

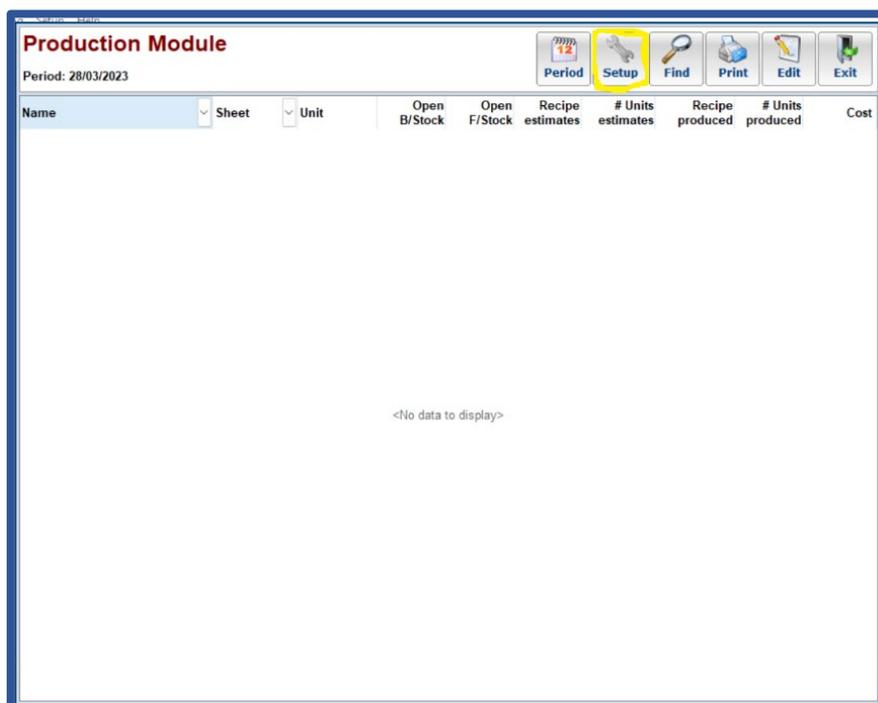
PRODUCTION MANAGER

SETTING UP PRODUCTION ITEMS

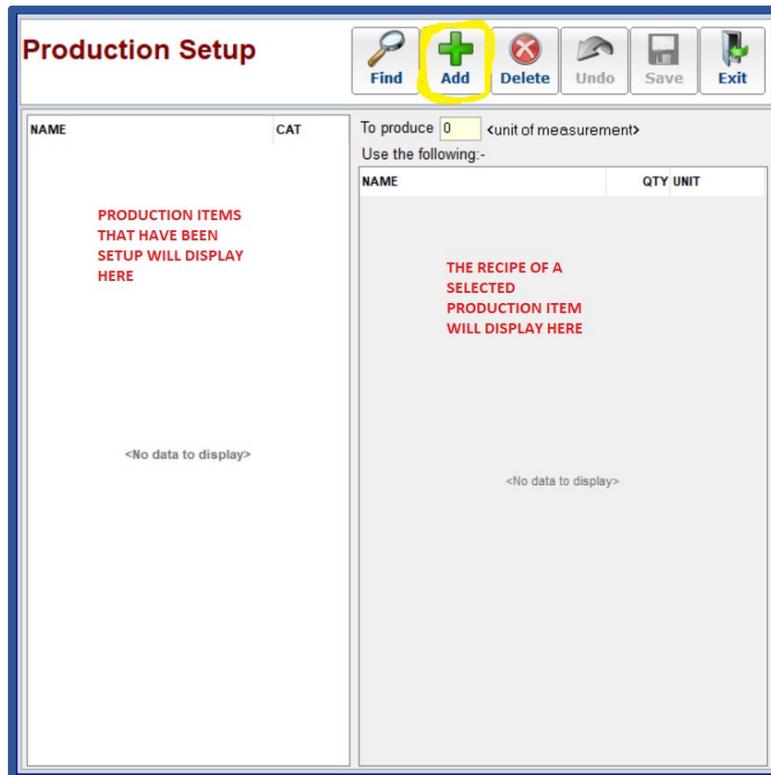
1. First make sure that all ingredients are in the master file, if you are running a locked down data, make sure that these items are not hidden in the master file.
2. Make sure the produced item is also loaded in the master file, if you are running a locked down data, make sure that this item is not hidden in the master file.
3. In admin, select “PRODUCTION”. This will take you into the Production Module



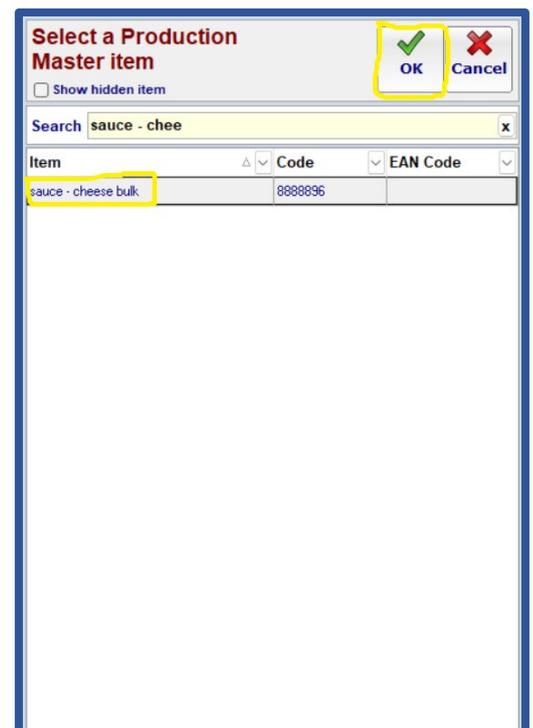
4. To create a Production Item click on the “Setup” button as shown below. This will take you into the Production Setup.



