PROCESS OVERVIEW

Purpose

The NW Org Admin has the ability to see their warehouses' inventory as it is documented in WBSCM. This includes inventory that was increased due to a receipt or increment, decreased due to a decrement, scrap, or Post Goods Issue (PGI), and inventory that has been blocked or transferred. Administering the National Warehouse to WBSCM Inventory Interface is a transaction that allows you to view inventory discrepancies and upload the appropriate inventory document to account for any discrepancies or inaccuracies between the inventory documented in WBSCM and the inventory physically on the shelves of your warehouse.

Process Trigger

Perform this transaction to show inventory since the last Post Goods Issue (or BOL upload) and last time since NW receipted.

Prerequisites

- Inventory file to be uploaded must exist in the correct XML format.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➔ **Warehouse Management** tab ➔ **File Uploads/Downloads** folder ➔ **Upload National Warehouse Inventory** link ➔ **Upload National Warehouse Inventory** link to go to the *Upload National Warehouse Inventory* screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.

    - A **Conditional field**: an entry that becomes required as a result of entering something previous to it, which then deems it required

    - An **Optional field:** you may enter information in an optional field, but an entry is not required for the completion of the transaction

- Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, perform searches, etc.
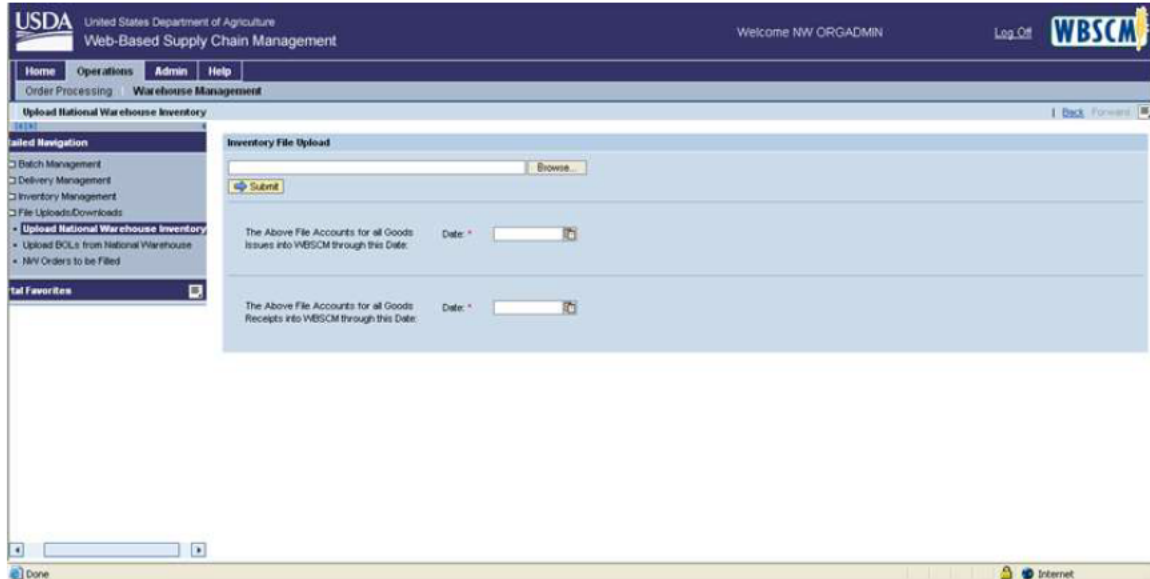
Reminders

- Remember to check your work
- Refer to the Help Option (to the right of the screen) in the Portal for further assistance.

PROCEDURE

1. Start the transaction using the following Portal path: **Operations** tab ➔ **Warehouse Management** tab ➔ **File Uploads/Downloads** folder ➔ **Upload National Warehouse Inventory** link ➔ **Upload National Warehouse Inventory**
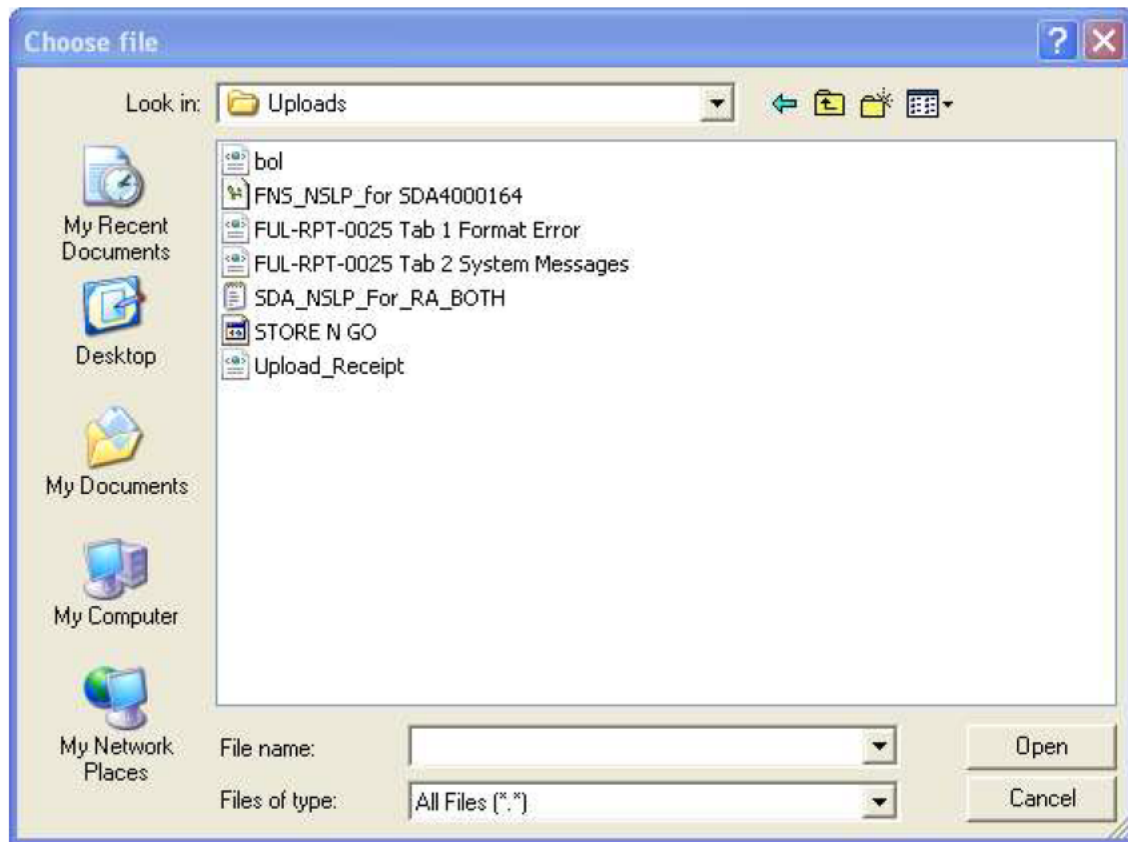
**Upload National Warehouse Inventory Screen**

2. Click [Browse...] (the **Browse** button).

Choose file Pop-up

3. Navigate to the folder on your hard drive to find the XML file. Double-click the file. In this case, we double-clicked ![FUL-RPT-0025 Tab 2 System Messages icon] FUL-RPT-0025 Tab 2 System Messages (the **FUL-RPT-0025 Tab 2 System Messages** file) to upload this XML file.

Upload National Warehouse Inventory Screen
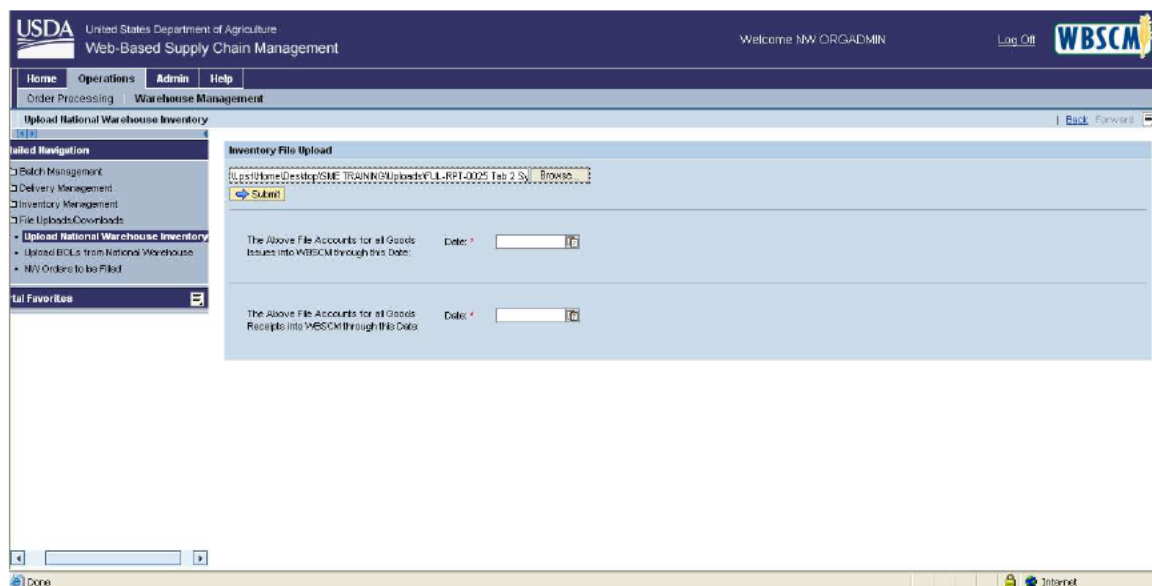
4. As required, complete/review the following fields:

Field	R/O/C	Description
Date: *	R	The file you uploaded that should account for all goods issues/receipts done in WBSCM through this particular date. **Example:** 02/25/2010
Date: *	R	The file you uploaded that should account for all goods issues/receipts done in WBSCM through this particular date. **Example:** 02/25/2010

Upload National Warehouse Inventory Screen

5. Click [Submit] (the **Submit** button) to submit your entries.

Upload National Warehouse Inventory Screen
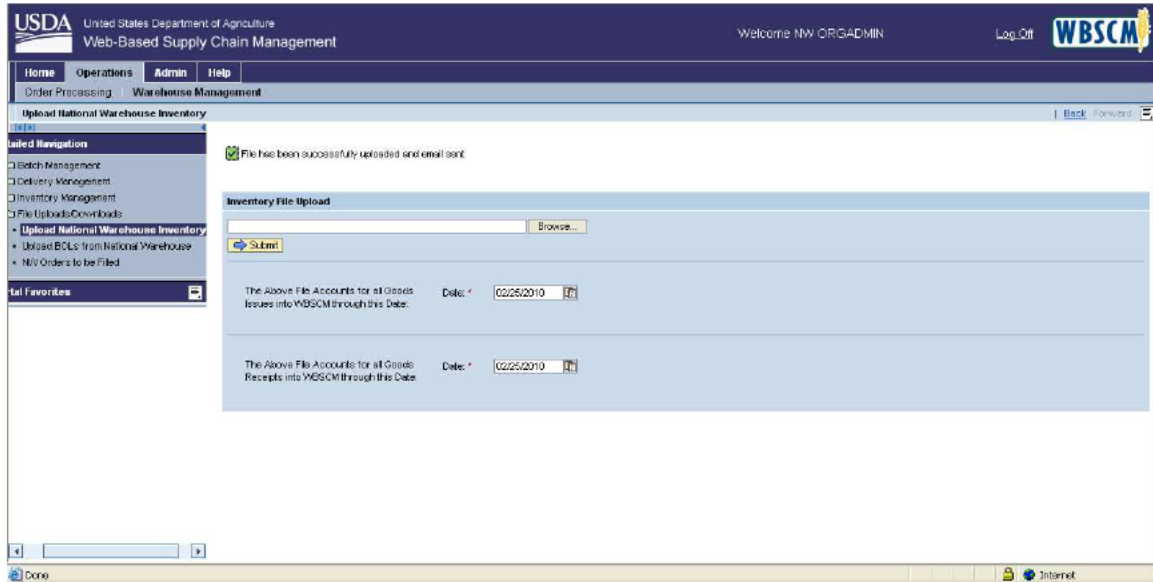
6. View the confirmation message.

> (Note) A confirmation message displays, indicating that the file has been successfully uploaded and an email was sent. Have the relevant users log in to access the Inventory Balance Report. A link in the email will direct them to the below report.

Microsoft Excel - InventoryBalanceRpt_Plant2000-3 Screen

7. You have completed this transaction.

RESULT

The transaction has been successfully completed.

PROCESS OVERVIEW

Purpose

Use this procedure to allow State Distribution Agencies (SDAs) and Indian Tribal Organizations (ITOs) to redistribute order quantities to Recipient Agencies (RAs). SDAs and ITOs can redistribute requisitions, sales orders, and re-donated orders. SDAs can also cancel previously created redistributions.

Process Trigger

Perform this procedure when the SDA/ITO needs to redistribute order quantities from one Sold-To Party to another.

Prerequisites

- Order must exist in WBSCM
- Sold-To Parties are known and exist in WBSCM

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➜ **Order Processing** tab ➜ **Order Management** folder ➜ **Redistribute Order Quantities** link to go to the *Redistribute Order Quantities* screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction
  - **Optional (O)** – a non-mandatory field not required to complete the transaction
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using the Portal path: **Operations** tab ➜ **Order Processing** tab ➜ **Order Management** folder ➜ **Redistribute Order Quantities** screen.
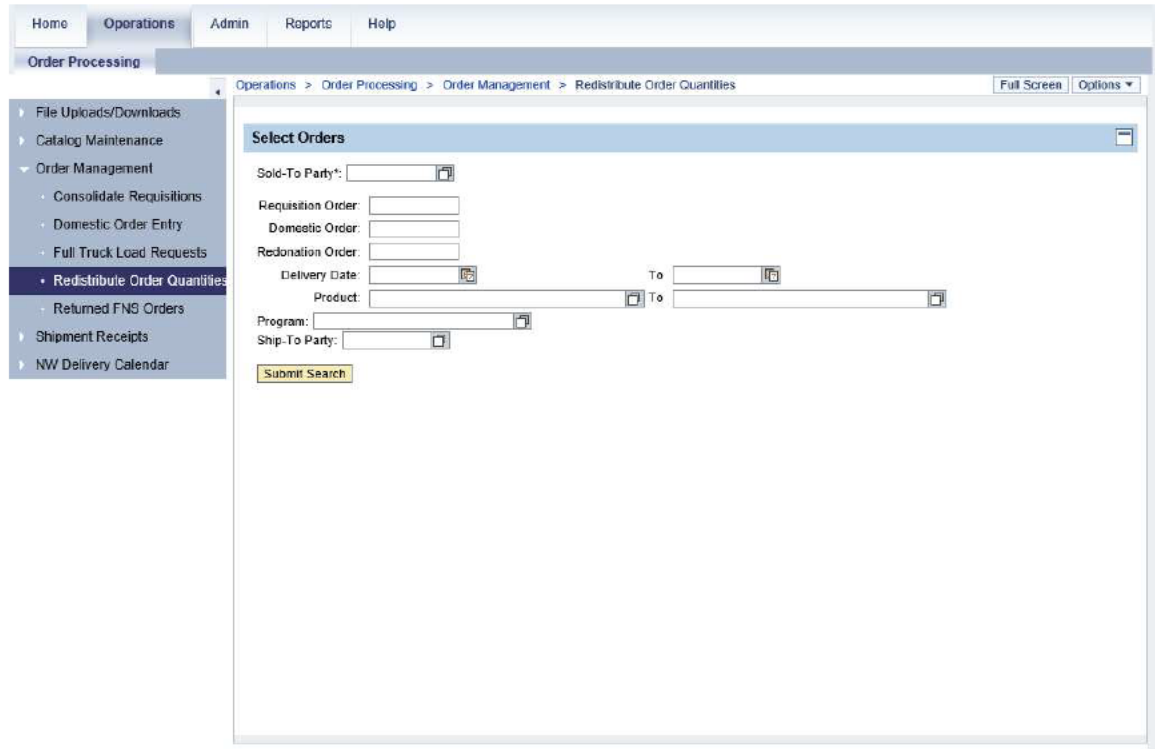
Redistribute Order Quantities Screen

2. Click ◀ (the **Hide Navigator** arrow) to minimize the Portal menu. Note this can be done with any transaction in WBSCM.

Select Orders

3. As required, complete/review the following fields:
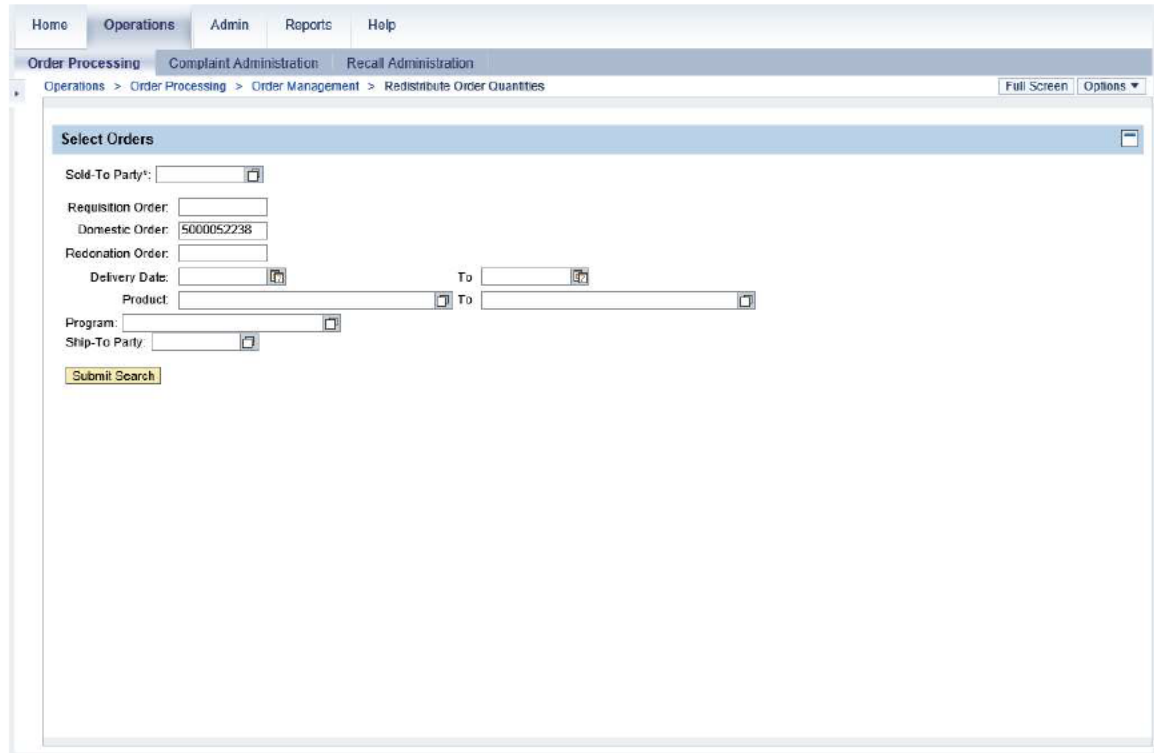
Field	R/O/C	Description
Sold-To Party*:	O	A unique identifying number associated with a particular customer in WBSCM. If the sold-to party number is unknown, use the search functionality to search for it.
Requisition Order:	O	Unique identifying number associated with a requisition order in WBSCM.
Domestic Order:	O	Unique identifying number associated with a sales order in WBSCM. **Example:** 5000033828
Redonation Order:	O	Unique identifying number associated with a redonation order in WBSCM.
Delivery Date:	O	The date when the commodity or commodities are either requested to be delivered to the customer or were delivered to the customer. (Note) In this example, the requested date is the date the customer requests delivery.1EA42E9629D548D187FD882 22DE5565B61DAE25139534354BB633 24476A7D0BC
Product:	O	Food commodity being ordered.
Program:	O	Acronym to identify a USDA food distribution program. (Note) Some examples of programs are NSLP, TEFAP, SFSP, CACFP, NSIP.1EA42E9629D548D187FD88222 DE5565B61DAE25139534354BB63324 476A7D0BC

Field	R/O/C	Description
Ship-To Party:	O	Unique identifying number associated with a person or company that receives the goods.

