



FOODBANK
OF IOWA



Primarius Web Window
Online Ordering System Training Manual

Welcome to the Food Bank of Iowa's online ordering system! This ordering system allows users to:

- view up-to-the-minute inventory lists;
- place an order;
- schedule a pick-up;
- receive order confirmation;
- submit monthly reports; and
- access agency invoices and statements.

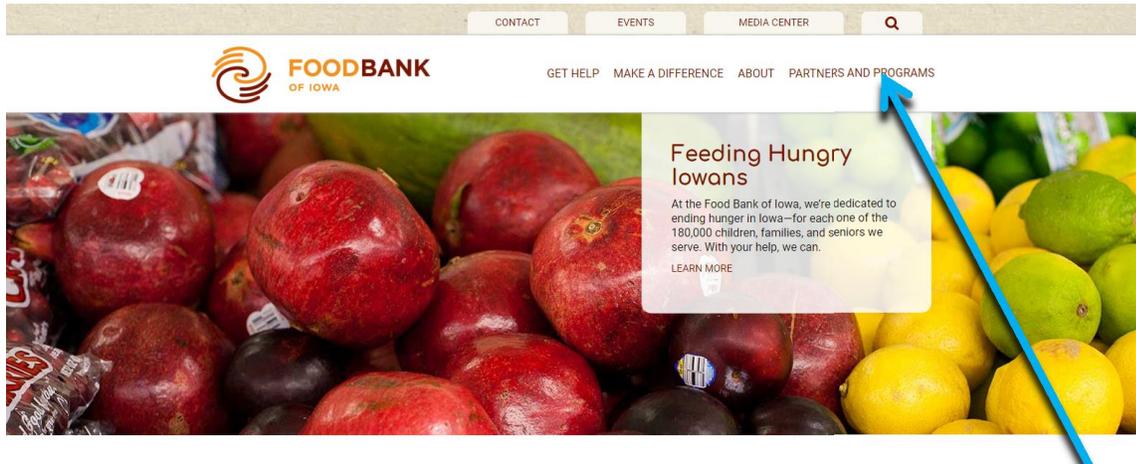
This manual is designed as a step-by-step training tool to be used by both experienced and new users to the online ordering system. There are several key pieces of information that are needed every time a user logs into this system. We encourage you to write that information into this manual and keep this in a safe and convenient location.

Agency log in information, you will need this information every time you wish to log into the system:

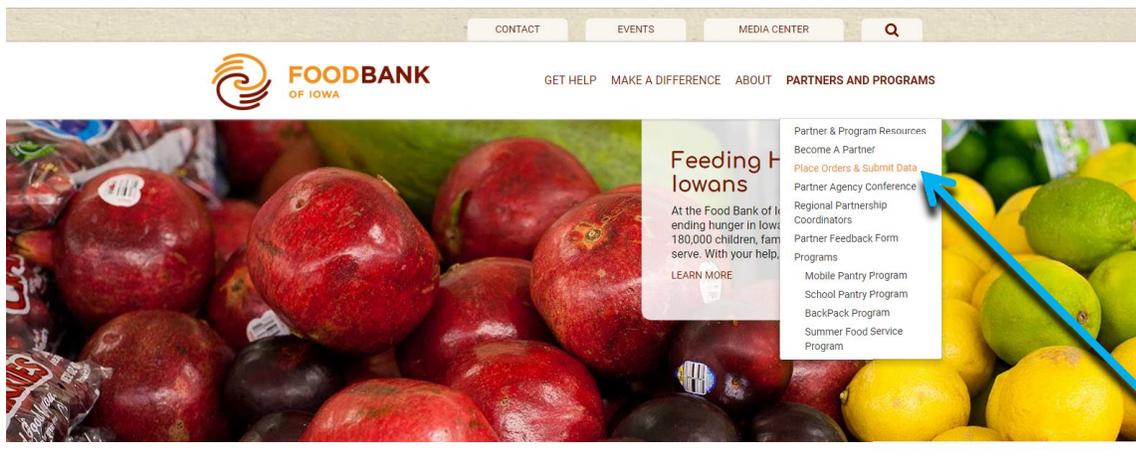
- **Web Address:** www.foodbankiowa.org
 - **Agency Ref:** _____
 - **Username:** _____
 - **Password:** _____
-
- **Regional Partnership Coordinator:** _____

GETTING STARTED – LOGGING IN

Go to www.foodbankiowa.org and locate **Partners and Programs** at the top of the home page.



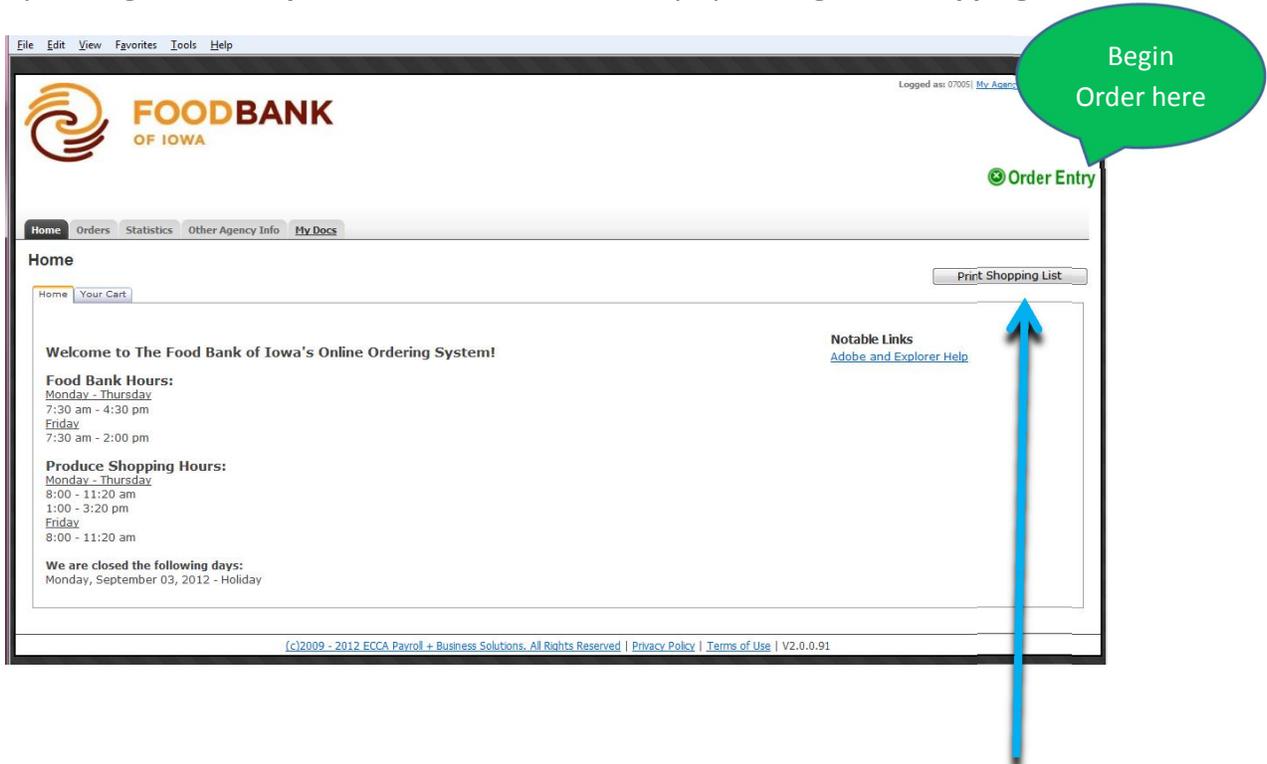
Hover on **Partners and Programs** and click on **Place Orders and Submit Data**



The login screen as it will appear after clicking the link is below. Enter your **Agency Reference**, **Username** and **Password**. The **Agency Reference** must be entered with a zero at the beginning of your four digit agency number. Your **Username** and **Password** will be emailed to you. Should you forget either your **Username** or **Password**, please contact your Regional Partnership Coordinator.

