Module 8 - Using Pilot POS Daily Routines to Manage the Business

Overview

Now that you have spent a considerable amount of time reviewing, practicing and learning about specific tasks and functions relating to the Pilot POS system, this module aims to show you how this functionality needs to fit into the typical business processes that take place on a daily and weekly basis.

The learning objectives for this module:

By the end of this module, you will be able to:

- Describe and demonstrate a working knowledge of personal responsibilities associated with daily procedures and routines
- · Indicate where in the material the range of daily and weekly procedures and routines can be viewed
- Review and practice procedures and routines relating to Controls
- Practice cash up procedures and routines
- Practice banking procedures and routines to set up the float for the next day
- Review and practice procedures and routines for purchasing stock
- Practice the Daily Prep Sheet procedures and routines
- Review the daily and weekly Prep and Bulk Portion Sheet procedures and routines
- Review the daily and weekly procedures and routines related to the Fruit and Vegetable sheet
- Review the procedures and routines related to using the Drystocks sheet
- Review procedures and routines for counting, managing and updating stock
- Review the importance of working with the Stock Count Sheet
- Practice the procedures and routines to start, view and work with the Cash Payouts function
- Review and practice procedures and routines for completing the Day-End routine
- Recognise concepts and terminology of the Day End Report
- Demonstrate how to problem solve possible variances when cashing up takes place.

Reviewing Roles and Responsibilities Associated with Daily Procedures and Routines

Rigorous, dedicated and accurate use of your Daily routine is where controlling information and data on your system starts. Because no two business sites are the same, use the following suggested routines as a guideline.

1. Morning Routine

- Start-up the system.
- Issue the floats to POS terminals (if running a cashier and / or delivery operation.
- Record the morning issues and prep information.
- Do opening spot checks, this includes back stock on prep on prep items.
- Record morning bulk issues and portioning information.
- Remember to do any cash payouts for the cash suppliers as they arrive.



2. Afternoon Routine (After Lunch)

- Remember to do any cash payouts for the cash supplier invoices as they arrive.
- Cash up the morning day shift waitrons, if they are not working the evening shift.
- Cash up day shift POS terminals (if running a cashier and/or delivery operation).
- Capture all purchases invoices received so far.



3. Late Afternoon / Early Evening Routine

- Cash up the remaining day shift waitrons, if they are not working the evening shift.
- Record the days finalised bulk portioning information.
- Capture Issues / Fills on the Prep Sheet Count.
- Capture all outstanding purchases invoices.



4. Evening (Close) Routine

- Cash up night shift waitrons
- Cash up night shift POS terminals(if running cashier and/or delivery system)
- Make cash payouts for waiter commission/cashiers (do not forget to do the purchases for this).
- Capture any out standing purchases invoice
- Print daily purchase report
- Print payout listings
- Balance cash payout to cash purchases
- Count fruit and veg closing stock
- Count prep closing stock
- Capture fruit and veg closing stock
- · Print fruit and veg usage sheet
- Capture bulk portioning information
- Print bulk sheet costing analysis
- Capture prep sheet issues & closing stock
- Check stock variances
- Print prep sheet variances
- Pull X reading
- Complete master cashup
- Exit all terminals to Pilot Shell
- Run Day end reports
- Do estimates for new day
- Print out the discount log reports
- Pull daily order report for the next day
- Print control sheets for next day.

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Issuing of Floats and Cash Up Procedures

Cashing up on the Pilot POS system is made up of three distinct processes:

- · Managing and reviewing cash payouts
- · Cashing up staff members and their transactions
- Cashing up and reconciling the information that has gone through the system.

Cashing Up Staff Members and Their Transactions

The staff cash up control allows you to run a pouch system where each staff member carries their own float and receives cash directly from the customer. At the end of the shift, the staff member reconciles their money against sales and commission earned for the day. The advantage of this system is that it speeds up the billing process as a staff member does not need to stand in a queue at the cash-desk for bills or change. From a security point of view, you also benefit as the cash remains the responsibility of the staff member until the end of the shift. If you are running a centralised cash control system, in other words a cash-desk, you can use this control to determine what money is owed to the staff member for tips and commissions earned.



Undoing the Cash Up of a Staff Member

It can happen that you need a staff member to come back on duty soon after you've cashed them off. The Pilot POS system refers to this as "un-cashing".

Use the following steps as a guideline to un-cash a staff member:

- From the Touch POS menu, select the Waiter Cashup button.
- Select the staff member you want to un-cash. When the system displays a message that the staff member has been paid, click on OK.
- 3. This will take you into the cash up again. Remove any figures in the cash up.
- 4. Click on Print.
- Confirm the print and close action by clicking on Yes
- 6. When you want to cash the waiter up again later, you must add the previous cash up figures to the new cash up. If you do not want to do this, then you must return any sales items or cash collected to the staff member.



Using the Master Cash Up to Manage and Reconcile Daily Business

The Master Cashup is used to reconcile the entire cash and transaction history of the business for the day. Once all the individual point-of-sale terminals and waiters have been cashed off, the cash is combined and needs to be reconciled. This cash up also includes a banking analysis, for tracking of bank deposits. It allows for control of multiple shifts.



Managing the Cash Up of a POS Cash Station

The POS Cash Station cash up is used to reconcile a station where all money gets put into a separate cash draw, for example a bar station or cash desk based systems.

All bills that get closed off at that specific station get allocated to the sales figure for that station, which are then used for reconciliation at the end of a shift. An advantage of using this system is that only a few people handle the cash and you can then make them accountable for any shortages that may occur.

 Before you continue with your POS Cash Station cash up, you need to make sure that any cash payouts made from the station have been processed through the system. These cash payouts are drawn into the POS cash up automatically.

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- Access the Touch POS manager menu. Enter your management pin, swipe your manager card or use the Finger Print ID terminal.
- 3. Click on the POS Cashup button.



The POS Cashup window will display a summary of trade for the day for the specific station.

- 4. Enter the specific station's float in the Float field.
- 5. Enter any bulk notes that you have for the station.
- 6. Enter any bulk coins that you have for the station.
- 7. Enter the monetary value for each denomination.



- 8. Scroll down and refer to the Till Cash line. Note how the Pilot POS system automatically totals all cash.
- 9. Enter all speed point transactions.
- 10. Enter all cheque transactions.
- 11. Enter all manual credit card transactions.

The Pilot POS system automatically totals both cash and non-cash transactions here.

- 12. Refer to the Payouts section. This figure is drawn from the cash payouts made on the specific station. Check this figure to confirm all the cash payouts that have been made.
- 13. Refer to the Actual Turnover line (ACT T/O) The system calculates this figure as follows: Total Cash + Payouts -- Float
- 14. The Till Print figure is drawn from bills that where closed off on the specific station.

- 15. Take note of the Diff field. Pilot POS calculates the difference by: Actual Turnover Till Print = Difference.
- 16. Once all your information is captured, click on Save.
- 17. Once all the information has been captured, saved and differences checked, print the POS Cashup report.

Note If you want to exit the Touch POS Cashup function, you must click on Save before you exit, otherwise any information that you have captured will be lost.



Cashing off a Staff Member

There are two ways that you can cash a staff member off.

- 1. From the Touch POS workstation.
- 2. From the Waiter Commission report.

From the Touch POS workstation

- Touch the Manager Menu button to display the POS menu window.
- Touch the Waiter Cashup button to display the staff member list:



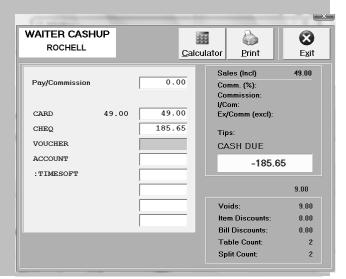
- Select the staff member and click on OK to display the Waiter Cashup window.
- Collect the cash and all other sales information from the staff member.
- Enter the details of the staff member's cash, cheques and credit cards and view how Pilot POS updates what cash is due from the staff member.
- When all figures are captured, touch the Print button to display the Print Cashup options window. You have two options for printing:



Prints out staff cashup information.

