

THE QWIK LOOK

By Innovations Services

It's simple - Data gets entered
and the program does the rest.

- It was said once and holds very true:

**You cannot
manage what you
cannot measure.**

Set up your community particulars.

You are logged as admin adLastName. [Log out](#)



Innovations Services
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www.innovaservices.info

The Qwik Look

Gas Lite Villa

[YTD](#)

[MTD](#)

[Month](#)

Budget Year Dates: 1/1/2013 - 12/31/2013						
	Meal Category	Budget YTD		Actual YTD		Variance
		Budget	CPD	Spent	CPD	
	Food Resident	\$33,201.00	\$5.25	\$33,367.03	\$5.28	\$(166.03)
	Apartment	\$4,417.50	\$2.50	\$4,439.59	\$2.51	\$(22.09)
	Staff	\$232.50	\$2.50	\$233.66	\$2.51	\$(1.16)
Sub Total Food:		\$37,851.00		\$38,040.28		
	Supplies Resident	\$2,023.68	\$0.32	\$3,016.08	\$0.48	\$(992.40)
Sub Total						



Invoices



Communities



Customize your Budget



Categories



Reports

Communities

Community: [Add Community](#) [Edit](#) [Remove](#) [Copy](#)

Description: 1/2013 Providence

Users

First Name	Last Name	Email	
Dining Servcies	Budget	trmickey@yahoo.com	 

[Add User](#)

Budget Year Dates

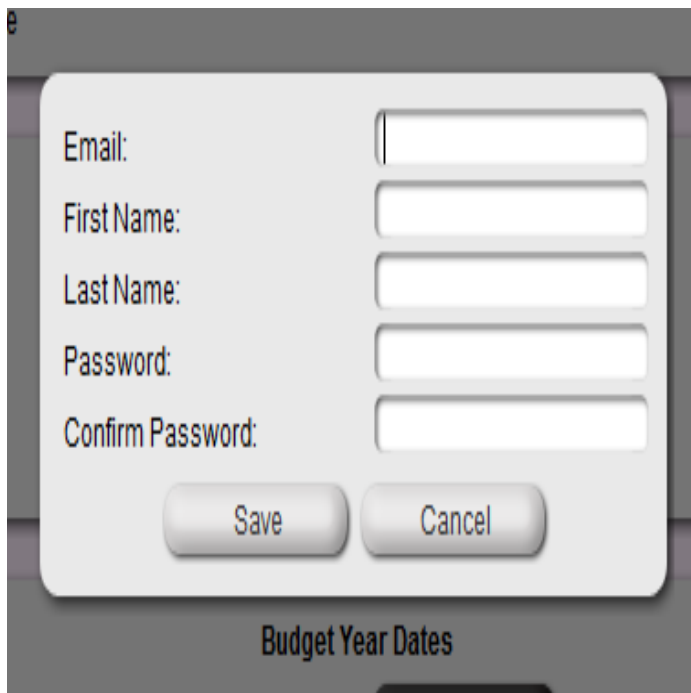
[New](#)

Start Date: 01/01/2013

End Date: 12/31/2013

[Edit](#) [Delete](#)

Set up account users, as many as you need. Report user only feature [this allows the user to view only].



A screenshot of a user creation form. The form has five input fields: Email, First Name, Last Name, Password, and Confirm Password. Below the fields are two buttons: Save and Cancel. The form is titled "Budget Year Dates" at the bottom.

Email:

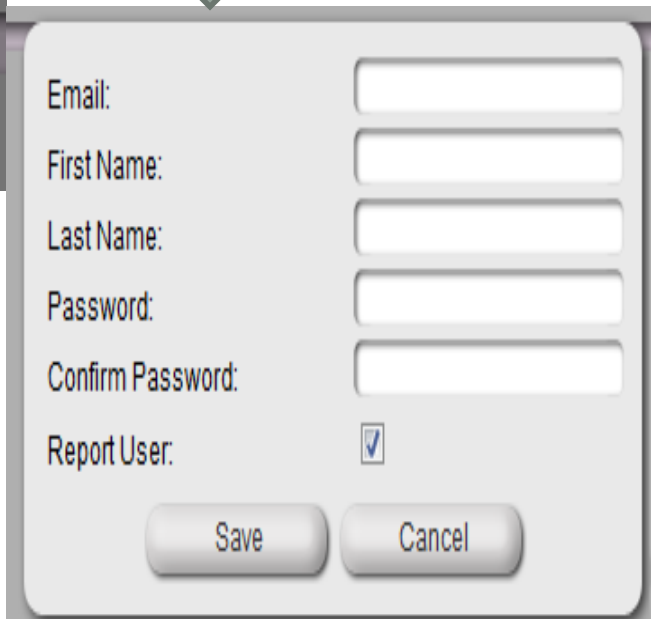
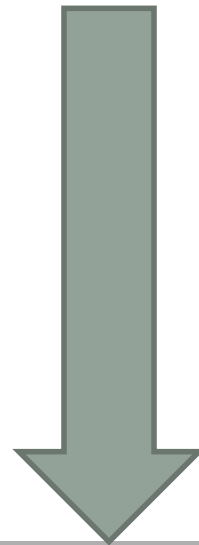
First Name:

Last Name:

Password:

Confirm Password:

Budget Year Dates



A screenshot of a user creation form, similar to the one above but with an additional checkbox. The form has five input fields: Email, First Name, Last Name, Password, and Confirm Password. Below the fields are two buttons: Save and Cancel. The form also includes a checkbox labeled "Report User" which is checked. The form is titled "Budget Year Dates" at the bottom.

Email:

First Name:

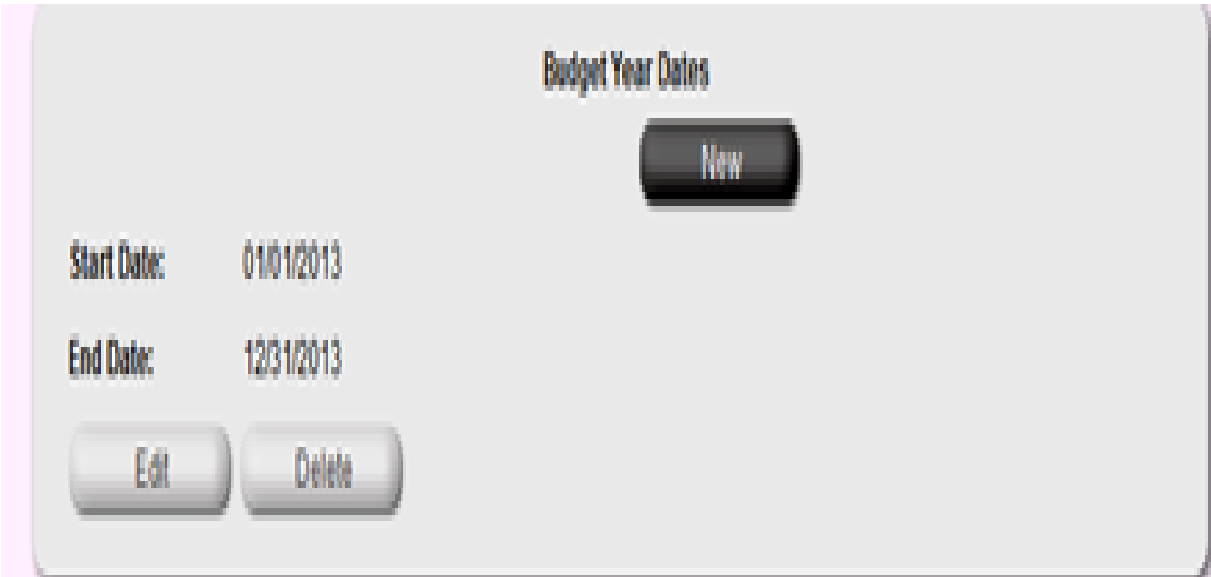
Last Name:

