

Commodity Requests

Start Entity Commodity Processing Orders Monthly Process Reports Administration

Agency Year Account Summary

Agency Name:	Arkansas Dept. of Human Services, Commodity Office 6095 (6095)	Beginning PAL:	\$0.00
Program Year:	2013		
Group Type:	<input type="radio"/> Allocated (A) <input checked="" type="radio"/> Basic (B) <input type="radio"/> Local Inventory	USDA Shipments on Order:	\$0.00
	<input type="button" value="Go"/>	USDA Shipments Received:	\$0.00
	<input type="checkbox"/> Show Active Only	Basic Foods on Order:	\$0.00
		Basic Foods Received:	\$0.00
		Processing on Order:	\$0.00

Bonus Received

Processing Bonus Received:	\$0.00	Processing Received:	\$0.00
Bonus A Received:	\$0.00	PFG Allocation Received:	\$0.00
Bonus B Received:	\$0.00	Credit Memos:	\$0.00
ADE Transportation:	\$0.00	PAL Available:	\$0.00

Commodity Requests Total Months:10 Open Months:10

Commodity	Case Cost	Annual Use	Ok to Order	August Delivery	Current Future Balance	Back Order Balance	Back Order Status	
Apple Slices, Canned, Unsweetened, #10 A345 (100206)	25.98	0	0	0	0	0	No	Select
Applesauce, Canned, Unsweetened, #10 (A350) (100208)	18.06	0	0	0	0	0	No	Select
APRICOTS, DICED, CANNED A382 (100216)	21.78	0	0	0	0	0	No	Select
Beans, Canned, Black-Eyed Pea, Dry, #10 A084 (100368)	14.53	0	0	0	0	0	No	Select

New User Features on Commodity Request Screen

Please read this before you use the new features

First, always SAVE any changes you have made to the screen BEFORE you use these new features as unsaved changes will be lost. Also no SAVE is required after using one of the new features. The screen will have to refresh after using any of these new features so please allow this to happen before you try to do something else.

Notice the **Show Active Only** check box in the upper left of the page. Each time you go to this page, all offered commodities will be shown. When you left click your mouse pointer on this box, the page will display only those commodities where you have entered an annual usage amount on this page. This will allow you to work with and print only the commodities in which you are interested.

The other new feature gives you total control over the ACDS backorder function. There are two ways that you may use this feature. The first way applies the changes to all commodities by using one of the round

check boxes at Backorder Option: **Backorder Option:** All Some None

As shown above, ACDS now has the "NONE" circle checked meaning that no commodities will be backordered if we can't fill your orders. If you want to enable all future backorders, left click your mouse pointer on the circle to the left of the word "ALL" as shown above. Remember that these buttons apply the changes to all commodities.

You also have the ability to pick and choose how individual commodities are treated by the backorder process by using the YES or NO option under the 'Backorder Status' column, click on the small triangle to make your choice.

If you want to cancel the backorders for any commodity, select NO. No future backorders will occur unless you then change it back to YES. Selecting YES will not replace old backorders that you have deleted.

Each of the backorder status changes will show a popup window explaining what you are about to do and you may cancel the action at that point if you wish.

For help with any of these new features, please contact your Commodity Specialist.