

NetSuite

001-003 (Statistics)_How-To

OVERVIEW: Use this guideline to most effectively/efficiently report statistics to Feeding Westchester.

- **Additional Resources:** Video Walkthrough Titled 001-003 Feeding Numbers

I. PROCEDURE: (Feeding Numbers)

- a. After Log-in (Follow Log-in How to) click Select Agency in the upper right-hand corner and select the agency you are ordering for from the drop down.



[Home](#) [New Order](#) [User Guide](#) [Agency Account](#)

[Select Agency](#) [Sign Out](#)



- b. Click on Service Statistics on the bottom left-hand corner of screen.



[Home](#) [New Order](#) [User Guide](#) [Agency Account](#)

[ORDER HISTORY](#)

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Unsubmitted Orders for Test Agency 2

Your order will not be processed until you check out.
You do not have any unsubmitted orders.

- c. Select Service Month and Year and enter No. of Children, No. of Adults, No of Seniors and No. of Households.


Service Month * Service Year *

No. of Children (0-18) * No. of Adults (19-59) * No. of Seniors (60+) *

No. of Households *

- d. Enter any Comments and Click Submit.

Comments

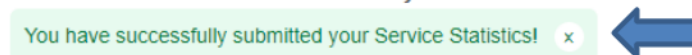


- e. When completed you will receive a banner telling you that your Service Statistics have been successfully submitted.

Service Statistics Submission Form

Please be sure to fill out all fields and do not leave any blank. if the field does not apply, please enter "0". Select the Month and Year for which you are reporting the numbers for. If you have any updates to your statistics, please reach out to your Feeding Westchester Staff.

Your Last Submission was for : **February 2021**



****CONGRATULATIONS...YOU HAVE SUCCESSFULLY SUBMITTED YOUR SERVICE STATISTICS****