



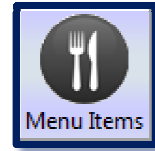
GAAP Hospitality Training Manual Version 1.4.270

MODULE THREE –BASIC SYSTEM MAINTENANCE

- Section 1** - Creating and Modifying Menu Items
- Section 2** - Creating and Modifying Stock Items
- Section 3** - Creating and Modifying Menu Item Recipes
- Section 4** - Creating and Modifying Prep Screens
- Section 5** - Other Details for the Menu Items Tab
- Section 6** - Creating and Modifying Departments
- Section 7** - Creating and Modifying a Staff Member

SECTION 1 – CREATING AND MODIFYING MENU ITEMS

CREATING A NEW MENU ITEM:



- Click on the **Menu Items** icon (knife and fork icon).
- Find a blank field within the number range that other items of that department can be found (This point is optional, any available blank menu item may be used).
- Double click on this blank menu item.
- The **Details** tab will now be displayed, click on the **Edit** button.
- Select the name field and input the name of the new menu item you would like to create. Ensure that the name field is no longer highlighted in red, by removing all spaces before the name.
- In the **Type** field, allocate one of the following:
 - **0-Ordinary Item** - These are all sales items which need to print on the bill (e.g. Castle/Cheese Burger/Large Chips).
 - **1-Cooking Instruction** - Phased out.
 - **2-Extra Serving Instruction** - Prep screen instructions to be linked to prep screens.
 - **3-Header Record** - GAAP use only.
 - **4-Set Menu Header** - Used for creating set Menus with options linked to the Prep screens.
 - **5-Weighted Item** - Items sold by weight rather than a set price.
 - **6-Weighted Item** - Charges the customer for the weight of the food on the plate (less the weight of the plate).
- Allocate the appropriate **Department** number from the drop down box.
- Allocate the **Touch Screen** department that the item will be displayed in.
- Allocate the **Printer** where the menu item docket must be printed (e.g. Pizza printer).
- Allocate whether the menu item will include or exclude tax (VAT).
- **Cost Plus Item** allows the user to link the selling price to the cost price instead of having a fixed selling price, with or without rounding.
- Enter the selling price in the **Selling** price field inclusive of VAT.
- The **Cost** field will update from the recipe (A cost may be entered (excluding VAT) if there is no recipe linked).

No	Name	Category	Barcode	Department
00904	Coffee C/Velvet Toffee		0	13 - SPECIAL COF...
00905	Coffee Cape Velvet		0	13 - SPECIAL COF...
00906	Coffee Ginger		0	13 - SPECIAL COF...
00907	Coffee Kahlua		0	13 - SPECIAL COF...
01124	Coffee Refill		0	0 -
00908	Coffee Whisky Irish		0	13 - SPECIAL COF...
00780	Cointreau		0	11 - LIQUEUR/TE...
00026	Coke		0	3 - COLD BEVER...
00190	Coke 340ml		0	3 - COLD BEVER...
00191	Coke Light 340ml		0	3 - COLD BEVER...
00192	Coke Light Lemon 340ml		0	3 - COLD BEVER...
00285	Cola Tonic		0	4 - MIXERS /COR...
01398	COLD BEVERAGES		0	0 -
00012	Corona Beer		0	1 - BEERS /DRAU...
00753	Cosmopolitan		0	10 - SHOOTERS /...
00194	Crema Soda		0	3 - COLD BEVER...
00410	D/Green Chardonnay		0	6 - WINES
00412	D/Green Cins Pin		0	6 - WINES
00413	D/Green Merlot		0	6 - WINES
00409	D/Green Sauv Blanc		0	6 - WINES
00002	Delated - Amstel		0	1 - BEERS /DRAU...
00069	Dessert 1		0	24 - DESSERTS ...
00070	Dessert 2		0	24 - DESSERTS ...
00071	Dessert 3		0	24 - DESSERTS ...

