

TEXAS DEPARTMENT OF AGRICULTURE

Texas Unified Nutrition Programs System (TX-UNPS)

***Data Warehouse Report
Training Guide***

Texas Department of Agriculture

Food and Nutrition Division

For External Users

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Document Revision History

Version	Status	Date	Change Description	Updated By
V1.0	FINAL	07/30/2012	Final Training Guide for Implementation	Linda Miller
V1.1	FINAL	11/06/2012	Update Training Guide per 10/26/2012 emails and attached documents	Linda Miller
V1.2	DRAFT	3/21/2014	Update Training Guide for upgraded to Pentaho V5	Candice Wong
V1.2	FINAL	3/27/2013	Corrected caption fields, grouped pictures and graphics to stay stable. Updated formatting to stay consistent.	Lee Ann Dumas

Note: When updating, right click to update cross reference

- Field definition tip on page 8 (refers to first page of appendix)
- Reference to Pentaho User Console on page 10 (middle paragraph)



Introduction

Welcome to the Texas Unified Nutrition Programs System (TX-UNPS) supplemental training guide for the Data Warehouse Report module. TX-UNPS is a web-based software solution that provides administrators, state users, and Contracting Entities with efficient and immediate access to applications, claims, and related nutrition program functions. This training guide will focus on the TX-UNPS data report function.

Training Guide

This training guide is intended for use by authorized Contracting Entity (CE), Education Service Center (ESC), Processing Co-op Coordinator, and Processor users that need to utilize the data report function within TX-UNPS. This guide is designed to provide a general understanding of how to use the report function in an effective and efficient manner.

Getting Started

Before you can begin using TX-UNPS, you must be assigned a user ID and password by the TX-UNPS Help Desk that provides the required security rights. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the TX-UNPS web site.

Accessing the TX-UNPS Web Site

You can access TX-UNPS from any computer connected to the Internet by opening your Internet browser and entering the following URL in the browser's address line:

<https://txunps1.texasagriculture.gov/>



TIP: You can add this URL to your browser's FAVORITES list or create a shortcut to the web site on your desktop for quicker access to the site. Refer to your browser or operating system help files for further information.

Logging On to TX-UNPS

1. Enter your assigned **User ID**.
2. Enter your **Password**.
3. Select **Log On**

Note: If you do not have a User ID and Password, contact the TX-UNPS Help Desk.



TIP: The Password is case-sensitive, so be sure to type upper and lower-case letters correctly.

The screenshot shows the TX-UNPS Home Page. At the top, it says "Nutrition Programs" and "TX-UNPS". Below this is a "Returning Users: Log On" box with fields for "User ID:" and "Password:", and a "Log on" button. To the right of the login box is a welcome message: "Welcome to the Texas Unified Nutrition Programs System! Last Updated: 7/12/2012". Below the welcome message is contact information: "(877) TEX-MEAL or squaremeal@Texasagriculture.gov". There are also sections for "Avoiding/Resolving TX-UNPS Session Conflicts (Revised 07/12/2012)", "System Maintenance", "Resetting Your Password", and "TDA Disclaimer".

Figure 1: TX-UNPS Log-on box on Home Page

Note: If you change your TX-UNPS password, you will not be able to access the data warehouse until the next day.

Accessing TX-UNPS Data Warehouse Reports

1. Select Reports in the top menu bar under the TX-UNPS tab



Figure 2: TX-UNPS Reports link on top menu bar

Note: Follow these steps to access any of the nutrition program modules. The title displayed on the screen (see "School Nutrition Programs") will reflect the program-appropriate title of the reporting module link.

2. Select the **TX-UNPS Data Warehouse** link located under Report List.
Since limited reports are available at this time, no filter needs to be selected from the pull-down menu.



Figure 3: TX-UNPS Data Warehouse Link

3. Select the **TX-UNPS Data Warehouse reporting module** link.



TIP: Make sure your pop-up blocker is turned off before clicking the TX-UNPS Data Warehouse reporting module link. If the pop-up blocker is on, the linked window will not appear.

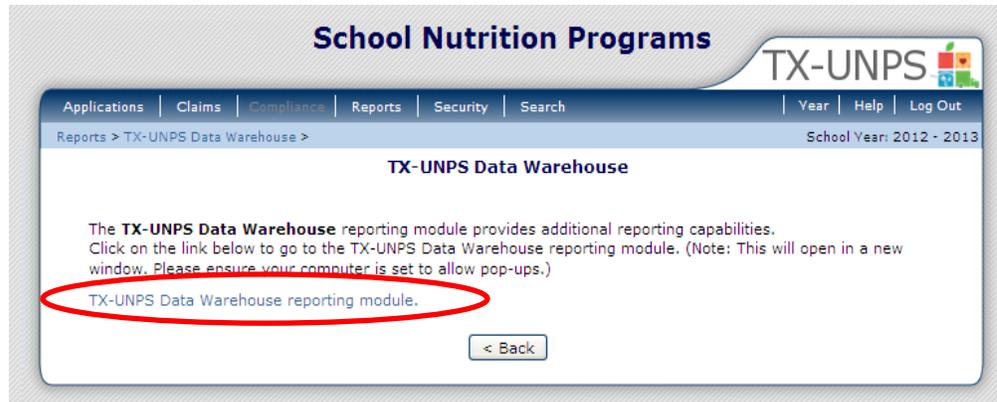


Figure 4: TX-UNPS Data Warehouse reporting module link

A new window will open showing the Pentaho User Console. Pentaho is the database application that stores data and creates reports.



TIP: If no Pentaho window opens, click the browser back arrow to return to the previous screen showing the Data Warehouse reporting module link, check that the pop-up blocker is off, then click the reporting module link again.

4. Select **Browse Files** in the Home window. This will bring you to the Browse Files page with the list of available folders and files.

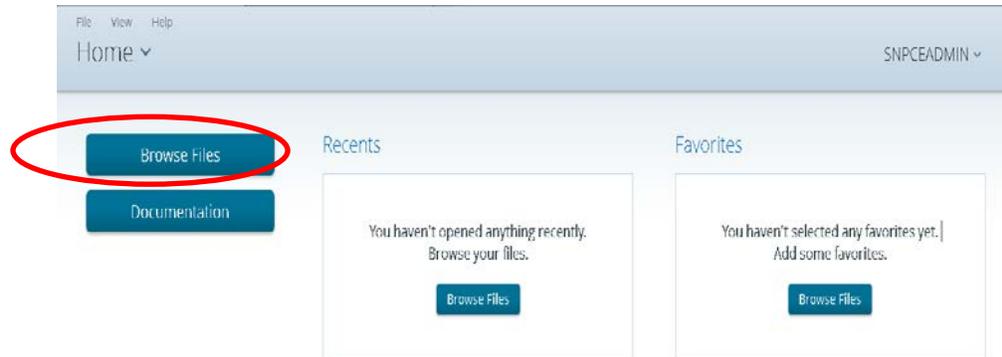


Figure 5: Pentaho User Console Home window

5. In the Browse Files page, select the **Public** folder and select the **TX-UNPS External** folder in the Folders list on the left. This will bring up a list of available reports under the Files list in the middle of the window.

