

MEMBER BUSINESS
SOLUTIONS



NY HPNAP Reporting

Owner of this document is: Scott Wiacek – swiacek@feedingamerica.org

Purpose of this document

This document illustrates how to setup the HPNAP in order to comply with the reporting requirements set forth by the state of New York.

Copyright © Feeding America 2014, All Rights Reserved.

This document may be printed and reproduced only by Feeding America and member organizations.

Table of Contents

PURPOSE	3
SETUP	3
COMPANY INFORMATION SETUP.....	3
AGENCY SETUP	4
AGENCY SITE ADDRESS.....	5
AGENCY DAYS AND HOURS SETUP.....	6
GRANT SETUP	7
REVIEW	9
REPORTING	11
AGENCY DAYS & HOURS	11
HPNAP REPORTS	12
HPNAP AGENCY LISTINGS	12
AGENCY FOOD EXPENDITURES.....	15
HPNAP AGENCY FOOD AWARDS REPORT	17
HPNAP MONTHLY SERVICE DATA REPORT.....	18
HPNAP DISTRIBUTION BY AGENCY REPORT	19
HPNAP DISTRIBUTION BY AGENCY INVOICE REPORT	21
RELATED TOPICS:	23

Purpose

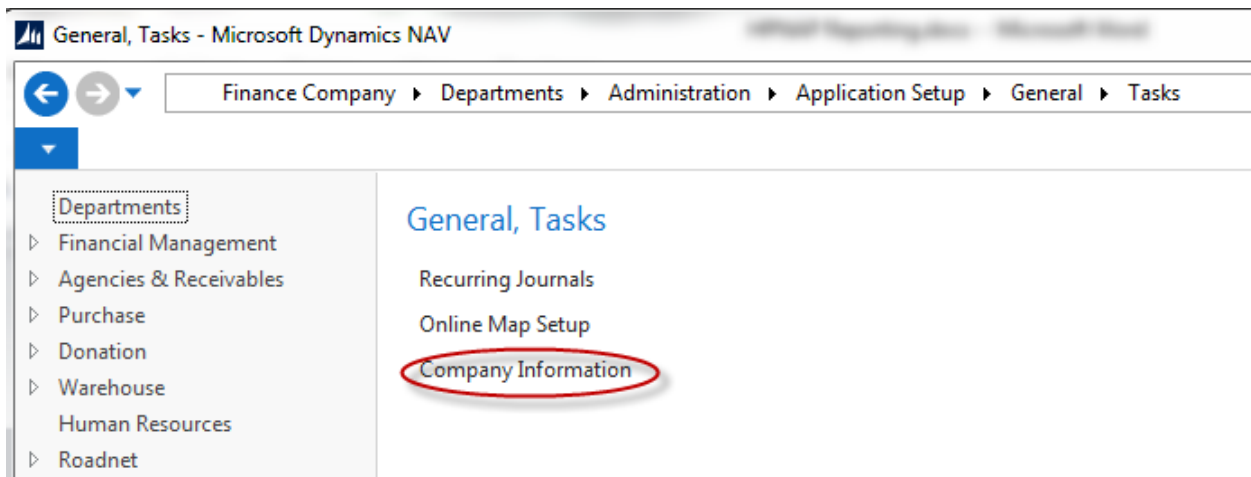
The HPNAP (Hunger Prevention and Nutrition Assistance Program) reporting system within Ceres provides the ability to comply with the reporting requirements set forth by the state of New York. After some initial setup, Ceres provides the ability to record the required information and export it in a format acceptable to the governing authority. This document is comprised of three sections, Setup, Review, and Reporting.

Ceres Object release 4.00.00 is required for the functionality described in this document.

Setup


Company Information Setup

1. The company information page may be accessed from Departments → Administration → Application Setup → General → Tasks



2. Enter the HPNAP Project Number assigned to the food bank on the General Fast Tab. For example we have entered the project number '123456' (shown in yellow) on our test company. The HPNAP Project Number is the ID that the State of New York uses to distinguish each food bank. This HPNAP Project Number will print on the header of each report and will be included in all export files.

Company Information

General			
Name:	JITC Test	Industrial Classification:	
Name 2:		Picture:	
Address:	100 Main Street		
Address 2:			
City:	Kansas City		
State / ZIP Code:	MO		
ZIP Code:	64127		
Country/Region Code:			
Phone No.:	333-333-3333		
Federal ID No.:	93-09866777		
UNC Foodbank ID No.:	6666		
		HPNAP Project No.:	<input type="text"/>

Right-click the image for options.

Agency Setup

- The next step is to assign the HPNAP information to each agency participating in the HPNAP program. This is done on the "State Specific" fast tab on the agency card. The agency card may be accessed from Departments → Agencies & Receivables → Agency Relations. Fill out the information required for HPNAP on the "State Specific" fast tab as shown here.