Menu Items	Details	Recipe	Other Details																								
Number	00190	Name	Coke 340ml																								
Type	0 - Ordinary Item	Cost Plus Item	0.00 %																								
Department	3 - COLD BEVERAGES	Rounding	No Rounding																								
Touch Screen	3 - COLD BEVERAGES	Selling	12 GP 50.98%																								
Printer	2 Bar Printer	Cost	5.16 MU 104.00%																								
Tax Type	1 - Output Tax																										
Optional Information																											
Barcode	0	<input type="checkbox"/> Deduct from Central Stock <input type="checkbox"/> Hide Item from Point of Sale																									
Category		Button Colour	Button Icon																								
Comm %	0	Coke 340ml																									
<input type="button" value="Edit Pricing Level"/>		<input type="checkbox"/> Disable button after 0 orders																									
Calculated Values																											
Today	5	Pricing	938.71																								
Current	92	Recipe	15																								
		Units to Deduct Sales from 0																									
<table border="0"> <tr> <td>Serving Selections</td> <td>1</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>2</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>3</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>4</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>6</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>7</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>8</td> <td><input type="checkbox"/></td> </tr> </table>				Serving Selections	1	<input type="checkbox"/>		2	<input type="checkbox"/>		3	<input type="checkbox"/>		4	<input type="checkbox"/>		5	<input type="checkbox"/>		6	<input type="checkbox"/>		7	<input type="checkbox"/>		8	<input type="checkbox"/>
Serving Selections	1	<input type="checkbox"/>																									
	2	<input type="checkbox"/>																									
	3	<input type="checkbox"/>																									
	4	<input type="checkbox"/>																									
	5	<input type="checkbox"/>																									
	6	<input type="checkbox"/>																									
	7	<input type="checkbox"/>																									
	8	<input type="checkbox"/>																									


OPTIONAL INFORMATION:

- The **Barcode** field will be used when using a bar code scanner at the retail point.
- **Category** is phased out.
- **Comm %** calculates the cash incentive for staff on only this menu item (Inclusive of VAT).
- **Edit pricing level** button will allow editing of the selling price on each pricing level.
- **Hide Item from Point of Sale** will hide the item from the touch screen.
- The **Button Colour** option will allow the user to change the colour and also displays what the button will look like in the point of sale.
- The user can change an icon to a pre-saved image of that menu item by clicking on the **Button Icon**.
- **Disable button after X orders** can be used to automatically disable a button after X amount of orders have been rung up. This is not related to stock.
- Click on **Save** and **Exit**.

CALCULATED VALUES:

- These values will automatically update through the sales of this item and they cannot be edited.

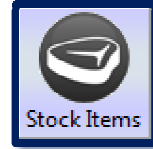
Note: Serving Selections should no longer be used in GAAP.

Menu Items		Details		Recipe		Other Details	
Number	00190	Name	Coke 340ml				
Type	0 - Ordinary Item						
Department	3 - COLD BEVERAGES	<input type="checkbox"/> Cost Plus Item	0.00 %				
Touch Screen	3 - COLD BEVERAGES	Rounding	No Rounding				
Printer	2 - Bar Printer	Selling	12	GP 50.98%			
Tax Type :	1 - Output Tax	Cost	5.16	MU 104.00%			
Optional Information							
Barcode :	0	<input type="checkbox"/> Deduct from Central Stock					
Category		<input type="checkbox"/> Hide Item from Point of Sale					
Comm % :	0	Button Colour	Coke 340ml		Button Icon		
<input type="button" value="Edit Pricing Level"/>		<input type="checkbox"/> Disable button after	0 orders				
Calculated Values							
Today	5	Posting	938.71	Recipe	15		
Current	92	Units to Deduct Sales from	0				
Serving Selections							
1	<input type="checkbox"/>						
2	<input type="checkbox"/>						
3	<input type="checkbox"/>						
4	<input type="checkbox"/>						
5	<input type="checkbox"/>						
6	<input type="checkbox"/>						
7	<input type="checkbox"/>						
8	<input type="checkbox"/>						

SECTION 2 – CREATING AND MODIFYING STOCK ITEMS

CREATING A NEW STOCK ITEM :

- Click on the **Stock Items** icon (Steak Icon).
- Find a blank field within the number range that other items of that department can be found (This point is optional, any available blank stock item may be used).



- Double click on this blank stock item.
- The **Details** tab will now be displayed, click on the **Edit** button.
- Select the name field and input the name of the new stock item you would like to create. Ensure that the name field is no longer highlighted in red, by removing all spaces before the name.
- In the **Type** field, allocate one of the following:

Stock List		Details		Recipe	
Number:	3190	Name:	Coke 340ml	Edit	
Department	3 - COLD BEVERAGES	Tax Type	1 - Input Tax		
Type	0 - Ordinary Item				
Optional Settings					
On Order:	0.00	Extra Code			
Days Supply:	1	Barcode:	0	<input type="checkbox"/> Use Ave Cost for portioning	Print Label
		Purch Price Change %	0.00	<input type="checkbox"/> Fixed Cost	
Production Units	0.0000	Prep Time (Mins)	0	Shelf Life (Mins)	0
Front Stock					
Pack Size	1	Units:	EACH	Totals	
Min Stock	0.00	Allowable Stock Take Variance		Today	0.00
Last Cost	5.0000	<input checked="" type="radio"/> None <input type="radio"/> Quantity <input type="radio"/> Percentage		Stock:	361.00
Av. Cost	5.2770	Value	0.00	Purch (Excl)	2010.54

- **0-Ordinary Item** - These are items that are purchased and counted (e.g. Flour/ Coke).
- **1-Manufactured Item** - These are items which you manufacture, (i.e. use existing stock items to create a new stock item For example: burger patties, sauces, muffins).
- **2-Made as needed Item** - Is an embedded recipe (e.g. Pizza base – containing dough, Napoli + Mozzarella).
- **3-Non-stock Item** - Items you buy and don't wish to count (Consumable -toothpicks) or can't count (Expense - electricity).
- Allocate the appropriate **department** number from the drop down box.
- Allocate **1-Input Tax** for VATable items and **0-No Tax** for VAT exempt items.
- Set the Unit and Pack Size for the Stock Item. (See **Front Stock** on next Page).
- Click on the **Save** button.

OPTIONAL SETTINGS:

- **On Order** are orders placed but not yet received.
- **Days Supply** is linked to your minimum stock level.
- **Extra Code** is a GAAP set up facility.
- **Barcode** is for the barcode of an item when linking to automated stock control systems.
- **Purch Price change %** restricts the purchase price range when Goods Receiving.
- **Use Ave Cost for portioning** will use the Average Cost figure and not the Last Cost Figure when using the Portioning Procedure.
- **Fixed Cost** will use the Last Cost in recipes, regardless of the Goods Received Cost.

FRONT STOCK:

- **Pack Size** is the amount of stock counting units that are in a purchased unit (For example we purchase 1 Bottle and we count in 30 Tots. Therefore 30 will be the pack size and Tot will be the Unit).
- **Units** is the unit of measure that we count in (I.e. Kg; Lt; Bottle; Tot; Each). This is directly related to the pack size.
- **Min Stock** is the level that your stock should never be less than.
- **Last Cost** is the most recent cost that the item was purchased for when Goods Receiving.
- **Av. Cost** is the weighted average cost of the stock item for the period.
- **Totals** are calculated values.

BACK STOCK: (Will only appear in a Back/ Front Stock set-up)

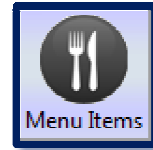
- Everything is the same as the **Front Stock** above except your pack size and unit changes (For example: We would purchase 1 Bottle into Back Stock and front stock will remain as 30 Tots).

Stock List	Details	Recipe
Number : <input type="text" value="3283"/> Name : <input type="text" value="Lime Cordial"/>		<input type="button" value="Edit"/>
Department <input type="text" value="4- MIXERS /CORDIALS"/> Tax Type <input type="text" value="1 - Input Tax"/>		
Type <input type="text" value="0 - Ordinary Item"/>		
Optional Settings		
On Order : <input type="text" value="0.00"/> Extra Code <input type="text"/>		<input type="button" value="Print Label"/>
Days Supply : <input type="text" value="1"/> Barcode : <input type="text" value="0"/>		
Purch Price Change % <input type="text" value="0"/>		
<input type="checkbox"/> Use Ave Cost for portioning		
<input type="checkbox"/> Fixed Cost		
Production Units <input type="text" value="0.0000"/> Prep Time (Mins) <input type="text" value="0"/> Shelf Life (Mins) <input type="text" value="0"/>		
Back Stock		
Pack Size <input type="text" value="1"/>	Units : <input type="text" value="BOTTLE"/>	Totals
Min Stock <input type="text" value="0.00"/>	Allowable Stock Take Variance <input checked="" type="radio"/> None <input type="radio"/> Quantity <input type="radio"/> Percentage Value <input type="text" value="0.00"/>	Today <input type="text" value="0.00"/>
Last Cost <input type="text" value="25.0000"/>		Stock : <input type="text" value="1.00"/>
Av. Cost <input type="text" value="25.0000"/>		Purch (Excl) <input type="text" value="114.00"/>
Front Stock		
Pack Size <input type="text" value="30"/>	Units <input type="text" value="TOT"/>	Totals
Min Stock <input type="text" value="0"/>	Allowable Stock Take Variance <input checked="" type="radio"/> None <input type="radio"/> Quantity <input type="radio"/> Percentage Value <input type="text" value="0.00"/>	Today : <input type="text" value="0"/>
Last Cost <input type="text" value="0.8333333"/>		Stock : <input type="text" value="46"/>
Av. Cost <input type="text" value="0.8333333"/>		

SECTION 3 – CREATING AND MODIFYING MENU ITEM RECIPES

Recipes loaded incorrectly or not at all could dramatically affect stock variances.