(Note) In this example, the *Domestic Order:* number is used as the search criteria.

Redistribute Order Quantities Screen

4. Click Submit Search (the **Submit Search** button) to locate orders based on the search criteria. In this example, a redonation order is located by searching for the domestic order number.

(Note) The following error message displays if both the domestic order number and redonation order number are used in the search:

Please enter either Domestic Order or Redonation Order, not both

Redistribute Order Quantities Screen

5.   Perform one of the following:

If	Then
A requisition has not been created	Click **Create Req** (the **Create Req** link). ℹ️ (Note) Only Redonated Orders or Sales Orders that do not have requisitions require this action. In most cases, the requisition has already been created and the Requisition Number displays in the same line as the Redonation Order field.
A requisition already exists and the user needs to redistribute order quantities	Go to Step 6.
A requisition already exists and the user needs to cancel the redistribution order	Go to Step 12.

ℹ️ (Note) There are four options to sort the Sales / Redistribution Order results. Sort options retain the relationship between the ZREQ (requisition) document and any ZRE (redistribution) documents associated with the requisition.

- Sorted by ZREQ # - ZREQ Item # (Default view)
- Sorted by ZREQ Order Qty
- Sorted by ZREQ Open Qty
- Sorted by ZREQ Sold to (BP#)

Redistribute Order Quantities Screen

Home	Operations	Admin	Reports	Help

Order Processing	Complaint Administration	Recall Administration

Operations > Order Processing > Order Management > Redistribute Order Quantities   Full Screen | Options ▼

View: Re-Distribute Orders ▼

	Sales/ Redon. Order	Item	Requisition #	Redist. Doc #	Doc. type	Item	Material	Material Description	Order Qty	UoM	Redist. Qty	Open Qty	Sold To	So
	5000052238	100	1000040141		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	118.000	CS	14.000	104.000	8011127	UP
				1900001471	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	4.000	CS	0.000	0.000	8011037	Co
				1900001469	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	8.000	CS	0.000	0.000	8011036	RA
				1900001447	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	2.000	CS	0.000	0.000	8011036	RA
	5000052238	200	1000040142		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	184.000	CS	0.000	184.000	8011128	UP
	5000052238	100	1000040143		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	72.000	CS	0.000	72.000	8011129	UP
	5000052238	200	1000040144		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	131.000	CS	10.000	121.000	8011130	UP
				1900001477	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	6.000	CS	0.000	0.000	8011037	Co
				1900001473	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	2.000	CS	0.000	0.000	8011033	RA
				1900001437	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	2.000	CS	0.000	0.000	8011134	UP

Sort options

◉ Sorted by ZREQ # - ZREQ item # (Default view)
○ Sorted by ZREQ Order Qty
○ Sorted by ZREQ Open Qty
○ Sorted by ZREQ Sold to (BP#)

Back to Search	Refresh the Screen	Cancel Redist.

6. Click the requisition number in the **Requisition #** column to select the line item for redistribution. In this example, 1000040141 (the **1000040141** requisition number link) is used to begin redistribution.
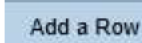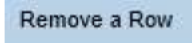
Redistribute Order Quantities Screen

Home	Operations	Admin	Reports	Help

Order Processing | Complaint Administration | Recall Administration

Operations > Order Processing > Order Management > Redistribute Order Quantities | Full Screen | Options ▼

Requisition Details

Sold To:	8011127
Order Number:	1000040141
Item:	0000000100
UOM:	CS
Original Qty:	118.000
Redistributed Qty:	9.000
Open Qty:	109.000
Material:	130161
Material Desc:	BEEF 100% PATTY FRZ CTN-40 LB

Note: If distributing for more than 10 RAs, recommended to run in background. Please tick the check box

☐ Process Orders in Background

Redistribute Order Quantities

Add a Row | Remove a Row

	RA Sold To	RA Quantity	Impact Entitlement
		0.000	☑

Process Orders | Back to Summary

7. As required, complete/review the following fields:
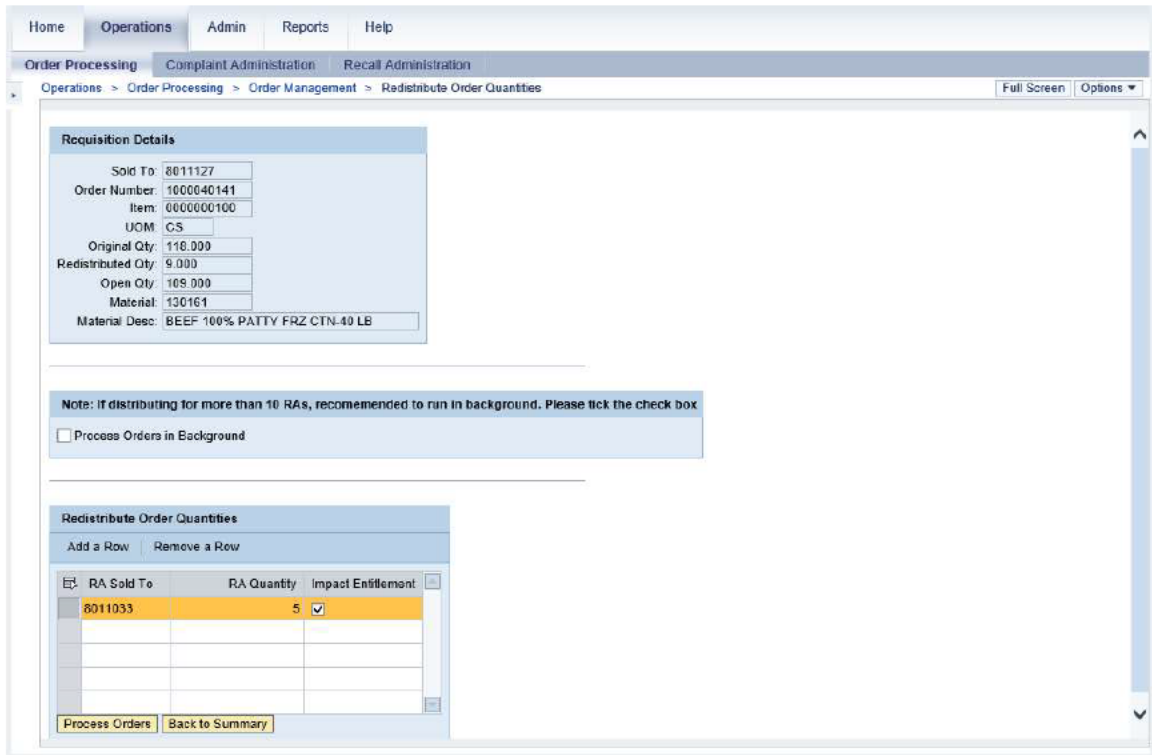
Field	R/O/C	Description
RA Sold To	R	This is the Recipient Agency (RA) sold-to party number. The order quantities will be redistributed to this RA. **Example:** 8011033 (Note) Use the search functionality to view the RA sold-to number.
RA Quantity	R	Recipient Agency (RA) Quantity indicates the quantity of orders being redistributed. **Example:** 5 (Note) In this example, 5 cases will be redistributed from SDA 8011127 to RA 8011033. Users will receive an error if attempting to redistribute order quantities in excess of the open quantity on the requisition.

8. Perform any of the following:

If	Then
The redistribution impacts the entitlements of both business partners	Select ☐ (the **Impact Entitlement** check box).

If	Then
The order quantities need to be distributed to more than one RA	1. Click [Add a Row] (the **Add a Row** button). 2. Complete the **RA Sold-to** field with the RA Sold-to number. 3. Complete the **RA Quantity** field with the redistribution quantity. 4. Select ☐ (the **Impact Entitlement** check box) if appropriate.
The user needs to remove an RA from the list	1. Click [ ] (the **Selection box**) for the RA line item to be removed. 2. Click [Remove a Row] (the **Remove a Row** button).
There are more than 10 RAs on the list	Select ☐ (the **Process Orders in Background** check box). (Note) While the background task is running, the SDA can navigate to another screen or log out of WBSCM. The SDA Order Manager will receive an email notification with a list of the redistribution orders and credits created at completion of the background task as well as any errors generated during the process, if applicable. Approximate processing time for the background job is based on the number of RAs an SDA is redistributing quantities to, as follows:

# RAs	Approximate Processing Time
10	2-3 minutes
20	4-6 minutes
40	8-12 minutes
80	16-24 minutes

Redistribute Order Quantities Screen

Home	Operations	Admin	Reports	Help

Order Processing   Complaint Administration   Recall Administration

Operations > Order Processing > Order Management > Redistribute Order Quantities   Full Screen | Options ▼

Requisition Details

Sold To:	8011127
Order Number:	1000040141
Item:	0000000100
UOM:	CS
Original Qty:	118.000
Redistributed Qty:	9.000
Open Qty:	109.000
Material:	130161
Material Desc:	BEEF 100% PATTY FRZ CTN-40 LB

Note: If distributing for more than 10 RAs, recommended to run in background. Please tick the check box

☐ Process Orders in Background

Redistribute Order Quantities

Add a Row | Remove a Row

RA Sold To	RA Quantity	Impact Entitlement
8011033	5	☑
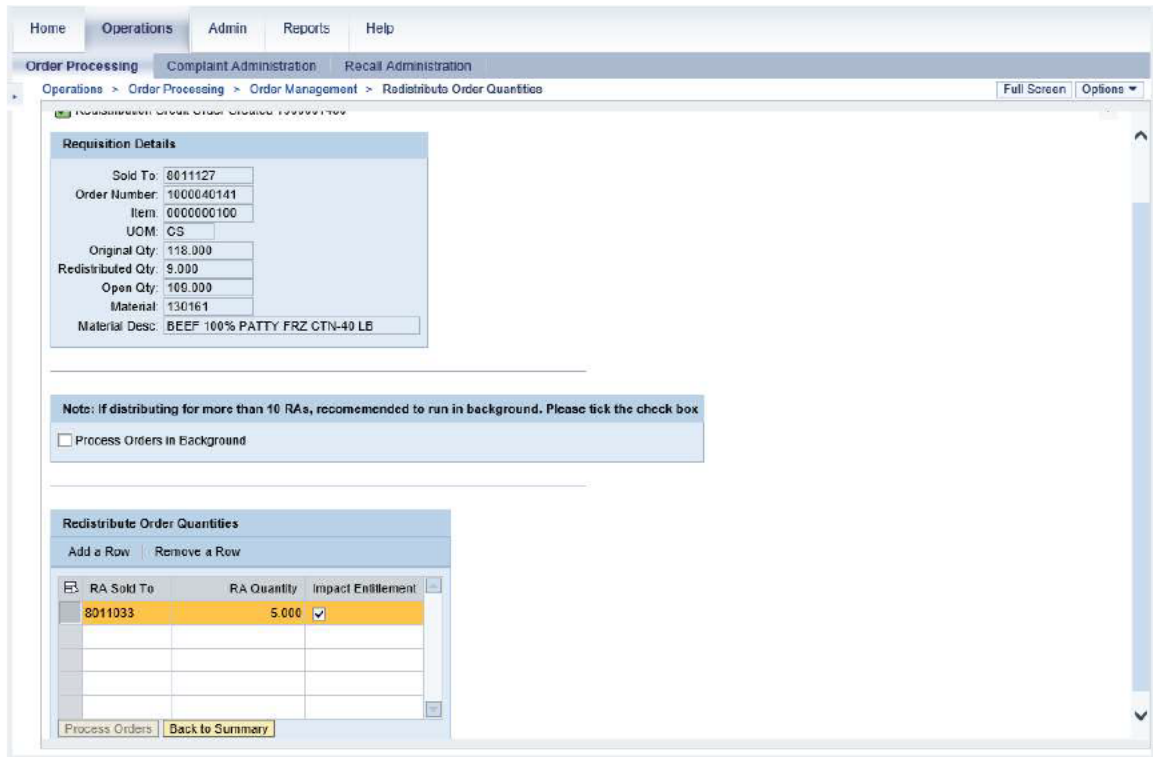
Process Orders | Back to Summary

9.   Click [Process Orders] (the **Process Orders** button) to redistribute the order quantities.

ℹ️ (Note) Review any messages at the top of the screen.

Redistribute Order Quantities Screen

10. Click Back to Summary (the **Back to Summary** button) to return to the list of requisitions under the specified Sold-To.

(Note) A redistribution order and redistribution credit order have been created. Redistribution order numbers begin with 19XXXXXXX. The redistribution order is created for the recipient RA and the redistribution credit is created for the SDA or RA donor, who redistributed order quantiies.

11. Perform one of the following:

If	Then
The user needs to cancel a redistribution order	Go to Step 12.
The user is finished redistributing order quantities	Go to Step 16.

Redistribute Order Quantities Screen

	Sales/ Redon. Order	Item	Requisition #	Redist. Doc #	Doc. type	Item	Material	Material Description	Order Qty	UoM	Redist. Qty	Open Qty	Sold To	So
	5000052238	100	1000040141		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	118.000	CS	14.000	104.000	8011127	UP
				1900001481	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	5.000	CS	0.000	0.000	8011033	RA
				1900001479	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	5.000	CS	0.000	0.000	8011033	RA
				1900001471	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	4.000	CS	0.000	0.000	8011037	Co
	5000052238	200	1000040142		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	184.000	CS	0.000	184.000	8011128	UP
	5000052238	100	1000040143		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	72.000	CS	0.000	72.000	8011129	UP
	5000052238	200	1000040144		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	131.000	CS	2.000	129.000	8011130	UP
				1900001437	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	2.000	CS	0.000	0.000	8011134	UP
	5000052238	100	1000040145		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	112.000	CS	0.000	112.000	8011131	UP
	5000052238	200	1000040146		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	184.000	CS	0.000	184.000	8011031	De

Sort options

- ⦿ Sorted by ZREQ # - ZREQ Item # (Default view)
- ○ Sorted by ZREQ Order Qty
- ○ Sorted by ZREQ Open Qty
- ○ Sorted by ZREQ Sold to (BP#)

| Back to Search | Refresh the Screen | Cancel Redist. |

12. To cancel a redistribution order, click ☐ (the **Selection** box) beside the redistribution order to be canceled. In this example, redistribution order # 1900001481 will be canceled.

(Note) A line item was created with the Transaction Type ZRE (Redistribution Order).

13. Perform one of the following:

If	Then
The user needs to select multiple redistribution orders	1. Hold down the Ctrl key 2. Click the selection boxes to select individual redistribution orders (ZRE) to cancel.
The user needs to select all redistribution orders	1. Click ⧉ (the **Select All** icon).
The user needs to select most redistribution orders	1. Click ⧉ (the **Select All** icon). 2. Hold down the CTRL key. 3. Click the requisitions (ZREQ) to de-select.

Redistribute Order Quantities Screen

| | Home | Operations | Admin | Reports | Help |

Order Processing | Complaint Administration | Recall Administration

Operations > Order Processing > Order Management > Redistribute Order Quantities | Full Screen | Options ▼

View: Re-Distribute Orders ▼

	Sales/ Redsn. Order	Item	Requisition #	Redist. Doc #	Doc. type	Item	Material	Material Description	Order Qty	UoM	Redist. Qty	Open Qty	Sold To	So
	5000052238	100	1000040141		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	118.000	CS	14.000	104.000	8011127	UP
				1900001481	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	5.000	CS	0.000	0.000	8011033	RA
				1900001479	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	5.000	CS	0.000	0.000	8011033	RA
				1900001471	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	4.000	CS	0.000	0.000	8011037	Co
	5000052238	200	1000040142		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	184.000	CS	0.000	184.000	8011128	UP
	5000052238	100	1000040143		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	72.000	CS	0.000	72.000	8011129	UP
	5000052238	200	1000040144		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	131.000	CS	2.000	129.000	8011130	UP
				1900001437	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	2.000	CS	0.000	0.000	8011134	UP
	5000052238	100	1000040145		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	112.000	CS	0.000	112.000	8011131	UP
	5000052238	200	1000040146		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	184.000	CS	0.000	184.000	8011031	De

Sort options

◉ Sorted by ZREQ # - ZREQ Item # (Default view)
○ Sorted by ZREQ Order Qty
○ Sorted by ZREQ Open Qty
○ Sorted by ZREQ Sold to (BP#)

| Back to Search | Refresh the Screen | Cancel Redist. |

14. Click [Cancel Redist.] (the **Cancel Redist.** button) to cancel the redistribution order.

(Note) The Redistribution Documents are automatically canceled when the corresponding Sales Requisition Line Items are canceled.

Redistribute Order Quantities Pop-up

15. Click Yes (the **Yes** button) to confirm the cancelation.

> (Note) A confirmation message indicating that the redistribution credit order (ZRCR) and redistribution order (ZRE) were canceled is displayed at the top of the screen. The canceled quantity has been added back to the original requisition' open quantiy , and is available to be redistributed to another RA as needed.

