menumate®

STOCK

10 Steps to Total Stock Control

Introduction

Stock Control is an important part of any hospitality business. Industry statistics indicate a hospitality business with no stock control procedures can have been 10% to 20% stock shrinkage or $20,000 to $40,000 of profit being lost to stock variances.

While the majority of hospitality business owners recognise the benefits of stock control many find it difficult to implement it in their business. This is understandable when the majority of the work required to get stock under control is required in the first couple of weeks and can be difficult to fit into the business owner's busy days.

Menumate provides a stock control training programme that
(a) Removes the hurdle of the initial stages of implementing stock control
(b) Works with the business owner over a 12 week period getting stock under control.

Copyright

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Step 1 - Setup and Configuration

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Locations

It is important to determine the best setup of each business. For a smaller business there may be only one location for beverages and one location for the Kitchen. For larger businesses there may be multiple stock locations for each bar or bottle store as well as the store rooms or the kitchen.

The location information needs to be set them up in Menumate Office. From the main Menumate office menu select **SETUP, OTHER SETTINGS** and **LOCATIONS** to setup each location. A small business may look similar to the below example where the sales location is the business name and there is a bar and kitchen location for stock purchase only.
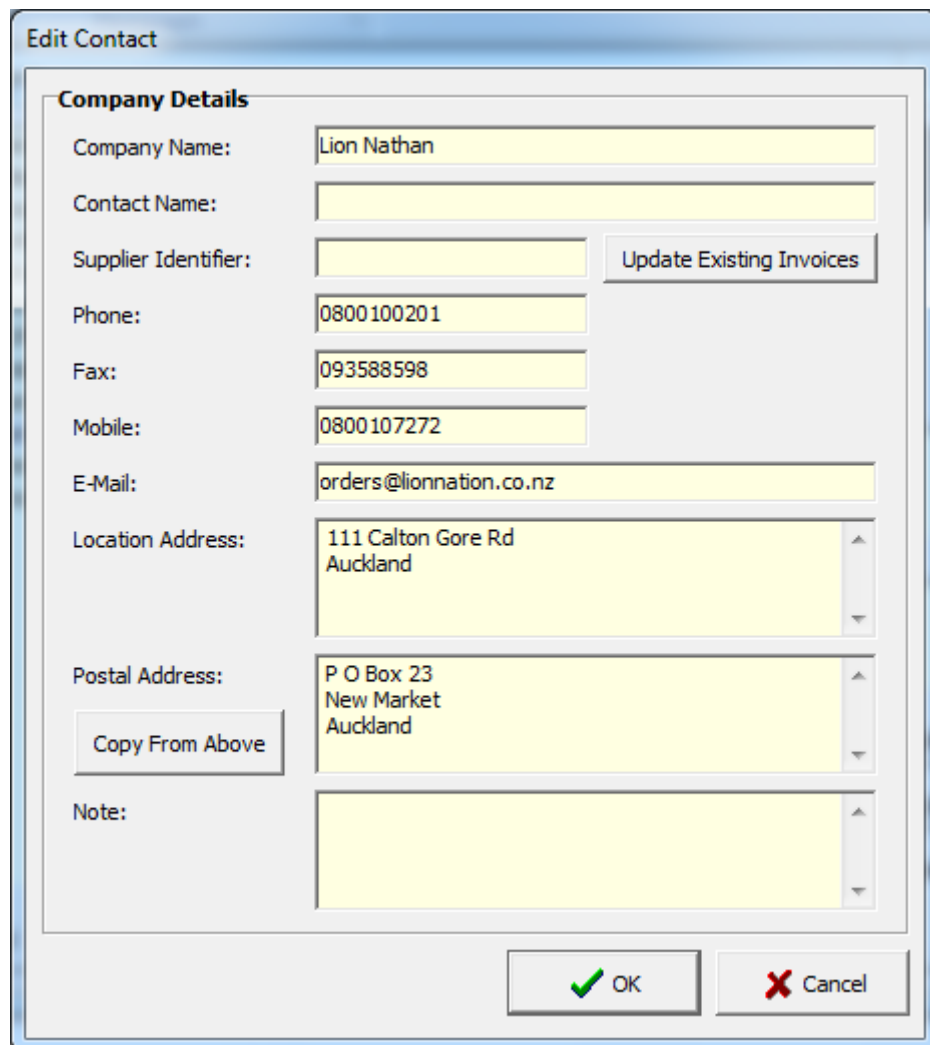
Once the location information has been completed, click on Close and then set the DEFAULT location e.g., Bar from the **OTHER SETTINGS** tab.

Suppliers

Get a list of all of the suppliers (or the main suppliers) so that they can be entered into Menumate Office.

From the main Menumate office menu select **STOCK, EDIT/ADD SUPPLIERS** to setup each Supplier.

At this stage it is ideal to enter as much information as possible. Most of this information is available on the supplier invoices.

Stock Items

There are a number ways to gather the stock items for a business. One is by taking each menu item and setting up each stock item as you go through the items the business sells. If this is the intention then run the Menu Profitability Report from the REPORT option in Menumate Office. This will provide you with a list of all the items that are sold.

The second is from a manual stocktake and a third is from a number of supplier invoices.

Ideally a combination of all of them will ensure a complete job.

- Print the Menu Profitability Report
- Write the unit (bottle) cost of each item against each menu item either from the supplier invoice, price list or catalogue.
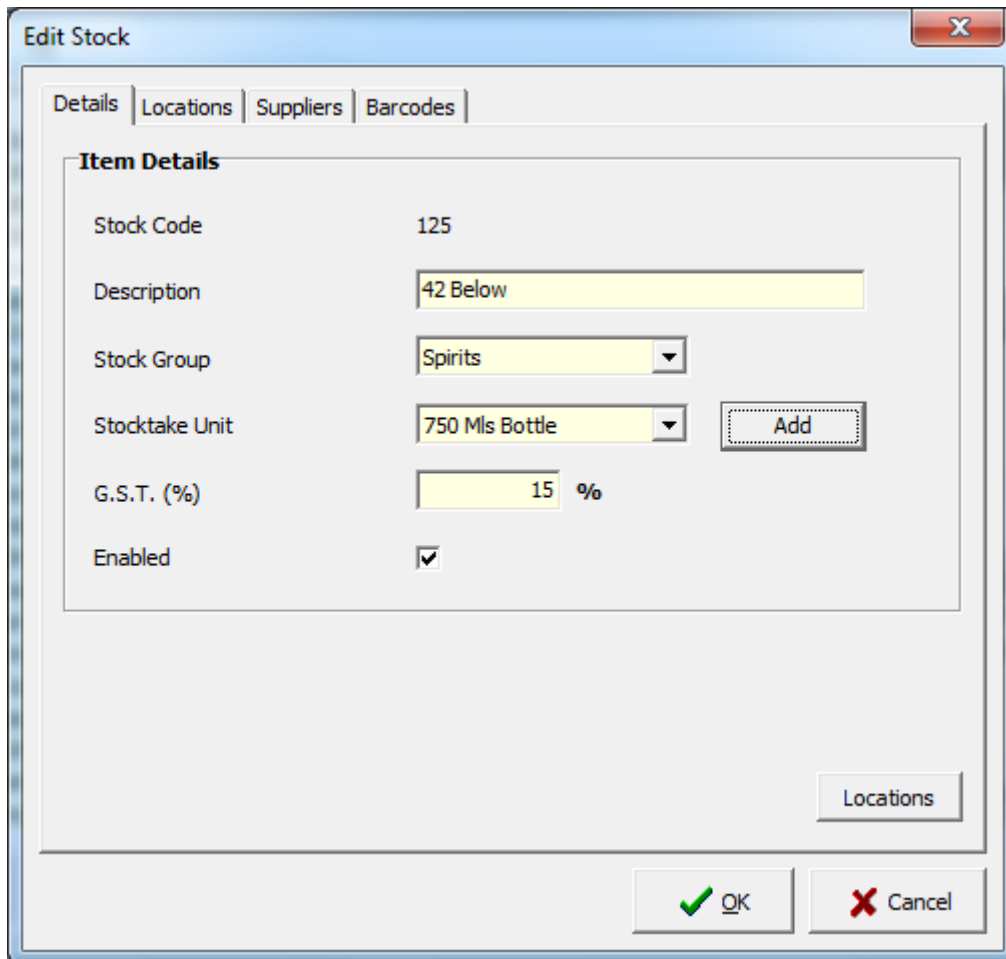
From the main Menumate office menu select **STOCK, EDIT/ADD STOCK** to setup each stock item.

Setup the Stock Categories and Groups. Typically these would have the category as Beverages and the groups as Beer, Wine, or Spirits etc.
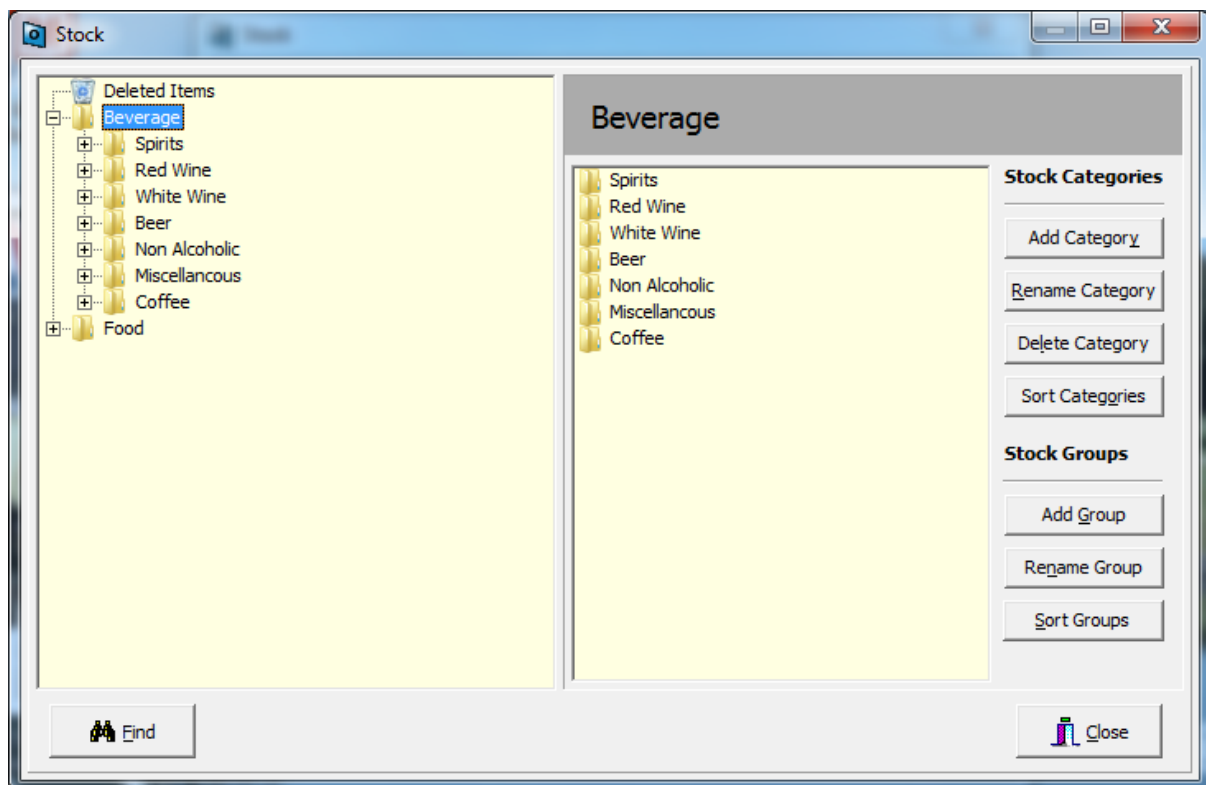
Once the Groups and Categories are setup it is time to start setting up the Stock Items.

Select a starting category e.g., Spirits and select **ADD ITEM** to bring up the **EDIT STOCK** maintenance window.
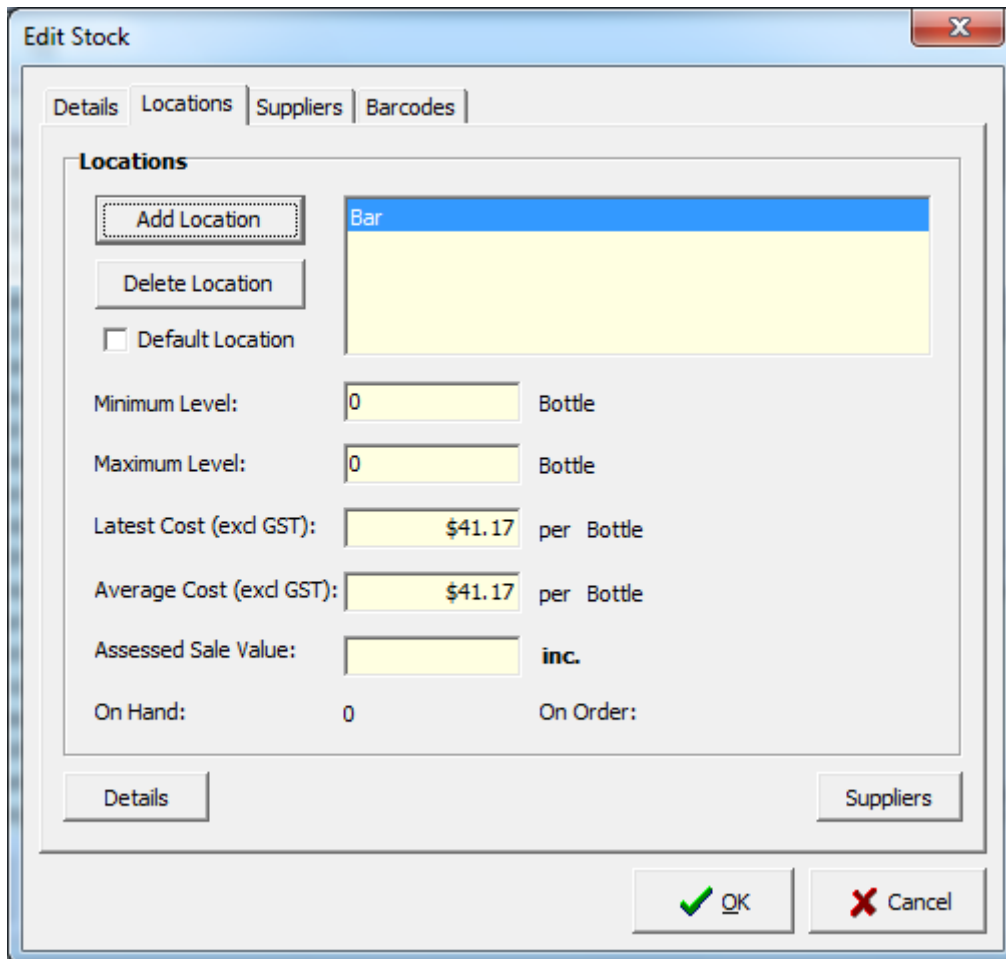
This screen contains four TABS; Details, Locations, Suppliers and Barcodes. Barcodes is not relevant until later in the manual when you are setting up for the PDE (Portable Data Entry terminal).

In the **DETAILS** tab enter the stock code (or select GET NEXT to simply get the next numeric number). This is would be the normal option, then enter the Description and make sure it is in the correct Stock Group.

The stocktake unit is dependent on the type of item. Typically these will be 750 Mls Bottle, 1125 Mls Bottle, Each or Litre. Use the Add option to setup a new one if you need to add one to the system. Ensure that the TAX rate is correct and click on the **LOCATIONS** tab.

In the **LOCATIONS** tab add the location or locations the stock item needs to be stocked in. For each location enter the average and last cost of the item for the stocktake unit.
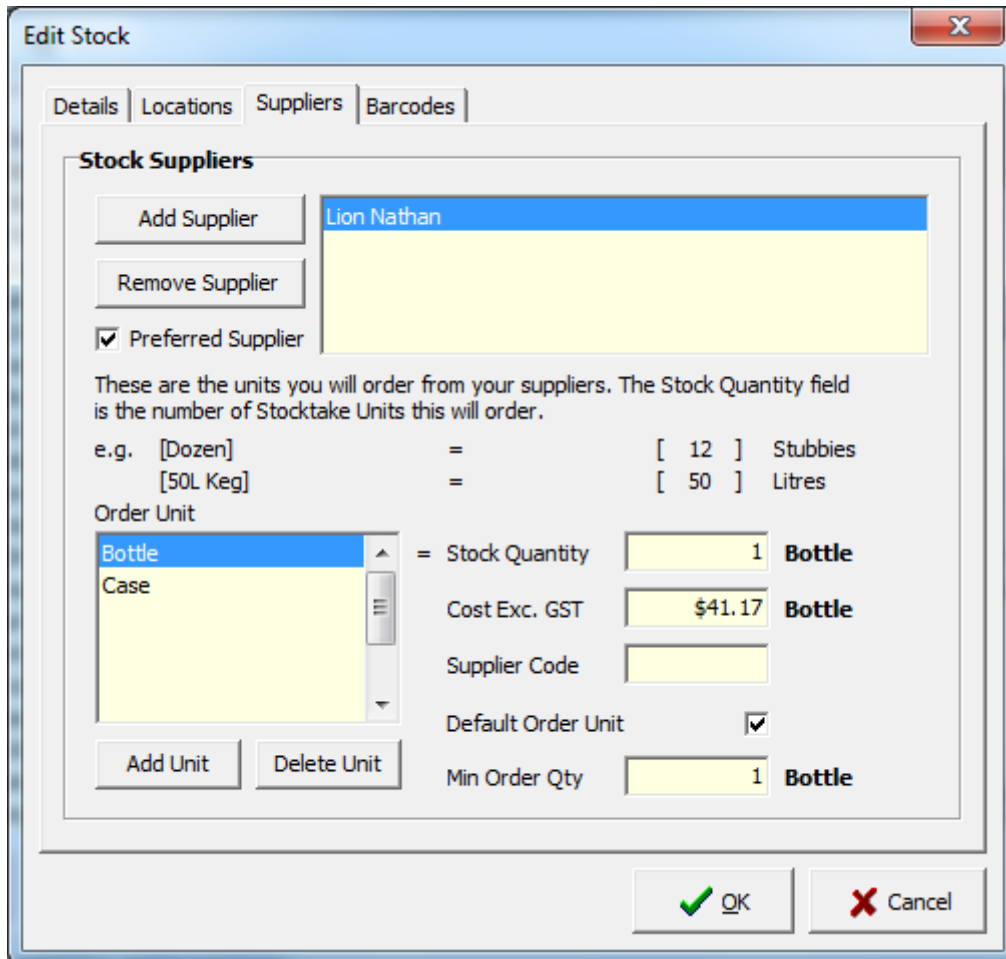
Once the average cost and the last cost been entered for each Location click on the **SUPPLIERS** tab.

In the **SUPPLIERS** tab add the main supplier that the item is normally purchased from.

The important areas on this screen is the Order Unit section where you need to enter how the item is ordered e.g., by the Bottle or Case and then for each order unit how it then is calculated back to the stock levels and the Cost of each order unit.

As an example, the above item can be purchased as a bottle which when purchased would then increase the stock quantity by 1 and the cost of the order unit (bottle) is $41.17.

Additionally the business can purchase the item by the case lot. For this the Stock Quantity would be 12 and the Cost may be $490. Therefore when a unit is purchased the stock would increase by 12.

Similarly when a Keg of beer is purchased the stock should increase by 50 so the Stock Quantity for a 50 Ltr Keg would be 50 and the cost would be the total cost of the full keg of beer.

Once completed click **OK** to save the item

Building Stock Reduction

Once all of the Stock items have been setup the sales items need to be linked to the stock items and setup to reduce the stock by the correct amount.

The best way to address this stage is from the Menumate Office Menu Editor. Open Menumate Office and select EDIT MENUS. Open the menu you are adding the stock reduction.

Work through each menu item and edit the item size and select the **RECIPES** tab.