- Click on the **Menu Items** icon (knife and fork icon).
- Find the menu item that you wish to add the recipe to.
- Double click on this blank menu item.
- Click on the **Recipe** tab third from the left.



The menu item name that you are working on appears at the top of the page. At the bottom will be a list of the stock items that you have created. In between these two, you will see the recipe for the selected item in a grey block.

- Click **Edit Recipe**
- Type the stock item you wish to use in the find block and click on **Find**.
- Double click the stock item to move it into the grey recipe field.
- Enter in the quantity you wish to deduct from stock, according to the unit (e.g. 2 Tots, 0.125 Kg, 1 Each).
- If you need to remove a stock item from the recipe, left click on the item, then right click and select remove.
- Click **Save Recipe**.
- **When you save the recipes, the recipe cost and theoretical GP% will be reflected.**
- The **Copy recipe from another item** button will give you an option to select an existing recipe from another menu item and then change quantities.

Menu Items | Details | **Recipe** | Other Details

Recipe
Coke 340ml

No	Name	Last Cost	Qty	Category
190	Coke 340ml	3.350	1.0000	EACH

Recipe Cost :

Selling Price :

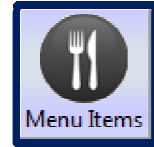
GP % :

No	Name	Last Cost	Category	Dept	Tax
02008	COCKTAIL VIENNA'S	27.75	KG	MEAT	1
06118	COFFEE - INSTANT	180.5	KG	DRY GOOD...	1
06117	COFFEE BEANS	89.2	KG	DRY GOOD...	1
02906	Coffee Cup Saucers	6.46	EACH	CUTLERY / ...	1
02905	Coffee Mugs	10.79	EACH	CUTLERY / ...	1
00780	Cointreau	5.4	TOT	LIQUEUR / T...	0
00243	Coke 200ml	2.98	EACH	MIXERS / C...	1
00254	Coke 250ml	2.76	EACH	MIXERS / C...	1
00190	Coke 340ml	3.35	EACH	COLD BEVE...	1
06190	Coke 340ml	0.56	EACH	COLD BEVE	1

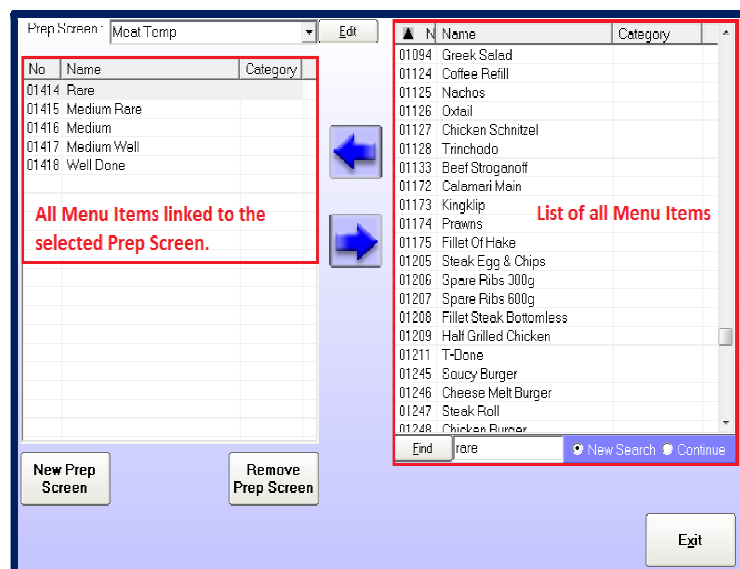
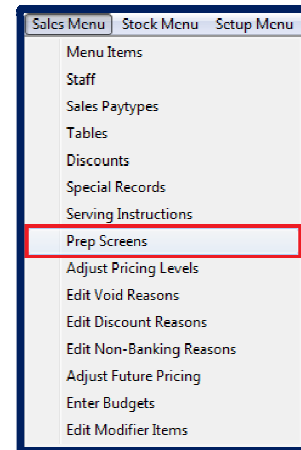
coke New Search Continue

SECTION 4 – CREATING AND MODIFYING PREP SCREENS

Prep screens are the automatic messages that pop up when certain menu items are ordered (e.g. Side Option – Chips, Salad, Veg etc).



