

**Overview**  
**Completing the CSFP Inventory Calculator 4.0**

This Inventory Calculator is intended for use by USDA Food and Nutrition Service (FNS) Regional Office (RO) staff. It may also be used by CSFP State agency staff as an optional tool to monitor inventory levels. The Inventory Calculator combines data submitted by States on the FNS-153 with Web-Based Supply Chain Management (WBSCM) food orders to provide an estimated State inventory level. Recommended inventory levels are 2 to 2 1/2 months by food category.

**STEP 1**

Open the Inventory Calculator. Save the Inventory Calculator as "CSFP Inventory Calculator–State Name–MM-YY."

**STEP 2**

Save, copy, and paste the latest State-level FNS-153 from the Food Programs Reporting System (FPRS) or the National Databank (NDB) into the "FNS-153" tab of the Inventory Calculator workbook.

**STEP 3**

For States receiving Direct Shipment Orders - save, copy, and paste the WBSCM Delivery Order Status Report (beginning on the 1<sup>st</sup> day following the FNS-153 previously copied going through the last day of the Inventory Calculator report month) into the "Directs" tab of the Inventory Calculator workbook.

**STEP 4**

For States receiving Multi-Food Shipment Orders - save, copy, and paste the WBSCM Multi-Food Requisition Report (beginning on the 1st day following the FNS-153 previously copied going through the last day of the Inventory Calculator report month) into the "Multis" tab of the Inventory Calculator workbook.

FNS Regional Offices should continue to use the RO WBSCM Workaround Instructions to complete this step. See **Appendix A**.

**STEP 5**

Complete all fields in **yellow** and optional fields, as described in the Detailed Instructions below.

**STEP 6**

For FNS ROs, check your data, save, and email the completed Inventory Calculator to [CSFPIinventories@fns.usda.gov](mailto:CSFPIinventories@fns.usda.gov) by the 10th day after the end of the Inventory Calculator report month.

<b>FNS RO Inventory Calculator 4.0 Due Dates to Food Distribution Division (FDD)</b>		
<b>Inventory Calculator Report Month</b>	<b>FNS-153 (Use Latest Available)</b>	<b>Inventory Calculator Due Date to FDD</b>
January	November or December	February 10
March	January or February	April 10
May	March or April	June 10
July	May or June	August 10
September	July or August	October 10
November	September or October	December 10

**Detailed Instructions  
Completing the CSFP Inventory Calculator 4.0**

**STEP 1**

**Open the Inventory Calculator. Save the Inventory Calculator as “CSFP Inventory Calculator–State Name–MM-YY.”**

EXAMPLE: “CSFP Inventory Calculator–Iowa–08-15”

**STEP 2**

**Save, copy, and paste the latest State-level FNS-153 from FPRS or NDB into the “FNS-153” tab of the Inventory Calculator workbook.**

RO and State staff should currently have access to either FPRS or NDB. Please identify and use these staff to access these databases because user licenses are limited. Either database will work for the Inventory Calculator.

**A. FPRS:** To obtain FNS-153 through FPRS, follow these steps:

1. Select **Online Forms**.
2. Select **Expert Search**.
3. Select the following options:

<b>Program:</b>	<b>CSFP - Commodity Supplemental Food Program</b>
<b>Form:</b>	<b>FNS-153</b>
<b>Location:</b>	Select <b>State Level</b> from the first dropdown menu. Then select the <b>State</b> from the second dropdown menu.
<b>Time Range:</b>	Select <b>Fiscal Yearly level</b> from the first dropdown menu. Then select <b>current Fiscal Year (FY)</b> from the second dropdown menu.
<b>Submission Status:</b>	Select <b>Posted</b> .

4. Select **List**.

5. Click on the **Excel** link for the latest available FNS-153 (see **Figure 1**). In general, this will be from 2-3 months prior.

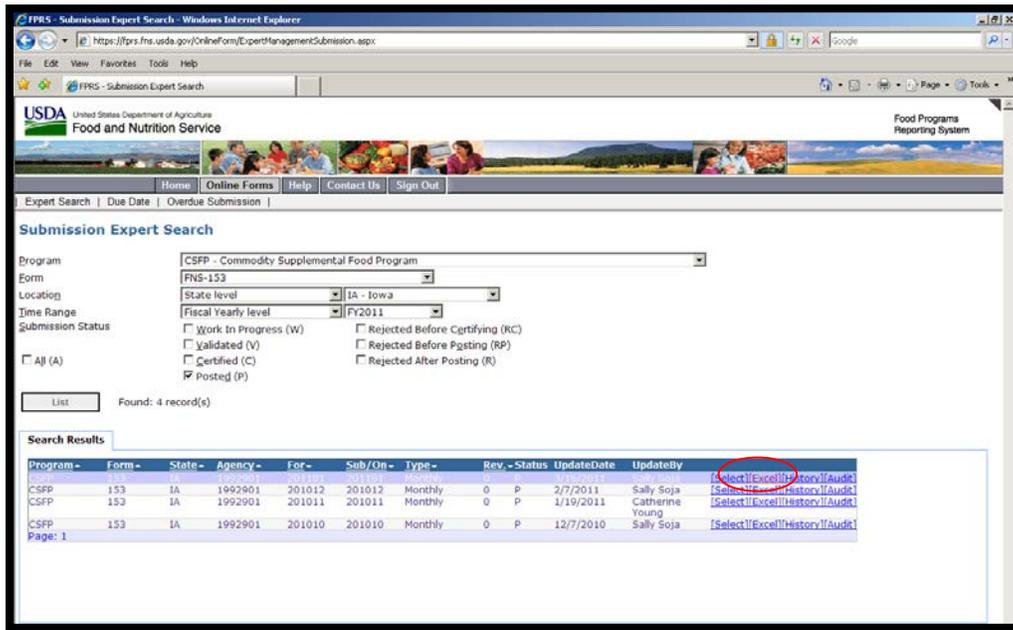


Figure 1

6. **Save the FNS-153** as a Microsoft Excel workbook separately from the Inventory Calculator.
- B. NDB:** To obtain FNS-153 through NDB, follow these steps:
1. Select **Form View**.
  2. Select **Forms**.
  3. Select the following options:

<b>Program:</b>	<b>CSFP - Commodity Supplemental Food Program</b>
<b>Form:</b>	<b>FNS-153 - Monthly Report of the CSFP and Quarterly Administrative Financial Status Report</b>
<b>State:</b>	Select <b>State</b> from dropdown menu - Although separate State agencies, Red Lake and Oglala Sioux fall under Minnesota and South Dakota, respectively.
<b>Agency Code:</b>	Select <b>State agency/ITO</b> . There may only be one option. See above regarding Red Lake and Oglala Sioux.
<b>For Operating Period:</b>	Select <b>current FY</b> . Then select the latest available month.

