# 4/30 Meeting Notes

To-dos:

-Have Jon test out the software more

-some functionalities only pop up when playing around with the software

-upload rest of TFAP data (there was an initial upload error)

-put all items into parent folders

-Jon will work on folder hierarchy but offer him help with these tasks

Summary:

Our meeting this week consisted of discussing how Jon felt about Sortly and try to gauge his understanding of the software. However, Jon did not have much time to work with the software so we mainly spent our meeting time showing him around his account. He says he plans to work in Sortly more this upcoming week and we are having him create folders in order to have him get accustomed to different functionalities.

Meeting Notes:

-Jon has only played around a bit with Sortly

-Have two parent folder system (active inventory, inactive/processed items)

-distributed would be good for reporting

-maintain distribution records through separately named folders

-possible intermediate folder for things on hold

-received item - scan and assign to specific folder

-not really need to decrease inventory -> just need to move folder to distributed folder

-always adding inventory and shifting it around to distributed folder

-question: is there a way to display only the count in the inventory folder?

-locally donated folder

* likes new pictures
* 2 parent folder model - on hand and distributed
  + on hand reflects current inventory
  + distributed keeps track of actions -> reporting
* revisit scan list sent earlier in project
  + shift of operations - rarely deducting inventory, mostly shifting from on hand to distributed
* locally donated goods - in pounds (diff units) but can shift around poundage

Agenda:

1. Go over Sortly folders/functionalities in Jon’s account
2. Gauge Jon’s understanding of the software to see what he needs help with
3. Answer any questions Jon may have

# 4/23 Meeting Notes

To-Dos:

-Have Jon create an official GWCFB Sortly account

-Transfer all of his data over, create bar codes

-Talk to Jon about final deliverables and see what information he needs from us and what information we need from him

-Final walk through of Sortly demonstration next client meeting with Jon’s own account and data

Summary:

Our meeting this week also consisted of walking through our sortly functionalities [documentation](https://docs.google.com/document/d/15ebI5OD51tilyVFAFJ6mYFNceGSw24dsYnLmKRm_nvg/edit?usp=sharing). We updated our documentation with new functionalities that Jon asked about last week and demonstrated them to him via screen share. He did not have any new questions. We also talked about creating an official GWCFB Sortly account early next week and our next steps.

# 4/16 Meeting Notes

To-Dos:

-Edit our document to make it easier for Jon to follow

-Add to our functionality document to include mobile app/scanning system capabilities

-Import real inventory data from GWCFB

-Present new documented features to Jon

Summary:

We did not take meeting notes since the entire meeting consisted of walking through our sortly functionalities [documentation](https://docs.google.com/document/d/15ebI5OD51tilyVFAFJ6mYFNceGSw24dsYnLmKRm_nvg/edit?usp=sharing). We walked through all of the functionalities that Jon sent us and he was able to easily follow along with our steps. Jon did ask about the scanning capabilities at the end of our walk through which is why we plan to add it to our documentation.

# 4/9 Meeting Notes

To-Dos:

-Nail down a comprehensive list of functionalities Jon wants us to figure out in Sortly

-Work on figuring out how to use these functionalities in Sort

-Continue playing around with the software to fully understand it

-Document everything we find in a way that is easy to understand

Summary:

There was not much noteworthy development in our last meeting with Jon. We walked him through the Sortly software and asked what functionality he wants to explore. He said he would email us a list of tasks he wants documentation for, which has yet to be received (should be coming early in the week of 4/12). We discussed that our upcoming weeks will be focused on exploring the most efficient ways to complete Jon’s desired tasks in Sortly, and writing documentation to look at for both him and anyone else who needs to use the software in the organization.