Password:

Confirm Password:

Report User:

Set up your budget date from beginning to end.



Budget Year Dates

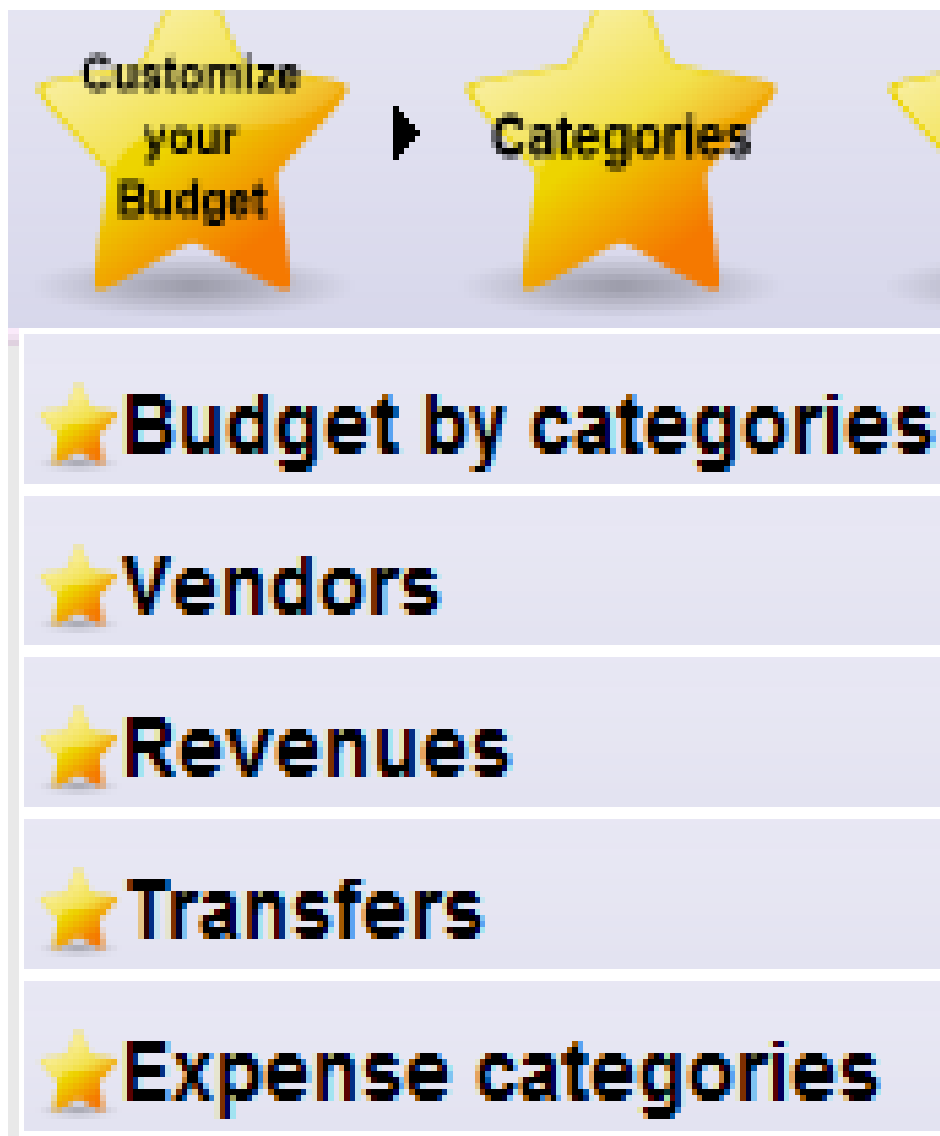
New

Start Date: 01/01/2013






End Date: 12/31/2013

Edit Delete

Customize your budget.



Budget Categories

Annual Budget By Categories				
Expense Category	Meal Categories	Annual Budget	Meal Census	Cost Per Census
	Beverage 	<input type="text"/>	<input type="button" value="Add Expense Category"/>	
Food		Exp Cat Total: \$950,000.00		 
Supplies		Exp Cat Total: \$205,000.00		 

Set up budget. Categories are the GL areas to monitor, based on census or just annual number.

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Communities **Customize your Budget** Categories Reports

Food	Resident	\$33,201.00	\$5.25	\$33,367.03	\$5.28	\$(16
	Apartment	\$4,417.50	\$2.50	\$4,439.59	\$2.51	\$(2
	Staff	\$232.50	\$2.50	\$233.66	\$2.51	\$(
Sub Total	Food:	\$37,851.00		\$38,040.28		
Supplies	Resident	\$2,023.68	\$0.32	\$3,016.08	\$0.48	\$(99
Sub Total						

Budget by categories

Vendors Chemicals **Add Expense Category**

Revenues

Transfers

Expense categories

Annual Budget By Categories





















Meal Categories	Annual Budget	Meal Census	Cost Per Census
Resident	\$130,305.00	24,820	5.25
Apartment	\$17,337.50	6,935	2.50
Staff	\$912.50	365	2.50
	Exp Cat Total:		
	\$148,555.00		
<hr/>			
Resident	\$7,942.40	24,820	\$0.32
	Exp Cat Total:		
	\$7,942.40		
<hr/>			
Resident	\$6,453.20	24,820	\$0.26
	Exp Cat Total:		
	\$6,453.20		

Create Expense categories.

Expense categories

Input Search Text Here

Add Expense Category

Name	Description	Allocated to	
Beverage		Food	 
Candy		Food	 
Chemicals		Supplies	 
Equipment		Supplies	 
Food		Not allocated	 
Linens		Supplies	 
Maintenance		Supplies	 
Pest Control		Supplies	 
Produce		Food	 
Repair Equipment		Supplies	 

Meal factors to develop cost from expense.


