



**Regional
Food Bank**
OF NORTHEASTERN NEW YORK

**Food Bank *of the*
Hudson Valley**



MealConnect User Guide for Agencies

Receipts

MealConnect[™] **FEEDING**[®]
AMERICA



Adding a Receipt

Choose either + New Receipt or Create New Receipt.

+ New Receipt

Dashboard

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Messages 0

DASHBOARD

Guided Tour

Create New Receipt

View Receipts

Pending Receipts 0

Send New Message

View Messages 0

Current Action Items

Secondary Contact

You currently do not have a secondary contact for your organization.

Add a secondary contact to increase your profile completion percentage.

Add Contact

Food Safety Fact

Keeping foods out of the temperature danger zone, the temperature range between 41F - 135F, will prevent temperature abuse.

Dismiss

Food Safety Fact

When transporting foods, it is important not to cross-contaminate foods with other products so try to not store any foods over other foods. If that is not possible due to limited room, always place frozen items over refrigerated items to prevent any drips and spills.

Dismiss

Food Safety Fact

When transporting perishable foods from your donors, and when distributing to your Clients, the food needs to be kept at 41F or below.

Dismiss

Pounds Picked Up Daily (All Donors)

filter by date



Receipt Advisor

We have not detected any overdue receipts at this time.

+ New Receipt

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RECORD NEW RECEIPT

Guided Tour

Pickup Date
Use the calendar to choose the pick-up date, or you can type it in manually.

Add New Receipt

01/19/2023

JANUARY 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Storage

Storage



Description

Description

Pounds

Pounds

Add Cancel

Add Receipt and Review

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RECORD NEW RECEIPTS

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Add New Receipt

01/11/2023

Donor

Scheduled Pickup Not Attempted

No Pounds

Adding Line Items
 To begin adding new line items to this receipt, fill in the Category, Storage, Description, and Pounds for your first item. The storage option will default automatically, and the description is optional.

Category: Storage: Description: Pounds:

Add Receipt and Review

Category: select the type of food-produce, meat, deli, etc.

Storage: this selection defaults automatically- if the item is deli, it will default to refrigerator, etc.

Pounds: Type in the weight of the donation you picked up.

The drop down box will only show the donors you pick up at.

RECORD NEW RECEIPTS

Guided Tour

Select a Donor
Select the donor that donated this product from the dropdown list.

Add New Receipt

01/19/2023

Hannaford Supermarkets (8391)

Hannaford Supermarkets (8391)
95 Weibel Ave Saratoga Springs, NY 12866-5328

Category	Storage	Description	Pounds	
Category	Storage	Description	Pounds	Add Cancel

Add Receipt and Review

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Add New Receipt

01/19/2023

Hannaford Supermarkets (8391)

Scheduled Pickup Not Attempted

No Pounds

Category	Storage	Description	Pounds
Produce	Refrigeration	Apples, bananas, oranges	150

Add Receipt and Review

Line Action Items

Here, you can click the action buttons for each line item to **Add** an item to the receipt or to **Cancel** an item and remove it from the receipt. After adding an item to the receipt, you will have the option to **Edit** or **Delete** it.

Add Cancel

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+ New Receipt

1

Add New Receipt

Scheduled Pickup Not Attempted

No Pounds

Category	Storage Requirement	Product Description	Pounds	
Dairy	Refrigeration	None	25	<div data-bbox="2318 685 2509 756" data-label="Text"><p>Delete Edit</p></div>
<div data-bbox="2229 806 2497 878" data-label="Text"><p>Add Another Line Item</p></div>				

After you add the receipt, you have the option to **Edit** or **Delete** it.

2

To add another category, click **Add Another Line Item**. This allows you to add another category of food.

Add Receipt and Review

3

When all categories are entered, click **Add Receipt and Review**.

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Add New Receipt

01/19/2023

Hannaford Supermarkets (8391)

Scheduled Pickup Not Attempted

No Pounds

Category	Storage Requirement	Product Description	Pounds	
 Produce	Refrigeration	Apples, bananas, oranges	150	Delete Edit

[Add Another Line Item](#)

Add Receipt and Review

Save the Receipt
 When you have added all line items, click **Add Receipt and Review** to save.

After you add your receipts, they can be found on the **Pending Receipts** page until they've been submitted.

+ New Receipt

Dashboard

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Please ensure you submit your receipt(s) after review.

RECEIPTS READY FOR SUBMISSION

Pickup Date	Donor	Number of Items	Total Pounds	Status	
01/19/2023	Hannaford Supermarkets (8391)	1	150	New	Delete Edit

Add New Receipt

Submit Receipts

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Please ensure you submit your receipt(s) after review.

