



GAAP Hospitality Training Manual Version 1.4.270

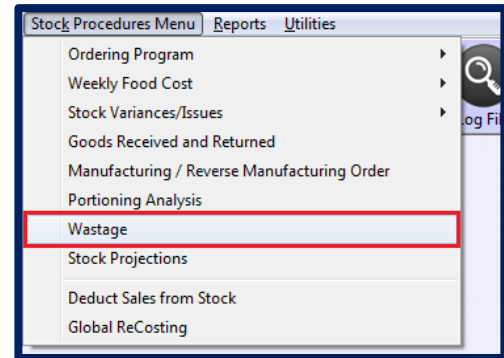
MODULE NINE – OTHER STOCK PROCEDURES

- Section 1** - Stock Wastage
- Section 2** - Stock Portioning
- Section 3** - Stock Manufacturing

SECTION 1 – STOCK WASTAGE

It is very important to capture all wastages onto the GAAP system as this will determine the true variance when entering stock take quantities.

The Wastage module can be accessed by clicking on the Stock Procedures dropdown menu from the Hospitality Back Office home screen.



Screen Explanation:

The screenshot shows the Wastage module interface. It features a list of items on the left, a detailed view of the selected item on the right, and a selection grid at the bottom. Three callouts are present: a blue circle '2' points to the item list, a green circle '3' points to the item details, and a red circle '1' points to the department selection grid.

Code	Name	Dpt	Price	Pack
<input type="checkbox"/>	3210 Milk - 2%	20	6.00	1.00
<input type="checkbox"/>	3211 Milk - Full Cream	20	6.00	1.00
<input type="checkbox"/>	6021 BLUE CHEESE	20	8.54	1.00
<input type="checkbox"/>	6023 BUTTER PORTIONS	20	0.25	1.00
<input type="checkbox"/>	6024 CHEDDAR	20	27.85	1.00
<input type="checkbox"/>	6025 COTTAGE CHEESE	20	23.85	1.00
<input type="checkbox"/>	6026 CREAM	20	18.50	1.00
<input checked="" type="checkbox"/>	6027 EGGS	20	1.00	12.00
<input type="checkbox"/>	6028 MILK	20	4.85	1.00
<input type="checkbox"/>	6029 BUTTER	20	15.50	1.00
<input type="checkbox"/>	6030 BROWN BREAD	20	4.20	1.00
<input type="checkbox"/>	6031 HALOUMI CHEESE	20	43.33	1.00
<input type="checkbox"/>	6032 MOZZARELLA GRATED ...	20	29.21	1.00
<input type="checkbox"/>	6033 MOZZARELLA SLICED	20	22.60	1.00

Item	Pack	Price	Reason	Qty
6027 EGGS	12.00	1.00	Dropped + Broken	1

Select Item Type: Front Stock Back Stock Both Stocks Menu Items with recipes

Select Departments:

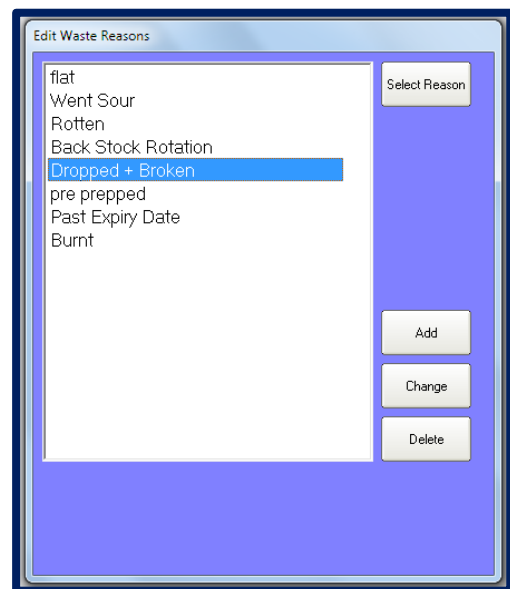
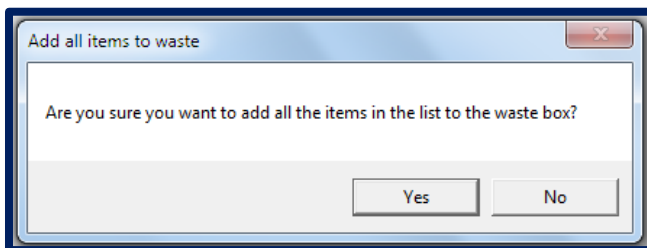
<input type="checkbox"/> BEERS /DRAUGHTS	<input type="checkbox"/> BRANDY /RUM	<input type="checkbox"/> MEAT	<input type="checkbox"/> FRUIT_VEG
<input type="checkbox"/> CIDER /COOLERS	<input type="checkbox"/> SPIRITS /APERITIFS	<input type="checkbox"/> SAUSAGE	<input type="checkbox"/> RUMP + RIBS
<input type="checkbox"/> COLD BEVERAGES	<input type="checkbox"/> SHOOTERS /COCKTAILS	<input type="checkbox"/> POULTRY	<input type="checkbox"/> PORTIONED ITEMS
<input type="checkbox"/> MIXERS /CORDIALS	<input type="checkbox"/> LIQUEUR /TEQUILA	<input type="checkbox"/> SEAFOOD	<input type="checkbox"/> Consumables
<input type="checkbox"/> JUICE /SHAKE /SMOOTHIES	<input type="checkbox"/> PORTS /SHERRY	<input checked="" type="checkbox"/> DAIRY_BAKERY	<input type="checkbox"/> CLEANING
<input type="checkbox"/> WINES	<input type="checkbox"/> SPECIAL COFFEES	<input type="checkbox"/> DRY GOODS	<input type="checkbox"/> GAS
<input type="checkbox"/> WHISKEYS	<input type="checkbox"/> HOT BEVERAGES	<input type="checkbox"/> FROZEN	<input type="checkbox"/> CUTLERY / CROCKERY
	<input type="checkbox"/> Draughts	<input type="checkbox"/> DESSERTS	<input type="checkbox"/> GENERAL EXPENSES

Buttons: All Depts, No Depts, Save & Exit, Exit

- 1. RED** – This section is used to select the stock type and departments to display in section 2.
- 2. BLUE** – This section is used to select the individual items needed for the wastage process.
- 3. GREEN** – This section will display the stock items that have been selected to waste.

We will use these colours and numbers above to explain the process of wasting a stock item.

- Start the wastage process by selecting **Wastage** from the **Stock Procedures** dropdown menu on the Hospitality Back Office home screen.
- **Select Item Type** in the **RED** section (1) by clicking on the tick box next to the required type. There is a choice of **Front Stock**, **Back Stock**, **Both Stocks** or **Menu Items with recipes**. The options **Back Stock** and **Both Stocks** will only appear in a Front and Back Stock setup.
- Next, **Select Department** in the **RED** section (1) by clicking the tick box next to the required Department. There are buttons to the right of this section that can be used to select or deselect all the Departments.
- All the stock items that are in the selected Type and Departments in the **RED** section (1) will now appear in the **BLUE** section (2) on the left hand side of the screen.
- Select the stock items from the **BLUE** section (2) by clicking on the checkbox next to the required stock item. There is an option to search for an item or to select all items just below this **BLUE** section (2).
- Click on the **Add Checked** button to add the selected stock items onto the wastage list.
- A Message, **'Are you sure you want to add all the items in the list to the waste box?'** will now appear. Click **Yes** to add all the checked items to the waste box.