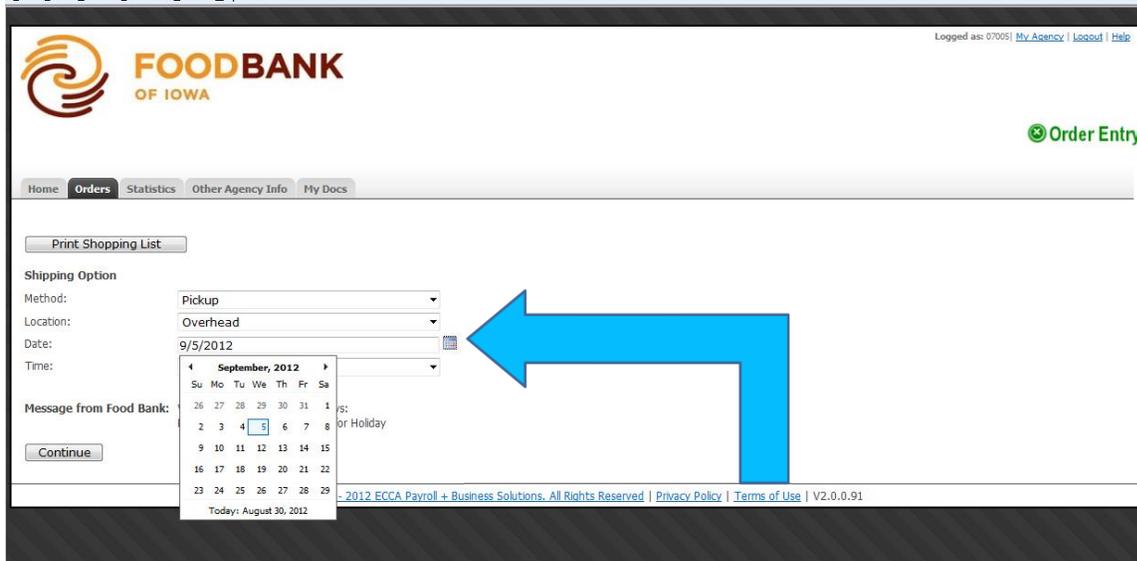


You will now be logged into your agency home page. Please check the home page when you log on for messages from the Food Bank of Iowa. From this screen, place an order by clicking **Order Entry** or view the current inventory by clicking **Print Shopping List**.



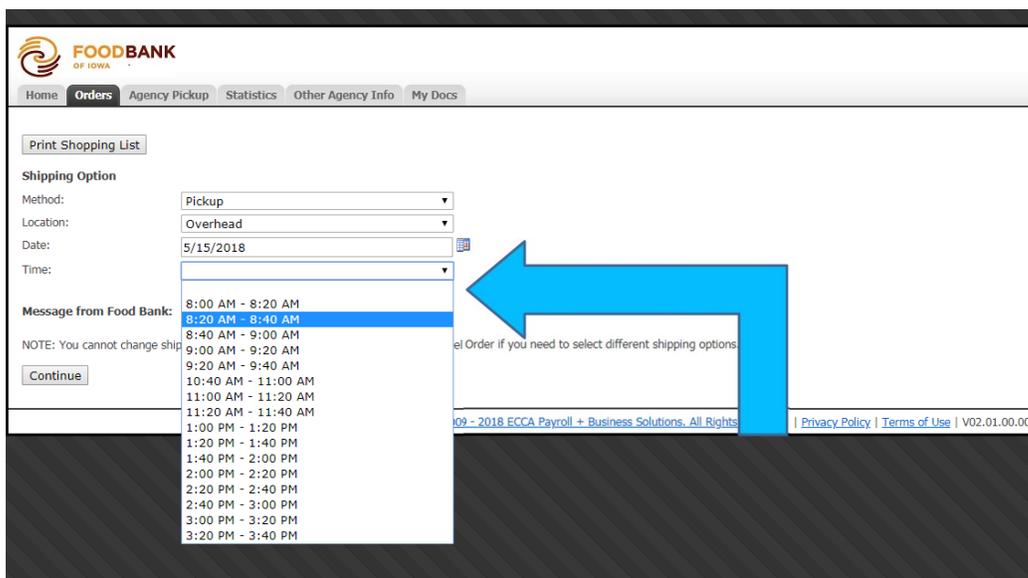
SCHEDULING

The shipping option **Method** and **Location** will automatically populate based on your master agency file. Do not change the default entries unless you are a delivery agency choosing to pick up in Des Moines. The system will default to the first available pickup date. To choose another day, click the calendar icon and select your desired pickup date. The date you select should be the day your order will be delivered on, or the day you want to pick up.



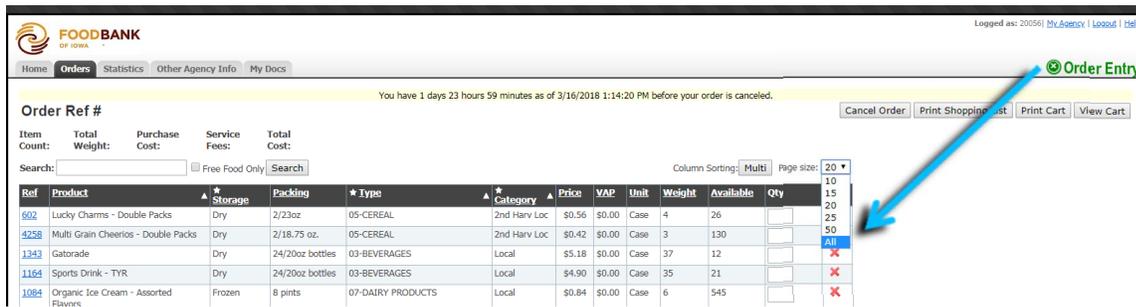
The screenshot shows the 'Order Entry' interface for Foodbank of Iowa. The 'Shipping Option' section includes fields for Method (Pickup), Location (Overhead), Date (9/5/2012), and Time. A calendar is open for the date selection, with the 5th of September highlighted. A large blue arrow points from the right towards the date field. The page also features a 'Print Shopping List' button and a 'Continue' button. The footer includes a copyright notice for 2012 ECCA Payroll + Business Solutions.

After the date has been selected you will use the drop down arrow in **Time** to choose your pickup time. In order to continue placing your order, you are required to select a time. ****The time you select for delivery is not the time your order will be delivered**** If a pickup date or time is not shown, that time is not available to schedule.