Redistribute Order Quantities Screen

Home	Operations	Admin	Reports	Help

Order Processing	Complaint Administration	Recall Administration

Operations > Order Processing > Order Management > Redistribute Order Quantities | Full Screen | Options ▼ |

☑ Cancelled Redist Credit Order: 1900001480
☑ Cancelled Redist Order: 1900001481

View: Re-Distribute Orders ▼

	Sales/ Redon. Order	Item	Requisition #	Redist. Doc #	Doc. type	Item	Material	Material Description	Order Qty	UoM	Redist. Qty	Open Qty	Sold To	So
	5000052238	100	1000040141		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	118.000	CS	9.000	109.000	8011127	UP
				1900001479	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	5.000	CS	0.000	0.000	8011033	RA
				1900001471	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	4.000	CS	0.000	0.000	8011037	Co
	5000052238	200	1000040142		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	184.000	CS	0.000	184.000	8011128	UP
	5000052238	100	1000040143		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	72.000	CS	0.000	72.000	8011129	UP
	5000052238	200	1000040144		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	131.000	CS	2.000	129.000	8011130	UP
				1900001437	ZRE	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	2.000	CS	0.000	0.000	8011134	UP
	5000052238	100	1000040145		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	112.000	CS	0.000	112.000	8011131	UP
	5000052238	200	1000040146		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	184.000	CS	0.000	184.000	8011031	De
	5000052238	100	1000040147		ZREQ	100	130161	BEEF 100% PATTY FRZ CTN-40 LB	98.000	CS	0.000	98.000	8011131	UP

Sort options

◉ Sorted by ZREQ # - ZREQ Item # (Default view)
○ Sorted by ZREQ Order Qty
○ Sorted by ZREQ Open Qty
○ Sorted by ZREQ Sold to (BP#)

Back to Search	Refresh the Screen	Cancel Redist.

16.   The transaction is complete.

RESULT

The order quantities have been redistributed by the SDA from one RA to another. A redistribution order was canceled.

PROCESS OVERVIEW

Purpose

The purpose of this transaction is for an Order Manager to remove the Delivery Block from a Price Support Order. Prior to creating this type of order, the Price Support Specialist must block the specified quantity of the specified commodity within the warehouse by performing a goods movement 344 (refer to appropriate work instruction). The Order Manager must then create the sales order with a delivery block. After receiving payment from the customer, the Price Support Specialist may remove the block on stock by performing a goods movement 343 (refer to appropriate work instruction) and the Order Manager may remove the delivery block from the Order. The Price Support Specialist will notify the warehouse about the sale. The warehouse personnel will pick the goods and prepare them for shipment. The Price Support Specialist will then create a delivery document and post goods issue the commodities. Note that this process applies only for sales to non-federal customers; sales to federal customers utilize a slightly different process. In this particular work instruction, we will only cover the steps the Order Manager must perform to remove delivery block from a Price Support Order.

Process Trigger

Use this procedure when you are working with a non-federal customer and would like to remove the delivery block on a price support order.

Prerequisites

- Order Manager must know Price Support Order.
- Delivery Block must exist on the Price Support Order.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➔ **Order Processing** tab ➔ **Order Management** folder ➔ **Maintain Sales Documents** link to go to the *Maintain Sales Documents* screen.

Tips and Tricks

- Refer to WBSCM Portal Basic Navigation course for tips on creating favorites, perform searches, etc.

Reminders

- Remember to check your work
- Refer to the Help Option (to the right of the screen) in the Portal for further assistance.

PROCEDURE

1. Start the transaction using the following Portal path: **Operations** tab ➜ **Order Processing** tab ➜ **Order Management** folder ➜ **Maintain Sales Documents**

Maintain Sales Documents Screen

2. Click ◀ (the **Hide Navigation** arrow) to hide the Portal menu. Note that you can do this with any transaction in WBSCM - not just order management transactions.

Search: Sales Orders Screen

3.   Enter search criteria. In this case we entered the **Sales Order ID** and changed the **Create Date** to Today.

Click   Search   (the Search button) to search for the Sales Order.

4. Click 5000033639 (the **5000033639** ID number) to open the Sales Order.

Maintain Sales Documents Screen

5. Click ✎ (the **Edit** button) under the **Items** window. This will display a subsequent screen where you can remove the Delivery Block.

Maintain Sales Documents Screen

6. Click ▼ (the **Dropdown** button) in the **Dlv. Block Reason** field under the **Shipping** window.

Maintain Sales Documents Screen

7. From the Dropdown list, change the Delivery Block Reason from **Check down payment** to
_____ (the **Blank** option).

Maintain Sales Documents Screen

8. Click [Back] (the **Back** button).

Maintain Sales Documents Screen

9. Click [Save] (the **Save** button) to save your sales order.

Maintain Sales Documents Screen

10. You have completed this transaction.

(Note) A confirmation message displays at the top of the screen: "SO - PS Sales: 5000033639,
(b) (4)

RESULT

The transaction has been successfully completed.

PROCESS OVERVIEW

Purpose

The purpose of this transaction is to return or decline domestic requisitions. Order Managers from State Distributing Agencies (SDAs), Co-ops and Indian Tribal Organizations (ITOs) receive domestic requisitions from their Recipient Agencies (RAs). They are tasked with consolidating these requisitions along with any requisitions they create in order to make Sales Orders with full truckloads.

An SDA, Co-op, or ITO should <u>return</u> a requisition if there is a change that the Sold-To Party (RA) should make. This feature returns the requisition to the RA with the **Returned by Co-Op** or **Returned by SDA** status.

An SDA, Co-op, or ITO should <u>decline</u> a requisition if it was entered incorrectly, duplicate requisitions were accidentally created, or there is not enough demand to place a sales order for that commodity and delivery date. This feature will cancel the requisition.

Process Trigger

Perform this transaction to return or decline domestic requisitions.

Prerequisites

- Domestic requisitions with a status of **Ready for Approval** must exist in WBSCM.
- Requisitions must be from an RA/Co-op or SDA/ITO as part of the user's SDA/ITO organization.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➜ **Order Processing** tab ➜ **Order Management** folder ➜ **Consolidate Requisitions** link to go to the *Consolidate Requisitions* screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
    - **Required (R)** – a mandatory field necessary to complete the transaction
    - **Optional (O)** – a non-mandatory field not required to complete the transaction
    - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section, for basic navigational training and tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using the Portal path: **Operations** tab ➜ **Order Processing** tab ➜ **Order Management** folder ➜ **Consolidate Requisitions** link

Image: Consolidate Requisitions Screen

2. Click ◄ (the **Hide Navigator** arrow) to minimize the Portal menu. Note this can be done with any transaction in WBSCM.

Image: Consolidate Requisitions Screen

3. As required, complete/review the following fields:

Field	R/O/C	Description
Ordered Product:	R	The material number of the product that has been requested to be ordered. **Example:** 100207
Program:	O	Acronym used to identify a USDA food distribution program. **Example:** NSLP (Note) Click 1EA42E9629D548D187FD88222 DE5565B61DAE25139534354BB63324 476A7D0BC (the **Advanced Options** button) to enter or exclude multiple selections.
Sold-To Party:	O	Unique identifying number associated with a particular customer in WBSCM. (Note) Users can enter a Sold-To Party or a range of Sold-To Parties. Click (the **Advanced Options** button) to enter or exclude multiple selections.
Ship-To Party:	O	Unique identifying number associated with a person or company that receives the materials or commodities. **Example:** 5001600 (Note) Users can enter a Sold-To Party or a range of Sold-To Parties. Click (the **Advanced Options** button) to enter or exclude multiple selections.
Ship-To Delivery Date:	O	The date upon which the delivery is expected to be completed. (Note) Users can enter a Ship-To Delivery Date or a range of Ship-To Delivery Dates. Click (the **Advanced Options** button) to enter or exclude multiple selections.

(Note) The user can use (the **Matchcode** icon) in each field to select the appropriate values.

(Note) The user can search by a range of data for the **Sold-To Party**, **Ship-To Party**, and

Ship-To Delivery Date fields by entering values in these fields and the corresponding **To** fields for each one. For example, entering **11/01/2023** in the **Ship-To Delivery Date** field and **11/30/2023** in the corresponding **To** field will return all results that meet all the other filtering requirements and fall into the specified **Ship-To Delivery Date** range.
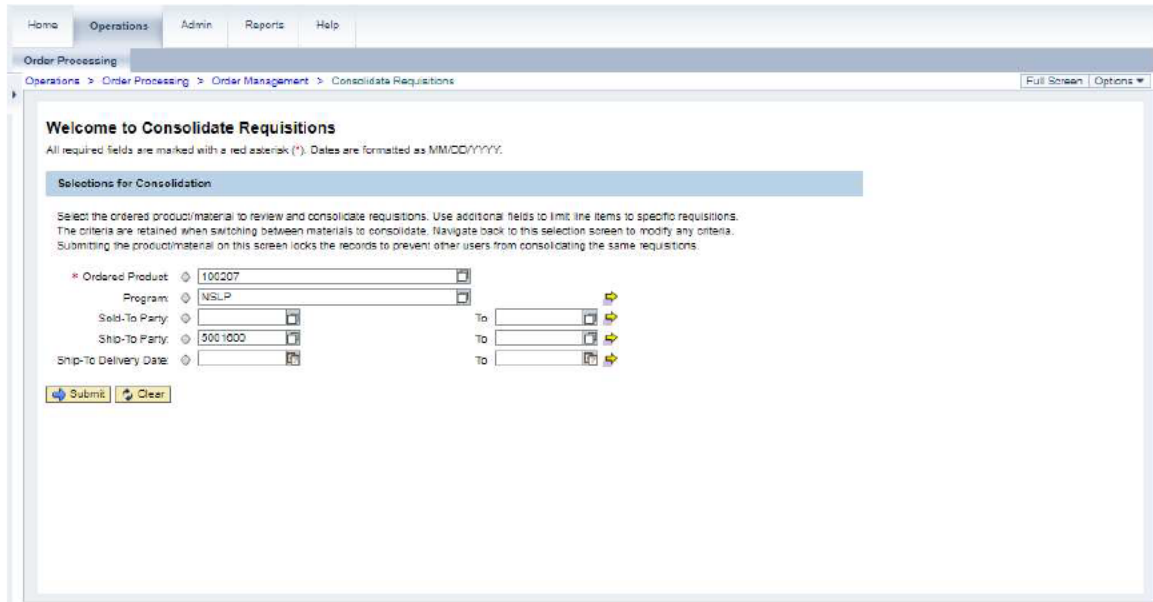
(Note) The user can enter a list of data to search by for the **Program**, **Sold-To Party**, **Ship-To Party**, and **Ship-To Delivery Date** fields by clicking ➡ (the **Advanced Options** button) and entering their list of data in the table that appears in the pop-up screen.

Image: Consolidate Requisitions Screen

4.   Click ➡ Submit (the **Submit** button).

(Note) When the user submits the selected Product/Material, WBSCM automatically locks the associated records. This prevents multiple users from consolidating the shipments at the same time until the Product/Material is unlocked. To unlock the Product/Material, perform one of the following:

- Log out of WBSCM using the **Log off** button
- Switch from one material to another
- Click on a different link/iView in WBSCM.

Image: Consolidate Requisitions Screen
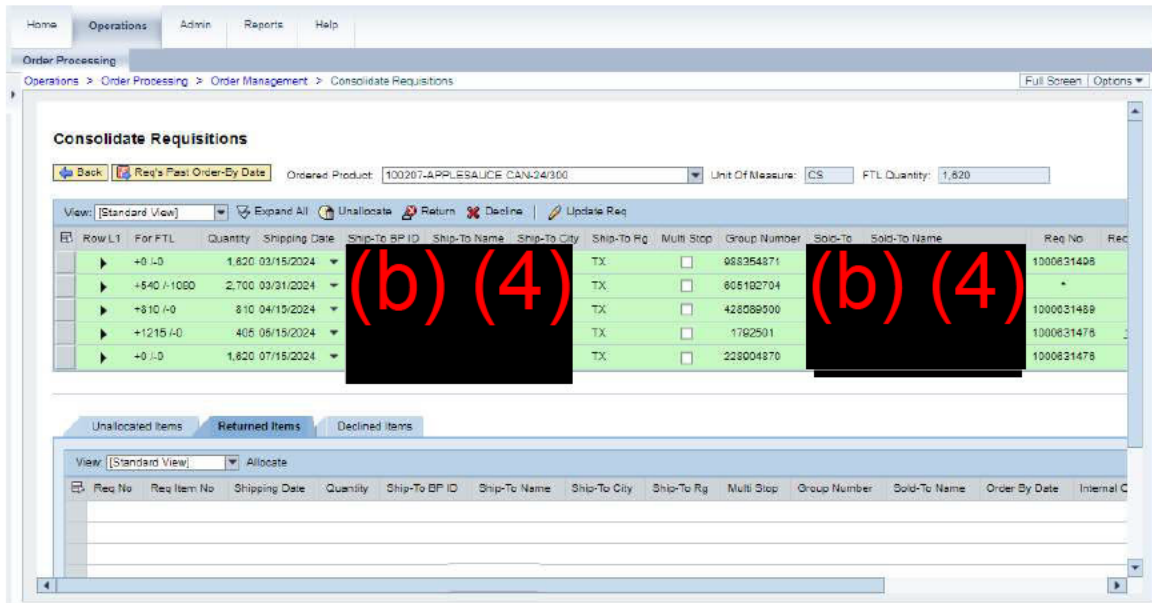
5. Perform one of the following:

If	Then
The user wants to return a requisition	Go to Step 6
The user wants to decline a requisition	Go to Step 10
The user wants to update the requisitions to complete the Return and Decline transactions.	Go to Step 14

Image: Consolidate Requisitions Screen
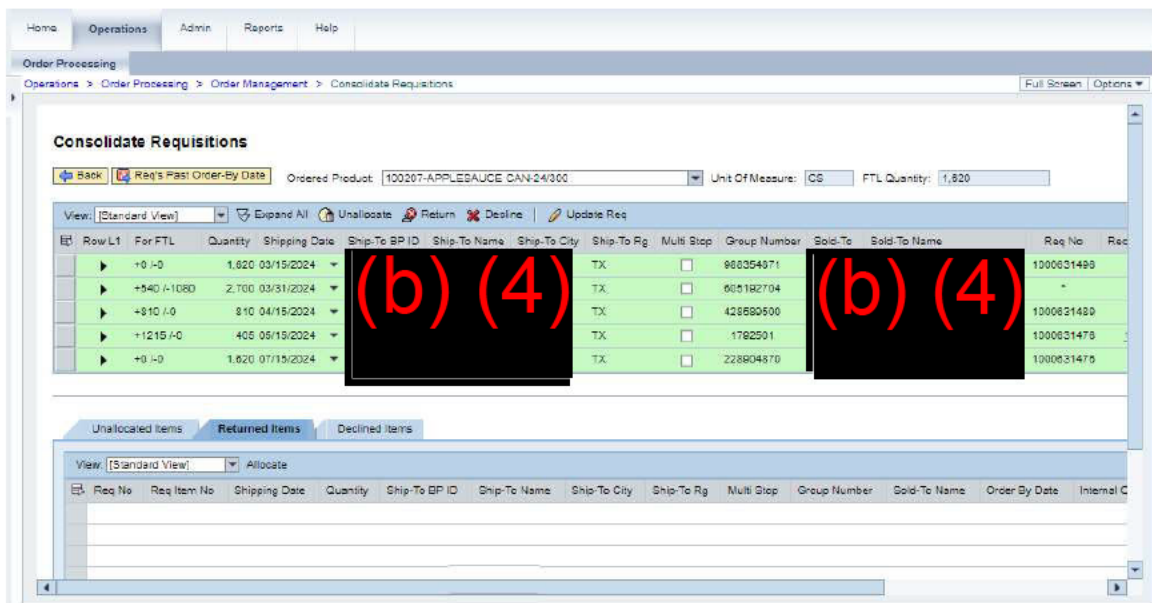
6. Click ▶ (the **Arrow** button) on the appropriate line to expand the proposed order to be worked.

Image: Consolidate Requisitions Screen

7. Click [ ] (the **Select** button) next to the requisition or proposed order to be returned. In this example, the line item for **Req No 1000631498** is selected.

> (Note) When selecting an aggregated grouping of requisitions (green line), all the requisitions within the grouping (white lines) will automatically be selected as well.
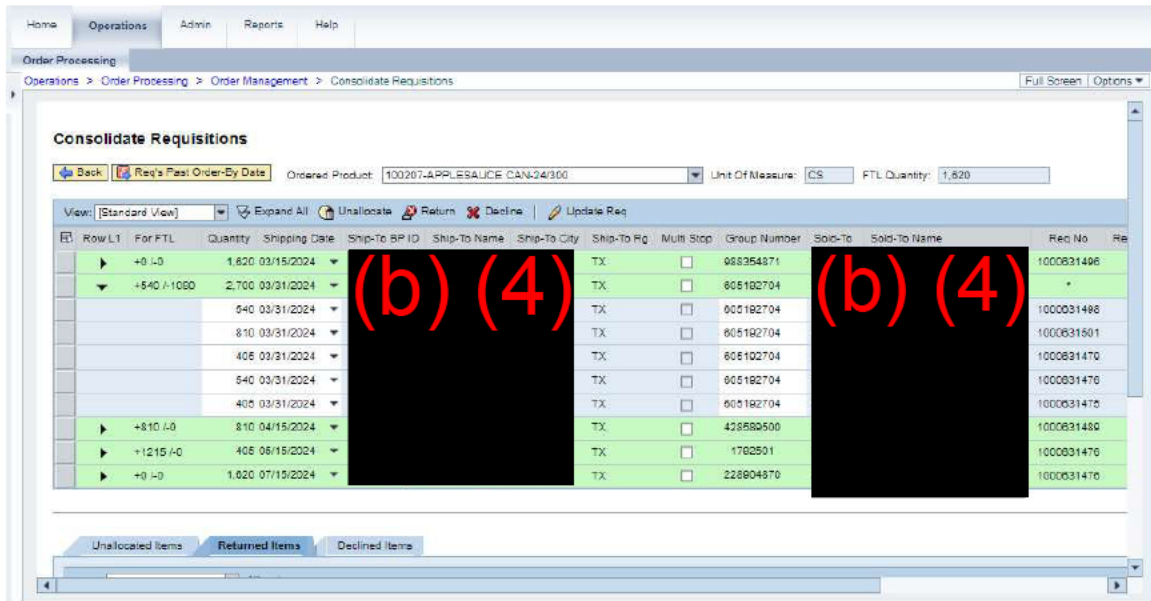>
> If all the line items on the screen need to be selected, click [ ] (the **Table Selection Menu** button) and click the **Select All** option. The user can also select the **Deselect All** option to deselect all line items.
>
> If multiple consecutive rows need to be selected, the user can hold down the *Shift* key and select the beginning and end row **Select** buttons. To select non-consecutive rows, the user can hold down the *Ctrl* key and select individual **Select** buttons.

