

I received the following spreadsheet requesting the status of invoices tied to a sales order.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Truck / Rail-PO #	S.O. Number	Ship-To	USDA SO #
514795	2011-08-03	2011-09-02	9,152.35	TRK425033 41-219/31-369	0557260	LA PORTE	5000046000
514805	2011-08-11	2011-09-10	8,941.25	HLXU342270 41-219/31-369	0557263	LA PORTE	5000046000
514811	2011-08-13	2011-09-12	12,285.96	TRK433158 41-15/31-46	0557322	FLORENCE	5000034443
514853	2011-08-18	2011-09-17	13,950.87	TRK424984 41-12/31-43	0557256	HATFIELD	5000034452
514855	2011-08-24	2011-09-23	13,109.28	TRK425202 41-15/31-46	0557274	FLORENCE	5000034435
514869	2011-08-29	2011-09-28	12,900.55	TRK433729 41-15/31-46	0557321	FLORENCE	5000034434
514878	2011-08-30	2011-09-29	8,865.86	HLU306697 41-219/31-369	0557325	LA PORTE	5000046453
514879	2011-08-30	2011-09-29	9,036.75	GESU362834 41-219/31-369	0557264	LA PORTE	5000046033
514883	2011-08-31	2011-09-30	8,970.00	TCLU284163 41-219/31-369	0557346	LA PORTE	5000046014

Use the Sales Order Number to retrieve the Purchase Order Number and Item number. We can then retrieve the Invoice number and find the statuses.

In WBSCM, follow this path REPORTS > ORDER PROCESSING > ORDER STATUS REPORT

Enter the Sales order number then hit “EXECUTE” button.

Order Status Report - WBSCM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

https://portal.wbscm.usda.gov/

Live Search

Order Status Report - WBSCM Portal

Page Tools

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Order Status Report

Back Forward

Detailed Navigation

- Order and Shipment Quantities and Val
- Top 10 Materials
- Sales Volume for Product Hierarchy
- Order Discrepancy Report between SC
- Customer Business Partner Relationship
- Goods Receipt Detail Report
- Material Outlay Report
- Order Status Report**
- NW Delivery Calendar Report
- Stocks at Subcontractor
- International Transportation Report
- Multi-Food Received Shipment Report
- Multi-Food Requisition Report
- Domestic Price Support Report
- Received Shipment Report
- Requisition Status Report
- Value of Materials Received - Multi-Foo
- Value of Materials Received - Domestic

Portal Favorites

Reports : Input Criteria

Execute Print PDF Output

Order Status Report

Reset Values

Show Variants

Program:

Req. Delivery Date:

Material:

Sold-To Party:

Ship-To Party:

Region Code:

Purchasing Group:

Status:

Order Type:

Order Number:

To

To

To

To

To

To

To

To

Start

Inbox - Mic...

Re: Help - ...

Finance -Ge...

Order Stat...

Document1 ...

Microsoft E...

Local intranet

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You can then click on the “Print PDF Output” button. It makes it easier to read.

Order Status Report - WBSCM Portal - Windows Internet Explorer

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- Value of Materials Received - Multi-Foo
- Value of Materials Received - Domestic

Portal Favorites

Order Status Report

Go Back

Print PDF Output

View ORDER_STATUS

Displays Pre-Formatted PDF

Sold-To Name	Material	Material Desc.	Status Text	Requested Del. Date	Requested Qty.	Sales Unit	Cost
AAFES	100418	FLOUR BAKER HARD WHT UNBLCH-BULK	Order Received	08/15/2011	37,500.000	LB	
		FLOUR BAKER HARD WHT UNBLCH-BULK	Order Received	08/15/2011	37,500.000	LB	
		FLOUR BAKER HARD WHT UNBLCH-BULK	Order Received	08/15/2011	37,500.000	LB	
		FLOUR BAKER HARD WHT UNBLCH-BULK	Order Received	08/15/2011	37,500.000	LB	
		FLOUR BAKER HARD WHT UNBLCH-BULK	Order Received	08/15/2011	37,500.000	LB	

javascript:void(0);

Start 3 Microsoft Office O... Order Status Repor... Document1 - Microsof... Microsoft Excel - INC0... Local intranet 100% 1:44 PM

Our PO number is 4100000219 Items 1-5. We now go to OPERATIONS > PROCUREMENT > DISPLAY PO. Enter the PO number and then click START

Display PO - WBSCM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

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Live Search

Display PO - WBSCM Portal

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Display PO

Back Forward

Detailed Navigation

- Alert Monitor
- Display Contract
- Display Inspection Lot
- Display PO
- Document Builder
- Monitor Shopping Cart
- SRM Application Monitor
- Public Procurement Documents
- Records Management
 - Acquisition Planning
 - Contract Formation
 - Contract Administration
 - Contract Closeout

Portal Favorites

Purchase Order

Help

Create PO

Purchase Order with Transaction Type: ZSNR Services - Non FAR Create

Worklist Find

Search for Purchase Order

Purchase Order Number

Purchase Order Name

Status

Timeframe

4100000219

Start Extended Search

Start

3 Microsoft Office O...

Display PO - WBSC...

Document1 - Microsof...

Microsoft Excel - INC0...

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Then Click on the Item number you want to look at. We will look at Item 1.