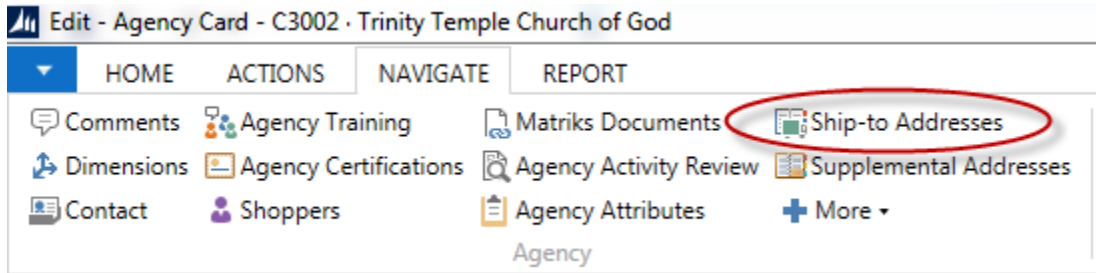
State Specific			
HPNAP ID:	20005	Phone No.:	
HPNAP Agency Type:	PANTRY	E-mail:	
HPNAP Meal Factor:	14	HPNAP Comments:	
First Name:			
Last Name:			

- HPNAP ID – This field is used to report all HPNAP transactions for this agency to the State of New York.
- HPNAP Agency Type – Use this field to classify the type of program this agency is providing.
- HPNAP Meal Factor – Use this field to enter the meal factor number as defined by HPNAP. To calculate the meal factor, multiply the number of days open in the week times the number of meals per day. Example: 3 days x 3 meals a day is a meal factor of 9 (3 x 3).
- First Name – Enter the first name of the contact at the agency responsible for HPNAP reporting.
- Last Name – Enter the last name of the contact at the agency responsible for HPNAP reporting.
- Phone No – Enter the HPNAP contact's phone number.
- E-mail – Enter the HPNAP contact's email address.
- HPNAP Comments – Enter any comments regarding HPNAP that you wish to record about this agency.

4. Repeat this process for all agencies participating in HPNAP.

Agency Site Address

From the agency card, you can enter related ship-to addresses for the agency. One of these ship-to addresses can be designated as the site address which is the physical site address. Only one address per agency can be marked as the Site Address. To access Ship-To information for an agency select Navigate → Agency → Ship-to Addresses.



On the Ship-to Address card, you can designate the site-address by checking the Site Address box as shown here.

C3002 Trinity Temple Church of God

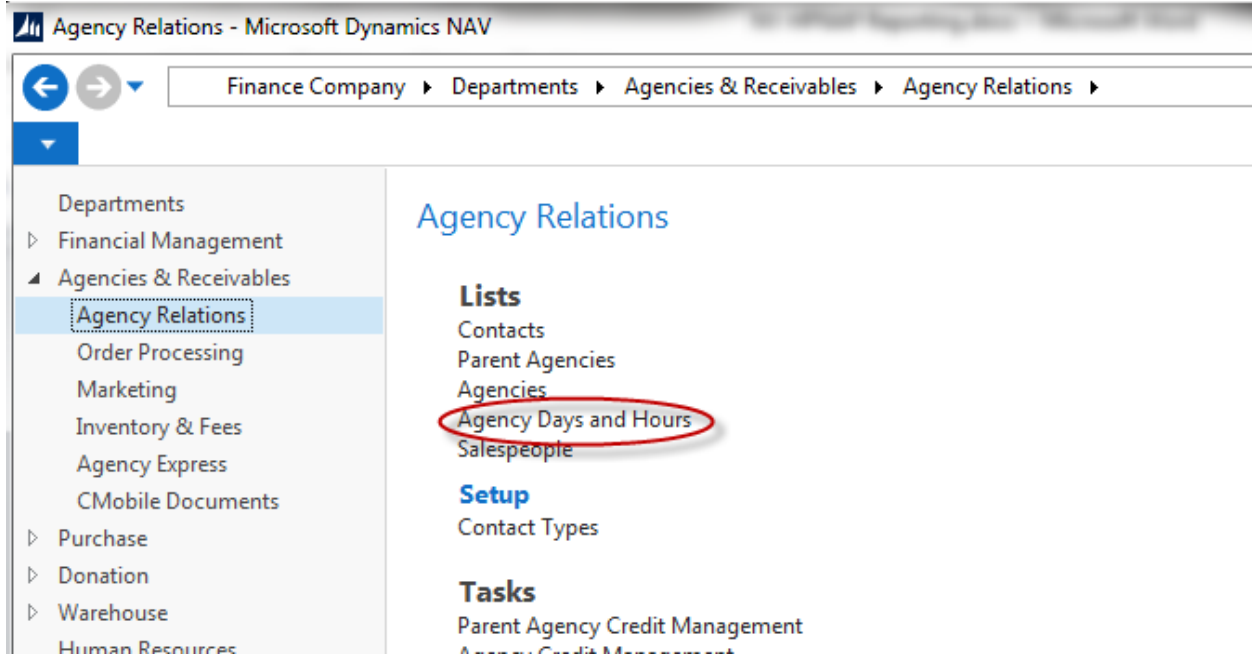
The screenshot shows the "General" tab of the agency card. The form contains the following fields and values:

Code:	20005	Phone No.:	
Name:	Trinity Temple Church of God	Contact:	Joe Smith
Name 2:		Location Code:	HOU
Address:	123 Main Street	Shipment Method Code:	
Address 2:		Shipping Agent Code:	
City:	Alburn	Shipping Agent Service Code:	
State:	NY	Last Date Modified:	
ZIP Code:	13021	Tax Liable:	<input type="checkbox"/>
Country/Region Code:		Tax Area Code:	
		Site Address:	<input checked="" type="checkbox"/>

At the bottom right of the form, there is a link that says "Show fewer fields".

Agency Days and Hours Setup

This form is used to record the hours of operation for each agency. The agency days and hours page may be accessed from Departments → Agencies & Receivables → Agency Relations



Fill out the required information for each agency.

