

# Food Buying Guide (FBG) Calculator Instructions

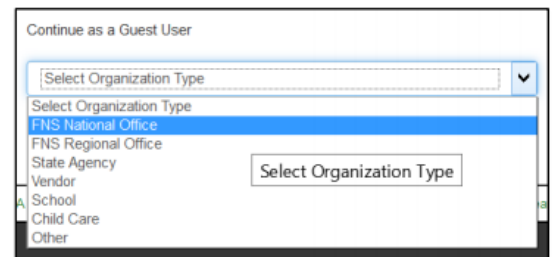
The FBG Calculator is a tool that will assist users to know how much food to purchase and prepare based on food items needed. It will also create a shopping list of these items that can be saved to a computer or printed.

Click on or type in the following URL:  
<https://foodbuyingguide.fns.usda.gov/>

At the Login Screen, go to **“Continue as a Guest User.”**



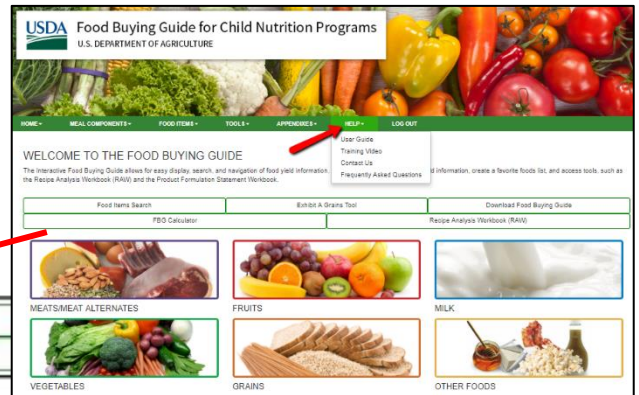
Select an **“Organization Type”** from the dropdown menu. Click **“Enter”**



## FBG Home Screen

Use the top navigation bar links or main screen buttons to access information.

- For training videos on how to use the FBG, click the **Help** link in the green tool bar and select **Training Videos**

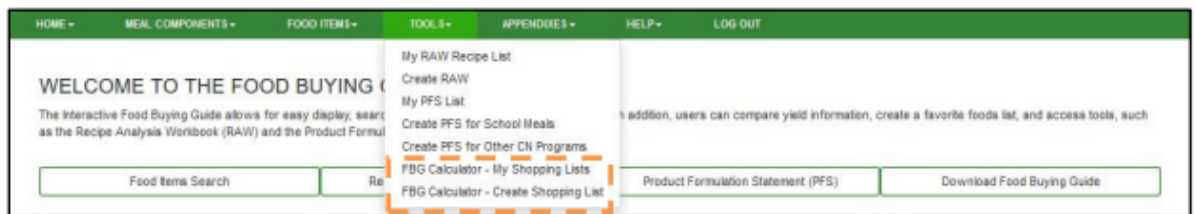


## FBG Calculator

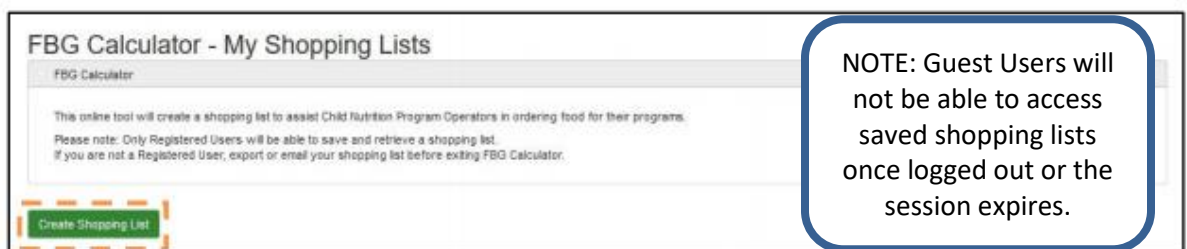
- Click **“FBG Calculator”** button on FBG home screen.



Users can also access the FBG Calculator by clicking on the **Tools** dropdown and selecting: **“FBG Calculator – My Shopping Lists”** or **“FBG Calculator – Create Shopping List”**



- Click **“Create Shopping List”** button to start using the FBG Calculator and to create a Shopping List.

