

## HPNAP Monthly Reporting with PWW

- To report HPNAP Monthly numbers in PWW, log in to PWW. You can access PWW by visiting one of our websites: [www.regionalfoodbank.net](http://www.regionalfoodbank.net) or [www.foodbankofhudsonvalley.org](http://www.foodbankofhudsonvalley.org). The links to order online are in the upper left hand corners. *PLEASE NOTE: If you do not have a log-in to PWW, training is required. Please contact Member Services for upcoming training dates.*
- Once in PWW, click on the “Statistics” tab.

Regional Food Bank OF NORTHEASTERN NEW YORK

Home Orders Grants **Statistics** My Docs

Home | Your Cart

Welcome to Primarius Web Windows (PWW) Online Ordering system for the Regional Food Bank of NENY and the Food Bank of the Hudson Valley!

TO VIEW CLOSURES, DELIVERIES, DELIVERY LOCATIONS AND OTHER IMPORTANT DATES, PLEASE VISIT THE [DELIVERY DATES AND LOCATIONS](#) PAGE OF OUR WEBSITE. THE LINK IS POSTED UNDER "NOTABLE LINKS" ON THE RIGHT SIDE OF YOUR SCREEN!

**Attention Food Pantries, Soup Kitchens and Emergency Shelters!**  
HPNAP, OSP and Seed Grant Applications are due in Latham on **August 10, 2018**. Applications can be found on our website: <https://regionalfoodbank.net/2018-2019-hpnap-osp-and-seed-grant-applications/>

Notable Links  
[Delivery Dates and Locations](#)  
[Regional Food Bank](#)  
[Food Bank of the Hudson Valley](#)

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- 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 “Enter Statistics” at the bottom of the screen.

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Home Orders Grants **Statistics** My Docs

Statistics

Page size: 20

Stat Date	Comment
06/30/2018	Submitted by Agency via Primarius Web Window at 7/3/2018 11:45 AM
05/31/2018	Submitted by Agency via Primarius Web Window at 6/1/2018 10:38 AM
04/30/2018	Submitted by Agency via Primarius Web Window at 5/3/2018 8:52 AM
03/31/2018	Submitted by Agency via Primarius Web Window at 4/5/2018 2:35 PM
02/28/2018	Submitted by Agency via Primarius Web Window at 3/6/2018 9:08 AM
01/31/2018	Submitted by Agency via Primarius Web Window at 2/6/2018 2:42 PM
12/31/2017	Submitted by Agency via Primarius Web Window at 1/4/2018 11:04 AM
11/01/2017	Submitted by Agency via Primarius Web Window at 12/6/2017 2:36 PM

< Prev 1 Next > | Page 1 of 1

Enter Statistics

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- Fill out the following fields (*screenshot on next page*):
  - **Effective Date:** Select the *month and year you are reporting for*.
  - **Comments:** Write out the name of the person submitting the statistics.
  - **1. Children (ages Infant-17):** Enter the number of children served for the month you are reporting
  - **2. Adults (ages 18-59):** Enter the number of adults served for the month you are reporting
  - **3. Elderly (ages 60+):** Enter the number of elderly served for the month you are reporting
  - **4. Households Served (Food Pantries Only):** Enter the number of Households served for the month you are reporting. *Only Food Pantries should fill out this field.*
  - **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 “Submit Statistics” to complete your monthly report.

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Home Orders Grants **Statistics** My Docs

Order Entry

Enter Statistics

Effective Date: Month:  Year:

Comments:

Category	Quantity	Comment
1. Children (ages Infant-17)	<input type="text"/>	<input type="text"/>
2. Adults (ages 18-64)	<input type="text"/>	<input type="text"/>
3. Elderly (ages 65+)	<input type="text"/>	<input type="text"/>
4. Households Served (Food Pantries Only)	<input type="text"/>	<input type="text"/>

Submit 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 10<sup>th</sup> of the month following the month for which you are reporting.
- o Once you have submitted statistics for a given month, you are unable to make edits. If an error is made, please contact Member Services to make any changes.
- o Late Reports
  - If a report is not received by the 10<sup>th</sup> of the month, the agency will be unable to place an order until online statistics are submitted via PWW.
  - If no report is received by the 25<sup>th</sup> 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](mailto:HPNAPGrant@regionalfoodbank.net)), or fax (518-786-3004). The agency will be taken off of “hold” once the data has been received and we are notified.