



**Regional
Food Bank**
OF NORTHEASTERN NEW YORK

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



MealConnect User Guide for Agencies

Reports

MealConnect[™] **FEEDING**[®]
AMERICA

Click on **Donor** to view the different donor report options.

+ New Receipt

- Dashboard
- Previous Receipts
- Reports**
- Settings
- Help & Resources
- Messages

REPORTS

Select a Report

Donor >

New Report

Select a report to get started

Select the type of report you'd like to run.

+ New Receipt

- Dashboard
- Previous Receipts
- Reports**
- Settings
- Help & Resources
- Messages 0



search



REPORTS

Select a Report

Donor ▼

Summary

Detail

New

Assignments

New Report

Select a report to get started

The **Summary** report will show you general information about reports that have been submitted within a specific time frame.

+ New Receipt

- Dashboard
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search



REPORTS

Select a Report

Donor

Summary

Detail

New

Assignments

Donor Summary Report

Date Range Filter

12/26/2022 - 01/24/2023

Run report

Export to file

Run report to view results

1 Select the date range for the report you are looking for.

2 Once you select a date range, Click "Run report".

When you scroll over, you will see more information including total pick-ups that there weren't donations and pounds by category. Disregard the Real-Time pounds. It's module of MealConnect that you won't be using.

+ New Receipt

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REPORTS

- Select a Report
- Donor
 - Summary
 - Detail
 - New
 - Assignments

Donor Summary Report

Date Range Filter: 12/26/2022 - 01/24/2023 [Run report] [Export to file]

SUCCESSFUL PICKUPS	TOTAL SCHEDULED PICKUPS NOT ATTEMPTED	TOTAL NO POUND PICKUPS	POUNDS BY CATEGORY	REAL-TIME POUNDS BY CATEGORY
	0	0	414 pounds of Produce	N/A

[Refresh] 1 items

The **Detail** report shows all the information from the submitted receipts. This report is contains more specific than the summary report. You can search for specific donor locations, a specific date range, and/or the pickup/submission date.



REPORTS

- Select a Report
- Donor
- Summary
- Detail** (highlighted with a black box and a green checkmark)
- New
- Assignments

Donor Detail Report

Donor Location Selection: Filter by Location (dropdown menu)

Date Range Filter: 12/26/2022 - 01/24/2023

Date Filter Type: Pickup (selected), Submission

Run report (orange button) | Export to file (blue button)

Run report to view results

When you have chosen the filter options, click the **Run report** button. This will show you the reports within your filter selections. *Note*- If you want to see all reports, just choose the **Run report** button without selecting filters.

This will show you specific transaction information: line item ID, date of transaction/pickup, transaction ID, donor ID, store ID, store number, your agency number and our Food Bank ID.

- Dashboard
- Previous Receipts
- Reports**
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Select a Report

- Donor ▼
- Summary
- Detail ✓
- New
- Assignments

Donor Detail Report

Donor Location Selection: ▼

Date Range Filter:

Date Filter Type: ▼

[Run report](#) [Export to file](#)

LINE ITEM ID	DATE	TRANSACTION ID	DONOR ID	STORE ID	STORE NUMBER	AGENCY NUMBER	FOOD BANK ID
FRESH16098012	January 19, 2023	00426981800	11953	8391	8391	RPA1703	42
FRESH16098013	January 19, 2023	00426981801	11953	8391	8391	RPA1703	42

[Refresh](#) 2 items ↕

Status code, category code, storage requirement code, description, pounds and the Food Bank name.

+ New Receipt

- Dashboard
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- Reports**
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REPORTS

Select a Report

Donor ▼

Summary

Detail ✓

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Assignments

Donor Detail Report

Donor Location Selection: Filter by Location ▼

Date Range Filter: 12/26/2022 - 01/24/2023

Date Filter Type: Select a date filter type ▼

[Run report](#) [Export to file](#)

STATUS CODE	CATEGORY CODE	STORAGE REQUIREMENT CODE	DESCRIPTION	POUNDS	FOOD BANK NAME	AC
ASSUMEOK	FRESH	REFRIG	Apples, Oranges, Bananas	264	Regional Food Bank Northeastern New York	RF
ASSUMEOK	FRESH	REFRIG	Apples, bananas, oranges	150	Regional Food Bank Northeastern New York	RF

[Refresh](#) 2 items

Agency name, donor name, donor address, and date of submission.

+ New Receipt

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REPORTS

Select a Report

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Donor Detail Report

Donor Location Selection

Filter by Location

Date Range Filter

12/26/2022 - 01/24/2023

Date Filter Type

Select a date filter type

Run report

Export to file

POUNDS	FOOD BANK NAME	AGENCY NAME	DONOR NAME	DONOR ADDRESS	DATE OF SUBMISSION
264	Regional Food Bank Northeastern New York	RPA Wilton Food Pantry	Hannaford Supermarkets	95 Weibel Ave Saratoga Springs, NY 12866-5328	January 19, 2023
150	Regional Food Bank Northeastern New York	RPA Wilton Food Pantry	Hannaford Supermarkets	95 Weibel Ave Saratoga Springs, NY 12866-5328	January 19, 2023

Refresh

2 items

The **New** report keeps track of new donors, new donor locations and how they are performing within a certain date range.