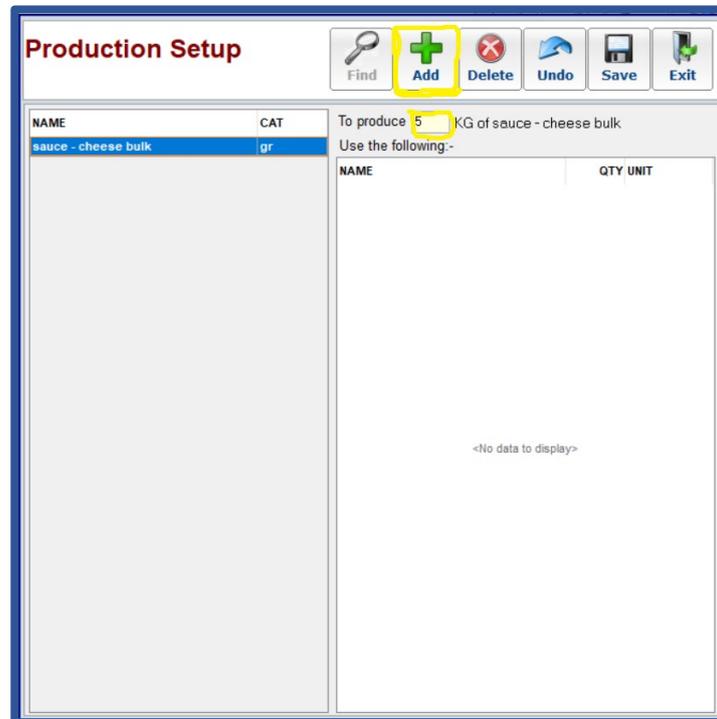
- As per the below image, in the **first column**, any production items that have already been set up will **display here**. In the **second column**, the recipe of a selected production item **will be displayed**. To create a new production item, make sure the **first column is in white** by clicking in that column, then click on the **“ADD”** button.



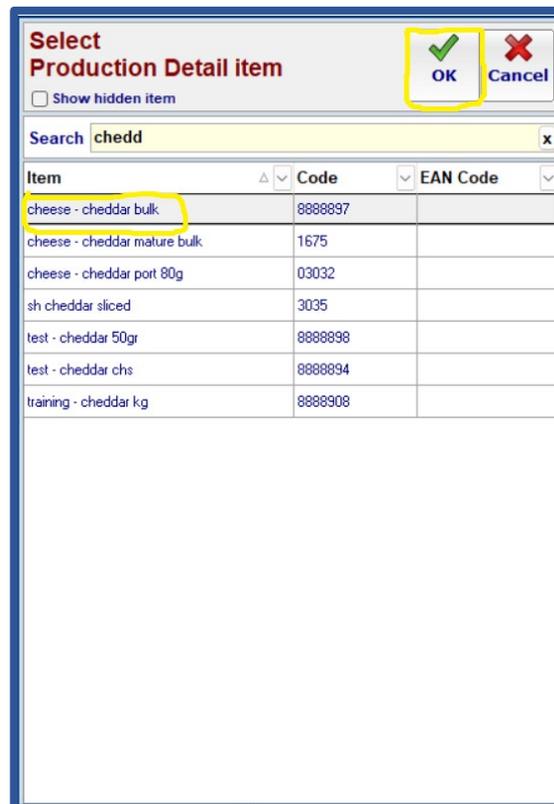
- You will be asked to “Select A Production Master Item”. This is the item you want to produce. In this document, we will produce **bulk cheese sauce**. All master file items that are not hidden will display in the list. You can use the search bar to search for the item you wish to produce. Once selected, press the “OK” button.



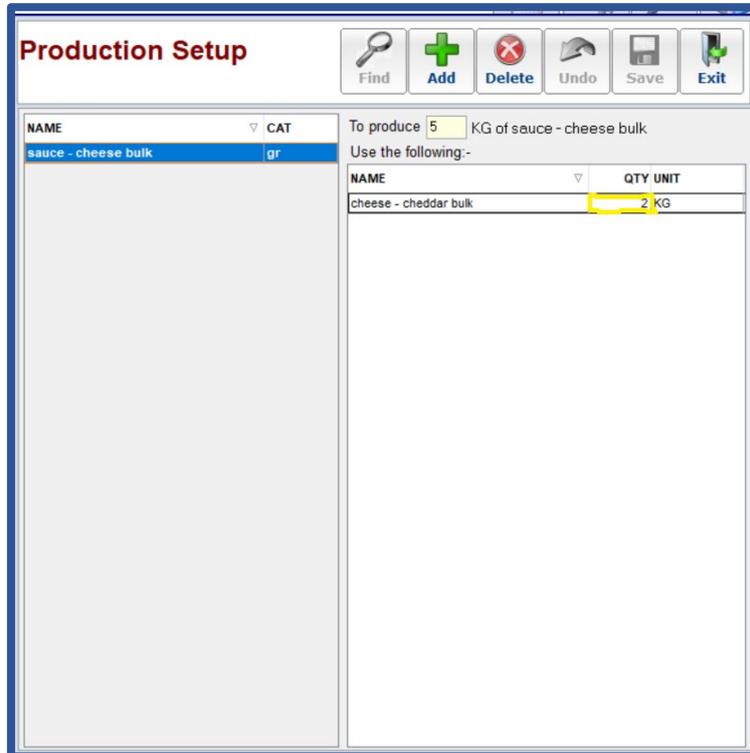
- You will be taken back to the Production Setup page. Your new production item will now appear. Select this **item so it is highlighted**. Enter the quantity that your recipe produces for this item. Click in the **second column** so it is white, then click the **“ADD”** button.