Menu Item: Size: Recipes Tab:
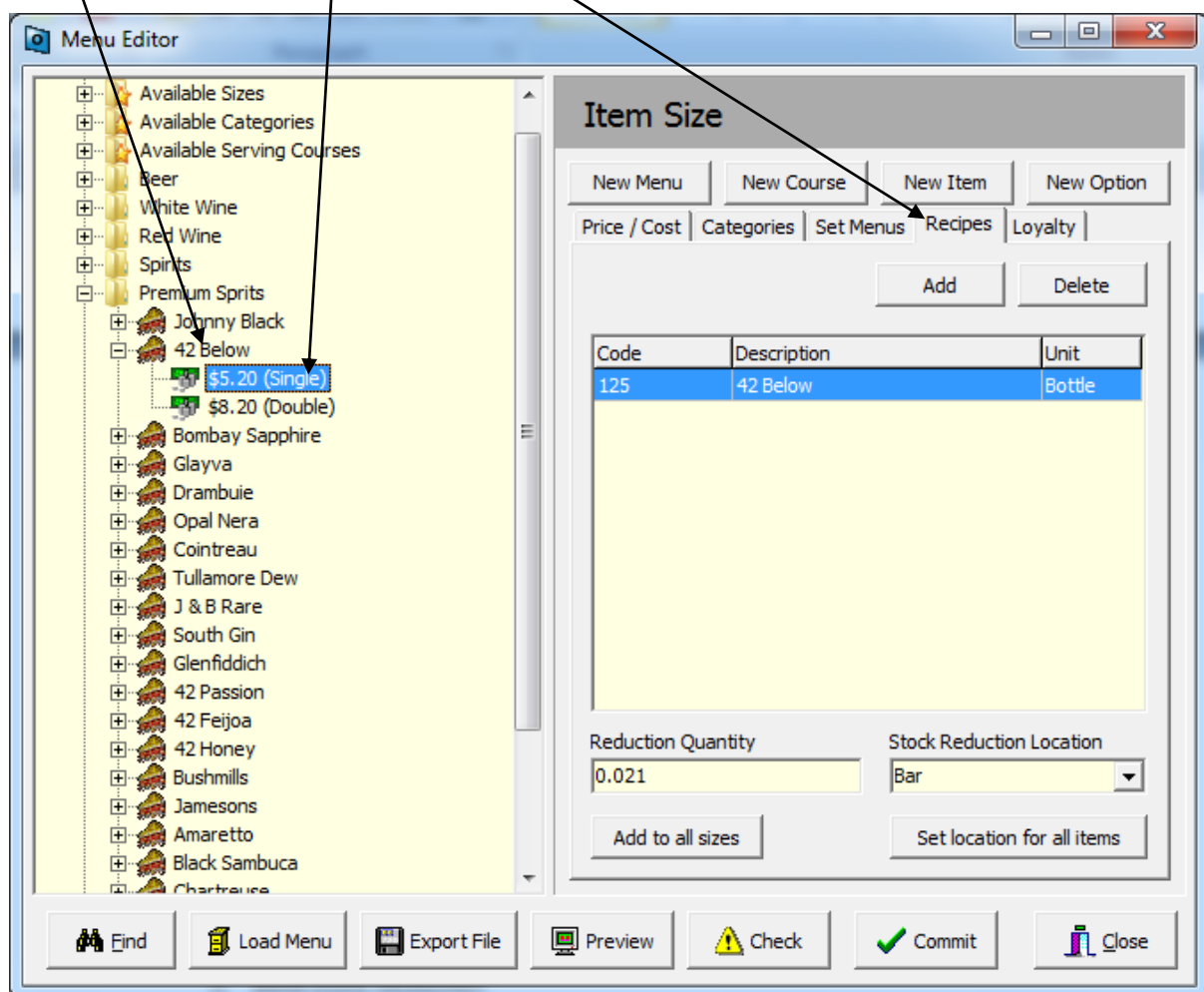
Click on **ADD** to add a stock item. In the **Reduction Quantity** enter how the item should reduce the stock when it is sold and also select **the Stock Reduction Location** that the stock reduces from.

Reduction Quantity Calculations

Product	Size	Pour	Calculation	Reduction Quantity
Spirits	1125 mls	15 ml Single	15 / 1125	0.013
Spirits	1125 mls	30 ml Double	30 / 1125	0.026
Spirits	750 mls	15 ml Single	15 / 750	0.020
Spirits	700 mls	15 ml Single	15 / 700	0.021

Spirits are counted and purchased per <u>bottle</u>. When calculating the reduction quantity divide the number of mls in the pour (15 for a Single) by the number of mls in the bottle (750) to get the stock reduction quantity of 0.020

Product	Size	Pour	Calculation	Reduction Quantity
Wine	750 mls Bottle	Bottle	1 / 1	1.000
Wine	750 mls Bottle	150 ml Glass	150 / 750	0.200
Wine	750 mls Bottle	180 ml Glass	180 / 750	0.240

Wine is counted and purchased per <u>bottle</u>. When calculating the reduction quantity divide the number of mls in the glass (150 mls) by the number of mls in the bottle (750) to get the stock reduction quantity of 0.200

Product	Size	Pour	Calculation	Reduction Quantity
Beer	50 Lt Keg (Ltr)	7 Oz	210 / 1000	0.210
Beer	50 Lt Keg (Ltr)	10 Oz	300 / 1000	0.300
Beer	50 Lt Keg (Ltr)	1 Litre Jug	1000 / 1000	1.000
Beer	Bottle	Bottle	1 / 1	1.000

Beer is counted and purchased per <u>Litre</u>. So when a 50 Lt Keg is purchases the stock increases by 50 litres (not 1 KEG). When calculating the reduction quantity divide the number of mls in the pour (300 for a 10 Oz Beer) by the number of mls a litre (1000) to get the stock reduction quantity of 0.300.

Similar calculations can be made for bulk spirits, bulk wine or anything that is purchased in litres.

Product	Size	Pour	Calculation	Reduction Quantity
Post Mix	10 Ltr Box (Ltr)	300 ml Glass	300 / 1000	0.300

Post Mix are counted and purchased per <u>litre</u>. But in order to get the stock reduction correct you need to take into account the mix that goes into the post mix when it is poured into a glass. The best way to do this is to <u>always multiple the counted quantities and the purchased quantity by 6</u> to convert the purchased item into the finished goods.

So when a 10 Litre box of post mix is counted/purchases it is actually 60 Litres of finished posted mix. When calculating the reduction quantity divide the number of mls in the pour (300 for a glass of post mix) by the number of mls in a litre (1000) to get the stock reduction quantity of 0.300

** See Appendix Two for a more details list of calculations and stock reduction examples

Confirm the Gross Profit % are 100% Correct

It is critical that the stock reduction is correct for all of the items to get accurate stock control. If the stock reduction is wrong then the gross profit will be wrong, the stock will reduce wrong and the Stocktake will not be accurate.

Use the Menu Profitability report from the Menumate Office Reports menu.

The important information in this report is the GP% column. If this is wrong then there are three possible reasons

1. There is no stock reduction setup. This will mean that the GP% is showing 100%
2. The stock reduction quantity is wrong. This will mean that the GP% is incorrect.
3. There is a stock reduction setup but the stock item has no average and last cost. This will mean that the GP% is showing 100%
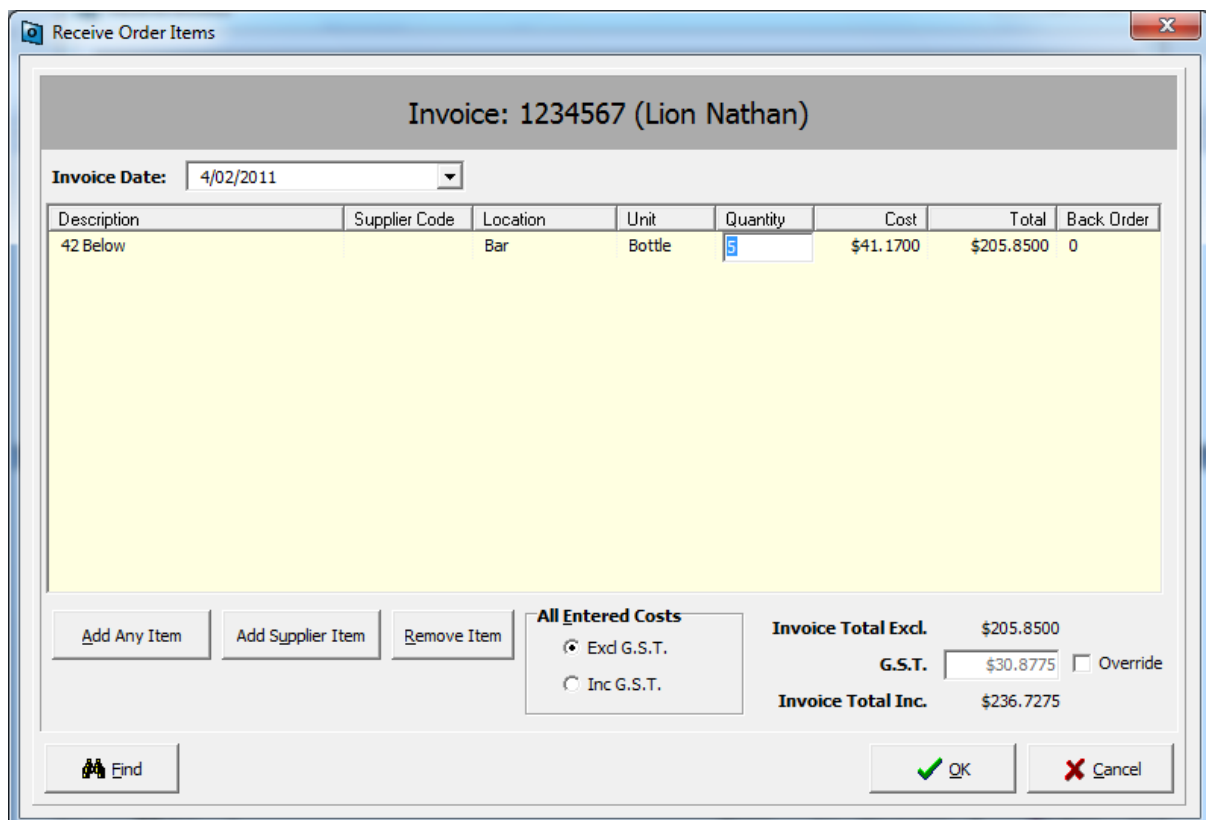
Step 2 – Data Entry Processing

Step 2 – Data Entry Processing

Supplier Invoice Entry

When stock is purchased the invoice that arrives with the goods MUST be entered into the Menumate system BEFORE the stocktake. If it is not entered then this will lead to variances that may mask a real issue.

To enter the Supplier Invoice go into Menumate Office, select **STOCK** and then select **RECEIVE INVOICE.** Enter the Supplier that the invoice is from. Select NEW INVOICE and enter the invoice number from the paper work received.

Enter the products that have been purchased either by selecting **ADD SUPPLIER ITEM**, which will list only the items from that supplier, or **ADD ANY ITEM** which will search the full stock database.

Enter the Quantity being purchased and ensure the unit and total costs are correct
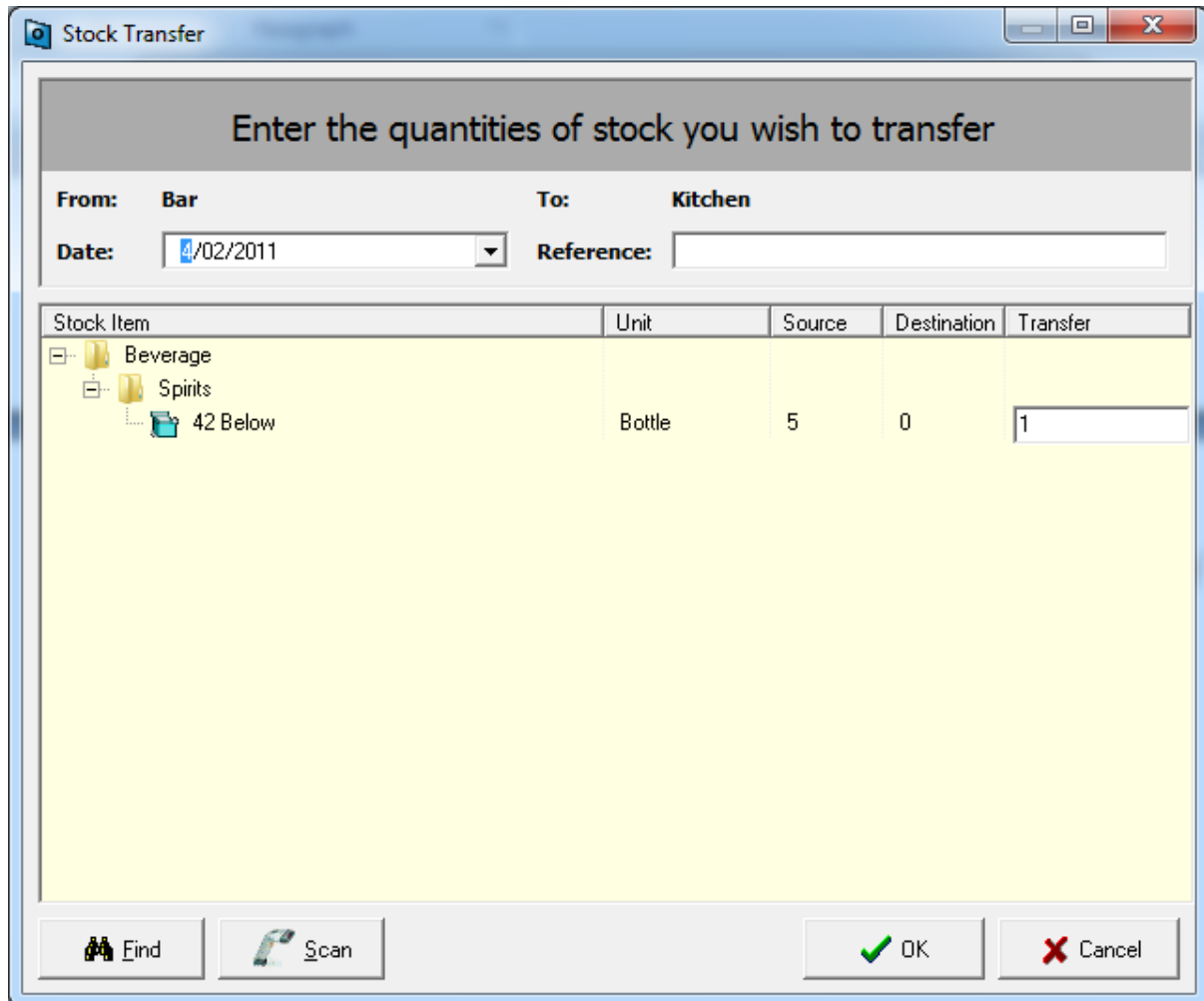
Continue this for each item on the invoice. Once completed the **INVOICE TOTAL INC** should equal the amount on the supplier invoice, then press OK.

This will increase the stock levels of the items purchased in the location designated during the invoice entry. From a paperwork point of view this invoice should be stamped as **ENTERED** and filed for future reference and/or payment.

Stock Transfer Entry

For large businesses with more than one location or a smaller business with a bar and a kitchen, stock will move from location to location. To ensure the stock management is accurate a Stock Transfer must be recorded in Menumate for any stock moved before the Stocktake.

To enter the Stock Transfer, go into Menumate Office, select **STOCK** and then select **TRANSFER.** Select the location the stock came from and then the location the stock went to and select OK.

For each item that is or has been transferred enter the quantity into the Transfer field. Once the data entry has been completed, click on the OK button.

This will deduct the stock from the FROM location (Bar) and add it to the TO location (Kitchen).

Step 3 – Stocktake #1

Step 3 –Stocktake #1

Stocktake #1 Goals

The goals of the first stocktake are to simply get a starting stock level. The importance is on the counting of the stock and on the data entry of the stock count to ensure that it is a correct starting point leading into stocktake #2.

Stocktake Profiles

Menumate allows for different stocktake profiles to be created. These allow you to configure different profiles for different days or different weeks. The idea is you can setup a profile for Wine that you will could the first week of the month and beer that your will count the second week of the month.

To start you need to setup a stocktake profile for all of the beverage items. From Menumate Office select **STOCK** and then **STOCKTAKE.**

Click on **NEW,** as this is the FIRST stocktake click on **CREATE PROFILE**. Enter the profile name as BEVERAGES and put a tick in the box next to the category of **Beverages**. This will then automatically tick all of the groups under that category e.g., beer, wine, or spirits etc. Click on OK when completed.
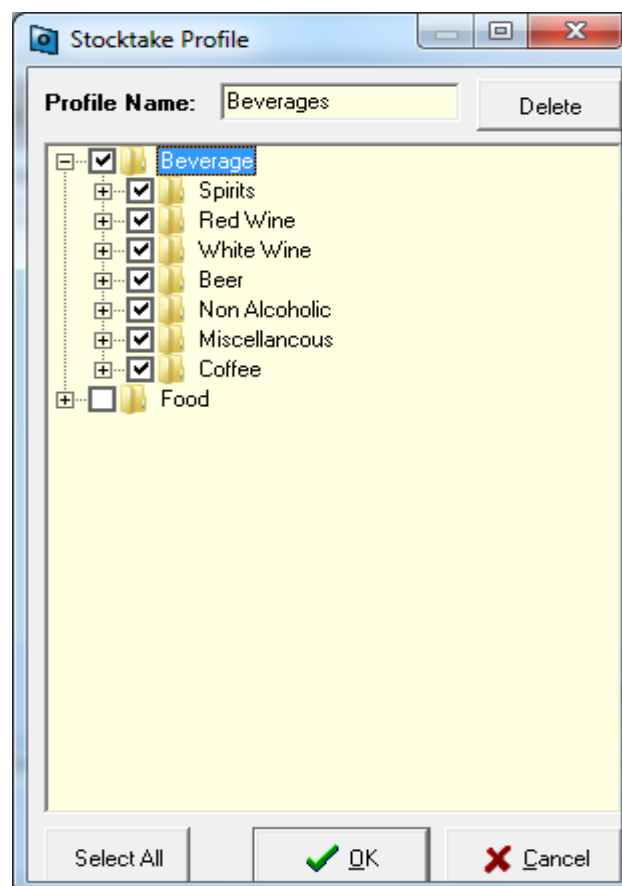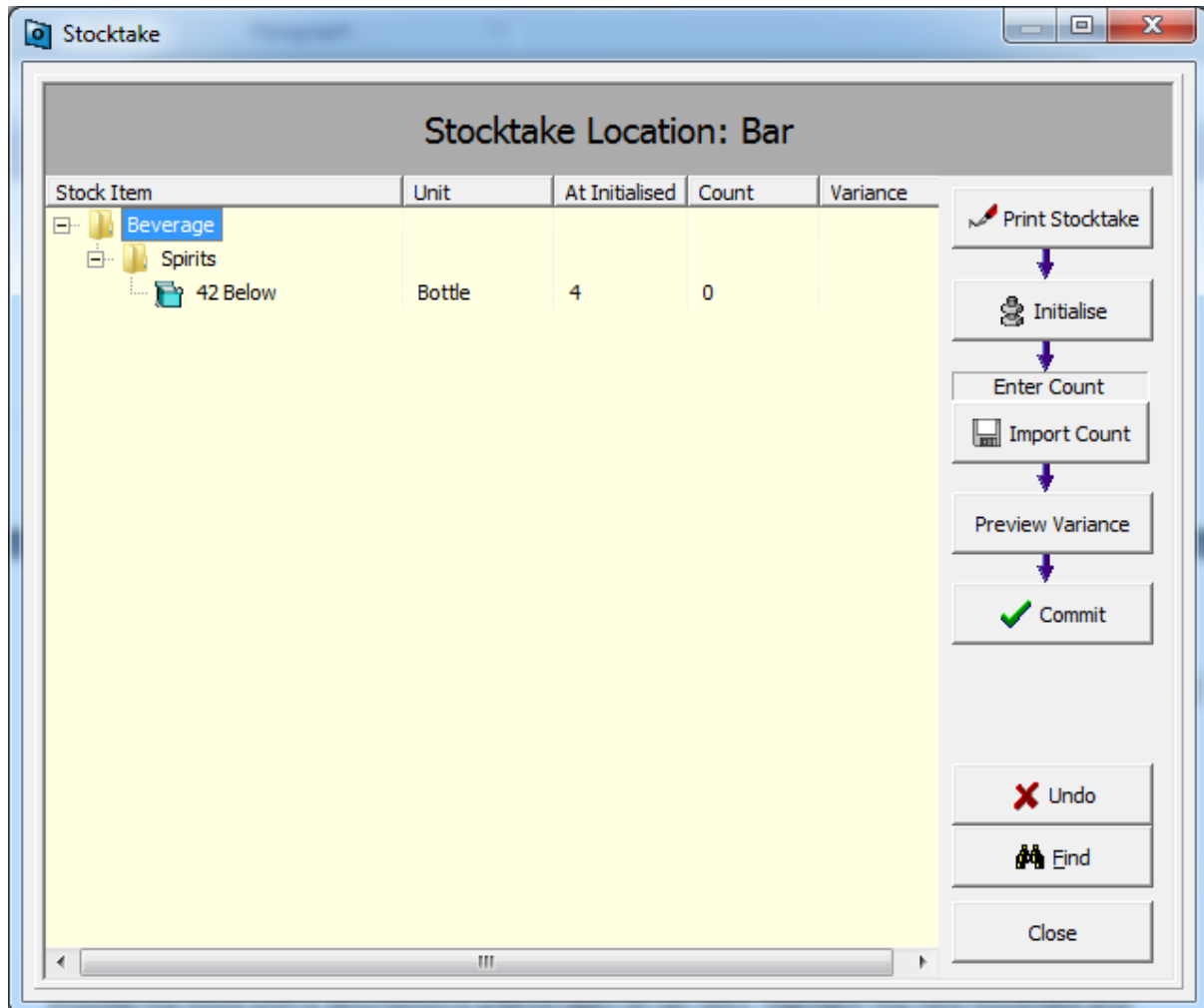
Stocktake Work Sheets

To print of a Stocktake work sheet that is used to record the count a stocktake needs to be started.
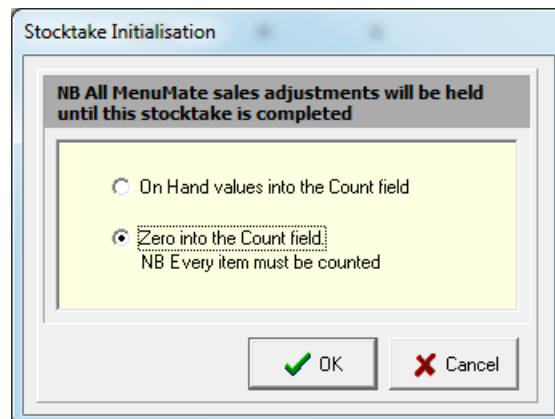
From Menumate Office select **STOCK** and **STOCKTAKE**. Select the Location you are counting e.g., Bar and also the stocktake profile e.g., Beverages.

Provide the stocktake with a description e.g., Beverages 20 Jan 2011. Highlight the new stocktake and click on OK to start the stocktake process.
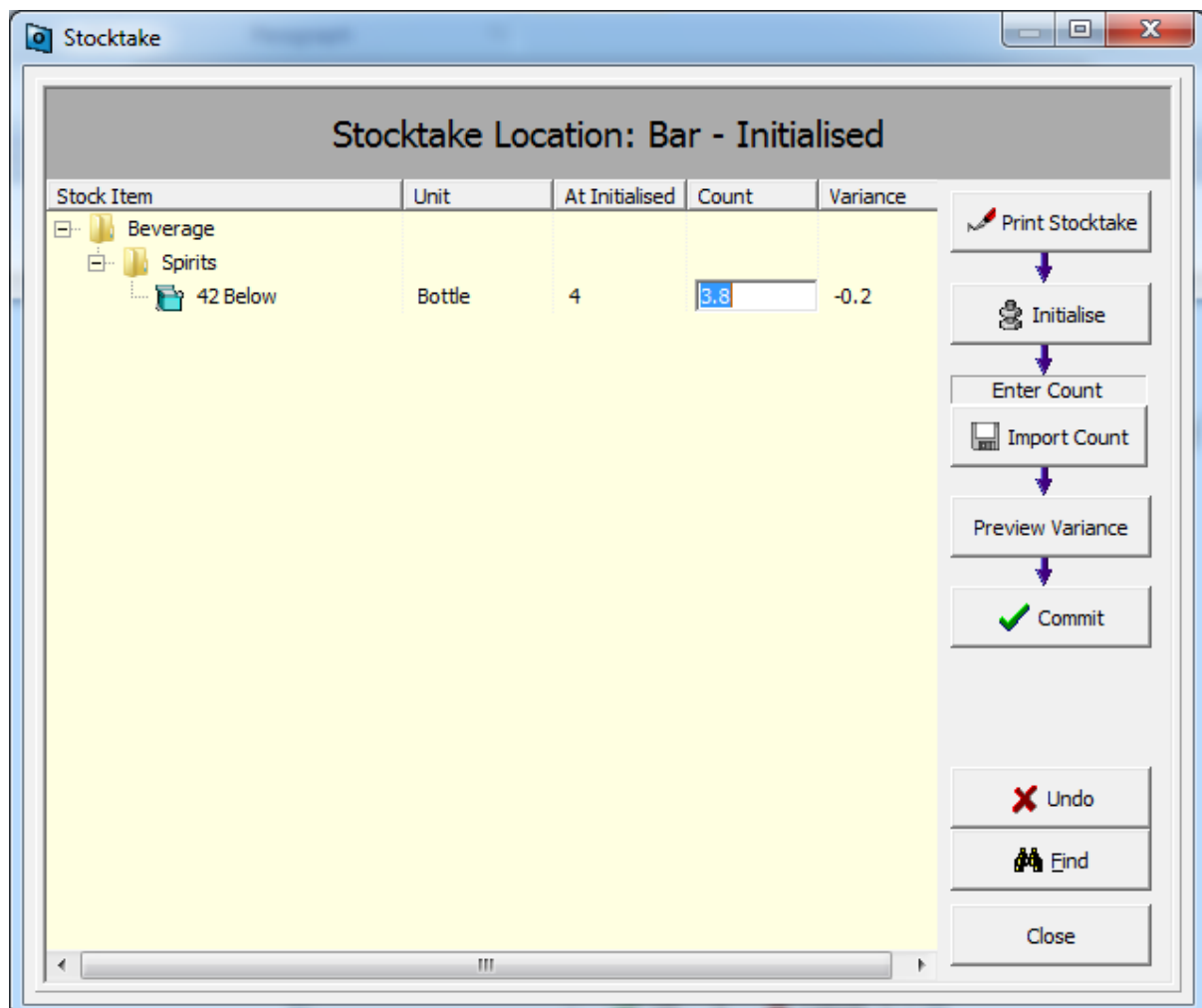

Click on PRINT STOCKTAKE to print the stocktake work sheets. These will contain all of the stock items in the stocktake profile and the selected location. It will provide room to write down the stock amount as you count it.

Once the worksheet has been printed select INTIALISE. Then select the "ZERO into the Count Field" option and click on OK.
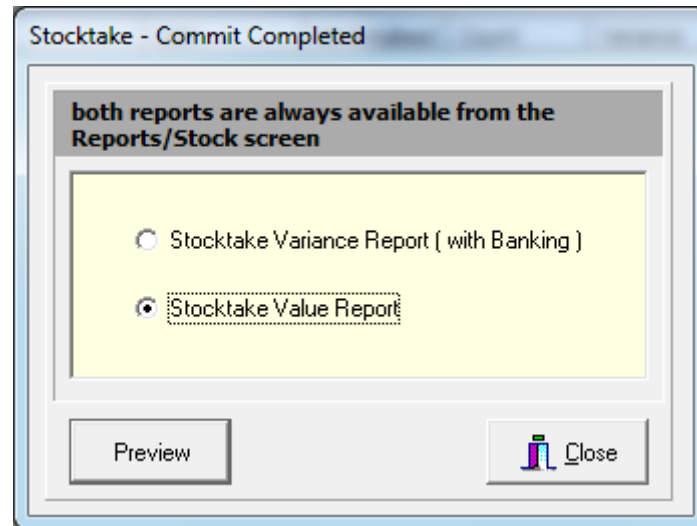

Entering Counts

Once the stock counts have been done they need to be entered into the Menumate Stocktake module. Enter the actual count against each item into the COUNT column.

Stock Valuation

Once the count has been completed click on the **COMMIT** button to finish the Stocktake. Select Stocktake Value Report and click on Preview.

This will report the starting stock levels of each item and the value of stock in the business.

This report has 3.8 Bottles of 42 Below and a total stock value of $156.45

Step 4 –Stocktake #2

Step 4 –Stocktake #2

Stocktake #2 Goals

The goals of the second stocktake are to ensure that the stock reduction and data entry of invoices and transfers are working correct. The importance is on the counting of the stock, the data entry of the stock count and analysing the variances to ensure that they are improving, before moving on to stocktake #3.

Stocktake Work Sheets

To print of a stocktake work sheet that is used to record the count a stocktake needs to be started.
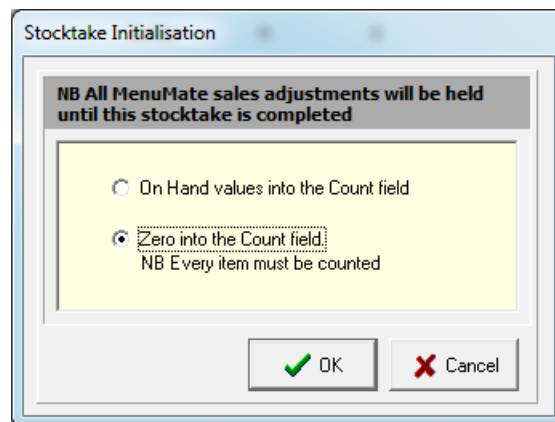
From Menumate Office select **STOCK** and **STOCKTAKE**. Select the Location you are counting e.g., Bar and the stocktake profile e.g., Beverages.

Provide the stock with a description e.g., Beverages 27 Jan 2011. Highlight the new stocktake and click on OK to start the stocktake process.
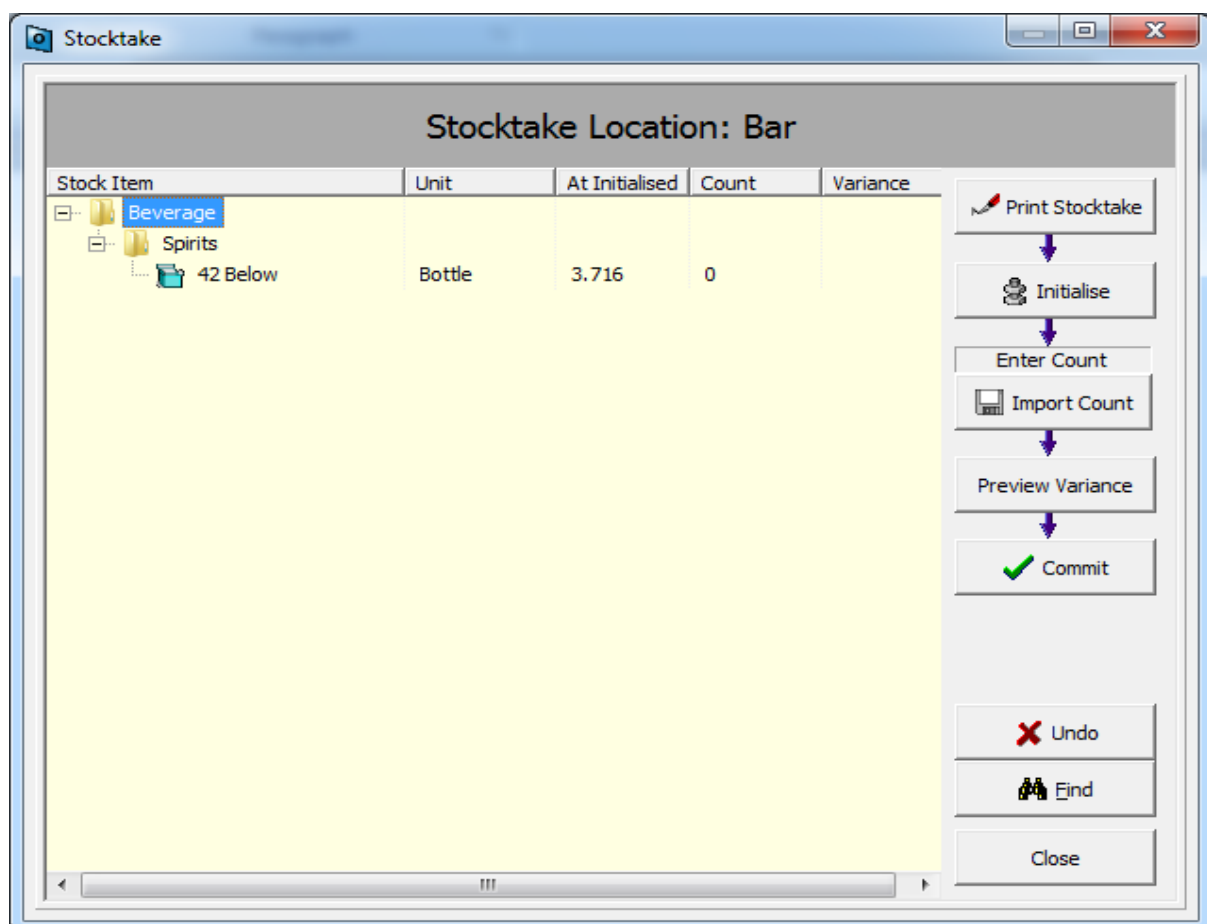

Click on PRINT STOCKTAKE to print the stocktake work sheets. These will contain all of the stock items in the stocktake profile and the selected location. It will provide room to write down the stock amount as you count it.

Once the work sheet has been printed select INTIALISE. Then select the "ZERO into the Count Field" option and click on OK.
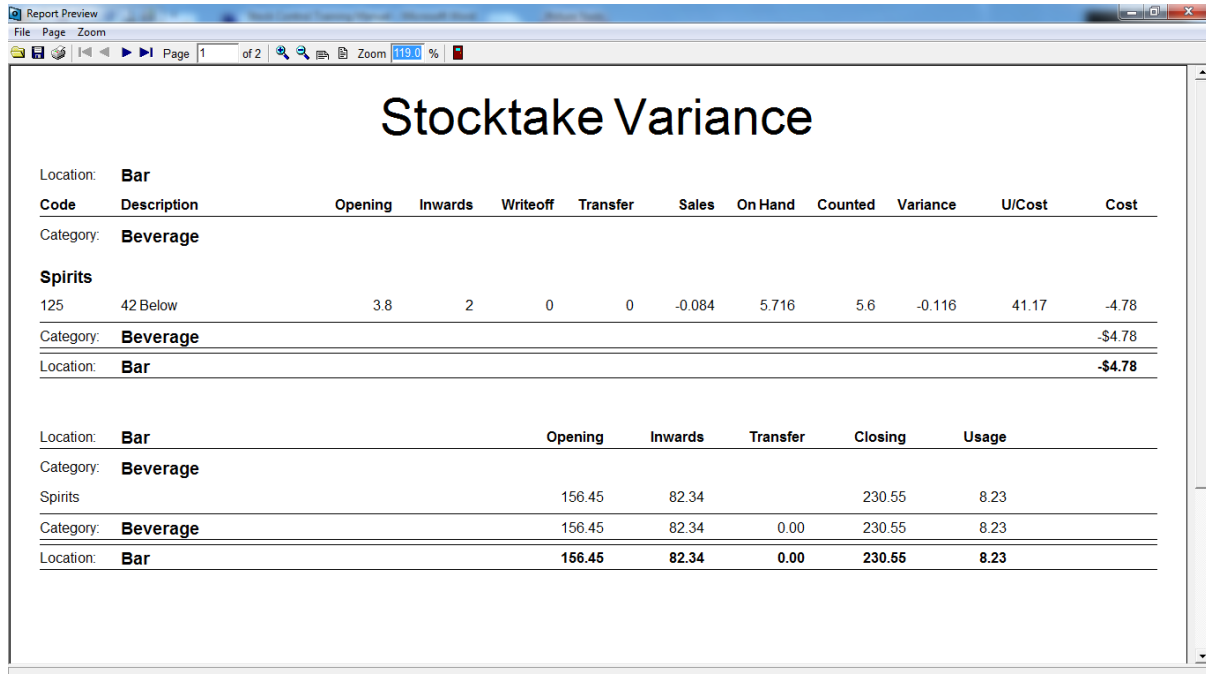

Entering Counts

Once the stock counts have been done they need to be entered into the Menumate stocktake module. Enter the actual count against each item into the COUNT column.
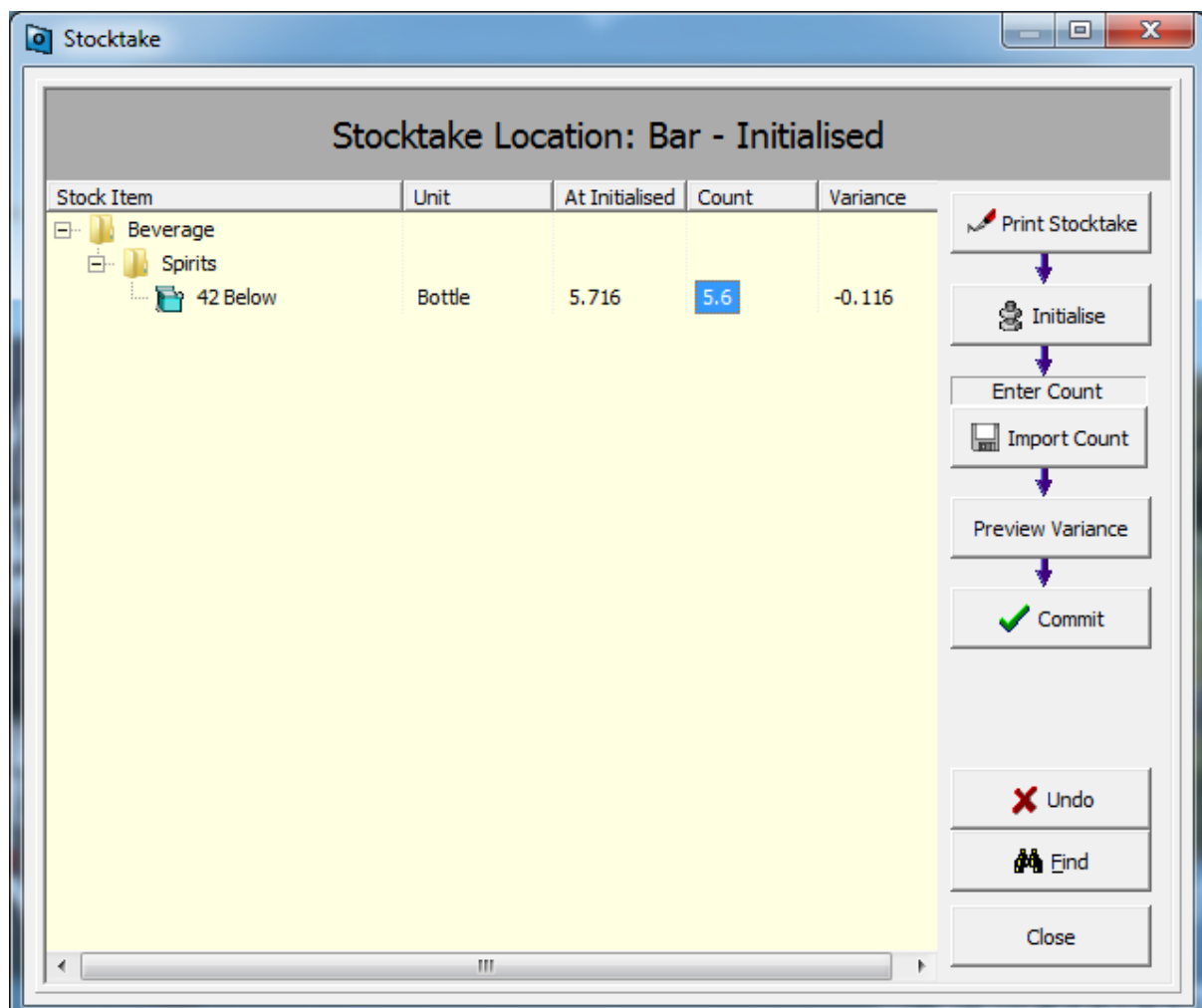
Preview Variance

As this will be the second stocktake, the variance report is an additional step that was not done in the first stocktake. The variance report displays the movement of stock between stocktakes and most importantly any variances that have occurred.