- **To Create a Menu Item to be used in Prep Screens** (if these have already been added, skip this step):
 - Click on the **Menu Items** icon (knife and fork icon).
- Find a blank field within the number range that other items of that department can be found (This point is optional, any available blank menu item may be used).
 - Double click on this blank menu item.
 - The **Details** tab will now be displayed, click on the **Edit** button.
 - Select the name field and input the name of the new menu item you would like to create. Ensure that the name field is no longer highlighted in red, by removing all spaces before the name.
 - In the **Type** field, use **2-Extra Serving Instruction**
 - Allocate the appropriate **Department** number from the drop down box.
 - Ensure the **Touch Screen** department is **0**.
 - Allocate the **Printer** where you would like the menu item to be printed (e.g. Kitchen printer).
 - **Save** and **Exit** Menu Items.
- **To Create a Prep Screen:**
 - Go to the **Sales Menu** drop down on the home page and select **Prep Screens**.
 - Click on the **New Prep Screen** button.
 - Type a name for that prep screen (e.g. Meat Temp).
 - Click on **Save**.
 - Click on the **Name** column on the right hand side of the screen (Menu items that you have created).
 - In the **Find** block type the item you wish to find (e.g. Medium Rare).
 - Double click on that item and it will automatically go into the selected prep screen block on the left.
 - You can add or remove using the arrows in the middle of the screen.
- **To Edit a Prep Screen:**
 - Select the prep screen name from the drop down box.
 - Move items using the arrows in the centre of the screen.
- Once completed click **Exit**.



SECTION 5 – OTHER DETAILS FOR THE MENU ITEM TAB

This tab is used to link prep screens, refill options and to view modifiers. The refill option will allow the user to select another menu item to use as a refill usually hidden from the point of sale.

- Click on the **Menu Items** icon (knife and fork icon).
- Find the menu item that you wish to add the prep screen to.
- Double click on this blank menu item.
- Click on the **Other Details** tab.
- Click on **Edit Details**.
- Select the prep screen you would like to attach to the menu item and use the arrow to move it to the right hand field.
- **Call Times** are used to make the prep screen appear more than once.
- **Refill Details** can be used for a non chargeable cup of coffee or eat as much as you like items.
- Click on **Save** once you are done.



Menu Items | Details | Recipe | Other Details

English Breakfast

Prep Screens

Prep Screen Name	Call Times
0002 Eggs	1
0003 Toast	1

On 'English Breakfast' the 'Eggs' and 'Toast' Prep Screens will pop up.

Refills

Item to use for re-fill : Number of re-fills allowed :

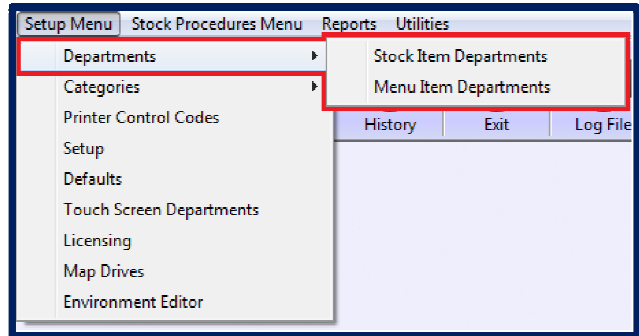
- 001093 - Summer Salad
- 001094 - Greek Salad
- 001124 - Coffee Refill
- 001125 - Nachos
- 001126 - Oxtail
- 001127 - Chicken Schnitzel
- 001128 - Trinchado
- 001133 - Beef Stroganoff

SECTION 6 – CREATING AND MODIFYING DEPARTMENTS

STOCK ITEM DEPARTMENTS:

This is used to group Stock Items together for stock sheets and stock reporting.

