

## How to Pull Donation Reports in MealConnect

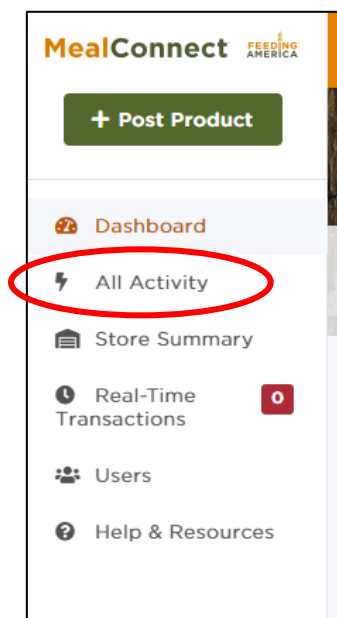
**Created by:** FSD Food Rescue  
**Owned by:** Feeding San Diego

**Created on:** 04/17/24  
**Revised on:** 08/02/24

As various jurisdictions conduct their SB1383-related inspections, food generators (food donors) may be asked to provide a record of food donation pounds and a list of food recovery organizations (agencies) these donations were given to. This MealConnect report provides a detailed breakdown of donations by agency and category.

**Purpose:** To provide step-by-step guidance on how to pull donation reports from the Feeding America MealConnect platform and create a pivot table summary (monthly totals by agency).

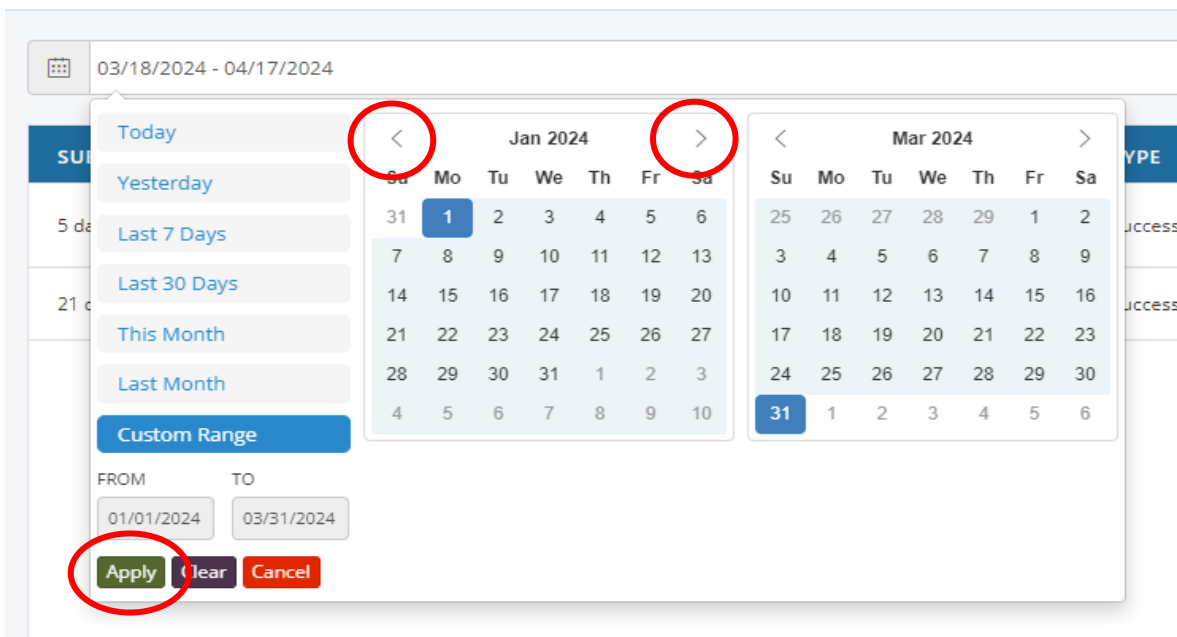
1. Log into your MealConnect account: [www.mealconnect.org](http://www.mealconnect.org) → Login  
If you do not have login credentials, please reach out to the FSD Food Rescue Team for assistance:
  - **Phone:** (858) 500-7807
  - **Email:** [fooddonation@feedingsandiego.org](mailto:fooddonation@feedingsandiego.org)
2. On the dashboard menu (left-hand side), go to “All Activity”



3. Click inside the date text box and select the start date and end date for the data you need (your start/end dates will show up as blue boxes). Once you have your date range selected → click “Apply”

