

# **COMS-PRO Central Office Management Software Specifications**

**With**

**Business Intelligence Module**

- **Operational Overview**
- **Financial Position**
- **Operating Ratios**
- **Meal Costs**
- **Participation Reporting**
- **Productivity Report**
- **Program Analysis**

# COMS-PRO Central Office Management Software

## Description

COMS-PRO Central Office Management Software is the focal point used to facilitate the information flow throughout MiChoice Technology school food service accountability systems. As an all-inclusive product, it serves the district food service department by providing a common data source for centralized free and reduced application processing, district meal accountability and government reporting. This interactive software allows for bi-directional “Real Time” transfer of data between the central office food service office programs, COMS-PRO and FAR-APPS Free & Reduced Application Processing and each campus site Point-Of-Sale System over the school districts wide-area network. COMS-PRO can effectively store, manage and distribute the information in “Real Time” and becomes the central point for creating, finding and sharing the information, as you need it.

Operating Systems: Windows 7,8,10

Utilizes Microsoft SQL Server 2005 or Express Database

Software Multi User, Multi-Tasking

Utilizes Large User Friendly Graphical Icon Buttons With Text Descriptions

## Deployment Options

- On-Premise (On Desktop or District File Server)
- Hosted in Cloud (Amazon Workspaces Server)
- Hybrid Model Configuration (On-premise and Cloud-based)

## Communications

- Software scalable from single user workstation to networked client/server implementation
- Operates on a nonproprietary Windows-based PC and communicates over a LAN/WAN
- Automatically installs the latest software updates, via the Web

## Communication/Polling

- Provide for scheduled data transfers.
- Store the names, telephone numbers/paths and settings for unlimited school sites
- Provide a log of unsuccessful connections
- Provide automatic data file transfer, allowing for selecting or globally sending individual data files to the school sites
- Maintains log of successful data retrievals from school site(s) POS system
- Integrated Data Transfer Wizard for setting up the network paths for operating across a wide area network.
- Allows for connecting via a wide-area network to each school site(s) POS database in “Real Time”.
- Dashboard graphically displaying the network connectivity between the COMS-PRO Central Office Management program and the school site(s) POS system.

## Custom Reporting

- Utilizes SAP Crystal Decisions, Crystal Reports, a powerful Windows reporting tool which:
- Allows for users to customize the standard reports
- Allows experienced users to create custom reports with graphs
- Allows for user to easily define the export file formats for reports
- All reports can be exported to spreadsheet programs or other databases

**Tightly integrated with FAR-APPS Free & Reduced Application Processing software**

**Seamlessly integrated with [www.mymealmoney.com](http://www.mymealmoney.com) (on-line meal retrieval and patron meal history reporting)**

**Seamlessly integrated with [www.revtrak.com](http://www.revtrak.com) (on-line meal payments with credit cards)**

**Allows for seamless integration with ETC - Time and Attendance program**

**Provides year end student account updates (roll-over)**

**Maintains an event log that can be viewed or printed by date or date range of all activities**

### **Security**

Allows for assigning up to 5 different password security levels, with each level only providing access to selective parts of the program.

### **Point Of Sale Programming**

- Utilizes Large User Friendly Graphical Icon Buttons With Text Descriptions
- Allows for programming unlimited amount of menu item templates (Example: Type A Line, Ala Carte Line, Snack Bar, Etc.) for each cafeterias POS terminals and transferring the menu types to the school site(s) POS system
- Menu item programming allows for programming the selling price and unit cost of 120 breakfast department keys (buttons), 120 lunch department keys (buttons) and 120 After school snack department keys (buttons)
- Allows for assigning individual menu types to specific POS Terminals within each cafeteria
- Allows for programming menu item (button) keys that make up a menu type
- Allows for programming the menu item keys (buttons) with the following data:
  - Description of menu item
  - Selling Price
  - Cost
  - Reimbursable Plate
  - Ala Carte Item
  - Breakfast Key (button)
  - Lunch Key (button)
  - Breakfast & Lunch Key (button)
  - Snack Key (button)
- Allows for each menu item key (button) to be easily color-coded
- Provides for associating (placing food icons) on menu item keys (buttons) for easy key (button) identification
- Allows for programming school names, setting account charge limits, low account balance, Ala Carte meal equivalence factor parameters and transferring the settings to each school site(s) POS system
- Allows school enrollment figures and attendance factor, by school, to be entered by user or be automatically populated from the districts student enrollment import
- Allows free and reduced eligibility counts (number of students approved for meals by meal classification) to be manually entered, or if integrated with Free and Reduced software these fields are automatically populated. This data is used to compute the AccuClaim Edit Checks and is transferred to each school site(s) POS system in "Real Time"
- Allows for easy user entry and editing of state and federal reimbursement rates
- Allows for entering baseline percentages for Provision 2
- Allows for selecting qualifying severe needy schools