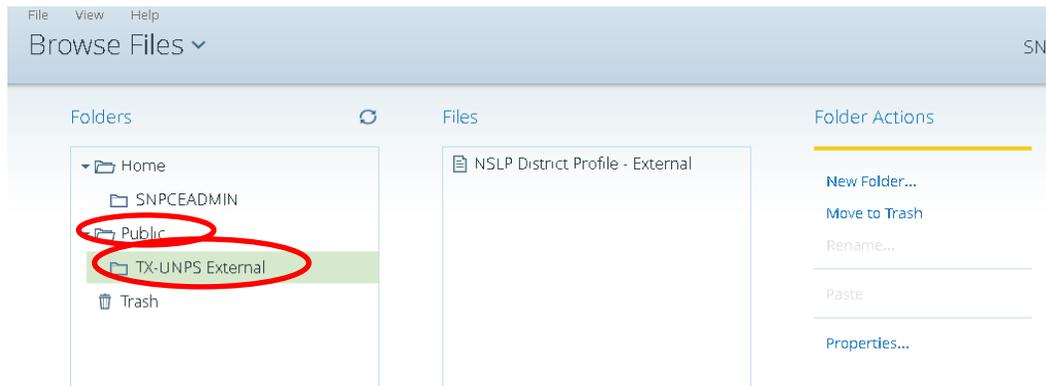


Figure 6: Pentaho User Console Browse window

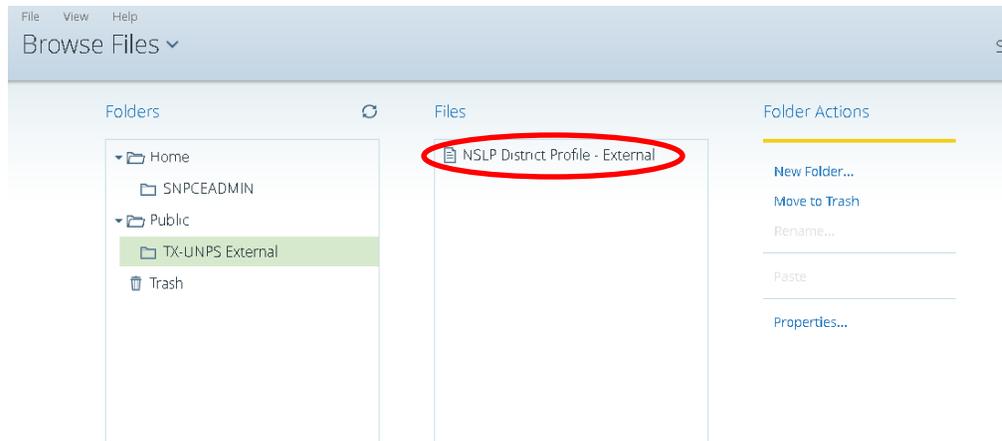


Figure 7: Pentaho User Console window Files link

6. Open the report you wish to view. You can
 - o double-click the file name link for the report, or
 - o click to select the file name link for the report, then select the Open or Open in a new window option under the File Actions on the right.

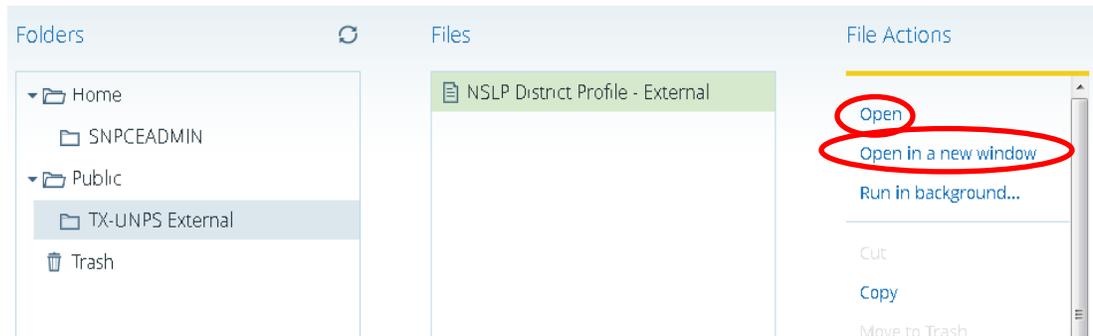


Figure 8: Pentaho User Console window Open File options

7. Set the Report Parameters for the data warehouse report you want to access. See the appropriate appendix for your specific program report instructions.

Note: Data displayed in the reports is one day behind the actual calendar date. Data is refreshed each night. For example, data for a claim entered on Tuesday will not show up in a report until Wednesday.

- To view an online report, select either of the HTML views from the Output Type pull-down menu and then click View Report. Alternately, you can also download a data file report or print a report. To download or print, proceed to Step 11 or Step 13, respectively.

The screenshot shows a web form with the following fields:

- Program Year:** 2012
- Contracting Entity:** A dropdown menu with options: AMARILLO ISD-00918 (selected), HOUSTON ISD-00522, SAN ANTONIO ISD-00082, SLATON ISD-00753, and SOUTHWEST ISD-00087.
- Output Type:** A dropdown menu with the option: HTML (Paginated).
- View Report:** A blue button.

Red arrows point to the 'HTML (Paginated)' dropdown and the 'View Report' button.

Figure 9: Report Parameters HTML Output Type selection

- View the online report in the display window.



TIP: To understand what information is represented in each field of the reports, see the appropriate “**Field Definitions**” appendix beginning on page 15 of this document. Fields remain the same across all file output types, whether online, Excel data report, or printed PDF.

The screenshot shows the same report parameters form as in Figure 9, but within a browser window. The browser address bar shows: <https://bunpsdwapp.texasagnculture.gov/pentaho/aps/repos/public:IX-UNPS-external/NSLP-District-Profile-external.prpt/viewer>

SNP District Profile	2012	00918	AMARILLO ISD			
Month	July	August	September	October	November	Decem
Claim Year		2011	2011	2011	2011	2011
Approved for Free		19,817	19,851	19,764	19,459	19,405
Approved for Reduced		2,959	2,996	2,943	2,812	2,745
Enrollment		33,992	33,512	34,106	33,449	33,233

Figure 10: Pentaho User Console SNP District Profile Report



TIP: To see more of the online report in the display window, click on the icon on the upper

left next to the page selector.



10. Page through the entire report by clicking the single forward or back arrow in the page menu bar. Select the barred forward or back arrows to jump to the first or last page of the report. To see an entire page of the report without adjusting the viewing percentage, use the bottom scroll bar to move the display window back and forth, and the side scroll bar to move the window up and down.

SNP District Profile	2012	00918	AMARILLO ISD				
Month	July	August	September	October	November	December	Jan
Claim Year		2011	2011	2011	2011	2011	2011
Approved for Free		19,817	19,851	19,764	19,459	19,405	19,405
Approved for Reduced		2,969	2,996	2,943	2,812	2,745	2,745
Enrollment		33,992	33,512	34,106	33,449	33,233	33,233
LUNCH		LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Lunch Sites		52	52	52	52	52	52
Lunch Days		8	21	21	19	16	16

Figure 11: Pentaho User Console SNP District Report (annotated)

11. To download a **data file report**, select either of the Excel views from the Output Type pull-down menu and then click View Report.

Program Year: 2014

Contracting Entity: AMARILLO ISD-00918

Output Type: Excel

View Report

Figure 12: Pentaho User Console Excel Output Type selection

After clicking View Report, you may get a security message depending on the version of the IE. It will require that you click to download the file. Click the option area to bring up a pull-down menu with a “Download File...” option. Select that option.



Figure 13: Pentaho User Control Security Message

After selecting the Download File option, you will be returned to the opening Pentaho User Console. (see Step 4, Figure 5: Pentaho User Console Home window) From this point, repeat Steps 4 through 7.

If you wish to avoid rerunning the report by repeating Steps 4 through 7, you may adjust your Internet security options to add this site to your “trusted sites” list. However, steps in the procedure below may vary according to network settings or protocols established by technology departments.

In your browser navigation bar, select Tools and then select Internet Options.

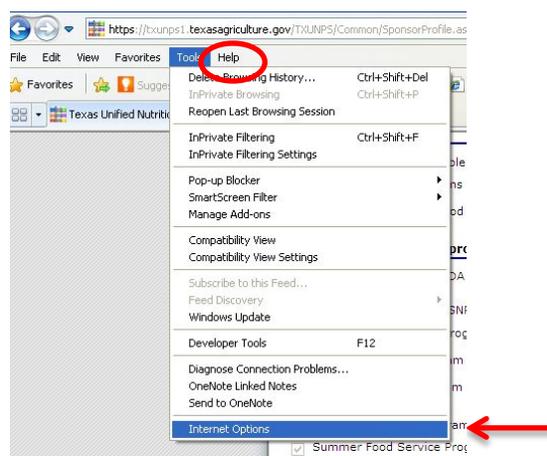


Figure 14: Internet Tools > Internet Options

Click the Internet Options Security tab and then click the Trusted sites icon.

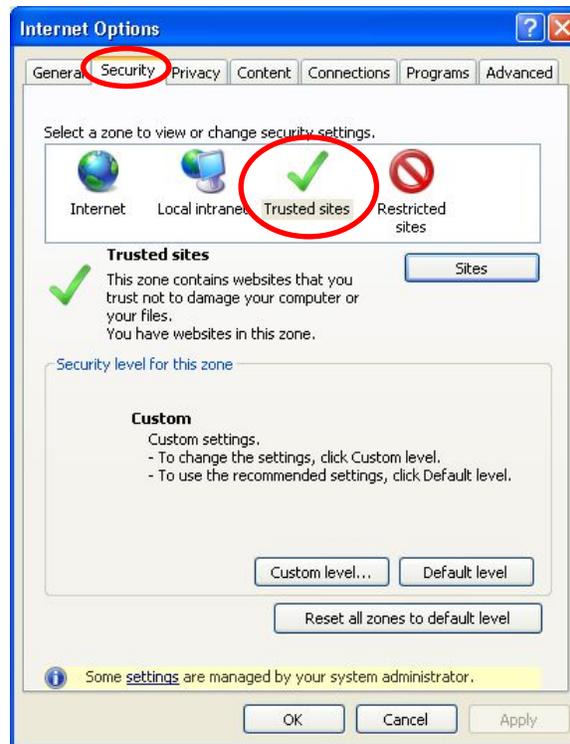


Figure 15: Internet Options > Security Tab

If your security settings allow you to manually add sites to the trusted list, the TX-UNPS website address will appear in the “Add this website to the zone” box. Click the Add button. (The Add button will not be greyed out as it appears in Figure 16: Trusted sites window below.)