Name:

Description:

	Month											
Month	1	2	3	4	5	6	7	8	9	10	11	12
Census	68	68	68	68	68	68	68	68	68	68	68	68
Days in month	31	28	31	30	31	30	31	31	30	31	30	31
Total census	2108	1904	2108	2040	2108	2040	2108	2108	2040	2108	2040	2108

Month: 1 2 3 4 5 6 7 8 9 10 11 12
 Census: 10 10 10 10 10 10 10 10 10 10 10 10 10

Create an expense with or without a meal category.

Annual Budget By Categories				
	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Expense Category"/>	
Expense Category	Meal Categories	Annual Budget	Meal Census	Cost Per Census
Food		Exp Cat Total: \$420,468.00		 
Food - cafe		Exp Cat Total: \$15,742.00		 
Suppliments		Exp Cat Total: \$19,627.00		 
		Exp Cat Total:		 

Assign a meal category to your expense.












Annual Budget By Categories

Expense Category	Meal Categories	Annual Budget	Meal Census	Cost Per Census
	Resident Day <input type="button" value="X"/>	\$9,324.70	26,642	0.35 <input type="button" value="H"/> <input type="button" value="O"/> <input type="button" value="X"/>
Chemicals <input checked="" type="checkbox"/>	<input type="text" value="Staff"/> <input type="button" value="Add"/>	Exp Cat Total: \$9,324.70		
<hr/>				
	Resident Day	\$139,870.50	26,642	\$5.25 <input type="button" value="H"/> <input type="button" value="O"/> <input type="button" value="X"/>
Food		Exp Cat Total: \$139,870.50		

You add a flat budget number that is annualized and then distributed by month and days in month or use a meal category factor to extend out the budget.

Budget number only

Annual Budget By Categories

Expense Category	Meal Categories	Annual Budget	Meal Census	Cost Per Census
Food		Exp Cat Total: \$420,468.00		 
Food - cafe		Exp Cat Total: \$15,742.00		 
Suppliments		Exp Cat Total: \$19,627.00		 
Chemicals		Exp Cat Total: \$15,212.00		 
Minor Equpt		Exp Cat Total: \$9,419.00		 
Supplies		Exp Cat Total: \$19,628.00		 
Supplies -cafe		Exp Cat Total: \$2,849.00		 


Set up Vendors with as much or as little info as possible.



Ecolab		 
Electrical Appliance Repair	Repair Dishmachine	 
Elum Music Co		 
Food YTD		 
George Howe		 
HC Lobalzo and Sons		 
Mahoning Dept of Health	Licenses	 
Modern Graphic		 
Ohio Air Products	Helium & tank rental	 
Paragon	Produce	 
Pepsi Cola	Beverages	 
Pharmaceuticals	Uniforms	 

Name:	<input type="text" value="Avalon Foods"/>	Vendor Order Days
Address:	<input type="text" value="P.O. Box 536"/>	<input type="checkbox"/> Sunday
City:	<input type="text" value="Canal Fulton"/>	<input type="checkbox"/> Monday
State:	<input type="text" value="Ohio"/>	<input type="checkbox"/> Tuesday
Zip:	<input type="text" value="44641"/>	<input type="checkbox"/> Wednesday
Contact name:	<input type="text" value="Tony Burke"/>	<input checked="" type="checkbox"/> Thursday
Business phone:	<input type="text" value="330-854-4551"/>	<input type="checkbox"/> Friday
Business phone2:	<input type="text" value="1800 362 0622"/>	<input type="checkbox"/> Saturday
Cell phone:	<input type="text"/>	Vendor Delivery Days
Fax number:	<input type="text" value="330 854 7108"/>	<input type="checkbox"/> Sunday
Email:	<input type="text"/>	<input type="checkbox"/> Monday
Website:	<input type="text"/>	<input type="checkbox"/> Tuesday
Description:	<input type="text"/>	<input type="checkbox"/> Wednesday
		<input type="checkbox"/> Thursday
		<input checked="" type="checkbox"/> Friday
		<input type="checkbox"/> Saturday
<input type="button" value="Add Vendor"/>		<input type="button" value="Save & Previous"/>
<input type="button" value="Save & Next"/>		
<input type="button" value="Save & Exit"/>		<input type="button" value="Exit"/>

Set up your categories as much or as little.











	Apartment	\$4,417.50	\$2.50	\$4,439.59	\$
	Staff	\$232.50	\$2.50	\$233.66	\$
	Sub Total Food:	\$37,851.00		\$38,040.28	\$
	Supplies Resident	\$2,023.68	\$0.32	\$3,016.08	\$
	Sub Total				\$

Expense categories

Input Search Text Here

Add Expense Category

Name	Description	Allocated to	
Food		Not allocated	 
Chemicals		Not allocated	 
Supplies		Not allocated	 
Suppliments		Not allocated	 

Sub categories of budget

The image shows a dialog box with a light gray background and rounded corners. It contains the following elements:

- Name:** A text input field containing the word "Beverage".
- Allocated to:** A dropdown menu with "Food" selected and a downward-pointing arrow on the right.
- Description:** A large, empty text area.
- Buttons:** Two buttons at the bottom, "Save" and "Cancel", with a slight 3D effect.

Score board is always on and ready for viewing:

3 views to choose from

- YTD: Year to date on budget and actual.
- MTD : Where your budget is at the exact date you are on.
- Month: Classic view which shows entire budget for month period .

You are logged as Admin (00000000000000000000000000000000) Log out

YTD

MTD

Month

Budget Year Dates: 1/1/2013 - 12/31/2013						
Apr - 03	Meal Category	Total for Month		Actual spent		Variance
		Budget	CPD	Spent	CPD	
	Food	\$34,559.01	\$0.00	\$0.00	\$0.00	\$34,559.01
	Suppliments	\$1,613.18	\$0.00	\$0.00	\$0.00	\$1,613.18
	Minor Equpt	\$774.16	\$0.00	\$0.00	\$0.00	\$774.16
	Supplies	\$1,613.26	\$0.00	\$0.00	\$0.00	\$1,613.26
	Chemicals	\$1,250.30	\$0.00	\$0.00	\$0.00	\$1,250.30
	Food -cafe	\$1,293.86	\$0.00	\$0.00	\$0.00	\$1,293.86
	Supplies -cafe	\$774.16	\$0.00	\$0.00	\$0.00	\$774.16

Once the budget is set up [30 minutes], the user is ready to enter in data such as: Invoices, Transfers, Revenue and Census.

Adding invoice

- Use drop down to select vendors that are in system.



