



## ***QUICK REFERENCE GUIDE***



# Foodco6 Quick Reference Guide

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### ENTERING INVOICES

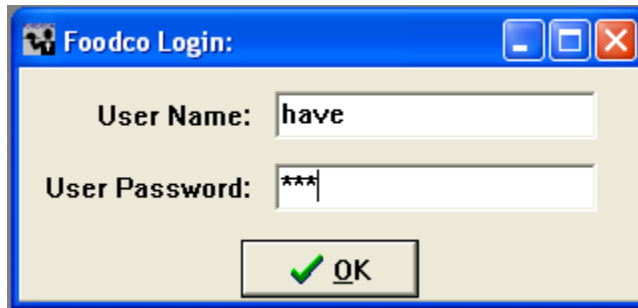
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# STARTING UP IN FOODCO6

## Opening the Program

1. Doubleclick on the Foodco6 icon on the desktop 
2. Enter user name (HAVE) and Password (FUN)
3. Click *OK* or press *Enter*



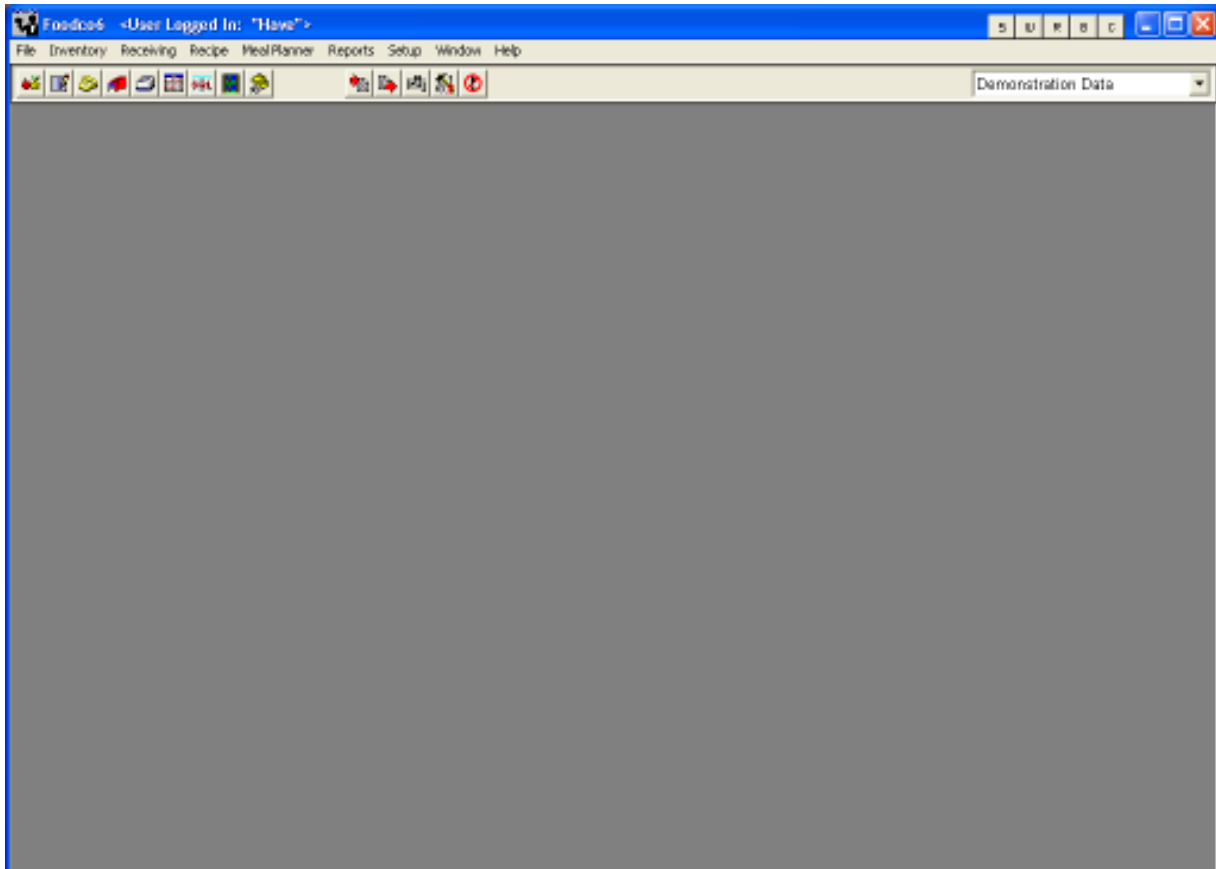
A screenshot of the 'Foodco Login' dialog box. The window has a blue title bar with the text 'Foodco Login:' and standard minimize, maximize, and close buttons. The main area is light beige and contains two text input fields. The first field is labeled 'User Name:' and contains the text 'have'. The second field is labeled 'User Password:' and contains three asterisks '\*\*\*'. Below the fields is a button with a green checkmark icon and the text 'OK'.

