PROCESS OVERVIEW

Purpose

The purpose of this transaction is for a State Distributing Agency (SDA) Organization Administrator (Org Admin) to maintain entitlements for active Recipient Agencies (RAs) in WBSCM by downloading a template and then uploading an updated version of the entitlement data file. For an inactive RA, existing entitlements can be changed, but no new entitlements can be created.

Maintenance activities can be performed by:

1. Manually entering entitlement budget information for the current year.
2. Uploading an entitlement data file to WBSCM using a new data file or one that is created from a download of the previous year's entitlement.

The following programs require maintenance of RA entitlements:

- **TEFAP** - The Emergency Food Assistance Program
- **NSIP** - Nutrition Services Incentive Program
- **NSLP** - National School Lunch Program
- **SFSP** - Summer Food Service Program
- **CACFP** - Child and Adult Care Food Program

Use the RA Entitlement Budgeting by Program Job Aid for a list of field definitions and portal paths for each of these programs.

Process Trigger

Perform this transaction when entitlements need to be updated in WBSCM. Entitlement programs are most often updated based on a yearly schedule. Program entitlements are based on different year calculations:

- **Calendar year (CY)** - TEFAP
- **Fiscal year (FY)** - NSIP, SFSP
- **School year (SY)** - NSLP, CACFP

Prerequisites

- FNS must have previously assigned an entitlement budget to the SDA.

Portal Path

Follow the Portal path below to complete this transaction:

- Select **Operations** tab ➜ **Order Processing** tab ➜ **Entitlement Management** folder ➜ **SDA Entitlement Budgeting for (Program)** link to go to the *SDA Entitlement Budgeting for (Program)* initial screen.

(Note) The link will include the name of the program: CACFP, NSIP, NSLP, SFSP, or TEFAP. Throughout this document, the NSLP path is used as an example.

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

- o **Optional (O)** - a non-mandatory field not required to complete the transaction
- o **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: **Operations** tab ➔ **Order Processing** tab ➔ **Entitlement Management** folder.

2. Perform one of the following:

If	Then
The user needs to upload CACFP entitlement data	Select **SDA Entitlement Budgeting for CACFP.**
The user needs to upload NSIP entitlement data	Select **SDA Entitlement Budgeting for NSIP.**
The user needs to upload NSLP entitlement data	Select **SDA Entitlement Budgeting for NSLP.**
The user needs to upload SFSP entitlement data	Select **SDA Entitlement Budgeting for SFSP.**
The user needs to upload TEFAP entitlement data	Select **SDA Entitlement Budgeting for TEFAP.**

(Note) This work instruction uses NSLP as an example; however, the steps provided apply to all programs. Use the RA Entitlement Budgeting by Program job aid for a list of field definitions and portal paths for each of these programs.
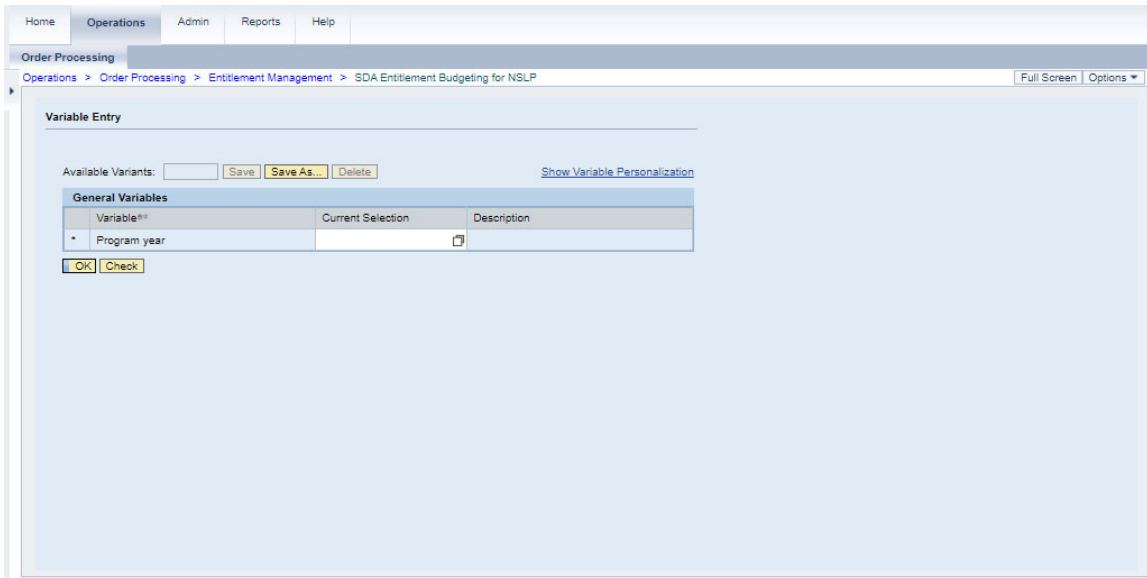
Image: SDA Entitlement Budgeting for NSLP Screen
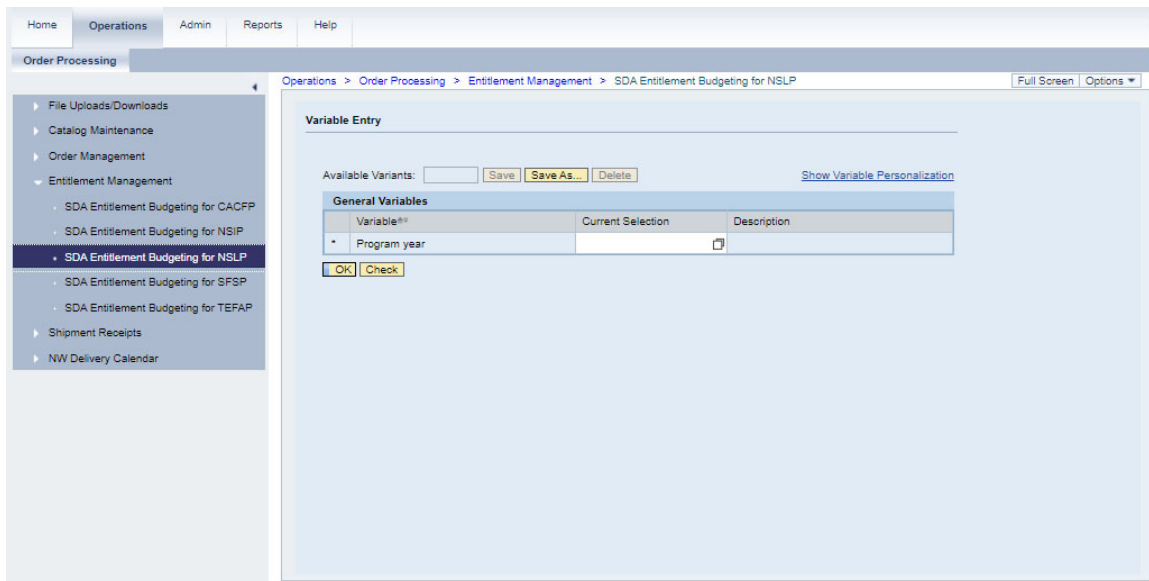
3. Click ◀ (the **Hide Navigator** arrow) to minimize the navigation menu as necessary. Note that this can be done in any screen in WBSCM.

Image: SDA Entitlement Budgeting for NSLP Screen

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

Field	R/O/C	Description
Program year	R	Year when the customer will be able to use the funds allocated for the specific program. **Example:** 2020

(Note) The program year may be a fiscal year, school year, or calendar year, depending on the program.

5. Click [Check] (the **Check** button) to determine if the value entered in the **Program Year** field is valid. WBSCM defines the year as a four-digit number between 0 and 9999. An error is displayed if a value is entered outside of the expected range.

6. Click [OK] (the **OK** button) to view the entitlement budgeting.

Image: SDA Entitlement Budgeting for NSLP Screen

7. Perform one of the following:

If	Then
The user needs to return to the search screen	Click **Refresh** (the **Refresh** button).
The user needs to include any RAs that may not be displayed	Click **New Record** (the **New Record** button) to display newly entered RAs.
The user needs to enter entitlements manually	Go to Step 8.
The user needs to create a new upload file by using previous year entitlements	Go to Step 12.
The user needs to upload the entitlement for one or more RAs for the current year by uploading a file	Go to Step 22.

Image: SDA Entitlement Budgeting for NSLP Screen

8.   Click [Maintain] (the **Maintain** button) to enable edit mode to enter entitlement details.

(Note) Use [New Record] (the **New Record** button) to add an entry for every active RA who has the program assigned (from Organization Maintenance) and does not already have an existing entry (for the given program / year).

(Note) The [Maintain] (the **Maintain** button) allows users to modify existing entries for both active and inactive RAs.

Image: SDA Entitlement Budgeting for NSLP Screen

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

Field	R/O/C	Description
Meal Count	R	The number of meals expected to be consumed during the entitlement budget period. **Example:** 5500.000 (Note) Meal Counts to RAs by SDA cannot exceed amount allocated to SDA by FNS.
Adjustment between RAs	O	Adjustment amount for all RAs assigned by an SDA. **Example:** 0.00 (Note) This amount is the amount moved from one RA to another. The amount cannot exceed the amount allocated to SDA by FNS.

Field	R/O/C	Description
DOD Fresh	O	The amount of the entitlement that has been allocated to spend on the USDA DoD Fresh program. **Example:** 2250.00 (Note) This amount is subtracted from the total available entitlement to be used in WBSCM. **DOD Fresh** is an editable field for NSLP only. (Note) USDA DoD Fresh is a program operated in partnership with the Defense Logistics Agency within the Department of Defense that allows schools to purchase fresh fruits and vegetables using entitlement funds.

(Note) Each line represents an RA. The fields listed above should be populated for every RA receiving entitlement funds for the current year.