WBSCM

Image: Consolidate Requisitions Screen

8. Click [Return] (the **Return** button) to move the requisition to the **Returned Items** tab in the workbench.

9. Return to Step 5.

Image: Consolidate Requisitions Screen
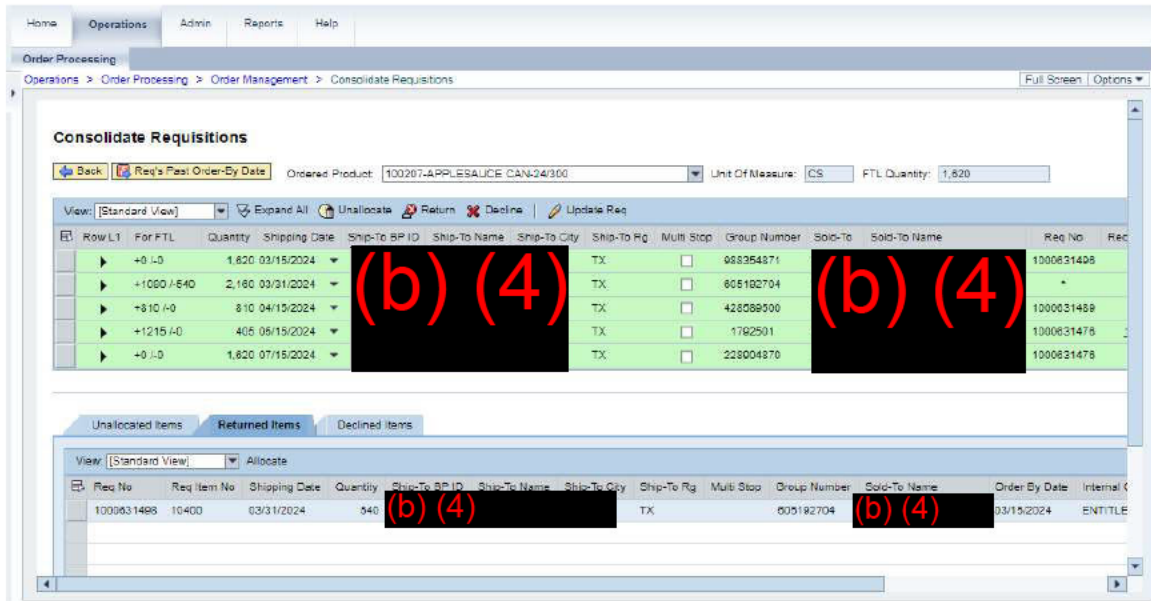
10. Click [▶] (the **Arrow** button) in the appropriate line to expand the proposed order to be worked.

Image: Consolidate Requisitions Screen
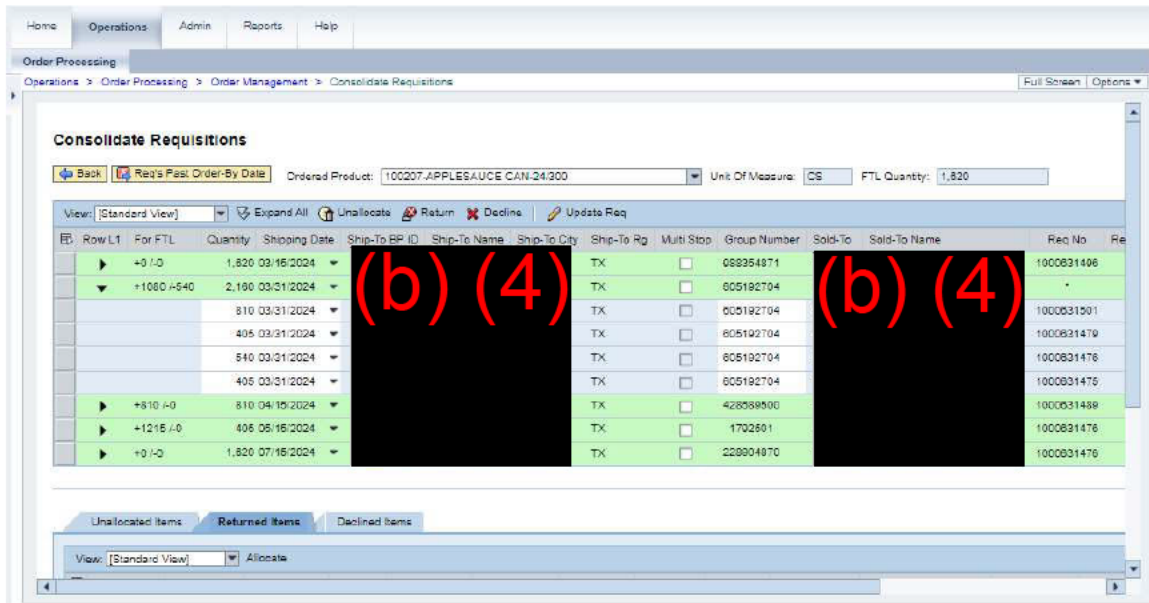
11. Click ☐ (the **Select** button) next to the requisition, or proposed order to be declined. In this example, the line item for **Req No 1000631501** is selected.
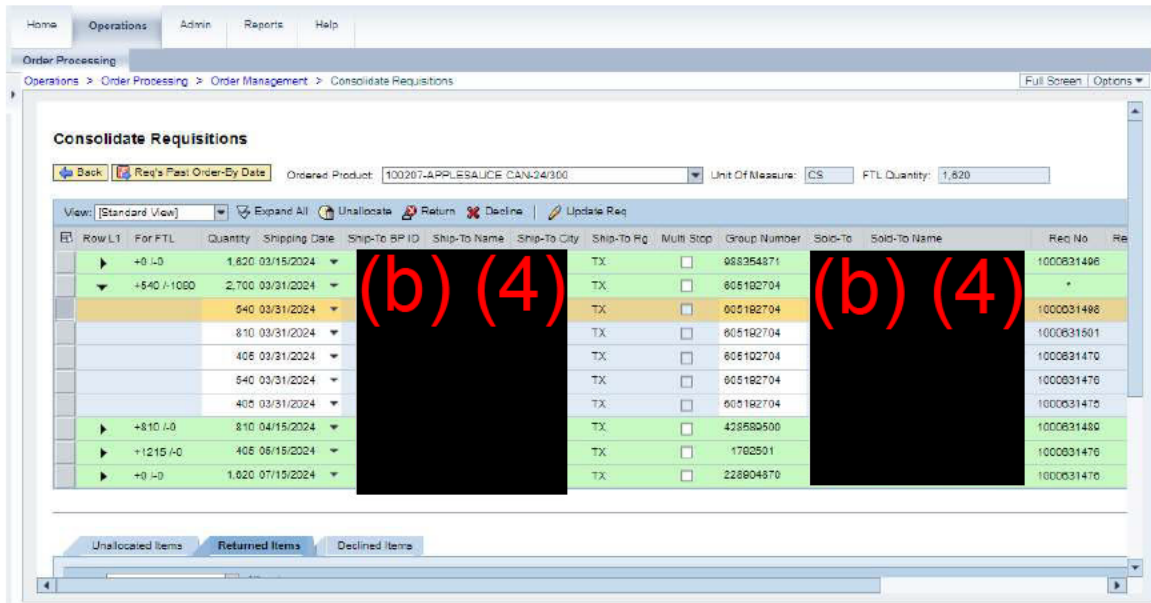
> (Note) When selecting an aggregated grouping of requisitions (green line), all the requisitions within the grouping (white lines) will automatically be selected as well.
>
> If all the line items on the screen need to be selected, click ![icon] (the **Table Selection Menu** button) and click the **Select All** option. The user can also select the **Deselect All** option to deselect all line items.
>
> If multiple consecutive rows need to be selected, the user can hold down the *Shift* key and select the beginning and end row **Select** buttons. To select non-consecutive rows, the user can hold down the *Ctrl* key and select individual **Select** buttons.

Image: Consolidate Requisitions Screen

12. Click ![Decline](the **Decline** button) to move the requisition to the **Declined Items** tab in the workbench.

13. Return to Step 5.

Image: Consolidate Requisitions Screen
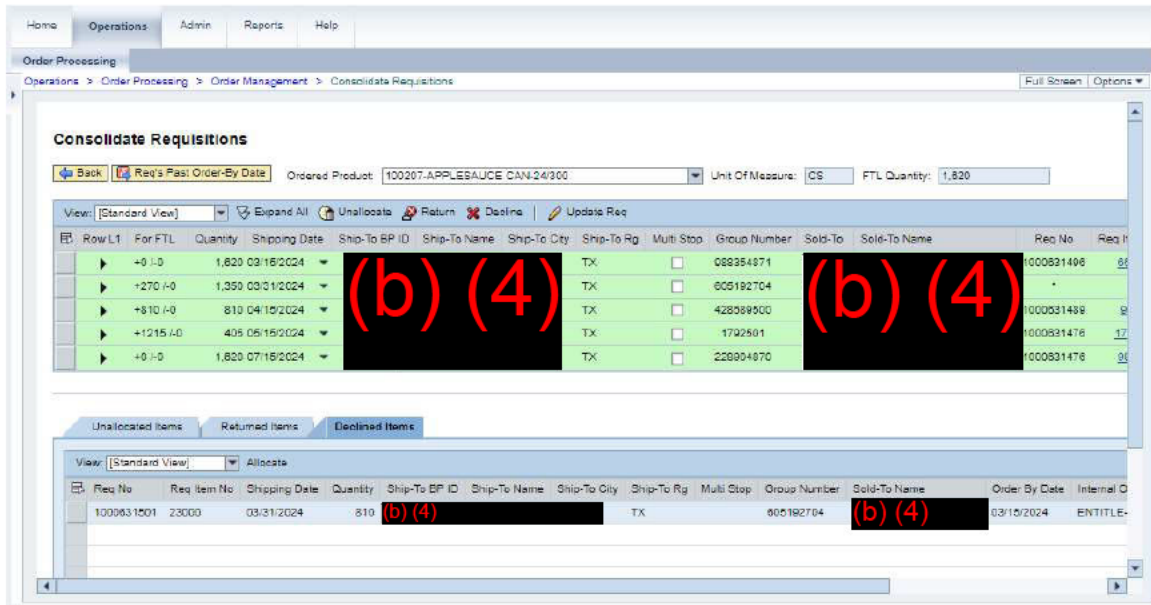
14. Click ![Update Req](the **Update Req** button) to update the entire workbench.

> (Note) Neither returned nor declined line items need to be highlighted for the update to occur.

(Note) After clicking the **Update Req** button, the user will no longer be able to make changes to the proposed order unless they exit and reenter the workbench without submitting the entries for order creation. The user is not required to submit requisitions for order creation at this time, but the changes will be retained.

Image: Order Consolidation Pop-Up Screen
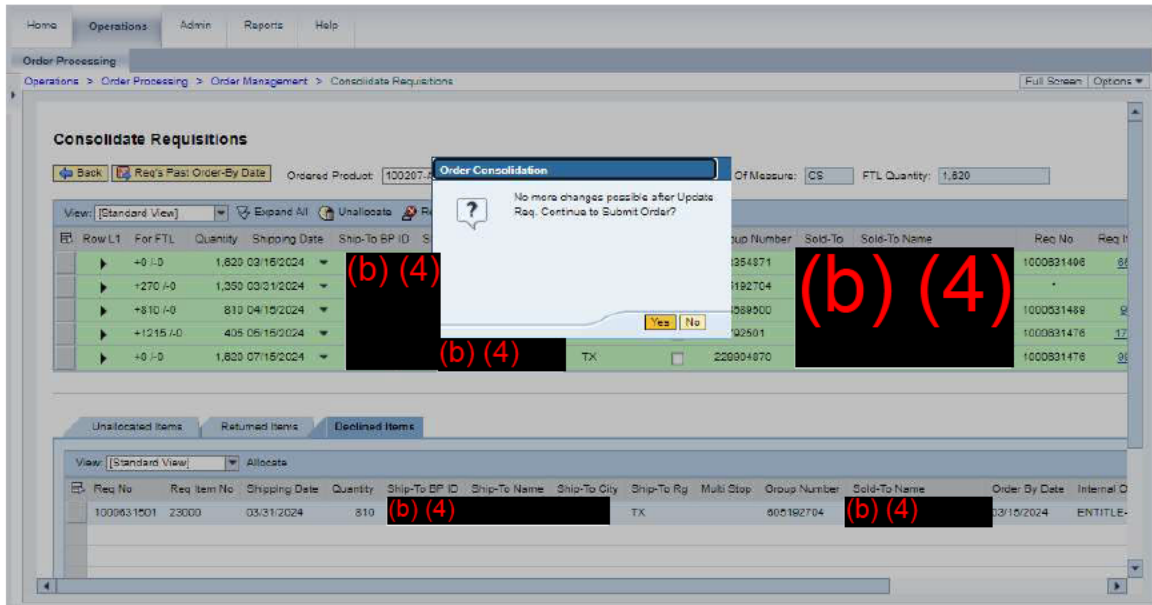
15. Click [Yes] (the **Yes** button) to confirm the requisition return.

Image: Consolidate Requisitions Screen
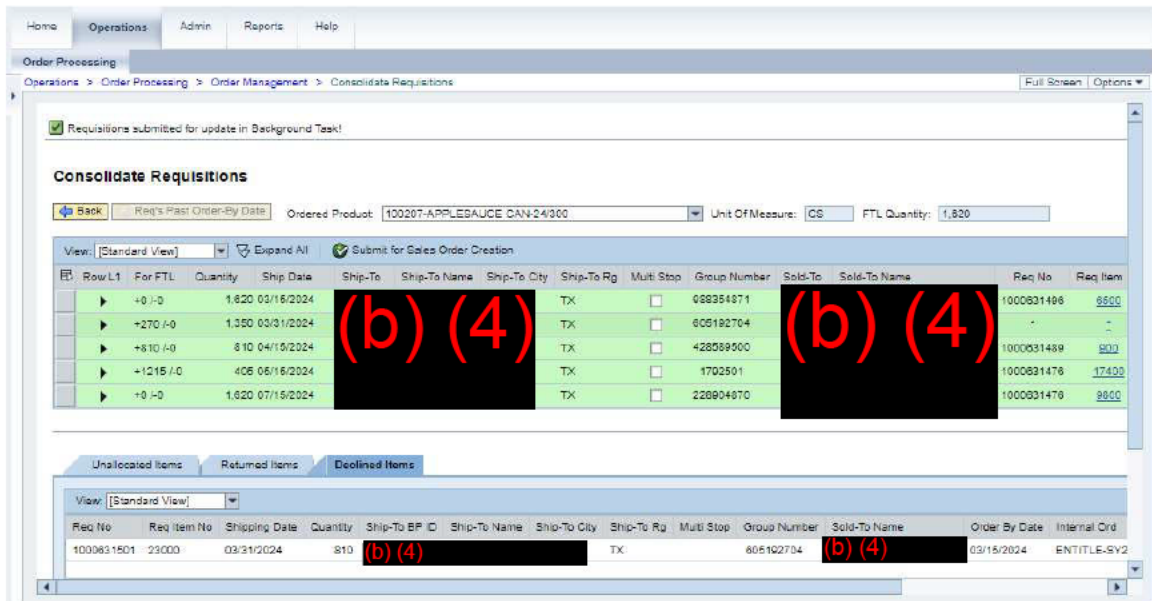
16. Review the confirmation message and ensure no errors exist updating the requisition lines.

(Note) A returned requisition will be sent back to the RA with the status **Returned by Co-Op/Returned by SDA**. A returned requisition is still located in the **Returned Items** tab, but it can no longer be selected for changes. Once you leave the Consolidation Work Bench, the returned items will no longer display.

(Note) A declined requisition will be cancelled and the status of the requisition will change to **Cancelled**. A declined requisition is still located in the **Declined Items** tab, but it can no longer be selected for changes.

17. The transaction is complete.

RESULT

Domestic requisitions have been returned or declined.

PROCESS OVERVIEW

Purpose

The Order Status Report summarizes the life cycle of an order from initial entry through receipt. In addition to the current order status, this report provides details about the order, including the expected delivery date and the type and quantity of item(s) ordered. State Distributing Agencies (SDAs) and Indian Tribal Organizations (ITOs) may use this information to coordinate deliveries with processors or other partners. The status code are described in the Sales Order and Complaint Statuses job aid.

Process Trigger

This report is intended for FNS Order Managers, SDAs/ITOs, and Ship-Tos to review delivery dates, approval statuses, and other order details.

Prerequisites

- Orders must exist in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Reports** tab ➜ **Order Processing** folder ➜ **Order Status Report** link

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction
  - **Optional (O)** – a non-mandatory field not required to complete the transaction
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section for basic navigation training and tips on creating favorites, performing searches, etc.
- Refer to the Reporting Navigation Job Aid for tips for using WBSCM reports.

PROCEDURE

1. Start the transaction using the following Portal path: **Reports** tab ➜ **Order Processing** folder ➜ **Order Status Report** link.

Image: Order Status Report Screen

2. Click ◀ (the **Hide Navigator** arrow) to minimize the Portal menu. Note this can be done with any transaction in WBSCM.

> (Note) A value must be entered in at least one of the following selection fields: **Req. Delivery Date**, **Shipment Receipt Date**, or **Order Number**. Additional search criteria can be used to narrow the results.

> (Note) Use the **To** field to indicate the upper value of a range when needed. For example, to search for orders with a requested delivery date between March 1, 2021 and January 24, 2022, enter "03/01/2021" in the **Req. Delivery Date** field and "01/24/2022" in the adjacent **To** field.

