GAAP Hospitality Training Manual
Version 1.4.270

MODULE TWO – HOSPITALITY BACK OFFICE

SECTION 1 - GENERAL PROCEDURES

Rebuild Keys - Updates the data file if any data changes have been made, i.e. 'refresh'. Not needed in newer versions of Hospitality Back Office.

Month-End Procedures:

- **Do Month-end Procedure -** Activates and runs month end procedure.

Debtors and Creditors - Manage Debtors and Creditors accounts payments, outstanding balances & age analysis.

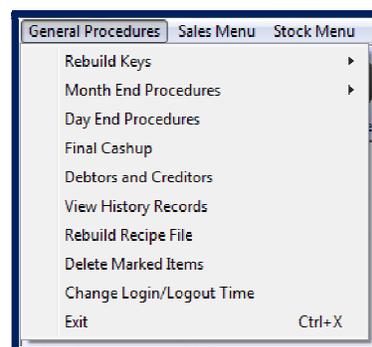(This function can also be performed in Point of Sale).

View History Records - GAAP set up facility only.

Rebuild Recipe File - Updates the recipe file if any recipe changes have been made. Not needed in newer versions of Hospitality Back Office.

Delete Marked Items - Any items that are marked to be deleted will be deleted as long as there are no postings.

Change Login/Logout Time - Enables the editing of the recorded times the staff have arrived and have left work.

Exit - Exits the program.

SECTION 2 - SALES MENU

Menu Items - Opens menu item details, recipes and prep links for editing.

Staff - Opens staff details for editing.

Sales Paytype - Opens sales paytype details for editing.

Tables - Allows you personalise your tables i.e. Deck 1, Boma 2.

Discounts - GAAP set up facility only.

Special Records - GAAP set up facility only.

Serving Instructions - Phased out.

Prep Screens - Allows the creation and editing of prep screens.

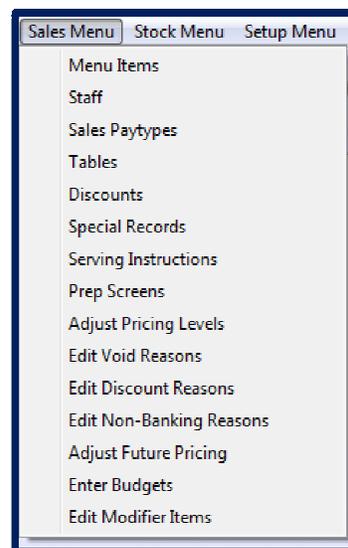**Adjust Pricing Levels -** Allows the creation and adjustments of special pricing e.g. Happy Hour.

Edit Void Reasons – Allows the creation and editing of prescribed void reasons.

Edit Discount Reasons - Allows the creation and editing of prescribed discount reasons.

Edit Non-Banking Reasons - Allows the creation and editing of prescribed non-banking reasons.

Adjust Future Pricing - Enables the user to edit and save a new pricing structure and update the selling price when needed.

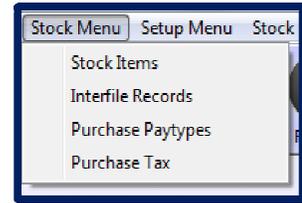**Enter Budgets -** Allows the user to enter turnover targets.

Section 3 - Stock Menu

Stock Items - Opens stock item details for editing.
Interfile Record - GAAP set up facility only.
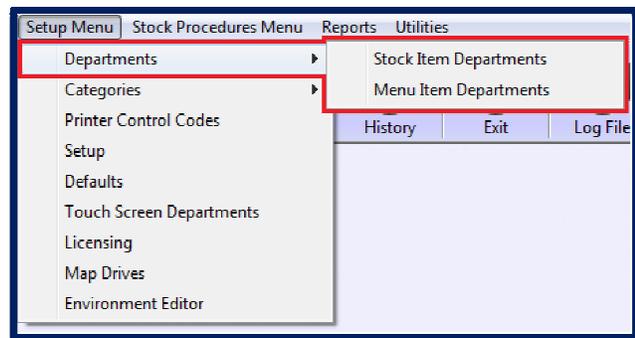**Purchase Paytypes -** Opens purchase paytype details for editing.
Purchase Tax - GAAP set up facility only.
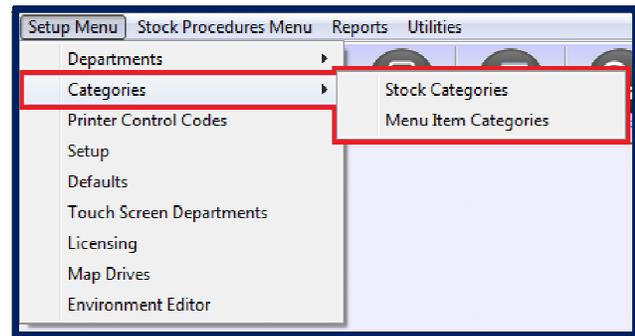

Section 4 - Setup Menu

Departments:

- **Stock Item Departments -** Allows the creation and editing of stock departments for stock reporting and stock sheet headings.

