

# CATS.NET Summer Food Service Program (SFSP) Sponsor User's Guide

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# Introduction

## Preface

The CATS.NET Sponsor User's Guide has been prepared to assist in understanding the Summer Food Service Program (SFSP) sponsor's component of the Commodity Allocation Tracking System (CATS).

## Assumptions

This manual assumes that you have certain information, including the following:

- 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 SFSP sponsor's relationship to the Office for Child Nutrition (OCN) and a general understanding of the OCN's fiduciary and managerial responsibilities to the United States Department of Agriculture (USDA) and public warehouses; and
- Familiarity with the input documents that the OCN and SFSP sponsors 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 on appears in blue bold. For example, **Order Inquiry**.

## Legislative Overview

The Ohio Department of Education (ODE), Office for Child Nutrition (OCN), in partnership with the United States Department of Agriculture (USDA), administers the Government-Donated Food Programs. Ohio's food service programs serve more than 1 million meals daily at more than 4,000 sites.

The Government-Donated Food Program is an entitlement-based program. The federal government provides an opportunity for sponsors to obtain government-donated foods through an entitlement expressed in dollars, based on the number of eligible meals served by the sponsor in the previous program year. The OCN, in turn, establishes entitlements for each sponsor participating in the Government-Donated Foods 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	The OCN commodity food team has set aside an amount 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 school food authority (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
Entitlement	A value, expressed in dollars, that the USDA allocates to the state for commodity foods based on the number of eligible meals served the previous program year multiplied by the meal rate established by the USDA in a given year. The entitlement value given to a sponsor is based on the number of eligible meals the sponsor served in the previous year. This value is not money given to sponsors. Instead, it is a value that can only be used to order commodities
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

Term	Definition
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 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 user has clicked them to access the next page
SFSP	National School Lunch Program
OCN	Office for Child Nutrition
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, and surplus order quantity, total order quantity and delivery date
Overages, Shortages, and 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 w such as Internet Explorer or Mozilla Firefox, 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
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
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).

Participants in the SFSP can order USDA commodities to be delivered in June. OCN will work with each sponsor to have commodities delivered to the sponsor designated destination. 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.

### **Entitlement**

Entitlement is a value (expressed in dollars) allocated to SFAs. Entitlement may be used to purchase commodity food items.

The amount of government-donated food (commodity food items) each sponsor is eligible to receive is based on the amount of each sponsor's entitlement, with the exception of bonus items. SFSP entitlement value is calculated using the total number of reimbursable 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.

Sponsors should plan to use their entitlement over the course of the program in a manner which permits full utilization of their entitlement.

### **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 sponsor. **Bonus items** are commodity items for which the entitlement value is not charged when the items are ordered by the sponsor. Separate shipping and handling charges are applicable to both entitlement and bonus items. The OCN may offer commodity items as bonus items.

When an SFA has used all of your allocated entitlement, you will be offered only bonus items for the balance of the program year.

## **Commodity Food Item Types**

The USDA has replaced the Group A and B classifications with six-digit material codes that start with a "1".

- "1" - Ordered by the state from the USDA and are distributed as the state receives them
- "P" – State contracted processed commodity items such as chicken strips, mixed fruit applesauce, and potato rounds

# 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 the browser window:  
<https://oh.cnpus.com/CRRS?Splash.aspx> The CRRS login screen appears.

**Claims Reimbursement and Reporting System**  
**CRRS**

Ohio | Department of Education

Returning Users: Log On

User ID:

Password:

**Log On**

**Links**

- [Training Management](#)

**Welcome to the Updated  
Claims Reimbursement and Reporting  
System (CRRS .NET)  
and  
Commodities Allocation Tracking  
System (CATS)**

**Password Requirements**

- A User's Password MUST follow these rules:
  - 8 to 12 characters in length
  - Must contain a numeric character
  - Must contain a special character (e.g., #, \$, &)
  - Must contain an uppercase letter
  - Must NOT be the same as the User ID

**Non-Discrimination Statement**

- The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Figure 1. CRRS Login and CRRS Home page

2. Enter your CRRS User ID and password and click **Log On** (Figure 1).
  - Each authorized user will have a unique user ID and password.
  - If a user does not have their own user ID, contact the Office for Child Nutrition.

3. If this is the first time you logged in, CRRS will display the new password reset screen (Figure 2).

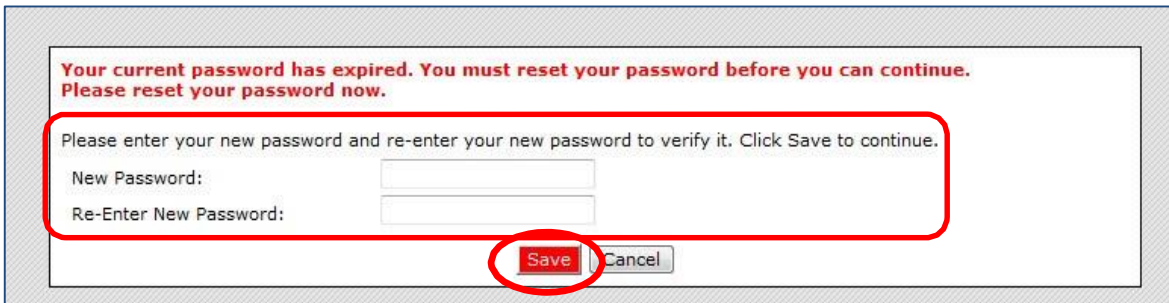


Figure 2. New Password Reset screen

- Enter a **new password**, not your currently assigned password, in the new password field.
  - Enter the **same new password** in the re-enter new password field.
  - A user's password MUST follow these rules:
    - 8 to 12 characters in length
    - Must contain a numeric character
    - Must contain a special character (example: #, \$, &)
    - Must contain an uppercase letter
    - Must NOT be the same as the User ID
4. Click **Save**, and CRRS will save user's new password.
  5. Next click the **Food Distribution Program** tile (Figure 3).

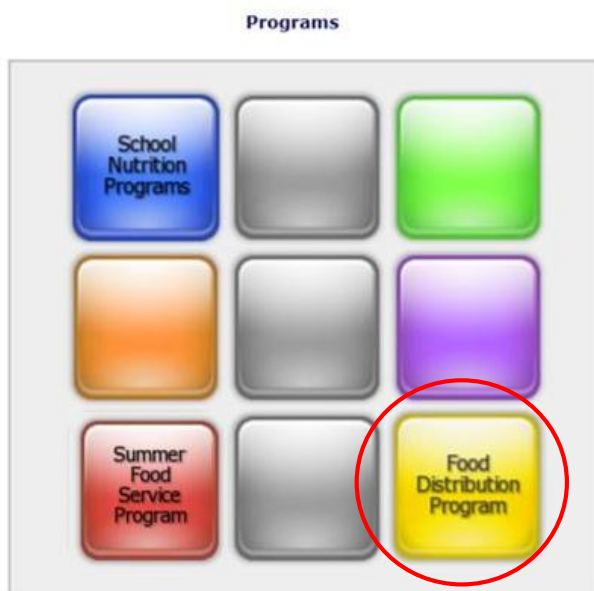


Figure 3. Access to CATS through CRRS

6. The Commodity Allocation Tracking System (CATS) welcome page or CATS splash page is displayed (Figure 4).

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


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

Program Year: 2015 - 2016

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**Welcome to the Commodity Allocation Tracking System**

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*Welcome to the CATS.NET Production website*  
Last Updated: 08/14/2015

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**Last updated April 20, 2016**

Schools may now plan for commodity food delivery schedule to schools in school year 2016-2017. All schools update contract packet information in the Commodity Allocation Tracking System (CATS). Updates must be completed by Sunday, May 15, at 11:59 p.m. An email with instructions on how to complete this process was sent on Tuesday, May 11, 2016.

The May delivery order form will be open April 8-26.

The following new items are included on the order form:

- P924 - Cheddar Cheese Sticks, Reduced Fat
- P925 - Cheese, American Sliced, Reduced Fat
- P926 - Mozzarella String Cheese, Light
- P927 - Bagel, W/G Mini Cheese Pizza
- P928 - Bagel, W/G Mini Cheese Turkey Pepperoni
- P929 - Mini Apple Fruit Pockets, 2 oz.
- P930 - Mini Cherry Fruit Pockets, 2 oz.
- P931 - Beef Crumbles

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Please contact the Office for Child Nutrition with questions at 1-855-338-2666 or [commodityfoods@education.ohio.gov](mailto:commodityfoods@education.ohio.gov).

Click on the following link to view the Commodity School Memo - [2014-2015 Commodity School Memo](#)

**Complaint Form**

- To view the CATS .NET Commodity Complaint Form please click [here](#). Please email completed form to [commodityfoods@education.ohio.gov](mailto:commodityfoods@education.ohio.gov) or fax ATTN: Commodity Foods at 614-466-8505.

**Department of Defense (DoD)**

- [DoD Request Form](#)

**Sponsor Guide**

- To view the CATS.NET Sponsor Guide please click [here](#).

**SFSP Sponsor Guide**

- To view the CATS.NET SFSP Sponsor Guide please click [here](#): 2014 SFSP CATS Sponsor User Guide.

**General Information**

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

Figure 4. Commodity Allocation Tracking System welcome page

The CATS splash page contains useful and important information, such as:

- Opening and closing dates for the order form
- New and/or bonus items being offered
- Survey information (open and closing dates)
- Recall Information
- Yearly school memos
- Commodity complaint form
- Department of Defense Fruit and Vegetable Request Form
- CATS sponsor guides
- Contact information for commodity foods staff

## 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).

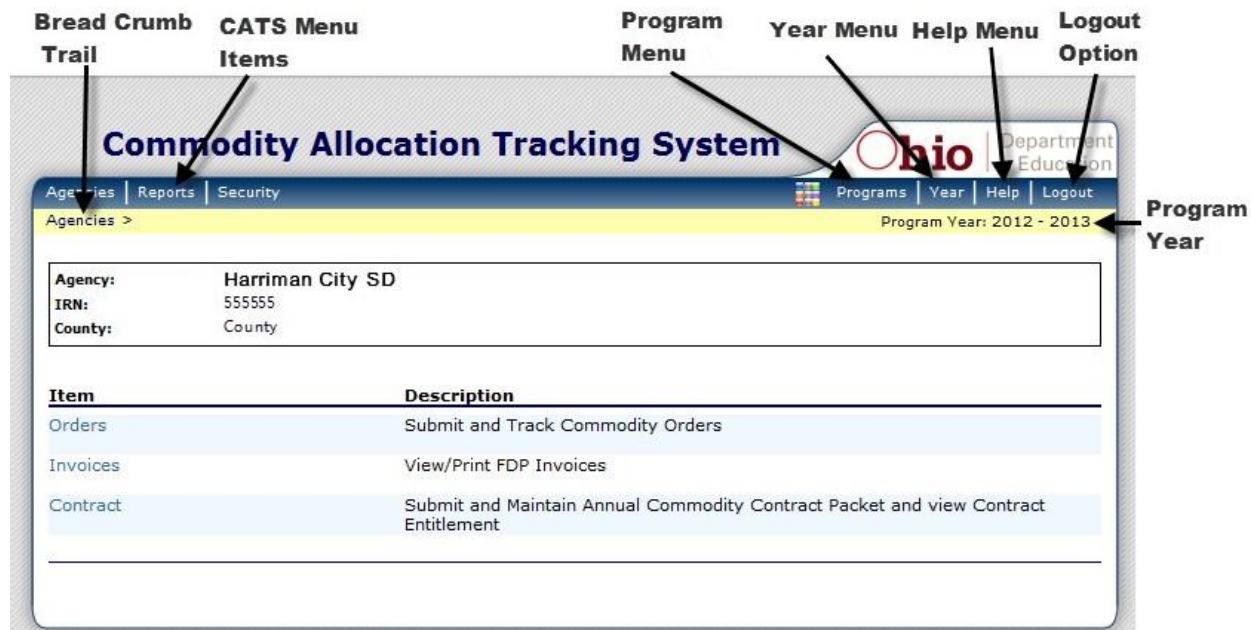


Figure 5. Page Functionality

## Standard Page Functions

Web page navigation (known as “bread crumbs”) allows a user to know where he or she is in a series of Web pages and what pages are one level up from user’s current location. Bread crumbs also allow users to access previous pages without starting at the home page.

- **CATS Menu Items** – Allows users access to specific areas of the system with one click
- **Programs Menu** – Allows users to leave CATS and move to other program modules in CRRS
- **Program Year** – Displays the program year a user works in. At log in, the newest program year will be set as the default program year
- **Year Menu** – Allows users to change the program year for any system page
- **Help Menu** – Allows users to search for tips and answers to specific questions
- **Logout** - Allows users 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.

When a user saves information or proceeds to a new screen, CATS checks for input errors. These errors are generally typographical mistakes, such as entering numbers in a field that needed letters. If a form contains an input error, the screen will display an error code and description at the top of the page. These errors must be corrected before CATS will let a user proceed.

## Screen Time Outs

If the user does not save or input data for more than 15 minutes, the CATS session will close and return to the CATS 12 login screen.

- When a screen time-out closes the session, the system will only remember the data as of the last time **Save** was clicked.
- If the user has not saved their data, then the data the user entered will be lost.
- Make a habit to save 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 for a different year, users 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).

Figure 6. Program Year Selection Link



- CATS displays the Year Select screen (Figure 7). Select the year you wish to view.

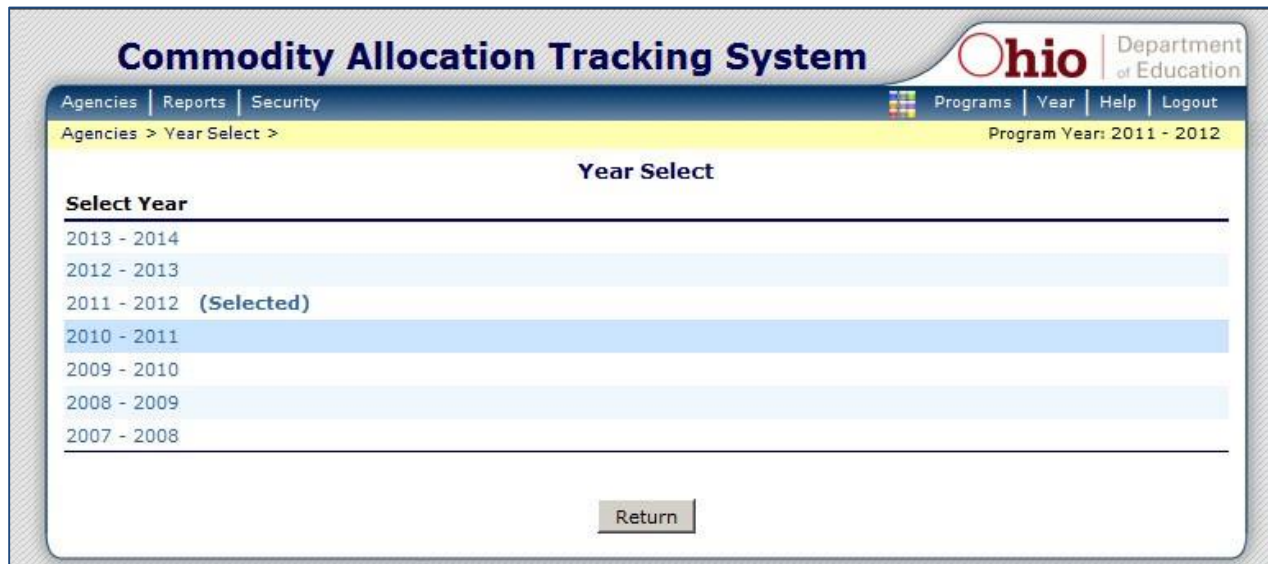


Figure 7. Year Select page

- Click the **Return** button. The CATS system changes to the Program Year you selected 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.**

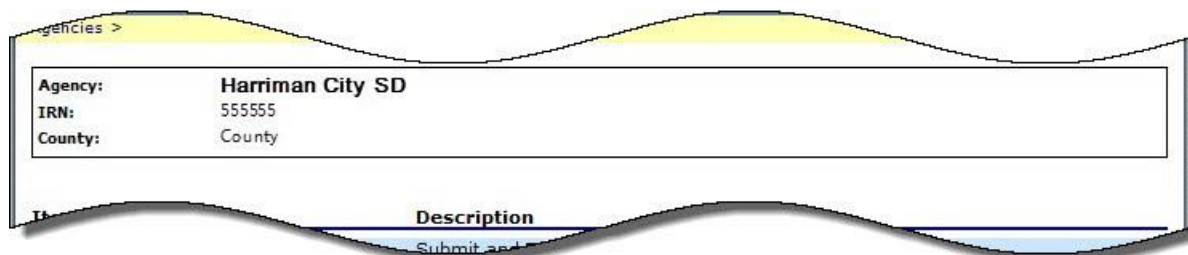


Figure 8. Agency, IRN, and County Fields



## Links to Pages

Throughout CATS, links lead you to menu and informational pages.

- **Links** appear as **blue bold**.
- When you **place your cursor over the link**, it turns **red**.
- In the manual text, if you are directed to **click on a link or a button**, the name of it is printed in **blue bold**.

