

## **Overview**

### **Completing the CSFP Inventory Calculator 3.0**

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 [CSFPinventories@fns.usda.gov](mailto:CSFPinventories@fns.usda.gov) by the 10th day after the end of the Inventory Calculator report month.

<b>FNS RO Inventory Calculator 3.0 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>
February	November or December	March 10
April	January or February	May 10
June	March or April	July 10
August	May or June	September 10
October	July or August	November 10
December	September or October	January 10



**Detailed Instructions  
Completing the CSFP Inventory Calculator 3.0**

**STEP 1**

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

EXAMPLE: “CSFP Inventory Calculator–Iowa–08–11”

**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.

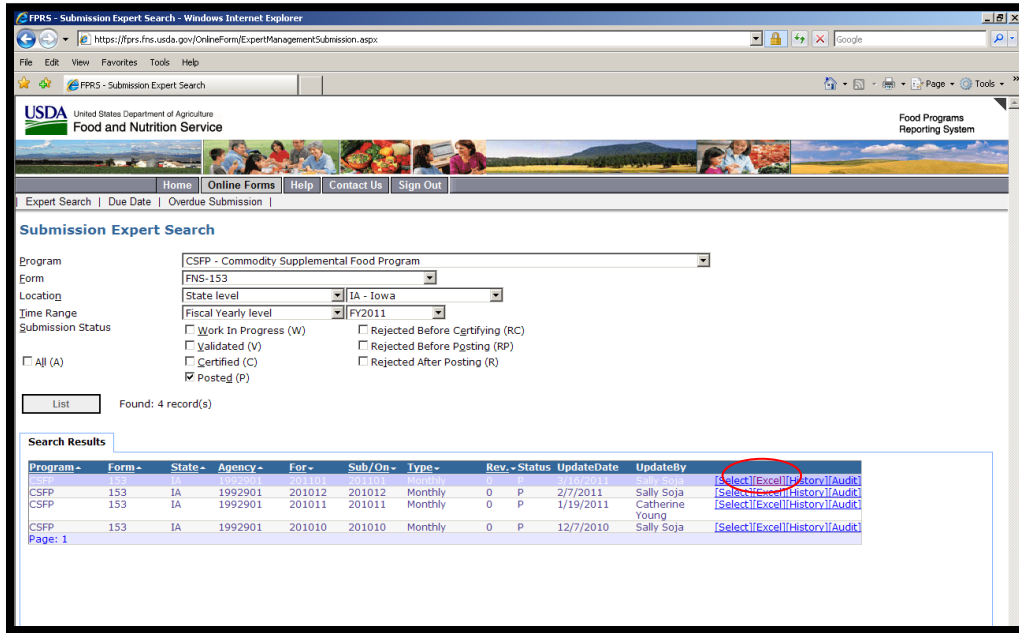
**A. FPRS:** To obtain FNS-153 through FPRS, follow these steps:

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.



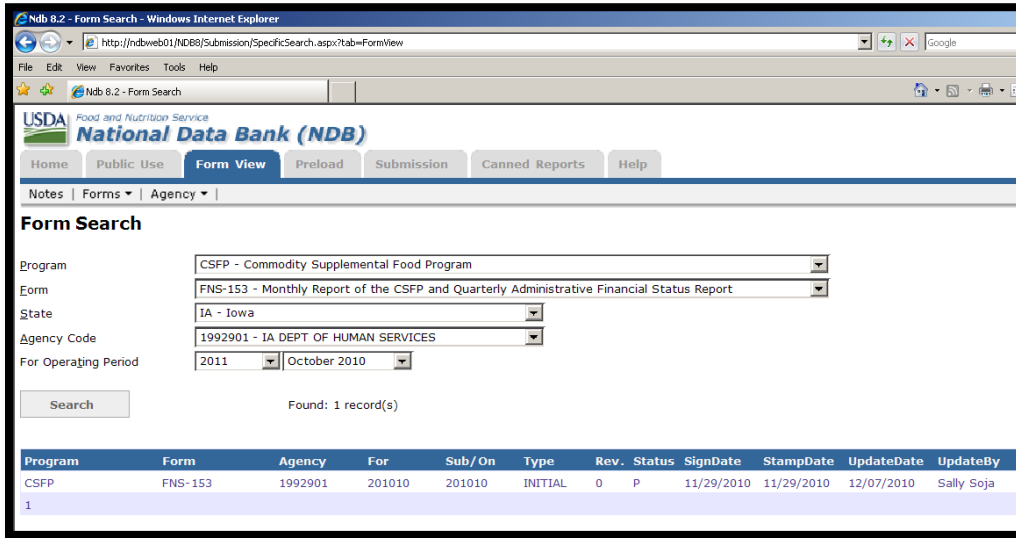
**Figure 1**

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**.