If your security settings do not allow you to manually add sites to the trusted list, the Add button will be greyed out, as it appears in Figure 17 below. You will need to consult with your technology department about getting the TX-UNPS site added to the trusted list.

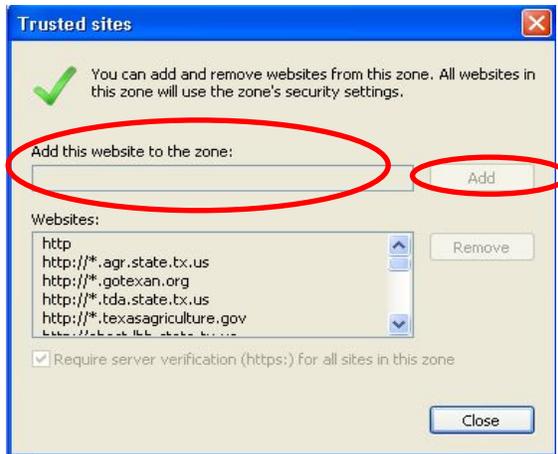


Figure 16: Trusted sites window

12. Repeat the Report Parameter process and select Excel as the Output Type. Then select how and where you wish to view and/or save the data report file.



Figure 17: Excel Output type selection

- To download and **print a report**, select the PDF view from the Output Type pull-down menu and then click View Report.

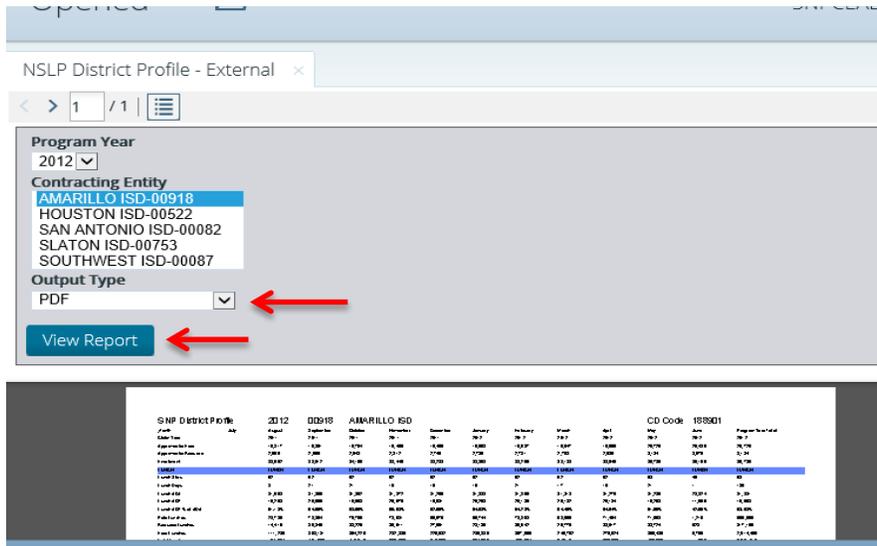


Figure 18: Pentaho User Console PDF Output Type selection

- Move the mouse over the report and an option list will appear near the bottom of the report. Select how you wish to view and/or share the report by selecting the appropriate icon. Going from left to right, the icon selections allow you to click to save the file, print the PDF pages, navigate to next page, zoom and create a PDF.

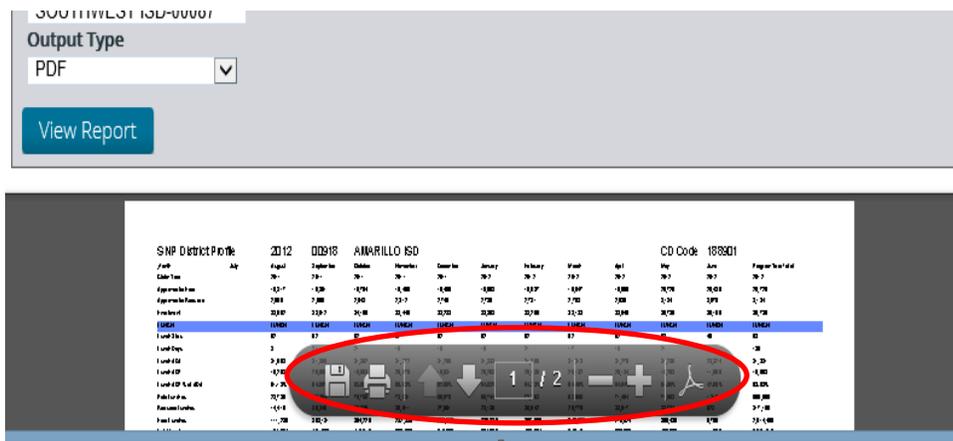


Figure 19: PDF View/Print/Share Options

15. To close an open report and select a new report to view, select the X button in the report tab. This will close the current report and reset the page to the File view. Repeat the profile selection process for a new report by starting at Step 4 of this procedure.

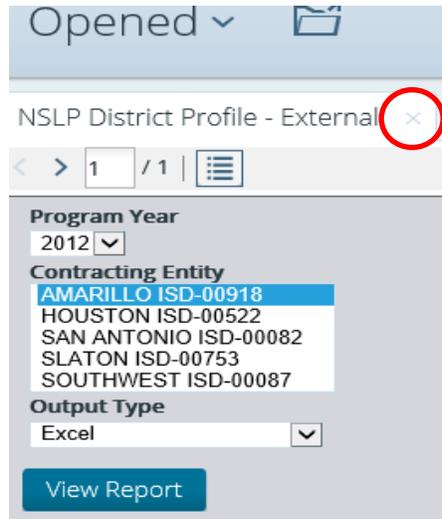


Figure 20: Pentaho User Console District Profile close button



TIP: If you leave the Pentaho application, you may see this Pentaho User Console screen (below) the next time you log in. Do not log in on this page. If this screen appears, close browser window and open the TX-UNPS web site in a new window. The Nutrition Programs TX-UNPS Home Screen (see Figure 1) will appear and you will be able to log in to the data warehouse reports section of Pentaho.



Figure 21: Pentaho User Console Login Screen

Appendix 1: Field Definitions for NSLP District Profile Report

Field Name	Description for Claim Month Detail	Description for Program Year Totals Detail
Month	Claim Month	
Claim Year	Year of the claim month	
Approved for Free	Sum of G1, "number approved for free meals," from the site claim(s)	Highest value of "Approved for Free" for the program year
Approved for Reduced	Sum of G2, "number approved for reduced meals," from the site claim(s)	Highest value of "Approved for Reduced" for the program year
Enrollment	Sum of G3, "number of enrolled children," from the site claim(s)	Highest value of "Enrollment" for the program year
LUNCH		
Lunch Sites	Sum of L1, "Authorized Sites Participating," from lunch section of site claim(s)	Highest value of "Lunch Sites" for the program year
Lunch Days	Highest of L3, "Number of Operating Days," from lunch section of site claim(s)	Sum of "Lunch Days" for the program year
Lunch ADA	Sum of Total Monthly Attendance from the lunch section of the site claims divided by the highest number of days claimed from the site applications and rounded.	Sum of Total Monthly Attendance from the site claims for the program year divided by the sum of "lunch days" for the program year and rounded.
Lunch ADP	Sum of all lunches claimed for the month divided by the highest number of days claimed from the site applications and rounded.	Sum of all lunches claimed for the program year divided by the sum of "Lunch Days" claimed for the program year and rounded.
Lunch ADP % of ADA	ADP divided by the ADA and rounded to the second decimal point.	ADP divided by the ADA and rounded to the second decimal point.
Paid Lunches	Sum of L4.c., "Paid Lunches Served," from lunch section of site claim(s)	Sum of "Paid Lunches" for the program year
Reduced Lunches	Sum of L4.b., "Reduced Lunches Served," from lunch section of site claim(s)	Sum of "Reduced Lunches" for the program year
Free Lunches	Sum of L4.a., "Free Lunches Served," from lunch section of site claim(s)	Sum of "Free Lunches" for the program year
Total Lunches	Sum of L4.d., "Sum Lunches Served," from lunch section of site claim(s)	Sum of "Total Lunches" for the program year
2 Cent Lunch	Indicates whether the Contracting Entity qualified for the 2 cent Severe Need Lunch. This is from the application and is based on lunches	Indicates whether the Contracting Entity qualified for the 2 cent Severe Need Lunch. This is from the application and is based on lunches