Prints out the waitron's cashup information, plus a listing of all the bills closed off by that waitron, showing discounts and tips.

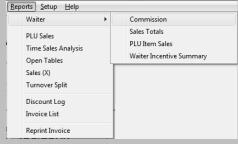






From the Touch POS Waiter Commission report:

- Touch the Manager Menu button to display the POS menu window.
- Select the Reports...Waiter...
 Commission menu option to display
 the Waiter Com / Pay window:



- Select the staff member and click on the Cashup button to display the waiter Cashup window.
- 4. Collect the cash and all other sales information from the staff member.



- Enter the details of the staff member's cash, cheques and credit cards and view how Pilot POS updates what cash is due from the staff member.
- 6. When all figures are captured, touch the Print button to display the Print Cashup options window. You have two options for printing:



Prints out the staff member's cash up information.

Prints out the staff member's cash up information, plus a listing of all the bills closed off by that staff member, showing discounts and tips.

7. Once a staff member has been cashed off, they will not be able to access the system again until a Day Close routine has been completed.

Note The system will not allow you to cash off a staff member that has open tables.

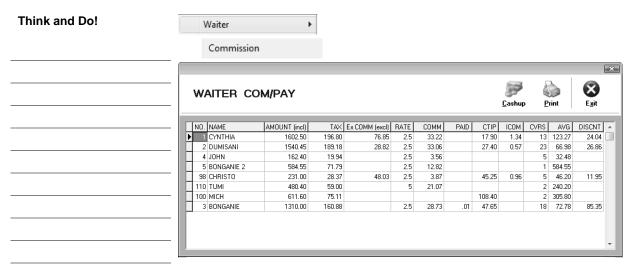
The system draws in any payment types that the waitron has closed off too. This is for reference purposes only and you still need to check this figure against actual proof of payment, like speed point slips.

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Generating the Touch POS - Waiter Commission Report

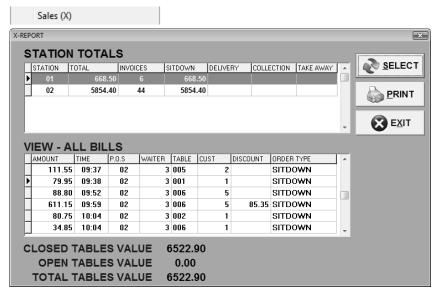
This report shows you sales for individual staff members and managers for the day. This report also shows you commission and tips due and tracks the sales figure breakdowns of cash, credit cards, cheque and vouchers. This report should be printed once all the staff members have been cashed off.





Generating the Touch POS - Sales (X) Report

The Sales (X reading) report is very useful for you to get up-to-date turnover information for the day. As each bill is cashed off its turnover is accumulated and displayed in the Sales (X reading) report. You can also view turnover sales per POS station which is useful for monitoring busy and slow stations.



You can also generate the Sales (X) report by touching the sales (X) button on the POS Manager Menu window:



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Generating the Touch POS - Discount Log Report

This report allows you to track and manage how many voids and discounts are being given to customers. This is an important report for managing theft and fraud.



Think and Do! Discount Log DISCOUNT LOG Print Exit VALUE NOTE REASON MGR POSID ▶ 09:46 - 12/11/09 09:58 - 12/11/09 09:59 - 12/11/09 I/VOID: Hansa M/zen Gld VOIDS Super 11.95 TBL:006 W:3 I/DISC : Castle Lager Super 5.50 TBL:006 W:3 B/DISCNT DISCOUNT Super 67.90 TBL:006 W:3 16:14 - 23/11/09 I/VOID : Coffee VOIDS 9.95 TBL:001 W:1 Super 16:14 - 23/11/09 I/VOID : HOT MILK VOIDS Super TBL:001 W:1 0.99 TBL:001 W:1 13.10 TBL:001 W:1 16:16 - 23/11/09 I/DISC : Milo VOIDS Super 16:16 - 23/11/09 B/DISCNT VOIDS Super 16:50 - 23/11/09 I/VOID : Decaf Cappucino VOIDS Super 2.00 TBL:002 W:98 TBL:002 W:98 16:50 - 23/11/09 I/VOID : CREAM VOIDS Super 16:51 - 23/11/09 PROMO 9.95 TBL:002 W:98 I/VOID : Sparkling Water Super 10:36 - 25/11/09 I/DISC : Hansa M/zen Gld MANAGER Super 5.97 TBL:555 W:2 10:22 - 26/11/09 0.89 TBL:012 W:2 I/DISC : Guava Juice PROMO Super 10:22 - 26/11/09 10:23 - 26/11/09 10:29 - 26/11/09 I/DISC : Full Calamari PROMO 10.00 TBL:012 W:2 Super B/DISCNT KIDS 10.00 TBL:012 W:2

Managing Stock Purchases

When daily stock is purchased (which ensures that the business's stock levels are appropriate) systematic and diligent routines around recording all incoming stock and expenses are vital to the effective control of stock flow through the system. The details of daily purchase invoices need to be captured correctly for the sake of financial reporting, as well as knowing the state of stock within your system. As an invoice is captured, a number of things occur:

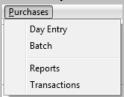
- The systems stock holding levels are increased
- Unit prices for the purchased goods are updated.



Recording Purchase Information

Use the following steps as a guideline to tracking and recording purchase information:

- 1. Access the Pilot Admin program.
- Select the Purchases menu option to view the available functionality:



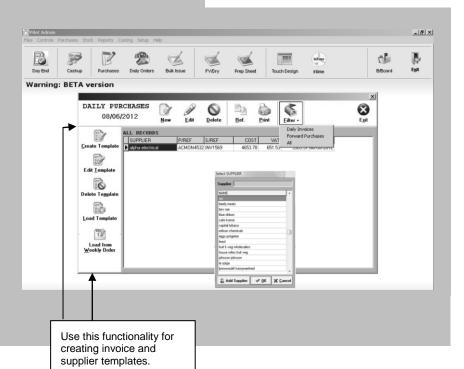
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Recording Daily Purchases

 You can use either the Purchase...Day Entry menu option, or the Purchases button to open the Daily Purchases window:



- To record details of a new invoice, click on the New button to display the Select Supplier window.
- Type the suppliers name whose invoice information that you want to capture into the search block. When the correct supplier is highlighted, click on OK.



X

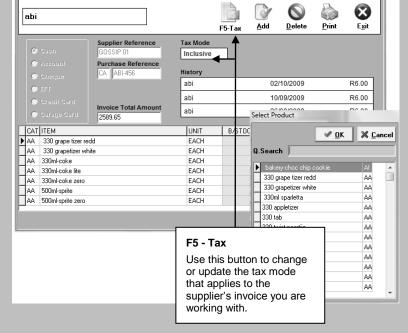


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Important Facts about Purchases

When capturing invoices you need to look out for the following:

- Quantity purchased must be in the same unit as the system. By not purchasing in the same unit you affect the unit price of the goods which affects many of the reports which you can retrieve from the system.
- VAT inclusive / exclusive also affects unit price. Make sure of how the supplier has structured their invoice before commencing. Use the F5- Tax function in the system accordingly.
- When you select a supplier and click on OK, the purchase invoice information window will open with the name of the supplier.
- In the payments frame, confirm how you are paying. With cheque and account payments you must enter a reference, such as the cheque number or account number.
- Enter the invoice number in the Supplier's Reference field. This number can be used to track this invoice at a later stage.
- Before you continue adding items, confirm the Tax mode for the specific supplier and invoice. If you need to change the tax mode, click on the F5 – Tax button.



10. Enter the invoice's total amount.

the VAT out of the inputted price.