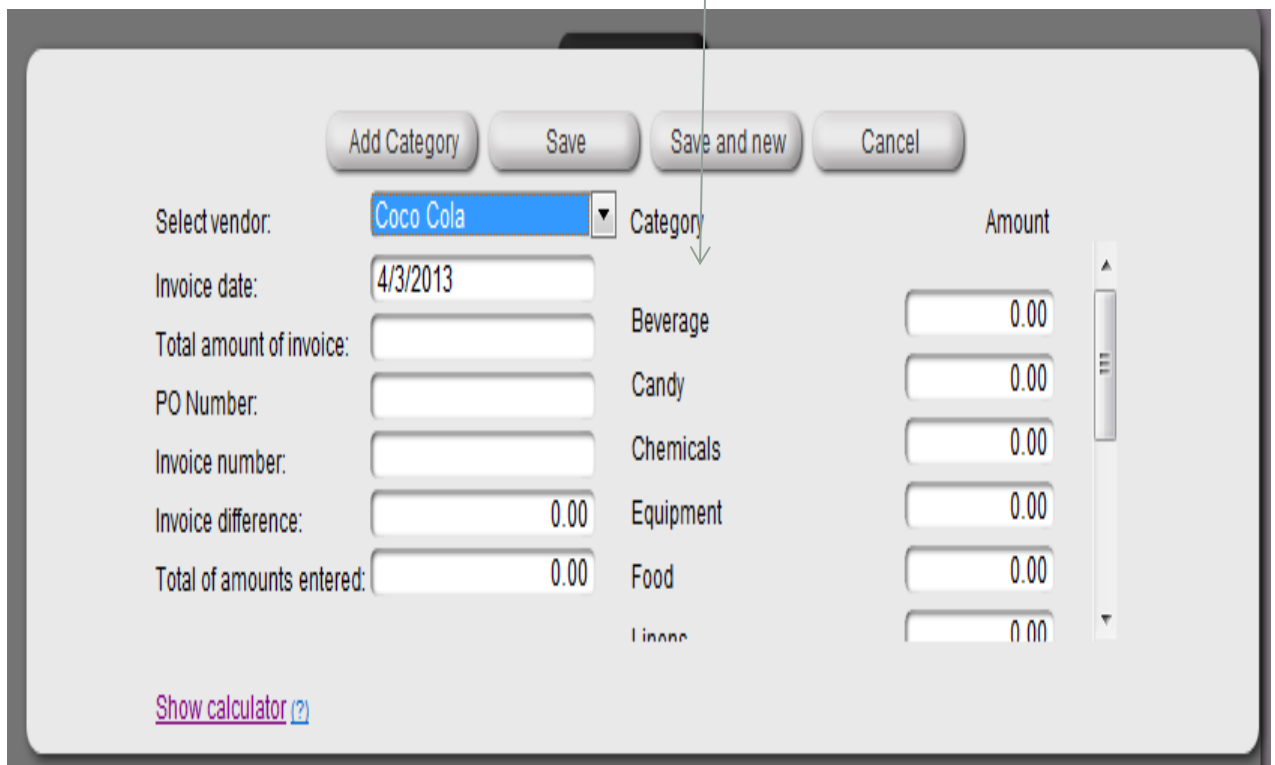
The screenshot shows a software interface for adding an invoice. At the top, there are four buttons: "Add Category", "Save", "Save and new", and "Cancel". Below these buttons, there is a "Select vendor:" label followed by a dropdown menu currently displaying "Coco Cola". To the right of the dropdown is a "Category" label. Below the vendor selection, there is a table with columns for "Invoice date:", "Total amount of invoice:", "PO Number:", "Invoice number:", "Invoice difference:", and "Total of amounts entered:". Each of these labels has a corresponding input field. The "Invoice date:" field contains "4/3/2013". The "Invoice difference:" and "Total of amounts entered:" fields contain "0.00". To the right of the input fields is a "Category" column with a list of categories: "Beverage", "Candy", "Chemicals", "Equipment", "Food", and "Liquor". Each category has a corresponding "Amount" column with a text input field, all of which currently contain "0.00". A vertical scrollbar is visible on the right side of the category list. At the bottom left, there is a link that says "Show calculator (?)".

Category	Amount
Beverage	0.00
Candy	0.00
Chemicals	0.00
Equipment	0.00
Food	0.00
Liquor	0.00

- Enter in total for invoice, date, PO, [if applicable] and invoice number.

Adding invoice

- Add in the invoice breakdown and the system will continually subtract against the total you put in.



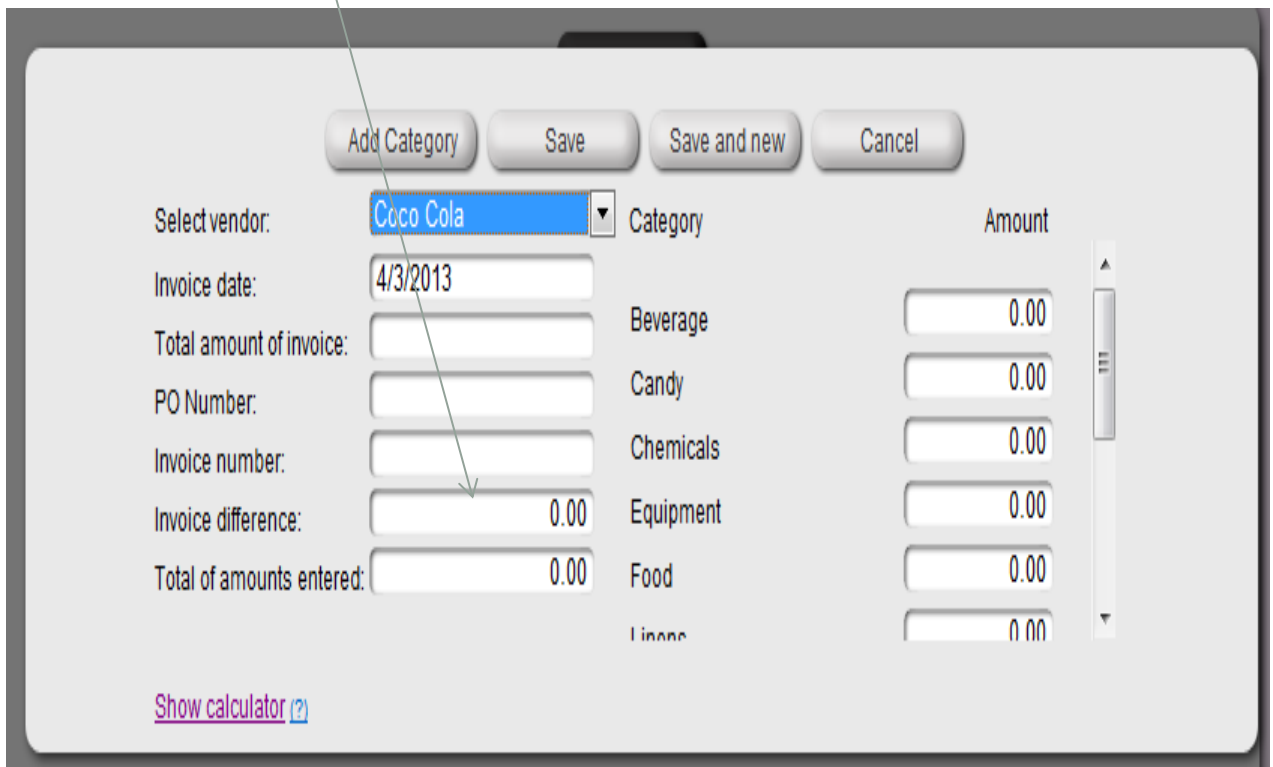
The screenshot shows a software interface for adding an invoice. At the top, there are four buttons: "Add Category", "Save", "Save and new", and "Cancel". Below these are several input fields: "Select vendor:" with a dropdown menu showing "Coco Cola", "Invoice date:" with a text box containing "4/3/2013", "Total amount of invoice:", "PO Number:", "Invoice number:", "Invoice difference:" with a value of "0.00", and "Total of amounts entered:" with a value of "0.00". To the right of these fields is a table with columns for "Category" and "Amount". The table lists categories: Beverage, Candy, Chemicals, Equipment, Food, and Linens, each with a corresponding "0.00" value in the "Amount" column. A vertical scrollbar is on the right side of the table. At the bottom left, there is a link that says "Show calculator (?)". A thin arrow points from the text in the bullet point above to the "Add Category" button.