Image: Order Status Report Screen
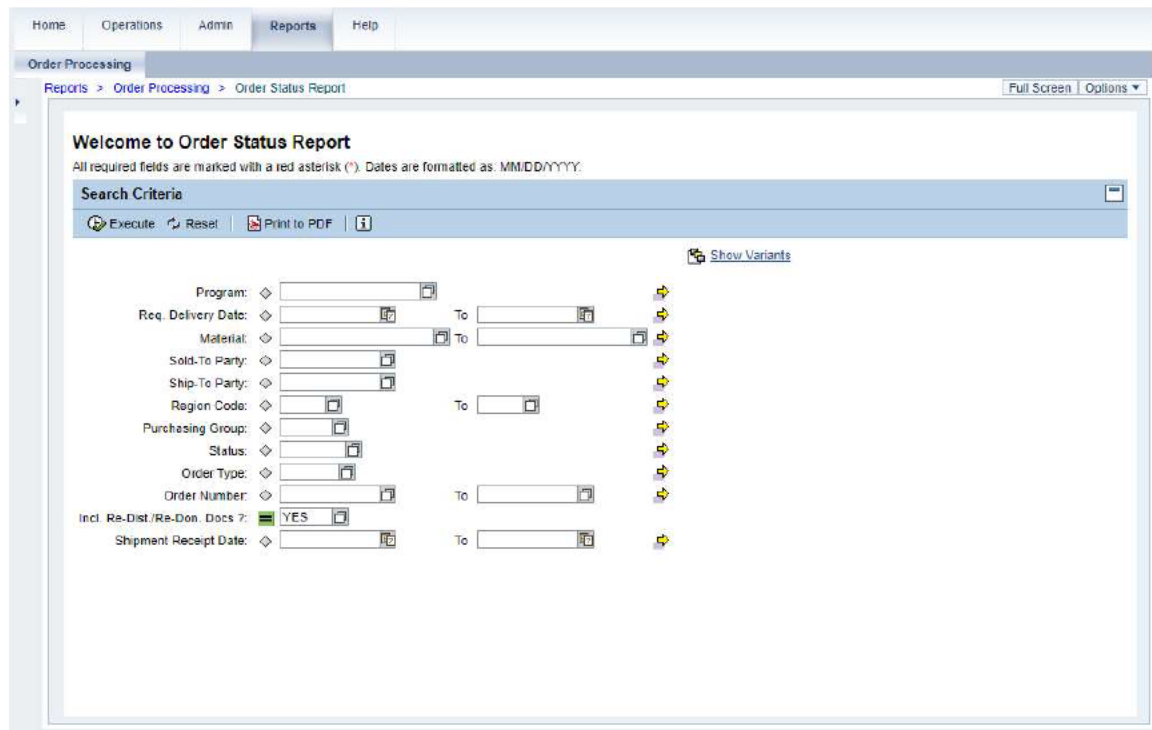
3.   As required, complete/review the following fields:

Field	R/O/C	Description
Program:	O	Acronym used to identify a USDA food distribution program. **Example:** CSFP
Req. Delivery Date:	O	Date requested by customer for delivery of ordered goods or services. **Example:** 03/01/2021
Material:	O	Unique six-digit number representing a specific material/commodity in WBSCM. **Example:** 130603
Sold-To Party:	O	Unique identifying name associated with a particular customer in WBSCM. **Example:** 8004967

Field	R/O/C	Description
Ship-To Party:	O	Unique identifying number associated with a person or company that receives the goods. **Example:** 8011355
Region Code:	O	A number corresponding to one of the seven regions where FNS delivers orders. **Example:** 03
Purchasing Group:	O	Buyer or group of buyers responsible for purchasing activities. Also signifies a group of specialists who purchase similar items. **Example:** 120
Status:	O	The code for status of the document. **Example:** Approved by SDA (Note) For more information, refer to the job aid, Sales Order and Complaint Statuses.
Order Type:	O	A classification code for the type of order document. Type of orders include domestic/international sales order, entitlement credit/debit, and re-donation. **Example:** ZDOM (Note) For more information, refer to the job aid, Domestic Order Code Definitions.
Order Number:	O	This can be a sales order number, purchase order number, or delivery document number. When entering this number, the recipient ensures that they are receipting against the correct order. In the case of inbound to warehouse receipts, only enter a purchase order number in this field. **Example:** 5000050408 (Note) In this work instruction the Order Number refers to a sales order.
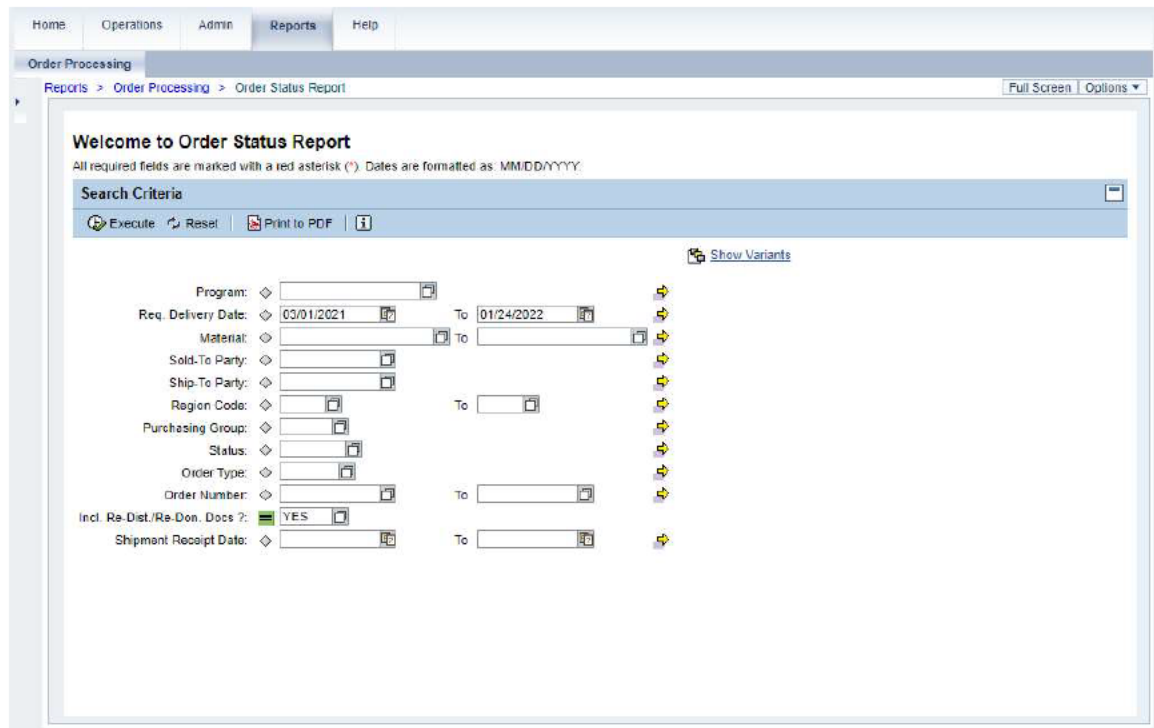
Field	R/O/C	Description
Incl. Re-Dist./Re-Don. Docs ?:	O	Including re-distribution or re-donation documents. **Example:** YES ⓘ The report automatically includes the Re-Distribution/Re-Donation documents. Change the field value to **NO** to omit these documents from the report.
Shipment Receipt Date:	O	The date the shipment is received. **Example:** 01/15/2022 ⓘ (Note) Users need to limit date ranges to within one year.

Image: Order Status Report Screen

4.   Click ⊕ Execute (the **Execute** button) to generate the report.

Image: Order Status Report

5. As required, complete/review the following fields:

Field	R/O/C	Description
Sold-To Name	O	Unique identifying name associated with a particular customer in WBSCM. **Example:** (b) (4)
Material	O	Unique six-digit number representing a specific material/commodity in WBSCM. **Example:** 100004
Material Desc.	O	Text containing up to 40 characters that describes the material/commodity in detail. **Example:** CHEESE CHED WHT CUTS-4/10 LB
Status Text	O	Description of the approval level for the item reviewed. **Example:** On Invitation (Note) For orders that have been received with a missing ASN, the field will display the status of **Order**

Field	R/O/C	Description
		Received. (Note) The most common order statuses are listed below. For more information refer to the job aid, Sales Order and Complaint Statuses. **Approved by SDA** - SDA has applied the RA's requisition in a consolidated sales order. **Approved by SpAgency** - FNS has approved the consolidated sales order from the SDA. **On Invitation** - Sales Order is currently on a solicitation to be purchased. No changes can be made until purchase. **Purchased** - Purchase Order (contract) has been created. **Cancelled** - Order was cancelled. Entitlement returned to customer account. **Order Received** - Order has been delivered to distributor.
Requested Del. Date	O	Date requested by customer for delivery of ordered materials or commodities. Example: 07/15/2021
Requested Qty.	O	Number of sales units of material requested by the customer. Example: 940,000
Sales Unit	O	Unit of measure upon which the price is typically based. Example: CS
Cost / LB	O	Cost of material or commodity measured in pounds. Example: 7.21
Net Dollar Value	O	Dollar amount of the line item. Example: 24,281.69

Field	R/O/C	Description
Program	O	Acronym used to identify a USDA food distribution program. **Example:** NSLP
Entit/Bonus Indicator	O	Indicates whether the document is Entitlement or Bonus order and the program year. **Example:** BONUS-SY17
Ship-To Party	O	Unique identifying number associated with a person or company that receives the goods. **Example:** 8101252
Ship-To Name	O	Unique identifying number associated with a person or company that receives the goods. **Example:** (b) (4)
Ship-To City	O	The city to which the item is shipped. **Example:** (b) (4)
Ship-To State	O	The state to which the materials or commodities are shipped. **Example:** HI
Sales Order #	O	Unique identifying number associated with a sales order in WBSCM. **Example:** 5000051561
SO Item #	O	The item number identified on the Sales Order. **Example:** 100
Allocation # / Corr.	O	Unique number to group line items into Full Truck Loads (FTL) for creating multi-stop deliveries. **Example:** 0913892820

Field	R/O/C	Description
		(Note) For more information, refer to the work instruction, **Consolidation for a Multi-Stop Domestic Sales Order**.
Purch. Requisition #	O	Document used to request materials and services. Purchase requisitions are converted to purchase orders so materials can be procured externally. **Example:** 1000039427
PR Item #	O	The line item on the purchase requisition referring to the material/commodity. **Example:** 100
PR Qty.	O	Total quantity on the purchase requisition. **Example:** 16,994.590
PR Base UoM	O	The base unit of measure for the items on the purchase requisition. **Example:** LB
Purchase Order #	O	Unique number identifying the Purchase Order. **Example:** 4100008660
PO Line Item	O	The line item on the purchase order referring to the materials/commodity order line item. **Example:** 10
PO Qty.	O	Total quantity on the purchase order. **Example:** 38,000

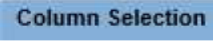| Field	R/O/C	Description
PO Base UoM	O	Base unit of measure on the purchase order. **Example:** LB
Vendor #	O	Business partner number assigned by WBSCM when a vendor's master records are created. **Example:** 1200030
Vendor Name	O	Business partner that provides materials or services. **Example:** Imperial Freezer Services
Purchasing Group	O	Buyer or group of buyers responsible for purchasing activities. Also signifies a group of specialists who purchase similar items. **Example:** 130
ASN #	O	A unique number assigned to an Advanced Shipment Notification (ASN) when it is created. **Example:** 6100015132
ASN Qty	O	Quantity on the Advanced Shipment Notification. **Example:** 39,950.000 (Note) The **ASN Qty.** field displays the updated quantity if the vendor has updated the ASN. For multiple ASNs, each quantity is separated by a semicolon.
Var. Wt. Material?	O	Indicator that one package for the item may have a different weight for the same material. **Example:** Yes
Date Received	O	The date the materials were received. **Example:** 11/03/2021 (Note) This date reflects the most recent goods receipt date.
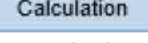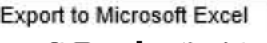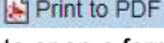
Field	R/O/C	Description
Good Qty. (in CS)	O	The amount of material/commodity received in good condition, ready for use entered in cases. This field is only used when the material is a variable weight. **Example:** 940.000
Good Qty.	O	The amount of materials/commodities received in good condition, equal to or less than the ordered amount, in pounds (LB). **Example:** 39,950.000
Over Qty.	O	The amount of materials/commodities receipted for a PO line as **Good Qty** or **Good Qty (in CS)** that exceeds the ordered amount. **Example:** 0.00
Damage Qty.	O	Total quantity of materials/commodities damaged due to transport, unloading, or improper storage. **Example:** 0.00
Received Qty UoM	O	The unit of measure of the received items. **Example:** LB
Mult. Rcpts exist?	O	Report output indicating multiple receipt status. **Example:** Yes
Statistical Rx.?	O	Statistical receipt refers to a non payment related receipt. **Example:** Yes
Order Type	O	A classification code for the type of order document. Type of orders include domestic/international sales order, entitlement credit/debit, and re-donation. **Example:** ZDOM

Field	R/O/C	Description
		(Note) For more information, refer to the job aid, Domestic Order Code Definitions.
Doc. Type Descr.	O	Description of the document type key that identifies to which group of documents this document will be assigned. **Example:** SO - Domestic
SO Item Category	O	A classification that distinguishes between different types of items and determines how the system processes the item. **Example:** ZTDS

6. Perform any of the following, as needed:

If	Then
The user needs to include the fields relevant to processing order modifications and order returns from SDAs to FNS	1. Click View: ORDER_STATUS (the **View:** dropdown arrow) to display alternative views for this report. 2. Select the following view: **SO_SDA_MODIFICATION_REQUEST.**
The user needs to customize the report output	1. Use (the **Open Settings Dialog** icon) to display the Settings dialog. Select Column Selection (the **Column Selection** tab) to add/remove columns and change the sequence of the displayed columns. 2. Select Sort (the **Sort** tab) to sort the results by specified field and direction. 3. Select Calculation (the **Calculation** tab) to insert a calculated value based on available report fields. 4. Select Filter (the **Filter** tab) to apply filter(s) to your report. 5. Click Apply (the **Apply** button) to generate the results. 6. As necessary, click Save as... (the **Save as...** button) to save your selections as a new View. In the save prompt window,

If	Then
	enter a descriptive name.
	7. Click [OK] (the **OK** button) to go back to the previous screen.
The user needs to export the report	1. Select [Export ▲] (the **Export** button).
	2. Click [Export to Microsoft Excel] (the **Export to Microsoft Excel** option) to open the report data in Excel or a compatible application.
	3. Click ∧ (the **Arrow** button) in the dialog box.
	4. Click Open (the **Open** option) in the dialog box.
	5. Review and modify the report as needed.
	6. As necessary, save the Excel spreadsheet for later reference.
	7. Close Excel.
The user needs to print to PDF	1. Select [Print to PDF] (the **Print to PDF** button) to open a formatted print-ready document.
	2. Click ∧ (the **Arrow** button) in the dialog box.
	3. Click Open (the **Open** option) in the dialog box.
	4. Review, print, and save the PDF output as needed.
	5. Close the PDF document.

7.   The transaction is complete.

RESULT

The Order Status Report for the selected criteria, such as order number, delivery date, or receipt date, has been displayed and reviewed. As applicable, the report may also have been customized and/or exported to Excel or PDF format.

PROCESS OVERVIEW

Purpose

The Processing Status Report provides a summary of demand forecasts for bulk materials, including those created by converting sales orders. This report is used for tracking allocations of materials against those forecasts throughout the processing lifecycle. In addition to the forecast summary, this report provides the expected delivery date and the type and quantity of item(s) ordered. Processor HQs, State Distributing Agencies (SDAs), and Indian Tribal Organizations (ITOs) can use this information to coordinate deliveries with Processors or other partners.

Process Trigger

This report is intended for FNS, AMS, SDAs/ITOs, Processors, and Processor HQs to review delivery dates, approval statuses, and other forecast and allocation details.

Prerequisites

- Forecasts must exist in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Reports** tab ➜ **Order Processing** folder ➜ **Processing Status Report** link.
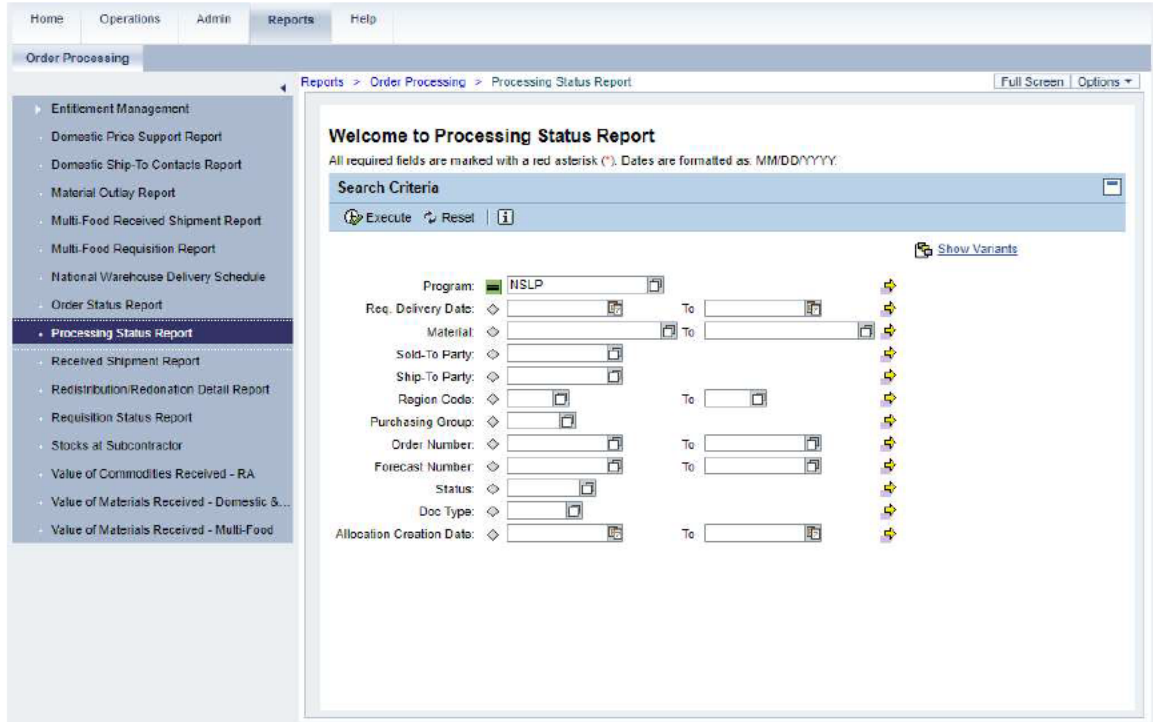
Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction
  - **Optional (O)** – a non-mandatory field not required to complete the transaction
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section, for basic navigation training and tips on creating favorites, performing searches, etc.
- Refer to the Reporting Navigation Job Aid for tips for using WBSCM reports

PROCEDURE

1. Start the transaction using the following path: **Reports** tab ➜ **Order Processing** folder ➜ **Processing Status Report** link.

Image: Processing Status Report Screen

2. Click ◄ (the **Hide Navigation** button) to minimize the Portal menu. This can be done with any transaction in WBSCM.

> ℹ️ (Note) A value must be entered in at least one of the following selection fields: **Req. Delivery Date**, **Order Number**, **Forecast Number**, or **Allocation Creation Date**. Additional search criteria can be used to narrow the results.

> ℹ️ (Note) Use the **To** field to indicate the upper value of a range when needed. For example, to search for orders with a requested delivery date between January 1, 2021, and January 1, of 2022, enter **01/01/2021** in the **Req. Delivery Date** field and **01/01/2022** in the adjacent **To** field.

Image: Processing Status Report Screen
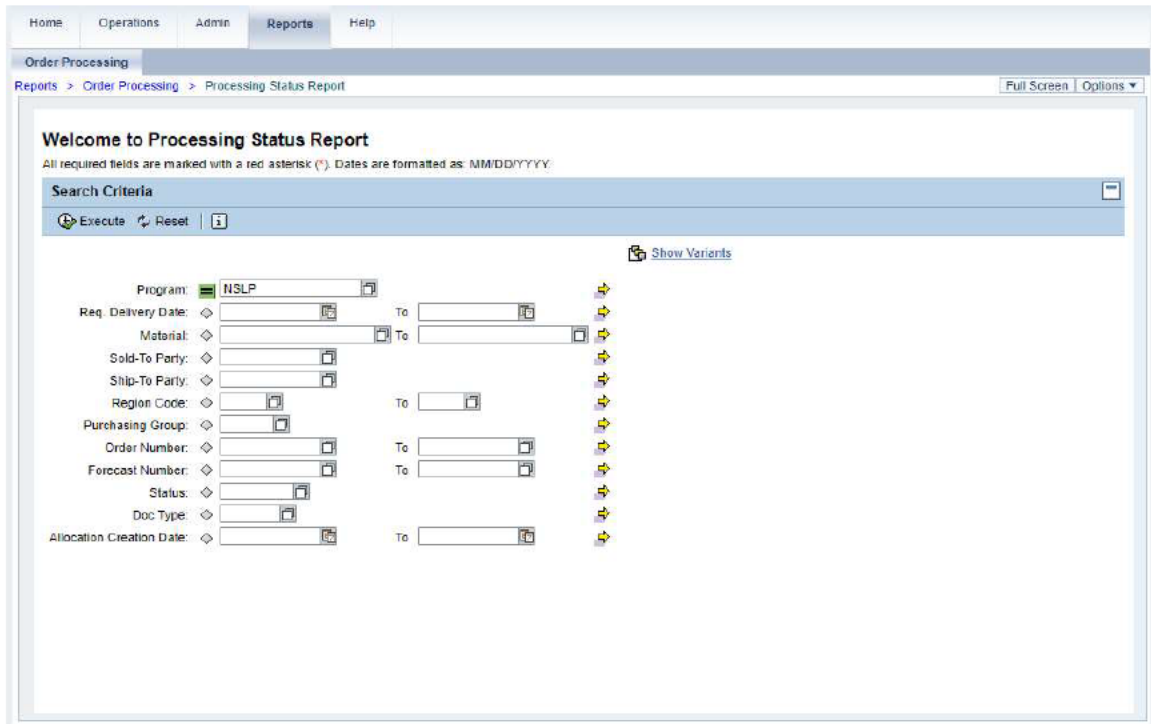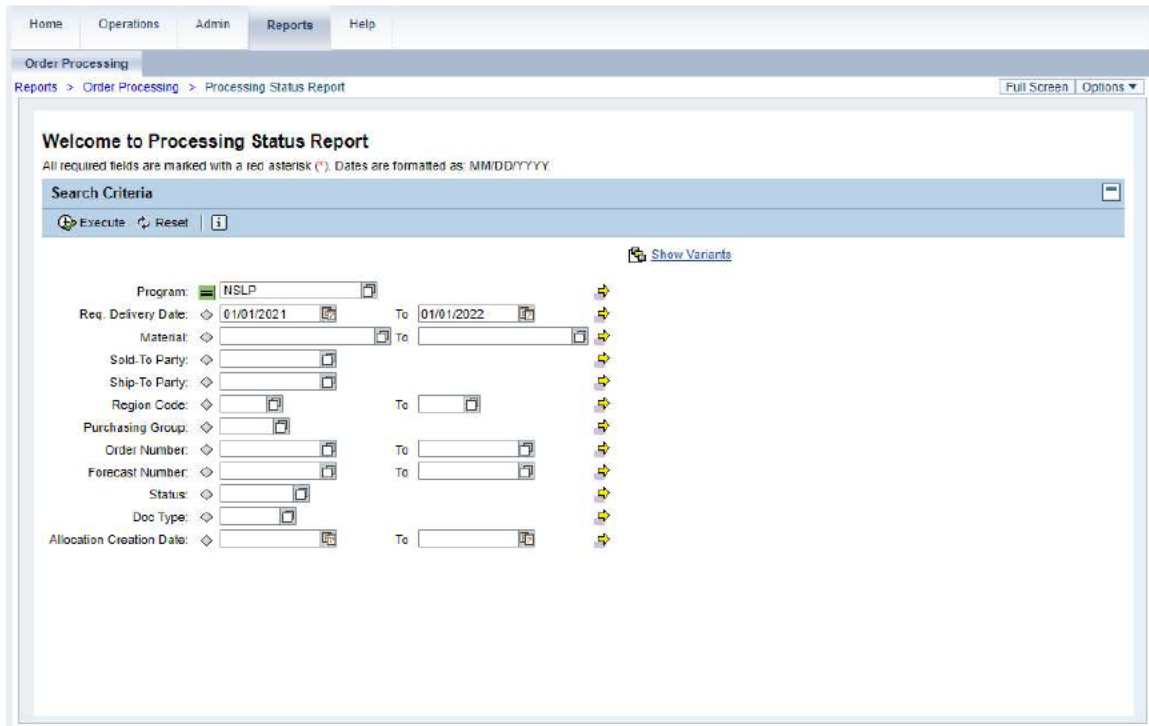
3. As required, complete/review the following fields:

Field	R/O/C	Description
Program:	O	Acronym to identify a USDA food distribution program. **Example:** NSLP
Material:	O	Unique six-digit number representing a specific material/commodity in WBSCM.
Sold-To Party:	O	Unique identifying number associated with a particular customer in WBSCM.
Ship-To Party:	O	Unique identifying number associated with a person or company that receives the materials or commodities.

Field	R/O/C	Description
Region Code:	O	Code assigned within WBSCM that defines a specific region.
Purchasing Group:	O	Buyer or group of buyers responsible for purchasing activities. Also signifies a group of specialists who purchase similar items.
Req. Delivery Date:	O	Date requested by customer for delivery of ordered materials or commodities. **Example:** 01/01/2021
Order Number:	O	This can be a sales order number, purchase order number, or delivery document number. (Note) In this work instruction, the Order Number refers to a sales order number that was converted into a forecast.
Forecast Number:	O	A unique document number which specifies the Forecast details.
Status:	O	The code for status of the document. (Note) The order statuses are listed below. • **Purchased** (PURC) - No allocations have been created against the forecast. • **Cancelled** (CANC) - Forecast was cancelled. Entitlement returned to customer account. • **Order Received** (OREC) - Allocation(s) has been created by the Processor against the forecast.
Doc. Type:	O	Key that identifies to which group of documents this document will be assigned. (Note) The document types are listed below. • Customer Forecast (ZPFR) • Proc Transfer (ZPPA) • Proc Transfer-Credit (ZPPR)

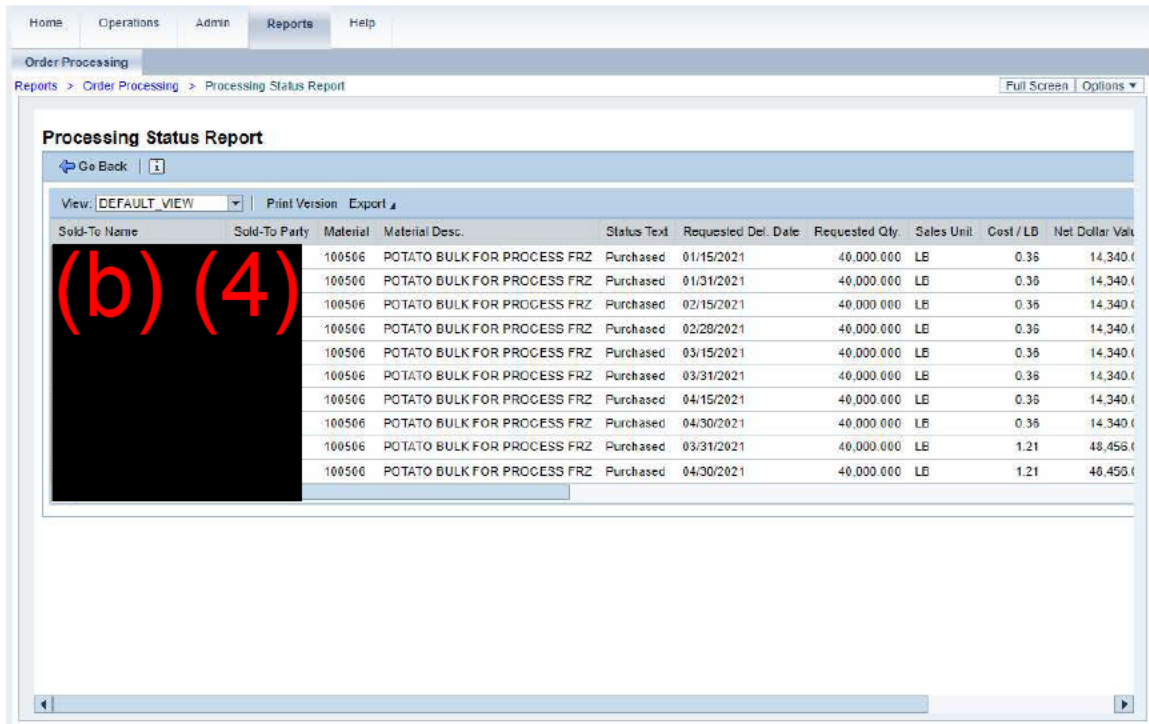| Field	R/O/C	Description
Allocation Creation Date:	O	The date when a Processor allocates a quantity against a forecast.

Image: Processing Status Report Screen

4.   Click [Execute] (the **Execute** button) to generate the report.

Image: Processing Status Report Screen

5.   As required, complete/review the following fields:

Field	R/O/C	Description
Sold-To Name	O	Unique identifying number associated with a particular customer in WBSCM. **Example:** (b) (4)
Sold-To Party	O	Unique identifying number associated with a particular customer in WBSCM. **Example:** (b) (4)
Material	O	Unique six-digit number representing a specific material/commodity in WBSCM. **Example:** 100506
Material Desc.	O	Text containing up to 40 characters that describes the material/commodity in detail. **Example:** POTATO BULK FOR PROCESS FRZ

Field	R/O/C	Description
Status Text	O	The code for status of the document. **Example:** Purchased (Note) The only forecast statuses are listed below. • **Purchased** (PURC) - No allocations have been created against the forecast. • **Cancelled** (CANC) - Forecast was cancelled. Entitlement returned to customer account. • **Order Received** (OREC) – Allocation(s) has been created by the Processor against the forecast.
Requested Del. Date	O	Date requested by customer for delivery of ordered materials or commodities. **Example:** 01/15/2021
Requested Qty.	O	Quantity requested by the customer. **Example:** 40,000.000
Sales Unit	O	Unit of measure upon which the price is typically based. **Example:** LB
Cost/LB	O	Cost of material or commodity measured in pounds. **Example:** 0.36
Net Dollar Value	O	Dollar amount of the line item. **Example:** 48,228.00
Program	O	Acronym to identify a USDA food distribution program. **Example:** NSLP

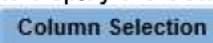| Field	R/O/C	Description
Entit/Bonus Indicator	O	Indicates whether the document is Entitlement or Bonus order and the program year. **Example:** ENTITLE-SY21
Ship-To Party	O	Unique identifying number associated with a person or company that receives the materials or commodities. **Example:** 5002260 (Note) In this work instruction, the Ship-To Party refers to the Processor.
Ship-To Name	O	Unique identifying number associated with a person or company that receives the materials or commodities. **Example:** (b) (4) (Note) In this work instruction, the Ship-To Name refers to the Processor.
Ship-To City	O	The city to which the materials or commodities are shipped. **Example:** (b) (4)
Ship-To State	O	The state to which the materials or commodities are shipped. **Example:** ME
Forecast #	O	A unique document number which specifies the Forecast. **Example:** 3000000005
Forecast Item #	O	A unique number identifying the forecasted item. **Example:** 100
Allocation #	O	A unique document which represents the allocation by a Processor. **Example:** 7000000015
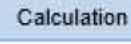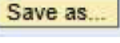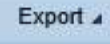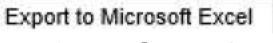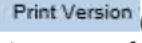
Field	R/O/C	Description
Allocation Item #	O	The identification number of the item on the allocation document. **Example:** 10
Allocation Qty.	O	The amount allocated by the Processor for the state. **Example:** 40,000.000 (Note) The allocation quantity may not always match the **Requested Qty.**
Allocation UoM	O	Unit of Measure used for the allocation. **Example:** LB
Allocation Created On	O	The date when a Processor allocates a quantity against a forecast. **Example:** 08/26/2020
Allocation Created By	O	The user ID of the person who created the allocation. **Example:** PROCESSH0001
Var. Wt. Material?	O	Indicator that one package for the item may have a different weight for the same material. **Example:** No
Order Type	C	A classification in WBSCM whose value differentiates order lines according to their purpose. **Example:** ZPFR
Doc. Type. Desc.	O	Description of the document type key that identifies to which group of documents this document will be assigned. **Example:** Customer Forecast

Field	R/O/C	Description
Forecast Item Cat.	O	The item category for the forecasted item. **Example:** ZPFE (Note) The item categories include: • ZPFE - Allocation with entitlement consumption • ZPFX - Allocation without entitlement consumption • ZPPE - Reallocation with entitlement consumption • ZPPX - Reallocation without entitlement consumption
Sales Order #	O	Unique identifying number associated with a sales order in WBSCM. **Example:** 5000375633
SO Item #	O	The item number identified on the Sales Order. **Example:** 100

6.   Perform any of the following, as needed:

If	Then
The user needs to view the report by breakdown of Ship-to parties	1. Click DEFAULT_VIEW (the **View:** dropdown arrow) to display alternative views for this report. 2. Select the **MAT_OUTLAY** view.
The user needs to view the report by orders that have been received	1. Click DEFAULT_VIEW (the **View:** dropdown arrow) to display alternative views for this report. 2. Select the **RECEIVED_SHIPMENT** view.
The user needs to customize the report output	1. Use (the **Open Settings Dialog** icon) to display the Settings dialog. Select **Column Selection** (the **Column Selection** tab) to add/remove columns and change the sequence of the displayed columns. 2. Select **Sort** (the **Sort** tab) to sort the results by specified field and direction. 3. Select **Calculation** (the **Calculation** tab) to insert a calculated value based on

If	Then
	available report fields.
	4. Select [Filter] (the **Filter** tab) to apply a filter(s) to your report.
	5. Click [Apply] (the **Apply** button) to generate the results.
	6. As necessary, click [Save as...] (the **Save as...** button) to save your selections as a new View. In the save prompt window, enter a descriptive name.
	7. Click [OK] (the **OK** button) to go back to the previous screen.
The user needs to export the report	1. Select [Export ▲] (the **Export** button).
	2. Click [Export to Microsoft Excel] (the **Export to Microsoft Excel** button) to open the report data in Excel or a compatible application.
	3. Click ^ (the **Arrow** button) in the dialog box.
	4. Click Open (the **Open** option) in the dialog box.
	5. Review and modify the report as needed.
	6. As necessary, save the Excel spreadsheet for later reference.
	7. Close Excel.
The user needs to print to PDF	1. Select [Print Version] (the **Print Version** button) to open a formatted print-ready document.
	2. Click ^ (the **Arrow** button) in the dialog box.
	3. Click Open (the **Open** option) in the dialog box.
	4. Review, print, and save the PDF output as needed.
	5. Close the PDF document.

7.   The transaction is complete.

RESULT

The Processing Status Report for the selected criteria has been displayed and reviewed. As applicable, the report may also have been customized and/or exported to Excel or PDF format.

PROCESS OVERVIEW

Purpose

The Requisition Status Report lists all requisitions created by RA Order Managers or by SDA Order Managers on behalf of their RAs. The report provides order information and status for each line item and related documents (sales order, purchase order, etc.). This report can be used to monitor activity on requisitions through the order life cycle. Status codes and their description are described in the Sales Order and Complaint Statuses job aid.

FNS Order Managers can view all requisitions in the system. SDA and USAID Order Managers can view only requisitions that they or their RAs created. RAs can view only their own requisitions.

Frequent execution of the Requisition Status Report for an organization's plants and/or warehouses, allows users to monitor material statuses, and delivery schedules.

Process Trigger

Use this report to review delivery dates, approval status, and other details for requisitions.

