

MealConnect Receipts Cheat Sheet

There are two important steps to be aware of when submitting receipts in MealConnect. Please use this cheat sheet to help with the last two steps.

03/09/2022

City of Refuge (P1108)

Target (T1410)

Scheduled Pickup Not Attempted No Pounds

Category	Storage Requirement	Product Description	Pounds	
Mix	Dry	Grocery	220	Delete Edit
Nonfood	Dry	Gen merch	10	Delete Edit

Add Another Line Item

Save Receipt

Once you have verified your categories, storage requirements, and pounds, click *Save Receipt*. This is **NOT** the final step! If you stop at this step your receipt is NOT SUBMITTED and will appear as a missing receipt when Feeding San Diego pulls the monthly report.

Please ensure you submit your receipt(s) after review.

RECEIPTS READY FOR SUBMISSION

Pickup Date	Agency	Donor	Number of Items	Total Pounds	Status	
MM/DD/YYYY	AGENCY NAME	STORE NAME/ #	2	230	Updated	Delete Edit

Submit Receipts

Add New Receipt

You will be redirected to the *Receipts Ready for Submission* page. Click *Submit Receipts*, this is the final step.

RECEIPTS SUBMITTED SUCCESSFULLY

Your receipts have been received. You have five days from the original submission date to make corrections.

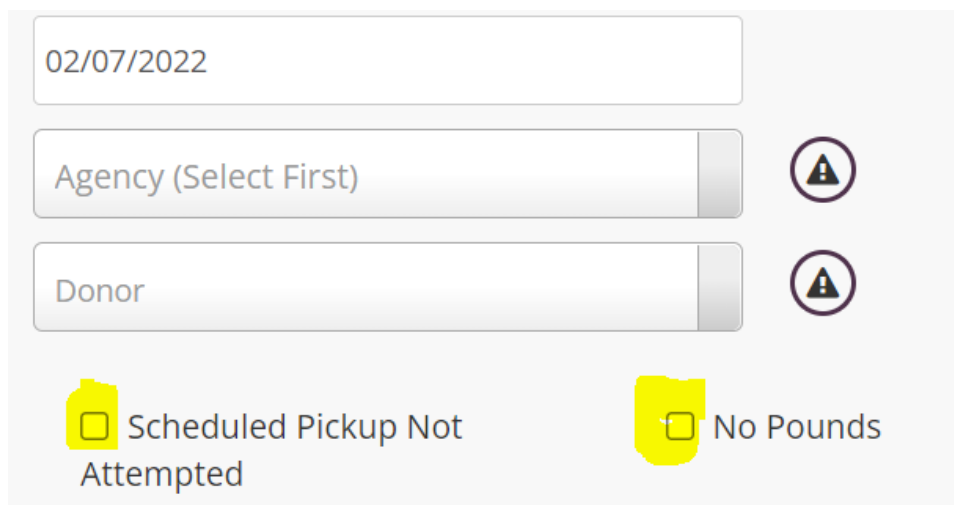
Submit More Receipts

If you see this after the above step, congratulations! You're receipt has been submitted!

Tips for Unsuccessful Pickups

A receipt submission is still required if you cancelled your pick ups due to vacation/ agency closure, experience vehicle/ driver issues, or arrive to the store and find no available donations

Please see some examples the image and descriptions below to learn which box to select if you experience any of the examples listed above.



The image shows a screenshot of a web form for scheduling a pickup. At the top, there is a date field containing "02/07/2022". Below it are two dropdown menus: "Agency (Select First)" and "Donor". To the right of each dropdown menu is a warning icon (a triangle with an exclamation mark inside a circle). At the bottom of the form, there are two checkboxes. The first checkbox is labeled "Scheduled Pickup Not Attempted" and is highlighted with a yellow square. The second checkbox is labeled "No Pounds" and is also highlighted with a yellow square.

Scheduled Pickup Not Attempted

Select the *Scheduled Pickup Not Attempted* box in the event of vehicle trouble or no driver. If you have communicated this with your Partnership Coordinator, type in " Verified with Partnership Coordinator, in the Reason box.

If you have worked with your Partnership Coordinator to find coverage due to vacation, holiday, or agency closure, a receipt is still required. Select the *Scheduled Pickup Not Attempted*, and in the Reason type in "Store coverage verified with Partnership Coordinator. "

No Pounds

Select the *No Pounds* box in the event you show up to your scheduled or one-time pickup and find no donations