

# FOOD®TRAK® University

## 2017 Course Catalog



## *What to Expect*

Every course has been designed to provide attendees with a solid comprehension and the skills required to effectively utilize the functions within the FOOD-TRAK System covered by the class. With the live instructor and web-based demonstration format provided, attendees are able to actively participate in the learning process and interact directly with their instructor. A course Study Guide will be provided to each participant allowing them to refer back to the information from the class for future reference.



## *How it Works*

Contact your account manager or the sales department at SCI to schedule the training appointment. Many of the courses are offered at set times and dates. Once a day and time has been selected, you will receive a confirmation e-mail with connection instructions to join the live class. The confirmation will contain both a GoToMeeting web link to follow and the phone number to join the conference call. You can have as many individuals attend the class as needed and they do not need to be in the same room. Participants can join in from their own computers and call the conference call number provided. Each participant will also need an Internet connection in order to join the GoToMeeting web conference. Only one study guide will be provided per paying client.

Course durations are approximate and can run from 30 minutes up to 120 minutes depending on the topic. You will find the maximum durations listed within the catalog. While the class could take less than the maximum allotted time, the trainer will not exceed the maximum allotted duration and promptly end at that point. If additional time is needed for questions or concerns after the class has ended, you may want to schedule an FTTP session for further training.

Payment is required in advance before the class begins. Invitations will not be sent until payment has been received. Clients can either pay per course or choose to buy multiple courses at a time. Acceptable forms of payment include check, Visa or MasterCard.

30 – 60 minute classes: \$100  
90 minute classes: \$150  
120 minute classes: \$200

Tuition deposited for classes is non-refundable and may be used for up to one year from the date of deposit. Unused deposit amounts will be forfeited after one year. Deposited funds can be applied to reserve space in any available classes. Cancellation of reserved space with less than 14 days' notice will result in forfeiture of deposit for that class.

## IT Training

### ***IT 100: Introduction to FOOD-TRAK***

Workstation requirements, security groups and user setup, resource allocation, session management and site cleanup.

*Participants: IT*

*Duration: 60 min*

### ***IT 110: Introduction to FOOD-TRAK Mobile Partner***

Setup and synchronization of the FOOD-TRAK Mobile Partner (FMP).

*Participants: IT*

*Duration: 60 min*

### ***IT 120: POS Integration***

Scheduling the automatic import of the POS sales mix file, manually importing the file, reviewing and troubleshooting the import for any adjustments that need to be made.

*Participants: IT*

*Duration: 60 min*

## Database Training

### ***DBS 101: Introduction to Database Management***

Introduction to site information, setting up profit centers, report groups, location groups and GL account configuration.

*Participants: Database*

*Duration: 120 min*

### ***DBS 102: Purchased Items***

Creating new units, vendors and purchased items within the database as well as editing these properties for existing items.

*Participants: Database*

*Duration: 120 min*

### ***DBS 120: Templates***

Data entry form template creation and management for Requisitions, Bids and Inventory.

*Participants: Purchasing*

*Duration: 90 min*

## Database Training

### ***DBS 200: Products***

Overview of products, creation of product groups, saleable products using purchased items and recipes, introduction to the Profit Center POS prefix and Product List report.

*Participants: Database*

*Duration: 90 min*

## Procurement Training

### ***PRO 200: Introduction to Procurement***

Overview of the entire procurement cycle, process flows and exception handling.

*Participants: Purchasing*

*Duration: 60 min*

### ***PRO 201: Bidding (Standard)***

Creation of manual bid templates for vendors and managing bid sheets within the system.

*Participants: Purchasing*

*Duration: 60 min*

### ***PRO 202: Bidding (Advanced)***

Creation of bid templates, bid sheet entry, Vendor Portal access and the Excel import/export method for collecting and processing bids.

*Participants: Purchasing*

*Duration: 120 min*

### ***PRO 220: Affiliate Orders***

Creation and configuration of Ordering Affiliates, Creation and management of Affiliate Order Templates management of Affiliate Orders.

*Participants: Outlet Staff, Admin Staff*

*Duration: 30 min*



## Procurement Training

### ***PRO 230: Requisitions***

Overview of the requisition process as it relates to the procurement cycle. Creation of Requisition Templates, completion and management of Requisition Forms, review of reports that show the status of all requisitions in the system.

*Participants: Purchasing, Outlet Staff*

*Duration: 60 min*

### ***PRO 300: Ordering***

Creation of Shopping List and Purchase Order templates and introduction to the Automatic and Interactive PO Creation utility used to convert Shopping Lists into Purchase Orders.