Login window

## Foodco6 Main Screen

It all starts from here.

Press F10 from almost anyplace in the program to get back here.










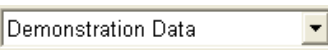


Foodco6 Main Screen

# STARTING UP IN FOODCO6

## Icon Bar



The Icon	It's name (what we call it)	Where it takes you
	Inventory Item Maintenance (the fruit icon)	Individual item screens: everything you need to know about items
	Custom Worksheets (the pencil & paper icon)	Inventory Worksheets, Order Guides, Pull Sheets...all kinds of worksheets. Enter inventory here.
	Vendors (the telephone icon)	Vendor information: add/delete vendors, change vendor information
	Vouchers (the red truck icon)	Pay the bills: enter invoices, transfers and requisitions
	Recipes (the cardfile icon)	View recipes
	Budget Meal Planner (the calendar icon)	Menus and meals: setup/add/delete/change meals & menus; put in meal count
	Period Maintenance (the hardhat icon)	Calculate open periods. Has to be done for inventory and cost related reports to work
	Printer Settings (the tools icon)	Change printer settings. Don't print from here, just adjust printer settings
	Close Foodco6 (the exit icon)	Clicking this icon is the preferred way to close Foodco6
	Working Profit Center (the profit center choice)	Selects the active profit center: only used in multiple profit center operations

# STARTING UP IN FOODCO6

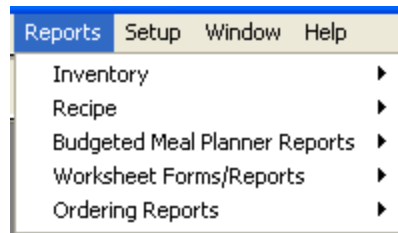
## Menu Bar

File Inventory Receiving Recipe Meal Planner Reports Setup Window Help

### Foodco6 Main Menu Bar

Almost all functions in the menu bar can be accessed by clicking an icon, except:

Click on *Reports* to access all the reports you can print in Foodco6. Some reports can be accessed from other places, but all can be selected by clicking on the reports menu.











### Menu - Reports

# STARTING UP IN FOODCO6

## Hot Keys

Hot keys are shortcuts to different parts of the program. Using them gives you another way to open various windows.


Hot Key	What it does	Same as
F2	Opens Inventory Item Maintenance	
F3	Opens Recipe Maintenance	
Ctrl+F5	Calculates recipe costs	
F6	Opens Custom Worksheet Maintenance	
Ctrl+F8	Print current window	
Alt+F8	Printer setup	
F9	Budgeted Meal Planner Calendar	
Ctrl+F9	Meals	
F10	Close all open windows (return to Foodco6 Main screen)	
F12	Period Maintenance	
Ctrl+Alt+V	Vendor Maintenance	
Ctrl+Alt+R	Receiving Maintenance	


## Foodco6 Glossary

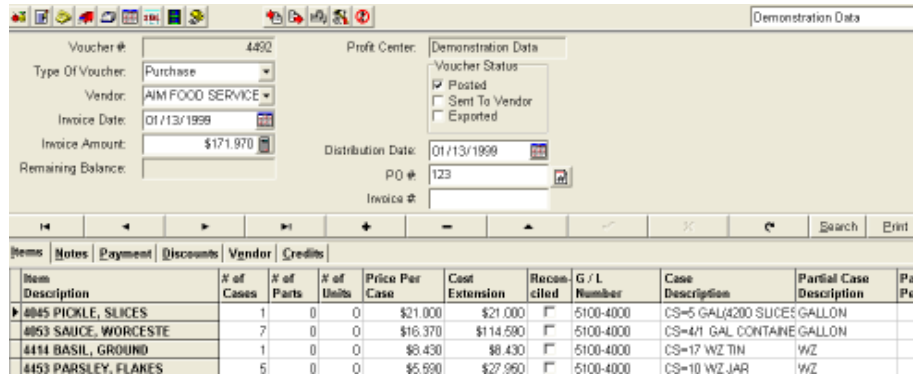
Foodco6 Main Screen	The first window that opens after putting in password
F10	Pressing F10 always returns to the Foodco6 Main Screen
Budgeted Meal Planner	The part of the program where you work on menus and meals
Custom Worksheet	Data entry forms, such as Inventory Worksheets, Order Guides Pull Sheets, etc.
Cook's Worksheet	Foodco6's term for Production Reports
Cook's Recipes	Recipes that can be adjusted to the exact number of meals added
Botm - Line	The username and password used to get into the program
Voucher	An invoice, transfer or requisition

# ENTERING INVOICES

Start a new Invoice

Icon	Hot Key	Menu Selection
	Ctrl + Alt + R	Receiving > Receiving Vouchers

- 1) From the Foodco6 Master Screen, click on **Red Truck** icon. 
- 2) Click on the plus (+) sign in the middle of the window. The new voucher screen will appear.