- You will now be asked to “Select Production Detail Item”. This is **the ingredients used** to make the production master item. You can use the **search** field to find an ingredient. Once selected, click the **“OK”** button.



9. You will be taken back to the Production Setup page. The ingredient you added will **now reflect in the second column**. Enter in the recipe quantity for this item in the QTY field.



Production Setup

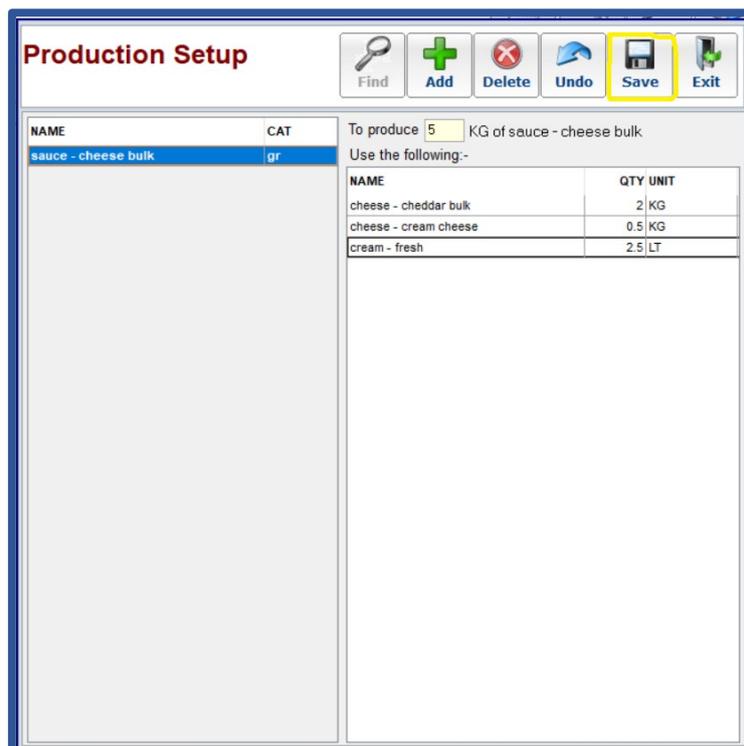
Find Add Delete Undo Save Exit

To produce 5 KG of sauce - cheese bulk

Use the following:-

NAME	QTY	UNIT
cheese - cheddar bulk	2	KG

10. Continue to click on the “ADD” button and follow steps 8 and 9 till you have **finished building the recipe** for this production master item. Once you have completed the recipe, click the “SAVE” button followed by the “EXIT” button.



Production Setup

Find Add Delete Undo Save Exit

To produce 5 KG of sauce - cheese bulk

Use the following:-

NAME	QTY	UNIT
cheese - cheddar bulk	2	KG
cheese - cream cheese	0.5	KG
cream - fresh	2.5	LT

11. Your Production item is now setup in the Production Module.

Production Module									
Period: 20/04/2023									
Name	Sheet	Unit	Open B/Stock	Open F/Stock	Recipe estimates	# Units estimates	Recipe produced	# Units produced	Cost
sauce - cheese bulk	PREP	KG							43.41

USING PRODUCTION ON A DAILY BASIS

1. In the morning, as part of preparations, managers should enter the production module by clicking on the Production icon.



2. This will open your Production Module. In here managers should see what stock they have in back (Open B/Stock) and front (Open F/Stock) of their produced items. In the example below you can see that we **do not have any stock of the Sauce – Cheese bulk**.

Production Module									
Period: 20/04/2023									
Name	Sheet	Unit	Open B/Stock	Open F/Stock	Recipe estimates	# Units estimates	Recipe produced	# Units produced	Cost
sauce - cheese bulk	PREP	KG							43.41

- Management should now under “Recipe estimates”, punch in the number of recipes they wish to produce. If management is not sure how many units a recipe produces, they can enter in the number of units they wish to produce under “Unit estimates”. In the example below, I wish to produce 7.5 KG’s of cheese sauce so I would enter this under “Units Estimates”. The system will calculate the recipe quantity.

Production Module										
Period: 20/04/2023										
Name	Sheet	Unit	Open B/Stock	Open F/Stock	Recipe estimates	# Units estimates	Recipe produced	# Units produced	Cost	
sauce - cheese bulk	PREP	KG			2	7.5			43.41	

- Once all estimates have been entered for the production items you want to produce click on the **print button**. You will be given options on what you wish to print out.

Production Module										
Period: 20/04/2023										
Name	Sheet	Unit	Open B/Stock	Open F/Stock	Recipe estimates	# Units estimates	Recipe produced	# Units produced	Cost	
sauce - cheese bulk	PREP	KG			2	7.5			43.41	

- You can choose if you wish for items to print continuously or an item per page. Choosing “Selected Item” will print a Production Detail page for only the selected item. Choosing “All Items” will print a production Detail page for all production items. Choosing “Ingredients Summary Only” will print out the estimated quantity of total ingredients based on the Unit estimates or Recipe estimates you have entered.

Reports

Continuous
 Single item per page

X Cancel

Selected Item	Ingredients Summary Only
All Items	Item Costing
All Production Detail	All Production Summary

6. On the Production Detail sheet, you will see the quantity of ingredients needed to produce the “Unit Estimates” or “Recipe Estimates” you entered earlier. Should the recipe not be followed, the kitchen manager should write down the quantity that was used under the “Qty Issued” column. In the example below, we will assume we used 3.5KG of cheese – cheddar bulk instead of the 3KG the recipe says. We will also assume the “cheese – cream cheese” was used from F/Stock.