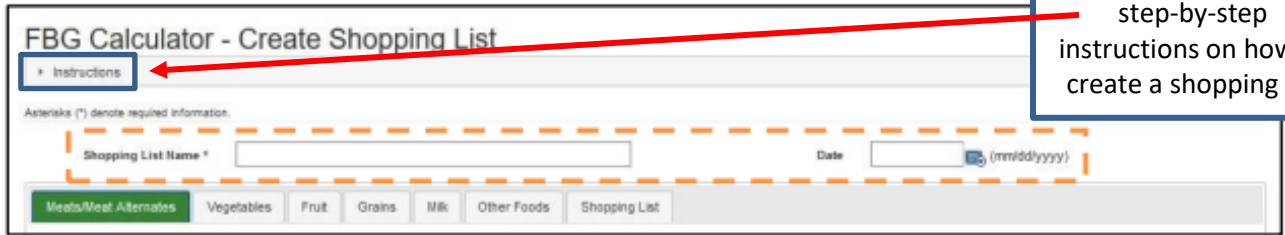


**NOTE:** Guest Users will not be able to access saved shopping lists once logged out or the session expires.

Create a Shopping List:

3. Enter a name in the **Shopping List Name** field (Required). The **Date** field is optional.

The **Instructions** section also provides step-by-step instructions on how to create a shopping list

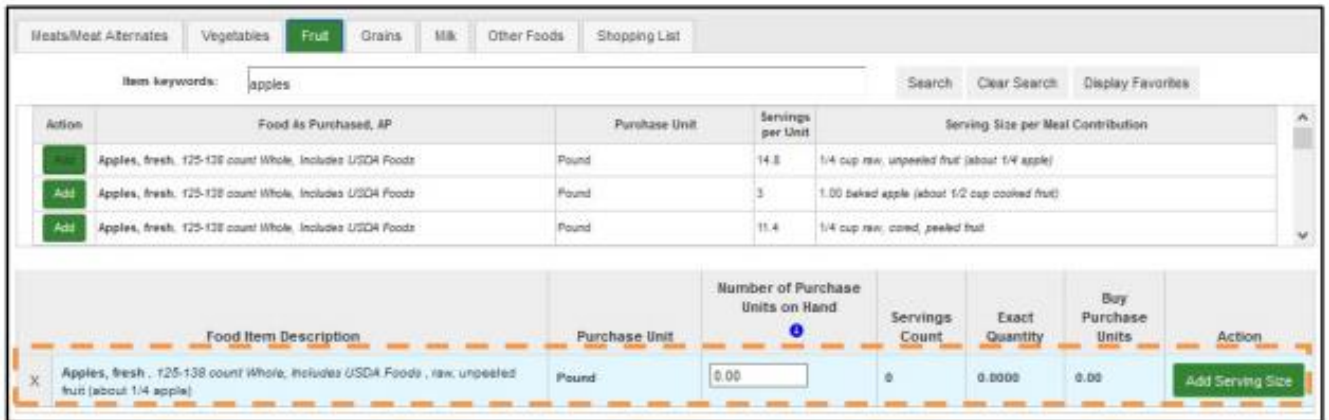


To select food items:

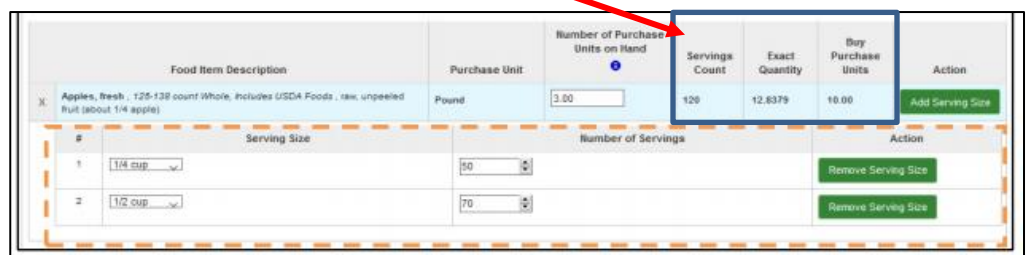
4. Select the meal component tab the food item is part of (ex. the Fruit tab will locate only fruit items).
5. Enter the food item in the **“Item Keywords”** search box and click **“Search”**.
6. Choose the appropriate food item from the populated list.
7. Click the green **“Add”** button on the left to include that food item into the Shopping List below.