- 11. Click on the Add button to open the Select Product window.
- 12. Use the Search window to search for and select the range of items that are on the invoice.
- 13. Enter the quantity of each item that is purchased.
- 14. Enter the cost of each line item if it has changed since the last purchase.
 The system will automatically work out VAT on the invoice. If you are working in VAT exclusive mode, the system will add VAT onto the price captured. If you are working in VAT inclusive mode, the system will break
- 15. Once all the items are added, confirm that the totals on the invoice balance with totals on the system.
- 16. Click on the Exit button to return to the daily Purchases window. The records of the purchase are automatically updated to the records list.

Note You are able to print out the "Purchase" as "Proof of Purchase".



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Editing and Deleting Information on Invoices

Use the following steps as a guideline to editing and deleting information on invoices:

Editing invoice item information

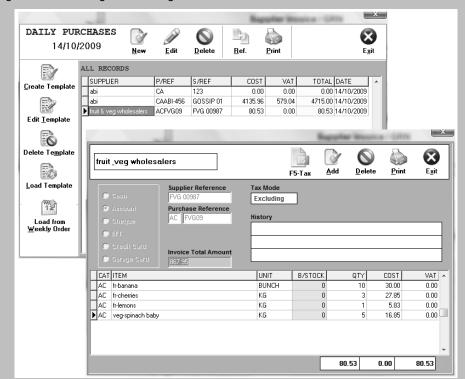
 Use either the Purchase...Day Entry menu option, or the Purchases button to open the Daily Purchases window:



- 2. Select the invoice whose items you want to edit.
- Click on the Edit button to display the purchase invoice information window.



4. Make the appropriate changes and click on Exit.



Editing invoice reference information

5. Click on the Ref button to edit an invoice's reference information:



- 6. Make the appropriate changes to the invoice number or payment reference.
- 7. Click on OK.

Deleting items from an invoice

- 8. Search for, select and open the invoice with the incorrect item on it.
- 9. Select the item you want to delete and click on the Delete button.



10. Confirm the deletion and click on Exit.

Deleting an invoice

- 11. Search for and select the invoice you want to delete.
- 12. Click on the Delete button.
- 13. Confirm the deletion and click on Exit.



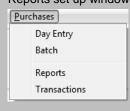


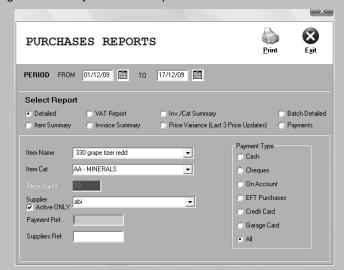
Printing and Understanding the Daily Purchases Report

This report is very useful when needing to track and manage stock moving through your business. It also provides valuable information about the breakdown of purchases made for the day. This report should be printed each day after all invoices have been captured. Use this report to check that cash purchases correspond with cash payouts for the day.

Use the following steps as a guideline to working with the Daily Purchases report:

- 1. Access the Pilot Admin program.
- 2. Select the Purchases...Reports menu option to open the Purchases Reports set up window:





The system groups purchases into the following reports:

Payment Type Summary

This report breaks the daily purchases into different payment types, cash, cheque, account and EFT.

It details the payment options further by reporting on which categories were purchased for each payment option.

It also allocates VAT payments to each of these category breakdowns.

This report is used to balance your cash payouts with your cash purchases, to ensure that all invoices/cash payouts have been processed.

Invoice Summary This report shows you summary information for the day's purchases.

It shows suppliers name and reference and the cost information of the invoice.

Category Summary This report breaks the daily purchases into categories, regardless of payment options.

It lists the category and cost information.

All three reports total up the purchases for you.

Vat Report

This is a report on all the VAT for the Period you have selected.

Inv/Cat Summary This report breaks down the invoice into categories and summarises invoices.

Price Variance report (Last 3 Price Updates)

This report will give you the last 3 price changes on an item

Batch Details A report that lists all the invoices that have been Back Dated.

Payments You are able to draw the report and it will print out according to the various Payment types .



Working with Batch Purchases Use the following steps as a guideline to working with batch purchases: Access the Pilot Admin program. BATCH PURCHASES 0 Select the Purchases...Batch menu <u>E</u>dit Delete New Ref. Print option to open the Batch Purchases window: SUPPLIER TOTAL DATE P/REF S/REF COST VAT <u>P</u>urchases Day Entry Edit <u>T</u>emplate Batch Ó Reports Delete Template Transactions Load Template 12 Load from Weekly Order

Batch Purchases work similarly to Daily Purchases except that:

- Batch purchases allow you to post an invoice to a period up to 60 days prior to the current date. This is handy
 for allocating certain expenses back to a different month for proper Income Statement reporting.
- Batch purchases do not update your stock levels. This is due to the fact that the stock on the invoice may already be sold.



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Working with Daily Prep and Bulk Portion Sheets

The Prep Sheet forms the basis of your daily stock control and contains information on all the stock movements of stock items allocated to this sheet. It provides you with valuable information such as:

- Back stock levels
- · Opening front stock levels
- · Stock issues and portioning
- Closing front stock levels
- Stock usage
- Stock reconciliation.

Typically, the Prep Sheet contains items that you want to:

- Monitor very closely (variances)
- Determine prepping levels for
- Obtain daily usage figures for.

The Prep Sheet also includes a powerful estimating function which tracks usage of items per thousand turnover, and then allows you to input expected turnover. This gives you estimated prep / issue quantities for each item.



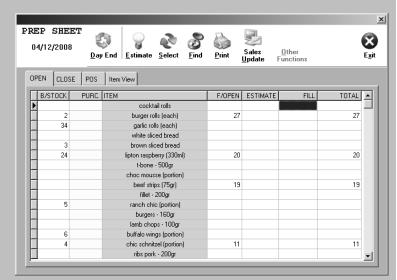
Using the Prep Sheet

Use the following information as a guideline to working with the Prep Sheet:

- 1. Access the Pilot Admin program.
- Select the Controls...Prep Sheet menu option or the Prep Sheet button to display the Prep Sheet window:



- Record the morning stock issues and prepped items on the count sheet. This is recorded in the Fill column of the Open tab.
- 4. Record the afternoon stock issues on the count sheet. This is recorded in the Fill column of the prep count sheet.
- Capture stock issues and makes onto the system. This is entered on the Open tab under the Fill column.



- 6. Count the closing front stock. This is recorded in the Close column of the Close tab of the Prep Count Sheet.
- 7. Capture closing Front Stock onto the system. This is entered on the Close tab under the Close column.
- 8. Check variances. Mark any items that need to be re-counted.
- 9. Capture any changes.

Finding Items on the Prep Sheet

- 10. Click on the Find button.
- 11. Type the name of the item you want to find.
- 12. Click on Search and when the item is located enter the stock count figure.

Print a Variance report

13. Click on the Print button to display the Prep Sheet Reports selection window:

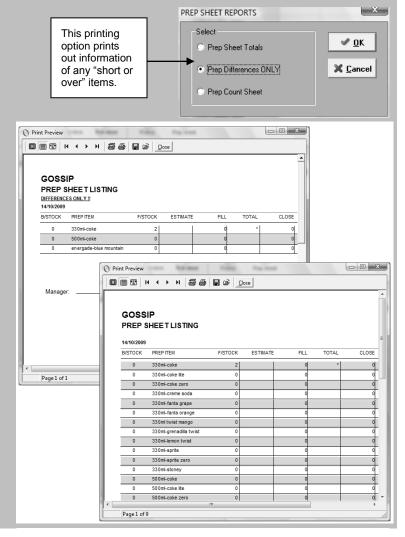


- Select the Prep Differences Only option and click on OK to display the report.
- Click the on printer icon and once the printout is completed, click on Close.

