2.50 Total Charge per Unit: \$19.05	0	03/15/2012
F817 - Applesauce Caps Cinnamon Pack Size: 96x4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$10.29 Processing Charge: \$15.55 S&M Charge: 2.50 Total Charge per Unit: \$17.75	0	03/15/2012
F818 - Applesauce Caps Strawberry Pack Size: 96x4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&M Charge: 2.50 Total Charge per Unit: \$19.05	0	03/15/2012
F819 - Applesauce Caps Strawberry Banana Pack Size: 96x4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&M Charge: 2.50 Total Charge per Unit: \$19.05	0	03/15/2012
F823 - Applesauce Caps Watermelon Pack Size: 96x4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57	0	03/15/2012
F788 - Tomatoes Cherry 1/2 W WG Pack Size: 6x3.75 OZ / Cases / Facts USDA Entitlement Value: \$3.39 Processing Charge: \$23.00 S&M Charge: 2.50 Total Charge per Unit: \$26.00	0	03/15/2012
F789 - Tomatoes Peach 1/2 W WG Pack Size: 6x3.75 OZ / Cases / Facts USDA Entitlement Value: \$3.34 Processing Charge: \$23.00 S&M Charge: 2.50 Total Charge per Unit: \$26.00	0	03/15/2012

Remainder:	\$13,948.16	S&M Charge:	\$0.00
Used:	\$0.00	Processing Charge:	\$0.00

Figure 21. Order Form – NSLP, New Order page.

Delivery Information

Figure 22 shows the Delivery Information section of the Order Form – NSLP, New Order page. All fields, with the exception of the *Agency PO #*, are view only and cannot be edited. See [Table 1: Delivery Information Fields](#) for more information on the Delivery Information fields.

Delivery Information	
Warehouse:	Warehouse 555-555-5555
Delivery Location:	Third Elementary
Delivery Address:	25 Main St. Anytown, OH 45555-0000
Order Number(s):	193
Delivery Type:	Carrier Delivery
Contact:	SUSAN SPONSOR 555-555-2880
Agency PO #:	

Figure 22. Order Form – NSLP, New Order page, Delivery Information section.

Table 1: Delivery Information Fields

Field	Description
Warehouse	The name and phone number of the warehouse servicing this SFA.
Delivery Location	The name of the location to which the warehouse delivers the shipment.
Delivery Address	The street address of the location to which the warehouse delivers the shipment.
Order Number(s)	The number associated with this order. The CATS system assigns this number when you save the order.
Delivery Type	The delivery method for this order.
Contact	The name and phone number of the SFA contact.
Agency PO #	The purchase order number that you are associating with this order. The purchase order number is for the sponsor and appears on your invoice.

Order Section

Order Section ([Figure 23](#)) shows the Order section of the Order Form - NSLP, New Order page. [Table 2: Order Section Columns](#) describes the fields in the Order section.

Order Number(s):
Order

Bonus Commodities

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
P792 - Gelatin Cups Lime W/Pears Pack Size: 72/4 OZ / Cases / Facts USDA Entitlement Value: \$4.86 Processing Charge: \$16.30 S&H Charge: \$2.50 Total Charge per Unit: \$18.80	2	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/16/2012

Entitlement Commodities

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100206 - Apple Slices Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$22.30 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	1	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/16/2012
	10	<input type="text" value="0"/>			0	0	02/16/2012

Figure 23. Order Form – NSLP, New Order page, Order section.

Table 2: Order Section Columns

Column Heading	Description
Bonus & Entitlement Commodities Subsections	
Commodity	The number and description of the commodity. This includes the commodity item number and name, Pack Size, USDA Entitlement Value, Processing Charge, S & H (Shipping and Handling) Charge, Total Charge per Unit, and link to Facts sheet.
District Allocated	The amount of commodities set aside for you to order. You can order up to or less than the specified amount allocated. Please see the “Allocated Commodity Items” explanation below for important information on using this field
Order Quantity	Enter the amount of the allocated commodity item that you are ordering for this delivery location and delivery date.
Surplus Inventory	The amount of a commodity item in addition to the allocated amount available to order.
Surplus Order Quantity	The amount of a surplus inventory that you are ordering.
60 Day Advanced Order	The amount of an item that has been ordered in a previous month on a 60-Day-Demand order.
Total Order Quantity	The total amount of an item ordered.
Delivery Date	The delivery date for which these amounts are to be delivered.

Bonus and Entitlement Commodities

The Order section shown in [Figure 23](#) and the 60 Day Demand section, contain both Bonus Commodities and Entitlement Commodities subsections. Bonus commodities are items that do not count against your entitlement dollars. Entitlement commodities are items offered to be delivered during the delivery period and charged against your entitlement. Once your commodity food items exceed your annual entitlement, you will be offered only Bonus items for the balance of the program year. Your order form will display only Bonus items and any pre-ordered commodity items. The number of cases you order must be equal to or less than the number of cases available in the *District Allocated* or *Surplus Inventory* fields.

[Figure 23](#) displays a Bonus Commodities section. If no Bonus Commodities appear under this section, there are no Bonus Commodities being offered in this part of the order form.

Delivery Dates

The Order Form – NSLP New Order page, Order section in [Figure 23](#) displays two delivery dates under the *Delivery Date* column indicating a twice a month delivery schedule. A monthly delivery schedule would display one delivery date under the *Delivery Date* column. A weekly delivery schedule would display four delivery dates under the *Delivery Date* column.

Allocated Items

For each commodity item, the quantity in the *District Allocated* column is the total number of units available to the SFA. Within the *Order Quantity* column field, you must enter the amount to be delivered to this Delivery Location on the selected Delivery Date(s). This process must be completed for each delivery location. The total amount ordered for all Delivery Locations and Delivery Dates must not exceed the commodity allocated amount.

Note: An order for an Allocated commodity item must be placed in the Order Quantity column. If you place a number in the Order Quantity column when there is a zero appearing in the District Allocated column, you will receive an error message and your order will not save. If you place a number in the Order Quantity column greater than the number appearing in the District Allocated column, you will receive an error message and your order will not save.

For example, if you have 63 Raspberry Applesauce Cup cases allocated to you and you have two delivery locations, you can order 30 on the Order Form – NSLP, New Order page for your first site, and 33 on the Order Form – NSLP, New Order page for your second site. The amounts ordered for both sites together must equal no more than what you have been allocated – in this case, 63.

Entitlement Commodities							
Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100307 - Beans Green Canned Low Sodium Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$23.06 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	134	<input type="text" value="0"/>	298	<input type="text" value="0"/>	0	0	02/14/2012
		<input type="text" value="0"/>		<input type="text" value="0"/>	0	0	02/28/2012
100370 - Beans Kidney Red Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$13.65 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	63	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/14/2012
		<input type="text" value="0"/>		<input type="text" value="0"/>	0	0	02/28/2012
P723 - Beef Charbroiled Patties Pack Size: 6/#10 CAN / Cases / Facts	0	<input type="text" value="0"/>	0	<input type="text" value="0"/>	5	5	02/14/2012

Figure 24. Order Form – NSLP, New Order page, entry for a sponsor with 2 delivery locations.

The amount allocated to you is the amount allocated for the month. When ordering for multiple delivery periods, the total amount must not exceed more than is allocated. For example, if you have two delivery dates for a single location, and you have 63 Beans Kidney Red Canned cases allocated for the month, you can have 33 cases delivered on the first delivery date and 30 delivered on the second delivery date. The amounts ordered for all delivery dates for all delivery locations cannot exceed the amount allocated.

Surplus Inventory Items

For each commodity item, the amount in the *Surplus Inventory* column is the total amount available to all SFAs. Within the *Surplus Order Quantity* column field, you must enter the amount to be delivered to this Delivery Location on selected Delivery Date(s). This process may be completed for each delivery location. You may order as many of the displayed Surplus Inventory quantity as you want, as long as it is available. The Surplus Inventory quantities are open and available to all sponsors on a first saved, first served basis, meaning the sponsor that orders and saves a surplus amount first, gets that amount. If there is not enough of a surplus item for two sponsors' orders, whichever sponsor saves the order first, gets the amount he or she ordered.

Note: An order for a Surplus Inventory commodity item must be placed in the *Surplus Order Quantity* column.

If you request more of a Surplus Inventory amount than appears on the screen, you will receive a message stating "Units ordered exceeds amount available," and CATS will outline the field in the *Surplus Order* column in red for the rejected commodity item.

You will know you have placed a successful order for surplus items if the order saves successfully. Otherwise, you will receive a message saying “Warning: The order submitted for the following commodities could not be fully satisfied due to insufficient inventory. Your order has been updated with the remaining inventory available”. You may accept the update, change to a lesser amount or enter “0” to receive none of the item, and save the order again.

Note: If you place a number in the *Order Quantity* column when there is a zero appearing in the *Surplus Inventory* column, you will receive an error message and your order will not save. If you place a number in the *Surplus Order Quantity* column greater than the number appearing in the *Surplus Inventory* column, you will receive an error message and your order will not save.

The Surplus Inventory amount is a moving number based on demand until the order period is closed. Sponsors may revise their order forms during the open order period which results in changes to the number available in the *Surplus Inventory* column.

60 Day Demand Section

[Figure 25](#) displays the 60 Day Demand section of the Order Form - NSLP, New Order page.

60 Day Demand commodities are items you can order now to be processed and delivered two months from the order month. A sponsor can order any quantity from each commodity.

Processing Charge: \$0.00
 S&H Charge: \$2.50
 Total Charge per Unit: \$2.50

60 Day Demand (sponsor can order any quantity from each commodity)

Bonus Commodities

Commodity	Requested Units	Delivery Date
P697 - Potatoes Dehydrated Low Sodium Pack Size: 6/75 OZ / Cases / Facts USDA Entitlement Value: \$9.03 Processing Charge: \$41.95 S&H Charge: 2.50 Total Charge per Unit: \$44.45	<input type="text" value="0"/>	03/15/2012
P695 - Potatoes SW Fries Crinkle Cut Pack Size: 6/2.5 LB / Cases / Facts USDA Entitlement Value: \$5.88 Processing Charge: \$23.00 S&H Charge: 2.50 Total Charge per Unit: \$25.50	<input type="text" value="0"/>	03/15/2012

Entitlement Commodities

Commodity	Requested Units	Delivery Date
P816 - Applesauce Cups Blue Raspberry Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&H Charge: 2.50 Total Charge per Unit: \$19.05	<input type="text" value="0"/>	03/15/2012
P815 - Applesauce Cups Blueberry Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&H Charge: 2.50 Total Charge per Unit: \$19.05	<input type="text" value="0"/>	03/15/2012

Figure 25. Order Form – NSLP, New Order page, 60 Day Demand section.

Table 3: 60 Day Demand Section Fields

Column Heading	Description
Commodity	The number and description of the commodity. This includes the commodity item number and name, Pack Size, USDA Entitlement Value, Processing Charge, S & H (Shipping and Handling) Charge, Total Charge per Unit, and link to Facts sheet.
Requested Units	The amount of the commodity item that you are ordering. Since these items will be processed and delivered two months from the order month, you can order any amount for each site.
Delivery Date	The delivery date for which these amounts are to be delivered. Like Allocated and Surplus orders, there can be up to four delivery dates per month.

Entitlement Section

The Entitlement section of the Order Form - NSLP, New Order page (Figure 26) displays the amount of entitlement used with this order, the amount remaining and the shipping and handling and processing charges for this order.

Charge: 0.00
Total Charge per Unit: \$29.99

Entitlement			
Remaining:	\$127,176.33	S&H Charges:	\$935.62
Used	\$1,240.30	Processing Charges:	\$1,139.20

Processing Charges:

Figure 26. Order Form – NSLP, New Order page, Entitlement section.

Table 4: Entitlement Section Fields Table

Field	Description
Remaining	The amount of entitlement remaining after this order for the rest of the school/program year.
Used	The amount of entitlement spent in this order.
S&H Charges	The shipping and handling charges for this order.
Processing Charges	The charges for the processing involved for processed commodities.
Button	Action
Save	Saves the order with the amounts entered and updates the <i>Remaining</i> , <i>Used</i> , <i>S & H Charges</i> and <i>Processing Charges</i> fields.
Cancel	Removes the amounts you have entered during this edit session. Clicking this button takes the order quantities back to the quantities on the previously saved order form.
Calculate Entitlement	Calculates the amount of entitlement used and the charged to the sponsor without saving the order values. Clicking this button, updates the values for the <i>Used</i> , <i>S&H Charges</i> and <i>Processing Charges</i> fields and displays the appropriate amounts calculated for the commodity order (Figure 27). Note: Clicking the Calculate Entitlement button will not save your order.

Charge: 0.00
Total Charge per Unit: \$29.99

Entitlement			
Remaining:	\$125,876.33	S&H Charges:	\$1,345.88
Used	\$2,540.30	Processing Charges:	\$1,139.20

Figure 27. Order Form – NSLP, New Order page, Entitlement section after clicking the Calculate Entitlement button.

Facts Sheets

The Commodity section of both the Order section and the 60 Day Demand section of the Order form contains a blue Facts link. Clicking this link opens the USDA Commodity Food Fact Sheet or the Processed Commodity Food Fact Sheet in a window separate from the browser (Figure 29, Figure 30 and Figure 31). Both Fact Sheets describe the packaging, storage and nutritional information for the commodity.

From the new window, you can print or save the Fact Sheet using the Print and Save icons on the left top side of the window (Figure 28).

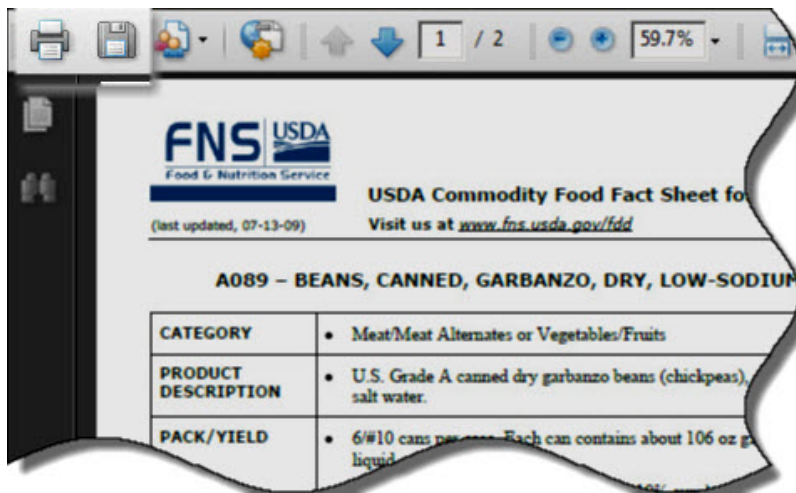


Figure 28. Print and Save icons on Fact Sheet window.

1 / 2 59.7% Find


FNS **USDA**
Food & Nutrition Service

USDA Commodity Food Fact Sheet for Schools & Child Nutrition Institutions
Visit us at www.fns.usda.gov/fdd

(last updated, 07-13-09)

A089 – BEANS, CANNED, GARBANZO, DRY, LOW-SODIUM, #10

CATEGORY	<ul style="list-style-type: none"> Meat/Meat Alternates or Vegetables/Fruits
PRODUCT DESCRIPTION	<ul style="list-style-type: none"> U.S. Grade A canned dry garbanzo beans (chickpeas), cooked and packed in salt water.
PACK/YIELD	<ul style="list-style-type: none"> 6/#10 cans per case. Each can contains about 106 oz garbanzo beans and liquid. One #10 can AP yields 69.0 oz (about 10½ cups) drained, unheated beans and provides about 42.4 ¼-cup servings drained beans OR about 21.2 ½-cup servings drained, unheated beans. CN Crediting: ¼ cup drained garbanzo beans provides 1 oz-equivalent meat/meat alternate OR ¼ cup drained garbanzo beans provides ¼ cup vegetable BUT NOT both components at the same meal.
STORAGE	<ul style="list-style-type: none"> Store unopened canned pink beans in a cool, dry place. Never store canned goods in a damp storage area or any place exposed to high or low temperature extremes. Store opened canned garbanzo beans covered and labeled in a dated nonmetallic container under refrigeration and use within 2 days. Use First-In-First-Out (FIFO) storage practices to ensure use of older product first.



Meat & Bean Group
Go lean with protein
MyPyramid.gov

Nutrition Information

Chickpeas (garbanzo), mature seeds, solids and liquids

	¼ cup (60 g)	½ cup (120 g)
Calories	71	143
Protein	2.97 g	5.94 g
Carbohydrate	13.57 g	27.14 g
Dietary Fiber	2.6 g	5.3 g
Sugars	N/A	N/A
Total Fat	0.88 g	1.37 g
Saturated Fat	0.07 g	0.14 g
Trans Fat	N/A	N/A
Cholesterol	0 mg	0 mg
Iron	0.81 mg	1.62 mg
Calcium	19 mg	38 mg
Sodium	70 mg	140 mg
Magnesium	17 mg	35 mg
Potassium	103 mg	206 mg
Vitamin A	14 IU	29 IU
Vitamin A	1 RAE	1 RAE
Vitamin C	2.3 mg	4.6 mg
Vitamin E	N/A	N/A

Done Unknown Zone | Protected Mode: Off

Figure 29. USDA Commodity Food Fact Sheet.

7/11/08

*Facts about USDA Commodities for the
National School Lunch and School Breakfast Programs*

Low Sodium Mashed Potatoes, DEHYDRATED
(Ohio Processed)

Product Description

- Low sodium mashed potatoes.
- Made with 100% Idaho® potatoes.
- Only 25mg of Sodium for restricted diets.
- Dairy free.

Pack Size

28.125 lb case containing 6/75 oz cartons

Yield

One 28.125 lb case provides approximately 1,420 servings of 0.317 ounces (before adding water) (1/4 cup after adding water) of mashed potatoes.

Uses

Product may be used to meet the vegetable component of the NSLP pattern

Storage

Store dry mashed potatoes in a cool, dry place

Best If Used By*

Dry mashed potatoes are best if used within 12 months of production.

Preparation

For a half pan: Measure into 4" half size steam table pan a half gallon (1.89L) hot or boiling water. Add one pouch of potatoes all at once, using a spoon or wire whip to distribute evenly and wet all potatoes. Let stand one minute, then mix. Place on steam table and serve. For a creamier mashed potato, add more hot or boiling water.

Nutritional value

1/4 cup serving of Low Sodium Mashed Potatoes (0.317 oz.) provides:

Calories.....	32
Protein.....	0.7 g
Carbohydrates.....	6.57g
Fat.....	0.37 g
Saturated Fat.....	0g
Trans Fat.....	0g
Cholesterol.....	0mg
Vitamin A.....	0%
Vitamin C.....	6%
Iron.....	2%
Calcium.....	0%
Sodium.....	12 mg
Dietary fiber.....	0.6g

**The "Best If Used By" date is intended to tell you how long the product will retain best flavor or quality. The term is not a safety date. "Best If Used By" dates are intended as useful guidelines. Some foods may deteriorate more quickly and other foods may last longer than the times suggest. A number of factors can shorten the useful life of a food product, such as improper handling and inadequate storage temperatures. The inventory control method of "first-in-first-out" should be practiced by those responsible for managing commodity inventories and distribution to the State and local level. Products kept past the "Best If Used By" dates are not necessarily unusable. Food products may be consumed after the "Best If Used By" date if the product has been properly stored and handled, and the primary container is in good condition.*

Figure 30. Processed Commodity Food Fact Sheet, page 1.



6360 South Federal Way, Boise ID 83716
(208) 384-8000

Idahoan Naturally (Low Sodium Mashed Potatoes)

Idaho® potatoes, partially hydrogenated oil (contains one or more of the following: soybean, cottonseed, sunflower), monoglycerides, calcium stearoyl lactylate, spice, artificial color, sodium acid pyrophosphate, sodium bisulfite, artificial flavor, citric acid, mixed tocopherols added to protect freshness. **Contains: Soy.**

Visit our website at www.simplotfoods.com and click on the Smart Schools link for school information. It pays to be a smart school.

Figure 31. Processed Commodity Food Fact Sheet, page 2.

Completing a New Order

When you access the Open Orders – NSLP page, the page lists the new open orders including orders containing 60 Day Demand items that were requested on a previous month's order. If you have not ordered any 60 Day Demand items in the previous month, you will be completing a "New Order".

When pulling up an open order containing 60 Day Demand items, the Entitlement amount will be blank and the Processing and Shipping and Handling fees for the 60 Day order appears. The Entitlement amount for the 60 Day order will have been taken when

the 60 Day order was placed in the previous month's order. The Shipping and Handling (S&H) Charges apply to goods being delivered in the order delivery period, including 60 Day Demand items being delivered during the same order delivery period.

When the order period is open, use the following steps to enter commodity amounts into an order:

1. On the Agencies Main Menu page (Figure 32), click **Orders**. The system displays the Orders page.

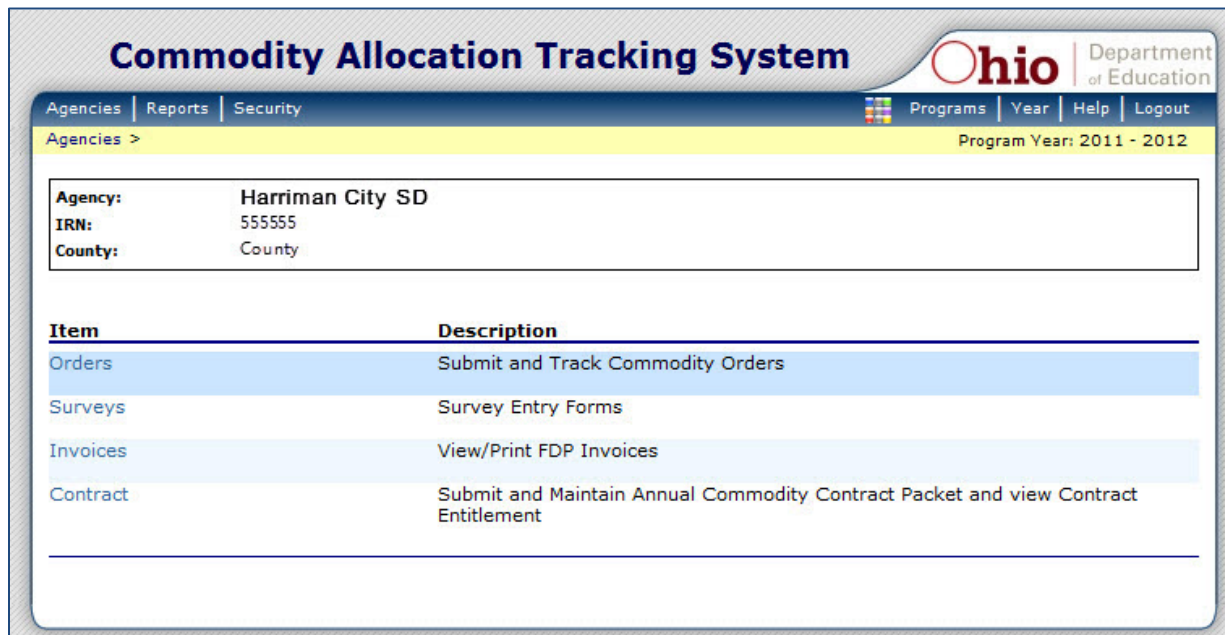


Figure 32. Agencies Main Menu page.

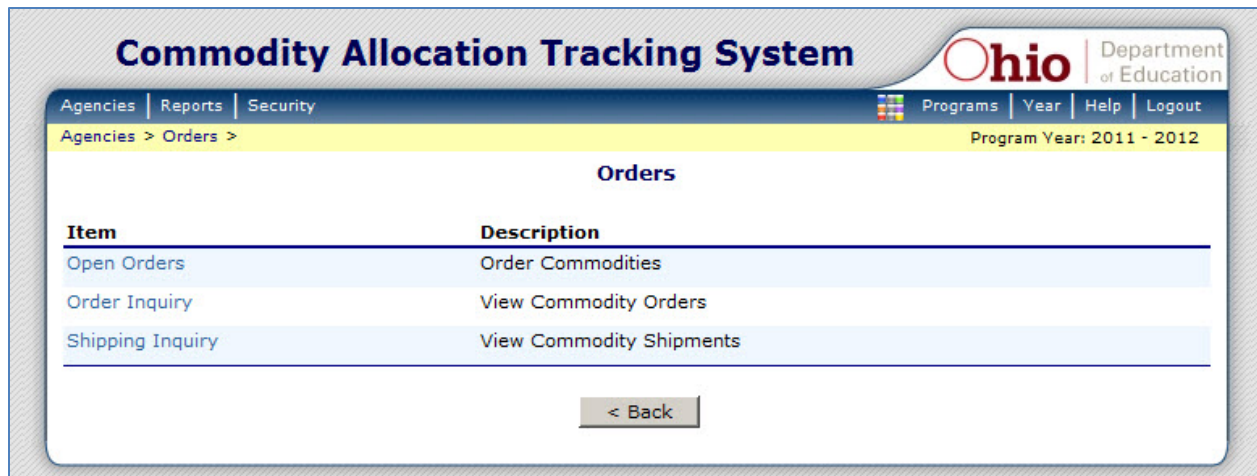


Figure 33. Orders page.

2. Click **Open Orders**. The system displays the Open Orders page (Figure 34).

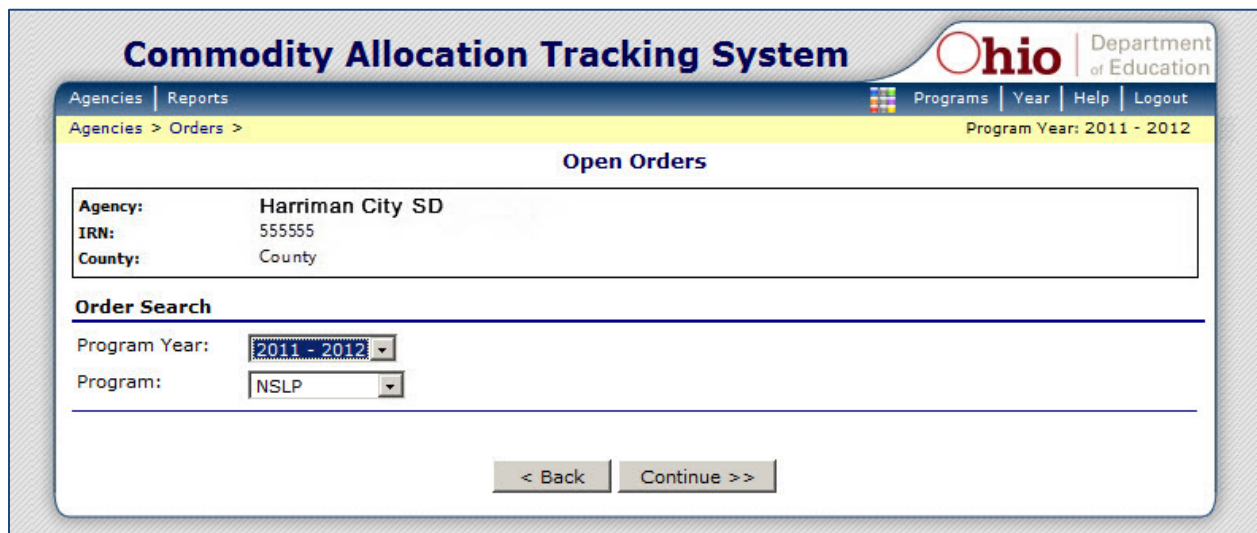


Figure 34. Open Orders page.

3. On the Open Orders page, *Program Year* and *Programs* values default to the year you are viewing and the current program. Use the drop-down arrows next to the fields to change the *Program Year* or *Programs* values, if needed. Click **Continue>>** to view the list of orders or open a new order.

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

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

Open Orders - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Display open orders only
 Display ALL orders from July, 2011 through June, 2012

Delivery Location	Warehouse	Delivery Period	Order Form / PDF
First Elementary	Warehouse 555-555-5555	02/01/2012 - 02/29/2012	View Modify Delete PDF

Note: When an order for a delivery location does not appear, create a new order by clicking on the New Order button and selecting the location from the picklist.

Figure 35. Open Orders - NSLP page with order containing 60 Day Demand items.

4. If you have ordered 60 Day Demand items in a previous order, click **Modify** next to the order for the delivery period for which you are ordering. The system displays the Order Form - NSLP page (Figure 21). See “Completing the Order Form” on page 48 for information on completing this form. If you have no previous orders, click the **New Order** button to enter amounts in a new order. The system displays the New Order - NSLP page (Figure 21).

The screenshot displays the 'New Order - NSLP' page within the 'Commodity Allocation Tracking System'. The header includes the system name and the Ohio Department of Education logo. A navigation bar at the top contains links for Agencies, Reports, Security, Programs, Year, Help, and Logout. Below this, a breadcrumb trail shows 'Agencies > Orders > Open Orders >'. The main content area is titled 'New Order - NSLP' and features an 'ADD' button. A form contains the following fields: Agency (Harriman City SD), IRN (555555), County (County), Delivery Period (02/01/2012 - 02/29/2012), Delivery Location (Third Elementary), and Warehouse (Warehouse 555-555-5555). At the bottom of the form are two buttons: '< Back' and 'Continue >>'.

Figure 36. New Order – NSLP page.

5. Use the drop-down menu next to the *Delivery Location* field to select the delivery location for the order that you want to complete. If the default Delivery Period is not accurate you can use the drop-down menu to select another Delivery Period.
6. Click the **Continue>>** button. The system displays the Order Form - NSLP, New Order page (Figure 21) for a new order. If there is no order available for the selected Delivery Period, no order will be displayed. See “[Completing the Order Form](#)” on page 48 for instructions on filling in the Order Form - NSLP, New Order page or Order Form – NSLP page.

Order Information

There are five types of commodity items: Allocated Bonus commodities, Surplus Bonus commodities, Allocated Entitlement commodities, Surplus Entitlement commodities, and 60 Day Demand commodities. Any combination of these five could occur on the Order Form –NSLP, New Order page or the Order Form – NSLP page. When you are on the Order Form – NSLP page or Order Form – NSLP, New Order page, you can fill in the number of allocated items, surplus items, and 60 Day Demand items you want. When you click **Save** to order allocated, surplus or 60 Day Demand commodity items, the amount of entitlement for those items is removed from your remaining entitlement amount.

You can order from both the *District Allocated* and *Surplus Inventory* columns for any product. However, the Office for Child Nutrition recommends that you order from the *District Allocated* columns first for a product, since this amount has been set aside for you. If you want more of a product than has been allocated to you, you can order more from the *Surplus Inventory* column.

Notes:

There are required minimum delivery amounts for deliveries if you have two or four deliveries per month.

- If you receive deliveries twice a month, both deliveries must contain at least twenty (20) cases or more of commodities goods per site.
- If you receive deliveries four times a month, all deliveries must contain at least twenty (20) cases or more of commodities goods per site.
- For sponsors with only one delivery date, there are no minimum requirements for the amount of commodity items ordered.

When you fill in the order form, use only one (1) browser tab or session at a time. Multiple browser sessions can cause unexpected results in the ordering process.

The examples in the following procedure ([Figure 38](#) and [Figure 39](#)) are the Order Form – NSLP, New Order page ([Figure 21](#)). The Order Form – NSLP page ([Figure 35](#)) has the same format but will have amounts for commodity items in the 60 Day Advanced Order column.

Completing the Order Form

To complete a new order for commodities:

1. On Order Form - NSLP, New Order page, enter the number of Allocated items you want to order in the fields under *Order Quantity* for that item. If the site has multiple delivery dates, enter the number of Allocated items you want to order under *Order Quantity* for the specific delivery date.

Notes:

If you request more of a *District Allocated* or *Surplus Inventory* amount than appears on the screen, you will receive a message stating “Units ordered exceeds amount available,” and CATS will outline the corresponding quantity field in red for the rejected commodity item ([Figure 37](#)).

If your school district has a positive balance in Entitlement when you bring up your order and your order exceeds your remaining Entitlement plus the \$50 overspend amount when you try to save it again, you will receive the following message: “Your order cannot be saved because the Entitlement Used has caused your Entitlement Balance to drop below the (\$50.00) limit.”

If your school district has no Entitlement left or has used some of the \$50.00 overspend limit when you bring up your order, you will receive the following message when you when you try to save it again: “The Entitlement Used for this order cannot be increased because there is no remaining entitlement.”

In either case, if you had previously saved the order with ordered commodities, you may un-order these items by changing commodity item amounts to “0” to and clicking Save. When you then bring up the order, you will have available entitlement and you may order any commodities.

Note that once your commodity food items exceed your annual entitlement, you will be offered only Bonus items for the balance of the program year. Your order form will display only Bonus items and any pre-ordered commodity items.

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

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

Order Form - NSLP

* Units ordered exceeds amount available.

Agency: **Harriman City SD**
 IRN: 555555
 County: County

Delivery Information

Warehouse: WAREHOUSE 555-555-5555 Delivery Type: Carrier Delivery
 Delivery Location: GENERAL HIGH SCHOOL Contact: SUSAN SPONSOR
 Delivery Address: 255 MAIN ST. Agency PO #:
 ANYTOWN, OH 45555-4302
 Order Number(s): 1319, 1320, 1321

Order *

Bonus Commodities

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
P843 - Orange Blossom Muffin I/W Pack Size: 60/2 oz / Cases USDA Entitlement Value: \$36.45	0	0	73	0	0	0	10/3/2011
Processing Charge: \$10.20		0		0	0	0	10/10/2011
S&H Charge: \$0.00		0		0	0	0	10/18/2011
Total Charge per Unit: \$10.20		0		0	0	0	10/25/2011
100250 - Raspberry Puree Pack Size: 6/5.75 / Cases USDA Entitlement Value: \$25.80	5	5	248	0	0	5	10/3/2011
Processing Charge: \$1.00		5		0	0	5	10/10/2011
S&H Charge: \$0.00		5		0	0	5	10/18/2011
Total Charge per Unit: \$1.00		0		0	0	0	10/25/2011

Entitlement Commodities

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100258 - Apple Sliced Frz Pack Size: 30 lb ctn / Cases / Facts USDA Entitlement Value: \$33.73	4	0	2	4	0	4	10/3/2011
Processing Charge: \$0.00		0		0	0	0	10/10/2011
S&H Charge: \$0.00		0		0	0	0	10/18/2011
Total Charge per Unit: \$0.00		0		0	0	0	10/25/2011

Figure 37. Example of an Order Form – NSLP page with an Over Order Error Message.

