

HPNAP Monthly Reporting in Online Ordering Portal

- To report HPNAP Monthly numbers in the online ordering portal, log in by clicking ONLINE ORDERING in the Partner Portal of the Regional Food Bank website, <https://regionalfoodbank.net/agency-portal/>

AGENCY AND PARTNER PORTAL

WELCOME, REGIONAL FOOD BANK PARTNERS!

CHECK INVENTORY

ONLINE ORDERING

PLEASE NOTE: If you do not have a log-in, training is required. Please contact Member Services for upcoming training dates or take the stand-alone training at https://www.youtube.com/watch?v=rE-1_Axs_Zo.

- Once in the online ordering portal, click on the “Statistics” tab, as shown below.



Shop ▾ **Statistics** Order History Grants Other Agency Info My Documents Reports

- Here you will see a list of all of your past entries. You can click on any line to view the Statistics for that entry.
- To enter new Statistics, click the green “Add New Agency Statistics” at the right of the screen, as shown below.

Agency Statistics

AGENCY STATISTICS

** Statistics can be edited throughout the day of the original submission date **

Active Inactive

Export Data

Add New Agency Statistics

	Period Type	Collection Period	Effective Date	Comment	Submitted On	Group
View	Monthly	November 2024	11/30/2024	Submitted by Agency via Primarius Web Window at 12/0...	12/03/2024 11:20 AM	Original
View	Monthly	October 2024	10/31/2024	Submitted by Agency via Primarius Web Window at 11/0...	11/04/2024 02:17 PM	Original
View	Monthly	September 2024	9/30/2024	Submitted by Agency via Primarius Web Window at 09/3...	09/30/2024 08:45 AM	Original
View	Monthly	August 2024	8/31/2024	Submitted by Agency via Primarius Web Window at 09/3...	09/30/2024 08:26 AM	Original

- On the new page, enter the month you are reporting for by clicking in the “Month” column.

Agency Statistics / Add Statistics (Original)

ADD STATISTICS (ORIGINAL)

1
 Enter General Info

Save
Reset

Month ▲

🔍

December 2024

November 2024

October 2024

CLICK SAVE once you have selected the month you are reporting for!!

- Report the number of children, adults, elderly, and households served in the “Value” column, hitting Enter after each entry.
- Leave “Statistics Name” blank.
- Leave “Comments” blank unless you wish to use that for your own reference.
- Anything in these fields will not pull in any report.
- If you wish to enter a comment for your own use, use the “Comment” field directly to the right of the “Value” field. (The “Comment” field on top is a sorting feature).

Period: January 2024

Save

Statistic Name	Value	Comment
<input style="width: 100%; border: none;" type="text"/>	<input style="width: 100%; border: none;" type="text"/>	<input style="width: 100%; border: none;" type="text"/>
1. Children (ages 0-17)	52	
2. Adults (ages 18-59)	75	
3. Elderly (ages 60+)	43	
4. Households Served (Food Pantries Only)	82	Enter comment HERE

- o **1. Children (ages Infant-17):** Enter the number of children served for the reporting month.
- o **2. Adults (ages 18-59):** Enter the number of adults served for the reporting month.
- o **3. Elderly (ages 60+):** Enter the number of elderly served for the reporting month.

- o **4. Households Served (Food Pantries Only):** Enter the number of Households (families) served for the reporting month. (*Only Food Pantries should fill out this field.*)
 - o **5. IF REPORTING FOR AN EMERGENCY SHELTER:** Enter the number of MEALS served to each age per month.
 - o Nothing is required in the “Comment” field next to each statistic.
 - o Click “Save” to complete your monthly report.
 - o Please note: You will be able to edit your entries until midnight of the day you entered. After that, you will need to call the Regional Food Bank and speak to someone in member services to update your statistics.
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- **IMPORTANT NOTES:**
 - o The system will not allow you to submit statistics until the last day of the month.
 - For example, to report for July, you would not be able to submit statistics until July 31.
 - o Monthly statistics are still due by the 10th of the month following the month for which you are reporting. (For example, July’s reporting is due by August 10.)
 - o Late Reports
 - If a report is not received by the 10th of the month, the agency will be unable to place an order until online statistics are submitted via the online ordering system.
 - If no report is received by the 25th of the month, we will have to submit the required data to the New York State without the agency’s information.
 - At this point, the agency is placed on “hold”, the report will be marked “LATE”, and must be submitted via phone (518-786-3691), email (HPNAPGrant@regionalfoodbank.net), or fax (518-786-3004). The agency will be taken off “hold” once the data has been received and we are notified.

Updated 1/2/25