Formula Wizard

The **Formula Wizard** is used to issue formula from current on-site inventory. The **Formula Wizard** screen displays automatically when issuing food instruments for an infant with a food package containing a contract formula, an exempt formula or a WIC-eligible medical food currently in on-site inventory. When you are ready to issue formula for an infant and if you have formula available in your clinic, the Formula Wizard screen displays.

1. In this example, the six-month old infant is receiving the standard default food package.
2. We have prescribed a food package on the **Prescribe Food** screen and clicked the **Save** button.
3. The **Formula Wizard** screen appears.
4. Look at **# Prescribed** to see how many cans the infant will receive. (In this case it is 9)
5. Next, look at **# on Hand** (In this case it is 20).
6. Decide how many cans you will prescribe from **Formula Wizard** (In this case we will prescribe 2 cans).

7. Click **Next**

Note: you do not want to issue all prescribed formula from your agency’s inventory or your participant will not be counted for participation.
8. The **Formula Issuance Summary** screen appears indicating that 9 cans of formula are **prescribed** and 2 cans issued from **Local Inventory**.

9. Ignore **Issue from Formula Warehouse** section. It will not be used in North Carolina.

10. Click **Next**
11. The **Formula Wizard** closes and the **Issue Food Instrument** screen displays. The formula item displays in the **FDTS** grid. Note the number of cans for the month has been reduced by the number issued from inventory. In this case, there are only 7 cans listed for the first month of issuance instead of 9 cans.

12. If you still need to change the number of cans you want to issue from inventory, you can do so by clicking on the **Formula Wizard** button.