Category	Amount
Beverage	0.00
Candy	0.00
Chemicals	0.00
Equipment	0.00
Food	0.00
Linens	0.00

[Show calculator \(?\)](#)

Accuracy

- To ensure accuracy the invoice must be at “0” difference to advance.

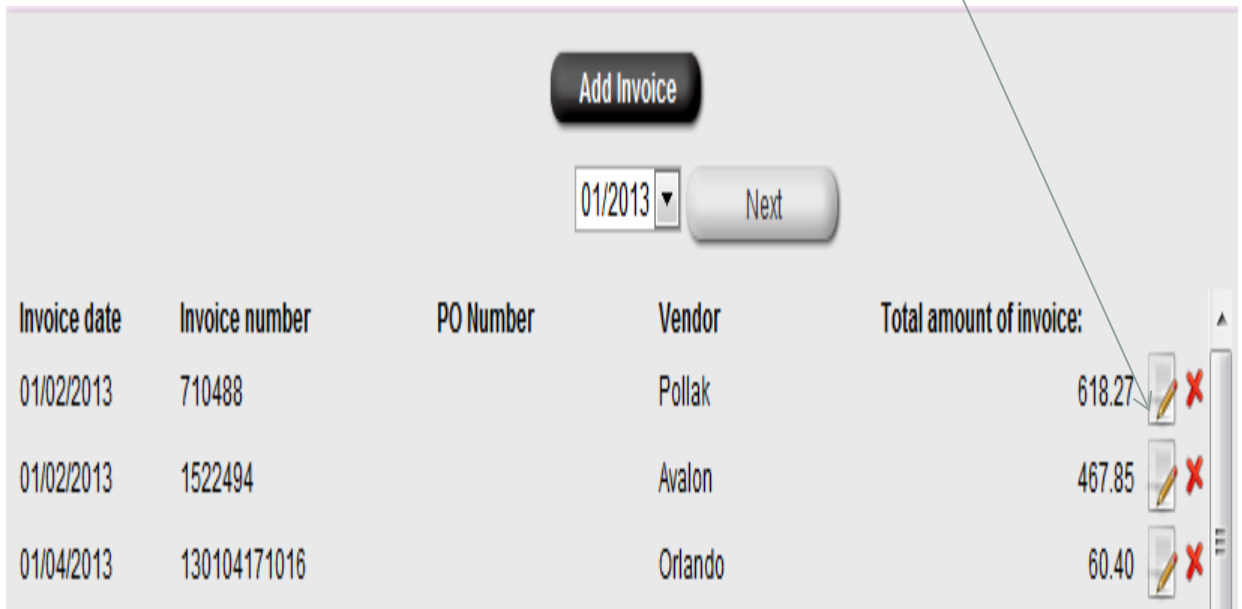


The screenshot shows a software interface for entering invoice information. At the top, there are four buttons: "Add Category", "Save", "Save and new", and "Cancel". Below these are several input fields and a table. A callout arrow points from the text above to the "Invoice difference" field.

Select vendor:	Coco Cola	Category	Amount
Invoice date:	4/3/2013	Beverage	0.00
Total amount of invoice:		Candy	0.00
PO Number:		Chemicals	0.00
Invoice number:		Equipment	0.00
Invoice difference:	0.00	Food	0.00
Total of amounts entered:	0.00	Lines	0.00

[Show calculator \(?\)](#)

Edit here if you need to later.



Invoice date	Invoice number	PO Number	Vendor	Total amount of invoice:
01/02/2013	710488		Pollak	618.27
01/02/2013	1522494		Avalon	467.85
01/04/2013	130104171016		Orlando	60.40

Review and comments on entering invoices

Note:

- Credits can be entered as a negative number.
- If you do a monthly inventory you can go to vendor and create a vendor called X-Inventory Change as the name.

Select vendor:

Invoice date:

Total amount of invoice:

PO Number:

Invoice number:

Invoice difference:

Total of amounts entered:

[Show calculator \(?\)](#)


Category	Amount
Food	<input type="text" value="100.00"/>
Chemicals	<input type="text" value="40.00"/>
Suppliments	<input type="text" value="10.00"/>

[show all categories](#)

February, 2013

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

Today: April 4, 2013



Select vendor:	<input type="text" value="x-Inventory"/>	Category	Amount
Invoice date:	<input type="text" value="3/31/2013"/>	Food	<input type="text" value="100.00"/>
Total amount of invoice:	<input type="text" value="150.00"/>	Chemicals	<input type="text" value="40.00"/>
PO Number:	<input type="text" value="Inventory change"/>	Suppliments	<input type="text" value="10.00"/>
Invoice number:	<input type="text" value="March "/>	Show all categories	
Invoice difference:	<input type="text" value="0.00"/>		
Total of amounts entered:	<input type="text" value="150.00"/>		

[Show calculator ?](#)

- When you take and cost out of your inventory, simply make calculation on change. I.e. February inventory=1000, March 900, change is a plus 100 for inventory change.