Field Name	Description for Claim Month Detail	Description for Program Year Totals Detail
	served two years prior.	served two years prior.
Lunch %Free/Reduced	Sum of Free and Reduced Lunches divided by Total Lunches	Sum of Free and Reduced Lunches divided by Total Lunches
Lunch Reimbursement	Amount of federal reimbursement for lunch	Amount of federal reimbursement for lunch
SNACK-REG		
Snack Sites	Sum of A4, "Authorized Sites Participating," from Afterschool Care Program (Non-Area Eligible) section of site claim(s)	Highest number of "Snack Sites" for the program year.
Snack Days	Highest of A6, "Number Operating Days," from Afterschool Care Program (Non-Area Eligible) section of site claim(s)	Sum of "Snack Days" for the program year.
Snack ADA	Sum of Total Monthly Attendance from the regular snack section of the site claims divided by the highest number of days claimed from the site applications and rounded.	Sum of Total Monthly Attendance from the regular snack section of the site claims for the program year divided by the sum of "Snack Days" for the program year and rounded.
Snack ADP	Sum of all regular snacks claimed for the month divided by the highest number of days claimed from the site applications and rounded.	Sum of all regular snacks claimed for the program year divided by the sum of "Snack Days" claimed for the program year and rounded.
Snack ADP % of ADA	ADP divided by the ADA and rounded to the second decimal point.	ADP divided by the ADA and rounded to the second decimal point.
Paid Snacks	Sum of A7.c., "Paid Snacks Served," Afterschool Care Program (Non-Area Eligible) section of site claim(s)	Sum of "Paid Snacks" for the program year
Reduced Snacks	Sum of A7.b., "Reduced Snacks Served," Afterschool Care Program (Non-Area Eligible) section of site claim(s)	Sum of "Reduced Snacks" for the program year
Free Snacks	Sum of A7.a., "Free Snacks Served," Afterschool Care Program (Non-Area Eligible) section of site claim(s)	Sum of "Free Snacks" for the program year
Total Regular Snacks	Sum of A7.d., "Sum of Snacks Served," Afterschool Care Program (Non-Area Eligible) section of site claim(s)	Sum of "Total Regular Snacks" for the program year
Snack %Free/Reduced	Sum of Free and Reduced Snacks divided by Total Regular Snacks	Sum of Free and Reduced Snacks divided by Total Regular Snacks
Snack-REG Reimbursement	Amount of federal reimbursement for Regular Snacks	Amount of federal reimbursement for Regular Snacks
SNACK-AREA		

Field Name	Description for Claim Month Detail	Description for Program Year Totals Detail
ELIGIBLE (AE)		
Snack AE Sites	Sum of A3, "Authorized Sites Participating," from Afterschool Care Program (Area Eligible) section of site claim(s)	Highest number of "Snack AE Sites" for the program year.
Snack AE Days	Highest of A5, "Number Operating Days," from Afterschool Care Program (Area Eligible) section of site claim(s)	Sum of "Snack AE Days" for the program year.
Snack AE ADA	Sum of Total Monthly Attendance from the area eligible snack section of the site claims divided by the highest number of days claimed from the site applications and rounded.	Sum of Total Monthly Attendance from the AE snack section of the site claims for the program year divided by the sum of "Snack AE Days" for the program year and rounded.
Snack AE ADP	Sum of all area eligible snacks claimed for the month divided by the highest number of days claimed from the site applications and rounded.	Sum of all regular snacks claimed for the program year divided by the sum of "Snack Days" claimed for the program year and rounded.
Snack AE ADP % of ADA	ADP divided by the ADA and rounded to the second decimal point.	ADP divided by the ADA and rounded to the second decimal point.
Free AE Snacks	Sum of A6.a., "Free Snacks Served," Afterschool Care Program (Area Eligible) section of site claim(s)	Sum of "Free AE Snacks" for the indicated program year
Total AE Snacks	Sum of all Area Eligible Snacks. All Area Eligible Snacks are free so this should match the figure from "Free AE Snacks"	Sum of "Total AE Snacks" for the program year
Snack AE Reimbursement	Sum of federal reimbursement for Area Eligible Snacks	Sum of federal reimbursement for Area Eligible Snacks for the program year
Total Snack Reimbursement	Sum of federal reimbursement for Regular and Area Eligible Snacks	Sum of federal reimbursement for Regular and Area Eligible Snacks for the program year
Combined Lunch and Snack Reimbursement	Sum of all lunch and Snack (regular and area eligible) Reimbursements	Sum of all lunch and Snack (regular and area eligible) Reimbursements for the program year
BREAKFAST-REG		
Breakfast Sites	Sum of N1, "Authorized Sites Participating," from Regular Breakfast Section of site claim(s)	Highest number of "Breakfast Sites" for the program year.
Breakfast Days	Highest of N3, "Number of Operating Days," from Regular Breakfast	Sum of "Breakfast Days" for the program year.

Field Name	Description for Claim Month Detail	Description for Program Year Totals Detail
	Section of site claim(s)	
Breakfast ADA	Sum of Total Monthly Attendance from the breakfast section of the site claims divided by the highest number of days claimed from the site applications.	Sum of Total Monthly Attendance from the Breakfast section of the site claims for the program year divided by the sum of "Breakfast Days" for the program year and rounded.
Breakfast ADP	Sum of all breakfasts claimed for the month divided by the highest number of days claimed from the site applications.	Sum of all breakfasts claimed for the program year divided by the sum of "Breakfast Days" claimed for the program year and rounded.
Breakfast ADP % of ADA	ADP divided by the ADA and rounded to the second decimal point.	ADP divided by the ADA and rounded to the second decimal point.
Paid Breakfasts	Sum of N4.c., "Paid Breakfasts Served," from Regular Breakfast Section of site claim(s)	Sum of "Paid Breakfasts" for the program year.
Reduced Breakfasts	Sum of N4.b., "Reduced Breakfasts Served," from Regular Breakfast Section of site claim(s)	Sum of "Reduced Breakfasts" for the program year.
Free Breakfasts	Sum of N4.a., "Free Breakfasts Served," from Regular Breakfast Section of site claim(s)	Sum of "Free Breakfasts" for the program year.
Total Breakfasts	Sum of N4.d., "Sum Breakfasts Served," from Regular Breakfast Section of site claim(s)	Sum of "Total Breakfasts" for the program year.
Breakfast %Free/Reduced	Sum of Free and Reduced Regular Breakfasts divided by Total Regular Breakfasts	Sum of Free and Reduced Regular Breakfasts for the program year divided by Total Regular Breakfasts for the program year
Breakfast-REG Reimbursement	Sum of federal reimbursement for Regular Breakfast	Sum of federal reimbursement for Regular Breakfast for the program year
BREAKFAST-SN	Severe Need (SN) Breakfast Data	Severe Need (SN) Breakfast Data
Breakfast SN Sites	Sum of N1, "Authorized Sites Participating," from Severe Need Breakfast Section of site claim(s)	Highest number of "Breakfast SN Sites" for the program year.
Breakfast SN Days	Highest of N3, "Number of Operating Days," from Severe Need Breakfast Section of site claim(s)	Sum of "Breakfast SN Days" for the program year.
Breakfast SN ADA	Sum of Total Monthly Attendance from the SN breakfast section of the site claims divided by the highest number of days claimed from the site applications.	Sum of Total Monthly Attendance from the SN Breakfast section of the site claims for the program year divided by the sum of "Breakfast SN Days" for the program year and rounded.

Field Name	Description for Claim Month Detail	Description for Program Year Totals Detail
Breakfast SN ADP	Sum of all SN breakfasts claimed for the month divided by the highest number of days claimed from the site applications.	Sum of all SN Breakfasts claimed for the program year divided by the sum of "Breakfast SN Days" claimed for the program year and rounded.
Breakfast SN ADP % of ADA	ADP divided by the ADA and rounded to the second decimal point.	ADP divided by the ADA and rounded to the second decimal point.
Paid SN Breakfasts	Sum of N4.c., "Paid Breakfasts Served," from Severe Need Breakfast Section of site claim(s)	Sum of "Paid SN Breakfasts" for the program year.
Reduced SN Breakfasts	Sum of N4.b., "Reduced Breakfasts Served," from Severe Need Breakfast Section of site claim(s)	Sum of "Reduced SN Breakfasts" for the program year.
Free SN Breakfasts	Sum of N4.a., "Free Breakfasts Served," from Severe Need Breakfast Section of site claim(s)	Sum of "Free SN Breakfasts" for the program year.
Total SN Breakfasts	Sum of N4.d., "Sum Breakfasts Served," from Severe Need Breakfast Section of site claim(s)	Sum of "Total SN Breakfasts" for the program year.
Breakfast-SN Reimbursement	Sum of federal reimbursement for Severe Need Breakfast	Sum of federal reimbursement for Severe Need Breakfast for the program year.
Total Breakfast Reimbursement	Sum of federal reimbursement for Severe Need and Regular Breakfast	Sum of federal reimbursement for Severe Need and Regular Breakfast for the program year.
SEAMLESS SUMMER-SSO		
SSO Sites	Total of Seamless Sites claiming for the month.	Highest number of "SSO Sites" for the program year.
SSO Days	Sum of the highest number of operating days across the meal types for each site.	Sum of "SSO Days" for the program year.
SSO ADP	Sum of all summer meals claimed for the month divided by the highest number of days claimed from the site applications.	Sum of "Total SSO Meals" for the program year divided by the sum of "SSO Days" for the program year and rounded.
SSO Lunches	Sum of "Free Lunches Served" from National School Lunch/Suppers section of the site claim.	Sum of "SSO Lunches" for the program year.
SSO Breakfasts	Sum of "Free Breakfast Served" from School Breakfast Program (Regular Reimbursement) section of the site claim.	Sum of "SSO Breakfasts" for the program year.
SSO Snacks	Sum of "Total Snacks Served" from	Sum of "SSO Snacks" for the