1. Click on the **Contract** link (Figure 9) to take you to the Contract page (Figure 10).

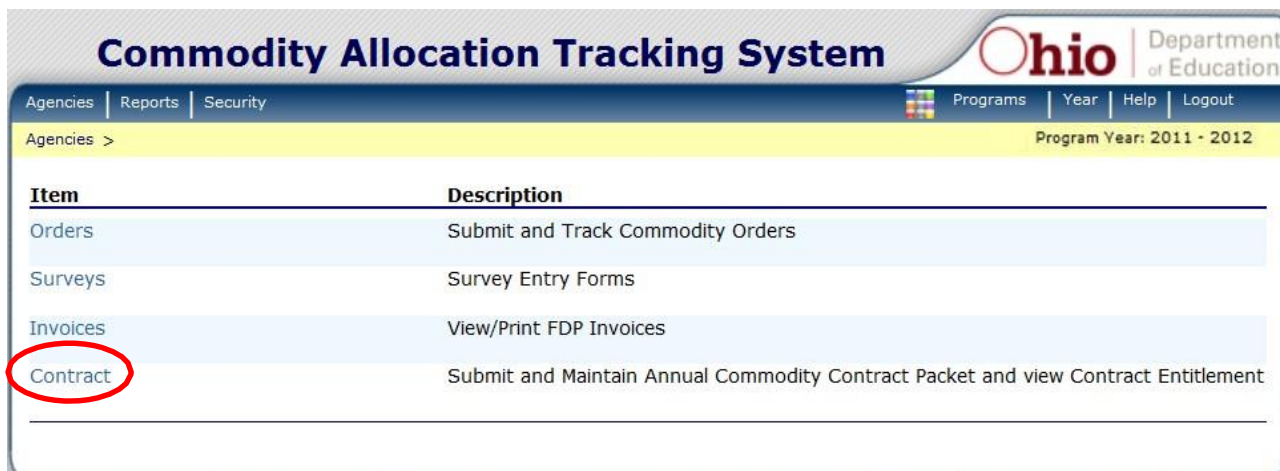


Figure 9. Agencies Main Menu page

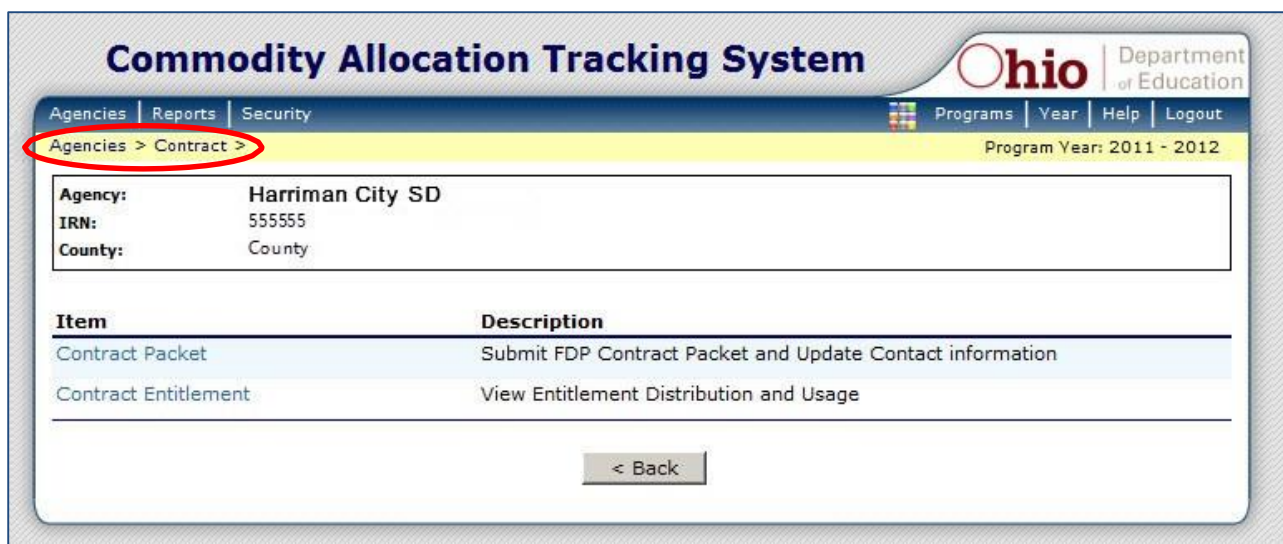


Figure 10. Contract page

- Figure 11 shows how data within a screen can link to other pages. If you click on the name of the agency, Harriman City SD, CATS will link you to the Entitlement Distribution Detail page (Figure 12).

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

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

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

**Contract Entitlement - SFSP**

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

**Contract Information**

Program Year: 2011 - 2012  
 Program: SFSP

Display Entitlement Cancel

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
555555	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 11. Contract Entitlement - SFSP 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 - SFSP**

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

IRN	Agency	TLS	Total TLS	%	USDA Meal Rate	Agency Entitlement
555555	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 12. Entitlement Distribution Detail page

- In Figure 13, if you click on the value for the Entitlement Distribution, \$67,053.35, CATS will link you to the Entitlement Distribution History page (Figure 14).

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

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

**Contract Entitlement - SFSP**

Agency: Harriman City SD  
 IRN: 555555  
 County: County

**Contract Information**

Program Year: 2011 - 2012  
 Program: SFSP

Display Entitlement Cancel

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
555555	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 13. Contract Entitlement – SFSP page

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

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

**Entitlement Distribution History - SFSP**

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	05/28/2011

< Back

Figure 14. Entitlement Distribution History

## Table Column Headings

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

On the Order Inquiry – SFSP page (Figure 15), all the column headings are displayed in bold, blue type. When you click the **Order Number** column heading, CATS sorts the order data beneath it in ascending order. Clicking on the **Order Number** column heading again sorts the order 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 Order Inquiry-SFSP page, in which the **Order Numbers** are sorted in ascending order.

The screenshot displays the 'Commodity Allocation Tracking System' interface for the 'Order Inquiry - SFSP' page. The page header includes the Ohio Department of Education logo and navigation links for Agencies, Reports, Security, Programs, Year, Help, and Logout. The breadcrumb trail is 'Agencies > Orders > Order Inquiry > Order Inquiry - SFSP >' and the program year is '2011 - 2012'. The main title is 'Order Inquiry - SFSP'. Below this, there is a form for agency information: Agency: Harriman City SD, IRN: 555555, and County: County. The 'Order Criteria' section shows Delivery Location: All Delivery Locations, Program Year: 2011 - 2012, Delivery Date Range: N/A, and Order Status: All Orders. The 'Orders' section contains a table with the following data:

Order Number	Delivery Location	Delivery Date	Order Status
120	Activity First Elementary	06/21/2012	Processed
121	Activity Simple Middle School	06/21/2012	Processed
122	Activity General High School	06/21/2012	Processed
	Second Elementary		Processed
	entary		Processed

Figure 15. Order Inquiry – SFSP page.

## 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.



## 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 16, the **<Back** button will take you to the Agencies Main Menu.

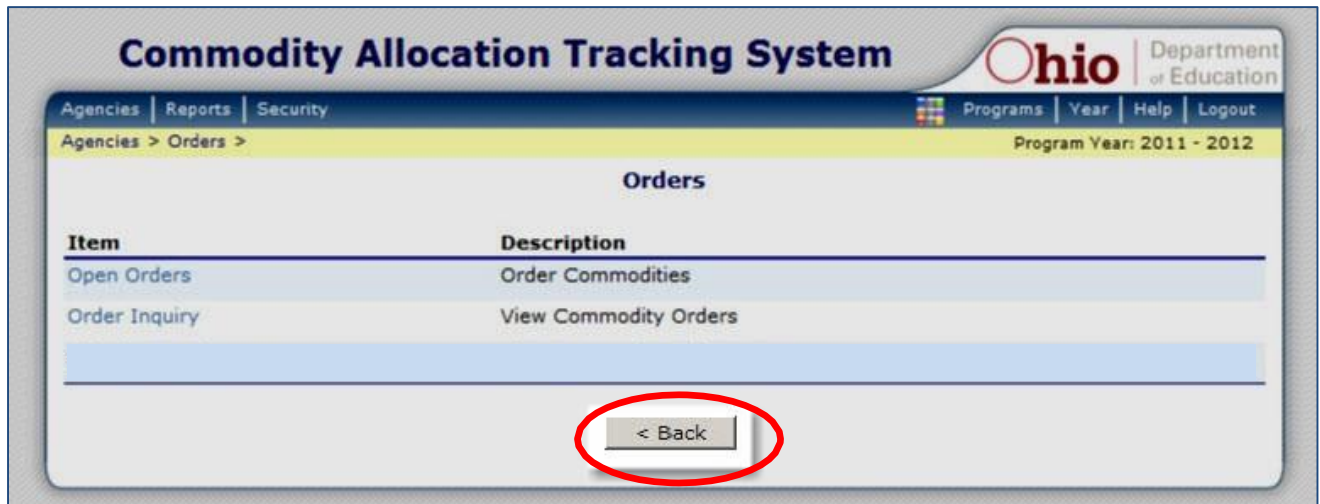


Figure 16. **Back** button example

In Figure 17, the **Cancel** button will delete any values entered in the Account Balance Report page and return you to the Food Distribution Program Reports page.

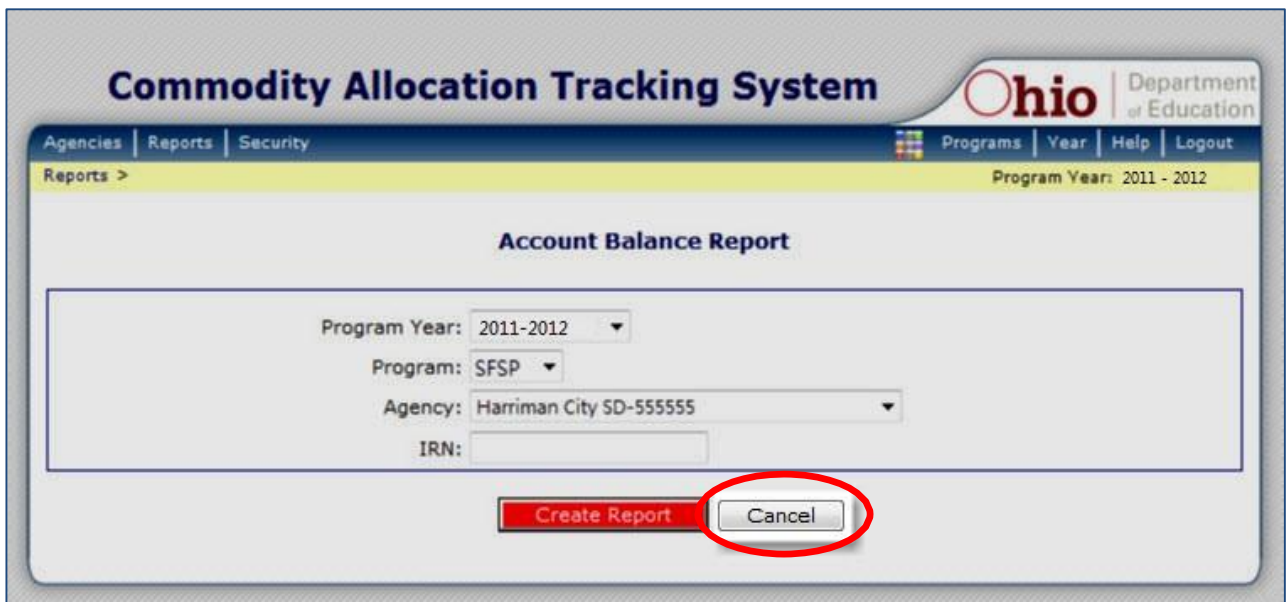


Figure 17. **Cancel** button example

## CATS Agencies Function Links

The CATS Agencies Main Menu (Figure 18) leads to all the CATS functions with the exception of Reports and Security.

The Agencies Main Menu has four sections (links):

- **Orders** – allows you to view and complete orders (page 37).
- **Surveys** – allows you to respond to surveys and view past responses (not used in SFSP at this time).
- **Invoices** – allows you to view invoices and invoice history (page 54).
- **Contract** – allows you to view your Contract Packet and Delivery Location information as well as your Entitlement, Entitlement History, and Entitlement Usage through the Contract Entitlement link (page 68).

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 18. Agencies Main Menu page.

# Monthly Activities

## Commodity Orders and Allocation

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.

The Orders Menu (Figure 19) contains two sections:

- **Open Orders** – allows you to edit any orders that are open or open a new order (page 34).
- **Order Inquiry** – allows you to inquire about orders that you have completed (page 45).

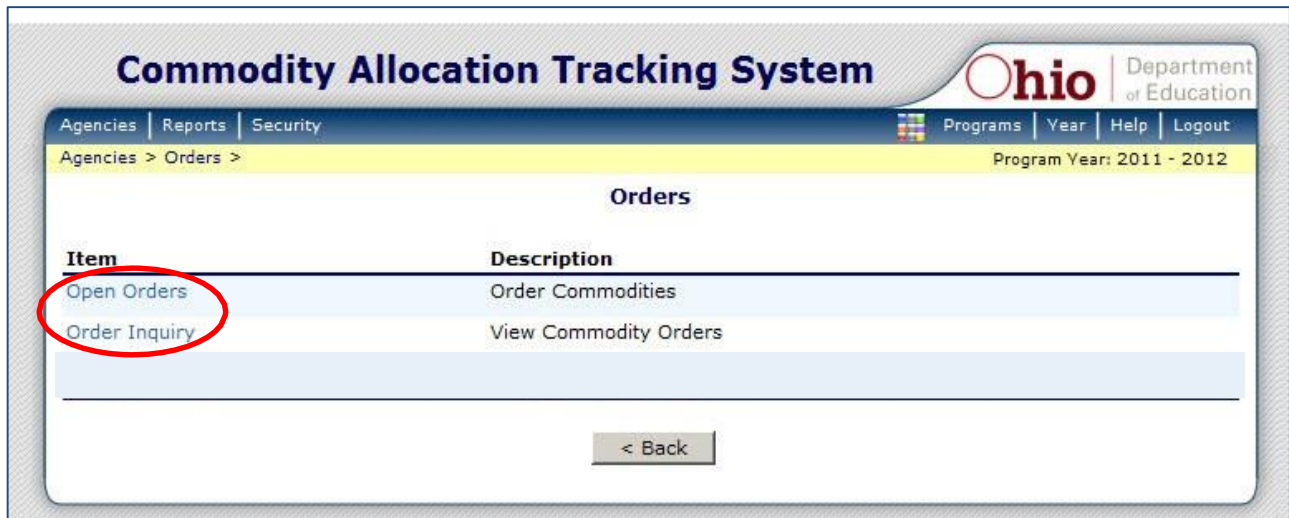


Figure 19. Orders Menu page

## How the New Order Form Works

The Order Form-SFSP New Order page (Figure 20) allows a sponsor to place orders for commodities for the selected delivery period and delivery location. There are three sections on the Order Form-SFSP 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.
- **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

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

**Order Form - SFSP New Order**

Agency: Harriman City SD  
 IRN: 555555  
 County: County

**Delivery Information**

Warehouse: Warehouse 555-555-5555  
 Delivery Location: Second Elementary  
 Delivery Address: Second Elementary Anytown, OH 45555-0000  
 Delivery Type: Carrier Delivery  
 Contact: SUSAN SPONSOR 555-555-5555  
 Agency PO #:

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: \$4.85 Processing Charge: \$16.30 S&H Charge: \$2.50 Total Charge per Unit: \$18.80	2	0	0	0	0	0	06/25/2012

**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	0	0	0	0	0	06/25/2012
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	0	0	0	0	0	06/25/2012
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	0	0	0	0	0	06/25/2012
100125 - Turkey Roasts Pack Size: 32-48 LB CTN / Pounds / Facts USDA Entitlement Value: \$84.95 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	0	0	99,999	0	0	0	06/25/2012

**Entitlement**

Remaining: \$13,948.16  
 Used: \$0.00  
 S&H Charge: \$0.00  
 Processing Charge: \$0.00

Save Cancel Calculate Entitlement

Figure 20. Order Form-SFSP New Order



## Delivery Information

Figure 21 shows the Delivery Information section of the Order Form–SFSP, 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.

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

Figure 21. Order Form–SFSP, New Order page, Delivery Information

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 22) shows the Order section of the Order Form–SFSP, 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	06/21/2012

**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	06/21/2012
	10	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0	0	06/21/2012

Figure 22. Order Form–SFSP, New Order page, Order section

Table 2: Order Section Columns

Column Heading	Description
<b>Bonus &amp; Entitlement Commodities Subsections</b>	
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	<b>Not available</b> for Summer Food Service Program.
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 22 contains 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. 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 22 also 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–SFSP New Order page (Figure 22) displays a monthly delivery schedule that displays one delivery date under the Delivery Date column. This indicates the week that Summer Food Service Program deliveries will occur. You will be contacted by the warehouse regarding your specific delivery date.

## **Allocated Items**

For each commodity item, the quantity in the District Allocated column is the total number of units available to the sponsor. Within the Order Quantity column field, you must enter the amount to be delivered to this Delivery Location on the selected Delivery Date. 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: The quantity ordered for an Allocated commodity item must be entered in the Order Quantity column.** If you enter a number in the Order Quantity column when there is a zero appearing in the District Allocated column, CATS sends an error message to your screen and will not save your order. If you enter a number in the Order Quantity column greater than the number appearing the District Allocated column, CATS sends an error message to your screen and will not save your order.

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–SFSP, New Order page for your first site, and 33 on the Order Form–SFSP, 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.

The amount allocated to you is the amount allocated for the month. The amounts ordered 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 sponsors**. 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: The quantity ordered 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 enter a number in the Surplus Order Quantity column, a zero appears in the Surplus Inventory column, CATS sends an error message to your screen and will not save your order. If you enter a number in the Surplus Order Quantity column greater than the number appearing in the Surplus Inventory column, CATS sends an error message to your screen and will not save your order.**

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.

## Entitlement Section

The Entitlement section of the Order Form–SFSP, New Order page (Figure 23 and 24) displays the amount of entitlement used with this order, the amount remaining, and the shipping and handling and processing charges for this order. See Table 3: Entitlement Section Fields for more information.

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:

Save Cancel Calculate Entitlement

Figure 23. Order Form–SFSP, New Order page, Entitlement section

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

Save Cancel Calculate Entitlement

Figure 24. Order Form–SFSP, New Order page, Entitlement section after clicking [Calculate Entitlement](#)

Table 3: Entitlement Section Fields

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 Remaining, Used, S & H Charges and Processing Charges fields.
Cancel	Removes the amounts entered during this edit session. Clicking this button takes the order quantities back to the quantities on the previously saved order.
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&amp;H Charges</i> and <i>Processing Charges</i> fields and displays the appropriate amounts calculated for the commodity order (Figure 24). <b>Note: Clicking the <a href="#">Calculate Entitlement</a> button will not save your order.</b>

## Facts Sheets

Each commodity item listed in the Order Form contains a blue **Facts** link. When you click on this link, it opens the USDA Commodity Food Fact Sheet (Figure 25) or the Processed Commodity Food Fact Sheet (Figure 26 and Figure 27). Both Fact Sheets describe the packaging, storage, and nutritional information for the commodity.