### **Master Student/Adult Account Database and Student Activity Reporting**

- Maintain a Centralized student/adult account data base by school, containing the following information:
  - Name
  - Identification Number-(15 digits)
  - Food Service Identification Number – (2-9 digits)
  - Meal Status (Free, Reduced, Regular, etc.)
  - Free & Reduced Application Number
  - Last Deposit On Account
  - Current Balance Of Account
  - Lost/Stolen Card Status
  - Meal Activity Participation (Breakfast, Lunch, or Ala Carte)
- Provides for automatically importing the districts student records database daily from the districts student information (enrollment) database to automatically build the "Global Master Centralized Student Meal Account Database".
- Provides the ability to exclude unused fields from the district enrollment import file

- Allows the free and reduced program to access and utilize the data in “Real Time” from the imported master student enrollment database
- Provides seamless integration for updating student meal account classifications, with application number, in the centralized meal account database from the data created in free and reduced software and transferring this data to the school sites POS system in “Real Time”.
- Automatically produces a meal status change report for audit purposes when free and reduced updates are created in the centralized meal account database from a free and reduced program showing:
  - list of ID accounts that were changed (Updated)
  - list of ID accounts that were not found
  - list of ID accounts that were invalid
  - list of ID accounts that were created
- Allows for manually changing the meal status of a meal account and transferring (real time or batch process) the information to the school site(s) POS system if not integrated with a Free & Reduced program
- Automatically cross referencing the Free & Reduced software database when manually changing a meal account status to prevent changing a meal classification without having a Free & Reduced Application on file.
- Permits for easily creating a new student/adult account with name, primary I.D. number, secondary I.D. number, campus, grade, homeroom and family information
- Allows for printing individual bar coded ID cards
- Allows for printing bar coded ID card for all patron meal accounts
- Upon creation of a new meal account the account holders name, primary I.D. number, campus, grade, and homeroom is instantly available in the Free & Reduced software database.
- Provides for user defined restriction for Ala Carte purchases by individual account holder and have the restriction transferred to the appropriate school site POS system
- Provides a “Real Time Lookup “ that allows patron meal accounts to be easily accessed by account number or account name and display the account holders balance at the time of the lookup over a wide-area network.
- Produces over a wide-area network in “Real Time” a individual detailed current “ At the Instant” historical student/adult meal activity report of each menu item purchased, monies deposited to the account, by cash or check, with check number or by credit card, with credit card authorization number and balance on account with each transaction date and time stamped
- Creates on demand in “Real Time” instantly updated historical student/adult meal activity reports by date or over a date range.
- Allows for Patron Meal historical meal activity reports to be automatically transferred to a website to be accessed by guardians on line.
- Allows receiving prepayments for student/adult account holders by cash, check or credit cards at central food service office and instantly updating over a wide-area network in “Real Time” the student/adult accounts balances at the school sites.
- Provides for retrieving a student/adult account over a wide-area network and issuing refund to the account and having it posted “Instantly Real Time” to the account holder school site POS database.
- Allows for manual (or automatically from a daily district student enrollment import) transferring a student account with account balance from one school to another school.

- Provides for Global Account Access which allows any student/adult to eat any campus during the day.
- Allows for importing credit card meal payments made at [www.revtrak.com](http://www.revtrak.com)
- Provides for transferring in “real time” patron meal account credit card payments to patron’s meal accounts at each school site
- Automatically populates the family information fields in “Real Time” from the signature information contained in the free and reduced software
- Allows for manually associating family information to a student account holder with the following information:
  - Guardians name
  - Telephone number
  - Address
  - City, State and zip code

### **Patron Meal Account Reports**

- Able to sort reports numerically or alphabetically on the name, ID number, balance on account, and meal classification fields
- Provides for viewing on screen or printing all the associated data with the student/adult account records
- Allows for viewing or printing administrative deposit report, showing the amount of prepay monies collected at the central food service office (with check numbers and credit card authorization number) and posted over a wide-area network in “Real Time” to individual student/adult accounts at each school site(s) POS system.
- Allows for reporting of all meal account holders balances by individual campus
- Permits running reports with meal account holders with negative balances (charges) by school
- Allows for distributing credit collection letters to students or guardians that have negative balances
- Provides for e-mailing letters to students or guardians
- Permits running reports with account holders with low balances by school
- Letter editor that allows for user creation of collection or low cash letters
- Allows for reporting of all Non-Sufficient Funds checks by individual campus
- Allows for exporting the student account records database to other external databases or to spreadsheets
- Provides for user defined account holder filtering for reports by: regular, reduced, free, regular student worker, reduced student worker, free student worker, adult worker and adults
- Provides upon import of on-line patron meal credit card payments a report containing; Student name, Student ID, Amount, Transaction ID and Date/Time.

