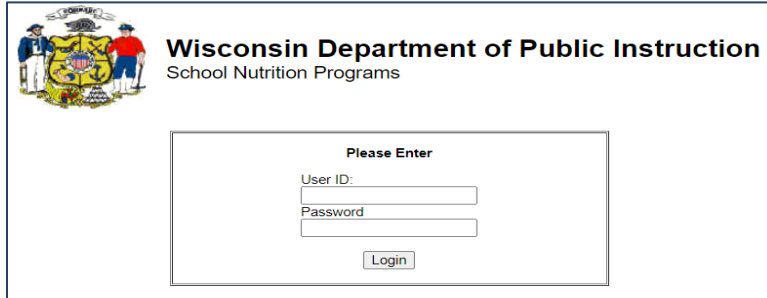


# SFA Reports in the Wisconsin USDA Foods Ordering System

## Log in and Select the Program Year

1. Go to the [USDA Foods Ordering System](#), and log in.



Wisconsin Department of Public Instruction  
School Nutrition Programs

Please Enter

User ID:  
Password

Login

2. Read any messages on the Welcome screen. Click “Continue” button.



After reading this message, click on the "Continue" button at the bottom of the page.

## WELCOME TO THE USDA FOODS ORDERING SYSTEM

Product Cancellations, Delays and Updates: [October 2022 delivery](#)

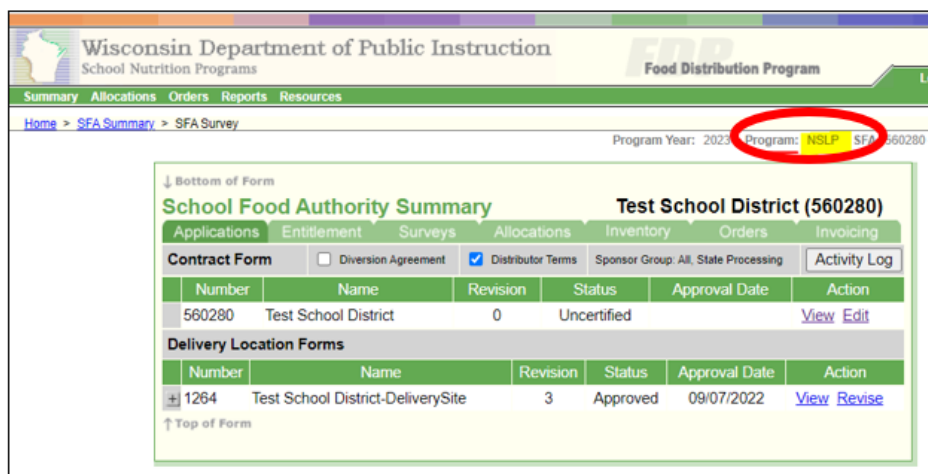
[HOW TO VIEW YOUR CARS REPORT](#)

[HOW TO PRINT FULL WEBPAGE](#)

For more information, click [here](#) to email Dino Ante, or call 608.267.4599

Continue

3. Click on **Program Year** for reporting (current PY is “2023”).
4. If Program is not NSLP, click on “Program” in upper right to select “NSLP”.



Wisconsin Department of Public Instruction  
School Nutrition Programs

Food Distribution Program

Summary Allocations Orders Reports Resources

Home > SFA Summary > SFA Survey

Program Year: 2023 Program: NSLP SFA 560280

↓ Bottom of Form

### School Food Authority Summary

Test School District (560280)

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Contract Form  Diversion Agreement  Distributor Terms Sponsor Group: All, State Processing Activity Log