4. Select **Search**.

5. Select the latest available FNS-153 (see **Figure 2**). In general, this will be from 2-3 months prior.

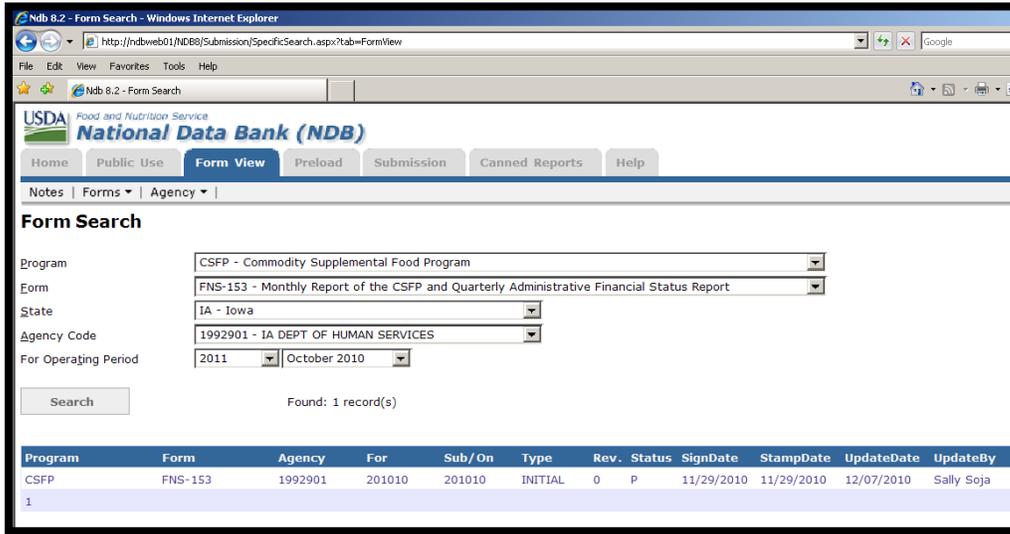


Figure 2

6. Save the FNS-153 as a Microsoft Excel workbook separately from the Inventory Calculator.
- C. Open the Microsoft Excel FNS-153 you just saved, and right-click on the top left-hand corner of the worksheet, *to the left of Column A, above Row 1*. The entire worksheet will highlight. Select **Copy** (see **Figure 3**).

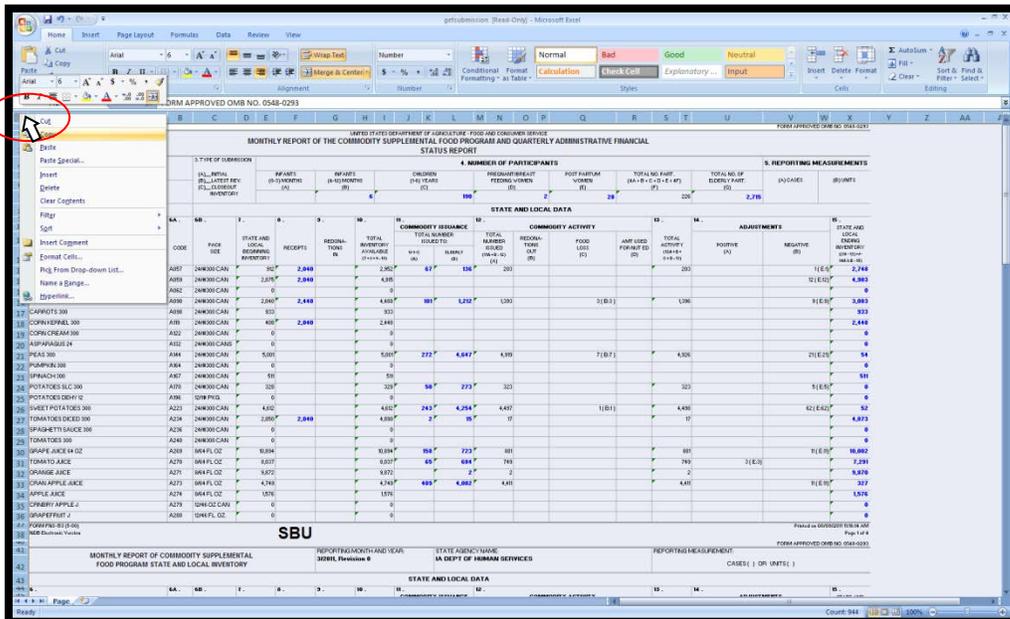
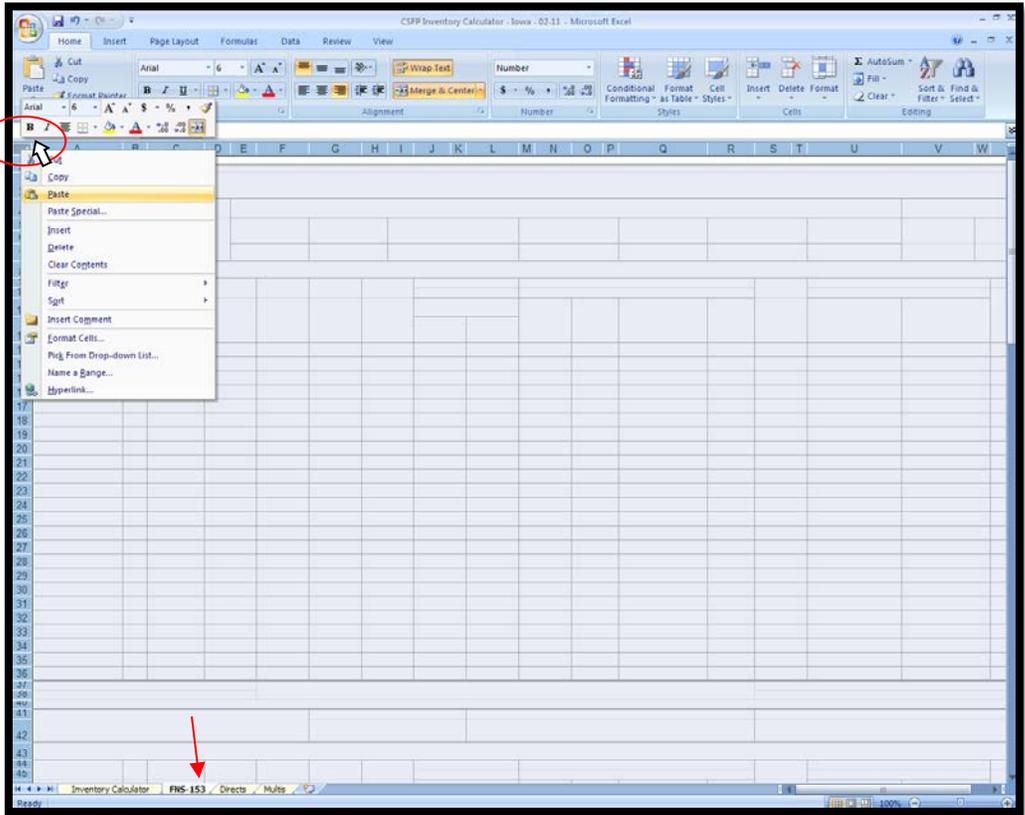