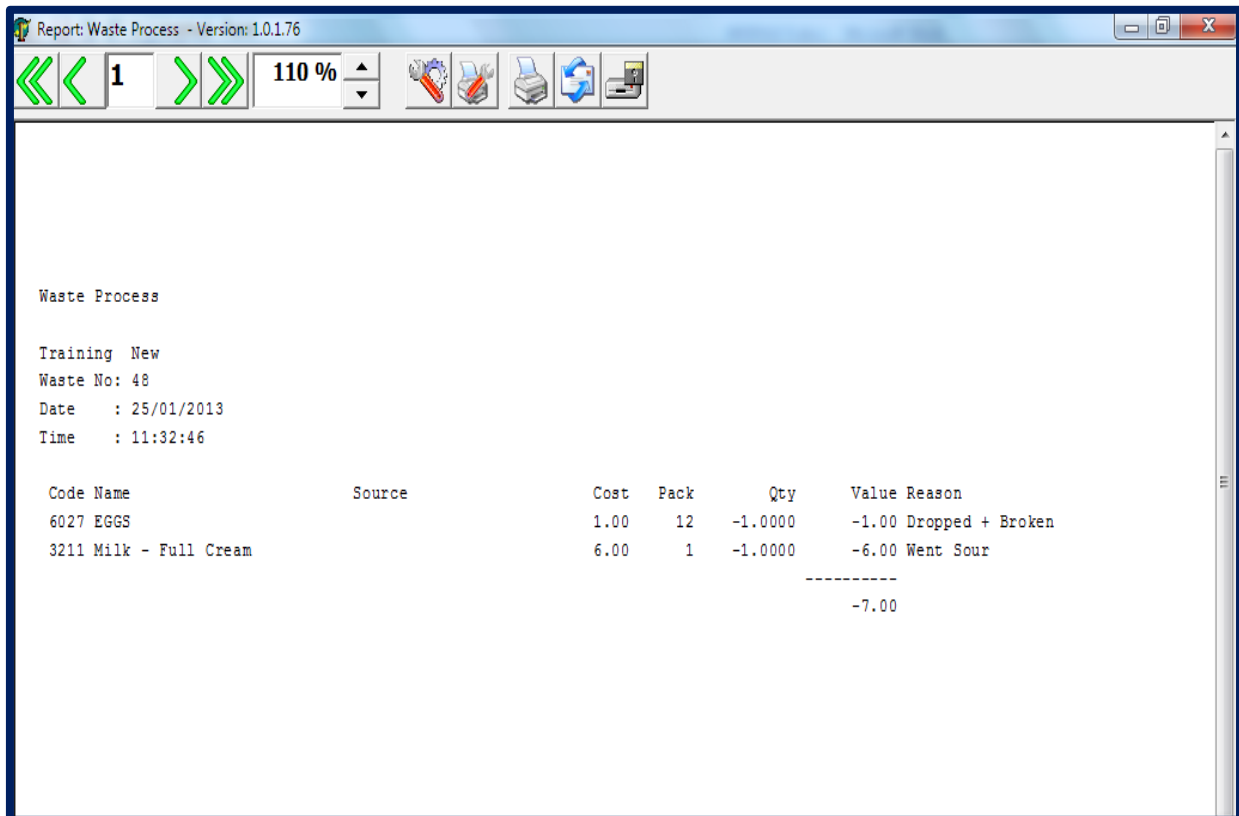


- A reason for the wastage can now be selected from the **Edit Waste Reason** list by double clicking on the required reason or by highlighting the reason and clicking on the **Select Reason** button. Reasons can be added, changed or deleted from the list by using the appropriate **Add**, **Change**, or **Delete** buttons.
- The selected Stock items will now appear in the **GREEN** Section 3 waste list with their selected reasons.
- The quantities to waste can now be changed by typing in the required quantity in the **Qty** column next to the item.
- The reason can further be changed by clicking on it.
- This waste list can be populated until all the required waste items are added with their required waste reasons.