Order Number(s):

Order

Bonus Commodities

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
P792 - Gelatin Cups Lime W/Pears Pack Size: 72/4 OZ / Cases / Facts USDA Entitlement Value: \$4.86 Processing Charge: \$16.30 S&H Charge: \$2.50 Total Charge per Unit: \$18.80	2	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/16/2012

Entitlement Commodities

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100206 - Apple Slices Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$22.30 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	1	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/16/2012
100208 - Applesauce Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$19.66 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	10	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/16/2012
100359 - Beans Black 10 Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$13.10 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	2	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/16/2012
100360 - Beans Garbanzo Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$14.76 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	5	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/16/2012
100307 - Beans Green Canned Low Sodium Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$23.06 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	0	<input type="text" value="0"/>	99,991	<input type="text" value="0"/>	0	0	02/16/2012
100370 - Beans Kidney Red Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$13.65 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	0	<input type="text" value="0"/>	99,999	<input type="text" value="0"/>	0	0	02/16/2012
100362 - Beans Refried Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$17.23 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	4	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/16/2012
100364 - Beans Vegetarian Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$14.20 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	5	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	02/16/2012
100158 - Beef Ground 40lb Pack Size: 4/10LB. / Cases / Facts USDA Entitlement Value: \$84.22	0	<input type="text" value="0"/>	99,994	<input type="text" value="0"/>	0	0	02/16/2012

Figure 38. Order Form – NSLP, New Order page, Order section.

2. Enter the number of surplus items in the field under *Surplus Order Quantity* for that item. If the site has multiple delivery dates, enter the number of Surplus items you want to order under *Surplus Order Quantity* for the specific delivery date.

S&H Charge: \$2.50 Total Charge per Unit: \$2.50		
60 Day Demand (sponsor can order any quantity from each commodity)		
Bonus Commodities		
Commodity	Requested Units	Delivery Date
P697 - Potatoes Dehydrated Low Sodium Pack Size: 6/75 OZ / Cases / Facts USDA Entitlement Value: \$9.03 Processing Charge: \$41.95 S&H Charge: 2.50 Total Charge per Unit: \$44.45	<input type="text" value="0"/>	03/15/2012
P695 - Potatoes SW Fries Crinkle Cut Pack Size: 6/2.5 LB / Cases / Facts USDA Entitlement Value: \$5.88 Processing Charge: \$23.00 S&H Charge: 2.50 Total Charge per Unit: \$25.50	<input type="text" value="0"/>	03/15/2012
Entitlement Commodities		
Commodity	Requested Units	Delivery Date
P816 - Applesauce Cups Blue Raspberry Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&H Charge: 2.50 Total Charge per Unit: \$19.05	<input type="text" value="0"/>	03/15/2012
P815 - Applesauce Cups Blueberry Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&H Charge: 2.50 Total Charge per Unit: \$19.05	<input type="text" value="0"/>	03/15/2012
P817 - Applesauce Cups Cinnamon Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$10.29 Processing Charge: \$15.25 S&H Charge: 2.50 Total Charge per Unit: \$17.75	<input type="text" value="0"/>	03/15/2012
P818 - Applesauce Cups Strawberry Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&H Charge: 2.50 Total Charge per Unit: \$19.05	<input type="text" value="0"/>	03/15/2012
P819 - Applesauce Cups Strawberry Banana Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&H Charge: 2.50 Total Charge per Unit: \$19.05	<input type="text" value="0"/>	03/15/2012
P823 - Applesauce Cups Watermelon Pack Size: 96/4 OZ CUPS / Cases / Facts USDA Entitlement Value: \$8.57 Processing Charge: \$16.55 S&H Charge: 2.50 Total Charge per Unit: \$19.05	<input type="text" value="0"/>	03/15/2012
P723 - Beef Charbroiled Patties Pack Size: 150/2.45OZ. / Cases / Facts USDA Entitlement Value: \$49.64 Processing Charge: \$14.75 S&H Charge: 2.50 Total Charge per Unit: \$17.25	<input type="text" value="0"/>	03/15/2012
P724 - Beef Chili W/Beans Pack Size: 6/5 LB / Cases / Facts USDA Entitlement Value: \$22.47 Processing Charge: \$23.00 S&H Charge: 2.50 Total Charge per Unit: \$25.50	<input type="text" value="0"/>	03/15/2012
P721 - Beef Cooked Crumbles 6/5# Pack Size: 6/5 LB. / Cases / Facts USDA Entitlement Value: \$57.18 Processing Charge: \$20.00	<input type="text" value="0"/>	03/15/2012

Figure 39. Order Form – NSLP, New Order page, 60 Day Demand section, partial view.

3. Enter the number of 60 Day Demand items in the *Requested Units* field for that item. If the site has multiple delivery dates, enter the number of 60 Day Demand items you want to order under *Requested Units* field for the specific delivery date.

Charge: 0.00
Total Charge per Unit: \$29.99

Entitlement			
Remaining:	\$127,176.33	S&H Charges:	\$935.62
Used	\$1,240.30	Processing Charges:	\$1,139.20

Processing Charges:

Figure 40. Order Form – NSLP, New Order page, Entitlement section.

4. Click the **Calculate Entitlement** button to update the entitlement *Remaining*, *Used*, and the *Shipping and Handling Fees* and *Processing Fees* (Figure 40).

Note: Clicking the Calculate Entitlement button does not save your order.

5. Click the **Save** button to save the order. The system displays a message saying your Combined Order was saved (Figure 41).

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Programs | Year | Help | Logout

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

The Combined Order was saved successfully.

Figure 41. Order message page.

6. If you want to edit the order further, click the **<Edit** button to go back into the Order Form – NSLP page. If you are finished with the order, click **Finished**. CATS displays the Open Orders page (Figure 34).

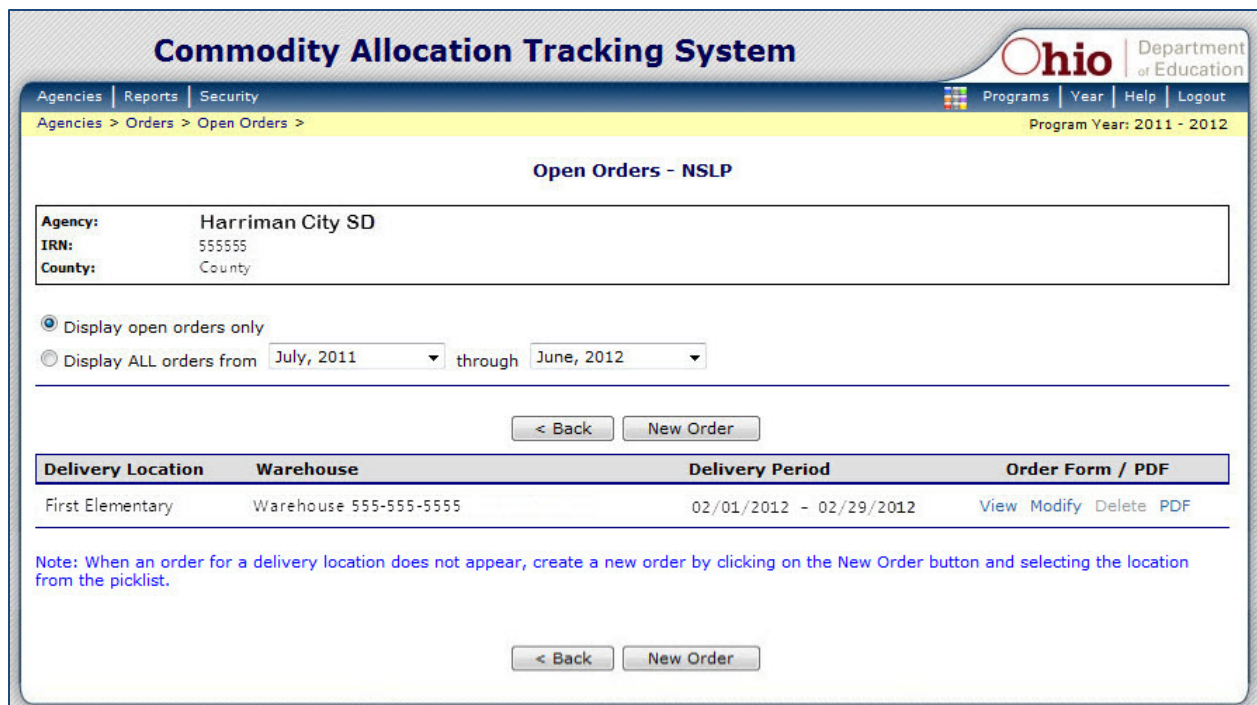


Figure 42. Open Orders - NSLP page, after an order is complete.

Printing an Order from the Order Form-NSLP Page

To print an order after you have opened it in the Order Form-NSLP page, you must print the page from the browser. Use the following procedure to print pages from the browser.

1. While in the Open Orders-NSLP order page, click the **File** menu link on the Internet Explorer (Figure 43). Internet Explorer displays the File drop down menu.

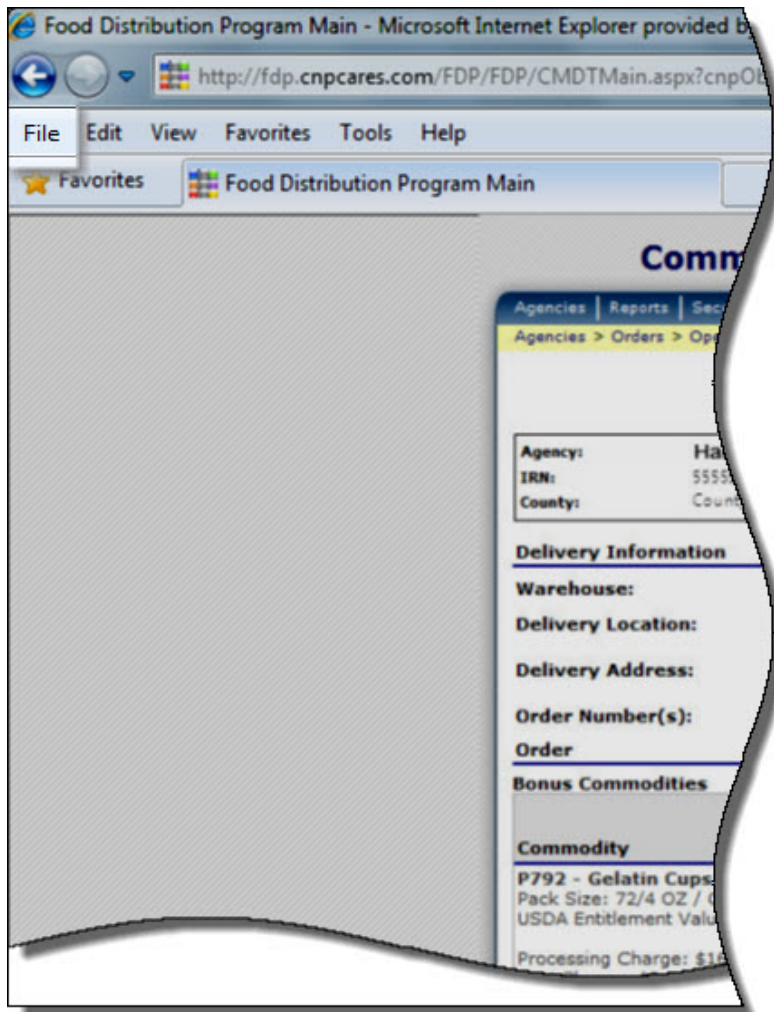


Figure 43. File menu link.

2. Click the **Print** link. Internet Explorer displays a Print menu box.
3. Click the printer you want to use.
4. Click the **Print** button. Internet Explorer prints the entire order as CATS displays it in the browser

Viewing an Order

You can view a past order using either the PDF option on the Open Orders –NSLP page or the Order Inquiry page. On the Order Inquiry page, you can see which orders have been completed and the status of the orders.

Use the following steps to view an order that is in process or complete using the Order Inquiry page:

1. On the Agencies Main Menu page (Figure 44), click the **Orders** link. The system displays the Orders page (Figure 45).

Commodity Allocation Tracking System Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Program Year: 2011 - 2012

Agency: Harriman City SD
IRN: 555555
County: County

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

Figure 44. Agencies Main Menu page.

Commodity Allocation Tracking System Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Program Year: 2011 - 2012

Orders

Item	Description
Open Orders	Order Commodities
Order Inquiry	View Commodity Orders
Shipping Inquiry	View Commodity Shipments

[< Back](#)

Figure 45. Orders page.

2. Click **Order Inquiry** to view orders. CATS displays the Order Inquiry page (Figure 46).

Figure 46. Order Inquiry page.

Table 5: Order Inquiry Search

Field	Description
Program Year	Allows you to select the school/program year for the allocation for which you are searching. The new program year starts July 1 of each year.
Program	The type of program for the allocation. Options are NSLP or SFSP .
Agency	The name of the sponsor for this order.
IRN	The sponsor's IRN.
Delivery Location	The location belonging to the order for which you are searching. The default value is All Delivery Locations .
Delivery Date Range	The date range of the order for which you are searching. Click the calendars on the right side of the <i>From</i> and <i>To</i> fields to select beginning and end dates for the range. Leaving these fields blank will display all orders.

Field	Description
Order Status	<p>The status of the order for which you are searching. The default value is All Orders. Options are:</p> <p>All Orders – any orders posted during the selected delivery date range.</p> <p>Open – orders that are active and can still be changed.</p> <p>Processed – orders that have been sent to the warehouse and can no longer be changed.</p> <p>Shipped – orders that have been shipped from the warehouse to the sponsor.</p> <p>Invoiced – orders that you have received and for which an invoice has been created. Access the Invoices page to view and print the invoice. See the “Invoices” section on page 90 in this manual for more information.</p>
Display Orders By	Allows you to display orders by order number or by commodity.

3. Use the drop-down menu to select the Delivery Location or select **All Delivery Locations** to view all delivery locations.
4. Click the calendar icon for the *Delivery Date Range From* and *To* fields to select the start and end dates for the delivery date range for which you are searching. Leave the *Delivery Date Range* blank to search for orders for all delivery date ranges.
5. Use the *Order Status* drop-down menu next to select the status of the orders for which you are searching.
6. In the *Display Orders By* field, click the radio button for Order Number, to display all the orders by order number, or click the radio button for Commodity to display the orders by commodity.
7. Click **Continue>>**. The Order Inquiry page displays any in progress or completed orders on the Order Inquiry – NSLP page (Figure 47). [Table 6: Order Inquiry – NSLP, Listed by Order Number Fields](#) identifies the fields available on the Order Inquiry – NSLP page. Figure 47 is the Order Inquiry – NSLP page, listed by order number. [Figure 48](#) is the Order Inquiry – NSLP page, listed by commodity.

Note: If the entered search criteria results in no orders appearing, the Order Inquiry will display a “No data available” message.

Tip: Each month when a new order form is released, the order will not appear under Order Inquiry until you enter information in the order form.

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Order Inquiry > Order Inquiry - NSLP > Program Year: 2011 - 2012

Order Inquiry - NSLP

Agency:	Harriman City SD
IRN:	555555
County:	County

Order Criteria

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

Orders

Order Number	Activity	Delivery Location	Delivery Date	Order Status
120	Activity	First Elementary	10/20/2011	Processed
121	Activity	Simple Middle School	10/20/2011	Processed
122	Activity	General High School	10/20/2011	Processed
123	Activity	Second Elementary	10/20/2011	Processed
124	Activity	Third Elementary	10/20/2011	Processed
145	Activity	Third Elementary	11/17/2011	Processed
146	Activity	Second Elementary	11/17/2011	Processed
147	Activity	First Elementary	11/17/2011	Processed
148	Activity	Simple Middle School	11/17/2011	Processed
149	Activity	General High School	11/17/2011	Processed
151	Activity	Third Elementary	12/15/2011	Processed
		Second Elementary		Processed

Figure 47 Order Inquiry – NSLP page, listed by order number.

Table 6: Order Inquiry – NSLP, Listed by Order Number Fields

Field	Description
Delivery Location	The delivery location associated with this order. The value “All Delivery Locations” means the order listed is for all sponsor locations.
Delivery Date Range	The date range associated with the displayed order. The value “N/A” means the order list is for all delivery date ranges.
Program Year	The order’s program year.
Order Status	The status for the orders listed. The value “All Orders” means the system listed all orders regardless of status.

Field	Description
Column Headings	
Order Number	<p>The number assigned by CATS to the order. Click the order number to access the Agency Order – NSLP page (Figure 53). Click Activity next to the order number to access the Agency Order Inquiry – NSLP page (Figure 58). See “Viewing the Agency Order – NSLP Page” and “Viewing the Agency Order Inquiry – NSLP Page” sections below for more information.</p>
Delivery Location	The name of the order’s delivery location.
Delivery Date	The date of delivery for the order.
Order Status	<p>The status of the order for which you are searching. The default value is All Orders. Options are:</p> <p>All Orders – any orders posted during the selected delivery date range.</p> <p>Open – orders that are active and can still be changed.</p> <p>Processed – orders that have been sent to the warehouse and can no longer be changed.</p> <p>Shipped – orders that have been shipped from the warehouse to the sponsor.</p> <p>Invoiced – orders that you have received and for which an invoice has been created.</p> <p>Access the Invoices page to view and print the invoice. See the “Invoices” section on page 90 in this manual for more information.</p>

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Order Inquiry > Program Year: 2011 - 2012

Order Inquiry - NSLP

Agency:	Harriman City SD		
IRN:	555555		
County:	County		

Order Criteria

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

Commodities

Item Number	Description	Pack Size	Order Qty
100206	Apple Slices Canned	6/#10 CAN	3
100208	Applesauce Canned	6/#10 CAN	8
P816	Applesauce Cups Blue Raspberry	96/4 OZ CUPS	2
P815	Applesauce Cups Blueberry	96/4 OZ CUPS	2
P817	Applesauce Cups Cinnamon	96/4 OZ CUPS	50
P812	Applesauce Cups Grape	96/4OZ	3
P754	Applesauce Cups Mixed Fruit	96/4OZ	2
P818	Applesauce Cups Strawberry	96/4 OZ CUPS	8
P819	Applesauce Cups Strawberry Banana	96/4 OZ CUPS	8
P823	Applesauce Cups Watermelon	96/4 OZ CUPS	2
100216	Apricots Diced Canned	6/#10 CAN	3
	Beans Black 10		7

Figure 48. Order Inquiry – NSLP page, listed by commodity.

Table 7: Order Inquiry by Commodity Fields

Field	Description
Delivery Location:	The delivery location associated with this order or “All Delivery Locations” for all locations.
Delivery Date Range:	The date range of deliveries for the displayed commodity orders.
Program Year:	The orders’ program year.
Order Status:	The status of the orders listed or “All Orders” for orders in any status.
Column Heading	Description
Item Number	The number of the commodity item. Clicking on the item number displays the Agency Order – NLSP page. See “ Viewing the Agency Order – NSLP Page ” for more information.
Description	The description of the commodity item.

Field	Description
Pack Size	The packaging size of the commodity item.
Order Qty	The amount of the commodity item ordered.

Viewing the Agency Order – NSLP Page

You can access the Agency Order – NSLP page in two ways:

- a) From the Order Inquiry – NSLP page, listed by order number (Figure 47) or
- b) From the Order Inquiry – NSLP page, listed by commodity (Figure 48).

The Agency Order – NSLP page allows you to see the specific details of the order. To view the Agency Order – NSLP, use the following steps:

1. On the Agencies Main Menu page, click the **Orders** link. The system displays the Orders page (Figure 50).

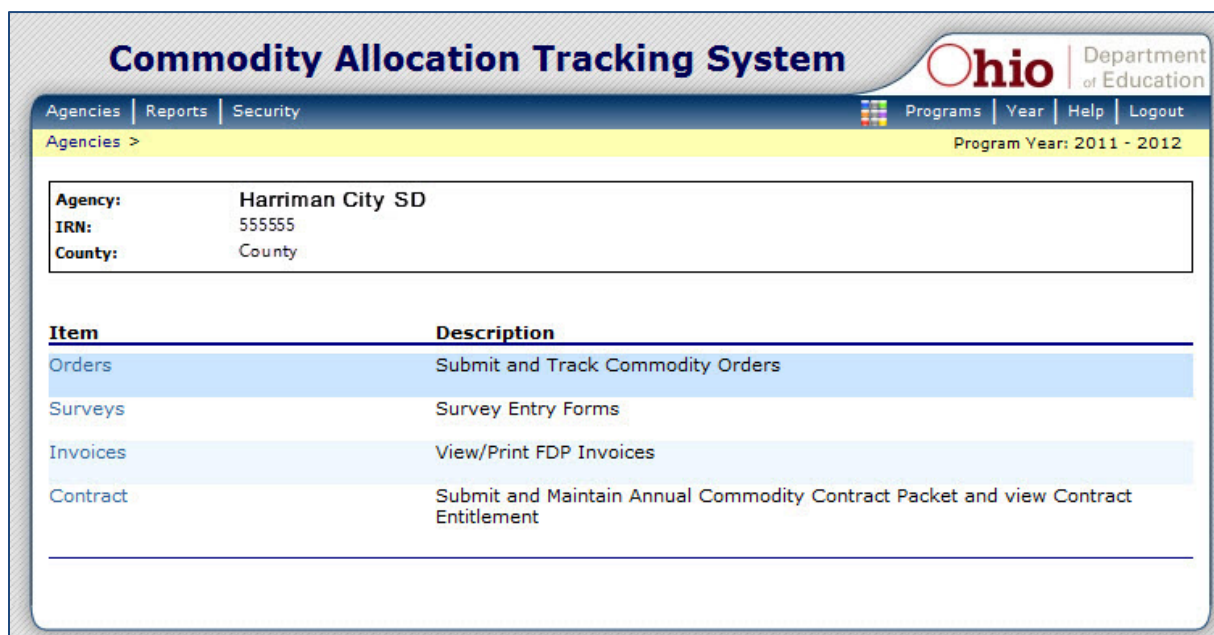


Figure 49. Agencies Main Menu page.



Figure 50. Orders page.

2. Click **Order Inquiry** to view orders. CATS displays the Order Inquiry page (Figure 51).

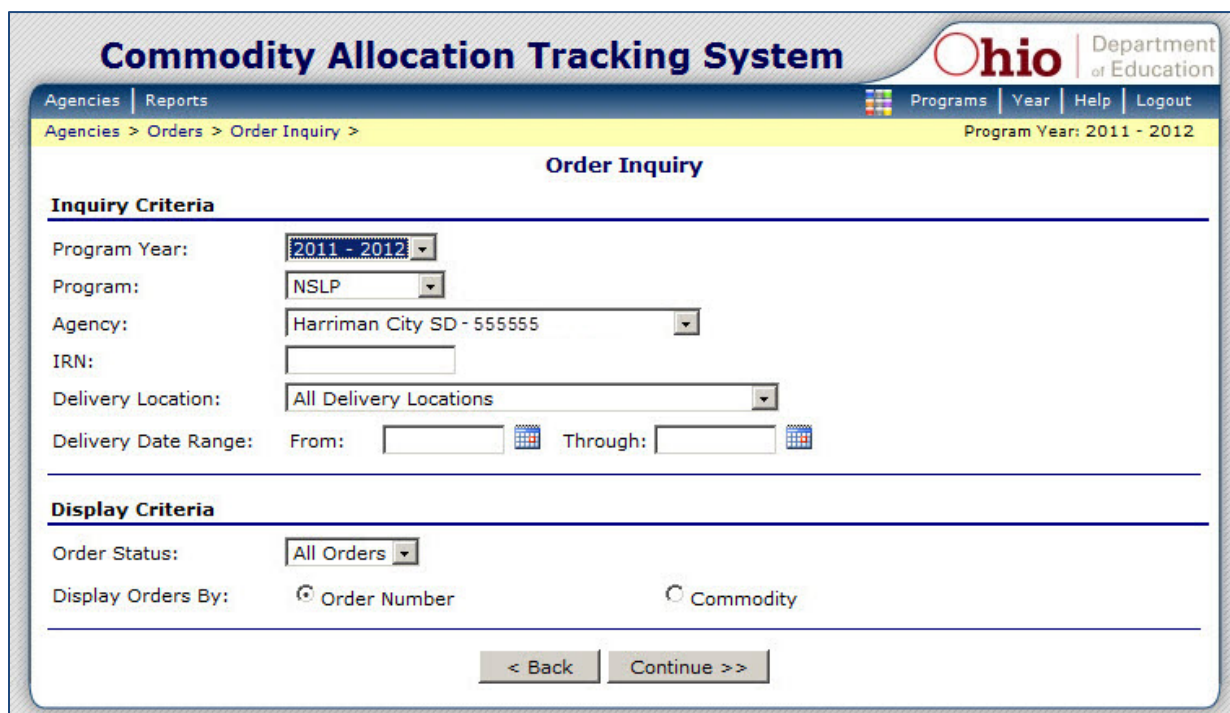


Figure 51. Order Inquiry page.

3. Using the steps for the Order Inquiry page above, enter data in the fields for the order for which you are searching.
4. For the field *Display Orders By*, click the radio button next to **Order Number** to display the order by order number.
5. Click the **Continue>>** button to view the Order Inquiry – NSLP page.

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Order Inquiry > Order Inquiry - NSLP > Program Year: 2011 - 2012

Order Inquiry - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

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 Date	Order Status
120	Activity First Elementary	10/20/2011	Processed
121	Activity Simple Middle School	10/20/2011	Processed
122	Activity General High School	10/20/2011	Processed
123	Activity Second Elementary	10/20/2011	Processed
124	Activity Third Elementary	10/20/2011	Processed
145	Activity Third Elementary	11/17/2011	Processed
146	Activity Second Elementary	11/17/2011	Processed
147	Activity First Elementary	11/17/2011	Processed
148	Activity Simple Middle School	11/17/2011	Processed
149	Activity General High School	11/17/2011	Processed
151	Activity Third Elementary	12/15/2011	Processed
	Activity Second Elementary		Processed

Figure 52. Order Inquiry – NSLP page.

- Click the order number in the Order Number column. CATS displays the Agency Order – NSLP page (Figure 53). This Agency Order – NSLP page displays all the commodities and details for a single order. See Table 8: Agency Order - NSLP Fields for more information.

Note: Click the order number value in the Order Number column to access the Agency Order – NSLP page (Figure 53) on either the Order Inquiry – NSLP page (Figure 57), listed by order number or the item number on the Agency Order Inquiry – NSLP page (Figure 58). Both Agency Order – NSLP pages display the same information.

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Orders > Order Inquiry > 2012 Order Inquiry NSLP > Program Year: 2011 - 2012

Agency Order - NSLP **VIEW**

Agency: Harriman City SD
IRN: 555555
County: County

Order#: 173 **Order Status:** Processed
Warehouse: Warehouse 555-555-5555 **Delivery Date:** 02/16/2012
Deliver To: Third Elementary **Date Entered:** 01/17/2012
 5555 Main St. **Entered by:** 555555
 Anytown, OH 45555-0000 **Date Processed:** 01/25/2012
Carrier: Carrier1

Bonus Commodities

Item	Description	Total Ent. Value	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
P754	Applesauce Cups Mixed Fruit	\$0.00	96/4OZ	\$0.00	\$16.55	1	0	\$2.50
Totals				\$0.00	\$16.55	1	0	\$2.50

Entitlement Commodities

Item	Description	Total Ent. Value	Pack Size	Admin Total	Processing Total	Order Qty	Ship Qty	Estimated S&H
100125	Turkey Roasts	\$588.35	32-48 LB CTN	\$0.00	\$0.00	7	0	\$17.50
100208	Applesauce Canned	\$98.30	6/#10 CAN	\$0.00	\$0.00	5	0	\$12.50
Totals				\$0.00	\$0.00	12	0	\$30.00
Grand Total				\$0.00	\$16.55	13	0	\$32.50

Created By: oomadm01 On: 01/17/2012 9:53:10 AM Modified By: 555555 On: 01/20/2012 9:54:33 AM

[< Back](#)

Figure 53. Agency Order – NSLP.

Table 8: Agency Order - NSLP Fields

Field	Description
Order Number	The number associated with the listed order.
Warehouse	The name of the warehouse that ships commodities to this sponsor.
Deliver To	The name and address of the location associated with this order.
Order Status	The status of the order listed.
Delivery Date	The date this order is to be delivered.
Date Entered	The date the sponsor’s staff entered the order.


Field	Description
Entered by	Identifies the sponsor's IRN
Date Processed	The date the order was processed, if it has been processed.
Column Headings	
Item	The IRN of the sponsor entering the order.
Description	The description of the commodity item.
Ent. Value	The commodity entitlement value charged against your entitlement amount.
Pack Size	The packaging size of the commodity item.
Admin Total	The fee charged for administration. This function is not currently used.
Processing Total	The total cost of processing, shipping and handling.
Order Qty	The total amount of the commodity item ordered.
Ship Qty	The total amount of the commodity item shipped. This value is filled when OCN receives confirmation from the warehouse that the item has been received by the sponsor.
Estimated S&H	The estimated amount for shipping and handling

Viewing the Agency Order Inquiry – NSLP Page

The Agency Order Inquiry – NSLP page displays any activity for an order and allows you to sort commodities in an order based on the order date, transaction type and commodity.

To view the Agency Order Inquiry – NSLP, use the following steps:

1. On the Agencies Main Menu page, click the Orders link. The system displays the Orders page ([Figure 55](#)).

Commodity Allocation Tracking System 


Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Program Year: 2011 - 2012

Agency: Harriman City SD
IRN: 555555
County: County

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

Figure 54. Agencies Main Menu page.

Commodity Allocation Tracking System 

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Orders > Program Year: 2011 - 2012

Orders

Item	Description
Open Orders	Order Commodities
Order Inquiry	View Commodity Orders
Shipping Inquiry	View Commodity Shipments

[< Back](#)

Figure 55. Orders page.

2. Click Order Inquiry to view orders. The system displays the Order Inquiry page (Figure 56).

Commodity Allocation Tracking System

Agencies | Reports
Programs | Year | Help | Logout

Agencies > Orders > Order Inquiry >
Program Year: 2011 - 2012

Order Inquiry

Inquiry Criteria

Program Year:

Program:

Agency:

IRN:

Delivery Location:

Delivery Date Range: From: Through:

Display Criteria

Order Status:

Display Orders By: Order Number Commodity

Figure 56. Order Inquiry page.

3. Using [Table 5: Order Inquiry Search](#) , enter data in the fields for the order for which you are searching.
4. For the field *Display Orders By*, click the radio button next to **Order Number** to display the order by order number.
5. Click the **Continue>>** button to view the Order Inquiry – NSLP page.

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Order Inquiry > Order Inquiry - NSLP > Program Year: 2011 - 2012

Order Inquiry - NSLP

Agency:	Harriman City SD
IRN:	555555
County:	County

Order Criteria

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


Orders

Order Number	Activity	Delivery Location	Delivery Date	Order Status
120	Activity	First Elementary	10/20/2011	Processed
121	Activity	Simple Middle School	10/20/2011	Processed
122	Activity	General High School	10/20/2011	Processed
123	Activity	Second Elementary	10/20/2011	Processed
124	Activity	Third Elementary	10/20/2011	Processed
145	Activity	Third Elementary	11/17/2011	Processed
146	Activity	Second Elementary	11/17/2011	Processed
147	Activity	First Elementary	11/17/2011	Processed
148	Activity	Simple Middle School	11/17/2011	Processed
149	Activity	General High School	11/17/2011	Processed
151	Activity	Third Elementary	12/15/2011	Processed
		Second Elementary		Processed

Figure 57. Order Inquiry – NSLP page.

6. Click the word **Activity** next to the order number. CATS displays the Agency Order Inquiry – NSLP page (Figure 58).

Commodity Allocation Tracking System



Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Orders > Order Inquiry > Order Inquiry - NSLP >
Program Year: 2011 - 2012

Agency Order Inquiry - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

[VIEW](#)

Order Information

Order Number: 179	Warehouse: Warehouse 555-555-5555	Program Year: 2011 - 2012
Delivery Location: Third Elementary	Carrier: Carrier1	Delivery Date: 01/19/2012
Delivery Date: 01/19/2012		

Order Activity

Date	Transaction Type	Commodity	Comm Type	Units	Order Type	Entered By	Invoice Number
11/28/2011	60-day Add	P679 PBJ Pockets Strawberry Wheat	E	1	R	555555	
11/28/2011	60-day Add	P678 PBJ Pockets Grape Wheat	E	1	R	555555	
11/28/2011	60-day Add	P750 PBJ Bars	E	1	R	555555	
11/28/2011	60-day Add	P809 Macaroni & Cheese Reduced Fat	E	1	R	555555	
11/28/2011	60-day Add	P692 Foil Packets Red Gold ISP	E	1	R	555555	
12/05/2011	Order Modify	P678 PBJ Pockets Grape Wheat	E	1	F	555555	
12/05/2011	Order Modify	P679 PBJ Pockets Strawberry Wheat	E	1	F	555555	
12/05/2011	Order Modify	P692 Foil Packets Red Gold ISP	E	1	F	555555	
12/05/2011	Order Modify	P750 PBJ Bars	E	1	F	555555	
12/05/2011	Order Modify	P809 Macaroni & Cheese Reduced Fat	E	1	F	555555	

Order Types: A = Allocation Commodity Order; F = 60-Day Order Filled; R = 60-Day Order Request; S = Surplus Commodity Order or Shipping Transaction

[< Back](#)

Figure 58. Agency Order Inquiry – NSLP.

On the Agency Order Inquiry – NSLP page, commodity items are listed for the date ordered, when a modification to the order occurs, and when the items were shipped. The Units amount for an order shipment should match total number of units for the order listed for an Order Entry and an Order Modify line entry. For an item that has both Bonus and Entitlement values, the unit values will be totaled on the order shipment line. See [Table 9: Agency Order Inquiry - NSLP Fields](#) for more information.

Table 9: Agency Order Inquiry - NSLP Fields

Field	Description
Order Number	The number assigned by CATS to the order.
Warehouse	The name of the warehouse from which commodities are shipped.
Delivery Location	The delivery location associated with this order.
Program Year	The order's program year.
Delivery Date	The date of delivery for the displayed order.
Column Headings	
Date	The date the order was created. Click the column heading <i>Date</i> to sort the listing by date
Transaction Type	The type of order transaction. Click the column heading <i>Transaction Type</i> to sort the listing by type of order transaction.
Commodity	The number and description of the commodity. Click the column heading <i>Commodity</i> to sort the listing by commodity number.
Comm Type	The type of commodity. Options are E for entitlement and B for bonus.
Units	The number of units for this order.
Order Type	<p>The type of order listed. Options are:</p> <p>A – Allocation Commodity Order - an order created from commodity items allocated to you.</p> <p>F – 60 Day Order Filled - a transaction that moves the 60 Day Demand commodity items from ordered to fulfilled.</p> <p>Note: 60 Day Demand items are only requested when you order the items on the 60 Day Demand portion of the order form. The second transaction with the status of 60 Day Order Filled (F) fulfills this request in the system. Every 60 Day Demand commodity item will have a 60 Day Order Requested (R) and a 60 Day Order Filled (F) transaction on the Agency Order Inquiry page.</p> <p>R – 60 Day Order Requested - a transaction requesting 60 Day Demand commodity items.</p> <p>S – Surplus Commodity Order or Shipping Transaction - an order you created from surplus commodity items OR a transaction indicating a direct shipment.</p>

Field	Description
Entered By	Identifies sponsor's staff or OCN's staff who performed the transaction. Note: For 60 Day Filled (F) and Shipping Transaction (S) Order Types, the Entered By value will be CATS ID for a Commodity Team member. This is a normal part of how the CATS 12 system works. For Allocation Commodity Order (A), 60 Day Order Requested (R) and Surplus Commodity Order (S) Order Types, the Entered By value will be your CATS ID.
Invoice Number	The number of the invoice associated with this order, if the order shipment has been invoiced.