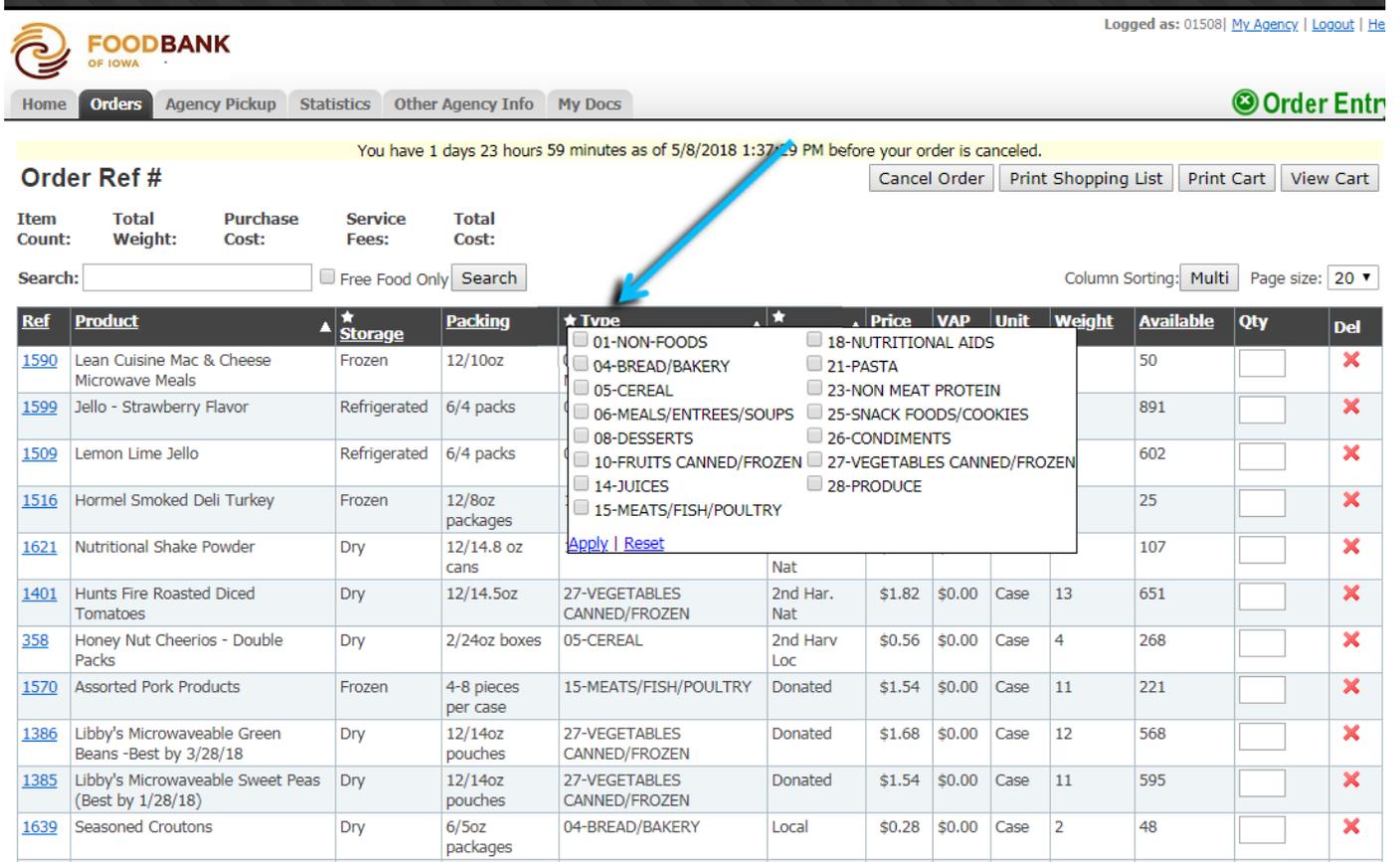


The screenshot shows the 'Order Entry' interface for Foodbank of Iowa. The 'Shipping Option' section includes fields for Method (Pickup), Location (Overhead), Date (5/15/2018), and Time. A dropdown menu for Time is open, showing various time slots. A large blue arrow points from the right towards the Time dropdown. The page also features a 'Print Shopping List' button and a 'Continue' button. The footer includes a copyright notice for 2018 ECCA Payroll + Business Solutions.

Once your date and time have been selected and you have clicked **Continue** to move off this page, no changes can be made, unless you cancel and start over. If you need to change or correct your pickup date or time, use the **Comment** box as noted on page 9 of this manual. After you have scheduled your pickup appointment, click **Continue** to begin selecting your products. Please note that you can view all of the inventory items on a single page by changing page size to **All**.



A variety of sort options are available when viewing the shopping list. Any column with a star ★ can be sorted by double clicking the column name or clicking the star to get a list of the categories, in this example, **Type**. Once you have selected how you would like to sort, click **apply**.



Additional product detail information can be found for an inventory item by clicking on the reference number (**REF**).

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Home **Orders** Statistics Other Agency Info My Docs

You have 1 days 23 hours 52 minutes as of 3/16/2018 1:30:18 PM bef

Order Ref # 87634

Item Count: 1 Total Weight: 180 Purchase Cost: \$0.00 Service Fees: \$25.20 Total Cost: \$25.20

Search: Free Food Only

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Qty
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv Loc	\$0.56	\$0.00	Case	4
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv Loc	\$0.42	\$0.00	Case	3
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	3
1164	Sports Drink - TYR	Dry	24/20oz bottles	03-BEVERAGES	Local	\$4.90	\$0.00	Case	3
1084	Organic Ice Cream - Assorted Flavors	Frozen	8 pints	07-DAIRY PRODUCTS	Local	\$0.84	\$0.00	Case	6
2218	Italian Sausage (Precooked)	Frozen	2/5 lb. bags	15-MEATS/FISH/POULTRY	Local	\$1.54	\$0.00	Case	1

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv	\$0.56	\$0.00	Case	4	26	
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv	\$0.42	\$0.00	Case	3		
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	3		
1164	Sports Drink - TYR	Dry	24/20oz bottles	03-BEVERAGES	Local	\$4.90	\$0.00	Case	3		
1084	Organic Ice Cream - Assorted Flavors	Frozen	8 pints	07-DAIRY PRODUCTS	Local	\$0.84	\$0.00	Case	6		
2218	Italian Sausage (Precooked)	Frozen	2/5 lb. bags	15-MEATS/FISH/POULTRY	Local	\$1.54	\$0.00	Case	1		
967	Port Sliced Qu...										
3404	Ver (Gr...										
1131	Egg										
1139	Ass Spi...									12	
8014	Ins Bla...										
696	1% Sta...										
1245	Bea										
795	Spa Rings										
838	Cut Green Beans	Dry	24/14.5 oz. cans	27-VEGETABLES CANNED/FROZEN	Purchased	\$3.64	\$0.00	Case	26	10	

Product Details

838 - Cut Green Beans

Category: Purchased Storage: Dry

Second Harvest Type: e Retail-Wholesale Packaging: 24/14.5 oz. cans

On Hand: 10 Unit Weight: 26

Unit Measure: Case Qty Per Pallet: 306

Price Per: \$3.64

Description:

[Close](#)

The **Search** box can be used to find specific products, such as cereal, in inventory by typing “cereal” in the **Search** box. When you are ready to place your order, simply enter the number of desired cases in the **Qty** box. **USDA Allocations:** The amount of USDA product listed as available is specific to your agency and is based on a calendar month. If the available amount is 10, you can get all 10 at one time or get a partial amount with one order and the remainder with another, within the same calendar month. If you place an order for partial amount, the available amount will be reduced accordingly. USDA allocations will reset on the 1st of each month. USDA allocations do not carry over. As you enter items the total weight and total cost automatically adjusts, giving you an instant snapshot of how much your order is.