Agency Days and Hours

Type to filter (F3) | Agency No. | No filters applied

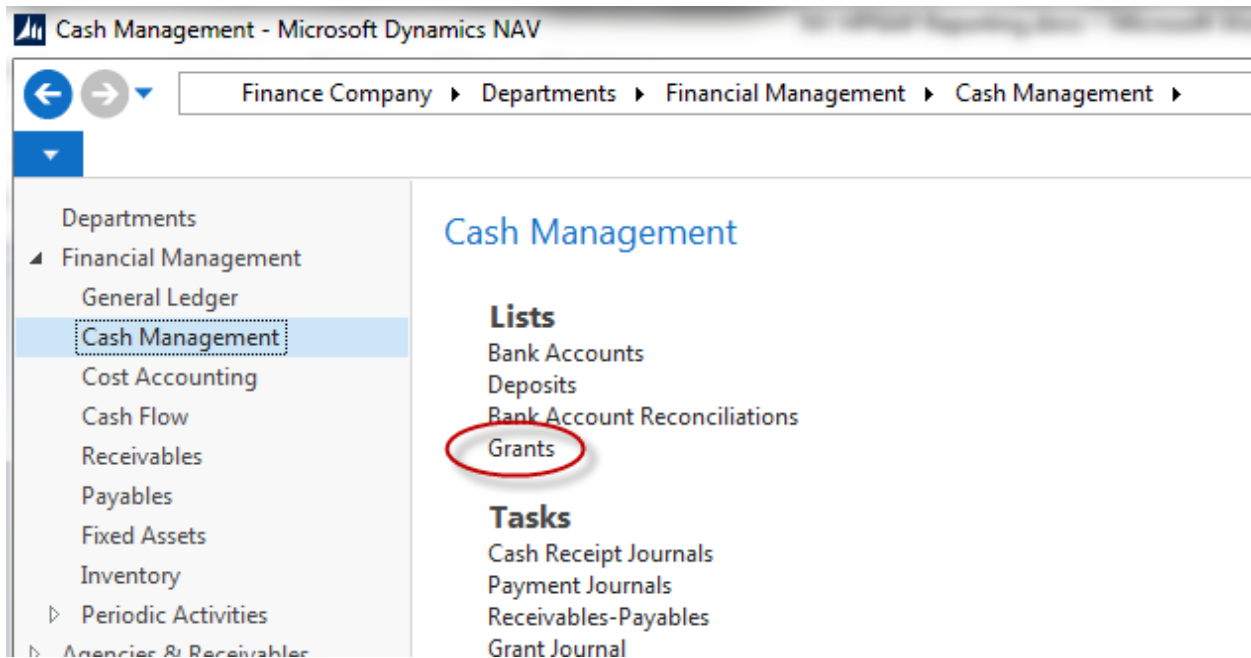
Agency No.	Day of Week	Morning Opening Hour	Morning Closing Hour	Afternoon Opening Hour	Afternoon Closing Hour	Frequency	Comments	24/7	Meal Types	A
A0440	Monday	8:00:00 AM	11:00:00 AM	2:00:00 PM	4:00:00 PM			<input type="checkbox"/>		Sy
B0129	Tuesday	9:00:00 AM	11:00:00 AM	1:00:00 PM	3:00:00 PM			<input type="checkbox"/>		Sa
B0129	Thursday	9:00:00 AM	11:00:00 AM	1:00:00 PM	3:00:00 PM			<input type="checkbox"/>		Sa
B0310	Monday	8:00:00 AM	11:00:00 AM					<input type="checkbox"/>		Ne
B0310	Wednesday	8:00:00 AM	11:00:00 AM					<input type="checkbox"/>		Ne
B0310	Friday	8:00:00 AM	11:00:00 AM					<input type="checkbox"/>		Ne
B0358	Tuesday	1:00:00 PM	4:00:00 PM					<input type="checkbox"/>		Rc
B0358	Thursday	1:00:00 PM	4:00:00 PM					<input type="checkbox"/>		Rc

- Agency No. – Enter a valid agency number or use the assist-button to choose from available agencies.
- Day of Week – Use the assist button to select the correct day of the week.
- Morning Opening Hour – Enter the time the agency begins morning service.
- Morning Closing Hour - Enter the time the agency closes morning service.
- Afternoon Opening Hour – Enter the time the agency begins the afternoon service.
- Afternoon Closing Hour – Enter the time the agency closes afternoon service.

- g. Frequency – Enter the frequency for this day of the week, for example if the agency is only open on the 1st and 3rd Tuesdays of the month, you could enter 1st & 3rd if on the Tuesday entry for this agency.
- h. Comments – Enter any comments about this entry, for example, if the agency closes on Monday holidays, you may enter this information in the comments field.
- i. 24/7 – Check this box if the agency is open 24 hours a day, 7 days a week.
- j. Meal Types – This is a free form field where you can indicate the type of meals served. For example, using B for breakfast, L for lunch, and D for dinner, indicate what meals are served on this day. B/L/D could be used to indicate that all 3 are served on this particular day, whereas B/L would indicate that only breakfast and lunch are served.
- k. Last Modified Date – This field is updated automatically by Ceres when the entry is modified.
- l. Last Modified By – This field is updated automatically by Ceres recording the user that last modified this record.
- m. Agency HPNAP ID – This field is updated automatically by Ceres when the agency number is entered. It is used here for reporting purposes.

Grant Setup

The grant page may be accessed from Departments → Financial Management → Cash Management



On all HPNAP grants you must indicate the type of HPNAP Grant as shown here below.