Item	Pack	Price	Reason	Qty
3210 Milk - 2%	1.00	6.00	Went Sour	1
6027 EGGS	12.00	1.00	Dropped + Broken	1

Remove from Stock
 Add to Stock

- These items can now be added or removed from stock by selecting either the **Remove from Stock** or **Add to Stock** tick box below the list.
- To record the selection, click on the Save and Exit button at the bottom of the screen.
- A Message '**Are you sure you want to remove these items?**' appears. Click **Yes** to complete the wastage process.
- A Wastage report will now be generated with a wastage number and it can be printed by clicking on the printer icon and exited by clicking on the **X** in the top right hand corner of the screen.

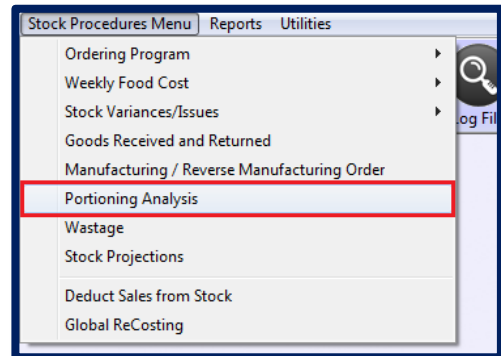


SECTION 2 – STOCK PORTIONING

The Portioning process in GAAP is used to record the portioning of a bulk stock item into multiple portioned stock items.

The **Portioning Analysis** can be accessed by clicking on the Stock Procedures dropdown menu from the Hospitality Back Office home screen.

Important: In order to portion stock from a bulk item to a portioned item in GAAP, both the bulk item and portioned item have to be created in Stock details as Ordinary items. (Example: Fillet Bulk as unit KG and Fillet 200g as unit Portion/Each)



Creating and printing a Portioning Sheet:

- Start the Portioning process by selecting **Portioning Analysis** from the **Stock Procedures** dropdown menu on the Hospitality Back Office home screen.

The screenshot shows the 'Stock Items List' interface. The 'BEEF FILLET' item (No. 05001) is selected. Below it, the 'Bulk Items List' shows the item details: No. 5001, Name BEEF FILLET, Category KG, and Weight 2. A 'Find' box contains the text 'fillet'. Buttons for 'Print Portioning Sheet', 'Print Analysis', 'Print and Record All', 'Portion Item', and 'Exit' are visible.

No	Name	Dept	Category
05003	BEEF SAMOOSA'S	MEAT	KG
05002	BEEF PATTY	PORTIONED ITEMS	EACH
05016	Beef Fillet 150g	PORTIONED ITEMS	PORT
05001	BEEF FILLET	RUMP + RIBS	KG
03009	Becks Non Alcoholic	BEERS /DRAUGHTS	BOTTLE
03008	Becks Alcoholic	BEERS /DRAUGHTS	BOTTLE
06103	BBQ SPICE	DRY GOODS	KG
06102	BBQ SAUCE	DRY GOODS	LITRE
05459	BASTING		
05904	Baskets	CUTLERY / CROCKERY	EACH
06101	BASIC WHITE SAUCE	DRY GOODS	KG

No	Name	Category	Weight
5001	BEEF FILLET	KG	2

- Use the find function to locate the required bulk stock item to be portioned from the **Stock Item List**.
- Double click on the required item to bring it down into the **Bulk Item List** box.

TIP: In a Front and Back stock environment the bulk item can be portioned from either.

- Enter in bulk weight of the item to be portioned in the **Weight** column.
- Click the **Portion Item** button at the bottom of the screen to continue.