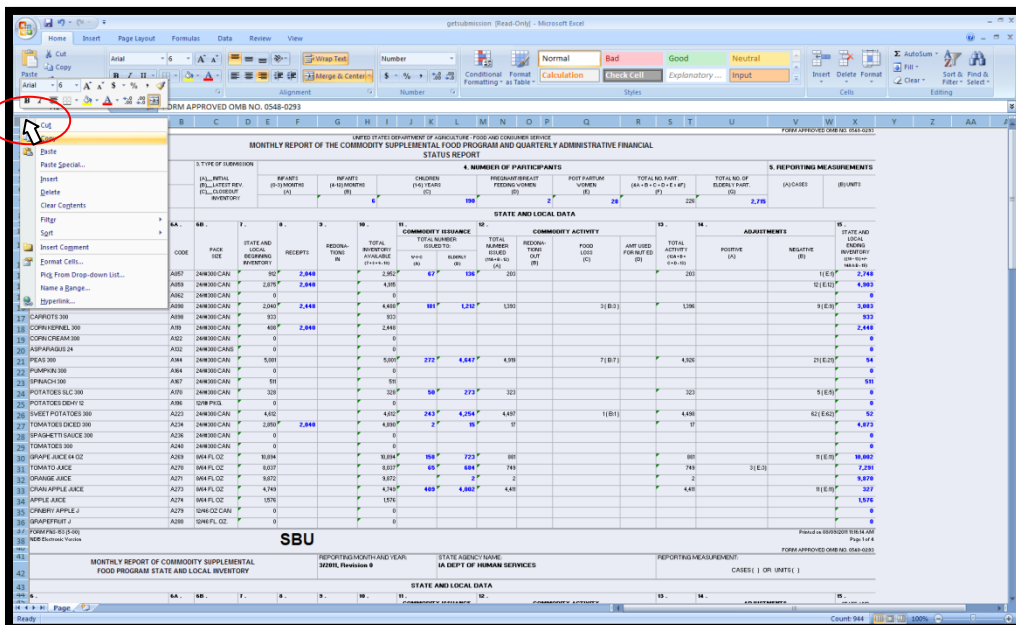
- Select the latest available FNS-153 (see **Figure 2**). In general, this will be from 2-3 months prior.



**Figure 2**

- Save the **FNS-153** as a Microsoft Excel workbook separately from the Inventory Calculator.

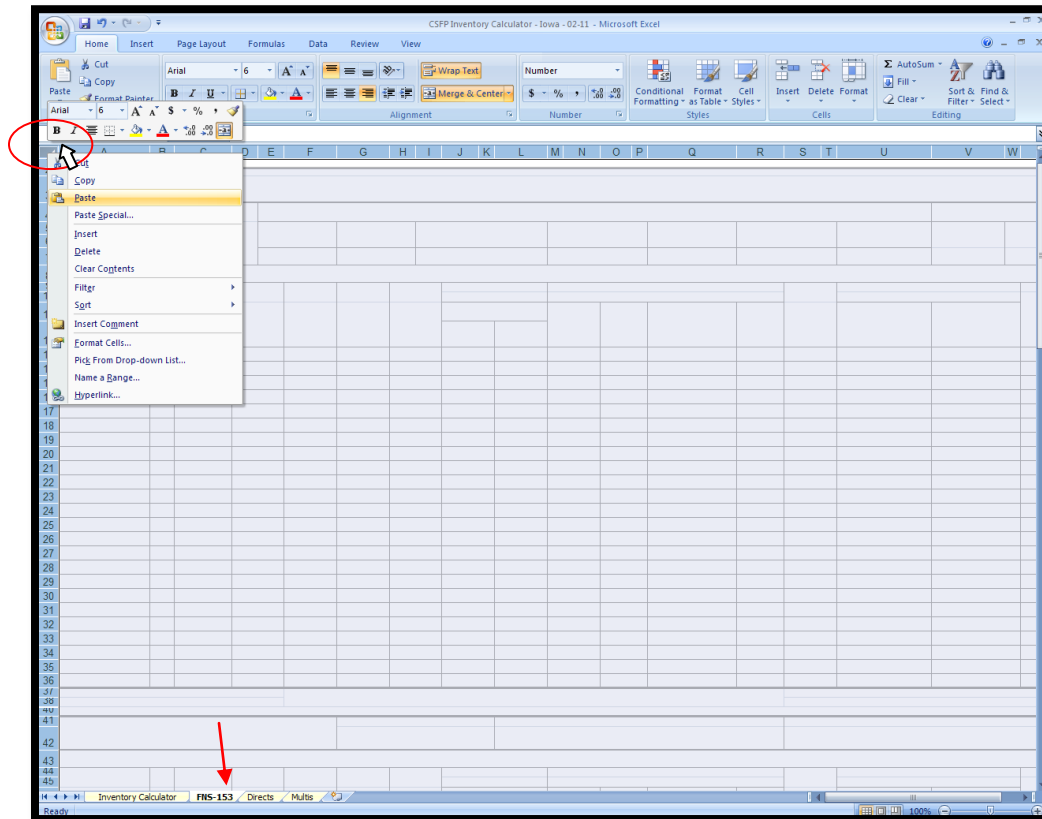
- Open the Microsoft Excel FNS-153 you just saved, and right-click on the top left-hand corner of the worksheet, *to the left of Column A, above Row 1*. The entire worksheet will highlight. Select **Copy** (see **Figure 3**).