The Agency Order Inquiry – NSLP page (Figure 61) that can be accessed from the Order Inquiry – NSLP page (Figure 60), listed by commodity allows you to view orders by commodity.

To access the Agency Order Inquiry – NSLP page from the Order Inquiry - NSLP, use the following steps:

The screenshot displays the 'Order Inquiry' page within the 'Commodity Allocation Tracking System'. The page header includes the Ohio Department of Education logo and navigation links for Agencies, Reports, Programs, Year, Help, and Logout. The current program year is set to 2011-2012. The 'Inquiry Criteria' section contains dropdown menus for Program Year (2011 - 2012), Program (NSLP), Agency (Harriman City SD - 555555), and Delivery Location (All Delivery Locations). There are also input fields for IRN and Delivery Date Range (From and Through). The 'Display Criteria' section shows Order Status set to All Orders and Display Orders By set to Commodity. Navigation buttons for '< Back' and 'Continue >>' are located at the bottom.

Figure 59. Order Inquiry page.

1. Using the steps in the “[Viewing an Order](#)” section on page 55, enter data in the fields for the order for which you are searching.
2. For the field *Display Orders By*, click the radio button next to **Commodity** to display the order by commodity.
3. Click the **Continue>>** button. CATS displays the Order Inquiry – NSLP page ([Figure 60](#)), listed by commodity.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Order Inquiry > | Program Year: 2011 - 2012

Order Inquiry - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

Order Criteria

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

Commodities

Item Number	Description	Pack Size	Order Qty
100206	Apple Slices Canned	6/#10 CAN	3
100208	Applesauce Canned	6/#10 CAN	8
P816	Applesauce Cups Blue Raspberry	96/4 OZ CUPS	2
P815	Applesauce Cups Blueberry	96/4 OZ CUPS	2
P817	Applesauce Cups Cinnamon	96/4 OZ CUPS	50
P812	Applesauce Cups Grape	96/4OZ	3
P754	Applesauce Cups Mixed Fruit	96/4OZ	2
P818	Applesauce Cups Strawberry	96/4 OZ CUPS	8
P819	Applesauce Cups Strawberry Banana	96/4 OZ CUPS	8
P823	Applesauce Cups Watermelon	96/4 OZ CUPS	2
100216	Apricots Diced Canned	6/#10 CAN	3
	Beans Black 10		7

Figure 60. Order Inquiry – NSLP page, listed by commodity.

4. Click the item number in the *Item Number* column. CATS displays the Agency Order Inquiry – NSLP page ([Figure 61](#)). See [Table 10: Agency Order Inquiry – NSLP Page Listed for a Single Commodity Fields](#) for more information.

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Orders > Order Inquiry > 2012 Order Inquiry NSLP > Program Year: 2011 - 2012

Agency Order Inquiry - NSLP [VIEW](#)

Agency: Harriman City SD
IRN: 555555
County: County

Order Criteria

Delivery Location: All Delivery Locations	Program Year: 2011 - 2012
Delivery Date Range: N/A	Order Status: All Orders
Commodity: 100258 - Apple Sliced Frz	
Pack Size: 30 lb ctn	

Orders

Order Number	Activity	Agency	Delivery Date	Order Qty
1315	Activity	555555 - Harriman City SD	9/2/2011	6
Total:				6

[< Back](#)

Figure 61. Agency Order Inquiry – NSLP page, listed by a single commodity.

Table 10: Agency Order Inquiry – NSLP Page Listed for a Single Commodity Fields

Field	Description
Delivery Location	The delivery location associated with this order. The value All Delivery Locations means the order listed is for all sponsor locations.
Delivery Date Range	The date range associated with the displayed order. The value N/A means the order list is for all delivery date ranges.
Commodity	The commodity number and name for the commodity for the order being displayed.
Pack Size	The package description for the commodity in the order being displayed.
Program Year	The order's program year.
Order Status	The status for the orders listed. The value All Orders means the system listed all orders regardless of status.

Field	Description
Column Headings	
Order Number	The number assigned by CATS to the order. Click the order number link to access the Agency Order – NSLP page (Figure 53). Click the Activity link beside the order number to access the Agency Order Inquiry – NSLP page (Figure 58). See “Viewing the Agency Order – NSLP Page” section on page 62 and “Viewing the Agency Order Inquiry – NSLP Page” section on page 66 for more information.
Agency	The name and IRN for the sponsor for this commodity order.
Delivery Date	The date of delivery for the order.
Order Quantity	The amount of the quantity to be delivered in this order.

Viewing Previous Orders Through the Open Orders PDF File

You can also use the Open Orders-NSLP page to access PDF files of previous orders. This is the only way to look at previous orders for an entire month including 60 Day Demand orders.

To view previous orders using the PDF files on the Open Orders – NSLP page, use the following steps:

1. On the Agencies Main Menu page, click **Orders**. CATS displays the Orders page (Figure 63).

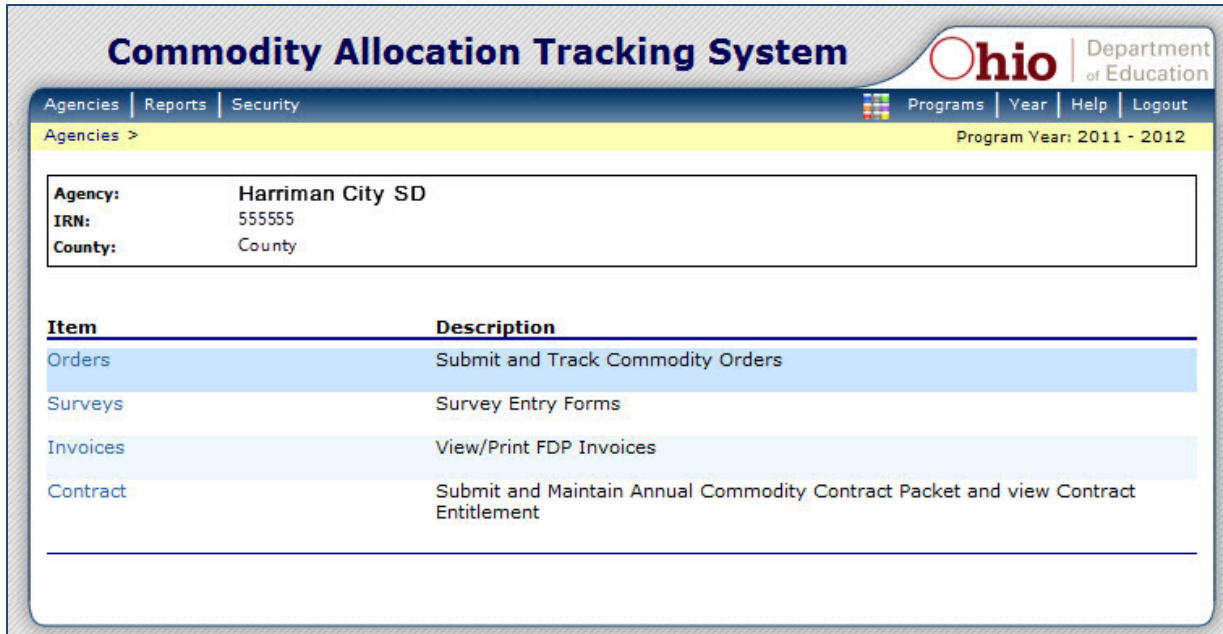


Figure 62. Agencies Main Menu page.



Figure 63. Orders page.

2. Click **Open Orders**. The system displays the Open Orders page (Figure 64).

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Programs | Year | Help | Logout

Agencies > Orders > Program Year: 2011 - 2012

Open Orders

Agency: Harriman City SD
 IRN: 555555
 County: County

Order Search

Program Year: 2011 - 2012
 Program: NSLP

< Back Continue >>

Figure 64. Open Orders page.

3. On the Open Orders page, *Program Year* and *Programs* values default to the year you are viewing and the current program. If the *Program Year* or *Program* values are incorrect, use the drop-down menu(s) to select the correct value(s).
4. Click **Continue>>** to view the list of orders.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

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

Open Orders - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

Display open orders only
 Display ALL orders from July, 2011 through June, 2012

< Back New Order

Delivery Location	Warehouse	Delivery Period	Order Form / PDF
First Elementary	Warehouse 555-555-5555	02/01/2012 - 02/29/2012	View Modify Delete PDF

< Back New Order

Figure 65. Open Orders - NSLP page with order containing 60 Day Demand items.

5. Use the drop-down menu in the starting date field to select the starting date from which to display all orders.
6. Use the drop-down menu in the ending date field, after *through*, to select the ending date for the list of orders.

- Click the radio button for the *Display ALL orders from* option. CATS displays a list of previous orders (Figure 66).

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

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

Open Orders - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

Display open orders only
 Display ALL orders from July, 2011 through June, 2012

< Back New Order

Delivery Location	Warehouse	Delivery Period	Order Form / PDF
First Elementary	Warehouse 555-555-5555	10/01/2011 - 10/31/2011	View Modify Delete PDF
Second Elementary	Warehouse 555-555-5555	10/01/2011 - 10/31/2011	View Modify Delete PDF
Third Elementary	Warehouse 555-555-5555	10/01/2011 - 10/31/2011	View Modify Delete PDF
General High School	Warehouse 555-555-5555	10/01/2011 - 10/31/2011	View Modify Delete PDF
Simple Middle School	Warehouse 555-555-5555	10/01/2011 - 10/31/2011	View Modify Delete PDF
Second Elementary	Warehouse 555-555-5555	11/01/2011 - 11/30/2011	View Modify Delete PDF
First Elementary	Warehouse 555-555-5555	11/01/2011 - 11/30/2011	View Modify Delete PDF
Third Elementary	Warehouse 555-555-5555	11/01/2011 - 11/30/2011	View Modify Delete PDF
General High School	Warehouse 555-555-5555	11/01/2011 - 11/30/2011	View Modify Delete PDF
Simple Middle School	Warehouse 555-555-5555	11/01/2011 - 11/30/2011	View Modify Delete PDF
First Elementary	Warehouse 555-555-5555	12/01/2011 - 12/31/2011	View Modify Delete PDF
Second Elementary	Warehouse 555-555-5555	12/01/2011 - 12/31/2011	View Modify Delete PDF
Third Elementary	Warehouse 555-555-5555	12/01/2011 - 12/31/2011	View Modify Delete PDF
General High School	Warehouse 555-555-5555	12/01/2011 - 12/31/2011	View Modify Delete PDF
Simple Middle School	Warehouse 555-555-5555	12/01/2011 - 12/31/2011	View Modify Delete PDF
Third Elementary	Warehouse 555-555-5555	01/01/2012 - 01/31/2012	View Modify Delete PDF
First Elementary	Warehouse 555-555-5555	02/01/2012 - 02/29/2012	View Modify Delete PDF
Second Elementary	Warehouse 555-555-5555	03/01/2012 - 03/31/2012	View Modify Delete PDF
First Elementary	Warehouse 555-555-5555	04/01/2012 - 04/30/2012	View Modify Delete PDF
Second Elementary	Warehouse 555-555-5555	04/01/2012 - 04/30/2012	View Modify Delete PDF

< Back New Order

Figure 66. Open Orders – NSLP, displaying all orders from beginning to ending time periods.

8. To view any of the previous orders, click the **PDF** link on the right side of the *Delivery Location* entry. CATS displays the Food Distribution Program PDF Viewer in a separate window ([Figure 67](#)).

Commodity Allocation Tracking System

Ohio Department of Education

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

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

Food Distribution Program PDF Viewer

< Back

PDF Document

Comment

Commodity Allocation Tracking System

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

PDF CREATED: Mon Jul 2 2012 10:51:04 EDT
Currently logged on as Devin (Shirley Stoney Garcia.) at 170.023212.6.46.66 AM

Saving page as PDF. One moment please...

Order Form - NSLP

Agency: Harriman City SD
 Zip: 55555
 County:

Delivery Information

Warehouse: Warehouse 555-555-5555 Delivery Type: Carrier Delivery

Delivery Location: Second Elementary Contact: Susan Sponsor
 555-555-555

Delivery Address: 29 S Main St
 Anytown, OH 45555 Agency PO #:

Order Number(s): 212

Order

Basic Commodities

Commodity	District Allocated Quantity	Order Quantity	Surplus Inventory Quantity	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
P792 - Gelatin Cups Lime W/Pears Pack Size: 72/4 OZ / Cases / Facts USDA Entitlement Value: \$4.86 Processing Charge: \$16.30 S&H Charge: \$2.50 Total Charge per Unit: \$18.80	0	0	2	2	0	2	03/13/2012
P697 - Potatoes Dehydrated Low Sodium Pack Size: 6/75 OZ / Cases / Facts USDA Entitlement Value: \$9.03 Processing Charge: \$41.95 S&H Charge: \$2.50 Total Charge per Unit: \$44.45	0	0	4,147	20	25	45	03/13/2012

Entitlement Commodities

Commodity	District Allocated Quantity	Order Quantity	Surplus Inventory Quantity	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
100206 - Apple Slices Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$22.30 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	0	0	1	0	0	0	03/13/2012
100208 - Applesauce Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$19.66 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	0	0	5	0	0	0	03/13/2012

Figure 67. Food Distribution Program PDF Viewer page.

- To return to the Open Orders - NSLP page for all orders, click the <<Back button at the top of the Food Distribution Program PDF Viewer. CATs displays the Open Orders – NSLP page (Figure 66).

Checking for Shipped Orders

The Shipping Inquiry - NSLP page allows you to view the ship date and commodity items for shipped orders.

- On the Agencies Main Menu, click **Orders**. CATS displays the Orders page (Figure 69).

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there is a navigation bar with 'Agencies | Reports | Security' on the left and 'Programs | Year | Help | Logout' on the right. The 'Ohio Department of Education' logo is in the top right corner. Below the navigation bar, the breadcrumb 'Agencies >' is visible on the left, and 'Program Year: 2011 - 2012' is on the right. The main content area displays agency information: Agency: Harriman City SD, IRN: 555555, and County: County. Below this is a table with two columns: 'Item' and 'Description'. The table lists four items: 'Orders' (Submit and Track Commodity Orders), 'Surveys' (Survey Entry Forms), 'Invoices' (View/Print FDP Invoices), and 'Contract' (Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement).

Figure 68. Agencies Main Menu page.

The screenshot shows the 'Commodity Allocation Tracking System' interface for the 'Orders' page. The navigation bar and logo are the same as in Figure 68. The breadcrumb now shows 'Agencies > Orders >'. The main heading is 'Orders'. Below it is a table with two columns: 'Item' and 'Description'. The table lists three items: 'Open Orders' (Order Commodities), 'Order Inquiry' (View Commodity Orders), and 'Shipping Inquiry' (View Commodity Shipments). At the bottom center of the page, there is a '< Back' button.

Figure 69. Orders page.

- Click **Shipping Inquiry**. CATS displays the Shipping Inquiry page (Figure 70). See Table 11: Shipping Inquiry Fields for more information.

Figure 70. Shipping Inquiry page.

Table 11: Shipping Inquiry Fields

Field	Description
Program Year	The program year for the shipping information.
Program	The program for which the commodities are being shipped.
Agency	The name of the sponsor.
IRN	The IRN of the sponsor.
Delivery Location	The delivery location for order shipment being searched. Options are All Delivery Locations or the specific delivery locations for your sponsor. If you use All Delivery Locations , which is the default, CATS displays a list of all shipped orders for all delivery locations.
Order Number	The number for the order for which you are searching. This field is optional. If you leave this field blank, the inquiry displays all orders.
Commodity	The commodity for which you are searching in the list of shipped orders. Options are All Commodities or specific commodities available on the system. If you use All Commodities , which is the default, CATS displays a list of all shipped orders for all commodities.
Delivery Date Range	The date range for the shipment delivery.

3. On the Shipping Inquiry page, use the drop-down menu to select the *Program Year*, *Program*, and *Agency* if the defaults are not correct for your search.
4. To search for a delivery to a specific location, use the drop-down menu next to the *Delivery Location* field to access the drop-down menu and select the location for which you are doing this search.
To see deliveries for all locations, use the default **All Delivery Locations**.
5. To display shipping information on a specific order, enter the order number in the *Order Number* field. If you enter no order number, CATS displays all orders in a shipped status.
6. To display shipping information for a specific commodity, use the drop-down menu to enter the commodity name in the *Commodity* field. If you use the default **All Commodities**, CATS displays shipping information for all commodities.
7. To display shipping information within a specific delivery date range, click the calendar icon next to the *From* field and select a beginning date. Click the calendar icon next to the *Through* field to select an end date.
8. Click the **Display Shipments** button to display the requested shipment list.
CATS displays the Shipping Inquiry - NSLP page (Figure 71).

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Programs | Year | Help | Logout

Agencies > Orders > Shipping Inquiry > | Program Year: 2011 - 2012

Shipping Inquiry - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Shipment Criteria

Delivery Location: | **Program Year:** 2011 - 2012
Order Number: All Orders | **Delivery Date Range:** All Delivery Dates
Commodity: All Commodities

Shipments

Order Number	Commodity	Shipment Type	Quantity	Ship Date
1315	100258 - Apple Sliced Frz	Order Shipment	6	11/17/2011
1315	P824 - Applesauce Raspberry	Order Shipment	10	11/17/2011
1315	P132 - Beef Teri Dipper 25#	Order Shipment	10	11/17/2011
1315	P843 - Orange Blossom Muffn	Order Shipment	7	11/17/2011
Total:			33	

[< Back](#)

Figure 71. Shipping Inquiry – NSLP page.

Table 12: Shipping Inquiry – NSLP Fields


Field	Description
Delivery Location	The delivery location for the order being searched. If the Shipping Inquiry is for all locations, this field is blank.
Order Number	The order number for which you are searching.
Commodity	The commodity for which you are searching in the list of shipped orders. Options are All Commodities or specific commodities available on the system.
Program Year	The program year for the shipping information.
Delivery Date Range	The date range for the delivery.
Column Headings	
Order Number	The number of the order that contains the commodity item. Click the order number to see the entire order on the Agency Order- NSLP page. See the section Viewing the Agency Order – NSLP Page on page 62 for more information. Click the column heading <i>Order Number</i> to sort the list by order number.
Commodity	The commodity number and name. Click the column heading <i>Commodity</i> to sort the list by commodity number.
Shipment Type	The type of shipment for this commodity. Click the column heading <i>Shipment Type</i> to sort the list alphabetically by type of shipment.
Quantity	The amount of the commodity. Click the column heading <i>Quantity</i> to sort the list by number of items ordered.
Ship Date	The date that the commodity was shipped. Click the column heading <i>Ship Date</i> to sort the list by shipment date.

Viewing the Shipping Inquiry's Agency Order – NSLP Page

The Agency Order page is a listing of commodities associated with the order number. This page includes the Total Ordered Quantity, Total Shipped Quantity, Total Received Quantity, and Total Damaged Quantity amounts.

To access the Agency Order Page from the Shipping Inquiry – NSLP page, use the following steps:

1. On the Agencies Main Menu ([Figure 72](#)), click **Orders**. CATS displays the Orders page ([Figure 73](#)).

Commodity Allocation Tracking System 


Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Program Year: 2011 - 2012

Agency:	Harriman City SD
IRN:	555555
County:	County

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

Figure 72. Agencies Main Menu page.

Commodity Allocation Tracking System 

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Orders > Program Year: 2011 - 2012

Orders

Item	Description
Open Orders	Order Commodities
Order Inquiry	View Commodity Orders
Shipping Inquiry	View Commodity Shipments

Figure 73. Orders page.

2. Click **Shipping Inquiry**. CATS displays the Shipping Inquiry page (Figure 74).

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there is a navigation bar with 'Agencies | Reports' on the left and 'Programs | Year | Help | Logout' on the right. The 'Ohio Department of Education' logo is in the top right corner. Below the navigation bar, a breadcrumb trail reads 'Agencies > Orders > Shipping Inquiry >'. The main heading is 'Shipping Inquiry'. Underneath, there is a 'Shipment Search' section with the following fields: 'Program Year:' (dropdown menu set to '2011 - 2012'), 'Program:' (dropdown menu set to 'NSLP'), 'Agency:' (dropdown menu set to 'Harriman City SD - 555555'), 'IRN:' (text input field), 'Delivery Location:' (dropdown menu set to 'All Delivery Locations'), 'Order Number: (Optional)' (text input field), 'Commodity:' (dropdown menu set to 'All Commodities'), and 'Delivery Date Range:' (two date pickers labeled 'From:' and 'Through:'). At the bottom of the search section are two buttons: 'Back' and 'Display Shipments'.

Figure 74. Shipping Inquiry page.

3. Enter the data in Shipping Inquiry page for the order for which you are searching using the steps in the “[Checking for Shipped Orders](#)” section on page 81.
4. Click the **Display Shipments** button. CATS displays the Shipping Inquiry – NSLP page ([Figure 75](#)).

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Programs | Year | Help | Logout

Agencies > Orders > Shipping Inquiry > Program Year: 2011 - 2012

Shipping Inquiry - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Shipment Criteria

Delivery Location: **Program Year:** 2011 - 2012
Order Number: All Orders **Delivery Date Range:** All Delivery Dates
Commodity: All Commodities

Shipments

Order Number	Commodity	Shipment Type	Quantity	Ship Date
1315	100258 - Apple Sliced Frz	Order Shipment	6	11/17/2011
1315	P824 - Applesauce Raspberry	Order Shipment	10	11/17/2011
1315	P132 - Beef Teri Dipper 25#	Order Shipment	10	11/17/2011
1315	P843 - Orange Blossom Muffn	Order Shipment	7	11/17/2011
Total:			33	

[< Back](#)

Figure 75. Shipping Inquiry – NSLP page.

- Click the order number in the *Order Number* column to access the Agency Order page for the specified order. The Agency Order page contains a list of all the commodities in the order.

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Programs | Year | Help | Logout

Agencies > Orders > Shipping Inquiry > Agency Order #1315 > Program Year: 2011 - 2012

VIEW

Agency Order - NSLP

Agency:	Harriman City SD		
IRN:	555555		
County:	County		

Order#:	1315	Batch Number:	1042
Warehouse:	WAREHOUSE 555-555-5555	Delivery Date:	11/17/2011
Delivery Location:	255 MAIN ST ANYTOWN, OH 45555	Carrier:	To be assigned

Order

Commodity	Total Ordered Qty	Total Shipped Qty	Total Received Qty	Total Damaged Qty
100258 - Apple Sliced Frz	6	6	6	0
P132 - Beef Teriyaki Dipper 25#	10	10	10	0
P824 - Applesauce Raspberry Shelf-Stable	10	10	10	0
P843 - Orange Blossom Muffin I/W	7	7	7	0

[< Back](#)

Figure 76. Agency Order-NSLP Page Accessed from the Order Number Link.

Table 13: Agency Order - NSLP Fields

Field	Description
Order Number	The number for the order for which you are searching.
Warehouse	The name of the warehouse from which the order is shipped.
Delivery Location	The delivery location for the order being searched. If the Shipping Inquiry is for all locations, this field is blank.
Batch Number	The number CATS assigns to the shipment.
Delivery Date	The expected delivery date for this order.
Carrier	The carrier CATS assigns to the order.
Column Headings	
Commodity	The number and description of the commodity.
Total Ordered Qty	The total amount of each commodity ordered for this delivery date.

Field	Description
Total Shipped Qty	The total amount of each commodity shipped for this delivery date.
Total Received Qty	The total amount of each commodity received by the sponsor.
Total Damaged Qty	The total amount of each commodity reported as damaged by the sponsor.

6. Click the **<Back** button to return to the Shipping Inquiry page.

Checking in an Order Delivery

When you receive shipments, use the following process to check shipments and to report shipments of items that are more than or less than (over or short) the items ordered and any shipments that are damaged.

When you receive a commodities delivery, perform the following steps to check that the shipment is complete and warehouse documentation is accurate:

1. Verify the product type and quantity on the delivery confirmation slip against the commodities delivered and the monthly release.
2. Check that the items are in good condition.
3. Note any overages or shortages on the delivery confirmation slip, including items being returned to the warehouse by the delivery driver.
4. Check that what you have ordered is what you have received. If it is not, note this on the delivery slip and send it back with the delivery driver. If your delivery contains a commodity item that was not ordered, and you choose to accept it, it must be noted on the delivery confirmation slip as well. This item's processing and shipping and handling charges will be added to the invoice and the entitlement value will be deducted from your remaining entitlement.
5. Note any damages on the delivery confirmation slip including items being returned to the warehouse by the delivery driver.
6. Sign the delivery confirmation slip. The signed delivery confirmation slip is a record that can be referenced if there are invoice issues.

Note: The school representative's signature confirms receipt of the correct product type, quantity, and quality as well as discrepancies or damages. The Commodity Team uses the signed delivery confirmation slip to create the invoice in CATS.

7. Ensure a legible copy of the delivery confirmation slip is received before the driver leaves the premises.

Invoices

Invoices are not mailed to sponsors. You must access the Invoices section on the CATS system to view your invoices. Each invoice is due 30 days from the date of invoice. At 60 days after the date of invoice, a 30-day past due notice is generated. At 90 days after the date of invoice, a 60-day past due notice is generated and commodities may be put on hold until payment is received. At 120 days after the date of invoice, a 90-day past due notice is generated, commodities will be put on hold until payment is received, and the account is referred to the Attorney General's office for collection. Once the account is in good standing the commodity delivery may resume.

Viewing Invoices

To view invoices, use the following steps:

1. On the Agencies Main Menu ([Figure 77](#)), click **Invoices**. CATS displays the Invoices page ([Figure 78](#)). See [Table 14: Invoices Fields](#) for information on the Invoices page.

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there is a navigation bar with 'Agencies', 'Reports', and 'Security' on the left, and 'Programs', 'Year', 'Help', and 'Logout' on the right. The 'Ohio Department of Education' logo is in the top right corner. Below the navigation bar, the page title is 'Agencies >' and the 'Program Year: 2011 - 2012' is displayed. A form displays agency information: Agency: Harriman City SD, IRN: 555555, and County: County. Below this is a table with two columns: 'Item' and 'Description'. The table lists four items: 'Orders' (Submit and Track Commodity Orders), 'Surveys' (Survey Entry Forms), 'Invoices' (View/Print FDP Invoices), and 'Contract' (Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement).

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

Figure 77. Agencies Main Menu page.

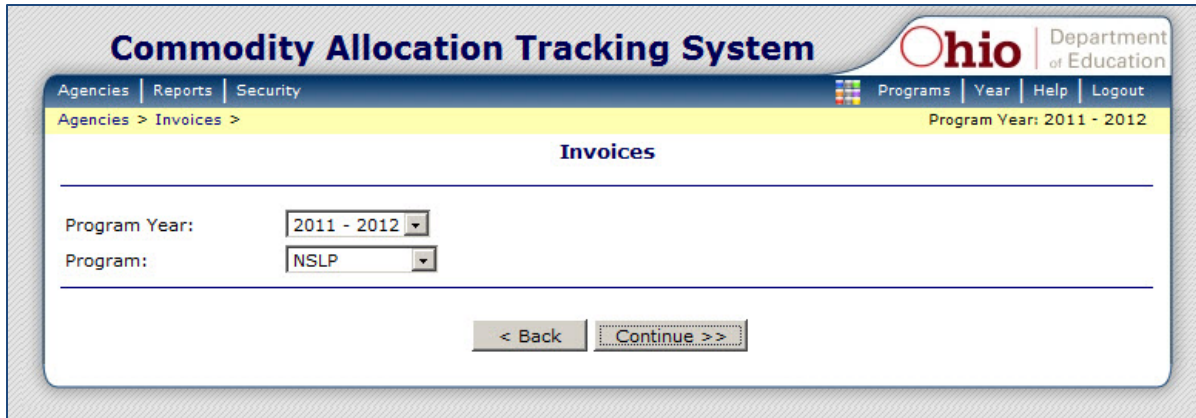


Figure 78. Invoices page.

Table 14: Invoices Fields

Field	Description
Program Year	The program year for the invoice for which you are searching. Defaults to the current program year. Use the drop down menu to select prior program years.
Program	The program to which the invoice belongs. Options are either NSLP or SFSP .

2. If either the *Program Year* or *Program* values are incorrect, use the drop-down Menus to select the correct value(s).
3. Click the **Continue>>** button. CATS displays the FDP Invoice Listing page. See [Table 15: FDP Invoice Listing Fields](#) for more information.

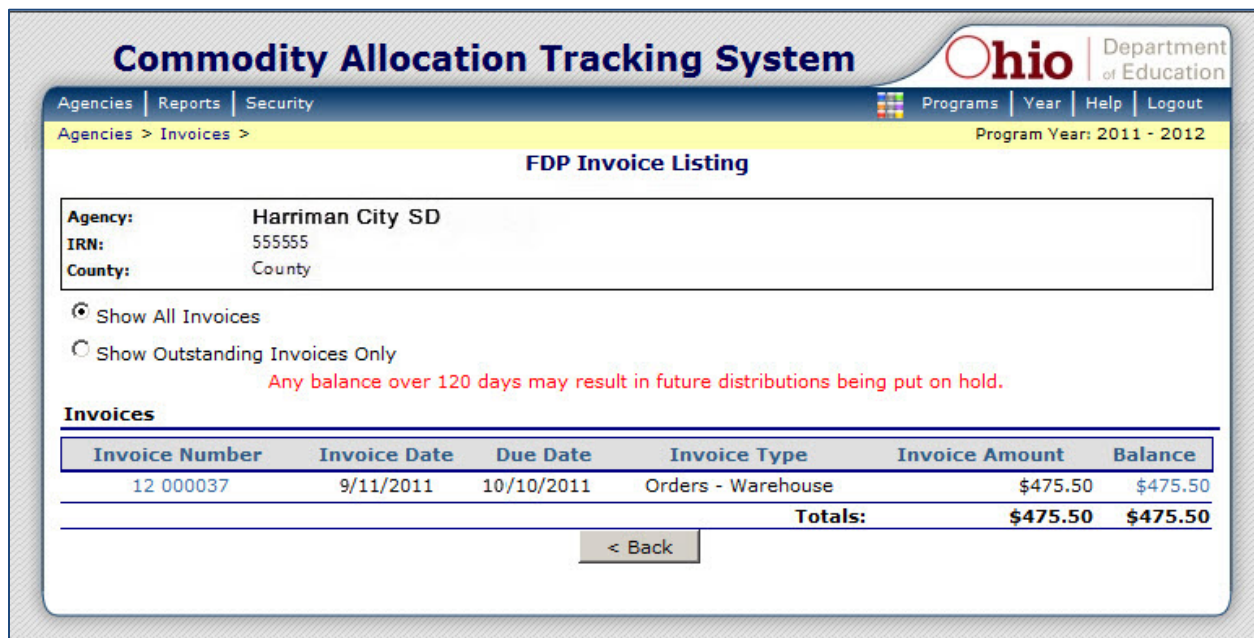


Figure 79. FDP Invoice Listing page.

Table 15: FDP Invoice Listing Fields

Field	Description
Show All Invoices	Specifies to CATS whether to display all invoices for the sponsor. Click the radio button for <i>Show All Invoices</i> to display all invoices for the sponsor for the specified year.
Show Outstanding Invoices Only	Specifies to CATS whether to display only invoices with outstanding balances. Click the radio button for <i>Show Outstanding Invoices Only</i> to display only invoices that have an outstanding balance for the specified year.
Column Headings	
Invoice Number	The number associated with the invoice. Click the invoice number to display the invoice. Click the column heading <i>Invoice Number</i> to sort the list by invoice number.
Invoice Date	The date the invoice was created and posted. Click the column heading <i>Invoice Date</i> to sort the list by invoice number.
Due Date	The date the payment for the invoice is due. Click the column heading <i>Due Date</i> to sort the list by invoice date.
Invoice Type	The type for this invoice. Options are: Orders – Warehouse and Orders – Direct Ship. Click the column heading <i>Invoice Type</i> to sort the list by invoice type.
Invoice Amount	The amount of processing and shipping and handling charges on this invoice. Click the column heading <i>Invoice Amount</i> to sort the list by invoice amount.
Balance	The balance of money due on this invoice. Click the balance amount to view the Invoice History. Click the column heading <i>Balance</i> to sort the list by invoice balance amount.

- Click the invoice number in the Invoice Number column to display the invoice. CATS displays the invoice in a separate window (Figure 80). This window will stay open until you close it using the X in the upper right side of the window. If CATS does not display the invoice as presented in Figure 80, see “[Removing Pop-Up Blockers and Printing Invoices on a Variety of Browsers](#)” on page 93.