Image: SDA Entitlement Budgeting for NSLP Screen

10. Click [Re-Calculate] (the **Re-Calculate** button) to update the tentative entitlement budget based on the changes made. Re-Calculate updates the **Ent Amt Distributed per Meal Count** and **Final Commodity Entitlement** columns. In addition, the totals on the yellow highlighted **Result** line are re-calculated based on the changes made. Scroll down to view the totals line if it is not visible.

(Note) Depending on the number of **Business Partners** listed, it may be necessary to navigate to the last page of records to view the totals.
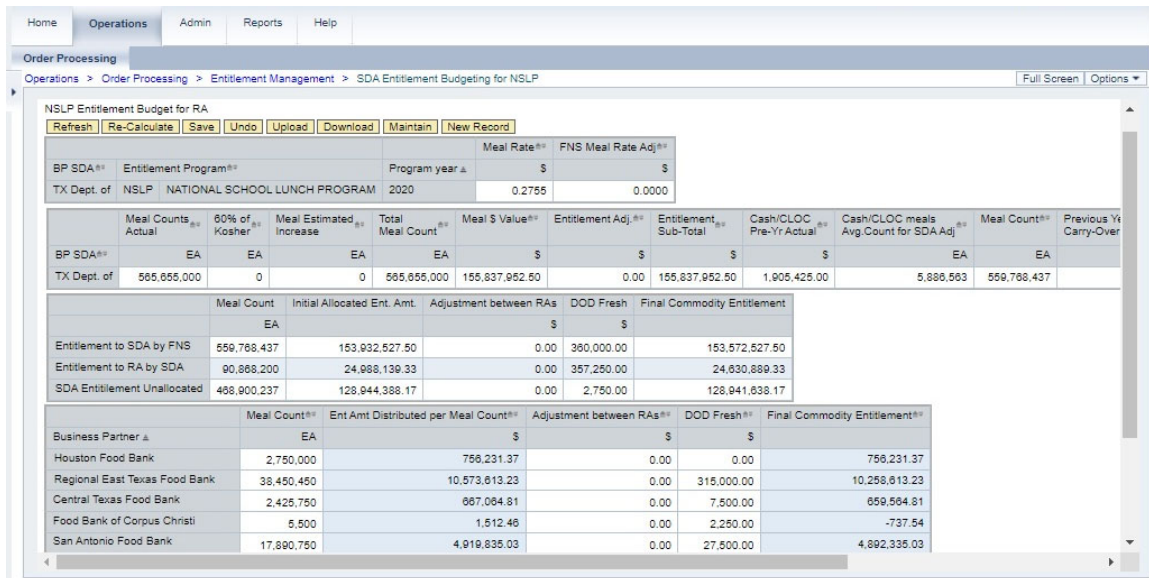
(Note) The **Re-Calculate** button does not save changes; it shows the results of changing

entitlement budget figures.

11. Perform one of the following:

If	Then
The user needs to reverse changes made during re-calculation	Click [Undo] (the **Undo** button).
The user needs to save changes made using the re-calculation option	Click [Save] (the **Save** button).
The user is finished maintaining entitlements	Go to Step 31.

Image: SDA Entitlement Budgeting for NSLP Screen

12. Click [Download] (the **Download** button) to go to the *BI-Integrated Planning: File Download* screen.

Image: BI-Integrated Planning: File Download Screen

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

Field	R/O/C	Description
* Program Year	R	Year when the customer will be able to use the funds allocated for the specific program. **Example:** 2019 (Note) In this example, the year 2019 was used to update year 2020.

14. If necessary, click ⌄ (the **drop-down** arrow for **File Format** field) and select the appropriate option. In this example, the defaulted **Text (Tab delimited)** option is kept.

(Note) The **File format** options are:

- **Text (Tab delimited)**
- **Text (Fixed length)**
- **Text (CSV)**
- **XML**

Image: BI-Integrated Planning: File Download Screen
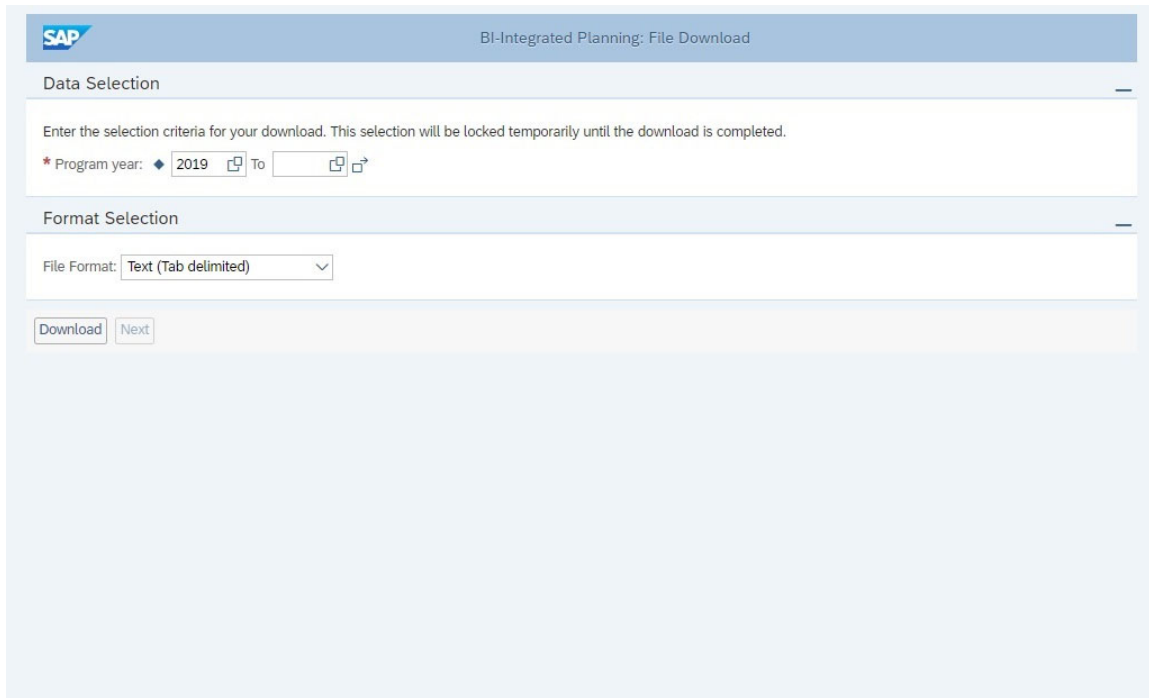
15. Click [Download] (the **Download** button) to download the entitlement budget data.

16. Review the messages at the top of the screen. If error messages appear, the download did not occur. Review the error message for recommended actions before trying again. Contact the WBSCM Service Desk with any questions.

Image: Bi-Integrated Planning: File Download Screen
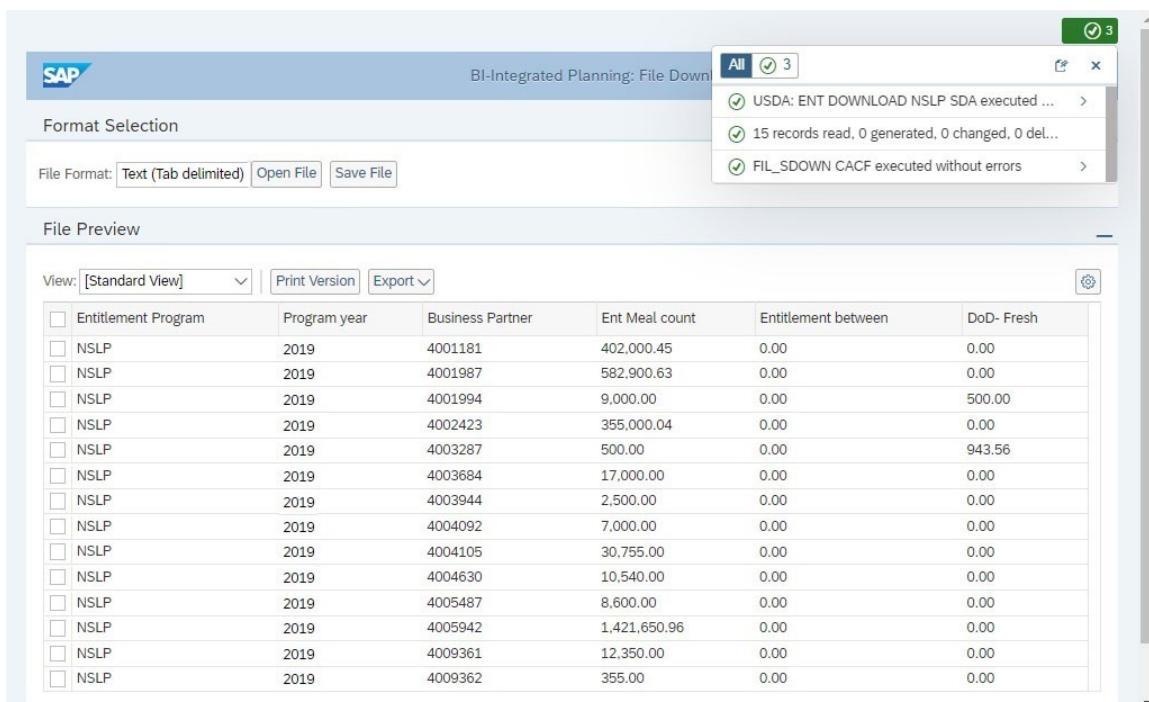
17. Click [Save File] (the **Save File** button).

(Note) In the *File Preview* section of the screen [Export ∨] (the **Export** button) can be used to download entitlement data in a spreadsheet compatible version. This version cannot be uploaded.

