WBSCM Reports - RA

The following document provides a summary of the information included in reports most frequently utilized by Recipient Agencies in WBSCM.

Report #1

Entitlement/Bonus Summary Report

The Entitlement/Bonus Summary Report provides a summary or quick snapshot of:

- Beginning entitlement balance
- Remaining entitlement balance
- DoD allocation
- Bonuses

Report #2

Entitlement/Bonus Detailed Report

The Entitlement/Bonus Detailed Report provides:

- Beginning entitlement balance
- Remaining entitlement Balance
- A list of all transactions (requests)
- Impact of each request on entitlement

The above reports are available to Order Managers and View Only RA Users

Report #3

Requisition Status Report

The Requisition Status Report provides a list of:

- All items requested
- Status of each request
- Information through order life cycle

Report #4

Value of Commodities Received – RA Report

The Value of Commodities Received-RA Report provides:

- Net value of entitlement and bonus materials receipted and received at the *warehouse or processor*

The above reports are available to View Only RA Users

Entitlement/Bonus Summary Report

The Order Manager and View Only RA Role have access to the Entitlement/Bonus Summary Report. This report provides a summary or quick snapshot of beginning and remaining entitlement balances, DoD allocation, and bonuses for the school year for which the report is run.

Running Entitlement/Bonus Summary Report

1	On module tabs located in upper-left hand corner, click on "**Reports**"
2	Click on **"Entitlement Management"**
3	Click on **"Entitlement/Bonus Summary Report"**
4	Type NSLP into the **"Program"** field
5	Type program year in "**Program Year**" field. **Ex: 2023 for SY 2022-2023**
6	Under the **"Search Criteria"** sub-title click **"Execute"**
7	To Print to PDF: A. "**Click Print to PDF**" and open file at the bottom of the screen	To Export to Excel: B. Click **"Export"** and open file at the bottom of the screen

Need screenshots or more information?

Use RA106 Reports Part I PPT
or
Part I Handout PDF

Reviewing Report Information in Excel

*Most utilized columns shown below.

Program (i.e NSLP, SFSP)

Program Year

Beginning Entitlement Balance for selected Program Year

DoD Fresh Fruits and Vegetables Entitlement Allocation

Entitlement Order Total:
Dollar value of entitlement orders placed through WBSCM (does not include DoD orders)

Entitlement Pounds:
Amount of entitlement pounds ordered through WBSCM (does not include DoD orders)

Amount of Entitlement Balance Remaining

Amount of Total Bonus Ordered

Amount of Total Bonus Pounds Ordered

Food and Nutrition Division
National School Lunch Program

Updated 11/9/2022
www.SquareMeals.org

Entitlement/Bonus Detail Report

The Order Manager and View Only RA role have access to the Entitlement/Bonus Detail Report. This report provides a list of all transactions and displays how each requested material impacts entitlement. Users may review beginning entitlement balance and entitlement balance remaining for the school year for which the report is run.

Running Entitlement/Bonus Detail Report

1	On module tabs located in upper-left hand corner, click on "**Reports**"
2	Click on "**Entitlement Management**"
3	Click on "**Entitlement/Bonus Detailed Report**"
4	Type NSLP into the "**Program**" field
5	Type program year in "**Program Year**" field. **Ex: 2023 for SY 2022-2023**
6	Under the "**Search Criteria**" sub-title click "**Execute**"
7	To Print to PDF: **A. "Click Print to PDF"** and open file at the bottom of the screen	To Export to Excel: B. Click "**Export**" and open file at the bottom of the screen

RA Financial Departments can use the starred report columns to review accrual of USDA Foods value

Reviewing Report Information in Excel

*Most utilized columns shown below.

Program (i.e NSLP, SFSP)

Program Year

Ship-To Name. This includes:
• State-Contracted Warehouses
• Direct Ship Warehouses
• State-Approved Processors

Requisition Number

Entitlement/Bonus indicator

Order Date

Sales Order Number

Item Status

Material Description

Requested Delivery Date to Ship-To Site

Order Quantity

Unit of Measure: How order quantity is measured (CS or Lbs)

Order Quantity in Lbs

Avg. Cost/Lb

Net Value of Requested Material ⭐

Entitlement Amount Available ⭐

Entitlement Amount Pending ⭐

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	Requisition cancelled
Approved by SDA	Request sent to USDA
Ready for Approval	Request submitted to TDA
Returned by SDA	Returned by TDA for changes

Reviewing Report Information in Excel

*Most utilized columns shown below.

B	Program Year
D	Requisition/Redistribution Status
I	Ship-To Name. Can include: • State-Contracted Warehouse • Direct Ship Warehouse • Processors
J	Material Number	K	Material Description
L	Product Hierarchy: Description of product category (e.g., Poultry, etc.)
M	Requested Delivery Date
O	Entitlement/Bonus Indicator
P	Requested Quantity	Q	Sales Unit
R	Net Dollar Value of Line Item
S	Sales Order #	U	Sales Order Status
V	Purchase Order #
X	Date Received

Sales Order Status Codes

Cancelled	Sales Order cancelled
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

Value of Commodities Received-RA Report

The View Only RA User role has access to the Value of Commodities Received-RA Report. This report provides details on the value of commodities that have been received and receipted after arrival to the designated warehouse or processor.

Running Value of Commodities Received-RA Report

1	On module tabs located in upper-left hand corner, click on "**Reports**"
2	Click on **"Value of Commodities Received-RA Report"**
3	Type NSLP into the **"Program"** field
4	Type in the date ranges in **"Shipment Receipt Date"** fields.
5	Under the **"Search Criteria"** sub-title click **"Execute"**
6	To Print to PDF: **A. "Click Print to PDF"** and open file at the bottom of the screen	To Export to Excel: B. Click **"Export"** and open file at the bottom of the screen

Need screenshots or more information?

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Use RA106 Reports Part II PPT
or
Part II Handout PDF

Reviewing Report Information in Excel

*Most utilized columns shown below. Customizing report views may change Column Letters.

B	Requisition/Redistribution Order #
I	Ship-To Name. Can include: • State-Contracted Warehouse • Direct Ship Warehouse • Processors
J	Material Number
K	Material Description
L	Product Hierarchy: Description of product category (e.g. Poultry, Eggs, etc.)
M	Requested Delivery Date
N	Date Received
O	Program (NSLP, SFSP)
P	Requested Quantity
Q	Entitlement/Bonus Indicator: Displays program year and use of entitlement/bonus
R	Sales Unit (Unit of Measure in CS or Lb)
S	Net Dollar Value of Line Item **Displays value of commodities received** ⭐
T	Cost per Lb
U	Sales Order #
X	Purchase Order #