The functionalities he asked about during meeting:

* Different vendors / customers
* Receiving a shipment
* Reporting
* Create assemblies - group of products
* Knowing how many boxes on hand there are

Agenda:

1. Go over Sortly functionalities we have gone through so far
   1. Desktop version
   2. Mobile application and scanning function
2. Answer any questions

# 3/29 Meeting Notes

To-Dos:

-Figure out logistics with Sortly set up

-Have Jon decide if he wants to test out the free trial himself or have us go through the free trial

-Start documenting sortly functionalities we already know

-Figure our GWCFB budget and what sortly plan they want to do (monthly, yearly, etc.)

Summary:

We finished our inventory software analysis and presented it to Jon to determine our next plan of action. After discussing with Jon and having him consult his board of directors, we collectively decided to move forward with Sortly.

Meeting Notes:

**Presenting food bank software analysis**

We began by presenting our inventory analysis for the three software systems, letting Jon ask any questions related to the softwares.

* **HandiFox**
  + Is it an interface that still uses quickbooks as a primary?
    - Yes it’s an extension so all inventory is still managed by Quickbooks
* **Sortly**
* **Foodbank manager** 
  + Do they provide handheld scanners?
    - No but they offer resources to buy them for cheap

Not worried about upfront effort

He wants to eliminate HandiFox because it is not a standalone software to Quickbooks.

He wants to move away from them as much as possible.

**Leaning towards FoodBank Manager**

He likes the idea of the donation manager. Ir can be a program he can stretch across multiple programs.

He prefers to pick one and just run with it since he does not have time to go through multiple free trials.

He wants to know a bit more about FoodBank manager’s functionality assuming he can make it work across multiple programs.

He is going to talk it over with his executive director and look into the functionality and reach out to us later today with a final decision.

Meeting Agenda:

* Present our comparison analysis
* Ask for his feedback and ask him to choose one solution (he could need time to think, which is fine)
* Talk about the free trial process
* Discuss fund allocation

# 3/22 Meeting Notes

To-dos**:**

-Call FoodBank Manager Software

-Call for more information on HandiFox connection with Invoice and confirm pricing

-Research other possible solutions

-Create comparison chart/table based on the two top softwares we determine

Summary of meeting notes:

During this meeting we asked about how the invoice process works, as well as presenting our main solution and some alternatives to Jon. Furthermore, we finalized the priority list in terms of functionality and features that the new software should solve.

Meeting Notes:

Understanding invoice

How the invoice should work:

1. Create an order
2. Scan everything that is going into the truck for that order
3. Keep track of any food not distributed when truck returns
4. Once the employees are finalizing the order, then an invoice is created.

This would allow for multiple simultaneous distributions, since the trucks can only take what is currently in storage.

He wants the finalization of the invoice to actually deduct from the inventory. So once an invoice is finalized and submitted, then at this point the inventory can be updated.

Elaborating on Handifox

We mentioned that Handifox has non-profit organizations already working with them

Handifox currently gives an option to generate an invoice after scanning all the boxes. When the invoice is sent through then it deducts values from inventory. GWCFB can hold off on immediately sending the invoice until the trucks return.

He is ok with purchasing small android tablets to run the application.

We also mentioned that Handifox allows for UPC generation, in which they can print out the UPC and paste it on their inventory items.

From what he explored and understands he likes Handifox and what it can provide for them

* He likes the fact that they work with other nonprofits

Presented the idea of alternative solution Food Bank Manager software

Shalini has demos which we will let him know how they go

He is open to this idea and wants us to definitely take a look into it

Finalizing priority list

1. Reducing human error. Move to a more efficient system that simplifies and automates the process to naturally reduce human error
2. How efficient is the process
   1. How much time will it save him in terms of processing and reporting

*Features*

1. Scan based system to eliminate use of paper (what causes errors)
   1. Less manual work needed to be done

Other questions

How many items in Quickbooks?