**Figure 3**

- 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 WBSM 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 WBSM.
- 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

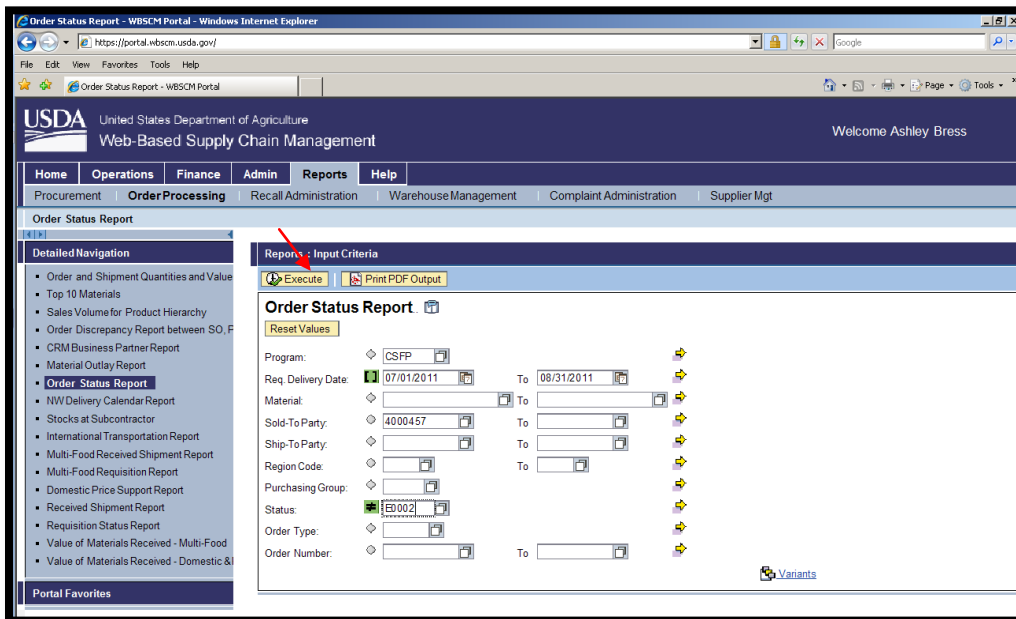
	each field).
<b>Sold-To Party:</b>	Enter State Agency/ITO WBSCM Code (e.g., 4000457). <i>See note below for details on finding this code.</i>
<b>Status:</b>	Click on the diamond. Select <b>"Unequal to."</b> Enter E0002.

**Note:** See **Appendix B** for WBSCM Sold-To Party codes in alphabetical order by State agency. To ensure that you have the latest list, you may wish to access the crosswalk at <http://www.fns.usda.gov/fdd/WBSCM/default.htm> and click on the "ECOS Codes to WBSCM BP ID (SDA, RA, & COOP)" link.

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).**

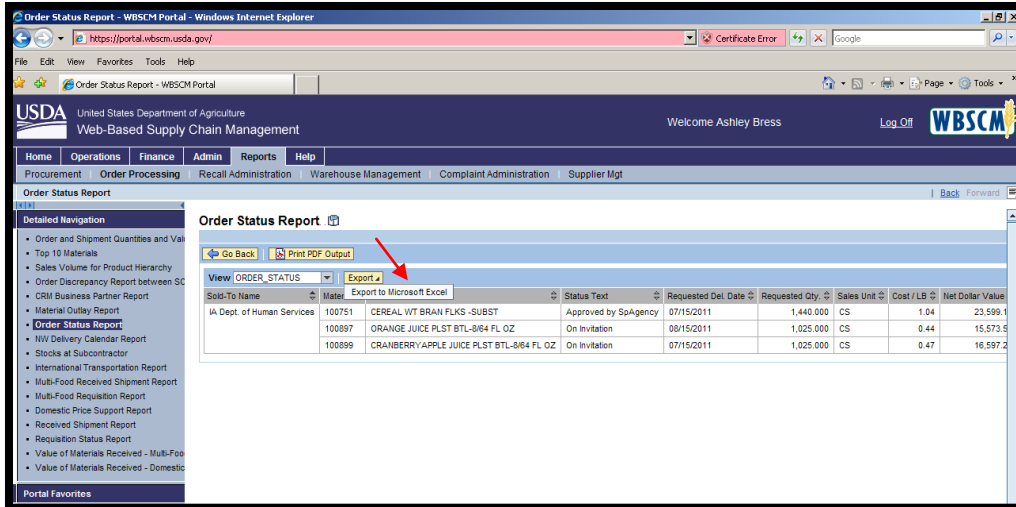


Figure 6

- 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).

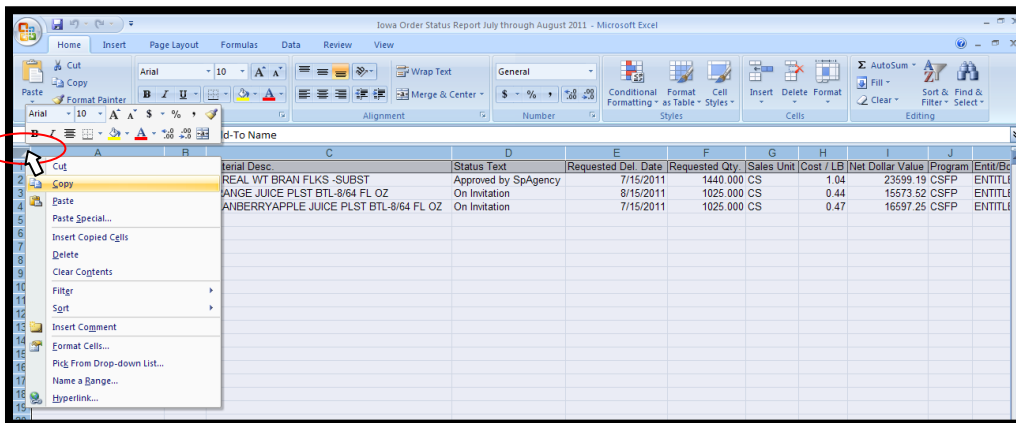


Figure 7

- 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 11).
- 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.



