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Pennsylvania Department of Agriculture

PA MEALS

PA MEALS Presenters

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What is PA MEALS

- A web-based application owned by the Pennsylvania Department of Agriculture
- Used by the Bureau of Food Distribution to manage multiple federal programs including TEFAP
- A tool for submitting I & E data for reimbursement

How to Access PA MEALS

- Via standard web browser at <http://www.pameals.com>
- Multiple users can be granted access to manage an agency
- Usernames and Passwords are unique to each user NOT each agency
- Passwords expire every 45 days

What Can I Do In PA MEALS

- ⦿ View Account Information
- ⦿ Request Address Information Changes
- ⦿ View Commodity Details
- ⦿ View Material Order Details
- ⦿ Run Reports

Account Information and Updates

- ⦿ Users are granted access to one or more accounts
- ⦿ Account and agreement details can be viewed
- ⦿ Address and contact updates can be requested

Commodities

- Users can search on commodities using a number of different criteria
- Users can view the commodity details including package size, cost and what programs the commodity is used in

Material Orders

- ⦿ Users can search for Orders by Order Number
- ⦿ Users can view complete order details

Reports

- ⦿ Users can run several reports for their agencies
- ⦿ All reports can be exported to PDF or Microsoft Excel

List of Reports

- ⦿ Commodity Price List
- ⦿ Agency Summary Report
- ⦿ Agency Usage
- ⦿ TEFAP County Reimbursement

Commodity Price List

- Produces a list of all commodities used in the TEFAP program
- Includes the old Commodity Number and the new Material Id
- Show the cost associated with each commodity

Agency Summary Report

- Shows account and agreement details
- Sum of each commodity received

Agency Usage

- Details individual transactions of commodity received
- Data is based on Distributor data imports

TEFAP County Expense Reimbursement

- Used to show I & E data submitted by the Agency
- Displays both In-Process and Completed forms
- Similar to the existing paper form

Documentation

- ◎ This presentation can be downloaded at:

<http://www.pameals.com/MealsPublic/UserGuide/PAMeals.pptx>

- ◎ The User Guide can be downloaded at:

http://www.pameals.com/MealsPublic/UserGuide/TEFAP_UserGuide.pdf

Support Desk

- A support desk phone number and email address will be made available for anyone needing assistance.
- Support Desk contact information will be emailed in the coming week.