18. Open the downloaded file in Excel.

Image: Microsoft Excel Screen
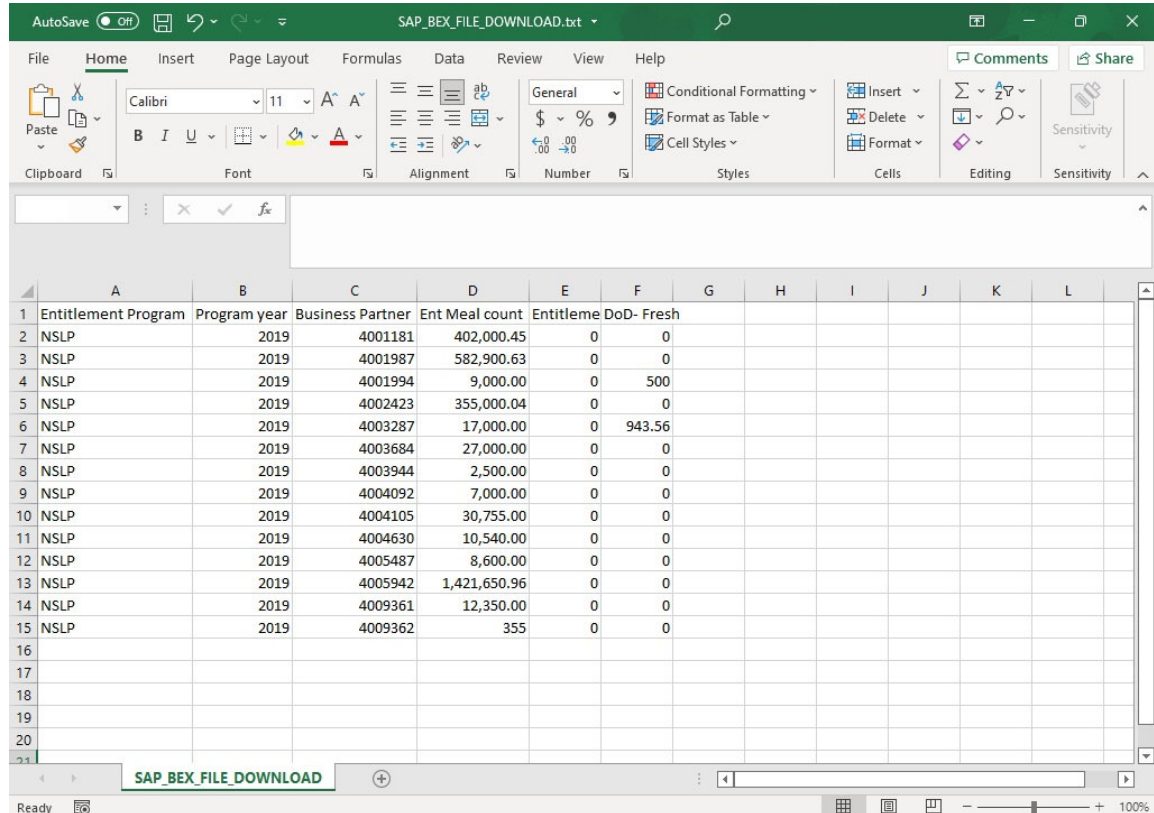
19. As required, complete/review the following fields:
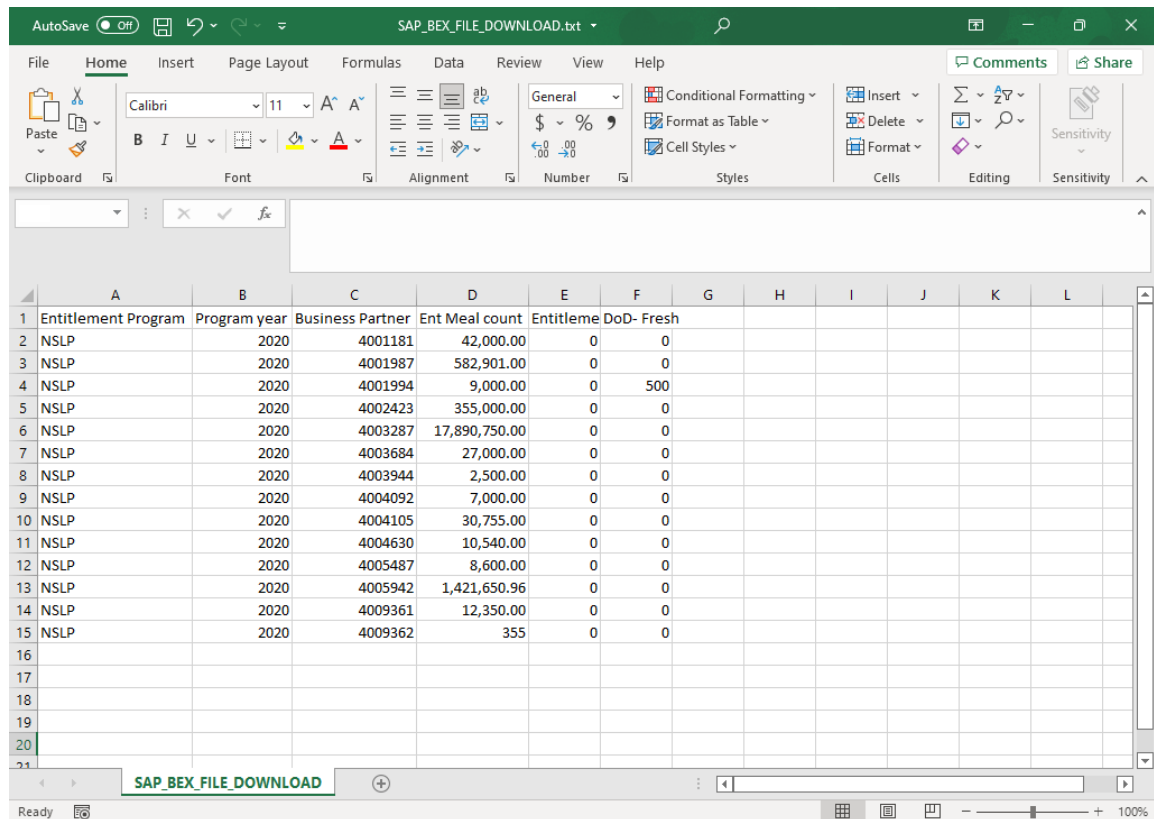
Field	R/O/C	Description
Entitlement Program	R	The acronym for the entitlement program. **Example:** NSLP
Program Year	R	Year when the customer will be able to use the funds allocated for the specific program. **Example:** 2020

Field	R/O/C	Description
Business Partner	O	Number or Name assigned to State Distribution Agencies (SDAs), Indian Tribal Organizations (ITOs), Co-ops, and Recipient Agencies (RAs) in WBSCM. **Example:** 4001181 (Note) In this example, the Business Partner is displayed as a number and applies only to the RA.
Ent Meal count	O	The number of meals expected to be consumed during the entitlement budget period. **Example:** 42,000.00
Entitlement Between	O	The total amount of entitlement dollars assigned to RAs by an SDA. **Example:** 0 (Note) This amount is the amount moved from one RA to another. The amount cannot exceed the amount allocated to SDA by FNS.
DOD Fresh	O	The amount of the entitlement that has been allocated to spend on the USDA DoD Fresh program. **Example:** 0 (Note) **DOD Fresh** is used for NSLP, SFSP, and CACFP. Entitlement allocation for SFSP and CACFP is performed via file upload. (Note) USDA DoD Fresh is a program operated in partnership with the Defense Logistics Agency within the Department of Defense that allows schools to purchase fresh fruits and vegetables using entitlement funds.

(Note) Update the document to reflect selected year funding for each RA.

Image: Microsoft Excel Screen

20.   Click 🖫 (the **Save** icon) to save the file locally once all data has been entered.

(Note) In this example, the 2019 data was updated for use in 2020. The user updated the **Program year**, **Ent Meal count** and **DOD Fresh** columns.

21.   Click ✕ (the **Close** button) to close the data file and return to the *NSLP Entitlement Budget for RA* screen.

(Note) If necessary, close the *BI-IP Integrated Planning: File Download* screen.

Image: SDA Entitlement Budgeting for NSLP Screen

22. Click [Upload] (the **Upload** button) to upload RA Entitlements from a data file.

(Note) This file may be created as a new file or by downloading a previous year's entitlement and updating the information (Steps 12-21).

(Note) The upload files must reflect the following:

- Each entry must have a BP ID, program, year
- RA must be under the SDA
- RA must have the instance program assigned (via Organization Maintenance)

Data information, including data structures, elements, and definitions, as well as sample files for uploading entitlements are available from FNS.

(Note) When uploading entitlements from a file, WBSCM creates new row entries if nothing exists in the **Program Year** for an RA. If the file upload is a change to an existing entry for the **Program Year**, the existing entry is updated to reflect the changes from the file.

(Note) Existing entitlements can be changed for an inactive RA, but no new entitlements can be created.