Printing a Prep Count Sheet

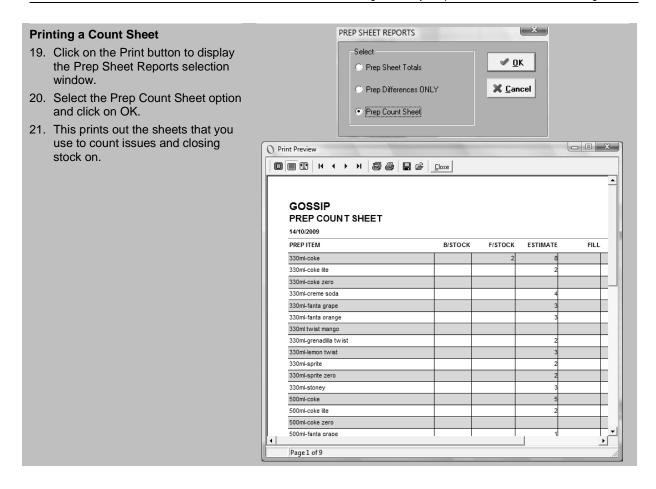
This prints out all the differences for the day – short / over.

- Click on the Print button to display the Prep Sheet Reports selection window.
- Select the Prep Sheet Totals option and click on OK to display the report.
- 18. Click the on printer icon and once the printout is completed, click on Close.





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Think and Do!

Think and Do!

Using the Estimate Function on the Prep Sheet

The system includes a powerful utility to help you estimate prepping and issuing levels for the day. The system monitors daily usage of each stock item on the Prep Sheet, and then divides this usage into the turnover.

From this it is able to calculate an average usage of the item per thousand turnover, hence the term 'usage per thousand'. The computer calculated average is updated after each new daily average that is calculated, allowing for a more evenly spread usage history.



The following information is for discussion purposes only. A guideline to using the Estimate function:

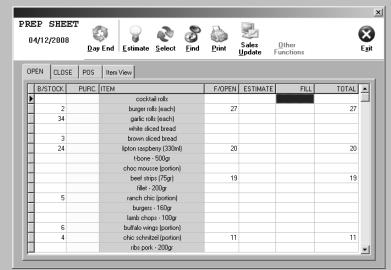
- 1. Access the Pilot Admin program.
- Select the Controls...Prep Sheet menu option or the Prep Sheet button to display the Prep Sheet window:

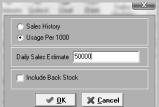


- Take note of the opening stock.
 Note The reality of day-to-day business is that opening stocks on certain items are often low.
- 4. From the Prep Sheet window click on the Estimate button:



- 5. Select Usage Per 1000
- Enter your Daily Sales Estimate (incl. VAT) for the day, for example 50000.





- 7. The system now estimates your fills as per the usage per item for each 1,000 turnover.
- 8. You can use these estimates as your Fills or you can fill as per your input.
- 9. Print the Prep Count Sheet.
- 10. Managers can continue doing the relevant issues.
- 11. During the course of the day, if you need to do any fills, capture the relevant information on your Prep Count Sheet.
- 12. At the end of the day, you will need to count your closing stock and enter them in the Close column.
- 13. Once the closing stocks have been counted you will have to input these values into the CLOSE TAB as your closing stocks on your prep sheet.
- 14. Check for any variances that may appear in the Diff column.
- 15. These Closing Stocks will be your Opening Stocks once Day End has been completed.

Note Refer to the section, "Adding, Editing and Managing the Prep Sheet, Bulk Sheet and the Master File" section of Module 5 – Using the Admin System to Manage Information for detailed procedures on working with the Prep and Bulk Sheet functions.

Reviewing the Importance of Using the Prep Sheet on a Daily Basis

It is important to revisit and recall the important information from the Prep Sheet that is used to control stock on a daily basis.



	SHEET 2/2008 Day	9 6 9	Print	Sales Oth Update Func	
OPEN	CLOSE POS	Item View			
∏ B/9	TOCK PURC. I	ГЕМ	F/OPEN	ESTIMATE	FILL TOTAL
		** bread/rolls **		36	
		cocktail rolls			
		burger rolls (each)	27		27
		garlic rolls (each)			
		white sliced bread			
		brown sliced bread			
		lipton raspberry (330ml)	20		20
		t-bone - 500gr			
		choc mousse (portion)			
		beef strips (75gr)	19		19
		fillet - 200gr			
		ranch chic (portion)			
		burgers - 160gr			
		lamb chops - 100gr			
		buffalo wings (portion)			
		chic schnitzel (portion)	11		11



If all issues made throughout the day in the Prep Sheet the FILL Column. Closing – enter the CLOSING Stock under the CLOSING If then see the DIFFERENCES for the day under the DIFF in.
Il then see the DIFFERENCES for the day under the DIFF n.
n.
4.00
up / Check on the Differences.
ust print out the DIFFERENCES.

Using the Bulk Sheet

The Bulk Sheet is used to control items that need to be portioned into saleable items. When the Bulk Sheet is used, portioning information is automatically transferred to the Prep Sheet, thereby reducing time spent on manually tracking stock changes. The Bulk Sheet usually contains meat items.

This control sheet allows you to monitor various aspects of bulk stock items such as:

- Stock levels
- Yield information
- Portion sizes
- Quantity of product.

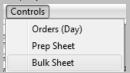
You can also use this sheet to monitor the portioning capability of managers or whoever is portioning the bulk



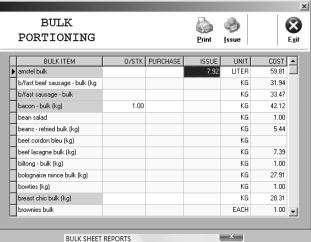
On the Prep Sheet you will notice opening stock figures (F/Open – Front Stock). This is your current opening stock for the day. You will also notice Back Stock figures, this is your current back stock that you can do issues from. However, if your Back Stock is running low, your kitchen manager will have to do Bulk Issues to replenish this stock holding.

Use the following information as a guideline to working with Bulk Sheets:

 When you notice that Back Stock is running low open the Pilot Admin program and select the Controls...Bulk Sheet menu option to display the Bulk Portioning window:



- Refer to the O/STK to confirm what your current Bulk Stock levels are.
- Click on the Print button and select to print the Bulk Portion Sheet option (refer to the graphic on the next page to view the Bulk Portion Sheet).
- 4. You will now issue from Bulk Stock and portion the relevant items needed for issues.
- 5. Make certain to capture the information correctly.





6. Write down the correct Issue of Weight.

Important Make sure that the correct Issued Weights are actually written down by the kitchen staff.

- 7. Write down the correct Pack Loss (this is normally for things like blood and bag weights).
- 8. Once this has been done, you can now start portioning your BULK item.
- 9. Once you have portioned the items, count how many portions you have and fill this in the QTY column.
- 10. Weigh the portions and write this down in the WEIGHT column (this will give you an average weight per portion).
- 11. Once all the relevant information has been written down, you will need to capture this information in the Bulk Issue column of the Bulk Portioning window.
- 12. Go into your Bulk Issue and transfer all the information from your bulk portioning sheet onto the computer (this is done by entering the information into the correct fields there is no transfer button).
- 13. Once this is done, click on the Print button and select the Bulk Costing Report option. This will print out a cost analysis of your portioning and update the relevant costs.
- 14. Once you have captured all your Bulk Portioning information for the day, you can print your Bulk Portioning Sheet for the next day. Click on the Print button and select the Bulk Portioning Sheet option.



Extra Notes!

