

**United States Marine Corps
Food Service Courses
U.S. Marine Corps Detachment
2001 31 Street, Fort Lee, VA 23801**



**MARINE CORPS
FOOD MANAGEMENT
INFORMATION SYSTEM**

Student Outline

**United States Marine Corps
Food Service Course
U.S. Marine Corps Detachment
2001 31st Street, Fort Lee, VA 23801**

**SFSC 0401
March 2002**

**STUDENT OUTLINE
MCFMIS**

LEARNING OBJECTIVES:

1. Terminal Learning Objective. In a Messhall / Food Service environment, given a computer, MCFMIS software, publications and applicable data, perform Marine Corps Food Management Information System (MCFMIS) tasks, in accordance with MCFMIS User Guide. (0002.01.06)

2. Enabling Learning Objectives.
 - a. In a Messhall/ Food Service environment, given a computer, MCFMIS software, publications and applicable data, conduct basic daily MCFMIS maintenance tasks, in accordance with MCFMIS User Guide. (0002.01.06a)

 - b. In a Messhall/ Food Service environment, given a computer, MCFMIS software, publications and applicable data, enter information so the system will prepare accurate data sheet, in accordance with MCFMIS User Guide. (0002.01.06b)

 - c. In a Messhall/ Food Service environment, given a computer, MCFMIS software, publications and applicable data, develop menu plans by adjusting programmed menus, in accordance with MCFMIS User Guide. (0002.01.06c)

 - d. In a Messhall/ Food Service environment, given a computer, MCFMIS software, publications and applicable data, enter pre/post meal data, in accordance with MCFMIS User Guide. (0002.01.06d)

 - e. In a Messhall/ Food Service environment, given a computer, MCFMIS software, publications and applicable data, send and receive data via modem, diskette or tape, in accordance with MCFMIS User Guide. (0002.01.06e)

 - f. In a Food Service Office environment, given a computer, MCFMIS software, publications and applicable data, create/modify Basic Daily Food Allowance (BDFFA) data, in accordance with (FSO) Food Service Office User Guide. (0002.01.06f)

g. In a Food Service Office environment, given a computer, MCFMIS software, publications and applicable data, create/modify price changes, in accordance with (FSO) Food Service Office User Guide. (0002.01.06g)

h. In a Food Service Office environment, given a computer, MCFMIS software, publications and applicable data, complete and print the Soar Report, in accordance with (FSO) Food Service Office User Guide. (0002.01.06h)

OUTLINE:

1. MCFMIS Information:

a. Three ways the Messhall and Food Service Office communicate is, Modem, Diskette, and Tapes.

b. All costing files in the Messhall are maintained for the previous and current accounting periods.

c. There is five date sensitive programs in MCFMIS: Date sensitive refers to the log in date. When operating in anyone of the five date sensitive programs the computer automatically uses the login date.

(1) Issueman

(2) Fastrcv

(3) Invtrans

(4) Fastinv

(5) Ordentry

d. Daily, Weekly or Monthly price changes affect the INGMAN and RECMAN programs. Ingbl, Recbl, and Costupd must be run **daily** to affect this change in the MCFMIS program.

2. Menu Programs:

a. CCTBL

(1) Cost center control table

(2) Cost center control table allows the user to establish a name and abbreviation for any site which food will be transferred to or from.

b. MENTBL

(1) Menu table

(2) The MENTBL program allows the user to create and maintain the names of all the menus used within the Messhall.

c. MENDATE

(1) Menu date

(2) The MENDATE program provides a list of all menu dates and meals, which contain recipes.

d. MENMAN

(1) The MENMAN program allows the user to create, add, change or delete recipes from a menu.

(2) The MENMAN program is the foundation of the menu programs. All menu information is stored and maintained in this program.

e. COUNT

(1) The count program is used to enter anticipated or forecasted headcounts.

(2) The individual acceptability or the actual number of servings is entered in the COUNT program.

f. MENMGMT

(1) The MENMGMT program is a combination of the MENMAN and COUNT program.

