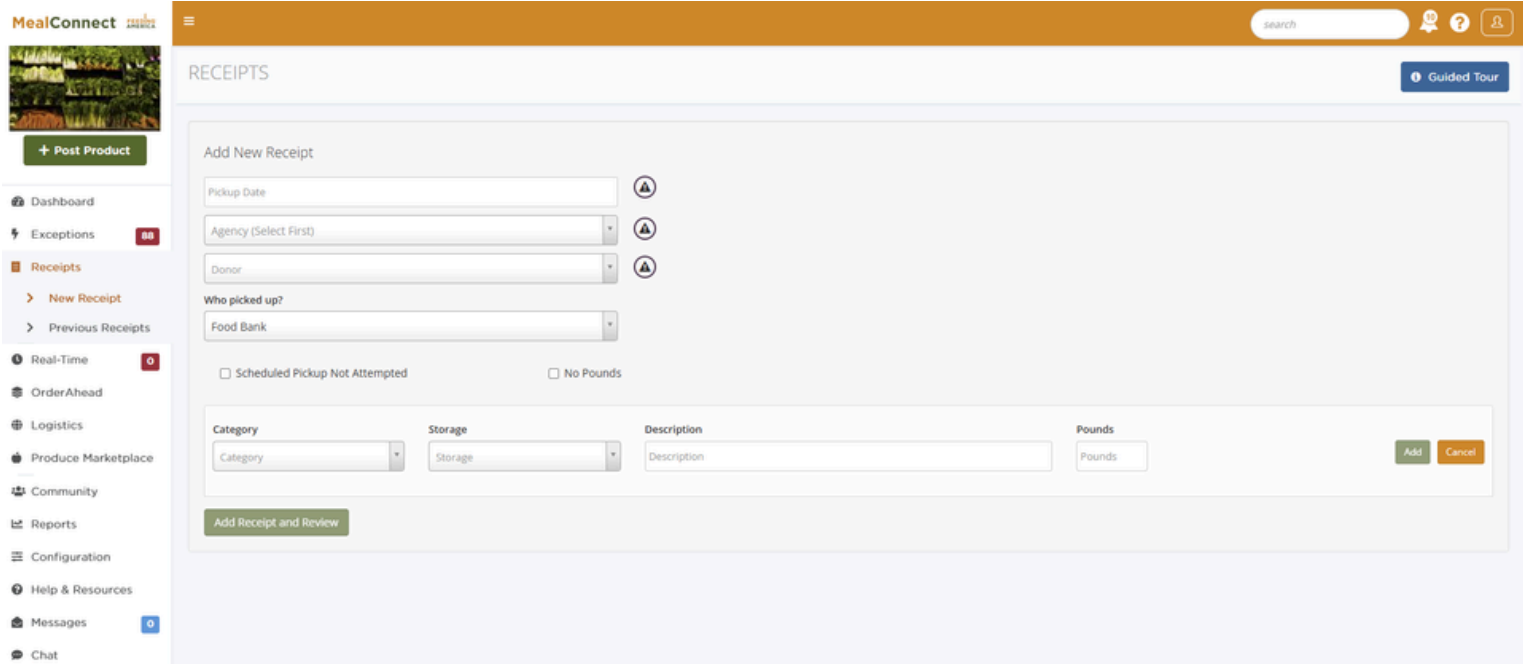


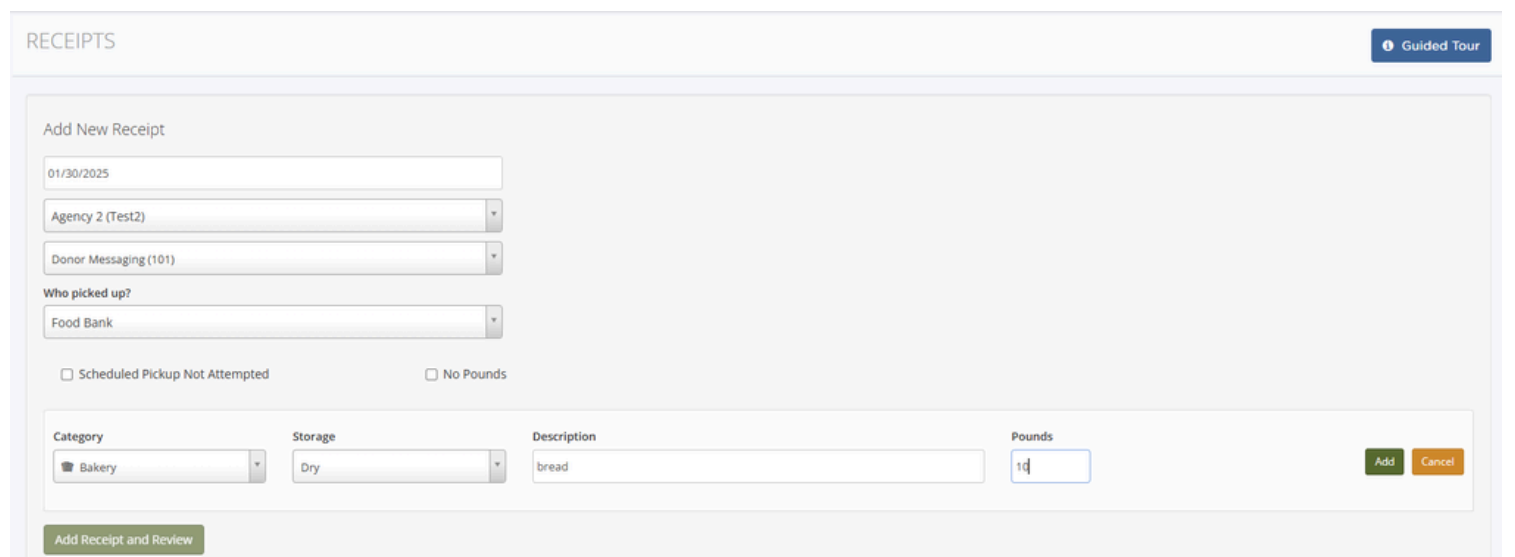
Purpose: to guide through the Receipts tab

New Receipt

- To submit a receipt, go to Receipts > New Receipt
- Add in a Pickup Date, Agency, and Donor
- Fill out Who Picked Up?
- Scheduled Pickup Not Attempted is when an agency or food bank did not show up to pickup on their scheduled day
- No pounds is when a donor does not have pounds to donate
- Select a category from the dropdown
- Select out a storage type from the dropdown
- Add a description of the items
- Add in pounds
- Depending on the item, add in a temperature
- Click “Add” to add the line item to the receipt
- Click “Delete” to remove the line from the receipt
- Click “Cancel” to cancel the receipt



The screenshot shows the MealConnect interface with the 'RECEIPTS' tab selected. On the left is a sidebar menu with options like Dashboard, Exceptions, Receipts (highlighted), New Receipt, Previous Receipts, Real-Time, Order Ahead, Logistics, Produce Marketplace, Community, Reports, Configuration, Help & Resources, Messages, and Chat. The main content area is titled 'RECEIPTS' and contains a 'Guided Tour' button. Below this is the 'Add New Receipt' form. The form includes fields for Pickup Date, Agency (Select First), Donor, and Who picked up? (Food Bank). There are checkboxes for 'Scheduled Pickup Not Attempted' and 'No Pounds'. Below these are three dropdown menus: Category, Storage, and Description. To the right of these is a 'Pounds' field. At the bottom right are 'Add' and 'Cancel' buttons. At the bottom left is an 'Add Receipt and Review' button.



This screenshot shows the 'Add New Receipt' form with data entered. The Pickup Date is 01/30/2025. The Agency is 'Agency 2 (Test2)'. The Donor is 'Donor Messaging (101)'. Who picked up? is 'Food Bank'. The 'Scheduled Pickup Not Attempted' and 'No Pounds' checkboxes are unchecked. The Category dropdown is set to 'Bakery', Storage is 'Dry', and Description is 'bread'. The Pounds field contains '10'. The 'Add' and 'Cancel' buttons are visible on the right, and the 'Add Receipt and Review' button is at the bottom left.