Figure 3

- D. On the Inventory Calculator workbook, select **FNS-153** from the tabs on the bottom left. You will now see a blank Microsoft Excel worksheet.

- E. Right-click on the top left-hand corner of the blank worksheet and select **Paste** (see **Figure 4**).



**Figure 4**

The FNS-153 data you previously copied should appear on the screen. There should not be any empty columns on the far left-hand side of this worksheet.

**STEP 3**

**For States receiving Direct Shipment Orders - save, copy, and paste the WBSCM Order Status Report (beginning on the 1<sup>st</sup> day following the FNS-153 previously copied going through the last day of the Inventory Calculator report month) into the "Directs" tab of the Inventory Calculator workbook. Be sure to copy and paste all columns and rows.**

- A. Access WBSCM.
- B. Select **Reports**.
- C. Select **Order Processing**.
- D. Select the **Order Status Report**. When the Order Status Report screen appears, select the following options, and leave all other fields blank.

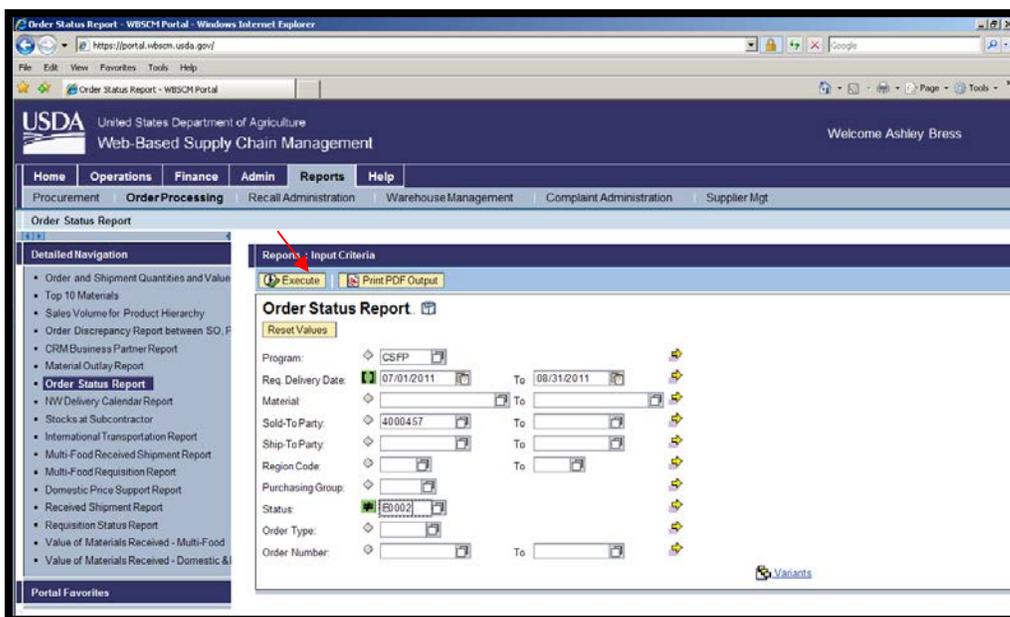
<b>Program:</b>	<b>CSFP</b>
<b>Req. Delivery Date:</b>	Select the 1 <sup>st</sup> day following FNS-153 month to last day of the Inventory Calculator Report Month (MM/DD/YYYY) – use calendar feature on the right-hand tab, next to each field).

<b>Sold-To Party:</b>	Enter State Agency/ITO WBSCM Code (e.g., 4000457). <i>To find this code, see the “WBSCM SDA/ITO Business Partner Report” for WBSCM Sold-To Party codes, available at <a href="http://www.fns.usda.gov/fdd/wbscm-crosswalks">http://www.fns.usda.gov/fdd/wbscm-crosswalks</a>.</i>
<b>Status:</b>	Click on the diamond. Select “ <b>Unequal to.</b> ” Enter E0002.

**Note:** ROs must use the last day of the Inventory Calculator report month to represent the end of the delivery period range. However, State agencies may select any future date, provided it matches the “to” end date provided on the Inventory Calculator.

The user should be reasonably certain that all direct orders for the Inventory Calculator report month have been placed before pulling the **Order Status Report**. Users may wish to wait until the 15<sup>th</sup> or later of the Inventory Calculator report month to pull the Order Status Report.

