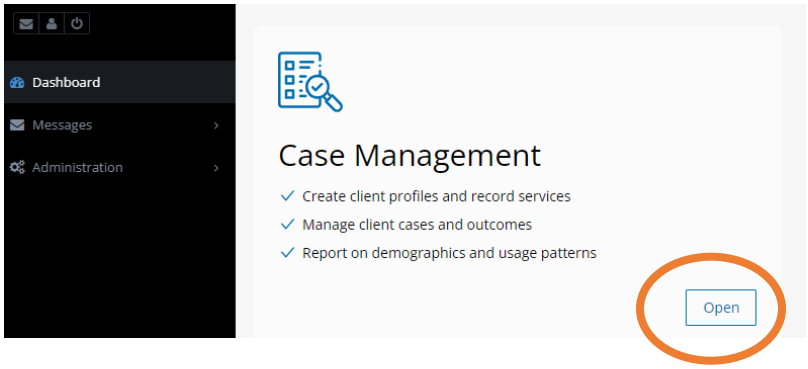
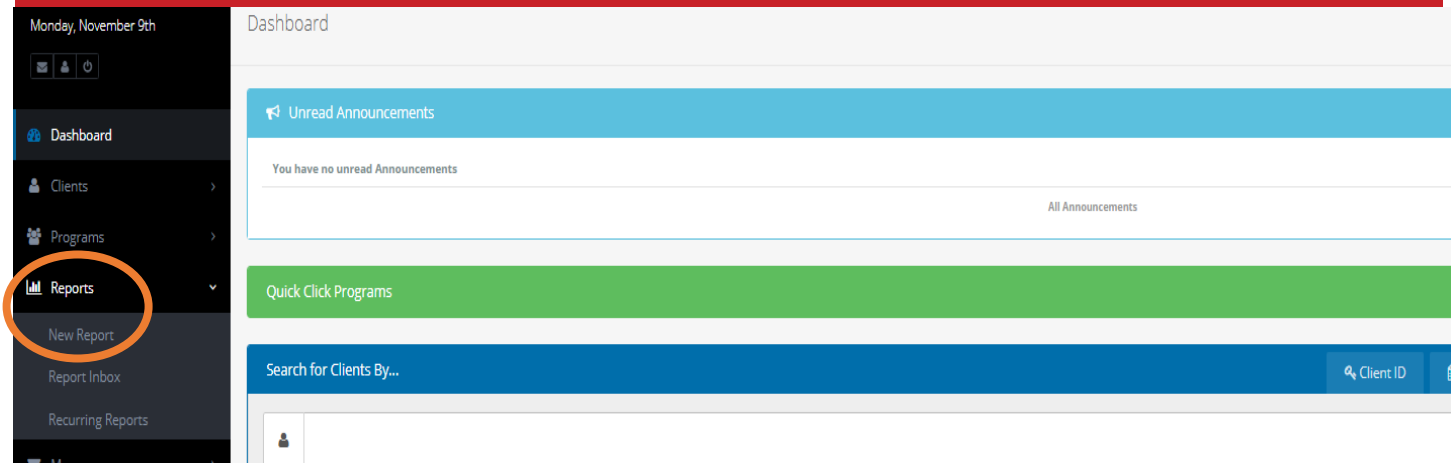
St. Mary's Food Bank®

