Inventory Reporting to MealConnect V2.0A

This document outlines steps to easily report Food Pantry data from Look 2 Consulting's Inventory Software into the Feeding America MealConnect website. It makes use of their Bulk Upload feature. All receipts can be imported at once!

1. Extract Inventory Data Using Excel Report Tool

a. Launch MealConnect Bulk Upload report tool (FeedingAmerica_MealConnect_Template.xlsm).

		Admin Login 🔿 📭 Reports	EXER	MealConn	ect™ Bulk Upl	load				
b.	Sele	c t timeframe desired.			MealConnect	Bulk F	Receipt U	Ipload C	ontrol Pan	iel v2.0 A
c.	Click Generate Report . By default, results are saved to a file in S:\Reports .			All Dates Use Button	All Dates Last Year YTD Last Month Month To Date Last Week Past 7 Days Y Use Buttons for "Quick Date Set" Start Date 11/1/2021 (or inter your own date rmgr) End Date 11/30/2021 Generate Repo					
		Processed 215 records. Saved to a new file with date in name		Options:	∜ you make changes to the DB Path S: Save Report Path S:\R	ese options, please Save thi	is template prior to pr	essing Generate Rep	ort (since that performs a	Sove-As')
				Check Conf	iguration	www.Look2Cotta	afting.com		Se	t to Local
d.	Veri	y the report contains the desired data.	1 2	A Banner Number D-2966	B Donor Name Epic	C Store Number D-2966	D Pickup Date 1/4/2021	E Bakery [1-2] 0	F Dairy-Eggs [4-3]	G Meat [3-4] 0 0
	NOT	Frank records missing Danner/Store #'s in red	2	V-102772	KuikTrin 6122 McKan	057	1/4/2021	0		0 0

NOTE: any records missing Banner/Store #'s in red 4 V-102773 must be fixed prior to uploading to MealConnect

Please refer to the Look 2 Consulting documentation for complete details on configuring the Look2 Inventory System with

each donor's Banner and Store Numbers, as well as the Commodities, so they are compatible with MealConnect.

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Import Data into MealConnect™

- a. Log into MealConnect
- b. Click Upload Receipts

NOTE: if button isn't shown in your New Receipt section, ask your Food Bank to request F.A. to enable "Bulk Upload" feature for your account.

c. Click Select Completed Template From Disk and select Excel report just generated in Step 1 above (e.g., S:\Reports\MealConnectBulkUpload_05-01-21_thru_05-31-21.xlsx)

TIP: sort by "date modified" and your most recent file will be at the top.

- d. The data gets processed, and a summary of results are shown. Click Looks Good, Review Receipts.
- e. Review the Receipts, and then you must click the Submit Receipts to complete the process

Submit Receipts



Please refer to MealConnect documentation for details and options available, including editing of receipts and more.



That's all there is to it. Report all your receipts in < 60 seconds!

ealConnect"	. ≡ search ? A
) Dashboard	RECORD NEW RECEIPTS () START GUIDED TOUR
New Receipt	
Previous Receipts	Upload Receipts
t the	6
	DROP COMPLETED TEMPLATE HERE TO BEGIN

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