**E. Select Execute (see Figure 5).**



**Figure 5**

F. Select **Export – Export to Microsoft Excel** (see **Figure 6**).

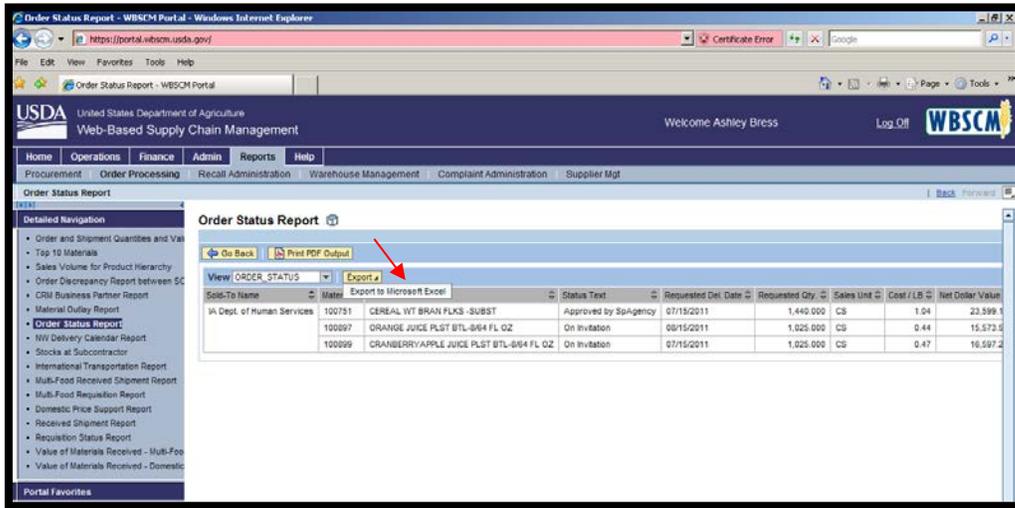


Figure 6

G. Save the report as an Excel file, separate from the Inventory Calculator.

H. Open the Order Status Report you just saved, and right-click on the top left-hand corner of the worksheet, to the left of Column A, above Row 1. The entire worksheet will highlight. Select **Copy** (see **Figure 7**).

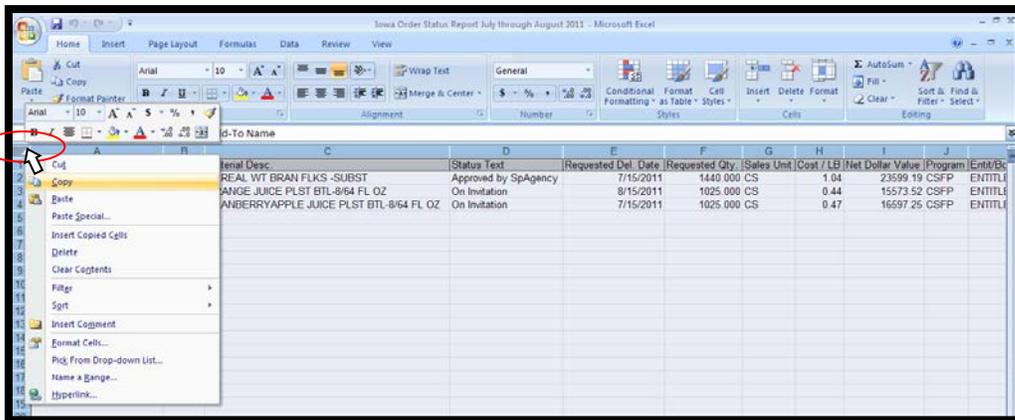


Figure 7

I. On the Inventory Calculator workbook, select **Directs** from the tabs on the bottom left. You will now see a blank Microsoft Excel worksheet (see **Figure 8**).

J. Right-click on the top left-hand corner of the blank worksheet, and select **Paste** (see **Figure 8**). The Order Status Report you previously copied should appear on the screen. There should not be any empty columns on the far left-hand side of this worksheet.

K. Stay logged into WBSM, and save your work on the Inventory Calculator.

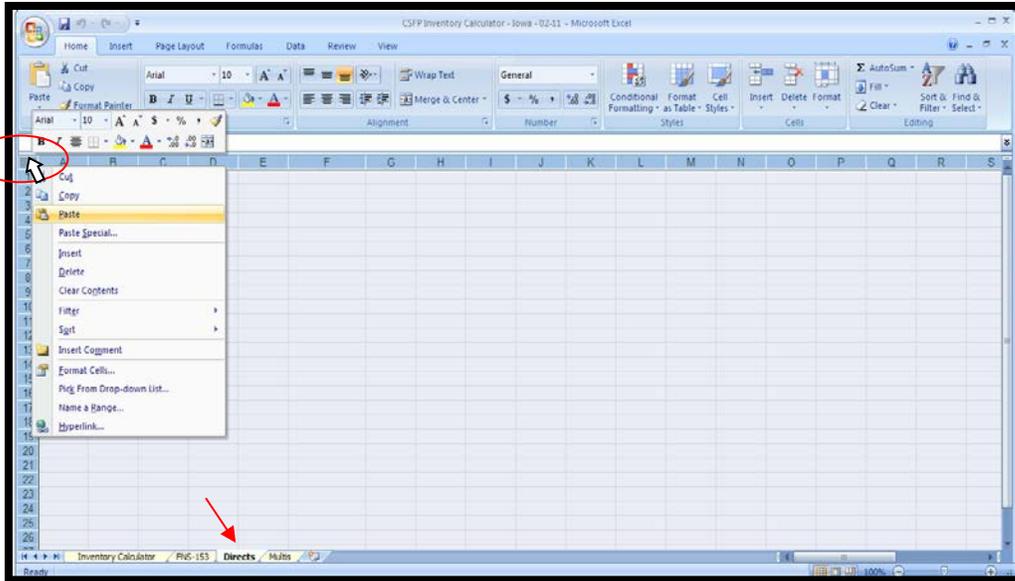


Figure 8

**STEP 4**

For States receiving Multi-Food Shipment Orders - save, copy, and paste the WBSM Multi-Food Requisition Report (beginning on the 1<sup>st</sup> day following the FNS-153 previously copied going through the last day of the Inventory Calculator report month) into the “Multis” tab of the Inventory Calculator workbook.

