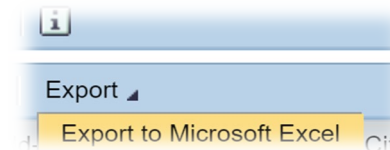
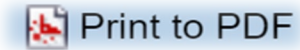


Excel Printing Tips for WBSCM Custom Reports


- 'Print to PDF' button not for customized reports (default only)
- 'Export to Excel' and download the excel spreadsheet
- Open the spreadsheet, go to 'File' and select 'Print'
- If report does not fit on one page, resize or delete columns and try again.

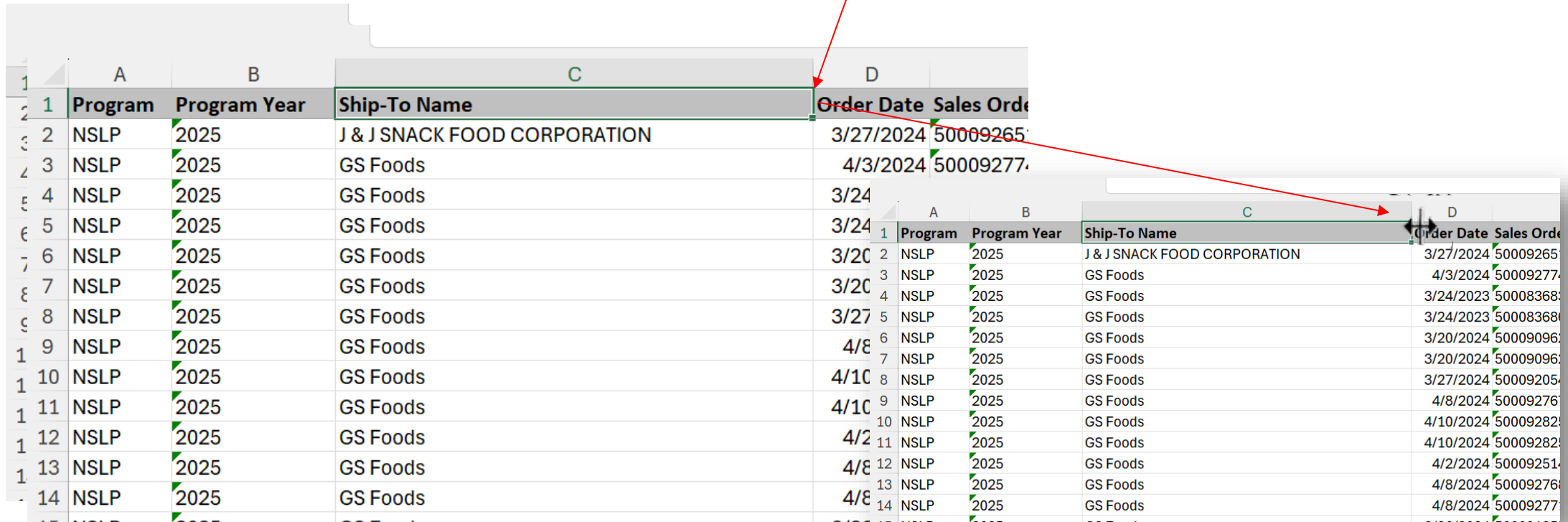


WBSCM Report Name	Number of columns	Suggested columns
Entitlement/Bonus	8 maximum	Program / Sold-to-Name / Program Year / Beginning Balance / DoD Fresh Amount / Ent. Order Total / Ent. Balance / Bonus Order Total
Entitlement/Bonus Details	up to 12 (if resized)	Program / Program Year / Ship-to-Name / Order Date / Sales Order Number / Material number / Material Description / Delivery Date / Order Qty Cases / Order Qty Pounds / Net Value / Ent. Amount Available
Requisition Status	up to 11 (if resized)	Req. Status/ Ship-to-Name / Material number / Material Description / Requested Delivery / Program / Requested Qty / Net Value / Sales Order Number / Sales Order Status / Date Received
Value of Commodities Received - RA	up to 12 (if resized)	Sold-to Name / Ship-to-Name / Material number / Material Description / Date Received / Program / Requested Qty / Entitlement / Sales Unit / Net Value / Sales Order Number / Sales Order Status

Resize columns

- To help make all columns fit into one page, you can resize a column by clicking and dragging the column line in the column heading e.g. resize Ship-to Name

Tip: To quickly change one column's width, point your mouse at the right boundary of the column heading. When the pointer changes to , click and drag to the width you want.