**FNS USDA**  
Food & Nutrition Service

**USDA Commodity Food Fact Sheet for Schools & Child Nutrition Institutions**  
(last updated, 07-13-09) Visit us at [www.fns.usda.gov/fdd](http://www.fns.usda.gov/fdd)

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

**Meat & Bean Group**  
Go lean with protein  
MyFamId.gov

	Meat/Meat Alternates or Vegetables/Fruits
<b>CATEGORY</b>	<ul style="list-style-type: none"> <li>Meat/Meat Alternates or Vegetables/Fruits</li> </ul>
<b>PRODUCT DESCRIPTION</b>	<ul style="list-style-type: none"> <li>U.S. Grade A canned dry garbanzo beans (chickpeas), cooked and packed in salt water.</li> </ul>
<b>PACK/YIELD</b>	<ul style="list-style-type: none"> <li>6/#10 cans per case. Each can contains about 106 oz garbanzo beans and liquid.</li> <li>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.</li> <li>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.</li> </ul>
<b>STORAGE</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Store opened canned garbanzo beans covered and labeled in a dated nonmetallic container under refrigeration and use within 2 days.</li> <li>Use First-In-First-Out (FIFO) storage practices to ensure use of older product first.</li> </ul>

**Nutrition Information**  
Chickpeas (garbanzo), mature seeds, solids and liquids

	¼ cup (80 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	0.68 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

Figure 25. 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 26. Processed Commodity Food Fact Sheet, page 1.

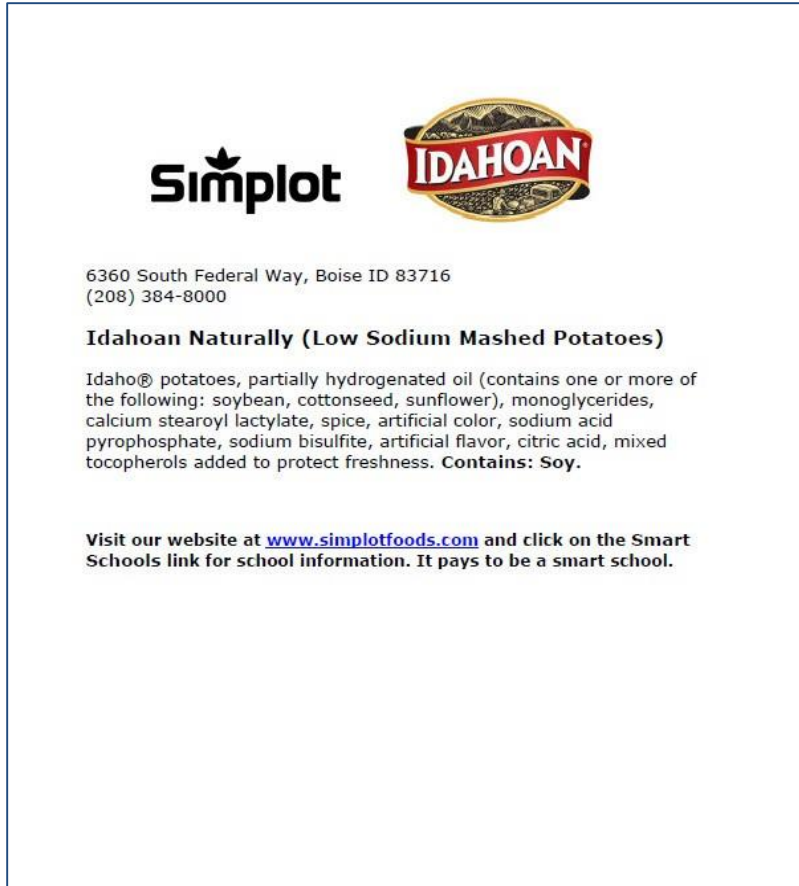


Figure 27. Processed Commodity Food Fact Sheet, page 2.

From the window, you can print or save the Fact Sheet using the icons in the left top corner of the window (Figure 28).

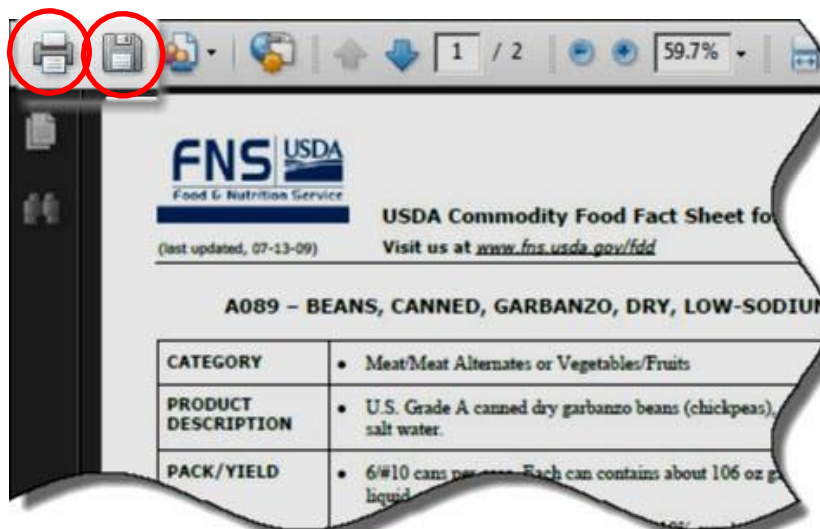


Figure 28. Print and Save icons on Fact Sheet window



## Completing, Viewing, and Printing Orders

When you access the Open Orders – SFSP page, the page lists the new open orders

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 29), click **Orders**. The system displays the Orders page (Figure 30).

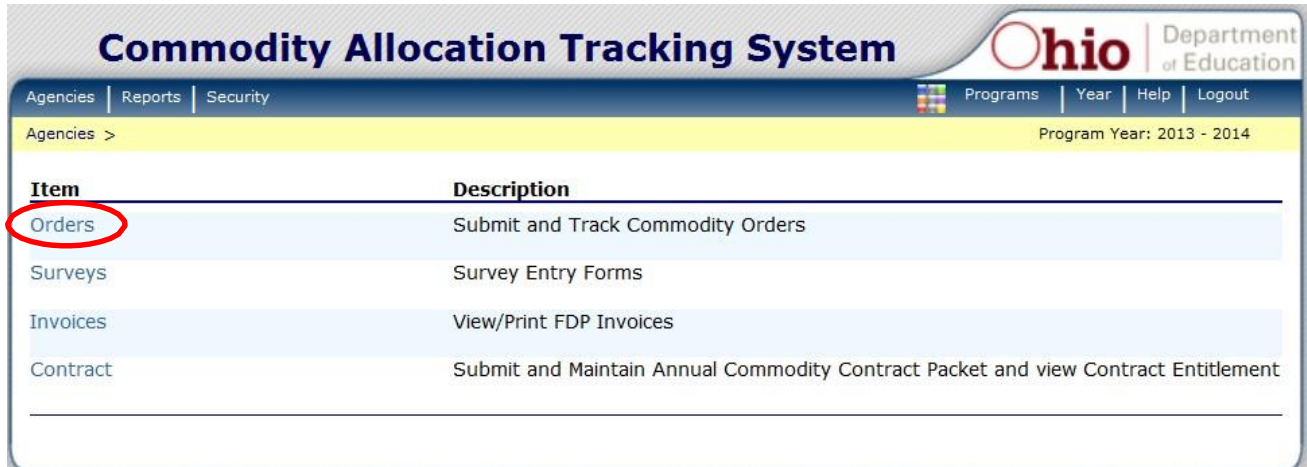


Figure 29. Agencies Main Menu page.

2. Click **Open Orders** (Figure 30).

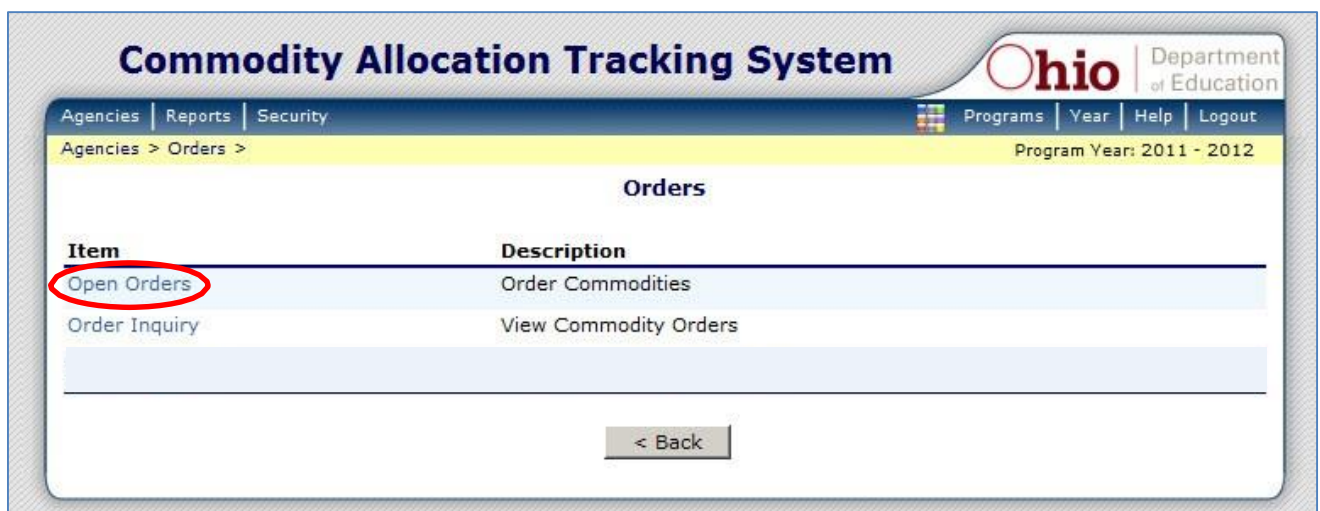


Figure 30. Orders page

- The system will display the Open Orders page (Figure 31). On this page, Program Year and Program values default to the year and program you are viewing. Use the drop-down arrows next to the fields to change the Program Year or Program values, if needed. Click **Continue** to view your list of open orders or to open a new order.

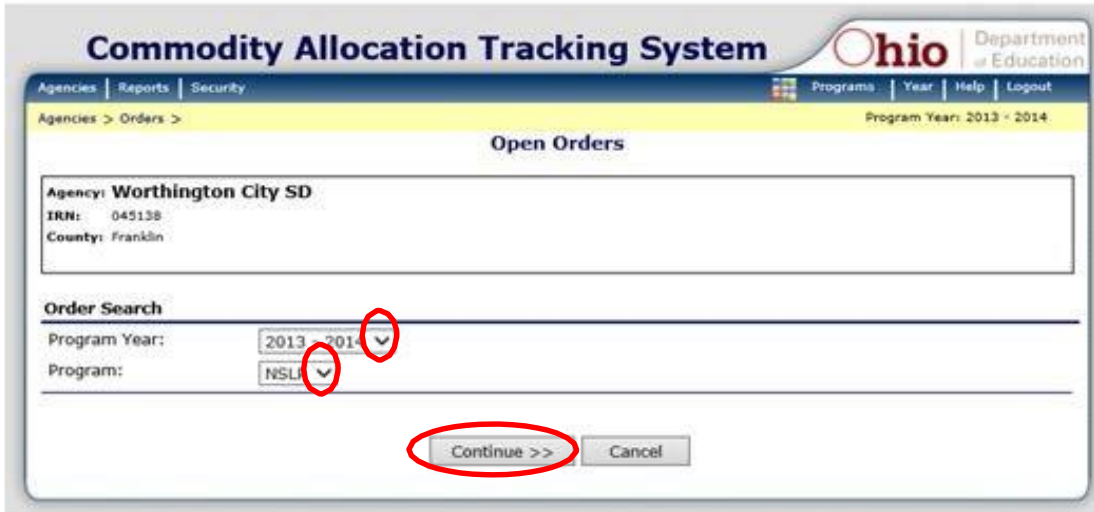


Figure 31. Open Orders page

- The Open Orders-SFSP is displayed (Figure 32). If your order is listed, you can review or modify your order by clicking the appropriate link. If your order is not listed, you must click the **New Order** button to proceed.

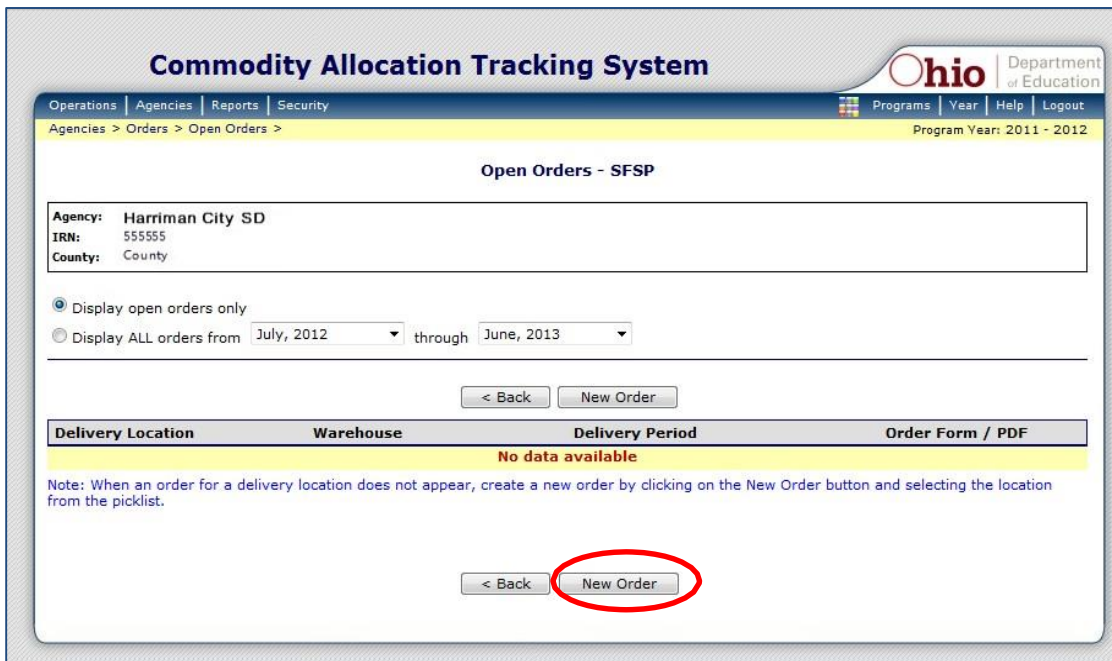


Figure 32. Open Orders–SFSP page.

5. The system displays the New Order - SFSP page (Figure 33).

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

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

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

**New Order - SFSP** ADD

Agency:	Harriman City SD
IRN:	555555
County:	County

Delivery Period: 06/01/2012 - 06/28/2012

Delivery Location: Third Elementary

Warehouse: Warehouse 555-555-5555

< Back **Continue >>**

Figure 33. New Order–SFSP page

6. 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. Next click the **Continue>>** button (Figure 33).

7. The system displays the Order Form–SFSP New Order page (Figure 34). If there is no order available for the selected Delivery Period, no order will be displayed. See Completing the Order Form on page 37-40 for instructions on how to fill in the Order Form–SFSP New Order or Order Form–SFSP page.

**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 - SFSP**  
**New Order**

Agency: Harriman City SD  
 IRN: 555555  
 County: County

**Delivery Information**

Warehouse: Warehouse 555-555-5555  
 Delivery Location: Second Elementary  
 Delivery Address: Second Elementary  
 Anytown, OH 45555-0000

Delivery Type: Carrier Delivery  
 Contact: SUSAN SPONSOR  
 555-555-5555  
 Agency PO #:

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: \$4.85 Processing Charge: \$16.30 S&H Charge: \$2.50 Total Charge per Unit: \$18.80	2	0	0	0	0	0	06/25/2012

**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	0	0	0	0	0	06/25/2012
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	0	0	0	0	0	06/25/2012
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	0	0	0	0	0	06/25/2012
100125 - Turkey Roasts Pack Size: 32-48 LB CTN / Pounds / Facts USDA Entitlement Value: \$84.95 Processing Charge: \$0.00 S&H Charge: \$2.50 Total Charge per Unit: \$2.50	0	0	99,999	0	0	0	06/25/2012

**Entitlement**

<b>Remaining:</b>	<b>\$13,948.16</b>	<b>S&amp;H Charge:</b>	<b>\$0.00</b>
<b>Used:</b>	<b>\$0.00</b>	<b>Processing Charge:</b>	<b>\$0.00</b>

Save Cancel Calculate Entitlement

Figure 34. Order Form–SFSP New Order

## **Order Information**

There are four types of commodity items for SFSP: Allocated Bonus commodities, Surplus Bonus commodities, Allocated Entitlement commodities, and Surplus Entitlement commodities. Any combination of these four could occur on the Order Form –SFSP, New Order page. When you are on the Order Form–SFSP, New Order page you can fill in the number of allocated items, and surplus items you want. When you click **Save** to order allocated or surplus 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 the additional amount from the Surplus Inventory column.

## **Completing the Order Form**

**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.

**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 outlines the corresponding quantity field in red for the rejected commodity item.

**If you have a positive balance in Entitlement** and your new order exceeds the remaining Entitlement plus the \$50 overspend amount when you press Save, CATS will send 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 you have no Entitlement left** or have used some of the \$50.00 overspend limit, 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.”

**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 bring up the order, you will have available entitlement and may order any commodities.



To complete a new order for commodities:

1. On Order Form–SFSP, New Order page, enter the number of Allocated items you want to order in the fields under Order Quantity for that item (Figure 35).

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
<b>P792 - Gelatin Cups Lime W/Pears</b> 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	06/21/2012

**Entitlement Commodities**

Commodity	District Allocated	Order Quantity	Surplus Inventory	Surplus Order Quantity	60 Day Advanced Order	Total Order Quantity	Delivery Date
<b>100206 - Apple Slices Canned</b> 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	06/21/2012
<b>100208 - Applesauce Canned</b> 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	06/21/2012
<b>100359 - Beans Black 10</b> 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	06/21/2012
<b>100360 - Beans Garbanzo Canned</b> 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	06/21/2012
<b>100307 - Beans Green Canned Low Sodium</b> 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	06/21/2012
<b>100370 - Beans Kidney Red Canned</b> 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	06/21/2012
<b>100362 - Beans Refried Canned</b> 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	06/21/2012
<b>100364 - Beans Vegetarian Canned</b> 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	06/21/2012
<b>100158 - Beef Ground 40lb</b> Pack Size: 4/10LB. / Cases / Facts USDA Entitlement Value: \$64.22	0	<input type="text" value="0"/>	99,994	<input type="text" value="0"/>	0	0	06/21/2012

Figure 35. Order Form–SFSP, New Order page, Order section.