2500 · HN County Grant FY10: Apr/May

General	
No.:	2500
Description:	HN County Grant FY10: Apr/May
FBC Grant Source Code:	GOV
Grantor Name:	County Funds for 35 HN prog...
Grantor Address:	
Grantor City:	
Grantor State:	
Grantor ZIP Code:	
Phone No. :	
Fax No. :	
Owner/Manager:	Ulysses S. Grant
Calculations:	Yes
Brackets:	No
Effective Date:	4/1/2010
Expiration Date:	
Grant Balance:	4,831.62
Released:	<input checked="" type="checkbox"/>
Priority:	1
Apply To:	Agencies / Purchases
Applies-to Delivery Charges:	<input checked="" type="checkbox"/>
HPNAP Grant Type:	
Expenditures to Date:	840.00
Remaining to Expend:	3,035.00
Amount Funded:	0.00

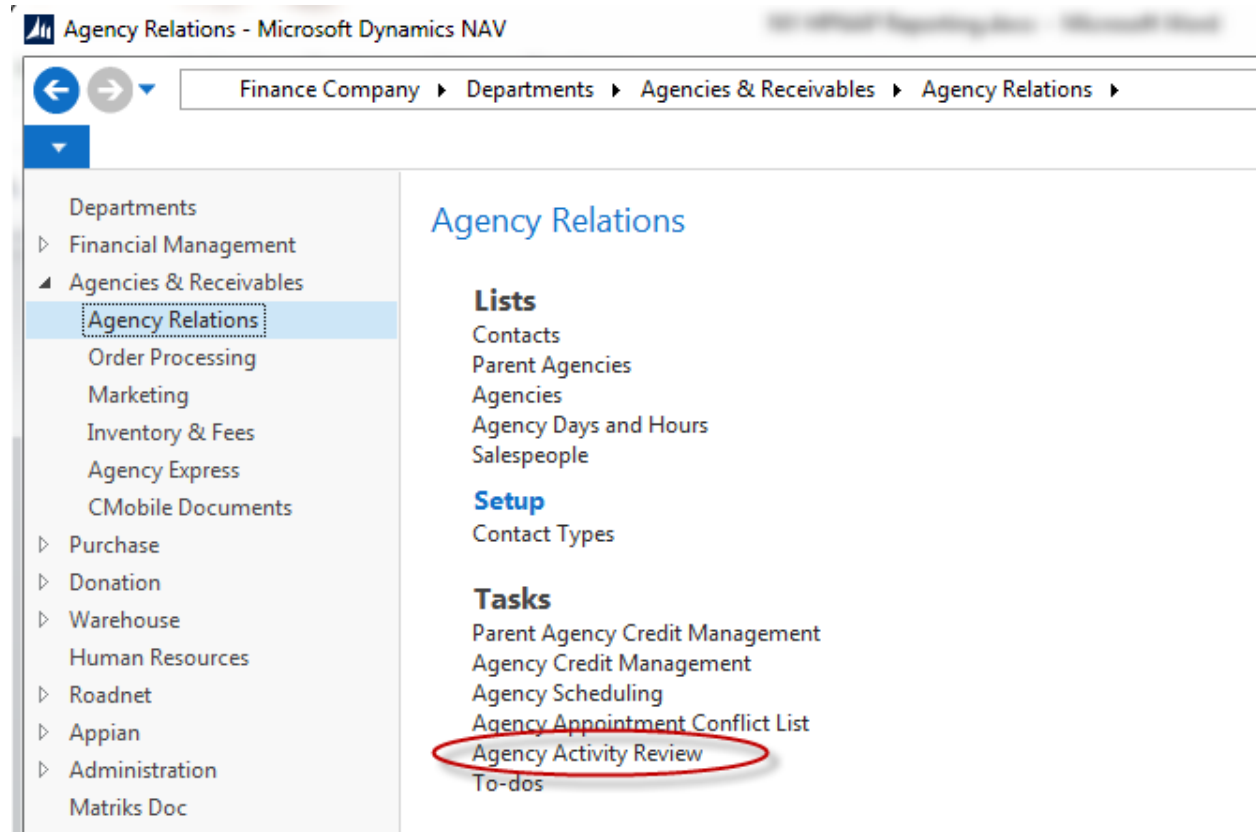
Show more fields

The available choices are Donated, Purchased or Both. This indicates if the grant money may be applied to donated products shared maintenance fees, only for purchased products, or for both.

