

Pick List Report Instructions

- Select the current Program Year
- Click on the Reports Menu item in the blue menu bar.



- Select FDP Reports

Reports Menu	
Menu Item	Description
Product Cost Per Serving	Product Cost Per Serving
Survey Request Report	Quantity Requested By Month
Value of Commodities Shipped	Value Of Commodities Shipped
FDP Reports	Food Distribution Reports

- Select Sponsor Pick List

Report Listing	
Report Name	Description
FDP026	Sponsor Pick List

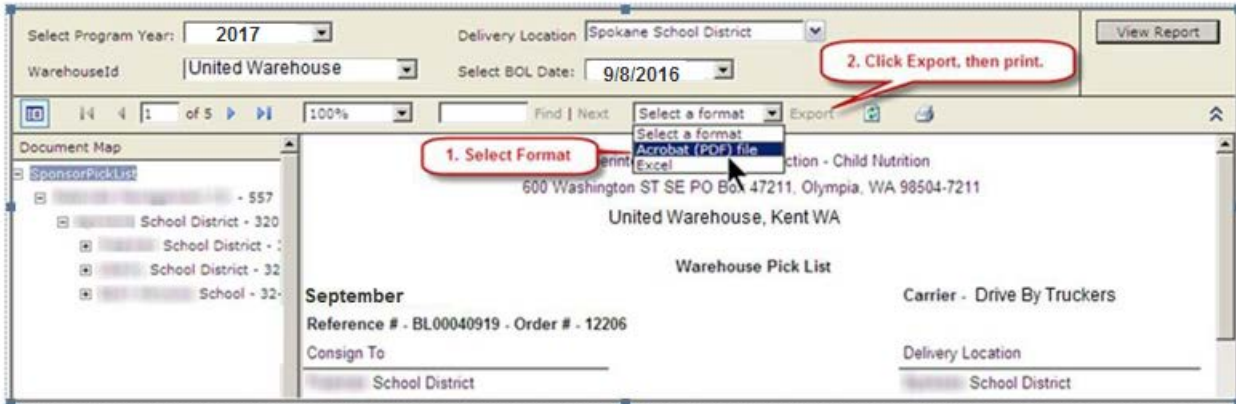
- Report selection parameters open –

- Select in order (note – there is a delay between each selection as the system applies filters for each selection; the IE symbol spins in the address line to indicate that the system is working):
 1. Current Program Year
 2. Delivery Location
 3. Select Warehouse
 4. Select Bill of Lading Date (usually date prior to the delivery month)
 5. Click the View Report button

Updated 7/6/2016

- Report is generated.

To print report - export to Acrobat (PDF) file which is pre-formatted to portrait printing.



For other printing methods, use Print Preview and Page Setup to format report correctly.