Web-Based Supply Chain Management (WBSCM) Reports Overview

Managing Your Child Nutrition Programs (2017)
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OGS Food Distribution Website Address - https://www.ogs.ny.gov/BU/SS/GDF/
Unprocessed Fruits and Vegetables
How to purchase unprocessed fruits and vegetables with USDA Foods entitlement funding.
› What is the Pilot Project?
› School Participation
› Vendor Participation

The Emergency Food Assistance Program (TEFAP)
TEFAP is a Federal program that helps supplement the diets of low-income Americans.
› Get Food Assistance
› Food Banks in New York State
› Requirements for Food Banks

Special Milk Program
The Special Milk Program is a reimbursement program for not-for-profit schools, camps, and/or institutions.
› Eligibility
› Join the Program
› Get Reimbursed
WBSCM Reports

- **Entitlement/Bonus Summary Report**: The bottom line summary.
- **RA Entitlement/Bonus Detail Report**: The checkbook register.
- **Requisition Status Report**: The most important report.
- **Value of Commodities Received Report**: Report for your business office.
Entitlement/Bonus Summary Report: The Bottom Line Summary

*Beginning Balance – Ordered = Ending Balance*

Entitlement Management is used to find your available entitlement. You should view your Entitlement/Bonus Summary Report before placing orders. For 2017-18, you can go 5% over your Beginning Balance.
Reports>Entitlement Management>Entitlement/Bonus Summary Report

Click on Reports

Click on Entitlement Management

Click on Entitlement/Bonus Summary Report

*Required: Program Year - Enter the end of the School Year that you are looking for. Dates must be entered in this format YYYY. For example, School Year 2017-2018 you will enter 2018.

*Required: Program - Enter NSLP or CACFP

RA/SDA Number is Auto Populated

Click “Execute” to generate report.

Click “Export” to Microsoft Excel.
RA Entitlement/Bonus Detail Report:

The “checkbook” Where the $ went
Reports>Entitlement Management>RA Entitlement/Bonus Detail Report

Click on Reports
Click on Entitlement Management
Click on RA Entitlement/Bonus Detail Report

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Status Definitions
- **Cancelled** - Requisition/order cancelled
- **Ready for Approval** - Requisition created & submitted to SDA for approval
- **Returned by SDA** - Requisition returned by SDA for changes
- **Approved by SDA** - Requisition approved by SDA
- **Returned by SpAgency** - Order returned by FNS (USDA)
- **Approved by SpAgency** - Order approved by FNS
- **On Invitation** - Order that has been placed on a bid invitation
- **Purchased** - Order that has been fully purchased
- **Order Received** - Order that has been received at your distributor
- **Applied** - Change in order, may show as a negative or positive adjustment
Reports > Requisition Status Report

Click on Reports

Click on Requisition Status Report

Reg Delivery Date: Enter the Full School Year. For example 2017-2018 School year, enter 07/01/2017 To 06/30/2018

Click "Execute" to generate report.

Click "Export" to Microsoft Excel.
Value of Commodities Received - RA:

Report for your Business Office
Reports>Value of Commodities Received – RA Report

Click "Execute" to generate report.
Click "Export" to Microsoft Excel.
Questions?