Variance Report Definitions

- Opening – The opening stock figure for this stocktake which is also the figure that was counted in the previous stocktake.
- Inwards - The amount of purchases of stock received from the Supplier Invoice Entry
- Write Off – Items that have been written off through the Menumate POS write off function
- Transfers – Stock moved from one location to another via the Stock Transfer Entry or Manufacture function.
- Sales – When an item is sold on the POS terminal the stock is reduced using the Stock Reduction Quantity in the Menu Editor and is reporting in this column.
- On Hand – The amount on hand that is recorded by the Menumate System
- Counted – The figure that has been counted during the second stocktake.
- Variance – This is the column that is the main focus in the variance report. The goal is to have as little variance as possible.
- U/Cost – The cost of the stock Item
- Cost – The cost of the variance in stock

The Opening, Inwards, Transfer and Closing are all totalled at the bottom of the report. In addition the system calculates the **USAGE** figure. This is the value of stock that has been used during the stocktake period. This figure is useful to compare against the sales (excl of GST) to calculate the actual cost of sale percentage.

Cost of Sale % = Usage / Sales Excl GST

Variance Report Analysis

The variance report is used to analyse the stock movement and ensure that everything is configured correctly. Typically it takes three stocktakes to get everything as close to 100% as possible.

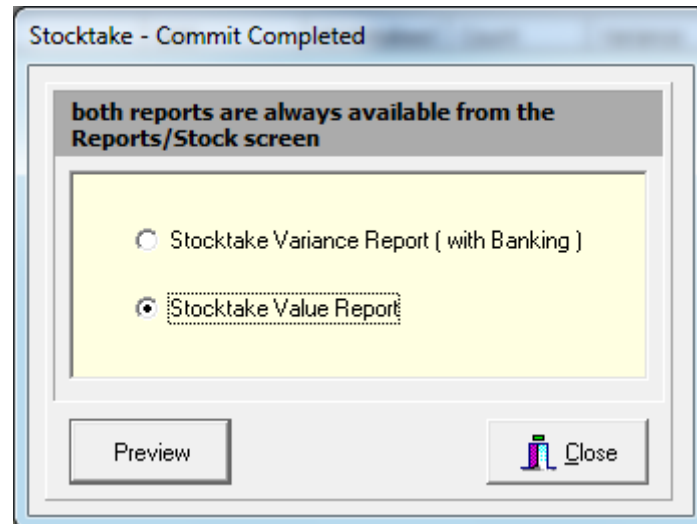Typical variance report issues are;

- The opening stock is wrong: This can be related to incorrect counting or data entry during the previous stocktake. There is nothing you can do about it at this stage.
- The inwards figure is incorrect as there are invoices that have not been entered. To fix this exit from the stocktake and enter the supplier invoice. Once completed re-run the variance report.
- The transfer figure is incorrect. To fix this, exit from the stocktake and enter the stock transfer. Once completed re-run the variance report.
- There is no sales figure but sales have been made. This is likely to be due to there being no stock reduction or recipe in the menu editor. This needs to be fixed in the menu editor, but it will not adjust the stocktake.
- All of the columns are correct but the variance is high. This is likely to be that the counted column or wrong. The best course of action is to recount the line item and then re-enter the count and re-run the variance report.

Ultimately the main goal of each stocktake is to ensure that the counted column is EXACTLY what you have in stock at that time. If all the other columns improve in accuracy with each stocktake then the variance figure will improve as well.

At this stage it would be recommended that you run the Menu Profitability report and recheck each GP% to ensure that they all look 100%.

Stock Valuation

Once the count has been completed and the variances have been checked and approved, click on the **COMMIT** button to finish the stocktake. Select the Stocktake Value Report and click on Preview.

This will report the stock levels of each item and the value of stock in the business.

This report has 5.6 Bottles of 42 Below and a total stock value of $230.55
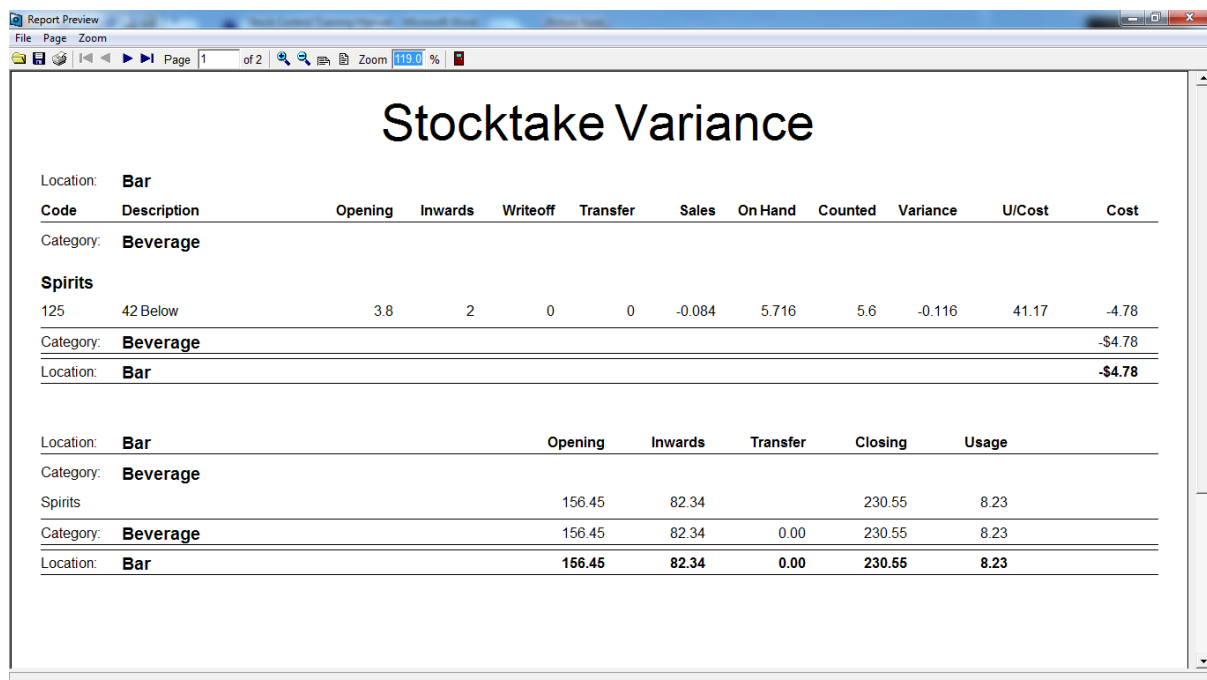
Step 5 - Stocktake #3

Step 5 – Stocktake #3

Stocktake #3 Goals

The goals of the third stocktake are to start seeing improvements in the variances and that the process of the stocktake is becoming second nature. Start this stocktake in the same manner as stocktake #1 and #2 until you get to the variance reporting section.

Preview Variance

The stock control manual continues at the variance report and variance analysis stage to ensure that each stocktake is improving.

Variance Report Definitions

- Opening – The opening stock figure for this stocktake which is also the figure that was counted in the previous stocktake.
- Inwards - The amount of purchases of stock received from the Supplier Invoice Entry
- Write Off – Items that have been written off through the Menumate POS write off function
- Transfers – Stock moved from one location to another via the Stock Transfer Entry or Manufacture function.
- Sales – When an item is sold on the POS terminal the stock is reduced using the Stock Reduction Quantity in the Menu Editor and is reporting in this column.
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- Counted – The figure that has been counted during the second stocktake.
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Menumate Stock Control – 10 Steps to Total Stock Control

The Opening, Inwards, Transfer and Closing are all totalled at the bottom of the report. In addition the system calculates the **USAGE** figure. This is the value of stock that has been used during the stocktake period. This figure is useful to compare against the sales (excl of GST) to calculate the actual cost of sale percentage.

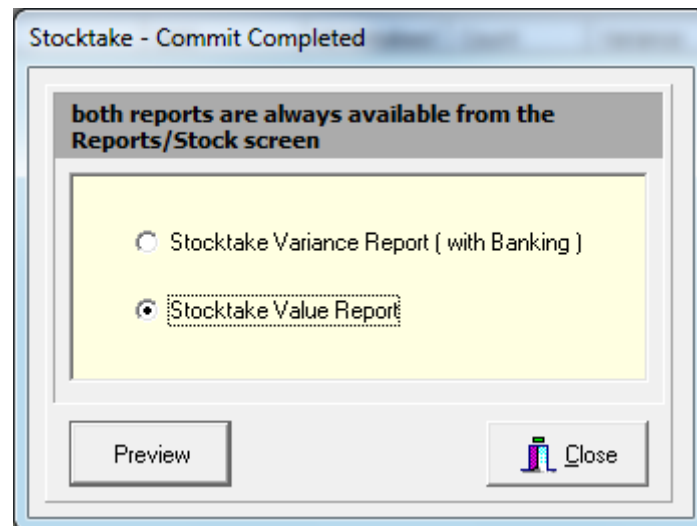Cost of Sale % = Usage / Sales Excl GST

Variance Report Analysis

The variance report is used to analyse the stock movement and ensure that everything is configured correctly. Typically it takes three stocktakes to get everything as close to 100% as possible. Typical variance report issues are;

- The opening stock is wrong: This can be related to incorrect counting or data entry during the previous stocktake. There is nothing you can do about it at this stage.
- The inwards figure is incorrect as there are invoices that have not been entered. To fix this exit from the stocktake and enter the supplier invoice. Once completed re-run the variance report.
- The transfer figure is incorrect. To fix this, exit from the stocktake and enter the stock transfer. Once completed re-run the variance report.
- There is no sales figure but sales have been made. This is likely to be due to there being no stock reduction or recipe in the menu editor. This needs to be fixed in the menu editor, but it will not adjust the stocktake.
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Ultimately the main goal of each stocktake is to ensure that the counted column is EXACTLY what you have in stock at that time. If all the other columns improve in accuracy with each stocktake then the variance figure will improve as well. At this stage it would be recommended that you run the Menu Profitability report and recheck each GP% to ensure that they all look 100%.

Stock Valuation

Once the count has been completed click on the **COMMIT** button to finish the stocktake. Select the Stocktake Value Report and click on Preview.

This will report the stock levels of each item and the value of stock in the business.

This report has 5.6 Bottles of 42 Below and a total stock value of $230.55

If there is not a desired improvement in reducing variances then discuss this with Menumate help desk and support staff.

Step 6 – Implement Purchase Orders
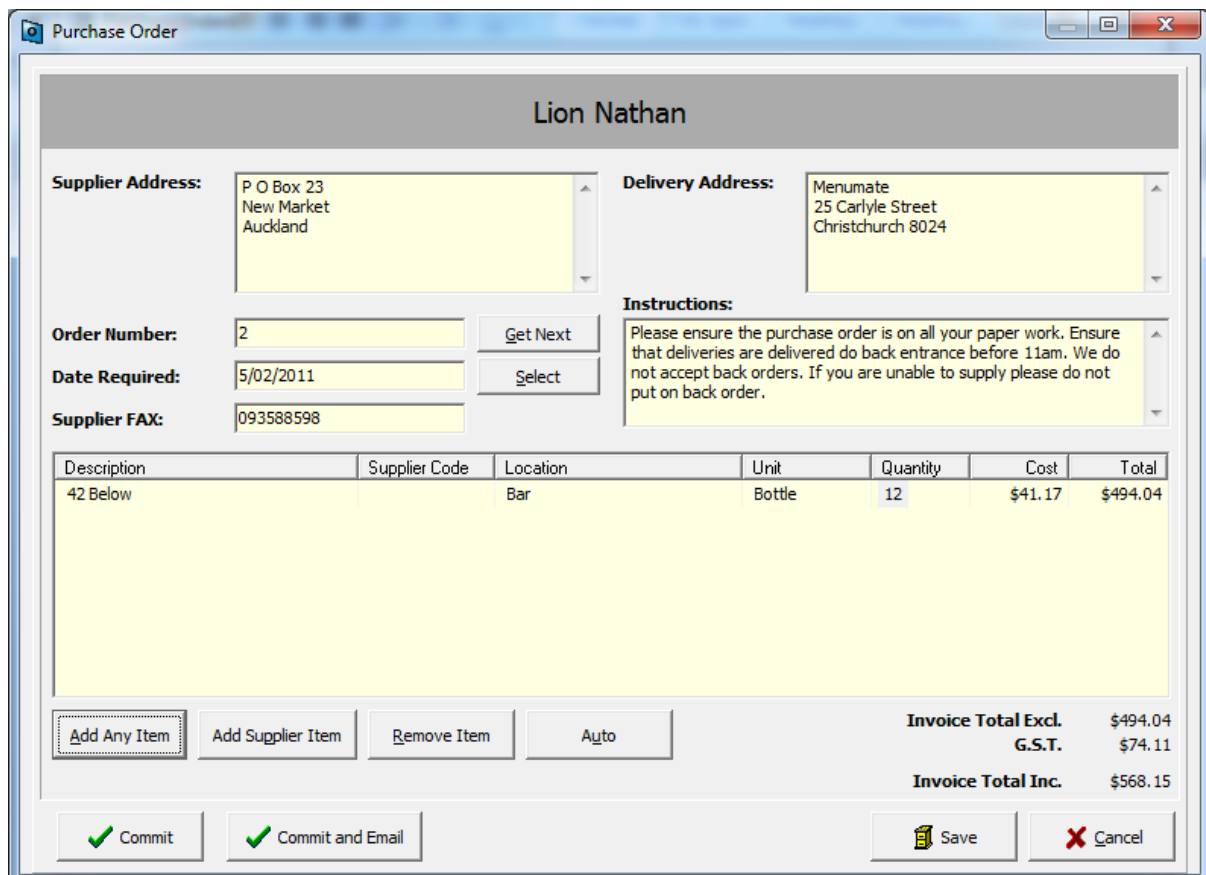
Step 6 – Implement Purchase Orders

Why Implement Purchase Orders?

Implementing the Purchase Order module in Menumate is the first stage in gaining additional profit from stock management.

Using the purchase order module creates a discipline around ordering stock, reduces the administration time of data entry of the supplier invoices and starts the process of being able to implement Minimum and Maximum levels and then working on stock coverage and reducing the capital tied up in high stock levels.

Creating Purchase Orders

From Menumate Office select **STOCK** and **CREATE SUPPLIER ORDER**. Enter the supplier you are ordering from and click **OK**. At this stage click on **SETUP** to configure the system to have the company's address details and delivery instructions. To create a new purchase order click on **NEW.** This will display the Purchase Order window.

Click on **ADD SUPPLIER ITEM** or **ADD ANY ITEM** to add items to the order. Once the items have been entered click on **COMMIT** to confirm the order or **COMMIT** and **EMAIL** to email the order to the supplier (as long as the supplier maintenance has the email address loaded)

This will create a purchase order. At this stage it is recommended that the purchase order is printed off and put into a folder of NON RECEIVED PURCHASE ORDERS. The reason it is recommended to follow this process is when you are completing a stocktake and reviewing variances you can compare the variances against NON RECEIVED PURCHASE ORDERS and you may find that stock has been received but the invoice has not been received or entered. This allows you to reduce the unexplained variances.

Receiving Purchase Orders

From Menumate Office select **STOCK** and **RECEIVE PURCHASE ORDER**. Under each of the suppliers there is a list of purchase orders to be processed. Select the purchase order number and click on **New Invoice**.

Enter the invoice number from the supplier's paper work.

This will display the items, quantities and costs from the purchase order that can be changed if any items have changed in price or the quantities supplied differ from what was ordered.

Additionally you can **REMOVE ITEMs** or **ADD ANY/SUPPLIER ITEMs.** If an item has been short supplied the Menumate system will automatically put the difference on back order. You can adjust the bank order quantity if you do not want the system to record it as on back order.

Once the receive order information equals the supplier's invoice then click on **OK** to complete the Receive Purchase Order transaction.

Step 7 – Implement Minimum & Maximum Levels

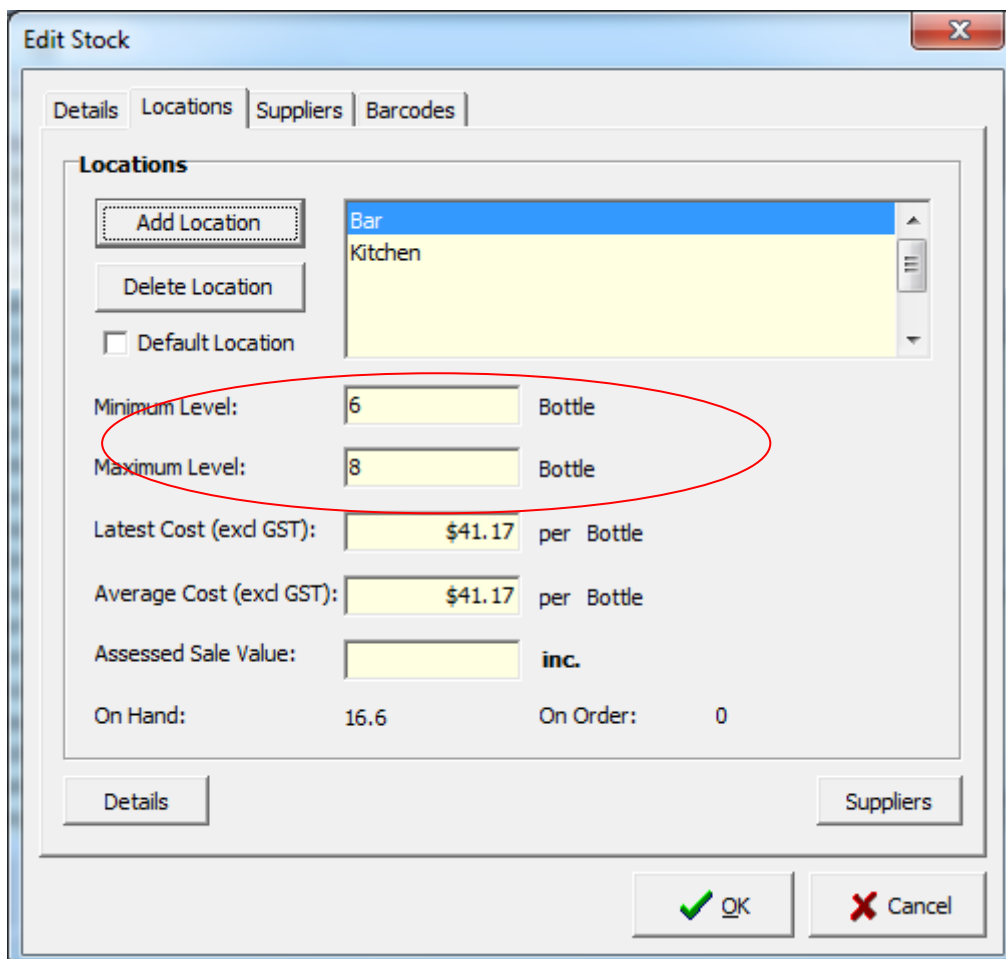# Step 7 – Implement Minimum & Maximum Levels

Why Implement Minimum and Maximum Levels?

Implementing Minimum and Maximum levels improves the accuracy of the purchase orders and reduces the administration time in generating them. Minimum and Maximum levels will usually need to be adjusted over a period of 3 or 4 weeks to get the right levels.

Once Minimum and Maximum levels have been entered the AUTO option can then be used when generating the Purchase Orders. It also allows the focus to be shifted to reducing the stock levels and freeing up capital tied up in stock.