Image: BI-Integrated Planning: File Upload Screen
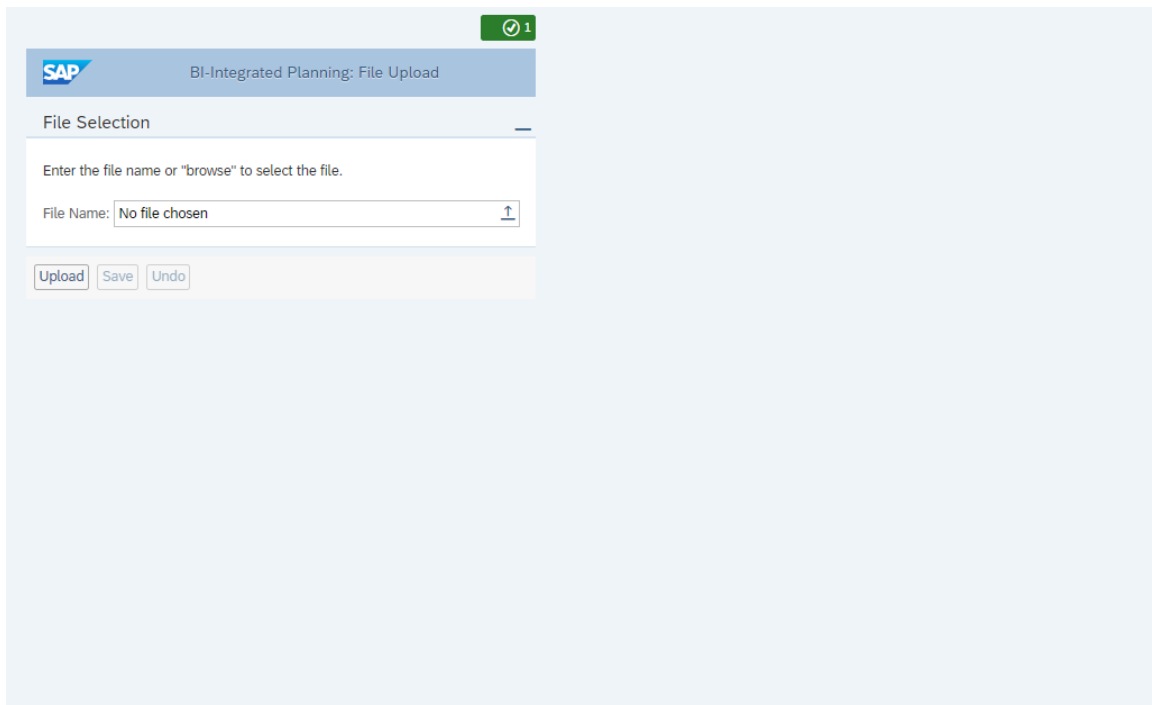
23. Click ⬆ (the **Browse** button) to locate the data file with the current year entitlement.

24. Locate and select the appropriate file to be uploaded. In this example, the file named **SAP_BEX_FILE_DO.....txt** is selected.

Image: BI-Integrated Planning: File Upload Screen
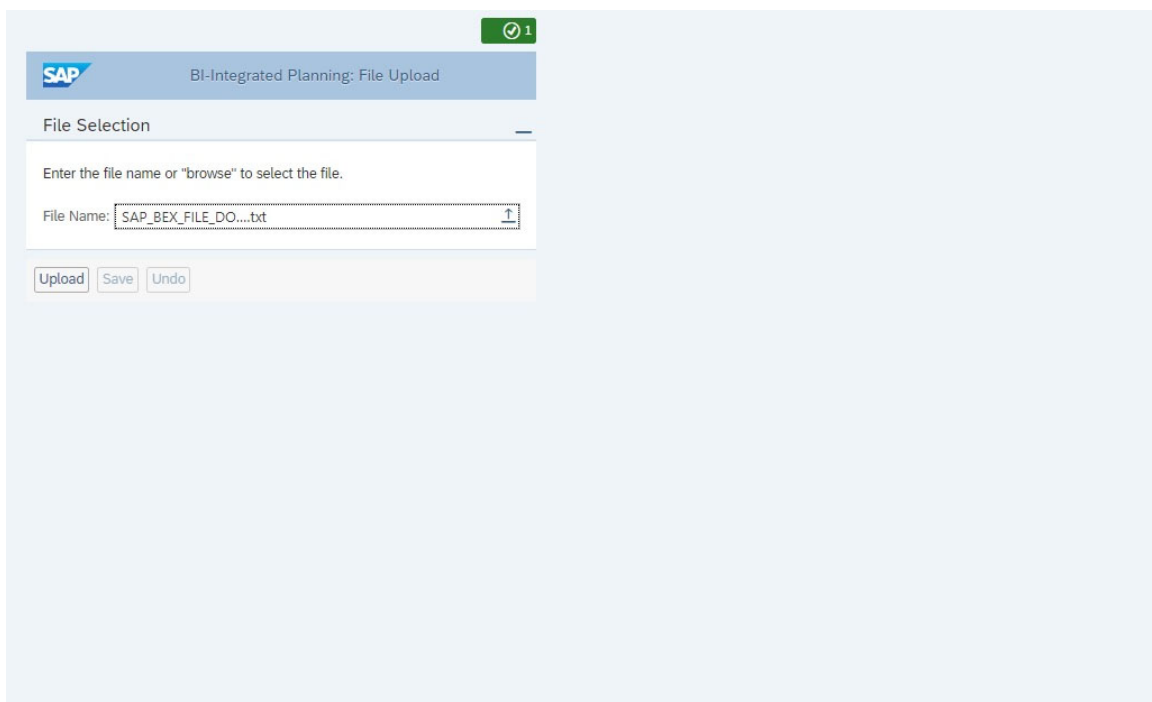
25.   Click [Upload] (the **Upload** button).

![info icon]   (Note) The user located and selected the appropriate file to upload.

26.   Review the upload details.

![info icon]   (Note) Review the messages at the top of this screen. If error messages appear, the upload did not occur. Correct the issue and return to Step 22 to attempt the upload again.

Image: BI-Integrated Planning: File Upload Screen

Entitlement Program	Program year	Business Partner	Ent Meal count	Entitlement between	DoD- Fresh
NSLP	2020	4001181	402,000.45	0.00	0.00
NSLP	2020	4001987	582,900.63	0.00	0.00
NSLP	2020	4001994	9,000.00	0.00	500.00
NSLP	2020	4002423	355,000.04	0.00	0.00
NSLP	2020	4003287	500.00	0.00	943.56
NSLP	2020	4003684	17,000.00	0.00	0.00
NSLP	2020	4003944	2,500.00	0.00	0.00
NSLP	2020	4004092	7,000.00	0.00	0.00
NSLP	2020	4004105	30,755.00	0.00	0.00
NSLP	2020	4004630	10,540.00	0.00	0.00
NSLP	2020	4005487	8,600.00	0.00	0.00
NSLP	2020	4005942	1,421,650.96	0.00	0.00

Messages (3):
- USDA: ENT DOWNLOAD NSLP SDA executed ...
- 15 records read, 0 generated,11 changed, 0 del...
- FIL_SDOWN CACF executed without errors

27.   Click [Save] (the **Save** button).

Image: BI-Integrated Planning: File Upload Screen
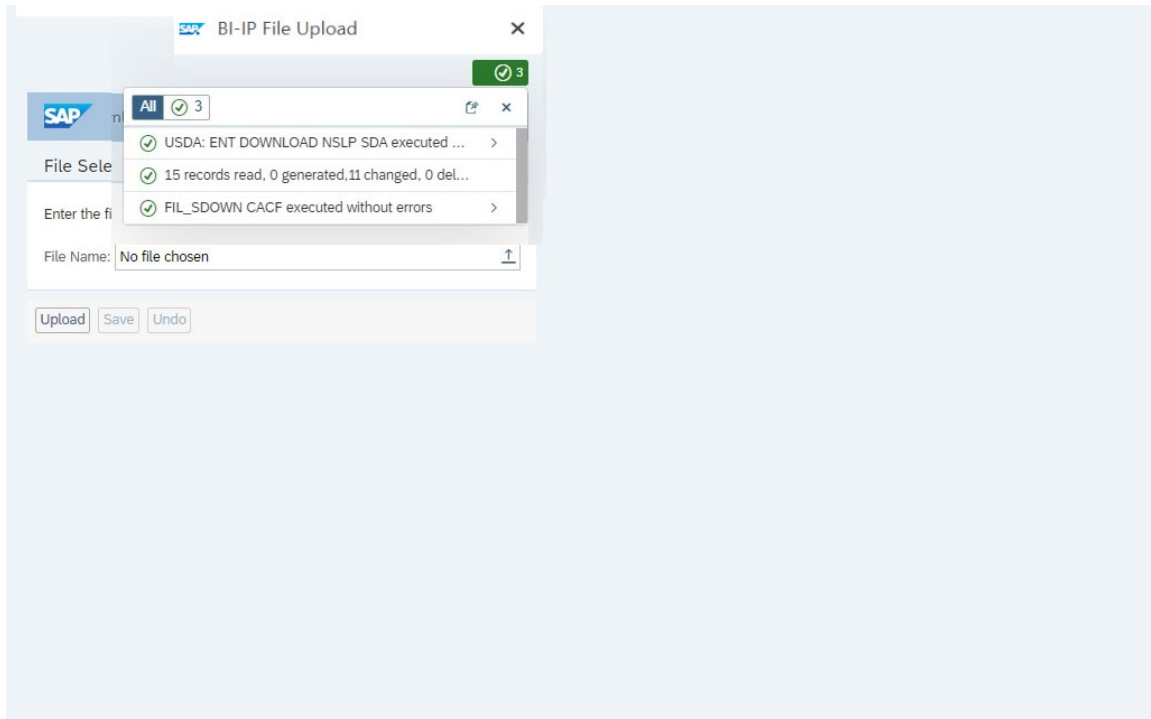
28.   Click   ✕   (the **Close** button).

Image: NSLP Entitlement Budget for RA Screen

29.   Click Re-Calculate (the **Re-Calculate** button) to display the updated data.

Image: SDA Entitlement Budgeting for NSLP Screen

30.   Click [Save] (the **Save** button) to save the changes.

31.   The transaction is complete.

RESULT

Entitlement for the selected program year has been updated for one or more RAs. This may have included manually entering values in WBSCM or uploading a data file to update multiple line items.

RA Entitlement Budgeting by Program

The purpose of this transaction is for the State Distributing Agency Organization Administrator (SDA Org Admin) to maintain entitlements for Recipient Agencies (RAs) in WBSCM. RA Entitlements are maintained for various programs with individual program requirements so the WBSCM transactions for these programs display different views.

This job aid provides field definition and portal navigation path for each of the programs that use this transaction in WBSCM.

Use the Maintain RA Entitlements work instruction for step-by-step instructions to maintain entitlements.

TEFAP
The Emergency Food Assistance Program
TEFAP is a Federal program that helps supplement the diets of low-income Americans by providing them with emergency food and nutrition assistance at no cost.

NSIP
Nutrition Services Incentive Program
This program is administered by the U.S. Department of Health and Human Service's Administration on Aging - but receives USDA foods from the Food and Nutrition Service.