Prerequisites

- Requisitions must exist in WBSCM

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Reports** tab ➔ **Order Processing** folder ➔ **Requisition Status Report** link to go to the *Requisition Status Report* (Selection) screen..
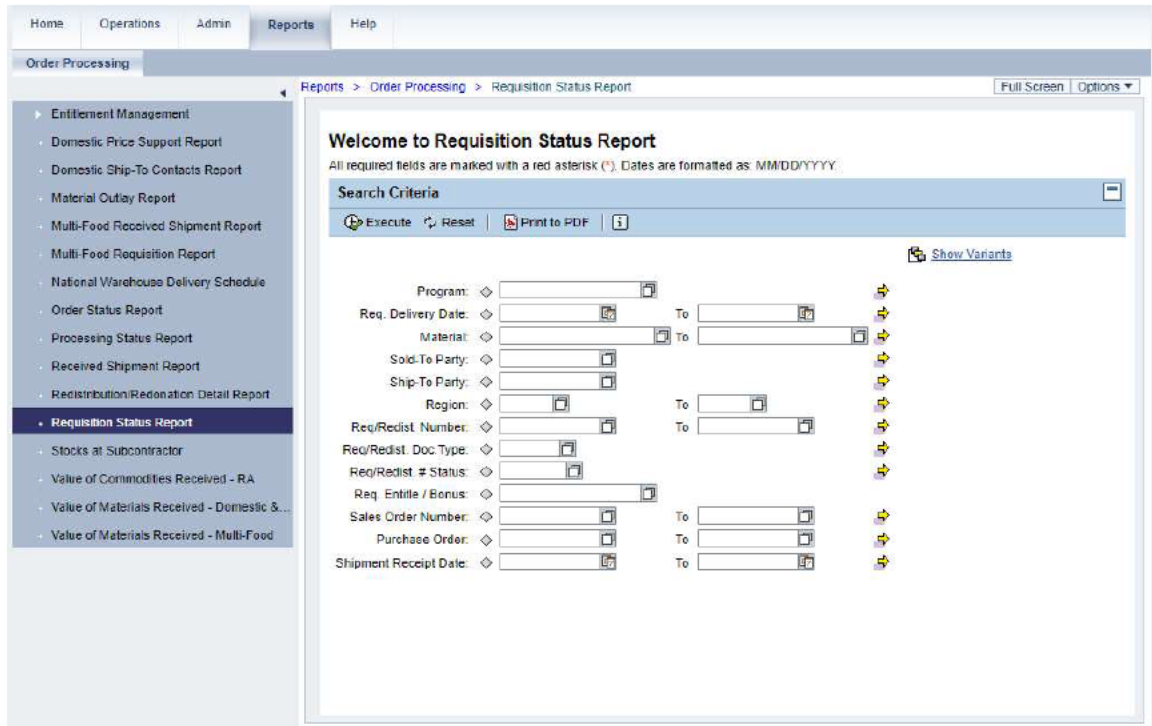
Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction
  - **Optional (O)** – a non-mandatory field not required to complete the transaction
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section, for basic navigation training and tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using the following Portal path: Select **Reports** tab ➔ **Order Processing** folder ➔ **Requisition Status Report** link.

    Image: Requisition Status Report Screen

2. Click ◄ (the **Hide Navigator** arrow) to minimize the Portal menu. Note this can be done with any transaction in WBSCM.

    ![info icon] (Note) At least one value must be entered in one of the following selection fields: **Req. Delivery Date**, **Requisition Number**, **Sales Order Number**, **Purchase Order Number**, or **Shipment Receipt Date**. Additional search criteria can be used to narrow the results.

    ![info icon] (Note) Use the **To** field to indicate the upper value of a range when needed. For example, to search for orders with a requested delivery date between March 1, 2021 and January 24, 2022, enter "03/01/2021" in the **Req. Delivery Date** field and "01/24/2022" in the adjacent **To** field.

Image: Requisition Status Report Screen
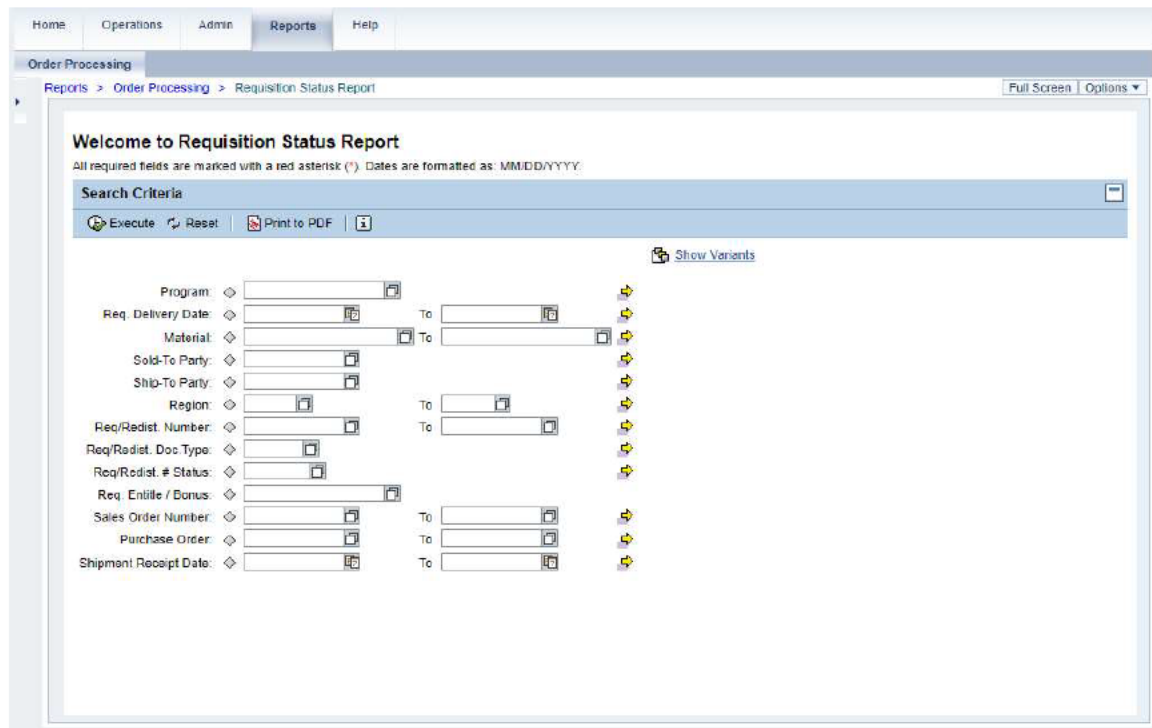
3. As required, complete/review the following fields:

Field	R/O/C	Description
Program:	O	Acronym used to identify a USDA food distribution program. **Example:** NSLP - National School Lunch Program
Req. Delivery Date:	O	Date requested by customer for delivery of ordered goods or services. **Example:** 01/24/2022
Sold-To Party:	O	Unique identifying name associated with a particular customer in WBSCM. **Example:** 8004967
Ship-to Party:	O	Unique identifying number associated with a person or company that receives the goods. **Example:** 1030631

Field	R/O/C	Description
Region:	O	In the U.S., state in which the vendor or customer resides. **Example:** VA
Req / Redist. Number:	O	The Requisition or redistribution number for the associated order. **Example:** 1000039427
Req / Redist. Doc. Type:	O	A classification that distinguishes between different types of requisition or redistribution document types. **Example:** ZREQ (Note) For more information, refer to the job aid, Domestic Order Code Definitions
Req / Redist. # Status:	O	Code for the current status of order. **Example:** E0001 (Note) For more information, refer to the job aid, Sales Order and Complaint Statuses.
Req. Entitle / Bonus:	O	Indicates the type of funds. **Example:** All
Sales Order Number:	O	Unique identifying number associated with a sales order in WBSCM. **Example:** 5000050962
Purchase Order:	O	Unique number identifying the Purchase Order. **Example:** 4100008931
Shipment Receipt Date:	O	The date the shipment is received. **Example:** 05/05/2021

Image: Requisition Status Report Screen

4. Click [Execute] (the **Execute** button) to generate the report.

Image: Requisition Status Report Screen

5. As required, complete/review the following fields:

Field	R/O/C	Description
Req/Redist. Doc.Type	O	A classification that distinguishes between different types of requisition document types. **Example:** ZREQ
Req/Redist. Order #	R	Requisition or redistribution order number. **Example:** 1000258987
Req/Redist. Item #	O	The item number identified on the requisition or redistribution order number. **Example:** 100
Req/Redist. Status	O	The approval process stage for the line item on the requisition or the redistribution. **Example:** Approved by SDA (Note) For more information, refer to the job aid, Sales Order and Complaint Statuses.
Sold-To Party	O	Unique identifying name associated with a particular customer in WBSCM. **Example:** (b) (4)
Sold-To Name	O	Unique identifying name associated with a particular customer in WBSCM. **Example:** (b) (4)
RA ID	O	Unique identifier assigned to a particular RA by the SDA. **Example:** (b) (4)
Ship-to party	O	Unique identifying number associated with a person or company that receives the goods. **Example:** (b) (4)

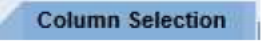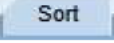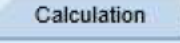| Field	R/O/C	Description
Ship-to Name	O	Unique identifying number associated with a person or company that receives the goods. **Example:** (b) (4) ▉▉▉▉▉▉▉▉▉▉▉
Material	O	Unique six-digit number representing a specific material/commodity in WBSCM. **Example:** 130530
Material Desc.	O	Text containing up to 40 characters that describes the material/commodity in detail. **Example:** CEREAL CORN FLKS -SUBST
Product hierarchy	O	Alphanumeric character string for grouping materials by combining various characteristics used for valuation and pricing purposes. **Example:** CEREAL/CORN AND RICE/BOX
Requested Del. Date	O	Date requested by customer for delivery of ordered materials or commodities. **Example:** 01/24/2022
Program	O	Acronym used to identify a USDA food distribution program. **Example:** CSFP
Entitlement/Bonus Ind	O	Indicates whether the document is Entitlement or Bonus order and the program year. **Example:** ENTITLE-CY16
Requested Qty.	O	Number of sales units of material requested by the customer. **Example:** 250.000
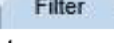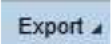
Field	R/O/C	Description
Sales Unit	O	Unit of measure upon which the price is typically based. **Example:** CS
Net Dollar Value	O	Dollar amount of the line item. **Example:** 4,289.96
Sales Order #	O	Unique identifying number associated with a sales order in WBSCM. **Example:** 5000050706
Sales Order Item #	O	The item number identified on the Sales Order. **Example:** 600
Sales Order Status	O	The approval process stage for the line item on the sales order. **Example:** Approved by SDA (Note) For orders that have been receipted with a missing ASN, the **Sales Order Status** field will display the status of **Order Received**. (Note) The most common order statuses are listed below. For more information refer to the job aid, Sales Order and Complaint Statuses. • **Approved by SDA** - SDA has applied the RA's requisition in a consolidated sales order. • **Approved by SpAgency** - FNS has approved the consolidated sales order from the SDA. • **On Invitation** - Sales Order is currently on a solicitation to be purchased. No changes can be made until purchased. • **Purchased** - Purchase Order (contract) has been created. • **Cancelled** - Order was cancelled. Entitlement returned to customer account. • **Order Received** - Order has

Field	R/O/C	Description
		been delivered to distributor.
Purchase Order #	O	Unique number identifying the Purchase Order. **Example:** 4100008939
PO Item #	O	Line item on the Purchase Order. **Example:** 2
Date Received	O	The date the materials were received. **Example:** 05/09/2021 (Note) This date reflects the most recent goods receipt date.

6.   Perform any of the following, as needed:

If	Then
The user needs to customize the report output	1. Use ▸ 👤 (the **Open Settings Dialog** icon) to display the Settings dialog. 2. Select **Column Selection** (the **Column Selection** tab) to add/remove columns and change the sequence of the displayed columns. 3. Select **Sort** (the **Sort** tab) to sort the results by specified field and direction. 4. Select **Calculation** (the **Calculation** tab) to insert a calculated value based on available report fields. 5. Select **Filter** (the **Filter** tab) to apply filter(s) to your report. 6. Click **Apply** (the **Apply** button) to generate the results. 7. As necessary, click **Save as...** (the **Save as...** button) to save your selections as a new View. In the save prompt window, enter a descriptive name. 8. Click **OK** (the **OK** button) to go back to

If	Then
	the previous screen.
The user needs to export the report	1. Select Export ⊿ (the **Export** button). 2. Click Export to Microsoft Excel (the **Export to Microsoft Excel** option) to open the report data in Excel or a compatible application. 3. Click ^ (the **Arrow** button) in the dialog box. 4. Click Open (the **Open** option) in the dialog box. 5. Review and modify the report as needed. 6. As necessary, save the Excel spreadsheet for later reference. 7. Close Excel.
The user needs to print to PDF	1. Select 🅿 Print to PDF (the **Print to PDF** button). 2. Click ^ (the **Arrow** button) in the dialog box. 3. Click Open (the **Open** option) in the dialog box. 4. Review, print, and save the PDF output as needed. 5. Close the PDF document.

7.   The transaction is complete.

RESULT

The Requisition Status Report for the selected criteria has been displayed and reviewed. As applicable, the report may also have been customized and/or exported to Excel or PDF format.

PROCESS OVERVIEW

Purpose

The purpose of this transaction is to set the entitlement thresholds or tolerance for a State Distribution Agency's (SDA's) Recipient Agencies (RAs). The SDA Org Admin is able to set the entitlement thresholds by going into the *Maintain Organization* screen. Entitlement threshold notification allows SDAs to be notified when RAs reach defined entitlement threshold percentage. Entitlement threshold stop order allows SDAs to ensure that RAs do not enter orders in WBSCM beyond the defined threshold percentages defined for the Program.

Process Trigger

Perform this transaction to set notification and stop order percentage thresholds.

Prerequisites

- Sold - To Party must exist
- Sold - To Party must be assigned under an entitlement program

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Admin** tab ➜ **Organization Maintenance** tab ➜ **Maintain Organization** link ➜ **Update my Organization** link to go to the *Update my Organization* screen.

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
  - **Required (R)** – a mandatory field necessary to complete the transaction
  - **Optional (O)** – a non-mandatory field not required to complete the transaction
  - **Conditional (C)** – a field that may be required if certain conditions are met, typically linked to completion of a mandatory field.
- Refer to the WBSCM Help site, *Frequently Referenced Training Materials* section for basic navigation training and tips on creating favorites, performing searches, etc.

PROCEDURE

1. Start the transaction using the Portal path: **Admin** tab ➜ **Organization Maintenance** tab ➜ **Maintain Organization** link.

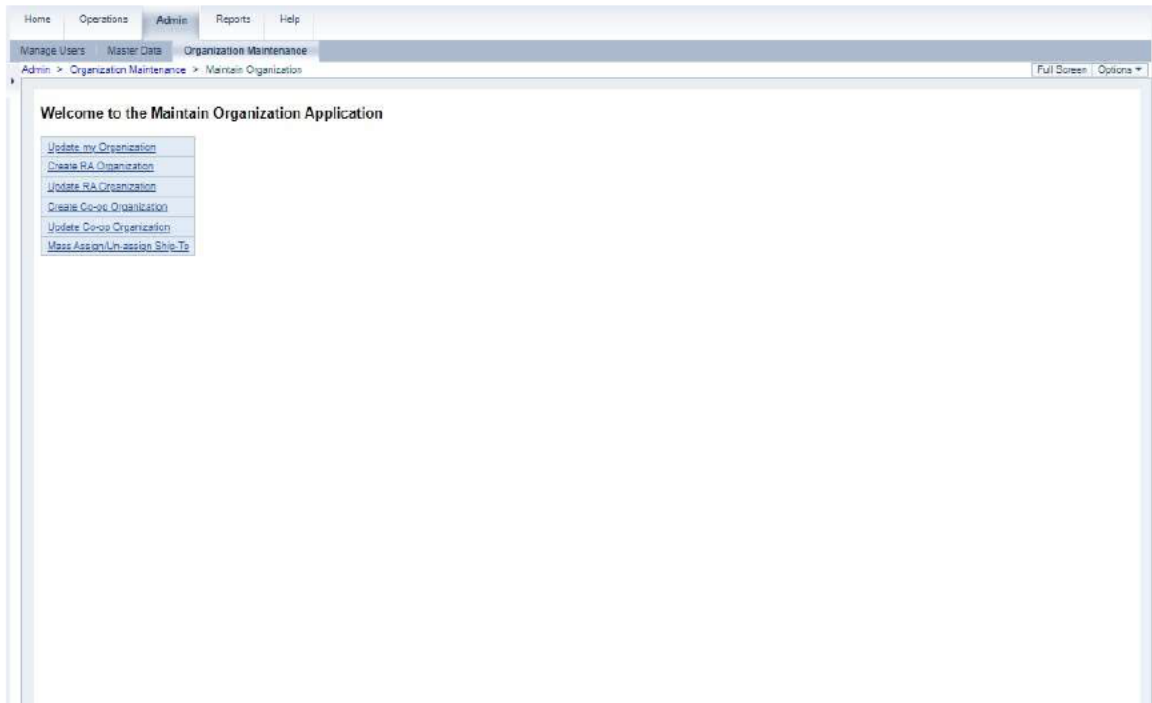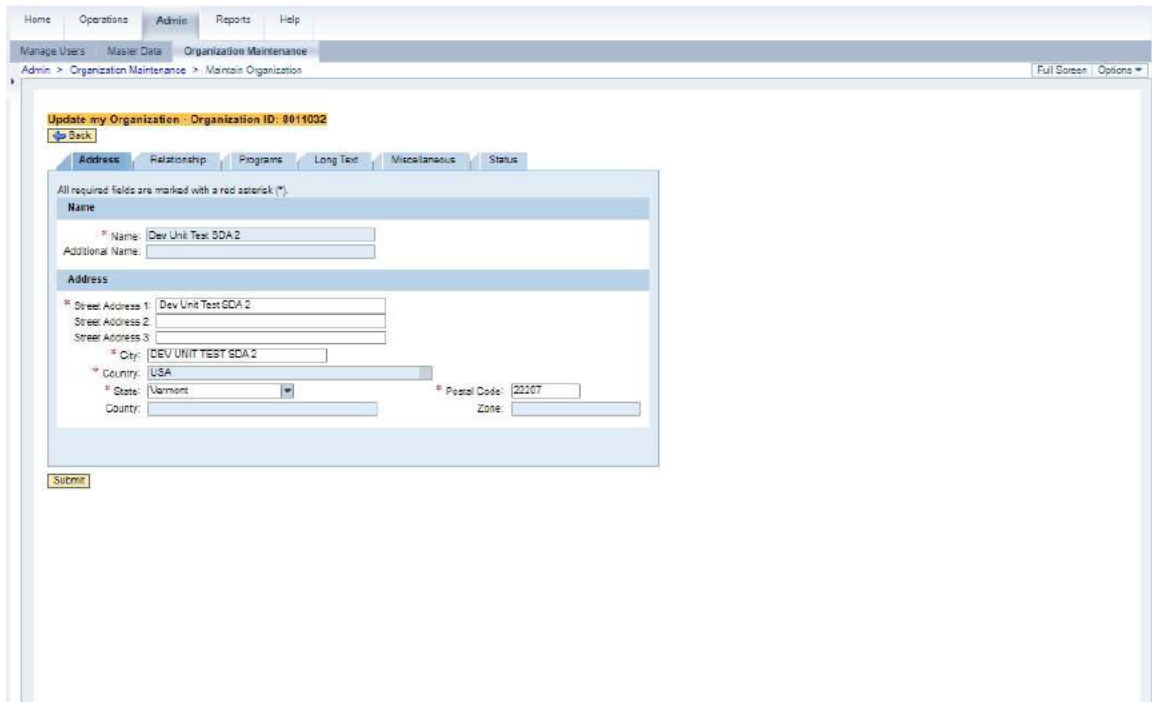**Image: Maintain Organization Screen**
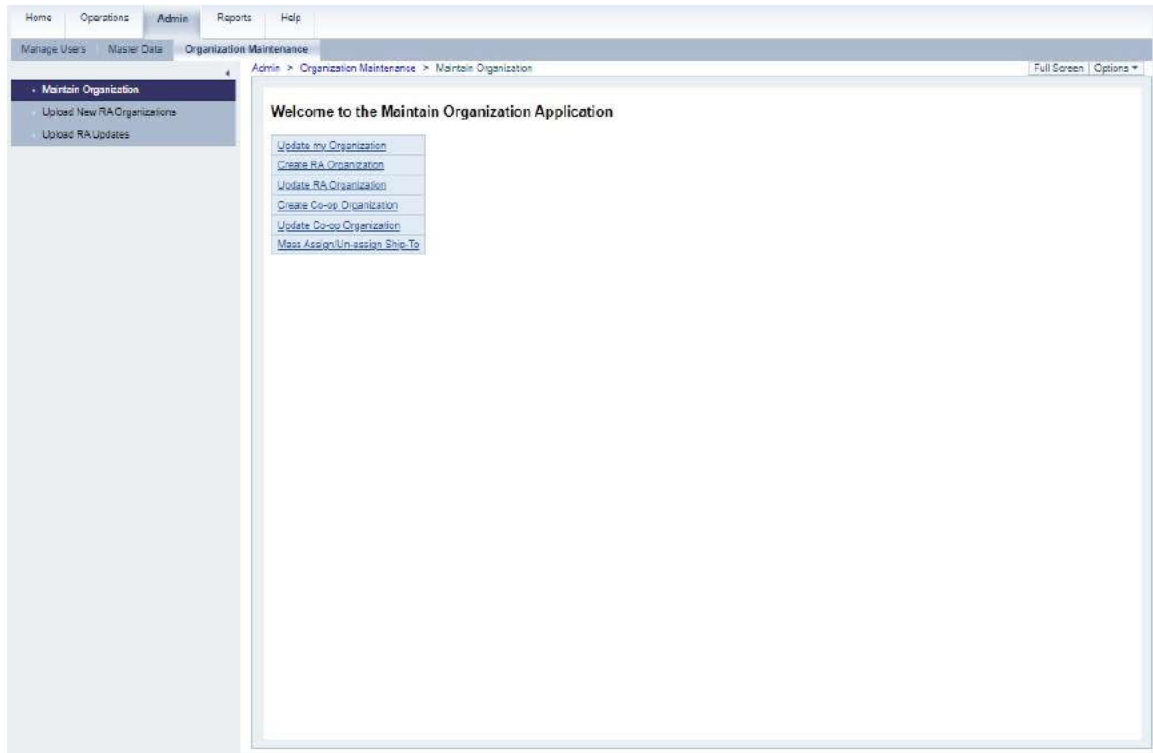
2. Click ◂ (the **Hide Navigator** button) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