**\*TIP:** Use the little arrows next to the month/year to navigate through the months

## ACTIVITY



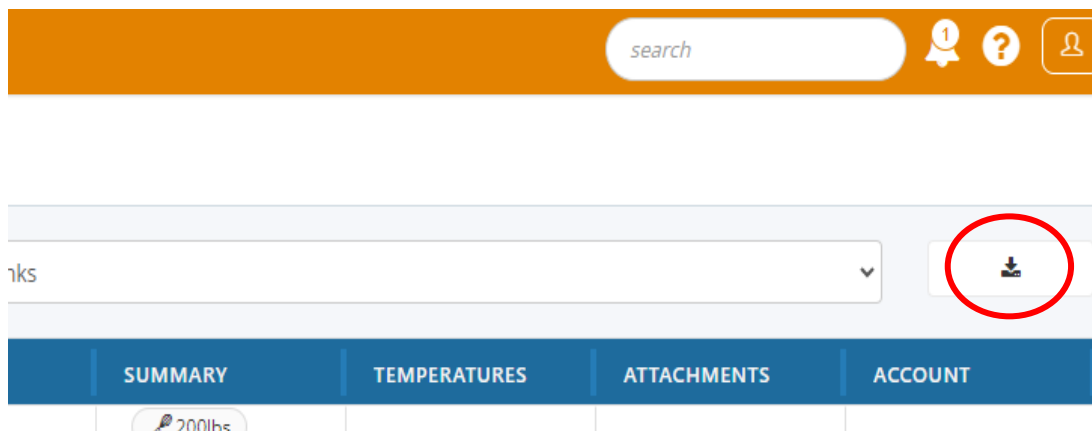
03/18/2024 - 04/17/2024

Today  
Yesterday  
Last 7 Days  
Last 30 Days  
This Month  
Last Month  
Custom Range

FROM TO  
01/01/2024 03/31/2024

Apply Clear Cancel

4. To export the data, click on the Export button on the top right-hand side. Your report should automatically download as a CSV file. **Note:** If you need to make formatting edits, you will need to save your file as an Excel workbook.



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SUMMARY TEMPERATURES ATTACHMENTS ACCOUNT

200lbs

**Additional Notes:**

- This report breaks down each donation provided by day, category, and agency.  
**EXAMPLE:** *On July 3<sup>rd</sup>, your store provided a donation of 50 lbs of Bakery, 25 lbs of Meat, and 75 lbs of Produce. This specific donation will appear on the report as three separate line items, one for each category.*

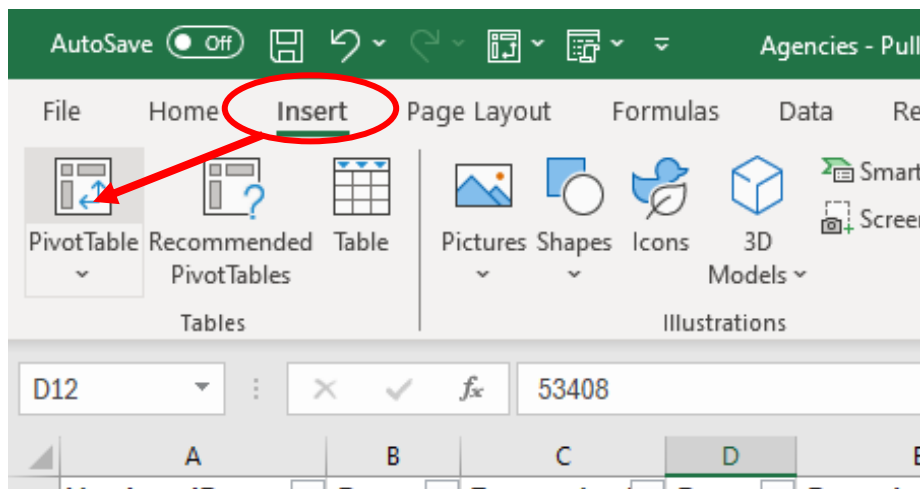
- Relevant report columns:

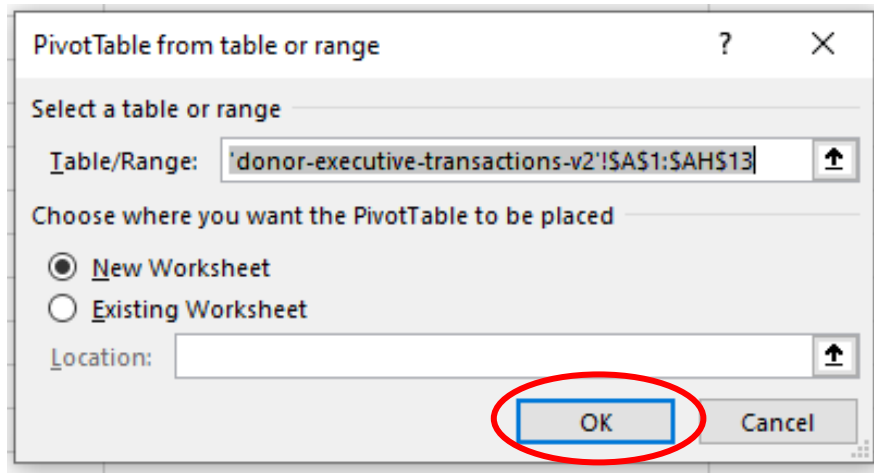
Line Item ID	Pounds	Donor Street Address
Date	Food Bank Name	Donor City
Donor Location ID	Agency Name	Donor State
Category Code	Donor Name	Donor Postal Code