* List of active items -> 200 items
  + Number is higher because they might have multiple of the exact same item, but from different sources.
* List of inactive items

Our Meeting Agenda:

* Walk through task flow of scanning and data transfer that Jon sent to us via email
* Discuss more about research with other food banks and nonprofits done since our last meeting
* Nail down a prioritized list of features for the final solution to avoid scope creep
* Learn more about the location/creation of an invoice in relation to QuickBooks and new solution

# 3/12 Meeting Notes

To-Dos:

-Continue researching existing solutions based on features that Jon ranks important

-Organize feature list and be prepared to finalize them with Jon during the next meeting to make sure we are on the same page

-Change Kanban board to correspond with our new research goals

-Finalize proposal changes and prepare to present it to Jon

Major Takeaways:

1. We no longer need to focus on making sure our system links back to Quickbooks. In fact, it would be best if we find a software that would allow Jon to move as much of the inventory tracking out of Quickbooks as possible. The ideal output would be a report generated by Jon who would pick the fields of data he wants to be exported into a Spreadsheet for him to manipulate further.
2. Mobile function for app to scan to deduct from inventory
   1. Then give the option to create invoice from desktop
   2. Want a functional scan, not just informative
   3. Scan into a deduction or receiving queue for jon’s final approval
   4. UPC on each skid (might change, Jon is getting back to us on how he would want the touchpoints of the scanner to work and where the data transfer to Quickbooks would happen in the process)
3. Current time it takes for inventory process just to verify digital vs physical product counts
   1. Any mismatches requires Jon to manually go in and do an inventory adjustment
   2. Takes 2 guys 3-4 hrs each to go count every unit on hand
   3. Done quarterly

* Jon wants
  + Multiple users at once
  + Possibly change permissions for each person
  + Add / deduct from inventory
  + All of these point to wanting an established software rather than built
  + Would be totally okay if it was standalone from quickbooks
* If there are fields for different items - want to be able to pull reports
  + What item do i have the most quantity of
  + What items do i have
  + Every item received from x vendor
* Quickbooks is primarily for financials
  + If he can put in a dollar value for an item and pull a total $ amount for the item, that is enough to put into quickbooks
* Report for inventory
  + Item line with x number of fields
  + Basically SQL queries if it was done in SQL
  + Return an excel format
  + Wants customizable data reporting
  + If we pull the info needed, he can do the excel manipulation
* PRIORITY
  + Mobile function for app to scan to deduct from inventory
    - Then give the option to create invoice from desktop
    - Want a functional scan, not just informative
    - Scan into a deduction or receiving queue for jon’s final approval
    - UPC on each skid
  + Manage users, manage inventory from desktop setting
  + Pull reports and manipulate data in EXCEL
  + Wish (not need) - mobile invoice creation
* How many volunteers
  + 4 volunteer days - mon-thurs
    - Each has 2 shifts
  + Could have groups come in from other companies/orgs
  + On a regular basis, to cover all shifts - average 5-10 on any given shift
  + Highly variable based on orgs available, time of year
  + Pack boxes primarily
  + 3-4k boxes produced a month
  + 25-35 lbs a box
  + Volunteers also sort through bulk donations
    - These go into different kinds of boxes
* 3 boxes currently
  + prepacked -23-35 lbs
  + Senior 30 lbs
  + Student 15-20 lbs
* Current time
  + Digital inventory and physical inventory - they SHOULD be the same but theyre not bc of human error
  + Takes 2 guys 3-4 hrs each to go count every unit on hand
    - Done quarterly
  + Roughly 960k worth of inventory currently
  + Steps
    - Time: on a good audit - only takes ½ hr to fix, if more severe -
    - Go to qb
    - Qb has physical inventory worksheet to do written checks
    - If its inaccurate - do an inventory adjustment to match digital quantity to match physical count
* Hates about qb
  + Hates average cost per unit based on history of item
  + Lists asset and retail value as different values based on average cost per unit - wants to eliminate this
  + Different sources for the same item creates different associated cost
    - Subsources from state food
    - TEFAP is prescheduled - give you cost, item number, etc ahead of time
    - Others are just a check and tell you to go buy the rest - need to shop through different vendors to get best price

# 3/5 Meeting Notes

To-Dos:

-Conduct research on possible solutions

-compare these with Jon and see what he thinks

-Background research in QuickBooks

-Look over possible add-ons

-Have Jon rank the top features he wants scanning system to do

Summary:

-Scanning software should ideally be able to create invoice and connect to inventory

-Two types of codes for food items (TFAP - state assigned, manually generated)

[**Video Link**](https://cmu.zoom.us/rec/share/6cJX-ENNyU6SBo4pDW_Xo9gQEZ6V8eUFshlKUHfogOL5CUJIhLyNlSQxOgbAByxo.f_Qrm084MARJNPSs)Passcode: Ln8EAUZ@

This meeting was heavy on information regarding the invoice creation process, so we decided to record it for later use.

**Who accesses QuickBooks software?**

Bookkeeper - processes financials

Executive director - oversight over operations

**How invoice is created(math involved)**

Lists item #, quantity of item - created for each distribution

Tracks total pounds and value of food distributed

Invoice signed off at distribution location

Invoices created in Quickbooks

**Scanning system ideally used to connect directly to inventory**

-can create invoice and immediately deduct quantity

-deduct and add to inventory

-bar codes printed on sticker, each palette identified with sticker

-issues with space shortage leading to inaccurate numbers -> identification numbers confusing

-check if item exists in inventory -> create purchase order -> receive inventory w/ bill -> pay bill through contra account

-pre-emptively create item code if item doesn’t exist

-designated label printed

**Contra** - internal account with no absolute holding (clearing account)

Receive payment to holding account until the journal entry to clear it out

Donations received free

**How they create new codes**

Manually generated codes + already generated codes

TEFAP sometimes already assigned (6 digit codes)

subcategories - trade medigation, bonus, cares

Manual assign - state inventory, food purchased on own,

**If you’re ever gone, is there anyone else capable of using the technology?**

No one, staff too limited

Would have to developed a standard operating procedure for new process

# 2/26 Meeting Notes

To-Dos:

-Study the sample invoice Jon emailed us

-Generate more questions to understand more about how invoice created and how scanning system would connect to this

-Add this information to proposal draft

Summary:

-Scanning system will be used to replace pallet tags

-Inventory can all be managed by this system

-Warehouse workers would be using scanning system

Scanning system details

* Multipurpose
* One for processing and one for immediate inventory info
* 1 = want to scan UPC and get all info - last shipment received, expiration dates for quantities in warehouse, possibly set locations for each item
  + Would want to pull up an item and then be told a grid system for location
* Scanner should be informative and perform inventory actions
  + Connect to wifi to communicate with cloud DB for inventory
  + If theres an amount needed to distribute - scan to deduct from inventory and create invoice
* Currently using pallet tags
  + Scanner barcodes would replace pallet tags
* Would want some kind of checks and balances - no clear needs - would be primarily warehouse workers using the system
* Currently have assembly line for packing boxes - when volunteers come in, they are given an exact item to put in the box - considered inventory assembly
* As they create an inventory assembly, it deducts the inventory
* UPC = ability to turn into a barcode - basically same as item number
* Would be okay to have a standalone system and then be transferred manually into QB - or input into an Excel spreadsheet
* Info in Report
* Ask exec director before any HUGE tech purposes

Use file server for all org ops

* Trying to phase it out
* Only forced to stay on it bc of QB and its DB system - so thye can use multi-user mode
* Mostly cloud-based outside of those things
* Have a 365 suite

Another non-QB inventory system that is not scan based would be minimal improvement

# 2/23 Meeting Notes

To-Dos:

-Generate questions to ask Jon about invoice process

-Work on proposal and background research documents

-Start considering possible solutions (implementation from scratch vs pre-existing)

Summary:

-Scanning system (bar codes) will be used to replace pallet tags

-Has some budget to purchase another software

-Wants system to be user friendly and easy to learn

**Do you guys have the budget to be able to purchase another tracking system software?**

-has the budget to purchase an external software program

-open to two different proposals at 2 different prices points so they can choose b/t them

-currently paying for Quickbooks (discounted price)