2. Enter the number of surplus items in the field under Surplus Order Quantity for that item (Figure 35).



3. Click the **Calculate Entitlement** button to update the entitlement Remaining, Used, and the Shipping and Handling Fees and Processing Charges (Figure 36).

**Note: Clicking the Calculate Entitlement button does not save your order. Only clicking on the Save button will save your 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 36. Order Form–SFSP, New Order page, Entitlement section

4. Click the **Save** button to save the order (Figure 36). The system displays a message stating your Combined Order was saved successfully (Figure 37).
5. If you want to edit the order further, click the **<Edit** button to go back into the Order Form–SFSP page (Figure 37).
6. If you are finished with the order, click **Finished**, and CATS will display the Open Orders page (Figure 38).

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

Agencies | Reports | Programs | Year | Help | Logout

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

**i** The Combined Order was saved successfully.

Figure 37. Order Message page

**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 - SFSP**

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	06/01/2012 - 06/28/2012	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.

< Back New Order

Figure 38. Open Orders–SFSP page, after clicking Finished link.

### Modifying Open Orders

1. As long as the order is still showing on the Open Orders–SFSP page (Figure 39), you may click the **Modify** link to redisplay your order. Next follow the steps on page 37-39 to make any necessary changes.

**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 - SFSP**

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	06/01/2012 - 06/28/2012	View <b>Modify</b> 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.

< Back New Order

Figure 39. Modify link on Open Orders–SFSP page

## Viewing Order History

Once the Office for Child Nutrition closes orders for processing, the orders no longer appear on the Open Orders-SFSP page.

You may view past orders by displaying your Order History through the Open Orders-SFSP page:

1. On the Open Orders page, Program Year and Program values default to the current year. If you wish to view a past program year, use the drop-down menus to select the correct value.
2. Use the drop-down menu in the start date field to select the display start date (Figure 40).
3. Use the drop-down menu in the end date field to select the display end date.
4. Click the radio button **“Display all orders from”** to view the list of orders.
5. Next click the **PDF** link on the right side of the Open Orders screen (Figure 40).

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

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

Agencies > Orders > Open Orders > Program Year: 2012 - 2013

### Open Orders - SFSP

Agency: Alliance City SD  
IRN: 043497  
County: Stark

Display open orders only  
 Display ALL orders from July, 2012 through June, 2013

< Back New Order

Delivery Location	Warehouse	Delivery Period	Order Form / PDF
Alliance High School	AT Xpress LLC 614-449-1801	06/01/2013 - 06/30/2013	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.

< Back New Order

Figure 40. Open Orders–SFSP page with order

## Viewing Orders through the PDF Link

1. Each time you save an order, CATS creates a PDF version of the order. PDFs are viewed in a separate window through the Adobe Acrobat Reader. You may save your order as a file or print by clicking on one of the two icons shown at the top-left of the window (Figure 41).

**Commodity Allocation Tracking System**

Ohio Department of Education

Program Year: 2011 - 2012

Food Distribution Program PDF Viewer

< Back

PDF Document

Save Print Email

1 / 9 50%

Comment

**Commodity Allocation Tracking System**

Agency: Harriman City SD  
 WPA: 555555  
 County:

**Delivery Information**

Warehouse: Warehouse 555-555-5555 Delivery Type: Carrier Delivery  
 Delivery Location: Second Elementary Contact: Susan Sponsor  
 Delivery Address: 29 S Main St Anytown, OH 45555 Agency PO #: 555-555-555  
 Order Number(s): 212

Save Cancel Close Estimated

**Order**

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 SBH Charge: \$2.50 Total Charge per Unit: \$18.80	0	2	2	0	2	08/21/2012	
P697 - Potatoes Dehydrated Low Sodium Pack Size: 6/75 OZ / Cases / Facts USDA Entitlement Value: \$9.03 Processing Charge: \$41.95 SBH Charge: \$2.50 Total Charge per Unit: \$44.45	0	4,147	25	45	08/21/2012		
100206 - Apple Slices Canned Pack Size: 6/#10 CAN / Cases / Facts USDA Entitlement Value: \$22.30 Processing Charge: \$0.00 SBH Charge: \$2.50 Total Charge per Unit: \$2.50	0	1	0	0	08/21/2012		

Figure 41. Food Distribution Program PDF Viewer page.

2. To return to the Open Orders-SFSP page, click the < Back button at the top of the Food Distribution Program PDF Viewer (Figure 41).

## Printing an Order from the Order Form-SFSP Page

To print an order after you have opened it in the Order Form-SFSP 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–SFSP order page, click on the **File** link (Figure 42) to display a drop down menu.

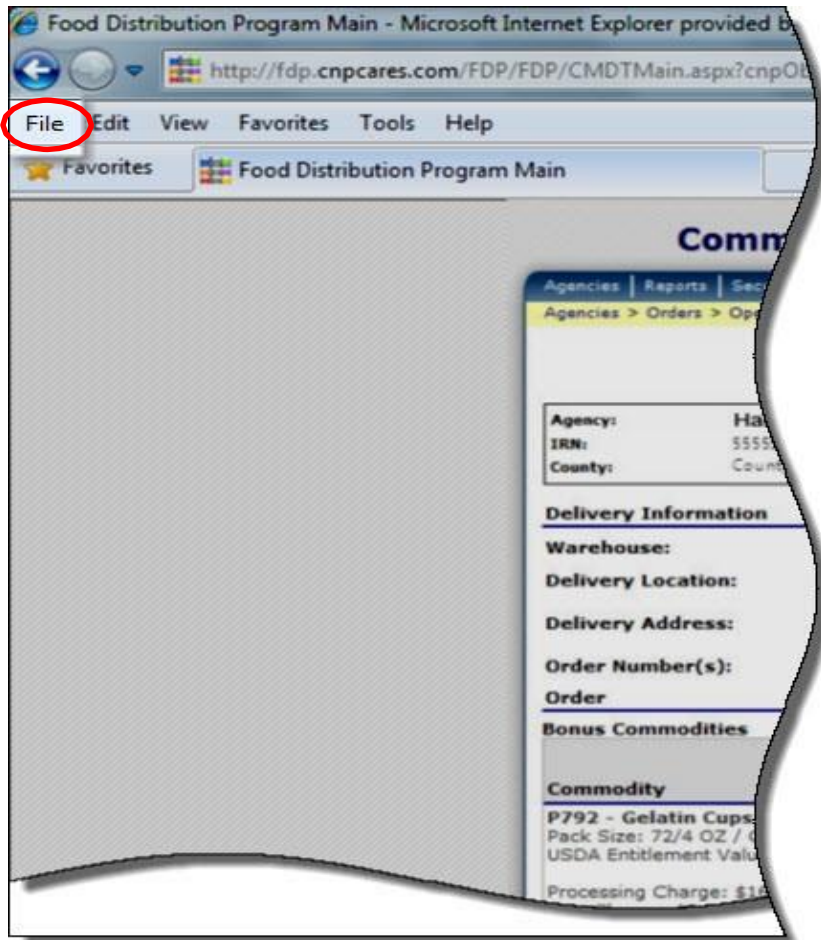


Figure 42. File menu link

2. From the drop down menu, 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 through Order Inquiry

You can view a past order using either the PDF option on the Open Orders–SFSP 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 43), click the **Orders** link. The system will display the Orders page (Figure 44).

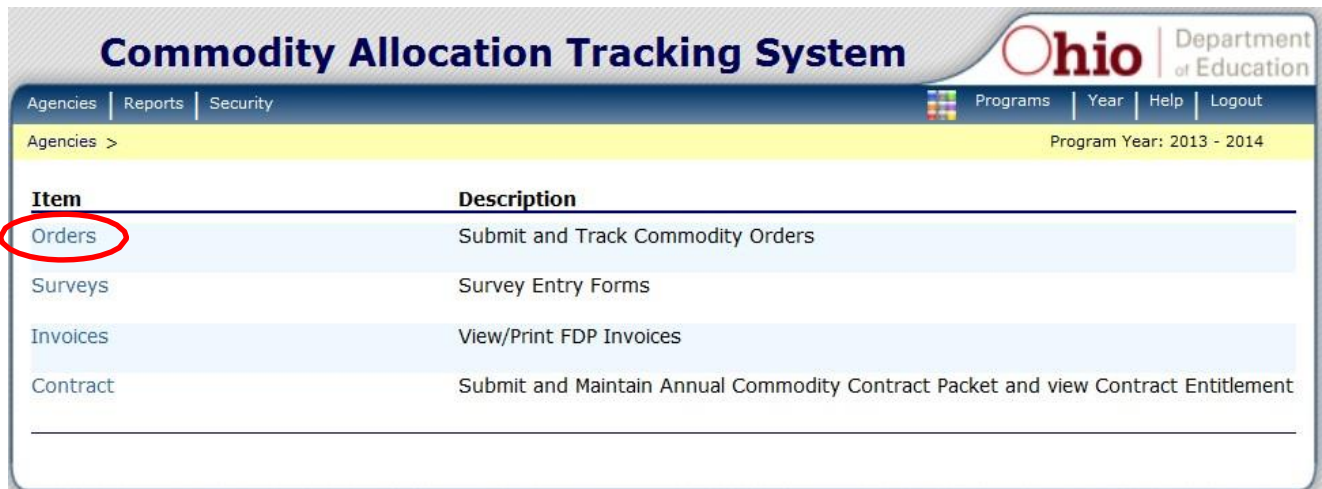


Figure 43. Agencies Main Menu page.

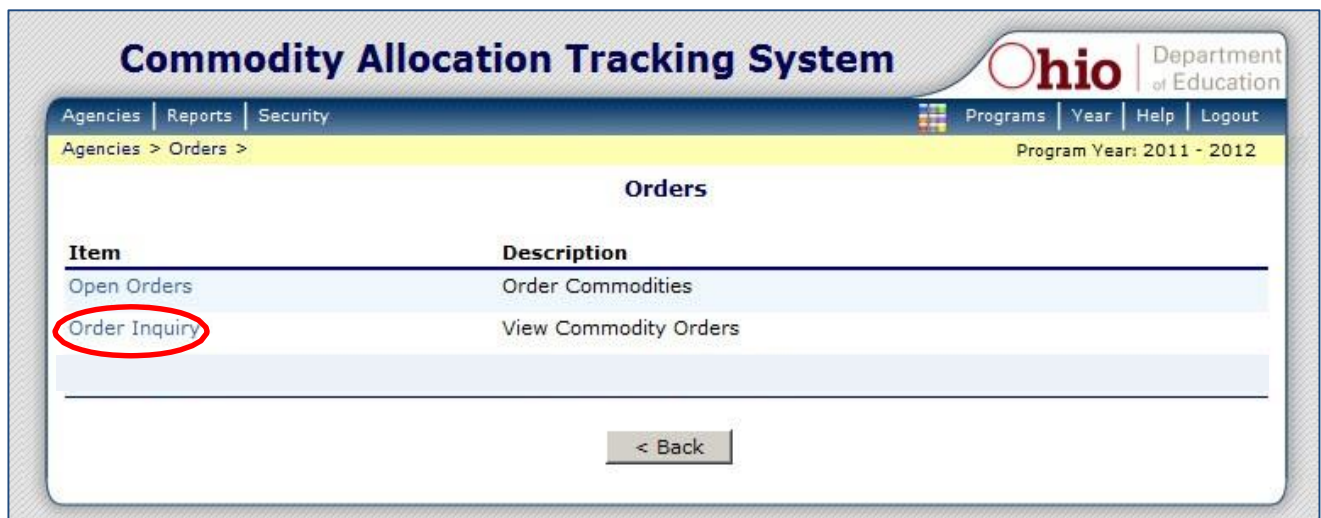


Figure 44. Orders page.

2. Click **Order Inquiry** to view orders through the Order Inquiry page (Figure 44).



Figure 45. Order Inquiry page

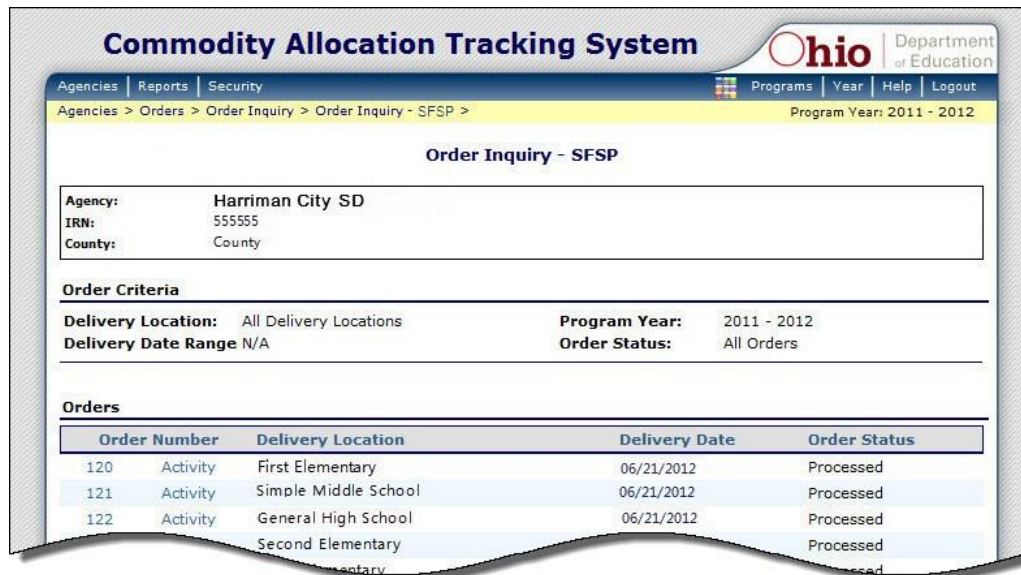
3. Use the drop-down menu (Figure 45) to select the **Delivery Location** or select **All Delivery Locations** to view all delivery locations. See Table 4: Order Inquiry Search (page 46) for more information.
4. Click the calendar icon for the **Delivery Date Range From** and **To** fields to select 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 orders in progress or completed orders on the Order Inquiry–SFSP page (Figure 46).

**Note:** If the search criteria you entered returns no results, the Order Inquiry will display a “No data available” message.

**Table 4: 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. Select <b>SFSP</b> .
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 <b>All Delivery Locations</b> .
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/end dates for the range. Leaving these fields blank will display all orders.
Order Status	The status of the order for which you are searching. The default value is All Orders. Status options are: <b>All Orders</b> – any orders posted during the selected delivery date range. <b>Open</b> – orders that are active and can still be changed. <b>Processed</b> – orders that have been sent to the warehouse and can no longer be changed. <b>Shipped</b> – orders that have been shipped from the warehouse to the sponsor. <b>Invoiced</b> – 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 54 for more information.
Display Orders By	Allows you to display orders by order number or by commodity.

8. Figure 46 is the Order Inquiry–SFSP page, listed by Order Number. See Table 5: Order Inquiry–SFSP Listed by Order Number Fields (page 47) for more information.



**Figure 46. Order Inquiry – SFSP page, listed by order number.**

**Table 5: Order Inquiry–SFSP Listed by Order Number Fields**

<b>Field</b>	<b>Description</b>
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.
<b>Column Headings</b>	
Order Number	<p>The number assigned by CATS to the order.</p> <p>Click the <b>Order Number</b> to access the Agency Order–SFSP page (Figure 45).</p> <p><b>OR</b></p> <p>Click <b>Activity</b> next to the Order Number to access the Agency Order Activity–SFSP page (Figure 45).</p> <p>For more information, see “Viewing the Agency Order-SFSP” and “Viewing the Agency Order Activity-SFSP” page sections on pages 49-52.</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><b>All Orders</b> – any orders posted during the selected delivery date range.</p> <p><b>Open</b> – orders that are active and can still be changed.</p> <p><b>Processed</b> – orders that have been sent to the warehouse and can no longer be changed.</p> <p><b>Shipped</b> – orders that have been shipped from the warehouse to the sponsor.</p> <p><b>Invoiced</b> – orders that you have received and for which and invoice has been created.</p> <p>Access the Invoices page to view and print the invoice. See the “Invoices” section on page 54 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 - SFSP**

<b>Agency:</b>	Harriman City SD		
<b>IRN:</b>	555555		
<b>County:</b>	County		

**Order Criteria**

<b>Delivery Location:</b>	All Delivery Locations	<b>Program Year:</b>	2011 - 2012
<b>Delivery Date Range:</b>	N/A	<b>Order Status:</b>	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 47. Order Inquiry – SFSP page, listed by commodity**

9. Figure 47 is the Order Inquiry–SFSP page, listed by Commodity Fields. See Table 6: Order Inquiry–SFSP Listed by Commodity Fields for more information.

**Table 6: 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 – SFSP page. See “Viewing the Agency Order–SFSP Page” for more information.
Description	The description of the commodity item.
Pack Size	The packaging size of the commodity item.
Order Qty	The amount of the commodity item ordered.

## Viewing the Agency Order–SFSP Page

CATS displays the Agency Order–SFSP page (Figure 48) for sponsors to view all commodities and details regarding a single order. See Table 7: Agency Order–SFSP fields (page 50) for more information.

The Agency Order SFSP can be accessed from the Order Inquiry by Order Number page (Figure 46, page 46) by clicking on any of the order numbers.

The Agency Order SFSP can be accessed from the Order Inquiry by Commodity Page (Figure 47, page 48) by first clicking on any of the commodity Item Numbers. This will display the Order Inquiry by Order Number page (Figure 46) showing only the orders containing the selected commodity item. Click on any of the [Order Numbers](#) to see the Agency Order detail.



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

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

Agency Order - SFSP
VIEW

<b>Agency:</b>	Harriman City SD
<b>IRN:</b>	555555
<b>County:</b>	County

<b>Order#:</b>	173
<b>Warehouse:</b>	Warehouse 555-555-5555
<b>Deliver To:</b>	Third Elementary 5555 Main St. Anytown, OH 45555-0000

<b>Order Status:</b>	Processed
<b>Delivery Date:</b>	06/21/2012
<b>Date Entered:</b>	05/24/2012
<b>Entered by:</b>	555555
<b>Date Processed:</b>	05/25/2012
<b>Carrier:</b>	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
<b>Totals</b>				\$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
<b>Totals</b>				\$0.00	\$0.00	12	0	\$30.00
<b>Grand Total</b>				\$0.00	\$16.55	13	0	\$32.50

Created By: comadm01 On: 05/18/2012 9:53:10 AM
Modified By: 555555 On: 05/24/2012 9:54:33 AM

< Back

Figure 48. Agency Order–SFSP



**Table 7: Agency Order–SFSP Fields**

<b>Field</b>	<b>Description</b>
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.
Entered by	Identifies the sponsor's IRN
Date Processed	The date the order was processed, if it has been processed.
<b>Column Headings</b>	
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 Activity–SFSP Page

CATS displays the Agency Order Activity–SFSP page (Figure 49) for sponsors to view all transaction activity regarding a selected order. See Table 8: Agency Order–SFSP Fields for more information.

