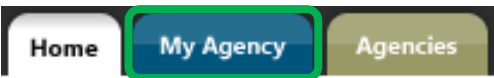


Oasis Monthly Reports Guide

Each month on Oasis, you'll need to complete four reports: a SFPP Signature Report, a TEFAP Signature Report, a SFPP Summary Report, and a TEFAP Summary Report.

Signature Reports

1 

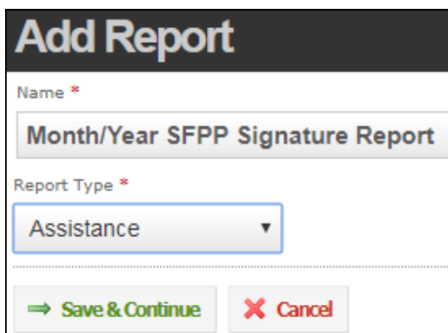
Begin by selecting the blue My Agency tab in the top-right corner.

2 

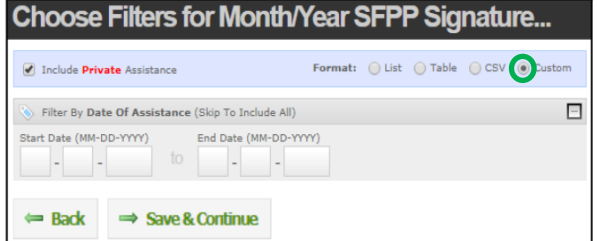
Next, select the black Reports sub-tab.

3 


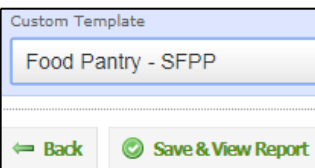
Select Add Report.

4 

Title your report 'Month/Year SFPP Signature Report' and select the Report Type: Assistance. Select Save & Continue.

5 

Select Custom in the top-right, click the Filter by Date of Assistance bar, type in the entire date range for the month reporting on and select Save & Continue.

Finally, choose Food Pantry - SFPP and select Save & View Report.

6 Now, go back and follow the same steps for your TEFAP Signature Report.

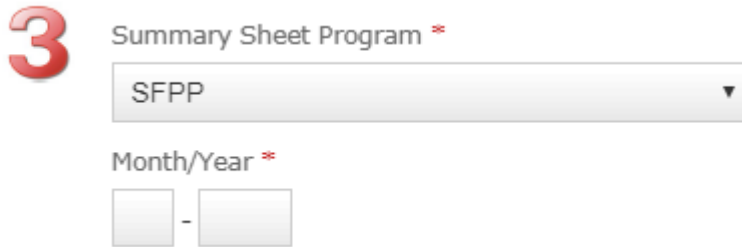
Summary (Inventory) Reports



1 Begin by selecting the blue My Agency tab in the top-right corner.



2 Next, select the black Forms sub-tab. Then, select Add Form.



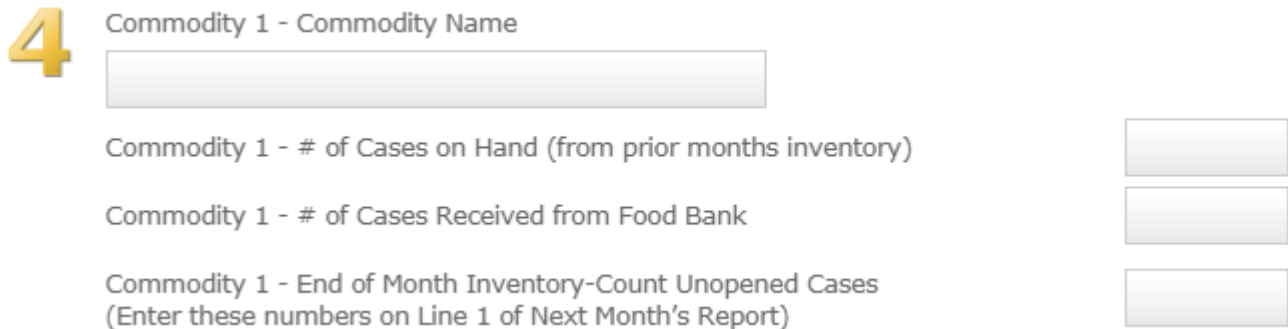
3 Summary Sheet Program *

SFPP

Month/Year *

-

Begin by selecting SFPP under Summary Sheet Program and enter the Month and Year of the month reporting on.



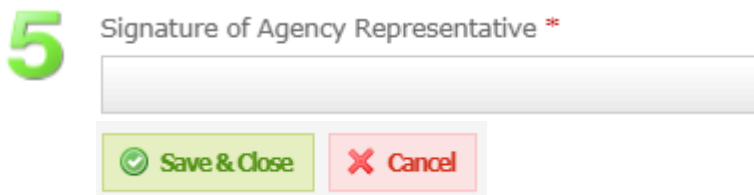
4 Commodity 1 - Commodity Name

Commodity 1 - # of Cases on Hand (from prior months inventory)

Commodity 1 - # of Cases Received from Food Bank

Commodity 1 - End of Month Inventory-Count Unopened Cases (Enter these numbers on Line 1 of Next Month's Report)

Next, for each product enter the Commodity Name and answer the 3 questions: Cases on hand from prior months, Cases received this month from the food bank, and the unopened cases you have for next month's distribution.



5 Signature of Agency Representative *

Scroll down, enter your name under Signature of Agency Representative and select Save & Close.

6 Now, return to the Forms sub-tab under the My Agency main tab and follow the same previous instructions for the TEFAP report, selecting TEFAP and entering only the TEFAP products.