NSLP
National School Lunch Program
NSLP is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions.

SFSP
Summer Food Service Program
The Summer Food Service Program ensures that low-income children continue to receive nutritious meals when school is not in session.

CACFP
Child and Adult Care Food Program
CACFP provides aid to child and adult care institutions and family or group day care homes for the provision of nutritious foods.

TEFAP PROGRAM

In WBSCM, select **Operations** tab ➔ **Order Processing** tab ➔ **Entitlement Management** folder ➔ **SDA Entitlement Budgeting for TEFAP** link to go to the *SDA Entitlement Budget for TEFAP* initial screen.

Not all fields are available for edit. This table lists the fields that may be changed.

Field	Description
Admin Funds (Initial Allocation)	Value of the initial allocation of the RA's administrative funds under TEFAP program for the selected calendar year.
Initial Commodity Entitlement (Not Incl. Convertible Funds)	Value of the initial commodity entitlement allocation, not including convertible funds, for the RAs under TEFAP program for the selected calendar year.
Adj to Admin Funds (Conversions, Recoveries, etc.)	Value of adjustments to admin funds, including conversion elections or recovery of unspent admin funds.
Adj. to Comm. Entitlement (Conversions, Supp. Funds, etc.)	Value of any adjustments to Commodity Entitlement generated by conversions, or supplemental funds.
Previous Year CarryOver (+/-)	Value of any adjustments to Commodity Entitlement from the previous year. Value can be positive or negative.

WBSCM

NSLP, CACFP, AND SFSP PROGRAMS

In WBSCM, select **Operations** tab ➜ **Order Processing** tab ➜ **Entitlement Management** folder ➜

For **SDA Entitlement Budgeting for NSLP** link to go to the *SDA Entitlement Budget for NSLP* initial screen.

For **SDA Entitlement Budgeting for SFSP** link to go to the *SDA Entitlement Budget for SFSP* initial screen.

For **SDA Entitlement Budgeting for CACFP** link to go to the *SDA Entitlement Budget for CACFP* initial screen.

The image displayed is for the Child and Adult Care Food Program (CACFP); however, the same data fields also apply to NSLP and SFSP.

Not all fields are available for edit. This table lists the fields that may be changed.

	Description
Meal Count	The number of meals expected to be consumed during the entitlement budget period.
Adjustment between RAs	Adjustment amount for all RAs assigned by an SDA.
DoD Fresh	A program operated by the Defense Logistics Agency within the Department of Defense that allows schools to purchase fresh fruits and vegetables using entitlement funds. (DoD Fresh is editable for **NSLP** and **SFSP** only).

NSIP PROGRAM

In WBSCM, select **Operations** tab ➔ **Order Processing** tab ➔ **Entitlement Management** folder ➔ **SDA Entitlement Budgeting for NSIP** link to go to the *SDA Entitlement Budget for NSIP* initial screen.

Not all fields are available for edit. This table lists the fields that may be changed.

Field	Description
Entitlement by SDA to RA	The amount of entitlement money an SDA budgets for an RA.
Entitlement between RAs	The total amount of entitlement dollars transferred between RAs by an SDA. The net amount should be zero.

Set Entitlement Tolerance

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.

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 WBSCM Portal Basic Navigation course for tips on creating favorites, performing searches, etc.

PROCEDURE

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

Maintain Organization Screen
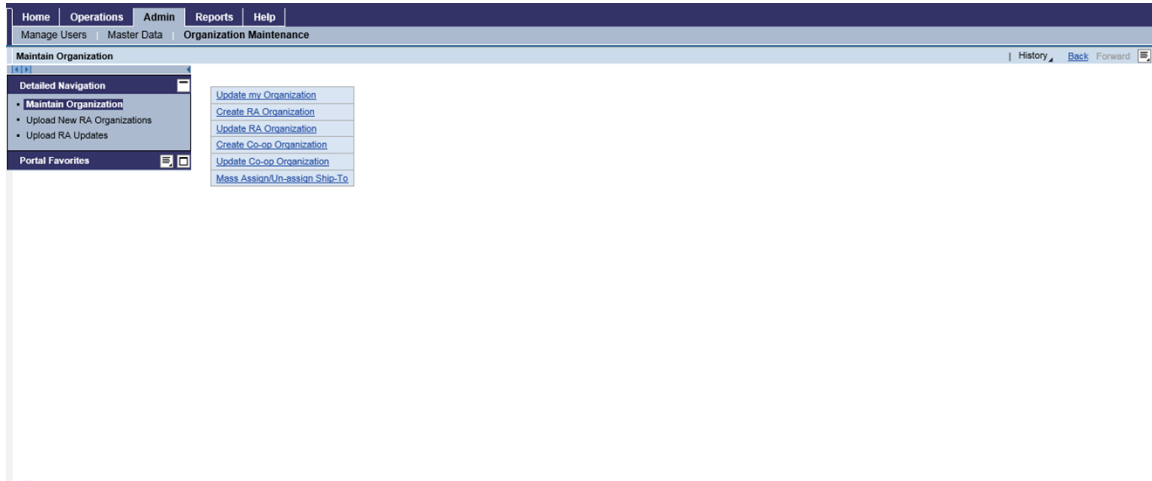
2.   Click ◀ (the **Hide Navigator** button) to minimize the Portal menu. Note that you can do this with
     any transaction in WBSCM - not just order management transactions.

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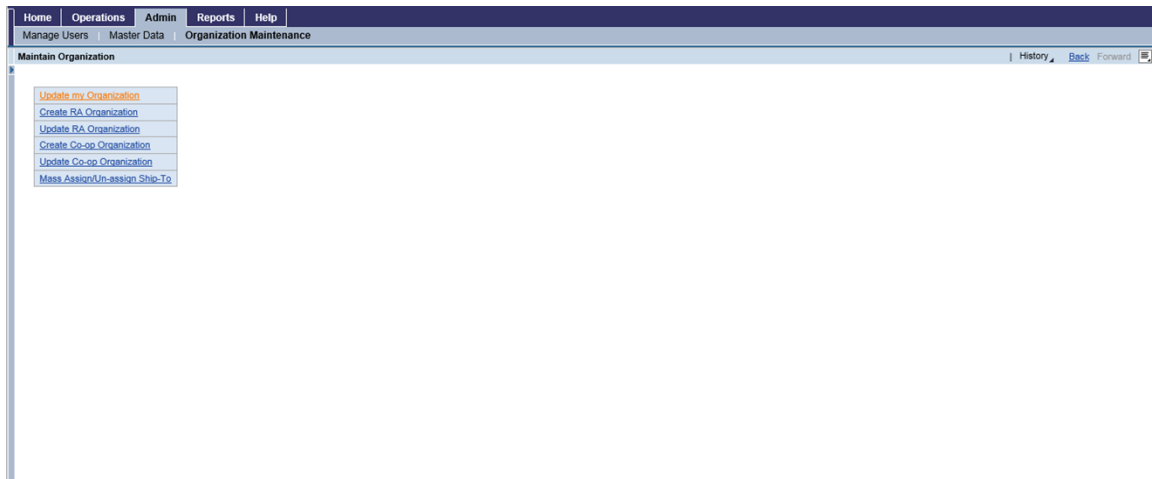
3.   Click Update my Organization (the **Update my Organization** link).

Update My Organization Screen

4. Click [Miscellaneous] (the **Miscellaneous** tab) to view the Entitlement Thresholds.

Update My Organization Screen

5. Click [▼] (the **Dropdown** button) to set the **Notification Percentage** for the desired program.

> (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.

Update my Organization Screen

6. Select the **Notification Percentage** for the desired program. In this example, we selected ![100 %] (the **100%** option) for NSLP.

Update My Organization Screen

7. Click ![dropdown] (the **Dropdown** button) to set the **Stop Order Percentage** for the desired program.

> (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 will be displayed.

Update my Organization Screen

8. Select the **Stop Order Percentage** for the desired program. In this example, we selected 100 % (the **100%** option) for NSLP.

Update My Organization Screen

9. Click Submit (the **Submit** button) to save the Notification and Stop Order Percentages you have selected.

> (Note) The confirmation message at the top of the screen indicates that the business partner was successfully updated.

RESULT

You have successfully set the entitlement thresholds or tolerance for a particular program using the available Notification and Stop Order Percentages.

Display Entitlement Balance

PROCESS OVERVIEW

Purpose

The purpose of this transaction is for SDA and RA Order Managers to view entitlement, order balances and totals. Using this transaction, SDAs and RAs will be able to view the balance from the current and previous program years. This is the same as reviewing an Entitlement Bonus Summary report. Additional actions include:

- Filter and customize balance output
- Export to spreadsheet format
- Save as PDF or print output

Process Trigger

Use this procedure to display, print, or save entitlement balance information.

Prerequisites

- SDA must have entitlement assigned or transactions posted for the specified program year in WBSCM.

Portal Path

Follow the Portal path below to complete this transaction:

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

Tips and Tricks

- The R/O/C acronyms in the field tables represent Required, Optional, or Conditional field entries.
    - A **Required field (R)**: a mandatory field necessary to complete the transaction
    - An **Optional field (O):** a non-mandatory field not required to complete the transaction
    - A **Conditional field (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, perform searches, etc.

PROCEDURE

1. Start the transaction using the following Portal path: **Operations** tab ➜ **Order Processing** tab ➜ **Order Management** folder ➜ **Domestic Order Entry** link.