The Agency Order Activity- SFSP is accessed from the Order Inquiry by Order Number page (Figure 46, page 46) by clicking on the [Activity](#) link next to any order number.

**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

**Agency Order Activity- SFSP** VIEW

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

**Order Information**

**Order Number:** 179  
**Warehouse:** Warehouse 555-555-5555  
**Delivery Location:** Third Elementary  
**Program Year:** 2011 - 2012  
**Delivery Date:** 06/21/2012

**Order Activity**

Date	Transaction Type	Commodity	Comm Type	Units	Order Type	Entered By	Invoice Number
06/19/2012	Order Modify	P678 PBJ Pockets Grape Wheat	E	1	F	555555	
06/19/2012	Order Modify	P679 PBJ Pockets Strawberry Wheat	E	1	F	555555	
06/19/2012	Order Modify	P692 Foil Pockets Red Gold ISP	E	1	F	555555	
06/19/2012	Order Modify	P750 PBJ Bars	E	1	F	555555	
06/19/2012	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 49. Agency Order Activity page–SFSP

On the Agency Order Activity–SFSP 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.

**Table 8: Agency Order Activity–SFSP Fields**

<b>Field</b>	<b>Description</b>
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.
<b>Column Headings</b>	
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 <b>E</b> for entitlement and <b>B</b> for bonus.
Units	The number of units for this order.
Order Type	The type of order listed. Options are: <b>A</b> – Allocation Commodity Order - an order created from commodity items allocated to you.. <b>S</b> – Surplus Commodity Order or Shipping Transaction - an order you created from surplus commodity items OR a transaction indicating a direct shipment.
Entered By	Identifies sponsor's staff or OCN's staff who performed the transaction. <b>For Allocation Commodity Order (A) and Surplus Commodity Order (S) Order Types, the Entered By value will be your CATS ID.</b>
Invoice Number	The number of the invoice associated with this order, if the order shipment has been invoiced.

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

**Note: The sponsor 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.

## 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. At 120 days after the date of invoice, a 90-day past due notice is generated 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 50), click [Invoices](#).

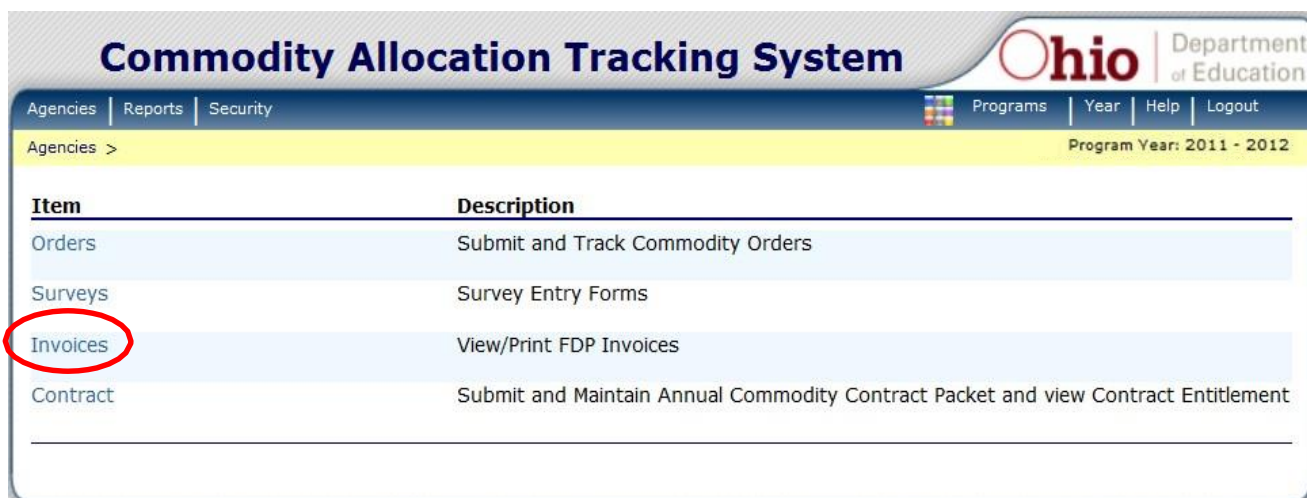
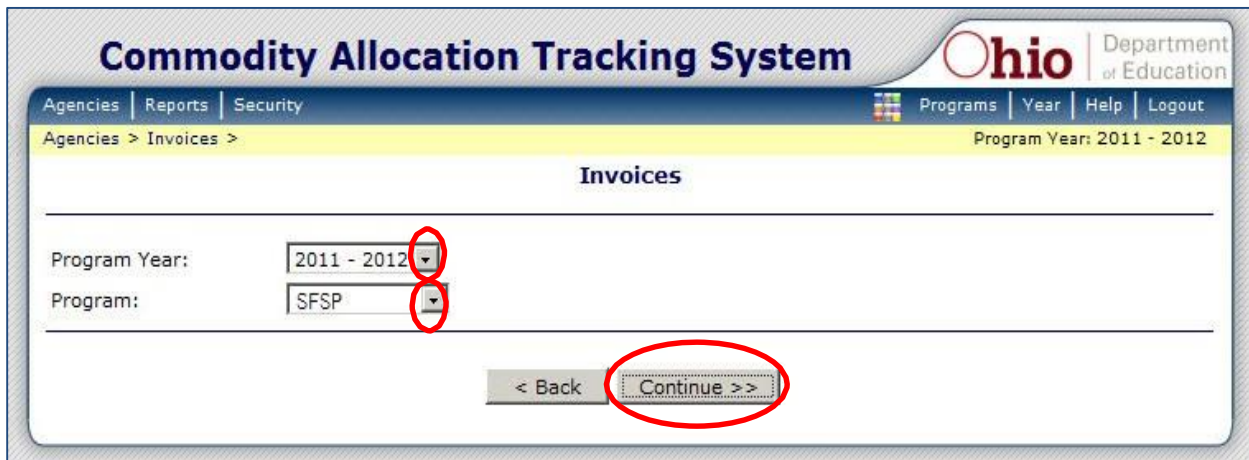


Figure 50. Agencies Main Menu page

- CATS displays the Invoices page (Figure 51). For more information, see Table 9: Invoice Listing Fields.



**Figure 51. Invoices page**

- If either the Program Year or Program values are incorrect, use the drop-down Menus to select the correct values (Figure 51).
- Click the **Continue>>** button (Figure 51).

**Table 9: Invoice Listing Fields**

Field	Description
Program	The program to which the invoice belongs. Options are either <b>SFSP</b> or <b>NSLP</b> .
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.

5. CATS displays the FDP Invoice Listing page (Figure 52). Click the **Invoice Number** to display the invoice. See Table 10: FDP Invoice Listing Fields for more information (page 56).

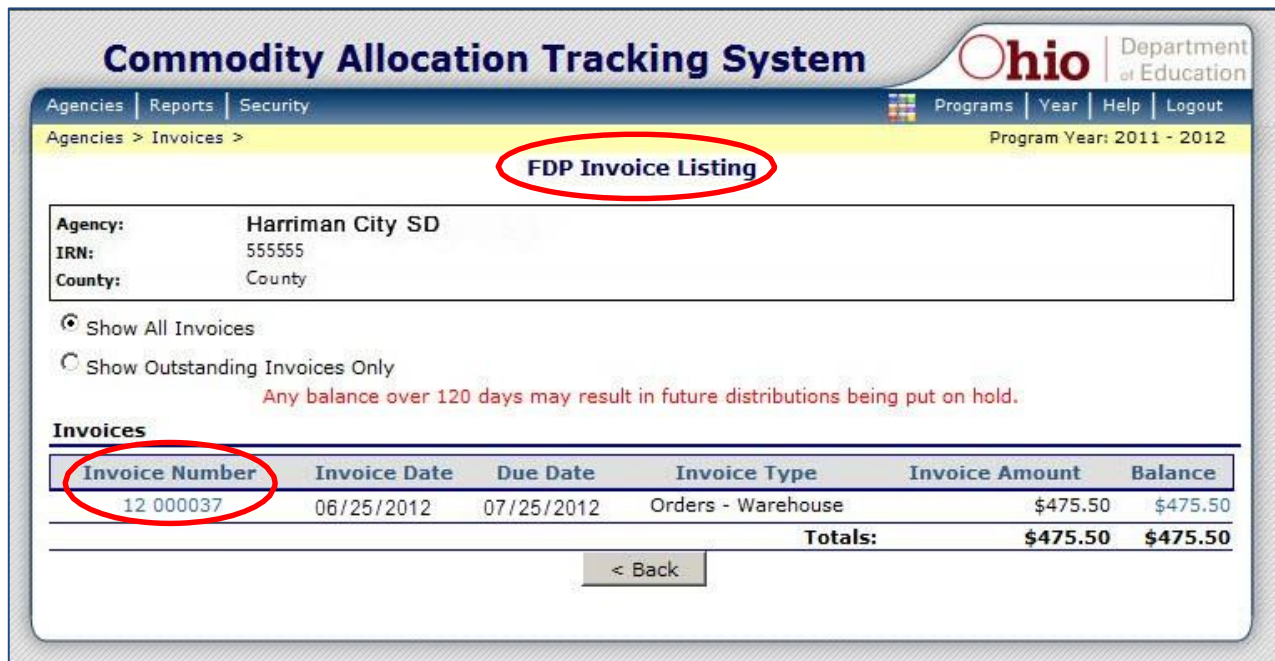


Figure 52. FDP Invoice Listing page

Table 10: 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 program 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 program year.
<b>Column Headings</b>	
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.



6. CATS displays the invoice in a separate window (Figure 53). This window will stay open until you close it by clicking on the **X** in the upper right corner. If CATS does not display the invoice as presented in Figure 53, see “Removing Pop-Up Blockers and Printing Invoices on a Variety of Browsers” on page 61.

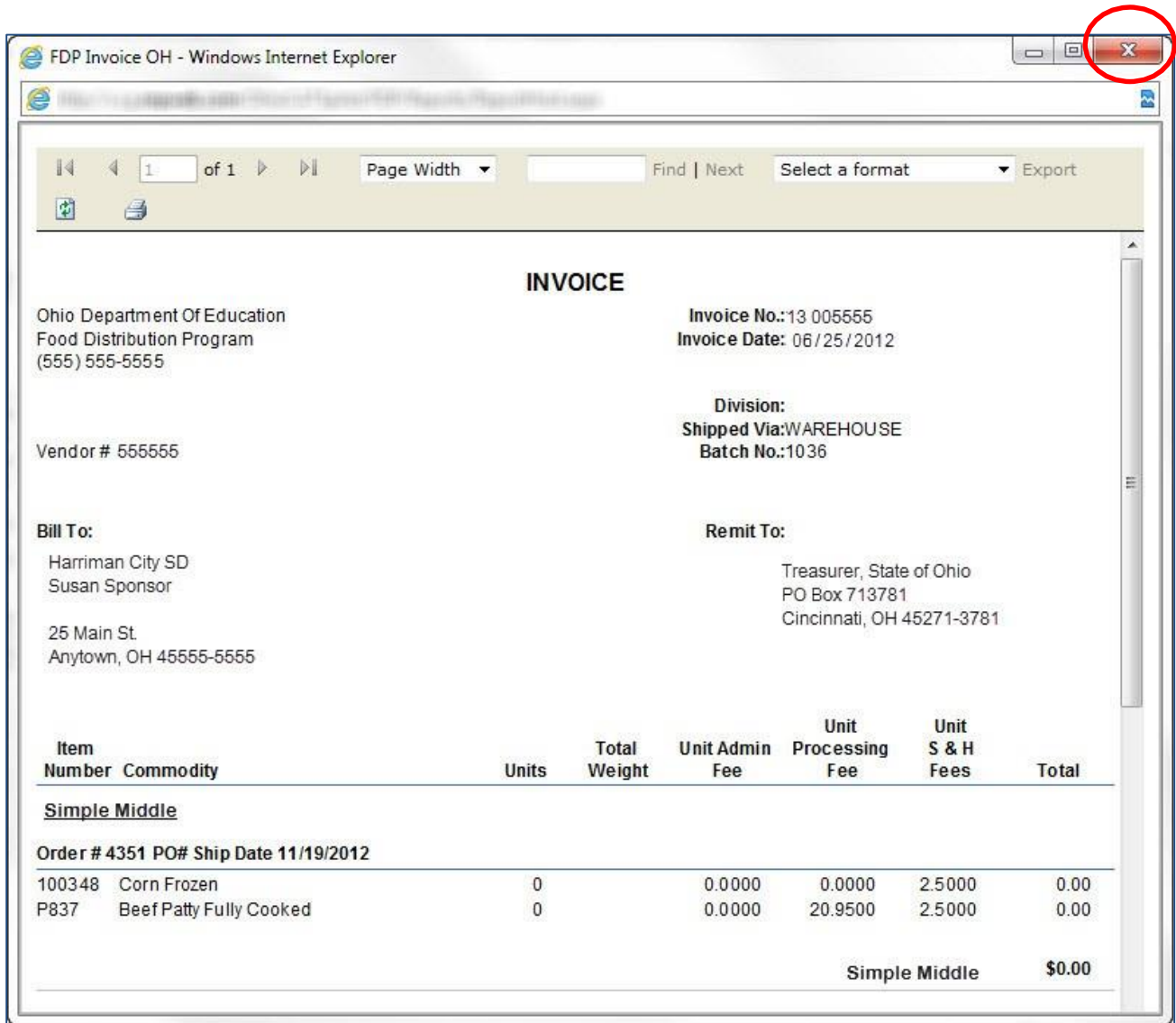


Figure 53. Invoice page.

## 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 54) click **Invoices**. CATS displays the Invoices page (Figure 55).

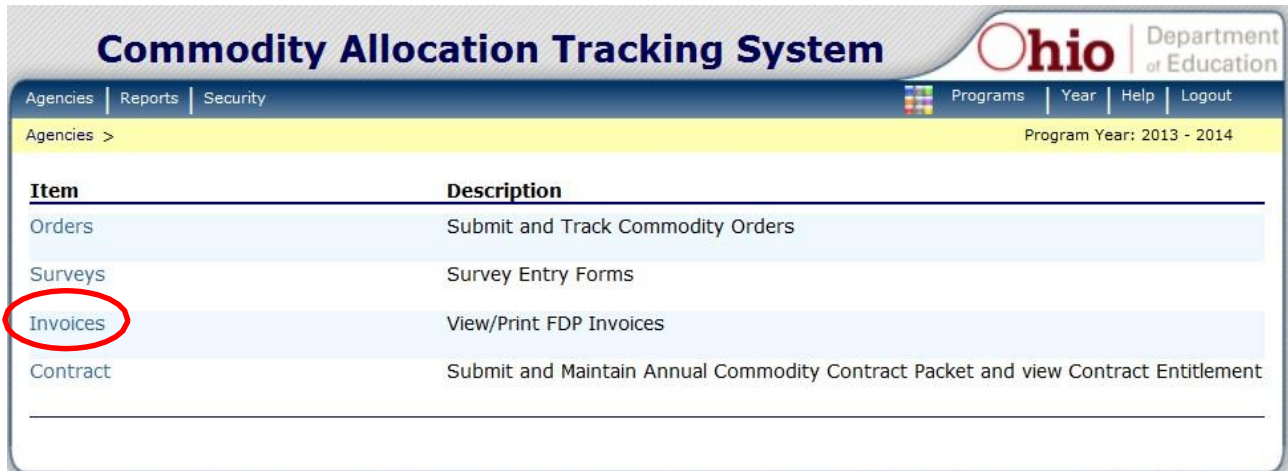


Figure 54. Agencies Main Menu page.

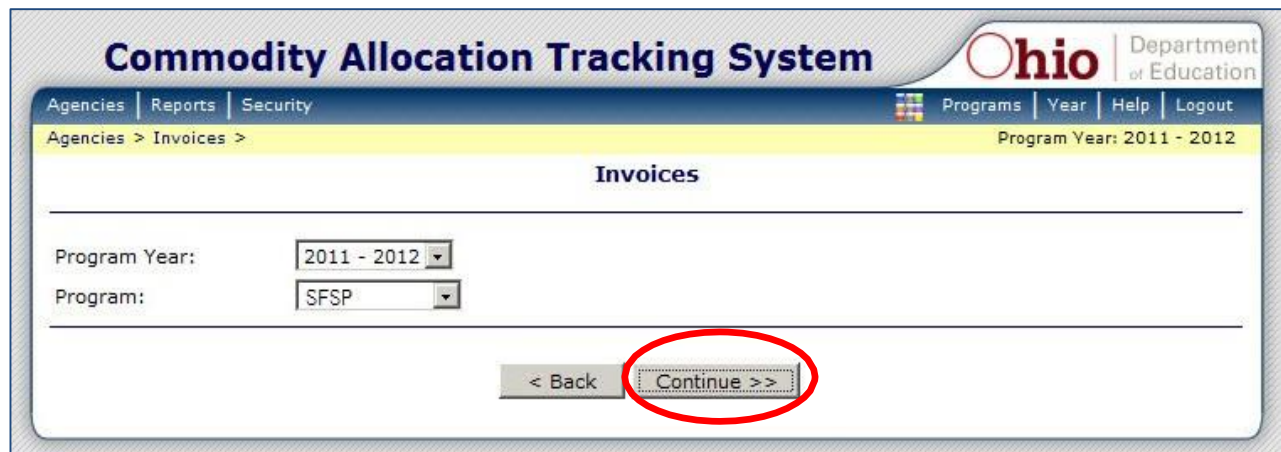


Figure 55. Invoices page.

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 56).