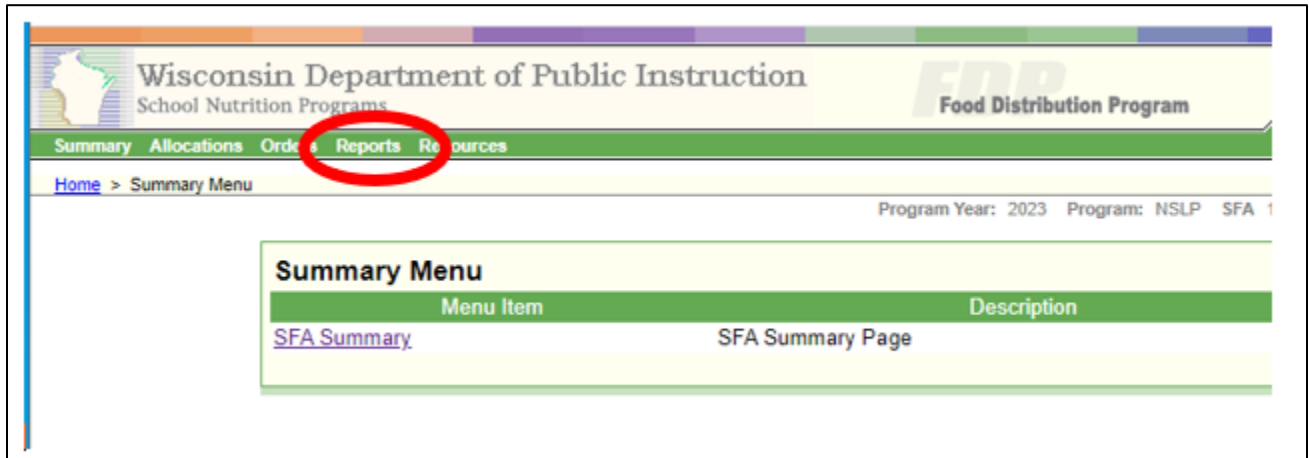
Number	Name	Revision	Status	Approval Date	Action
560280	Test School District	0	Uncertified		<a href="#">View</a> <a href="#">Edit</a>

Delivery Location Forms

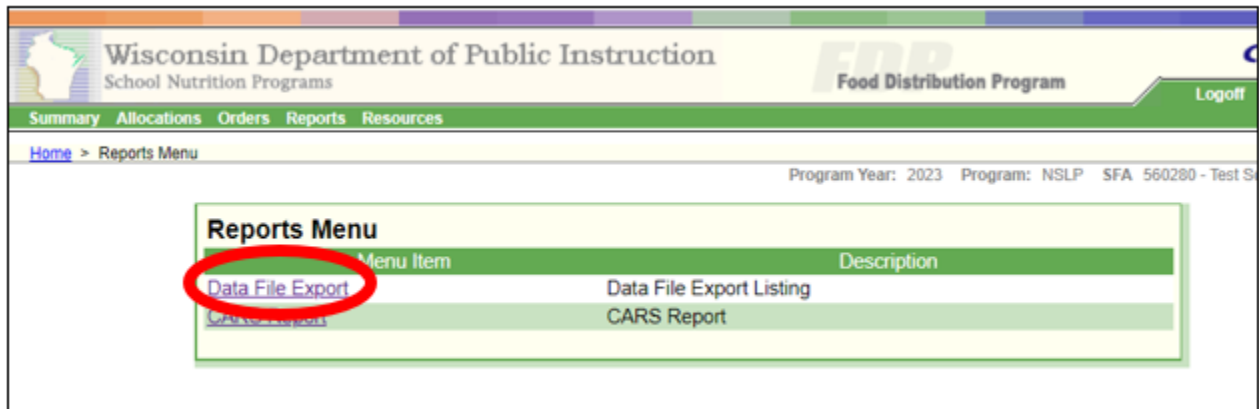
Number	Name	Revision	Status	Approval Date	Action
1264	Test School District-DeliverySite	3	Approved	09/07/2022	<a href="#">View</a> <a href="#">Revise</a>

↑ Top of Form

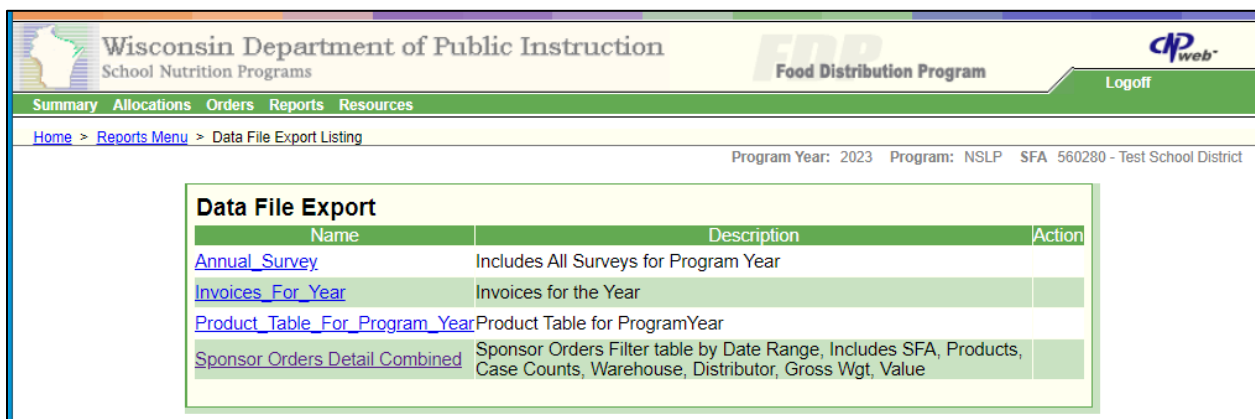
- Click on “Reports” on the green menu bar.