	A	B	C	D	
1	Program	Program Year	Ship-To Name	Order Date	Sales Order
2	NSLP	2025	J & J SNACK FOOD CORPORATION	3/27/2024	50009265
3	NSLP	2025	GS Foods	4/3/2024	50009277
4	NSLP	2025	GS Foods	3/24	
5	NSLP	2025	GS Foods	3/24	
6	NSLP	2025	GS Foods	3/20	
7	NSLP	2025	GS Foods	3/20	
8	NSLP	2025	GS Foods	3/27	
9	NSLP	2025	GS Foods	4/8	
10	NSLP	2025	GS Foods	4/10	
11	NSLP	2025	GS Foods	4/10	
12	NSLP	2025	GS Foods	4/2	
13	NSLP	2025	GS Foods	4/8	
14	NSLP	2025	GS Foods	4/8	

Delete columns

The screenshot shows the Microsoft Excel interface. The 'Home' ribbon is active, and the 'Delete' button in the 'Cells' group is highlighted. A red arrow points from this button to the 'Sales Order Number' column header in the spreadsheet below. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1	Progra	Progra	Ship-To Nar	Order Date	Sales Order Nu	Material	Material Descr.	Delivery Date	Order Quantity	Order Quantity in LB	Net Value	Ent. Amount Av
2	NSLP	2025	J & J SNACK	3/27/2024	5000926511	100420	FLOUR BAKER HEART	7/15/2024	800	800	238.56	
3	NSLP	2025	GS Foods	4/3/2024	5000927742	110711	BEEF PATTY CKD FRZ	7/31/2024	19	760	4,239.13	
4	NSLP	2025	GS Foods	3/24/2023	5000836830	100329	TOMATO DICED CAN	8/15/2024	100	3,825	2,243.75	
5	NSLP	2025	GS Foods	3/24/2023	5000836867	110763	PEAS GREEN FRZ CTN	8/15/2024	102	3,060	2,921.38	
6	NSLP	2025	GS Foods	3/20/2024	5000909629	110361	APPLESAUCE CUP-9	8/15/2024	150	4,050	2,866.59	
7	NSLP	2025	GS Foods	3/20/2024	5000909629	110361	APPLESAUCE CUP-9	8/15/2024	50	1,350	955.53	
8	NSLP	2025	GS Foods	3/27/2024	5000920549	100336	SPAGHETTI SAUCE M	8/15/2024	117	4,651	2,995.55	
9	NSLP	2025	GS Foods	4/8/2024	5000927676	100101	CHICKEN DICED CTN	8/15/2024	43	1,720	5,475.10	
10	NSLP	2025	GS Foods	4/10/2024	5000928259	110462	CHICKEN STRIPS FRZ	8/15/2024	2	60	156.07	
11	NSLP	2025	GS Foods	4/10/2024	5000928259	110462	CHICKEN STRIPS FRZ	8/15/2024	83	2,490	6,476.74	

- Instead of resizing columns, you can delete a column (that is not important to you) directly in the spreadsheet (without having to recreate a custom report in WBSCM).

- 1- **Select any column header** (column highlights in gray)
 - 2- Go to **Home**, select **Delete** and 'Delete Sheet Column'
- Alternatively, you can right-click the top of the column and select Delete.

Repeat column headers on each page

- If you have more than one page to print, you can repeat the column headers on each page, so it helps read the next pages.

- Go to **Page Layout** and select **Print Titles**.
- In the Page SetUp box, click inside '**Rows to repeat at top**'.
- Click on the first row header** (row # 1). This will select the entire row and '**\$1:\$1**' will appear inside the 'Rows to repeat at top' box.
- Click OK.

The screenshot illustrates the process of setting up a spreadsheet to repeat column headers on each page. The 'Page Layout' tab is active, and the 'Print Titles' button is highlighted. The 'Page Setup' dialog box is open, showing the 'Rows to repeat at top' field set to '\$1:\$1'. The first row of the spreadsheet is highlighted, and the 'OK' button in the dialog box is highlighted.

Program	Program Year	Ship-To Name	Order Date	Sales Order
NSLP	2025	J & J SNACK FOOD CORPORATION	3/27/2024	5000926511
NSLP	2025	GS Foods	4/3/2024	5000927742
NSLP	2025	GS Foods	3/24/2023	5000836830
NSLP	2025	GS Foods	3/24/2023	5000836867
NSLP	2025	GS Foods	3/20/2024	5000909629
NSLP	2025	GS Foods	3/20/2024	5000909629
NSLP	2025	GS Foods	3/27/2024	5000920549
NSLP	2025	GS Foods	3/27/2024	5000927676
NSLP	2025	GS Foods	3/27/2024	5000928259
NSLP	2025	GS Foods	3/27/2024	5000928259
NSLP	2025	GS Foods	3/27/2024	5000925144
NSLP	2025	GS Foods	3/27/2024	5000927685
NSLP	2025	GS Foods	3/27/2024	5000927716
NSLP	2025	GS Foods	3/27/2024	5000918552
NSLP	2025	GS Foods	3/27/2024	5000929830
NSLP	2025	GS Foods	3/27/2024	5000920566
NSLP	2025	GS Foods	3/27/2024	5000928254
NSLP	2025	GS Foods	3/27/2024	5000915010
NSLP	2025	GS Foods	3/27/2024	5000920540
NSLP	2025	GS Foods	3/27/2024	5000913963
NSLP	2025	GS Foods	3/27/2024	5000927743
NSLP	2025	GS Foods	3/27/2024	5000922657
NSLP	2025	GS Foods	3/27/2024	5000916873
NSLP	2025	GS Foods	3/27/2024	5000920503
NSLP	2025	GS Foods	3/27/2024	5000919097
NSLP	2025	GS Foods	3/27/2024	5000925124
NSLP	2025	GS Foods	3/27/2024	5000927610
NSLP	2025	GS Foods	3/27/2024	5000929892