FNS Regional Offices should continue to use the RO WBSM Workaround Instructions to complete this step. See *Appendix A*.

- A. Access Web-Based Supply Chain Management (WBSM).
- B. Select **Reports**.
- C. Select **Order Processing**.
- D. Select the **Multi-Food Requisition Report**. When the Multi-Food Requisition Report screen appears, select the following options, and leave all other fields blank:

<b>Program:</b>	<b>CSFP</b>
<b>Delivery Date:</b>	Select the 1 <sup>st</sup> day following FNS-153 month to last day of the Inventory Calculator Report Month (MM/DD/YYYY - use calendar feature of the right-hand tab, next to each field).
<b>Sold-To Party:</b>	Enter State Agency/ITO WBSM Code (e.g., 4000457). To find this code, see the “WBSM SDA/ITO Business Partner Report” for WBSM Sold-To Party codes, available at <a href="http://www.fns.usda.gov/fdd/wbsm-crosswalks">http://www.fns.usda.gov/fdd/wbsm-crosswalks</a> .

**Note:** ROs must use the last day of the Inventory Calculator report month to represent the end of the delivery period range. However, State agencies may select any future

date, provided it matches the “to” end date provided on the Inventory Calculator.

The user should be reasonably certain that all multi-food requisitions for the Inventory Calculator report month have been placed before pulling the **Multi-Food Requisition Report**. Users may wish to wait until the 15<sup>th</sup> or later of the Inventory Calculator report month to pull the Multi-Food Requisition Report.

E. Select **Execute** (see **Figure 9**).

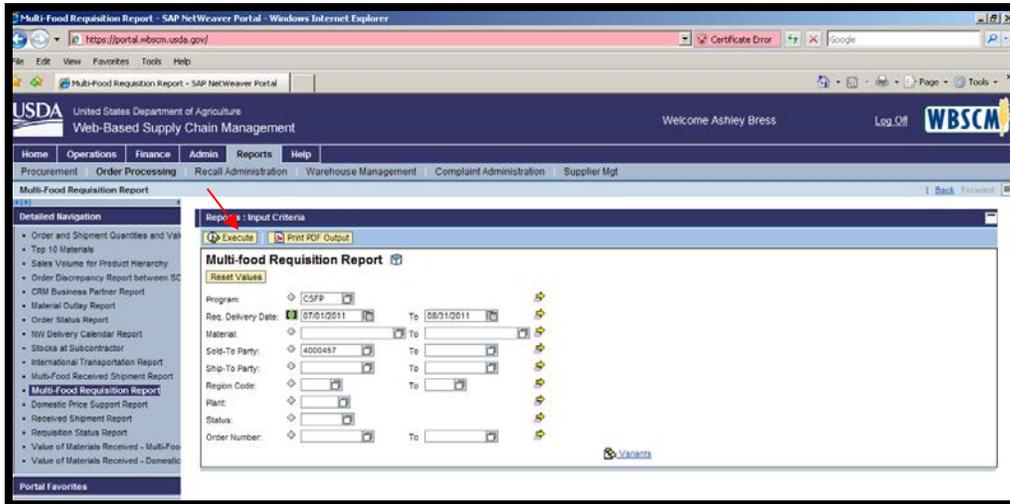


Figure 9

F. Select **Export – Export to Microsoft Excel** (see **Figure 10**).

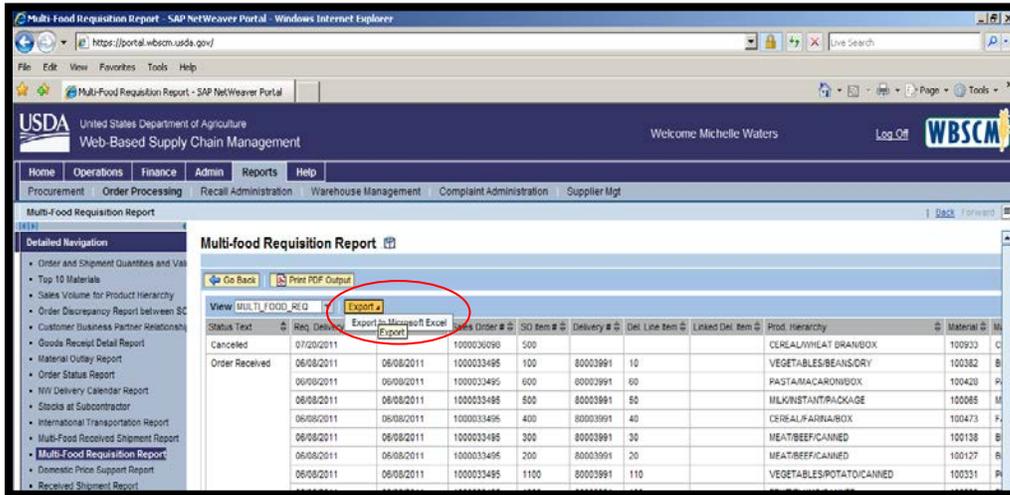


Figure 10

G. Save the report as an Excel file, separate from the Inventory Calculator.

- H. Open the Multi-Food Requisition Report you just saved, and right-click on the top left-hand corner of the worksheet, to the left of Column A, above Row 1. The entire worksheet will highlight. Select **Copy** (see **Figure 11**).

