

330.70

Vendor Management Reports

Overview

Introduction

This policy describes the characteristics for the Vendor Management data system reports.

In this Policy

A description of the Vendor Management Reports is located on the following pages. [More detailed descriptions of the reports can be found by using the “User Help” function in the WIC data system.](#)

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Vendor Management Reports

Report Location	Report Name	Description	Comments
Vendor Management	High Risk Vendor Analysis		
Vendor Management General Reports	Vendor List	This report lists all WIC-authorized active vendors in the selected Local Agency. The report includes store name and address, phone number, and store type.	
Vendor Management General Reports	Vendor Authorization Actions Scheduled and Completed	This report is a list of the steps in the retailer authorization process that a retailer has been scheduled and for and completed.	
Vendor Management General Reports	Vendor Feedback	This report provides a listing of all the feedback received about vendors.	
Vendor Management General Reports	Routine Monitoring	This report is to assist staff in scheduling required monitoring visits.	
Vendor Management General Reports	Investigations Conducted	This report provides a listing of the Investigation monitoring activities conducted during a specified period to include compliance buy and inventory audit visits.	
Vendor Management General Reports	Vendor Sanction Summary	This report provides a listing of all vendors with open sanctions or any sanction within the last year. Descriptions of the violation, what sanction was imposed, the Sanction Points and the date the vendor was advised about the sanction are included.	
Vendor Management General Reports	Vendor Risk Summary	This report identifies vendors flagged as high risk and underlying risk factors to assist the State Office in targeting compliance buys.	
Vendor Management General Reports	Vendor Completed Education	This report identifies vendors flagged as high risk and underlying risk factors to	

Report Location	Report Name	Description	Comments
		assist the State Agency in targeting compliance buys. The report includes high risk vendors and state specified risks.	
Vendor Management General Reports	Vendor Planned Education	This report provides a listing of scheduled education for a specific local agency or statewide covering a specified time period designated by the user to assist in planning the logistics of the education.	This report is used to determine the need for follow-up with vendors to reschedule missed education or take other action.
Vendor Management General Reports	Vendor Mailing Labels	This report provides a list of authorized stores and addresses in a label friendly format.	
Vendor Management General Reports	Vendor Farmers	This report provides a list of WIC-authorized farmers and their contact information.	
Vendor Management General Reports	Electronic Cash Register System	This report provides a listing of Electronic Cash Register Systems used by active Vendors at a specific date.	
Vendor Management General Reports	Claim Submission Errors	This report allows the WIC state office personnel to respond to questions regarding vendor claims where errors were found that affected paid amounts.	
Vendor Management General Reports	Retailer NTE Exceptions	This report allows WIC state personnel to monitor NTE exceptions and, subsequently, work with their vendors to minimize these exceptions.	
Vendor Management EBT Analysis	EBT Over Redemption	This report shows over redemptions from a PAN perspective. As benefits are aggregated onto the PAN for multiple participants, the system can only determine over redemptions from a PAN perspective.	

Report Location	Report Name	Description	Comments
Vendor Management EBT Analysis	Percent of Food Redeemed - State	This report shows, from a statewide perspective, the amount of food that is redeemed in the context of what was issued with calculated percentages for a given time period.	The end date can change the results of the redeemed data. For best results, this report should be run with an end date that is the last day of a previous month.
Vendor Management EBT Analysis	Percent of Food Redeemed – LA/Clinic	This report shows, from a LA/clinic perspective, the amount of food that is redeemed in the context of what was issued with calculated percentages for a given time period.	The end date can change the results of the redeemed data. For best results, this report should be run with an end date that is the last day of a previous month.
Vendor Management EBT Vendor Sales	UPC/PLU Sales by Vendor	This report shows all the vendor sales for a UPC/PLU for a time period. The UPC/PLU number and the time period can be entered as a parameter.	
Vendor Management EBT Vendor Sales	Vendor EBT Redemption Summary	The Vendor EBT Redemption Summary Report summarizes redemptions transactions (purchases) at the peer group, vendor chain and the vendor levels.	
Vendor Management EBT Vendor Sales	Vendor EBT Sales	This report is used to view Vendor sales for a given fiscal year.	
Vendor Management EBT Vendor Sales	Vendor Formula Stocking	This report details the vendor sales of infant formula and WIC Eligible Medical Food UPCs/PLUs for a given time period. This allows a vendor to know the stocking impact of their sales.	
Vendor Management EBT Vendor Sales	Vendor UPC/PLU Sales	This report contains vendor sales details of UPC/PLUs. The report is grouped by Vendor, Category/Subcategory, followed by UPC/PLU. Each contains quantity sold, total claimed amount and total paid amount.	
Vendor Management EBT Vendor Sales	Vendor UPC Price Increase	This report shows the UPCs for any vendor which had a percent change in price within	

Report Location	Report Name	Description	Comments
		a given time period. The percent increase is based on comparing the lowest price versus the highest price of a UPC for each vendor. The percent increase threshold is entered as a parameter.	
Vendor Management EBT Vendor Sales	Vendor Quarterly	This report is for a set of vendors. Each vendor has a single page memo followed by a single page special form with quarterly (by month) sales data.	
Vendor Management EBT UPC/PLU	Formula Purchased	This report details the sales of infant formula and WIC Eligible Medical Food UPCs/PLUs for a given time period. The data that is reported can be controlled by selecting the vendors.	
Vendor Management EBT UPC/PLU	Top UPC/PLU Sold	This report shows the top UPC/PLUs sold within selected Subcategories.	The number of the top reported UPC/PLUs sold is a selectable parameter.
Vendor Management EBT UPC/PLU	UPC Price Compare	This report shows UPCs that are out of line in prices from other UPC in their subcategories. This is done by showing UPCs whose average prices are a given percentage about the average prices of the subcategory.	The percentage is a parameter entered by the user and represents the percentage over the average price of UPC's Subcategory.
Vendor Management EBT UPC/PLU	UPC/PLU List	This report contains the quantity and benefit details for active UPCs/PLUs within a given time period.	
Vendor Management EBT UPC/PLU	UPC/PLU List for Vendor	This report contains the active UPCs/PLUs within a given time period.	
Vendor Management EBT UPC/PLU	UPC/PLU Not Purchased	This report is to assist the state in determining which UPCs may need to drop from their list of available UPCs.	
Vendor Management EBT UPC/PLU	UPC/PLU Purchased	The EBT UPC/PLU Food Purchased Report shows the UPC counts and average prices	

Report Location	Report Name	Description	Comments
		for the selected categories over a selected time period	

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