PSH Matts Grill 2		INGREDIENTS SUMMARY PRINT PREVIEW		
Ingredients Summary		Period : 20/04/2023		
ITEM NAME	ESTIMATED QTY			
cheese - cheddar bulk	3			
cheese - cream cheese	0.75			
cream - fresh	3.75			

PSH Matts Grill 2		SELECTED ITEM PRINT PREVIEW			
Production Detail		Period : 20/04/2023			
	Unit	Qty To Produce			
sauce - cheese bulk	KG	7.50			
	Unit	Qty To Use	Qty Issued	F/Stock Used?	
cheese - cheddar bulk	KG	3	_____	_____	
cheese - cream cheese	KG	0.75	_____	_____	
cream - fresh	LT	3.75	_____	_____	

7. Once the item has been produced, it is recommended that **the final quantity produced** is written next to “Qty To Produce”. The final quantity produced might differ because of over cooking, spillage etc. In this example we will assume that we only made **6.5KG due to over cooking**.

PSH Matts Grill 2					
Production Detail		Period : 20/04/2023			
	Unit	Qty To Produce			
sauce - cheese bulk	KG	7.50			
	Unit	Qty To Use	Qty Issued	F/Stock Used?	
cheese - cheddar bulk	KG	3	3.5 _____	_____	
cheese - cream cheese	KG	0.75	_____	YES _____	
cream - fresh	LT	3.75	_____	_____	

PSH Matts Grill 2

Production Detail

Period : 20/04/2023

	Unit	Qty To Produce		
sauce - cheese bulk	KG	7.50	6.5Kg	
	Unit	Qty To Use	Qty Issued	F/Stock Used?
cheese - cheddar bulk	KG	3	3.5	
cheese - cream cheese	KG	0.75		YES
cream - fresh	LT	3.75		

8. Now that the item has been made, we can input this information into the production module. As part of closing procedures, the Production module should be inputted prior to any other daily control sheets (BULK, FVEG, DRY STOCK and PREP), as your production items affect the stock on these sheets.

To begin inputting the information, click on the “Production” icon.



9. In the “Units Produced” column, enter the same quantity as your “Unit Estimates” column and press enter.

Production Module									
Period: 20/04/2023									
Name	Sheet	Unit	Open B/Stock	Open F/Stock	Recipe estimates	# Units estimates	Recipe produced	# Units produced	Cost
sauce - cheese bulk	PREP	KG			2	7.5	1.5	7.5	43.41

You will be taken to the “Production Details” screen

Production Details

sauce - cheese bulk

Recipe Qty

Qty Produced KG

Total Cost: 324.10

Cost per KG: 43.21

OK Cancel

Name	Sheet	Unit	Unit Cost	Qty Used	Cost	F/Stock Used?
cheese - cheddar bulk	BULK	KG	1.00	3	3.00	<input type="checkbox"/>
cheese - cream cheese	DRYSTOCK	KG	189.04	0.75	141.78	<input type="checkbox"/>
cream - fresh	DRYSTOCK	LT	47.82	3.75	179.32	<input type="checkbox"/>

10. Here you need to input the final quantity produced by the “Qty Produced” field. You also need to adjust the ingredient quantities to what was **actually used**. You also need to mark if any **front stock** was used. In our example, our final qty produced was 6.5kg, we used 3.5kg of cheese-cheddar bulk and the cheese – cream cheese was used from front stock.

Production Details

sauce - cheese bulk

Recipe Qty

Qty Produced KG

Total Cost: 324.60

Cost per KG: 49.94

OK Cancel

Name	Sheet	Unit	Unit Cost	Qty Used	Cost	F/Stock Used?
cheese - cheddar bulk	BULK	KG	1.00	3.5	3.50	<input type="checkbox"/>
cheese - cream cheese	DRYSTOCK	KG	189.04	0.75	141.78	<input checked="" type="checkbox"/>
cream - fresh	DRYSTOCK	LT	47.82	3.75	179.32	<input type="checkbox"/>

You will notice that by adjusting the “Qty Produced” and “Qty Used” fields, the Total cost and cost per KG changes. If “F/Stock Used” is not ticked, stock will deduct from back stock.

11. Once all the information is inputted, click the “OK” button.

Production Details

sauce - cheese bulk

Recipe Qty: Total Cost: 324.60
 Qty Produced: KG Cost per KG: 49.94

Name	Sheet	Unit	Unit Cost	Qty Used	Cost	F/Stock Used?
cheese - cheddar bulk	BULK	KG	1.00	3.5	3.50	
cheese - cream cheese	DRYSTOCK	KG	189.04	0.75	141.78	<input checked="" type="checkbox"/>
cream - fresh	DRYSTOCK	LT	47.82	3.75	179.32	<input type="checkbox"/>

12. The system will inform you that a **price change has occurred** and ask you if you wish to **update** the cost price. By saying **YES**, the cost price will be updated in the Master File, RM Usage and any PLU costing this production item is linked too.

Pilot Admin

*** COST CHANGE OCCURRED ***

Item : sauce - cheese bulk

Current cost : 43.41

New cost : 49.94

Do you wish to update the cost?

Yes
No

13. Do these steps for all items that have been produced.

14. Click on the print icon.

Production Module

Period: 20/04/2023

Name	Sheet	Unit	Open B/Stock	Open F/Stock	Recipe estimates	# Units estimates	Recipe produced	# Units produced	Cost
sauce - cheese bulk	PREP	KG			2	7.5	1.5	6.5	49.94

Selecting “Item Costing” will give you an item Costing Report.

Selecting “All Production Detail” will give you a Production Detail Report.

Selection “All Production Summary” will give you a Production Summary Report.