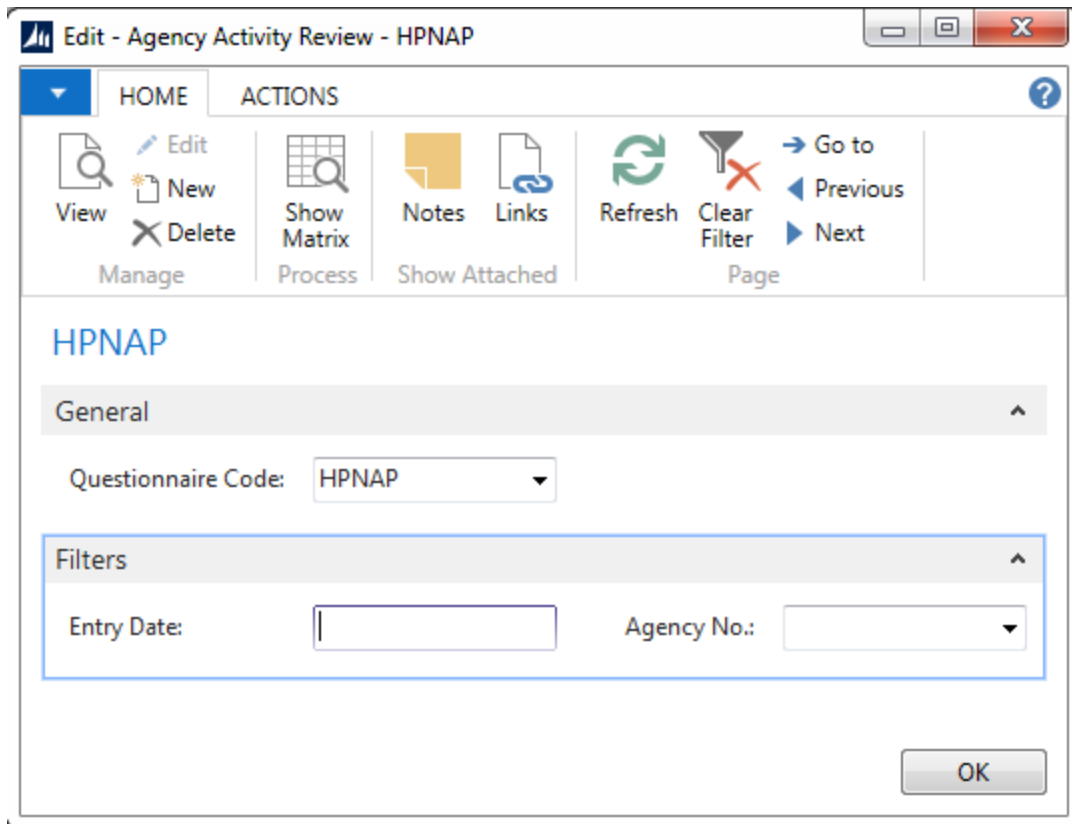
Review

Agency Questionnaires must be setup to enter the monthly review HPNAP information. Information for setting up questionnaires can be found in this document “Agency Questionnaires”.

Agency Activity Review may be accessed from Departments → Agencies & Receivables → Agency Relations



Choose the correct review to perform. We used the code HPNAP in this example. Then click on “Show Matrix” to open the review form.



The Activity Review Matrix will open where you can edit an existing review that has not been exported or enter a new review. Answer the questions in each column and if the entry is ready for export to HPNAP, remember to check the Ready to Export box. Do not check the box if the entry is not complete.

Note: Only reviews marked as “Ready To Export” will be sent to HPNAP.

Reporting

Agency Days & Hours

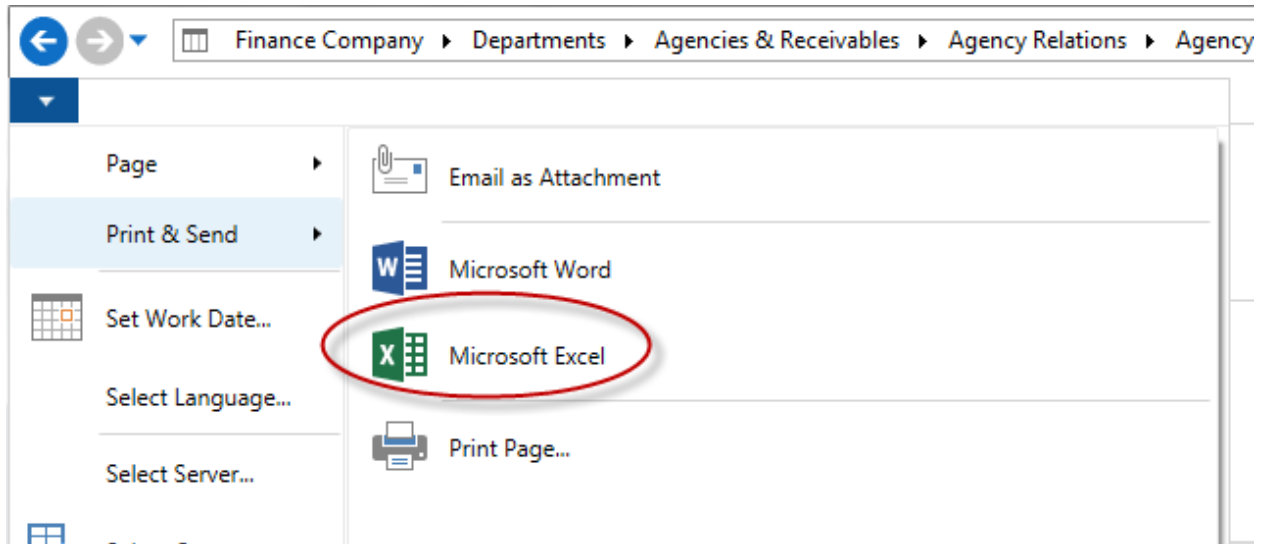
This report is different than the other HPNAP reports in that it is created by using the standard send-to-Excel feature of Ceres. To create the report for HPNAP, you must open the Agency Days & Hours page. It may be accessed from Departments → Agencies & Receivables → Agency Relations.

Note: Be sure to show all the fields required by HPNAP on the page before sending to Excel, including the Agency HPNAP ID field.