The screenshot shows the 'Main Voucher screen' with the following details:

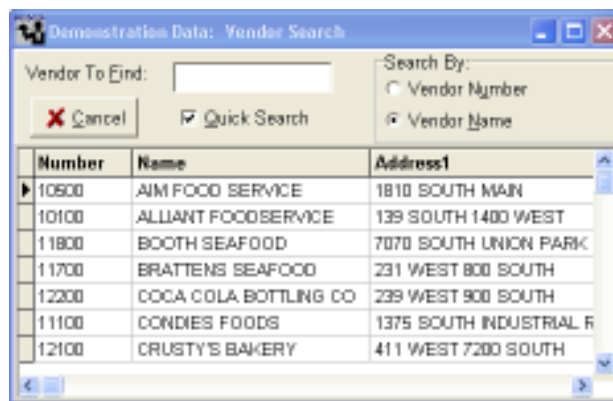
- Voucher #: 4492
- Type Of Voucher: Purchase
- Vendor: AIM FOOD SERVICE
- Invoice Date: 01/13/1999
- Invoice Amount: \$171,970
- Remaining Balance: (empty)
- Profit Center: Demonstration Data
- Distribution Date: 01/13/1999
- PO #: 123
- Invoice #: (empty)

The items table is as follows:

Item Description	# of Cases	# of Parts	# of Units	Price Per Case	Case Extension	Revised	G / L Number	Case Description	Partial Case Description	Par Per
4045 PICKLE, SLICES	1	0	0	\$21,000	\$21,000	☑	5100-4000	CS=5 GAL/4200 SLICES GALLON		
4053 SAUCE, WORCESTE	7	0	0	\$16,370	\$114,590	☑	5100-4000	CS=4#1 GAL CONTAINE GALLON		
4114 BASIL, GROUND	1	0	0	\$8,430	\$8,430	☑	5100-4000	CS=17 WZ TIN	WZ	
4153 PARSLEY, FLAKES	5	0	0	\$5,590	\$27,960	☑	5100-4000	CS=10 WZ JAR	WZ	

Main Voucher screen

- 3) Doubleclick on the vendor for the invoice. If you do not see the vendor, type in the first two or three letters of the vendor's name and then doubleclick on the vendor.



The screenshot shows the 'Vendor Search' screen with the following details:

- Vendor To Find: (empty)
- Search By:  Vendor Number,  Vendor Name
- Quick Search:

The vendor list is as follows:

Number	Name	Address1
10500	AIM FOOD SERVICE	1810 SOUTH MAIN
10100	ALLIANT FOODSERVICE	139 SOUTH 1400 WEST
11800	BOOTH SEAFOOD	7070 SOUTH UNION PARK
11700	BRATTENS SEAFOOD	231 WEST 800 SOUTH
12200	COCA COLA BOTTLING CO	239 WEST 900 SOUTH
11100	CONDIES FOODS	1375 SOUTH INDUSTRIAL R
12100	CRUSTY'S BAKERY	411 WEST 7200 SOUTH

Voucher Search Screen

- 4) The default voucher is *Purchase*, if you need to make it a *Requisition / Transfer*, click on the arrow and change it.
- 5) Enter the date of the invoice.
- 6) Press *Enter*.
- 7) Enter total invoice amount from the invoice.
8. Press *Enter*.
- 9) Enter the Distribution Date. This is normally the current date.

# ENTERING INVOICES

NOTE: The Distribution Date must be in the open period. If it is not, change the date.

- 10) Press *Enter*.
- 11) Press *Enter* (skip PO number, leave it blank).
- 12) Enter invoice number from the invoice.
- 13) Press *Enter*. The Add Item window will open.

## Enter Items

The preferred method to search for items is by Product Number.



Add Item Window

- 1) Enter the product number from the invoice for the first item on the invoice.
- 2) If Foodco finds the item, press *Enter* and continue to step 4.
- 3) If Foodco does NOT find the item:
  - a) Click on Search by *Item Description*.



Search by Item Description

- b) Enter the first three or four letters of the name of the item (ex: Bananas)
- c) Doubleclick on the item you want to add.
- d) Click *Yes* if asked to Add a New Product Number.



Quick Add Window

# ENTERING INVOICES

- 4) Look at the Item Verification window (upper right).