- **Menu Item Departments -** Allows the creation and editing of menu departments for sales reporting purposes.

Categories:

- **Stock Categories -** Allows the creation and editing of units of measure for stock items.

- **Menu Categories -** for DOS users only.

Printer Control Codes - For GAAP use.
Setup - For GAAP use.
Defaults - For GAAP use.
Touch Screen Department - Allows the creation and editing of touch screen departments in POS.
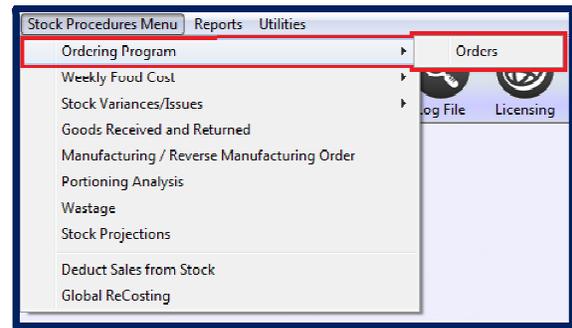**Licensing -** Used for relicensing the system. Codes are available from GAAP.
Map Drives - For GAAP use.
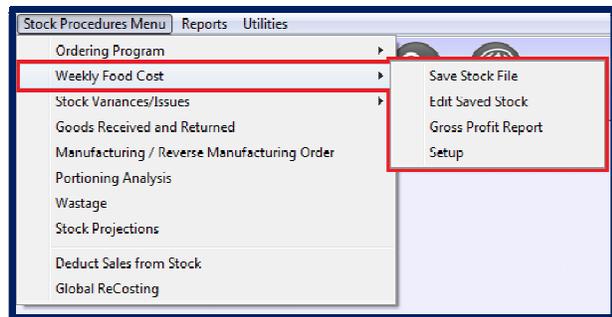**Enviroment Editor -** For GAAP use.

Section 5 - Stock Procedures Menu

Ordering Program - Orders Allows the creation and management of orders.
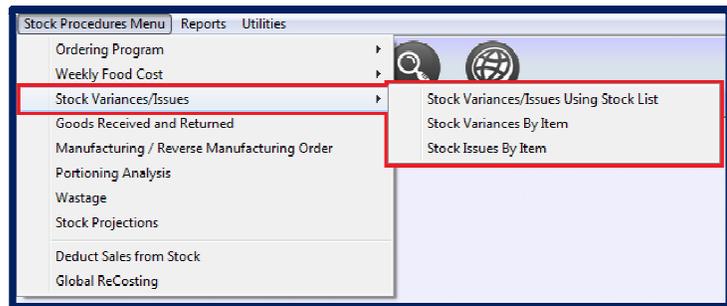
Weekly Food Cost:
- **Save Stock File -** Once doing a stock take, stock values can be recorded for the weekly food cost program.
- **Edit Saved Stock File -** Saved stock values can then be edited for the weekly food cost report.
- **Gross Profit Report -** Gross Profit reports can be drawn based on saved stock files.
- **Set Up -** Creating and editing the parameters for the Weekly Food Cost module.

Stock Variance/Issues: Access to the stock taking feature.

- **Stock Variance/Issues Using Stock List -** Opens a list of all stock sheets created on the system.
- **Stock Variance by Item -** Allows stock value entries per item.
- **Stock Issues by Item -** Allows stock issues per item.

Goods Received and Returned - Allows the creation and management of orders.

Manufacturing / Reverse Manufacturing Order - Used for the process of manufacturing stock items.

Portioning Analysis - Allows for bulk stock items to be portioned into portions and placed back into stock.

Wastage - Allows for the recording of wastage of stock or menu items.

Stock Projections - Used in Quick service retail stores to create a prep schedule based on history of that product.
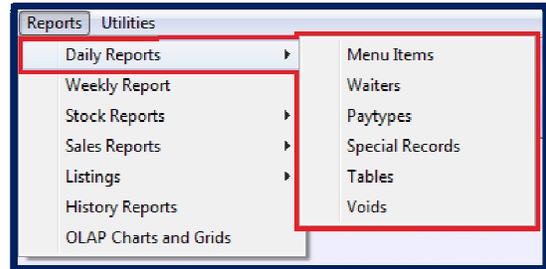
Deduct Sales From Stock - For GAAP use.