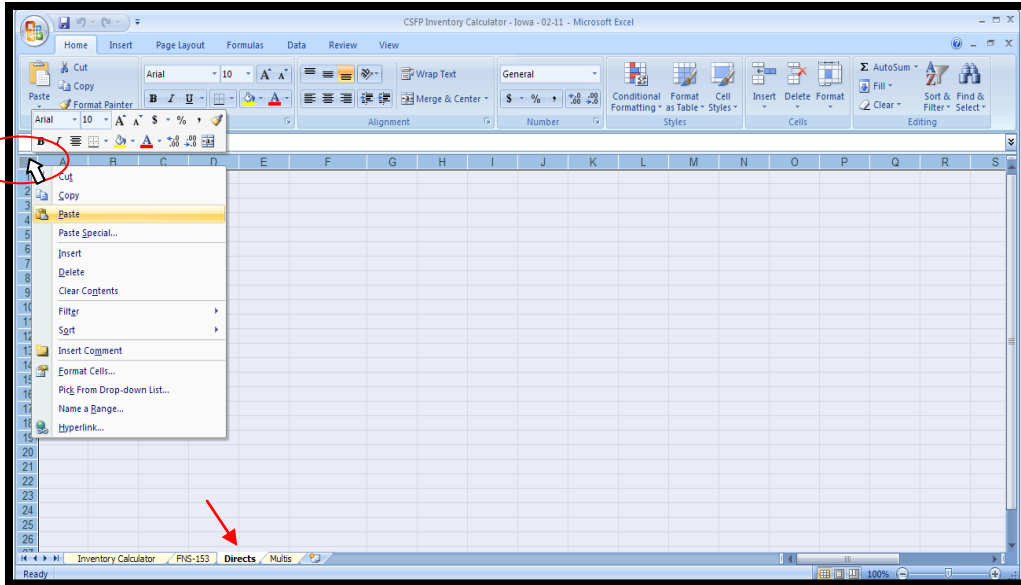


Figure 8

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

**STEP 4**

**For States receiving Multi-Food Shipment Orders - save, copy, and paste the WBSCM 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 WBSCM Workaround Instructions to complete this step. See Appendix A.**

- A. Access Web-Based Supply Chain Management (WBSCM).
- 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 WBSCM Code (e.g., 4000457). <i>See note below for details on finding this code.</i>

**Note:** See **Appendix B** for WBSCM Sold-To Party codes in alphabetical order by State agency. To ensure that you have the latest list, you may wish to access the crosswalk

at <http://www.fns.usda.gov/fdd/WBSCM/default.htm> and click on the "ECOS Codes to WBSCM BP ID (SDA, RA, & COOP)" link.