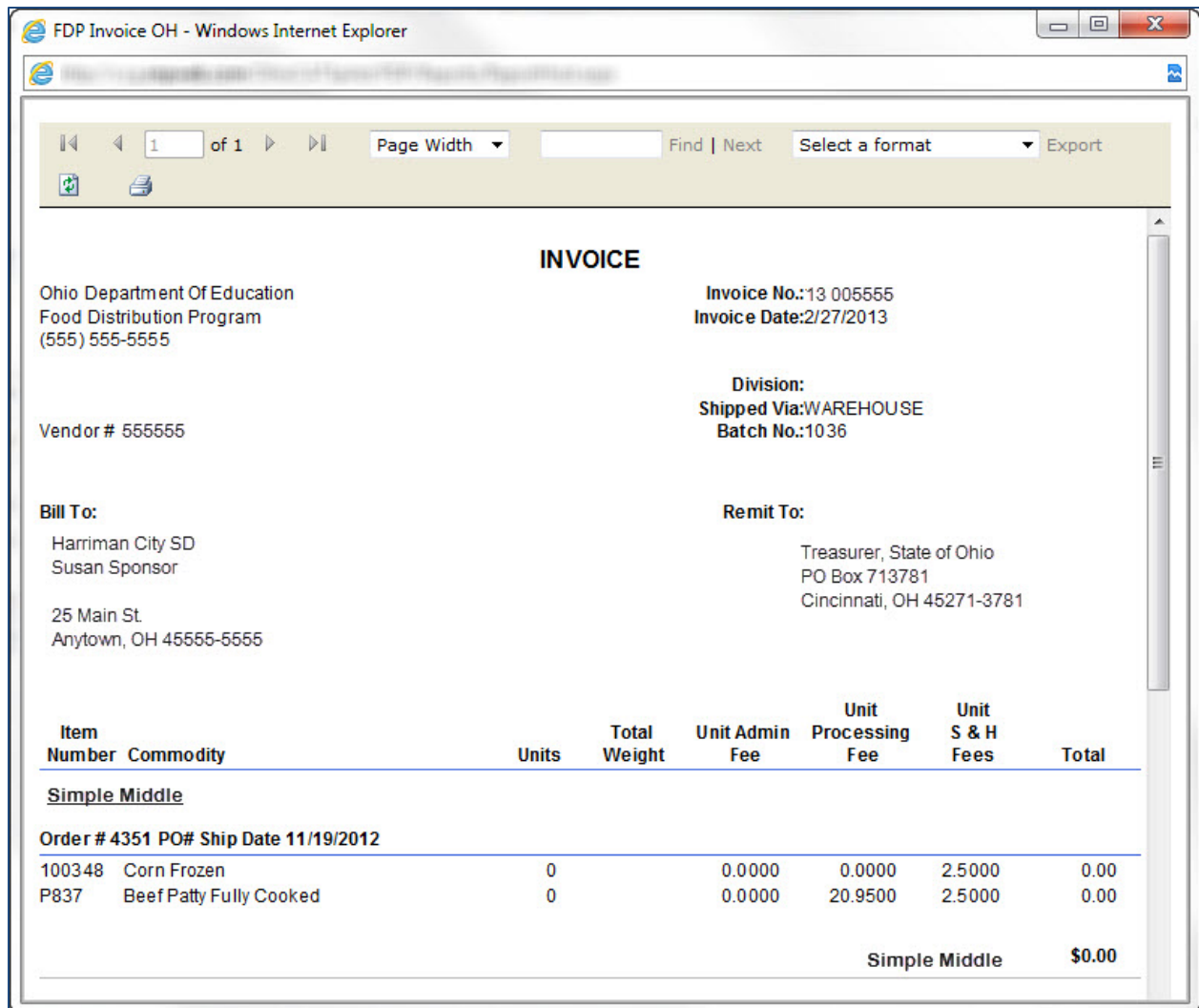


Figure 80. Invoice page.

Removing Pop-Up Blockers and Printing Invoices on a Variety of Browsers

The sections [Viewing Invoices from Microsoft Internet Explorer®](#) on page 94 and [Viewing Invoices from a Mozilla Firefox Browser](#) on page 97 describe how to remove pop-up blockers on these browsers so that you can view your invoices.

The sections [Printing Invoices from Microsoft Internet Explorer®](#) on page 95 and [Printing Invoices from Mozilla Firefox](#) on page 97 describe how to print invoices from these Internet browsers.

Note: Your version of these Internet browsers may vary. If these instructions don't help you, please contact your IT department for further assistance.

Viewing Invoices from Microsoft Internet Explorer®

To view an invoice from Internet Explorer:

1. From the FDP Invoice Listing page, click on the Invoice Number.
2. If the browser displays a message saying that the browser prevented the site from opening a pop-up window, press the **Ctrl** key and use the mouse to click the **X** or **Options** button on the right side of the window.

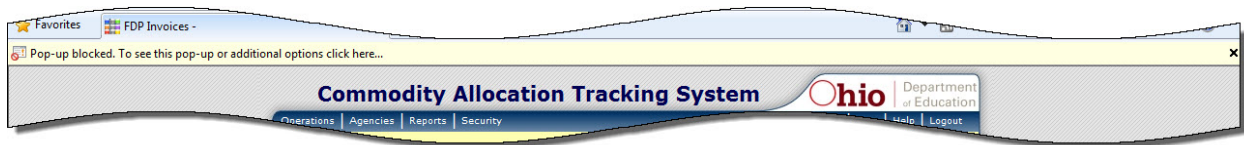


Figure 81. Internet Explorer pop-up blocker message.

3. Internet Explorer displays a pop up window of options.

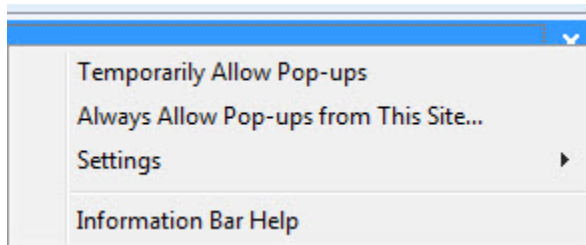


Figure 82. Internet Explorer pop-up options menu.

4. Click the option to "Always Allow Pop-ups from This Site...". Internet Explorer displays a pop-up window with the option to allow pop-ups from the CATS 12 web site.

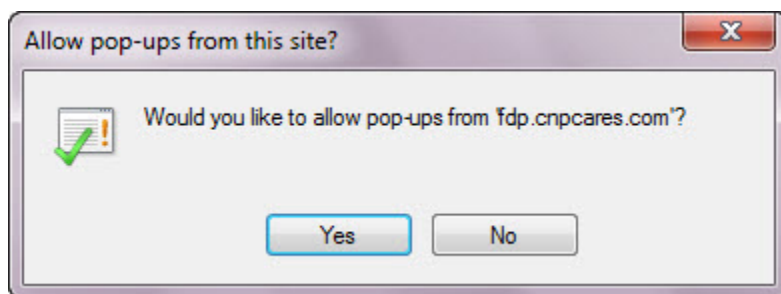


Figure 83. Internet Explorer Allow pop-ups setting.

5. Click **Yes**. Windows displays a warning message (Figure 84).

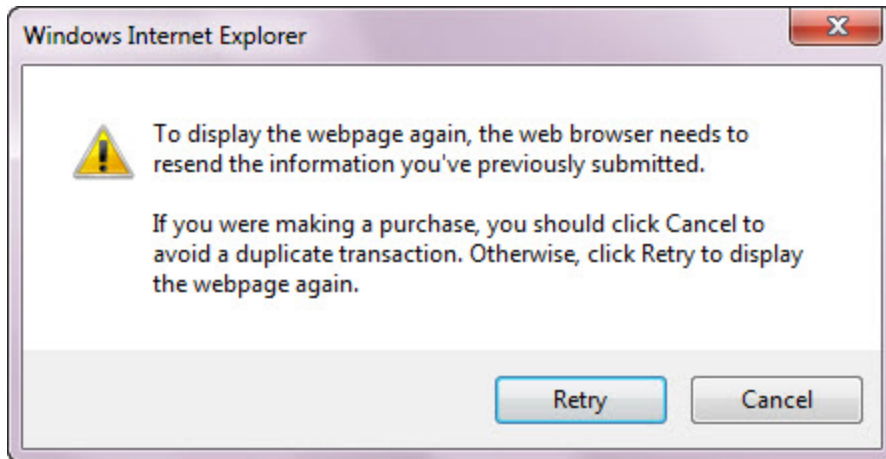


Figure 84. Internet Explorer Redisplay message.

6. Click **Retry**. The pop-up window displays (Figure 80).

Note: After you allow pop-up windows, you will not need to perform steps 2 through 6 again.

Printing Invoices from Microsoft Internet Explorer®

To print an invoice from Microsoft Internet Explorer:

1. Click the drop down arrow next to the **Select a format** field (Figure 85).
2. Select **Acrobat (PDF) file** from the drop down menu.

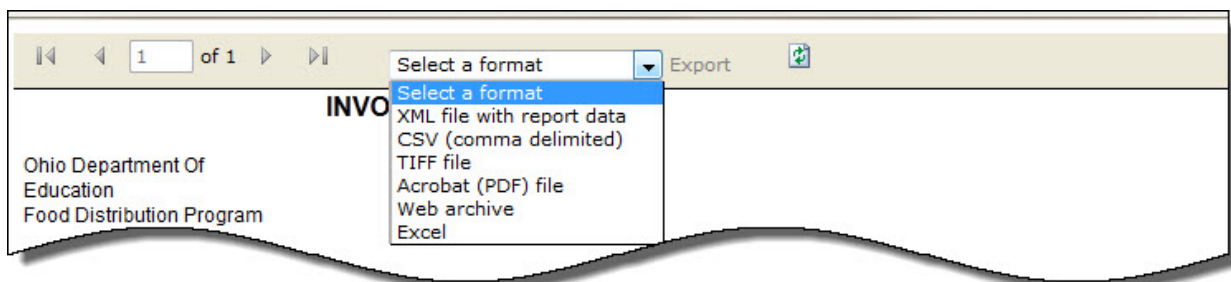


Figure 85. Pop-up Format Options menu.

3. Click the blue **Export** link. Windows displays the Opening FDP Invoice.pdf window (Figure 86).

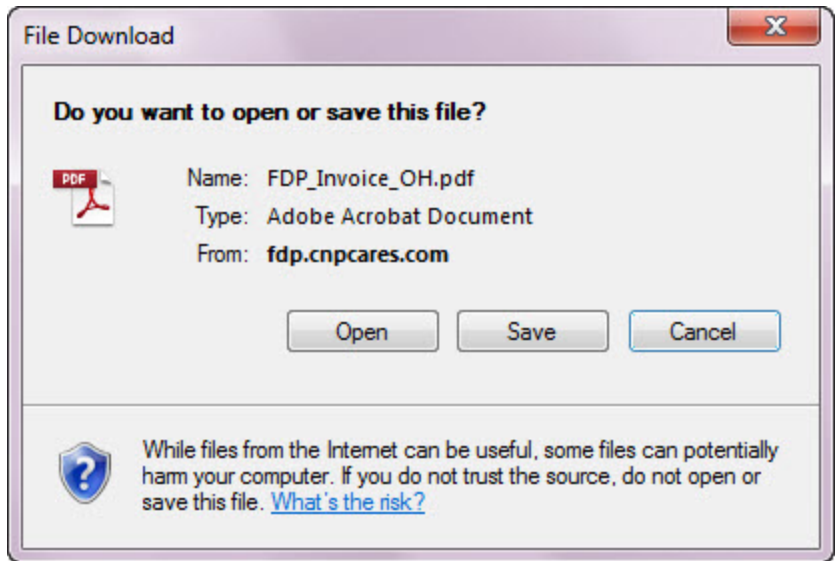


Figure 86. Opening FDP Invoice PDF window.

4. Click **Open**. The invoice is displayed in the Adobe Acrobat window (Figure 87).

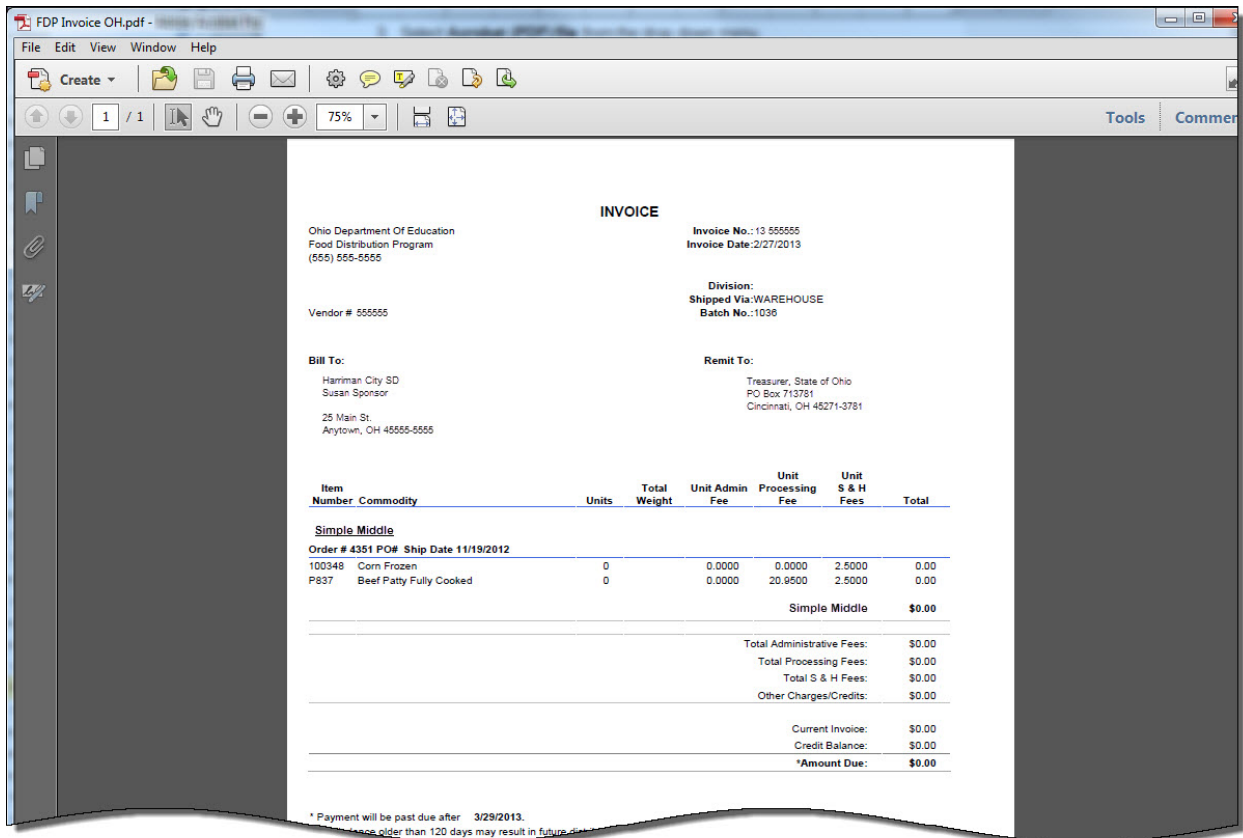


Figure 87. Invoice displayed in an Adobe Acrobat window.

5. Click the print button to print the invoice to a printer attached to your computer or on your computer network.

Viewing Invoices from a Mozilla Firefox Browser

To view an invoice from Mozilla Firefox:

From the FDP Invoice Listing, click on the **Invoice Number** value.



Figure 88. Firefox Pop-up Prevention Options bar.

1. If the browser displays a message similar to the one above, press the Ctrl key and use the mouse to click the **Options** button on the right side of the window. A pop up window of options will appear.

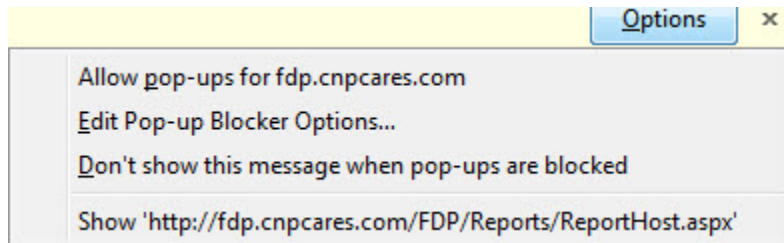


Figure 89. Firefox Pop-up Prevention Options menu.

2. Click the option **Allow pop-ups for fdp.cnpcares.com**. The Firefox message disappears.
3. Click the value under the **Invoice Number** column again. CATS displays a pop-up window containing the invoice ([Figure 80](#)).

Note: After you allow pop-up windows, you will not need to perform steps 2 through c again.

Printing Invoices from Mozilla Firefox

1. To print an invoice from Mozilla Firefox:
2. Click the drop down arrow next to the **Select a format** field ([Figure 90](#)).

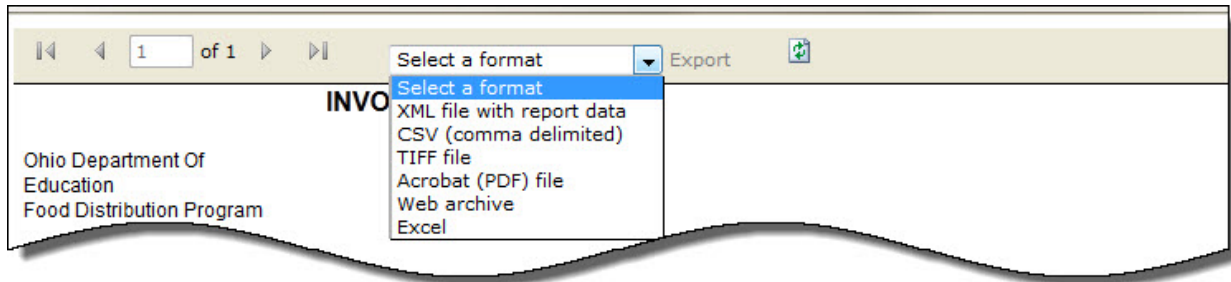


Figure 90. Pop-up Format Options menu.

3. Select **Acrobat (PDF) file** from the drop down menu.
4. Click the blue **Export** link. Windows displays the Opening FDP Invoice.pdf window (Figure 91).

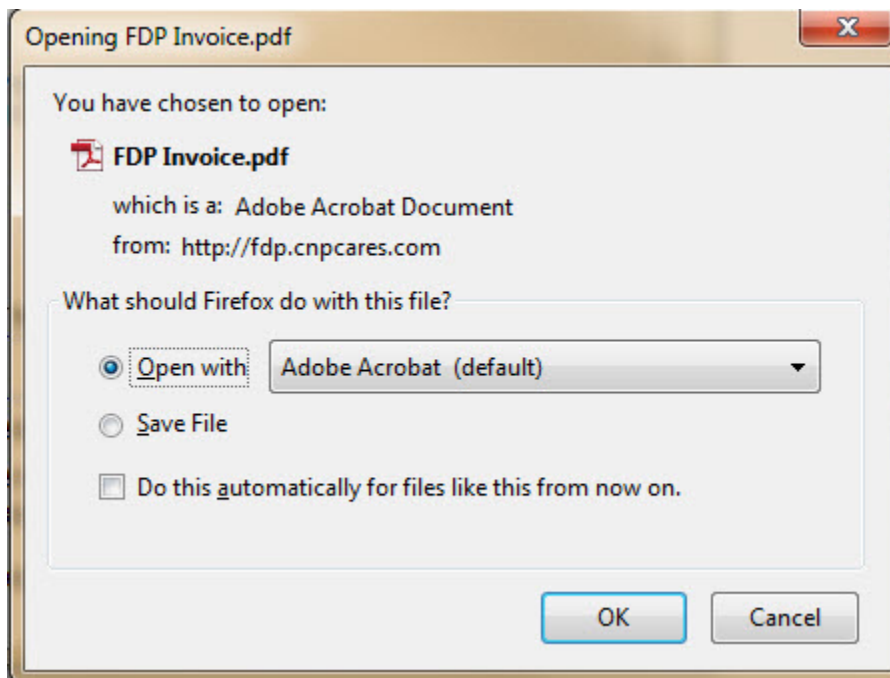


Figure 91. Opening FDP Invoice.pdf window.

5. Verify that the **Open with Adobe Acrobat (default)** radio button is clicked.
6. Click the **OK** button. The invoice is displayed in the Adobe Acrobat window.

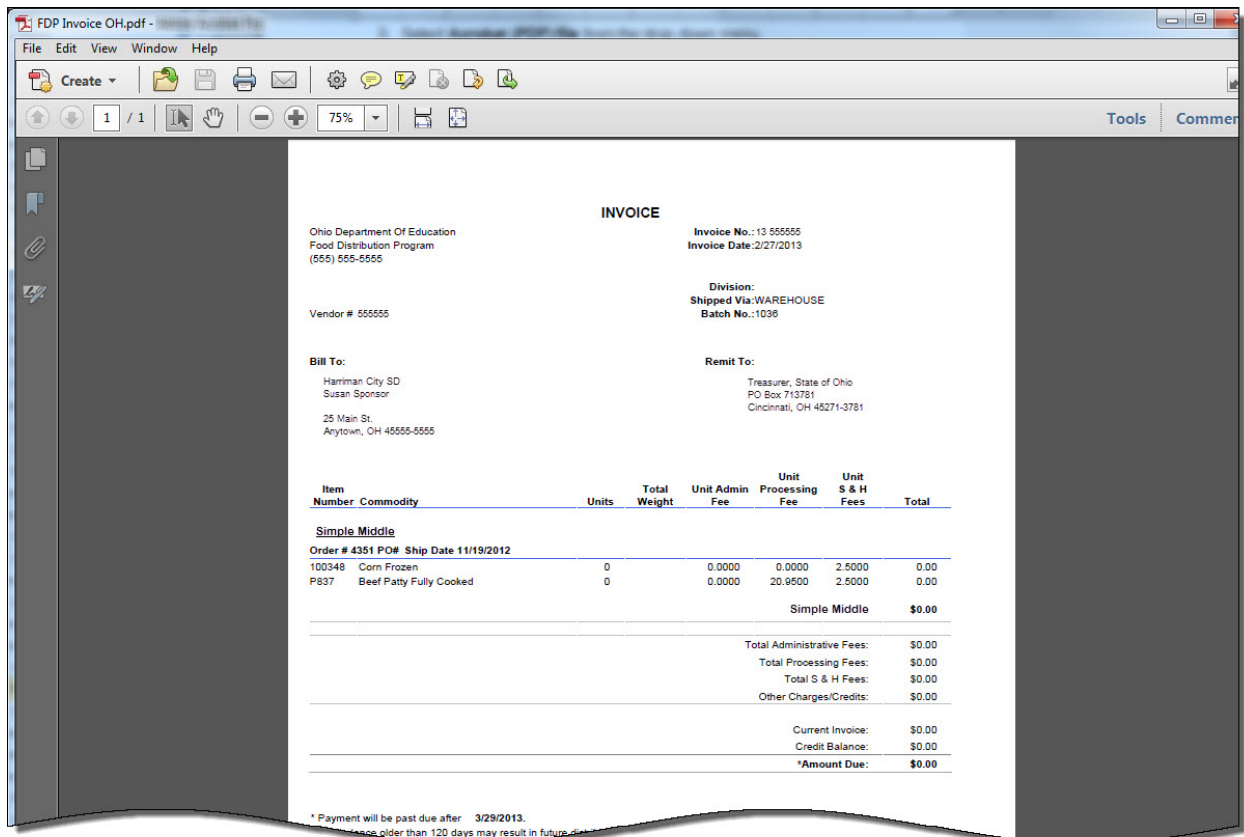


Figure 92. Invoice displayed in an Adobe Acrobat window.

7. Click the print button to print the invoice to a printer attached to your computer or on your computer network.

Paying Your Invoices

Please use the following information to pay your invoices.

1. Write a check for the amount shown in the Amount Due line on the invoice. Make the check payable to: **Treasurer, State of Ohio** and enter the invoice number in the Memo field on the check.
2. Mail the invoice and payment to: **Treasurer, State of Ohio, PO Box 713781, Cincinnati, Ohio 45271-3781.**

Viewing the Invoice History

You can view the Invoice History to see the payment transactions you have made on your account.

To view the Invoice History, use the following steps:

1. On the Agencies Main Menu page (Figure 93), click **Invoices**. CATS displays the Invoices page (Figure 94).

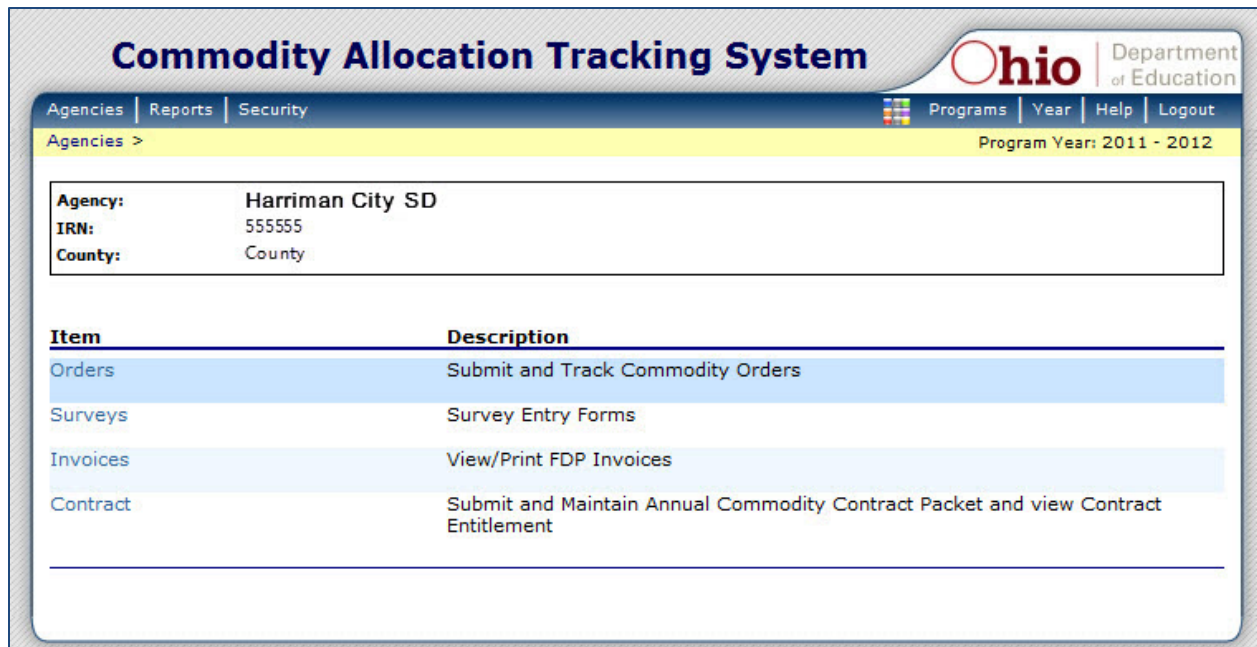


Figure 93. Agencies Main Menu page.

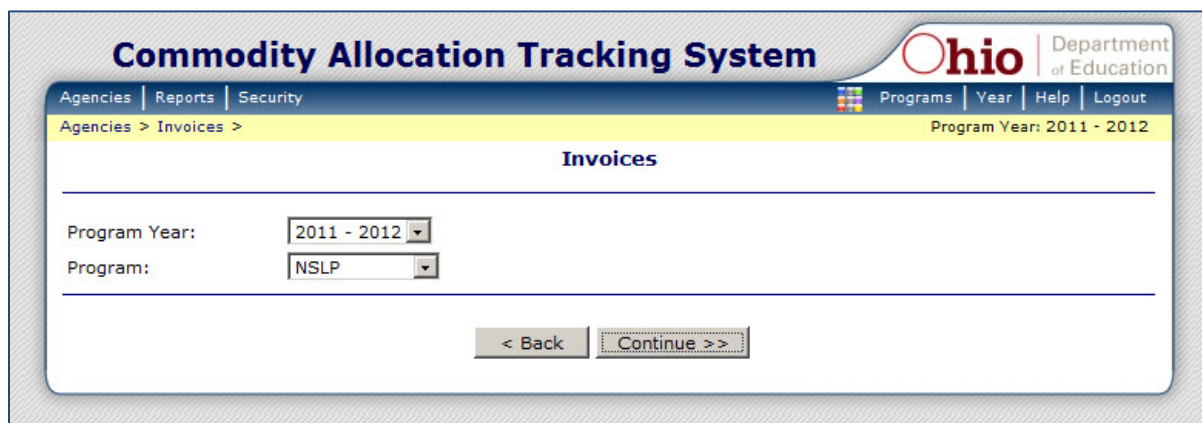


Figure 94. Invoices page.

Table 16: Invoices Fields

Field	Description
Program Year:	The program year for the invoice.
Program:	The program to which the invoice belongs. Options are either NSLP or SFSP .

2. If either the *Program Year* or *Program* values are incorrect, use the drop-down menus to select the correct value(s).

3. Click the **Continue>>** button. CATS displays the FDP Invoice Listing page (Figure 95).

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Invoices > Program Year: 2011 - 2012

FDP Invoice Listing

Agency: Harriman City SD
 IRN: 555555
 County: County

Show All Invoices
 Show Outstanding Invoices Only

Any balance over 120 days may result in future distributions being put on hold.

Invoices

Invoice Number	Invoice Date	Due Date	Invoice Type	Invoice Amount	Balance
12 000037	9/11/2011	10/10/2011	Orders - Warehouse	\$475.50	\$475.50
Totals:				\$475.50	\$475.50

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Figure 95. FDP Invoice Listing page.

4. Click the balance amount in the *Balance* column. CATS displays the Invoice History page (Figure 96). Table 17: FDP Invoice History Fields describes the fields on the FDP Invoice History page.

Commodity Allocation Tracking System **Ohio** | Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Invoices > Program Year: 2011 - 2012

FDP Invoice History

Agency: Harriman City SD
IRN: 555555
County: County

Invoice Information

Program Year: 2011 - 2012	Invoice No.: 12 000059
Program: NSLP	Invoice Date: 02/24/2012
Batch No: 15	Invoice Type: Orders - Warehouse
Invoice Status: Paid	Invoice Amount: (\$1,000.00)

Payments Received

Receipt Type	Check/ Reference #	Date	Received By	Amount	Remaining Balance
Invoice Credit Forwarded	12 000064	05/08/2012	cnp_system	\$1,000.00	\$0.00
Balance					\$0.00

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Figure 96. FDP Invoice History.

Table 17: FDP Invoice History Fields

Field	Description
Program Year:	The program year for the invoice.
Program:	The program to which the invoice belongs. Options are either NSLP or SFSP .
Batch No:	The batch number CATS assigned to this invoice.
Invoice Status:	The status of the invoice.
Invoice No.:	The number associated with the invoice
Invoice Date:	The date of the invoice.
Invoice Type:	The type of invoice.
Invoice Amount:	The amount of the invoice.
Column Heading	Description
Receipt Type	The method in which payment was received.

Field	Description
Check/Reference #	The sponsor's check number or payment reference number.
Date	The date the transaction was posted in CATS.
Received By	The user ID of the OCN staff who posted the transaction.
Amount	The amount of the transaction being posted against the invoice.
Remaining Balance	The balance of money due on this invoice.

Preparation for the New School Year

To prepare for the upcoming school year, you must specify or verify certain information so that the Office for Child Nutrition and your assigned warehouse can complete commodity shipments correctly. The Contract Packet, Delivery Location Profiles and Days Closed Calendar specify this information. Review your contract and delivery location information to be certain it is accurate. Enter the days you are closed for the school year so that the warehouses can determine workable delivery schedules.

Note: You can modify your Contract Packet, Delivery Location Profiles and Days Closed Calendars up until the Office for Child Nutrition closes the contract update period.

Completing Commodities Contracts

The Contract Packet contains the links to all the information the sponsor provides as part of the sponsor's annual commodities contract. This page contains the sponsor information, sponsor contact information, delivery location and delivery number information.

Use the following steps to view or edit your contract information:

1. On the Agencies menu page ([Figure 97](#)), click the **Contract** link. The system displays the Contract page ([Figure 98](#)).

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Program Year: 2011 - 2012

Agency: Harriman City SD
IRN: 555555
County: County

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

Figure 97. Agencies Main Menu page.

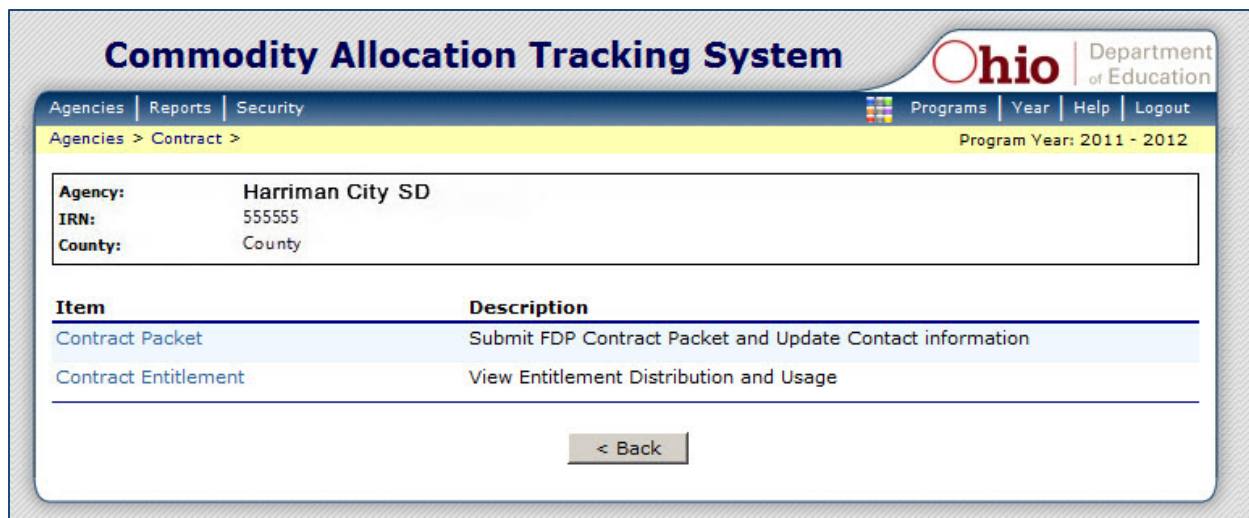


Figure 98. Contract page.

2. Click the **Contract Packet** link. The system displays the Food Distribution Program (FDP) Contracts page (Figure 99).

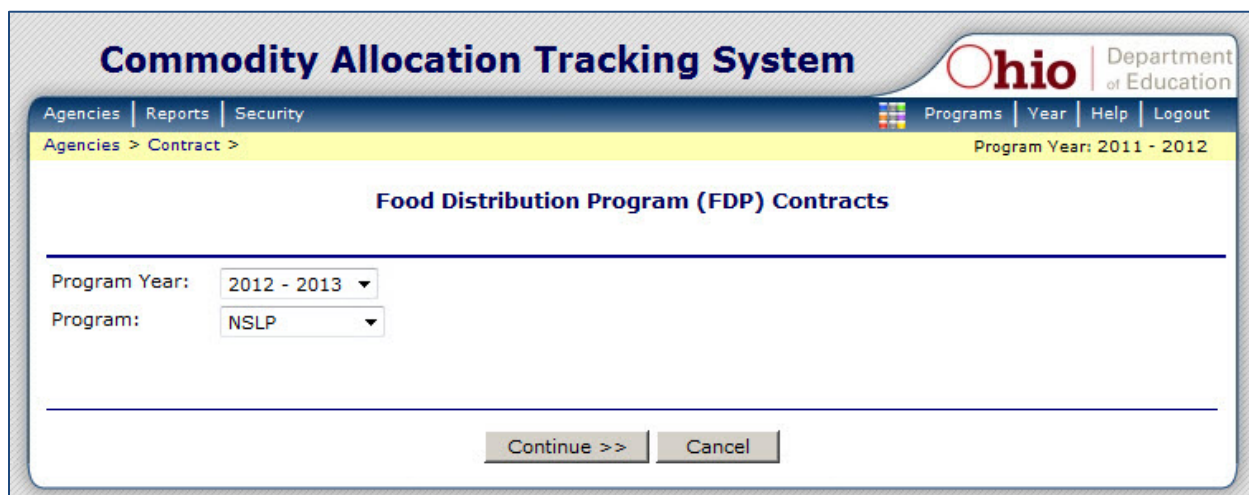


Figure 99. Food Distribution Program (FDP) Contracts page.

