



GAAP Hospitality Training Manual Version 1.4.270

MODULE FIVE – STOCK TAKING

- Section 1** - The Fundamentals of Stock Management
- Section 2** - Creating and Modifying a Stock Sheet
- Section 3** - Using a Stock Sheet
- Section 4** - Balancing a Single Stock Environment
- Section 5** - Balancing Back + Front Stock Environments








SECTION 1 – THE FUNDAMENTALS OF STOCK MANAGEMENT

Stock management is the same in almost any industry i.e.

$$\text{Opening Stock} + \text{Purchases} - \text{Goods Sold} = \text{Closing Stock}$$

GAAP follows these same fundamentals:

The opening stock is the stock that you start off with at the beginning of the selected period. From that point on any purchases will be added to that opening stock and any sales will deduct from the stock. Therefore if you take opening stock, add the purchases and subtract the goods sold, it should calculate to the same amount as your physical stock remaining. The difference between the calculation and the stock count is what GAAP identifies as a variance.

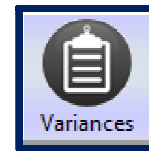
Opening Stock	--	4 Apples	
Plus (+) Purchases	--	+ 3 Apples	
		= 7 Apples	
Minus (-) Sales	--	- 2 Apples	
Equals (=) Theoretical Closing Stock	--	= 5 Apples	
Stock Count (Actual Stock on hand)	--	= 4 Apples	
Variance (Difference)	--	- 1 Apple	

Stock flow is one of the following:

Single Stock - All stock purchased enters into the operational stock of the business. From there the only way the stock can move is either as recipe linked to the sale of a menu item or as a credit note back to the supplier.

Back & Front Stock - All stock purchased will go into a back or bulk storeroom. From there the only way the stock can move is either as an issue to a front stock location or as a credit note back to the supplier. To get the stock into operational stock, we issue the stock into that location. From there, the only way the stock can move is through an issue back to the back stock or through a recipe linked to the sale of a menu item.

SECTION 2 – CREATING AND MODIFYING A STOCK SHEET



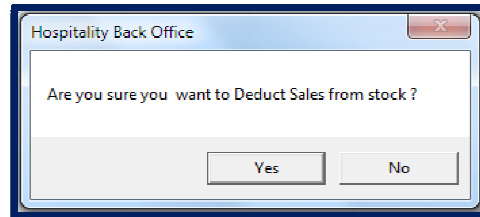
- Click on the **Variances** icon (Clipboard icon).
- Click on **New**.
- Enter in a Name for the stock sheet (For example: Bar Stock).
- **Type of Stock Sheet:** Select **Stock Take**.
- **Stock Items:** Select **Front Stock** or **Back Stock**.
If there is only **Front Stock**, there will be no option to select **Back Stock**.
- **Sorting by:**
- **Numeric** - Allows a numerical stock range to be selected.
- **Department** - (This is the default setting). This option allows the selection of stock item departments to appear on the stock sheet and will group the stock items linked to those departments together.
- **Individual Item** - This option allows the selection of individual stock items.
- **Suppress Zero Variance Issues** - (Only for Back Stock/ Front Stock setup). If the variance after issuing is zero, the stock item will not print on the Variance/ Issues sheet.
- **Suppress Zero Stock** - Any item that has zero opening stock will not be displayed on the stock sheet.
- **Display Stock Value** will print a column of theoretical closing stock on the stock take sheet.
- **Alphabetical** will print the list within the departments alphabetically.
- Click the **Print** button to view your stock sheet.
- Click the **Save and Exit** button to save and return back to the **Stock Issues/ Variances** screen.
- To Modify, click once on the stock sheet you wish to modify and then click on **Edit**.

Name	Working File	Stock	Date & Time	
Beverages	No	Front		New
Food	No	Front		Select
				Print
				Edit
				Update
				Delete
				Exit

SECTION 3 – UNDERSTANDING THE STOCK SHEET

Deducting Sales from Stock

- The message “Are you sure you want to deduct sales from stock?” appears when items have been rung up since the last recorded stock take.
- By clicking **Yes**, it will deduct the menu items sold from the opening stock according the menu item recipes, giving you a theoretical closing stock.
- By clicking **No**, it will open the stock sheet with no deductions taking place.
- The system settings can be set to deduct sales from stock automatically when the day end procedure is performed.



Working File

- Once a stock sheet has been opened, a working file gets created with a time stamp.
- A working file allows the stock to be entered even if trade begins again. The stock figures will remain as they were when the stock sheet was last exited and will not be affected by items currently being rung up.
- A working file reflects in your **Stock Issues/ Variances** screen by a **Yes** in the **Working File** column and by a date and time stamp.