PSH Matts Grill 2		Production Costing Report			Period : 20/04/2023
sauce - cheese bulk	UNIT KG	Qty Produced 6.5	Unit Cost 49.94		
	UNIT	Qty Used	Unit Cost	Total Cost	
cheese - cheddar bulk	KG	3.5	1.00		3.50
cheese - cream cheese	KG	0.75	189.04		141.78
cream - fresh	LT	3.75	47.82		179.32
					324.61

PSH Matts Grill 2		Production Detail Report					Period: 2023-04-20
Date	Item	UNIT	Qty Produced	Qty Used	Unit Cost	Total Cost	
20/04/2023	sauce - cheese bulk	KG	6.50		49.94	324.61	
20/04/2023	cheese - cheddar bulk	KG		3.50	1.00	3.50	
20/04/2023	cheese - cream cheese	KG		0.75	189.04	141.78	
20/04/2023	cream - fresh	LT		3.75	47.82	179.33	

PSH Matts Grill 2		Production Summary Report				Period: 2023-04-20
Item	UNIT	Qty Produced	Qty Used	Unit Cost	Total Cost	
sauce - cheese bulk	KG	6.50		49.94	324.61	
cheese - cheddar bulk	KG		3.50	1.00	3.50	
cheese - cream cheese	KG		0.75	189.04	141.78	
cream - fresh	LT		3.75	47.82	179.33	

HOW DOES PRODUCTION MODULE AFFECT DAILY CONTROL SHEETS

All daily control sheets have a production column.

The QTY Produced will be added in the relevant production column on the relevant stock sheet the produced item is linked to.

In the example below, cheese-sauce bulk is set to be a front stock item only, and the produced qty is added into stock.

Prep Sheet									
Period: 20/04/2023									
Include Open Tables <input checked="" type="checkbox"/>									
Day End		Estimate		Period		Select		Find	
Print		Refresh Sales		Other Functions		Exit			
OPEN	CLOSE	POS	Item View						
B/STOCK	PRODUCTION	PURC.	F/OPEN	ITEM	ESTIMATE	PRODUCTION	FILL	TOTAL	
				rt - pasta sauce pomodoro 550g					
				rt - pasta sauce bologn 500g					
				rt - pasta sauce gorgonz 500g					
				rt - pasta sauce beef ragu 500					
				rt - pasta sauce funghi b 500g					
				fb chicken - balsamic port					
				fb chourico sausage portuguese					
				fb chourico pizza pepperoni					
				fb salami pizza					
				training - patty 100gr					
				training - fresh cream					
				sauce - cheese bulk		6.5		6.5	
				fb min - 500ml still					
				fb min - 500ml sparkling					
				1lt coke					
				1lt coke no sugar					
				sh buns					
				sh bacon slice 30g					
				sh cheddar sliced					
				sh chips 200g					
				sh chips 300g					
				sh schnitzel basic 100g					
				sh schnitzel basic 80g					

Ingredients used to produce this item will be deducted from stock.

DRY-STOCK FRUIT & VEG									
Fruit & Veg Dry Stocks									
	B/STOCK	PRODUCTION	UNIT	NAME	F/OPEN	PRODUCTION	ISSUE	F/CLOSE	USAGE
*			EA	brown paper - 900x900	2				2
*			KG	butter bulk	22				22
*			LT	buttermilk	2				2
*			KG	capers	2				2
*			KG	cappuccine freezo powder	2				2
*			KG	caramelised seeds	2				2
*			KG	caramelised apple	2				2
*			KG	cashew nuts	2				2
*			KG	chakalaka	2				2
▶*			KG	cheese - cream cheese	1.25	-0.75			1.25
*			KG	cheese - mascarpone bulk	2				2
*			LT	chemical - alcohol sanitiser	1				1

Notice the cheese-cream cheese is **deducting from front stock**, as F/Stock used was ticked when producing this item.

DRY-STOCK FRUIT & VEG									
Fruit & Veg Dry Stocks									
	B/STOCK	PRODUCTION	UNIT	NAME	F/OPEN	PRODUCTION	ISSUE	F/CLOSE	USAGE
*			KG	coffee - espresso beans	1				1
*			KG	coffee - instant	1				1
*			EA	coffee - knock box	1				1
*			EA	coffee - pods	1				1
*			KG	coffee - staff meals	11				11
*			EA	coffee machine cleaner	1				1
*			EA	condensed milk	0				0
*			KG	cranberries	0				0
*			KG	cream - creme fraiche	0				0
▶*	-3.75	-3.75	LT	cream - fresh	0				0
*			LT	cream - sour	0				0
*			EA	cream - whipped cream can	0				0
*			EA	credit card roll	0				0
*			KG	crispy capers	0				0

Notice cream-fresh is **deducting from back stock** as F/Stock used was not ticked.

Bulk Portioning							Find	Period	Print	Issue	Exit
Period: 28/03/2023											
BULK ITEM	O/STK	PRODUCTION	PURCHASE	ISSUE	C/STK	UNIT	COST				
avocado bulk						KG	22.92				
bacon bulk						KG	89.36				
bacon streaky brkfast bulk						KG	50.00				
beef - carpaccio bulk						KG	194.00				
beef - macon bulk halaal						KG	139.90				
beef - tenderloin bulk						KG	199.00				
beef ribs bulk						kg	1.00				
boiled ribs						kg	5.64				
cheese - cheddar bulk		-3.50			-3.50	KG	1.00				
cheese - cheddar mature bulk						KG	95.73				
cheese - fior di latte bulk						KG	108.33				
cheese - mozzarella bulk						KG	70.50				
cheese - parmesan fresh						KG	175.66				

Cheese-cheddar bulk has deducted from the bulk sheet.

HOW DOES PRODUCTION MODULE AFFECT RAW MATERIAL USAGE REPORTS

Ingredients used will be deducted from the Puch/Prod/Issue column.