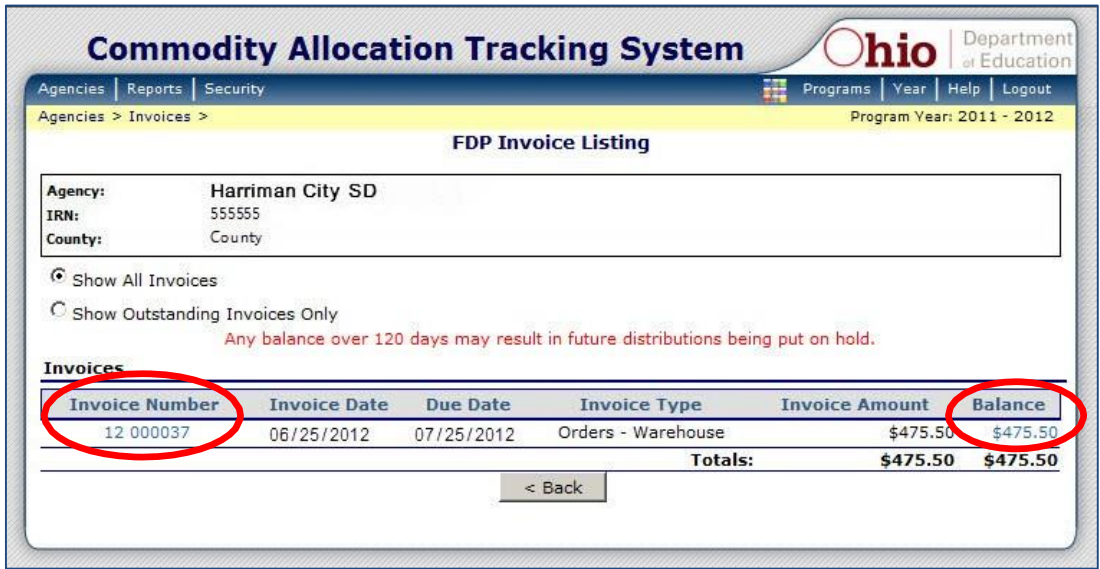


Figure 56. FDP Invoice Listing page.

- Click the **Balance** amount in the Balance column (Figure 56). CATS will then display the FDP Invoice History page (Figure 57). Table 11: FDP Invoice History Fields (page 60) describes the fields on the FDP Invoice History page.

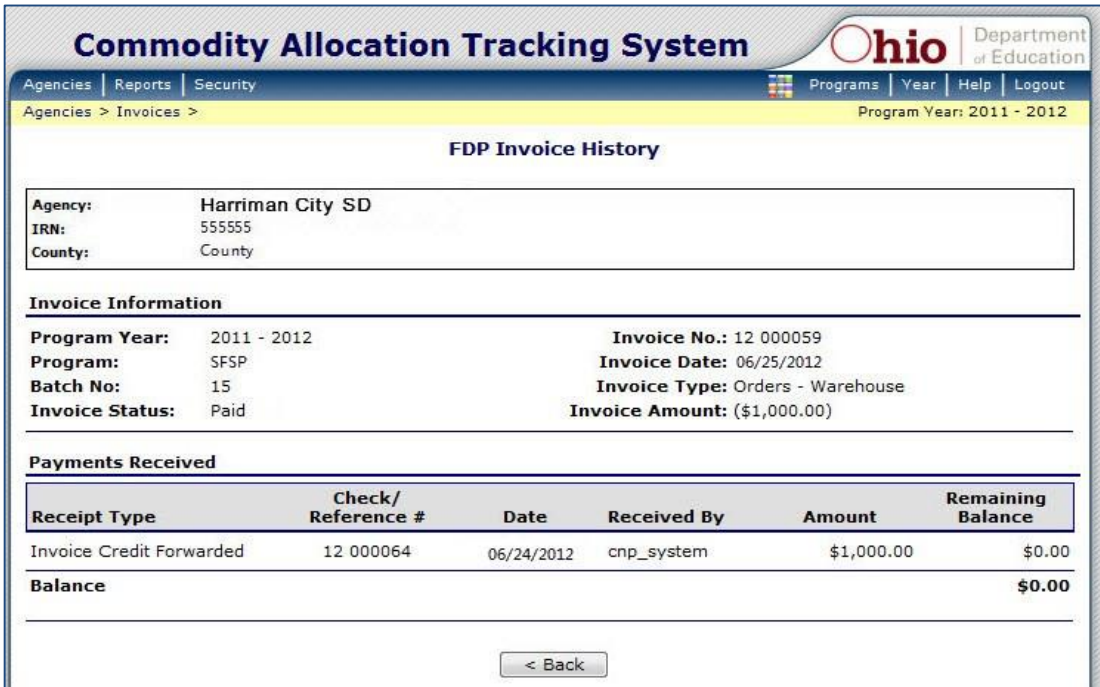


Figure 57. FDP Invoice History

**Table 11: FDP Invoice History Fields**

<b>Field</b>	<b>Description</b>
Program Year:	The program year for the invoice.
Program:	The program to which the invoice belongs. Select <b>SFSP</b> .
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.
<b>Column Heading</b>	<b>Description</b>
Receipt Type	The method in which payment was received.
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.

## Removing Pop-Up Blockers/

### Printing Invoices from Various Browsers

Some internet browsers will treat CATS report and invoice windows as pop-ups. If your browser is set to block pop-ups, your invoice may not appear. Please refer to the instructions below to remove the pop up blocker from two widely used browsers.

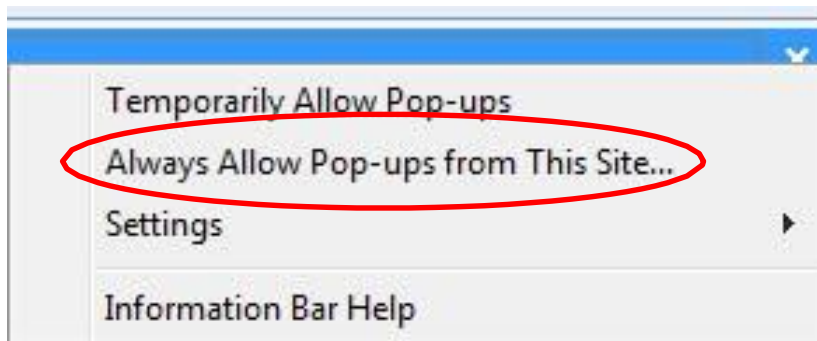
#### Viewing Invoices from Microsoft Internet Explorer®

1. From the FDP Invoice Listing page (Figure 56), click on the Invoice Number.
2. If you receive a message saying 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 58. Internet Explorer pop-up blocker message.

3. Internet Explorer will display a pop-up window of options. Click the option to **“Always Allow Pop-ups from This Site...”**



- Internet Explorer displays a new pop-up window with the option to allow pop-ups from the CATS 12 web site. Click **Yes**.

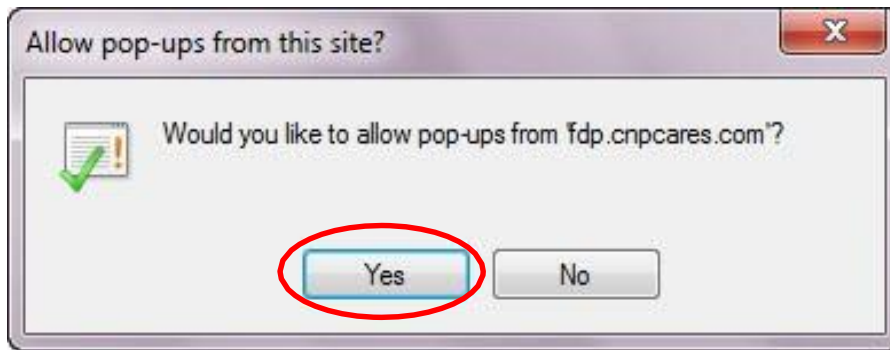


Figure 60. Internet Explorer Allow pop-ups setting

- Windows displays a warning message (Figure 61). Click **Retry**.

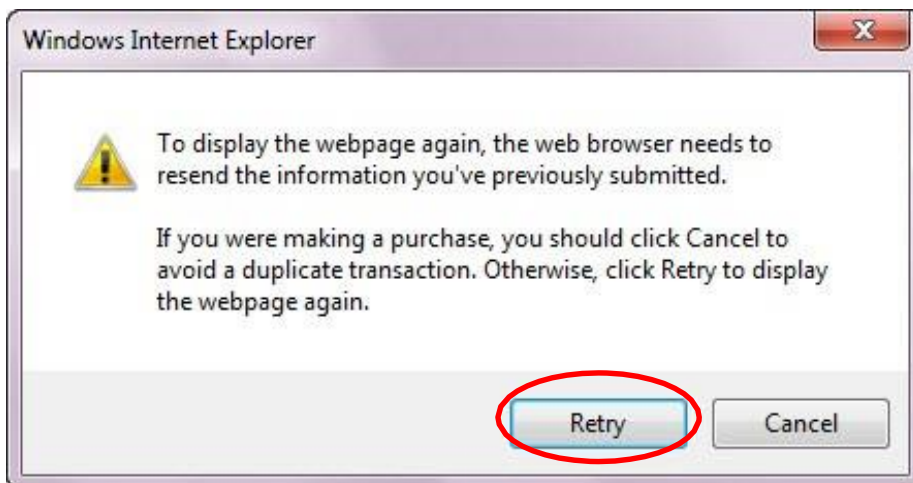


Figure 61. Internet Explorer Redisplay message.

**Note:** After you allow pop-up windows, you will not need to perform Steps 2-5 again.

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



## Printing Invoices from Microsoft Internet Explorer®

1. Click the drop down arrow next to the **Select a format** field (Figure 62).
2. Select **Acrobat (PDF) file** from the drop down menu.

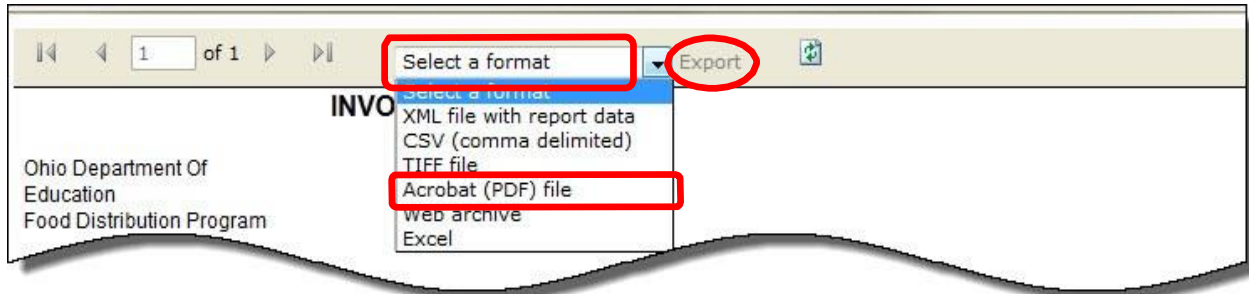


Figure 62. Pop-up Format Options menu.

3. Click the blue **Export** link (Figure 62). Windows displays the Opening FDP Invoice.pdf window.
4. Click **Open** on the File Download window (Figure 63). The invoice is displayed in the Adobe Acrobat window (Figure 64).

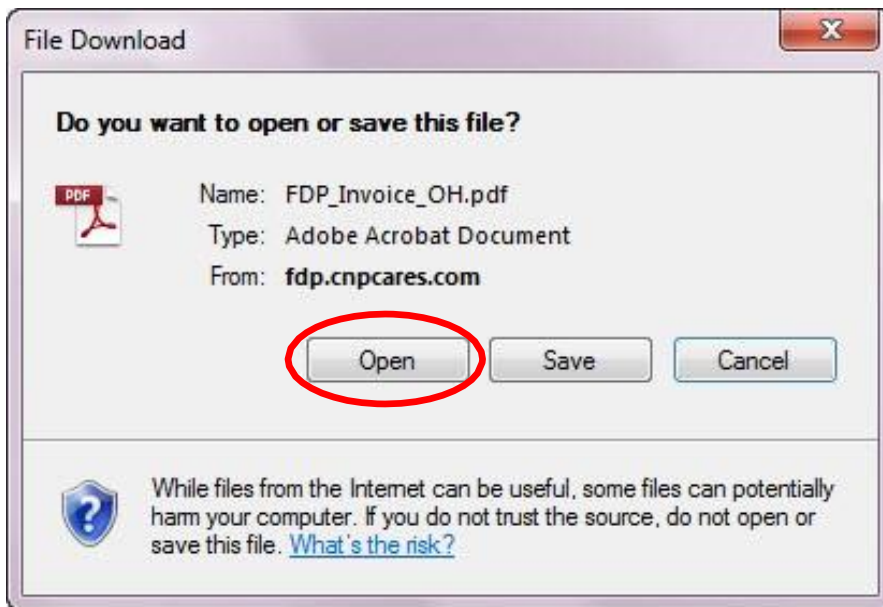


Figure 63. Opening FDP Invoice PDF window.

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

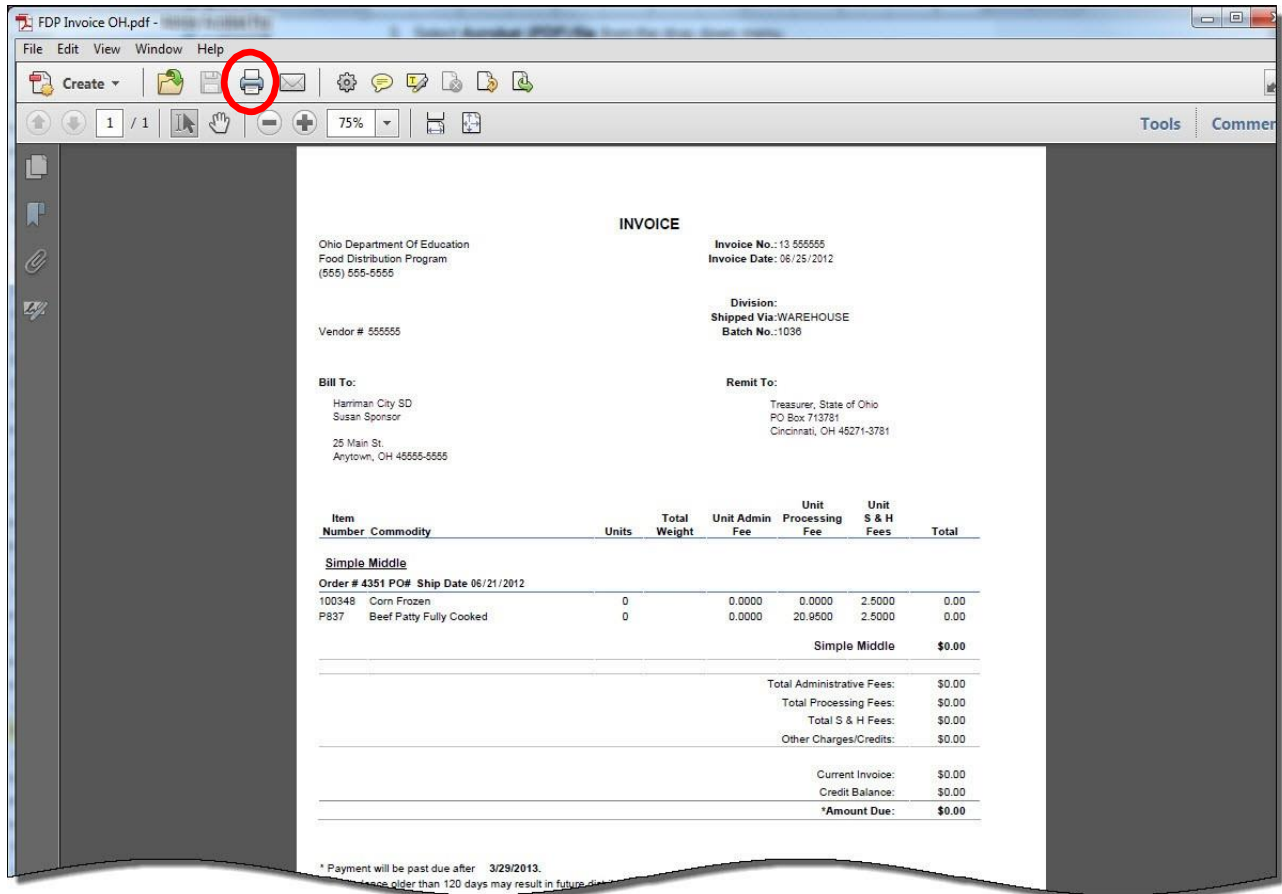


Figure 64. Invoice displayed in an Adobe Acrobat window

## Viewing Invoices from a Mozilla Firefox Browser

1. From the FDP Invoice Listing, click on the **Invoice Number** value.
2. If the browser displays a message similar to the one below, press the **Ctrl** key and use the mouse to click the **Options** button on the right side of the window (Figure 65).



Figure 65. Firefox Pop-up Prevention Options bar.

3. A pop-up window of options will appear (Figure 66).

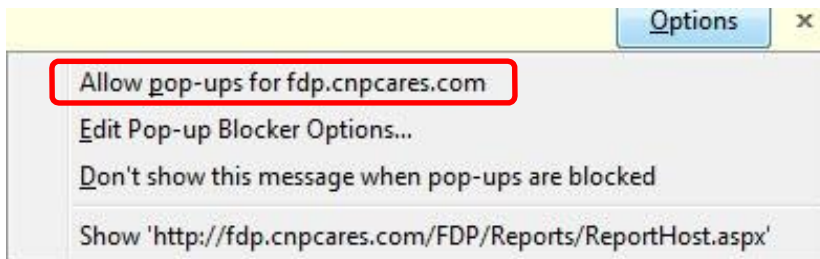


Figure 66. Firefox Pop-up Prevention Options menu.

4. Click the option **Allow pop-ups for fdp.cnpcares.com**. The Firefox message will disappear (Figure 65).
5. Click the value under the **Invoice Number** column again. CATS displays a pop-up window containing the invoice.