HOW TO RUN AN "MIR"
Monthly Inventory Report for CSFP

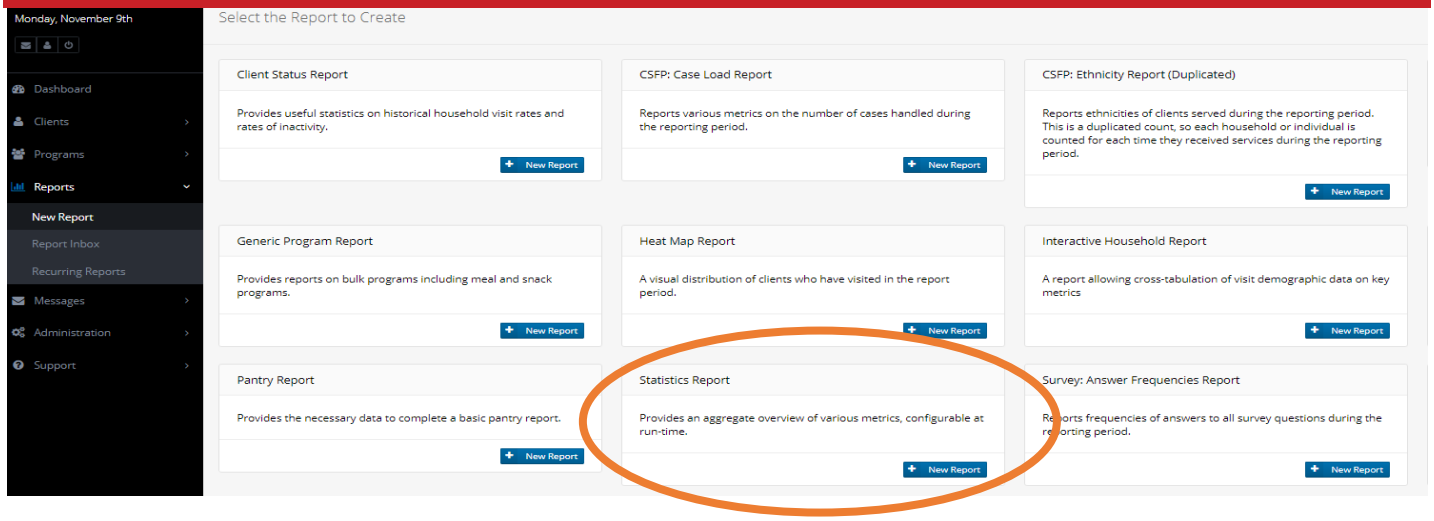
STEP 1: Log into your account in Link2Feed and click "Case Management"



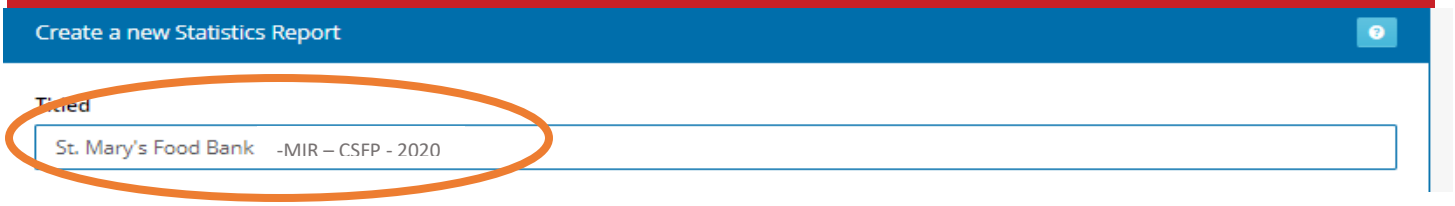
STEP 2: On left hand screen – select the triangle beside "Reports" & click on "New Report"



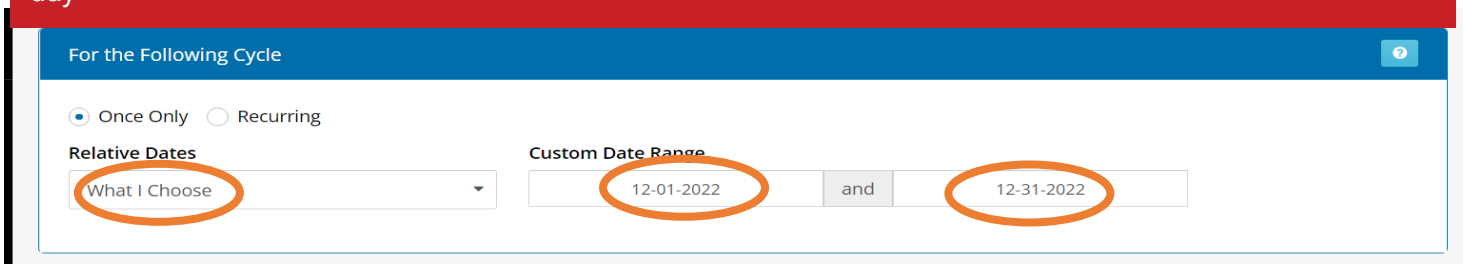
STEP 3: Find "Statistics Report" and click "New Report"