- Remove any entries with “0” pounds
- It may be helpful to keep a note about nonfood pounds donated, however, you may be asked to remove those pounds from the report.

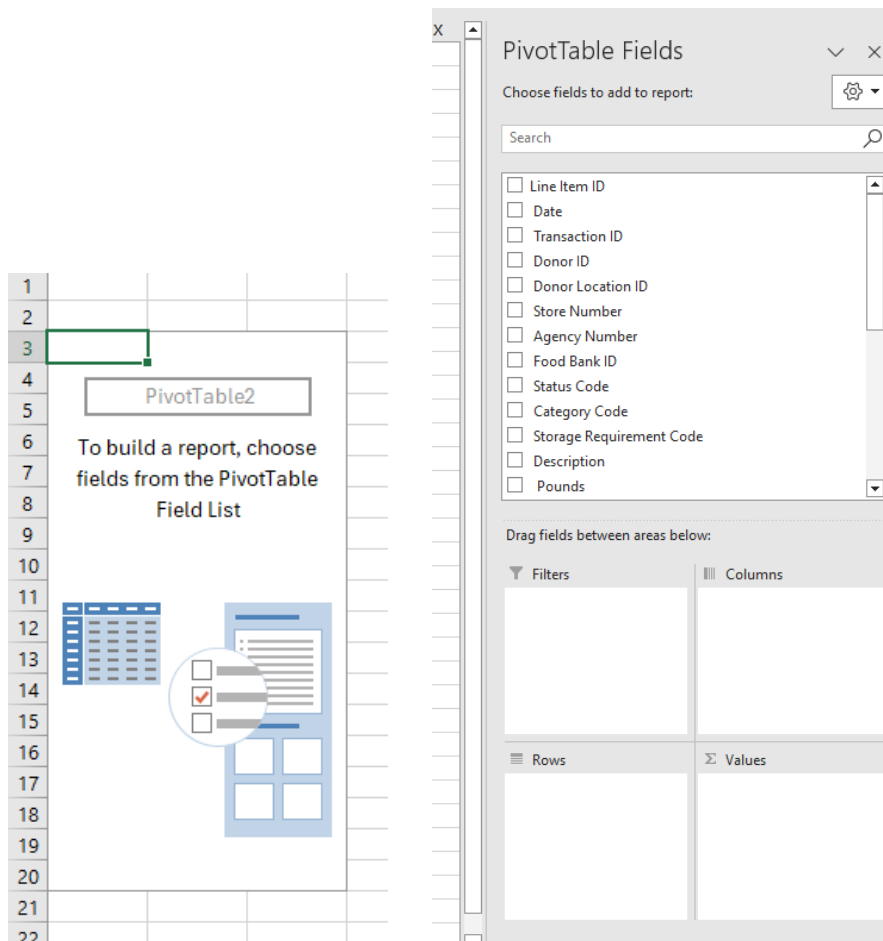
**If you are pulling a report for multiple months and need monthly totals, please follow the instructions below to create pivot table summary.**

1. Highlight all your data (including section headers)
2. Go to Insert → click on “Pivot Table” → a pop-up box will appear, hit “OK”