3. If the *Program Year* or *Program* value(s) are incorrect, use the drop-down menu(s) to select the correct value(s).
4. Click **Continue>>**. The system displays the Food Distribution Program Contract Packet page (Figure 100).
5. Note: The Food Distribution Program Contract has a Modify option for the Program Contact, Ordering Contact, and Billing Contact. Please do not change these values here. Change contact information for your school district in CRRS. See the “*NSLP Sponsor Guide to the Claims Reimbursement and Reporting System (CRRS)*” for instructions on changing contact information.

Commodity Allocation Tracking System

Food Distribution Program Contract Packet - NSLP 2012-2013

Agency:	Harriman City SD	Contract Status: Approved
IRN:	555555	
County:	County	

Action	Form Name
View Modify	FDP Contract

Contacts:

View	✓	Program Contact: Susan Sponsor 555-555-5555 ssponsor@email.org
	➔	Ordering Contact:
	➔	Billing Contact:

Add/Remove Location	Delivery Locations:
---------------------	---------------------

View Modify Days Closed ➔	First Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	Second Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	Third Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	Simple Middle School Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	General High School Warehouse(s): Warehouse 555-555-5555

[< Back](#) [Submit For Approval](#) [Withdraw Packet](#)

Packet History

Event	Event Date/Time	User
A packet was created for year 2012-2013.	10/04/2011 2:06:15 PM	comstaff1


Figure 100. New Contract Packet page.

Modifying the Program Contract or Delivery Locations

The Food Distribution Program Contract – NSLP page ([Figure 101](#)) and Delivery Locations pages ([Figure 112](#)) list the information on file for the sponsor and allow you to change certain sponsor information to facilitate program management.

Note: The Delivery Locations pages determine where the commodity items are delivered. However, you specify the Number of Deliveries on the Food Distribution Program Contract - NSLP page. To change the number of deliveries, not where they are delivered, modify the Food Distribution Program Contract - NSLP page.

For information on the fields on the Food Distribution Program Contract – NSLP page ([Figure 101](#)) see [Table 18: Food Distribution Program Contract - NSLP Fields](#).



Commodity Allocation Tracking System

Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Contract > Contract Packet >
Program Year: 2012 - 2013

Food Distribution Program Contract - NSLP 2012-2013

Agency: Harriman City SD
IRN: 555555
County: County

Contract Information

Contract Status:

Contract Rollover Date: 02/19/2012

Agreement Received Date: 03/03/2012

Agreement Approval Date: 03/03/2012

Contract Consultant:

Agency Information

Agency Type:

Co-op Name:

Vending Agency:

Vends for Other Agencies: Yes No

Agency Receives Direct Shipments: Yes No

Program Information

Allocation Group:

FDP Region:

Distribution Warehouse:

Administrative Charge Rate:

Exempt From Delivery Charges: Yes No

Will Process Commodities: Yes No

Receives Cash In Lieu of Commodities: Yes No

Agency Entered Data

Participate in Kosher Food Program:

Number of Deliveries:

Total Lunches Served (TLS)

Agency TLS:

Assigned TLS:

Total TLS:	203,895
------------	---------

Contract Closed/Terminated

Closed/Terminated Date:

Closed/Terminated Code:

Closed/Terminated Reason:

Created By: comstaff1 On: 02/19/2012 5:12:52 PM

Figure 101. Food Distribution Program Contract page.

Table 18: Food Distribution Program Contract - NSLP Fields

Field	Description
Contract Status	The state of the sponsor's contract with the state of Ohio.
Contract Rollover Date	The date the contract was rolled over for the program year.
Agreement Received Date	The date the Office for Child Nutrition (OCN) received the contract agreement.
Agreement Approval Date	The date OCN approved the contract agreement.
Contract Consultant	The sponsor's OCN consultant.
Agency Type	The type of agency. Options are: Recipient Agency and Vended Agency.
Co-op Name	The name of the Co-op to which the sponsor belongs, if the sponsor is a Co-op member. This field is unused for sponsors.
Vending Agency	The vending company that supplies the sponsor if this sponsor receives vended meals.
Vends for Other Agencies	Whether or not the sponsor vends for another sponsor.
Agencies Receive Direct Shipments	Whether or not the sponsor receives direct shipments.
Allocation Group	The group association for allocations. Options are NSLP or SFSP.
FDP Region	The shipping region assigned for the sponsor.
Distribution Warehouse	The primary warehouse from which the sponsor's commodities are shipped.
Administrative Charge Rate	The amount charged to administer the program. Note: Currently Ohio does not charge an Administrative Charge Rate.
Exempt from Delivery Charges	Whether or not the sponsor is exempt from delivery charges. Note: This function is not utilized by the State of Ohio.
Will Process Commodities	Whether or not the sponsor orders commodities to be processed.
Receives Cash in Lieu of Commodities	Whether the sponsor receives cash in place of entitlement. Note: This function is no longer available to be requested.
Participate in Kosher Food Program	Indicates that the sponsor wants to participate in the Kosher Food Program. If you participate in the Kosher Food Program, sixty percent of your entitlement amount is set aside for Kosher foods. Forty percent of your entitlement is left in the commodity food program for commodity foods ordered through CATS 12.

Field	Description
Number of Deliveries:	The number of deliveries per month the sponsor is requesting. Options are 1, 2 or 4 deliveries per month.
Agency TLS:	The Total Lunches Served (TLS) for the sponsor.
Assigned TLS:	The amount of the Total Lunches Served assigned to the sponsor from another sponsor. This value is used either for sponsors that supply meals to another sponsor or management companies servicing multiple sponsors.
Total TLS:	The total number of Total Lunches Served for the sponsor.
Closed/Terminated Date:	The date the sponsor's contract was closed or terminated.
Closed/Terminated Code:	The code for the sponsor's contract closure or termination.
Closed/Terminated Reason:	The code for the sponsor's contract closure or termination reason.

Modifying the Program Contract

To modify the Program Contract from the New Contract Packet page:

1. Click the **Modify** link next to the section title FDP Contract (Figure 102). The system displays the Food Distribution Program Contract – NSLP page (Figure 101).

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Contract > Program Year: 2012 - 2013

Food Distribution Program Contract Packet - NSLP 2012-2013

Agency: **Harriman City SD**
 IRN: 555555
 County: County
 Contract Status: Approved

Action	Form Name
View Modify	FDP Contract
Contacts:	
✓	Program Contact: Susan Sponsor 555-555-5555 ssponsor@email.org
✗	Ordering Contact:

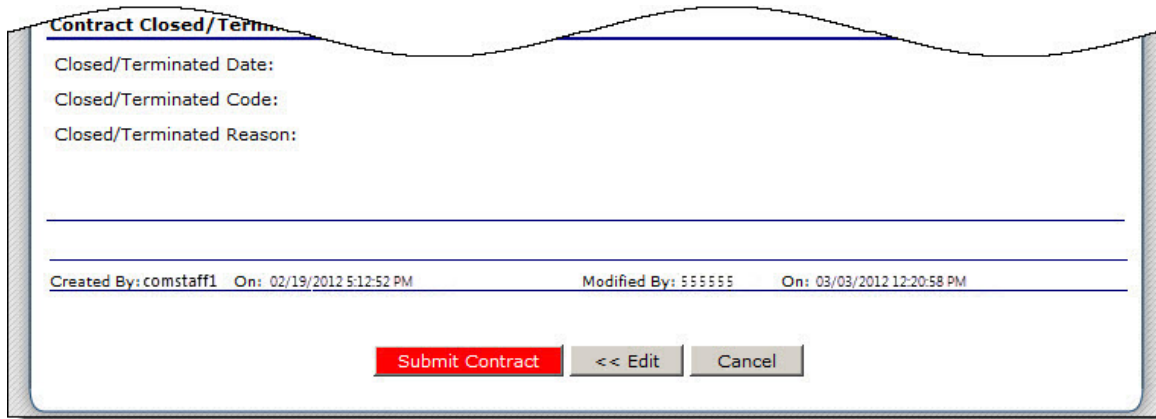
Figure 102. Modify Contract option.

Figure 103. Kosher Program Commitments and Number of Deliveries options.

1. If the value in the *Number of Deliveries* field is inaccurate, use the drop-down menu to select the accurate number of deliveries you expect per month.(Figure 103).
2. If you are participating in the Kosher Food Program, click the checkbox next to the *Participate in Kosher Food Program* field (Figure 103). CATS redisplayes the Food Distribution Program Contract page with a note explaining the Kosher Food Program’s impact on your entitlement (Figure 104).

Figure 104. Kosher Program note on the Food Distribution Program Contract page.

3. Click the **Continue>>** button. CATS displays the Food Distribution Program Contract – NSLP page with **Submit Contract** and **<Edit** buttons (Figure 105).



Contract Closed/Termin...

Closed/Terminated Date:

Closed/Terminated Code:

Closed/Terminated Reason:

Created By: comstaff1 On: 02/19/2012 5:12:52 PM Modified By: EEEEEEE On: 03/03/2012 12:20:58 PM

Submit Contract << Edit Cancel

Figure 105. Bottom of Program Contract page after clicking Continue>> button.


4. To submit the contract with your edits, click the **Submit Contract** button. To edit the contract again, click the **<Edit** button.

Viewing the Program Contract

To view the Program Contract from the New Contract Packet page:

1. Click the **View** link next to the section title FDP Contract (see [Figure 100](#)). CATS displays the Food Distribution Program Contract.

Note: None of these fields are editable.



Commodity Allocation Tracking System

Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Contract > Contract Packet >
Program Year: 2012 - 2013

Food Distribution Program Contract - NSLP 2012-2013

Agency: Harriman City SD
IRN: 555555
County: County

Contract Information

Contract Status:

Contract Rollover Date: 02/19/2012

Agreement Received Date: 03/03/2012

Agreement Approval Date: 03/03/2012

Contract Consultant:

Agency Information

Agency Type:

Co-op Name:

Vending Agency:

Vends for Other Agencies: Yes No

Agency Receives Direct Shipments: Yes No

Program Information

Allocation Group:

FDP Region:

Distribution Warehouse:

Administrative Charge Rate:

Exempt From Delivery Charges: Yes No

Will Process Commodities: Yes No

Receives Cash In Lieu of Commodities: Yes No

Agency Entered Data

Participate in Kosher Food Program:

Number of Deliveries:

Total Lunches Served (TLS)

Agency TLS:	203,895
Assigned TLS:	203,895
Total TLS:	203,895

Contract Closed/Terminated

Closed/Terminated Date:

Closed/Terminated Code:

Closed/Terminated Reason:

Created By: comstaff1 On: 02/19/2012 5:12:52 PM

Figure 106. Program Contract page, view only.

2. Click the **Cancel** button to return to the New Contract Packet (Figure 100).

Adding and Modifying Delivery Location Information

From the Program Contract page, you can add a Delivery Location, modify Delivery Location information and modify the Delivery Location calendar for the location's days closed.

Commodity Allocation Tracking System

Food Distribution Program Contract Packet - NSLP 2012-2013

Agency:	Harriman City SD	Contract Status: Approved
IRN:	555555	
County:	County	

Action	Form Name
--------	-----------

View Modify	FDP Contract
---	---------------------

Contacts:

View	<div style="display: flex; align-items: center;"> ✓ <div> <p>Program Contact: Susan Sponsor 555-555-5555 ssponsor@email.org</p> <p>➔ Ordering Contact:</p> <p>➔ Billing Contact:</p> </div> </div>
----------------------	--

Add/Remove Location	Delivery Locations:
---------------------	---------------------

View Modify Days Closed ➔	<p>First Elementary</p> <p>Warehouse(s): Warehouse 555-555-5555</p>
View Modify Days Closed ➔	<p>Second Elementary</p> <p>Warehouse(s): Warehouse 555-555-5555</p>
View Modify Days Closed ➔	<p>Third Elementary</p> <p>Warehouse(s): Warehouse 555-555-5555</p>
View Modify Days Closed ➔	<p>Simple Middle School</p> <p>Warehouse(s): Warehouse 555-555-5555</p>
View Modify Days Closed ➔	<p>General High School</p> <p>Warehouse(s): Warehouse 555-555-5555</p>

Packet History

Event	Event Date/Time	User
A packet was created for year 2012-2013.	10/04/2011 2:06:15 PM	comstaff1

Figure 107. New Contract Packet page.

Adding a Delivery Location

To add a delivery location from your list of delivery locations for your sponsor, use the following steps:

1. On the Program Contract page (see [Figure 107](#)), click the **Add/Remove Location** link above the Delivery Location names. CATS displays the Delivery Location Selection page ([Figure 108](#)).

Note: The Remove option is for OCN, Commodity Team use only.

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there's a navigation bar with 'Agencies', 'Reports', and 'Security' on the left, and 'Programs', 'Year', 'Help', and 'Logout' on the right. Below this is a breadcrumb trail 'Agencies > Contract >' and 'Program Year: 2012 - 2013'. The main heading is 'Delivery Location Selection' with an 'ADD' button. A form contains the following information:

Agency:	Harriman City SD
IRN:	555555
County:	County

Below the form is a section titled 'Linked Delivery Locations' containing a table:

Delivery Location	Actions
FIFTH ELEMENTARY	Remove
FIRST ELEMENTARY	Remove
FOURTH ELEMENTARY	Remove
GENERAL HIGH SCHOOL	Remove
SANESE SERVICES	Remove
SECOND ELEM	Remove
SIMPLE MIDDLE	Remove
SIXTH ELEMENTARY	Remove
THIRD ELEMENTARY	Remove


At the bottom of the page are two buttons: 'New Delivery Location' and 'Done'.

Figure 108. Delivery Location Selection page.

2. Click the **New Delivery Location** button. CATS displays the Delivery Location Profile page for a new delivery location (see [Figure 109](#)).

Completing a New Delivery Location Profile Page

[Figure 109](#) displays a new Delivery Location Profile page, which allows you to fill in all the location information for the new location. [Table 19: Delivery Location Profile Fields](#) describes the information you need to enter or select for each field to complete this page.



Commodity Allocation Tracking System

Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Contract > Contract Packet >
Program Year: 2012 - 2013

ADD

Delivery Location Profile

Agency: Harriman City SD
IRN: 555555
County: County

Delivery Location Information [View Delivery Schedule](#)

Delivery Location Name:

Site Number:

Status:

Begin Program Year:

End Program Year:

Delivery Location Type:

Address 1:

Address 2:

City:

State: Zip:

County:

Contact Information

Name:

Email Address:

Phone: Ext: Fax:

Delivery Information

Delivery Option:

Carrier:

Receiving Options: Ground Dock

Can Accommodate Trailer: Yes No

Storage Capabilities: Dry Refrigerated Frozen

Delivery Days: Mon Tue Wed Thu Fri Sat Sun

Delivery Instructions:

Created By: 555555 On: 03/03/2012 1:15:25 PM

Figure 109. Delivery Location Profile page for a new delivery location.

Table 19: Delivery Location Profile Fields

Field	Description
Delivery Location Information	
Delivery Location Name	The name of the location you are adding.
Site Number	The number associated with the location you are adding. The Site Number is generated by CATS.
Status	The status of the location. CATS sets this value to Active . You cannot change this value from this page.
Delivery Location Type	The type of location being added. CATS sets this value to Agency . You cannot change this value from this page.
Begin Program Year	<p>The program or school year for which a new or previously inactive delivery location is becoming active. This is a year range, such as 2012-2013. Use the drop down arrow to select the appropriate beginning program year.</p> <p>Note: Leave this field blank if the delivery location is already active and is not changing status.</p> <p>Example: If you are updating your contract in school year 2013 and adding a new site that opens in the school year 2013-2014, select the year 2013-2014 (July 1, 2013 to June 30, 2014).</p>
End Program Year	<p>The program or school year for which this delivery location is to become inactive. This is a year range, such as 2012-2013. Use the drop down arrow to select the appropriate ending program year.</p> <p>Note: Leave this field blank if the delivery location is not changing status.</p> <p>Example: If you are updating your contract in school year 2013 and closing the delivery location at the end of the school year, select 2012-2013. If you know that you are closing the delivery location at the end of the next school year, select 2013-2014.</p>
Address 1	The first or only line of the location's address.
Address 2	The second line of the location's address.
City	The location's city.
State	The location's state. The default for the <i>State</i> field is Ohio.
Zip	The location's ZIP code. Use the 9-digit ZIP code format, for example, 55555-5555.
County	The location's county. Use the drop-down menu to select the appropriate county.

Field	Description
Contact Information	
Name	The first and last name of the location's contact.
Email Address	The email address of the location contact. Please enter an address that the location contact will access regularly.
Phone:/Ext./Fax	The phone number, extension, and fax number for the location's contact.
Delivery Information	
Delivery Option	The type of delivery for this location. CATS sets this value to Carrier Delivery or Carrier Delivery - Weekly. This value cannot be edited.
Carrier	The method of transport for deliveries to this location. CATS sets this value and it cannot be edited.
Receiving Options	Whether your location can accept deliveries at ground level and/or at a dock. Click all check boxes that apply.
Can Accommodate Trailer	Whether your location can accommodate a trailer for delivery. Options are Yes and No .
Storage Capabilities	Which storage options your location has available. Options are: Dry, Refrigerated, and Frozen. Click all options that apply to your location.
Delivery Instructions	Enter any special delivery instructions, such as alternate phone numbers, an alternate email address, or preferred delivery times.

To complete a new Delivery Location page, use the following steps:

1. Enter the *Delivery Location Name*.
2. If the delivery location you are adding will not open until a future program year, use the drop down arrow in the *Begin Program Year* field to select that program year.
3. If the delivery location you are adding will close in a future program year, use the drop down arrow in the *End Program Year* field to select that program year.
4. Enter the street address of the new location in the *Address 1* field. If the street address requires more than one line, enter the second line in the *Address 2* field. Otherwise leave the *Address 2* field blank.

Note: Use only a street address so that the warehouse can deliver commodities. Do not use a Post Office box for the location address.

5. Enter the name of the location's city or township in the *City* field.

6. Select the state from the drop-down menu on the State field or enter the postal abbreviation for the state.
7. Enter the location's 9-digit ZIP code in the *Zip* field.
8. Enter the location's county in the County field.
9. Enter the First and Last name of the contact in the *Name, First and Name, Last* field.
10. Enter a valid email address for the contact in the *Email Address* field.
11. Enter the phone number for the location's contact in the *Phone* field. If available, enter the extension in the *Ext.* field. Enter the fax number in the *Fax* field.
12. Click the check box next to each option to select your location's receiving options, either *Ground Level* or *Dock*.
13. Click either the **Yes** or **No** option for the *Can Accommodate Trailer* field.
14. Click the checkbox next to each option to select your location's storage capabilities. Options are *Dry*, *Refrigerated* and *Frozen*.
15. If there are any additional delivery instructions for the warehouse delivery driver, enter them in the *Delivery Instruction* field.
16. When all the above steps are complete, click the **Add** button. CATS displays a page letting you know that the new Delivery Location has been saved successfully.

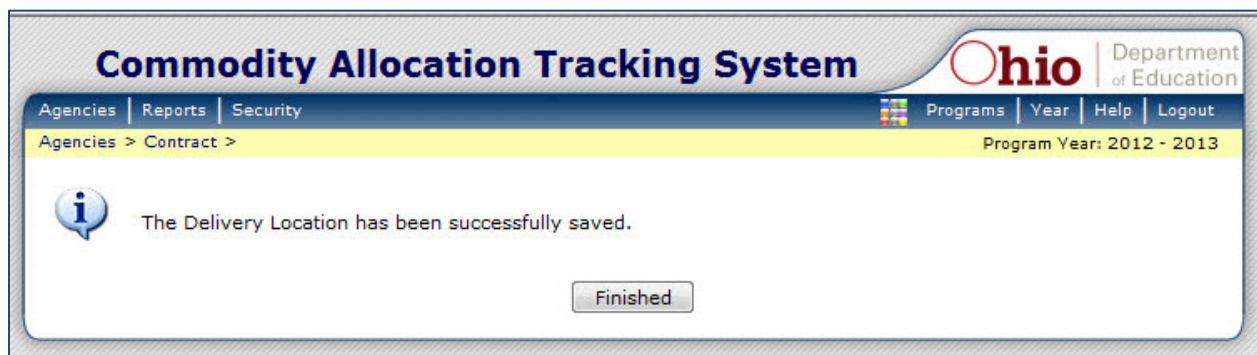


Figure 110. Delivery Location message page.

17. Click the **Finished** button to return to the Contract Packet.

Modifying a School Delivery Location

You must have correct delivery information for each school or warehouse to which commodities will be delivered. To modify the school delivery location:

1. On the New Contract Packet page, click **Modify** next to the Delivery Location that you want to edit. The system displays the Delivery Location Profile page (Figure 112). [Table 19: Delivery Location Profile Fields](#) describes the fields to be entered or selected to complete this page.

Commodity Allocation Tracking System

Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Contract >
Program Year: 2012 - 2013

Food Distribution Program Contract Packet - NSLP 2012-2013

Agency:	Harriman City SD	
IRN:	555555	
County:	County	Contract Status: Approved

Action	Form Name
View Modify	FDP Contract
	Contacts:
View	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> ✓ ➔ ➔ </div> <div> Program Contact: Susan Sponsor 555-555-5555 ssponsor@email.org Ordering Contact: Billing Contact: </div> </div>
	Delivery Locations:
View Modify Days Closed ➔	First Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	Second Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	Third Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	Simple Middle School Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	General High School Warehouse(s): Warehouse 555-555-5555

Packet History

Event	Event Date/Time	User
A packet was created for year 2012-2013.	10/04/2011 2:06:15 PM	comstaff1

Figure 111. Food Distribution Contract Packet - NSLP page.

Commodity Allocation Tracking System

Delivery Location Profile

Agency: **Harriman City SD**

IRN: 555555

County: County

Delivery Location Information

[View Delivery Schedule](#)

Delivery Location Name: Simple Middle School

Site Number: 555555-004

Status:

Begin Program Year:

End Program Year:

Delivery Location Type:

Address 1: 25 Main St.

Address 2:

City: Anytown

State: Zip: 45555

County:

Contact Information

Name:

Email Address:

Phone: Ext: Fax:

Delivery Information

Delivery Option:

Carrier:

Receiving Options: Ground Dock

Can Accommodate Trailer: Yes No

Storage Capabilities: Dry Refrigerated Frozen

Delivery Instructions:

Created By: comstaff1

On: 02/19/2012 5:12:52 PM

Modified By:

On:

Figure 112. Delivery Location Profile page.

2. Verify your location name, site number, status, location type, and address for the location in the first Delivery Information section to ensure you are modifying the correct delivery location.

Note: None of these fields are editable.

3. If the delivery location will not be open until a future program year, use the drop down arrow in the *Begin Program Year* field to select that program year.
4. If the delivery location will close in the current or a future program year, use the drop down arrow in the *End Program Year* field to select that program year.
5. Verify and edit the name, email address and phone number for the contact person for your sponsor.
6. Verify and edit the receiving options, trailer accommodations, storage capabilities and delivery instructions.

Note: The Delivery Options and Carrier fields are for OCN, Commodity Team use and are not editable.

7. Click the **Save** button when all your information is complete. CATS displays a message page saying that the Delivery Location has been saved.

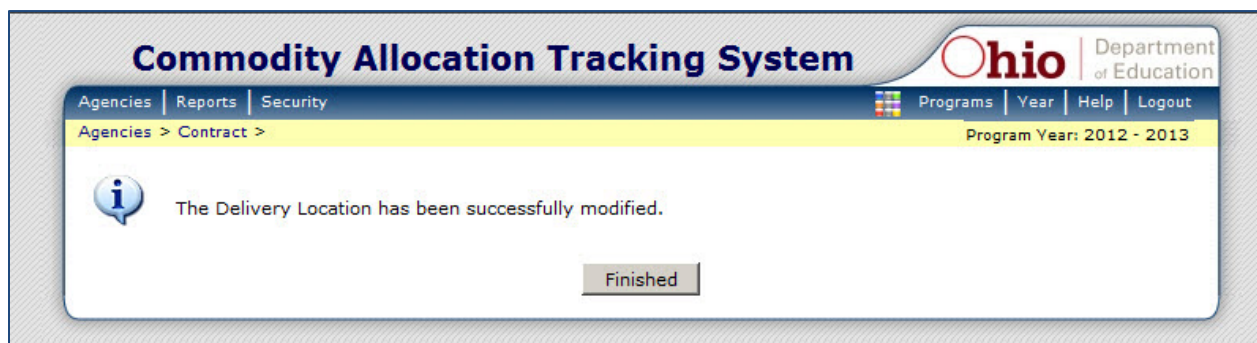


Table 20: Delivery Location message page.

8. Click the **Finished** button to return to the Contract Packet.


Specifying the Days Closed on the School Calendar

To make sure the warehouse doesn't schedule to deliver commodities to a school on a day the school is closed for business, you must specify for the warehouse and ODE when each school is closed. To do this, enter the days that each location closed on the Days Closed calendar.

Note: We will strive to accommodate the Days Closed that you specify. However, we cannot guarantee that no deliveries will be schedule for any day you specify as closed.

To specify the days your school is closed on the Days Closed calendar:

1. On the Contract Packet page, click **Days Closed** next to the Delivery Location that you want to edit. The system displays the Days Closed calendar page.



Commodity Allocation Tracking System

Agencies | Reports | Security
Programs | Year | Help | Logout

Agencies > Contract >
Program Year: 2012 - 2013

Food Distribution Program Contract Packet - NSLP 2012-2013

Agency:	Harriman City SD	IRN:	555555	County:	County	Contract Status: Approved
----------------	------------------	-------------	--------	----------------	--------	----------------------------------

Action	Form Name
View Modify	FDP Contract
Contacts:	
View	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> ✓ ➔ ➔ </div> <div> Program Contact: Susan Sponsor 555-555-5555 ssponsor@email.org Ordering Contact: Billing Contact: </div> </div>
Delivery Locations:	
Add/Remove Location	
View Modify Days Closed ➔	First Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	Second Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	Third Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	Simple Middle School Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ➔	General High School Warehouse(s): Warehouse 555-555-5555

Packet History

Event	Event Date/Time	User
A packet was created for year 2012-2013.	10/04/2011 2:06:15 PM	comstaff1

Figure 113. Food Distribution Contract Packet - NSLP page.

Commodity Allocation Tracking System

Days Closed - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

General High School - Days Closed

Check the days that are closed every week then click on Update Calendar to add the selections to the calendar.

Days to select: Mon Tue Wed Thu Fri [Update Calendar](#)

Click on a day to add/remove a Closed Day to/from the calendar. Click > to add/remove an entire week.

July 2012						
S	M	T	W	T	F	S
>						
>	1	2	3	4	5	6
>	7	8	9	10	11	12
>	13	14	15	16	17	18
>	19	20	21	22	23	24
>	25	26	27	28	29	30
>	31					

August 2012						
S	M	T	W	T	F	S
>				1	2	3
>	4	5	6	7	8	9
>	10	11	12	13	14	15
>	16	17	18	19	20	21
>	22	23	24	25	26	27
>	28	29	30	31		
>						

September 2012						
S	M	T	W	T	F	S
>						1
>	2	3	4	5	6	7
>	8	9	10	11	12	13
>	14	15	16	17	18	19
>	20	21	22	23	24	25
>	26	27	28	29	30	
>						

October 2012						
S	M	T	W	T	F	S
>		1	2	3	4	5
>	6	7	8	9	10	11
>	12	13	14	15	16	17
>	18	19	20	21	22	23
>	24	25	26	27	28	29
>	30	31				
>						

November 2012						
S	M	T	W	T	F	S
>					1	2
>	3	4	5	6	7	8
>	9	10	11	12	13	14
>	15	16	17	18	19	20
>	21	22	23	24	25	26
>	27	28	29	30		
>						

December 2012						
S	M	T	W	T	F	S
>						1
>	2	3	4	5	6	7
>	8	9	10	11	12	13
>	14	15	16	17	18	19
>	20	21	22	23	24	25
>	26	27	28	29	30	31
>						

January 2013						
S	M	T	W	T	F	S
>			1	2	3	4
>	5	6	7	8	9	10
>	11	12	13	14	15	16
>	17	18	19	20	21	22
>	23	24	25	26	27	28
>	29	30	31			
>						

February 2013						
S	M	T	W	T	F	S
>					1	2
>	3	4	5	6	7	8
>	9	10	11	12	13	14
>	15	16	17	18	19	20
>	21	22	23	24	25	26
>	27	28	29			
>						

March 2013						
S	M	T	W	T	F	S
>					1	2
>	3	4	5	6	7	8
>	9	10	11	12	13	14
>	15	16	17	18	19	20
>	21	22	23	24	25	26
>	27	28	29	30	31	
>						

April 2013						
S	M	T	W	T	F	S
>		1	2	3	4	5
>	6	7	8	9	10	11
>	12	13	14	15	16	17
>	18	19	20	21	22	23
>	24	25	26	27	28	29
>	30					
>						

May 2013						
S	M	T	W	T	F	S
>				1	2	3
>	4	5	6	7	8	9
>	10	11	12	13	14	15
>	16	17	18	19	20	21
>	22	23	24	25	26	27
>	28	29	30	31		
>						

June 2013						
S	M	T	W	T	F	S
>						1
>	2	3	4	5	6	7
>	8	9	10	11	12	13
>	14	15	16	17	18	19
>	20	21	22	23	24	25
>	26	27	28	29	30	31
>						

[Update All Delivery Locations](#) [Finished](#)

Figure 114. Days Closed page.

2. If your school is closed regularly on a weekday and cannot accept commodity deliveries, click the box next to the appropriate weekday. CATS colors the selected day blue on every week in the calendar and the date becomes unreadable.
3. Click any other dates that you are closed and cannot accept commodity deliveries. Each calendar date you select will turn blue and become unreadable. To change multiple days in a row, such as Winter Break, click the “>” symbol after clicking the starting day.
4. When you have entered all the days on which you are closed for the school year, click the **Update Calendar** link near the days to select checkboxes. CATS saves the calendar and leaves you on the Days Closed page.
 - If this schedule is accurate for this school or delivery location only, click the **Finished** button at the bottom of the page. CATS returns to the Food Distribution Program Contract Packet page and the red arrow that was next to each location is replaced by a green check-mark.
 - If this schedule is accurate for all schools and other delivery locations in the entire school system, click the **Update All Delivery Locations** button at the bottom of the page. When CATS displays a message saying “Are you sure you want to update the Closed Days calendars for ALL of your delivery locations with this information?” click **OK** on the message window. CATS returns to the Food Distribution Program Contract Packet page and the red arrow that was next to each location is replaced by a green check-mark.

Viewing a Delivery Schedule

The delivery schedule is separate from the Days Closed Calendar. The delivery schedule is determined by the warehouse after receiving the sponsor’s Days Closed information.

To view your delivery schedule, use the following steps:

1. On the Food Distribution Program Contract Packet page ([Figure 115](#)), under the Delivery Location section, click **View** next to the Delivery Location that you want to view. The system displays the Delivery Location Profile ([Figure 116](#)).

Commodity Allocation Tracking System

Food Distribution Program Contract Packet - NSLP 2012-2013

Agency:	Harriman City SD	Contract Status: Approved
IRN:	555555	
County:	County	

Action	Form Name
View Modify	FDP Contract
Contacts:	
View	✓ Program Contact: Susan Sponsor 555-555-5555 ssponsor@email.org ↗ Ordering Contact: ↗ Billing Contact:
Delivery Locations:	
View Modify Days Closed ↗	First Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ↗	Second Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ↗	Third Elementary Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ↗	Simple Middle School Warehouse(s): Warehouse 555-555-5555
View Modify Days Closed ↗	General High School Warehouse(s): Warehouse 555-555-5555

Packet History

Event	Event Date/Time	User
A packet was created for year 2012-2013.	10/04/2011 2:06:15 PM	comstaff1

Figure 115. Food Distribution Contract Packet - NSLP page.

Commodity Allocation Tracking System

[Agencies](#) | [Reports](#) | [Security](#)

[Programs](#) | [Year](#) | [Help](#) | [Logout](#)

Agencies > Contract > Contract Packet >
Program Year: 2012 - 2013

Delivery Location Profile

VIEW

Agency: Harriman City SD
IRN: 555555
County: County

Delivery Location Information [View Delivery Schedule](#)

Delivery Location Name: Simple Middle School
Site Number: 555555-004
Status:
Begin Program Year:
End Program Year:
Delivery Location Type:
Address 1: 25 Main St.
Address 2:
City: Anytown
State: Zip: 45555
County:

Contact Information

	First Name	Last Name	
Name:	SUSAN	SPONSOR	
Email Address:	susan_sponsor@email.com		
Phone:	5555555555	Ext:	Fax: 5555555555

Delivery Information

Delivery Option:
Carrier:
Receiving Options: Ground Dock
Can Accommodate Trailer: Yes No
Storage Capabilities: Dry Refrigerated Frozen
Delivery Days: Mon Tue Wed Thu Fri Sat Sun

Delivery Instructions:

Created By: comstaff1 On: 02/19/2012 5:12:52 PM

Figure 116. Delivery Location Profile page, view only.

2. Click the **View Delivery Schedule** link. CATS displays the Delivery Schedule in a separate Web page ([Figure 117](#)). Dates that are bold and in red are delivery dates.

Commodity Allocation Tracking System **Ohio** Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Contract >

Delivery Schedule - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

GENERAL HIGH SCHOOL Found 44 Delivery Dates

July 2011							August 2011							September 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6					1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
31																				

October 2011							November 2011							December 2011						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

January 2012							February 2012							March 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31

April 2012							May 2012							June 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4	5					1	2	
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

Figure 117. Delivery Schedule page.

3. Click the **Close** button to return to the Delivery Location Profile (Figure 116).

Entitlement

Entitlement is the amount of money you can spend within the Commodities Program. It is based on the number of meals you served last year times the USDA meal rate. The rate is set at the beginning of the program year (July) and updated in November/December when new meal counts are available from CRRS.

Viewing Your Entitlement

At the beginning of the year and periodically during the year, you should check the amount of entitlement you have received and the amount you have available to you. To view the amount of entitlement you were given by the USDA and the amount you have not yet used, use the following steps:

1. On the Agencies Main Menu page ([Figure 118](#)), click **Contract**. CATS displays the Contracts Menu ([Figure 119](#)).

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there is a navigation bar with 'Agencies', 'Reports', and 'Security' on the left, and 'Programs', 'Year', 'Help', and 'Logout' on the right. The 'Ohio Department of Education' logo is in the top right corner. Below the navigation bar, a yellow banner displays 'Agencies >' on the left and 'Program Year: 2011 - 2012' on the right. A table below the banner shows agency information: Agency: Harriman City SD, IRN: 555555, and County: County. Below this is a menu table with two columns: 'Item' and 'Description'. The menu items are 'Orders', 'Surveys', 'Invoices', and 'Contract', each with a corresponding description.

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

Figure 118. Agencies Main Menu page.

