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 (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.
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.
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.
<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Fruits and Vegetables</td>
<td>$4,869.90</td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>$283.20</td>
<td>5.50%</td>
</tr>
<tr>
<td>Small Supplies</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Costs</strong></td>
<td><strong>$5,153.10</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Administrative Costs</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Administrative Costs</strong></td>
<td><strong>$0.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Reimbursement</strong></td>
<td><strong>$5,153.10</strong></td>
<td></td>
</tr>
</tbody>
</table>

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