**Who’s entering the numbers in for keeping track of the quantity of outputted food? Is it just you or do volunteers also take part?**

-95-98% of data entered is Jon

-Paid employees distribute food and create the invoices (physical pick sheet gets converted into an invoice into QuickBooks)

-Volunteers help with assembling boxes and sorting the food

**Who is in charge of all of the technology planning done in the organization? Is there a committee that steps in or is it just done by one person?**

-Mostly just Jon

-# paid employees: 3 drivers, 1 pantry coordinator (directly involved w input process), overall 5-10 users total

**Is any of the data collected in the excel/quickbooks shared with other employees? If so, are mechanisms in place to ensure data security?**

-Quickbooks posted on a local file, only has 3 user license and can only be accesses through the network

-Not able to remotely access the software

-only 3 users on at the same time (while running multi-user mode)

-Would like to see more ease of access (possibly cloud based) —> wants to get rid of file server

**If any problems occur with in the quickbooks/excel system, are you the only person who is tasked with fixing this? Or do others step in to help?**

-Executive director points out errors in Quickbooks logs and Jon fixes them

-Mostly just Jon

**Does the organization manage the email and web addresses of its donors, funders, clients, and volunteers in the same way it manages other contact information? How have they shared information within the office in the past?**

* Email and word of mouth, weekly meetings, before: face-to-face meetings to share information

**Specific part to focus on**

-Having the ability to assign specific UPC numbers to each item and making those items scannable so they can identify different items from a mobile device

-Scan on the fly instead of having to transfer numbers to paper

-Ease of access, user friendly (easy to learn)

**Who would be using the scan system the most?**

-Warehouse crew: volunteer supervisor, driver, floor planner

# Initial Meeting Notes

To-Dos:

-Set designated weekly meeting time and Jon google calendar with zoom link

-Organize meeting notes/information in an easy to access document

-Find out more in depth information on specific pain points and formulate questions for next meeting

Summary:

-Learned about background information about organization

-Pain points: Quickbooks system not user friendly, Error prone and time consuming