Beta site

Invoice Report

03/01/2013 - 03/31/2013

Category	Budget	Actual	Variance	YTD Budget	YTD Actual
Food	0.00	955.00	(12,189.00)	0.00	0.00
Suppliments	0.00	130.00	(418.08)	0.00	0.00
Chemicals	0.00	65.00	65.00	0.00	0.00

Invoice Date	Invoice Number	PONumber	Vendor	Invoice Total Amount
3/31/2013	2344		Pollak	1,000.00
3/31/2013	March 2013	Inventory change	x-Inventory	150.00

Add Category Save Save and new Cancel

Select vendor:	Pollak	Category	Amount
Invoice date:	4/4/2013	Food	0.00
Total amount of invoice:	100.00	Chemicals	10.00
PO Number:	Add note or info here	Suppliments	12.35
Invoice number:	34555	Show all categories	
Invoice difference:	77.65		
Total of amounts entered:	22.35		

[Show calculator \(?\)](#)

- Enter in invoice information, click on calendar to select the date, enter in involve number.
- Use the PO box for the PO number or for a quick note about the invoice

[Add Category](#) [Save](#) [Save and new](#) [Cancel](#)

Select vendor:	<input type="text" value="Pollak"/>	Category	Amount
Invoice date:	<input type="text" value="4/4/2013"/>	Food	<input type="text" value="0.00"/>
Total amount of invoice:	<input type="text" value="100.00"/>	Chemicals	<input type="text" value="0.00"/>
PO Number:	<input type="text"/>	Suppliments	<input type="text" value="0.00"/>
Invoice number:	<input type="text"/>	Show all categories	
Invoice difference:	<input type="text" value="100.00"/>		
Total of amounts entered:	<input type="text" value="0.00"/>		

[Show calculator \(?\)](#)

Enter in the total amount.
[Note - you can add and subtract in the entry boxes.]

[Add Category](#) [Save](#) [Save and new](#) [Cancel](#)

Select vendor:

Invoice date:

Total amount of invoice:

PO Number:

Invoice number:

Invoice difference:

Total of amounts entered:

[Show calculator \(?\)](#)

Category	Amount
Food	<input type="text" value="0.00"/>
Chemicals	<input type="text" value="0.00"/>
Suppliments	<input type="text" value="0.00"/>

[Show all categories](#)

- Enter in total amount for the invoice. The program will now track against what you enter in the category section.

Note: \$100 was entered and the total amount enter box is at zero.

Add Category Save Save and new Cancel

Select vendor: Pollak Category Amount

Invoice date: 4/4/2013

Total amount of invoice: 100.00

PO Number: Add note or info here

Invoice number: 34555

Invoice difference: 0.00

Total of amounts entered: 100.00

Category	Amount
Food	77.65
Chemicals	10.00
Suppliments	12.35

[Show all categories](#)

[Show calculator \(?\)](#)

- As you enter in the amounts per category, the difference box will show you the balance you need to enter.

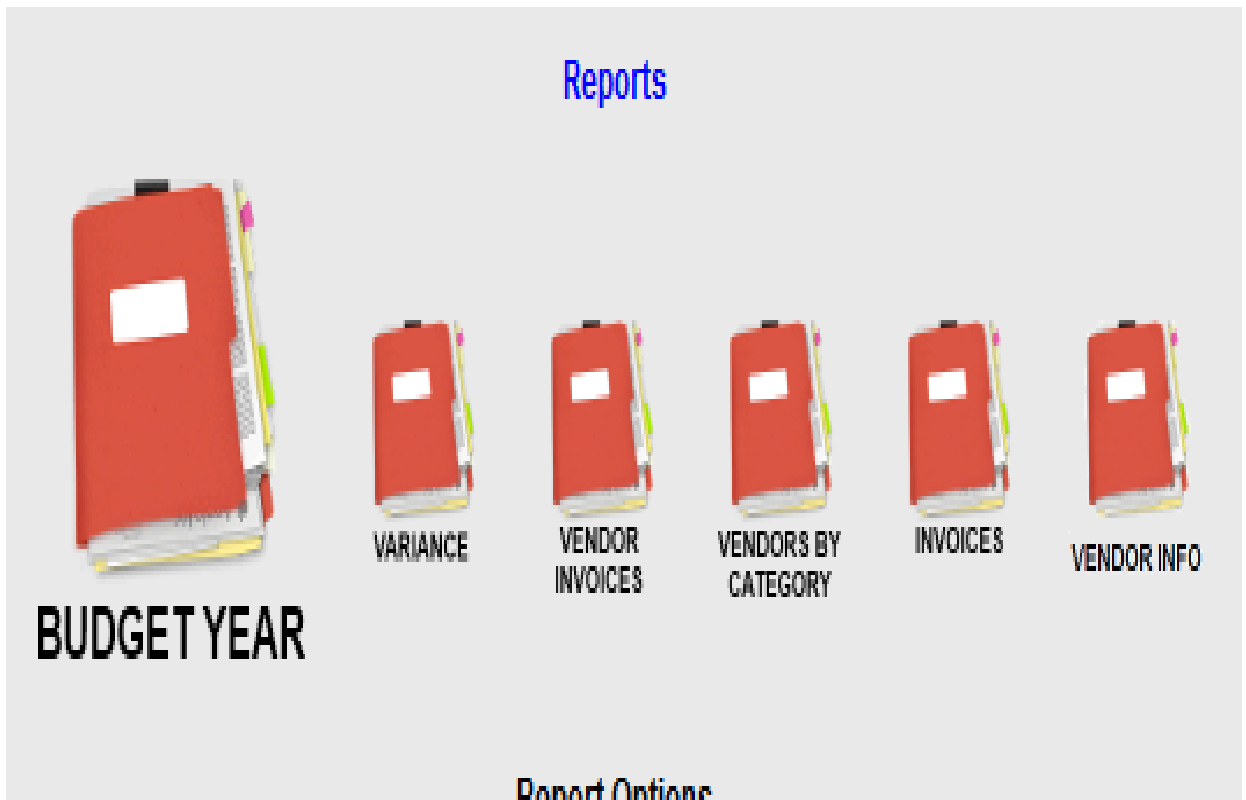
Tip: If you have an invoice with several categories, enter the smaller ones in first and after all of those are entered, your balance can be entered in the final one. This is useful when you have a larger invoice and have several categories.

[Add Category](#) [Save](#) [Save and new](#) [Cancel](#)

Select vendor:	<input type="text" value="x-Inventory"/>	Category	Amount
Invoice date:	<input type="text" value="4/4/2013"/>	Food	<input type="text" value="100.00"/>
Total amount of invoice:	<input type="text" value="150.00"/>	Chemicals	<input type="text" value="40.00"/>
PO Number:	<input type="text"/>	Suppliments	<input type="text" value="10.00"/>
Invoice number:	<input type="text" value="April"/>	Show all categories	
Invoice difference:	<input type="text" value="0.00"/>		
Total of amounts entered:	<input type="text" value="150.00"/>		

[Show calculator \(?\)](#)

Reports: To analyze data.



Print options for all Reports include PDF, Excel and Word.