**Note:** After you allow pop-up windows, you will not need to perform steps 2 through 4 again.

## Printing Invoices from Mozilla Firefox

1. Click the drop down arrow next to the **Select a format** field (Figure 67).

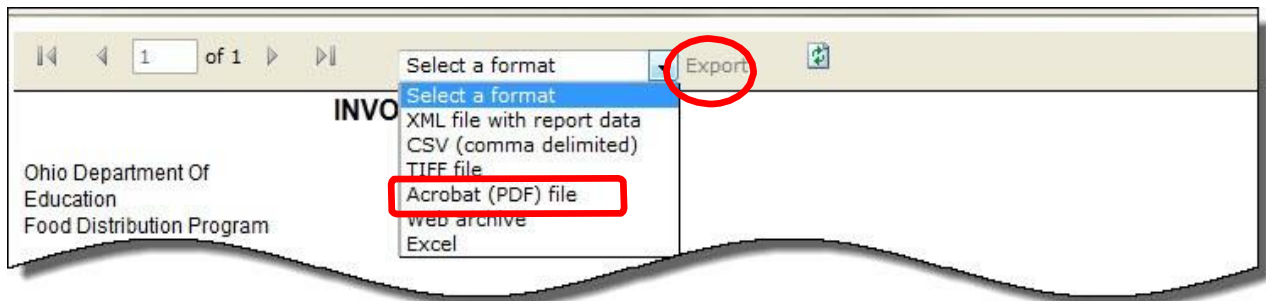


Figure 67. Pop-up Format Options menu

2. Select **Acrobat (PDF) file** from the drop down menu.
3. Click the blue **Export** link. Windows displays the Opening FDP Invoice.pdf window (Figure 68).

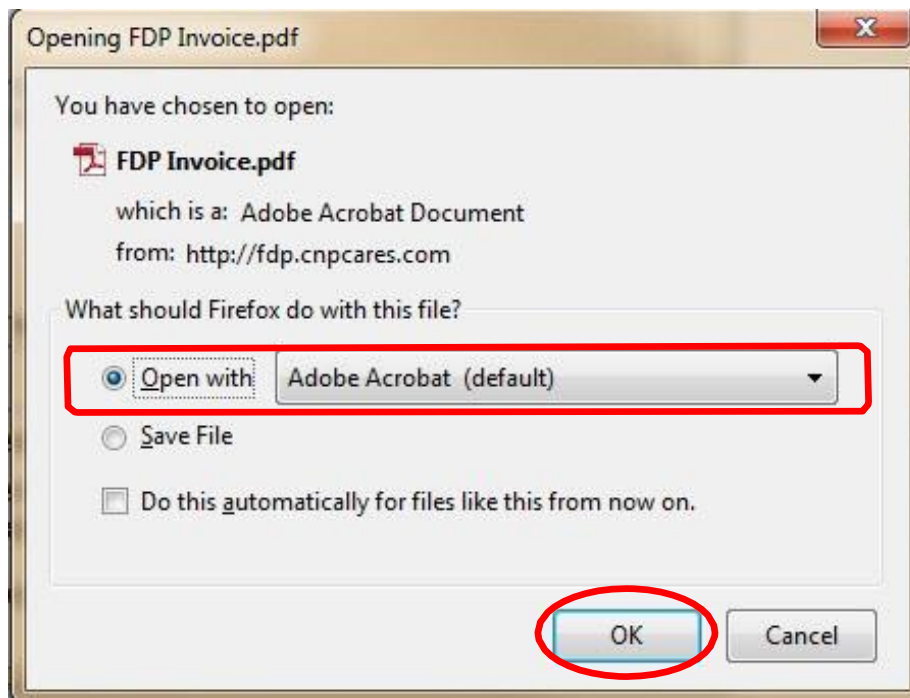


Figure 68. Opening FDP Invoice.pdf window

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

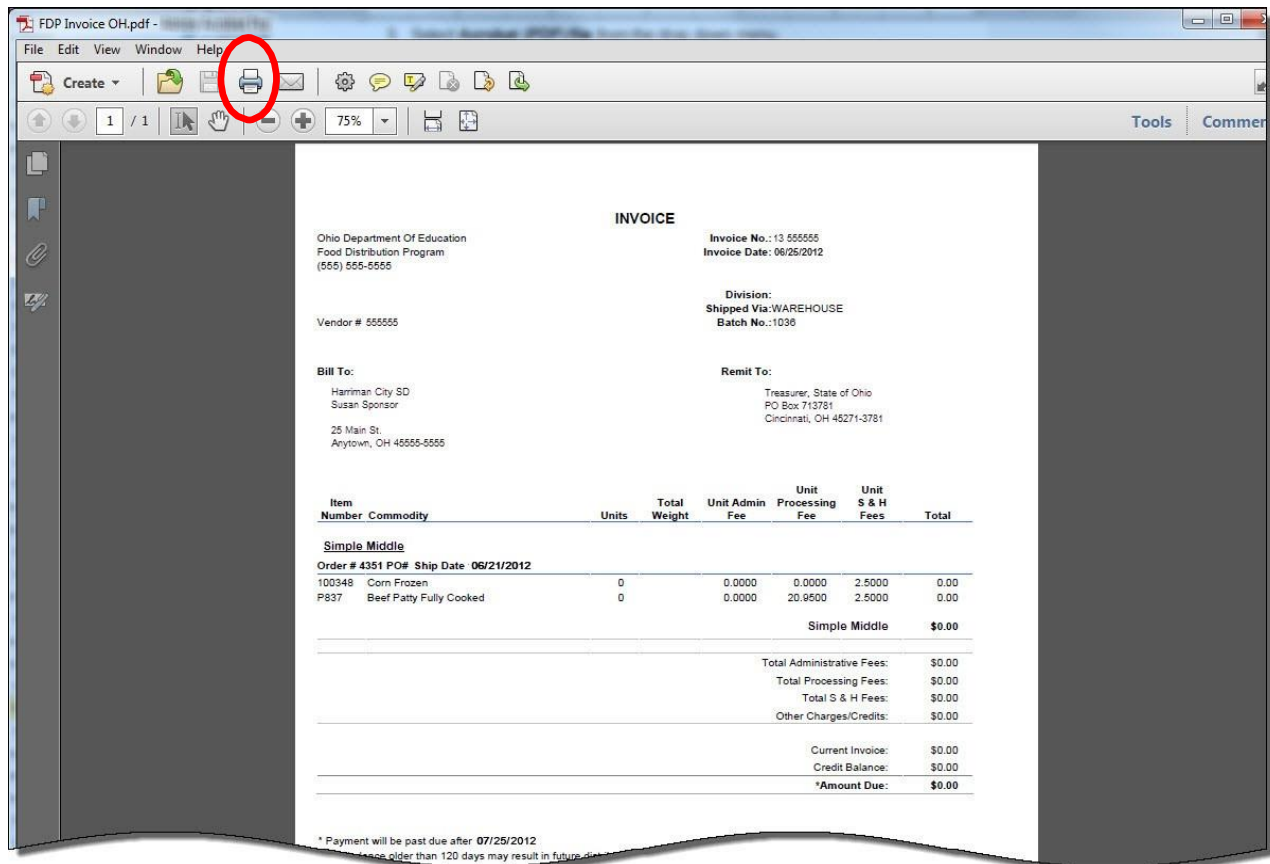


Figure 69. Invoice displayed in an Adobe Acrobat window.

6. 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

## 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).

## Viewing Your Entitlement

At the beginning of the program, you should check the amount of entitlement you have received. 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 70), click **Contract**. CATS displays the Contracts Menu (Figure 71).

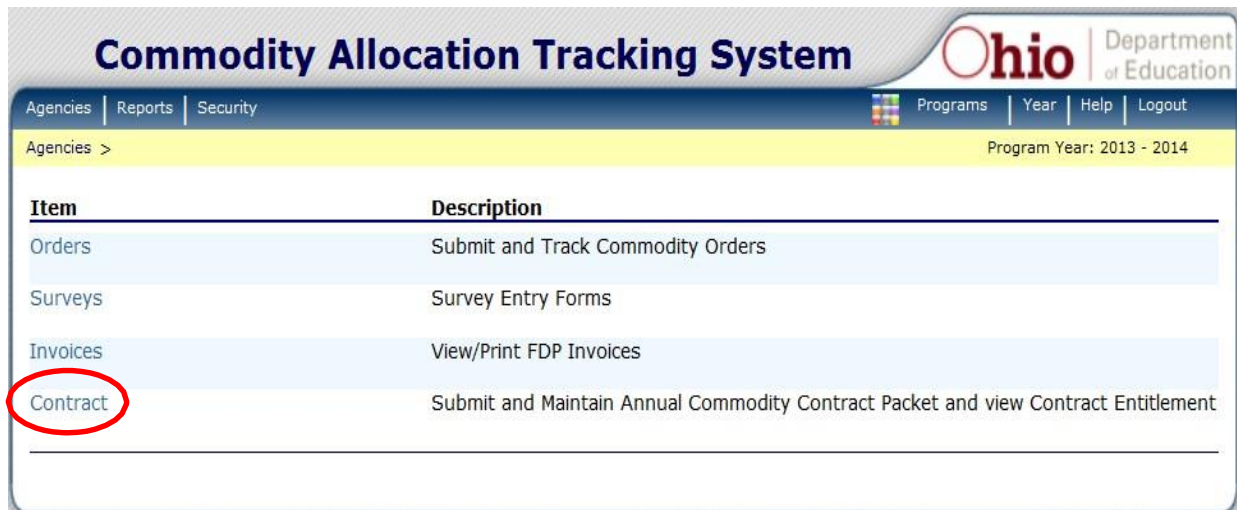


Figure 70. Agencies Main Menu page.



Figure 71. Contract Menu page.



2. Click **Contract Entitlement** (Figure 71). CATS displays the Contract Entitlement –SFSP page (Figure 72) which shows the current Program Year and selected Program. See Table 12 Contract Entitlement Fields for more information.

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

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

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

**Contract Entitlement - SFSP**

Agency: Harriman City SD  
 IRN: 555555  
 County: County

**Contract Information**

Program Year: 2011 - 2012  
 Program: SFSP

**Display Entitlement** | Cancel

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
555555	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 72. Contract Entitlement–SFSP page

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.

**Table 12: Contract Entitlement Fields**

<b>Field</b>	<b>Description</b>
Program Year	The year for which the entitlement information applies.
Program	The program for which the entitlement information applies. Select SFSP.
<b>Column Headings</b>	
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. <b>Note: Sponsors in Ohio do not receive cash in lieu of commodities.</b>
Entitlement Distribution	The amount of entitlement distributed by ODE to the sponsor for the program year minus any entitlement adjustments. 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.

## Viewing the Entitlement Distribution Detail

Entitlement Distribution is a history of how you used your entitlement. To view this information, use the following steps:

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

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

**Contract Entitlement - SFSP**

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

**Contract Information**

Program Year: 2011 - 2012  
 Program: SFSP

Display Entitlement | Cancel

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
555555	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 73. Contract Entitlement-SFSP page.

1. Click the name of the sponsor in the Agency column (Figure 73). CATS displays the Entitlement Distribution Detail – SFSP page (Figure 74). Table 13: Entitlement Distribution Detail Fields describes the fields displayed on the Entitlement Distribution Detail–SFSP page.

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

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

**Entitlement Distribution Detail - SFSP**

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

IRN	Agency	TLS	Total TLS	%	USDA Meal Rate	Agency Entitlement
555555	Harriman City SD	344,060	344,060	100.00 %	\$0.22	\$75,693.20
Totals:		344,060	344,060	100.00 %	\$0.22	

< Back

Figure 74. Entitlement Distribution Detail - SFSP page

2. Use the <<Back button to return to the Contract Entitlement page.

**Table 13: Entitlement Distribution Detail Fields**

<b>Field</b>	<b>Description</b>
IRN	The sponsor's IRN.
Agency	The name of the agency and the county in which the agency resides.
TLS	Total Lunches Served. The number of eligible meals 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.
Total TLS	The total number of eligible meals 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.
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.</p> <p><b>Note: This amount may not match the Entitlement Distribution amount</b> on the Contract Entitlement–SFSP page due to Entitlement Adjustments.</p>

## 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.

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

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

**Contract Entitlement - SFSP**

Agency: Harriman City SD  
 IRN: 555555  
 County: County

**Contract Information**

Program Year: 2011 - 2012  
 Program: SFSP

Display Entitlement Cancel

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
555555	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 75. Contract Entitlement - SFSP page.

To access the Entitlement Distribution History:

1. Click the **Entitlement Distribution** amount for the sponsor (Figure 75). CATS displays the Entitlement Distribution History–SFSP page (Figure 76). Table 14: Entitlement Distribution History Fields describes the fields displayed on the Entitlement Distribution History–SFSP page.

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

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

**Entitlement Distribution History - SFSP**

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	06/01/2012
\$76,553.35	(\$0.03)	Manual Adjustment	06/05/2012

< Back

Figure 76. Entitlement Distribution History – SFSP page.

**Table 14: Entitlement Distribution History Fields**

<b>Field</b>	<b>Description</b>
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.



## Viewing the Entitlement Distribution Adjustment – SFSP Page

1. Use the Entitlement Distribution Adjustment–SFSP page (Figure 78) to view specific information about a manual adjustment. You can reach this page from the **Manual Adjustment** link on the Entitlement Distribution History–SFSP page (Figure 77).

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

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

**Entitlement Distribution History - SFSP**

Agency:	Harriman City SD		
IRN:	555555		
County:	County		
<b>Entitlement</b>	<b>Entitlement Used</b>	<b>Entitlement Remaining</b>	
\$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	06/01/2012
\$76,553.35	(\$0.03)	Manual Adjustment	06/05/2012

[< Back](#)

Figure 77. Entitlement Distribution History–SFSP page

2. Click the **< Back** button (Figure 78) to return to the Entitlement Distribution History–SFSP page.

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

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

**Entitlement Distribution Adjustment - SFSP** VIEW

Agency:	Harriman City SD		
IRN:	555555		
County:	County		
<b>Entitlement</b>	<b>Entitlement Used</b>	<b>Entitlement Remaining</b>	
\$568,279.08	\$540,639.08	\$27,640.00	

**Adjustment Information**

Adjustment Amount: \$500.00  
Adjustment Reason: Adjustment .

Created By: consultant2  
Adjustment Date: 06/07/2012

[< Back](#)

Figure 78. Entitlement Distribution Adjustment – SFSP page.

## Viewing the Entitlement Usage Page

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

1. Click the **Entitlement Used** amount (Figure 79). CATS will display the Entitlement Usage-SFSP page (Figure 80). See Table 15: Entitlement Usage Fields (page 77) for more information.

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

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

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

**Contract Entitlement - SFSP**

Agency: Harriman City SD  
 IRN: 555555  
 County: County

**Contract Information**

Program Year: 2011 - 2012  
 Program: SFSP

Display Entitlement | Cancel

IRN	Agency	TLS	Status	CIL	Entitlement Distribution	Entitlement Used	Entitlement Remaining
555555	Harriman City SD	344,060	Approved	N	\$67,053.35	\$48,765.41	\$18,287.94

Figure 79. Contract Entitlement–SFSP page

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

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

Agencies > Contract > Entitlement > Usage > | Program Year: 2013 - 2014

**Entitlement Usage - SFSP**

Agency: Harriman City SD  
 IRN: 555555  
 County: County

Entitlement	Entitlement Used	Entitlement Remaining
\$875,312.25	\$832,836.82	\$42,475.43

Entitlement	Used	Description	Date
<b>Beginning</b>	\$875,312.25		
	\$844,007.04	Order 15336	08/26/2013
	\$786,717.30	Order 15337	08/26/2013
	\$686,717.30	ADJ21010	09/09/2013
	\$588,487.70	ADJ21111	09/10/2013
	\$539,372.90	ADJ21112	09/10/2013
	\$488,214.92	Order 17404	09/25/2013
	\$424,957.26	Order 18191	10/17/2013
	\$394,886.48	Order 18694	11/11/2013
	\$394,798.64	ADJ27076	11/19/2013
	\$355,708.84	Order 21916	12/19/2013
	\$295,806.66	Order 23449	01/27/2014
	\$197,577.06	ADJ32624	02/06/2014
	\$143,698.06	Order 24860	02/25/2014
	\$87,695.43	Order 25865	03/20/2014
	\$42,475.43	ADJ36849	04/15/2014
<b>Remaining</b>	\$42,475.43		

< Back

Figure 80. Entitlement Usage–SFSP page

2. Click the **< Back** button to return to the Contract Entitlement–SFSP page (Figure 80).

**Table 15: Entitlement Usage Fields**

<b>Field</b>	<b>Description</b>
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 during the program year.
Entitlement Remaining	The amount of entitlement remaining.
Entitlement–Beginning and Remaining	The amount of entitlement distributed to the sponsor by ODE minus any entitlement adjustments. The Entitlement column has a Beginning amount at the top and a Remaining total at the bottom. Each amount reflects the entitlement balance after each order or other entitlement usage listed under Used and Description.
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.

## Viewing the Entitlement Usage Adjustment – SFSP Page

1. Use the Entitlement Usage Adjustment–SFSP page (Figure 82) 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–SFSP page (Figure 81).

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

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

**Contract Entitlement - SFSP**

Agency: Harriman City SD  
 IRN: 55555  
 County: County

Entitlement	Entitlement Used	Entitlement Remaining
\$1,870.74	\$943.06	\$927.68

Entitlement	Used	Description	Date
Beginning			
\$1,870.74			
\$1,289.80	\$580.94	Order 1416	06/21/2012
\$1,240.16	\$49.64	ADD2115	06/21/2012
\$1,211.48	\$28.68	Order 2115	06/21/2012
\$1,067.41	\$144.07	Order 6143	06/21/2012
\$1,053.26	\$14.15	Order 8464	06/21/2012
\$927.68	\$125.58	Order 8466	06/21/2012
Remaining	\$927.68		

< Back    New Manual Adjustment

Figure 81. Entitlement Usage – SFSP page.

2. Click the **< Back** button to return to the Entitlement Usage–SFSP page.

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

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

**Entitlement Usage Adjustment SFSP** VIEW

Agency: Harriman City SD  
 IRN: 55555  
 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: 06/04/2012

Credits to Entitlement Used are entered as a negative number.

< Back

Figure 82. Entitlement Usage Adjustment – SFSP page

## 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 the USDA values of all commodities shipped to the sponsor.

Use the following steps to access the Statement of Commodities Shipped Report. See Table 16: Food Distribution Program Reports below for more information:

1. On the Food Distribution Program Reports page (Figure 83), click the [Statement of Commodities Shipped](#) link under the Report List column to display the corresponding report selection parameters. Table 17: Statement of Commodities Shipped Parameters Fields (page 80) describes the fields displayed on the Statement of Commodities Shipped Parameters page (Figure 84).