Setting Minimum and Maximum Levels

Minimum and Maximum levels are set for each stock item in each location. To setup the minimum and maximum levels in Menumate Office select **STOCK** and **EDIT/ADD STOCK**. Edit the item that the minimum and maximum is being set by clicking on the **LOCATIONS** tab.
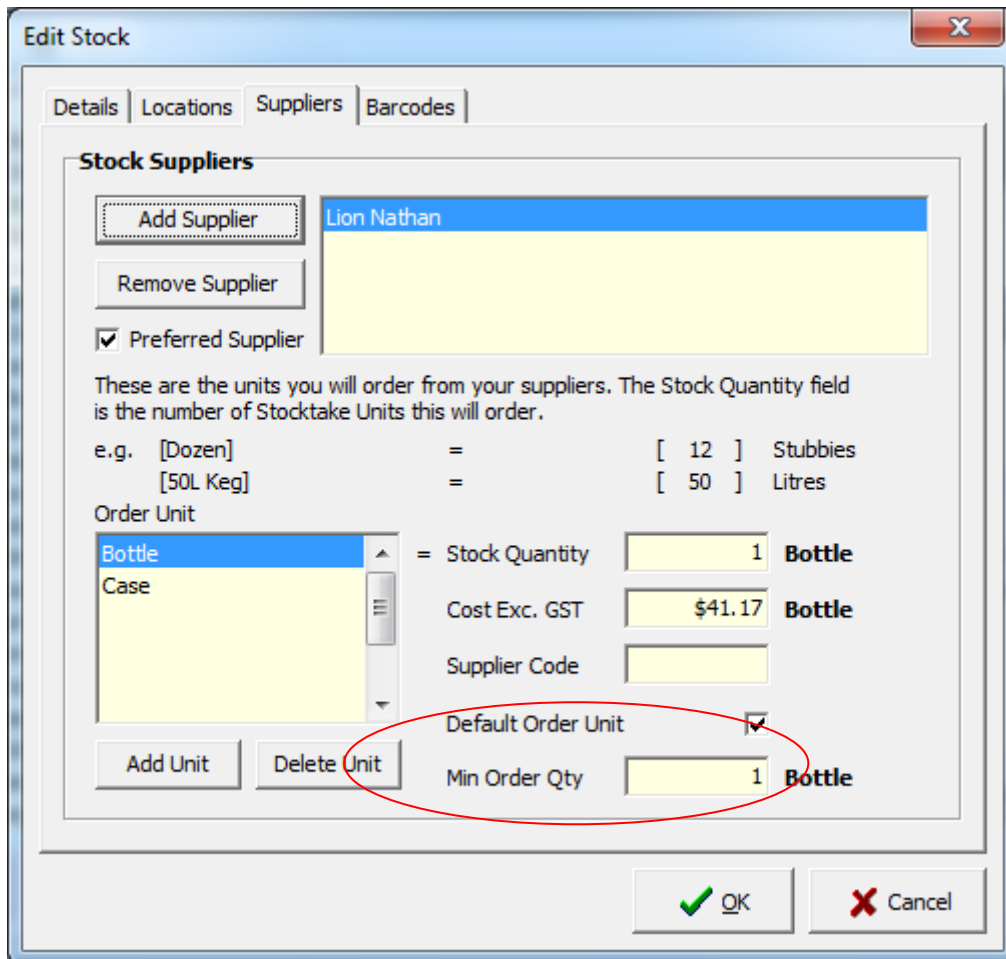
When a purchase order is run using the AUTO option then the items will be ordered if they are below the Minimum Level and enough will be ordered to get back to the Maximum Level. These numbers should be set depending on how often you need to order or how easily it is to get stock from your supplier.

In addition to the minimum and maximum levels there is also a MIN ORDER QTY in the SUPPLIER tab of the stock edit screen.
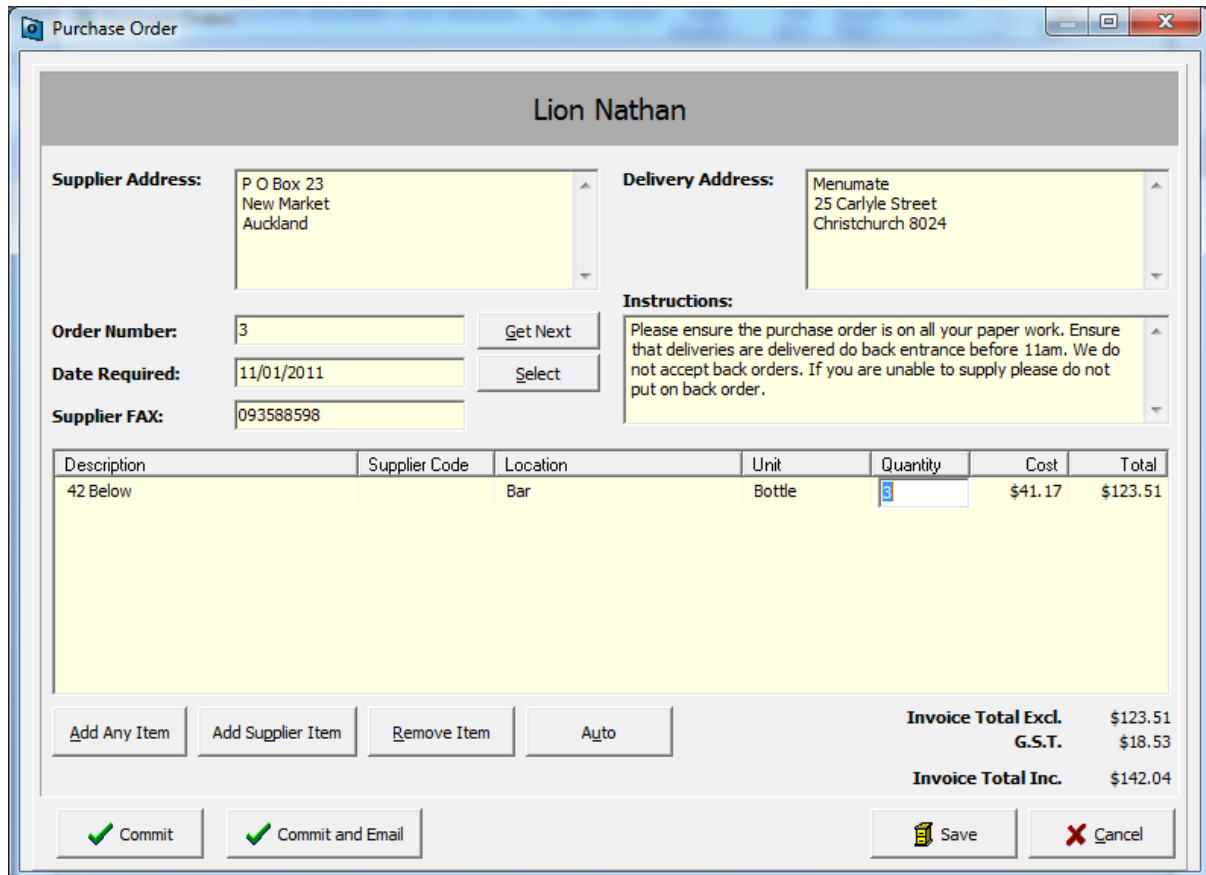

This is set so that (a) the correct order unit is ordered e.g., Case or Bottle and (b) the correct quantity is ordered. This ensures that system does not order 1.5 bottles of Vodka or 35 Litres of a 50 Litre Keg of Beer.

Creating Automatic Purchase Orders

From Menumate Office select **STOCK** and **CREATE SUPPLIER ORDER**. Enter the supplier you are ordering from and click **OK**.

If not previously done, click on **SETUP** to configure the system to have the company's address details and delivery instructions.

To create a new purchase order click on **NEW.** This will display the Purchase Order window.

By clicking on AUTO the Menumate system will look through all items that come from the chosen supplier and recommend that you order any item that is below the Minimum Level and order enough to get it back to the Maximum Level based on the Minimum Order Quantity.

In this example 42 Below has a stock level of 4.6. The minimum level is 6 and the maximum level is 8. In order to get back to the maximum level the system needs 3.4 more bottles of spirits. As the Minimum Order Quantity is set to 1 Bottle then the system has recommended to order 3 more bottles.

You can also click on **ADD SUPPLIER ITEM** or **ADD ANY ITEM** to add items to the order or adjust the recommended order quantity. Once the items have been entered click on **COMMIT** to confirm the order or **COMMIT** and **EMAIL** to email the order to the supplier (as long as the supplier maintenance has the email address loaded)

This will create a purchase order. At this stage it is recommended that the purchase order is printed off and put into a folder of NON RECEIVED PURCHASE ORDERS. The reason it is recommended to follow this process is when you are completing a stocktake and reviewing variances you can compare the variances against NON RECEIVED PURCHASE ORDERS and you may find that stock has been received but the invoice has not been received or entered. This allows you to reduce the unexplained variances.

Step 8 – Managing Stock Wastage

Using Stock Write offs to Manage Stock Wastage

The Menumate write off function allows you to adjust the stock of items written off or wasted through the Point of Sale. Menumate also allows you to write off stock in Menumate Office.

Writing stock off allows you to manage stock more accurately and then focus on the stocktake variances more as well as manage the lost revenue opportunity from the written off stock. When an item is written off in the pint of sale, the stock items based on the stock reduction recipe will be reduced.
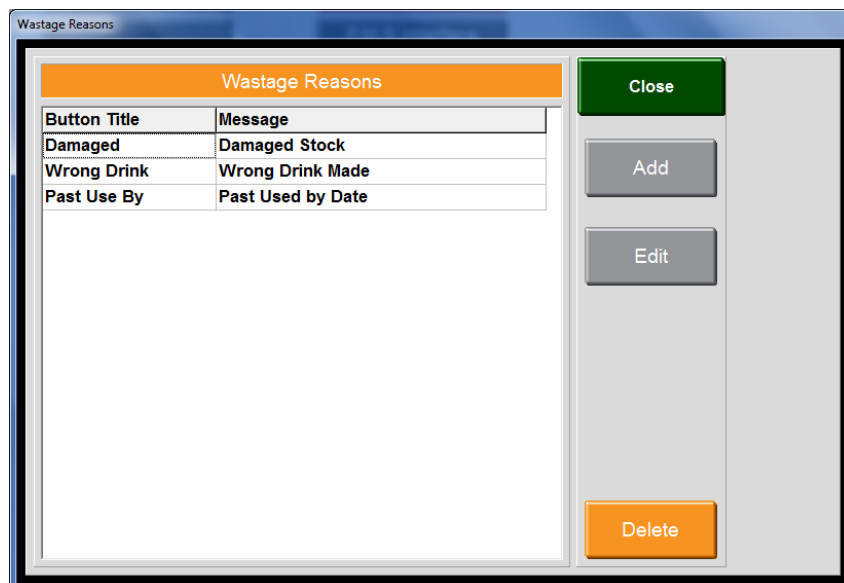
To use these features your Menumate system must be version 5.5.0.0 or greater of Menumate.

Setup of Wastage (Write off) Reasons for Point of Sale

Wastage (write off) reasons are set reasons that are recorded for each write off transaction in the point of sale. Wastage (Write off) reasons will be different for every company. Some examples may be;
- Wrong Drink Mixed
- Stock Dropped
- Past Used by Date

To setup the wastage (write off) reasons select Maintenance and then write off Reasons. This will take you to the maintenance option to setup, edit or delete the reasons.

Writing off Stock at the Point of Sale

To write off items that have been wasted at the point of sale selected the items to write off. Once they are listed on the point of sale screen press FUNCTIONS and WRITE OFF, Select a REASON and confirm that you want to write the stock off.
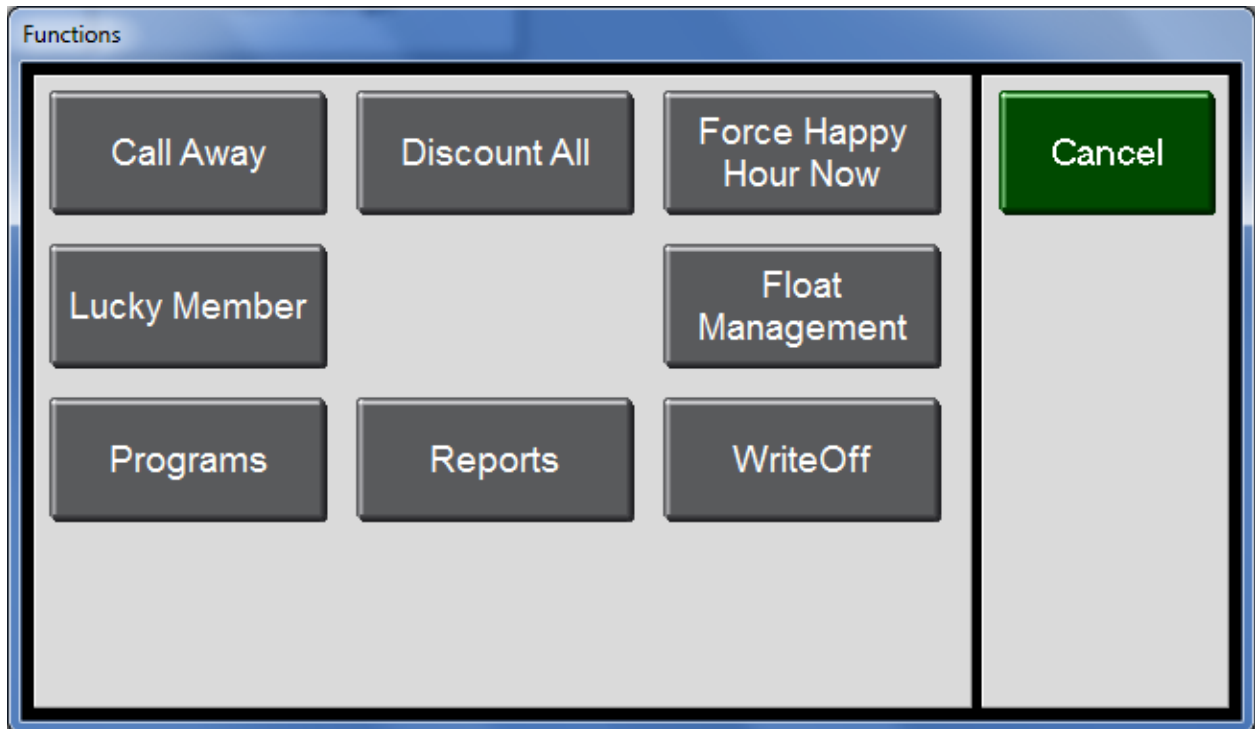
Write Offs on the Point of Sale Z Report

The point of sale terminal's Z report will show the summary information for the write off transactions that have been done on the point of sale terminal.

Write Off Summary Reports at POS

The point of sale terminal also holds a summary and audit reports for the Write Offs until the Z report is run. These are available under Cash drawer, Flash Reports and Float Adjustments. This report shows the float adjustments BY STAFF MEMBER and then again BY TIME.
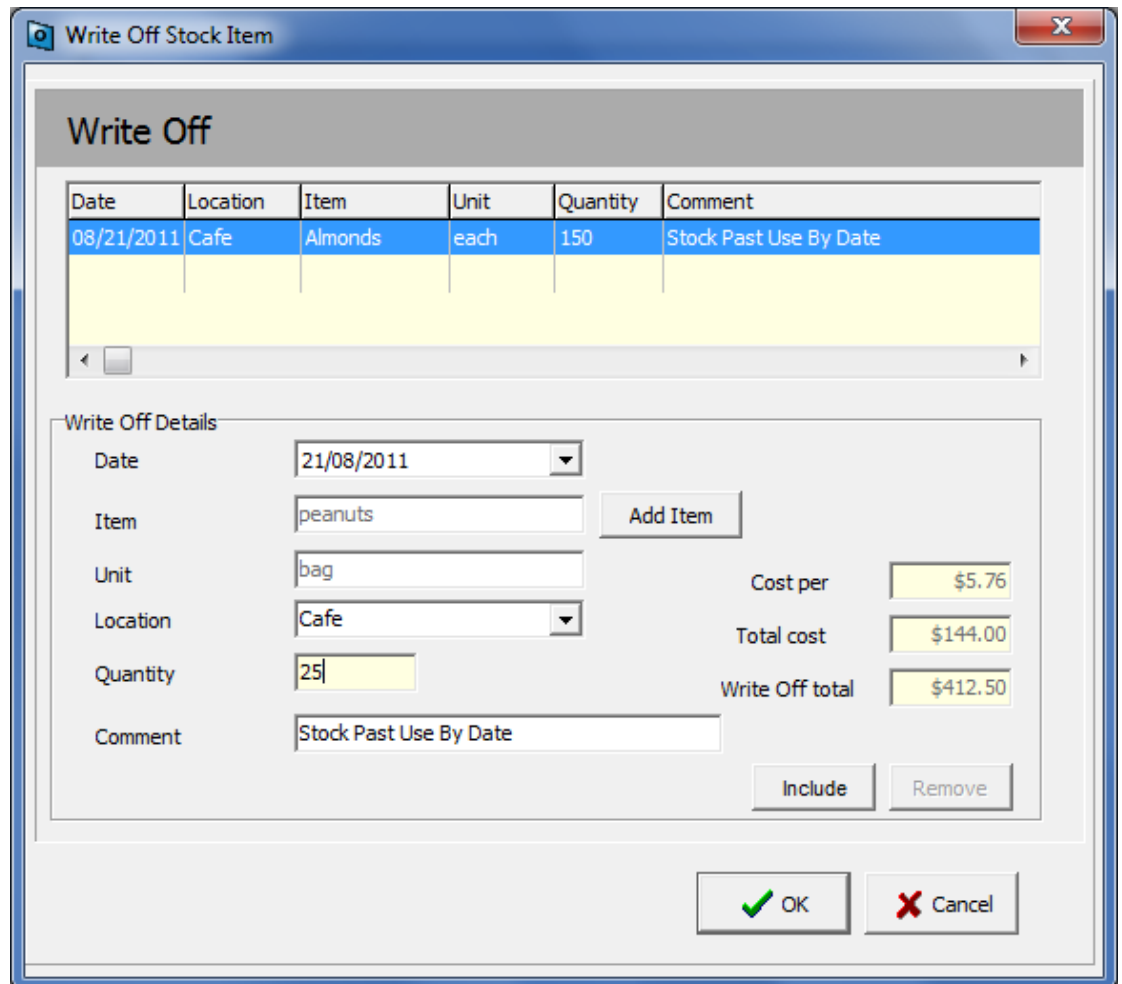
In addition, these reports are available in Menumate point of sale under FUNCTIONS and REPORTS.

Stock Write Offs in Menumate OFFICE

Menumate Office allows you to write off stock ingredients from the stock system. This is accessed through Menumate Office under STOCK and Write off Stock.

To write off stock, enter the date, add an item by clicking on **Add Item**, select the location that the stock should reduce from and then enter the quantity of the stock to write off as well as the reason for the stock write off in the comment field.
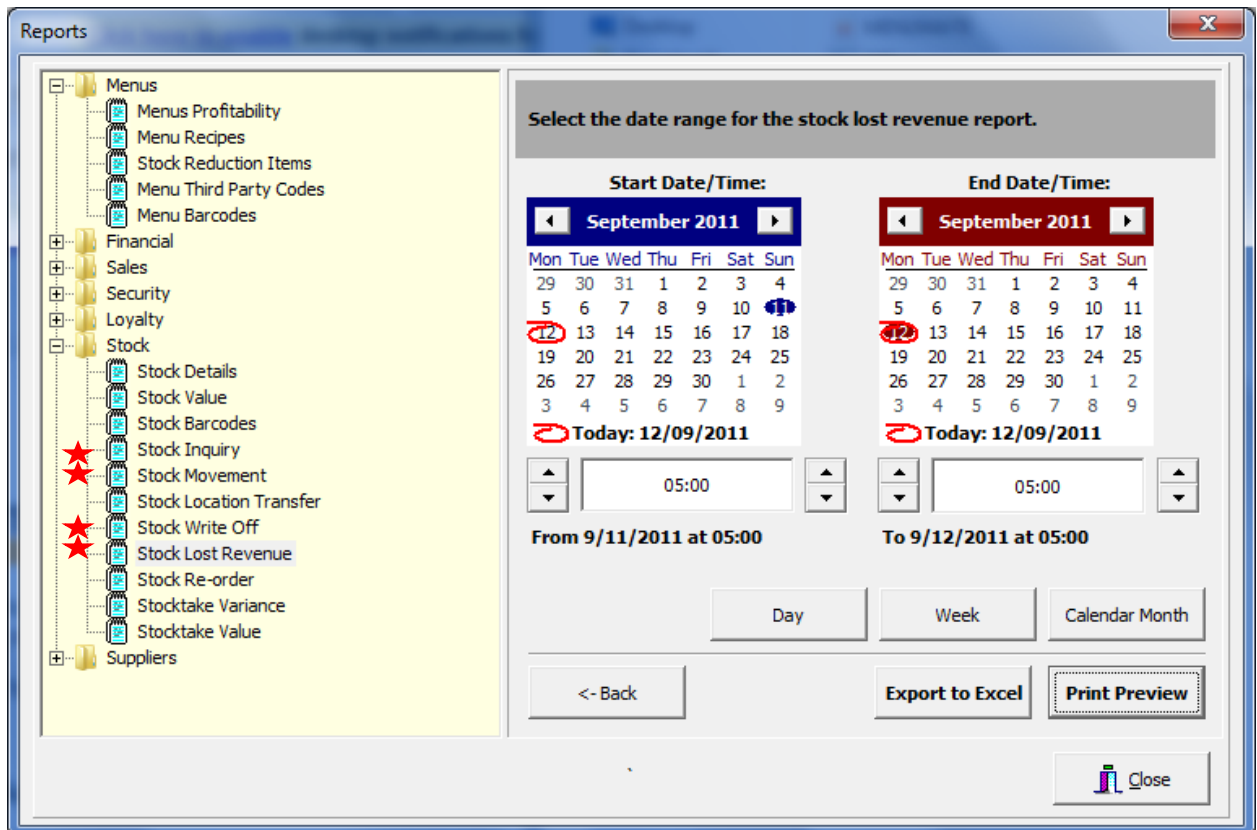
Once the item entry has been completed click on **Include**. This will move the stock item up to the top section of the data entry screen. When all of the items have been included in the write off transaction, click on OK to complete the transaction and write the stock off.