Stock Item	Unit	Unit Cost Changes						Quantity Reconciliation						
		Opening Stock			Closing Stock			Unit Cost Change	Opening Qty	Purc	Prod / Issues	Theoretical Sales	Closing Qty	Qty Variance
		Unit Cost	Qty	Value	Unit Cost	Qty	Value	Value %						
COFFEE & TEA														
cappuccine freeze powder	KG	125.00	2.0	250.00	125.00	0.0	0.00	0.00 0.00	2.0	0	0.00	0.0	2.00	
coffee - decaf	KG	399.60	1.0	399.60	399.60	0.0	0.00	0.00 0.00	1.0	0	0.00	0.0	1.00	
coffee - espresso beans	KG	399.96	1.0	399.96	399.96	0.0	0.00	0.00 0.00	1.0	0	0.00	0.0	1.00	
coffee - instant	KG	101.45	1.0	101.45	101.45	0.0	0.00	0.00 0.00	1.0	0	0.00	0.0	1.00	
coffee - pods	EA	1.00	1.0	1.00	1.00	0.0	0.00	0.00 0.00	1.0	0	0.00	0.0	1.00	
sugar - sachet brown	KG	28.50	0.0	0.00	28.50	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
sugar - sachet white	KG	32.50	0.0	0.00	32.50	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
sweetener	EA	0.18	0.0	0.00	0.18	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
tea - ceylon	EA	0.31	0.0	0.00	0.31	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
tea - earl grey	EA	0.76	0.0	0.00	0.76	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
tea - green	EA	3.31	0.0	0.00	3.31	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
tea - red espresso	KG	177.74	0.0	0.00	177.74	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
tea - roibos	EA	0.48	0.0	0.00	0.48	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
tea - spiced chai concentrate	LT	152.00	0.0	0.00	152.00	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
white chocolate powder	KG	135.00	0.0	0.00	135.00	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
DAIRY														
almond milk	LT	45.00	1.0	45.00	45.00	0.0	0.00	0.00 0.00	1.0	0	0.00	0.0	1.00	
butter bulk	KG	95.65	22.0	2104.30	95.65	0.0	0.00	0.00 0.00	22.0	0	0.03	0.0	21.97	
buttermilk	LT	27.80	2.0	55.60	27.80	0.0	0.00	0.00 0.00	2.0	0	0.00	0.0	2.00	
cheese - cheddar bulk	KG	1.00	10.0	10.00	1.00	6.5	6.50	0.00 0.00	10.0	-3.5	0.00	6.5	0.00	
cheese - cream cheese	KG	189.04	10.0	1890.40	189.04	0.0	0.00	0.00 0.00	10.0	-0.75	0.00	0.0	9.25	
cream - creme fraiche	KG	87.36	0.0	0.00	87.36	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
cream - fresh	LT	47.82	10.0	478.20	47.82	6.3	298.88	0.00 0.00	10.0	-3.75	0.00	6.3	0.00	
cream - sour	LT	104.34	0.0	0.00	104.34	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
cream - whipped cream can	EA	1.00	0.0	0.00	1.00	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
milk - full cream	LT	15.00	0.0	0.00	15.00	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
test - cheddar 50gr	EACH	1.00	0.0	0.00	1.00	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
test - cheddar chs	KG	1.00	0.0	0.00	1.00	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
training - fresh cream	LT	1.00	0.0	0.00	1.00	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
training - fresh cream	LT	1.00	0.0	0.00	1.00	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	
yoghurt - plain	LT	30.43	0.0	0.00	30.43	0.0	0.00	0.00 0.00	0.0	0	0.00	0.0	0.00	

Qty produced of the produced item will be added to the Purch/Prod/Issue column.

PSH Matts Grill 2												Period: 20/04/2023			
Stock Audit Report															
Stock Item	Unit	Opening Stock			Closing Stock			Unit Cost Changes		Quantity Reconciliation					
		Unit Cost	Qty	Value	Unit Cost	Qty	Value	Value	%	Opening Qty	Purch / Prod / Issues	Theoretical Sales	Closing Qty	Qty Variance	
GROCERIES															
pauls ice cream 125ml	EA	18.90	0.0	0.00	18.90	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
peppadews	KG	146.66	0.0	0.00	146.66	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
pepper - cayenne	KG	64.00	0.0	0.00	64.00	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
pepper grinder branded	EA	33.28	0.0	0.00	33.28	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
pepper grinder large	EA	43.00	0.0	0.00	43.00	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
peppercorns - black	KG	155.00	0.0	0.00	155.00	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
pesto - basil bulk	KG	294.00	0.0	0.00	294.00	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
pesto - basil portion 25g	EA	6.68	0.0	0.00	6.68	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
pesto - basil portion 80g	EA	24.50	0.0	0.00	24.50	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
pickled jalapenos	KG	47.66	0.0	0.00	47.66	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
poppy seeds	KG	130.00	0.0	0.00	130.00	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
praline - pumpkin seed	KG	85.37	0.0	0.00	85.37	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
pumpkin seeds	KG	120.00	0.0	0.00	120.00	0.0	0.00	0.00	0.00	0.0	0	0.08	0.0	-0.08	
red curry paste	KG	276.63	0.0	0.00	276.63	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
salsa - tomato & chilli	KG	31.84	0.0	0.00	31.84	0.0	0.00	0.00	0.00	0.0	0	0.10	0.0	-0.10	
salt - coarse	KG	5.17	0.0	0.00	5.17	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
salt - fine	KG	4.07	0.0	0.00	4.07	0.0	0.00	0.00	0.00	0.0	0	0.15	0.0	-0.15	
salt grinder branded	EA	27.29	0.0	0.00	27.29	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
salt grinder large	EA	24.50	0.0	0.00	24.50	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - bechamel (pizza)	KG	24.04	0.0	0.00	24.04	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - bulgogi	LT	185.20	0.0	0.00	185.20	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - bunny chow bulk	KG	49.38	0.0	0.00	49.38	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - bunny chow port 200g	EA	9.88	0.0	0.00	9.88	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - butter chicken	LT	73.89	0.0	0.00	73.89	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - cheese bulk	KG	49.94	0.0	0.00	49.94	6.5	324.61	0.00	0.00	0.0	6.5	0.00	6.5	0.00	
sauce - chilli	LT	54.40	0.0	0.00	54.40	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - coriander chutney	LT	65.22	0.0	0.00	65.22	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - hp	EA	20.00	0.0	0.00	20.00	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - korean	KG	123.43	0.0	0.00	123.43	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - masala base bulk	KG	71.95	0.0	0.00	71.95	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - masala base port 160g	EA	11.51	0.0	0.00	11.51	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	
sauce - mustard (maine)	LT	87.85	0.0	0.00	87.85	0.0	0.00	0.00	0.00	0.0	0	0.00	0.0	0.00	