    Image: Domestic Order Entry Screen
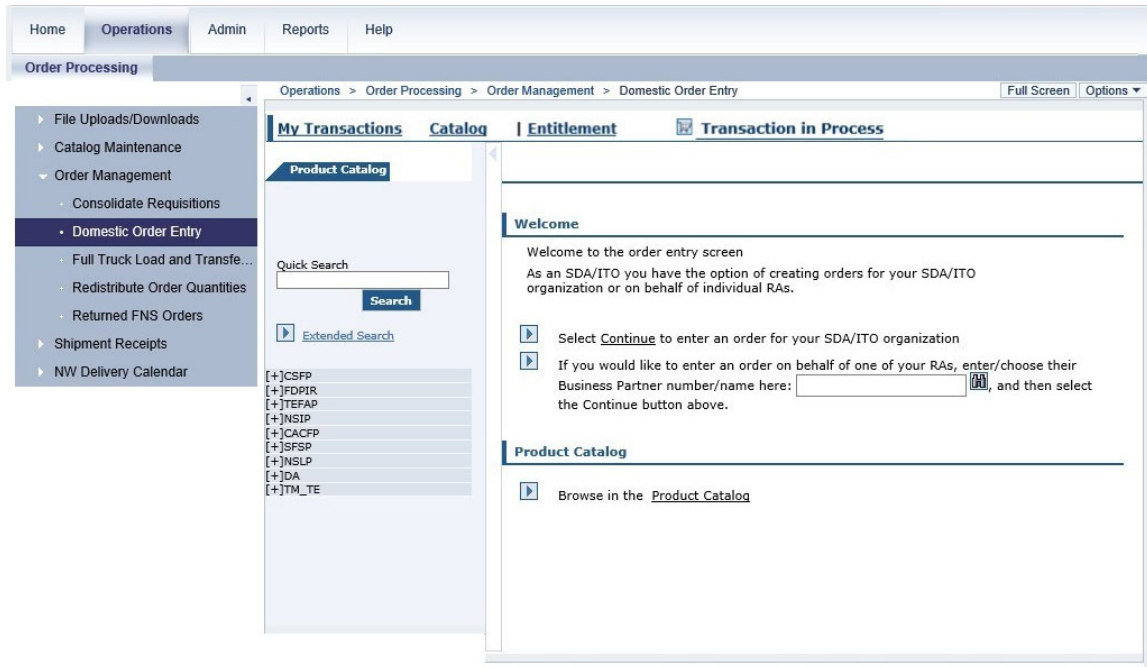
2. Click ◄ (the **Hide Navigator** arrow) to minimize the Portal menu. Note that this can be done with any transaction in WBSCM.

    Image: Domestic Order Entry Screen
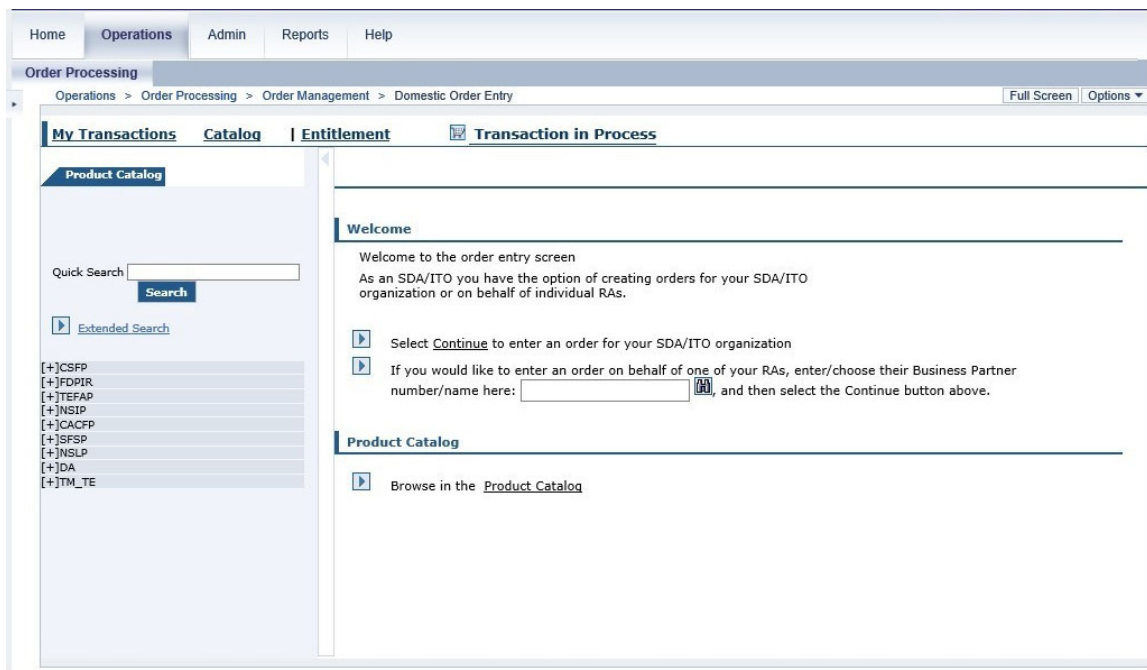
3.   Click **Entitlement** (the **Entitlement** link) to execute a query on entitlement balances, which opens the search in a new window.

(Note) From this screen, the following functions are also available:

- Click **My Transactions** (the **My Transactions** link) to search for and display requisitions that have previously created.
- Click **Catalog** (the **Catalog** link) to view the FNS Catalog, where they can select commodities and create a new requisition.
- Click **Transaction in Process** (the **Transaction in Process** button) to return to an active shopping cart that has not yet been submitted.

Image: Entitlement/Bonus Summary Report Screen
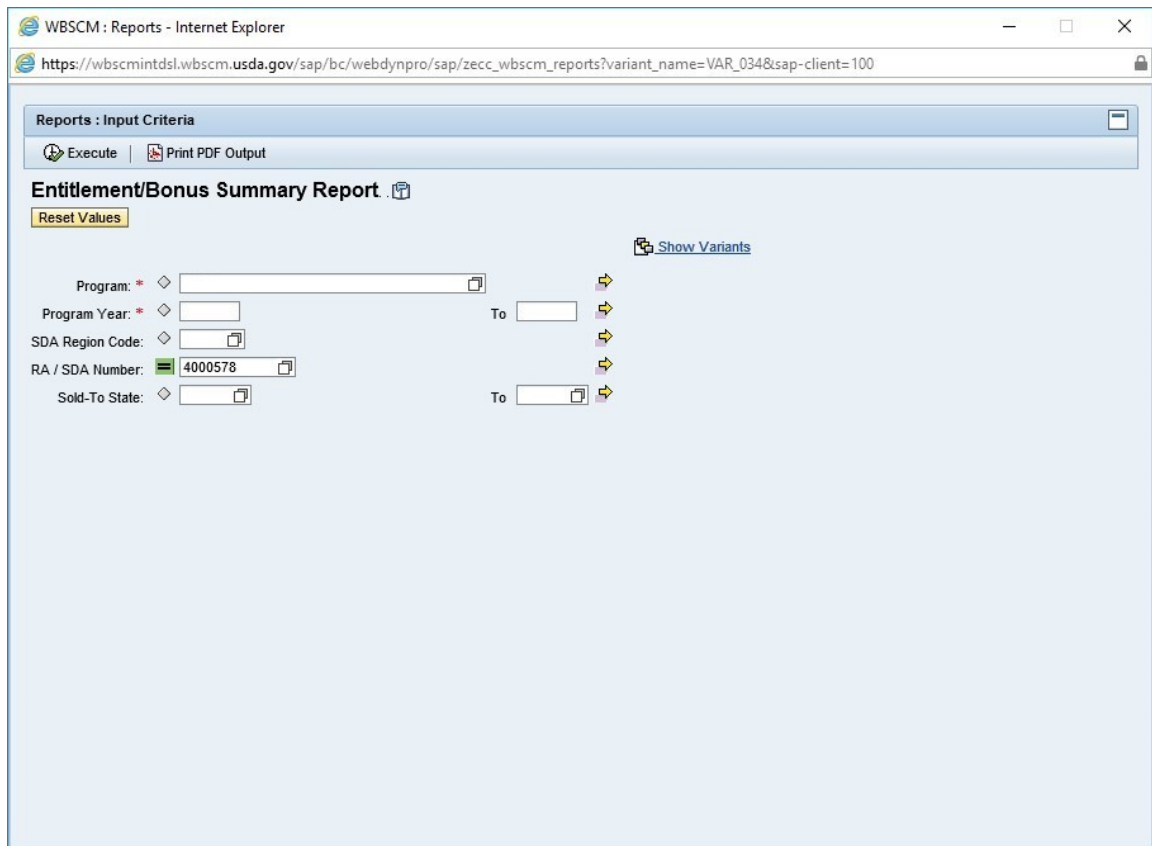
4.   As required, complete/review the following fields:

Field	R/O/C	Description
Program: *	R	Abbreviation for the specific program through which the user places their orders. If the program abbreviation is unknown, use the WBSCM search functionality to locate it. **Example:** NSLP

Field	R/O/C	Description
Program Year	R	Year when the customer will be able to use the funds allocated for the specific program. **Example:** 2016 (Note) To select a range of years when generating a report enter the ending year in the **To** field.
SDA Region Code	O	Code assigned to SDA based on their location.
RA / SDA Number	O	Number assigned to RA / SDA based on their ID. (Note) The **RA/SDA Number** is pre-populated to the organization linked to the user's login ID.
Sold-To State	O	State of the user's customer organization.