Agency Days and Hours ▾

Agency HPNAP ID	Agency No.	Day of Week	Morning Opening Hour	Morning Closing Hour	Afternoon Opening Hour	Afternoon Closing Hour	Frequency
20005	B0310	Monday	8:00:00 AM	11:00:00 AM			
20005	B0310	Wednesday	8:00:00 AM	11:00:00 AM			
20005	B0310	Friday	8:00:00 AM	11:00:00 AM			
497846564	B0358	Tuesday	1:00:00 PM	4:00:00 PM			
497846564	B0358	Thursday	1:00:00 PM	4:00:00 PM			

1. Choose the send-to-excel option from the ribbon by choosing Dropdown → Print & Send → Microsoft Excel.



2. Once the information has been loaded into Excel, it may be saved as a CSV file for transmission to HPNAP.

HPNAP Reports

All the HPNAP reports may be accessed from Departments → Agencies & Receivables → Reports and Analysis.

Note: If exporting the information to HPNAP it is important that the fiscal year be entered on all reports as it is required for submission.



HPNAP Agency Listings

The Agency Listing report will show the name and address of the agency along with all the pertinent HPNAP fields. The HPNAP ID field is required on the agency record in order for the agency to be included on this report. If a site-address has been setup for the agency, this address will be used otherwise the general address from the Agency Card will be used.

The report has the option to create both a printed report and a CSV export of the Agency Information.

Edit - HPNAP Agency Listings

ACTIONS

Clear Filter

Page

Options

Fiscal Year:

Export File:

File Name:

Agency

Show results:

Where No. is Enter a value.

And HPNAP ID is Enter a value.

+ Add Filter

Limit totals to:

+ Add Filter

Print... Preview Cancel

Example HPNAP Agency Listings Report:

HPNAP Agency Listings

HPNAP Agency Listing						
JITC Test						8/21/2014 4:52 PM
						Page 1
						WWH
Agency:						
HPNAP Project No.: 123456						
Fiscal Year: 2014						
HPNAP ID	Agency No.	County \Program Type \Meal Factor	Name \Address \City - ZIP	Contact \Phone \Email	HPNAP Comments	
20005	B0310	Jackson 0	Newhouse, Inc. 123 Main Street -			
497846564	B0358	Jackson 0	Rose Brooks Center Do Not Disclose -			
20005	C3002	Jackson PANTRY 14	Trinity Temple Church of God 123 Main Street Alburn - 13021			

Agency Food Expenditures

The Agency Food Expenditures report requires that the Grant functionality is used to track the HPNAP grant monies.

This report is intended to be submitted at the end of the year right after all of the allocations have been made to the Agencies to show how much each Agency spent throughout the year. (The initial allocation amounts are submitted at the beginning of the year via the Agency Food Awards report.)

This report prints all agencies that meet the criteria entered in the report filters as long as the Agency has been allocated money from a HPNAP grant.

The report has the option to create both a printed report and a CSV export of the Agency Information.

The screenshot shows a software window titled "Edit - HPNAP Agency Food Expenditure". At the top left, there is a blue "ACTIONS" button with a dropdown arrow. Below it is a "Clear Filter" button with a red 'X' icon and a "Page" label. The main area is divided into two sections: "Options" and "Grant".

Options:

- Fiscal Year: 2014
- Export File:
- File Name: [Dropdown menu]

Grant:

Show results:

- Where No. is Enter a value.
- And Expiration Date is Enter a value.
- + Add Filter

Limit totals to:

- Where Date Filter is 01/01/14..06/30/14
- And Agency Filter is Enter a value.
- + Add Filter

At the bottom right, there are three buttons: "Print..." (with a dropdown arrow), "Preview", and "Cancel".

Example HPNAP Agency Food Expenditure Report:

HPNAP Agency Food Expenditure

HPNAP Agency Food Expenditures							
Finance Company							8/21/2014 4:54 PM
							Page 1
							WWH
Grant: Date Filter: 01/01/14..06/30/14							
HPNAP Project No. is 123456							
Fiscal Year is 2014							
Only Used to Date amounts are exported. Amount on Orders and Total Expenditures are for information only (they are not exported).							
Grant No.	Grant Description	HPNAP Grant Type	Agency HPNAP ID	Last Exp. Date	Used to Date	Amt. On Orders	Total Expenditure -----Not Exported-----
2500	HN County Grant FY10: Apr/May Safehome, Inc.	B0129		2/14/2014	342.35	99.41	441.76
Grant 2500 Totals:					342.35	99.41	441.76

HPNAP Agency Food Awards Report

This report requires that the Grants functionality is used to track the HPNAP grant monies.

This report is intended to be submitted at the beginning of the year right after the initial allocations have been made to the Agencies, to show how much each Agency was granted. The report prints all Agencies that meet the criteria entered in the report filters as long as the Agency has initially been allocated money from a HPNAP grant.

The report has the option to create both a printed report and a CSV export of the Agency Information.

The screenshot shows a software window titled "Edit - HPNAP Agency Food Awards". At the top left, there is a "Clear Filter" button with a funnel icon and a red 'X'. Below this is a "Page" label. The main area is divided into two sections: "Options" and "Grant".

Options:

- Fiscal Year: 2014
- Export File:
- File Name: ...

