

## CHAPTER 12 - CATERING AND INFORMATION SYSTEMS

1201. **Introduction.** The IT catering accounting systems used by all 3 Services to manage catering at unit level are as follows:

- a. Out of Barracks (OOB) Land Operations, Major Exercises and RN afloat tri-Service Catering (TRICAT) or HQLF Excel Spreadsheet Accounts package.
- b. RAF bases, Minor Exercises – Simplified Excel Spreadsheet.

1202. **TRICAT.** The TRICAT Catering System is a comprehensive management information and control system that provides stock management, purchasing, financial control, menu planning and nutritional information to Operational units. The system was designed by Fretwell Downing Hospitality (FDH). TRICAT has been written using Microsoft Access as the database engine. It operates in a Windows environment, has a Graphic User Interface (GUI) and allows multi-user access. Since it is based on Windows, TRICAT is relatively simple to use, desktop help is also available. The TRICAT software is hosted on a combination of standalone PCs, ruggedised Laptops, Local Area Networks (LAN) or on NavyStar, DII(F). Depending on the platform and the configuration, users are provided with e-mail, office automation, Intranet and the requisite Functional Applications.

1203. **TRICAT Functionality.** The TRICAT system comprises a number of integrated modules:

- a. **Purchase Management.** TRICAT has the ability to create standard orders via menu planning routines and can generate orders based on minimum and maximum stock levels. The purchase management routine is used to produce demands from suppliers, take those demands on stock and debit the relevant account accordingly.
- b. **Stock Control.** The stock control function will allow stock to be taken on independently of the purchase order function. Stock can be transferred/issued between locations, with stock levels adjusted accordingly; affected accounts are automatically debited/credited. The stock routine also enables the calculation of the endurance factor and the consumption days remaining.
- c. **Menu Planning.** The menu-planning module allows users to create recipes and menus on the system. This data facilitates menu planning, forecasting cost and income projections based on varying requirements and 'what if scenarios'.
- d. **Financial.** The financial module handles the input of all income and expenditure other than that generated by the movement of stock. Entitlements are entered either as monetary or numeric values; additionally, accounting periods are to be reconciled, with appropriate values carried forward into the next accounting period.
- e. **Nutrition.** Using the industry recognised McCance & Widdowson food tables, TRICAT provides full nutritional analysis of a plate, tray or meal, or indeed a full menu cycle for a given deployment. The inputs can also be monitored against specific guidelines defined by, for example, training establishment needs for high energy intakes.
- f. **Daily.** Using this radio button will simplify the daily rituals of transfer's, orders and receipts, along with stocktaking and waste disposal. Within this function is the reports button that will assist with closing the end of months account.

The specific functions and instructions for the daily operation of TRICAT are contained in the TRICAT System Administrators Guide. The up to date guide is available electronically in Adobe Acrobat as part of TRICAT.

1204. **TRICAT Audit Trail.** TRICAT removes the necessity to keep masses of historical paper records as monthly accounts can be archived to external media although documents or vouchers that require signature must be printed and retained for audit. This provides the user and the CoC with a complete transaction history.

1205. **TRICAT Reports.** The TRICAT programme has a comprehensive library of pre-programmed reports covering the majority of routines. These reports can be viewed, printed or exported to other third party packages, such as Microsoft Office suite applications, for further analysis.

1206. **TRICAT Access Control.** The nominated Systems Administrator is responsible for the operation, maintenance and control of TRICAT. They are to ensure that password controls are in place and that no authorised access is gained. Guidelines on access levels can be found in the System Administrators Guide; however, as a rule appropriate permissions, commensurate with the users role, are to be granted. Passwords must not be written down or divulged to another user.

1207. **TRICAT Support.** TRICAT is supplied and administered by Logistics Network Enabled Capabilities (Log NEC) and support for the TRICAT catering package is available via the Central Customer Helpdesk at Ensleigh.

1208. **TRICAT User Group.** The TRICAT User Groups primary function is to consider changes to the system that have been recommended by users, and to ensure that appropriate changes are made and promulgated. Any user of TRICAT who identifies a possible improvement to the system should staff it through their CoC as a request for change.

1209. **Management Information.** TRICAT has been designed to provide comprehensive management information to all levels in the CoC. The system is capable of storing and exporting unit accounts data on request. However Data is usually exported to external media once the Period End routine has been run. Media is then passed to the next higher formation. The data is aggregated and subsequently extracted for onward transmission to the next higher formation. A routine has been added to enable these data extractions to be sent directly to DFS by e-mail. These data extractions are passed from subordinate to superior on a monthly basis so allowing the superiors system to be updated with the data held by the subordinate system. This provides management information to support decision-making at higher formation level, as well as enabling FLCs and DFS visibility of the total business area.

1210. **TRICAT Information/Data Export Information.** TRICAT provides the following data to higher formations via the data export function:

- a. Numbers fed.
- b. Stock holdings.
- c. Supplements claimed.
- d. Income and expenditure.

- e. Credit and debit balances.
- f. Food costs.
- g. Stock valuation including any discrepancies.
- h. Issues or Receipts to other units.
- i. Endurance/Days of Supply.

1211. **TRICAT Hardware.** All hardware for TRICAT is issued by FLIS, laptops are encrypted to restricted level in accordance with JSP 440. Units are responsible for producing a set of SysOps for the TRICAT laptop issued.

1212. **Request for Change (RFC) Report.** All requests for changes to TRICAT software are to be made through FLCs using the RFC Report at Annex A.

1213. **RN - FOODMIS.** Food Management Information Report (FOODMIS) is a précis of that month's account. A hard copy is retained within the account and an electronic copy is sent to the FCO at NCHQ no later than 14 days after the closure of the account.

1214. **Simplified Excel Spreadsheet.** A bespoke Excel Spreadsheet has been designed by HQLF Food Svcs to capture accounting information from Units and minor exercises who do not have access to TRICAT. Account data is extracted and emailed using the extraction routine after the end of period routine has been run. Army units are to send their accounts to HQLF Food Svcs where they are audited and retained for reference. Crown Feeder Accounts from CRL units are consolidated and sent to DFS Team.

1215 – 1299. Reserved.

(INTENTIONALLY BLANK)

## CHAPTER 12 Annex A – TRICAT REQUEST FOR CHANGE REPORT

**RFC Number:**

**Originator's Name:**

**Rank/Rating:**

**Unit:**

**Date Raised:**

**Details of changes/Enhancements Requested:**

**Comments by FLC:**

**TRICAT User Group Comments:**

**Fretwell Downing Hospitality Comments:**

**Agreed:**

**Date Forwarded to FDH:**

**Signature:**

**Cost of Work by FDH: £**

**Change Agreed:**

**Signature:**

(INTENTIONALLY BLANK)