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Home Orders Statistics Other Agency Info My Docs

You have 1 days 23 hours 59 minutes as of 3/16/2018 1:14:20 PM before your order is canceled.

Order Ref #

Total Weight: Purchase Cost: Service Fees: Total Cost:

Search: Free Food Only Column Sorting: Multi Page size:

Ref	Product	Storage	Packing	Type	Category	Price	YAP	Unit	Weight	Available	Qty
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv Loc	\$0.56	\$0.00	Case	4	26	<input type="text"/>
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv Loc	\$0.42	\$0.00	Case	3	130	<input type="text"/>
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	37	12	<input type="text"/>
1164	Sports Drink - TYR	Dry	24/20oz bottles	03-BEVERAGES	Local	\$4.90	\$0.00	Case	35	21	<input type="text"/>
1084	Organic Ice Cream - Assorted Flavors	Frozen	8 pints	07-DAIRY PRODUCTS	Local	\$0.84	\$0.00	Case	6	545	<input type="text"/>

To finalize your order click the **View Cart** button.

Local	\$0.28	\$0.00	Each	2	7688	<input type="text"/>	✗
Local	\$0.00	\$0.00	Case	29	44	<input type="text"/>	✗
Local	\$2.10	\$0.00	Case	15	24	12	✗
Purchase Plus	\$42.00	\$0.00	Case	5	1	<input type="text"/>	✗
Purchased	\$1.96	\$0.00	Case	14	111	<input type="text"/>	✗
Purchased	\$1.82	\$0.00	Case	13	7	<input type="text"/>	✗
Purchased	\$1.82	\$0.00	Case	13	846	<input type="text"/>	✗
Purchased	\$3.64	\$0.00	Case	26	10	<input type="text"/>	✗
USDA	\$0.76	\$0.00	Case	19	6	<input type="text"/>	✗
USDA	\$1.48	\$0.00	Case	37	6	<input type="text"/>	✗
USDA	\$0.52	\$0.00	Case	13	6	<input type="text"/>	✗
USDA	\$0.56	\$0.00	Case	14	6	<input type="text"/>	✗
USDA	\$1.52	\$0.00	Case	38	6	<input type="text"/>	✗

< Prev 1 2 3 Next > | Page 1 of 3

Cancel Order ~~Print Shopping List~~ ~~Print Cart~~ View Cart

On this page you will be required to enter **your name, your telephone number and your email address, NOT the agency information**. We want the details of the specific person who placed the order in case we have any questions. Add any instructions specific to your order or notes to change/correct your pickup appointment in the **Comments** field, for example: Pallet & Wrap, Hand Load, or which delivery you are on. If you find you need to add to this order **BEFORE** submitting, click **Shopping List** to return to your order detail. When you are satisfied with your final order, click **Checkout** to submit.

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Logged as: 01508 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders Agency Pickup Statistics Other Agency Info My Docs **Order Entry**

You have 2 days as of 5/8/2018 1:57:50 PM before your order is canceled.

Order Ref #90371

Contact Information

Name:

Phone Number:

E-mail Address:

Comment:

Shipping/Delivery

Method: Pickup

Location: Overhead

Date: 5/15/2018

Time: 8:00 AM

Order Status: Entry NOT complete, Must Check Out

Shopping List **Checkout**

Item Count: 4 Total Weight: 151 Purchase Cost: \$0.00 Service Fees: \$21.14 Total Cost: \$21.14

Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
1386	Libby's Microwaveable Green Beans - Best by 3/28/18	Dry	27-VEGETABLES CANNED/FROZEN	12	Donated Regular	\$1.68	Case	565	<input type="text" value="3"/>	✗
1509	Lemon Lime Jello	Refrigerated	08-DESSERTS	5	Second Harvest National	\$0.70	Case	597	<input type="text" value="5"/>	✗
1516	Hormel Smoked Deli Turkey	Frozen	15-MEATS/FISH/POULTRY	7	Second Harvest National	\$0.98	Case	15	<input type="text" value="10"/>	✗
1518	Honey Nut Cheerios - Double Pack	Dry	05-CEREAL	4	Second Harvest	\$0.56	Case	263	<input type="text" value="5"/>	✗

You must click Checkout or your order will NOT be submitted to the Food Bank of Iowa.

After clicking **Checkout**, the message below will appear. **If you do not receive this message, your order has NOT been submitted to the Food Bank of Iowa for review.**

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Home Orders Statistics Other Agency Info My Docs Order Entry

Order Ref #87634

Thank-you! Your order was successfully submitted.

Click [here](#) for a PDF summary of your order.

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ORDER ENTRY ERRORS

This example shows a quantity placed that exceeded the available amount. There were only **7** available and when **8** was entered, the box became **pink** indicating an error. If the error is not corrected, this message will appear when an attempt is made to move to another page or view your cart. You will not be able to continue until the correction is made.

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Home Orders Statistics Other Agency Info My Docs

You are over the limit for the highlighted items.

You have 1 days 23 hours 46 minutes as of 3/16/2018 1:36:06 PM before your order is canceled. Cancel Order

Order Ref # 87634

Item Count: 1 Total Weight: 180 Purchase Cost: \$0.00 Service Fees: \$25.20 Total Cost: \$25.20

Search: Free Food Only Column Sorting: Multi Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty	Del
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv Loc	\$0.56	\$0.00	Case	4	26	<input type="text"/>	✗
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv Loc	\$0.42	\$0.00	Case	3	130	<input type="text"/>	✗
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	37	12	<input type="text"/>	✗
1164	Sports Drink - TYR	Dry	24/20oz bottles	03-BEVERAGES	Local	\$4.90	\$0.00	Case	35	21	<input type="text"/>	✗
1084	Organic Ice Cream - Assorted Flavors	Frozen	8 pints	07-DAIRY PRODUCTS	Local	\$0.84	\$0.00	Case	6	545	<input type="text"/>	✗
2218	Italian Sausage (Precooked)	Frozen	2/5 lb. bags	15-MEATS/FISH/POULTRY	Local	\$1.54	\$0.00	Case	11	147	<input type="text"/>	✗
967	Pork Roll - Sliced and Quartered	Frozen	2/5lb bags	15-MEATS/FISH/POULTRY	Local	\$1.54	\$0.00	Case	11	219	<input type="text"/>	✗
2404	Venison (Ground)	Frozen	2 lb. pkg.	15-MEATS/FISH/POULTRY	Local	\$0.28	\$0.00	Each	2	7688	<input type="text"/>	✗
1131	Eggs	Refrigerated	15 dozen	23-NON MEAT PROTEIN	Local	\$0.00	\$0.00	Case	29	44	<input type="text"/>	✗
1139	Assorted Spices	Dry	Assorted	26-CONDIMENTS	Local	\$2.10	\$0.00	Case	15	24	12	✗
8014	Insulated Blankets (6 x 8 Heavyweight)	Dry	1 blanket	01-NON-FOODS	Purchase Plus	\$42.00	\$0.00	Case	5	1	<input type="text"/>	✗
696	1% Shelf Stable Milk	Dry	24/8oz	07-DAIRY PRODUCTS	Purchased	\$1.96	\$0.00	Case	14	111	<input type="text"/>	✗
1245	Beans & Rice	Dry	12/15oz	16-MIXED/ASSORTED	Purchased	\$1.82	\$0.00	Case	13	7	8	✗
795	Spaghetti Rings	Dry	12/14.5oz cans	21-PASTA	Purchased	\$1.82	\$0.00	Case	13	846	<input type="text"/>	✗

Use the red X to remove items, backspacing will not delete the product from your cart.