Calculate Totals

- In excel, you can calculate totals and easily sum up all values of column e.g. Total cases requested or Total Net Dollar Value

- 1- Click **the cell** located under the last cell of the column you want to calculate
- 2- Go to **Home**, select the **sigma** sum symbol. Excel will automatically select all cells in the column.
- 3- Press **Enter** on your keyboard. Excel will automatically calculate the total for the selected column.

	D	E	F	G	H	I	
	Material	Material Desc.	Requested Del. Date	Date Received	Program	Requested Qty.	Entitlement
41	100261	APRICOT FRZ CUP-96/4.5 OZ	10/31/2024	10/16/2024	NSLP	2.000	ENTITLE-SY2
42	100261	APRICOT FRZ CUP-96/4.5 OZ	10/31/2024	10/16/2024	NSLP	2.000	ENTITLE-SY2
43	110361	APPLESAUCE CUP-96/4.5	7/15/2024	7/11/2024	NSLP	2.000	ENTITLE-SY2
44	110361	APPLESAUCE CUP-96/4.5	9/30/2024	9/26/2024	NSLP	2.000	ENTITLE-SY2
45	110541	APPLESAUCE UNSWEETENED CAN-6/10	7/31/2024	7/23/2024	NSLP	2.000	ENTITLE-SY2
46	110541	APPLESAUCE UNSWEETENED CAN-6/10	9/15/2024	9/12/2024	NSLP	2.000	ENTITLE-SY2
47	110623	BLUEBERRY HIGHBUSH FRZ CTN-12/2.5 LB	8/31/2024	8/21/2024	NSLP	2.000	ENTITLE-SY2
48	110623	BLUEBERRY HIGHBUSH FRZ CTN-12/2.5 LB	8/31/2024	8/21/2024	NSLP	2.000	ENTITLE-SY2
49	110860	STRAWBERRY SLICES UNSWT IQF CTN-6/5 LB	10/15/2024	10/3/2024	NSLP	2.000	ENTITLE-SY2
50	100003	CHEESE CHED YEL SHRED BAG-6/5 LB	7/15/2024	7/11/2024	NSLP	3.000	ENTITLE-SY2
51	100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB	8/31/2024	8/15/2024	NSLP	2.000	ENTITLE-SY2
52	110396	CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ	9/15/2024	9/16/2024	NSLP	2.000	ENTITLE-SY2
53	110396	CHEESE MOZ LM PT SKM STRING BOX-360/1 OZ	10/15/2024	10/9/2024	NSLP	2.000	ENTITLE-SY2
54	110393	PANCAKES WHOLE WHEAT FZN-144 COUNT	8/15/2024	8/1/2024	NSLP	4.000	ENTITLE-SY2
55	101031	RICE BRN US#1 LONG PARBOILED BAG-25 LB	10/15/2024	10/16/2024	NSLP	2.000	ENTITLE-SY2
56	110504	WHOLE GRAIN BLEND ROTINI MAC CTN-20 LB	9/30/2024	9/12/2024	NSLP	2.000	ENTITLE-SY2
57	110361	APPLESAUCE CUP-96/4.5	9/30/2024	9/26/2024	NSLP	2.000	ENTITLE-SY2
58	110723	CRANBERRIES DRIED PKG-300/1.16 OZ	9/30/2024	10/2/2024	NSLP	2.000	ENTITLE-SY2
59	100256	STRAWBERRY FRZ CUP-96/4.5 OZ	10/15/2024	10/10/2024	NSLP	3.000	ENTITLE-SY2
60	110730	PORK PULLED CKD PKG-8/5 LB	8/31/2024	8/1/2024	NSLP	1.000	ENTITLE-SY2

The screenshot shows the Excel Home ribbon with the sigma symbol selected in the Cells group. Below, a zoomed-in view of the spreadsheet shows the formula bar containing the formula `=SUM(I2:I5260)`. The spreadsheet data is visible, showing columns for Program, Requested Qty., and Entitlement. The total value for the Requested Qty. column is displayed as 841,757.000.

Print

- 1- Go to **File** and select **Print**.
- 2- In the **Printer** box, select your printer or if you want a pdf format, select **Print to PDF**.
- 3- Select **Landscape Orientation**
- 4- Select **Narrow Margins**
- 5- Click the **page arrows** to see if all columns fit on one page
- 6- Click **Print**