Bulk Item : 5001 - BEEF FILLET (KG)
Cost Price : R 85.75

No	Name	Category	Dept
03009	Becks Non Alcoholic	BOTTLE	BEERS /DRAUGHTS
05001	BEEF FILLET	KG	RUMP + RIBS
05016	Beef Fillet 150g	PORT	PORTIONED ITEMS
05017	Beef Fillet 200g	PORT	PORTIONED ITEMS
05018	Beef Fillet 250g	PORT	PORTIONED ITEMS
05002	BEEF PATTY	EACH	PORTIONED ITEMS
05003	BEEF SAMOOSA'S	KG	MEAT
05004	BEEF SAUSAGE	KG	MEAT

Find Continue

No	Name	Category	Dept	No of Portio	Weight
5016	Beef Fillet 150g	PORT	PORTIONE	0	0
5017	Beef Fillet 200g	PORT	PORTIONE	0	0
5018	Beef Fillet 250g	PORT	PORTIONE	0	0

Packaging Loss :

Start Weight :

End Weight :

Adjusted Cost :

- Use the find function to locate the required portioned items to be portioned into from the stock item list above.
- Double click on the required items to bring it down into the grey block below.
- Once you have selected all the required portioned items, click the **Save and Exit** button. The screen will now return to the **Bulk Item List** screen.
- Click the **Print Portioning Sheet** button in order to print a working sheet for the Prep Chef.

```

Portioning Sheet
Training Room Exercise
Training New
22/02/2013 13:38:50

Bulk Item      Prep Item      To Portion      Qty      Weight
BEEF FILLET   Beef Fillet 150g  PORT |         ||         |         |
-----
              Beef Fillet 200g  PORT |         ||         |         |
-----
              Beef Fillet 250g  PORT |         ||         |         |
-----
=====

```

- Multiple Portioned items can be added to this Portioning sheet by just repeating all the steps above.

The Portioning Process:

- When portioning the bulk items the following information is required from the person who did the portioning: (This info can all be captured on the printed portioning sheet)
 - The total weight of the bulk item before portioning,
 - the quantity of portions yielded for each portioned item,
 - the total weight of the yielded portions for each portioned item and
 - the total weight loss in the process.
- Start the Portioning process by selecting **Portioning Analysis** from the **Stock Procedures** dropdown menu on the Hospitality Back Office home screen.
- Enter in bulk weight of the item that was portioned in the **Weight** column.
- Click the **Portion Item** button at the bottom of the screen to continue.

Bulk Item : 5001 - BEEF FILLET (KG)
 Cost Price : R 85.75

No	Name	Category	Dept
03001	pesto		PORTIONED ITEMS
03002	Hansa GOLD	BOTTLE	BEERS /DRAUGHTS
03003	Windhoek Lager	BOTTLE	BEERS /DRAUGHTS
03004	Windhoek Light	BOTTLE	BEERS /DRAUGHTS
03005	Millers	BOTTLE	BEERS /DRAUGHTS
03006	Pilsner Urquel	BOTTLE	BEERS /DRAUGHTS
03007	Heineken	BOTTLE	BEERS /DRAUGHTS
03008	Becks Alcoholic	BOTTLE	BEERS /DRAUGHTS

Find New Search Continue

No	Name	Category	Dept	No of Portio	Weight
5016	Beef Fillet 150g	PORT	PORTIONE	4	0.67
5017	Beef Fillet 200g	PORT	PORTIONE	10	1.89
5018	Beef Fillet 250g	PORT	PORTIONE	4	1.1

Packaging Loss:

Start Weight:

End Weight:

Adjusted Cost:

Save and Exit

- Enter in the quantity of portions yielded and the total end weight of those portions in the **No of Portions** and **Weight** columns next to the required portioned items.
- Enter in the total **Packaging Loss** weight to the right of the screen.
- Once all the required portions and weights have been entered, click the **Save and Exit** button. The screen will now return to the **Bulk Item List** screen.
- Click the **Print Analysis** button to view a breakdown of the information before recording it.
- The printout reflects useful information such as the weight before and after portioning and the calculated yield as well as the new adjusted cost according to this yield. It also reflects the average weight and cost of each portion and shows a breakdown of how the bulk item has been portioned into the individual portioned items.

```

Bulk Items and Portioning Control
Training Room Exercise
Training New
22/02/2013 14:36:53

5001 - BEEF FILLET
Cost Price                :                85.75
Weight before Portioning  :                4.00
Weight after Portioning   :                3.66
Packaging Loss           :                0.34
Packaging Loss %         :                8.50
Yield %                  :                91.50
Adjusted Cost            :                93.72

Code Description          Number of Weight of Weight per Cost per
                          Portions Portions Portion Portion
5016 Beef Fillet 150g    4.00      0.67      0.17     15.70
5017 Beef Fillet 200g   10.00     1.89     0.19     17.71
5018 Beef Fillet 250g    4.00      1.10     0.28     25.77
-----
                          18.00      3.66
=====

Issue Summary - Bulk Item
Code Name                 Part      Weight Before Weight After
5001 BEEF FILLET         KG              4.00         3.66

Issue Summary - Portioned Items
Code Name                 Unit      No of Portions Weight/Portion
5016 Beef Fillet 150g    PORT          4.00         0.67
5017 Beef Fillet 200g    PORT         10.00         1.89
5018 Beef Fillet 250g    PORT          4.00         1.10
=====

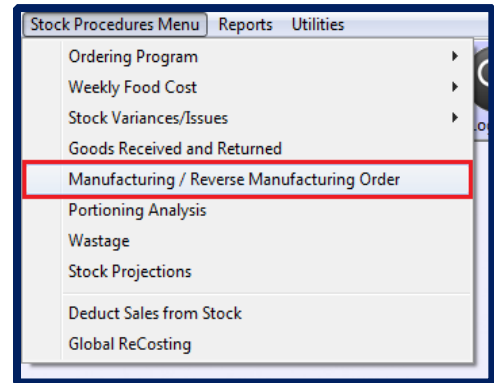
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- Close the printout screen by clicking on the X in the top right hand corner of the screen.
- To record this information, click on the **Print and Record All** button.
- Click yes when prompted **“Are you sure you want to record?”**
 - All bulk and portioned item stock levels will automatically be updated.
 - The last cost of the portioned items will be calculated in accordance to the Adjust Cost.
 - So basically the system is taking a bulk portion out of stock and putting portioned items into stock.
- The Portioning Analysis report will appear again so that it can be printed.

SECTION 3 – MANUFACTURING

The Manufacturing process in GAAP is used to record the production of a new stock item from a combination of other stock items.

Manufacturing / Reverse Manufacturing Order can be accessed by clicking on the **Stock Procedures** dropdown menu from the Hospitality Back Office home screen.



Screen Explanation:

The screenshot shows the 'Manufactured Items' screen. On the left is a table of 'Manufactured Items' with columns for 'No', 'Name', and 'Units'. The first row is highlighted. A callout '1' points to this table. In the top right, there are fields for 'Batch Size', 'Yield', and 'Total Cost'. Below these is a table of 'Manufactured Item Recipe' with columns for 'No', 'Name', 'Price', 'Value', and 'Qty'. A callout '2' points to this table. At the bottom right is a 'Stock Item List' table with columns for 'N..', 'Name', 'Category', and 'Department'. A callout '3' points to this table. The screen also features 'Print', 'Record', 'Find', 'Clear', and 'Exit' buttons.

Manufactured Items List: This section displays all the stock items that have been setup as type 1-Manufactured Item in the Stock Details.

Manufactured Item Recipe: This section will display the saved base batch recipe for the item selected on the Manufactured Items List on the left.

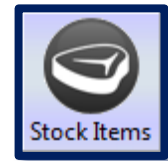
Stock Item List: This section displays all the stock items that are created on the system and is used to find and select the stock items that are required for the recipes.