Item Verification: 3001 BANANAS

Case Desc:	CS=40 LB	Parts Per Case:	40
Part Desc:	POUND	Units Per Case:	120
Units Desc:	CT		
Product #:			

Close-up of Item Verification

- a) If the *item structure* and *product number* are correct, continue to step 5.
- b) If the *item structure* is wrong but the *product number* is correct:
  - i) Verify that the product number is correct for the item you are buying.
  - ii) Correct the structure errors.
  - iii) Click on *Case Qty*.
  - iv) Continue on to step 5.
- c) If the *item structure* is correct but the *product number* is missing:
  - i) Enter the Product Number for the item from the invoice.
  - ii) Press *Enter*.
  - iii) Click on *Case Qty*.
  - iv) Continue to step 5.
- d) If the *item structure* is incorrect and the *product number* is missing:
  - i) Correct the item structure.
  - ii) Enter the product number for the item from the invoice.
  - iii) Press *Enter*.
  - iv) Click on *Case Qty*.
  - v) Continue to step 5.
- e) If the *product number* shown is different.

- i) Click *More*  More

Vendor's Product #	Item Name	Brand Name	Case Description	Parts Per Case	Part Description	Units Per Case	Unit Code	Prep Yield	Catch Weight	Last Case Cost
	BANANAS		CS=40 LB	40	POUND	120	CT	100	Γ	\$15.85

Close-up of More section

- ii) If the correct product number is in the list:
  - (1) Doubleclick on the correct product number.
  - (2) Verify that the new structure is correct.
  - (3) Click on *Case Qty*.
  - (4) Continue to step 5.
- iii) If an item is listed with correct structure but no product number:
  - (1) Doubleclick on the item.
  - (2) Enter the product number.
  - (3) Click on *Case Qty*.
  - (4) Continue to step 5.

## ENTERING INVOICES

- iv) If there is no matching product number:
  - (1) Click the *plus* (+) sign.
  - (2) Click *Yes* to Add a New Product Number.
  - (3) In the Item Verification box, correct the item structure as necessary.
  - (4) In the Item Verification box, enter the product number for the item from the invoice.
  - (5) Press *Enter*.
  - (6) Click on *Case Qty*.

<input type="radio"/> Item Number	Product #:	
<input type="radio"/> Product Number	Case Qty:	0.00
<input type="button" value="Close"/>	Part Qty:	0
Search Text: 3001 BANANAS	Case Price:	\$ 15.850
	Qty On Hand:	1.83
	Units Received:	N/A
	Extended Cost:	N/A

Close-up of Add information section

- 5) Enter number of cases received.
- 6) Press *Enter*.
- 7) If necessary, enter the number of parts received (normally not done).
- 8) Press *Enter*.
- 9) Look at the price of the item.
  - a) If the price is correct, press *Enter* and continue to step 10.
  - b) If the price does not match the invoice:
    - i) Make sure the vendor charged you correctly.
    - ii) Change the price (ex: 387.47, no dollar sign!).
    - iii) Press *Enter*.
- 10) Press *Enter* to add the item.
- 11) If you changed the price, you will receive a warning message if the price changed by more than Warning Percent set in User Preferences.
  - a) If the price you entered is correct, press *Enter* or click *Yes*.
  - b) If the price is not correct:
    - i) Click *No*.
    - ii) Go back to step 9.
- 12) Repeat these steps until all items from the invoice are added.
- 13) When the last item is added, click *Close*.

### Close the invoice


- 1) Look at the *Remaining Balance*.
- 2) If the *Remaining Balance* is zero (\$0.000) and *Post Voucher* is NOT grayed out:

Invoice Amount:	\$64,750
Remaining Balance:	\$48,900
<input type="button" value="Post Voucher"/>	

Ready to post

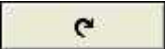
## ENTERING INVOICES

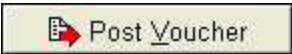
- a) Click *Post Voucher*.
  - b) Mark the invoice as posted.
  - c) Continue on to the next voucher by pressing the plus (+) sign in the middle of the window OR
  - d) Press F10 to get back to the Foodco6 Master Screen.
- 3) If the *Remaining Balance* is NOT zero and *Post Voucher* is grayed out:

Invoice Amount:	68.70
Remaining Balance:	\$48.90
	

Not ready to post


- a) Look at the items listed. Compare each one to what is on the invoice.
  - i) If an item is missing, click *Add Item* at the bottom of the window and add missing items.
  - ii) If an item is duplicated or should not be on the invoice, highlight the item and click the minus (-) sign at the BOTTOM of the window.

NOTE: Do NOT click the minus (-) sign in the middle of the window, doing so will erase your entire invoice!
  - iii) If # of cases is incorrect, change the number to the correct amount.
  - iv) If # of parts is incorrect, change the number to the correct amount.
  - v) If Price per case is incorrect, change the number to the correct amount.
  - vi) Click the *Refresh Data* button (curly arrow next to Search button)  to see your changes.
  - vii) If *Cost Extension* is incorrect:
    - (1) Verify that # of cases, # of parts, and Price per case are correct.
    - (2) Change the *Cost Extension* to the correct amount.
    - (3) Click the *Refresh Data* button (curly arrow next to Search button) to see your changes.
- b) Repeat this process until all items are correct and *Remaining Balance* is zero (\$0.000).