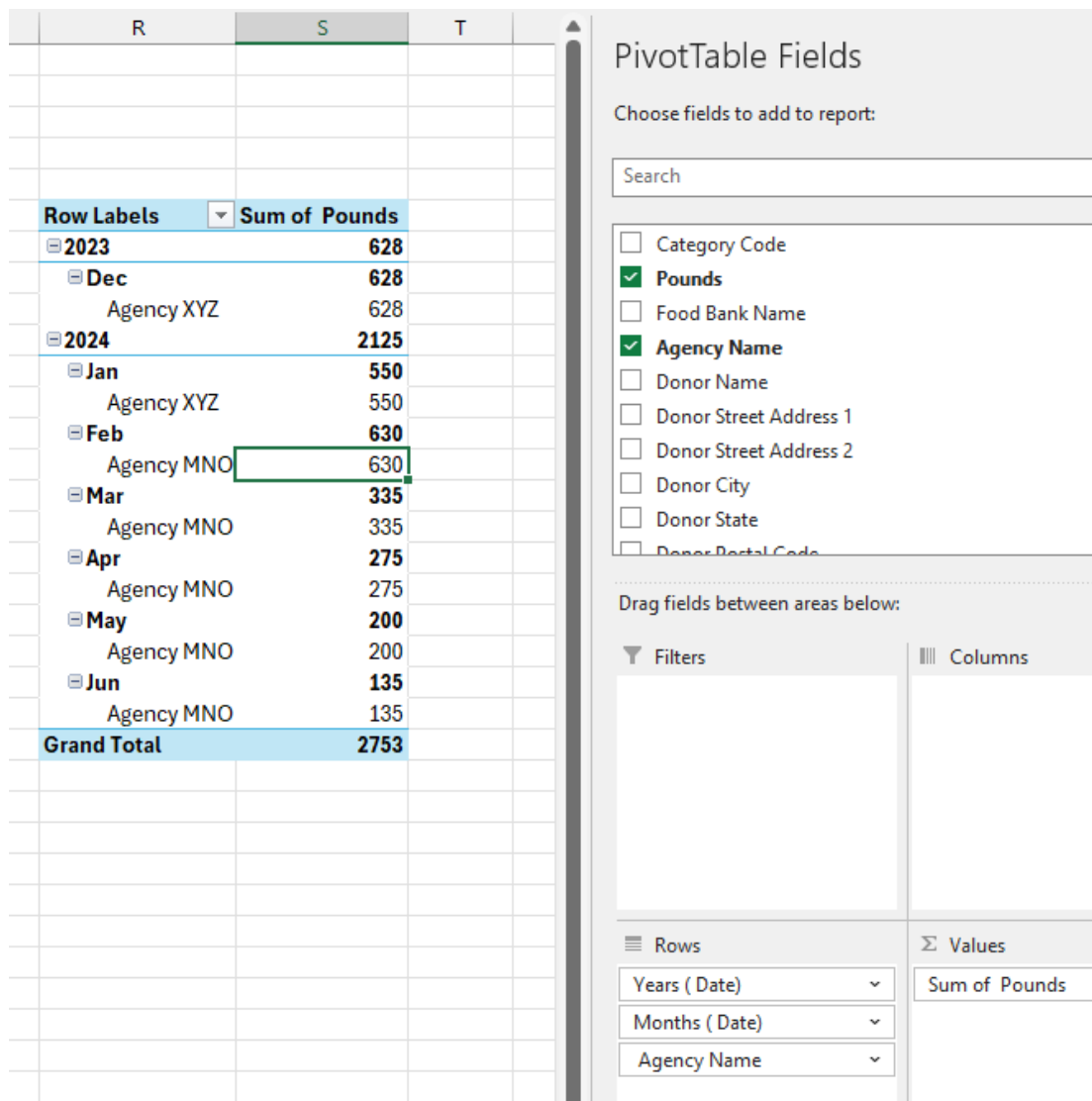




3. A different tab will open up (within the same report) and you should see a pivot table appear on the left side and the PivotTable Fields on the right (if not, click on the pivot table itself).



4. All the items listed on the PivotTable Fields represent the headers on your pounds report. We will need the following:
  - a. **Rows:** Date, then Agency Name (Agency is optional)
  - b. **Σ Values:** Pounds
  
5. You can move these items in Rows and Values by either checking the box next to them or clicking on the header and dragging it into their respective sections. It should look like this when you are done:



Row Labels	Sum of Pounds
<b>2023</b>	<b>628</b>
<b>Dec</b>	<b>628</b>
Agency XYZ	628
<b>2024</b>	<b>2125</b>
<b>Jan</b>	<b>550</b>
Agency XYZ	550
<b>Feb</b>	<b>630</b>
Agency MNO	630
<b>Mar</b>	<b>335</b>
Agency MNO	335
<b>Apr</b>	<b>275</b>
Agency MNO	275
<b>May</b>	<b>200</b>
Agency MNO	200
<b>Jun</b>	<b>135</b>
Agency MNO	135
<b>Grand Total</b>	<b>2753</b>

**PivotTable Fields**

Choose fields to add to report:

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Category Code  
 **Pounds**  
 Food Bank Name  
 **Agency Name**  
 Donor Name  
 Donor Street Address 1  
 Donor Street Address 2  
 Donor City  
 Donor State  
 Donor Postal Code

Drag fields between areas below:

Filters: [Empty]  
 Columns: [Empty]

Rows:
 

- Years (Date) ▾
- Months (Date) ▾
- Agency Name ▾

Values:
 

- Sum of Pounds

Questions? Please reach out to the FSD Food Rescue Team for assistance:  
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