Global Re-Costing - Recalculates the costs of all recipes.
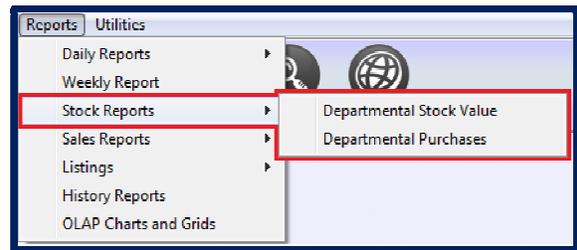
SECTION 6 - REPORTS

Daily Reports:

- **Menu Items -** Shows the recorded items sold since the last dayend.
- **Waiters -** Allows for the retrieval of a waiter/cashier cash up report for since the last dayend.
- **Paytypes -** Gives a detailed breakdown of all the different paytypes generated for the period since the last dayend.
- **Special Records -** Daily special record report e.g. VAT; tips; discounts for period since last day-end
- **Tables -** Table transactions detailed for period since last day end.
- **Voids -** A listing of all the void transactions detailed for period since the last day end.

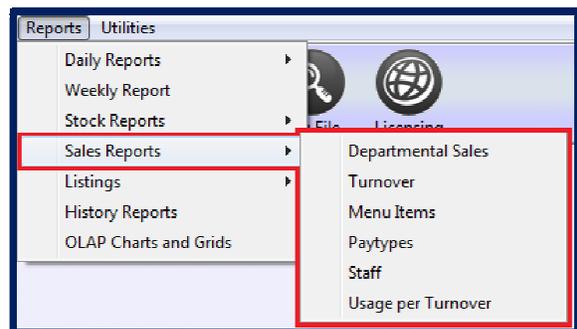**Weekly Report -** Provides many options for generating a custom week to date summary report.

Stock Reports:

- **Departmental Stock Value -** A record of the actual stock on hand.
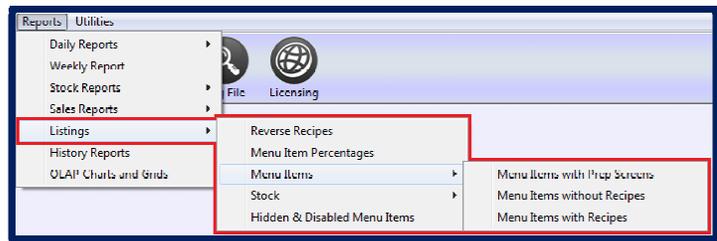- **Departmental Purchases -** Shows the total purchases for the month to date.

Sales Reports:

- **Departmental Sales Report -** Sales by department since last month end.
- **Turnover -** Turnover breakdown since last month end.
- **Menu Items -** Sales breakdown over a 120 day period.
- **Paytypes -** Paytype summary over a 120 day period.
- **Staff -** A month to date listing of staff reports of their sales and hours completed.
- **Usage per Turnover -** Predicted sales per item based on historical sales data.

LISTINGS :

- **Reverse Recipes -** Outlines all menu items linked to selected stock items.
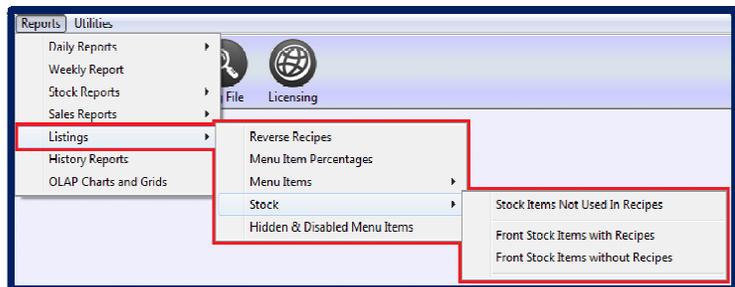- **Menu Item Percentages -** Mark up and cost of sale per menu item.

- **Menu Items :**
  o **Menu Items with Prep Screens -** Itemises menu items which have linked prep screens.
  o **Menu Items without Recipes -** Lists menu items which have no recipes.
  o **Menu Items with Recipes -** Itemises each menu item with a recipe breakdown and gross profit %.

- **Stock :**
  o **Stock Items not used in Recipes -** Lists stock items that are not used in recipes.
  o **Front Stock Items with Recipes -** Lists front stock items with manufactured recipe links.
  o **Front Stock Items without Recipes -** Lists front stock items without manufactured recipe links.
  o **Back Stock Items with Recipes -** Lists back stock items with manufactured recipe links.
  o **Back Stock Items without Recipes -** Lists back stock items without manufactured recipe links.

- **Hidden & Disabled Menu Items -** Lists menu items that have been hidden, disabled or both.

History Reports - Full selection of reports based on selected time periods.
Multiple Location Reports - Combined reports for stores with locations.
Olap Charts And Grids - A user defined analysis of data.

SECTION 7 - UTILITIES

Change Locations - Used only for multiple front stock locations.
Login - Will take the user back to the login in screen.
Use Previous Files - GAAP set up facility only.
Import :
- **Front Stock Items -** GAAP set up facility only
View Pos Log File - Allows a detailed log viewing for the current day.
Adjust 'Reboset.Ini' File - GAAP set up facility only.