BULK - PORTION SHEET

3/21/2006

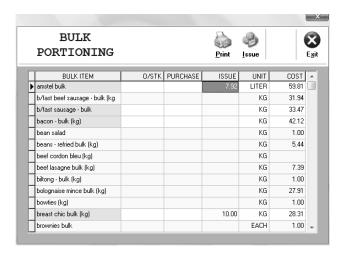
b/fast sausage - bulk O/STK: 90
Issued Weight: Pack Loss:
me Quantity Weight Ave/W
b/fast sausagex2 (po
bacon - bulk (kg) O/STK : 90
Issued Weight: Pack Loss:
me Quantity Weight Ave/W
bacon - 80gr
beans - refried bulk (kg) O/STK : 0
 Issued Weight: Pack Loss:
gr Quantity Weight Ave/W
 beans - refried (por
beef cordon bleu (kg) O/STK: 90
 Issued Weight: Pack Loss:
me Quantity Weight Ave/W
 beef cordon bleu (po
breasts bulk (kg) O/STK: 90
Issued Weight: Pack Loss: Quantity Weight Ave/W
 ce Quantity Weight Ave/W chic mayo 90g
 chic strips 75g (por
 chic schnitzel (port
breasts (portion)
 kebab (portion)
crumbed strips (270g
brownies bulk O/STK:
Issued Weight: Pack Loss: Quantity Weight Ave/W
butter bulk (kg) O/STK: 50
Issued Weight: Pack Loss:
 bc Quantity Weight Ave/W
 calamari steak bulk (kg) O/STK: 0
 Issued Weight: Pack Loss:
fi Quantity Weight Ave/W calamari steak 150gr
 Suzumuz Souar 20032
cheddar bulk (kg) O/STK :
Issued Weight: Pack Loss:
bc Quantity Weight Ave/W
cheddar/mozz mix bulk(kg) O/STK: 50
Issued Weight: Pack Loss:
 bc Quantity Weight Ave/W
cheddar/mozz mix 70g
-
chic legs bulk (kg) O/STK: 90
Issued Weight: Pack Loss:
 ce Quantity Weight Ave/W
 Page: 1
Page: 1 © Pilot Software

Reviewing the Importance of the Bulk Sheet

It is important to revisit and recall how the Bulk Sheet is used to control the issuing of items originating from bulk stock.



Think and Do!		





Think and Do!	The suggested daily routine for using the Bulk Sheet is as follows:
	 Record stock issues for the bulk items on the Bulk Portioning sheet. This is done next to the heading 'Issued weight'.
	2. Ensure that you issue in the same unit that is recorded in the system.
	3. Record all issues for the bulk item.
	4. Record pack loss information for the bulk item.
	5. Record portion information on the portioning sheet. This is done next to each individual portion item on the portioning sheet. Record the number of units that where portioned and the combined weight of those units.
	6. Capture issue and portioning weight information on the system.
	7. Enter the recorded information into the Bulk sheet. This is done by clicking on the issue column of the item and pressing enter.
	8. Record the combined issue weights, and pack loss information.
	9. Record each portion's individual information and combined weights. These portions are then transferred automatically to the Prep Sheet. Depending on whether the prep item has a back stock or not, the portions will either get allocated to back stock or front stock.
	10. Print a Bulk Costing report.
	11. Complete the Day Close routine.
	12. Print a Bulk Portioning Sheet for the next day.
	

Working with the Fruit and Vegetable Sheet

The Fruit and Veg Sheet is used to control all your perishable items. You can include all daily order items on this sheet if you want to, but know that you will not get variance information from the fruit and veg sheet but rather a usage figure.

All items on this control sheet are considered as front stock items only, thus you need to count all the stock for each item every day. Any purchases for these items will be transferred to front stock immediately. This control sheet is used to get daily usage reports on perishable items as well as placing daily orders for the item.



Working with the Fruit and Veg Sheet

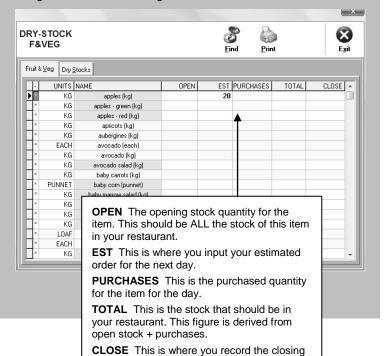
Use the following information as a guide to working with the Fruit and Veg sheet:

 From the Pilot Admin program select the Controls...F/Veg menu option to display the Dry-Stock F&Veg window:



Adding items to the Fruit and Veg Sheet

- To add an item to the Fruit/Veg sheet, you need to find and allocate the item from the Master File.
- 3. Click Edit.
- 4. Allocate the item to the Fruit and Veg sheet.
- 5. Click Ok.
- The system automatically orders the Fruit and Veg sheet first by category and then by name.



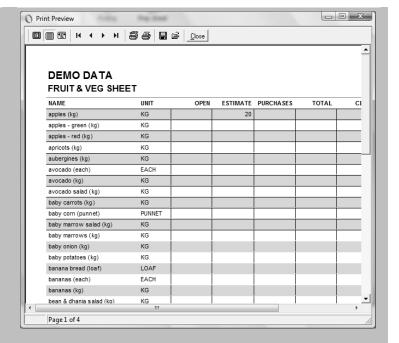
stock count for the item.



Printing the Fruit and Veg Sheet

The print outs for the Fruit and Veg sheet are simple. The printout shows opening stock, estimates, fill information (purchases), closing stock and usage of the item. The printout for usage information looks the same as the printout for counting and recording.

- 1. Print the usage sheet once all information has been captured.
- 2. From the Dry-Stock Fruit and Veg window, click on the Print button.
- 3. Print a count sheet after the Day Close routine has been run.





Placing daily orders from the Fruit and Veg sheet

This control sheet allows you to place daily orders for items from it. You can either use the Daily Orders report or you can phone your orders through using the actual count sheet.

- 1. Once the Day Close routine is complete, enter your order requirements into this sheet.
- 2. Enter your next day's order information into the Estimate column.
- 3. When you print the sheet it will display the order figure in the Estimate column.
- 4. When you generate a Daily Orders report, the information you entered into the Estimate column will be drawn into this report as an order.

Think and Do!	The suggested daily routine for the Fruit and Veg Sheet is as follows:
	 Count the closing stock for the items at the end of the day. This is done in the close column on your sheet.
	2. Capture closing count information on the system. Enter the closing count into the close column in the Fruit/veg sheet.
	3. Print a usage sheet.
	4. When you run the Day Close routine this sheet will be closed off, in other words, the figure in the Close column gets transferred to the Open column.
	5. Print a count sheet for the next day.
	Note You do not need to record stock issues of the items that appear on this control sheet as you count all the stock of the item every day.

Using the Drystocks Sheet to Control the Issuing of Stock

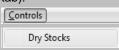
The Drystocks Sheet is used to control food-cost problem items that are not currently on any of your other daily control sheets. The purpose of the Drystocks Sheet is simply to keep track of stock issues for these items.



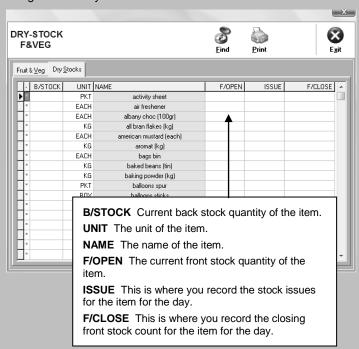
Working with the Drystocks Sheet

Use the following information as a guide to working with the Drystocks sheet:

 From the Pilot POS Admin program select the Controls...Dry Stocks menu option to display the Dry-Stock F&Veg window (on the Dry Stocks tab):



- 2. To add an item to the Drystocks sheet, you need to find and allocate the item from the Master File.
- 3. Click on the Edit button.
- 4. Allocate the item to the Drystocks sheet.
- 5. Click Ok.
- The system automatically orders the Drystock sheet first by category and then by name.



Printing the Drystocks Sheet

The print outs for the Drystocks are similar too, and uncomplicated like the Fruit and Veg Sheet.

The printout shows opening front stock, issues, closing front stock and usage of the item. The printout for usage information looks the same as the print out for counting and recording.

- 1. Print the usage sheet once all information has been captured.
- 2. From the Dry-Stock Fruit and Veg window, click on the Print button.
- 3. Print a count sheet after the Day Close routine has been run.



Think and Do!	Th	e suggested daily routine for the Drystocks Sheet is as follows:
	1.	Record stock issues for the item on the sheet. This is done in the Issue column of your sheet.
	2.	Count closing front stock for the item at the end of the day. This is recorded in the Close column of your sheet.
	. 3.	Capture issue and closing count information on the system. Capture the relevant figures in the issue and close columns of the Drystocks sheet.
	4.	Print a usage sheet.
	5.	When you run the Day Close routine this sheet will be closed off, in other words, the figure in the F / Close column gets transferred to the F / Open column.
	6.	Print a Count Sheet for the next day.
	-	
	-	

Working with Daily Orders

The Daily Order report is used to place an order with a supplier for items that are typically bought on a daily basis and can be viewed in different ways. For items to appear on the Daily Order report, you need to have set the items up correctly in the Master File. Daily orders are drawn from two control sheets:

- 1. The Prep Sheet
- 2. The Fruit and Veg Sheet.



