## **How to Move Entitlement for Processing**

Use these steps to move funds from processing to use on other USDA Foods.

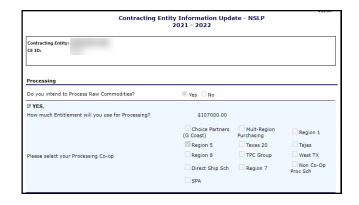
## To view Entitlement Usage

- Log into TX-UNPS 1.
- Go to Food Distribution Programs 2.
- 3. Go to Reports
- Go to Weekly Commodity Bulletin
- Look at Entitlement Usage 5.
- Look at Processing Reserved-Used 6. amount



## How to move entitlement funds out of Processing Reserved-Remaining

- Log into TX-UNPS 1.
- Go to Food Distribution Programs 2.
- Go to Contracting Entities
- Go to Contract 4.
- Go to Contract Packet 5.
- Click Continue 6.
- Click to Modify
- Type in the Processing Reserved amount 8.
- Click Save 9.
- Click Finished 10.
- Click Submit for Approval 11.



Next steps: To verify if the entitlement has moved, you will now look under the Processed Reserved-Remaining, which should be at zero.

Note: Only the CE can modify this information. This amount shows how much is committed to processing. If these funds are reallocated from Processing Reserved-Remaining the system will put them into Entitlement Remaining, where they can be spent in other areas.



## TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER