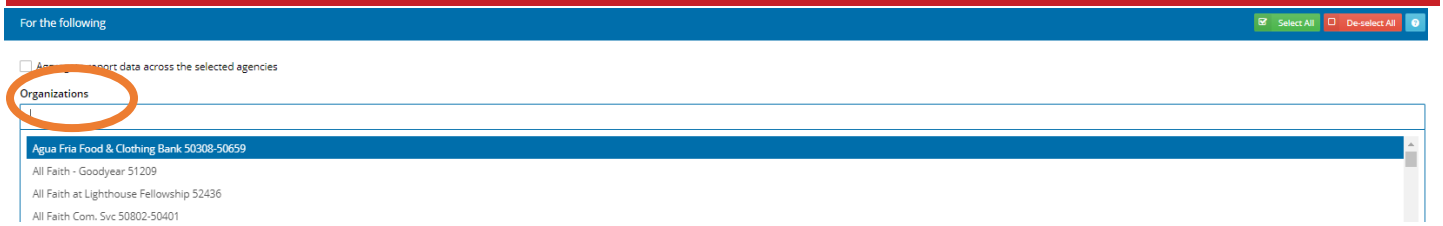
STEP 4: Give a title to your report – Example below of how it should be named



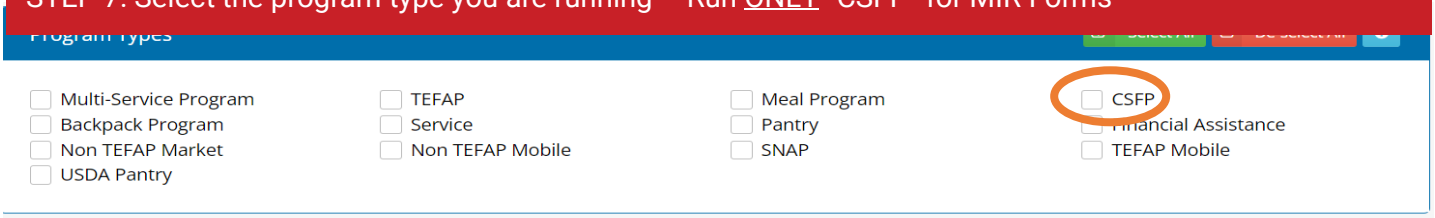
STEP 5: Drop down to "What I choose" and put dates from beginning of month to end of desired month OR day



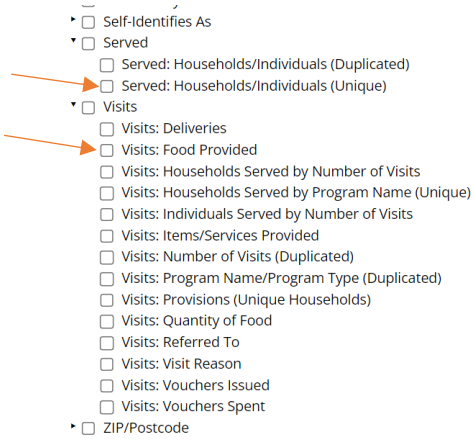
STEP 6: Click the "Organizations" box and type your agency name – once highlighted, click it – SKIP COUNTY & CITY



