REQUISITION STATUS REPORT

The Requisition Status Report provides a list of all items requested by a school/childcare and provides order information for each item. This report should be used by schools/childcares to monitor the USDA foods ordered and the status of each order. Schools/childcares should run this report bi-weekly.

Understanding the Requisition Status Report

Req/Redistribution Status indicates the status of a given load. Lines in 'Cancelled' Status have been cancelled by USDA. Cancelled items are typically applied as a credit back to a schools entitlement.

Sales Order # is a unique # assigned to a load by the USDA, used for identification purposes.

Item # is a unique number USDA assigns to an item/material for identification purposes.

Item Description is the Material/Item Description. Usually includes pack size.

Requested Delivery Date is the date a commodity is expected to be delivered to your areas distributor.

Date Received is the date your distributor has received the load. Schools can except these items to be available for delivery, typically in their next delivery, depending on when the load has been received, allowing the distributor time to process.

How to Run the Requisition Status Report in WBSCM

1. Log into WBSCM → Click Reports → Click Requisition Status Report.
2. Enter Requested Delivery Start and End Date (i.e., for school year 2021 – Start Date is 07/01/2021 & End Date is 06/30/2022).
3. Click Execute.
4. Export to Microsoft Excel**

⚠️ ** A PDF version is available, but it does not provide all information available. OGS recommends that you utilize the Microsoft Excel version of this report as it provides all available information.
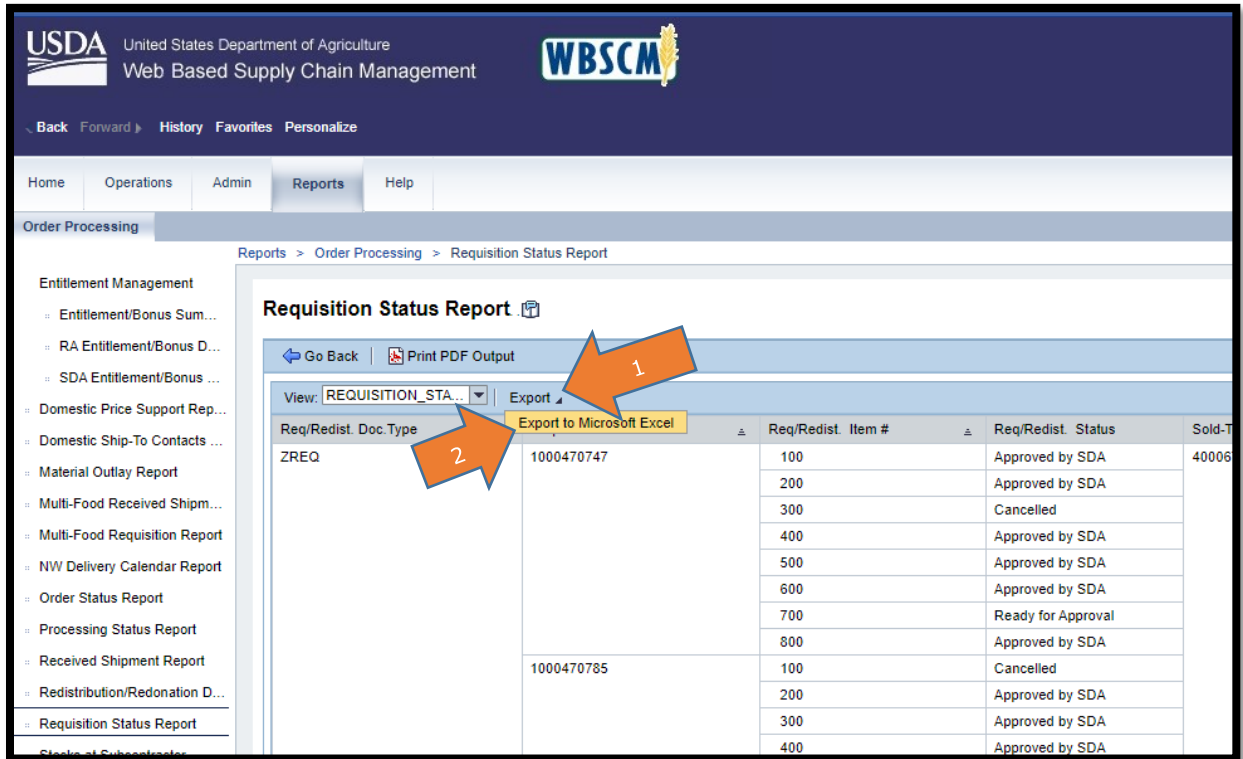
1. Log into WBSCM → Click Reports → Click Requisition Status Report
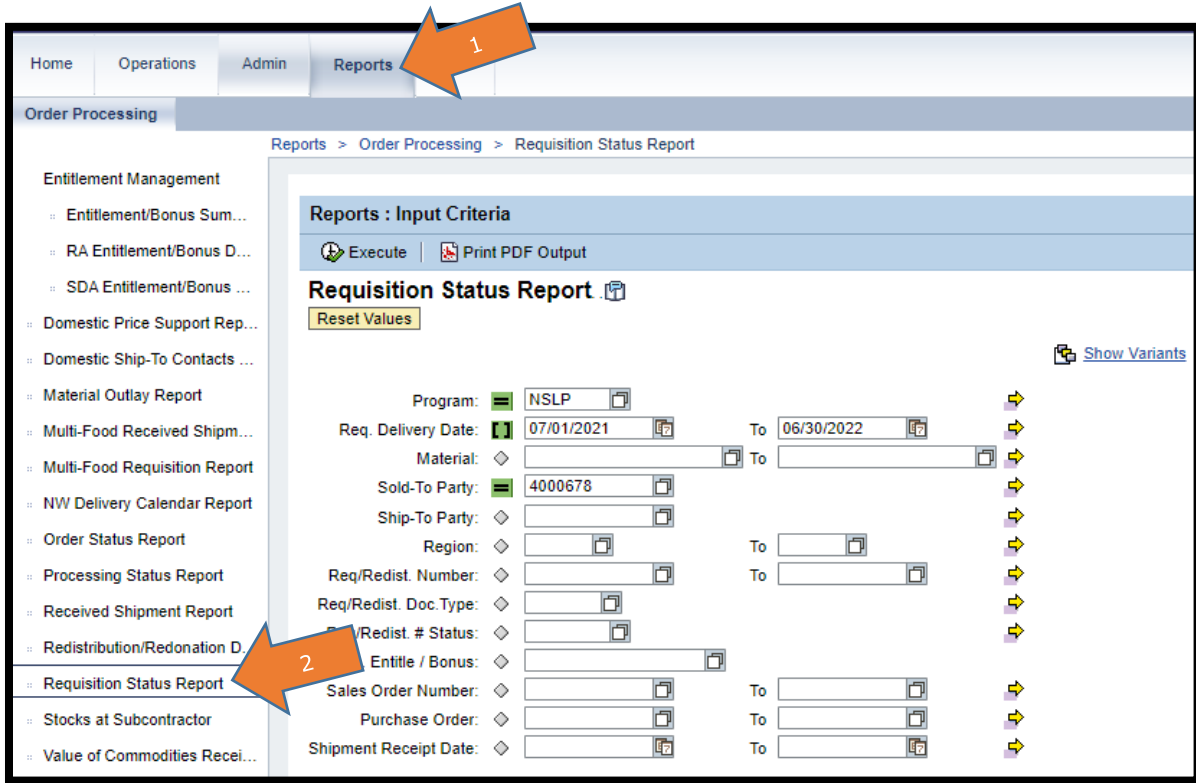
2. Enter the Program (i.e., NSLP) and the Req. Delivery Dates (i.e., if the current school year is 2021-22, then enter 07/01/2021 and 06/30/2022 in the two boxes).
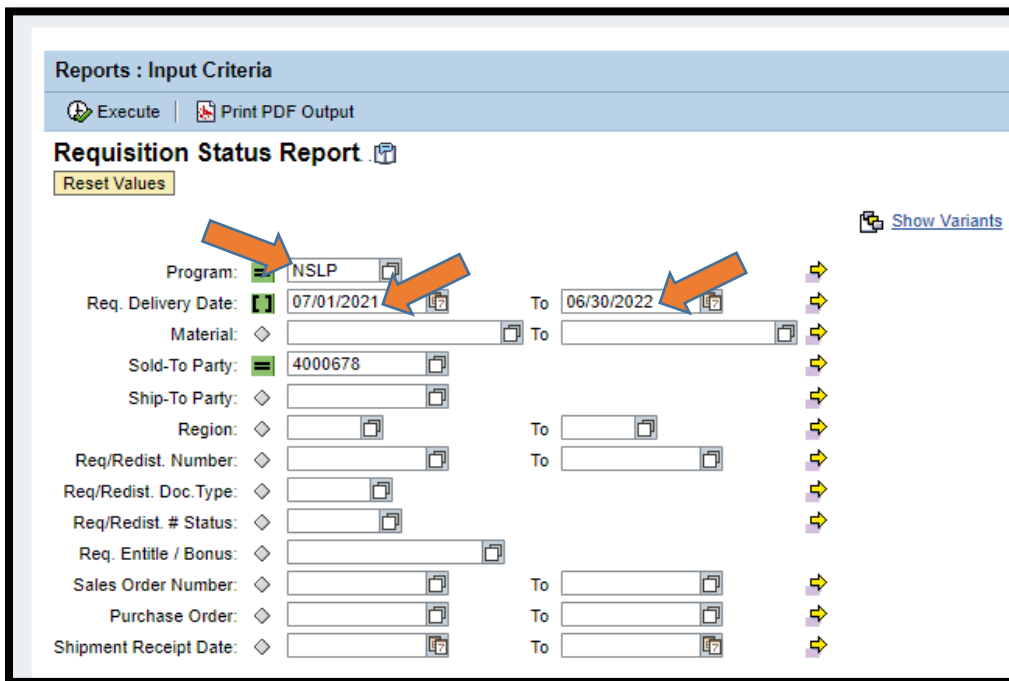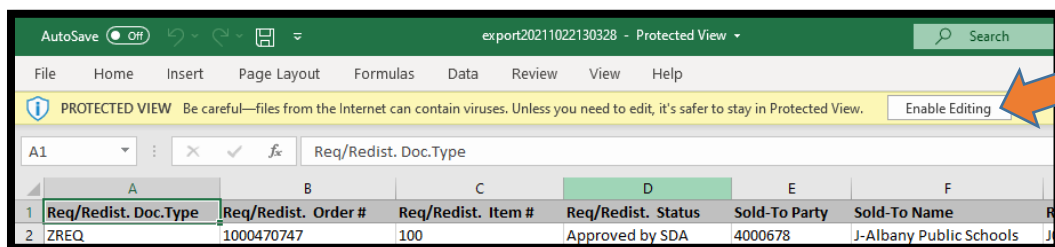
3. Once the report has loaded in WBSCM, click on 'Export', then click 'Export to Microsoft Excel'.