(2) The MENMGMT program allows the user to create/modify the menu and enters in the actual servings. This program will not allow you to enter in the acceptability percents.

g. CALENDAR

(1) The CALENDAR prints up to a weekly summary of all recipes included on the selected menus.

(2) The CALENDAR can be utilized in the galley for the cooks to view or the person at the door entering in menu and caloric information.

h. MENRPT

(1) The menu report program provides a detailed cost summary for any specific date range

(2) Costs are listed for each recipe, meal, day, week, and average meal cost.

3. Recipe Programs

a. RECMAN

(1) The recipe management program is used to view the ingredients in each recipe.

(2) In the RECMAN program, automatic quantification can be changed to yes or no to produce a RECQUA in the MENQUA program.

(3) Par levels are set in the RECMAN program.

(4) The RECBLD program must be run after receiving new recipes or ingredients from FSO.

(5) The RECRPT program provides a single line entry of the recipe located in RECMAN, primarily indicating price, storage location, and par level.

4. Ingredient Programs

a. INGMAN

(1) Ingredients are the foundation of all other functions within the MCFMIS system.

(2) INGMAN is used to view the ingredient file and make changes to par level and PREPREP information.

(3) To print a listing of the ingredients, use the INGRPRT program.

(4) INGBLD program is used to merge new or price change ingredients into your system.

b. ACTIVING

(1) The ACTIVING program changes the status of an ingredient.

(2) This program provides a means of identifying which ingredients are used as "active" or "inactive".

5. ORDERING

a. ORDGUIDE

(1) The ORDGUIDE program is used to determine purchasing requirements for any specific menu or menus.

(2) In the ORDGUIDE program if you say yes to “do you want to create orders”, it will create an order in the ORDENTRY program.

(3) The ODRQUES program will set the responses in the ORDGUIDE program as default.

b. ORDENTRY

(1) The ORDENTRY program is used to modify the orders that were created in the ORDGUIDE program.

(2) Items can be deleted or added to any order if that order is not completed.

(3) Obsolete orders can be deleted in the ORDPURGE program

(4) ORDRPT program prints orders that are not complete. The inexperienced clerk can have another individual view the orders before they are completed, can utilize this program.

(6) The ORDPO program prints out all completed orders.

(7) The ORDSUM program can be printed or viewed to view the status of an order, pending, complete, and printed.

c. FASTRCV

(1) The primary purpose of the FASTRCV program is to add inventory into the system. All deliveries received must be entered first into ORDENTRY and then received in FASTRCV to properly track receipts.

(2) Inventory not received in the FASTRCV program will not be available to other MCFMIS programs such as PICKLIST/ISSUEMAN.

d. RCVRPT

(1) Receive report prints a summary of everything you received.

(2) The receive report's total dollar value for the order reflects the extended prices for the items received. A summary of all shorted items from the transactions can be printed using the RCVSTAT E-9.1 program.

e. INVREV

(1) The INVREV program reports on the movement of inventory and may be used as an audit trail.

(2) Anytime the actual inventory on the shelf does not match the computer's inventory, this program provides a means of reviewing the issues, transfers, physicals and receipts for an item to help determine where an error may have been made.

6. PRODUCTION / ISSUING

a. PREPREP

(1) The Pre-Preparation program prints a listing of all ingredients requiring advance preparation prior to use in production.

(2) Ingredients requiring consistent PREPREP such as: thawing, soaking, and chopping, should have PREPREP instructions assigned in INGMAN.

(3) If the report lists a quantity of frozen meat, which requires the pulling of a larger amount due to packaging, the CALCSERV program can be used to calculate the number of portions, which can be prepared from the increased amount of this item.

b. PICKLIST

(1) The PICKLIST provides a breakout of all items necessary to produce the selected menu(s) and meal(s).

(2) Once the issue amounts have been pulled from stock and the meal has been prepared, the issue amounts should be adjusted in the ISSUEMAN program to match the actual amounts used in meal production.

c. PROGUIDE

(1) The production guide program provides a list of all recipes and the various portion sizes required for production of the selected menus, meals, and dates.