### **Labor Scheduling**

- Allows for scheduling by school, hours employee’s are to schedules to work with employees pay rate
- Allows for posting “real time” the labor schedule to appropriate school site
- Provides for editing labor schedule/labor costs for data received from individual school sites

### **Meal Service Reports**

- Central office reports are in the same format (mirror image) of the reports generated at school sites

- Reports have daily meal counts by classification, free, reduced, regular, adult, contract, extra meals, average plate count from ala carte sales, total type A meals, total reimbursable meals, grand total all meals
- Reports have daily sales income by regular, reduced, free, adult, employee, contract, extra meals, adult ala carte, student ala carte, non-food item and sales tax
- Cash reconciliation report includes: total cash sales, deposits, total income, declared ending cash, over/short calculation
- Reports can be ran by campus or consolidated by all campuses, by date or date range
- Data entry screens to match the daily report format
- Allows for entering/editing school data (reports) at central office
- Produces a consolidated report of breakfast and lunch income for a total bank deposit
- Reports can be printed or viewed or produced by date or date range
- Automatically generates AccuClaim edits and participation reports by campus, by date or date range
- Allows for Provision 2 Reporting
- Produces meals per labor hour calculations for the breakfast and lunch program
- Generates the amount of outstanding monies (charges) on accounts, by campus, by district
- Generates the amount of prepaid monies on accounts, by campus, by district
- Capable of exporting all the sales revenue, meal counts, and cash reconciliation data to spreadsheet programs or other databases
- Generates report of all menu items sold (counts) by school
- Produces a report of all menu items sold (dollars) by school
- Produces a district-consolidated report of all menu items sold.
- Produces a report of the cost and counts of all menu items sold, by school site
- Generates a district-consolidated report of the cost and counts of all menu items sold
- Capable of exporting the menu item usage and cost reports to spreadsheet programs
- All reports can be generated by a user-defined date (start date/end date) by school or by district

#### **Reimbursement Reports**

- Produces reimbursement reports by school, date, month and year
- Produces reimbursement reports for Provision 2 by school, date, month and year
- Creates consolidated district monthly reimbursement report including severe needy schools
- Allows for reimbursement reports to be user defined (start date/ending date)
- Reimbursement report can be viewed on screen or printed
- Capable of exporting the reimbursement report to other databases or spreadsheet programs

- Capable of electronically transferring the reimbursement reports to State Agencies
- All Individual Campus Reports, (Accounts, Meal Service, Reimbursement) can be created in “Real Time” or On Demand.

### **Participation Reporting**

- Monthly average daily participation by school for breakfast, and lunch
- Monthly average daily participation presented numerically and as a percentage
- Monthly District participation
- Free & Reduced eligibility reporting by month, by school presently numerically and as a percentage

### **Operations Reporting**

Allows for generating an “Operational Snap Shot” report by school, by district, by date or date range

### **Profit& Loss**

- Sales Revenue
- Reimbursement Revenue
- Food Cost
- Labor Cost
- Total Cost
- Profit & Loss

### **Patron Meal Account Summary**

- Total Account Balances
- Liabilities
- Receivables (Charges)

### **Employee Labor Scheduling Report**

- Employee ID
- Name
- Hire Date
- Vacation Days
- Sick Days
- SSN #
- Pay Rate Hours Scheduled
- Total Scheduled Labor Cost

### **Posted Invoices (Receiving) Listing Report**

- Campus Number
- Date
- Vendor Name
- Invoice Amount

### **Additional Misc. Costing Report**

- Date
- Employee Count
- Total Hours Worked
- Labor Cost
- Other Cost
- Supplies Cost
- Other Labor Cost
- Benefits Cost
- Equipment Cost
- Overhead Cost
- Total Cost

### **Expenses to Revenue as Percentage Report**

- Expenses
- Cost
- Revenue
- % Revenue

### **Labor/Expense Cost Per Plate**

- Expenses by Category
- Number of Meals + Meal Equivalents
- Per Meal Cost by Category
- Total Costs
- Total Meals
- Per Meal Cost

### **Revenue/Expense Cost Per Plate**

- Total Number of Meals
- Revenue from Student Meal Sales
- *Revenue Per Student Meal*
- Revenue from Contract Meal Sales
- *Revenue Per Meal from Contract Meal Sales*
- Revenue from Adult Meals
- *Revenue Per Meal from Adult Meal*
- Revenue from Other Food Sales
- *Revenue Per Meal Other Food Sales*
- Revenue from Reimbursement
- *Revenue Per Meal from Reimbursements*
- **Total Revenue**
- ***Total Revenue Per Meal***
- Expenses from Food Cost
- *Expenses Per Meal from Food Cost*
- Expenses from Labor Cost
- *Expenses Per Meal from Labor Cost*
- Expenses from Other Cost
- *Expenses Per Meal from Other Cost*
- Expenses from Supplies Cost
- *Expenses Per Meal from Supplies Cost*



- Expenses from Other Labor Cost
- *Expenses Per Meal from Other Labor Cost*
- Expenses from Benefits Cost
- *Expenses Per Meal from Benefits Cost*
- Expenses from Equipment Cost
- *Expenses Per Meal from Equipment Cost*
- Expenses from Overhead Cost
- *Expenses Per Meal from Overhead Cost*
- **Total Expenses**
- ***Total Expenses Per Meal***

#### **Meals Per Labor Hour**

- Number of Employees
- Hours Worked
- Total Hours Paid Daily
- Lunch Meal Equivalents
- Breakfast Meal Equivalents
- Snack Meal Equivalents
- Ala Carte Sales Meal Equivalents
- Total Meal Equivalents
- Meals Per Labor Hour