Moving too quickly between items when ordering quantities will result in the items not being placed in your cart. Primarius will prompt you to 'Wait...' before adding a new item. Be sure to check that the quantity ordered shows up in the Qty column before moving to the next item.

FOODBANK OF IOWA

Home Orders Statistics Other Agency Info My Docs

You have 1 days 23 hours 43 minutes as of 3/16/2018 1:39:24 PM before your order is canceled. Cancel Or

Order Ref # 87634

Item Count: 0 Total Weight: 0 Purchase Cost: \$0.00 Service Fees: \$0.00 Total Cost: \$0.00

Search: Free Food Only

Wait... Column Sorting: Multi Page size: 20

Ref	Product	Storage	Packing	Type	Category	Price	VAP	Unit	Weight	Available	Qty	Del
602	Lucky Charms - Double Packs	Dry	2/23oz	05-CEREAL	2nd Harv Loc	\$0.56	\$0.00	Case		26	<input type="text"/>	✗
4258	Multi Grain Cheerios - Double Packs	Dry	2/18.75 oz.	05-CEREAL	2nd Harv Loc	\$0.42	\$0.00	Case	3	130	10	✗
1343	Gatorade	Dry	24/20oz bottles	03-BEVERAGES	Local	\$5.18	\$0.00	Case	37	12	<input type="text"/>	✗

Please remember that the shopping cart empties out 48 hours after an order has been started if it has not been submitted. You may continue to add product and delete product from the cart within 48 hours of starting the order.

If you get the message 'problem(s) submitting order' look for the red highlighted boxes to find what you need to fix. For example, this order is missing a phone number.

FOODBANK OF IOWA

Home Orders Statistics Other Agency Info My Docs Order Entry

Logged as: 20056 | My Agency | Logout | Help

Problem(s) submitting order.

You have 1 days 23 hours 59 minutes as of 3/16/2018 1:56:42 PM before your order is canceled.

Order Ref #87635

Contact Information

Name:

Phone Number:

E-mail Address:

Comment:

Shipping/Delivery

Method: Pickup
 Location: Ottumwa Dock
 Date: 3/20/2018
 Time: 8:20 AM
 Order Status: Entry NOT complete, Must Check Out

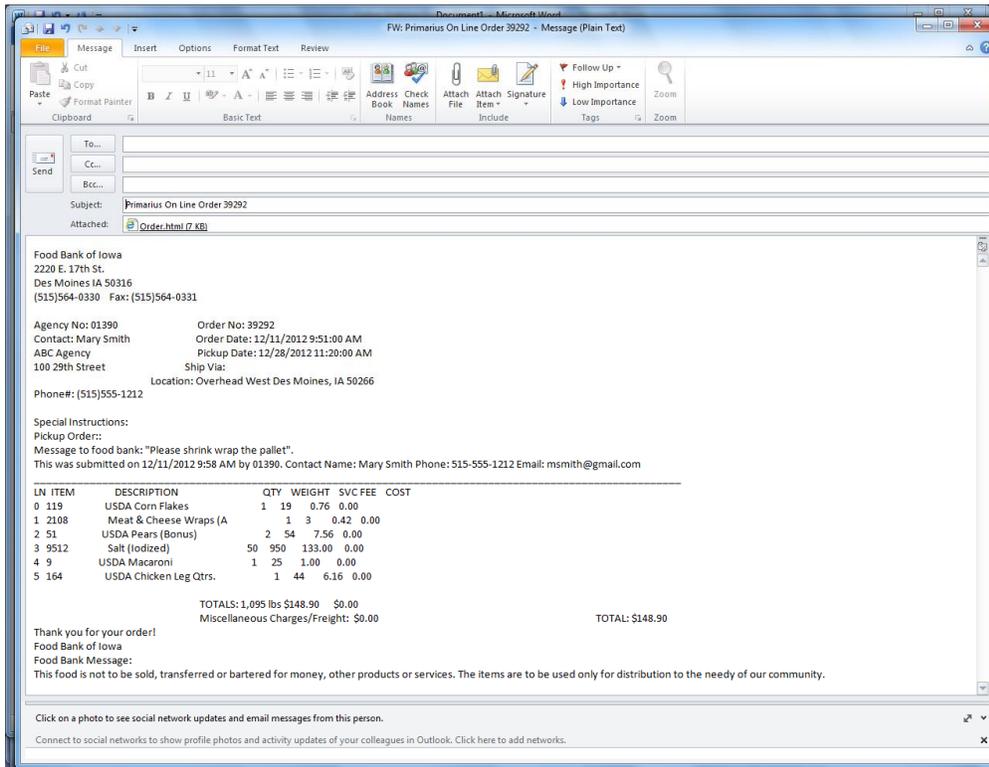
Item Count: 1 Total Weight: 4 Purchase Cost: \$0.00 Service Fees: \$0.56 Total Cost: \$0.56

Ref	Product	Storage	Type	Weight	Category	Price	Unit Measure	Available	Qty	Del
602	Lucky Charms - Double Packs	Dry	05-CEREAL	4	Second Harvest Local	\$0.56	Case	25	1	✗

ORDER CONFIRMATION

Once an online order has been received and reviewed by the Food Bank of Iowa, you will receive a confirmation message to the email address listed as the POL Contact in your agency file. The order has been scheduled and will be available for pickup/delivery on the date in the email message. Bring this email with you when picking up your orders.

Warning: If you do not receive this email message within 24 hours of submitting the order, please call the Food Bank to check that your order has been submitted.



The screenshot shows an Outlook window titled "FW: Primarius On Line Order 39292 - Message (Plain Text)". The email content includes the following information:

Food Bank of Iowa
2220 E. 17th St.
Des Moines IA 50316
(515)564-0330 Fax: (515)564-0331

Agency No: 01390 Order No: 39292
Contact: Mary Smith Order Date: 12/11/2012 9:51:00 AM
ABC Agency Pickup Date: 12/28/2012 11:20:00 AM
100 29th Street Ship Via:
Location: Overhead West Des Moines, IA 50266
Phone#: (515)555-1212

Special Instructions:
Pickup Order:
Message to food bank: "Please shrink wrap the pallet".
This was submitted on 12/11/2012 9:58 AM by 01390. Contact Name: Mary Smith Phone: 515-555-1212 Email: msmith@gmail.com

LN	ITEM	DESCRIPTION	QTY	WEIGHT	SVC FEE	COST
0	119	USDA Corn Flakes	1	19	0.76	0.00
1	2108	Meat & Cheese Wraps (A)	1	3	0.42	0.00
2	51	USDA Pears (Bonus)	2	54	7.56	0.00
3	9512	Salt (Iodized)	50	950	133.00	0.00
4	9	USDA Macaroni	1	25	1.00	0.00
5	164	USDA Chicken Leg Qtrs.	1	44	6.16	0.00
TOTALS: 1,095 lbs					\$148.90	\$0.00
Miscellaneous Charges/Freight:					\$0.00	
					TOTAL:	\$148.90

Thank you for your order!
Food Bank of Iowa
Food Bank Message:
This food is not to be sold, transferred or bartered for money, other products or services. The items are to be used only for distribution to the needy of our community.

