

# Entitlement/Bonus Summary Report

The Order Manager and View Only RA Role have access to the Entitlement/Bonus Summary Report. This report provides a summary or quick snapshot of beginning and remaining entitlement balances, DoD allocation, and bonuses for the school year for which the report is run.

Running Entitlement/Bonus Summary 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 Summary Report</b> ”				
4	Type NSLP into the “ <b>Program</b> ” field				
5	Type program year in “ <b>Program Year</b> ” field.  Ex: 2023 for SY 2022-2023				
6	Under the “ <b>Search Criteria</b> ” sub-title click “ <b>Execute</b> ”				
7	<table border="0"> <tr> <td>To Print to PDF:</td> <td>To Export to Excel:</td> </tr> <tr> <td>A. “<b>Click Print to PDF</b>” and open file at the bottom of the screen</td> <td>B. Click “<b>Export</b>” and open file at the bottom of the screen</td> </tr> </table>	To Print to PDF:	To Export to Excel:	A. “ <b>Click Print to PDF</b> ” and open file at the bottom of the screen	B. Click “ <b>Export</b> ” and open file at the bottom of the screen
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Reviewing Report Information in Excel
*Most utilized columns shown below.
Program (i.e NSLP, SFSP)
Program Year
Beginning Entitlement Balance for selected Program Year
DoD Fresh Fruits and Vegetables Entitlement Allocation
Entitlement Order Total: Dollar value of entitlement orders placed through WBSCM (does not include DoD orders)
Entitlement Pounds: Amount of entitlement pounds ordered through WBSCM (does not include DoD orders)
Amount of Entitlement Balance Remaining
Amount of Total Bonus Ordered
Amount of Total Bonus Pounds Ordered

**Need screenshots or more information?**

  
 Use RA106 Reports Part I PPT  
 or  
 Part I Handout PDF



TEXAS DEPARTMENT OF AGRICULTURE  
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