Write Off Summary Reports in Menumate Office

Menumate Office allows you to report on the stock write off activity.

There are four reports available to select.

- Stock Inquiry
- Stock Movement
- Stock Write Off
- Stock Lost Revenue

Stock Write Off Report

The Stock Write off Report allows you to select the date from, date to and the location to view the stock written off. The report will show the date, the items, the reason, the quantity and the value at cost of the stock written.

Date Written Off	Item	Reason	Quantity	Total Cost
Cafe				
20/08/2011	Almonds	Damaged Stock	-1.0000	-$2.75
20/08/2011	Almonds	Wrong Drink Made	-2.0000	-$5.50
21/08/2011	Almonds	Stock Past Use By Date	-150.00	-$412.50
21/08/2011	peanuts	Stock Past Use By Date	-25.000	-$78.75
		Cafe total write off:		**-$499.50**
		Total write off:		**-$499.50**

Write Off Report

From 8/20/2011 at 05:00
to 8/22/2011 at 05:00

Step 9 – Stock Manufacture

Using Menumate Stock Manufacture

The Menumate stock manufacture function allows you to build recipes and manufacture stock from other stock items (ingredients). An example of this may be to turn various raw ingredients into a sauce or soup or any other finish product like a cake or pie.

Using the manufacture module will enable you to manage your kitchen stock and the gross profit to gain greater control and accuracy.
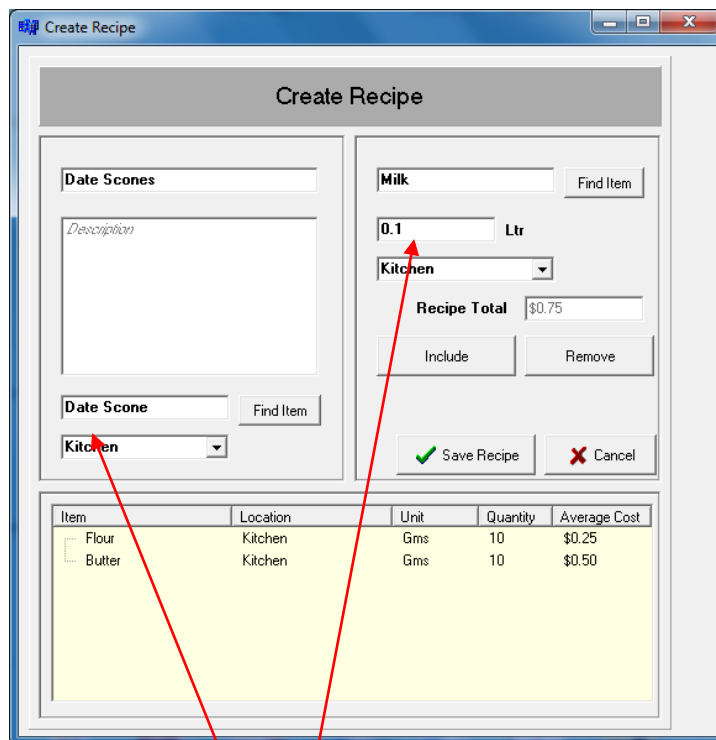
To use these features your Menumate system must be version 5.5.0.0 or greater of Menumate.
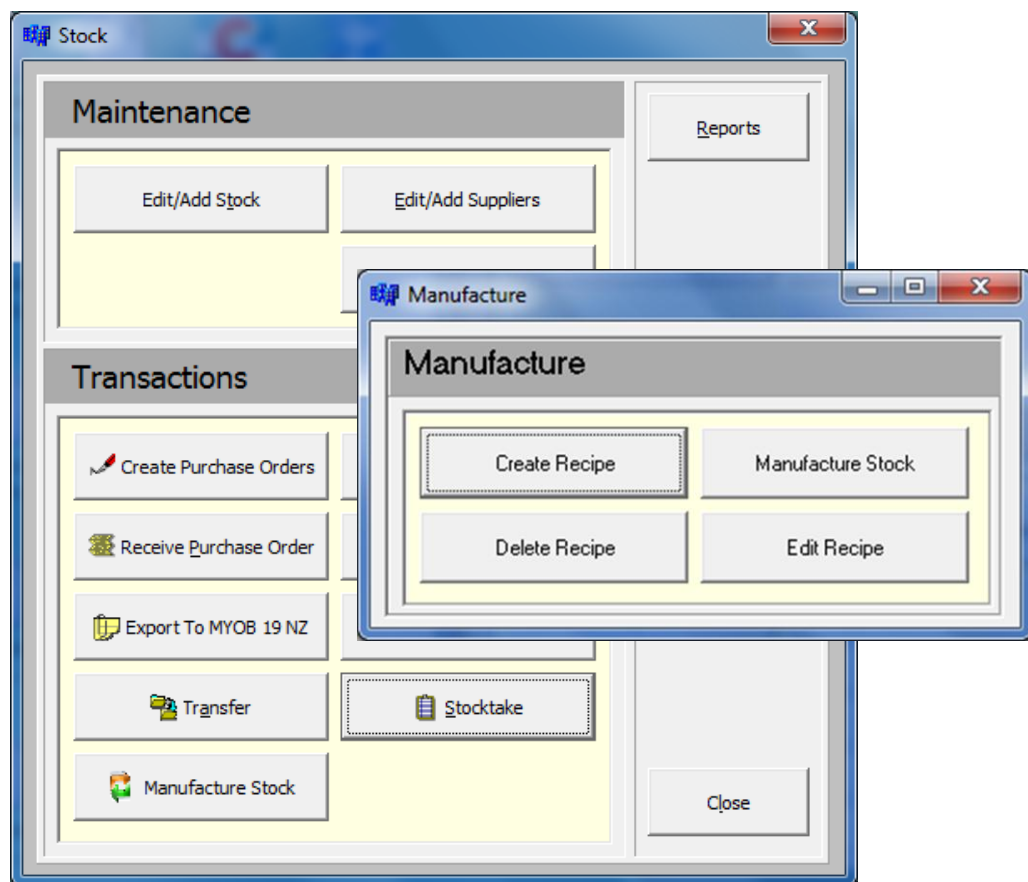
Creating a Stock Manufacture Recipe

To use the manufacture module a recipe needs to be created. Creating a recipe requires an item that is being made and then the quantity of each raw ingredient that is used to make a portion of the finished item.

Use the CREATE RECIPE option to build a recipe for the item to be made.
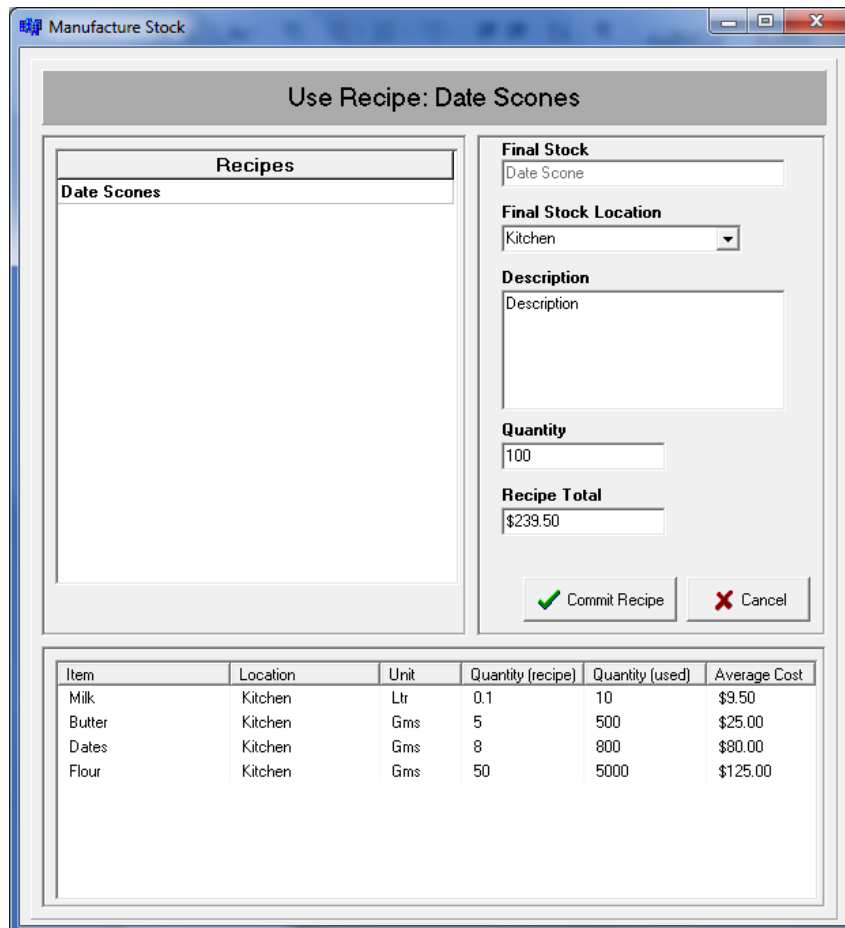
Give the recipe a name and then select the finished item and the location that the manufacture will create the finished item in.

Then work through each ingredient and determine the unit being used in the recipe and where the goods should come from. As the recipe is being built the Recipe Total will calculate how much it will cost to make a unit of the recipe.

Click on SAVE RECIPE to store to recipe for future use.

Processing a Stock Manufacture

Once a recipe has been created it can be used to manufacture stock. From the Manufacture Stock option select the recipe to use and enter quantity of units that will be produced and select COMMIT RECIPE.

Once committed the Menumate system will reduce each of the ingredients based on the recipe and finished item (in this case Date Scone) will be increased by the quantity produced. This example will create 100 Date Scones out of Milk, Butter, Dates and Flour. The screen shows the units of the base ingredient and then the total amount of stock going used. The dates will be reduced by 800 gms from the Kitchen location.

The manufacture module also allows you to **DELETE** and **EDIT** the recipes that have been setup.

Manufacture Office Reports

Menumate provides a number of manufacture audit reports including the Stock Movement, Stock Inquiry and Stock Manufacture. Each of these reports, as well as the stocktake variance report, allows you to analyse and report on what has been manufactured and how it has affected the stock levels.
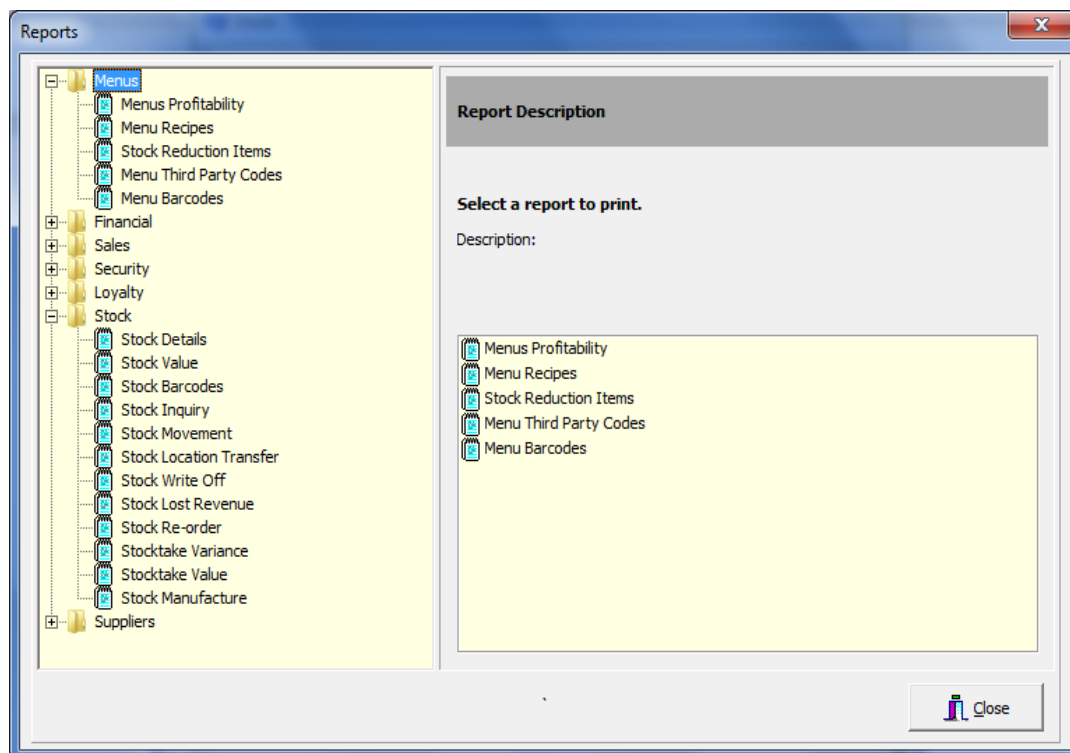
Step 10 - PDE for Stock Taking

Step 10 – PDE for Stocktakes

Why Use a PDE for Stocktaking?

For businesses with large stock holdings Menumate can utilise a portable stocktake scanner that will reduce the time for counting and data entry.

Businesses that have move from a manual counting system to the Portable Stock Control unit have found that the stocktake labour cost reduces by 70% and management can delegate the counting process to bar staff who have time available.

The Menumate system can use a number of PDE terminals. This manual is configured for the Honeywell Optimus unit as pictured on the precious page and available via Menumate. It is also required that you get the menumate.opt file from Menumate.

Installation of Optimus Software

Ensure the portable stocktake unit has been assembled and charged fully. **(DO NOT CONNECT THE UNIT TO THE COMPUTER YET)**. Install the Optimus Drivers from the supplied CD.
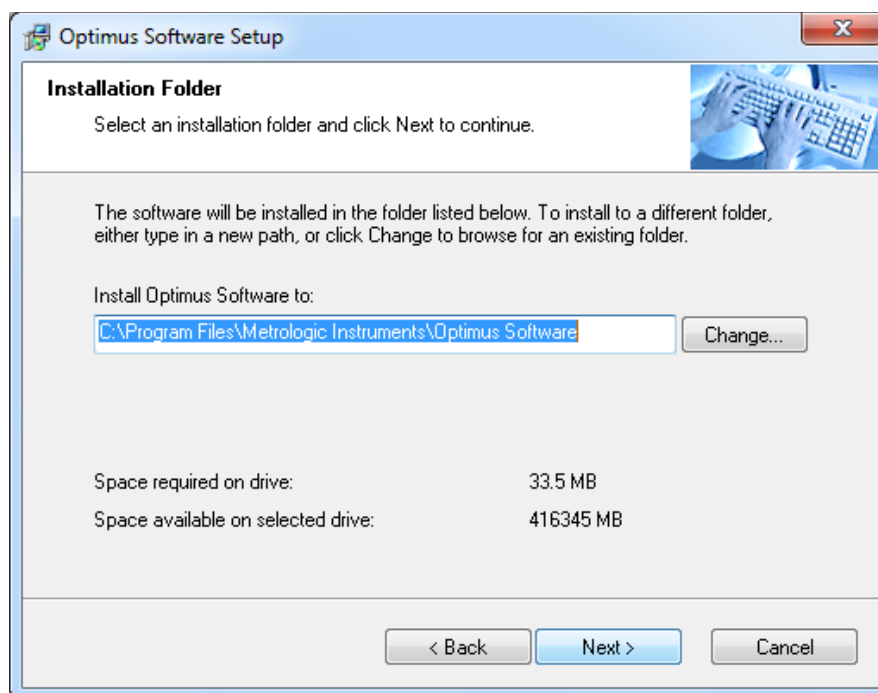
Connect the USB Cable from the stocktake unit to the Computer's USB port and let the computer automatically install the drivers and create the virtual serial port.

Open up the System / Device Manager from the Control Panel on your computer to find out the new virtual serial port that the stocktake unit has been attached to. e.g., COM12
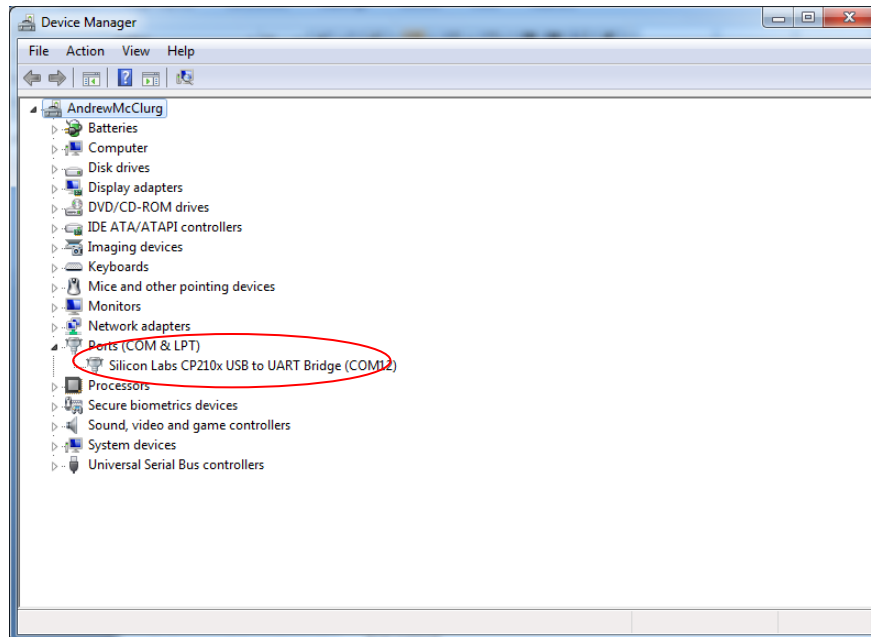
Select Start, All Programmes, and Optimus Software and run Optimizer. This will open the configuration software.
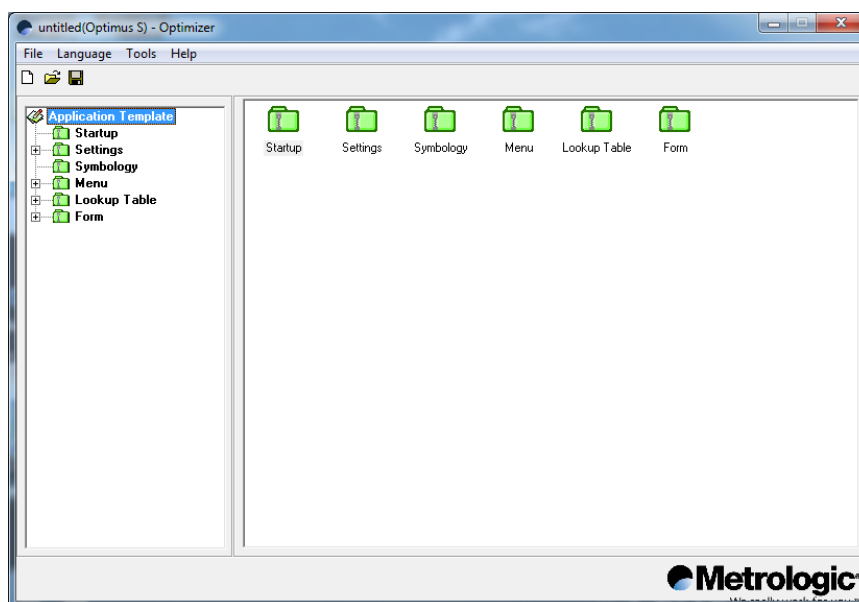
Select File, Open and choose the **menumate.opt** file (available only from Menumate). This will configure the software to work with Menumate.