Click on a photo to see social network updates and email messages from this person.
Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks.

PREVIOUS ORDER SUMMARY

The **Orders** tab at the top of the page shows all orders that have been placed. A **Yes**, in the **Reviewed** column indicates that your order has been received and reviewed by the Food Bank of Iowa.

The screenshot shows the 'Orders' page of the Food Bank of Iowa system. At the top, there is a navigation bar with 'Home', 'Orders', 'Statistics', 'Other Agency Info', and 'My Docs'. A search bar is located below the navigation. The main content area displays a table of orders with the following columns: Order, Status, Entered, Del/Pickup, Method, Reviewed?, Released, Picked, Confirmed?, and Location. The table contains five rows of order data. Below the table, there are navigation links for '< Prev' and 'Next >' and a page indicator 'Page 1 of 1'. At the bottom of the page, there is a copyright notice: '(c)2009 - 2018 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V02.01.00.0046'.

Order	Status	Entered	Del/Pickup	Method	Reviewed?	Released	Picked	Confirmed?	Location
87681	Closed	03/19/2018	03/20/2018	Pickup	Yes	03/19/2018	03/20/2018	Yes	Ottumwa Dock
86649	Closed	02/26/2018	02/26/2018	Pickup	Yes	02/26/2018	02/26/2018	Yes	Ottumwa Dock
85656	Closed	02/05/2018	02/06/2018	Pickup	Yes	02/05/2018	02/06/2018	Yes	Ottumwa Dock
85289	Closed	01/29/2018	01/29/2018	AGENCY'S VEHICLE	Yes	01/29/2018	01/29/2018	Yes	Ottumwa Dock
84165	Closed	01/04/2018	01/04/2018	AGENCY'S VEHICLE	Yes	01/04/2018	01/04/2018	Yes	Ottumwa Dock

A **'No'** in the confirmed column indicates that your order hasn't been closed out yet, if you can see your most recent order on this screen, it has definitely been submitted in the system. You can click on an open order to view the details of the order.

The screenshot shows the details for Order #84373. The page includes a navigation bar with 'Home', 'Orders', 'Agency Pickup', 'Statistics', 'Other Agency Info', and 'My Docs'. The order details are organized into two columns. The left column lists: Order Date: 1/5/2018, Weight: 541, Total Cost: \$40.64, Payments: \$40.64, Applied Grants: \$0.00, and Balance: \$0.00. The right column lists: Order Status: Confirmed 1/10/2018, Warehouse: Food Bank of Iowa, Shipping Method: Pickup, Delivered/Picked Up: 1/10/2018 8:00 AM, Picked Up By: lauren, and Delivery/Pick-up Location: Overhead. Below the details, there is an 'Order Notes' section with the text: 'Pickup Order:: Location:: Overhead Message to food bank: . This was submitted on 1/5/2018 10:43 AM by 01508. Contact Name: f Email: CASH AND CARRY-MUST COME TO OFFICE TO PAY BILL PALLET AND WRAP Pick up at FBOI'. A 'Products' section follows, containing a table with columns: Product, Name, Type, Category, Weight, Quantity, and Total Cost. The table lists seven products with their respective details.

Product	Name	Type	Category	Weight	Quantity	Total Cost
1072	Eggs	23-NON MEAT PROTEIN	Local	75	3	\$0.00
955	Liquid Fry Oil - BULK	16-MIXED/ASSORTED	Local	108	3	\$15.12
424	Pineapple Chunks in Light Syrup	10-FRUITS CANNED/FROZEN	Purchased	42	3	\$5.88
805	Precooked Sausage Patties - BULK	15-MEATS/FISH/POULTRY	Local	22	2	\$3.08
4459	Strawberry Spread	26-CONDIMENTS	Purchased	48	3	\$6.72
235	USDA Dehydrated Potatoes	27-VEGETABLES CANNED/FROZEN	USDA	70	5	\$2.80
55	USDA Peanut Butter	23-NON MEAT PROTEIN	USDA	64	4	\$2.56
31	USDA Refried Beans	27-VEGETABLES CANNED/FROZEN	USDA	112	4	\$4.48

You can print a copy of the order from the **'Print Order'** button.



Print Order

ENTERING MONTHLY AGENCY STATISTICS

All monthly agency statistics **must** be reported through the online ordering system. The **Statistics** tab is where you will submit your statistics. Current policy requires agency statistics to be up to date. If your agency is missing statistics for the previous month, the system will lock you out of ordering until these are entered.

FOODBANK OF IOWA

Logged as: 20056 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Statistics** Other Agency Info My Docs [Order Entry](#)

Statistics

Page size: 20

Stat Date	Comment
03/29/2018	Submitted by Agency via Primarius Web Window at 3/29/2018 8:38 AM
01/27/2018	Submitted by Agency via Primarius Web Window at 3/21/2018 2:12 PM

< Prev 1 Next > | Page 1 of 1

[Enter Statistics](#)

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Click **Enter Statistics** to begin entering your monthly agency statistics.

The **Date** must be the last day of the month for which you are reporting; otherwise your statistics will not be recorded. For example, to report August statistics you would enter 8/31/2018. Use calendar button to change the date.

FOODBANK OF IOWA

Logged as: 07005 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders **Statistics** Other Agency Info My Docs [Order Entry](#)

Enter Statistics

Date: 8/30/2012

Comments:

Category	Quantity	Comment
On Site Meals	<input type="text"/>	<input type="text"/>
Pantry Households	<input type="text"/>	<input type="text"/>
Pantry Individuals	<input type="text"/>	<input type="text"/>

[Submit Statistics](#)

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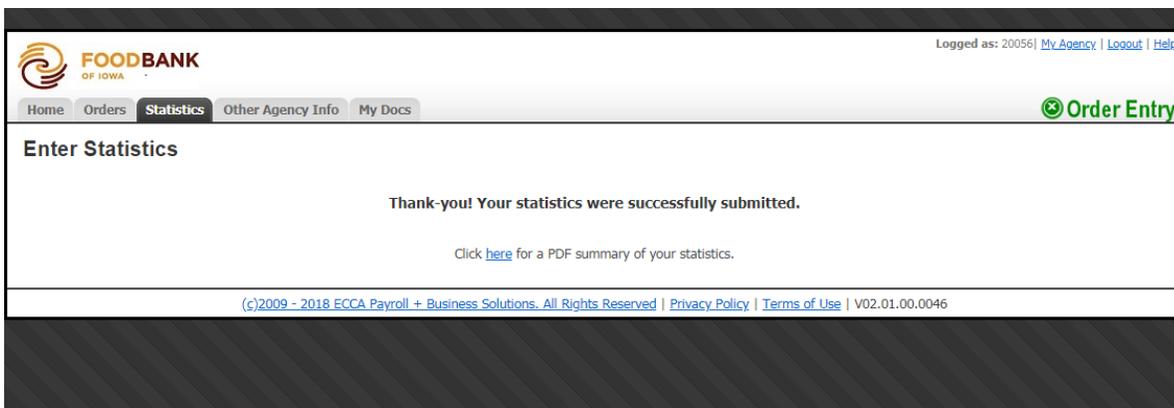
Onsite meals are meals served and consumed onsite at a soup kitchen, shelter, residential facility, day care, senior meal site, rehabilitation center, camp, etc.