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).**

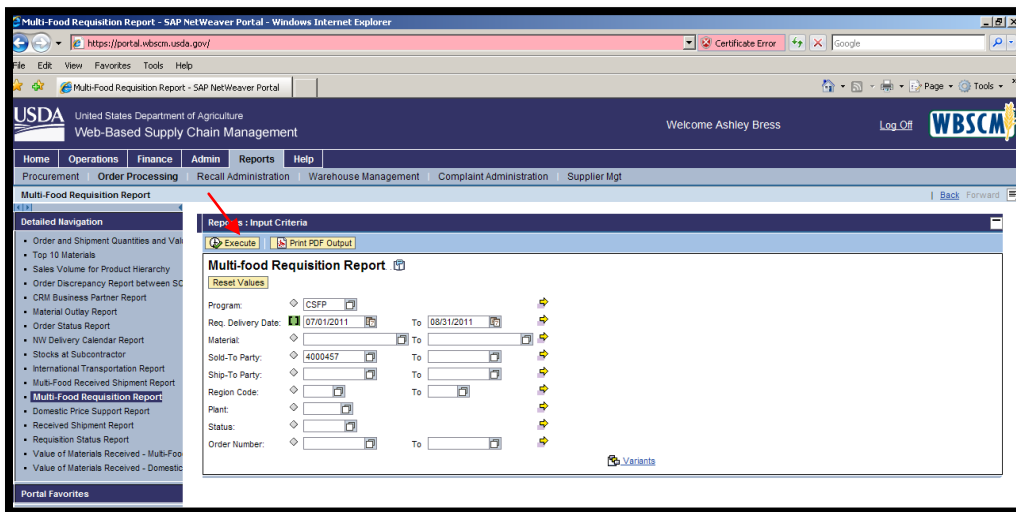


Figure 9

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

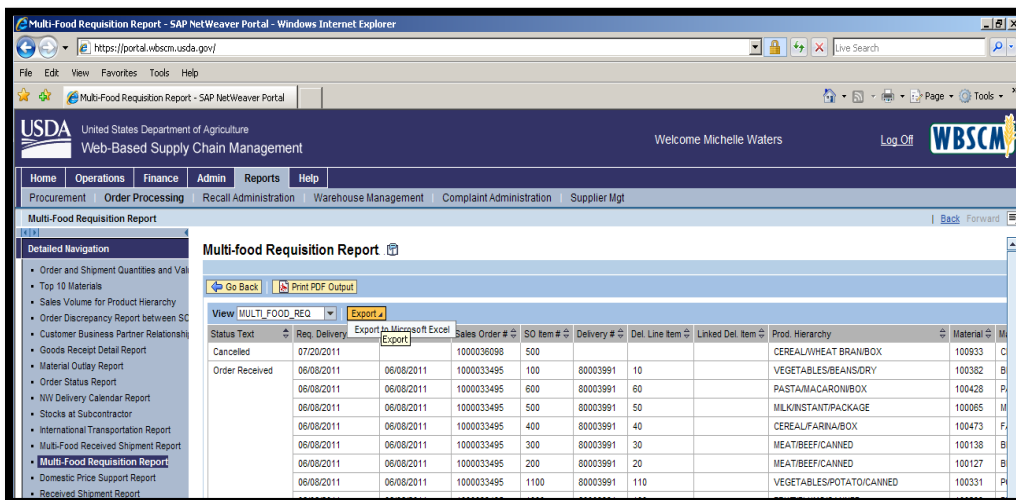


Figure 10

- 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**).

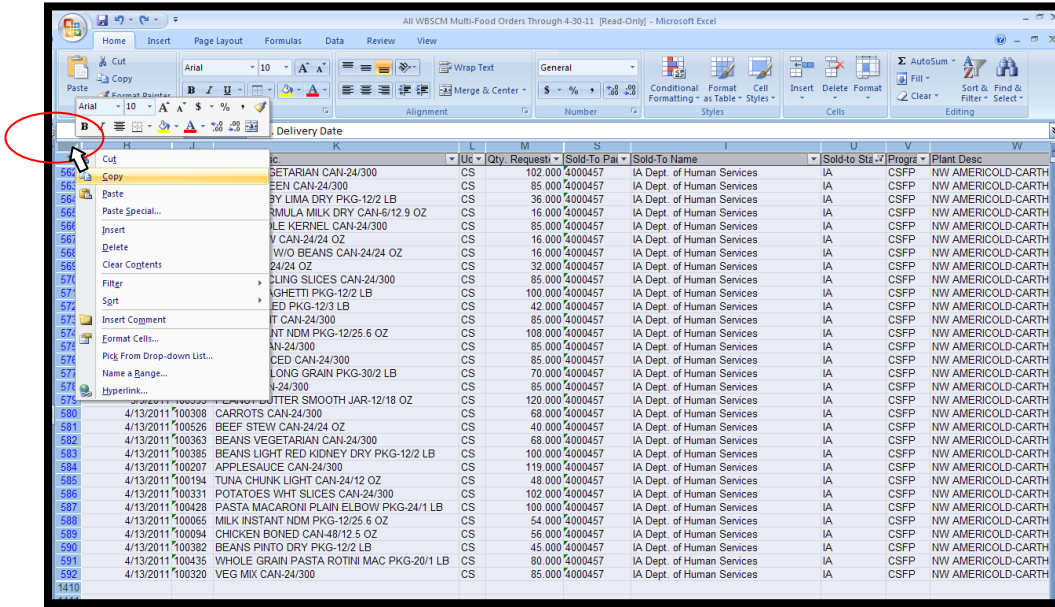


Figure 11

- 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 11**).

- 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.

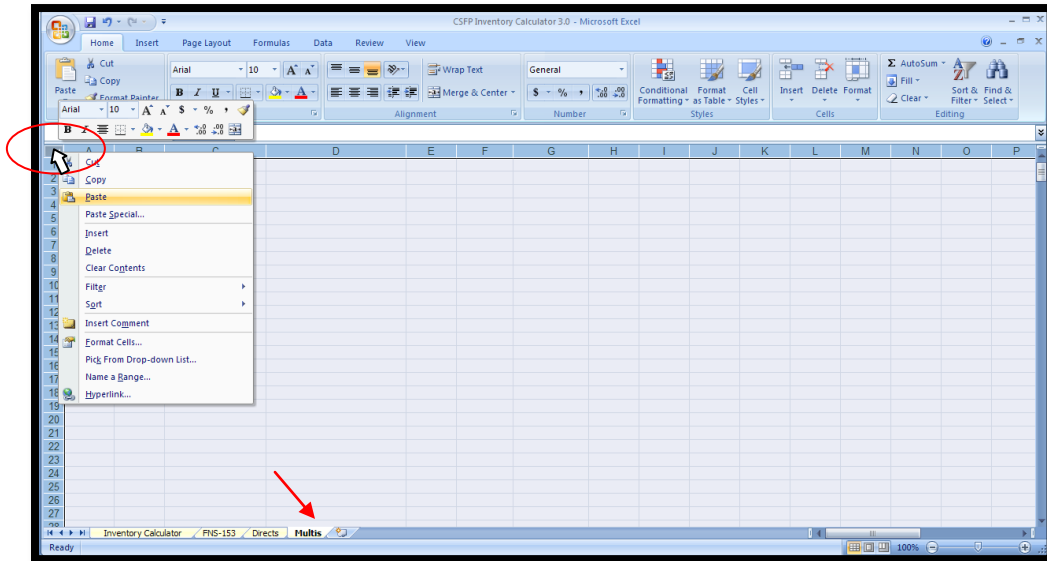


Figure 12

- 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 (see **Figure 13**).
- 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.

