

Viewing Accounting Information (Processing and Warehouse/Transportation Invoices)

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Food

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Claims and Payments

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Work Queue

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Log into NDFoods. From the Main Menu click on “Sponsor Profile”

Sponsor Profile

Details

Sponsor:	North Dakota School	Telephone:	
LA No:	03111	Fax:	
Region:		People Soft ID:	
Mailing Address:		Receive Direct Deposit:	
Shipping Address:		DUNS No:	
County:			
Organization Type:			

[Edit Sponsor Details](#)

Programs | **Sites** | **Individuals** | **Accounting**

Program	Year	Status	Action
Summer Food (SFSP)	2013	Approved	Discontinue Sites Individuals
School Nutrition (SNP)	2014	Approved	Discontinue Sites Individuals
School USDA Foods (SCH)	2014	Approved	Discontinue Sites Individuals
Fruits and Vegetables (FFVP)	2014	Approved	Discontinue Sites Individuals
Child and Adult Care (CACFP)	2013	Approved	Discontinue Sites Individuals
Add A Program			

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The Sponsor Profile contains four tabs of information, Programs, Sites, Individuals and Accounting. Click on the “Accounting” tab

Sponsor Profile

Details

Sponsor: Fargo Public Schools **Telephone:** 701-446-1019 Ext: 0000
LA No: 09001 **Fax:** 701-446-1200
Region: 5 - Fargo **PeopleSoft ID:** 8453
Mailing Address: 415 4TH ST N **Receive Direct Deposit:** Yes [Direct Deposit Authorization Form](#)
FARGO, ND 58102-4514 **DUNS No:** 080236219
Shipping Address: 415 4TH ST N
FARGO, ND 58102-4514
County: Cass
Organization Type: Public
[Edit Sponsor Details](#)

Programs Sites Individuals Accounting

Program	Unpaid Claims	Received Year to Date	Paid Year to Date
Summer Food (SFSP)		\$3,643.20	
School Nutrition (SNP)			
School USDA Foods (SCH)			
Fruits and Vegetables (FFVP)			
Child and Adult Care (CACFP)		\$9,030.86	

Current Program Balances

Program	Processing	Warehouse	Transportation	Total
School USDA Foods (SCH)	\$0.00	\$0.00	\$0.00	\$0.00

[Claim History](#)

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The Accounting tab displays current program balances due as well as claim reimbursement information. To view current program balances and invoices, click on the Total link.

Search Invoices

Search Criteria

Invoice No:
Sponsor Name:
Sponsor LA No:
Program:
Customer Order No:
Creation Date
Start: **End:**
Due Date
Start: **End:**

[Clear](#) [Search](#)

Search Results

1 invoices found.

Select: [All](#), [None](#)

Select	Invoice No.	Sponsor	Created	Due	Program	Total Due
<input type="checkbox"/>	1973	Four Winds Tribal School	07/08/2013	09/06/2013	Summer Food (SFSP)	\$0.00

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Invoices will be displayed based on the search criteria entered. Click on the Invoice No. to view the invoice.

View Invoice #1973

Program: Summer Food (SFSP)
Invoice Date: 07/08/2013
Due Date: 09/06/2013
Term: Net 30 days
Amount Due: \$0.00

Bill To:
Four Winds Tribal School
7268 Hwy 57 W
PO Box 199
Fort Totten, ND 58335-0199

Please remit payment to:
Department of Public Instruction
Child Nutrition and Food Distribution Programs
CHEN 11
600 East Boulevard Ave Dept. 201
Bismarck, ND 58505-0440

Details Notices

Date	Item	Site	Processing	Warehouse & Transport	Total Balance	Action
06/09/2013	Customer Order #2652		\$0.00	\$80.78	\$80.78	View
08/01/2013	Payment - Thank You!		\$0.00	-\$80.78	-\$80.78	View
Total:			\$0.00	\$0.00	\$0.00	

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The invoices displays the charges for an order and also if the invoice has been paid. Each invoice represents an individual customer order. Invoices can be totaled to determine the sponsor's current balance due.

Customer Invoices

Processing Fees: These are fees that are associated with products that are processed by a vendor that has a contract with DPI. Sponsors are responsible for paying these fees out of pocket and not out of entitlement or state match.

Warehouse/Transportation Fees: These fees are associated with the delivery of a USDA food order. Sponsors who participate in SCH have a State Match fund that is allocated to them each program year. This fund is used to cover warehouse/transportation charges for deliveries occurring August through April. Once a sponsor's State Match fund has been depleted, an invoice is sent to sponsor for any further warehouse/transportation fees.

All invoices are due 60 days from the receipt of invoice. Invoices are emailed to sponsors once per month.