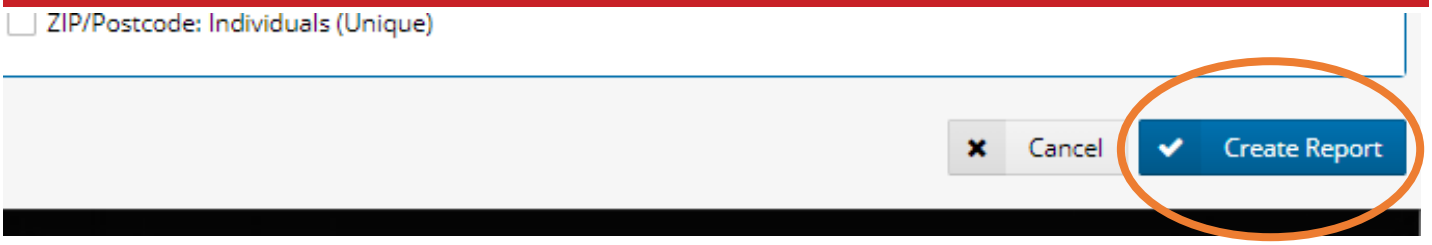
STEP 7: Select the program type you are running – Run ONLY "CSFP" for MIR Forms



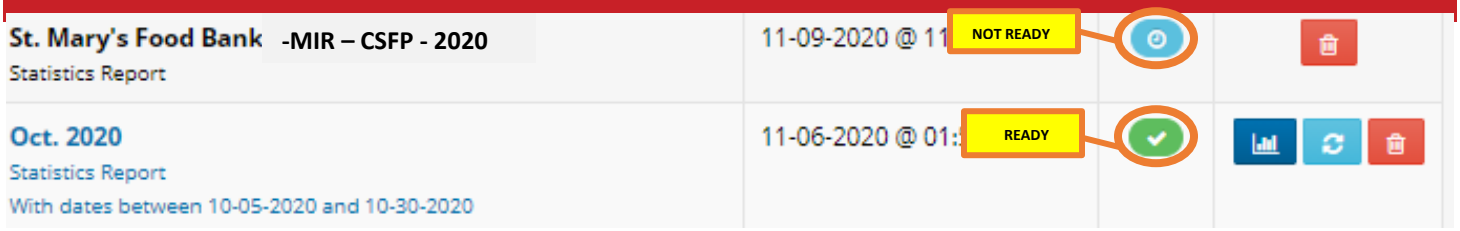
STEP 7: Drop down the arrows next to "Served" and "Visits" Select the following: Served you ONLY need "Unique" for reporting and Visits "Food Provided"



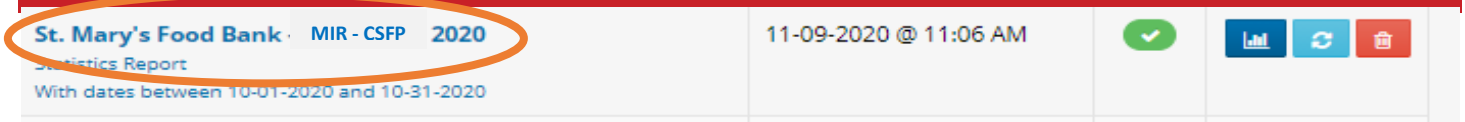
STEP 8: Click “Create Report” on the right bottom of screen



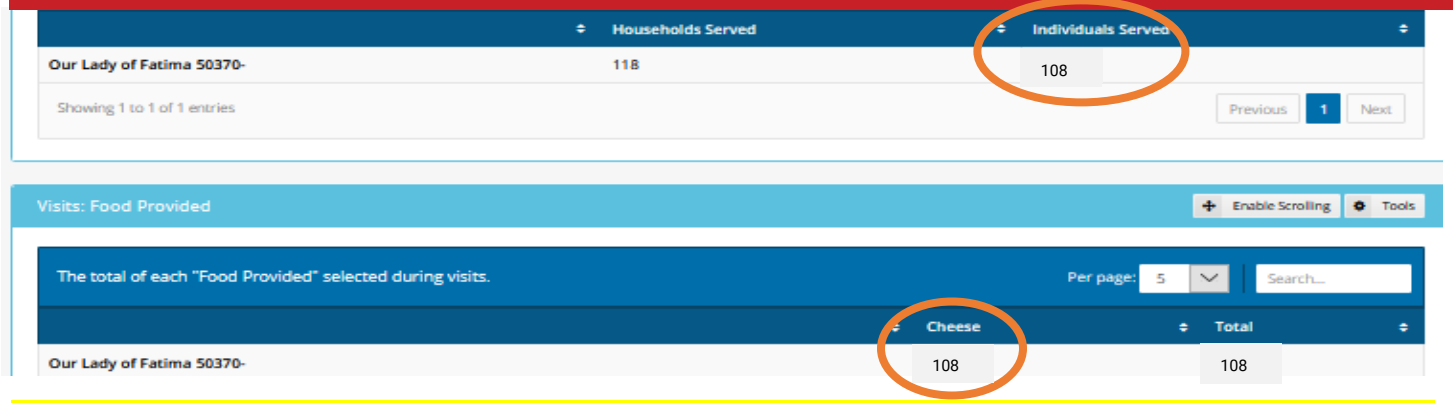
STEP 9: Refresh website page so green check mark shows next to your report. If blue clock shows, report’s not ready