Grant:

Show results:

- Where No. ▼ is Enter a value.
- And Expiration Date ▼ is Enter a value.
- + Add Filter

Limit totals to:

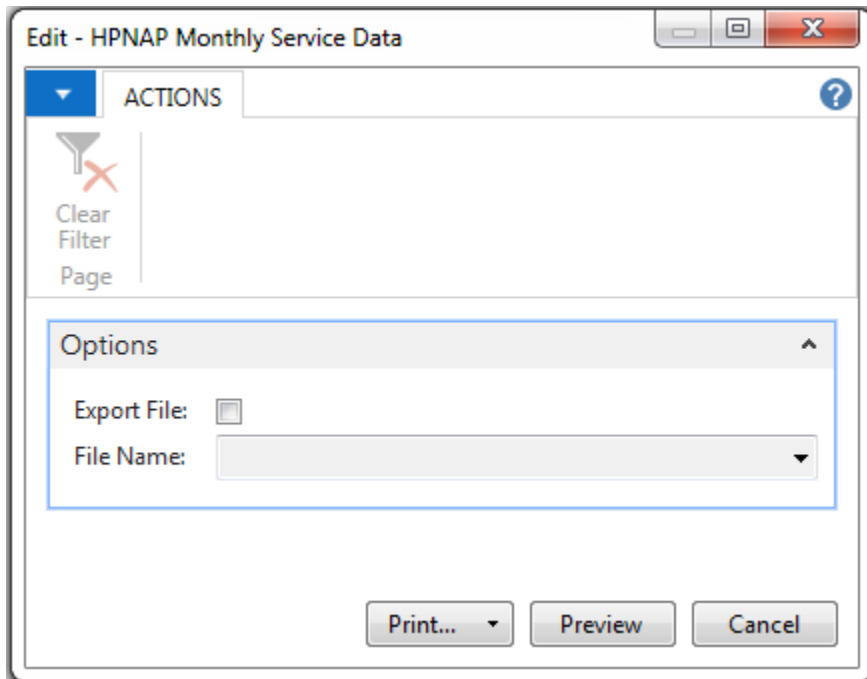
- Where Date Filter ▼ is 01/01/14..06/30/14
- And Agency Filter ▼ is Enter a value.
- + Add Filter

At the bottom right, there are three buttons: "Print..." (with a dropdown arrow), "Preview", and "Cancel".

HPNAP Monthly Service Data Report

This report will export the information gathered through agency questionnaires. Each record in the agency questionnaire that has been flagged as ready to export that has not already been exported will be included in the submission file.

The report has the option to create both a printed report and a CSV export of the Agency Information.



HPNAP Distribution by Agency Report

This report will show activity for the HPNAP agency during a specified period of time. It will show the number of pounds distributed to the agency along with all associated fees charged to the agency, the amount of fees and pounds covered by the HPNAP grant. The summary version lists one line for each agency and its totals while the detailed version will show the actual items distributed to the agency with a subtotal by agency.

These reports are not exportable.

The screenshot shows a software window titled "Edit - HPNAP Distribution by Agency". The window contains several configuration sections:

- ACTIONS:** Includes a "Clear Filter" button with a funnel icon and a red 'X' over it, and a "Page" label.
- Options:** A section with a blue border containing:
 - "Grant Filter:" followed by a dropdown menu.
 - "New Page per Account:" with an unchecked checkbox.
 - "Print Detail:" with a checked checkbox.
- Agency:** A section with a blue border containing:
 - Show results:** Three filter rules, each with a red 'X' and a blue 'And' label:
 - "Where No. is Enter a value."
 - "And FBC County Code is Enter a value."
 - "And FBC Agency Category Code is Enter a value."
 - "Add Filter" button with a green plus sign.
 - Limit totals to:** "Add Filter" button with a green plus sign.
- Item Ledger Report View:** A section with a blue border containing:
 - Show results:** Two filter rules, each with a red 'X' and a blue 'And' label:
 - "Where Posting Date is 01/01/14..06/30/14"
 - "And Item No. is Enter a value."
 - "Add Filter" button with a green plus sign.

Example Detailed HPNAP Distribution by Agency Report

HPNAP Distribution by Agency

HPNAP Distribution by Agency									
Demo Food Bank									
Posting Date: 01/01/14..06/30/14									
Covered by Grant Money									
Shared Maintenance									
Agency No.	Agency Name	Lbs Distributed	Cost of Lbs Distributed	Total Fees Charged	Donated	Wholesale	Wholesale Cost	Total Fees Covered	Total Lbs Covered
Item No.	Item Description								
CA-RIVERSI County:									
A-WWH-1	Basic Agency								
10018	Chocolate Sryup 12 / 22 oz	2,700	0.00	272.35	272.35	0.00	0.00	272.35	2,700
10040	Napkins, Napkins, Napkins, Napkins, Napkins, Napki 24 / 6 packs of 16	260	99.87	99.87	499.36	0.00	0.00	499.36	1,300
6FC059	100306 Green Beans 24 / 14 1/2 oz cans	1.82	0.00	0	0.00	0.00	0.00	0.00	0
PUR-WWH-1	Peanut Butter 16 - 12oz cans	60	10.60	12.72	12.72	0.00	0.00	12.72	60
PUR-WWH-2	Purchased Item	160	0.00	0	0.00	0.00	0.00	0.00	0
A-WWH-1 Agency Total:		4,631.82	499.36	836.32	1,120.33	0.00	0.00	1,120.33	7,510
Total for County: CA-RIVERSI		4,631.82	499.36	836.32	1,120.33	0.00	0.00	1,120.33	7,510
KS-JOHNSON County:									
C1422	Mirror Inc								
10026	Tea 24 / 3 oz	63	0.00	6.3	15.00	0.00	0.00	15.00	150
15497	Sunflower Seeds 12 / 5.25 oz	4	0.00	0.4	2.00	0.00	0.00	2.00	20
C1422 Agency Total:		170	0.00	17.0	17.00	0.00	0.00	17.00	170
Total for County: KS-JOHNSON		170	0.00	17.00	17.00	0.00	0.00	17.00	170
KS-LEAVENW County:									