- Click on the “Data File Export”.



- Click on any of the available reports.

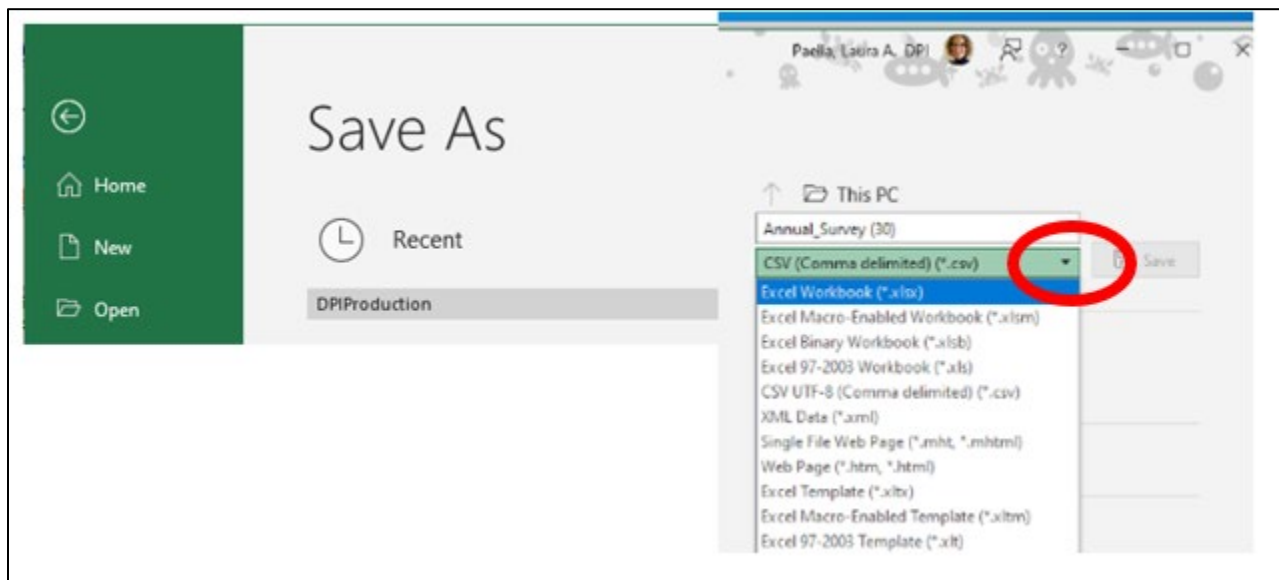


8. CSV file will generate, allowing you to download to your computer (the pop up location depends on the browser you are using, it may pop up in the lower left, or upper right).



9. Click on file to open the report, defaults as CSV format. Note: CSV format has limited capabilities.

10. Before using the report, click “File” and “Save As” to save to the format of your preference. Most users will want to “Save As” and change the format from CSV to an Excel Workbook.



## Report Names and Descriptions

Name	Description
Annual_Survey	Includes All Surveys for Program Year. This is the same information that is on the "Surveys" Tab. This worksheet combines all Surveys into one worksheet. Includes Direct Delivery, State Processed, and Direct Diversion products. Direct Diversion products show up as "Raw" product type and dated 1/1/20XX. This report does not show DoD Fresh commitment or DoD Fresh orders.
Invoices_For_Year	Invoices for the Year. This is the same information that is on the "Invoices" Tab summary table.
Sponsor Orders Detail Combined	Sponsor Orders - filter table by date range. <b>For Direct Delivery and State Processed products only.</b> This is the same information that is on the "Orders" Tab. Worksheet includes product code and description, case count, warehouse, distributor, gross weight, and product value. This is the same information that is on the "Orders" Tab, but in a worksheet. This report does not include Direct Diversion or DoD Fresh Produce orders.