Food pantries report the number of pantry households and pantry individuals served for the month.

Complete all three categories **only** if your agency is multi-service, meaning it has an onsite meal program and a food pantry program, otherwise complete the categories that apply to your agency.

Click **Submit Statistics** when your monthly entry is complete. If any statistics have been entered incorrectly, please call the Food Bank of Iowa to correct or change them.

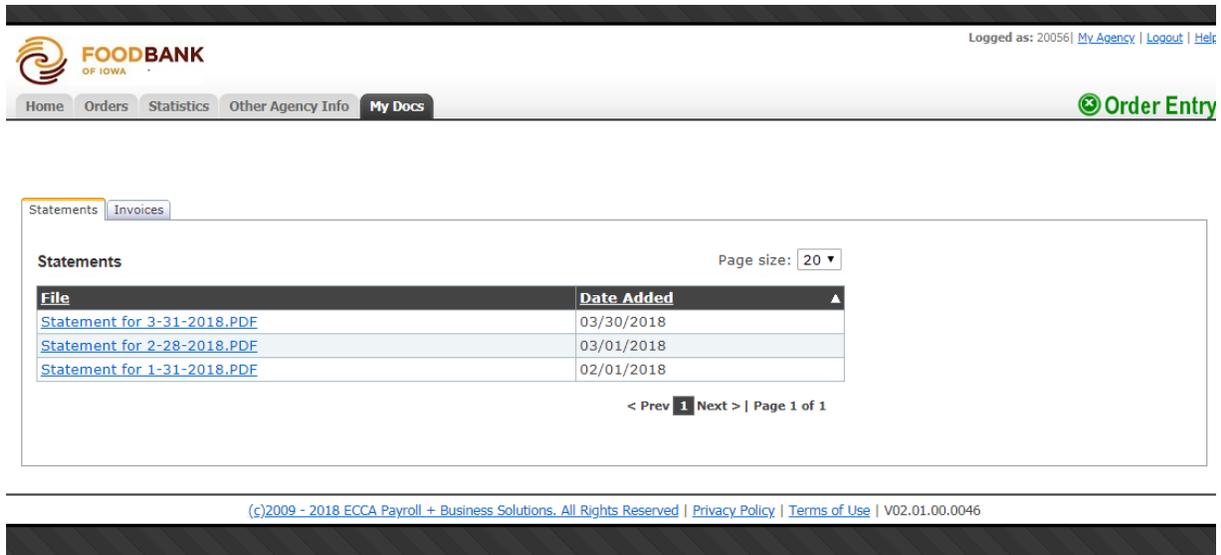
Accurate reporting helps us gain better access to funding and grants, as well as ensuring that pantry allocations are adequate.



The screenshot displays the Food Bank of Iowa website interface. At the top left is the logo for the Food Bank of Iowa. To the right of the logo, the text "FOODBANK OF IOWA" is visible. In the top right corner, there is a user login status: "Logged as: 20056 | [My Agency](#) | [Logout](#) | [Help](#)". Below the logo and login information is a navigation menu with buttons for "Home", "Orders", "Statistics", "Other Agency Info", and "My Docs". The "Statistics" button is currently selected. To the right of the navigation menu is a green button with a plus sign and the text "Order Entry". Below the navigation menu, the page title "Enter Statistics" is displayed. The main content area contains a confirmation message: "Thank-you! Your statistics were successfully submitted." Below this message is a link: "Click [here](#) for a PDF summary of your statistics." At the bottom of the page, there is a footer with the text: "(c)2009 - 2018 ECCA Payroll + Business Solutions. All Rights Reserved | [Privacy Policy](#) | [Terms of Use](#) | V02.01.00.0046".

STATEMENTS AND INVOICES

The **My Docs** tab has 2 sub-tabs. One contains your monthly statements; the other one contains all invoices.



The screenshot shows the Foodbank of Iowa website interface. At the top, there is a navigation bar with the Foodbank of Iowa logo on the left and a user login status on the right: "Logged as: 20056 | [My Agency](#) | [Logout](#) | [Help](#)". Below the navigation bar, there are several tabs: "Home", "Orders", "Statistics", "Other Agency Info", and "My Docs" (which is currently selected). To the right of these tabs is a green "Order Entry" button. Below the navigation bar, there are two sub-tabs: "Statements" (selected) and "Invoices". The main content area displays a table of statements. The table has two columns: "File" and "Date Added". The "File" column contains links to PDF files: "Statement for 3-31-2018.PDF", "Statement for 2-28-2018.PDF", and "Statement for 1-31-2018.PDF". The "Date Added" column shows the dates: "03/30/2018", "03/01/2018", and "02/01/2018". Above the table, there is a "Page size:" dropdown menu set to "20". Below the table, there are navigation controls: "< Prev 1 Next > | Page 1 of 1". At the bottom of the page, there is a footer with the text: "(c)2009 - 2018 ECCA Payroll + Business Solutions. All Rights Reserved | [Privacy Policy](#) | [Terms of Use](#) | V02.01.00.0046".

Double clicking any invoice or statement listed will bring up a copy of that invoice. We do not mail invoices or statements. This option allows agencies to quickly access and print invoices and statements at any time.

When paying your balance, we recommend paying from the statements, as they will show any credits that are on your account, as well as any overdue balances.

Orders are required to be paid within 60 days of the pickup date.

Checks should have the agency reference number and the invoice numbers that you are paying for included.

Sample Invoice: For agency use only, this is not a “confirmation”



Ottumwa Warehouse
 750 W Main St
 Ottumwa, IA 52501
 Tel:
 Email:

Fax:

Agency No: **20056** Phone#: [REDACTED] Invoice No: **86649**
 Contact: [REDACTED] Order Date: **02/26/2018**
American Home Finding Daycare Pickup Date: **02/26/2018**
 [REDACTED] Pickup Time: **11:20 am**
 P.O Box 656
 Ottumwa IA 52501

Special Instructions: Ship Via: **AGENCY'S VEHICLE**

Tuesday Pick-Up

Product Reference	Description	Storage	Quantity	---Weight---		Shared Maintenance		---- Cost ----	
				Unit	Total	/Lb	Total	Unit	Total
2nd Har. Nat									
1258	Fruit by the Foot	Dry	1	3	3	\$0.14	\$0.42	\$0.00	\$0.00
			1		3		\$0.42		\$0.00
2nd Harv Loc									
1279	'All' Laundry Soap	Dry	1	21	21	\$0.14	\$2.94	\$0.00	\$0.00
602	Lucky Charms - Double Packs	Dry	1	4	4	\$0.14	\$0.56	\$0.00	\$0.00
			2		25		\$3.50		\$0.00
Local									
1182	Fudge Stripe Cookies	Dry	1	6	6	\$0.14	\$0.84	\$0.00	\$0.00
850	Oyster Crackers	Dry	1	11	11	\$0.14	\$1.54	\$0.00	\$0.00
			2		17		\$2.38		\$0.00
Purchase Plus									
1242	Mandarin Oranges	Dry	1	28	28	\$0.00	\$0.00	\$0.00	\$0.00
			1		28		\$0.00		\$0.00
Purchased									
838	Cut Green Beans	Dry	1	26	26	\$0.14	\$3.64	\$0.00	\$0.00
			1		26		\$3.64		\$0.00
Invoice Totals:			7		99		\$9.94		\$0.00

TOTAL CHARGES: \$9.94

Amount Owed: \$9.94

Invoice Message:

This food is not to be sold, transferred or bartered for money, other products or services. The items are to be used only for distribution to the ill, the needy and infants (minor children).