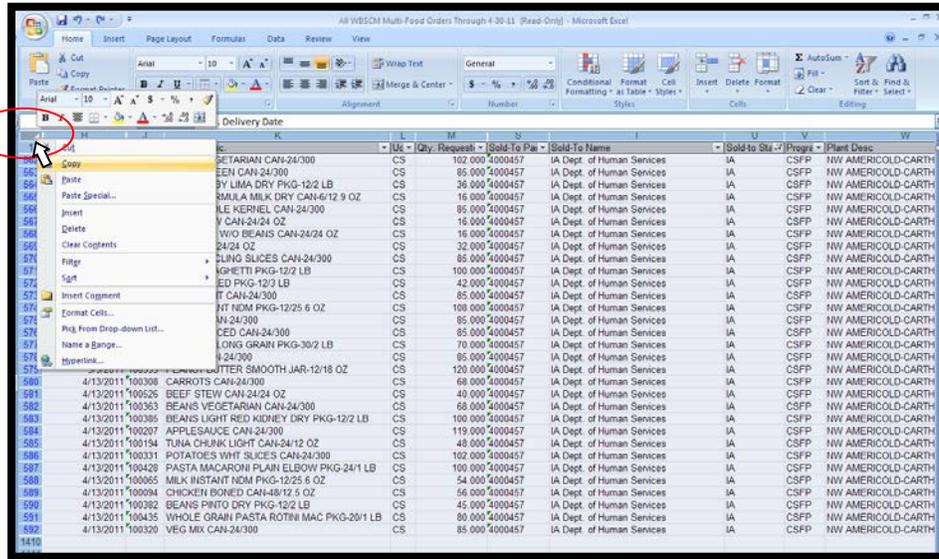


Figure 11

- I. On the Inventory Calculator workbook, select **Multis** from the tabs on the bottom left. You will now see a blank Microsoft Excel worksheet (see **Figure 12**).
- J. Right-click on the top left-hand corner of the blank worksheet, and select **Paste** (see **Figure 12**). The Multi-Food Requisition Report you previously copied should appear on the screen. There should not be any empty columns on the far left-hand side of this worksheet.

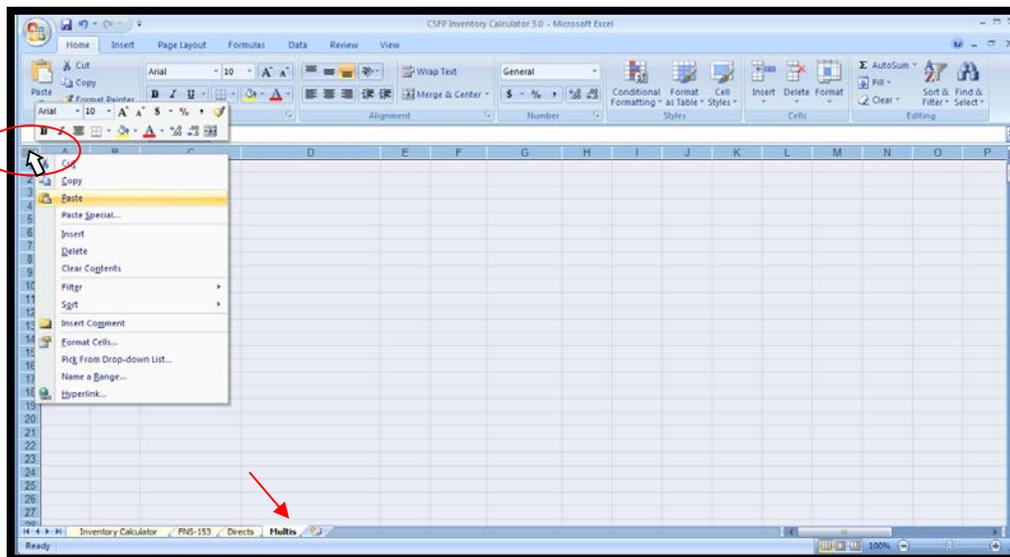


Figure 12

- K. Save your work on the Inventory Calculator.

**STEP 5**

Complete all fields in **yellow** and optional fields.

- A. Select "Inventory Calculator" from the tabs on the bottom left of the Inventory Calculator.
- B. **FIELD I (STATE)**  
Enter State name in the **yellow field** (see **Figure 13**).
- C. **FIELD II (CASELOAD)**  
Enter State's caseload for the current calendar year in the **yellow field** (see **Figure 13**). Inventory months on-hand are determined from this number, which is the maximum number of individuals that a State may serve. The caseload number is weighted by the proportion of participants served in each category, as reported on the FNS-153.
- D. **FIELD III (INVENTORY & FOOD ORDERS)**  
Enter the "Units On Hand As Of:" date in the **yellow field** in MM/DD/YYYY format (see **Figure 13**). This date should be the last day of the month for the FNS-153 you previously attached (EX: For the February 2015 FNS-153 report, the date would be entered as "02/28/2015").
- E. **FIELD IV (INVENTORY & FOOD ORDERS)**  
Enter the "to" end date for "Cases for Deliv. from MM/DD/YYYY to MM/DD/YYYY" in the **yellow field** (see **Figure 13**). For RO purposes, this should be the last day of the Inventory Calculator report month. In other words, for RO purposes, if completing an Inventory Calculator for April 2015, the last day of the month would be "4/30/2015". State staff may use any date in the future in order to project inventory levels based on food orders, provided the end date matches the date provided on the direct and multi-food order reports already copied into the Inventory Calculator.  
*Note: the "from" date will automatically calculate.*

The screenshot shows the 'PARTICIPATION' section of the spreadsheet. The following table represents the data visible in the yellow-highlighted fields:

Field Label	Value
I. STATE:	Iowa
II. CASELOAD:	2,974
III. Units On Hand As Of:	MM/DD/YYYY
IV. Cases for Deliv. from	MM/DD/YYYY
to	MM/DD/YYYY

The spreadsheet also includes a 'PRODUCT INFORMATION' section with columns for Food Type, Product Pack Size, Children 1-6 Years, Elderly, and Est. Months On-Hand As Of. Red arrows point from labels 'Step 5A' through 'Step 5E' to the corresponding yellow-highlighted input fields in the spreadsheet.

Figure 13

**F. FIELD V (INVENTORY & FOOD ORDERS)**

This column, entitled “V. Optional Case Adjustment for Est. Food Order Changes”, is an **optional** column for use only after reviewing inventory levels displayed on the far right-hand side of the worksheet (see **Figure 14**).

This column allows the user to figure out how much to reduce or increase food orders set for future delivery in order to bring inventories within recommended levels. Enter the number in cases for each food item, and a positive sign (+) or a negative sign (-) before the number depending on whether the order(s) would be increased or decreased, respectively.