8. Click the **“Add Serving Size”** button. The serving size row will appear under the food item row. When adding multiple items to the list, each new row will appear below the first item that was added.



9. Select the **Serving Size** from the drop down menu. Enter the **Number of Servings**.
10. Click out of the box, hit enter, or tab to generate **Exact Quantity** and **Buy Purchase Units**. You can also click on **“Add Serving Size”** again to account for multiple serving sizes for different age groups.
11. The **Servings Count**, **Exact Quantity**, and **Buy Purchase Units** for the food item will calculate automatically and will be displayed in the food item row.



The user may also enter **Number of Purchase Units on Hand** in the food item row, it will be taken into account when the total 'Buy Purchase Units' for a food item is calculated.

Food Item Description	Purchase Unit	Number of Purchase Units on Hand	Servings Count	Exact Quantity	Buy Purchase Units	Action
X Apples, fresh - 125-138 count Whole, includes USDA Foods - raw, unpeeled fruit (about 1/4 apple)	Pound	3.90	120	12.8379	10.20	Add Serving Size
#	Serving Size	Number of Servings	Action			
1	1/4 cup	50	Remove Serving Size			
2	1/2 cup	70	Remove Serving Size			

If the food item on hand is in a different unit than the 'Purchase Unit', convert the quantity to match the FBG.

12. Continue to add items following steps 4-10 above.
13. When all items have been added, click the "Save" button at the bottom of the screen.
14. See information under My Shopping Lists, below, to save or print the completed shopping list.

### Shopping List

The **Shopping List** tab contains a summary shopping list for the food items entered. Use **"Save"** button to save your Shopping List at any point. Use **"Back to List"** button to return to the **FBG Calculator – My Shopping Lists** screen (see below).

FBG Calculator - Create Shopping List

Instructions

Asterisks (\*) denote required information.

Shopping List Name \* Apple and Grape Salad Date: 12/04/2018 (mm/dd/yyyy)

Meats/Meal Alternates Vegetables Fruit Grains Milk Other Foods **Shopping List**

Food Item Description	Purchase Unit	Number of Purchase Units on Hand	Servings Count	Exact Quantity	Buy Purchase Units
Apples, fresh - 125-138 count Whole, includes USDA Foods - raw, unpeeled fruit (about 1/4 apple)	Pound	3	120	12.8379	10.20
Grapes, fresh - Whole, With seeds and stem - seeded fruit halves (about 12 grape halves)	Pound	0	120	9.4000	9.4000

You must save the Shopping List prior to printing it. Use the "Back to List" button and select from the Shopping Lists list. Click the PDF link to generate a copy to print or save.

Save Back to List

**"Back to List"** button DOES NOT save any information or your items. **Save** any changes before pressing it.

Guest Users are not able to access any saved shopping lists once logged out or the session expires. They must print, save as pdf/excel, or email the shopping list before exiting FBG Calculator. See below.

### My Shopping Lists

Use links under **Actions** column for an existing Shopping List:

- Edit: change/update information entered in a Shopping List
- Delete: permanently remove a Shopping List
- PDF: generate, view, and save a PDF of the Shopping List. This list can be printed.
- Text: generate, view, and save Shopping List as an Excel Spreadsheet (recommended). This list can be printed.
- Email: generate Shopping List PDF and email it to one or more recipients

FBG Calculator - My Shopping Lists

FBG Calculator

Create Shopping List

The following are the Shopping Lists you created. You can narrow the set of lists displayed by entering one or more keywords for Shopping List Name or Date/Time Created by clicking on the corresponding table header:

Click the PDF link to generate a copy of the Shopping List to print or save.

Shopping List Name	Date	Created On	Updated On	Actions
Apple and Grape Salad	12/04/2018	12/04/2018 10:03		Edit   Delete   PDF   Text   Email



If using cycle menus and production records, it is recommended to save the shopping list as an Excel spreadsheet. If a menu item changes, users will need to look up the new item in the FBG Calculator and determine how much is needed.