RECEIPTS READY FOR SUBMISSION

Pickup Date	Donor	Number of Items	Total Pounds	Status	
01/19/2023	Hannaford Supermarkets (8391)	1	150	New	Delete Edit

Add New Receipt

Submit Receipts

You can submit each receipt individually or, if creating multiple receipts, when they're all in pending and submit all at once. By clicking **Submit Receipts** your receipt is transmitted to the Food Bank and Feeding America. You will have a two day grace period in which you can make edits. After that, you will have to contact one of the MealConnect Team.

When you have submitted the receipts, the top of the screen should say “Receipts Submitted Successfully”. You will have a two day grace period to change information on the receipt, i.e. a weight or the date. After that you’ll have to contact the MealConnect Team to make any changes.

MealConnect FEEDING AMERICA

Regional Food Bank
OF NORTHEASTERN NEW YORK

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Receipts Submitted Successfully

Your receipts have been received. Your food bank has set the edit day period to 0, you will not be able to make any changes to this receipt.

[Submit More Receipts](#)

If there weren't any pounds to report because no scheduled pick-up was made or there were no donations use the options below to report.

Alternate Options
If you cannot make a pick-up, use **Scheduled Pickup Was Not Attempted**. If there were no donations available at the donor, us **No Pounds**.

These options contain **required fields** and you cannot submit the receipt without choosing one.

Add New Receipt

01/11/2023

Donor [dropdown] [warning icon]

Scheduled Pickup Not Attempted No Pounds

Category	Storage	Description	Pounds
Category [dropdown]	Storage [dropdown]	Description [input]	Pounds [input]

[Add](#) [Cancel](#)

[Add Receipt and Review](#)

If you click the **No Pounds** option, it will ask you to type in a reason. When you're done, click **Save Receipt**.

MealConnect FEEDING AMERICA

Regional Food Bank
OF NORTHEASTERN NEW YORK

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RECORD NEW RECEIPTS

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Edit Receipt Print

01/31/2023

Hannaford Supermarkets (8391)

No Pounds ⚠

Save Receipt **Cancel**

Saved data ×

Store had no donations to give



[View Previous Receipts](#)

Click to see all previous receipts.

+ New Receipt



search



DASHBOARD

Guided Tour



Create New Receipt



View Receipts



Pending Receipts



Send New Message



View Messages

Current Action Items

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Pounds Picked Up Daily (All Donors)

filter by date



Receipt Advisor

These locations may trigger an exception to your food bank if new receipts are not entered soon.

Hannaford Supermarkets (#8391)

Last receipt created 11 days ago.

Enter Receipt

Ignore

Dashboard

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You can view all of your stores or filter by individual donor. You can also put in a date parameter.

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Regional Food Bank
OF NORTHEASTERN NEW YORK

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PREVIOUS RECEIPTS

filter by donor or agency Pickup Date ▾ 12/01/2022 - 01/30/2023 Export

PICKUP DATE	SUBMISSION DATE	TRANSACTION ID	AGENCY	DONOR	ITEM COUNT	TOTAL POUNDS	STATUS	ACTION
January 19, 2023	January 19, 2023	00426981801	RPA Wilton Food Pantry (RPA	Hannaford Supermarkets (83	1	150	🔒 Locked	View
January 19, 2023	January 19, 2023	00426981800	RPA Wilton Food Pantry (RPA	Hannaford Supermarkets (83	1	264	🔒 Locked	View

[Refresh](#) 2 of 2 items

To view details click the **view** button on the right or **export** the file to Excel or CSV.

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PREVIOUS RECEIPTS

filter by donor or agency Pickup Date 12/01/2022 - 01/30/2023

Export

PICKUP DATE	SUBMISSION DATE	TRANSACTION ID	AGENCY	DONOR	ITEM COUNT	TOTAL POUNDS	STATUS	ACTION
January 19, 2023	January 19, 2023	00426981801	RPA Wilton Food Pantry (RPA	Hannaford Supermarkets (83	1	150	Locked	View
January 19, 2023	January 19, 2023	00426981800	RPA Wilton Food Pantry (RPA	Hannaford Supermarkets (83	1	264	Locked	View

This view shows all the details of your receipt.

+ New Receipt

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< VIEW RECEIPT

00426981801 

Date
Jan 19, 2023

Created
1/19/2023 11:54 AM

Modified
1/19/2023 11:54 AM
by

Status
Tentatively Successful

Agency
RPA Wilton Food Pantry (RPA1703)
155 Ballard Road
Wilton, NY 12831

Food Bank
Regional Food Bank Northeastern New York (42)

Donor
Hannaford Supermarkets (11953)
95 Weibel Ave
Saratoga Springs, NY 12866-5328

ID	Category	Storage Requirement	Product Description	Pounds
FRESH16098013	Produce	Refrigeration	Apples, bananas, oranges	150

For a quick refresher take a Guided Tour.

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Add New Receipt

01/11/2023

Donor ⚠

Scheduled Pickup Not Attempted No Pounds

Category	Storage	Description	Pounds	
Category	Storage	Description	Pounds	Add Cancel

Add Receipt and Review