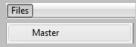
Adding Items to and Confirming the Quantities of the Daily Orders Report

Use the following information as a guideline to working with the Daily Orders report:

Adding items to the Daily Order report

This can only be done from the Master file.

- 1. Access the Pilot Admin program.
- Select the Files...Master menu option to display the Master File Setup window:



- In the Master File, search for and select the item you want to include in the Daily Orders report.
- Click on the Edit button to display the Master Item Details window.
- Confirm the typical daily order details of the selected item and select the Daily Order check box.



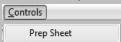
6. Click on OK. The next time you draw a Daily Orders report this item will be included.



Confirming Daily Order report quantity and supplier information

To confirm quantities for each item on the Daily Order report, you first need to enter estimate figures in the relevant control sheets. You cannot change order quantities within the Daily Order report itself.

1. Use the Prep or F/Veg control sheets to confirm the order quantities. For example, select the Controls...Prep Sheet menu option to display the Prep Sheet window:



- 2. Enter the order quantity for each item on the Daily Order report in the estimate column.
- 3. Close the Prep Sheet window by clicking on Exit.
- Click on the Daily Orders button to display the Daily Orders window:



This window lists all the daily order items and what quantities must be ordered for each of them.

- If you are using this report for the first time, or have changed suppliers for a particular item, you will need to confirm the information for the report. Click on the supplier field to open the drop-down list.
- 6. Select the supplier for the item.
- Click on another item and notice how Pilot POS groups orders for the same supplier together.

	DAILY ORDERS		<u> </u>	ily <u>F</u> /Veg	Supplier	①/Level Low St	k	Print	E	3 xit
1	NAME	CAT	STOCK	UNIT	ORDER	SUPPLIER	7		PACK	_
C	radish (bunch)	ve		BUNCH		acs catering	₹			
	naartjie (kg)	ve		KG		afrox	^			
	sweet potatoes (kg)	ve		KG		abi postmix orders				
	brown jumbo bread	br		LOAF		aylesbury				
	cocktail rolls - brown	br		EACH		basset ice cream blue marine				
	vawter	Ь				brilliant sighn	+			
	spirals (kg)	ve		KG						
	tomato sauce spur (bottle)	gr		BOTTLE						
	cocktail gherkins (kg)	ve		KG						
	fryers cove pin noir	lw		750ML						
	ice cream - tub	mi		LT		basset ice cream				
	white jumbo bread	br		LOAF						
	brown sliced bread	br		LOAF		sasko bakery				
	white sliced bread	br		LOAF		sasko bakery				
	cocktail rolls	br		EACH		sasko bakery				
	brown bread	br		LOAF		sasko bakery				
	lettuce (head)	ga		HEAD		camaras				
Ī	english cucumber (each)	ve		EACH		camaras				



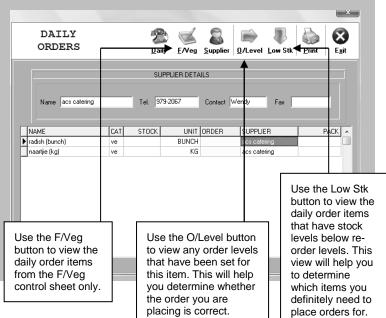
Viewing and printing Daily Orders

You can view daily orders in the following ways:

- Viewing supplier's orders This view is the default view which you get when you enter this report. It will show you all the daily order items, what quantities need to be ordered and which suppliers they are ordered from.
- Viewing individual supplier's orders This view shows you orders for each individual supplier, with the supplier's information at the top.
- From the Daily Orders window, select an item from the supplier you want to view.
- Click on the Supplier button to display the supplier's name and contact details above the order for that supplier:



- Click on the Daily button to return to the Daily Orders window.
- 4. Click on the Print button to view and print the Daily Order Listing printout.



Managing Cash Payouts

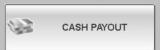
Cash payouts are used to track cash payments made from a till to suppliers. With each cash payout that is done, a slip is printed out for attachment to the invoice. These cash payouts are then drawn into the specific station' POS cashup for reconciliation purposes.



Making a Cash Payout

If you remove cash from a POS station for the purposes of paying for supplies, then you need to make a cash payout on the system. This cash payout must be done at the specific station that you removed the cash from. Use the following procedure as a guide to making cash payouts:

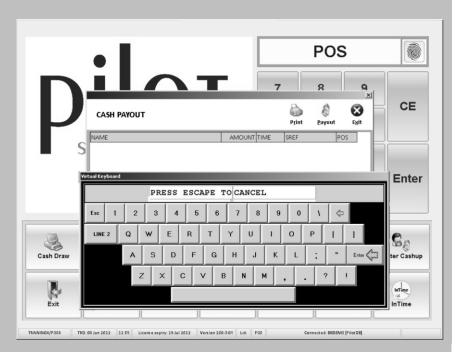
- Access the Touch POS system by entering your management pin, swiping your manager card or using the Finger Print ID terminal.
- Touch the Cash Payout button. The system will display a list of all the cash payouts that have been made for the day.
- 3. Touch the Payout button:



- 4. Select the supplier from the list.
- Enter the supplier's reference number. This is usually a tax invoice number.
- Enter an amount using decimal points as well.
- 7. Touch OK.

Extra Notes!

8. Attach the printout slip to the invoice.







Printing a Cash Payout Listing

This needs to be done at the end of every day, or when all cash payouts have been made. This listing is then used in the master cash up, as well as to ensure that cash payouts balance with cash purchases.

Use the following procedure as a guide to printing the Cash Payout Listing:

- Access the Touch POS system by entering your management pin, swiping your manager card or using the Finger Print ID terminal.
- 2. Touch the Cash Payout button to display the list of all cash payouts for the day.
- 3. Touch the Print button to print out the list of all the cash payouts for the day:



4. Use the total figure to compare against the cash purchases figure printed on your Daily purchases summary.

B	Extra Notes!



Managing the Day-End Cash Up Procedure

At the end of each shift when each POS station and staff member has been cashed up, gather all available cash (including the floats) and use the following guidelines to start entering the information into the system:

- 1. Make sure you have the following information gathered and available:
 - Waiter cash up slips obtained from your waitrons once receiving the money - SIGNED
 - Cash Breakdowns obtained from your count of the cash
 - Totals of any I.O.U's that may have taken place
 - Totals of any Gift Card transactions that may have been processed
 - Speed Point Sales obtained from your credit card machines.
 - Cheque Sales obtained from adding your cheques.
 - Total Sales obtained from the 'X' reading from the Touch POS program.
 - Cash Payout Totals obtained by printing a cash payout listing.

Think and Do!

Important When doing cash payouts, the Admin...Cashup option must be selected.

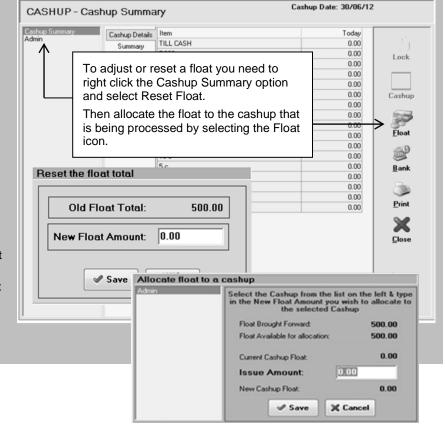
This initiates a process where cash payouts are posted directly to the Administrator's Cash Up. This helps avoid any typing and calculation errors during cashup procedures.

