Requisition Status Report

The Requisition Status Report provides a list of all items requested, the status of each request, and order information through the order life cycle.

Running Requisition Status Report

1	Click on "**Reports**" tab
2	Click on **"Requisition Status Report"**
3	Type NSLP into the **"Program"** field
4	Type date ranges in **"Req. Delivery Date"** *If current school year is 2023-2024, enter 07/01/23 to 06/30/24 as date range.
5	Under **"Search Criteria,"** click **"Execute"**
6	To Print to PDF: A. "**Click Print to PDF**" open file at bottom of screen	To Export to Excel: B. Click **"Export"** and open file at bottom of screen

Requisition Status Codes

Applied	Entitlement changes have occurred on order
Cancelled	By RA or TDA
Approved by SDA	Request sent to USDA
Ready for Approval	Submitted by RA to TDA
Returned by SDA	Returned to RA for changes

Reviewing Report Information in Excel

*Most utilized columns shown below.

1.	Program Year	
2.	Requisition/Redistribution Status	
3.	Ship-To Name. Can include: • State-Contracted Warehouse • Direct Ship Warehouse • Processors	
4.	Material Number	
5.	Material Description	
6.	Product Hierarchy: Description of product category (e.g., Poultry, etc.)	
7.	Requested Delivery Date	
8.	Entitlement/Bonus Indicator	
9.	Requested Quantity	Sales Unit
10.	Net Dollar Value of Line Item	
11.	Sales Order #	Sales Order Status
12.	***Blank Cells = Requisition is awaiting approval***	
13.	Purchase Order #	
14.	Date Received	

Sales Order Status Codes

Cancelled	Sales Order cancelled by USDA
Returned by SpAgency	Sales Order returned by USDA Food and Nutrition Service (FNS)
Approved by SpAgency	Sales Order approved by FNS and being prepared for procurement
On Invitation	FNS placed order bid invitation
Returned by FSA/AMS	Sales Order returned to TDA by Farm Service Agency/Agricultural Marketing Service
Purchased	USDA purchased truck; Sales Order fully purchased
Order Received	Sales Order received; truck arrived at *warehouse or processor*
Resubmit to FSA/AMS	Sales Order resubmitted to FSA/AMS