

Prior to leaving for summer break, please remember to provide your Business office with the “Summary Value By Distribution” report” for School Year 2019-20. 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 top navigation bar of the OGS website. On the left, there is a vertical menu with the following items: Home, Reports (highlighted in yellow), Change Password, Change Email, and Log Off. In the center, there is a 'Reports' section with three links: Summary Value by Distribution (highlighted in yellow), Summary Value by Commodity, and Summary Value by All Commodities. On the right, there are two links: View All Pickup Slips and Comparison of Previous and Current Years. The header includes the OGS logo, 'NEW YORK STATE', and 'Office of General Services'.

Program Year 2019-2020 then click Run Report

The screenshot shows the 'Summary Value By Distribution Report' form. The 'Program Year' dropdown menu is set to '2019-2020' (highlighted in yellow). Below the dropdown is a 'Run Report' button (highlighted in yellow). The left navigation menu is visible, with 'Reports' and 'Pickup Slips' highlighted. The header includes the OGS logo, 'NEW YORK STATE', and 'Office of General Services'.

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

The screenshot shows the export options at the bottom of the report page. There is a 'Select a format' dropdown menu (highlighted in yellow) and an 'Export' button (highlighted in yellow). The page number '1 of 1' is visible on the left.



NYS Office of General Services  
Division of Food Distribution & Warehousing

SUMMARY VALUE BY DISTRIBUTION FOR 2019-2020