Sample agency statement

Food Bank of Iowa
 PO Box 1517
 Des Moines IA 50305
 (515)564-0330

STATEMENT

Page 1 of 1

PERIOD ENDING
01/31/2018

Thursday, February 01, 2018

20056

American Home Finding Daycare
 [REDACTED]
 [REDACTED]
 P.O Box 656
 Ottumwa IA 52501

REMIT TO:
 Food Bank of Iowa
 PO Box 1517
 Des Moines IA 50305
 (515)564-0330

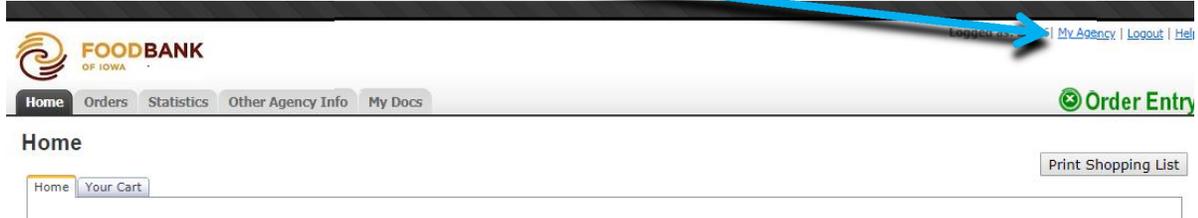
ORDERS			PAYMENTS AND CREDITS			GRANTS	INVOICE
Date	Reference	Amount	Date	Check #	Discount	Applied	Total Applied
01/04/2018	84165	\$34.42	1/23/18	28911		(\$34.42)	\$0.00
01/29/2018	85289	\$90.38					\$90.38
Total Balance:							\$90.38

CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL DUE
\$90.38	\$0.00	\$0.00	\$0.00	\$0.00	\$90.38

4/3/2018 11:24:17 AM

AGENCY INFORMATION

From the main **Home** page you are able to access information specific to your agency by clicking on **My Agency**.



Agency Info tab

This is your agency information. It is important to note that the information in these tabs cannot be changed by your agency. The information is imported from the master agency file. Any changes or corrections will need to be communicated to your regional partnership coordinator or by filling out a Partner Agency Update form, located on the Food Bank of Iowa website.

Logged as: 01589 | [My Agency](#) | [Logout](#) | [Help](#)

Home Orders Agency Pickup Statistics Other Agency Info My Docs **Order Entry**

Food Bank of Iowa - Karen's Cupboard

Agency Info Locations Contacts Hours Open AR Service Info

Contact:		Agency Size: zMedium
Address:	2220 E 17th St.	PantrySize: 4
	P.O. Box 1517 Des Moines, IA 50305	OnSite Size: 0
	Des Moines, IA 50316	Inactive? No
Phone:	(515)564-0330	Suspended? No
Email:		Serve Onsite? No
Last Monitored:	1/1/0001	Serve Offsite? Yes
		Balance: \$251.58
		Last Paid: 3/2/2017

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Locations tab

Lists the addresses we have on file for your agency.

The screenshot shows the Food Bank of Iowa web application interface. At the top, there is a navigation bar with the logo and the text "FOODBANK OF IOWA". To the right, it says "Logged as: 01589 | My Agency | Logout | Help". Below the logo, there are several menu items: Home, Orders, Agency Pickup, Statistics, Other Agency Info, and My Docs. On the far right of this bar is a green button labeled "Order Entry". The main content area is titled "Food Bank of Iowa- Karen's Cupboard". Below this title, there are several tabs: Agency Info, Locations (which is highlighted), Contacts, Hours, Open AR, and Service Info. The "Addresses" section is displayed, featuring a table with the following data:

Type	Name	Address	Address 2	City	State	Zip
POL Order	Food Bank of Iowa	2220 E 17th St.	P.O. Box 1517 Des Moines, IA 50305	Des Moines	IA	50316

At the bottom of the page, there is a footer with the text: "(c)2009 - 2018 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V02.01.00.0046".

Contacts tab

Lists all the contacts on file for your agency.

Hours tab

Lists hours of operation, if these are not accurate, please contact your regional partnership coordinator.

The screenshot shows the Food Bank of Iowa web application interface, similar to the previous one. The navigation bar and menu items are the same. The main content area is titled "Food Bank of Iowa- Karen's Cupboard". Below this title, the tabs are: Agency Info, Locations, Contacts, Hours (which is highlighted), Open AR, and Service Info. The "Hours of Operation" section is displayed, featuring a table with the following data:

Day	Hours
Sunday	Closed
Monday	Closed
Tuesday	4:00 - 7:00
Wednesday	Closed
Thursday	Closed
Friday	Closed
Saturday	Closed

To the right of the table, there is a section labeled "Hours Comments:" with a text area below it. At the bottom of the page, there is a footer with the text: "(c)2009 - 2018 ECCA Payroll + Business Solutions. All Rights Reserved | Privacy Policy | Terms of Use | V02.01.00.0046".

Open AR (Accounts Receivable) tab

This shows all of the invoices that still have a balance that needs to be paid.


Logged as: 01589 | My Agency | Logout | Help

Home | Orders | Agency Pickup | Statistics | Other Agency Info | My Docs
Order Entry

Food Bank of Iowa- Karen's Cupboard

Agency Info | Locations | Contacts | Hours | **Open AR** | Service Info

Open Account Receivables

OrderRef	Status	Entered	Delivered/Pickup	Reviewed?	Picked?	Balance
86664	Closed	02/26/2018	02/27/2018	Yes	Yes	\$4.20
88528	Closed	04/03/2018	04/03/2018	Yes	Yes	\$26.04
88842	Closed	04/13/2018	04/13/2018	Yes	Yes	\$0.14
89044	Closed	04/16/2018	04/16/2018	Yes	Yes	\$49.56
89336	Closed	04/18/2018	04/18/2018	Yes	Yes	\$30.80
90025	Closed	05/02/2018	05/02/2018	Yes	Yes	\$140.84
						\$251.58

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 V02.01.00.0046

Service Info tab



A great snapshot of your agency's service with easy to read graphs. This is an excellent tool for reporting to board members, etc. It is also a good tool for fundraising requests.

We hope you will find the online ordering system to be an efficient and effective tool for your agency and should you have any questions or comments, please do not hesitate to contact our office at (515) 564-0330.



FOODBANK
OF IOWA

2220 E. 17th Street
515-564-0330

Des Moines, IA 50316
515-564-0331

www.foodbankiowa.org