2. Open the Pilot POS Admin program and start the Cashup function:



Allocate the float for the day

- Select the Cashup option and right click to display a sub menu.
- 4. Enter your float amount. Click on OK.
- 5. Select the float icon and enter the same float amount again. Click on OK.
- Notice how the float amount is displayed under the TODAY and TOTAL column.
- 7. Click on Save.



Starting the cashup procedure From the the Pilot POS Cashup Date: 30/06/12 CASHUP - Cashup Summary Admin program, click on the the Cashup button: Cashup Details Today TILL CASH R200 0.00 Lock R100 0.00 R50 0.00 Cashup R20 R10 0.00 All that needs to be done at R5 0.00 this stage is enter the R2 R1 0.00 amounts in the Cashup -50 c 0.00 Admin working window. 20 c 0.00 0.00 Once all amounts have 0.00 × Cashup - Admin been captured, click on the 0.00 Close button to return to the 0.00 Cashup - Admin working C<u>a</u>lc <u>Print</u> Close 0.00 window. × 10. Click on the Print button if VALUE ITEM necessary. R200 0.00 R100 0.00 R50 0.00 R20 0.00 R10 0.00 **B5** 0.00 R2 0.00 R1 0.00 50 с 0.00 20 с 0.00 10 с 0.00 5с 0.00 C9 0.00 SpeedPoint 0 0.00



Think and Do!

Important

The cash up must only be closed once a day, and not at the end of each shift.

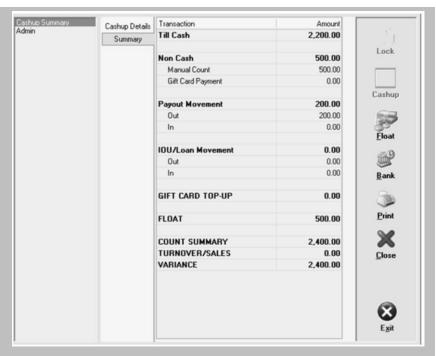
For information and suggestions on how to problem solve variances when cashing up, refer to the range of reports that you can refer to and the tasks that you perform later on in this module.

Review the summary of all transactions

11. Click on the Summary menu option.

The Summary Transactions window will be displayed. Review any monies short or outstanding by taking note of the Variance field.

12. Click on the Print button to print out the Cashup Summary.

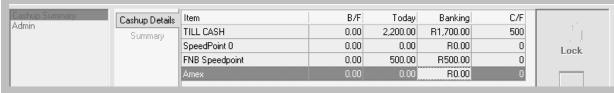


Perform the tasks to bank cash, credit cards and cheques on the system

- 13. Select the banking function and bank the appropriate cash (except the float which will be carried forward).
- 14. Select the banking icon again.

You will be returned to the Cashup working window.

Note how all the Point-of-Sale transaction information has been carried forward automatically into the cashup process.



- 15. When the cashup procedure has been completed, click on the Exit button.
- 16. Proceed to complete the day-end procedure.

Note 1 The cashup can now be locked to prevent others from editing the cashup before the day-end procedure takes place.

Note 2 The manager that takes over the next shift can confirm if there are any anomalies from the previous shift.

Click on Close.

This will update the cashup and the banking, and then carry forward the new float for the next day.

100	

Extra Notes!



Issuing Floats

Use the following procedure as a guideline when issuing floats during your daily routine:

- 1. Start-up the Admin / Touch POS system.
- 2. Issue floats to the POS terminals.
- 3. Record AM stock issues and prep information.
- 4. Record AM bulk portioning information.

	Think and Do!			

Note 1 All adjustments to float totals are logged as a security function.

Note 2 The system will not allow you to allocate a float amount for more than what you have brought forward as an opening float.

Understanding the Day End Routine

The Day End routine closes off the system day, storing all the information captured for that day and gets the system ready for the next day. This routine must be carried out every day, and no information must be captured for the next day before this is done. You should also ensure that all the daily routines that need to be completed are finished before continuing.

Printing Out Fundamental Reports and Information Before Day End

The Pilot POS system can generate important reports that you need to use for analysing when you are going through the Day End routine.

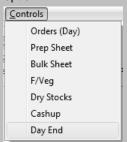
13	Think and Do!						



Closing off the Day

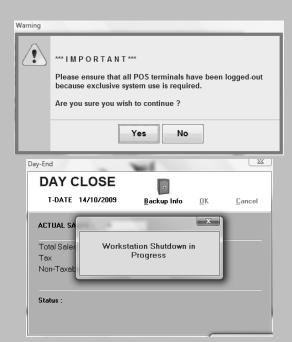
Use the following information as a guideline to closing off the day:

- Note All other terminals need to be logged out to the main Shell program before continuing with the Day End routine.
- 2. Access the Pilot POS Admin program.
- Select the Controls...Day End menu option:



 Confirm that you want to continue with day End. The system will now do a Table Rebuild.

Note If there are any open tables the system will not allow you to continue, you need to close the tables before continuing with the Day End routine.



- 5. The system now shows you a summary of the day's trading information.
- 6. Enter your Actual Sales for the day, in other words the ACT T/O from your master cash up, if different to that indicated.
- 7. Click on Close.
- 8. Confirm you want to continue by clicking on Yes.
- 9. If you have already closed the Prep Sheet, the system will inform you of this. If you have not closed the Prep Sheet yet, the system automatically does this for you.
- 10. When the Day Close routine is complete, the system will inform you that it will shut-down.
- 11. Click on OK. The system automatically prints the Day End report.

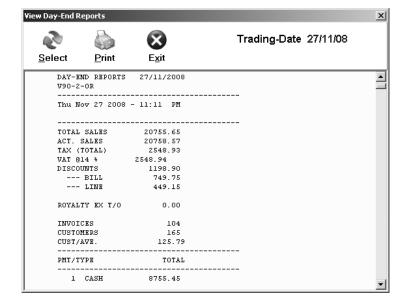
Analysing the Day End Report

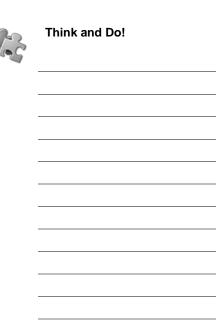
The Day End Report generated by the Pilot POS system has valuable information that should be carefully reviewed and analysed on a daily basis.

Analysing Security Breaches On Day end Report









Analysing the Total Sales Breakdown and Summary

DAY-END REPORTS V90-2-0R	30/11/2008
Mon Dec 1 2008 -	12:34 AM
TOTAL SALES	42158.05
ACT. SALES	42158.05
TAX (TOTAL)	5177.32
VAT @14 %	5177.31
DISCOUNTS	2323.20
BILL	1066.20
LINE	1257.00
ROYALTY EX T/O	0.00
INVOICES	177-
CUSTOMERS	410
CUST/AVE.	102.82
PMT/TYPE	TOTAL
1 CASH	18913.80
2 CARD	23244.25

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Analysing the Sales Invoice Listing

SALES	INVOICE I	LISTIN	G 				
INV.	AMOUNT	TIME	MGR/	POS/	TBL/	WTR	
4880 4881 4882	75.90 53.05 223.65		4	0 2	050 140 331	14 14 33	



Think and Do!		

Analysing Department Sales

A breakdown of the sales of different sales departments. The Today column represents the sales for the particular day. The Month column represents the accumulated sales for the month to date. The % column represents the contribution to sales for that department for the month to date.

DEPT SALES	ANALYSIS		
DEPT	TODAY	MONTH	(%)
BEV BRGER DSRT FISH KID MEAT MODIFY PROMO RIBS SALAD SENIOR SIDE SPIRT STRT	4944.48 3454.71 1000.11 2363.24 5884.17 7413.02 1459.00 2467.32 2176.20 247.55 0.00 3075.60 463.86 2747.33	24.95 45646.92 88649.55 66694.40 17932.16 42371.52 81401.02 141153.95 30176.26 18262.81 38331.62 7441.75 35.95 29493.94 21557.17 70149.25	0.0 6.2 12.1 9.1 2.4 4.5.8 11.1 19.2 4.1 2.5 5.2 1.0 0.0 4.0 2.9 9.6
T-MEX WINE		13200.58 21445.87	
TOTMPS	42130.03	133310.10	

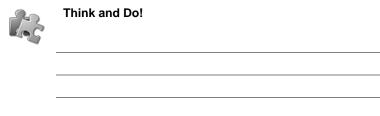


Think and Do!			

