

Prior to leaving for summer break, please remember to provide your Business office with the “Summary Value By Distribution” report” for School Year 2018-19. Log-in to your account through the OGS Food Distribution website:

<https://online.ogs.ny.gov/GDFNet/Login.aspx?ReturnUrl=%2fGDFNet%2fdefault.aspx>

NSLP Schools: Remember to include dollar amounts for both Processing and the DoD Fresh Fruit & Vegetable program. DoD information is located here: <https://www.fns.usda.gov/fdd/fresh-fruits-and-vegetables-order-receipt-system-ffavors>.

Navigate to:

Reports>Summary Value by Distribution.



The screenshot shows the OGS website interface. The header includes the OGS logo, "NEW YORK STATE", and "Office of General Services". A navigation menu on the left lists "Home", "Reports", "Change Password", "Change Email", and "Log Off". The "Reports" section is expanded, showing "Summary Value by Distribution" (highlighted in yellow), "Summary Value by Commodity", and "Summary Value by All Commodities". On the right, there are links for "View All Pickup Slips" and "Comparison of Previous and Current Years".

Program Year 2018-2019 then click Run Report



The screenshot shows the "Summary Value By Distribution Report Criteria" page. The header is identical to the previous screenshot. The "Program Year:" dropdown menu is set to "2018 - 2019" (highlighted in yellow). A yellow "Run Report" button is visible below the dropdown.

Select a Format and choose “Acrobat (PDF) File” and then click “Export”



The screenshot shows the report export options. A dropdown menu labeled "Select a format" is highlighted in yellow, with "Export" and a printer icon visible to its right.



**NYS Office of General Services
Division of Food Distribution & Warehousing**

SUMMARY VALUE BY DISTRIBUTION FOR 2018 - 2019