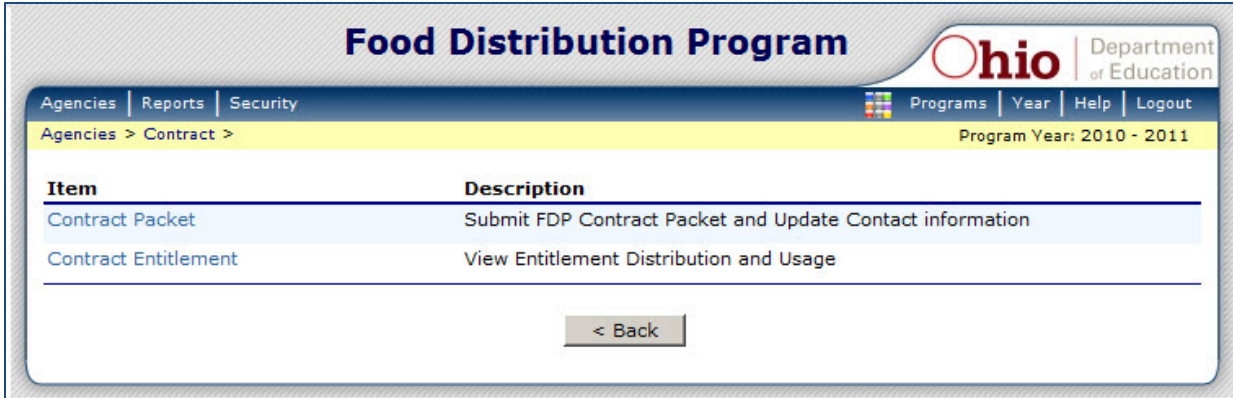


Figure 119. Contract Menu page.

2. Click **Contract Entitlement**. CATS displays the Contract Entitlement – NSLP page (Figure 120) which shows the current *Program Year* and selected *Program*.

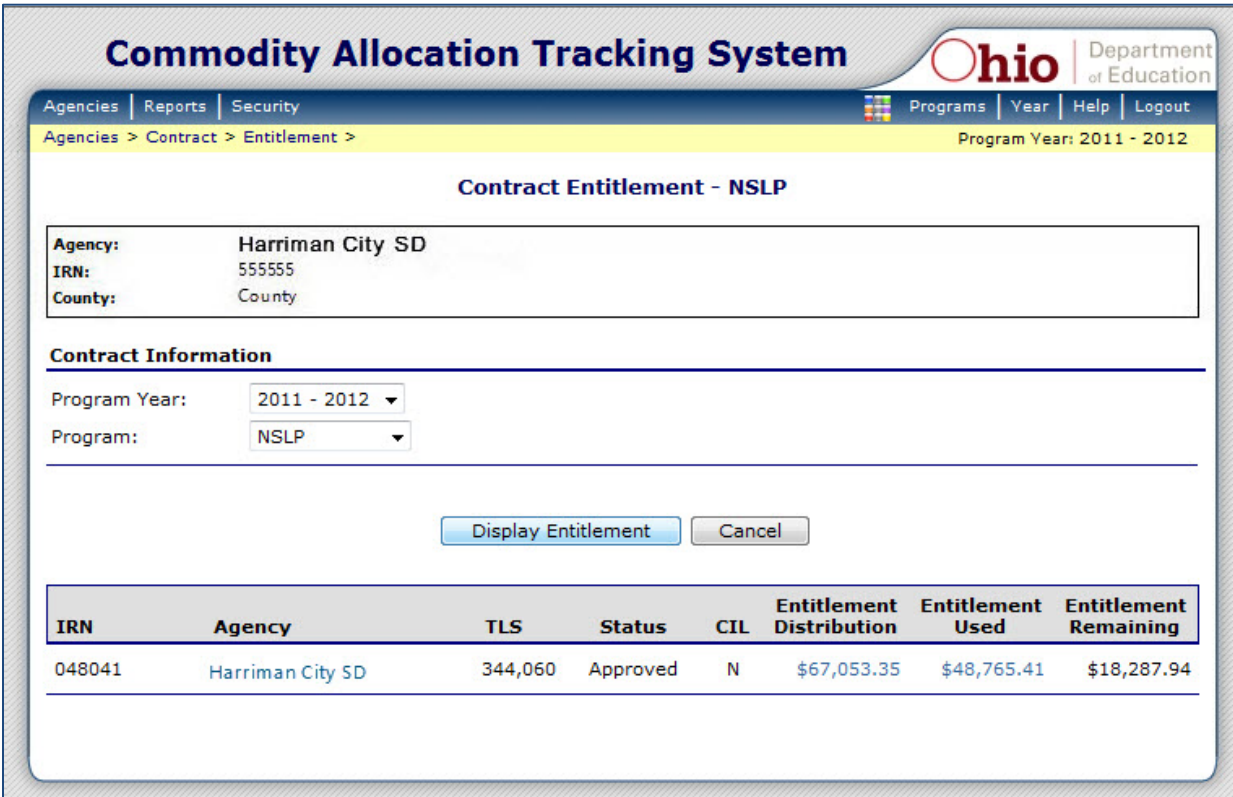


Figure 120. Contract Entitlement - NSLP page.

Table 21: Contract Entitlement Fields

Field	Description
Program Year	The year for which the entitlement information applies.
Program	The program for which the entitlement information applies. Options are NSLP and SFSP.
Column Headings	
IRN	The sponsor's IRN.
Agency	The name of the sponsor in which the agency resides. Clicking the sponsor name in blue brings up the Entitlement Distribution Detail page.
TLS	Total Lunches Served. The total number of lunches served by the sponsor. The TLS value is used in determining the amount of entitlement that ODE, Office for Child Nutrition distributes to the sponsor.
Status	The status of the sponsor's contract.
CIL	Cash in lieu. Money a sponsor receives instead of receiving actual commodities. Note: Sponsors in Ohio do not receive cash in lieu of commodities.
Entitlement Distribution	The amount of entitlement distributed by ODE to the sponsor for the program year minus any entitlement adjustments, including the adjustment for the Department of Defense Fresh Fruit and Vegetable Program. Clicking the Entitlement Distribution value opens the Entitlement Distribution History page.
Entitlement Used	The amount of entitlement used by the sponsor for orders during this program year. Clicking the Entitlement Used value opens the Entitlement Usage page.
Entitlement Remaining	The amount of entitlement remaining for the sponsor to use. Note: The Entitlement Remaining value does not include the amount available for the Department of Defense Fresh Fruit and Vegetable Program.

To view the entitlement values for another program or program year:

1. Use the *Program Year* and *Program* drop-down menus to select the appropriate program year or program..
2. Click the **Display Entitlement** button. The Entitlement information changes to display the amounts for the program year or program you requested.

Viewing the Entitlement Distribution Detail

To view the distribution information for your entitlement, use the following steps:

1. On the Agencies Main Menu page (Figure 121), click **Contracts**. CATS displays the Contract Menu (Figure 122).

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top right is the 'Ohio Department of Education' logo. Below the logo is a navigation bar with links for 'Agencies', 'Reports', 'Security', 'Programs', 'Year', 'Help', and 'Logout'. The main content area has a yellow header with 'Agencies >' on the left and 'Program Year: 2011 - 2012' on the right. Below this is a form with the following fields:

Agency:	Harriman City SD
IRN:	555555
County:	County

Below the form is a table with two columns: 'Item' and 'Description'.

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

Figure 121. Agencies Main Menu page.

The screenshot shows the 'Food Distribution Program' interface. At the top right is the 'Ohio Department of Education' logo. Below the logo is a navigation bar with links for 'Agencies', 'Reports', 'Security', 'Programs', 'Year', 'Help', and 'Logout'. The main content area has a yellow header with 'Agencies > Contract >' on the left and 'Program Year: 2010 - 2011' on the right. Below this is a table with two columns: 'Item' and 'Description'.

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

At the bottom center of the page is a button labeled '< Back'.

Figure 122. Contract Menu.

2. Click **Contract Entitlement**. CATS displays the Contract Entitlement – NSLP page (Figure 123), which shows the current *Program Year* field and the program displayed in the *Program* field.

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Contract > Entitlement > Program Year: 2011 - 2012

Contract Entitlement - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Contract Information

Program Year:
Program:

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
048041	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 123. Contract Entitlement-NSLP page.

- Click the name of the sponsor in the Agency column. CATS displays the Entitlement Distribution Detail – NSLP page (Figure 124). Table 22: Entitlement Distribution Detail Fields describes the fields displayed on the Entitlement Distribution Detail – NSLP page.

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Contract > Entitlement > Program Year: 2011 - 2012

Entitlement Distribution Detail - NSLP

Agency:	Harriman City SD
IRN:	555555
County:	County

IRN	Agency	TLS	Total TLS	%	USDA Meal Rate	Agency Entitlement
048041	Harriman City SD	344,060	344,060	100.00 %	\$0.2225	\$76,553.35
Totals:		344,060	344,060	100.00 %	\$0.2225	\$76,553.35

[< Back](#)

Figure 124. Entitlement Distribution Detail - NSLP page.

Table 22: Entitlement Distribution Detail Fields

Field	Description
Column Heading	Description
IRN	The sponsor's IRN.
Agency	The name of the agency and the county in which the agency resides.
TLS	<p>Total Lunches Served. The number of lunches served by the sponsor. The TLS value is used in determining the amount of entitlement that ODE, Office for Child Nutrition distributes to the sponsor.</p> <p>Note: If you are on the Kosher Foods Program for this program year, you will receive the following note at the bottom of the page:</p> <p>The TLS shown here represents the agency's total meals served adjusted down by the 60% of the total meals served that have been committed to the Kosher Food Program; Please refer to your contract, under the section labeled Total Lunches Served (TLS) to see how the committed meals were determined.</p>
Total TLS	The total number of lunches served.
%	The percent of TLS to Total TLS. This value will always be 100%
USDA Meal Rate	The reimbursement rate per meal used to multiply by the Total Lunches Served (TLS) to determine your total entitlement amount.

Field	Description
Agency Entitlement	<p>The amount of entitlement distributed to the sponsor for this program year. This amount is the total entitlement amount, before any adjustments are made, including the adjustment for the amount used for Department of Defense Fresh Fruit and Vegetable Program.</p> <p>Note: This amount may not match the Entitlement Distribution amount on the Contract Entitlement – NSLP page due to Entitlement Adjustments.</p>

4. Use the <<**Back** button to return to the Contract Entitlement page.

Viewing the Entitlement Distribution History

Use the Entitlement Distribution History to view any adjustments to your entitlement and your entitlement distribution, entitlement used, and entitlement remaining for the program year.

To access the Entitlement Distribution History, use the following steps:

1. On the Agencies Main Menu page (Figure 125), click **Contract**. CATS displays the Contract Menu page (Figure 126).

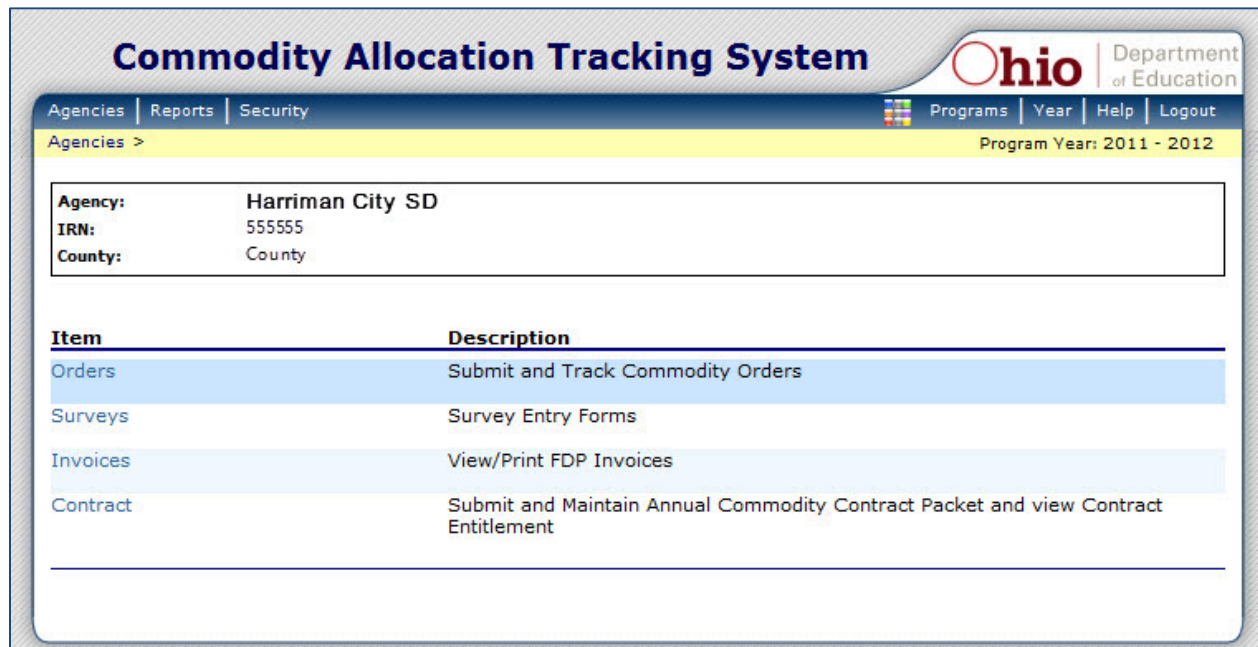


Figure 125. Agencies Main Menu page.

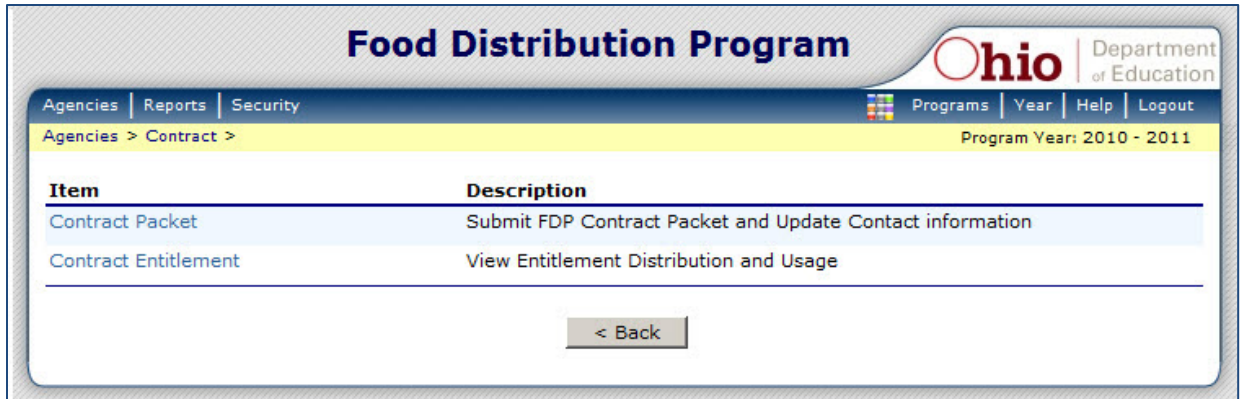


Figure 126. Contract Menu page.

2. Click **Contract Entitlement**. The system displays the Contract Entitlement page (Figure 127) which shows the current *Program Year* field and the program displayed in the *Program* field.

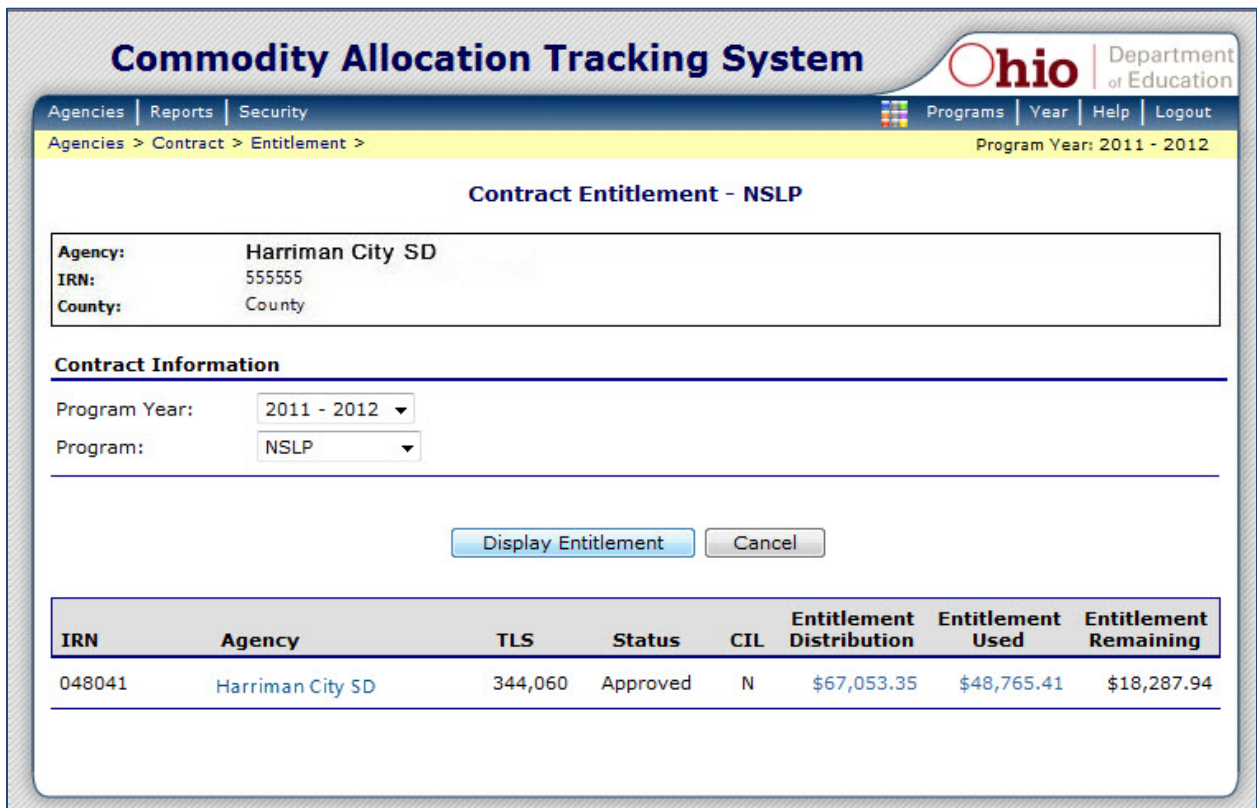


Figure 127. Contract Entitlement - NSLP page.

3. Click the Entitlement Distribution amount for the sponsor. CATS displays the Entitlement Distribution History – NSLP page (Figure 128). [Table 23: Entitlement](#)

[Distribution History Fields](#) describes the fields displayed on the Entitlement Distribution History – NSLP page.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Contract > Entitlement > Distribution > Program Year: 2011 - 2012

Entitlement Distribution History - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

Entitlement	Entitlement Used	Entitlement Remaining
\$67,053.35	\$48,765.41	\$18,287.94

Entitlement	Amount	Description/Adjustment	Date
\$0.00	\$0.00		
\$76,553.38	\$76,553.38	Program Distribution	10/06/2011
\$76,553.35	(\$0.03)	Manual Adjustment	10/12/2011
\$61,553.35	(\$15,000.00)	Manual Adjustment	10/12/2011
\$67,053.35	\$5,500.00	Manual Adjustment	02/01/2012

< Back

Figure 128. Entitlement Distribution History – NSLP page.

Table 23: Entitlement Distribution History Fields

Field	Description
Entitlement	The amount of entitlement distributed to the sponsor for this program year minus any adjustments made to the entitlement amount.
Entitlement Used	The amount of entitlement used by the sponsor for orders during this program year.
Entitlement Remaining	The amount of entitlement remaining for the sponsor to use.
Entitlement	The amount of entitlement distributed to the sponsor by ODE.
Amount	The amount of entitlement by which the entitlement account is adjusted. Amounts in parentheses, (), are negative or subtracted from the total.
Description/Adjustment	The entitlement entry description or type of adjustment to your entitlement. If this value is blue, clicking it displays the Manual Adjustment page.
Date	The date the entitlement distribution entry or entitlement adjustment was made.

- Click the **Manual Adjustment** link to display the Entitlement Distribution Adjustment – NSLP page (Figure 129). Click the **<<Back** button to return to the Contract Entitlement - NSLP page (Figure 127).

Viewing the Entitlement Distribution Adjustment – NSLP Page

Use the Entitlement Distribution Adjustment – NSLP page (Figure 129) to view the specific information about a manual adjustment. You can access the Entitlement Distribution Adjustment page from the **Manual Adjustment** link on the Entitlement Distribution History – NSLP page (Figure 128). Click the **<<Back** button to return to the Entitlement Distribution History -NSLP page (Figure 128).

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Contract > Entitlement > Distribution > Program Year: 2011 - 2012 **VIEW**

Entitlement Distribution Adjustment - NSLP

Agency:	Harriman City SD
IRN:	555555
County:	County

Entitlement	Entitlement Used	Entitlement Remaining
\$67,053.35	\$48,796.91	\$18,256.44

Adjustment Information

Adjustment Amount: (\$15,000.00)
 Adjustment Reason: DOD Entitlement Reduction

Created By: comadm2
 Adjustment Date: 10/12/2011

Figure 129. Entitlement Distribution Adjustment – NSLP page.

Viewing the Entitlement Usage Page

To view the amount of entitlement used and the orders using entitlement amounts:

- On the Agencies Main Menu page (Figure 130), click **Contract**. CATS displays the Contract Menu page (Figure 131).

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > | Program Year: 2011 - 2012

Agency: Harriman City SD
 IRN: 555555
 County: County

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

Figure 130. Agencies Main Menu page.

Food Distribution Program | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Contract > | Program Year: 2010 - 2011

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

< Back

Figure 131. Contract Menu page.

2. Click **Contract Entitlement**. The system displays the Contract Entitlement - NSLP page (Figure 132), which shows the current *Program Year* field and the program displayed in the *Program* field.

Commodity Allocation Tracking System

Ohio Department of Education

Agencies | Reports | Security Programs | Year | Help | Logout

Agencies > Contract > Entitlement > Program Year: 2011 - 2012

Contract Entitlement - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Contract Information

Program Year:
 Program:

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
048041	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 132. Contract Entitlement - NSLP page.

3. Click the *Entitlement Used* amount.. CATS displays the Entitlement Usage - NSLP page (Figure 133). Table 24: Entitlement Usage Fields describes the fields displayed on the Entitlement Usage – NSLP page.

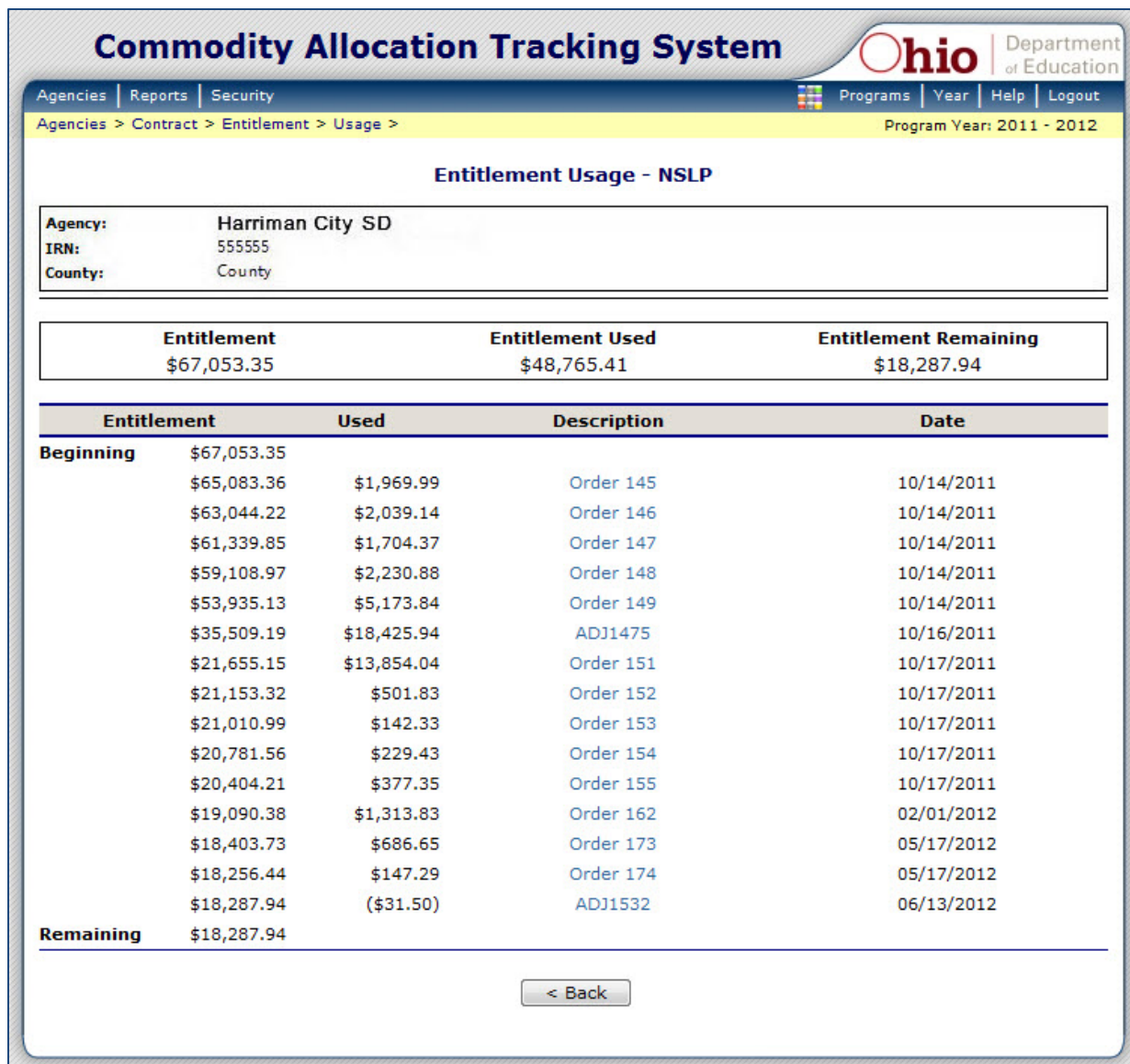


Figure 133. Entitlement Usage -NSLP page.

Table 24: Entitlement Usage Fields

Field	Description
Entitlement	The amount of entitlement distributed to the sponsor for the program year minus any entitlement adjustments.
Entitlement Used	The amount of entitlement used by the sponsor for orders during the program year.
Entitlement Remaining	The amount of entitlement remaining for the sponsor to use.

Field	Description
Entitlement – Beginning and Remaining	<p>The amount of entitlement distributed to the sponsor by ODE minus any entitlement adjustments</p> <p>The Entitlement column has a Beginning amount at the top and a Remaining total at the bottom of the column. Each amount reflects the entitlement balance after each order or other entitlement usage listed under Used and Description.</p>
Used	The amount of entitlement used for each order or other entitlement usage listed under Description.
Description	The entitlement usage description or order name for usage or orders that go against your entitlement. Click the order number to view the Agency Order page for this order.
Date	The date the order or other entitlement usage was posted against your entitlement.

4. Click the <<**Back** button to return to the Contract Entitlement - NSLPpage (Figure 132).

Viewing the Entitlement Usage Adjustment – NSLP Page

Use the Entitlement Usage Adjustment – NSLP page (Figure 134) to view specific information about an entitlement usage adjustment. You can access the Entitlement Usage Adjustment page from the adjustment name in the *Description* column on the Entitlement Usage – NSLP page (Figure 133). Click the <<**Back** button to return to the Entitlement Usage -NSLP page.

Commodity Allocation Tracking System

Entitlement Usage Adjustment - NSLP

Agency:	Harriman City SD
IRN:	555555
County:	County

Entitlement	Entitlement Used	Entitlement Remaining
\$76,553.38	\$47,889.15	\$28,664.23

Adjustment Information

Adjustment Amount: \$2,311.42
Adjustment Reason: Adjustment to correct entitlement



Created By: comstaff4
Adjustment Date: 11/14/2011

Credits to Entitlement Used are entered as a negative number.

[< Back](#)

Figure 134. Entitlement Usage Adjustment – NSLP page.

Surveys

Surveys allow the Commodity Team to gather information regarding needs and future orders of various commodities, with the exception of Direct Diversion Surveys and Hold/Recall Surveys. Direct Diversion Surveys order surveyed commodities and divert these commodities to a processor chosen by the sponsor. Hold/Recall Surveys inform you about held or recalled commodity foods and allow you to confirm that these commodity foods were disposed of per the USDA Disposition published with the recall notice.

To view the surveys available to you, use the following steps:

1. On the Agencies Main Menu page (Figure 135), click **Surveys**. CATS displays the Survey Entry Search page (Figure 136).

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there is a navigation bar with 'Agencies', 'Reports', and 'Security' on the left, and 'Programs', 'Year', 'Help', and 'Logout' on the right. The 'Ohio Department of Education' logo is in the top right corner. Below the navigation bar, there is a yellow header area with 'Agencies >' on the left and 'Program Year: 2011 - 2012' on the right. A form displays the following information: Agency: Harriman City SD, IRN: 555555, and County: County. Below this form is a table with two columns: 'Item' and 'Description'. The table contains four rows: 'Orders' (Submit and Track Commodity Orders), 'Surveys' (Survey Entry Forms), 'Invoices' (View/Print FDP Invoices), and 'Contract' (Submit and Maintain Annual Commodity Contract Packet and view Contract Entitlement).

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

Figure 135. Agencies Main Menu page.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Surveys > Program Year: 2011 - 2012

Survey Entry

Agency: Harriman City SD
 IRN: 555555
 County: County

Survey Search

Program Year: 2011 - 2012
 Program: NSLP

Figure 136. Survey Entry Search page.

2. If the *Program Year* or *Program* values are incorrect, use the drop-down menu(s) to select the correct value(s).
3. Click the **Continue>>** button. CATS displays the Survey Entry – NSLP page (Figure 137). [Table 25: Survey Entry - NSLP Fields](#) describes the fields displayed on the Survey Entry – NSLP page.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Surveys > Program Year: 2011 - 2012

Survey Entry - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1236	Not Submitted	Commodity Information Survey	Commodity Information 1	12/13/2011	Open
1238	Not Submitted	Demand Ordering	Demand Order - 2013	12/22/2011	Open
1239	Not Submitted	Commodity Information Survey	Spring 2012	01/27/2012	Open
1240	Not Submitted	Direct Diversion Order	Direct Diversion 2013	03/16/2012	Open
1248	Submitted	Hold/Recall Survey	Hold/Recall Test item	05/18/2012	Open

Figure 137. Survey Entry – NSLP page.

Table 25: Survey Entry - NSLP Fields

Field	Description
Survey #	The number associated with the survey.
Participation Status	Whether or not you have completed the survey. Options are Not Submitted and Submitted.
Survey Type	The type of survey. Options are Demand Ordering, Commodity Information, and Direct Diversion Order.
Survey Name	The name that the Commodity Team gave the survey.
Due Date	The date by which the survey needs to be completed.
Survey Status	The status of the survey. Options are Open and Closed.

4. Click the survey number to display the survey. CATS displays the survey page you selected.

Direct Diversion Surveys

Direct Diversion Surveys allow you to designate the amounts of specific commodities to be sent to processors to create processed foods.

1. On the Agencies Main Menu page ([Figure 138](#)), click the **Surveys** link. CATS displays the Survey Entry Search page ([Figure 139](#)).

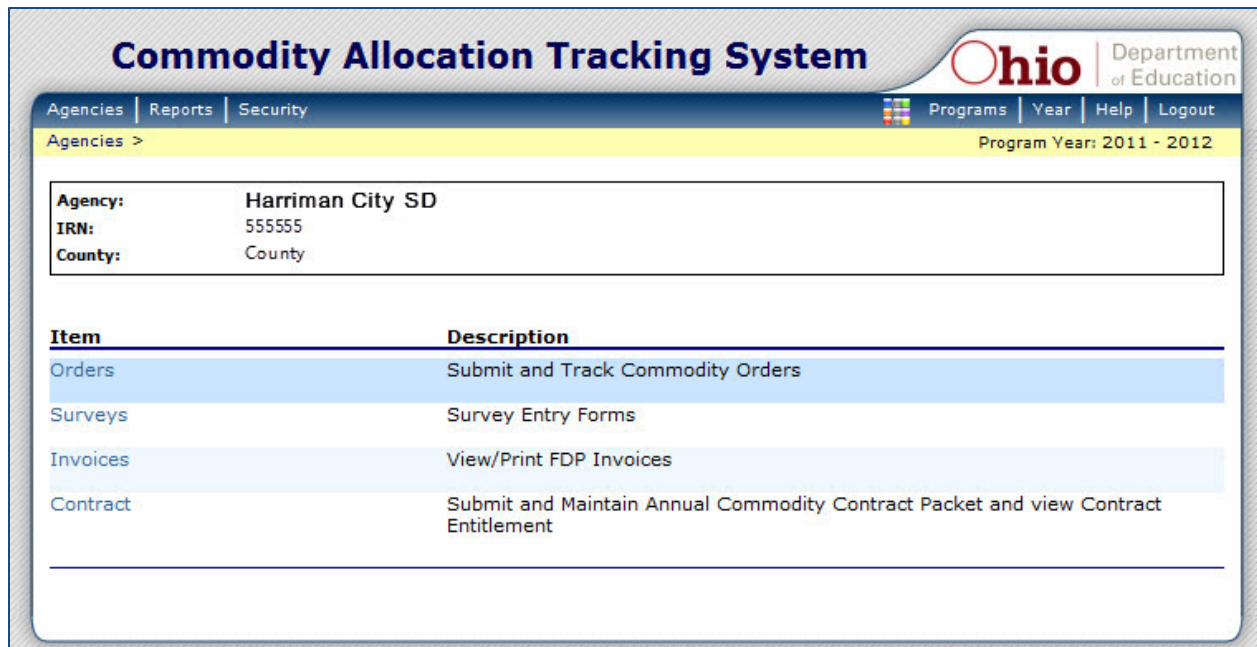


Figure 138. Agencies Main Menu page.