Analysing Time Sales

A breakdown of the sales for the day, broken into hourly intervals. This helps determine the busiest periods. It gives the hour, the sales for the period, how many invoices were processed and what percentage of the daily sales this period contributed to.

TIME SAL	ES ANALYSIS		
TIME(HR)	VALUE	INV.	(%) TOTAL
12	128.95	2	0.3
13	1438.30	9	3.4
14	6085.20	18	14.4
15	5761.90	26	13.7
16	4761.10	20	11.3
17	7476.50	27	17.7
18	1871.65	6	4.4



Analysing PLU Item Sales

PLU ITEM SALES REPORT	
PLU / ITEM	SALES
0010 MED RARE	1 11 22
0014 MEDIUM	22
0020 MED WELL	12
0026 WELL DONE	22
0030 VERY WELL	3
0106 CHIPS ONLY	1
0108 CHIPS&ONIONS	130
0114 POTATO BUTTER	5
0114 POTATO BUTTER 0118 POTATO CREAM 0120 POTATO BUTT/CREAM	1
0120 POTATO BUTT/CREAM	2
0122 POTATO PLAIN	1
0130 RICE	1
0140 HOT VEGGIES	13
0143 GARDEN SALAD	3
0152 CHIPS	80
0182 CHEESE SAUCE	5
0184 MUSHROOM SAUCE	6
0197 WHITE BREAD	3
0198 BROWN BREAD	1
•	

	THINK and DO:			
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Analysing the Cash Payouts Listing

A listing of all cash payouts made for the day. There should only be cash payouts made for suppliers invoices that were paid cash. This listing shows the supplier, the supplier's reference or invoice number and the amount of the payout.

CASH PAYOUTS LISTIN	G	
SUPPLIER	S/REF	AMOUNT
triton bakery	SUGAR	15.95
triton bakery	T PAPER	29.45
festive sweets	AIRTIME	110.00
checkers	1697	191.85
karaglen superspar		1390.45
triton bakery	BREAD	140.50
karaglen superspar	6001	284.75
karaglen superspar	JUICE	73.90
triton bakery	T/PAPER	72.95
karaglen superspar	SODA	92.30
redline liquors	AMSTEL	122.50
karaglen	BRANDON	1400.00
karaglen	CAS LABOUR	80.00
triton bakery	SOAP	17.95
	GLOBES	14.85
triton bakery	BREAD	8.50
karaglen	MARKETING	3600.00
karaglen	JURGEN	2200.00
karaglen	R/OPPS	1000.00
karaglen	ST/MEALS	12500.00
karaqlen	S/TAXI	6000.00
karaglen	C/COMM	19000.00
karaqlen	MEDICAL	1000.00
karaglen	MAN PAY	19359.22
karaqlen	STAFF WAGE	3479.44
karaqlen	MAN PAY	500.00
karaglen	RENT	-1500.00
non standard suppli		9432.0
karaglen	OVERTIME	120.00
TOTAL 80736.56		

Think and Do!		

Analysing Batch Purchases

BATCH PURC	HASES	
DATE TO	SUPPLIER	TOTAL
26/11/2008 26/11/2008 26/11/2008 26/11/2008 26/11/2008 26/11/2008 26/11/2008 26/11/2008 26/11/2008 26/11/2008	acsa or thambo non standard supplier triton bakery triton bakery triton bakery triton bakery triton bakery non standard supplier karaglen superspar sasko bakery abi postmix orders oklahoma spur	10.00 35.85 39.60 22.00 33.95 65.00 550.00 284.00 108.11 1336.08
	triton bakery tracy clarkson	16.95 4.95

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Analysing Table and Item Transfers

TABLE/ITEM TRANSFER LOG TYPE TIME AUTHORIZED ITEM TRANSFER 12:57:41 ASHLEY FROM: THULI MTHEMBU TABLE: 801 TO : THULI MTHEMBU TABLE: 802 ITEM: Castle Lite TABLE TRANSFER 14:12:40 ASHLEY FROM: FAITH VAN ROOYE TABLE: 470 TO : FAITH VAN ROOYE TABLE: 085 ITEM TRANSFER 14:39:16 ASHLEY FROM: NOLWAZI TABLE: 115 TO': NOLWAZI TABLE: 117 ITEM: M/Shake S/Berry ITEM: K Coke TABLE TRANSFER 14:59:00 ASHLEY FROM: FAITH VAN ROOYE TABLE: 122 TO : FAITH VAN ROOYE TABLE: 070 ITEM TRANSFER 18:29:57 ASHLEY FROM: FRANCIS DUBE TABLE: 102 TO : FRANCIS DUBE TABLE: 101 ITEM: Full Buffalo Wi ITEM: Mr Delivery ITEM TRANSFER 19:38:09 ASHLEY FROM: JOHN WISKY TABLE: 055 TO : JOHN WISKY TABLE: 056 ITEM: C/melt Ch/Schni ITEM: M/Gland Burger ITEM: Mr Delivery ITEM TRANSFER 20:13:55 ASHLEY FROM: BRANDON TABLE: 065 TO : BRANDON TABLE: 066 ITEM: Smirnoff Spin



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Analysing Waiter Commission and Sales

WAITER COMMISSION & SALES

WAITER		SALES	COMM.	PAID	TIPS	C/AVE
1	CYNTHIA	982.20	21.54	0.00	93.10	196.44
3	BONGANIE	114.10	2.50	0.00	0.00	114.10
4	JOHN	1786.95			29.65	198.55
5	BONGANIE 2	2028.80	44.49	0.00	154.95	289.83
6	EVIDENCE	2018.65	44.27			56.07
7	FAITH	2688.20	58.95	0.00	84.85	
8	THULI	1902.00	41.71	0.00		65.59
9	BONGANI 3	1237.50	27.14	0.00		88.39
10	FRANCIS	2612.80	57.30		75.90	
11	NOLWAZI	587.60	12.89		83.60	
12	ABIE		0.00		30.90	
13	PRINCE		0.00		49.40	
	NORMA		27.52			
15	YVONNE	2081.25	45.64			
16	ETTIENNE	199.70			0.00	
18	THABI	2111.85	46.31	0.00	0.00	78.22
19	MUSA	1482.40		0.00		
	TALENT	987.85			61.65	
	BONGIE	628.15			0.00	
28	DAVID		46.50		65.00	
	MIKE	1092.15		0.00		57.48
	THOMAS	2090.10			445.35	
	BRANDON	994.90		0.00	56.50	
	CRAIG	611.35	13.41	0.00	0.25	
	NOTTY		39.37		61.50	81.60
	NARCHIE			0.00		87.79
	MEMORY	947.50			0.00	
	PATRICK		33.47		52.30	
	TAKE AWAYS			0.00		
90	WASTE	0.00	0.00	0.00	0.00	0.00
		42158.05	821.03	0.00		_

**	Z/DAY	-EN	ND CC	MP	LETED	3595	72305478
Mor	n Dec	1 2	2008	-	12:35	AM	



Think and Do

I nink and Do!		



Problem Solving Variances when Cashing Up

If you have variances when cashing up, you need to understand that you have either under or over counted monetary values.

- 1. Recount your Cash.
- 2. Recount your Credit Cards.
- 3. Check your Cash Payouts (make sure that your cash payouts balance with your cash purchases).
- 4. Ensure that you have the correct Cheque and other non-cash values
- 5. If there are any changes in values, amend your cash up information and redo the system update.
- 6. If the cash up is still short, then you are short.
- 7. In the event that you are over, then check the previous night's cash up, it may be possible that they were short the night before.

2	Think and Do!
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