Field Name	Description for Claim Month Detail	Description for Program Year Totals Detail
	After School Care Program section of the site claim	program year.
SSO Suppers	Sum of "Free Suppers Served" from National School Lunch/Suppers section of the site claim.	Sum of "SSO Suppers" for the program year.
SSO SN Breakfasts	Sum of "Total Severe Need Breakfast Served" from School Breakfast Program (Severe Need Reimbursement) section of the site claim.	Sum of "SSO SN Breakfasts" for the program year.
Total SSO Meals	Sum of all of the seamless summer meals served for the month	Sum of all of the seamless summer meals served for the Program Year.
Total SSO Reimbursement	Sum of Federal reimbursement for Seamless Summer Program	Sum of Federal reimbursement for Seamless Summer Program for the program year
Total Federal Reimbursement	Sum of all federal reimbursement for the Contracting Entity for the month	Sum of all federal reimbursement for the Contracting Entity for the program year
State Reimbursement	Sum of all state matching funds for the Contracting Entity for the month <u>Note:</u> This applies only to public/charter schools.	Sum of all state matching funds for the Contracting Entity for the program year
Total Reimbursement	Sum of federal and state reimbursement for the month.	Sum of federal and state reimbursement for the program year.

Appendix 2: Setting Report Parameters for NSLP District Profile Report

To set the report parameters for an NSLP District Profile Report,

- choose the program year from the pull-down menu,
- select the Contracting Entity by clicking a listing to highlight it,
- select the Output Type (see Steps 8 through 13), and
- select View Report.

The screenshot displays the report configuration interface. At the top, there is a navigation bar with a left arrow, a right arrow, a page indicator '1 / 2', and a list icon. Below this, the 'Program Year' section has a dropdown menu with '2012' selected, indicated by a red arrow. The 'Contracting Entity' section features a list box with five options: 'AMARILLO ISD-00918' (highlighted in blue), 'HOUSTON ISD-00522', 'SAN ANTONIO ISD-00082', 'SLATON ISD-00753', and 'SOUTHWEST ISD-00087'. The 'Output Type' section has a dropdown menu with 'HTML (Paginated)' selected, also indicated by a red arrow. At the bottom, there is a blue 'View Report' button with a red arrow pointing to it.

Figure 22: Pentaho User Console Profile NSLP Report Parameters selection

Appendix 3: Field Definitions for FDP Processing Co-op Details Report

Field Name	Description	Comments
CE ID	CE identification number	Self-Explanatory
Contracting Entity	Name of Co-op member	Self-Explanatory
CE Processing Co-op(s)	Name of Processing Co-op	The name displayed in the report should match the user's assigned co-op name.
Processing Entitlement	The amount of entitlement the CE committed for commodity processing in the FDP Contract Packet - CE Information Update Screen.	The processing entitlement should match the amount in the FDP Contract Packet – CE Information Update Screen or CE Contract Entitlement screen.
Processing Entitlement Used	The amount of processing entitlement that has been used on processing surveys.	The processing entitlement used should match the amount in the Weekly Commodity Bulletin or as displayed on one of the processing survey(s).
Processing Entitlement Remaining	The remaining commodity processing balance. <u>Formula:</u> Processing entitlement minus processing entitlement used.	The processing entitlement remaining should match the amount in the Weekly Commodity Bulletin or as displayed on one of the processing surveys.
Survey Number (#)	The number assigned to the processing survey.	TDA creates new processing surveys after USDA announces additional offerings.
Survey	The category description of the processing survey, including the co-op name.	The surveys are categorized as Meats, Cheese/Mozz, Veggies, Staples and Fruits.
Processor	The name of the processor the pounds are being committed to for the applicable survey.	Self-Explanatory
Item Code	The material number of the commodity/USDA	Self-Explanatory

Field Name	Description	Comments
	Food being diverted for further processing.	
Commodity	The name of the commodity/USDA Food being diverted for further processing.	Self-Explanatory
Qty	The number of pounds entered on the processing survey for the applicable CE.	If the quantity is incorrect, access the processing survey in TX-UNPS and make applicable corrections. Generate a new report the following day to capture the changes on the report.

Appendix 4: FDP Processing Co-op Details Report

The purpose of an FDP Processing Co-op Details Report is to provide the co-op coordinator with comprehensive data to ensure the processing commitments entered into TX-UNPS by a CE, through the Processing Survey, are correct.

Once logged into TX-UNPS, click the FDP Co-op Processing Details link under Files, then click Open, Open in a new window, or double-click the link.

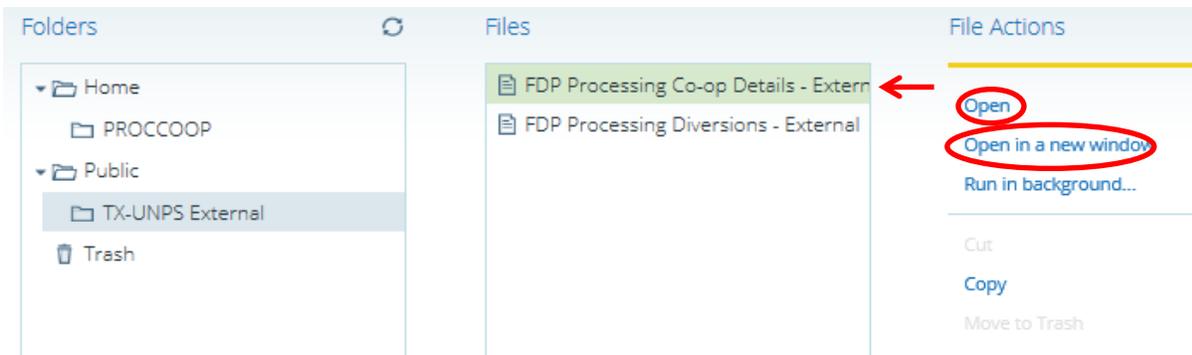


Figure 23: FDP Processing Co-op Details Report Link



TIP: For a review of how to log into TX-UNPS and browse to the Browse Files page, see pages 2 through 6 of this guide..

The only selectable report parameters in the Processing Co-op Details Report are the program year and the report output type.

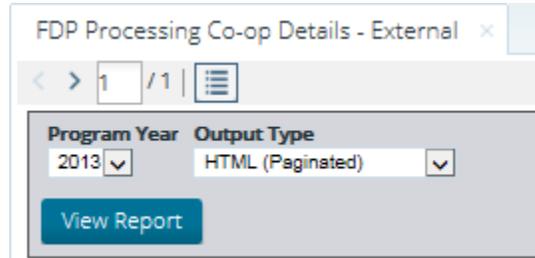


Figure 24: FDP Processing Co-op Details Report Parameters

Use the pull-down menus under the two arrow buttons to select a program year and a report output type. Once you have made your selections, click View Report

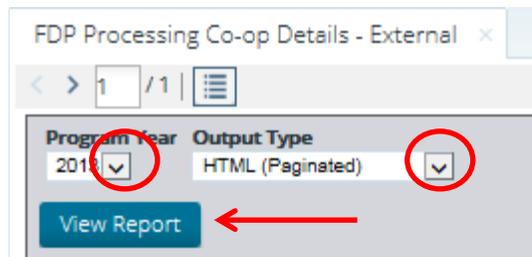


Figure 25: FDP Processing Co-op Details Report Pull-down Menus

If viewing the report onscreen as HTML output, use the scroll bar at the bottom of the window to scroll to the far right in order to view all the fields in the report.