Example Summary HPNAP Distribution by Agency Report

HPNAP Distribution by Agency

HPNAP Distribution by Agency									
Demo Food Bank									
Posting Date: 01/01/14..06/30/14									
Covered by Grant Money									
Shared Maintenance									
Agency No.	Agency Name	Lbs Distributed	Cost of Lbs Distributed	Total Fees Charged	Donated	Wholesale	Wholesale Cost	Total Fees Covered	Total Lbs Covered
Item No.	Item Description								
CA-RIVERSI County:									
A-WWH-1	Basic Agency								
A-WWH-1 Agency Total:		4,631.82	499.36	836.32	1,120.33	0.00	0.00	1,120.33	7,510
Total for County: CA-RIVERSI		4,631.82	499.36	836.32	1,120.33	0.00	0.00	1,120.33	7,510
KS-JOHNSON County:									
C1422	Mirror Inc								
C1422 Agency Total:		170	0.00	17.0	17.00	0.00	0.00	17.00	170
Total for County: KS-JOHNSON		170	0.00	17.00	17.00	0.00	0.00	17.00	170

HPNAP Distribution by Agency Invoice Report

This report will show activity for the HPNAP agency during a specified period of time. It will show the number of pounds distributed to the agency along with all associated fees charged to the agency, the amount of fees and pounds covered by the HPNAP grant. The summary version lists one line for each agency and its totals while the detailed version will show the actual invoices to the agency with a subtotal by agency.

These reports are not exportable.

The screenshot shows a software window titled "Edit - HPNAP Dist by Agency - Invoice". The window contains several sections for configuring the report:

- ACTIONS:** Includes a "Clear Filter Page" button with a funnel icon and a red 'X'.
- Options:** Contains a "Grant Filter" dropdown menu, and checkboxes for "New Page per Account" and "Print Detail".
- Agency:** A section for filtering by agency with the following filters:
 - Show results:**
 - Where No. is Enter a value.
 - And FBC County Code is Enter a value.
 - And FBC Agency Category Code is Enter a value.
 - Limit totals to:** Includes an "Add Filter" button.
- Item Ledger Report View:** A section for filtering by date with the following filter:
 - Show results:**
 - Where Posting Date is 01/01/14..06/30/14
 - Includes an "Add Filter" button.

Example Detailed HPNAP Distribution by Agency Invoice Report

HPNAP Dist by Agency - Invoice

HPNAP Distribution by Agency - Invoice
Demo Food Bank

8/21/2014 5:03 PM
Page 2
WWH

Posting Date: 01/01/14..06/30/14

----- Covered by Grant Money -----

Agency No. - Agency Name		Shared Maintenance								
Document No.	Agency Name	Lbs Distributed	Cost of Lbs Distributed	Total Fees Charged	Donated	Wholesale	Wholesale Cost	Total Fees Covered	Total Lbs Covered	
AO-00382-1S		310	49.94	67.94	67.94	0.00	0.00	67.94	15	
AR-00012		-310	-49.94	-67.94	0.00	0.00	0.00	0.00	0	
B0129	Safehome, Inc.	Agency Total	350	7.00	274.41	342.35	0.00	0.00	342.35	120
Total for County: KS-LEAVENW		350	7.00	274.41	342.35	0.00	0.00	342.35	120	
MO-CARROLL County:										
A0003	K Food Pantry									
AO-00402-1S		266	97.50	31.50	31.50	0.00	0.00	31.50	11	
AO-00403-1S		150	44.85	15.00	154.84	0.00	0.00	154.84	38	
AO-00403-2S		648	246.60	139.84	154.84	0.00	0.00	154.84	38	
A0003	K Food Pantry	Agency Total	1,064	388.95	186.34	341.18	0.00	0.00	341.18	87
Total for County: MO-CARROLL		1,064	388.95	186.34	341.18	0.00	0.00	341.18	87	
MO-JACKSON County:										

Example Summary HPNAP Distribution by Agency Invoice Report

HPNAP Dist by Agency - Invoice

HPNAP Distribution by Agency - Invoice
Demo Food Bank

8/21/2014 5:04 PM
Page 1
WWH

Posting Date: 01/01/14..06/30/14

----- Covered by Grant Money -----

Agency No. - Agency Name		Shared Maintenance								
Document No.	Agency Name	Lbs Distributed	Cost of Lbs Distributed	Total Fees Charged	Donated	Wholesale	Wholesale Cost	Total Fees Covered	Total Lbs Covered	
CA-RIVERSI County:										
A-WWH-1	Basic Agency	Agency Total	4,631.82	499.36	836.32	1,145.77	0.00	0.00	1,145.77	400
Total for County: CA-RIVERSI		4,631.82	499.36	836.32	1,145.77	0.00	0.00	1,145.77	400	
KS-JOHNSON County:										
C1422	Mirror Inc	Agency Total	170	0.00	17.00	17.00	0.00	0.00	17.00	55
Total for County: KS-JOHNSON		170	0.00	17.00	17.00	0.00	0.00	17.00	55	
KS-LEAVENW County:										
B0129	Safehome, Inc.	Agency Total	350	7.00	274.41	342.35	0.00	0.00	342.35	120
Total for County: KS-LEAVENW		350	7.00	274.41	342.35	0.00	0.00	342.35	120	

Related Topics:

1. Agency Overview
2. Agency Questionnaires
3. Item Overview
4. Agency Days and Hours Setup