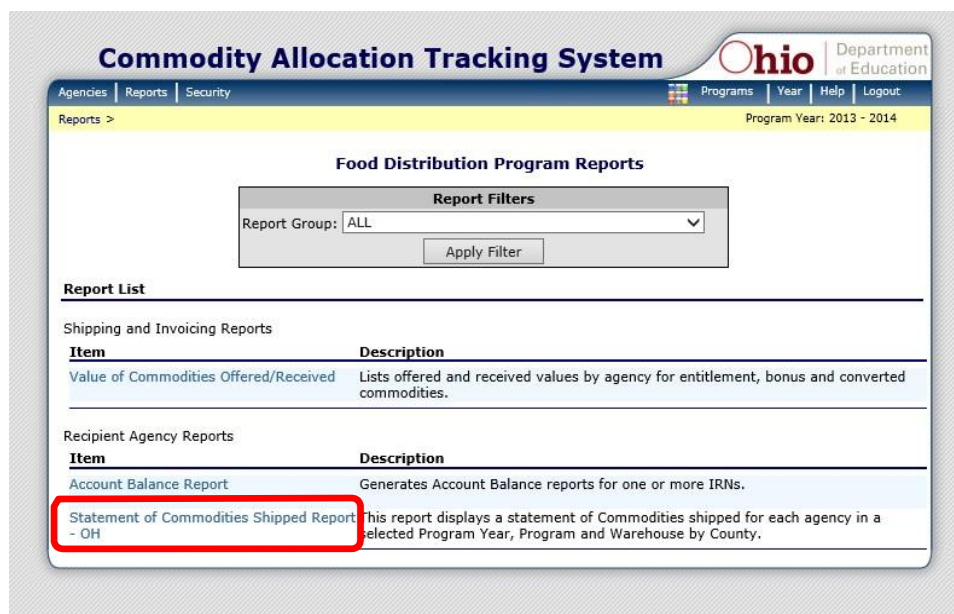


Figure 83. Food Distribution Program Reports page

Table 16: Food Distribution Program Reports

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.
<b>Column Headings</b>	
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.

Figure 84. Statement of Commodities Shipped Parameters page.

Table 17: Statement of Commodities Shipped Parameters Fields

Field	Description
Program Year	The program year for the report.
Program	The program to which the report belongs. Select <b>SFSP</b> .
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.



To complete the Statement of Commodities Shipped Parameters page (Figure 85):

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 86).

**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: SFSP  
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 85. Statement of Commodities Shipped Parameters page

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

Ohio Department Of Education  
 Food Distribution Program

**Statement of Commodities Shipped**  
 Warehouse: Warehouse 555-555-5555 Program Year: 2011 - 2012  
 07/01/2011 - 06/30/2012 Program: SFSP

County: County

Commodity	Units Shipped	USDA Value
<b>Entitlement Commodities</b>		
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
<b>Total Entitlement Commodities</b>	<b>117</b>	<b>\$3,692.28</b>
<b>Bonus Commodities</b>		
P843 Orange Blossom Muffin I/W	7	\$255.15
<b>Total Bonus Commodities</b>	<b>7</b>	<b>\$255.15</b>
<b>Totals for 555555 - Harriman City SD</b>	<b>124</b>	<b>\$3,947.43</b>

Done Internet | Protected Mode: Off 100%

Figure 86. 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 Food Distribution Reports page (Figure 83), click the **Account Balance Report** link to display the corresponding report selection parameters (Figure 87).
2. 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.
3. Use the Agency drop-down menu to select the name of your sponsor or enter your IRN in the IRN field.

The screenshot shows the 'Account Balance Report' parameters page in the CATS system. The page has a header with the system name and the Ohio Department of Education logo. Below the header is a navigation bar with 'Agencies', 'Reports', and 'Security' tabs. The main content area is titled 'Account Balance Report' and contains a form with the following fields: 'Program Year' (2011-2012), 'Program' (SFSP), 'Agency' (Harriman City SD-555555), and 'IRN'. A red circle highlights the 'Create Report' button, and a 'Cancel' button is also visible.

Figure 87. Account Balance Report parameters page.

4. Click **Create Report** (Figure 87). CATS displays the **Account Balance Report** in a pop-up window (Figure 88).

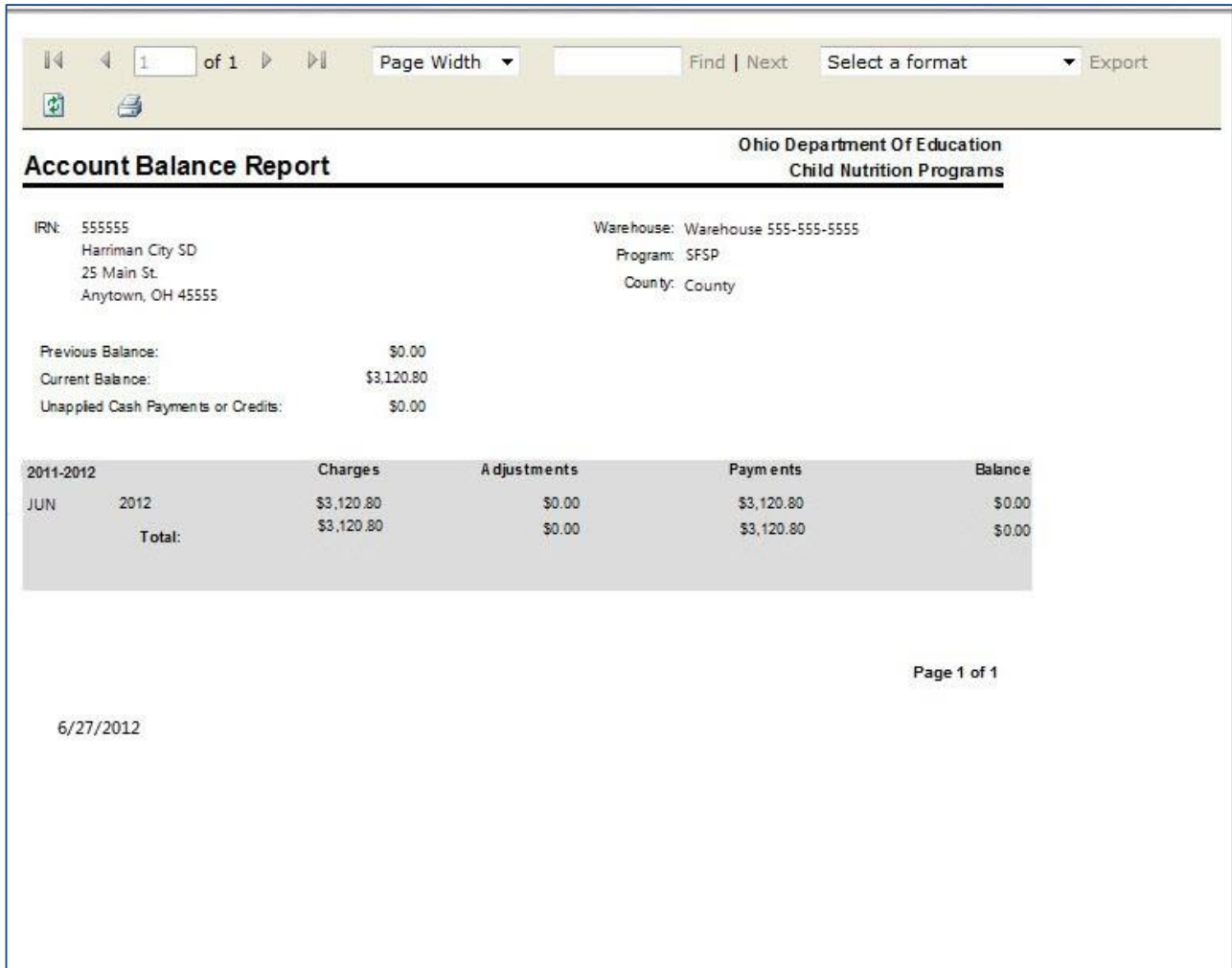


Figure 88. Account Balance Report

## Value of Commodities Offered/Received Report

The Value of Commodities Offered/Received Report lists a summary of the value of commodities offered and received year to date.

Use the following steps to access the Value of Commodities Offered/Received Report:

1. From the Food Distribution Reports page (Figure 83), click the **Value of Commodities Offered/Received Report** link to display the corresponding reports selection parameters (Figure 89).
2. 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.

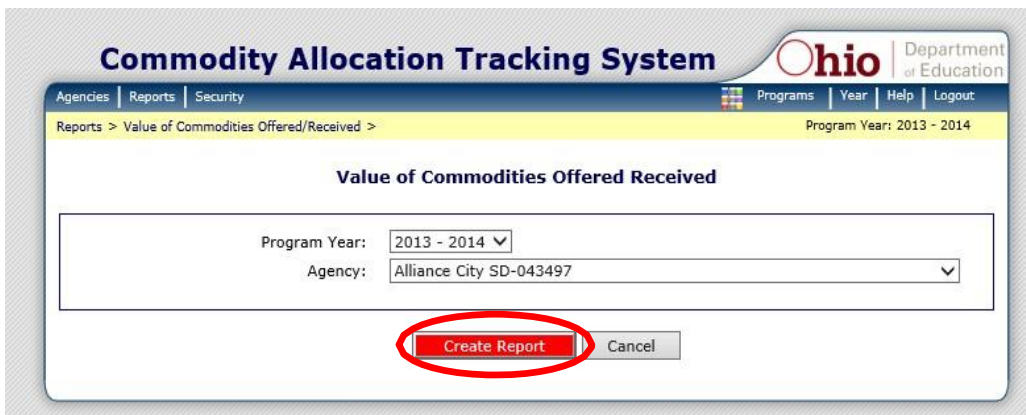


Figure 89. Value of Commodities Offered/Received Report parameters page

3. Click **Create Report** (Figure 89). CATS displays the Value of Commodities Offered/Received Report in a pop-up window (Figure 90).



IRN	Agency	Distributed Entitlement	DOD Entitlement	Offered Converted Value	Received Converted Value	Offered Entitlement Value	Received Entitlement Value	Offered Bonus Value	Received Bonus Value
043489	Akron City Schools	\$875,312.25	\$0.00	\$0.00	\$0.00	\$1,501,330.08	\$832,836.82	\$63,892.20	\$25,343.60

Figure 90. Value of Commodities Offered/Received Report

## CATS System Information and Recalls

CATS displays any messages about food recalls or system information on the Home page. The Home page is displayed immediately after you log in (Figure 91). Any recall items or messages on this page will provide specific and important information.

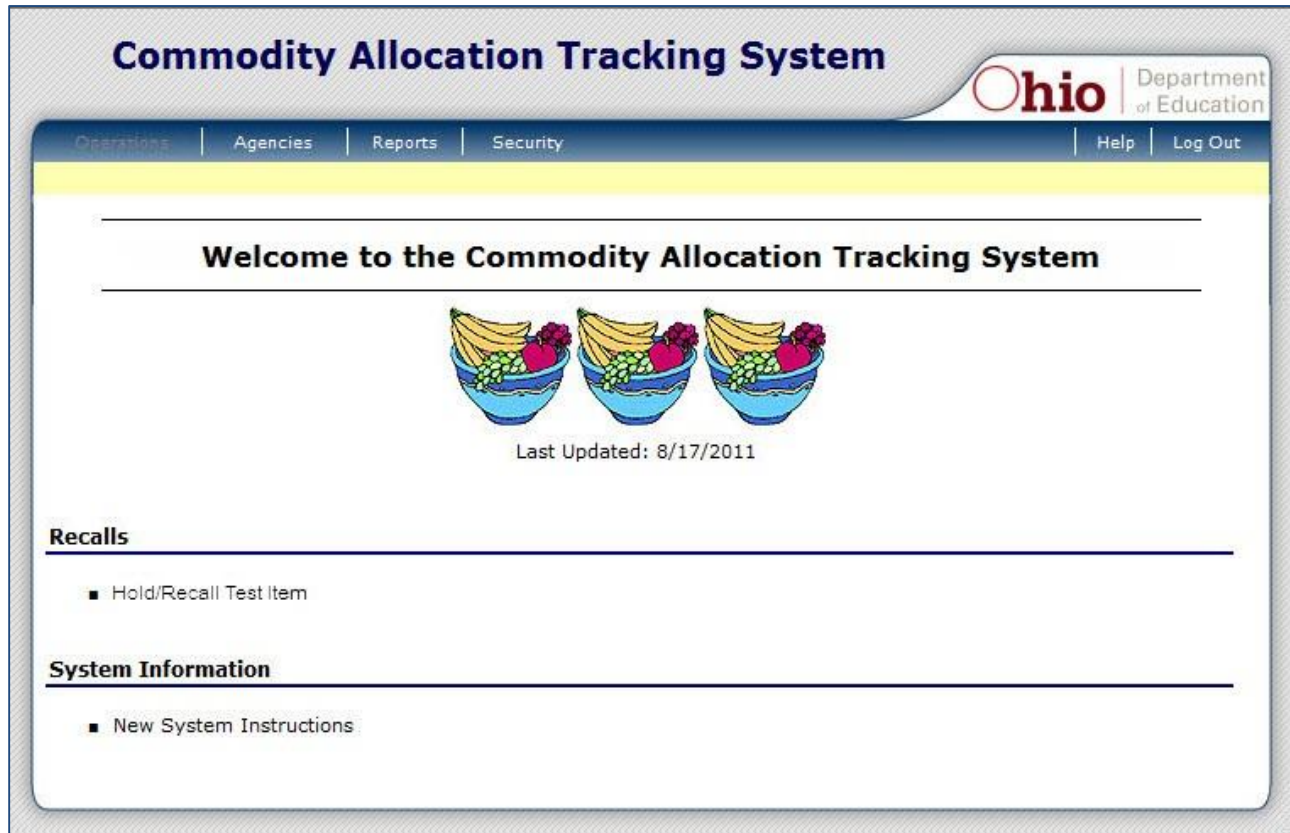


Figure 91. Commodity Allocation Tracking System Home page with messages



## Changing Your User Password

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

1. Click the **Security** link. CATS displays the Security Main Menu (Figure 92).

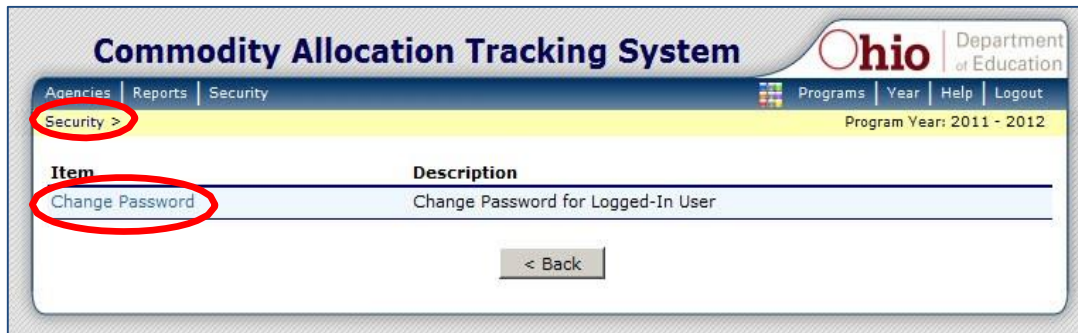


Figure 92. Security Main Menu page

2. Click the **Change Password** link. CATS displays the Password Change page (Figure 93). Table 18: Change Password Fields describes the fields displayed on the Password Change page.
3. Enter your new password in the New Password field (Figure 93). Make sure your new password has at least eight characters and contains at least one number.
4. Re-enter the same new password in the Confirm New Password field (Figure 93).
5. If you want to change the password again 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.

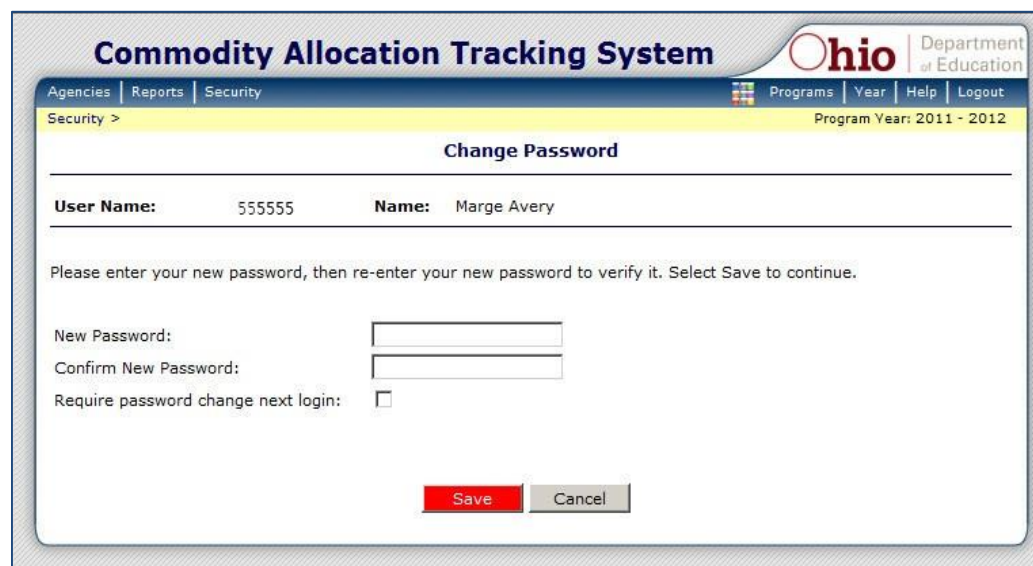
The screenshot shows the 'Change Password' page. At the top, there is a header for 'Commodity Allocation Tracking System' and the 'Ohio Department of Education' logo. Below the header is a navigation bar with links for 'Agencies', 'Reports', 'Security', 'Programs', 'Year', 'Help', and 'Logout'. The 'Security' link is highlighted with a red circle. Below the navigation bar is a table with two columns: 'User Name' and 'Name'. The table contains one row with the user name '555555' and the name 'Marge Avery'. Below the table is a text box with the instruction 'Please enter your new password, then re-enter your new password to verify it. Select Save to continue.' Below the text box are two input fields: 'New Password:' and 'Confirm New Password:'. Below the input fields is a checkbox labeled 'Require password change next login:'. At the bottom of the page are two buttons: 'Save' and 'Cancel'.

Figure 93. Change Password page

**Table 18: Change Password Fields**

<b>Field</b>	<b>Description</b>
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.

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