Pick List Report Instructions

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

- Select FDP Reports

- Select 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

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- Report is generated.

To print report - export to Acrobat (PDF) file which is pre-formatted to portrait printing.
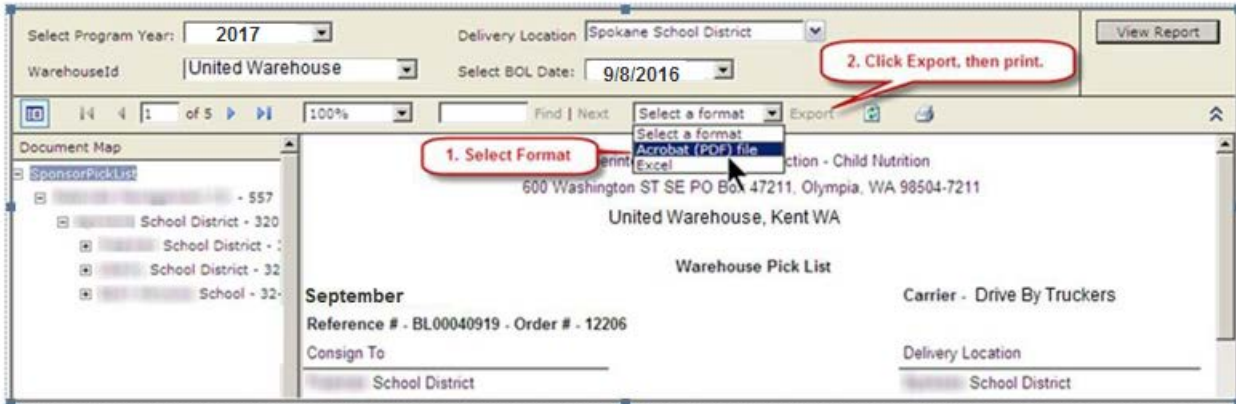
For other printing methods, use Print Preview and Page Setup to format report correctly.