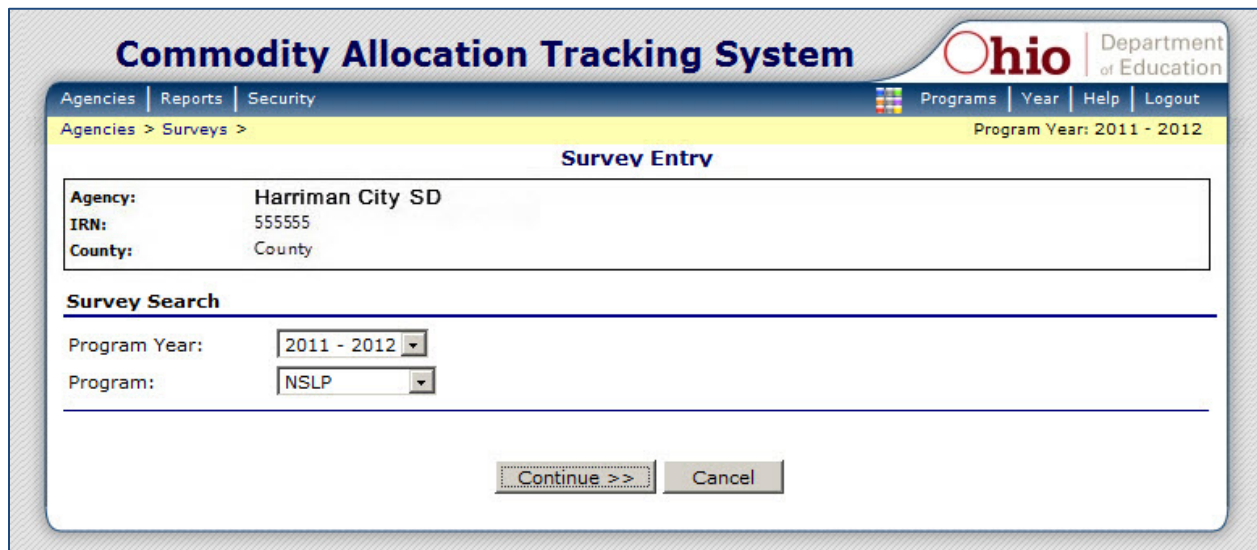


Figure 139. Survey Entry Search page.

2. If the *Program Year* or *Program* values are incorrect, use the drop-down menu(s) to select the correct value(s).
3. Click the **Continue>>** button. CATS displays the Survey Entry – NSLP page (Figure 140).

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Surveys > Program Year: 2011 - 2012

Survey Entry - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1236	Not Submitted	Commodity Information Survey	Commodity Information 1	12/13/2011	Open
1238	Not Submitted	Demand Ordering	Demand Order - 2013	12/22/2011	Open
1239	Not Submitted	Commodity Information Survey	Spring 2012	01/27/2012	Open
1240	Not Submitted	Direct Diversion Order	Direct Diversion 2013	03/16/2012	Open
1248	Submitted	Hold/Recall Survey	Hold/RecallTestitem	05/18/2012	Open

Figure 140. Survey Entry – NSLP page.

- Click the survey number for *Survey Type* Direct Diversion Order and the Survey Name for the survey you are completing. CATS displays the Direct Diversion Order Survey page (Figure 141). Table 26: [Direct Diversion Survey Order Form Fields](#) describes the fields displayed on the Direct Diversion Order Survey form.

Commodity Allocation Tracking System **Ohio** Department of Education

Agencies > Reports > Security Programs | Year | Help | Logout

Agencies > Surveys > Survey Form > Program Year: 2011 - 2012

Survey Form - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Survey Information

Survey Number: 1240 **Survey Type:** Direct Diversion Order
Due Date: 03/16/2012 **Survey Name:** Direct Diversion 2013

Special Instructions

Survey Form

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

Commodity	Unit Type	Units Diverted	Units to Process	Processor
100332 - Tom Paste Totes Entitlement Pack Size: BULK Est. USDA Value: \$0.37 Admin Fee: \$0.00 Min. Units: 1000 Min. Units to Multiple Processors: 30	Pounds	0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
100980 - Potatoes Sweet Bulk Entitlement Pack Size: BULK Est. USDA Value: \$0.20 Admin Fee: \$0.00 Min. Units: 200 Min. Units to Multiple Processors: 20	Pounds	0	250	Processor
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>

Entitlement and Fees

Entitlement Remaining:	\$13,898.16	Estimated Charges:	\$0.00
Estimated Entitlement Used:	\$50.00		

Figure 141. Direct Diversion Survey Order form page after Entitlement is calculated.

Table 26: Direct Diversion Survey Order Form Fields

Field	Description
Survey Number	The number associated with the survey.
Due Date	The date by which the survey needs to be completed.
Survey Type	The type of survey.

Field	Description
Survey Name	The name that the Commodity Team gave the survey.
Special Instructions	Any type of instructions needed to complete the survey.
Column Headings	
Commodity	The name of the commodity.
Unit Type	The base quantity in which the commodity can be ordered, such as “Cases.”
Units Diverted	The number of units already diverted for this commodity.
Units to Process	The number of units of the commodity you are requesting be processed.
Processor	The name of the processor to which the commodities will be sent. Select from the names on the drop-down menu.
Entitlement and Fees Section	
Entitlement Remaining	The amount of your entitlement remaining after this order.
Estimated Entitlement Used	The <u>estimated</u> amount of your entitlement used for this order.
Estimated Charges	The <u>estimated</u> charges you will be invoiced for this order. Currently ODE does not charge for Direct Diversion processing administration.

- On the Direct Diversion Order Survey form ([Figure 141](#)), enter the number of units of each product you would like to have sent to the processor in the **Units to Process** field.

Note: If the Units Diverted value is “0”, you can enter any amount.

- For each commodity item for which you entered a **Units to Process** value, click the drop-down menu in the **Processor** field to select the name from the list of available processors to which you want the commodity sent for processing.
- Repeat steps 5 and 6 for each item you want to order on the survey.
- To view the amount of entitlement used in this order, click the **Calculate Entitlement** button. CATS calculates the amount of entitlement and displays this amount in the *Estimated Entitlement Used* field, as shown in [Figure 141](#).
- To continue to the Submit Survey Form page, click the **Continue>>** button. CATS displays the Direct Diversion Order Survey Form page with a **Submit Survey** button on the bottom, as shown in [Figure 142](#).

Commodity Allocation Tracking System

Survey Form - NSLP

Agency:	Harriman City SD
IRN:	555555
County:	County

Survey Information

Survey Number:	1240	Survey Type:	Direct Diversion Order
Due Date:	03/16/2012	Survey Name:	Direct Diversion 2013

Special Instructions

Survey Form

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

Commodity	Unit Type	Units Diverted	Units to Process	Processor
100332 - Tom Paste Totes Entitlement Pack Size: BULK Est. USDA Value: \$0.37 Admin Fee: \$0.00 Min. Units: 1000 Min. Units to Multiple Processors: 30	Pounds	0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
100980 - Potatoes Sweet Bulk Entitlement Pack Size: BULK Est. USDA Value: \$0.20 Admin Fee: \$0.00 Min. Units: 200 Min. Units to Multiple Processors: 20	Pounds	0	250	Processor
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>

Entitlement and Fees			
Entitlement Remaining:	\$13,898.16	Estimated Fees:	\$0.00
Estimated Entitlement Used:	\$50.00		

Figure 142. Direct Diversion Survey Order form page with Submit Survey button.

10. Click the **Submit Survey** button. CATS displays a confirmation message page (Figure 143) saying the Survey has been saved.

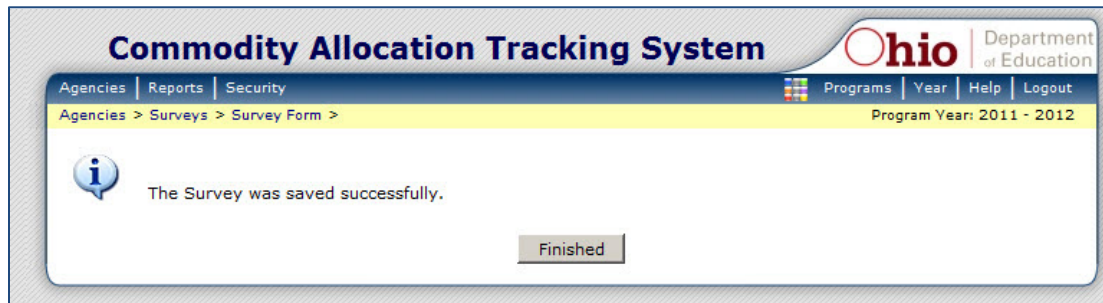



Figure 143. Direct Diversion Order Survey message page.

Demand Ordering Survey

A Demand Ordering Survey requests feedback on commodities you may use in the months in bold on the survey.

Commodity Allocation Tracking System



[Operations](#) | [Agencies](#) | [Reports](#) | [Security](#) | [Programs](#) | [Year](#) | [Help](#) | [Logout](#)

Operations > Surveys > Modify Survey > Survey Form > Program Year: 2011 - 2012

Survey Form - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Survey Information

Survey Number: 1238	Survey Type: Demand Ordering
Due Date: 12/22/2011	Survey Name: Demand Order - 2013

Special Instructions

Survey Form

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

Commodity	Unit Type	Units							
100043 - Dry Egg Mix Entitlement Pack Size: 4/10 LB BAG / Facts Est. USDA Value: \$57.07 Processing Fee: \$0.00 S&H Fee: \$2.50 Total Unit Cost: \$2.50	Cases	Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	12		
		Oct	<input type="text"/>	Nov	<input type="text"/>	Dec	<input type="text"/>		
		Jan	<input type="text"/>	Feb	<input type="text"/>	Mar	<input type="text"/>		
		Apr	<input type="text"/>	May	<input type="text"/>	Jun	<input type="text"/>		
				Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text"/>
100046 - Eggs Frozen Entitlement Pack Size: 6/5 LB CTN / Facts Est. USDA Value: \$18.44 Processing Fee: \$0.00 S&H Fee: \$2.50 Total Unit Cost: \$2.50	Cases	Oct	<input type="text"/>	Nov	5	Dec	5		
		Jan	5	Feb	5	Mar	5		
		Apr	<input type="text"/>	May	<input type="text"/>	Jun	<input type="text"/>		
				Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text"/>
		Eggs Whole 30 Entitlement Pack Size: 25 KG BAG / Facts Est. USDA Value: \$60.14 Processing Fee: \$0.00 S&H Fee: \$2.50 Total Unit Cost: \$2.50	Cases	Oct	<input type="text"/>	Nov	<input type="text"/>	Dec	<input type="text"/>
Jan	<input type="text"/>			Feb	<input type="text"/>	Mar	<input type="text"/>		
Apr	<input type="text"/>			May	<input type="text"/>	Jun	<input type="text"/>		
				Jul	<input type="text"/>	Aug	<input type="text"/>	Sep	<input type="text"/>
				Oct	<input type="text"/>	Nov	<input type="text"/>	Dec	<input type="text"/>

Entitlement and Charges			
Entitlement Remaining:	\$13,948.16	Estimated S&H Charges	\$132.50
Estimated Entitlement Used:	\$1,490.32	Estimated Processing Charges	\$0.00

Figure 144. Demand Ordering Survey Form page (partial view).

Table 27: Demand Ordering Survey Form Fields

Field	Description
Survey Number	The number associated with the survey.
Due Date	The date by which the survey needs to be completed.
Survey Type	The type of survey.
Survey Name	The name the Commodity Team gave the survey.
Special Instructions	Any type of instructions needed to complete the survey.
Column Headings	
Commodity	The name of the commodity along with the associated commodity information.
Unit Type	The base quantity in which the commodity can be ordered, such as "Cases."
Units (per month)	The number of units you intend to order for each selectable month.. You cannot enter values for months that are grayed out.
Entitlement and Fees Section	
Entitlement Remaining	The amount of your entitlement remaining after this order.
Estimated Entitlement Used	The <u>estimated</u> amount of your entitlement used for this order.
Estimated S&H Charges	The <u>estimated</u> shipping and handling charges you will be invoiced for this order. Shipping and handling charges must be paid from the sponsor's general funds, not from entitlement.
Estimated Processing Charges	The <u>estimated</u> processing charges you will be invoiced for this order.

1. On the Agencies Main Menu page ([Figure 145](#)), click **Surveys**. CATS displays the Survey Entry page ([Figure 146](#)).

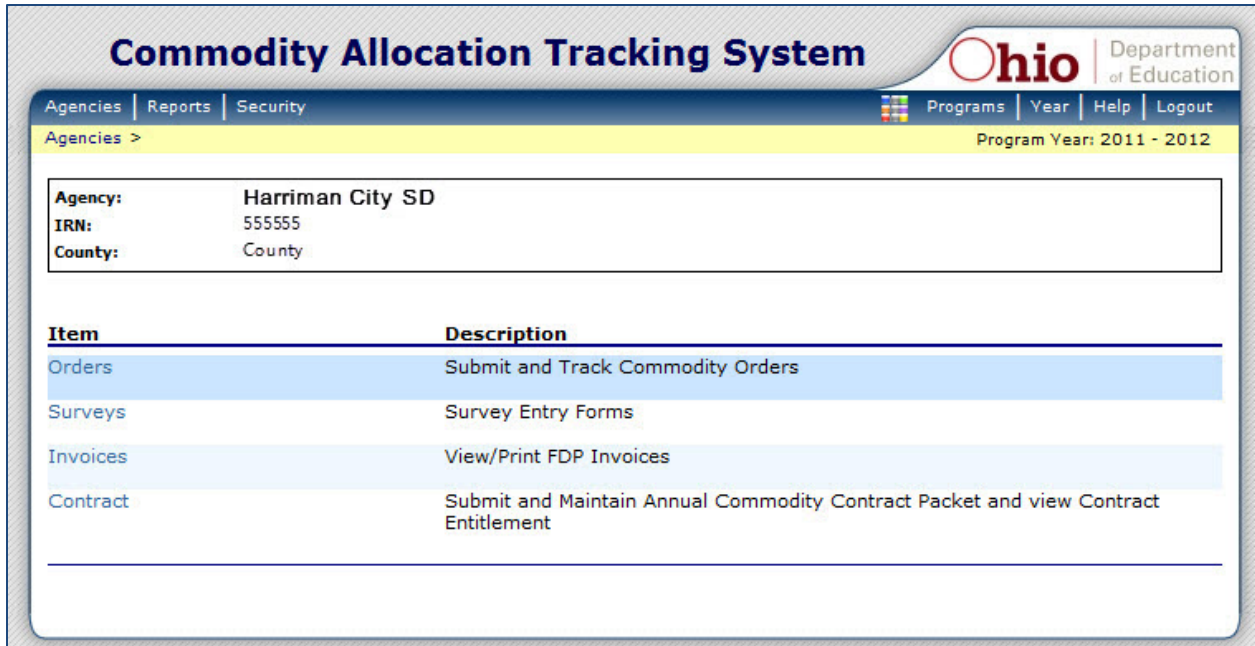


Figure 145. Agencies Main Menu page.

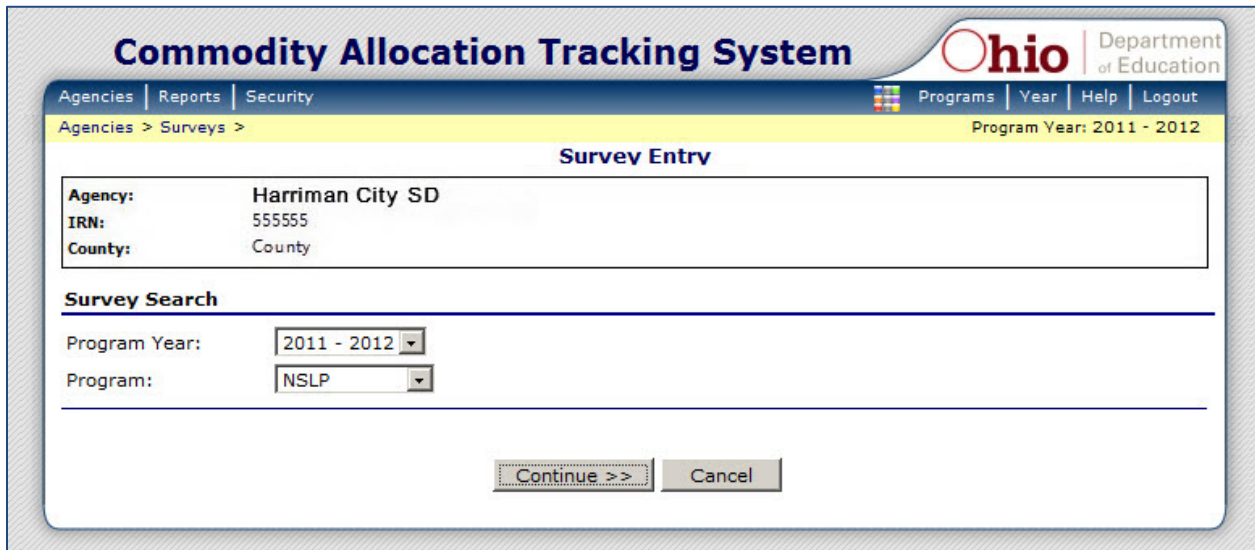


Figure 146. Survey Entry page.

2. If the *Program Year* or *Program* values are incorrect, use the drop-down menu(s) to select the correct value(s).
3. Click the **Continue>>** button. CATS displays the Survey Entry - NSLP page (Figure 147).

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Surveys > | Program Year: 2011 - 2012

Survey Entry - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1236	Not Submitted	Commodity Information Survey	Commodity Information 1	12/13/2011	Open
1238	Not Submitted	Demand Ordering	Demand Order - 2013	12/22/2011	Open
1239	Not Submitted	Commodity Information Survey	Spring 2012	01/27/2012	Open
1240	Not Submitted	Direct Diversion Order	Direct Diversion 2013	03/16/2012	Open
1248	Submitted	Hold/Recall Survey	Hold/Recall Test item	05/18/2012	Open

Cancel

Figure 147. Survey Entry – NSLP page.

4. Click the survey number for *Survey Type* Demand Ordering and the Survey Name for the survey you are completing. CATS displays the survey page for the Demand Ordering survey you selected (Figure 144).
5. On the Demand Ordering Survey form, enter the number of units of each product you intend to order for the selectable months.

Note: You will not be able to enter data for months that are grayed out.

6. Perform step 5 for each commodity you intend to order.
7. To view the amount of entitlement used in this order, click the **Calculate Entitlement** button.
8. To continue to the Submit Survey Form page, click the **Continue>>** button. CATS displays the Survey Form-NSLP page with the **Submit Survey** button (Figure 148).


Estimated Processing Charges		Jan	Feb	Mar	Apr	May	Jun
Est. USDA Value: \$68.89 Processing Fee: \$0.00 S&H Fee: \$2.50 Total Unit Cost: \$2.50							
100069 - Instant Nonfat Dry Milk 24 Entitlement		Jul	Aug	Sep			
Pack Size: 6/4 LB PKG / Facts Est. USDA Value: \$33.60 Processing Fee: \$0.00 S&H Fee: \$2.50 Total Unit Cost: \$2.50		Oct	Nov	Dec			
Cases		Jan	Feb	Mar			
		Apr	14	May	4	Jun	
100055 - Milk Non Fat Dry Entitlement		Jul	Aug	Sep			
Pack Size: 25 KG BAG / Facts Est. USDA Value: \$60.14 Processing Fee: \$0.00 S&H Fee: \$2.50 Total Unit Cost: \$2.50		Oct	Nov	Dec			
Cases		Jan	Feb	Mar			
		Apr	May	Jun			

Entitlement and Charges			
Entitlement Remaining:	\$13,948.16	Estimated S&H Charges	\$315.00
Estimated Entitlement Used:	\$4,654.52	Estimated Processing Charges	\$0.00

Figure 148. Demand Ordering Survey Form – NSLP page, bottom with Submit Survey button.

- Click the **Submit Survey** button. CATS displays a confirmation message page saying the Survey has been saved (Figure 149).

Commodity Allocation Tracking System



Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Surveys > Survey Form > Program Year: 2011 - 2012

i

The Survey was saved successfully.

Figure 149. Demand Ordering Survey confirmation message page.

- Click the **Finished** button. CATS returns you to the Survey Entry – NSLP page (Figure 150).

Survey Entry - NSLP

Agency: Harriman City SD
 IRN: 555555
 County: County

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1236	Not Submitted	Commodity Information Survey	Commodity Information 1	12/13/2011	Open
1238	Not Submitted	Demand Ordering	Demand Order - 2013	12/22/2011	Open
1239	Not Submitted	Commodity Information Survey	Spring 2012	01/27/2012	Open
1240	Not Submitted	Direct Diversion Order	Direct Diversion 2013	03/16/2012	Open
1248	Submitted	Hold/Recall Survey	Hold/Recall Test item	05/18/2012	Open

Figure 150. Survey Entry – NSLP page.

11. Click the **Cancel** button to return to the Survey Entry Search page (Figure 146).
12. Click the **Agencies** link on the CATS breadcrumb to return to the Agencies Main Menu page (Figure 145).

Commodity Information Survey

The Commodity Information Survey allows you to respond with the amount of specific commodities that you have in your inventory and the amount you expect to use in the upcoming year.

Note: The Commodity Information Survey is informational only. No commodities will be ordered directly from the survey responses.

1. On the Agencies Main Menu page (Figure 151), click the **Surveys** link. CATS displays the Survey Entry Search page (Figure 152).

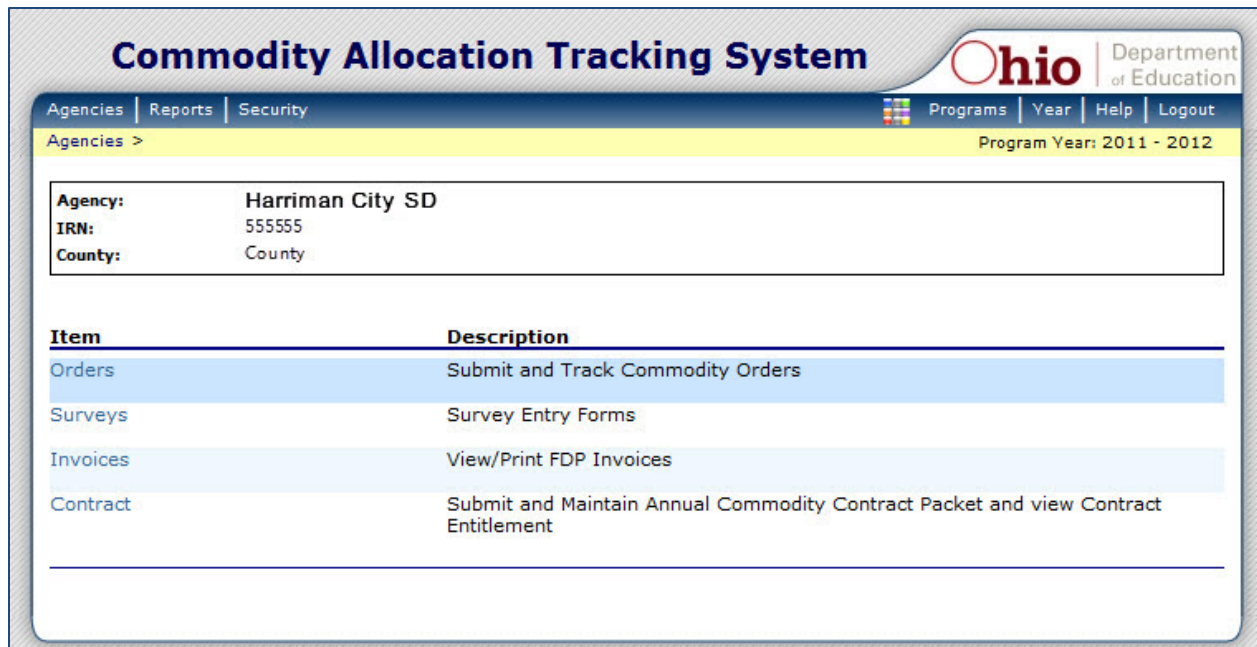


Figure 151. Agencies Main Menu page.

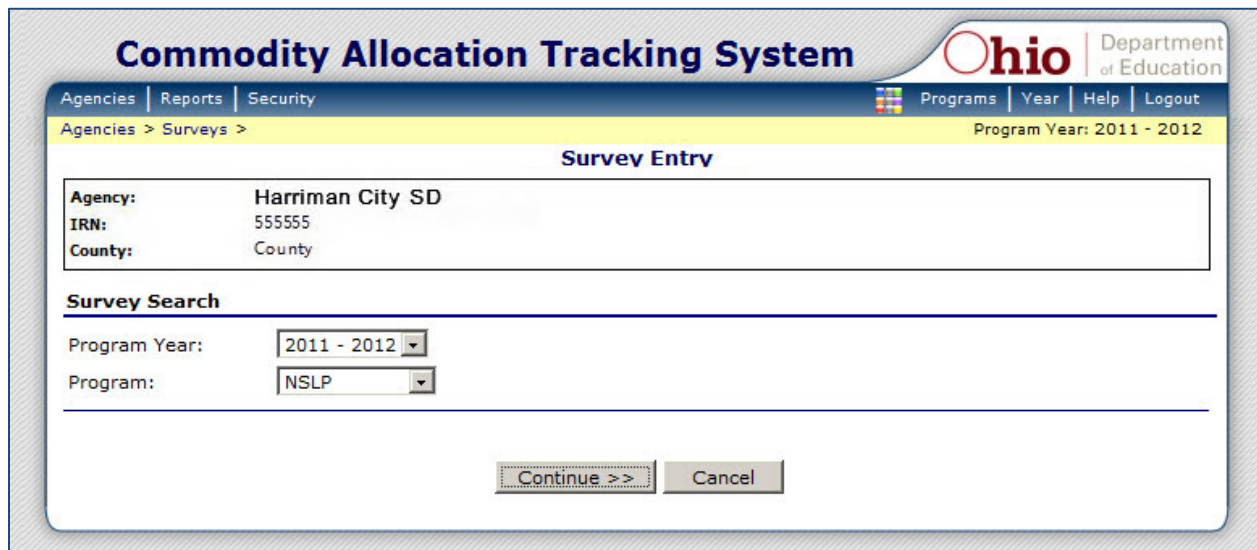


Figure 152. Survey Entry Search page.

2. If the *Program Year* or *Program* value(s) are incorrect, use the drop-down menu(s) to select the correct value(s).
3. Click the **Continue>>** button. CATS displays the Survey Entry - NSLP page (Figure 153).

Commodity Allocation Tracking System

Ohio | Department of Education

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

Agencies > Surveys > Program Year: 2012 - 2013

Survey Entry - NSLP

Agency: Harriman City SD
IRN: 555555
County: County


Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
109	Not Submitted	Commodity Information Survey	DOD Entitlement Request 2013-2014	01/09/2013	Closed
117	Not Submitted	Commodity Information Survey	Commodity Interest-Fruit and Vegetables	02/27/2013	Closed
115	Not Submitted	Commodity Information Survey	Commodity Interest-Grains/Breads/Oils	02/27/2013	Closed
116	Not Submitted	Commodity Information Survey	Commodity Interest-Meat/Meat Alternates	02/27/2013	Closed
102	Not Submitted	Commodity Information Survey	Generic E-Mail Facilitator	06/30/2013	Open

Figure 153. Survey Entry – NSLP page.

- Click the survey number for *Survey Type* Commodity Information Survey and the Survey Name for the survey you are completing. CATS displays the survey page for the Commodity Information Survey form you selected ([Figure 154](#)). [Table 28: Commodity Information Survey Form Fields](#) describes the fields displayed on the Commodity Information Survey form.

Commodity Allocation Tracking System



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

Agencies > Surveys > Survey Form >
Program Year: 2012 - 2013

Survey Form - NSLP

Agency: Harriman City SD
IRN: 555555
County: County

Survey Information

Survey Number: 116	Survey Type: Commodity Information Survey
Due Date: 02/27/2013	Survey Name: Commodity Interest-Meat/Meat Alternates

Special Instructions

NOTICE: Please read these instructions completely, by scrolling through the entire instruction passage, before completing this survey. The State of Ohio Department of Education, Office for Child Nutrition is making available three surveys of foods available from the USDA by Food Category. There will be a survey covering Grains/Breads/Oils, Meat/Meat Alternates and Fruits and Vegetables. We are using the information in this survey to determine whether there is enough interest in these commodity items to offer them on the monthly commodity order form in the 2013-2014 school year.

Survey Form

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

Commodity	Unit Type	Inventory On Hand	Anticipated Usage
100359 - Beans Black 10 Pack Size: 6/#10 CAN Est. USDA Entitlement Value: \$15.35 Processing Charge: \$0.00	Cases	<input type="text" value="0"/>	<input type="text" value="0"/>
100360 - Beans Blackeye Cnd Pack Size: 6/#10 CAN Est. USDA Entitlement Value: \$15.35 Processing Charge: \$0.00	Cases	<input type="text" value="0"/>	<input type="text" value="0"/>
100935 - Sunflower Sd Butter Pack Size: 6/5 LB Est. USDA Entitlement Value: \$61.38 Processing Charge: \$0.00	Cases	<input type="text" value="0"/>	<input type="text" value="0"/>
100121 - Tky Breast Deli Pack Size: 40 LB CONTAINER Est. USDA Entitlement Value: \$84.08 Processing Charge: \$0.00	Cases	<input type="text" value="0"/>	<input type="text" value="0"/>
100122 - Tky Brst Deli Smoked Pack Size: 40 LB CTN Est. USDA Entitlement Value: \$83.88 Processing Charge: \$0.00	Cases	<input type="text" value="0"/>	<input type="text" value="0"/>
100126 - Turkey Hams Pack Size: 40 LB CTN Est. USDA Entitlement Value: \$50.82 Processing Charge: \$0.00	Cases	<input type="text" value="0"/>	<input type="text" value="0"/>
100125 - Turkey Roasts Pack Size: 32-48 LB CTN Est. USDA Entitlement Value: \$61.20 Processing Charge: \$0.00	Cases	<input type="text" value="0"/>	<input type="text" value="0"/>
100119 - Turkey Taco Filling Pack Size: 6/5LB OR 10/3LB Est. USDA Entitlement Value: \$53.93 Processing Charge: \$0.00	Cases	<input type="text" value="0"/>	<input type="text" value="0"/>

Figure 154. Commodity Information Survey form page.

Table 28: Commodity Information Survey Form Fields

Field	Description
Survey Number:	The number associated with the survey.
Due Date:	The date by which the survey needs to be completed. Note: If the Due Date has passed and the survey is still in Open status, you can view the survey but cannot modify the survey.
Survey Type:	The type of survey.
Survey Name:	The name the Commodity Team gave the survey.
Special Instructions:	Any additional guidance needed to complete the survey.
Check here to indicate you will not participate in this survey.	Click this check box to indicate that you will not be participating in the survey.
Column Headings	
Commodity	The name of the commodity and the associated commodity information.
Unit Type	The base quantity in which the commodity can be ordered, such as "Cases."
Inventory On Hand	The amount of the commodity that you have in inventory right now.
Anticipated Usage	The amount of the commodity that you estimate you will use in the current or upcoming program year.

5. On the Commodity Information Survey form, enter the number of units you currently have next to the commodity in the column *Inventory on Hand*.
6. Enter the number of units of each product you intend to use in the current or upcoming year, depending on when the survey is sent.
7. Perform steps 5 and 6 for each commodity you intend to use.

Note: Based on the information you provide in this survey, commodities you anticipate using will be allocated to you in the amounts you expect to use, minus the inventory you have on hand. If you leave "0" in the fields for Inventory on Hand and Anticipated Usage for a specific commodity, the commodity item will not be made available to you. If you select the Check here to indicate you will not participate in this survey box, the commodities on the survey may appear as an allocated or surplus item on your order form.

8. Click the **Submit Survey** button when complete. CATS displays a confirmation message page saying the Survey has been saved ([Figure 155](#)).

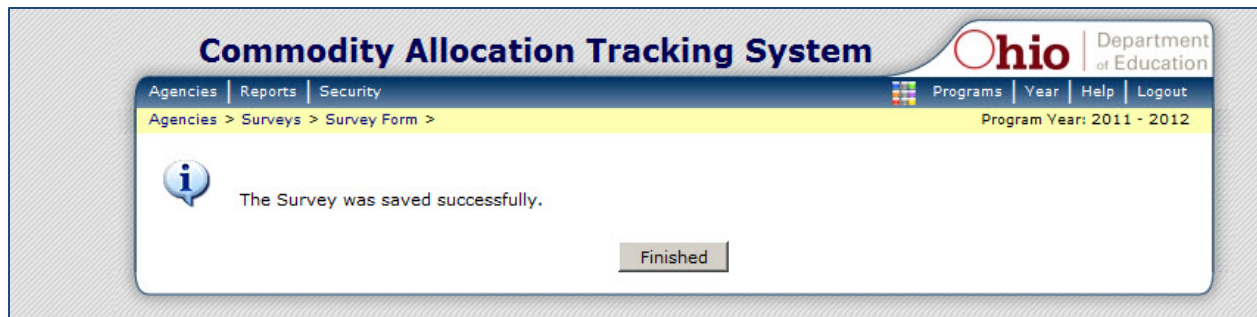


Figure 155. Commodity Information Survey message page.

9. Click the **Finished** button. CATS returns you to the Survey Entry – NSLP page (Figure 153).
10. Click the **Cancel** button to return to the Survey Entry – NSLP page (Figure 153). Click the **Agencies** link on the CATS breadcrumb to return to the Agencies Main Menu page (Figure 151).


Hold/Recall Survey

The Commodity Team distributes a Hold/Recall survey whenever there is a recall on a commodity item. The Commodity Team also sends emails to communicate USDA directives for recalled commodity items.

The Hold/Recall Survey form allows you to respond to the Office for Child Nutrition with the amount of recalled commodities, by can or package code, in your inventory. The Hold/Recall Survey also allows you to specify

- The destruction method plan you have for the commodities and
- Any of the type of commodities recalled that you may still have but are not covered in the can or package code.

Commodity Allocation Tracking System



Agencies | Reports | Security | Programs | Year | Help | Logout
 Agencies > Surveys > Program Year: 2011 - 2012

Hold/Recall Survey Form

Agency:	Harriman City SD
IRN:	555555
County:	County

Survey Information

Survey Number: 1248	Survey Type: Hold/Recall
Due Date: 05/18/2012	Survey Name: Hold/Recall Testitem
Program Year: 2011 - 2012	Program: NSLP

Special Instructions

Section 1: Donated Foods identified by the Can / Package Codes below held or destroyed

We **DO NOT** have any donated foods identified by the Can/Package Codes below on hand.

Donated Food	Can/Package Code	Cans/Units	Cases	Destruction Method
555555 - Hold/Recall Test Item Name Pack Size: 4/10 LB / Cases Can/Unit Value: \$1.75	9999999	0	0.00	
Total Cans/Units		0	0.00	

Section 2: Donated Foods on hand that DO NOT reflect the above mentioned codes

We do not have any of the Donated Foods listed below on hand except as indicated in Section 1.

Donated Food	Cans/Units	Cases
555555 - Hold/Recall Test Item Name Pack Size: 4/10 LB / Cases	0	0.00
Total Cans/Units		0

Comments - Please provide Can/Package codes information for the Cans/Units identified in this section.



Section 3: Reported Illness

Has any illness been reported specifically regarding the above mentioned products? Yes No

If Yes, how many individuals reported illness?

Section 4: Destruction Certification

The commodities identified as on hand in Section 1 above have been destroyed.

Witnesses	Witness Name	Date Destruction Observed
Witness 1	<input type="text"/>	<input type="text"/> 
Witness 2	<input type="text"/>	<input type="text"/> 

Created By: On: Modified By: On:

Figure 156. Hold/Recall Survey page.