- c) Click *Post Voucher*. 
- d) This will mark the invoice as posted.
- e) Continue on to the next voucher by pressing the plus (+) sign in the middle of the window OR
- f) Press F10 to get back to the Foodco6 Master Screen.

# Print Physical Inventory Worksheet

1. Open the Custom Worksheet (use one of the options below).

Icon	Hot Key	Menu Selection
	F6	Inventory > Custom Worksheets Maintenance

2. Highlight the Worksheet you want to print.

3. Press the Print Worksheet button. 

4. Select the worksheet layout from the drop-down list.

5. Click OK. 

6. Select the Destination of the Report (Preview/Printer) and Click OK.


7. Print from the preview screen by clicking on the Print Icon  or return to previous window by clicking on the Done Icon. 

8. Take the Physical Inventory.

This procedure is also used to Print a variety of worksheet entry forms, i.e., Ordering, Waste, Daily Inventory Tracking, etc.

# Enter Physical Inventory

1. Open the Custom Worksheet (use one of the options below).

Icon	Hot Key	Menu Selection
	F6	Inventory > Custom Worksheets Maintenance

2. Highlight the Worksheet you will use.

3. Verify/check the checkboxes (cases/parts/units, etc.) at the bottom for the worksheet.

<input checked="" type="checkbox"/> Cases	<input checked="" type="checkbox"/> Skip Title(s)
<input checked="" type="checkbox"/> Parts	
<input type="checkbox"/> Units	

4. Press the Physical Inv. or Waste button.

Physical Inv. or Waste

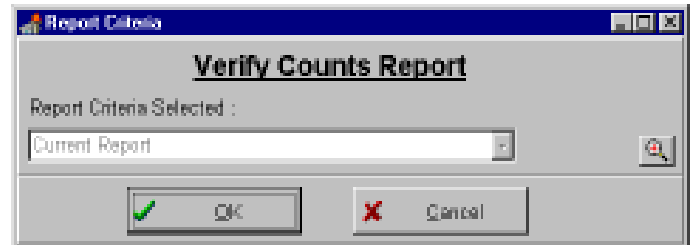
5. Enter the inventory counts (for each item) from the Physical Inventory Worksheet.

# Verify Inventory

1. Click on the Print button within the open worksheet.



2. Click OK to use the current report.

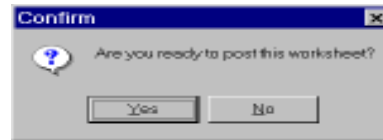


3. Click OK to generate the Report. Report should be printed and cross checked against recorded counts for verification and preliminary values.
4. Make the necessary changes.
5. Type in the correct amount of inventory.

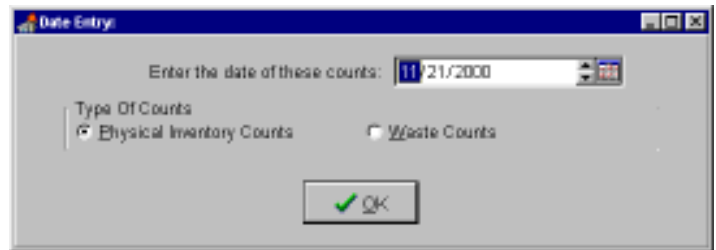
## Post Physical Inventory or Waste Counts

1. Click on the Post button. 

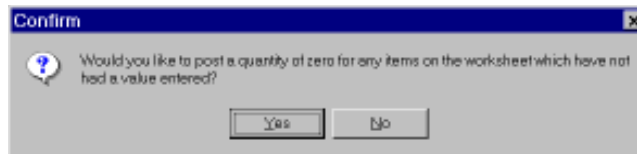
2. Answer “YES” to the confirm screen.



3. You will then be prompted to enter the date that the “physical inventory” was actually taken. Type the date or use the calendar button. (If you are posting Waste, click on Waste Counts)



4. You will be prompted to respond “YES” or “NO” to whether you want to include a “zero” value for items that did not have inventory counts entered. YES is recommended.



5. Finally, you will need to answer “OK” to finish the posting and exit the worksheet.  
**NOTE:** The date of the transactions must be the date you want record for the transaction that you will be calculating for.