Image: Entitlement/Bonus Summary Report Screen
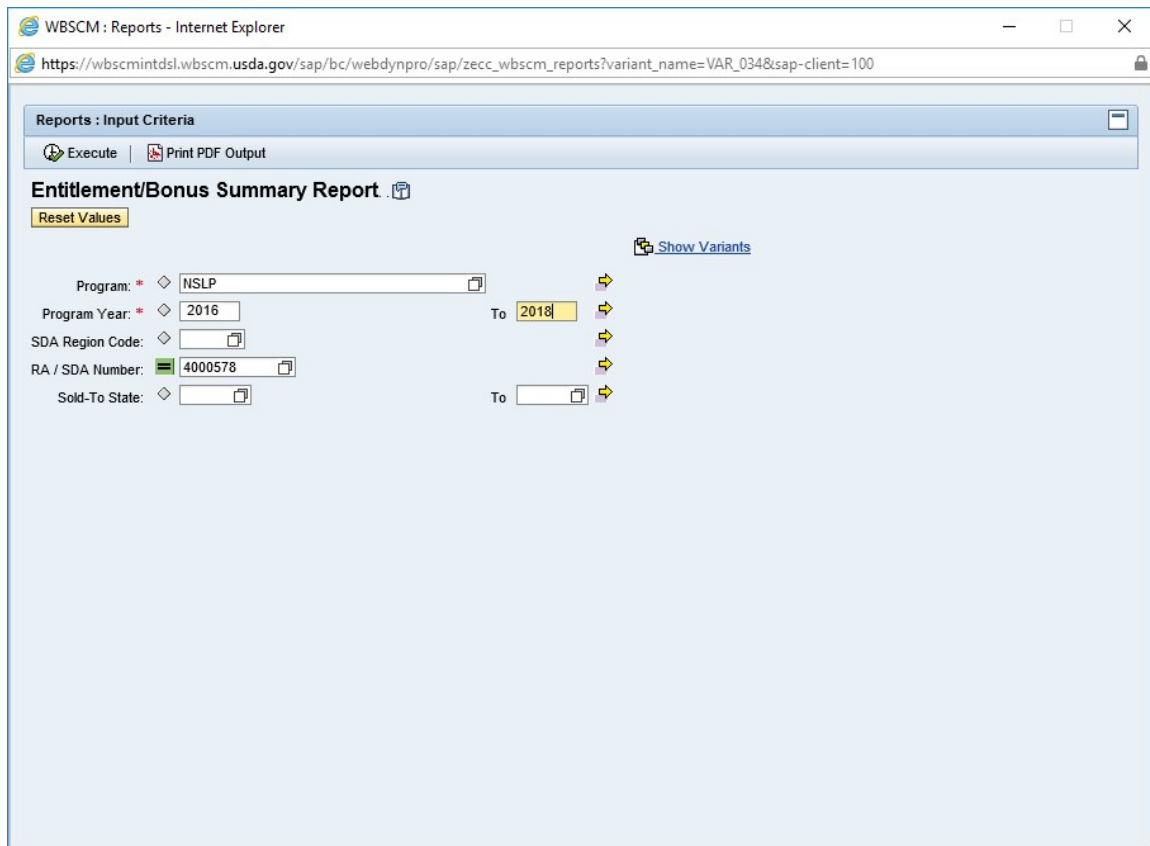
5.   Click [Execute] (the **Execute** button) to review the report details.

 (Note) The following options are available:
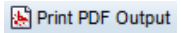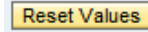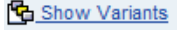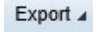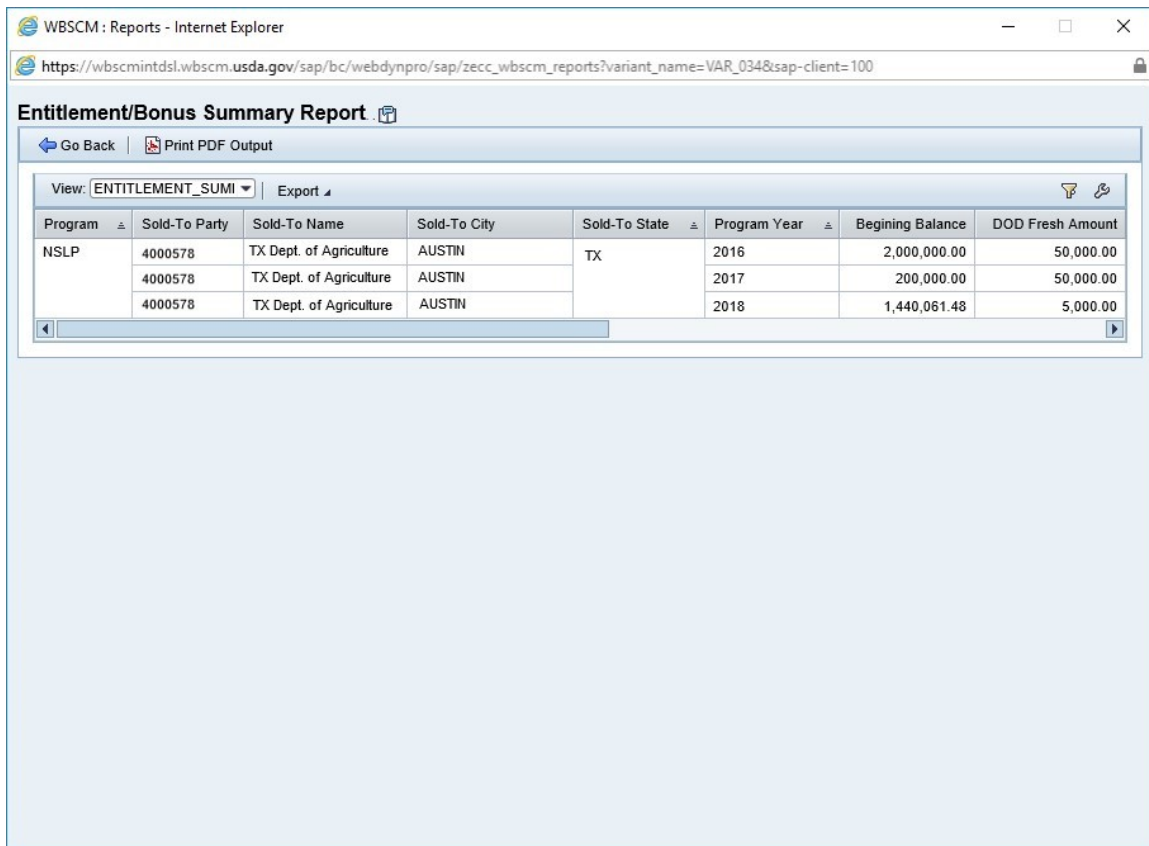
- Use [Print PDF Output] (the **Print PDF Output** button) to generate the report as a formatted PDF file to print, save, or share.
- Use [Reset Values] (the **Reset Values** button) to clear the fields and reset the selection criteria.
- Use [→] (the **Yellow Arrow** button) to enter additional selection criteria, such as expanding a field to include a range of values.
- Use [⬜] (the **Matchcode** button) to view a list of available values in a popup window.
- Use [Show Variants] (the **Variants** link) to display a previously saved customized report output associated with the user's login ID.
- Use [Export ▲] (the **Export** button) to generate a spreadsheet from report data, which can be further organized and analyzed using Microsoft Excel or another spreadsheet tool.

Image: Entitlement/Bonus Summary Report Screen

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

Field	R/O/C	Description
Program	O	Acronym to identify a USDA food distribution program.
Sold-To Party	O	Unique identifying name associated with a particular customer in WBSCM. (Note) RA's can view only their own entitlement. SDAs can view any subordinate RA's entitlement by changing the Sold-To Party field.
Sold-To Name	O	Unique identifying name associated with a particular customer in WBSCM.

Field	R/O/C	Description
Sold-To City	O	City of the user's customer organization.
Sold-To State	C	State of the user's customer organization.
Program Year	O	Year when the customer will be able to use the funds allocated for the specific program.
Beginning Balance	O	Balance that was granted to the organization at the beginning of the program year - not the current balance.
DOD Fresh Amount	O	Amount allocated for USDA DOD Fresh orders.
Entitlement Order Total	O	Total entitlement dollar amount that has been spent for orders for the respective program and program year.
Entitlement Pounds	O	Total weight (in pounds) for the commodities that have been ordered by the user's organization through this entitlement program during this program year.
Entitlement Balance	O	Remaining balance (in dollars) for this program and program year.
Bonus Order Total	O	Total (in dollars) spent on bonus orders for the respective program and program year. Bonus orders do not deduct from entitlement balance. This field is for tracking purposes.

Field	R/O/C	Description
Bonus Pounds	O	Total weight (in pounds) for the commodities that have been ordered by the user's organization as bonus.
Trade Pounds	O	Total (in dollars) spent on Trade Mitigation orders for the respective program and program year. Trade Mitigation orders do not deduct from entitlement balance. This field is for tracking purposes.
Trade Order Total	O	Total weight (in pounds) for the commodities that have been ordered by the user's organization for Trade Mitigation.

(Note) Click ▽ (the **Filter** icon) to enter criteria to filter the report output.

Click 🔧 (the **Settings** icon) to change the appearance of the report. This includes changing the colors of the report, and which columns are displayed or hidden. The customized view may be names and saved for future use.

7. The transaction is complete.

RESULT

The user has accessed and reviewed the entitlement balances from the catalog. If applicable, the user may have customized the report output and/or has exported their entitlement balance to a spreadsheet or as a PDF file.

Report Title	SDA Entitlement / Bonus Detail Report
Purpose	This report provides detailed information on the entitlement for a particular SDA, specific program, and program year.
Portal Navigation Path	**Reports** tab ➜ **Order Processing** tab ➜ **Entitlement Management** folder ➜ **SDA Entitlement/Bonus Detail Report** link
Target Audience	FNS and SDAs
Report Selection Screen	The following selection criteria are used to execute this report: • **Program –** This field is required. The program code is the 2-5-character abbreviation for a USDA food distribution program. Options for this field include: CACFP (Child and Adult Care Food Program), CSFP (Commodity Supplemental Food Program), NSIP (Nutrition Services Incentive Program), NSLP (National School Lunch Program), SFSP (Summer Food Service Program), TEFAP (The Emergency Food Assistance Program), all Trade Mitigation and all Disaster programs including DA (Disaster Assistance), FFCRA (Families First Coronavirus Response) and CARES (Coronavirus Aid, Relief, and Economic Security). • **Program Year –** This field is required and includes the program year or range of program years. • **SDA Customer Number –** This field is optional. Enter the business partner number associated with the SDA whose entitlement balance the user needs to display. When an SDA runs the report, this field is automatically populated and cannot be changed. • **Entitlement / Bonus –** This is an optional field that indicates whether to include only entitlement orders (ENTITLE), only bonus orders (BONUS), only Trade Mitigation orders (TRADE), or all orders (ALL). If nothing is selected, all orders will be displayed by default. • **Inc. Open Req.s ? –** This field is pre-populated with YES to include open requisitions. To display only requisitions that have been consolidated into Sales Orders, change this value to NO. For most selection criteria (except the **Program Year** field), use (the **Matchcode** button) to view a list of available values in a popup window. After making a selection, click (the **OK** button) or press the **Enter** key on the keyboard. When finished entering criteria, click (the **Execute** button) or press the **Enter** key on the keyboard.