Table 29: Hold/Recall Survey Fields

Field	Description
Survey Number	The number associated with the survey.
Due Date	The date by which the survey needs to be completed.
Program Year	The program year for which the Commodity Team sent this survey.
Survey Type	The type of survey.
Survey Nam:	The name that the Commodity Team gave the survey.
Program	The program for which the Hold/Recall Survey applies. Options are NSLP and SFSP .
Special Instructions	Any type of instructions needed to complete the survey.
Section 1: Donated Foods identified by the Can/Package Codes below held or destroyed.	
We DO NOT have any donated foods identified by the Can/Package Codes below on hand.	Click this check box to indicate that you do not have any of the donated foods identified in this survey.
Column Headings	
Donated Food	The name of the donated food or commodity and the associated commodity information.
Can/Package Code	The can or package code on the commodity that identifies the donated food as part of a specific batch.
Cans/Units	The number of cans or units of the commodity item with the specified can or package code that you have in storage or at your facility sites.
Cases	The number of cases calculated from the specified number of cans or units.
Destruction Method	The method you plan to use to destroy the commodity items. Note: This field is optional until you are asked to certify the destruction of the recalled commodity items. When you complete Section 4, you must have a destruction method specified in this field before the Hold/Recall Survey page will save without errors.
Total Can/Units	The total number of cans or units that you have on hand set to be held and destroyed.
Section 2: Donated Foods on hand that DO NOT reflect the above mentioned codes.	
We do not have any of the Donated Foods listed below on hand except as indicated in Section 1.	Allows you to indicate that you do not have any of the donated foods listed below, except those listed in Section 1 by clicking the associated checkbox.

Field	Description
Column Headings	
Donated Foods	The name of the donated food or commodity along with the associated commodity information.
Cans/Units	The number of cans or units of the commodity item <u>without</u> the specified can or package code that you have in storage or at your facility sites.
Cases	The number of cases calculated from the specified number of cans or units.
Total Cans/Units	The total number of cans or units you have on hand that are not part of the recalled batch of commodity items.
Comments – Please provide Can/Package codes information for the Cans/Units identified in this section.	Allows you to provide the can or package codes for the commodity items identified in Section 2 in the associated text box.
Section 3: Reported Illness	
Has any illness been reported specifically regarding the above mentioned products?	Allows you to indicate whether anyone has become ill due to eating the recalled commodity items by clicking the radio button next to the <i>Yes</i> answer. If no one has become ill, click the radio button next to the <i>No</i> answer.
If Yes, how many individuals reported illness?	Allows you to enter the number of individuals who became ill from the recalled commodity items if the answer to the above question is <i>Yes</i> .
Section 4: Destruction Certification	
The commodities identified as on hand in Section 1 have been destroyed.	Allows you to indicate that commodities you have on hand have been destroyed by clicking the checkbox associated with the statement. Note: Complete this section after you have destroyed the recalled commodity items.
Witness Name	Allows you to enter the name of the witness who observed the destruction of the recalled commodity items. The form provides a text box for <i>Witness 1</i> and <i>Witness 2</i> .
Date Destruction Observed	The date the witness observed the destruction of the recalled commodity items. Use the calendar icon to the right of the text field to enter the date observed. The form provides calendar entry fields for <i>Witness 1</i> and <i>Witness 2</i> .

1. On the Agencies Main Menu page ([Figure 157](#)), click the **Surveys** link. CATS displays the Survey Entry Search page ([Figure 158](#)).

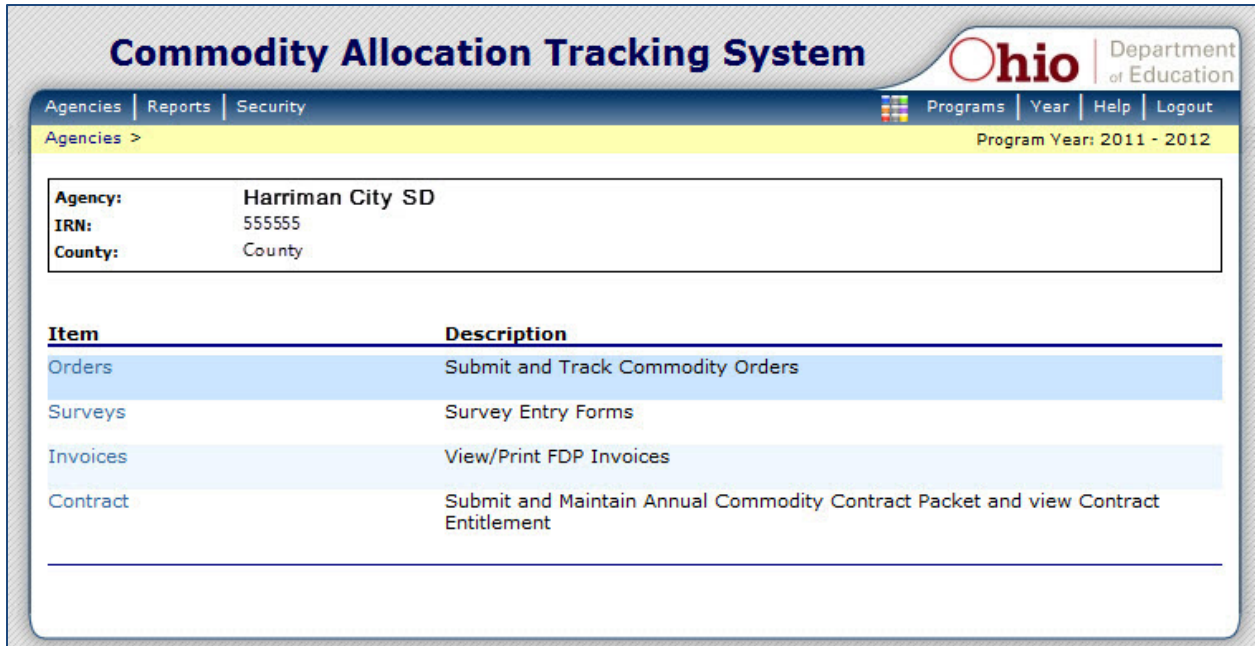


Figure 157. Agencies Main Menu page.

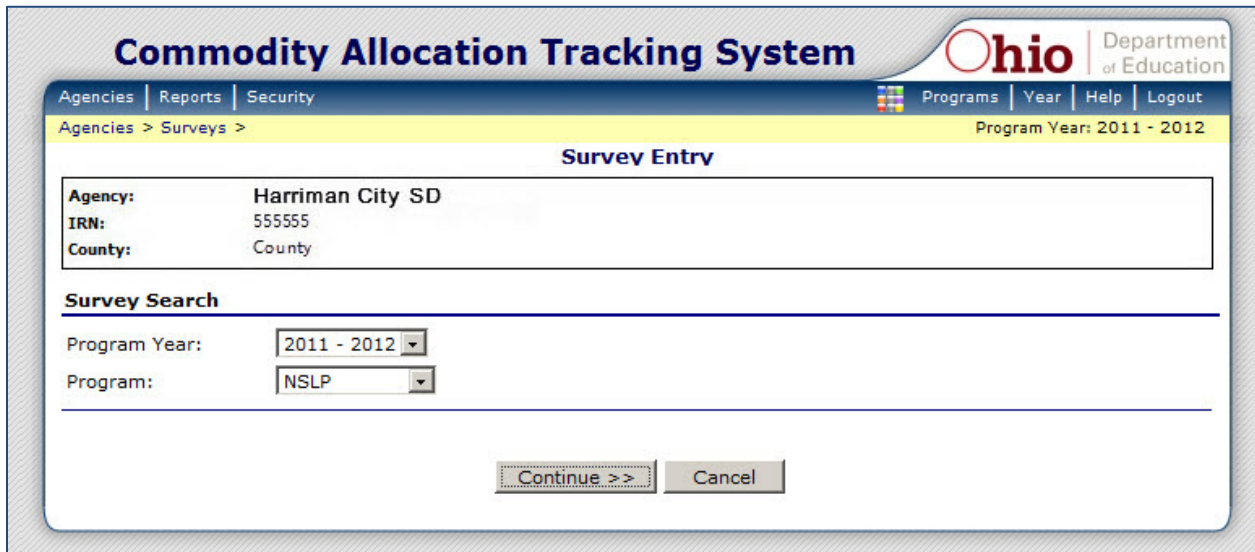


Figure 158. Survey Entry Search page.

2. If the *Program Year* or *Program* value(s) are incorrect, use the drop-down menu(s) to select the correct value(s).
3. Click the **Continue>>** button. CATS displays the Survey Entry - NSLP page (Figure 159).

Commodity Allocation Tracking System

Ohio | Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Agencies > Surveys > Program Year: 2011 - 2012

Survey Entry - NSLP


Agency: Harriman City SD
IRN: 555555
County: County

Available Surveys

Survey #	Participation Status	Survey Type	Survey Name	Due Date	Survey Status
1236	Not Submitted	Commodity Information Survey	Commodity Information 1	12/13/2011	Open
1238	Not Submitted	Demand Ordering	Demand Order - 2013	12/22/2011	Open
1239	Not Submitted	Commodity Information Survey	Spring 2012	01/27/2012	Open
1240	Not Submitted	Direct Diversion Order	Direct Diversion 2013	03/16/2012	Open
1248	Submitted	Hold/Recall Survey	Hold/RecallTestitem	05/18/2012	Open

Figure 159. Survey Entry – NSLP page.

- Click the survey number for *Survey Type* Hold/Recall Survey and the *Survey Name* for the survey you are completing. CATS displays the survey page for the Hold/Recall Survey form you selected (Figure 160). Table 29: [Hold/Recall Survey Fields](#) describes the fields displayed on the Hold/Recall Survey form.



Commodity Allocation Tracking System

[Agencies](#) | [Reports](#) | [Security](#)

[Programs](#) | [Year](#) | [Help](#) | [Logout](#)

Agencies > Surveys > Program Year: 2011 - 2012

Hold/Recall Survey Form

Agency: Harriman City SD
IRN: 555555
County: County

Survey Information

Survey Number: 1248	Survey Type: Hold/Recall
Due Date: 05/18/2012	Survey Name: Hold/RecallTestItem
Program Year: 2011 - 2012	Program: NSLP

Special Instructions

Section 1: Donated Foods identified by the Can / Package Codes below held or destroyed

We **DO NOT** have any donated foods identified by the Can/Package Codes below on hand.

Donated Food	Can/Package Code	Cans/Units	Cases	Destruction Method
555555 - Hold/Recall Test Item Name Pack Size: 4/10 LB / Cases Can/Unit Value: \$1.75	9999999	0	0.00	
Total Cans/Units		0	0.00	

Section 2: Donated Foods on hand that DO NOT reflect the above mentioned codes

We do not have any of the Donated Foods listed below on hand except as indicated in Section 1.

Donated Food	Cans/Units	Cases
555555 - Hold/Recall Test Item Name Pack Size: 4/10 LB / Cases	0	0.00
Total Cans/Units		0

Comments - Please provide Can/Package codes information for the Cans/Units identified in this section.

Section 3: Reported Illness

Has any illness been reported specifically regarding the above mentioned products? Yes No

If Yes, how many individuals reported illness?

Section 4: Destruction Certification

The commodities identified as on hand in Section 1 above have been destroyed.

Witnesses	Witness Name	Date Destruction Observed
Witness 1	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Witness 2	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Created By: On:
Modified By: On:

Figure 160. Hold/Recall Survey page.

5. Read any special instructions for the survey under the Special Instructions section.

Note: The instructions in the Special Instructions section and emails from the Commodity Team supersede any instructions in this document.

6. If you do not have any of the commodity items listed in Section 1, click the check box next to the sentence “*We DO NOT have any donated food identified by the Can/Package Codes below on hand,*” to indicate that you do not have any of the recalled commodity foods.
If you have any of the commodity items listed under *Donated Foods*, continue to the next step.
7. Verify that the can or package codes on the commodity items listed under *Donated Foods* that you have on hand match the *Can/Package Code* specified on the survey. If they do, enter the number of cans or units you have on hand that match the can or package code under the *Cans/Units* column in Section 1. CATS calculates and enters the value for the number of *Cases* of the commodity item from the number of *Can/Units* you enter.
8. If you have already destroyed the commodity items, enter the destruction method in the *Destruction Method* text box. If you have not yet destroyed the commodity items being recalled, do not enter a destruction method and do not destroy the commodity items until you receive an email from the Commodity Team with the USDA Disposition for the recalled items.
9. If you do not have any cans or units of the recalled commodity item not marked with the can or package code listed in Section 1, click the check box next to the sentence “*We do not have any of the Donated Foods listed below on hand except as indicated in Section 1,*” to indicate this in Section 2.
10. If you have cans or units of the recalled commodity item that are not marked with the can or package code listed in Section 1, enter the number of cans or units under the *Can/Unit* column in Section 2.
CATS calculates and enters the value for the number of *Cases* of the commodity item from the number of cans or units you enter.
11. If anyone at your facility has had an illness or reported an illness due to the recalled products, click the **Yes** radio button next to the question “*Has any illness been reported specifically regarding the above mentioned products?*” If no illnesses have been reported, click the **No** radio button.
12. If the answer is Yes, enter the number of individuals reporting an illness in the text box next to the question, “*If Yes, how many individuals reported illness?*”
13. When the fields in Sections 1, 2, and 3 are complete (Figure 161), click the **Save** button at the bottom of the page.

Commodity Allocation Tracking System

[Agencies](#) | [Reports](#) | [Security](#)

[Programs](#) | [Year](#) | [Help](#) | [Logout](#)

Agencies > Surveys >
Program Year: 2011 - 2012

Hold/Recall Survey Form

Agency: **Harriman City SD**
 IRN: 555555
 County: County

Survey Information

Survey Number: 1248	Survey Type: Hold/Recall
Due Date: 05/18/2012	Survey Name: Hold/Recall Test Item
Program Year: 2011 - 2012	Program: NSLP

Special Instructions

Section 1: Donated Foods identified by the Can / Package Codes below held or destroyed

We **DO NOT** have any donated foods identified by the Can/Package Codes below on hand.

Donated Food	Can/Package Code	Cans/Units	Cases	Destruction Method
555555 - Hold/Recall Test Item Name Pack Size: 4/10 LB / Cases Can/Unit Value: \$1.75	9999999	16	0.44	
Total Cans/Units		16	0.44	

Section 2: Donated Foods on hand that DO NOT reflect the above mentioned codes

We do not have any of the Donated Foods listed below on hand except as indicated in Section 1.

Donated Food	Cans/Units	Cases
555555 - Hold/Recall Test Item Name Pack Size: 4/10 LB / Cases	5	0.14
Total Cans/Units	5	0.14

Comments - Please provide Can/Package codes information for the Cans/Units identified in this section.

Section 3: Reported Illness

Has any illness been reported specifically regarding the above mentioned products? Yes No

If Yes, how many individuals reported illness?

Section 4: Destruction Certification

The commodities identified as on hand in Section 1 above have been destroyed.

Witnesses	Witness Name	Date Destruction Observed
Witness 1	<input type="text"/>	<input type="text"/>
Witness 2	<input type="text"/>	<input type="text"/>

Created By: On: Modified By: On:

Save
Cancel

Figure 161. Hold/Recall Survey page, filled in.

Certifying the Destruction of Recalled Commodity Items

After you have been notified of a recall, the Commodity Team will send an email with the USDA's Disposition for the recalled commodity items. Follow the instructions in these emails to properly dispose of the recalled commodity items.

When you have executed the directions in the Commodity Team's email, access the Hold/Recall Survey using the steps described in the previous section.

Use the following steps to complete the Hold/Recall Survey:

1. In Section 1, enter the method you used to destroy or otherwise dispose of the recalled commodity items, even if it was the method specified in Commodity Team emails, in the Destruction Method field.

Note: The Destruction Method field must be complete if you are certifying that the items have been destroyed or otherwise disposed of by completing Section 4.

2. In Section 4, click the check box next to the sentence "The commodities identified as on hand in Section 1 above have been destroyed," under Section 4.
3. Enter the name of each of two witnesses in the *Witness Name* column.
4. Use the calendar icons next to the *Date Destruction Observed* field to select the date the recalled commodity items were observed being destroyed.
5. Click the **Save** button to re-save the Hold/Recall Survey.
CATS displays a Hold/Recall Survey confirmation message page (Figure 162).

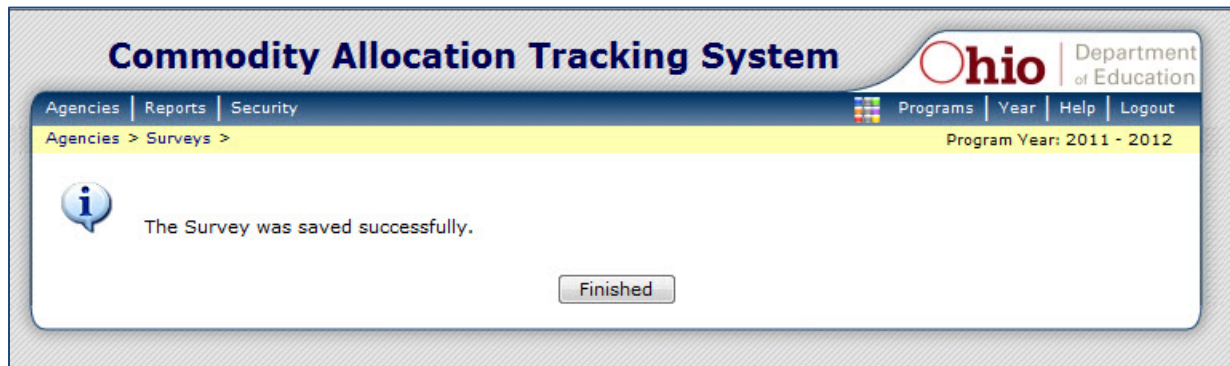


Figure 162. Hold/Recall Survey confirmation message page.

This page intentionally left blank.

Reports

The Reports page allows you to produce the Statement of Commodities Shipped Report and the Account Balance Report.

Statement of Commodities Shipped Report

The Statement of Commodities Shipped Report displays a list of the USDA values of all commodities shipped to the sponsor.

Use the following steps to access the Statement of Commodities Shipped Report:

1. On the Report Filter page ([Figure 163](#)), click the **Statement of Commodities Shipped** link under the *Report List* column. See [Table 30: Report Filter Page Fields](#) for descriptions of the fields on the Report Filter page. CATS displays the Statement of Commodities Shipped Parameters page ([Figure 164](#)). [Table 31: Statement of Commodities Shipped Parameters Fields](#) describes the fields displayed on the Statement of Commodities Shipped Parameters page.

Item	Description
Account Balance Report	Generates Account Balance reports for one or more IRNs.
Statement of Commodities Shipped	This report displays a statement of Commodities shipped for each agency in a selected Program Year, Program and Warehouse by County.

Figure 163. Report Filter page.

Table 30: Report Filter Page Fields

Field	Description
Report Group	The specific type of report you are able to produce by report type. Leave this field with the default value of ALL to get proper results.

Field	Description
Column Headings	
Report List	The list of reports available to you.
Recipient Agency Reports: Statement of Commodities Shipped	The link to the parameter page for the Statement of Commodities Shipped report.

The screenshot shows the 'Statement of Commodities Shipped Parameters' page in the Commodity Allocation Tracking System. The page header includes 'Ohio Department of Education' and navigation links for 'Agencies', 'Reports', 'Security', 'Programs', 'Year', 'Help', and 'Logout'. The main content area contains a form with the following fields:

- Program Year: 2011 - 2012
- Program: NSLP
- Warehouse: All Warehouses
- County: [select a county]
- Agency: [No Agencies Available]
- Date Range (From): 07/01/2011
- Date Range (To): 06/30/2012

At the bottom of the form are two buttons: 'Create Report' (highlighted in red) and 'Cancel'.

Figure 164. Statement of Commodities Shipped Parameters page.

Table 31: Statement of Commodities Shipped Parameters Fields

Field	Description
Program Year	The program year for the survey.
Program	The program to which the survey belongs. Options are either NSLP or SFSP.
Warehouse	The warehouse from which you receive your commodities.
County	The county in which the sponsor's mailing address resides.
Agency	Your sponsor name.
Date Range (From)	The beginning date of the period of time for which you are creating this report.
Date Range (To)	The end date of the period of time for which you are creating this report.

Commodity Allocation Tracking System | Ohio Department of Education

Agencies | Reports | Security | Programs | Year | Help | Logout

Reports > | Program Year: 2011 - 2012

Statement of Commodities Shipped Parameters

Program Year: 2011 - 2012

Program: NSLP

Warehouse: Warehouse 555-555-5555

County: County

Agency: Harriman City SD - 555555

Date Range (From): 07/01/2011

Date Range (To): 06/30/2012

Create Report | Cancel

Figure 165. Statement of Commodities Shipped Parameters page, filled in.

To complete the Statement of Commodities Shipped Parameters page:

1. If the default values for the *Program* and *Program Year* are not correct, use the *Program* and *Program Year* drop-down menus to select the correct values.
2. Use the *Warehouse* drop-down menu to select the warehouse from which you receive your shipments.
3. Use the *County* drop-down menu to select the county in which your sponsor resides.
4. Use the *Agency* drop-down menu to select the name of your sponsor.
5. Click the *Date Range (From)* and *Date Range (To)* calendar icons to select the beginning and end dates for the report period.
6. Click the **Create Report** button to create the report. CATS opens the Statement of Commodities Shipped report in a popup window ([Figure 166](#)).

Statement of Commodities Shipped - Microsoft Internet Explorer provided by Ohio Department of Education
 http://ccg.snpweb.com/OhioFDPTest/FDP/Reports/ReportHost.aspx

Ohio Department Of Education
 Food Distribution Program
 Warehouse: Warehouse 555-555-5555 Program Year: 2011 - 2012
 07/01/2011 - 06/30/2012 Program: NSLP

County: County

Commodity	Units Shipped	USDA Value
Entitlement Commodities		
100258 Apple Sliced Frz	6	\$202.38
P824 Applesauce Raspberry Shelf-Stable	10	\$258.00
P132 Beef Teriyaki Dipper 25#	20	\$516.00
P510 Cheese Pizza 4 x 6	51	\$1,315.80
100355 Potatoes, Wedges	30	\$1,400.10
Total Entitlement Commodities	117	\$3,692.28
Bonus Commodities		
P843 Orange Blossom Muffin I/W	7	\$255.15
Total Bonus Commodities	7	\$255.15
Totals for 555555 - Harriman City SD	124	\$3,947.43

Figure 166. Statement of Commodities Shipped report page.

Account Balance Report

The Account Balance Report lists the monthly balance for your invoiced processing and shipping and handling fees.

Use the following steps to access the Account Balance Report:

1. From the Report Filter page (Figure 163), click the **Account Balance Report** link. CATS displays the Account Balance Report parameters page (Figure 167).

The screenshot shows the 'Commodity Allocation Tracking System' interface. At the top, there is a navigation bar with 'Agencies', 'Reports', and 'Security' on the left, and 'Programs', 'Year', 'Help', and 'Logout' on the right. The 'Ohio Department of Education' logo is in the top right corner. Below the navigation bar, a yellow banner displays 'Reports >' on the left and 'Program Year: 2012 - 2013' on the right. The main content area is titled 'Account Balance Report' and contains a form with the following fields: 'Program Year' (dropdown menu set to '2012 - 2013'), 'Program' (dropdown menu set to 'NSLP'), 'Agency' (dropdown menu set to 'Harriman City SD-555555'), and 'IRN' (text input field). Below the form are two buttons: 'Create Report' (highlighted in red) and 'Cancel'.

Figure 167. Account Balance Report parameters page.

To complete the Account Balance Report parameters page:

1. If the default values for the *Program* and *Program Year* are not correct, use the *Program* and *Program Year* drop-down menus to select the correct values.
2. Use the *Agency* drop-down menu to select the name of your sponsor or enter your IRN in the *IRN* field.
3. Click **Create Report**. CATS displays the Account Balance Report in a pop-up window (Figure 168).

Account Balance Report Ohio Department Of Education
Child Nutrition Programs

IRN: 555555 Warehouse: Warehouse 555-555-5555
 Harriman City SD Program: NSLP
 25 Main St. County: County
 Anytown, OH 45555

Previous Balance: \$0.00
 Current Balance: \$8,872.79
 Unapplied Cash Payments or Credits: \$0.00

2012 - 2013		Charges	Adjustments	Payments	Balance
SEP	2012	\$3,120.80	\$0.00	\$3,120.80	\$0.00
OCT	2012	\$8,025.00	\$0.00	\$8,025.00	\$0.00
NOV	2012	\$8,023.95	(\$3.78)	\$0.00	\$8,020.19
DEC	2012	\$2,652.80	\$0.00	\$0.00	\$2,652.80
Total:		\$17,822.35	(\$3.78)	\$9,145.80	\$8,872.79

3/27/2013

Figure 168. Account Balance Report page.

CATS System Information and Recalls

CATS displays any messages about food recalls or system information on the CATS Home page, displayed after you log in. [Figure 169](#) shows an example of the CATS Home page. Any recall items or messages on this page will provide specific information on these items.

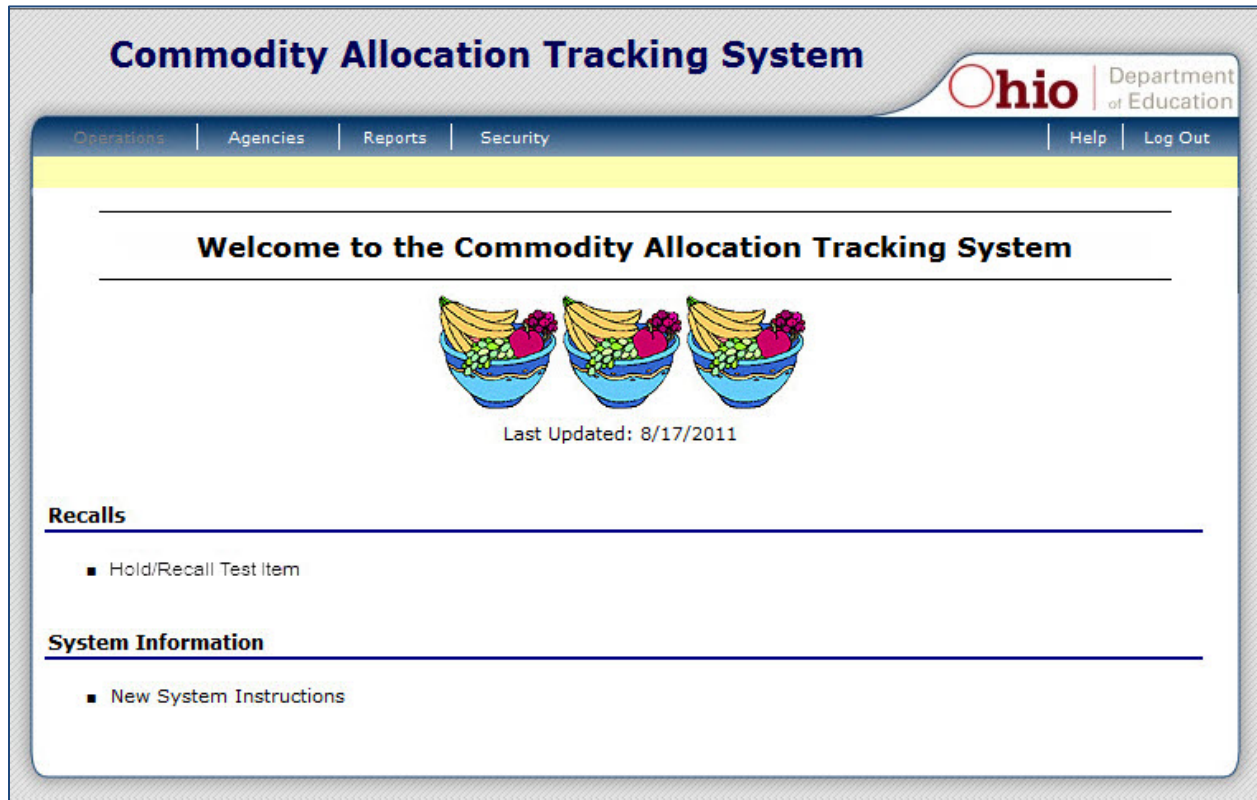


Figure 169. Commodity Allocation Tracking System Home page with messages.

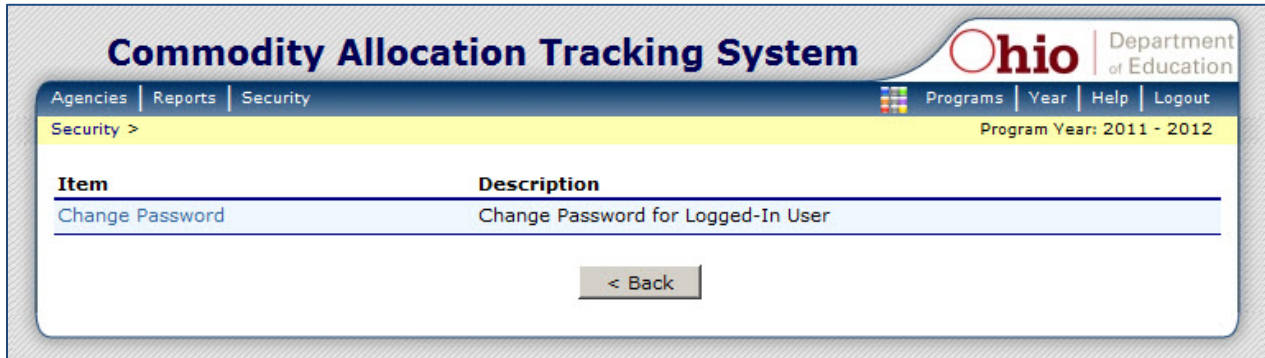
This page intentionally left blank.

Changing Your User Password

The Security link, located at the top left section of your screen, allows you to change your current password.

To change your password:

1. Click the **Security** link. CATS displays the Security Main Menu (Figure 170).

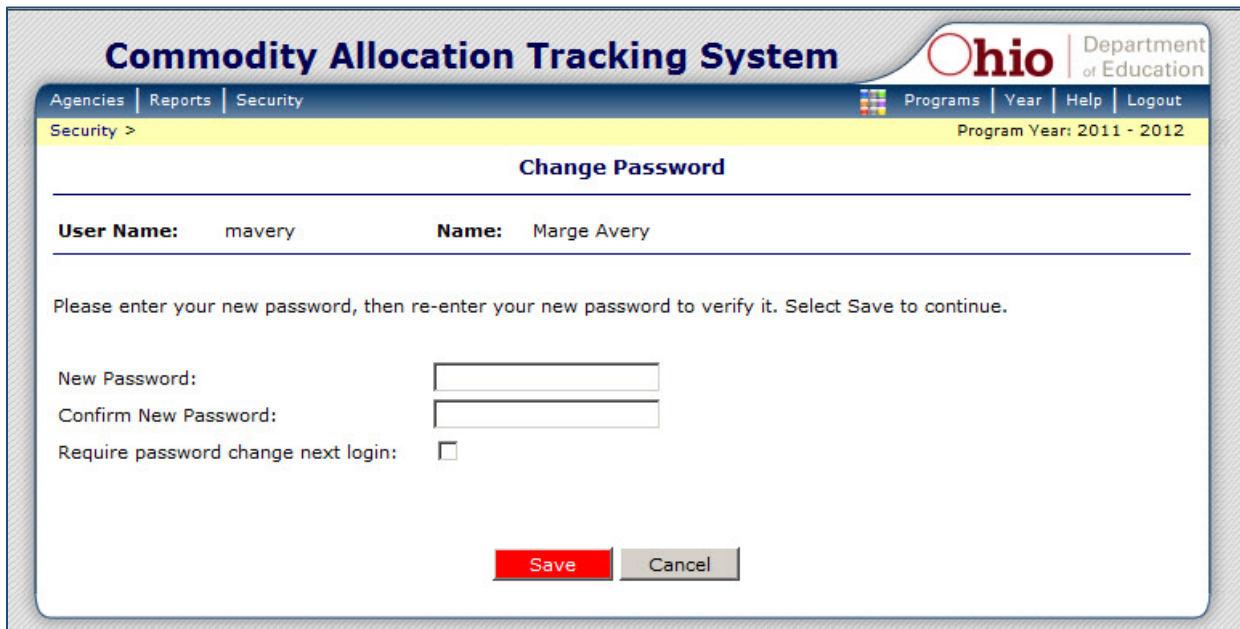


The screenshot shows the 'Security Main Menu' page. At the top, the title 'Commodity Allocation Tracking System' is displayed next to the 'Ohio Department of Education' logo. A navigation bar includes 'Agencies', 'Reports', 'Security', 'Programs', 'Year', 'Help', and 'Logout'. Below the navigation bar, a yellow banner shows 'Security >' and 'Program Year: 2011 - 2012'. The main content area features a table with two columns: 'Item' and 'Description'. The table contains one row: 'Change Password' with the description 'Change Password for Logged-In User'. A '< Back' button is located below the table.

Item	Description
Change Password	Change Password for Logged-In User

Figure 170. Security Main Menu page.

2. Click the **Change Password** link. CATS displays the Password Change page (Figure 171). Table 32: Change Password Fields describes the fields displayed on the Password Change page.



The screenshot shows the 'Change Password' page. At the top, the title 'Commodity Allocation Tracking System' is displayed next to the 'Ohio Department of Education' logo. A navigation bar includes 'Agencies', 'Reports', 'Security', 'Programs', 'Year', 'Help', and 'Logout'. Below the navigation bar, a yellow banner shows 'Security >' and 'Program Year: 2011 - 2012'. The main content area features the title 'Change Password' and a horizontal line. Below the line, the 'User Name:' is 'mavery' and the 'Name:' is 'Marge Avery'. A message reads: 'Please enter your new password, then re-enter your new password to verify it. Select Save to continue.' Below the message, there are two input fields: 'New Password:' and 'Confirm New Password:'. A checkbox labeled 'Require password change next login:' is present and unchecked. At the bottom, there are two buttons: 'Save' (red) and 'Cancel' (gray).

Figure 171. Change Password page.

Table 32: Change Password Fields

Field	Description
User Name	The user name for this account.
Name	The personal name associated with this account.
New Password	The new password for this user name's account. Enter a valid new password that you will remember.
Confirm New Password	Confirmation of the password you entered in New Password. Enter the same password exactly.
Require password change next login	Click the check box to have the system require you to change your password again when you next log in.

Use the following steps to change your password:

1. Enter your new password in the *New Password* field. Make sure your new password has at least eight characters and contains at least one number.
2. Re-enter the same new password in the *Confirm New Password* field.

If you want to change the password again automatically when you log in, click the check box next to *Require password change next login*. You will be required to change your password at your next login.

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