

# Entitlement/Bonus Detail Report

The Order Manager and View Only RA role have access to the Entitlement/Bonus Detail Report. This report provides a list of all transactions and displays how each requested material impacts entitlement. Users may review beginning entitlement balance and entitlement balance remaining for the school year for which the report is run.

## Running Entitlement/Bonus Detail Report

1	On module tabs located in upper-left hand corner, click on <b>“Reports”</b>	
2	Click on <b>“Entitlement Management”</b>	
3	Click on <b>“Entitlement/Bonus Detailed Report”</b>	
4	Type NSLP into the <b>“Program”</b> field	
5	Type program year in <b>“Program Year”</b> field.  <b>Ex: 2023 for SY 2022-2023</b>	
6	Under the <b>“Search Criteria”</b> sub-title click <b>“Execute”</b>	
7	To Print to PDF:  <b>A. “Click Print to PDF”</b> and open file at the bottom of the screen	To Export to Excel:  <b>B. Click “Export”</b> and open file at the bottom of the screen

## Reviewing Report Information in Excel

*Most utilized columns shown below.
Program (i.e NSLP, SFSP)
Program Year
Ship-To Name. This includes: <ul style="list-style-type: none"> <li>• State-Contracted Warehouses</li> <li>• Direct Ship Warehouses</li> <li>• State-Approved Processors</li> </ul>
Requisition Number
Entitlement/Bonus indicator
Order Date
Sales Order Number
Item Status
Material Description
Requested Delivery Date to Ship-To Site
Order Quantity
Unit of Measure: How order quantity is measured (CS or Lbs)
Order Quantity in Lbs
Avg. Cost/Lb
Net Value of Requested Material 
Entitlement Amount Available 
Entitlement Amount Pending 

 **RA Financial Departments can use the starred report columns to review accrual of USDA Foods value**



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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