

MANNA FoodBank

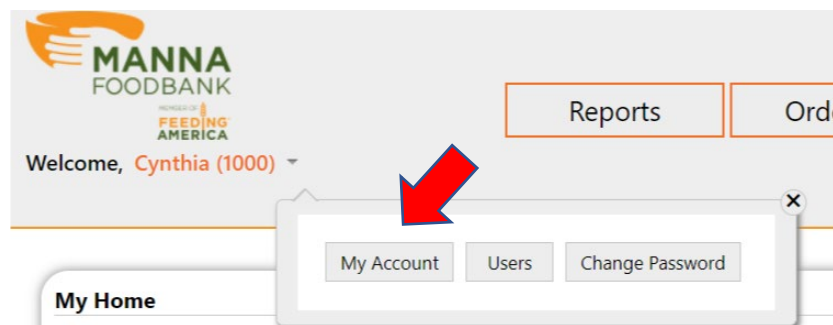
Online Ordering Guide for Partner Agencies

Version 1.1

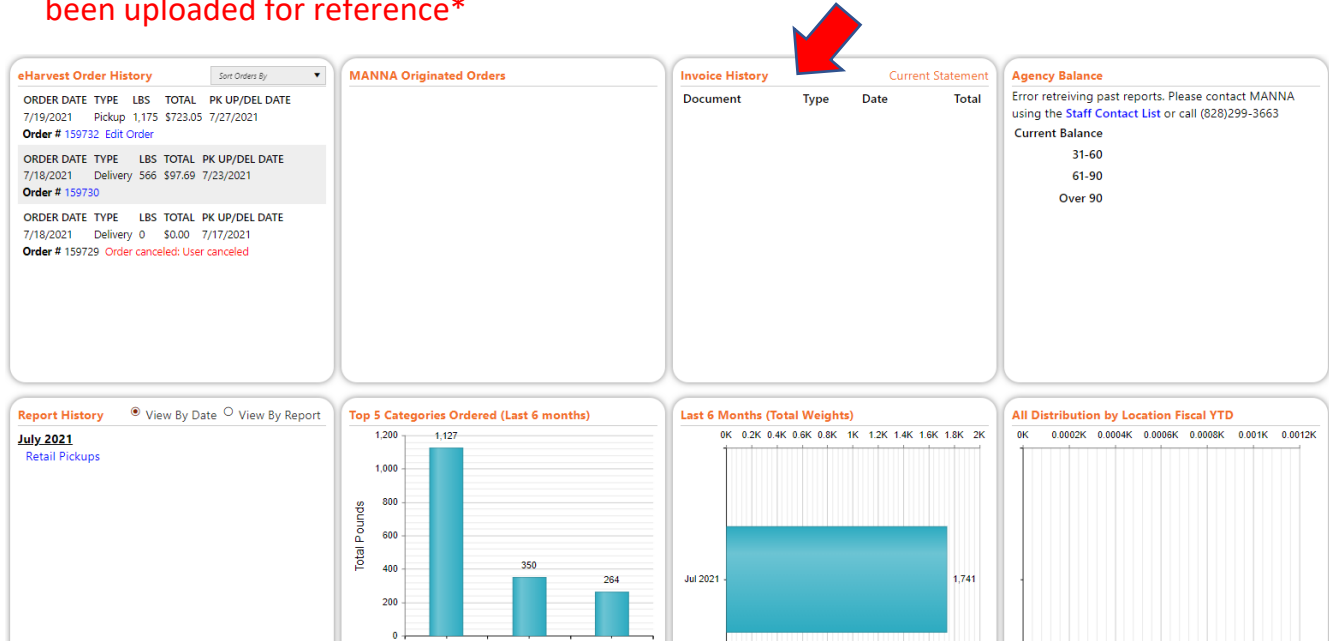
Invoices, Statement, and Balance

You will find your agency's Invoices, Statement, and Balance information on the Account Home Page. The Account Home Page will be the central hub of information and documents for your agency's account.