-New system would be nice to connect with Quickbooks

Questions

* Could you talk a bit about GWCFB’s mission and goals?
  + Half hour south of pgh
  + Nontraditional food bank
  + Lots of a community outreach programs
  + Education is big part
    - Educate citizens on how to become more food secure
  + 25000 people who identify as food insecure
  + Going through rebrand - new website has not been deployed yet
  + Food helpers is umbrella organization
    - GWCFB - jon represents
    - Healthy habits training center
    - Food market
    - 22 acre farm
      * Food production, starting on livestock
  + Local fresh healthy
    - Not only being fed
    - Receiving quality and healthy food
    - And education to produce their own food
    - Training classes and internships on farm
  + 20000 sqft facility
    - 24 acre plot of land (farm is 22)
  + Foodhelpers.org
* What would those without cars do for the Truck to Trunk model?
  + Is there a home base pantry those patrons can go to?
  + Are they restricted to a certain date and time?
* Can you talk a little bit about the current tracking system used?
* Could you describe how the QuickBooks software works and what it does to track inventory?
  + What are some issues with the inventory system that your organization is currently facing?
* Could you elaborate more on the scan aspect of the system you want us to build?
  + Does every product have a tag / code associated with it or do they have QR codes?
  + How do you organize your donation items, both electronically and physically?
  + Is the scanning system in the interest of logging which items have been donated and which ones are still needed? Or in the interest of keeping track of what each patron is given?
* Which organizations does the food bank receive resources/donations from?
  + How do you work with the partner organizations? Is there any form of competition or do all the organizations work together?
  + Do your corporate donations rely on individual donations? Do they match whatever donations you receive? ($1 can help buy $5 worth of food)
* How has your organization been reaching out to gain sponsors/partnerships?
* Talk about programs
  + Healthy habits training center - slow currently bc of COVID
  + Previously had diff orgs to come hold trainings
    - Will “host” classes taught by other orgs
    - Homesteading group
    - Beekeeping group
    - Structured class setting
    - Students develop curriculum for doctors program
  + Hydroponic units
    - Interns that are learning hydroponic process
* Does produce go to food bank?
  + Portion of it does
  + More effective to turn food into dollars and then buy food from other people
  + Everything produced in hydroponic units is being sold to another company
  + Use the money to buy wholesale food
  + Crating 3 new distribution models in rebrand
    - Partner with other farms
    - Give produce directly to clients
* Distribution models
  + Traditionally use hybrid - brick and mortar pantries with agreements
    - Give food on monthly basis
  + Truck to trunk
    - Drive thru model
    - Preregistered clients to come and get food - helps with COVID
    - Cut out middle man of pantry
  + Giving out 40-50k pounds of food a week over the last 3 months
    - Receive food from mulitple sources
    - Distribute to multiple sources
    - Inventory management system to reduce human error
      * Must meet certain standards
      * Need to report fed and state govt - so inventory management needs to be accurate
* Current system
  + Quickbooks
    - Not user friendly
    - Everything needs to be manually entered
    - Paper gets translated to quickbooks
    - Stored in quickbooks on local service
  + Want a standalone system specically for inventory
    - Would be nice to communicate with quickbooks
    - Not dealbreaker
    - Just need numbers to be produced to input into quickbooks
    - Would love to see current server fazed completely
    - Currently need multi-user mode which reates need for server
  + How it works
    - Accounting software program
    - Different source products that come in
      * Restricted vs non restricted products
      * Different income guidelines for who can receive what
      * Most locally donated food is tracked by number of pounds - unrestricted food
      * PASS - PA surplus - restricted
        + Each item has its own item number
        + Followed by name of program
        + 1516PC - PASS Cares
      * The amount of inventory currently : current value of $900k
      * Trucks come in on a daily basis
      * Inventory being moved around warehouse constantly
      * TEFAP? - all needs to have reporting structures
      * Same exact commodity could come in, bt if its from a diff source it needs to be logged separately and kept separately in the warehouse
      * Negative numbers for inventory on hand - error
        + Food was not handed out
* Warehouse
  + Assembly line - volunteers come in mon-thurs to pack boxes
  + Walkin freezer, cooler
  + 10k sqft warehouse
  + Pallots are identified by pallet tags - hope to be scan based 
    - Product id#, product description, units per case, unit weight, case per layer, case per skid, date received, expiration date
* Current process to report transactions
  + EXCEL spreadsheet - compliments quickbooks
  + Preplanned on a monthly basis
  + Does math to know what quantities to pick for each distribution
  + Pantry coordinator sends paperwork to jon - then manually input into quickbooks - tedious and leavesroom for a lot of error
* Negative numbers - errors
  + Set up on per unit basis
  + Ability to create inventory assemblies
    - 15 items into prepacked box
    - Need each item as its own unit
    - Whenever each inventory is created - need to deduct from existing inventory
    - Create new assembly