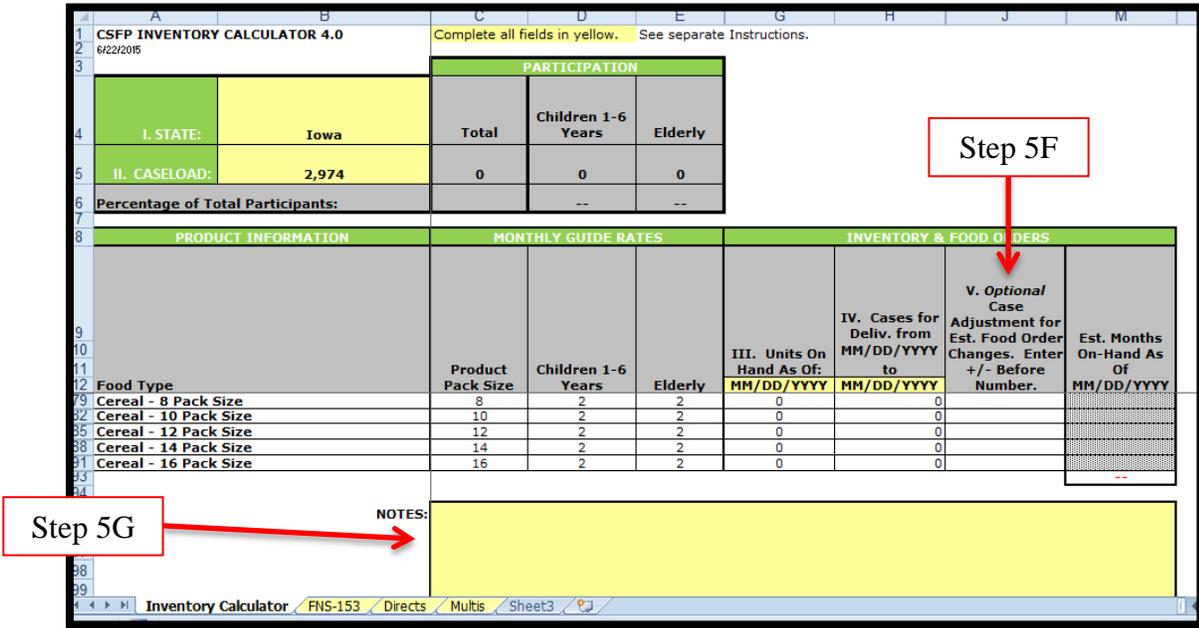


Figure 16

**G. NOTES FIELD (For RO Use)**

Enter Notes in the **yellow field** at the bottom of the Inventory Calculator, as appropriate (see **Figure 14**). *Before doing this, however, review inventory levels displayed on the far right-hand side of the Inventory Calculator.* If inventory levels for any category are less than one month or greater than six months, RO staff should attempt to address the issue before Inventory Calculator submittal by using the optional column referenced in **Step F** to determine how much to increase/reduce food orders.

If inventories less than one month or greater than six months are not addressed prior to Inventory Calculator submittal, the notes should explain why inventories are less than one month or greater than six months and the actions (if any) that will be taken to address these inventory levels, e.g., a planned reduction of future food orders where inventories are high, or increasing/expediting food orders where inventories are low, if needed.

If the RO staff do not know why inventories are high or low, they should contact the State to obtain further information. If no Notes are entered in these circumstances, National Office staff will contact the RO to obtain additional information.

As part of the RO Notes, please make mention if all or part of the State is in the first month of a bimonthly issuance (every-other-month, two months' worth of food)

which could lower Est. Months On-Hand. It should be noted that, **at most**, an every-other-month issuance would lower Est. Months On-Hand by one month per food category, but only if all participants up to caseload were served these issuances. If only 50 percent of caseload is served in this fashion, then it would only lower “Est. Months On-Hand” by about 0.5, or one-half month by food category.

**STEP 6**

**For FNS ROs, check your data, save, and email the completed Inventory Calculator to [CSFPIinventories@fns.usda.gov](mailto:CSFPIinventories@fns.usda.gov) by the 10<sup>th</sup> day of the month following the Inventory Calculator report month.**

- A.** Check the Inventory Calculator to make sure that the data transferred properly.
- B.** ROs must submit the completed Inventory Calculator to FNS National Office by the 10<sup>th</sup> day of the month following the Inventory Calculator the report month. The final submission must include the completed Inventory Calculator for each CSFP State, including notes as appropriate. If the 10<sup>th</sup> falls on a weekend or holiday, RO staff may submit the Inventory Calculator on the next business day following the weekend or holiday.

<b>FNS RO Inventory Calculator 4.0 Due Dates to Food Distribution Division (FDD)</b>		
<b>Inventory Calculator Report Month</b>	<b>FNS-153 (Use Latest Available)</b>	<b>Inventory Calculator Due Date to FDD</b>
January	November or December	February 10
March	January or February	April 10
May	March or April	June 10
July	May or June	August 10
September	July or August	October 10
November	September or October	December 10

**GENERAL NOTES**

Inventory months on-hand will appear in **red** font if less than one month or greater than six months. It is important that ROs work with their respective States and FNS National Office to immediately address any significant shortages (less than one month’s inventory) or overages (greater than six months’ inventory), if needed. This could include increasing/expediting food orders or food order cancellations, respectively. In extreme cases, food transfers may be required. RO staff should consult with the FNS National Office prior to approving any food transfer.

As provided above, it should be noted that a RO may deem it feasible for a State which receives only multi-food orders to keep less than one month’s inventory for certain food categories. However, both ROs and States should ensure that inventories are sufficient to consistently provide full food packages to participants.

Distribution rates and food/material codes are subject to change, and may impact the Inventory Calculator. For children 1-2 years of age, the worksheet does not account for all variations in the distribution rates of Ultra High Temperature (UHT), evaporated, and nonfat dry milk. The effect of this on total inventories is minimal given the current participation levels of this population group. The same applies to potential infant formula distributions to qualified children (by prescription only—see FNS Instruction 835-1).