CSFP INVENTORY CALCULATOR 3.0

Complete all fields in yellow. See separate instructions.

PARTICIPATION								
I. STATE:	Iowa	Total	Infants 0-3 Months	Infants 4-12 Months	Children 1-6 Years	Pregnant/Breastfeeding Women	Non-Breastfeeding Postpartum Women	Elderly
II. CASELOAD:	2,985	2,899	1	6	177	1	35	2,679
Percentage of Total Participants:			0.03%	0.21%	6.11%	0.03%	1.21%	92.41%

Food Type	Product Pack Size	MONTHLY GUIDELINE RATES							III. Units On Hand As Of:	IV. Cases For Deliv. from 3/1/2011 to	V. Optional Case Adjustment for Est. Food Order Changes, Enter +/- Before Number.	Total Units	Est. Months On-Hand As Of 4/30/2011
		Infants 0-3 Months	Infants 4-12 Months	Children 1-6 Years	Pregnant/Breastfeeding Women	Non-Breastfeeding Postpartum Women	Elderly						
Juices - 46 oz	12							2,282/2011	4/30/2011	751	38,835	1.9	
Juices - 64 oz	8							35,128	2,030		31,528	6.4	
Fruit	24							12,610	374		21,568	1.6	
Beef, Stew, Chicken, Chili 24+ oz	24							2,919	104		3,415		
Tuna / Salmon, 12 or 14.75 oz	24							4,330	48		3,391		
Chicken, 12.5 oz	48							1,920	35		2,655		
Egg Mix	48							0	0		0	1.5	
Peanut Butter / Dry Beans	12							6,263	301		5,873	1.3	
Cheese, Reduced Fat	12							7,477	0		7,477	0.5	
Milk, NFC Instant	12							0.5	0.5	3,098	102	1.4	
Milk, Evaporated	24							11	3		38,632		
Milk, UHT	12							4	8		0		
Pasta 2 lb Package (Spaghetti)	12							1,303	100		2,503	2.2	
Dehydrated Potatoes	24							0	0		0		
Rice - 24 Pack Size	24							0	0		0		
Rice - 30 Pack Size	30							3,355	80		3,455		
Pasta 1 lb Package (Rottini)	24							900	80		1,000		
Pasta 1 lb Package (Macaroni)	24							4,720	100		7,120	1.6	
Rolls (B445)	12							0	1		50		
Cereal, Gns (B100)	8							0.5	0.5		319	31.8	
Cereal, Gns	8							0.5	0.5		0		

Figure 13

**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 14). This date should be the last day of the month for the FNS-153 you previously attached (EX: For the February 2011 FNS-153 report, the date would be entered as "02/28/2011").

**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 14). 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 2011, the last day of the month would be "4/30/2011". 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.

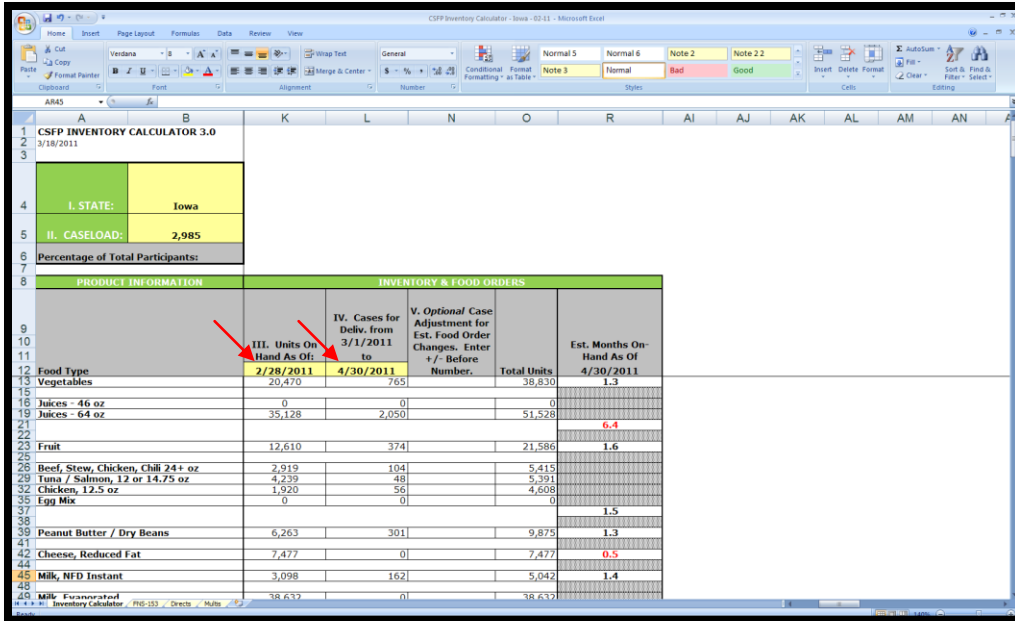


Figure 14

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

Skip this column (see **Figure 15**) which is entitled "V. Optional Case Adjustment for Est. Food Order Changes: *This is an optional column for use only after reviewing inventory levels displayed on the far right-hand side of the worksheet.*

This column (see **Figure 15**) 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. Users can then view how the change would impact ending inventory months on-hand.