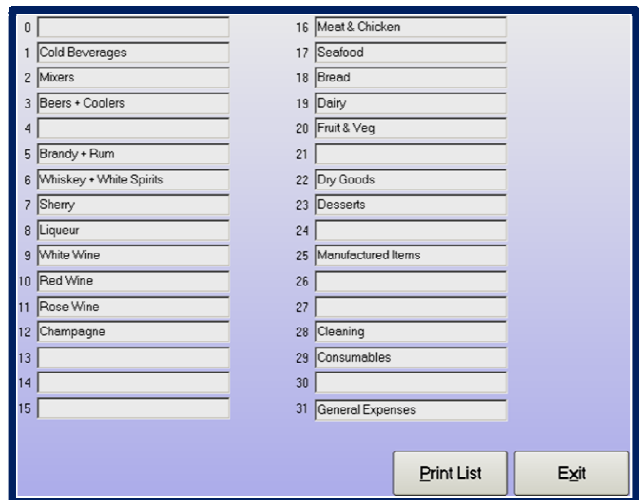
- Go to the **Setup Menu** drop down on the home page. Click on **Departments**. Click **Stock Item Departments**.
- Click in the box alongside the next available department number and type in the department you wish to create.
- Department **0** should not be used.
- Click **Exit** once completed.
- **Please note that your changes will affect all items already linked to the department which you are changing.**



MENU ITEM DEPARTMENTS:

This is used to group Menu Items together for sales reporting.

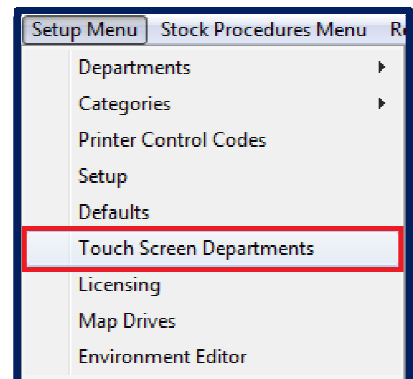
- Go to the **Setup Menu** drop down on the home page. Click on **Departments**. Click **Menu Item Departments**.
- Click in the box alongside the next available department number and type in the department you wish to create.
- Department “**0**” should not be used.
- Click **Exit** once completed.
- **Please note that your changes will affect all items already linked to the department which you are changing.**



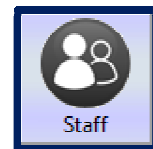
TOUCH SCREEN DEPARTMENTS :

This is used to group Menu Items together for efficient use of the point of sale

- Go to the **Setup Menu** drop down on the home page and click on **Touch Screen Departments**.
- Click in the box alongside the department number you wish to add or edit.
- Type in your adjustments.
- Click **Exit** once completed.
- **Please note that your changes will affect all items already linked to the touch screen department number.**



SECTION 7 – CREATING AND MODIFYING STAFF MEMBERS



- Select the **Staff Details** Icon second from the left.
- Locate the next available blank staff field and double click on it.
- The **Details** page will appear, click **Edit**.
- Select the name field and input the name you would like to create. Ensure that the name field is no longer highlighted in red, by removing all spaces before the name.
- Add the **Designation** and **Security Level**. **This is an extremely important allocation as it allows the staff member to perform only the functions allowed in the relevant security level.**
- You can add your Kitchen Staff as well by choosing the **Designation** as **Kitchen Staff**. Your kitchen staff will not be able to access the POS system.
- You can add a **Description** by clicking the add button and adding it (e.g. Pizza chef).
- Either enter in a 4 digit code (greater than 1000) or click the **Generate** button.
- If you are using fingerprint readers, click on the fingerprint tab and click **Add Fingerprint**. Place the staff member's finger on the finger print reader until it has been accepted. You will need to do this process 4 times (If successful, the finger print icon will be green).

DEDUCTIONS AND EARNINGS- (Optional)

- **C/Card Levy (%)** - Used to deduct a percentage of the TIP amount off any credit card transactions.
- **Breakages** - Deducts the entered amount from the staff member each time they log out.
- **Payment Method** - There are 3 types of Payment methods to choose from:
 - **1 - Per Shift** - (calculated on every Log-out). Enter the amount in the **Payment Amount** field below.
 - **2 - Per Hour** - (calculated on Logged in-time). Enter the amount in the **Payment Amount** field below.
 - **3 - Commission** - (calculated on total bankable sales). Enter the NET Commission percentage you wish to give the server (e.g. for 2%, enter 1.754)
- **Levy Type** - It calculates a levy on turnover or tips earned and deducts from the staffs earnings (e.g. Charities or tipping service staff). Enter percentage to be deducted in the field to the right.

CONTACT DETAILS – (Optional)

- User may enter Staff details for reference.

CALCULATED DATA – (Optional)

- Cannot be edited. Shows the data calculated by GAAP for that particular staff member.