## Appendix A

### CSFP Inventory Calculator 4.0 WBSCM Multi-Food Requisitions Report FNS Regional Office Workaround

#### Summary

1. Open the **CSFP Inventory Calculator 4.0**, as well as the FNS HQ-provided Microsoft Excel workbook entitled **All WBSCM Multi-Food Orders**.
2. Copy State-specific multi-food orders from the **All WBSCM Multi-Food Orders** workbook, paying close attention to the date range.
3. Paste the State's multi-food orders into the **CSFP Inventory Calculator 4.0**, **WBSCM Multis** tab.
4. Save your work.
5. Complete all remaining portions of the calculator consistent with the **CSFP Inventory Calculator 4.0 Instructions**.

#### Detailed Instructions

1. Open the **CSFP Inventory Calculator 4.0**, as well as the FNS HQ-provided Microsoft Excel workbook entitled **All WBSCM Multi-Food Orders**.
2. Copy State-specific multi-food orders from the **All WBSCM Multi-Food Orders** workbook, paying close attention to the date range. **Figure A** shows those multi-food orders applicable to Colorado CSFP. Colorado's last available FNS-153 reflects inventory on-hand through August 31. Thus, FNS Regional Office staff copy all multi-food orders which reflect deliveries from September 1 through October 31, the end of the CSFP Inventory Calculator 4.0 reporting period.

**Steps to Copy**  
a. Select far left-hand cell.  
b. Press **Shift + Down Arrow** to select all applicable multi-food orders for date range.  
c. Right-click on mouse and select **"Copy."**

Req	Delivery D	Material	Material Desc.	Qty	Requ	Sold-To Party	Sold-To Name	Sold-to State	Program	Plant D
191	8/27/2010	100897	ORANGE JUICE PLST BTL-8/64 FL OZ	56.000	4003720	RioGrandeCounty	CO	CSFP	NW PA	
192	8/27/2010	100065	MILK INSTANT NDM PKG-12/25.6 OZ	38.000	4003720	RioGrandeCounty	CO	CSFP	NW PA	
1			D CAN-24/300	37.000	4003720	RioGrandeCounty	CO	CSFP	NW PA	
1			TOES W/ SYRUP CAN-24/300	38.000	4003720	RioGrandeCounty	CO	CSFP	NW PA	
1			NG GRAIN PKG-30/2 LB	15.000	4003720	RioGrandeCounty	CO	CSFP	NW PA	
211	9/3/2010	100035	CHEESE BLEND AMER SKM LVS-12/2 LB	50.000	4001499	Costillacounty	CO	CSFP	NW PA	
212	9/3/2010	100382	BEANS PINTO DRY PKG-12/2 LB	50.000	4001499	Costillacounty	CO	CSFP	NW PA	
213	9/3/2010	100218	PEACHES CLING SLICES CAN-24/300	50.000	4001499	Costillacounty	CO	CSFP	NW PA	
214	9/3/2010	100328	TOMATO DICED CAN-24/300	80.000	4001499	Costillacounty	CO	CSFP	NW PA	
215	9/3/2010	100428	PASTA MACARONI PLAIN ELBOW PKG-24/1 LB	50.000	4001499	Costillacounty	CO	CSFP	NW PA	
216	9/3/2010	100897	ORANGE JUICE PLST BTL-8/64 FL OZ	150.000	4001499	Costillacounty	CO	CSFP	NW PA	
217	9/3/2010	100466	OATS ROLLED PKG-12/3 LB	60.000	4001499	Costillacounty	CO	CSFP	NW PA	
218	9/3/2010	100127	BEEF CAN-24/24 OZ	20.000	4001499	Costillacounty	CO	CSFP	NW PA	
219	9/9/2010	100382	BEANS PINTO DRY PKG-12/2 LB	160.000	4003600	Pueblo County CSFP	CO	CSFP	NW PA	

Figure A

3. Paste the State's multi-food orders into the **CSFP Inventory Calculator 4.0, WBSM Multis** tab. See **Figure B**.

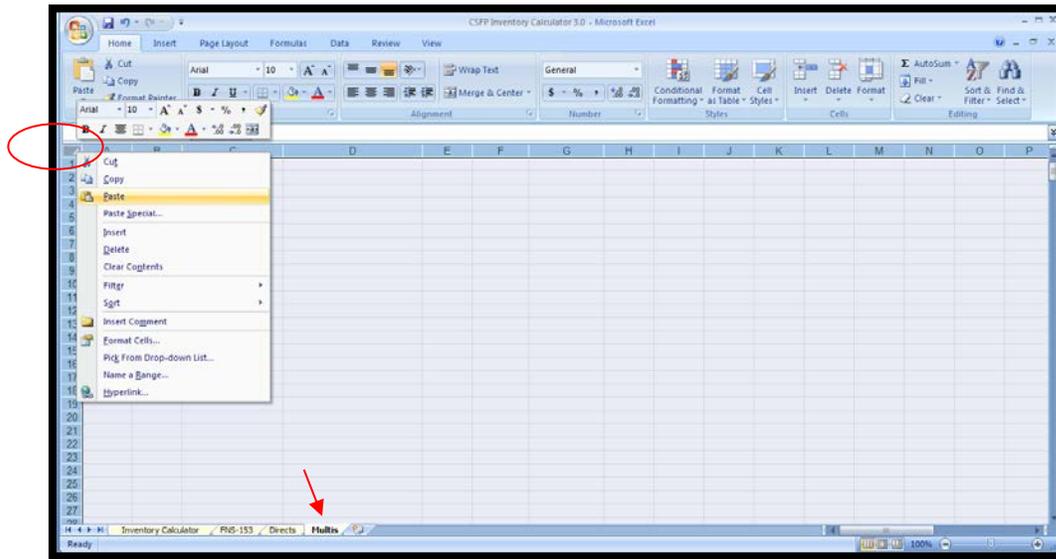


Figure B

4. Save your work. Save the inventory calculator as "CSFP Inventory Calculator-State Name-MM-YY."
5. Complete all remaining portions of the calculator consistent with the **CSFP Inventory Calculator 4.0 Instructions**.