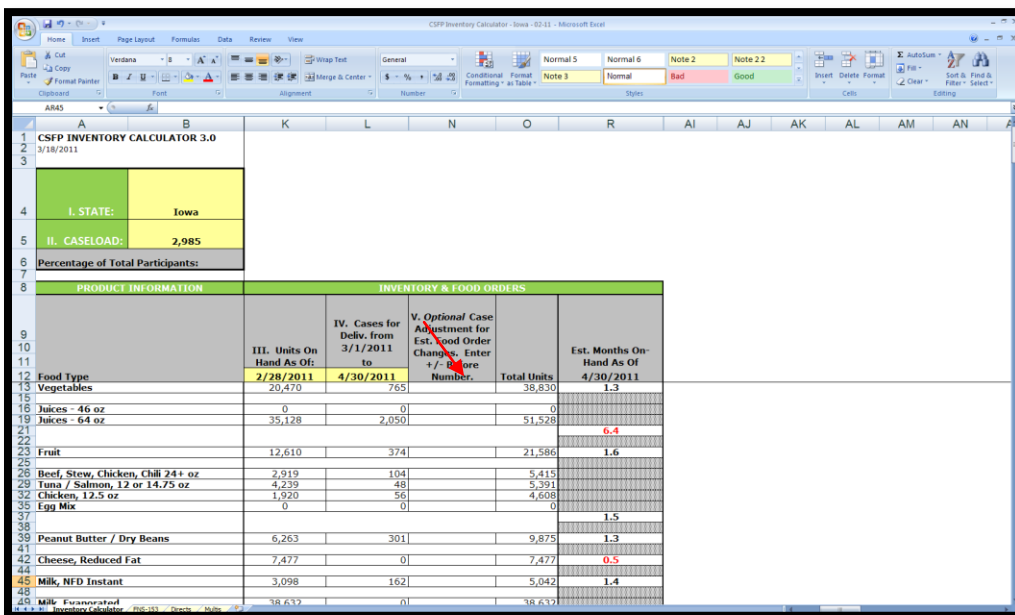


Figure 15

## G. NOTES FIELD (For RO Use)

Enter Notes in the **yellow field** at the bottom of the Inventory Calculator, as appropriate (see **Figure 16**). *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 **Figure 16** 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.

PARTICIPATION		MONTHLY GUIDE RATES							INVENTORY		
I. STATE:	Iowa	Total	Infants 0-3 Months	Infants 4-12 Months	Children 1-6 Years	Pregnant/Breastfeeding Women	Non-Breastfeeding Postpartum Women	Elderly	Units On Hand As Of:	III. Units On Hand As Of:	IV. Cases to Deliv. from 3/1/2011 to
II. CASELOAD:	2,985	2,899	1	6	177	1	35	2,679	2/28/2011	2/28/2011	4/30/2011
Percentage of Total Participants:			0.03%	0.21%	6.11%	0.03%	1.21%	92.41%			
NOTES:											

Figure 16

**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 3.0 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>
February	November or December	March 10
April	January or February	May 10
June	March or April	July 10
August	May or June	September 10
October	July or August	November 10
December	September or October	January 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 3.0 WBSCM Multi-Food Requisitions Report FNS Regional Office Workaround

#### Summary

1. Open the **CSFP Inventory Calculator 3.0**, 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 3.0**, **WBSCM Multis** tab.
4. Save your work.
5. Complete all remaining portions of the calculator consistent with the **CSFP Inventory Calculator 3.0 Instructions**.

#### Detailed Instructions

1. Open the **CSFP Inventory Calculator 3.0**, 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 3.0 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."**

The screenshot shows a Microsoft Excel spreadsheet titled "All WBSCM Multi-Food Orders". The spreadsheet has columns labeled B through V. Column B contains dates, column C contains material IDs, column D contains material descriptions, column M contains quantities, column S contains request numbers, column T contains sold-to parties, column U contains sold-to names, column V contains sold-to states, and column W contains programs. A context menu is open over the first column (B), with the "Copy" option selected. The menu also includes options like Cut, Paste, Paste Special, Insert, Delete, Clear Contents, Format Cells, Row Height, Hide, and Unhide. The spreadsheet data includes various food items such as Orange Juice, Milk, Beans, Peaches, Tomatoes, and Pasta, with their respective quantities and delivery dates.

B	C	D	M	S	T	U	V			
Req	Delivery	Material	Material Desc	Qty	Request	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	
193	8/27/2010	100065	MILK INSTANT NDM PKG-12/25 6 OZ	37.000	4003720	RioGrandeCounty	CO	CSFP	NW PA	
194	8/27/2010	100065	MILK INSTANT NDM PKG-12/25 6 OZ	38.000	4003720	RioGrandeCounty	CO	CSFP	NW PA	
195	8/27/2010	100065	MILK INSTANT NDM PKG-12/25 6 OZ	15.000	4003720	RioGrandeCounty	CO	CSFP	NW PA	
196	8/27/2010	1000218	BEACHES CLING SLICES CAN-24/300	220.000	4005451	Weld County CSFP	CO	CSFP	NW PA	
197	8/27/2010	1000218	BEACHES CLING SLICES CAN-24/300	220.000	4005451	Weld County CSFP	CO	CSFP	NW PA	
198	8/27/2010	1000218	BEACHES CLING SLICES CAN-24/300	432.000	4005451	Weld County CSFP	CO	CSFP	NW PA	
199	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	102.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
200	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	168.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
201	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	119.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
202	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	60.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
203	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	153.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
204	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	102.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
205	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	140.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
206	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	85.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
207	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	348.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
208	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	106.000	4003035	Mesa County CSFP	CO	CSFP	NW PA	
209	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	20.000	4001499	Costillacounty	CO	CSFP	NW PA	
210	8/27/2010	1000305	MILK INSTANT NDM PKG-12/25 6 OZ	120.000	4001499	Costillacounty	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 3.0, WBSM Multis** tab. See **Figure B**.

