Gordon Reporting:

USDA Processed and Unprocessed Commodity Entitlement Report

1. Navigate to gfs.com. Select More Tools<Gordon Reporting.

ORDERING IN	ENTORY MORE TOOLS A 1	LC Logan County Hig #1000000	52 ⊕ English ∨ Account ∨
Gordon POOD SERVICE	Search for pr Online Payment > 1 Q Search	Ť.	Delivery Date View Order Required \$0.00
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Brick	man's Deli Meats: A Head Above the Rest	A starter and a starter at the start	

2. Select "View New Report"

Explore Your Report

Please leverage the Legacy Report version to analyze historical data prior to the SAP Launch Date. You can use the table below to identify the date that SAP data will be available based on the Customer Division.

CUSTOMER DIVISION	LAST DAY IN LEGACY	NEW REPORT DATE
GFS Douglasville, Kannapolis, Houston, Dal	las	07/30/23
GFS AJAX, Milton, Quebec		01/29/23
GFS Atlantic, British Columbia, Montreal		10/30/22
GFS Edmonton, Winnipeg		08/28/22
GFS Calgary		05/29/22
GFS Plant City, Miami		05/01/23
GFS Clay, Green Oak, Kenosha		10/30/23
GFS Sheperdsville, Springfield, Aberdeen		02/26/24
GFS Imperial, Taunton		02/26/24
Readv to start?		

Click on the report button to explore your new report

3. Select "Commodity Entitlement" and ensure Entitlement level is set at District

Gordon Step 1: Co Selected	onfirm Commodity Entitlement Is	Create a Personal View 👜	View Subscriptions	View User Guide 🛛	Powered by	▼ FILTER	modity
Purchase History	commodity Entitlement	Commodity Usage		2. Select Entitlement		 Entitlemen 	t Level (2)
USDA Commodity Entitlem	ent Report			Data Last Updated: 8/6/2024 Report Ru	in Time: 8/6/2024 1:58:51 PM	(All)	
SUMMARY DETAILS						District	
Available Filters View by (All)	Grid Based on Selected Elements					OK	Cancel
Processed -						 2020/21 2021/22 2022/23 	
Attributes Select one or more attributes to plot on the graph. There will be one bar for each element. Use the Filters pane to reduce the elements.						 2023/24 2024/25 	
District Vendor		Logén County Schools				 State (1) (All) KY 	

- 4. To continue with Filters, **select the year**. If you want to look at a single school or single USDA material code, you can select accordingly.
- 5. We recommend starting big then narrowing down as needed.

		Create a Personal View 🗐	View Subscripti	tions [View User Guide [2]	Powered by MicroStrategy	USDA Commodity
Purchase History Com	modity Entitlement	Commodity Usage					
USDA Commodity Entitleme	nt Report				Data Last Updated: 8/6/2024 Rep	ort Run Time: 8/6/2024 2:03:18 PM	 USDA School Year (2017/18 2018/19
Available Filters View by	Grid Based on Selected Elements				3. Select Year		 2019/20 2020/21 2021/22 2022/23
Processed - Attributes							 2023/24 ✓ 2024/25
Select one or more attributes to plot on the graph. There will be one bar for each element. Use the Filters pane to reduce the elements.							State (1) (All) KY
District Vendor		Logan County Schools					► Co-Op (3)
Metrics		Logen Coarty Schools					 RA None
Select one metric to add to the grid on the right: Unreleased Balance							 Vendor None
Released Balance Carryover Balance							 District (1)
Crediting Balance					If you want to look at a account, select custom	single er here.	Customer None
kemaining .	1 Right click on the axis la	bels above to sort in ascending/descending order	1.00	2.00	3.00 Bingle USDA Materia select that here.	ta d ^{f,00}	 Usda Material None

- 6. Select "Details". Choose Which Diversion Type you want to view. You can Select All, Processed, or Non-Processed.
- 7. Deselect any Attributes and Metrics you do not want to view in your report. It will default to select all. If it is **gray**, it **will** be in your report.