Innovations Services
 Call 419-541-7288
 Office/Fax 419-663-9300
www.innovationservices.info

The Qwik Look
 Copeland Oaks

YTD
 MTD
 Month

You are logged as admin@oc.castramie - Log out

Budget Year Dates: 7/1/2012 - 6/30/2013

Meal Category	Budget YTD		Actual YTD		Variance
	Budget	CPD	Spent	CPD	
Food	\$720,938.90	\$0.00	\$631,508.90	\$0.00	\$89,430.00
Supplies	\$155,575.34	\$0.00	\$123,055.20	\$0.00	\$32,520.14
Linens	\$0.00	\$0.00	\$12,301.69	\$0.00	\$(12,301.69)
Chemicals	\$0.00	\$0.00	\$6,816.55	\$0.00	\$(6,816.55)
Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$(0.00)
Supplements	\$0.00	\$0.00	\$9,166.94	\$0.00	\$(9,166.94)
Cards	\$0.00	\$0.00	\$1,875.16	\$0.00	\$(1,875.16)

invoices Communities **Customize your Budget** Categories Reports

Reports

BUDGET YEAR

VARIANCE VENDOR INVOICES VENDORS BY CATEGORY INVOICES VENDOR INFO

Report Options

Start Date:

End Date:

Generate

Report with sub-categories

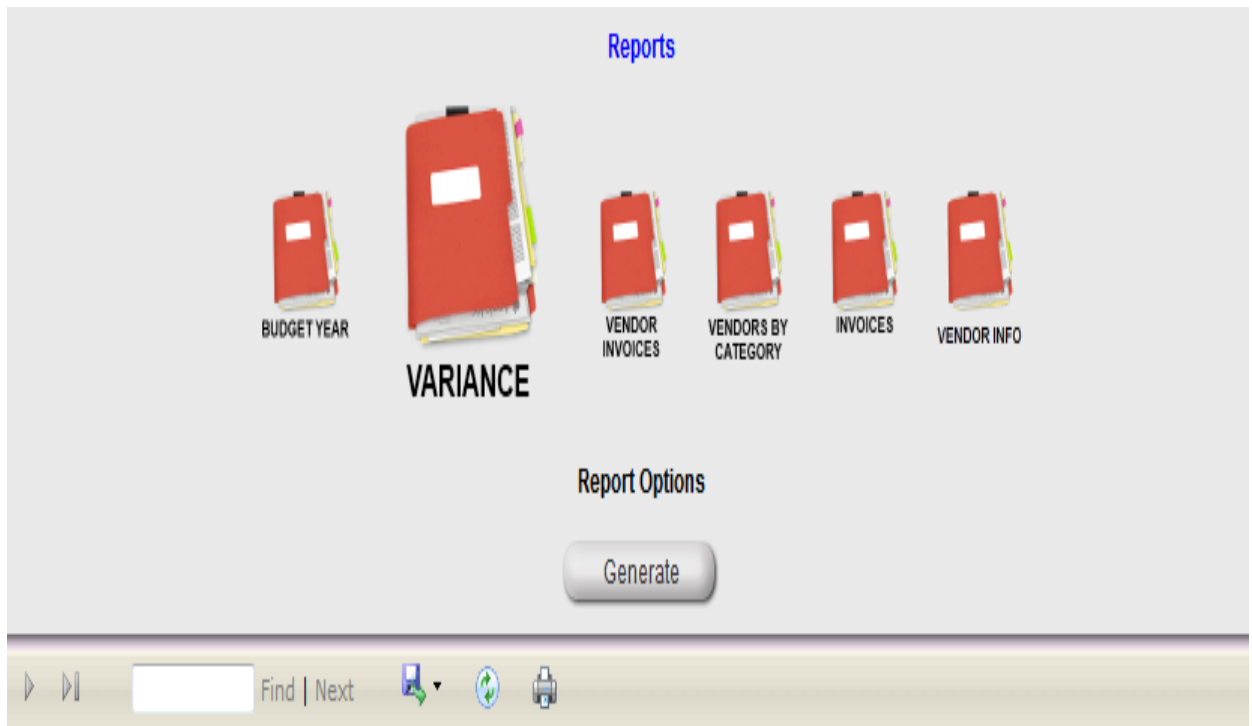
Operational Data

Invoice Report

03/01/2013 - 03/31/2013

Category	Budget	Actual	Variance	YTD Budget	YTD Actual
Food	80,684.93	71,214.08	9,470.85	720,958.90	632,682.88
Beverage	0.00	1,778.48	(1,778.48)	0.00	5,580.74
Candy	0.00	444.46	(444.46)	0.00	2,279.91
Produce	0.00	2,723.56	(2,723.56)	0.00	9,859.26
Supplements	0.00	2,984.08	(2,984.08)	0.00	9,166.94
Sub Total Food:	80,684.93	79,144.66	1,540.27	720,958.90	659,569.73
Supplies	17,410.96	4,512.03	12,898.93	155,575.34	123,055.20
Chemicals	0.00	2,020.64	(2,020.64)	0.00	6,947.31
Equipment	0.00	6,483.89	(6,483.89)	0.00	6,483.89
Linens	0.00	3,840.24	(3,840.24)	0.00	12,588.84
Repair Equipment	0.00	192.85	(192.85)	0.00	3,595.07
Replacements	0.00	1,134.39	(1,134.39)	0.00	3,000.95
Sub Total Supplies:	17,410.96	18,184.04	(773.08)	155,575.34	155,671.26

One Click ... Year to Date variance report



Gas Lite Villa

Variance

Category	Budget	Actual	Variance
Food	37,851.00	38,040.28	189.28
Supplies	2,023.68	3,016.08	992.40
Suppliments	1,644.24	4,830.27	3,186.03
Chemicals	0.00	0.00	0.00

Without sub-categories

Invoice Report

03/01/2013 - 03/31/2013

Category	Budget	Actual	Variance	YTD Budget	YTD Actual
Food	80,684.93	79,144.66	1,540.27	720,958.90	659,569.73
Supplies	17,410.96	18,184.04	(773.08)	155,575.34	155,671.26


All Reports are date range driven.

Report Options


Start Date:

End Date:

View invoices by month.



Invoices




Communities



Customize
your
Budget














Categories



Reports

Linens	\$0.00	\$0.00	\$12,588.84
Chemicals	\$0.00	\$0.00	\$6,947.31
Maintenance	\$0.00	\$0.00	\$0.00
Supplements	\$0.00	\$0.00	\$9,166.94
Food	\$0.00	\$0.00	\$1,778.91

Add Invoice

Invoice date	Invoice number	PO Number	Vendor	Total amount of invoice:	
02/01/2013	70684		Sanitex	553.35	 
02/01/2013	2710355		US Foods	127.40	 
02/01/2013	0103032532		Schwebel	93.96	 
02/02/2013	0103033630		Schwebel	87.31	 
02/04/2013	0103035136		Schwebel	97.83	 
02/04/2013	33943304		Pepsi Cola	403.59	 
02/04/2013	6367003		Smith	484.95	 
02/04/2013	2749992		US Foods	143.00	 
02/04/2013	2749991		US Foods	8847.46	 
02/04/2013	70753		Sanitex	255.95	 

Create an easy classic view for invoices, YTD information and more.