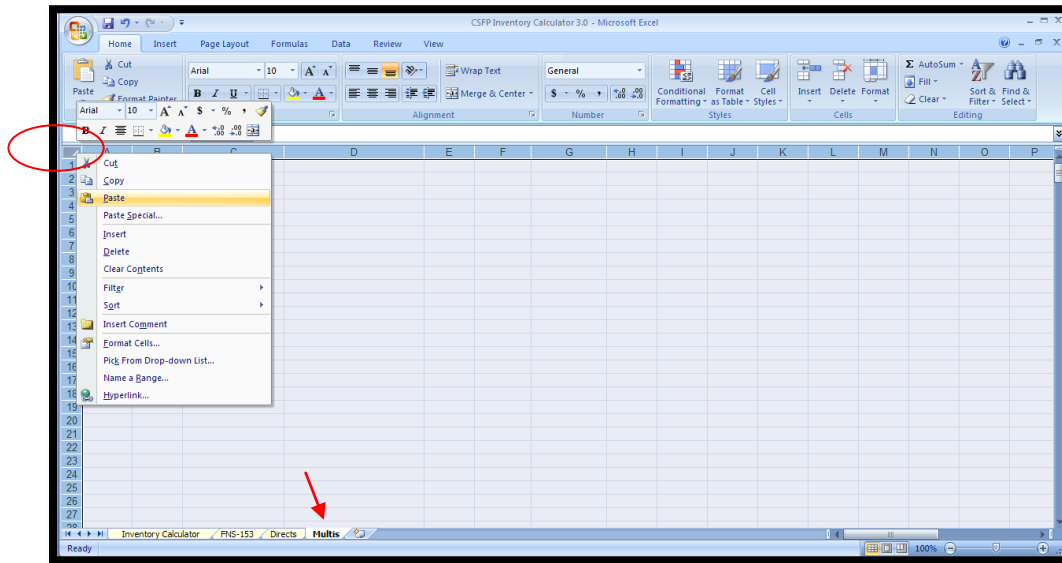


Figure B

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 3.0 Instructions**.

<b>Appendix B</b>			
<b>ECOS Codes to WBSCM BP ID (SDA)</b>			
<b>As of March 14, 2011</b>			
<b>Legacy State Agency / ITO code</b>	<b>Customer Type</b>	<b>WBSCM BP Number (Sold-To BPs)</b>	<b>WBSCM Org Name</b>
402	SDA	4000411	AK Dept. of HSS, NSU
105	SDA	4000419	AR Dept. of Human Services
C04	SDA	4000416	AZ Dept. of Health Services
206	SDA	4000431	CA Dept. of Education
108	SDA	4000434	CO Dept. of Human Services
211	SDA	4000437	DC Dept. of Health Services
110	SDA	4000438	DE Government Support Services
213	SDA	4000443	GA Dept. of Human Resources
219	SDA	4000457	IA Dept. of Human Services
317	SDA	4000452	IL Dept. of Human Services
218	SDA	4000456	IN Office of Lt. Governor
420	SDA	4000464	KS Dept. of SRS
121	SDA	4000465	KY Dept. of Agriculture
422	SDA	4000466	LA Health and Hospital
223	SDA	4000470	ME Dept of Agriculture
126	SDA	4000491	MI Dept. of Education
J27	SDA	4000493	MN Dept. of Health (MDH)
527	SDA	4000482	MN Red Lake
329	SDA	4000484	MO Dept. of Health
728	SDA	4000476	MS Dept. of Health
230	SDA	4000498	MT Dept. of Public HHS
137	SDA	4000530	NC Dept. of Ag and Consumer Services
138	SDA	4000501	ND Dept. of Public Instruction
331	SDA	4000520	NE Dept. of Health & Human Services
233	SDA	4000508	NH Dept. of Health and Human Services
234	SDA	4000524	NJ Dept. of Health and Senior Services
735	SDA	4000525	NM Dept. of Health
132	SDA	4000521	NV Purchasing Division
336	SDA	4000527	NY Dept of Health, Division of Nutrition
339	SDA	4000552	OH Dept. of Job & Family Services
140	SDA	4000554	OK Dept. of Human Services
241	SDA	4000556	OR Housing & Community Services
142	SDA	4000559	PA Dept. of Agriculture
345	SDA	4000571	SC Dept. of Social Services
146	SDA	4000573	SD Dept. of Education
646	SDA	4000563	SD Oglala
347	SDA	4000575	TN Health & Environment
148	SDA	4000578	TX Dept. of Agriculture
449	SDA	4005774	UT Dept. of Health
250	SDA	4000583	VT Dept. of Disabilities, AIL
153	SDA	4000609	WA State Dept. of General Administration
H55	SDA	4000595	WI Dept. Health & Family Services