

MANNA FoodBank

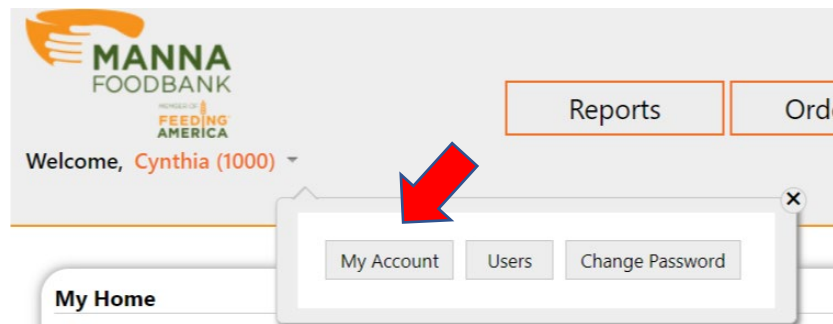
Online Ordering Guide for Partner Agencies

Version 1.1

Report History

You will find your agency's Report History 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 complete Report History is in the fifth information box on the Account Home Page.

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				
7/18/2021	Delivery	566	\$97.69	7/23/2021
Order # 159730				
7/18/2021	Delivery	0	\$0.00	7/17/2021
Order # 159729 Order canceled: User canceled				

MANNA Originated Orders

Document	Type	Date	Total

Invoice History Current Statement

Document	Type	Date	Total

Agency Balance

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

Current Balance

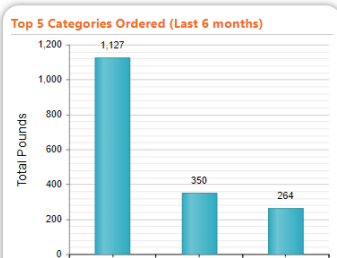
- 31-60
- 61-90
- Over 90

Report History View By Date View By Report

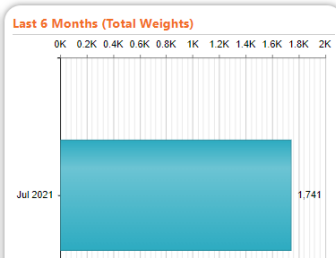
July 2021

[Retail Pickups](#)

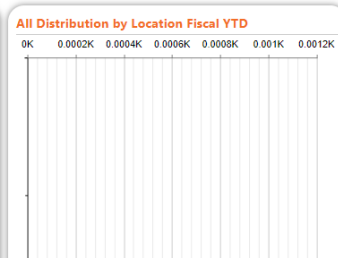
Top 5 Categories Ordered (Last 6 months)



Last 6 Months (Total Weights)



All Distribution by Location Fiscal YTD



Last updated on 7/22/21

- The Report history lists each report that your agency has submitted
- You can click the report name to open the report in a new tab of your browser
- The Report History information box can be sorted by the date or by the report type

Report History View By Date View By Report

Monthly Agency Statistics
[June 2021](#)
[May 2021](#)
[April 2021](#)

Monthly Service Report
[June 2021](#)
[May 2021](#)
[April 2021](#)

Retail Pickups
[July 2021](#)

Report History View By Date View By Report

July 2021
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