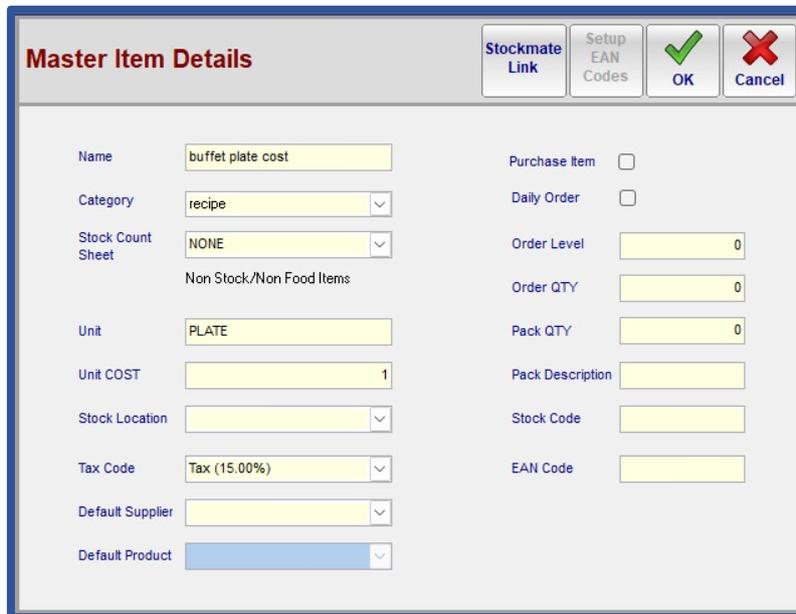
MANAGING BUFFET STOCK AND PLATE COSTS WITH PRODUCTION MANAGER

1. Make sure all buffet items have been created in the Masterfile.
 In this example items on our buffet will be potato salad, greek salad, roast duck, roast beef and crispy onion rings.
 Because these are all production items, you will need to set them up in production module each with their own recipe.

Production Module										
Period: 26/05/2023										
Name	Sheet	Unit	Open B/Stock	Open F/Stock	Recipe estimates	# Units estimates	Recipe produced	# Units produced	Cost	
crispy onion rings	PREP	KG							34.60	
greek salad	PREP	KG							1.00	
potato salad	PREP	KG							1.00	
roast beef	PREP	KG							1.00	
roast duck	PREP	KG							1.00	

Production Setup							
NAME	CAT	To produce <input type="text" value="1"/> KG of crispy onion rings					
crispy onion rings	rc	Use the following:-					
potato salad	rc	NAME	QTY	UNIT			
greek salad	rc	onions large	1	KG			
roast duck	rc	flour cake	0.252	KG			
roast beef	rc	spice aromat	0.08	KG			
		olive oil chef blend	0.1	LT			

2. Create a MasterFile item called **Buffet Plate Cost**. I have set the stock count sheet to **NONE** as this is not a stock item. I have set the unit to **PLATE** and unit cost to R1.



Master Item Details

Buttons: Stockmate Link, Setup EAN Codes, OK, Cancel

Name: buffet plate cost

Category: recipe

Stock Count Sheet: NONE

Unit: PLATE

Unit COST: 1

Tax Code: Tax (15.00%)

Default Supplier:

Default Product:

Purchase Item:

Daily Order:

Order Level: 0

Order QTY: 0

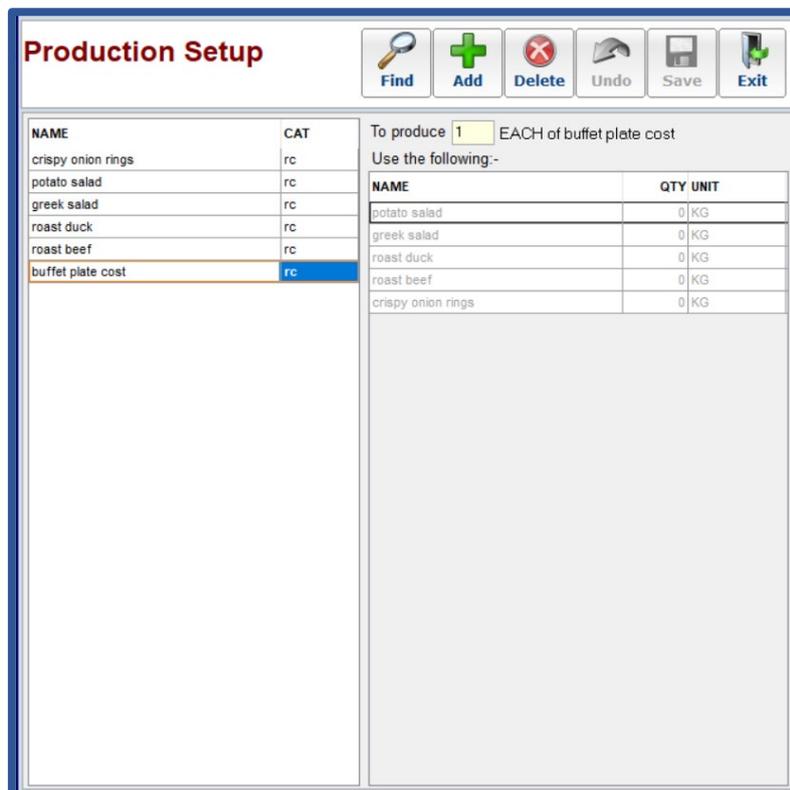
Pack QTY: 0

Pack Description:

Stock Code:

EAN Code:

3. Set this item up as a **production item** and link it to all buffet items as seen below. Do not put in the quantities of the buffet stock items but set the to **produce amount to 1**.