- To Navigate to the Account Home Page, click the down arrow beside your name under the MANNA logo and click Account Home



- Your agency's Invoice and Statement is in the third information box on the Account Home Page. ***Note: 6 months of previous invoices and statement, January 2021 – June 2021, have been uploaded for reference***



The Invoice History information box has four columns:

- Document
 - The name of the document, clicking a document name will open the document in a new browser tab
- Type
 - Type of document, INV = Invoice
- Date
 - Date of the Order the document was uploaded
- Total
 - The total cost listed on the invoice

Invoice History			Current Statement
Document	Type	Date	Total
19	INV	7/12/2021	view doc
18	INV	7/2/2021	\$147.45
248326	INV	6/8/2021	view doc
248326	INV	6/8/2021	view doc
248171	INV	6/8/2021	view doc
248590	INV	6/3/2021	view doc
248567	INV	6/3/2021	view doc
248553	INV	6/3/2021	view doc
248541	INV	6/3/2021	view doc
248044	INV	6/2/2021	view doc
248153	INV	6/2/2021	view doc
5-31-2021	STMT	6/1/2021	view doc

Invoice History			Current Statement
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248553	INV	6/3/2021	view doc
248541	INV	6/3/2021	view doc
248044	INV	6/2/2021	view doc
248153	INV	6/2/2021	view doc
5-31-2021	STMT	6/1/2021	view doc

Your Statement can be seen by clicking Current Statement in the upper right-hand corner of the Invoice History information box. This will open your agency’s statement into a new tab of your browser.

This document reflects your agency’s current statement as of today, including the most recent payment posted to your account.

You can request a traditional 30-day monthly statement by reaching out to the Agency Relations Team.

The fourth information box on the Account Home page is a quick reference view of your agency's current balance. This is your agency's current statement as of today, including the most recent payment posted to your account. This is broken down into your current total balance and balances 31-60 days old, 61-90 days old, and over 90 days old.

eHarvest Order History Sort Orders By ▾

ORDER DATE	TYPE	LBS	TOTAL	PK UP/DEL DATE
7/19/2021	Pickup	1,175	\$723.05	7/27/2021

Order # 159732 [Edit Order](#)

ORDER DATE	TYPE	LBS	TOTAL	PK UP/DEL DATE
7/18/2021	Delivery	566	\$97.69	7/23/2021

Order # 159730


ORDER DATE	TYPE	LBS	TOTAL	PK UP/DEL DATE
7/18/2021	Delivery	0	\$0.00	7/17/2021

Order # 159729 Order canceled: User canceled

MANNA Originated Orders

Invoice History Current Statement

Document	Type	Date	Total
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Agency Balance 

Error retrieving past reports. Please contact MANNA using the [Staff Contact List](#) or call (828)299-3663

Current Balance

31-60

61-90

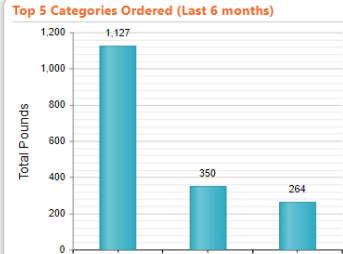
Over 90

Report History View By Date View By Report

July 2021

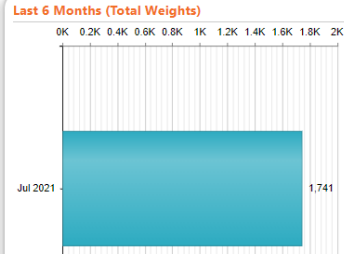
[Retail Pickups](#)

Top 5 Categories Ordered (Last 6 months)



Category	Total Pounds
H	1,127
W	350
C	264

Last 6 Months (Total Weights)



Month	Total Pounds
Jul 2021	1,741

All Distribution by Location Fiscal YTD