(2) The production guide is an overview of all recipes requiring preparation.

(3) The MENQUA program automatically prints recipe conversion for each recipe in the selected menu (s) adjusted for the acceptability factors and total headcount.

(4) The RECQUA program prints the recipe conversion for a desired number of servings. Each recipe can have up to eight different yields (batches) calculated.

d. ISSUEMAN

(1) The issue management program is used to enter the information from the PICKLIST and reduce inventory levels for issued items.

(2) The user keys in the ingredients issued from the completed PICKLIST.

(3) If items are returned to stock after the issue is completed, a new issue transaction can be created and the returned amounts are entered as a NEGATIVE number.

(4) The INVREV program shows all issue transactions.

7. INTER-MESS TRANSFERS

a. INVTRANS program allows the user to transfer items into inventory or out of inventory.

b. Transfers include inventory sent to other Mess Halls, items received from other Messhalls, and surveys.

c. INVREV shows transfer transaction, and INGMAN shows the change of the "on-hand" amount.

8. MANDAYS / DAILY COST ANALYSIS

a. MHREV

(1) The Mess Hall review program allows the user to review Mess Hall and BDFA (Basic Daily Food Allowance) data sent from the FSO.

(2) The FSO must have downloaded the BDFA data file and the Mess Hall must have run RCVDATAM to receive the BDFA data file.

b. MDFEDMAN

(1) The MANDAY fed management program allows the user to log the headcount for each service type eating at the Messhall.

(2) Eventually bar code labels will be affixed to meal cards (of some type, or ID cards) and scanned by a bar code reader, which will update the MDFEDMAN program with headcount automatically.

(3) Until that progression is completed, the meal signature record and the cash meal payment sheet forms must still be maintained and kept on file.

(4) The MDFEDMH program prints the MANDAY fed report, daily or quarterly.

(5) The MDTOTALM provides the Mess Hall with a printed copy of headcount totals for each meal and the total man-days for each day.

c. DCANAMH

(1) The Daily Cost Analysis report is run at the Mess Hall to produce a hard copy report.

(2) The report generates a daily record, which is subsequently transmitted to the FSO. The report utilizes three key indicators used to track the Mess Hall's financial posture. These figures include the Cost to feed per person, Authorized Inventory Percent, and Financial Status of the Mess Hall.

9. SENDING / RECEIVING DATA

a. SNDDATAM the "Select Data to Send to FSO" program allows the Messhall to select the types of data to transmit to the FSO.

b. SNDREVM allows the user to review data sent to the FSO yesterday, or prior days.

c. If data is still present in the computer use the SNDCLNM program to remove the old data before selecting new data to send to the FSO.

d. RXTXMH

(1) The Receive and Transfer Data program allows the Mess Hall to exchange selected data files with the FSO.

(2) Make sure the modem is turned on (red lights on the front will be lit.)

e. SNDDISKM

(1) The "Send data to the FSO via Diskette" program provides the user an easy method of transferring Headcount, DCA, Ingredients History, and Food Orders to the FSO, via diskette.

(2) Diskette's should be formatted first, then labeled with the Mess Hall number and dated before being sent to FSO.

f. RCVDISKM allows the user to receive data from FSO via diskette.

g. RCVREVM allows the user to review data received from the FSO.

h. INGBLD creates an index for the ingredient file. Any subsequent ingredient additions or changes from the FSO will require rebuilding of this index.

i. RECBLD creates an index for the recipe file. Any subsequent recipe additions or changes from the FSO will require rebuilding of this index.

j. COSTUPD compares the past ingredient prices to the current ingredient price and updates all appropriate recipes and menus

10. PHYSICAL INVENTORIES

a. PHYSRPT

(1) The physical inventory Worksheet program prints a worksheet to be used when taking a physical inventory.