## **Entering Vendors Bids Only (Manual)**

- 1. Click on the Vendors and Bids button.**
- 2. Answer “Yes” to assign Vendor Bids only.**
- 3. Select the appropriate vendor by double-clicking on the vendor name from the Vendor search window that will appear.**
- 4. To enter bids, enter the bid price and date in the appropriate columns.**

## **Reconcile Invoice from PO**

- 1. Click on the Receiving Vouchers button on the Toolbar.**
- 2. Pres Alt + S to bring up the Voucher Search window.**
- 3. Type in Voucher Number.**
- 4. Verify Main invoice information such as Vendor, Invoice Date, Invoice Amount, etc.**
- 5. Verify Case Cost and Cost Extension for each item.**
- 6. Verify Balance remaining equals zero. (A voucher can never be posted unless the remaining balance is zero).**
- 7. Click on the Post Voucher button.**

## **Edit Single Meal**

- 1. Open the Calendar Window (use one of the options below).**
- 2. Highlight the Date of Meal on the Calendar (meals for date selected will be displayed in list).**
- 3. Enter the "VIEW MEAL" mode using one of these methods (Ctrl E, double-clicking, selecting "edit meal" from the menu) in the Planner drop-down menu.**
- 4. At this point, you can edit/change any information on the meal.**
- 5. To Edit another meal you can close the meal and select a different meal from the calendar or click search to find the next meal.**


## Create New Meal

1. Open the Meals Window (use one of the options below).

Select "Meals" under the Meal Planner menu  
Press Ctrl + F9



The screenshot shows a software menu bar with the following items: File, Inventory, Receiving, Recipe, Meal Planner, and Reports. The 'Meal Planner' menu is open, showing 'Calendar F9' and 'Meals Ctrl+F9'. The 'Meals Ctrl+F9' option is highlighted in blue.

2. Press  to add new meal.
3. Answer "NO" to the "starting point" dialog box.
4. Fill the information for the meal: Meal Description.
5. Fill in the Date of Meal.
6. Enter Projected Attendance.
7. Add ingredients to meal and assign **Portion Amount** (per person) and **Unit Measurement**.
8. Enter Portion Factor for the item or Number of Portions to produce.
9. Double click on ingredient Instruction to Enter instruction if necessary (optional).

Repeat steps 7, 8, and 9 until complete meal has been built.

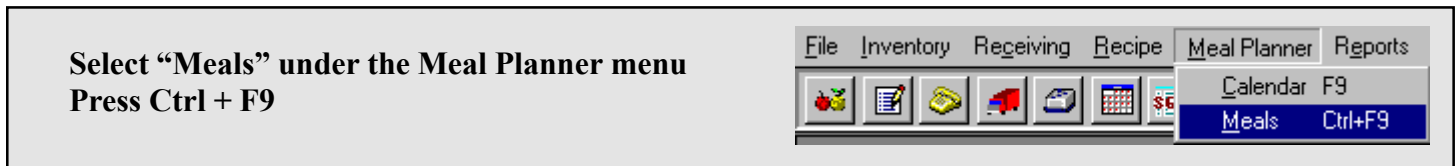
(Optional) Click on Special Directions to set Printing options.


(Optional) Click on Notes Tab and type instructions for Meal.

NOTE: When adding or editing a meal, the cost information can be calculated by pressing the Calculate Button at the bottom of the screen.

# Copy Single Meal

1. **Open the Meals Window (use one of the options below).**



2. Press Search button and Search for meal you want to copy. Double click on meal or highlight meal and answer OK.
3. Press  to add new meal.
4. Answer "Yes" to the "starting point" dialog box.
5. Fill in the: Meal Description.
6. Fill in the Date of Meal.
7. Enter Projected Attendance.
8. Add ingredients to meal and assign Portion Amount (per person) and Unit Description.
9. Enter Portion Factor for the item or Number of Portions to produce.
10. Double click on ingredient Instruction to Enter instruction if necessary (optional).

Repeat steps 7, 8, and 9 until complete meal has been built.

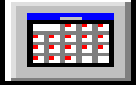
(Optional) Click on Special Directions to set Printing options.

(Optional) Click on Notes Tab and type instructions for Meal.

NOTE: When adding or editing a meal, the cost information can be calculated by pressing the Calculate Button at the bottom of the screen.

## **Copy Range of Meals**

1. **Open the Calendar Window (use one of the options below).**




<b>Icon</b>	<b>Hot Key</b>	<b>Menu Selection</b>
	Ctrl + F9	Menu Planner > Calendar

2. **Select Copy Range of Meals from Meal Planner Menu.**
3. **Enter Starting and Ending Dates to Copy Meals from.**
4. **Select “YES” or “NO” to copy actual Portion Factor to the projected Portion Factor.**
5. **Enter the Starting Date where the meals will be copied to.**



## **Enter Actuals**

- 1. Highlight Date of Meal on calendar. Double-Click on desired Meal or press Ctrl-E once Meal is highlighted.**
- 2. Click on Actual tab.**
- 3. Enter Actual Attendance.**
- 4. Enter Portion prepared, Portions Served or Left Over Portion amounts for each item in the Meal.**



