Accessing FFVP Reports in SNO

- In SNO, go to School Nutrition > Invoices > Reports
For the **Detailed Monthly Expenditure Report**, select the following:

- Report Category = School Nutrition Reports
- Report Name = Detailed Monthly Expenditure Report
- Fiscal Year = Current School Year
- System ID = Your School District’s System ID
- School ID = All
- Claim Month = Month Being Claimed

Then click **View Report**. Before submitting an FFVP operating or administrative claim, use this report to review data entered in SNO.
The **Detailed Monthly Expenditure Report** provides an overview of an SFA’s FFVP claim (operating and/or admin) for each participating school (red arrows)

**Operating Labor** (blue arrow)
- Labor costs for each staff member will be itemized in this section.
- This is for labor to prepare and serve the FFVP.

**Fresh Fruit & Vegetable** (green arrows)
- Invoices from vendors will be itemized in this section.

**Small Supplies** (purple arrow)
- Invoices from vendors will be itemized in this section.
- Small Supplies include items such as napkins, hand sanitizers, trash can liners, and non-regular dressing (fat-free, low/reduced fat, etc.)

If there is an administrative claim, these charges will appear in the **Administrative Costs** section (orange arrow) for Administrative Labor, Large Equipment (requires pre-authorization), or Other.
For the **Monthly Expenditure Report**, select the following:

- Report Category = School Nutrition Reports
- Report Name = Monthly Expenditure Report
- Fiscal Year = Current School Year
- System ID = Your School District’s System ID
- School ID = All
- Claim Month = Month Being Claimed

Then click **View Report**. **If you are claiming FFVP Operating Labor, use this report to double-check that total operating labor does not exceed 20% of total operating costs.**
### Monthly Expenditure Report

**Claim Month:** April  
**System Name:** [Redacted]  
**School Name:** [Redacted]

**Reimbursement Information**
- Number of Operating Days in the Report Month: 16
- Grant Period: Oct 01, 2021 to Jun 30, 2022

**Operating Costs** (Please itemize expenses for operating costs on the following pages):

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Fruits and Vegetables</td>
<td>$2,290.00</td>
</tr>
<tr>
<td>Labor</td>
<td>$808.70</td>
</tr>
<tr>
<td>Small Supplies</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Operating Costs</strong></td>
<td>$2,598.70</td>
</tr>
</tbody>
</table>

**Administrative Costs**
(Kitchen equipment and labor such as: planning, ordering, reporting, tracking, inventory, etc. Total limited to 10% of grant. All equipment must be approved by GaDOE prior to purchase.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$0</td>
</tr>
<tr>
<td>Large Equipment</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Administrative Costs</strong></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total Reimbursement:** $2,598.70

You can use administrative funds for operating expenditures but cannot use operating funds for administrative costs.

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This institution is an equal opportunity provider.