(2) The worksheet can be printed by storage location listing the items within each storage location on a separate worksheet.

b. FASTINV allows the user a quick method of updating inventory levels.

c. INVCOST Calculates the dollar value of inventory based on the purchase price of inventory items, using the FIFO accounting method. A one page summary report for total dollar value by ingredient group, storage location, and vendors can be printed or viewed

11. MAINTENANCE PROGRAMS

a. SETPTR selects the printer for reports

b. MENPURGE deletes obsolete menus.

c. HISTPURG deletes obsolete post meal history.

d. ISSUPURG deletes obsolete issues.

e. REALCNT is used to enter post meal history into the system. A comparison report listing the forecasted vs. actual meal counts is available through the PREFRPT

f. MENCOPY Copies one menu to create another menu.

g. CYCLE Replicates menus into future dates.

h. FINDING Finds recipes with a specific ingredient.

i. SAVECOST Saves data files to a diskette or tape

j. SAVEMEN Saves menus to a diskette or tape.

k. LOADCOST Restores data files from a diskette or tape.

l. DELCOST Deletes data files from the system.

m. MCPURGEM Deletes obsolete DCA, Headcount, and Ingredient History.

12. NUTRITIONAL ANALYSIS

a. RECANRPT prints a list of recipes in the system that have been analyzed or those that are unanalyzed.

(1) The printout for analyzed recipes with nutrients always includes Calories, Protein, Fat, and Carbohydrates.

(2) Sixteen additional nutrients can be selected for inclusion on the report.

b. MENGRAPH program provides a report showing menu cost and nutrient content for one day.

c. MENRANAL program provides a report showing menu cost and nutrient content for any date range

13. FSO Programs

a. PRICECHG

(1) The price change program is used to update and track ingredient prices.

(2) Once prices are changed the SNDDATAF and RXTXFSO programs are used to send the updated information to the Messhalls.

(3) Prices can be changed for current, future, and past dates.

b. SOARMAN

(1) The Subsistence Operational Analysis Report program is used to define base specific information for each Messhall as well as SOAR information. The SOARMAN program includes the following information: Installation information, computation of the basic daily food allowance (BDFA), SOAR data, and Milk/Bread/Butter/Cheese Usage.

(2) Once the information is entered in SOARMAN the SNDDATAF and RXTXFSO programs are used to send the updated information to the Messhalls.

(3) The SOARRPT program is used to print the Subsistence Operational Analysis Report.

REFERENCE: MCFMIS User's Guide, PDF
FSO User's Guide, PDF

Requisitioning Schedule, 29 Palms California

ORDER DAY	VENDOR	Delivery Date	Consumption Date
Monday	Milk Produce Dry	Friday Friday Monday	Saturday Saturday Sunday Monday Tuesday Wednesday Thursday Friday
Tuesday	Milk Milk Ice Cream Bread Soda Produce Frozen Meat Dairy Misc. UBR / MMTP	Saturday Monday Tuesday Monday Friday Monday Monday Monday Monday Tuesday	Sunday Monday Tuesday Wednesday Thursday Friday Tuesday Sat. Sun. Mon. Tues. Wed. Tuesday Wednesday Thursday Friday Tuesday Wednesday Tuesday Wednesday Thursday Friday Wednesday Thursday Friday Saturday
Wednesday	Milk Bread	Tuesday Tuesday	Wednesday Thursday Wednesday Thursday
Thursday	Bread Produce Frozen Meat Frozen UBR / MMTP	Thursday Wednesday Wednesday Wednesday Thursday	Friday Thursday Friday Saturday Sunday Monday Thursday Friday Sunday Monday Tuesday
Friday	Soda Milk Bread Bread Dry Dairy Misc. Frozen Meat Frozen Ice Cream	Wednesday Thursday Friday Saturday Friday Friday Friday Friday Friday Friday	Thursday Friday Saturday Sunday Monday Saturday Sunday Monday Saturday Sunday Monday Saturday Sunday Monday Tuesday Wednesday Saturday Sunday Monday Saturday Sunday Monday Tuesday

ALL ORDERS MUST BE READY FOR RXTX WITH FSO BY 1600 ON THE DAY OF ORDER