

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		

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

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	