CE ID	Contracting Entity	CE Processing Co-op(s)	Processing Entitlement	Processing Entitlement Used
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19
00013	DIBOLL ISD	Choice Partners (G Coast)	\$58,052.00	\$58,051.19

Figure 26: FDP Processing Co-op Details Report Output

Appendix 5: Field Definitions for FDP Processing Diversions Report

Field Name	Description	Comments
Processor	Name of Processor	Self-Explanatory
Processing Co-op	Name of Co-op	Self-Explanatory
Survey ID	The number assigned to the processing survey.	TX-UNPS generates a number for each survey created.
Survey	The category description of the processing survey, including the co-op name.	The processing surveys are categorized as Meats, Cheese/Mozz, Veggies, Staples and Fruits.
Diversion #	A unique identifier for each Process Diversion	A Process Diversion equates to a truckload or partial entry
Split (Yes/No)	An identifier to indicate the sharing of a truckload	Partial truckloads can be shared with co-op's with-n the State. Or Split with other States
Item Code	The material number of the commodity/USDA Food being diverted for further processing.	Self-Explanatory
Commodity Code	The name of the commodity/USDA Food being diverted for further processing.	Self-Explanatory
CE ID	The ID number assigned to the Contracting Entity.	Self-Explanatory
Contracting Entity	The name of the Contracting Entity	Self-Explanatory
Begin Delivery	The begin date for the search inquiry for this report.	All Begin Delivery dates will begin with July 1.
End Delivery	The end date for the search inquiry for this report.	All End Delivery dates will end with June 30.

Field Name	Description	Comments
Entitlement/Bonus	Displays the type of entitlement used for the USDA Food ordered.	Self-Explanatory
Units	The total number of pounds entered for a Processor and <u>ORDERED</u> with USDA for the applicable Contracting Entity.	<p>Processor: if the quantity is incorrect, please contact the co-op coordinator.</p> <p>Processing Co-op: This is the total quantity <i>processed</i> in the “Process Diversions” screen for the applicable Contracting Entity. If the quantity is incorrect, review your process diversions in TX-UNPS and make necessary changes.</p> <p>Note: Changes made in TX-UNPS will not be captured on a new report until the following day.</p>
Comments	Comments entered by a co-op coordinator user.	Self-Explanatory

Appendix 6: FDP Processing Diversions Report

Purpose: The report provides the co-op coordinator and the processor with the total pounds requested by a CE, by product, by processor.

Once logged into TX-UNPS, click the FDP Processing Diversions link under Files, then the Open, Open in a new window, or double-click the link.

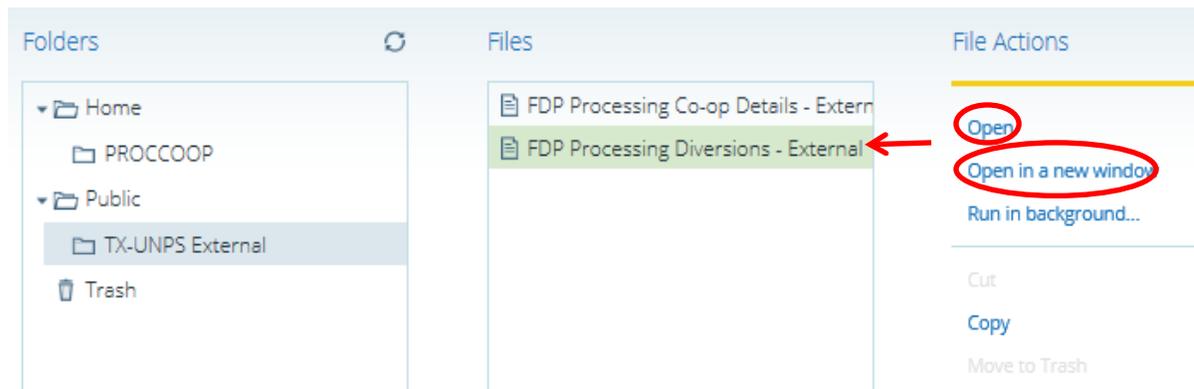


Figure 27: FDP Processing Diversions Report Link



TIP: For a review of how to log into TX-UNPS and browse to the Browse Files page, see pages 2 through 6 of this guide.

Six report parameters called “filters” are available in the Processing Diversions Report: Program Year, Processor(s), Processing Co-op(s), Surveys, Commodities, and Contracting Entities. Data generated into a single report will be determined by the program year selected and what single filter or combination of multiple filters is selected.

For Co-op view:

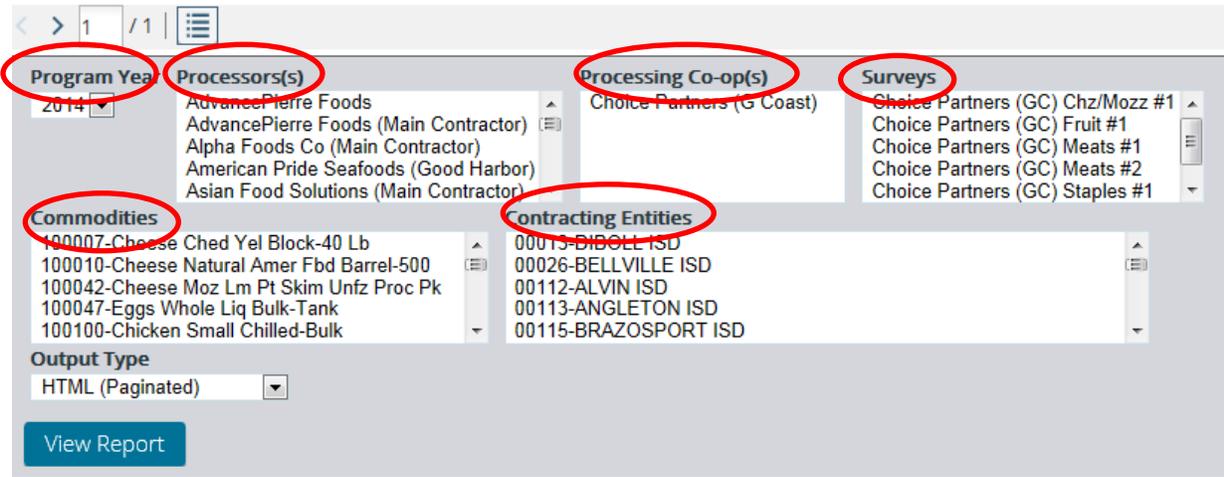


Figure 28: FDP Processing Diversions Report Co-op View

Data will be reported by clicking any one or multiple filters. For example, clicking only Diboll ISD under the Contracting Entities filter will provide a listing of Processors, Surveys and Commodities associated with Diboll ISD.

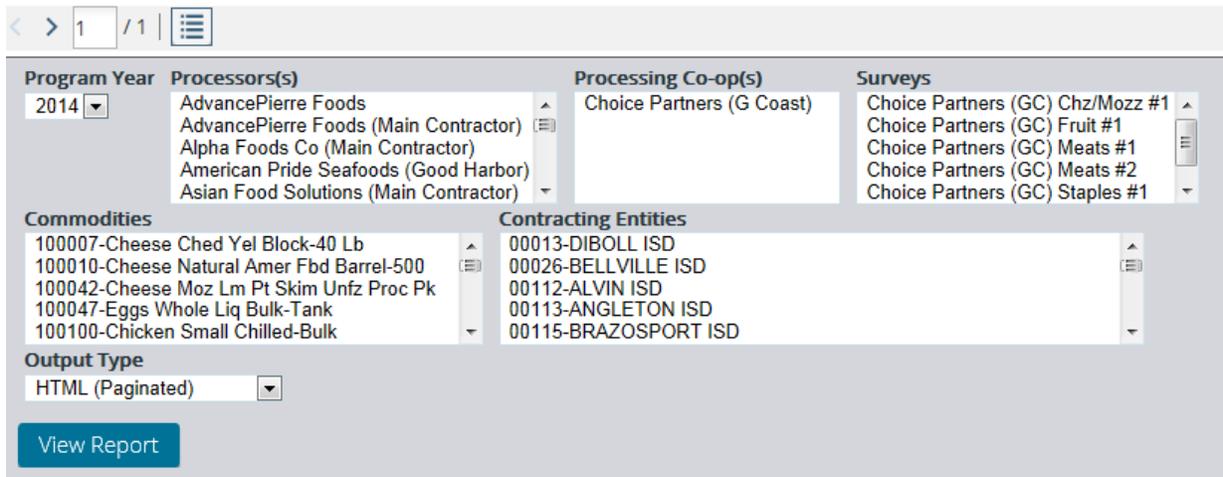


Figure 29: FDP Processing Diversions Report Co-op View Contracting Entities Filter

Using the Processor(s) filter will provide a listing of Contracting Entities, Surveys and Commodities associated with the selected Processor.

