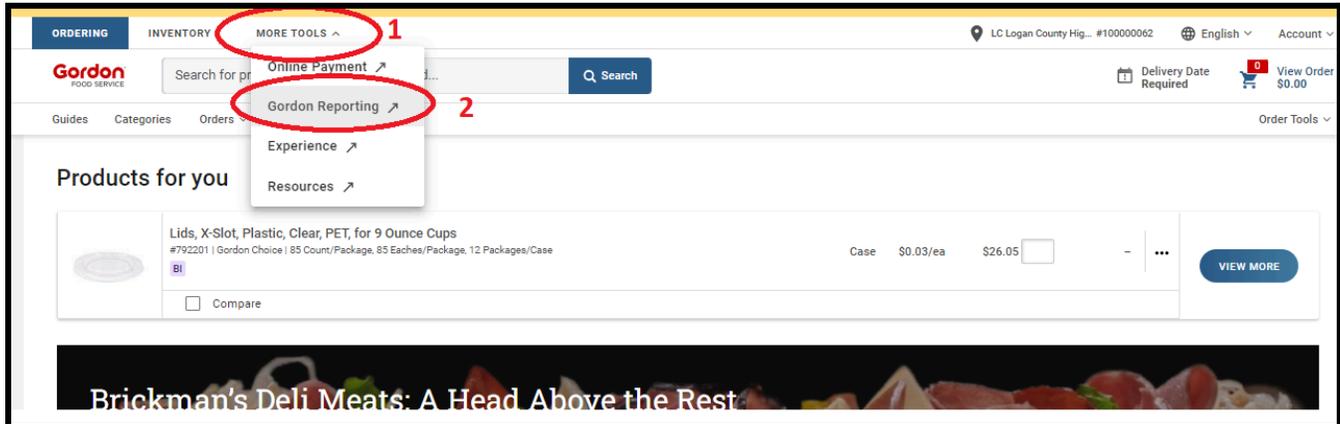


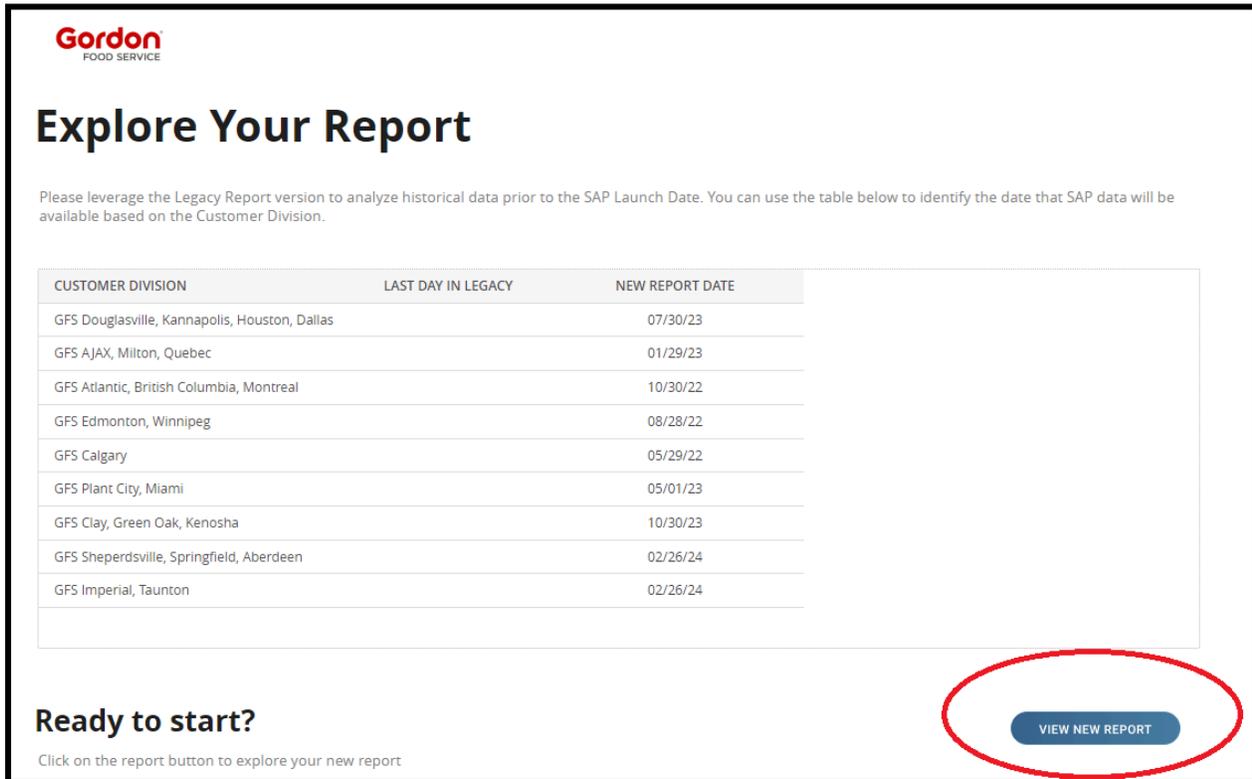
# Gordon Reporting:

## USDA Processed and Unprocessed Commodity Entitlement Report

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



2. Select "View New Report"



### 3. Select “Commodity Entitlement” and ensure Entitlement level is set at District

Step 1: Confirm Commodity Entitlement is Selected

2. Select Entitlement Level as "District"

USDA Commodity Entitlement Report

Available Filters

View by

(All)

Processed

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.

District

Vendor

Grid Based on Selected Elements

Logan County Schools

USDA Commodity...

Entitlement Level (2)

(All)

Unit

District

OK

2020/21

2021/22

2022/23

2023/24

2024/25

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.

3. Select Year

If you want to look at a single account, select customer here.

If you want to look at a single USDA Material, select that here.

USDA Commodity Entitlement Report

Available Filters

View by

(All)

Processed

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.

District

Vendor

Metrics

Select one metric to add to the grid on the right:

Unreleased Balance

Released Balance

Carryover Balance

Pending Balance

Usage Balance

Credit Balance

Remaining

Grid Based on Selected Elements

Logan County Schools

USDA School Year (1)

2017/18

2018/19

2019/20

2020/21

2021/22

2022/23

2023/24

2024/25

State (1)

(All)

KY

Co-Op (3)

RA

None

Vendor

None

District (1)

Customer

None

USDA Material

None

Right click on the axis labels above to sort in ascending/descending order

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.

**To Export:**

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

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

## 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”.



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

The screenshot shows a table titled "Personal view subscriptions". The table has columns for "Subscription Name", "Report/Document", "Owner", "Address", "Personalized", "Action", and "Unsubscribe". The "Action" and "Unsubscribe" columns are circled in red. The table contains four rows of subscription data.

Subscription Name	Report/Document	Owner	Address	Personalized	Action	Unsubscribe
USDA Commodity Entitlement Report 2024-04-11 12:49:36	USDA Commodity Entitlement Report					<input type="checkbox"/>
USDA Commodity Usage Report 2024-03-12 15:23:41	USDA Commodity Usage Report					<input type="checkbox"/>
USDA Commodity Usage Report 2024-04-08 09:42:37	USDA Commodity Usage Report					<input type="checkbox"/>
USDA Commodity Usage Report 2024-04-08 09:45:07	USDA Commodity Usage Report					<input type="checkbox"/>