USDA Commodity	Entitlement Repo	rt													Data Last Upda	sted: 8/6/2024	Report Run	Time: 8/6/202	4 2:09:20 PM
SUMMARY	DETAILS																		
Available Filters	Grid Bas	ed on Selected Bements To view details filtered by a GFS item, click on the column name in the grid below or a specific item na												cifc item name					
View by View by To S Processed Proc	Custo elect Diversion type, Select All, essed, or non procces to view	mer State	Co-Op	District	RA		Vendor	Usda Mat	erial	White Dark Indicator	GFS Item	I.	Unreleased Balance	Released Balance	Carryover Balance	Pending Balance	Usage Balance	Credit Balance	Remaining
Non-Processed Attributes	tlement reports	KY	Region 8 HPS			3	PI-BASIC AMERICAN FOODS	110227	POTATO FOR PROCESS INTO DEHY PRD-BULK	None	0	n/a	0.00	21,000.00	0.00	210.00	525.00	0.00	20,265.00
Select one or more attributes to ad right: State Co-Op	d to the grid on the Deselect any attributes	KY	Region 8 HPS			3	PI-NARDONE BROTHERS BAKERY, INC	100332	TOMATO PASTE FOR BULK PROCESSING	None	0	n/a	0.00	0.00	0.00	0.00	0.00	0.00	0.00
District RA Vendor Linda Materia	report.	KY	Region 8 HPS			3	PI-NARDONE BROTHERS BAKERY, INC	100418	FLOUR BAKER HARD WHT UNBLCH- BULK	None	0	n/a	0.00	0.00	0.00	0.00	0.00	0.00	0.00
White Dark Indic	stor	KY	Region 8 HPS			*	PI-NARDONE BROTHERS BAKERY, INC	110244	CHEESE MOZ LM PT SKM UNFZ PROC PK(41125)	None	0	n/a	0.00	2,880.00	0.00	0.00	0.00	0.00	2,880.00
Select one or more metrics to add t right:	o the grid on the	KY	Region 8 HPS			3	PI-NARDONE BROTHERS BAKERY, INC	110253	CHEESE CHED WHT BLOCK-40 LB (40800)	None	0	n/a	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Unreleased Bala Released Bala Carryover Bala Pending Balar	Deselect any Metricts you do not want in your report	KY	Region 8 HPS			3	The J.M. Smucker Company	110700	PEANUTS RAW SHELLED- BULK 44000 LB	None	0	n/a	0.00	717.00	0.00	0.00	13.37	0.00	703.63
Usage Balano Credit Balano Remaining	e	KY	Region 8 HPS			3	Rich's Frozen	100912	FLOUR BREAD-BULK	None	0	n/a	0.00	1,685.00	0.00	0.00	0.00	0.00	1,685.00

To Export:

1. Select The 3 dots in the top right corner of your report

USDA Commodity Entitlemen	DA Commodity Entitlement Report Data Lass Updated: 86/2024 Report Run Time: 86/2024 Run Time: 86/20															24 2:09:20 PM			
SUMMARY DETAILS																			
Available Filters	Grid Based on 5	Selected Ele	aments							To view d	etails filtered by	a GFS item, click (on the column r	ame in the gric	d below or a sp	ecifccem name			
View by	Customer	State	District	Vendor	Usda Material		White GFS Item Dark		Unreleased Balance	Released Balance	Carryover Balance	Pending Balance	Usage Balance	Credit Balance	Ren ≥in_E				
Processed							Indicator									\sim			
Non-Processed Attributes					KY		PI-BASIC AMERICAN FOODS	110227	POTATO FOR PROCESS INTO DEHY PRD-BULK	None	0	n/a	0.00	21,000.00	0.00	210.00	525.00	0.00	20,265.00
Select one or more attributes to add to the grid on the right:		KY		PI-NARDONE BROTHERS	100332	TOMATO PASTE FOR BULK	None	0	n/a	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

2. Select Export and you have the option to do Excel, PDF, or Data. We recommend selecting Excel.

USDA Commodity Entitlement	Report											Data Last	Jpdated: 8/6/2	024 Report Ru	n Time: 8/6/20.	24 2:09:20 PM	 USDA Sch 					
SUMMARY DETAILS																	2017/18					
Available Filters	Grid Based on	Selected Ele	ements							To view o	letails filtered by	a GFS item, click c	n the column n	ame in the grid	f below or a sp	ecifc item name	2019/20					
View by	Customer	State	District	Vendor	Usda Mat	erial	White Dark Indicator	GFS Item		Unreleased Balance	Released Balance	Carryover Balance	Pending Balance	Usage Balance	Credit	Remaining	2021/22					
Non-Processed Attributes							KY		PI-BASIC AMERICAN FOODS	110227	POTATO FOR PROCESS INTO DEHY PRD-BULK	None	0	n/a	0.00	21,000.00	0.00	210.00	525.00	Export) (Excel PDF
Select one or more attributes to add to the grid on the right:		KY		PI-NARDONE BROTHERS	100332	TOMATO PASTE FOR BULK	None	0	n/a	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Data State ()					

To "Save":

Personal Views:

Users can create their own Personal Views by clicking on "Create a Personal View" located in the top right area.

To view all Personal Views created, click on "View Subscriptions" to open the page in a new tab.

- 1. Select "Create Personal View".
- 2. To View Saved Subscriptions, Select "View Subscriptions".

~ ~ € E		1.	USDA	Commodity Entitlement : Details		
		(Create a Personal View 👜	2. View Subscriptions	View User Guide	Powered by MicroStrategy
Purchase History	Commodity Entitlement		Commodity Usage			
USDA Commodity E	intitlement Report				Data Last Updated: 8/6/2024	Report Run Time: 8/6/2024 2:09:20 PM

- 3. You can select "Action" to change the name of the subscription.
- 4. Or select the check box of a report and select "unsubscribe".

Per	rsonal view subscriptions							
	Subscription Name *	Report/Document	Owner	Address	Personalized	1	Action	Unsubscribe
	USDA Commodity Entitlement Report 2024-04-11 12:49:36	USDA Commodity Entitlement Report						
	USDA Commodity Usage Report 2024-03-12 15:23:41	USDA Commodity Usage Report						
	USDA Commodity Usage Report 2024-04-08 09:42:37	USDA Commodity Usage Report						
	USDA Commodity Usage Report 2024-04-08 09:45:07	USDA Commodity Usage Report						