



## **FOOD-TRAK® System Version 4.64 ReadMe**

*This document provides information on feature additions and modifications for FOOD-TRAK Version 4.64 (since the release of v4.63) and supplements other FOOD-TRAK documentation.*

This document is designed to introduce some of the changes you will encounter in the look and feel of the application and goes on to describe the new features in the event you would like to take advantage of them. It is our intention to help you prepare for the new version by familiarizing you with the changes before you install the software upgrade.

Making use of new features and technologies may impact your training, reporting, procedural or information technology approaches. If you like, we will be happy to arrange training or consulting services to help you further prepare. As a side note, our Boot Camp course is another way to gain exposure to the most recent version.

### **No Support for Previous Versions:**

As a reminder, we support only the most current released version of the software. As of this release, versions 4.63 and prior will no longer be supported. We do this to ensure fixes to all known software errors have been incorporated into the current release. By maintaining your system at the current version, you can be sure that any errors you encounter have not previously been addressed. In the event you contact the Support department, you will be asked to upgrade to the current version if you have not already done so. Therefore we encourage all clients to upgrade as soon as possible.

### **Installing the Upgrade:**

The upgrade is automatically installed for hosted clients. Clients who have licensed the software to run on their own equipment will find a link to the upgrade file and clean installation instructions on the Updates page (client web site). The documents are: FOOD-TRAK 4.64 Installation Guide and FOOD-TRAK® 4.64 Upgrade Guide.

### **Important Note about Security Keys:**

In many cases, upgrades include additional features that can be restricted through the use of security keys. When we add new security keys, they generally are set to “Denied” (unchecked) by default. This means that clients who do not set the new security keys to “Granted” (checked) for applicable security groups will not see or have the ability to use the new features. Any changes to existing security keys will leave the key granted if the equivalent security key/s were granted in the previous version. We strongly suggest that administrators review the various sections of this document with special focus on any section that indicates the presence of a new security key, and make plans immediately following installation of the upgrade to set the new keys properly for their various security groups.

## **New in FOOD-TRAK® v 4.64:**

FOOD-TRAK® version 4.64 introduces several enhancements and new features related to Item and Recipe management. Clients with the Advanced Procurement module may take advantage of an exciting new feature – Tracking the procurement of Contract Items and their purchase proportion compliance. FOOD-TRAK® systems with the Commissary module can now associate Profit Centers to the Commissary orders and resulting invoices are Profit Center centric.

## **1 Database Functions**

### *1.1 Item Editor, General Information Screen Implementing more Granular User Security for Item and Recipe Creation (new feature)*

To enable more granular security for users who should have access to create purchased items versus recipe items, several unique security keys have been added which control the Options section at the top of the General Information screen in Item Editor. A user group may now be granted permission to only create purchased items, only recipe items or both. Additionally, a user group may be granted or denied access to create a 'Neither' item which is not purchased or produced or to configure the item to be inventoried or sold.

One small aesthetic change was made to the General Information screen. The Option formerly called 'Ingredients' has been renamed 'Recipe' to more clearly define the type of item.

**Several new security keys have been added to control user access to specific attributes of item/recipe creation and editing.**

- 1. Access database functions > Access element edit functions > Access item selection > Access add new item functions > Set purchase option for new item**
- 2. Access database functions > Access element edit functions > Access item selection > Access add new item functions > Set inventory option for new item**
- 3. Access database functions > Access element edit functions > Access item selection > Access add new item functions > Set neither option for new item**
- 4. Access database functions > Access element edit functions > Access item selection > Access add new item functions > Set ingredient option for new item**
- 5. Access database functions > Access element edit functions > Access item selection > Access add new item functions > Set sell option for new item**
- 6. Access database functions > Access element edit functions > Access item selection > Access add new item functions > Set wine option for new item**
  - a. If the Wine module is not allocated in the system, the Wine option will be greyed out on the Item Editor screen and the security key will not be visible in User Manager.**

The default settings upon upgrade to version 4.64 depend on whether a user group already had the security key/s granted under the Access add new item functions hive. If the hive had a check mark granting access to all sub keys prior to upgrade, then the group will continue to have permission to create purchased items, recipe items and neither items as well as configure the options to set the item as Inventoried and Sold. If the hive did not have a check mark granting all sub keys prior to upgrade, then those keys would NOT be granted by default in version 4.64.

## *1.2 Recipe Ingredient Quantity may be displayed as a Fraction or a Decimal (enhancement)*

The Recipe Designer screen and by extension, printed Recipes, have an option to select how the ingredient quantity is displayed – Fraction or Decimal. Currently the default display format is common fractions. If you would like to view  $\frac{1}{4}$  as .25 there is a button on the far right side of the Recipe Designer toolbar at the top of the screen. Hovering over the equivalent decimal number button indicates the button is called 'Display Decimals'. When the display is in Decimal format, that toolbar button will toggle the display back to 'Display Fractions' mode.