Press F6 on the computer and change the COM PORT to match the virtual serial port from the prior steps.
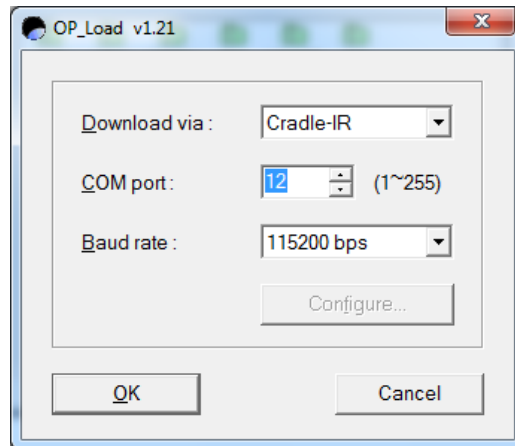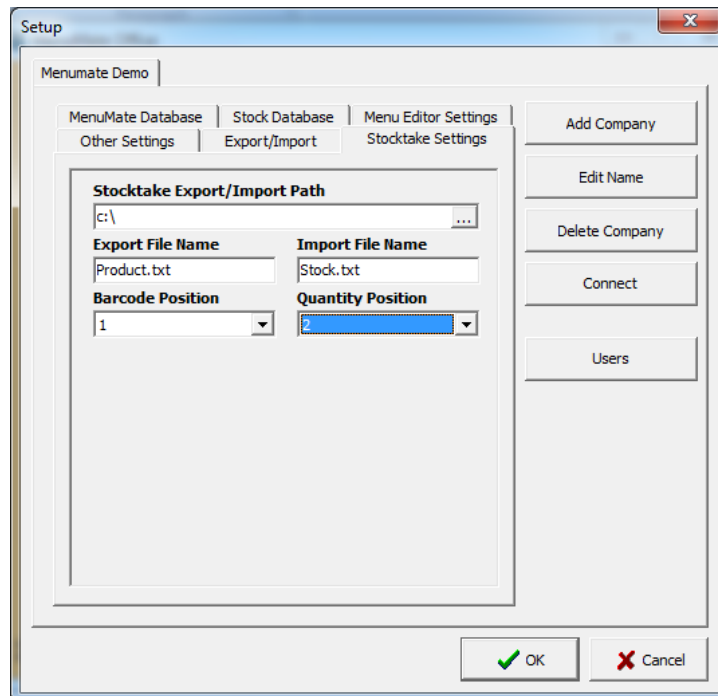
Turn the hand held terminal on, select (3) for Utilities, (1) Transfer Files, (1) Get Programme and put the unit back into the cradle. On the computer OP Load screen press OK to send the programme to the hand held. The Hand Held will show the progress bar and when completed the computer will display Downloaded Completely.

On the computer select Start, All Programmes, Optimus Software, Utilities and send the DATA READ application to the Desktop (Create a Short Cut). This application is the main application used to receive data from the hand held. Configure the DATA READ application with the below details (EXACTLY)
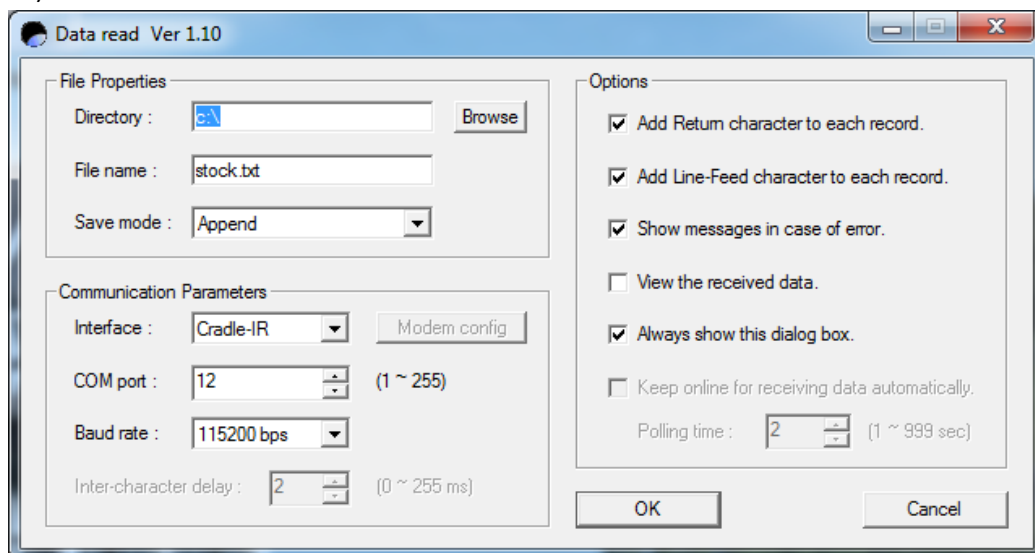
Configuring Menumate for PDE

In the setup section of Menumate Office in the stocktake settings tab set the field as below (EXACTLY)

Press OK when completed

Building the Barcode Stock Database in Menumate

Each stock item needs to be setup in Menumate in the normal manner using **STOCK** and **ADD/EDIT ITEM**, but more importantly the stock item's barcode needs to be loaded, otherwise items counted in the hand held terminal will be ignored.

Each item can have multiple barcodes if required. These barcodes can either be entered in manually or by attaching a USB Barcode Reader to the office computer and scanning in the barcode from the stock item. This is our recommendation as it is faster and 100% accurate.

Using the Optimus Hand Held

1. Turn the Metrologic Hand Held On
2. Press (1) Run Programme, This will display STOCKTAKE
3. Press the one of the arrows (Enter) next to the Orange Button. This will Display Scan Barcode and QTY
4. Scan the Barcode of the item you are counting
5. If there is ONE then press one of the arrows (next to the orange button) to move to the next item or enter the quantity and press one of the arrows. If you make a mistake then scan the item again and enter a negative quantity
6. Continue doing this until all items are counted
7. When completed the count press ESC
8. Start the DATA READ application from your desktop computer.
9. Put the hand held unit in the cradle and press (2) Send Data
10. One the computer press OK in the DATA READ application

Menumate Stock Control – 10 Steps to Total Stock Control
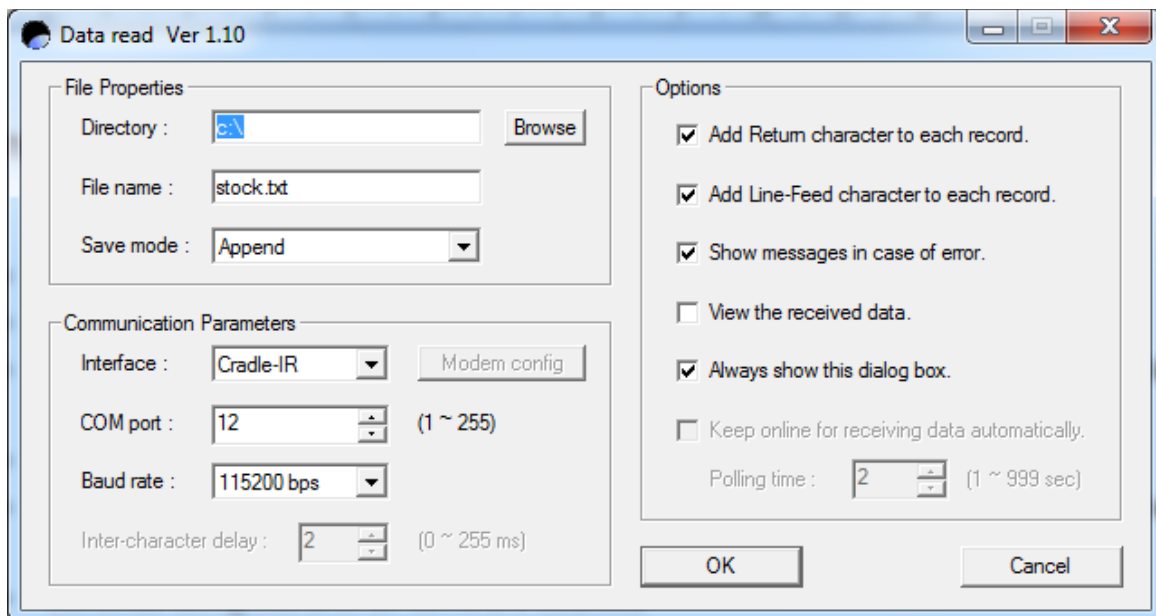
When completed there will be a stock.txt file in the C: Drive of your computer. It will contain the Stock information that has been counted
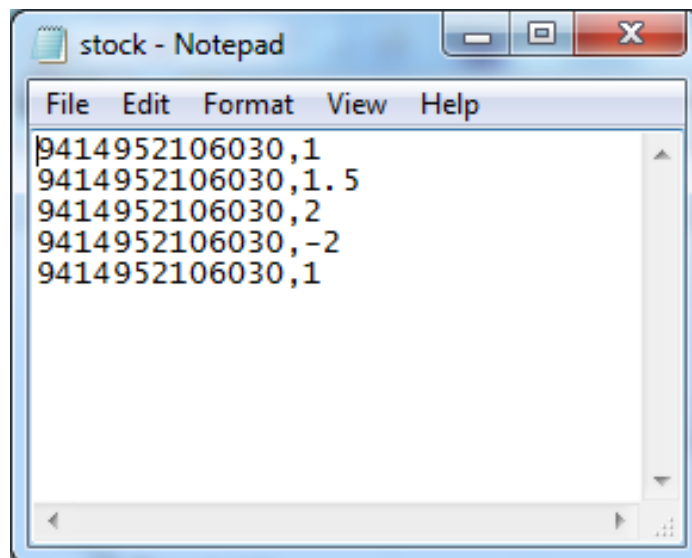
Importing the Data into Menumate

Start the stocktake in the normal manner as all stocktakes, when in the stocktake count screen press **IMPORT COUNT**. The Menumate system will read the STOCK.TXT file that came from the hand held unit and import it into the Menumate count system. The Menumate system will display which items have been imported and matched to a stock item and how many have been ignored.
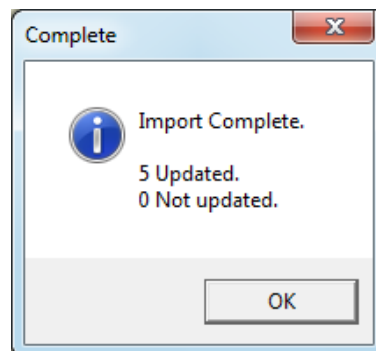
If there are any items NOT UPDATED then they will not have be accounted for. Print off the stocktake variance report and go through all items that have not been imported and add the barcodes to the stock item maintenance. This should be done after the current stocktake has been completed.

Complete the stocktake as normal and follow the on screen instructions on the hand held unit to delete the counted data so that it is NOT reimported next time you perform a stocktake using the PDE.

Appendix One - Accounting System Integration

Appendix One – Accounting System Integration

Why Integrate Menumate Stock to an Accounting System?

Menumate integrates to two leading Accounting systems

- Xero : www.xero.com
- MYOB Premier: www.myob.com

The reason for integrating into the accounting system is to save on administration labour. Without the integration the supplier invoices would need to be entered into Menumate as well as the accounting system. When integrated the invoice would only need to be entered ONCE.

Both integration options product the same result, the stock invoice will be posted to the Accounting systems creditors and general ledger modules. The information sent is the supplier invoice and the amount. As Menumate looks after the stock levels and stock control there is no need to send individual stock items through to the accounting system.

While the systems produce the same result, they work differently.
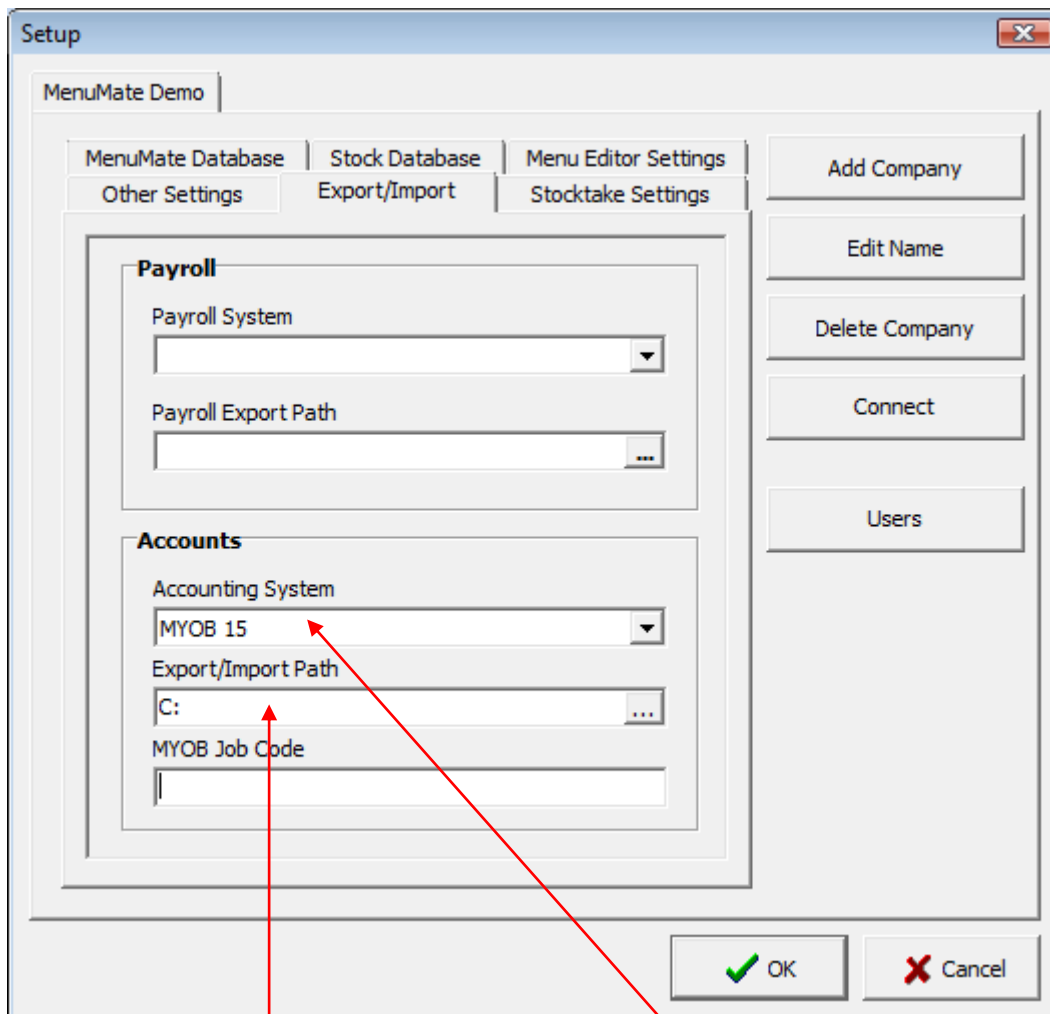
The Xero integration is an automatic link directly into the Xero package.

The MYOB integration in a two-step export and import function using CSV (comma separated value) files. While this file is designed for MYOB it does mean that other systems can also read this file format.

Additionally if other accounting systems are being used and can read in a CSV file then Menumate can adjust the CSV format to export out what is required.

MYOB: Setup Accounting Link in Menumate

Open Menumate Office and select the **SETUP** option from the main menu.

Set the Accounting System field to be the software and version that the client is using. Set the export/import path to C:

MYOB: Setup Product Category Links

From Menumate Office select the **STOCK** option. Each existing product category needs to be edited and the general ledger code from the accounting system for the purchases field needs to be entered against each the category.
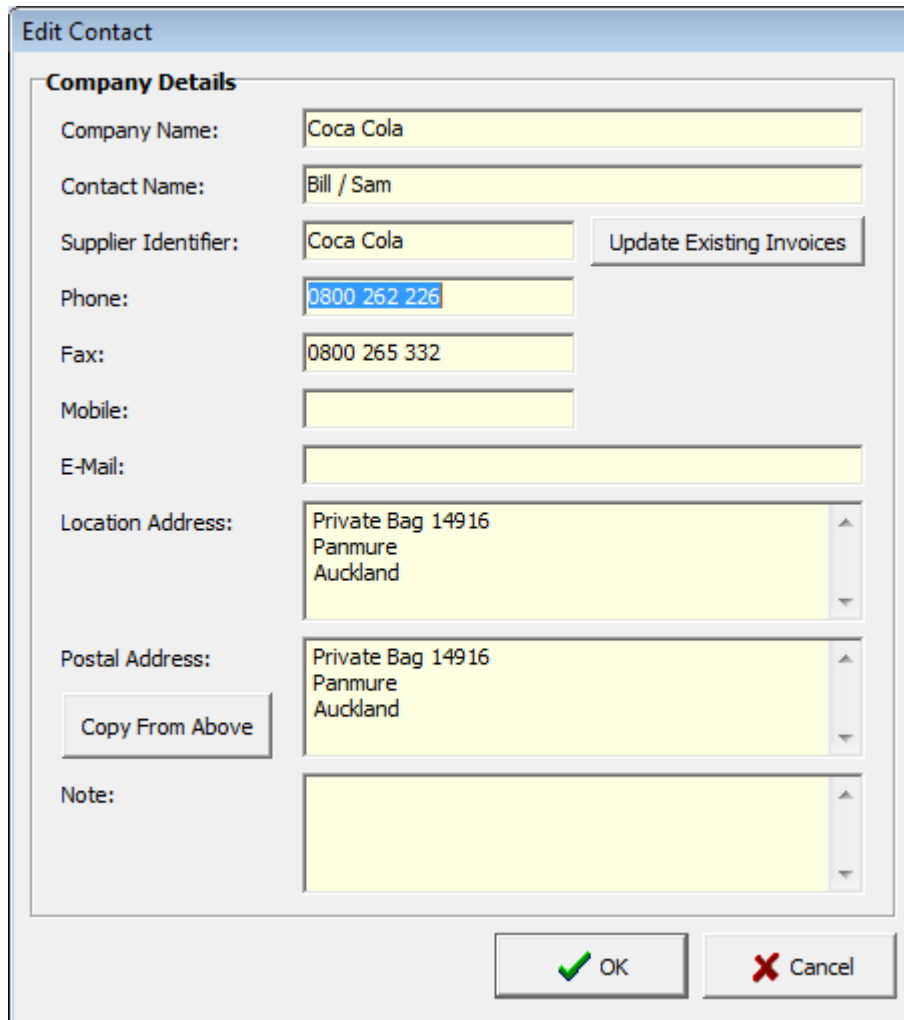
These are typically Beverages Purchases, Food Purchases, etc.

If there are existing invoices (Supplier Invoices) enter into Menumate then use the **Update Existing Invoices** option to change all the existing invoices in the system.

MYOB: Setup Supplier Links

From Menumate Office select the **STOCK** option. Each existing supplier needs to be edited and the exact supplier name from MYOB needs to be entered as the Supplier Identifier. This needs to **exactly** the same in both systems or invoices will be rejected.

If there are existing invoices (Supplier Invoices) enter into Menumate then use the **Update Existing Invoices** option to change all the existing invoices in the system.

MYOB: Sending Invoices from Menumate to Accounting Software

It would be recommended that invoices are exporting to the accounting system on a regular basis to ensure that nothing is missing. From the Menumate Office select **STOCK** and **Export to MYOB**

This allows the client to select the date from and date too for the invoices to export to the accounting system. All suppliers in the date range with invoices can then be selected (they are all selected by default).
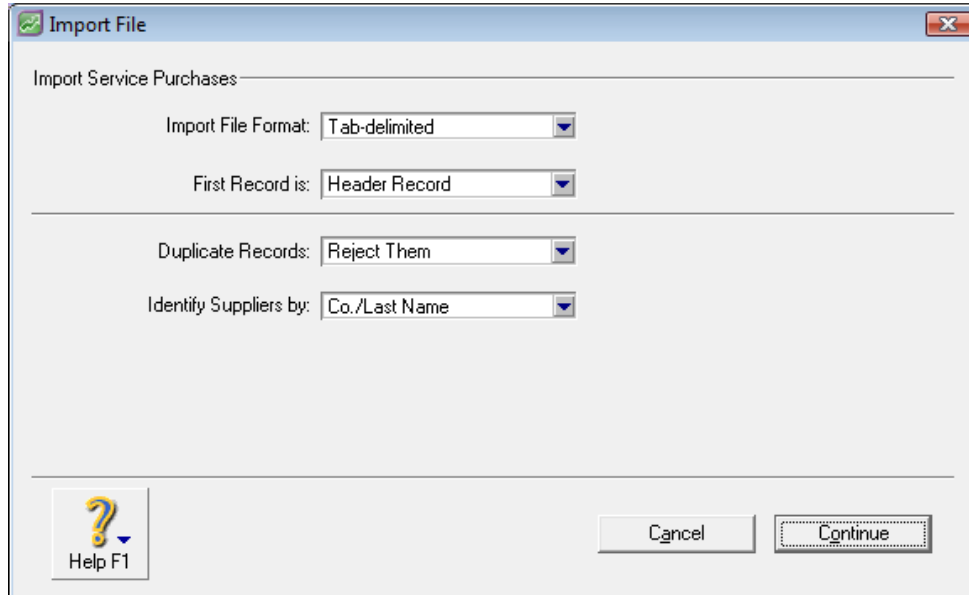
This will create the file of the exported invoices ready to be imported into the accounting system.