Production Setup

Buttons: Find, Add, Delete, Undo, Save, Exit

To produce: 1 EACH of buffet plate cost

Use the following:-

NAME	QTY	UNIT
potato salad	0	KG
greek salad	0	KG
roast duck	0	KG
roast beef	0	KG
crispy onion rings	0	KG

NAME	CAT
crispy onion rings	rc
potato salad	rc
greek salad	rc
roast duck	rc
roast beef	rc
buffet plate cost	rc

- In the PLU COSTINGS create the recipe but only link it to the master file item **buffet plate cost**. Quantity will be 1.

PLU ITEMS COSTING

buff

PLU: 2625 ITEM: Buffet

R/M Item	QTY	Cost	Unit	Value
buffet plate cost	1.00		1 PLATE	1

Option: 1

Options Item QTY Cost Value

<No data to display>

Target		Actual	
C.O.S %: 0.00	GP %: 0.00	Cost (Excl VAT):	1.00
Selling Price (Excl VAT):	0.00	C.O.S %:	0.46
Selling Price:	0.00	GP %:	99.54
		Selling Price (Excl VAT):	217.39
		Selling Price:	250.00
		Markup %:	21639.13

- As part of morning procedures, work out how much of each buffet item you wish to make for the day and enter these quantities under unit estimates.

Production Module

Period: 26/05/2023

Name	Sheet	Unit	Open B/Stock	Open F/Stock	Recipe estimates	# Units estimates	Recipe produced	# Units produced	Cost
buffet plate cost	NONE	PLATE							1.00
crispy onion rings	PREP	KG			6	10			23.91
greek salad	PREP	KG			1	5			65.29
potato salad	PREP	KG			1	10			21.22
roast beef	PREP	KG			2	20			125.81
roast duck	PREP	KG			2	15			357.67

- Once these buffet items have been made enter the final quantity produced under the “units produced” column.

Production Module
 Period: 26/05/2023

Name	Sheet	Unit	Open B/Stock	Open F/Stock	Recipe estimates	# Units estimates	Recipe produced	# Units produced	Cost
buffet plate cost	NONE	PLATE							1.00
crispy onion rings	PREP	KG			6	10	6.66	10	23.91
greek salad	PREP	KG			1	5	0.55	5	65.29
potato salad	PREP	KG			1	10	1	10	21.22
roast beef	PREP	KG			2	20	2	20	125.81
roast duck	PREP	KG			2	15	1.87	15	357.67

- At the end of service, pull a **plu sales report** to see how many buffets have been sold during the day.

PLU ITEM SALES
 Trading Date: 26/05/2023

Drag a column header here to group by that column

Plu	Item	SP(1)	SP(2)	SP(3)	SP(4)	SP(5)	Total
2625	Buffet	114					114

- Enter this quantity under units produced for the buffet plate cost and press enter. It will take you to the Production Details screen.

Production Details
 buffet plate cost

Recipe Qty: 114
 Qty Produced: 114 PLATE

Total Cost: 0.00
 Cost per PLATE: 0.00

Name	Sheet	Unit	Unit Cost	Qty Used	Cost	F/Stock Used?
crispy onion rings	PREP	KG	23.91	0	0.00	
greek salad	PREP	KG	65.29	0	0.00	
potato salad	PREP	KG	21.22	0	0.00	
roast beef	PREP	KG	125.81	0	0.00	
roast duck	PREP	KG	357.67	0	0.00	

9. After weighing/counting what buffet stock items are left after service, **deduct amount** from the units produced amount for each buffet item. This will give you the quantity used. Enter this figure under the quantity used column for each buffet item. This will now give you the total **cost of the buffet for the day** as well as a **plate cost**.

Production Details

buffet plate cost

Recipe Qty	114			Total Cost:	8130.39
Qty Produced	114	PLATE		Cost per PLATE:	71.32

Name	Sheet	Unit	Unit Cost	Qty Used	Cost	F/Stock Used?
crispy onion rings	PREP	KG	23.91	9	215.19	
greek salad	PREP	KG	65.29	5	326.45	
potato salad	PREP	KG	21.22	9	190.98	
roast beef	PREP	KG	125.81	19	2390.39	
roast duck	PREP	KG	357.67	14	5007.38	

10. When done click the OK button and say YES to update the cost price change.

Pilot Admin

?

*** COST CHANGE OCCURRED ***

Item	:	buffet plate cost
Current cost	:	1.00
New cost	:	71.32

Do you wish to update the cost?

11. When entering your prep closing count, enter the **stock left over** of your buffet items under the close tab. You will notice that you balance.

Prep Sheet

Period: 26/05/2023
Include Open Tables

OPEN CLOSE POS Item View

TOTAL	ITEM	CLOSE	USAGE	SALES	DIFFERENCE
1	potato salad	1			
	greek salad				
1	roast duck	1			
1	roast beef	1			
1	crispy onion rings	1			
	crispy onion rings				