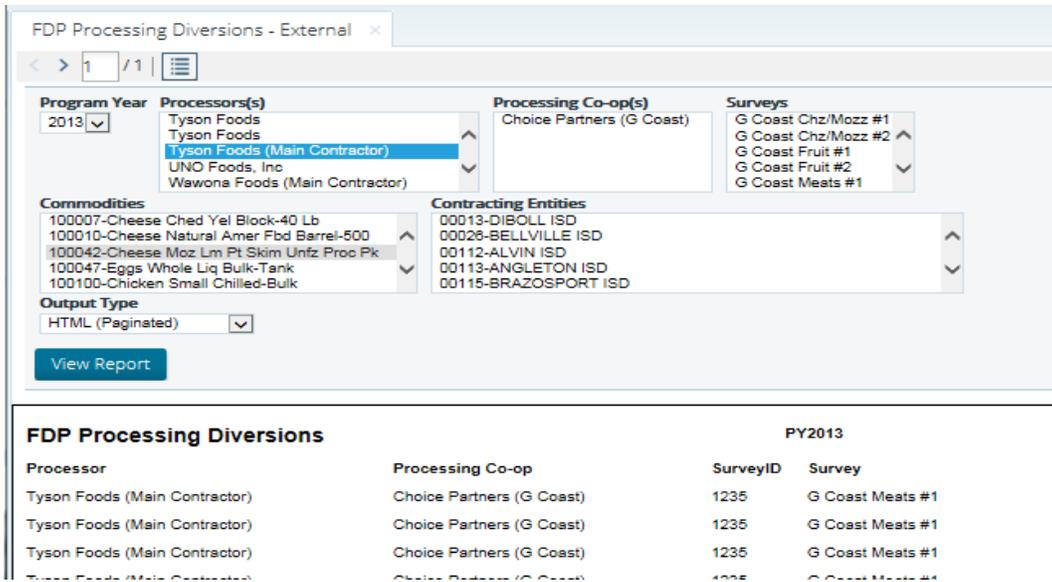


Figure 30: FDP Processing Diversions Report Co-op View Contracting Processor(s) Filter

Another example of data generation by filter combination.

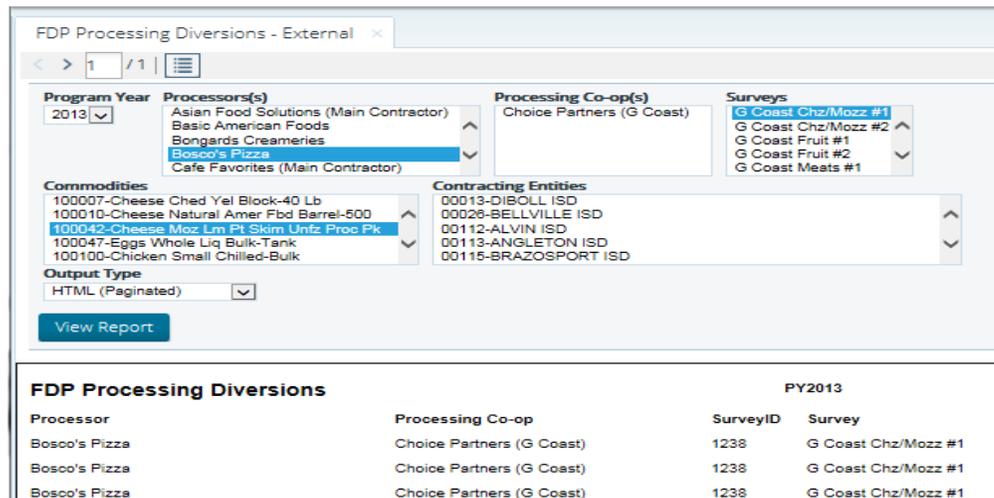


Figure 31: FDP Processing Diversions Report Co-op View Contracting Filter Combination

Multiple entries within each filter are selectable by holding down the Control key (if the entries are separated by other entries) or by holding down the Shift key if the entries are in a block.

FDP Processing Diversions PY2013

Processor	Processing Co-op	SurveyID	Survey
Asian Food Solutions (Main Contractor)	Choice Partners (G Coast)	1235	G Coast Meats #1
Asian Food Solutions (Main Contractor)	Choice Partners (G Coast)	1235	G Coast Meats #1
Asian Food Solutions (Main Contractor)	Choice Partners (G Coast)	1235	G Coast Meats #1
Asian Food Solutions (Main Contractor)	Choice Partners (G Coast)	1235	G Coast Meats #1

Figure 32: FDP Processing Diversions Report Multiple Entry Selection with Control key

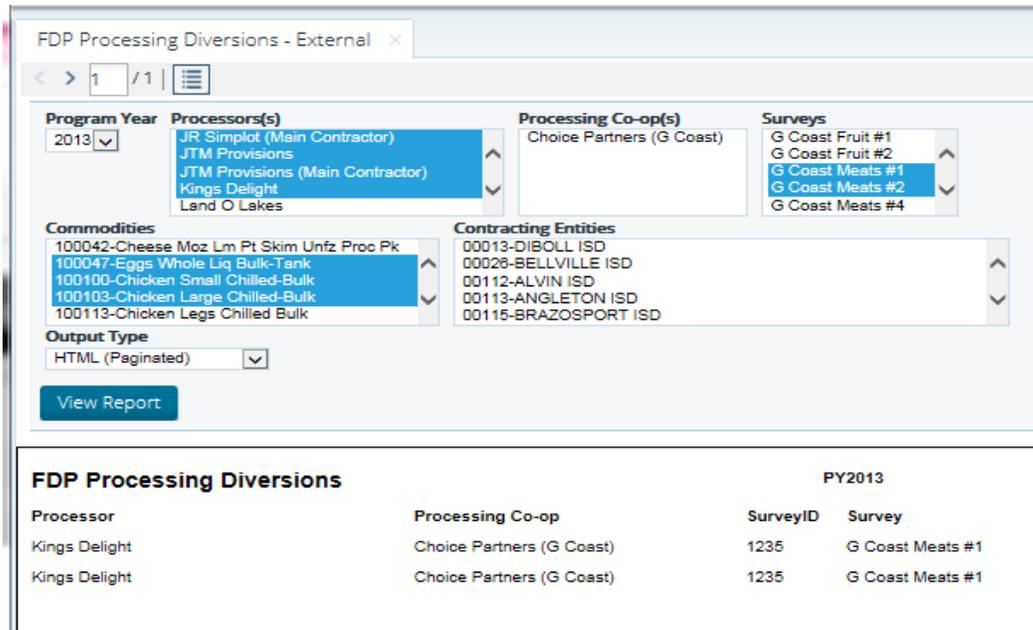


Figure 33: FDP Processing Diversions Report Multiple Entry Selection with Shift key

Processor View:

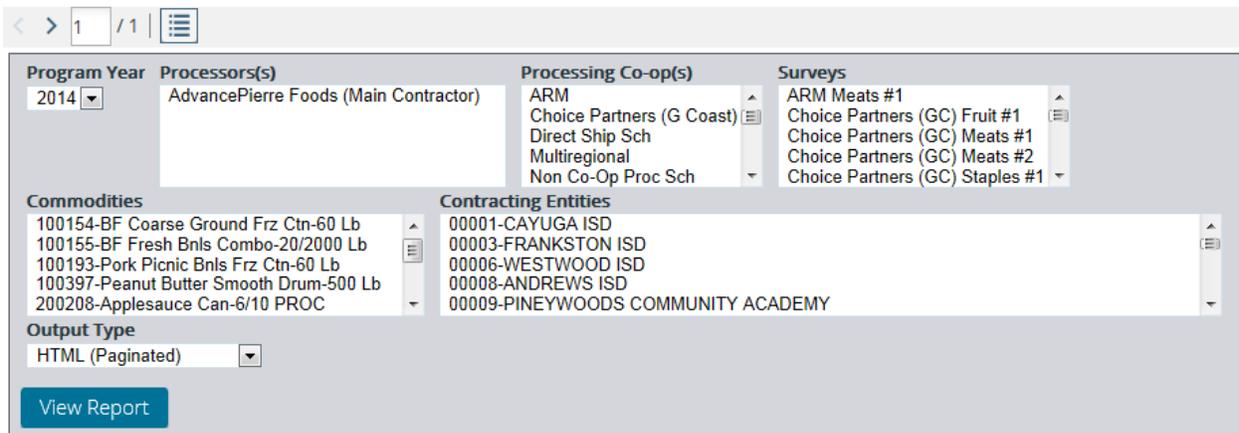


Figure 34: FDP Processing Diversions Report Processor View

Data will be generated by clicking any one or multiple filters. For example, clicking only Choice Partners (G Coast) under the Processing Co-Op(s) filter will provide a listing of Contracting Entities, Surveys and Commodities associated with Choice Partners (G Coast) Co-Op.