- Once all of the lines have been added for a pickup, click “Add Receipt and Review”
- Review the receipts and click “Submit Receipts”
- If you forgot a receipt, click “Add New Receipt”
- If you would like to delete the line, click “Delete”
- If you would like to edit a line, click “Edit”

RECEIPTS

Guided Tour

Add New Receipt

01/30/2025

Agency 2 (Test2)

Donor Messaging (101)

Who picked up?
Food Bank

☐ Scheduled Pickup Not Attempted

☐ No Pounds

Category	Storage Requirement	Product Description	Pounds	
Bakery	Dry	bread	10	DeleteEdit

Add Another Line Item

Add Receipt and Review

MealConnect®

FEEDING
AMERICA

Dashboard

Exceptions

Receipts

New Receipt

Pending Receipts1

Previous Receipts

Please ensure you submit your receipt(s) after review.

RECEIPTS READY FOR SUBMISSION

Pickup Date	Agency	Donor	Number of Items	Total Pounds	Status	
01/30/2025	Agency 2 (Test2)	Donor Messaging (101)	1	10	New	DeleteEdit

Submit Receipts

Add New Receipt

Previous Receipts Tab

- To see submitted receipts, go to Receipts > Previous Receipts
- Locked/Sent receipts are receipts sent to the food bank ERP and FANO. They cannot be edited by the food bank
- If the food bank would like to edit a locked receipt, email mealconnect@feedingamerica.org the transaction ID.
- If the receipt is not locked, the food bank can edit the receipt.
- To run a receipts report, select the pickup date or submission date in the dropdown, and click “Export”

MealConnect®

FEEDING
AMERICA

+ Post Product

Dashboard

Exceptions 08

Receipts

New Receipt

Pending Receipts 1

Previous Receipts

Real-Time 0

OrderAhead

Logistics

Produce Marketplace

Community

Reports

Configuration

Help & Resources

PREVIOUS RECEIPTS

filter by donor or agency

Pickup Date 12/01/2024 - 01/30/2025

Export

PICKUP DATE	SUBMISSION DA...	TRANSACTION ID	AGENCY	DONOR	ITEM CO...	TOTAL PO...	STATUS	LAST EDITED BY	WHO PICKED UP	ACTION
January 28, 2025	January 28, 2025	Test14999992	Dallas Agency (1234)	Walmart Test (1234)	2	60	Submitted	prodfb@fano.org	Food Bank	Edit
January 27, 2025	January 28, 2025	Test14997621	Dallas Agency (1234)	Walmart Test (1234)	2	70	Submitted	prodfb@fano.org	Food Bank	Edit
January 23, 2025	January 26, 2025	Test14984652	Example Agency (TEST)	Test Donor June 2 (1)	1	5	Submitted	testagency@rvenables.com	Agency	Edit
January 26, 2025	January 26, 2025	Test14984651	Agency 3 (Test3)	Test Starbucks Locatic	1	5	Submitted	testfoodbank@rvenables.c...	Food Bank	Edit
January 21, 2025	January 21, 2025	Test14953229	Dallas Agency (1234)	Walmart Test (1234)	2	60	Locked	prodfb@fano.org	Food Bank	View
January 17, 2025	January 17, 2025	Test14933775	Dallas Agency (1234)	Walmart Test (1234)	2	80	Locked	prodfb@fano.org	Food Bank	View
January 15, 2025	January 15, 2025	Test14921318	Test_Messaging (1204	Donor Messaging (101	1	10	Locked	test_magency@mealconne...	Agency	View
January 15, 2025	January 15, 2025	Test14921271	Test_Messaging (1204	Donor Messaging (101	1	100	Locked	test_magency@mealconne...	Agency	View
December 3, 2024	January 10, 2025	Test14889982	Test Agency 4 (T004)	Haberman Store (223!	1	20	Locked	prodfb@fano.org	Food Bank	View

Refresh

22 of 22 items