## Quick Item Print

1. **Select Reports Menu > Budgeted Meal Planner Reports > Quick Item Print.**
2. **Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).**
3. **Click OK or press Enter.** 
4. **Type Name of Recipe to Print and Double Click.**
5. **Enter Portion amount, Unit Description, and number of Portions to Prepare.**
6. **Click OK.** 
7. **Select the destination of the report - Preview / Printer / File.**
8. **Click OK.** 




## Managers Pre-Cost Report

1. Select **“Managers Pre-Cost”** from the **“Budgeted Meal Planner Reports”** option under the **Reports Menu**.
2. Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).
3. Enter Date Range to Print For.
4. Click OK or press Enter. 
5. Select the destination of the report - Preview / Printer / File.
6. Click OK. 




## Cooks Worksheet Report

1. Select "Cooks Worksheet" from the "Budgeted Meal Planner Reports" option under the Reports Menu.
2. Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).
3. Enter Date Range to Print For.
4. Click OK or press Enter. 
5. Select the destination of the report - Preview / Printer / File.
6. Click OK. 




## Cooks Recipe Report

1. **Select "Cooks Recipe" from the "Budgeted Meal Planner Reports" option under the Reports Menu.**
2. **Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).**
3. **Click OK or press Enter.** 
4. **Select Date Range to Print for.**
5. **If Print for Selected Meal is selected in criteria tag meals by Holding down the Control Key and Clicking on each Meal desired.**
6. **Click OK.** 
7. **Select the destination of the report - Preview / Printer / File.**
8. **Click OK.** 




## One Week Usage Report

1. Select **“One Week Usage Report”** from the **“Budgeted Meal Planner Reports”** option under the **Reports Menu**.
2. Select the defined **Report From** drop-down list (if the correct report is the default, continue with Step 3).
3. Click **OK** or press **Enter**. 
4. If report is printed by **Customer Worksheet**, select the **Worksheet** you want to use. If not, proceed to Step 5.
5. Enter the **Starting Date** to Print the Report for and Click **OK**. 
6. Select the destination of the report - **Preview / Printer / File**.
7. Click **OK**. 

## Ordering Report




1. Select **“Ordering”** from the **“Budgeted Meal Planner Reports”** option under the **Reports Menu**.
2. Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).
3. Click **OK** or press Enter. 
4. If report is printed by **Customer Worksheet**, select the **Worksheet** you want to use. If not, proceed to Step 5.
5. Enter the **Starting Date** to Print the Report for and Click **OK**. 
6. Select the destination of the report - **Preview / Printer / File**.
7. Click **OK**. 

## Meal Summary Report

1. **Select “Meal Summary” from the “Budgeted Meal Planner Reports” option under the Reports Menu.**
2. **Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).**
3. **Click OK or press Enter.** 
4. **Select Date Range to Print for.**
5. **If Print for Selected Meal is selected in criteria tag meals by Holding down the Control Key and Clicking on each Meal desired.**
6. **Click OK.** 
7. **Select the destination of the report - Preview / Printer / File**
8. **Click OK.** 


## Outstanding PO's Report

Before performing a Period Calculation, it is recommended that you run this report to verify all Receiving Vouchers have been posted.

1. Select Reports > Ordering Reports > Outstanding PO's
2. Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).
3. Click OK. 
4. Select the appropriate period and click OK (or double-click on the period).
5. Select the destination of the report (Preview/Printer/File) and Click OK.
6. Print from the preview screen by clicking on the Print Icon  or return to previous window by clicking on the Done Icon. 

## Procedure for Calculating Period

1. **Open the Period Maintenance Window (use one of the options below).**

Icon	Hot Key	Menu Selection
	F12	Setup > Period Maintenance

2. **Highlight Period to calculate.**
3. **Click on Calculate Period button.**

**Note:** This process should only be run after all invoices, inventory, and sales have been entered, verified, and posted.

This process will take some time and other programs should not be run at the same time.

After Period Calculations are completed, you are able to run any reports that you desire for the calculated period.

Recommended reports for you to run are contained throughout the rest of this manual.

# PROCEDURES TO ADD A PERIOD MANUALLY

This is used to add periods for combined reporting - Not as a weekly task.

To enter a **new** period to be calculated:

- 1 Click on the Insert Record button,** (on toolbar)
- 2 Enter the Profit Center** or select it from the drop-down list
- 3 Enter a descriptive title for this period in the description field,** i.e. Period 1, Period 2, March 2000, First Quarter '2000, Annual, etc.
- 4 Enter the start date** (a slash “/” is required when you enter this date). If you have no physical transactions on the beginning date, you will be prompted to enter the physical inventory date. Foodco will default to the day before for this “start date” as the date of your beginning inventory. Click OK (once the date is correct for this field)
- 5 Enter the ending date for the period**
- 6 Enter any notes for this period** (optional)

# BACKUP PROCEDURES

Backup procedures should be performed on a regular basis and at least weekly. Many companies have internal procedures for system tape backups, which is the best method to use for backup procedures. Tape backups backup everything on the computer and can usually be configured to only backup files that have changed. This makes a quick and reliable backup of your Foodco data.