The screenshot displays the MealConnect web application interface. At the top left, the MealConnect logo is accompanied by the text 'FEEDING AMERICA'. Below this is the logo for the 'Regional Food Bank OF NORTHEASTERN NEW YORK'. A green button labeled '+ New Receipt' is positioned below the logos. On the left side, a vertical navigation menu includes links for 'Dashboard', 'Previous Receipts', 'Reports' (highlighted in orange), 'Settings', 'Help & Resources', and 'Messages'. The main content area is titled 'REPORTS' and features a 'Select a Report' dropdown menu with options for 'Donor', 'Summary', 'Detail', 'New' (highlighted with a black border and a green checkmark), and 'Assignments'. To the right, the 'New Donor Report' configuration panel includes a 'Date Range Filter' with a calendar icon and the date range '12/27/2022 - 01/25/2023'. Below the date range are two buttons: 'Run report' (orange) and 'Export to file' (blue). A large light gray box contains the text 'Run report to view results'. At the top right of the interface, there is a search bar with the placeholder text 'search' and three utility icons: a notification bell, a help question mark, and a user profile icon.

In this report, you can see the total receipts from each transaction at each store location. You can also see the total pounds by category that the store is donating.

REPORTS

- Select a Report
- Donor** ▾
- Summary
- Detail
- New
- Assignments

New Donor Report

Date Range Filter: 12/28/2022 - 01/26/2023 Run report Export to file

NOR NAME	DONOR ADDRESS	DAYS OF PICKUP	TOTAL RECEIPTS	POUNDS BY CATEGORY	REAL-TIME POUNDS BY CATEGORY
anaford Supermarkets	95 Weibel Ave Saratoga Springs, NY 12866-5328	Mo,Tu,We,Th,Fr,Sa,Su	2	414 pounds of Produce	N/A

Refresh 1 items

The **Assignments** displays your scheduled pick-up days at each donor.

The screenshot shows the MealConnect interface for generating a Donor Assignments Report. On the left is a navigation sidebar with options: Dashboard, Previous Receipts, Reports (highlighted), Settings, Help & Resources, and Messages. The main content area is titled 'REPORTS' and contains a 'Select a Report' dropdown menu with 'Donor' selected. Below this are options for 'Summary', 'Detail', and 'New'. The 'Assignments' option is highlighted with a black box and a green checkmark. To the right, the 'Donor Assignments Report' section features a 'Date Range Filter' input field containing '12/28/2022 - 01/26/2023'. Below the filter is a 'Run report to view results' button. In the top right corner of the report area are 'Run report' and 'Export to file' buttons. Two orange callout boxes provide instructions: Callout 1 points to the 'Assignments' option in the report selection menu, and Callout 2 points to the 'Run report' button.

① Select the date range for the report you are looking for. *Note*- If you want to see all reports, just choose the **Run report** button without selecting filters.

② Once you select a date range, Click “Run report”.

The **Assignments** report also show the scheduled pickup days, the last pickup day and the total pounds receipted.

The screenshot displays the MealConnect interface. At the top left, the MealConnect logo and the Regional Food Bank of Northeastern New York logo are visible. A navigation sidebar on the left includes options for Dashboard, Previous Receipts, Reports (highlighted), Settings, Help & Resources, and Messages. The main content area is titled 'REPORTS' and features a 'Donor Assignments Report' section. A date range filter is set to '12/28/2022 - 01/26/2023'. A table with one row of data is shown, with columns for Agency Address, Donor Name, Donor Address, Scheduled Days, Last Pickup Date, and Total Pounds Receipted. A 'Refresh' button and a '1 items' indicator are at the bottom of the table.

MealConnect FEEDING AMERICA

Regional Food Bank OF NORTHEASTERN NEW YORK

+ New Receipt

Dashboard

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REPORTS

Select a Report

Donor

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Donor Assignments Report

Date Range Filter

12/28/2022 - 01/26/2023

Run report

Export to file

AGENCY ADDRESS	DONOR NAME	DONOR ADDRESS	SCHEDULED DAYS	LAST PICKUP DATE	TOTAL POUNDS RECEIPTED
155 Ballard Road Wilton, NY 12831	Hannaford Supermarkets	95 Weibel Ave Saratoga Springs, NY 12866-5328	Tu,We,Sa	January 19, 2023	414

Refresh

1 items

All of the reports can also be exported to an Excel or CSV file.

+ New Receipt

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REPORTS

Select a Report

Donor

Summary

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New

Assignments

Donor Assignments Report

Date Range Filter

12/28/2022 - 01/26/2023

[Run report](#) [Export to file](#)

AGENCY ADDRESS	DONOR NAME	DONOR ADDRESS	SCHEDULED DAYS	LAST PICKUP DATE	TOTAL POUNDS RECEIPTED
155 Ballard Road Wilton, NY 12831	Hannaford Supermarkets	95 Weibel Ave Saratoga Springs, NY 12866-5328	Tu,We,Sa	January 19, 2023	414

[Refresh](#) 1 items