Invoice Report					
03/01/2013 - 03/31/2013					
Category	Budget	Actual	Variance	YTD Budget	YTD Actual
Food	13,671.00	16,501.94	(2,830.94)	38,923.50	45,054.01
Disposables	1,093.68	927.07	166.61	3,113.88	2,208.68
Nursing Supplies	101.92	178.50	(76.58)	305.75	657.01
Replacements	0.00	862.89	(862.89)	0.00	1,594.88
Service Wet Grinding	0.00	47.25	(47.25)	0.00	59.50
Sub Total Replacements:	0.00	910.14	(910.14)	0.00	1,654.38
Invoice Date	Invoice Number	PO Number	Vendor	Invoice Total Amount	
3/1/2013			Avilon		47.25
3/1/2013	148217		Polak		499.46
3/1/2013	716592		Polak		22.04
3/1/2013	716594		Polak		18.64
3/1/2013	716596		Polak		92.31
3/1/2013	716261		Orlando		75.60
3/1/2013	130301171043		Avilon		1,158.21
3/1/2013	1835387		Polak		20.67
3/1/2013	716702		Polak		38.73
3/4/2013	716750		Polak		189.56
3/4/2013	716850		Avilon		1,412.07
3/5/2013	716890		Polak		26.52
3/5/2013	716892		Polak		128.19
3/5/2013	716893		Polak		24.73
3/5/2013	716974		Polak		78.85
3/5/2013	130305171058		Orlando		47.40
3/5/2013	717026		Polak		212.06
3/7/2013	717159		Polak		

Make date range for vendors by your set budget categories.

BUDGET YEAR VARIANCE VENDOR INVOICES **VENDORS BY CATEGORY** INVOICES VENDOR INFO

VENDORS BY CATEGORY

Report Options

Start Date:

End Date:

1 of 1 Find | Next

Gas Lite Villa

Vendors By Category Report

01/01/2013 - 03/31/2013

Category Name	Avalon Foods	Canal Fulton	Ecolab	Nickles Bakery	Pollak	Smith's Dairy	Total
Food	121.17	6,153.18	0.00	1,849.81	23,355.26	4,403.83	35,883.25
Chemicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	1,226.82	0.00	1,753.64	0.00	2,980.46
Suppliments	0.00	0.00	0.00	0.00	4,152.14	0.00	4,152.14
Total	121.17	6,153.18	1,226.82	1,849.81	29,261.04	4,403.83	43,015.85

Monitor Spending and committed spend to vendors.

Gas Lite Villa






Vendors By Category Report

01/01/2013 - 05/30/2013

Category Name	Avalon Foods	Canal Fulton	Ecolab	Nickles Bakery	Pollak	Smith's Dairy	Total
Food	121.17	6,322.73	0.00	1,964.74	24,790.17	4,841.47	38,040.28
Chemicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	1,226.82	0.00	1,789.26	0.00	3,016.08
Suppliments	0.00	0.00	0.00	0.00	4,830.27	0.00	4,830.27
Total	121.17	6,322.73	1,226.82	1,964.74	31,409.70	4,841.47	45,886.63
							100%
	0.2641%	13.78%	2.67%	4.28%	68.45%	10.55%	

Budget Year is date range driven.

BUDGET YEAR

Report Options

Start Date:

End Date:

1 of 1 Find | Next

Gas Lite Villa

Report Range: 5/1/2013 - 5/30/2013

Budget Year Start Date: 1/1/2013

Budget Year End Date: 12/31/2013

Expense Category	Meal Category	Census	YTD			Cost Per Day		
		Avg YTD	Budget	Actual	Variance	Budget	Actual	Variance
Food	Resident	68	\$10,710.00	0.00	\$10,710.00	\$5.25	\$0.00	\$5.25
	Apartment	19	\$1,425.00	0.00	\$1,425.00	\$2.50	\$0.00	\$2.50
	Staff	1	\$75.00	0.00	\$75.00	\$2.50	\$0.00	\$2.50
Sub Total Food:			\$12,210.00	\$0.00				
Supplies	Resident	68	\$652.80	0.00	\$652.80	\$0.32	\$0.00	\$0.32
Suppliments	Resident	68	\$530.40	0.00	\$530.40	\$0.26	\$0.00	\$0.26
Chemicals		-	\$0.00	0.00	\$0.00	-	-	-
Total:			\$13,393.20	\$0.00				

Keep track of Vendors' information and create an Order delivery schedule



Order delivery schedule

Copeland Oaks			
Vendor Info			
Report Date:		4/3/2013	
Name	Contact Info	Order Days	Delivered Days
Coco Cola			
Electrical Appliance Repair <u>Repair Dishmachine</u>			
<u>Elum Music Co</u>	1-800-272-1711		
Food YTD			
George Howe	<u>Gusseti</u> , 724-458-9410		
<u>HC Lobalzo and Sons</u>			
Mahoning Dept of Health Licenses			
Modern Graphic			
Ohio Air Products Helium & tank rental			
Paragon Produce	Carol Anderson, 412-621-2626	Monday, Wednesday	Tuesday, Thursday
Pepsi Cola Beverages			
Phoenix Textiles Uniforms		Friday	Tuesday
<u>Rissi Distributors</u> Equipment			
<u>Sanitex</u> Supplies/Linens	Doug, 330-823-9950		
<u>Schwebel</u> Raw Foods/Bread			
Smith Milk/Ice Cream	Doug Diehl, 330-464-0053	Wednesday, Saturday	Monday, Thursday
Supply YTD			
The College Inn			
Thome's			
<u>ToMark/SS Kemp</u> Replacements &	Earl Bailey, 330-418-0428		

BUDGET YEAR VARIANCE VENDOR INVOICES VENDORS BY CATEGORY INVOICES

VENDOR INFO

Report Options

Generate

Find | Next

Gas Lite Villa

Vendor Info

Report Date: 4/3/2013

Name	Contact Info	Order Days	Delivered Days
Avalon Foods	Tony Burke, 330-854-4551	Thursday	Friday
Canal Fulton Provision	330-85-3502	Monday, Thursday	Monday, Friday
Ecolab			
Nickles Bakery Inc.	330-879-2434	Monday	Tuesday
Pollak User name:gas001	Arthur, 216-851-9911		
Smith's Dairy	Doug Diehl, 1-330-683-8710, dougdiehl@smithdairy.com	Monday	Tuesday