Display PO - WBSCM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

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Portal Favorites

Search Result: 1 Purchase Order

Number	Name	Purch. Organization	Purch. Group	Total Val.	Status	Action
4100000219	AG-DPRO-P-11-0110	Purchase Organization 1000	FSA-Domestic	282,420.00 USD	Ordered	
Item	Description	Product	Category	Quantity	Net Price	Action
1	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	
2	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	
3	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	
4	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	
5	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	
6	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.00 USD Per 100 US pound	
7	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.00 USD Per 100 US pound	
8	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.00 USD Per 100 US pound	
9	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.00 USD Per 100 US pound	
10	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.00 USD Per 100 US pound	
11	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	
12	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	
13	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	
14	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAK[Second Level]	37,500.000 US pound	25.13 USD Per 100 US pound	
15	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	
16	FLOUR BAKER HARD WHT UNBLCH-BULK	100418	506015 FLOUR, BAKERY	37,500.000 US pound	25.13 USD Per 100 US pound	

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Start 3 Microsoft Office O... Display PO - WBSC... Document1 - Microsof... Microsoft Excel - INCO... TSD 1:50 PM

After we clicked on Item number 1, we get this screen. Click on Extended History

Display PO - WBSCM Portal - Windows Internet Explorer

File Edit View Favorites Tools Help

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- Contract Closeout

Portal Favorites

Display Purchase Order

FPDS-NG Records Management Order Hold Check Change Display Delete Refresh

Output Preview Download Upload

Purchase Order Name AG-DPRO-P-11-0110 Number 4100000219

Header Data Item Data

Basic Data Partner Prices Documents Status Account Assignment Follow-on documents Statistics Purchase Order Response Shipping Notification Extended History Schedule Lines Previous Next Back

Item 1: FLOUR BAKER HARD WHT UNBLCH-BULK

Extended History Subordinate Tab

This is a Third-Party Item

Product	100418
Product Type	Material
Quantity	37,500.000 LB
Gross Price	25.13 USD Per 100 US pound
Net Price	25.13 USD

Start

3 Microsoft Office O...

Display PO - WBSC...

Document1 - Microsof...

Microsoft Excel - INC...

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1:52 PM

Now we will look at Invoice 7100005553

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Display PO Back Forward

Header Data Item Data

Basic Data Partner Prices Documents Status Account Assignment Follow-on documents Statistics Purchase Order Response Shipping Notification Extended History Schedule Lines < Previous Next > Back to Item Overview

Item 1: FLOUR BAKER HARD WHT UNBLCH-BULK

Header Documents Send to Records Management

History

Item	Description	Object ID in backend	Document Date	Quantity	Base Unit	Net value	Currency	Accounting Document No	Clrng doc.	Invoice Ref.	Partial/Residual	Complete
1	Value in Purchase Order			37,500.000	LB	9,423.75	USD					
1	Total Value in Purchase Order			37,500.000	LB	9,423.75	USD					
1	101 GR for acct assgmt	5000010528	08/11/2011	35,580.000	LB	8,941.25	USD	5000010484				
1	Total Goods receipt			35,580.000	LB	8,941.25	USD					
1	Invoice - gross	7100005553	08/15/2011	35,580.000	LB	8,941.25	USD	5100004488	1500005856			
1	Total Invoice - gross			35,580.000	LB	8,941.25	USD					
1	Invoice Parking	7100003772	08/03/2011	37,500.000	LB	0.00	USD					
1	Total Invoice Parking			37,500.000	LB	0.00	USD					
1	Inbound Delivery 6100012082	0180004856	08/15/2011	0.00	LB	0.00						
1	Total Inbound Delivery			37,500.000	LB	0.00						
1	Vendor payment	1500005856	09/15/2011			8,941.25-	USD	1500005856				
1	Total Vendor payment					8,941.25-	USD					

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Start 3 Microsoft Office O... Display PO - WBSM... Document1 - Microsof... Microsoft Excel - INC0... 1:55 PM

You need to find the posting date and payment terms using the invoice number.

FINANCE > REVIEW > DISPLAY INVOICE DOCUMENT Put in your Invoice number and FY and then click Display Document. PLEASE

Display Invoice Document - WBSCM Portal - Windows Internet Explorer

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Accounts Payable Accounts Receivable General Ledger Funds Management

Display Invoice Document

Back Forward

Display Invoice Document

Menu Back Exit Cancel System Display Document

Invoice Document No. 7100005553

Fiscal Year 2011

RP1 (100)

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Start

Inbox - Microsoft Outl...

Re: Can't do lunch ne...

Display Invoice Doc...

How to find statuses ...

TSD

10:29 AM

The posting Date is 9/12/2011 and the Payment terms are 30 days net. Which means that it could take up to 30 days after 9/12/2011 for money to be received.

Display Invoice Document - WBSCM Portal - Windows Internet Explorer

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Accounts Payable Accounts Receivable General Ledger Funds Management

Display Invoice Document

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Display Invoice Document 7100005553 2011

Menu Back Exit Cancel System Show PO structure Follow-On Documents ...

Transaction Invoice 7100005553 2011

Basic data Payment Details Tax Contacts Note

Inv. recpt date 08/15/2011

Invoice date 08/15/2011

Posting Date 09/12/2011

Amount 8,941.25 USD

Tax amount 0.00

Text 7100005553

Paymt terms 30 Days net

Baseline Date 08/15/2011

Company Code 1200 USDA Washington DC

Reference 7100005553

Vendor 0001000203

Company CARGILL, INCORPORATED

P. O. BOX 5606

MINNEAPOLIS MN 55440-5606

952-742-4228

Name of Financial Institution

PO reference

Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	Procurement Doc.	PO Text
1	8,941.25	35,580.000 LB		4100000219 1	AG-DPRO-P-11-0110	FLOUR B	

RP1 (100)

Start

Inbox - Microsoft Outl...

Re: Can't do lunch ne...

Display Invoice Doc...

How to find statuses ...

TSD

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10:29 AM

