

# Accessing FFVP Reports in SNO

The screenshot displays the MyGaDOE website interface. At the top, there is a search bar for districts and a navigation menu with letters A through Z. The main header includes the Georgia Department of Education logo and the text "Welcome to MyGaDOE". Below the header, there are several sections: "Site Navigation" with links like Home and Logout; "School Nutrition" with links like Free and Reduced Lunch and View Documents; "Message Center"; "Account Information"; and "Help - Dticket". A "Surveys" section shows a table with columns for "New (0)", "Saved (0)", "Submitted (10)", and "Approved (10)". A "My Favorites" section is also visible. A red arrow points from the "School Nutrition" menu to the "Invoices" sub-menu. Another red arrow points from the "Invoices" sub-menu to the "Reports" sub-menu. A third red arrow points from the "Reports" sub-menu to the "SN Invoice Online Help" link. The footer contains a copyright notice: "Copyright © 2005-2009 Georgia Department of Education".

- In SNO, go to School Nutrition > Invoices > Reports

# Detailed Monthly Expenditure Report

Georgia Department of Education

You have (0) new messages.

Site Navigation

- Home
- Logout

School Nutrition

- School Nutrition

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- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

School Nutrition Invoice Reports

Report Category: School Nutrition Reports

Report Name: Detailed Monthly Expenditure Report

Fiscal Year: 2020

System ID: [redacted]

School ID: ALL

Claim Month: March

View Report

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 (will default to your district's System ID)
- School ID = All
- Claim Month

Then click **View Report**. Before submitting an FFVP operating or administrative claim, use this report to review data entered in SNO.

# Detailed Monthly Expenditure Report (cont.)



School Nutrition Invoice System  
 USDA Fresh Fruit and Vegetable Program  
 Georgia Participating School  
 July 1, 2016 - June 30, 2017  
 Detailed Monthly Expenditure Report

Fiscal Year: 2017

School Name: [REDACTED]

Claim Month: April

System: [REDACTED]

LABOR(labor directly related to the preparation or serving of fresh fruits and vegetables, include employee name and position of staff member. Retain documentation of assigned tasks, time required to conduct tasks, and respective Time Sheet benefits may be included in labor reimbursement.)	COSTS
Operating Labor	Operating labor Costs
	\$34.44
Total Operating Labor Costs	\$34.44
Fresh Fruit and Vegetable	Fresh Fruit and Vegetable Operating Cost
Lanier Produce#141734	\$1,237.50
Lanier Produce#141761	\$1,216.25
Total Fresh Fruit and Vegetable Costs	\$2,453.75
Sub-Total Labor and Fresh Fruit & Vegetable Costs	\$2,488.19
SMALL SUPPLIES/OTHER: (Small includes plates, bowls, napkins, and utensils; "Other" includes nonfat or low fat dip used when serving vegetables. Note: No condiments for fruits are reimbursable. Reminder: All pre-approved kitchen equipment purchases should be keyed as Administrative Costs.)	
Small Supplies	Small Supplies Cost
Total Small Supplies/Other Costs	\$0.00
Grand Total for Operating Costs	\$2,488.19
ADMINISTRATIVE COSTS: (These costs include pre-approved kitchen equipment purchases and labor pertaining to planning, ordering, billing, and filing monthly claim electronically for reimbursement. Administrative costs are limited to 30% of the total grant.)	
Large Equipment	Large Equipment Costs
Total Large Equipment Costs	\$0.00
Administrative Labor	Administrative Labor Costs
	\$36.81
Total Administrative Labor Costs	\$36.81
Other	Other Costs
Total Other Cost	\$0.00
Grand Total for Administrative Costs	\$36.81

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 Richard Woods, Georgia's School Superintendent  
 Jul 26, 2017 - 10:21 AM

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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 used 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 Labor** section (orange arrow) for Administrative Labor, Large Equipment (requires pre-authorization), and/or Other.

# Monthly Expenditure Report

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You have (0) new messages.

Site Navigation

- Home
- Logout

School Nutrition

- School Nutrition

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- Account Information
- Add to Favorites
- Help - Dticket

Hide Navigation

School Nutrition Invoice Reports

Report Category: School Nutrition Reports

Report Name: Monthly Expenditure Report

Fiscal Year	2020
System ID	[REDACTED]
School ID	ALL
Claim Month	March
Version	New

View Report

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 (will default to your district's System ID)
- School ID = All
- Claim Month

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 (cont.)



School Nutrition Invoice System  
 USDA Fresh Fruit and Vegetable Program  
 Georgia Participating School  
 July 1, 2019 - June 30, 2020  
 Monthly Expenditure Report

Claim Month: October

System Name: [REDACTED] County

Date: 2020

School Name: [REDACTED] Primary

**REIMBURSEMENT INFORMATION**

Number of Operating Days in the Report Month: 12

**CLAIM INFORMATION**

New Grant Period: Oct 01, 2019 to Jun 30, 2020

**OPERATING COSTS** (Please itemize expenses for operating costs on the following pages):

Fresh Fruits and Vegetables	\$4,869.90
Labor	\$283.20
Small Supplies	\$0
<b>TOTAL OPERATING COSTS</b>	<b>\$5,153.10</b>

**Current Total Amount for FFVP Operating Labor (Cannot Exceed Maximum Allowable Amount)**

5.50% \$1,217.48

**Current Percentage for FFVP Operating Labor (Cannot Exceed 20%)**

**Maximum Allowable Amount for FFVP Operating Labor**

**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.)

Labor	\$0
Large Equipment	\$0
Other	\$0
<b>TOTAL ADMINISTRATIVE COSTS</b>	<b>\$0.00</b>

**TOTAL REIMBURSEMENT:** \$5,153.10

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

Georgia Department of Education  
 Richard Woods, Georgia's School Superintendent  
 May 08, 2020 - 21:21 PM

