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!

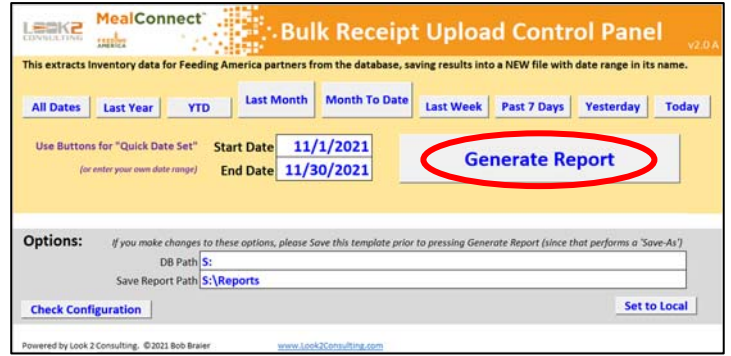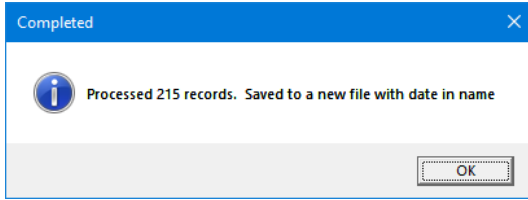## 1. Extract Inventory Data Using Excel Report Tool

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

b. **Select timeframe** desired.

c. Click **Generate Report**.
*By default, results are saved to a file in **S:\Reports**.*

d. **Verify** the report contains the desired data.

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

|	A	B	C	D	E	F	G
1	Banner Number	Donor Name	Store Number	Pickup Date	Bakery [1-2]	Dairy-Eggs [4-3]	Meat [3-4]
2	D-2966	Epic	D-2966	1/4/2021	0	0	0
3	V-102773	KwikTrip 6133 McKee	957	1/4/2021	9	0	0
4	V-102773	KwikTrip 6133 McKee	957	1/4/2021	0	0	164

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.

2. Import Data into MealConnect™
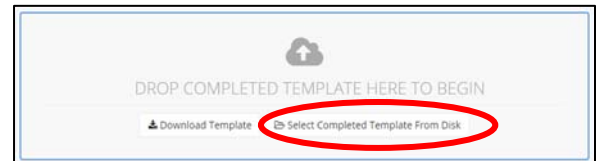
a. Log into **MealConnect**

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.
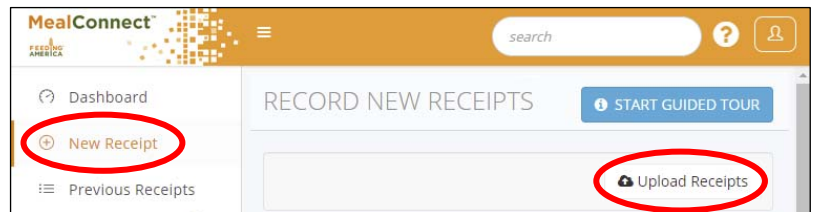

c. Click **Select Completed Template From Disk** and select the Excel report just generated in Step 1 above *(e.g., S:\Reports\MealConnectBulkUpload_05-01-21_thru_05-31-21.xlsx)*

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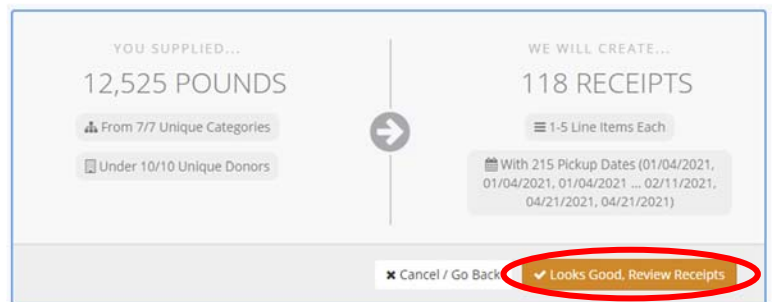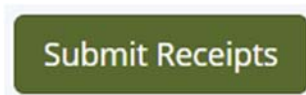
Please refer to MealConnect documentation for details and options available, including editing of receipts and more.

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