Having a backup of your Foodco data files is very important, but so is everything else you keep on your computer i.e. documents, spreadsheets, payroll information, schedules, your operating system setting, address book, email, etc. Therefore Foodco does not provide for a backup system for your computer.

If you do not have a tape drive, here are some recommended methods you can use for backing up your Foodco data:

Note: Your Foodco data files are all contained in one folder on your hard drive and all files in this folder should be backed up on a regular basis. The default folder where the files are installed are located in the C:\Program Files\Foodco6\Data

If you have a CDRW drive you can burn the data folder to a CD.

If you have a Zip drive you can simply copy the data folder to the zip drive.

You can use WinZip to zip and archive the data folder and copy the zip file to a secondary drive.

If necessary, you can use Winzip to span the file across floppy disks. (Not Recommended)

At the very least make a copy of your data to another folder on your local drive using Windows Explorer, but this does not help in the event of a hard drive crash.

You may want to consult your local computer store for assistance in acquiring more information about what will work best for your environment.

Backing up your computer is an attitude! If you like taking risks, and like to waste your efforts by having to re-enter information into your computer, go ahead and do not back up. We have seen many computers crash over the years and there have been good news and bad news to those people involved. The good news goes to those that have backups and the bad news goes to those that don't. You make the choice (We recommend to backup whenever significant changes have been made, sometimes even once a day may not be often enough).

If you need assistance setting this procedure up, you should first contact your MIS supervisor for assistance and if you still need additional assistance a Foodco technician can help you through this process.

# Period Closing Procedures

To open the Period Maintenance Window do one of the following:

**1. Select Period Maintenance.**

<ul style="list-style-type: none"><li>• Click on the Period Maintenance button on the Foodco Toolbar</li><li>• Select “Period Maintenance” under the Setup Menu</li><li>• Press F12</li></ul>		 <p>The screenshot shows a software menu bar with the following items: Receiving, Recipe, Meal Planner, Reports, Setup, Window, and Help. The 'Setup' menu is open, displaying a list of options: User Preferences (F11), Profit Center Maintenance, Period Maintenance (F12), Administrative Functions, Merge / Data Sync, Security Maintenance (Ctrl+F10), and Nutrition Export. The 'Period Maintenance' option is highlighted in blue.</p>
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**2. Select Close Period button.**

**3. Answer OK to Warning.**




**Note:** A new period will automatically be added to open the next 7 day Period.

It is not necessary to close periods that span across Multiple Weekly Periods.




# Inventory Extension Report

1. Select Reports > Inventory > Inventory Extension Report.
2. Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).
3. Click OK. 
4. Select the appropriate period and click OK (or double-click on the period).
5. Select the destination of the report (Preview/Printer/File) and Click OK.
6. Print from the preview screen by clicking on the Print Icon  or return to previous window by clicking on the Done Icon. 




# Actual Usage Report

1. Select Reports > Inventory > Actual Usage Report.
2. Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).
3. Click OK. 
4. Select the appropriate period and click OK (or double-click on the period).
5. Select the destination of the report (Preview/Printer/File) and Click OK.
6. Print from the preview screen by clicking on the Print Icon  or return to previous window by clicking on the Done Icon. 



## Theoretical vs. Actual Usage Report

1. Select Reports > Inventory > Theoretical vs. Actual Usage Report.
2. Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).
3. Click OK. 
4. Select the appropriate period and click OK (or double-click on the period).
5. Select the destination of the report (Preview/Printer/File) and Click OK.
6. Print from the preview screen by clicking on the Print Icon  or return to previous window by clicking on the Done Icon. 

# Cost of Goods Report

1. Select Reports > Inventory > Cost of Goods Report.
2. Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).
3. Click OK. 
4. Select the appropriate period and click OK (or double-click on the period).
5. Select the destination of the report (Preview/Printer/File) and Click OK.
6. Print from the preview screen by clicking on the Print Icon  or return to previous window by clicking on the Done Icon. 

# Daily Purchases Record Report

1. Select Reports > Ordering Reports > Daily Purchases Record Report
2. Select the defined Report From drop-down list (if the correct report is the default, continue with Step 3).
3. Click OK. 
4. Select the destination of the report (Preview/Printer/File) and Click OK.
5. Print from the preview screen by clicking on the Print Icon  or return to previous window by clicking on the Done Icon. 