
KN-CLAIM

Kansas
Nutrition -
CLaims
And
Information
Management

Quick Reference for Monthly/Annual Financial Reports

Child Nutrition & Wellness
Kansas State Department of Education
December 2022

Child Nutrition & Wellness
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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) fax:

(833) 256-1665 or (202) 690-7442; or

(3) email:

program.intake@usda.gov

This institution is an equal opportunity provider.

Your comments and suggestions are always welcome. If you have questions, please call 785-296-2276 or contact your area consultant.

KN-CLAIM

School Nutrition Programs

Quick Reference for Monthly/Annual Financial Reports

Help is Available!

We have done our best to assure that KN-CLAIM works correctly and is easy to use. However, there is always room for improvement. Please let us know if you encounter any problems or need assistance with using the system.

Do you need help using KN-CLAIM or have a system problem to report?

Call 785-296-2276 and ask for KN-CLAIM support.

This Quick Reference Covers How To:

- A. Access KN-CLAIM and login.
- B. Go to sponsor's Monthly/Annual Financial Report.
- C. Complete the **Monthly Financial Report** screen.
- D. Complete the **Annual Financial Report** screen.

The Monthly/Annual Financial Reports are a record of the monthly financial transactions within the Food Service Fund. Using this report, each sponsor submits a summation of the Food Service Fund financial activities for the fiscal year starting July 1 and ending June 30. Sponsors are required to:

- ◆ Complete the Monthly Financial Reports in KN-CLAIM within 90 days following the last day of the claim month. The Monthly Financial Reports will roll up into the Annual Financial Report.
- ◆ Complete the Annual Financial Report by August 15, for the fiscal year beginning July 1 and ending June 30.

A. Access KN-CLAIM and Log-in

1. Go to <https://cnw.ksde.org>.
2. Select <KN-CLAIM> from the top menu.
3. Log in using your username and password.
If this is the first-time logging into KSDE Web Applications Common Authentication, users will need to register and create a username and password while requesting access to KN-CLAIM. Specific instructions can be found at <https://cnw.ksde.org>, KN-CLAIM, How to Access KN-CLAIM.

IMPORTANT! Never share your username and password.

B. Navigate to Sponsor's Monthly/Annual Financial Report

1. **Program Selection Menu** – Click <SNP>.
2. **Program Year Selection** – Click on the current program year.
3. **Sponsor Summary** – Click <MFR/AFR> tab.

C. Complete the Monthly Financial Report Screen

1. **Monthly Financial Report** – Locate the month and click <+> on the far right of the screen.
 - ◆ Follow the guidelines for completing the Monthly & Annual Financial Report in Food Service Facts, Chapter 10 forms.
 - ◆ Complete all applicable information on the Monthly Financial Report.
 - ◆ Click <Calculate> if you would like to see This Month's Closing Cash Balance before saving.
 - ◆ Refer to the Daily Income, Sales & Deposit Report (Form 10-A) to complete the Monthly Difference in Computed & Actual Bank Deposits.
 - ◆ Record Reimbursable Sales & Charges (Students ONLY) and Non-Reimbursable Sales & Charges (Students & Adults).
 - An error message will be received if there is a zero value in the Reimbursable Sales & Charges (Students ONLY) field and the Site Application indicates meals will be served in that month.
 - ◆ Click <Save>
 - If there are errors, repeat above process until there are no errors.
 - If there are no errors, a post confirmation message will appear.
 - A comments box is provided for the Sponsor to make notes in regard to the Monthly Financial Report. Comments are not required.

IMPORTANT! The Monthly Financial Report must be in approved status in order to be complete.

D. Complete the Annual Financial Report Screen

1. Complete A, B and C.
2. **Annual Financial Report** – Click <+> on the far right on the Annual Financial Report line.
 - ◆ This screen displays the totals from each Monthly Financial Report.
 - ◆ Complete the End-of-Year Balance of Uncollected Charges in item (35). This is the amount of money students and adults still owe food service.
 - ◆ Click checkbox in item (37) to approve the Annual Financial Report.
 - ◆ Click <Save>.
 - If there are errors, correct on the Monthly Financial Report. If a Monthly Financial Report is corrected that changes the total revenue or expenditures, all of the subsequent monthly financial reports must be resubmitted as well.
 - If there are no errors, the Annual Financial Report will be in “Approved” status.
 - A comments box is provided for the Sponsor to make notes in regard to the Annual Financial Report. Comments are not required.

IMPORTANT! The Annual Financial Report must be in approved status in order to be complete.