Name	Working File	Stock	Date & Time
Beverages	Yes	Front	31/10/2012 10:52:49
Food	No	Front	

- By recording a stock take, the working file will be finalized and will appear as **No** in the **Working File** column.

Working File Screen Explanation (see next page)

Working with file : Beverages

No	Name	Open Stock	Sold	Variance	Issues	Close Stock
206	Appetizer - EACH	24	2	0	0	22
190	Coke 340ml - EACH	96	23	0	0	73
191	Coke Light 340ml - EACH	40	1	0	0	39
192	Coke Light Lemon 340ml - EACH	12	0	0	0	12
193	Coke Vanilla - EACH	12	0	0	0	12
194	Cream Soda - EACH	48	4	0	0	44
195	Fanta Orange - EACH	24	1	0	0	23
196	Fanta Orange - EACH	48	3	0	0	45
207	Crabapple Red - EACH	24	0	0	0	24
202	Lipton Lemon - EACH	12	1	0	0	11
200	Lipton Light - EACH	12	0	0	0	12
204	Lipton Mango - EACH	12	0	0	0	12
200	Lipton Peach - EACH	12	0	0	0	12
200	Min Water Sparkling - EACH	24	0	0	0	24
208	Min Water Still - EACH	48	4	0	0	44
198	Soda Water 340ml - EACH	48	0	0	0	48
197	Strawberry - EACH	12	0	0	0	12
199	Sprite 340ml - EACH	48	3	0	0	45
200	Sprite zero - EACH	24	1	0	0	23

Appetizer - EACH
Cost Price : 4.82 Closing Stock Value : 95.04 Variance Value : 0.00

Buttons: Print, Record, Print and Record, View Item History, Exit

Working File Screen Explanation

Working with file : Beverages

No	Name	Open Stock	Sold	Variance	Issues	Close Stock
206	Appletizer - EACH	24	2	0	0	22
190	Coke 340ml - EACH	96	23	0	0	73
191	Coke Light 340ml - EACH	48	1	0	0	47
192	Coke Light Lemon 340ml - EACH	12	0	0	0	12
193	Coke Vanilla - EACH	12	0	0	0	12
194	Creme Soda - EACH	48	4	0	0	44
195	Fanta Grape - EACH	24	1	0	0	23
196	Fanta Orange - EACH	48	3	0	0	45
207	Grapetizer Red - EACH	24	0	0	0	24
202	Lipton Lemon - EACH	12	1	0	0	11
203	Lipton Light - EACH	12	0	0	0	12
204	Lipton Mango - EACH	12	0	0	0	12
205	Lipton Peach - EACH	12	0	0	0	12
209	Min Water Sparkling - EACH	24	0	0	0	24
208	Min Water Still - EACH	48	4	0	0	44
198	Soda Water 340ml - EACH	48	0	0	0	48
197	Sparberry - EACH	12	0	0	0	12
199	Sprite 340ml - EACH	48	3	0	0	45
200	Sprite zero - EACH	24	1	0	0	23

Find Next

Appletizer - EACH
 Cost Price : 4.32 Closing Stock Value : 95.04 Variance Value : 0.00

Issue All Back Stock
 Zero Closing Stock

Print Record Print and Record View Item History Exit

Columns:

- **Opening Stock** reflects the last recorded closing stock plus any purchases done since the last recorded stock take.
- **Sold** reflects the stock used for menu item sales, according to recipes, since the last recorded stock take or from the last day end performed depending on the store setup.
- **Variance** reflects any difference between the theoretical and actual closing stock.
- The **Issues** column is used to enter all issue quantities from the last recorded stock take. This will only appear on a front stock sheet in a Back & Front Stock environment.
- The **Closing Stock** column reflects the theoretical closing stock quantity and allows the user to enter in the actual stock quantities as per the stock count sheet.

Buttons:

- **Print** - Prints any variances and issues for the working file.
- **Record** - Finalizes the working file.
- **Print and Record** - Prints the variances and issues then finalizes the working file.
- **View Item History** - Reflects the tracking of the selected stock item from the beginning of the period.
- **Exit** - Exits the working file.
- **Issue All Back Stock** - Issues all stock available from the back stock location into the front stock location for the stock sheet. Only appears in a Back & Front Stock environment.
- **Zero Closing Stock** - Puts a zero (0) into the Closing Stock of every item for the stock sheet.

SECTION 5 – BALANCING BACK AND FRONT STOCK ENVIRONMENTS

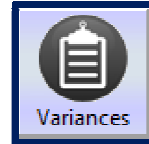
Always ensure that all purchases (GRN's) are up to date before entering the closing back stock figures. Always open a front stock sheet and deduct sales only after daily sales have been completed and before the following days trade has commenced.