Report Output

SDA Entitlement / Bonus Detail Report

⬅ Go Back | 📄 Print PDF Output

View: [Standard View] ▼ | Export ▴

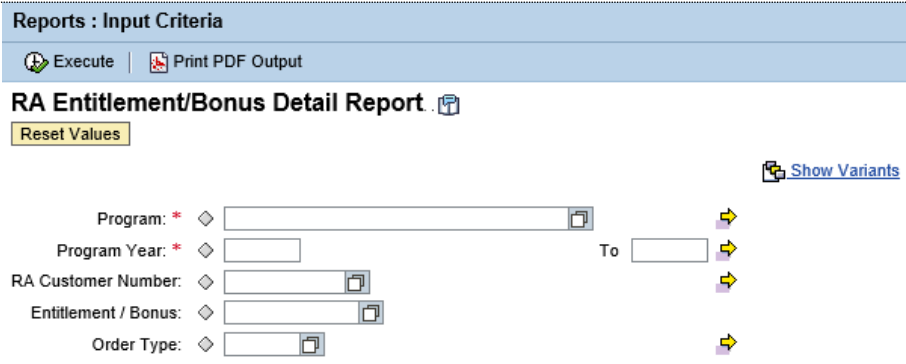| Program	Program Year	Sold-To Party	Sold-To Name	Sold-To City	Sold-To State	Ship-To Party	Ship-To Name	Sales Order	Item	Order Date	Material
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5000241	SPRING BRANCH ISD	5000356646	100	12/15/2016	100212
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5002934	HOUSTON ISD	5000356673	100	12/16/2016	100212
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5002934	HOUSTON ISD	5000356679	100	12/16/2016	100225
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5000241	SPRING BRANCH ISD	5000359341	100	01/12/2017	100256
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5000241	SPRING BRANCH ISD	5000359345	100	01/12/2017	100352
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5001600	AUSTIN ISD	5000359666	100	01/13/2017	100219
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5001600	AUSTIN ISD	5000359668	100	01/13/2017	100261
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5001600	AUSTIN ISD	5000359674	100	01/13/2017	100350
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5001600	AUSTIN ISD	5000359675	100	01/13/2017	100351
NSLP	2018	4000578	TX Dept. of Agriculture	AUSTIN	TX	5003123	DEE'S FOOD SERVICE	5000353891	100	11/04/2016	100212

Material Descr.	Delivery Date	SO Status (value)	Order Quantity	UoM	Order Quantity in LB	Avg. Cost / LB	Net Value	Ent. Amount Availabl	Ent. Amount Pending	Entitlement/Bonus	Delivery Period
MIXED FRUIT EX LT CAN-6/10	07/15/2017	E0007	912	CS	36,252	0.66	23,955.32	187,592,538.00	187,568,582.68	Entitlement	
MIXED FRUIT EX LT CAN-6/10	07/15/2017	E0007	912	CS	36,252	0.66	23,955.32	187,568,582.68	187,544,627.36	Entitlement	
PEARS DICED EX LT CAN-6/10	07/15/2017	E0007	912	CS	36,024	0.69	24,680.04	187,544,627.36	187,519,947.32	Entitlement	
STRAWBERRY FRZ CUP-96/4.5 OZ	07/15/2017	E0007	1,400	CS	37,800	1.54	58,374.54	187,519,947.32	187,461,572.78	Entitlement	
CARROTS FRZ CTN-30 LB	07/15/2017	E0007	1,320	CS	39,600	0.53	21,003.84	187,461,572.78	187,440,568.94	Entitlement	
PEACHES CLING SLICES EX LT CAN-6/10	07/15/2017	E0007	912	CS	36,252	0.67	24,245.34	187,440,568.94	187,416,323.60	Entitlement	
APRICOT FRZ CUP-96/4.5 OZ	07/15/2017	E0007	1,400	CS	36,960	1.78	65,907.07	187,416,323.60	187,350,416.53	Entitlement	
PEAS GREEN FRZ CTN-30 LB	07/15/2017	E0007	1,320	CS	39,600	0.57	22,690.80	187,350,416.53	187,327,725.73	Entitlement	
BEANS GREEN FRZ CTN-30 LB	07/15/2017	E0007	1,320	CS	39,600	0.56	22,223.52	187,327,725.73	187,305,502.21	Entitlement	
MIXED FRUIT EX LT CAN-6/10	07/31/2017	E0007	456	CS	18,126	0.66	11,977.66	187,305,502.21	187,293,524.55	Entitlement	

🔻 🔧

Beginning Balance.	DOD Fresh Amount	Crcy	Order Type	Item Cat.	Order Type Descr	Consolidated ?	RA Number	Linked Doc.	Linked Doc. Item	SO Status
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA
187,592,538.00	0.00	USD	ZDOM	ZTDS	Dom. Order					Approved by SDA

Notes:
- To view the full report, use the vertical scrollbar to view additional records and the horizontal scrollbar to view additional columns.
- This report's output can be customized by selecting a view from the *View* dropdown list. The default view is SDA_ENTITLEMENT. Refer to the Reporting Navigation job aid for tools and techniques to adjust the content and order of the report output and save a custom view.
- Use [Export ▴] (the **Export** button) to generate a spreadsheet from the report contents; data can be further organized and analyzed using Microsoft Excel tools. Use [📄 Print PDF Output] (the **Print PDF Output** button) to generate the report as a formatted PDF file to print, save, or share.

Report Title	RA Entitlement / Bonus Detail Report
Purpose	This report provides a detailed listing of all transactions that impact RA entitlement as well as the RA's beginning and currently available entitlement balances.
Portal Navigation Path	**Reports** tab ➔ **Order Processing** tab ➔ **Entitlement Management** folder➔ **RA Entitlement/Bonus Detail Report** link
Target Audience	SDAs, Co-ops, and RAs
Report Selection Screen

The following selection criteria are used to execute this report:

- **Program –** This field is required. The program code is the 2-5-character abbreviation for a USDA food distribution program. Options for this field include: CACFP (Child and Adult Care Food Program), CSFP (Commodity Supplemental Food Program), NSIP (Nutrition Services Incentive Program), NSLP (National School Lunch Program), SFSP (Summer Food Service Program), TEFAP (The Emergency Food Assistance Program), all Trade Mitigation and all Disaster programs including DA (Disaster Assistance), FFCRA (Families First Coronavirus Response) and CARES (Coronavirus Aid, Relief, and Economic Security).
- **Program Year –** This field is required and includes the program year or range of program years.
- **RA Customer Number –** This field is optional. Enter the business partner number associated with the RA whose entitlement balance the user needs to display. For SDAs or Co-ops that wish to view entitlement transactions for all of their RAs, leave this field blank.
- **Entitlement / Bonus –** This is an optional field that indicates whether to include only entitlement orders (ENTITLE), only bonus orders (BONUS), only Trade Mitigation orders (TRADE), or all orders (ALL). If nothing is selected, all orders will be displayed by default.
- **Order Type –** This is an optional field that indicates a specific type of sales document such as a requisition, redonation, or redistribution. Refer to the Domestic Order Code Definitions job aid for a list of document types.

For most selection criteria (except the **Program Year** field), use ☐ (the **Matchcode** button) to view a list of available values in a popup window. After making a selection, click ☐ (the **OK** button) or press the **Enter** key on the keyboard.

When finished entering criteria, click ⊕ Execute (the **Execute** button) or press the **Enter** key on the keyboard. |

WBSCM

Report Output

RA Entitlement/Bonus Detail Report

⬅ Go Back | 📄 Print PDF Output

View: [Standard View] ▼ | Export ◢

Program	Sold-To Party	Sold-To Name	Sold-To State	Ship-To Party	Ship-To Name	Requisition Number	Requisition Item
NSLP	4001181	Central Texas Food Bank	TX	5005062	CAPITAL AREA FB	1000255601	100

Order Date	Program Year	Material	Material Descr.	Delivery Date	Req. Item Status	Order Quantity	UoM
11/14/2017	2018	100158	BEEF FINE GROUND FRZ CTN-40 LB	11/30/2017	Ready for Approval	1	CS

Order Quantity in LB	Avg. Cost / LB	Net Value	Ent. Amount Availabl	Ent. Amount Pending	Entitlement/Bonus	Sales Order Number	Delivery Period
40	1.33	53.20		53.20-	Entitlement		

Beginning Balance.	Crcy	RA City	Sales Order Item	SO Itm Status(value)	SO Item Status	DOD Fresh Amount	Req./Redist. Type	Item Cat.	Sales Order Type
		Austin					ZREQ	ZTDS	

Notes:
- To view the full report, use the vertical scrollbar to view additional records and the horizontal scrollbar to view additional columns.
- This report's output can be customized by selecting a view from the *View* dropdown list. The default view is ENTITLEMENT_DETAIL. Refer to the Reporting Navigation job aid for tools and techniques to adjust the content and order of the report output and save a custom view.
- Use [Export ◢] (the **Export** button) to generate a spreadsheet from the report contents; data can be further organized and analyzed using Microsoft Excel tools. Use [Print PDF Output] (the **Print PDF Output** button) to generate the report as a formatted PDF file to print, save, or share.