MYOB: Importing Invoices into the Accounting System

Menumate does not provide support for MYOB but a summary of the import process is as follows.
When in MYOB select File, Import Data, Purchases, and Services Purchases.
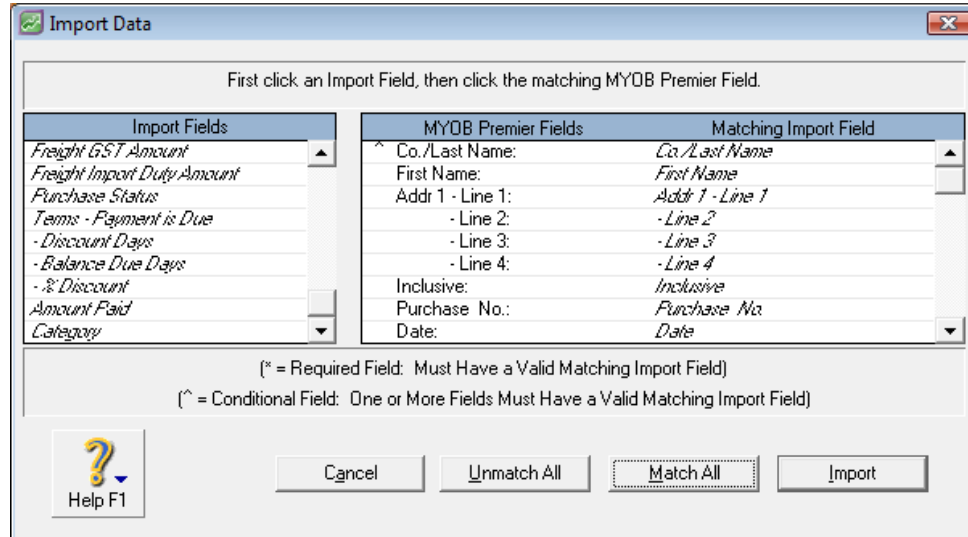
Set the above fields as per the display and press continue. File the invoice files (typically called c:\servpur.txt and select OPEN.

Match everything in the list on the left (Import Fields) to the list of the MYOB field on the right. If the MYOB Version is MYOB Accounting then the fields should match. Once they are matched then select Import.

When completed MYOB will report how many invoices have been imported.
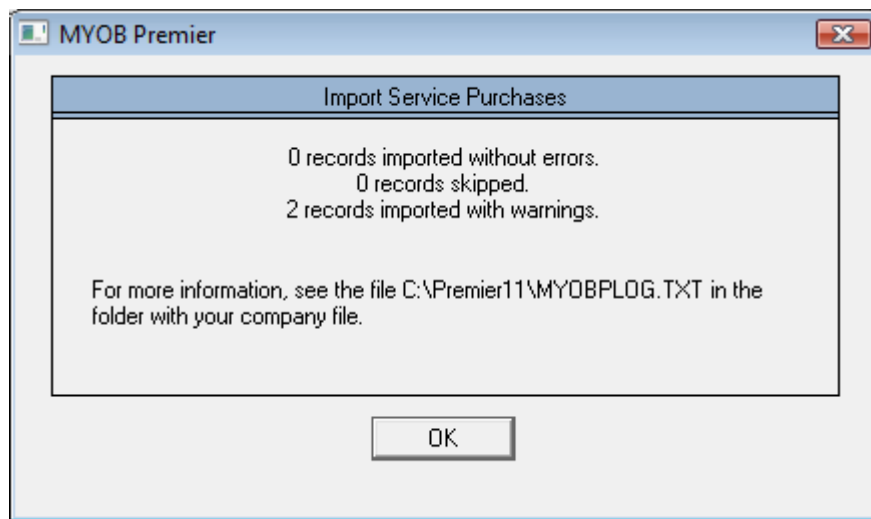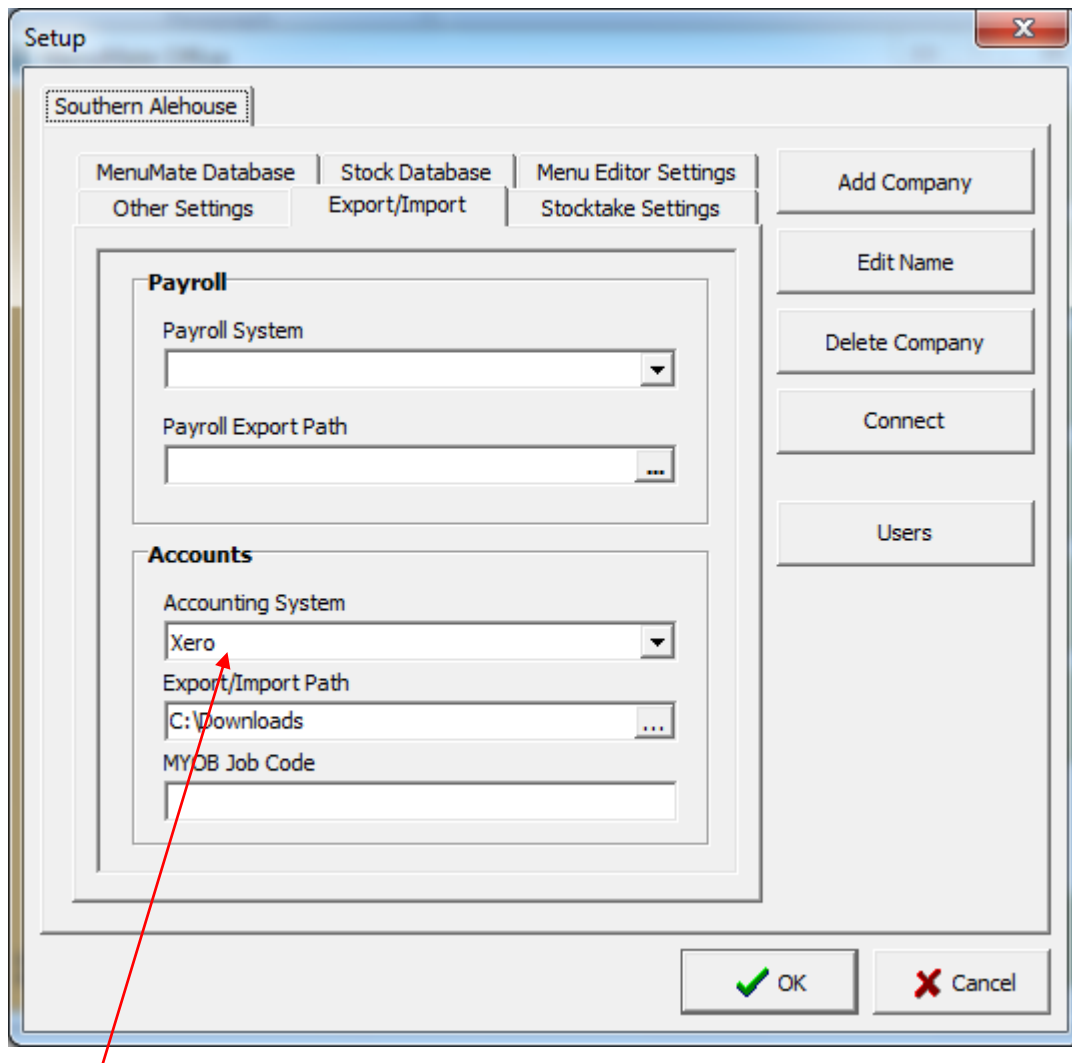
MYOB will display any error or skipped records. The reasons are reported in the MYOBPLOG.TXT file. Typical errors are

- The Supplier Identifier Code in Menumate is not EXACTLY the same as the Supplier Name in MYOB
- The General Ledger account code for each product category is not the same as the General Ledger code in MYOB
- The invoices has already been imported so is rejected.

If everything has worked correctly then the creditors and general ledger in MYOB will be updated. There are settings in MYOB that stop invoices being imported twice with the same invoice number. For additional MYOB support the customer needs to contact the MYOB help desk.

XERO: Setup Accounting Link in Menumate

Open Menumate Office and select the **SETUP** option from the main menu.

Set the Accounting System field to be Xero.

XERO: Setup Product Category Links

From Menumate Office select the **STOCK** option. Each existing product category needs to be edited and the general ledger code from the accounting system for the purchases field needs to be entered against each the category.
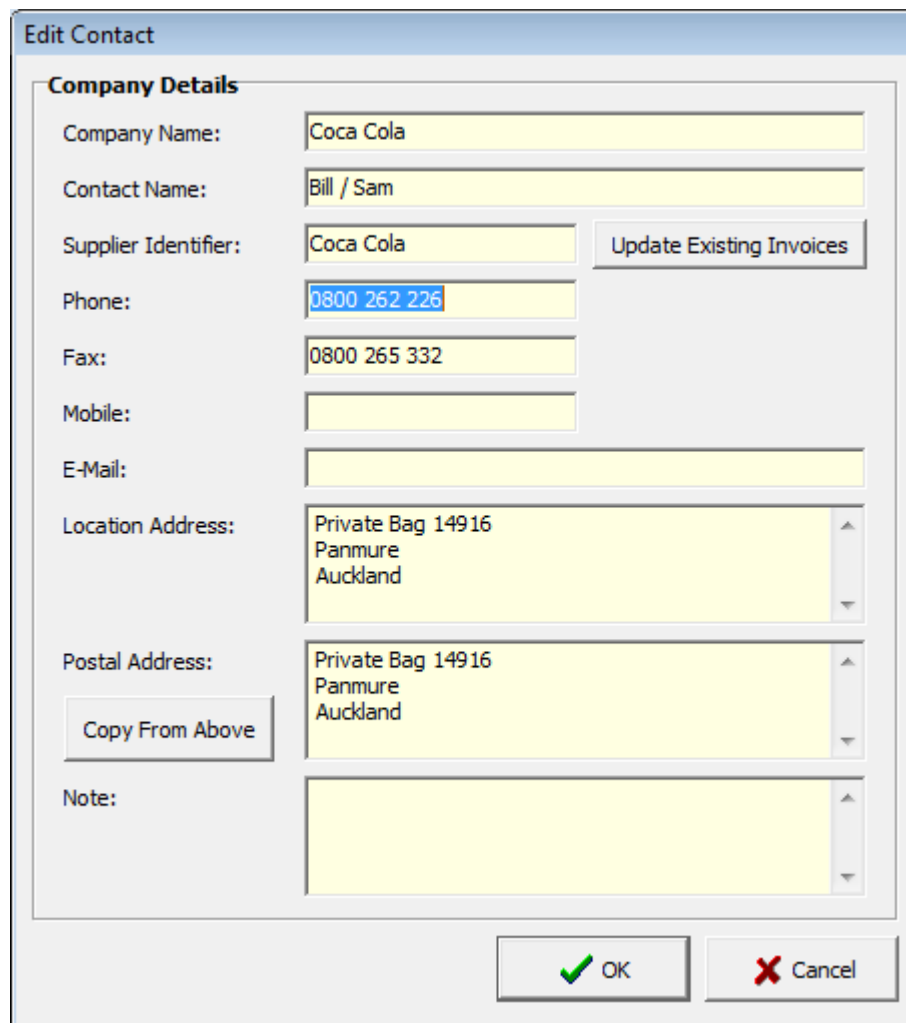
These are typically Beverages Purchases, Food Purchases, etc.

If there are existing invoices (Supplier Invoices) enter into Menumate then use the **Update Existing Invoices** option to change all the existing invoices in the system.

XERO: Setup Supplier Links

From Menumate Office select the **STOCK** option. Each existing supplier needs to be edited and the exact supplier name from XERO needs to be entered as the Company Name and the Supplier Identifier. This needs to __exactly__ the same in both systems or invoices will be rejected.

If there are existing invoices (Supplier Invoices) enter into Menumate then use the **Update Existing Invoices** option to change all the existing invoices in the system.

XERO: Installing XeroMate

XeroMate is the application that must be running on the same computer as Menumate Office. XeroMate talks directly to Xero and invoices are posted to Xero as soon as the supplier invoice is saved.

Run the installer provided by Menumate Limited. Set the install path (when prompted) to a subfolder of the Menumate folder e.g., Menumate\XeroMate. The installer will also prompt for a user account under which to run XeroMate

XERO: Setting up Menumate Office with Xero

Generate X.509 Certificate

Firstly download and install the appropriate version of the OpenSSL software. In most cases the correct software can be found here; *http://www.openssl.org/related/binaries.html*

Once the OpenSSL software is installed the next thing to do is generate your certificate. Run XeroMateGUI, fill in the top two fields and hit the generate button! You will be prompted from a series of white-on-black screens for various details.

Note that the generated certificate should be placed in a folder, under where XeroMate is installed, called *Certificates* so XeroMate can find it.

Add Menumate Office to Xero

Next go to *api.xero.com* and login to the Xero account to be used with Menumate Office. On the menu bar at the top click on My Applications, then Add Application.

On the Add Application screen change the type to Private, the name of the application should be Menumate Office. Click Browse... to upload your previously created X.509 certificate then click Save.

You should now be able to see Menumate Office in the list under My Applications. Beside the Name are the Type, Key and Secret. Copy and paste both Key and Secret into XeroMateGUI. Enter the password you used for the certificate and click Save.

XERO: Sending Invoices from Menumate to Accounting Software

While the interface to Xero occurs as soon as the invoice is saved there may be a need to send them again or send ones that have been missed. From the Menumate Office select **STOCK** and **Export to XERO**
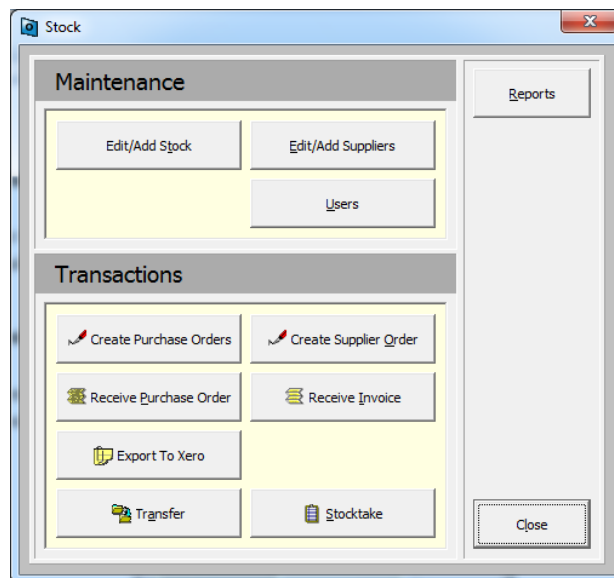
This allows the client to select the date from and date too for the invoices to export to the accounting system. All suppliers in the date range with invoices can then be selected (they are all selected by default).
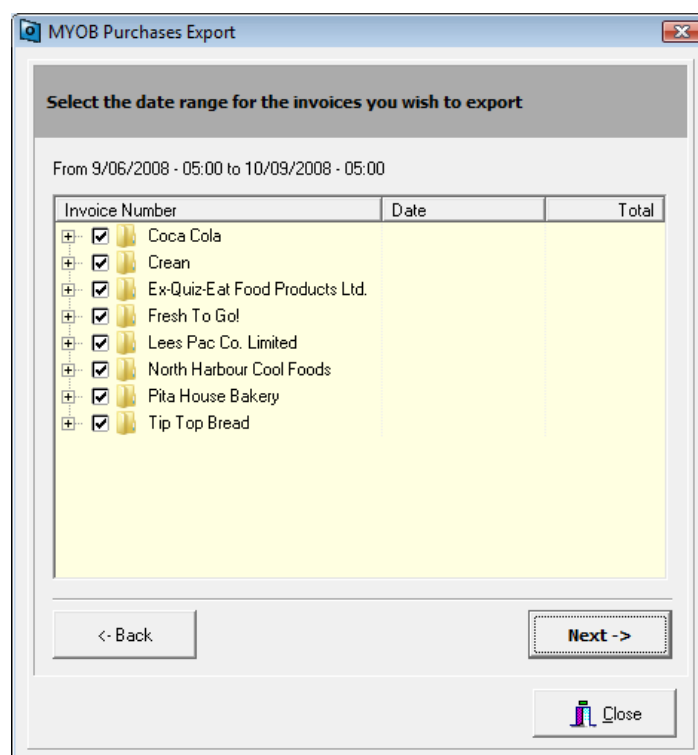
This will create post the selected invoice directly into Xero and into the accounts payable draft folder.

Appendix Two – Stock Reduction Calculations

Stock Reduction Calculation Examples

Stock Item Description	Stock Item Size	Unit	Selling Item Description	Size of Pour	Unit	Calculation	Reduce By
Spirits and liqueurs							
1.125 Ltr bottle of Spirits	1125	Mls	Single Shot Spirits	15	mls	15/1125	0.013
1.125 Ltr bottle of Spirits	1125	Mls	Double Shot Spirits	30	mls	30/1125	0.027
1 Ltr bottle of Spirits	1000	Mls	Single Shot Spirits	15	mls	15/1000	0.015
1 Ltr bottle of Spirits	1000	Mls	Double Shot Spirits	30	mls	30/1000	0.030
750ml bottle of Spirits	750	Mls	Single Shot Spirits	15	mls	15/750	0.020
750ml bottle of Spirits	750	Mls	Double Shot Spirits	30	mls	30/750	0.040
700ml bottle of Spirits	700	Mls	Single Shot Spirits	15	mls	15/700	0.021
700ml bottle of Spirits	700	Mls	Double Shot Spirits	30	mls	30/375	0.043
375ml bottle of Spirits	375	Mls	Single Shot Spirits	15	mls	15/375	0.040
375ml bottle of Spirits	375	Mls	Double Shot Spirits	30	mls	30/375	0.080
Bulk/Tap Beer							
1Ltr of Tap Beer	1	Ltr	10oz Glass of Beer	300	mls	300/1000	0.300
1Ltr of Tap Beer	1	Ltr	12oz Glass of Beer	360	mls	360/1000	0.360
1Ltr of Tap Beer	1	Ltr	485ml Pint of Beer	485	mls	485/1000	0.485
1Ltr of Tap Beer	1	Ltr	1ltr Jug of Beer	1000	mls	1000/1000	1.000
Wine							
750ml Bottle of Wine	750	Mls	150ml Glass of Wine	150	mls	150/750	0.200
750ml Bottle of Wine	750	Mls	180ml Glass of Wine	180	mls	180/750	0.240
Ready to Drink							
Ready to Drink Bottle	1	Bottle	1 Bottle	1	bottle	1/1	1.000
Post Mix							
10kg Bag of Post Mix	1	Ltr	10oz Glass of Post Mix	300	mls	300/1000	0.300

Appendix Three – Price List

Price List

Item	List Price
Stock Module	$ 500.00
Accounting Module	$ 500.00
Optimus PDE (including Installation and Training)	$ 1,250.00
Food Stocktake Training (12 Weeks Programme) Goals of the Food Stock Control Training would be • Full Understanding of the recipe costs of each menu item • Targeted Food Cost % • Easy reporting of changes to Food Recipe cost movement • Stock Management of major / core food items	$ 175.00 per week
Third Party Stocktake Service Menumate personal provide the "third party" beverage stock management service of • Data Entry of Invoices • Data Entry of Transfers • Fortnightly Stocktake Counting • Fortnightly Stocktake Entry • Variance Analysis	$ 150.00 per week

Prices Exclude GST

Price Valid for Australia and New Zealand Only