Always have only one Working Stock Sheet open at a time.

Front Stock needs to be entered before Back Stock.

FRONT STOCK

- Click on the **Variances** icon (Clipboard icon).
- Check that the all the stock sheets have **No** in the **Working File** column.
- Click once on the front stock sheet that you wish to print.
- Click on the **Print** button.
- Print then exit the stock sheet.





Stock Take Sheet
Training Room Exercise
Training New
Date : 31/10/2012 12:21:04
Sheet Name : Beverages

Stock Take for : / / Ref 1: _____
Ref 2: _____
Authorized By 1 : _____ Authorized By 2 : _____

3 - COLD BEVERAGES

Code Description	Cat.	*****Stock Take Quantities*****				Total
206 Appletizer	EACH					
190 Coke 340ml	EACH					
191 Coke Light 340ml	EACH					
192 Coke Light Lemon 340ml	EACH					
193 Coke Vanilla	EACH					
194 Creme Soda	EACH					
195 Fanta Grape	EACH					

Click  and then click 

- The physical stock count figures can now be transferred onto the printed sheet.
- When bills have been recorded, double click on the same stock sheet name.
- Click **Yes** when “Are you sure you want to deduct sales from stock?” appears.
- Enter in any issues from the last stock take.
- Enter in the actual stock take figures in the **Close Stock** column.
- Click the **Print** button to view variances.

Stock Variance/Issue Sheet
Training Room Exercise
Training New
31/10/2012 12:38:54
Sheet Name : Beverages

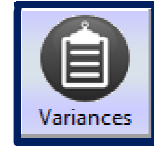
Code Description		0/Stock	Sold	Issues	C/Stock	Variance	Variance Value	Issue Value
206 Appletizer	- EACH	24.00	2.00	0.00	21.00	-1.00	-4.32	0.00
190 Coke 340ml	- EACH	96.00	23.00	0.00	71.00	-2.00	-6.70	0.00
199 Sprite 340ml	- EACH	48.00	3.00	0.00	44.00	-1.00	-3.16	0.00
200 Sprite zero	- EACH	24.00	1.00	0.00	24.00	1.00	3.16	0.00
							-11.02	0.00

- If the value is a negative, there is stock missing.
- If the value is a positive, there is too much stock.
- Re count the stock items that are on the **Variance Sheet** to avoid possible counting errors.
- Correct any count errors in the **Close Stock** column of the Working File.

- Once the closing stock is correct, click **Print and Record**.
- This will now close the working file and set the closing stock figures to the opening stock figures ready for the next stock take.

BACK STOCK

- Click on the **Variances** icon (Clipboard icon).
- Check that the all the stock sheets have **No** in the **Working File** column.
- Click once on the back stock sheet that you wish to print.
- Click on the **Print** button.
- Print then exit the stock sheet.





Stock Take Sheet
 Training Room Exercise
 Training New
 Date : 31/10/2012 12:21:04
 Sheet Name : Beverages

Stock Take For : ____/____/____ Ref 1 : _____
 Ref 2 : _____

Authorized By 1 : _____ Authorized By 2 : _____

3 - COLD BEVERAGES

Code	Description	Cat.	*****Stock Take Quantities*****				Total
206	Appletizer	EACH					
190	Coke 340ml	EACH					
191	Coke Light 340ml	EACH					
192	Coke Light Lemon 340ml	EACH					
193	Coke Vanilla	EACH					
194	Creame Soda	EACH					
195	Fanta Grape	EACH					

Click  and then click 

- The physical stock count figures can now be transferred onto the printed sheet.
- When all purchases (GRN's) and issues are up to date, double click on the same stock sheet name.
- Enter in the actual stock take figures in the **Close Stock** column.
- Click the **Print** button to view variances.

Stock Variance/Issue Sheet
 Training Room Exercise
 Training New
 31/10/2012 13:16:41
 Sheet Name : Beverages Back

Code	Description		O/Stock	Sold	C/Stock	Variance	Variance	Value
3206	Appletizer	- EACH	101.00	0.00	97.00	-4.00		-22.00
3190	Coke 340ml	- EACH	399.00	0.00	375.00	-24.00		-120.00
3192	Coke Light Lemon 340ml	- EACH	49.00	0.00	48.00	-1.00		-6.00

								-148.00

- If the value is a negative, there is stock missing.
- If the value is a positive, there is too much stock.
- Re count the stock items that are on the **Variance Sheet** to avoid possible counting errors.
- Correct any count errors in the **Close Stock** column of the Working File.
- Once the closing stock is correct, click **Print and Record**.
- This will now close the working file and set the closing stock figures to the opening stock figures ready for the next stock take.