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 = School Food Authority’s (SFA) 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 = School Food Authority’s (SFA) System ID
- School ID = All
- Claim Month = Month Being Claimed

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

<table>
<thead>
<tr>
<th>Claim Month:</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Name:</td>
<td>County</td>
</tr>
<tr>
<td>Date:</td>
<td>2022</td>
</tr>
</tbody>
</table>

### Reimbursement Information
- Number of Operating Days in the Report Month: 10
- Grant Period: Oct 01, 2021 to Jun 30, 2022

### Operating Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Fruits and Vegetables</td>
<td>$2,260.00</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>$408.70</td>
<td>11.88%</td>
</tr>
<tr>
<td>Small Supplies</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Costs</strong></td>
<td>$2,568.70</td>
<td></td>
</tr>
</tbody>
</table>

### Administrative Costs

<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:** $2,568.70

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

- **Current Total Amount for FFVP Operating Labor (Cannot Exceed Maximum Allowable Amount):** $408.70
- **Current Percentage for FFVP Operating Labor (Cannot Exceed 20%):** 11.88%
- **Maximum Allowable Amount for FFVP Operating Labor:** $572.50