### How to use Sponsor Orders Details Combined Report with Date Range.

1. Click on "Sponsor Orders Detail Combined"

The screenshot shows the 'Data File Export Listing' page for the Wisconsin Department of Public Instruction School Nutrition Programs. The page includes a navigation menu with 'Summary', 'Allocations', 'Orders', 'Reports', and 'Resources'. The breadcrumb trail is 'Home > Reports Menu > Data File Export Listing'. The page title is 'Data File Export Listing' and the program information is 'Program Year: 2023 Program: NSLP SFA 560280 - Test School District'. A table titled 'Data File Export' lists several reports:

Name	Description	Action
<a href="#">Annual_Survey</a>	Includes All Surveys for Program Year	
<a href="#">Invoices_For_Year</a>	Invoices for the Year	
<a href="#">Product Table For Program Year</a>	Product Table for ProgramYear	
<a href="#">Sponsor Orders Detail Combined</a>	Sponsor Orders Filter table by Date Range, Includes SFA, Products, Case Counts, Warehouse, Distributor, Gross Wgt, Value	

The 'Sponsor Orders Detail Combined' report name and its description are circled in red.

2. Enter the beginning and ending delivery dates to include in the report.
3. Click "Generate Report" button.

The screenshot shows the 'Export Criteria' page for the Wisconsin Department of Public Instruction School Nutrition Programs. The page title is 'Export Criteria' and the program information is 'Program Year: 2023 Program: NSLP SFA 560280 - Test School District'. The page content is:

Sponsor Orders Detail Combined - Sponsor Orders Filter table by Date Range, Includes SFA, Products, Case Counts, Warehouse, Distributor, Gross Wgt, Value

(1) Enter Beginning Delivery Period as mm/01/yyyy:

(2) Enter Ending Delivery Period as mm/01/yyyy:

At the bottom of the page, there are two buttons: 'Generate Export' and 'Cancel'. The 'Generate Export' button is circled in red.

Here is an example for the Sponsor Orders Detail Report for all Direct Delivery orders for last school year:

- Click on "Program Year" in the upper right.
- Select "2022" (last year's program year).
- Click on "Reports".
- Click on "Data File Export".
- Select "Sponsor Orders Details" report.
- Enter beginning date 7/1/2021 and ending date 5/30/2022.
- Click "Generate Report".

Wisconsin Department of Public Instruction  
School Nutrition Programs

Food Distribution Program

Summary Allocations Orders **Reports** Resources

Home > Reports Menu > Data File Export Listing > Data File Export Criteria

Program Year: 2022 Program: NSLP SFA 560280 - Te

### Export Criteria

Sponsor Orders Detail Combined - Sponsor Orders Filter table by Date Range, Includes SFA, Products, Case Counts, Warehouse, Distributor, Gross Wgt, Value

(1) Enter Beginning Delivery Period as mm/01/yyyy:

(2) Enter Ending Delivery Period as mm/01/yyyy:

# Report Terminology

## Annual\_Survey Report

SurveyNme	DPI may offer more than one survey in a school year, and this column indicates the name of the survey the item was submitted.
WarehouseNme	End product types will list the assigned warehouse - SFAs are assigned a warehouse, either the Northern (Central Storage Eau Claire) or Southern (Madison Central Storage) Warehouse. Any Direct Delivery and State Processed products are routed through the assigned warehouse. Raw product types will list the processor where pounds will be shipped for further processing.
SponsorName	School Food Authority Name
SponsorNbr	DPI's School Food Authority Agency Code
Product	Short Product Description
ProductCde	USDA Material Product Code
County	SFA's County
FixedCost	Dollar value of the USDA Foods product from the <i>USDA Average Material Price File</i> (posted every November). Note - if product is an "End" product type, the fixed cost is by the case. If the product is a "Raw" product type, the fixed cost is by the pound.
QtyNeed	Quantity of cases or pounds originally requested by SFA.
AmountNeed	Value of the cases or pounds originally requested by SFA (FixedCost X QtyNeed).
<b>QtyAdj</b>	<b>Quantity Adjusted is the SFA's expected order.</b> After a survey closes, DPI adjusts original requested amounts (QtyNeed) to order products in full truck loads. This is the quantity that DPI has ordered from USDA on the SFA's behalf.
<b>AmountAdj</b>	<b>Amount Adjusted is the dollar value drawing down the SFA's entitlement (FixedCost X QtyAdj)</b>
QtyFill	The number of cases or pounds filled and on order for delivery. DPI generates orders on a monthly basis. Orders are generated about 2 weeks before the month they are due to deliver.
AmountFill	The value of the product filled to date (FixedCost X QtyFill).
QtyAdjLbs	Quantity Adjusted Pounds is the gross weight of cases or pounds that DPI has ordered from USDA on the SFA's behalf.
ProductType	Product Types are either "End" for cases or "Raw" for pounds.
DropType	Drop Types are either "State" indicating one monthly drop by MPI, or "Distributor" indicating the SFA contracts with a commercial distributor.
<b>MonthName</b>	<b>The month selected by the SFA for delivery.</b> Note: All Direct Diversion "Raw" product types are entered in month 1/1/20XX for recording purposes only. SFAs participating in Direct Diversion (ordering bulk products for delivery to vendors for further processing)

should be ordering product all year long through the commercial distributor. SFAs track pounds in K12 or Processor Link.