*Participants: Purchasing*

*Duration: 90 min*

### ***PRO 301: Ordering via Advanced Procurement***

Overview of requisition groups, introduction to the Cost Center Reorder report and Receiving document. Utilization of the Automatic and Interactive PO Creation tool to convert Shopping Lists into Purchase Orders.

*Participants: Purchasing*

*Duration: 120 min*

## Warehouse Training

### ***WHS 200: Introduction to Warehouse***

Overview of the entire warehouse process flow and exception handling.

*Participants: Warehouse*

*Duration: 60 min*

### ***WHS 201: FOOD-TRAK Mobile Partner Bar Code Capture***

Capturing product bar codes from for both single and case pack sizes.

*Participants: Accounting, Warehouse, Inventory Staff*

*Duration: 60 min*

## Warehouse Training

### ***WHS 300: Pick List and Transfers via Advanced Procurement***

Select from several Cost Center Pick List formats, create internal and external Transfers individually or in a batch, print Routing Slips, and generate Cost Center Reorder and Requisition Status reports.

*Participants: Warehouse*

*Duration: 90 min*

### ***WHS 310: Pick List and Transfers***

Review the Pick List report, create internal and external Transfers individually and generate Transfer Activity report.

*Participants: Warehouse*

*Duration: 90 min*

## Accounting Training

### ***ACCT 200: Inventory with the FOOD-TRAK Mobile Partner***

Downloading inventory forms to the FMP, entering counts and uploading the forms back to the host system. Review how to edit and link those inventories and run the Inventory Extension report.

*Participants: Warehouse, Outlet Staff, Accounting, Inventory Staff*

*Duration: 90 min*

### ***ACCT 201: Taking Manual Inventory***

Printing physical inventory count sheets and management of those inventories once the counts have been entered.

*Participants: Warehouse, Outlet Staff, Accounting, Inventory Staff*

*Duration: 90 min*

### ***ACCT 300: Receiving with the FOOD-TRAK Mobile Partner***

Downloading Purchase Orders to the FMP, creating Receiver Forms, uploading those Receiver Forms to the host system when complete.

*Participants: Warehouse, Accounting*

*Duration: 90 min*

## Accounting Training

### ***ACCT 301: Receiving Manual***

Printing Purchase Orders, the Purchase Order Receiving document and discussion of the Invoice Reconciliation report.

*Participants: Warehouse, Accounting*

*Duration: 30 min*

### ***ACCT 400: Invoice Reconciliation***

Converting Receiver Forms into Invoices, manually entering an Invoice and review of the Purchase Recap and Price History reports.

*Participants: Accounting*

*Duration: 90 min*

## Culinary Training

### ***CUL 110: Recipes***

Recipe categories, creation and management of sub recipes and plate recipes.

*Participants: Culinary Staff*

*Duration: 120 min*

### ***CUL 120: Enterprise Recipes***

Assigning the module to Sites and importing recipes into a Site.

*Participants: Culinary Staff*

*Duration: 120 min*

### ***CUL 200: Nutrition***

Adding Nutritional Information to Purchased Items, calculating Nutritional Information for recipes and printing Nutrition reports and labels.

*Participants: Culinary Staff*

*Duration: 60 min*

### ***CUL 300: Sales Mix & Menu Analysis***

Adding Nutritional Information to Purchased Items, calculating Nutritional Information for recipes and printing Nutrition reports and labels.

*Participants: Culinary Staff*

*Duration: 90 min*

## Commissary Training

### ***COM 101: Commissary Setup Tasks***

Configure the system for Commissary. Create customers and sales order templates and associate them with each other.

*Participants: Commissary Manager*

*Duration: 60 min*

### ***COM 102: Customer Database Setup***

Converting Setup vendors and items that are ordered from the Commissary. Cross referencing of data for Commissary Vendor Interface.

*Participants: Commissary Manager, Store Manager*

*Duration: 60 min*

### ***COM 103: Customer Ordering***

Ordering from the Commissary via the Commissary Vendor Interface or placing direct orders in the Commissary site.

*Participants: Commissary Manager, Store Manager*

*Duration: 60 min*

### ***COM 104: Commissary Sales Orders and Shippers***

Creating sales orders. Using sales orders for production and pack out. Creating and exporting shippers.

*Participants: Commissary Manager*

*Duration: 120 min*