- 1. Manufactured Items list:** The list on the left-hand side of the screen displays all the stock items that have been set up as type 1-Manufactured Item in their individual Stock Details when the item was created on the system.
- 2. Manufactured Item Recipe:** The top section on the right-hand side of the page displays the recipe of the selected Manufactured Item. This recipe will always be displayed as a factor of 1 (batch size of 1 unit).
- 3. Stock Item list:** This section on the bottom right-hand side of the screen is used to find and select the stock items needed for the recipes.

Allocating Manufactured Items in Stock Details:

If the required Manufactured Item does not appear in the **Manufactured Items** list on the left-hand side of the screen, it means that the item has not been setup accordingly in its stock details. The following steps will correct this.

- Click on the **Stock Items** icon (Steak Icon).
- Use the find function to locate the required stock item and double click the item once found.
- Click the **Edit** button.
- Select **1-Manufactured** Item from the **Type** dropdown box.
- Click **Save**.



- Click **Exit** and return to **Manufacturing / Reverse Manufacturing Order**. The item will now appear in the **Manufactured Items** list.

Creating a Manufactured Item batch recipe:

Before using the Manufacturing module to record the manufacturing of stock items, a base batch recipe needs to be created and saved onto the GAAP system.

- Click on **Manufacturing / Reverse Manufacturing Order** from the **Stock Procedures** dropdown menu from the Hospitality Back Office home screen.
- Select the required manufactured item from the **Manufactured Items** list on the left-hand side of the screen.
- Find and double-click the stock items required for the recipe from the stock item list at the bottom right-hand side of the screen.
- Once all the required items are added to the recipe, adjust the required batch recipe quantities in the **Qty** column on the top right-hand side of the screen.
- Click **Save Recipe** once the recipe is correct.
- This Manufactured Item is now ready to be used to record the manufacturing of a batch.

Manufactured Items			Batch Size : 1		Yield : 1		Total Cost : 21.5188	
No	Name	Units	No	Name	Price	Value	Qty	
2002	BEEF PATTY	EACH	9940	Muffin Premix Tube	15	15	1.00	
6121	HONEY MUSTARD SAUCE	LITRE	9939	Choc Chips	29.99	3.5988	.12	
6167	CHEESE SAUCE	LITRE	9937	Egg	0.97	1.94	2	
9932	Muffin Choc Chip	EACH	9938	Cooking Oil	9.8	0.98	.1	
9947	Pepper Sauce	LT						

The Manufacturing Process:

- Click on **Manufacturing / Reverse Manufacturing Order** from the **Stock Procedures** dropdown menu from the Hospitality Back Office home screen.
- Select the required manufactured item from the **Manufactured Items** list on the left-hand side of the screen. The item's saved recipe will appear on the right-hand side of the screen.
- Enter the quantity of manufactured items yielded in the Yield box at the top of the screen. The example below yielded 12 Choc Chip Muffins from the batch recipe.

Manufactured Items			Batch Size : 1	Yield : 12	Total Cost : 21.5188		
No	Name	Units	No	Name	Price	Value	Qty
2002	BEEF PATTY	EACH	9940	Muffin Premix Tube	15	15	1.00
6121	HONEY MUSTARD SAUCE	LITRE	9939	Choc Chips	29.99	3.5988	.12
6167	CHEESE SAUCE	LITRE	9937	Egg	0.97	1.94	2
9932	Muffin Choc Chip	EACH	9938	Cooking Oil	9.8	0.98	.1
9947	Pepper Sauce	LT					

- Click Record to capture this Manufacturing Process.
- All bulk ingredients and manufactured item stock levels will automatically be updated.
- The Last Cost of the Manufactured Item will also be updated and this will be equal to the Total Cost of the recipe divided by the Yield.
- A **Manufacturing/Portioning Report** can be drawn from **History Reports**.

```

Item      : 9932 Muffin Choc Chip
Done at   : 22/03/2013 13:18:34
Qty       : 12.0000
Total Cost : 21.52
Unit Cost : 1.79
Ingredients:
Item      Qty      Cost      Value
9940 Muffin Premix Tube 1.0000 15.00 15.00
9939 Choc Chips 0.1200 29.99 3.60
9937 Egg 2.0000 0.97 1.94
9938 Cooking Oil 0.1000 9.80 0.98
    
```