

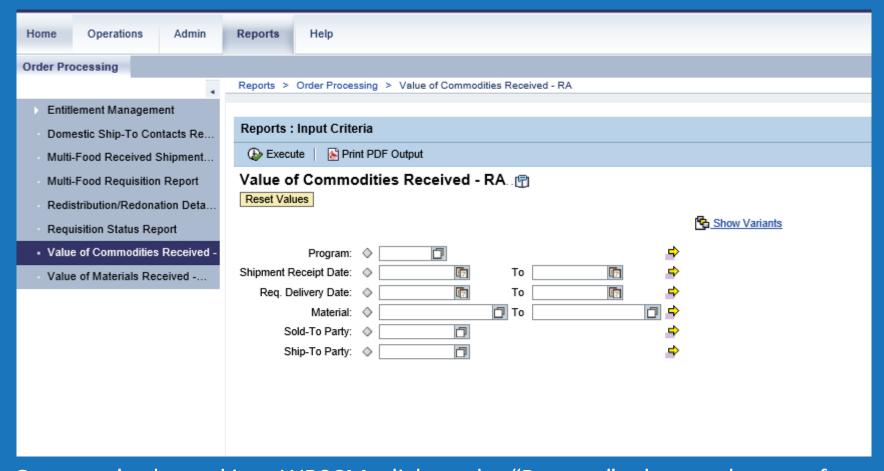
## Running A Value of Commodities Received – RA Report

The Value of Commodities Received Report shows schools the Value of the USDA Foods they have received during a certain time period. Business Managers often ask for this information at the end of the school year, and this is a report the Food Service Manager can run to provide that information.

Note: In WBSCM, it will have your values for both direct delivery and diversion/processing. It will not have values for USDA DoD Fresh or the USDA Unprocessed Fruit and Vegetable Pilot options. Those must be obtained elsewhere.



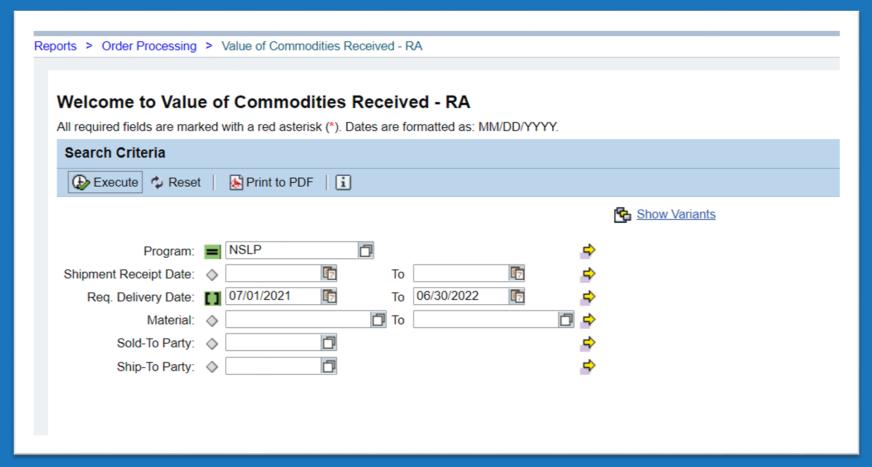
# Accessing Value of Commodities Received Report



Once you've logged into WBSCM, click on the "Reports" tab near the top of the page. In the "Detailed Navigation" box, click on "Value of Commodities Received -RA"



### Required Query fields

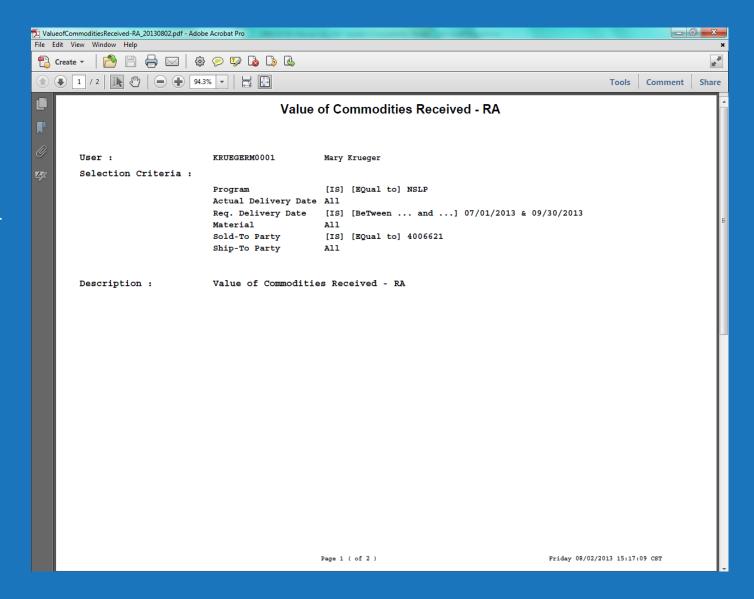


- Fill in Program (if program field is left blank, report will include values from all programs) enter by program- NSLP, SFSP, or CACFP
- 2. Fill in the dates under "Req. Delivery Date". For school year 2022, it should be 07/01/2021 to 06/30/2022.
- 3. Click "Print PDF Output" to view a PDF or "Execute" to download in Excel format



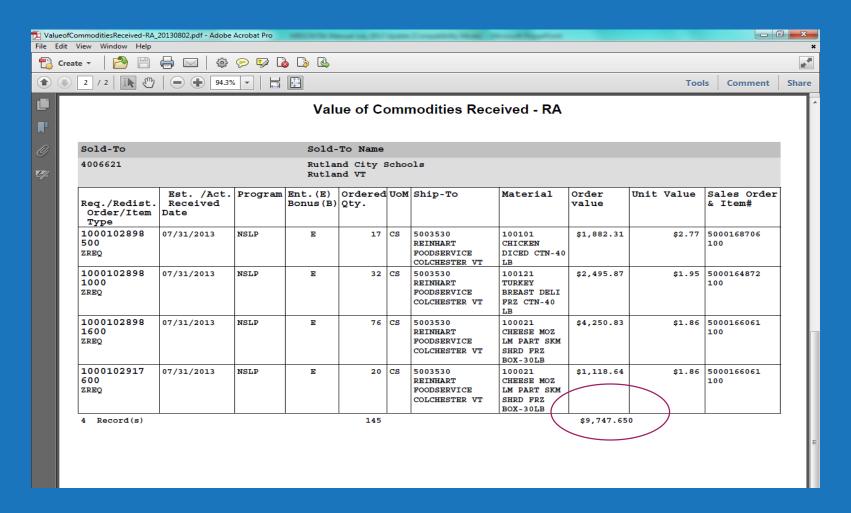
#### Page 1

The first page of the report is nonsense – use the arrow keys or the scroll bar to scroll down to page 2.





#### Value of Commodities Received PDF



At the bottom of the report, you will see the total value of the USDA Foods you received during this time period. You can save or print this report for your records.



# **Civil Rights Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <a href="http://www.ascr.usda.gov/complaint\_filing\_cust.html">http://www.ascr.usda.gov/complaint\_filing\_cust.html</a>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider