



Office of General Services

End of Year Reporting Reminder:

As we near the end of the 2025-2026 school year, listed below are the steps to pull the value of commodities for your business official.

The value of USDA Foods can be obtained by running the following reports:

1. 📦 USDA Direct Delivery – Run the [Value of Commodities Received Report \(Video/Pdf\)](#) in WBSCM.

A screenshot of the "Value of Commodities Received - RA" report interface. The title is "Welcome to Value of Commodities Received - RA". Below the title, it states "All required fields are marked with a red asterisk (*). Dates are formatted as: MM/DD/YYYY." There is a "Search Criteria" section with a toolbar containing "Execute", "Reset", "Print to PDF", and an information icon. A "Show Variants" link is also present. The form fields include: "Program:" (blank), "Shipment Receipt Date:" (07/01/2024) To "06/30/2025", "Req. Delivery Date:" (blank) To (blank), "Material:" (blank) To (blank), "Sold-To Party:" (blank), and "Ship-To Party:" (blank). Each field has a dropdown arrow on the right.

! Note: Leave the program field blank to capture all products, including Bonus.

2. 📦 USDA Direct Diversion – Log into K12 and ProcessorLink:
 - [How to determine the value of commodities in K12 for your diverted pounds](#)
 - [How to determine the value of commodities in ProcessorLink for your diverted pounds](#)

3. 🍅 USDA DoD Fresh Program – Run the [Usage Report \(video\)](#) in FFAVORS.
4. 🗨️ USDA Pilot Project for Unprocessed Fruits and Vegetables – Refer to your records.

💡 As a reminder, OGS no longer provides the 'End of Year' report. You will need to run the above reports to obtain the information needed.

If you have any questions, please contact our office.