EntAlloc Entitlement Allocated. The dollar amount of entitlement allocated to the SFA this school year to use toward USDA Foods products.

Report also includes the SFA's Address, City, Contact, Email, Phone, and Distributor

### Invoices\_For\_Year Report

ProgramYear	Program year is the period from July 1 of a year through June 30 of the following year and is numbered according to the calendar year in which it ends. For example, Program Year 2023 references 7/1/2022 to 6/30/2023.
SPONSORNME	School Food Authority Name
SPONSORNBR	DPI's School Food Authority Agency Code
InvoiceID	Invoice ID auto generated from the Ordering System
DeliveryPeriod	Month delivered. Direct Diversion products appear as Invoice Type "Raw" and invoices are generated in August or October.
Type	Invoice Types are "Order Invoice" for Direct Delivery and State Processed fees; "Raw Product" for Direct Diversion fees; or "Invoice Adjustment" for crediting fees for delivery errors.
Program	NSLP - National School Lunch Program
Amount	Amount of fees incurred by month. (Will be deducted from the NSLP reimbursement claim in the School Nutrition Online Services.)
PaidAmount	Amount of fees deducted from the NSLP reimbursement claim (see Commodity Charges Credited in Online Services monthly NSLP claim).

### Sponsor Orders Detail Combined Report

SponsorNme	School Food Authority Name
SponsorNbr	DPI's School Food Authority Agency Code
County	SFA's County
Program	NSLP - National School Lunch Program
ProgramYear	Program Year is the period from July 1 of a year through June 30 of the following year and is numbered according to the calendar year in which it ends. For example, Program Year 2023 references 7/1/2022 to 6/30/2023.
DeliveryDte	Month delivered. Includes items that may have been delayed to a later month.
Productcde	USDA Material Product Code
Productdsc	Long Product Description

OrderNbr	Order number auto generated from the DPI Ordering System
QtyOrd	Quantity on the order. Includes items that may have been delayed to a later month.
QtyDel	Quantity delivered on the order. If a delivery discrepancy is submitted, will be reflected.
QtyRcv	Quantity received on the order. If a delivery discrepancy is submitted, will be reflected.
QtyInv	Quantity invoiced on the order. If a delivery discrepancy is submitted, will be reflected.
WarehouseName	SFAs are assigned a warehouse, either the Northern (Central Storage Eau Claire) or Southern (Madison Central Storage) Warehouse. Any Direct Delivery and State Processed products are routed through the assigned warehouse.
WAREHOUSENBR	Number DPI Order System uses for each warehouse.
DeliveryType	Delivery Types are either "State" indicating one monthly drop by MPI, or "Distributor" indicating the SFA contracts with a commercial distributor.
Deliverer	Either "State" indicating one monthly drop by MPI, or indicating the name of the distributor the SFA has contracted
DelGrossPackWt	Gross pack weight of delivery. If a delivery discrepancy is submitted, will be reflected.
DelNetPackWt	Net weight of delivery. If a delivery discrepancy is submitted, will be reflected.
OrdGrossPack	Gross pack weight of ordered.
OrdNetPacWt	Net weight of ordered.
DelFixedValue	Value of the USDA Foods Products delivered from the USDA Average Material Price File (posted every November). If a delivery discrepancy is submitted, will be reflected.
OrdFixedValue	Value of the USDA Foods Product ordered.
DelCALCAVGValue	Calculated value of the USDA Foods products delivered. In February DPI adjusts the fixed price cost to the calculated average value of USDA Foods based on actual prices of products purchases by USDA to date. This value will be used on the CARS report for end of year reporting purposes. If a delivery discrepancy is submitted, will be reflected.
OrdCALCAVGValue	Calculated value of the USDA Foods products ordered.
RcvFixedValue	Value of the USDA Foods Products. If a delivery discrepancy is submitted, will be reflected.
RcvCalCValue	Calculated value of the USDA Foods products received. If a delivery discrepancy is submitted, will be reflected.

USDA Foods Team - School Nutrition Team  
WI Department of Public Instruction  
(608) 267-4599 [dpisusdafoods@dpi.wi.gov](mailto:dpisusdafoods@dpi.wi.gov)  
[dpi.wi.gov/school-nutrition](http://dpi.wi.gov/school-nutrition)

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