## *1.3 Item (and Recipe) Creation is Auditable by Date/Time and User (enhancement)*

In our continuing efforts to add auditing capabilities to FOOD-TRAK®, the Item Selection screen, All Items: Name and Last Modified view includes two additional columns of data for filtering and sorting – Created By and Created Date. Items and Recipes are now tracked by what user account created them and on what date & time. This view will also continue to display the last user account who modified an item or recipe and the date when that modification occurred.

## *1.4 Item Selection Options view includes sorting and filtering for all Options in General Information screen (enhancement)*

The Item Selection, Active Items: Options view includes columns to sort and filter by all of an item or recipe's attributes found in the General Information screen of Item Editor. Attributes such as: Purchased, Recipe, Neither, Inventoried or Sold. Additionally, if the Wine module is allocated to the site, a Wine column will appear denoting an item as a special wine item which may have many other attributes related to vintage, region, vineyard, varietal, etc.

## *1.5 Item Selection General Information view includes a column displaying the number of different barcodes assigned to each item listed (enhancement)*

To make item barcode management more efficient and transparent a column has been added to the Item Selection screen, Active Items: General Information view named 'Barcodes'. A number representing how many product barcodes have been captured/assigned to this item. If no barcodes have been assigned, the value will be zero (0).

## **2 Reports**

### *2.1 Cost Center Reorder Report Cover Page displays which Forms are included (enhancement)*

To facilitate more transparency during the ordering and procurement processes, the Cost Center Reorder Report includes an additional screen at the end of the wizard options displaying which data entry forms were selected to include having their item requested or received quantities considered when the reorder report executes. A cover sheet will print when the report executes displaying these same data entry forms included on the screen at the end of the wizard. This list is for reference only. If there are forms missing or undesired forms included on the list, they will need to be addressed on the appropriate report option screen before the report is executed.

### 3 Advanced Procurement Module

#### 3.1 *Contract Item Compliance Tracking (new feature)*

Companies who partner with group purchasing organizations or other third party procurement alliances aim to purchase a subset and/or percentage of their items from a particular purveyor at an agreed upon price. FOOD-TRAK® v 4.64 allows you to mark one or more vendor item codes as 'Contract' items in the Vendor Information screen of a purchased item. These items' purchases are then tracked whether they were bought from a qualifying vendor/item code combination designated as contract item purchases and compared to the total purchases for the item yielding a percentage of contract item compliance.

**A new security key has been added to control user access to this check box:  
Access database functions > Access element edit functions > Access item selection > View or edit active items in the database > Access Vendor Information > Set contract status for an item. This permission is granted by default.**

#### 3.2 *Contract Item Compliance Report (new report)*

The compliance report related to new feature 3.1 above is the Contract Item Compliance Report found under Reports > Accounting > Procurement. This report allows the user to select a Date Range (for invoices), Profit Centers, Vendors and Report Groups displaying items that have been flagged as contract items. Detail and Summary views are available showing dollar totals for contract item purchases, invoice item detail, Compliant and Non-Compliant purchase totals and a compliance percentage.

**A new security key has been added to control user access to this new report:  
Access reporting functions > Access Accounting Reports > Access Purchase Reports > Contract Item Compliance Report. This permission is granted by default.**

#### 3.3 *Routing Slips Have Option to Display or Hide Costs (enhancement)*

Some organizations utilize Routing Slips as purely packing slips and choose not to make the costs of the items transferred or received known to the receiving entity. FOOD-TRAK® v 4.64 enables a site to show or hide cost information on Routing Slips according to their policy. This is done via Site Administration > General > Site Information > Settings tab > Prices on Routing Slips check box. Place a check mark in this box if the site should display costs on Routing Slips.

## 4 Commissary Module

### 4.1 *Commissary Interface Tracks Orders by Profit Center (new feature)*

For commissary operations with a single FOOD-TRAK® site model, orders placed by specific Profit Centers to the Commissary are tracked all the way through the fulfillment cycle and the Shippers are converted to Invoices for the ordering Profit Center.

The process flow of the Commissary Interface order & fulfillment cycle is as follows:

1. A user creates a Profit Center specific Purchase Order for the Commissary vendor within the single site to request the produced goods they require. The user is creating the PO as a particular Commissary Customer.
2. The Purchase Orders are exported for the Customer/s using the Commissary vendor interface to the Commissary (vendor).
3. The Commissary imports the Purchase Orders as Sales Order forms for the appropriate Customer.
4. The Commissary converts the Sales Orders into Shipper forms.
5. The Commissary exports the Shipper/s data.
6. An import of the Customer Shippers as Profit Center specific Invoices occurs.

## 5 Nutrition Module

### 5.1 *USDA Nutrition Database updated (enhancement)*

The United States Department of Agriculture (USDA) has released an updated Nutrient Database (Release 27) in August 2014. Over 150 additional raw, processed and prepared food items have been added since the previous USDA database release. FOOD-TRAK® has integrated this most recent USDA database release into the system and it is available for those who have the Nutrition module licensed.