STEP 10: Click on the name of the report when the words turn blue and is clickable



STEP 11: You will need the 2 circled numbers to fill out the MIR form



**PRO TIP: Always look at “individuals” not household (HH) number. The CSFP program serves to the individual not the HH; as you can see the numbers are different, since there were 2 seniors that received a box in one household. When recording MIR, you ONLY need “Individuals Served”

STEP 12: (3) Forms Needed: This month's invoice, Blank MIR form, last month's completed MIR form

ST. MARY'S FOOD BANK
COMMODITY SENIOR FOOD PROGRAM (CSFP)
DISTRIBUTION SITE MONTHLY INVENTORY REPORT (MIR)

Site Name: Your Agency's Name – No Acronyms
Agency #: Your CSFP program #
Reporting Month:
Reporting Year:

Current Month's Distribution	Boxes from last month	Boxes from this month	OUNT	
	Box # 126	Box # 127	Box #	Box #
1.) Total Boxes [	7	119		
2.) Total Boxes S	7	101		
3.) Total Cheese	126			
4.) Total Cheese	108			

Remaining Inventory at Month's End	Boxes from last month	Boxes from this month		
	Box # 126	Box # 127	Box #	Box #
5.) Number of Boxes (	0	18		
6.) Number of Cheese		18		

Lost Product, If Any				
	Box #	Box #	Box #	Box #
7.) Report Any Box Loss*				
8.) Report Any Cheese Loss*				

126 Total Received

108 Total Distributed

7 + 119 = 126 Cheeses

7 + 101 = 108 Cheeses

On your invoice you will find which box # you received

Record # of boxes you had in inventory at the *start of the month* here (find remaining inventory thru last month's MIR) In this same row, record how many boxes you received for this *current month*.

Record # of boxes distributed this current month here. Give out all last month's inventory first. Total # should match Link2Feed

Record # of cheeses you had in inventory from last month + amount received on this month's invoice for total

Record # of total cheeses you distributed for this current month here

Total Cheese # and Total Box # should only match if everyone that received a box, received a cheese

Record how many boxes you have left over from this month's distribution here.

Record how many cheeses you have left over from this month's distribution here.

= "Received" MINUS "Distributed"

Any CSFP boxes that were damaged, stolen or lost, please record here.

Any cheeses that were damaged, stolen or lost, please record here.

STEP 14: Write your name, Agency's Name, & program # under "Print Name" – Sign & date MIR was completed

Note: Inventory is defined as Number of Boxes or Number of Cheese
*You must do a **physical** count of your remaining inventory of CSFP items at the end of each month.

Your name - Your Agency Name – Your agency number

PRINT NAME _____ Date _____

**PRO TIP: Looking at the Link2Feed report on Step 11, the # of "individuals served" in Link2Feed should match the # of boxes given out at the distribution. In this example you had 126 Boxes and Cheeses on hand at the start of the event, you recorded 108 clients receiving each item so you should 108 clients logged in Link2Feed. You should have 18 boxes and 18 cheeses left in inventory. This # will only be different if you reported any losses at the event. Important to state reasons why you had a loss.

Send MIR to your specific St. Mary's Representative
You are DONE!