4. (Google Chrome Browser): A prompt should appear at the bottom of the screen indicating a file has been created. Open the file.
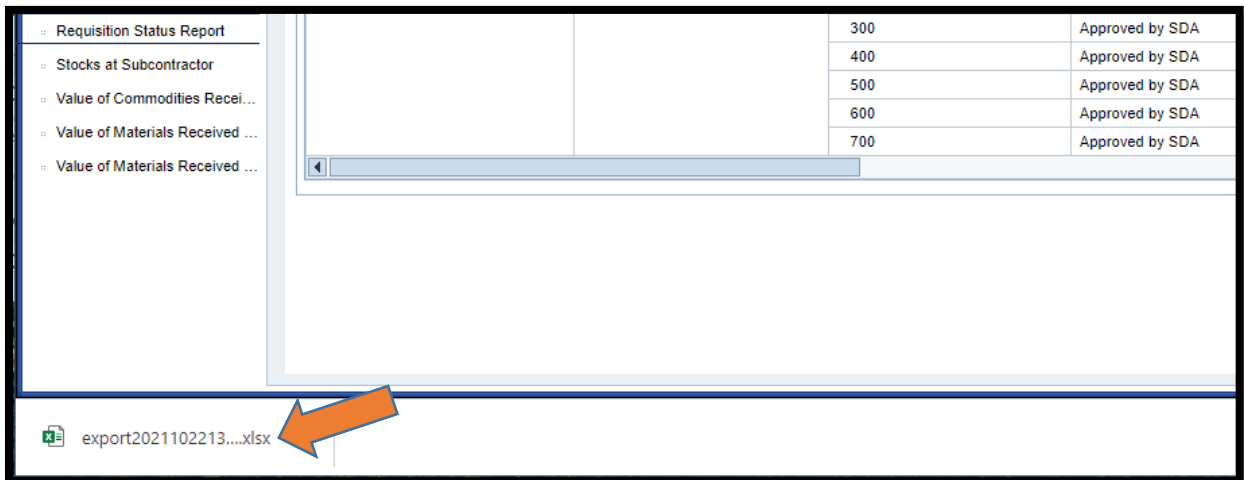
5. Once the Excel file has opened, click on 'Enable Editing' at the top to allow you to modify the spreadsheet.

How to Review the Requisition Status Report

Each column of the Requisition Status Report contains information that schools can use to monitor their orders throughout the school year or from previous school years. Below, provides each column and what information is provided.

Req/Redist. Doc.Type	Req/Redist. Order #	Req/Redist. Item #	Req/Redist. Status
Hide Column	Hide Column	Hide Column	This column provides the status of a load while in requisition status. Cancelled Items are credited back to entitlement.

Sold-To Party	Sold-To Name	RA ID	Ship-To Party
Your school's WBSCM ID #	Your School's Name	Your School Code	WBSCM ID for Distributor or Processor

Ship-To Name	Material	Material Desc.	Prod. Hierarchy
Name of Distributor or the Processor	USDA Assigned Item/Material #	Item/Material Description. Usually includes a pack size.	Hide Column or Delete (Unnecessary)

Requested Del. Date	Program	Entitlement/Bonus Ind	Requested Qty.
Date the load is expected to be due into the Distributor/Processor by.	NSLP/CACFP	Entitlement or Bonus	The number of cases or Lbs. requested in the load

Sales Unit	Net Dollar Value	Sales Order #	Sales Order Itm #
Cases/Lbs. – Unit of Measure	$ value of cases/Lbs.	USDA assigned Sales Order # (i.e., 5000…)	Line number (i.e., - 100, -200)

Sales Order Status	Purchase Order #	PO Item #	Date Received
Status of the order (i.e., 1) Approved by SDA 2) On Invitation 3) Returned by FSA/AMS 4) Purchased 5) Order Received)	PO # Hide Column	Line # Hide Column	Date load was received by the distributor. Schools need to take product within 60 days from the Date Received.