    - Boxes go out to distribution
    - No current assembly - so lot of conversion currently
    - Not every box is the same
    - Currently incorrectly recording boxes that are being distributed
  + How to double check - to keep count of boxes?
    - Supposed to be counting, but it doesnt happen
    - The current system shows how many bulk boxes exist, not the number of indiv items
    - Doing inventory for each distribution isnt feasbile bc of time
  + CSFP - parent source
    - Item with parent identifier
    - 100035CSFP - cheese
    - Might have same number but under a different source
      * Letters identify restrictions
    - Total quantity on hand should never be less than 0 - used to make inventory assemblies
* Quickbooks process
  + Receive item - create purchase order
    - Designate vendor where its coming from, need item number already built into QB to identify, purchase a certain quantity
  + Can receive inventory with a bill
    - So you can pay the vendor
    - Different since theyre nonprofit - dont pay for 90% of what they receive most is donated
    - CONTRA account - processing payment for valuation purposes
  + Then physically in inventory - then numbers show up in QB
  + Can then invoice the commodity out to a customer
    - Customer = pantry and distribution locations
    - Theyre not paying either
    - Need anotherCONTRA process to bring values back to 0 when there is an exchange of good s
    - Would deduct units from total quantity
  + Lots of room for error - just fro misstroke of key
  + Other values
    - Dont do purchase orders prior to recieivng goods
    - Need to verify quantities as they come in
    - Purchase orders and bills are almost simultaneous
  + Can run variety of reports
    - Receive goods from americold - deliver CSF P every month
      * What was received, cost of each item
      * All needs to be manually createdinto a bill to be ble to receive goods
      * CONTRA process to “pay” bill
  + Need standalone system to remove need for CONTRA system
    - QB makes you do CONTRA
    - QB is meant for for-profit orgs that actually exchange money
  + Inventory
    - Each item needs to be manually built in with all info before inventory can be put in the system
    - Amount can be by case, box, and pound
    - Description - general
    - Case count
    - Weight per item
    - Need this info readily available since a lot of reporting is done by weight
    - Wouldnt mind having a weight field that can be made reportable instead of having to do conversions with spreadsheets
    - Each item has its own cost and sales price (theyre the same)
    - Everything is non taxable
* Truck to trunk
  + How do car-less people
  + Bulk distribution model places locations in physically accessible areas - so can walk necessary
  + Can register for proxy if necessary
    - Friend or family member can pick up food on their behalf
  + Trying to start doing home delivery - meant for short term client needs
    - Other non profits and churches to help
* Contact jon by email - 7am - 3pm - off the radar after that
  + [warehouse-mgr@gwcfb.org](mailto:warehouse-mgr@gwcfb.org)
  + 724-632-2190 ext 101
  + Zoom meeting per week
    - Mondays thurs are bad
    - Tues wed fri is better - 8am to 2pm is best
    - Send gcal invite with zoom meeting
    - If we send an email after 3pm, expect a response the next day
* $1 to $5 of food
  + Donated food from multiple sources
* Donated food
  + Locally donated is small amounts
  + Local orgs do food drives
  + Small percentage is local community
  + 40% on hand rn comes form state funding
  + 50% from TEFAP - USDA
  + Campus packs - high school/college age folks need supplemental food
* Preregistered clients just need to sign that they dont meet specific income limits
* Powerpacks at every distribution - for unrestricted food
* Inventory assembly
  + No current option for inventory assembly in QB
  + Pick sheet - tells you bulk quantity of each item
  + For each distribution
    - Find out number of registered clients - to get box count based on number of dependents
    - Try to get some of each item on the list into the box
    - Put an average of 1lb of locally donated items into each prepacked box - normally health and beauty items
    - Locally donated is normally quanitified in pounds
    - Feeding america also in pounds
      * Do retail store pickups thru feeding america
      * Non restricted food
      * Need to placed in freezer/cooler
      * Will give retail store “reset” food to food bank
    - Non food items that get donated go to a thrift store is turned into $
      * PB and J is a big goal to have a lot on hand
      * If theres a shortage, use money to fill in
    - With COVID
      * Got a lot of money from CARES act
      * Amount of food is great
      * Need to house food and distribute it
  + Distribution issues
    - 2 brand new box trucks
      * Can fit 9 skids
    - Filling trucks to cap to distribute
    - Trying to distribute to avoid food going bad
    - Truck capacity is barrier
      * Could give food to more clients per distribution
      * Wold need another driver/employee to man the truck
    - Current staffing is stretched
  + Need tracking to distribute accurately
    - Want to eliminate human error
      * Need to do reporting to state based on amount of TEFAP distributed
      * Anytime there is an inaccuracy - need to spend more time to goback and correct the
  + Reports include
    - TEFAP - own reporting standards
    - States like to keep track of what they have on hand and are distributing in terms of poundage
    - Different reimbursement amounts for admin costs
      * Generalize as admin reimbursements
  + Scan based
    - Handheld unit
    - Can walk to any pallet with a barcode (UPC) and itll bring up info about that specific item