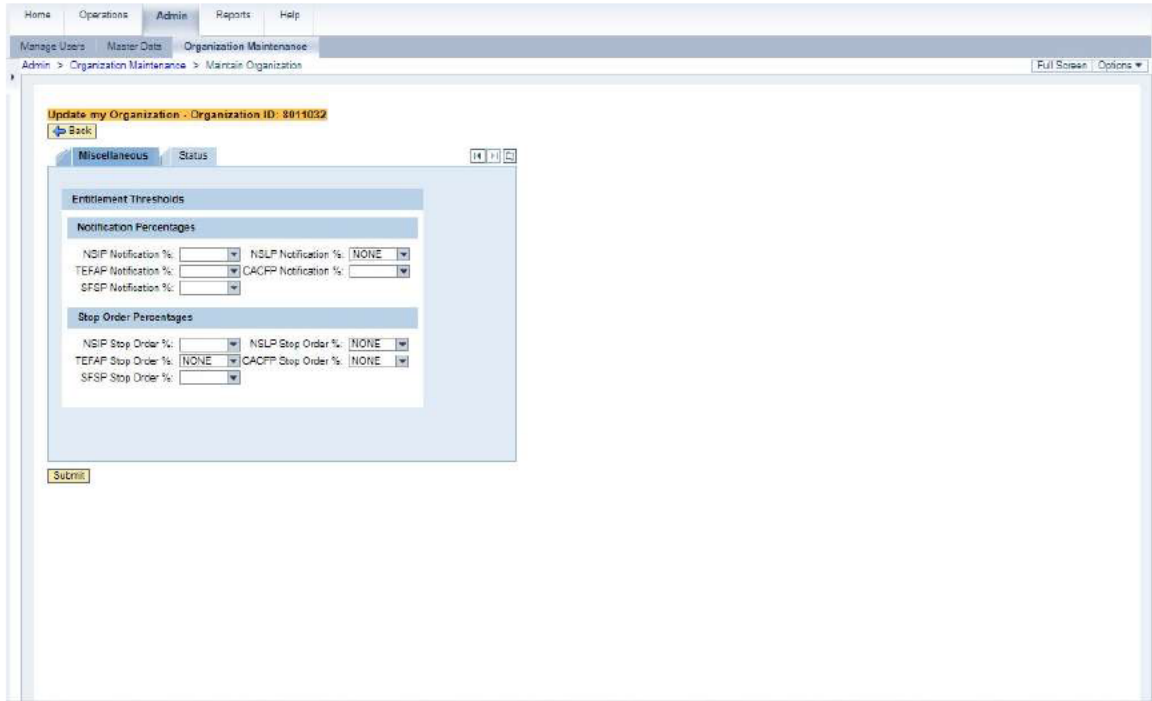**Image: Maintain Organization Screen**

3. Click Update my Organization (the **Update my Organization** link).

Image: Update my Organization (Address) Screen

4. Click Miscellaneous (the **Miscellaneous** tab) to view the Entitlement Thresholds.
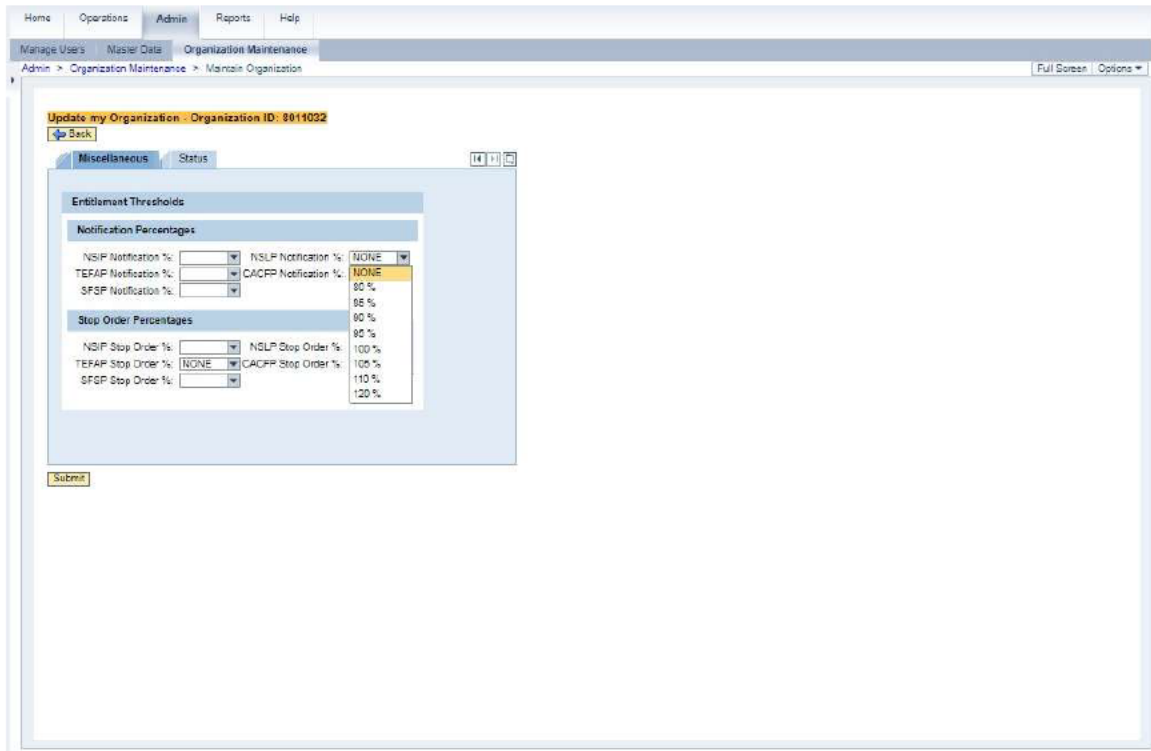
Image: Update my Organization (Miscellaneous) Screen

5. Click the appropriate field in the *Notification Percentages* section to set the notification percentage for the desired program. In this example, ▼ (the **NSLP Notification %** drop–down) is selected.

> (Note) SDA order managers will receive a weekly email notification for each entitlement program with a consolidated list of all RAs who have exceeded the notification percentages threshold of their entitlement budget.

Image: Update my Organization (Miscellaneous) Screen

6. Select the appropriate notification percentage from the list. In this example, 90 % (the **90%** option) is selected.

Image: Update my Organization (Miscellaneous) Screen
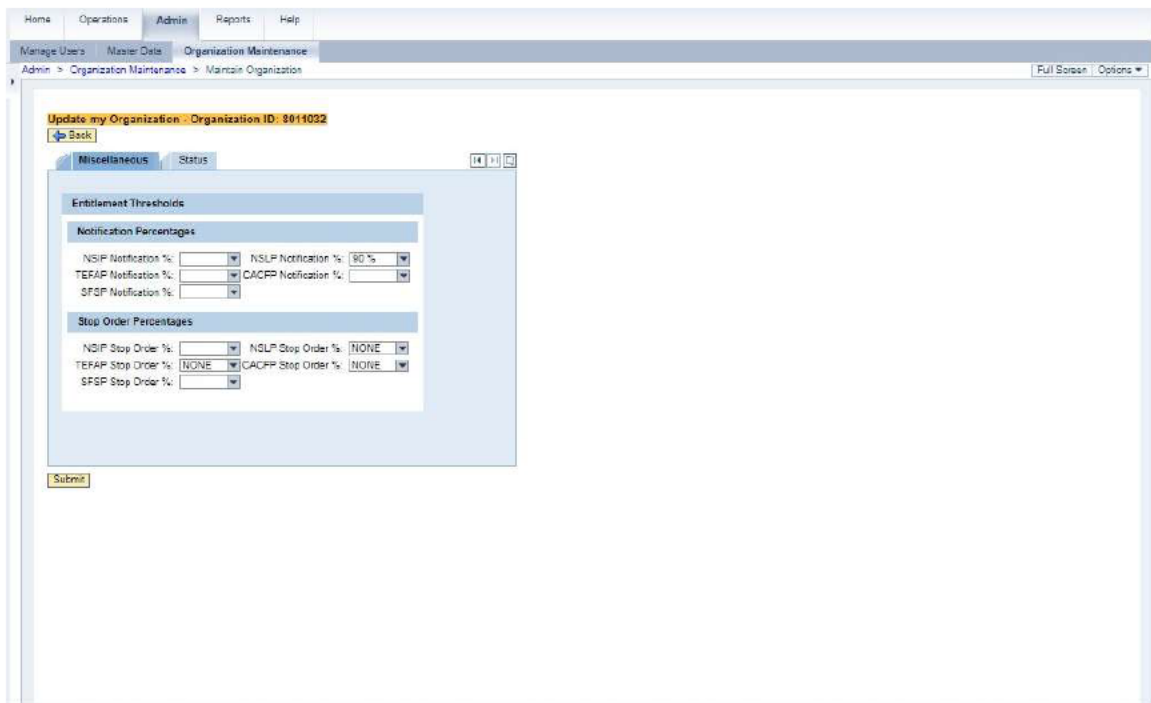
7. Click the appropriate field in the *Stop Order Percentages* section to set the stop order percentage for the desired program. In this example, ▾ (the **NSLP Stop Order %** drop-down) is selected.

> (Note) Once an RA has spent the stop order percentages threshold in their entitlement budget for a particular program, they will no longer be able to place orders. When attempting to submit a requisition for approval, a hard stop error message displays.

**Image: Update my Organization (Miscellaneous) Screen**

8. Select the appropriate stop order percentage from the drop-down list. In this example, 90 % (the **90%** option) is selected.

Image: Update my Organization (Miscellaneous) Screen
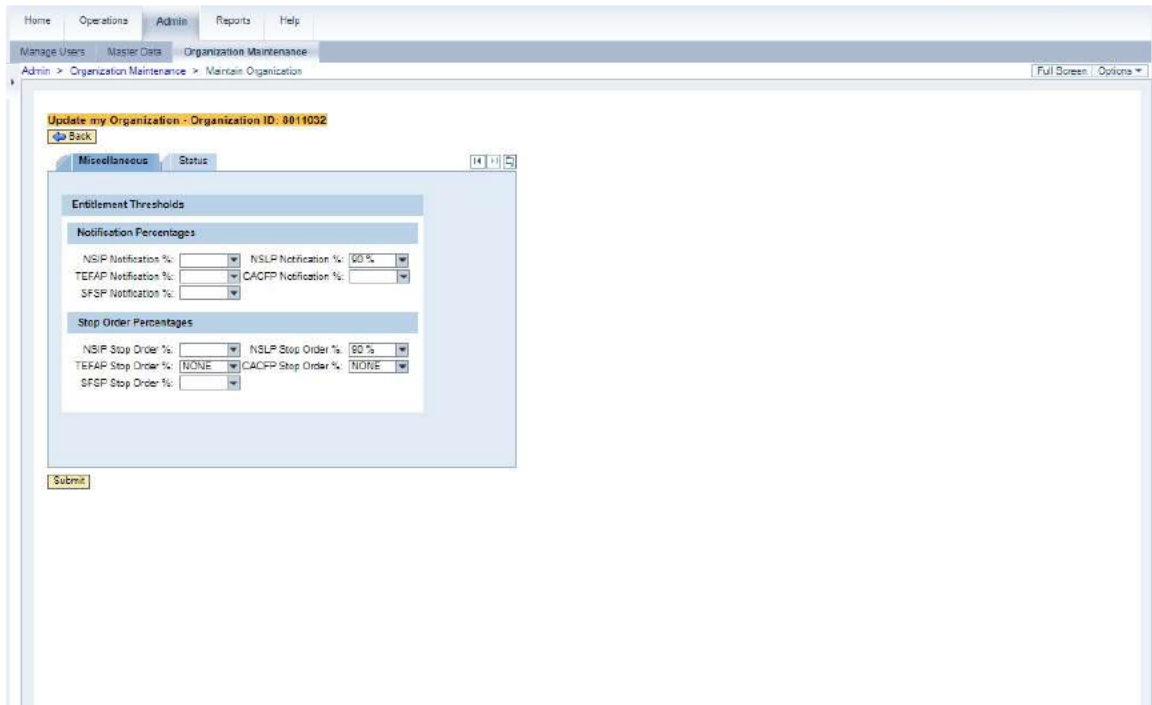
9. Click [Submit] (the **Submit** button) to save the selected notification and stop order percentages.

Image: Update my Organization (Miscellaneous) Screen
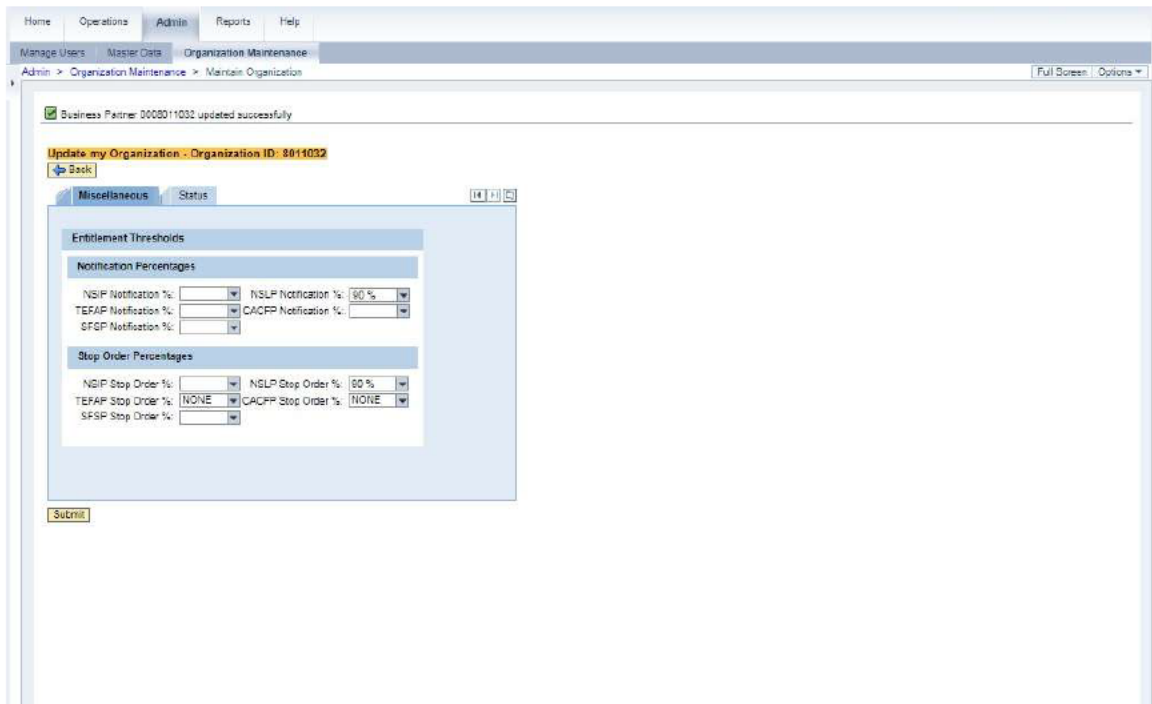
10. The transaction is complete.

RESULT

The user has successfully set the entitlement thresholds or tolerance for a program using the available notification and stop order percentages.