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Program Year 2014	Processors(s) AdvancePierre Foods (Main Contractor)	Processing Co-op(s) Choice Partners (G Coast) Direct Ship Sch Multiregional Non Co-Op Proc Sch PriDe of TX	Surveys ARM Meats #1 Choice Partners (GC) Fruit #1 Choice Partners (GC) Meats #1 Choice Partners (GC) Meats #2 Choice Partners (GC) Staples #1
Commodities 100154-BF Coarse Ground Frz Ctn-60 Lb 100155-BF Fresh Bnls Combo-20/2000 Lb 100193-Pork Picnic Bnls Frz Ctn-60 Lb 100397-Peanut Butter Smooth Drum-500 Lb 200208-Applesauce Can-6/10 PROC		Contracting Entities 00001-CAYUGA ISD 00003-FRANKSTON ISD 00006-WESTWOOD ISD 00008-ANDREWS ISD 00009-PINEYWOODS COMMUNITY ACADEMY	
Output Type HTML (Paginated)			

[View Report](#)

FDP Processing Diversions

PY2014

Processor	Processing Co-op	SurveyID	Survey
AdvancePierre Foods (Main Contractor)	Choice Partners (G Coast)	1490	Choice Partners (GC) Fruit #1
AdvancePierre Foods (Main Contractor)	Choice Partners (G Coast)	1490	Choice Partners (GC) Fruit #1

Figure 35: FDP Processing Diversions Report Processing Co-Op(s) Filter

Another example of data generation by filter combination.

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Program Year 2014	Processors(s) AdvancePierre Foods (Main Contractor)	Processing Co-op(s) Choice Partners (G Coast) Direct Ship Sch Multiregional Non Co-Op Proc Sch PriDe of TX	Surveys ARM Meats #1 Choice Partners (GC) Fruit #1 Choice Partners (GC) Meats #1 Choice Partners (GC) Meats #2 Choice Partners (GC) Staples #1
Commodities 100154-BF Coarse Ground Frz Ctn-60 Lb 100155-BF Fresh Bnls Combo-20/2000 Lb 100193-Pork Picnic Bnls Frz Ctn-60 Lb 100397-Peanut Butter Smooth Drum-500 Lb 200208-Applesauce Can-6/10 PROC		Contracting Entities 00001-CAYUGA ISD 00003-FRANKSTON ISD 00006-WESTWOOD ISD 00008-ANDREWS ISD 00009-PINEYWOODS COMMUNITY ACADEMY	
Output Type HTML (Paginated)			

[View Report](#)

FDP Processing Diversions

PY2014

Processor	Processing Co-op	SurveyID	Survey
AdvancePierre Foods (Main Contractor)	Choice Partners (G Coast)	1490	Choice Partners (GC) Fruit #1
AdvancePierre Foods (Main Contractor)	Choice Partners (G Coast)	1490	Choice Partners (GC) Fruit #1

Figure 36: FDP Processing Diversions Report Filter Combination

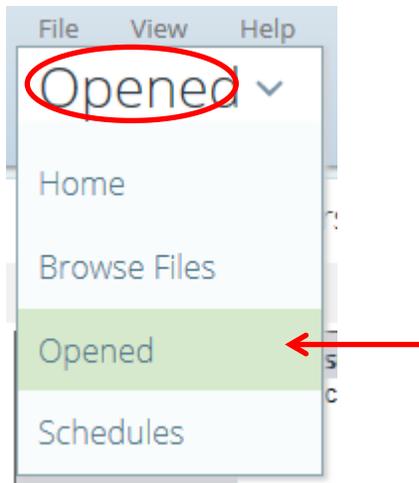


Figure 38: FDP Processing Diversions Report New Report

The previous report screen will still be available behind the new report screen. If the previous report is no longer needed, click the X to close the window.

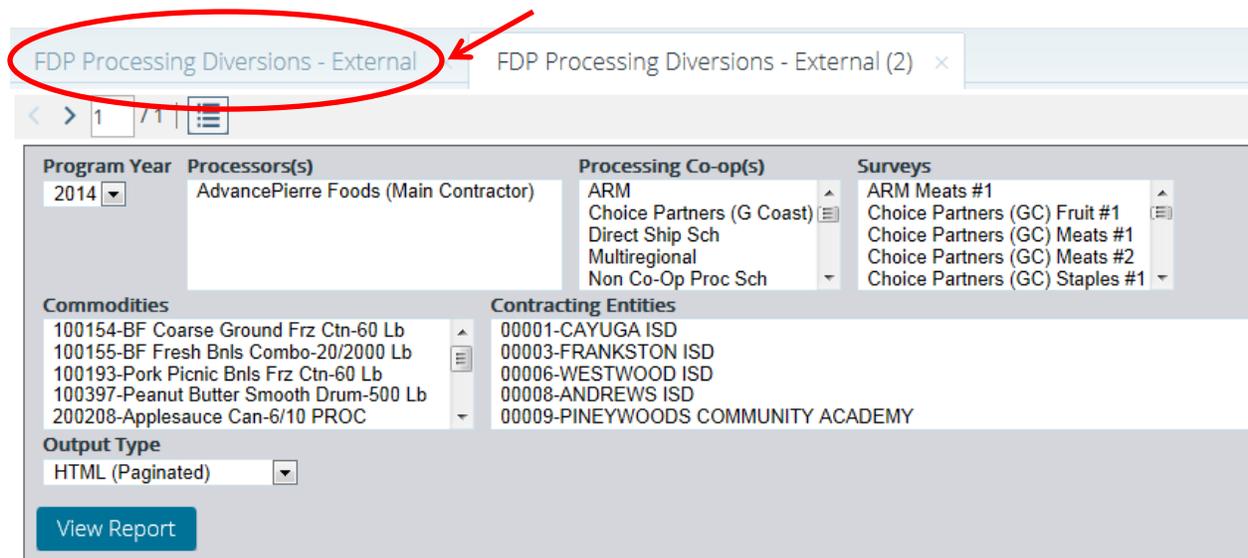


Figure 39: FDP Processing Diversions Report Previous Report

Use the pull-down menus under the two arrow buttons to select a program year and a report output type. Once you have made your selections, click View Report

The screenshot shows a web-based reporting interface. At the top, there is a navigation bar with a left arrow, a right arrow, and a page indicator '1 / 1'. Below this is a main form area with several sections:

- Program Year:** A pull-down menu currently set to '2014', circled in red.
- Processors(s):** A list containing 'AdvancePierre Foods (Main Contractor)'.
- Processing Co-op(s):** A list containing 'ARM', 'Choice Partners (G Coast)', 'Direct Ship Sch', 'Multiregional', and 'Non Co-Op Proc Sch'.
- Surveys:** A list containing 'ARM Meats #1', 'Choice Partners (GC) Fruit #1', 'Choice Partners (GC) Meats #1', 'Choice Partners (GC) Meats #2', and 'Choice Partners (GC) Staples #1'.
- Commodities:** A list containing '100154-BF Coarse Ground Frz Ctn-60 Lb', '100155-BF Fresh Bnls Combo-20/2000 Lb', '100193-Pork Picnic Bnls Frz Ctn-60 Lb', '100397-Peanut Butter Smooth Drum-500 Lb', and '200208-Applesauce Can-6/10 PROC'.
- Contracting Entities:** A list containing '00001-CAYUGA ISD', '00003-FRANKSTON ISD', '00006-WESTWOOD ISD', '00008-ANDREWS ISD', and '00009-PINEYWOODS COMMUNITY ACADEMY'.
- Output Type:** A pull-down menu currently set to 'HTML (Paginated)', circled in red.
- View Report:** A blue button with a red arrow pointing to it from the right.

Figure 40: FDP Processing Diversions Report Pull-down Menus

If viewing the report onscreen as HTML output, use the scroll bar at the bottom of the window to scroll to the far right in order to view all the fields in the report.

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Program Year	Processors(s)	Processing Co-op(s)	Surveys
2014	AdvancePierre Foods (Main Contractor)	ARM Choice Partners (G Coast) Direct Ship Sch Multiregional Non Co-Op Proc Sch	ARM Meats #1 Choice Partners (GC) Fruit #1 Choice Partners (GC) Meats #1 Choice Partners (GC) Meats #2 Choice Partners (GC) Staples #1

Commodities	Contracting Entities
100154-BF Coarse Ground Frz Ctn-60 Lb 100155-BF Fresh Bnls Combo-20/2000 Lb 100193-Pork Picnic Bnls Frz Ctn-60 Lb 100397-Peanut Butter Smooth Drum-500 Lb 200208-Applesauce Can-6/10 PROC	00001-CAYUGA ISD 00003-FRANKSTON ISD 00006-WESTWOOD ISD 00008-ANDREWS ISD 00009-PINEYWOODS COMMUNITY ACADEMY

Output Type
HTML (Paginated)

[View Report](#)

FDP Processing Diversions

Processor	Processing Co-op	PY2014	
		SurveyID	Survey
AdvancePierre Foods (Main Contractor)	ARM	1496	ARM Meats #1
AdvancePierre Foods (Main Contractor)	ARM	1496	ARM Meats #1



Figure 41: FDP Processing Diversions Report Output