

PREP SHEET SETUP

The Prep Sheet, which is a daily control sheet, will allow you to manage the movement of stock from back stock to front, pull through the sales of these stock items, allow for daily stock takes on your front stock, show you your stock usage and show you any variances on your front stock. If used properly, the prep sheet will generate estimates of how much front stock is needed to get through a day's trade, and for items you prepare hourly, generate an estimate per hour of how much should be prepped.

The Prep Sheet is regarded as one of the most valuable daily stock control tools.

From Pilot Admin, go to Files and select Prep Sheet.



This will take you into the Prep Sheet Setup window.

Understanding The Prep Sheet Setup Grid

PREP SHEET SETUP
Sorted By: CODE

Sort
 Find
 Print
 Prnt L
 Link
 Exit

NAME	CODE	GRP	CONTROL	PCON	BSTK	FACTOR	USAGE	AVG =	H/PREP
creme brulee	0756	01	Y		Y			.1802	<input checked="" type="checkbox"/>
ethanol 96% food grade	0757	01	Y		Y			.0004	<input type="checkbox"/>
malva - portion	0758	01	Y		Y			.1399	<input checked="" type="checkbox"/>
pear tart - portions	0759	01	Y		Y			.1559	<input checked="" type="checkbox"/>
cakes, slices	0760	01	Y		Y			.1843	<input type="checkbox"/>
lamb - backstrap portion	0761	01	Y		Y			.0494	<input type="checkbox"/>
▶ dessert special pts 2	0762	01	Y		Y			.0001	<input checked="" type="checkbox"/>
choc log portion	0766	01	Y		Y			.0454	<input checked="" type="checkbox"/>
blueberry cheesecake slice	0767	01	Y		Y			.1725	<input type="checkbox"/>
cordial cola tonic 750ml	080	07	Y	Y	Y	30.00		.1175	<input type="checkbox"/>
cordial grenadine 750ml	081	07	Y	Y	Y	30.00		.1072	<input type="checkbox"/>
cordial lime 750ml	082	07	Y	Y	Y	30.00		.2025	<input type="checkbox"/>
cordial passion fruit 750ml	083	07	Y	Y	Y	30.00		.3831	<input type="checkbox"/>
aper - campari	091	09	Y	Y	Y	30.00		.0304	<input type="checkbox"/>
aper - pimms	092	09	Y	Y	Y	30.00		.0627	<input type="checkbox"/>
aper - cinzano bianco	093	09	Y	Y	Y	30.00		.0347	<input type="checkbox"/>
aper - cinzano rosso	094	09	Y	Y	Y	30.00		.0198	<input type="checkbox"/>

NAME	CODE	GRP	CONTROL	PCON	BSTK	FACTOR	USAGE	AVG =	H/PREP
dessert special pts 2	0762	01	Y		Y			.0001	<input checked="" type="checkbox"/>
choc log portion	0766	01	Y		Y			.0454	<input checked="" type="checkbox"/>
blueberry cheesecake slice	0767	01	Y		Y			.1725	<input type="checkbox"/>
cordial cola tonic 750ml	080	07	Y	Y	Y	30.00		.1175	<input type="checkbox"/>
cordial grenadine 750ml	081	07	Y	Y	Y	30.00		.1072	<input type="checkbox"/>
cordial lime 750ml	082	07	Y	Y	Y	30.00		.2025	<input type="checkbox"/>

NAME: This is the item that was sent to the Prep Sheet when creating it in the **Master File Setup**.

NAME
dessert special pts 2
choc log portion
blueberry cheesecake slice
cordial cola tonic 750ml
cordial grenadine 750ml
cordial lime 750ml
cordial passion fruit 750ml
aper - campari

CODE
0762
0766
0767
080
081
082
083
091

CODE: This is a DPT Code assigned to the prep item. This code must be **unique**. The system **links** this prep item via its DPT Code to the PLU (menu item). Once the prep item has been linked to the PLU, the code **should not be changed** as you will lose the link and stock will not deduct on the prep sheet. You would have to relink the prep item to the plu.

GRP
01
01
01
07
07
07
07
09

GRP: This is the group column. You can **group prep items** together. When printing the Prep Count Sheet, items with the same group will **print together**.

There are two ways in which the Prep Count Sheet can be ordered.

Basic Grouping: Basic grouping would be, as an example, all soft drinks on group 1, all beers one group 2, ciders on group 3. The system will **print first** according to the **GRP number**, and then the order within the group will be decided upon the CODE. If you want to group this way, be sure to leave enough open gaps between CODE numbers for future prep items.

Or,

Advanced Grouping: You can contact Pilot Support Desk to enable a switch called **DPTGROUP**. Then within the GRP column, you will be able to order the prep items the way your fridges are packed. As an example, if 330ml Coke is the first item in your fridge, 330ml Coke lite the second and 330ml Coke Zero the third you would have the following group numbers:

330ml Coke GRP 1-001

330ml Coke lite GRP 1-002

330ml Coke zero GRP 1-003

CONTROL
Y
Y
Y
Y
Y
Y
Y
Y

CONTROL: If the CONTROL column is marked Y, then you will see variances on this prep item, if any, after entering your closing front stock.

If the CONTROL column is marked N, you will not see any variances, if any, after entering your closing front stock. You will still be able to issue the item from back to front stock and see stock usage on this prep item after entering in the front closing stock.

PCON: PCON stands for **Point Control**. If this prep item is sold from more than one front stock location, then by entering a Y in the PCON field, you will be able to **control the prep item at each front stock location (Stock Point)**. You can issue from a singular back stock location into each Stock Point. Counts can be done at each Stock Point and you can see your variances, if any per Stock Point. POS terminals will also have to be allocated to a Stock Point. If sales are done on a POS terminal allocated to a certain stock point, stock will be deducted from that point. See the **Stock Point Setup document** for more information. Stock Points will be used mostly at venues with two or more bar areas.

PCON
Y
Y
Y
Y
Y

BSTK
Y
Y
Y
Y
Y
Y
Y
Y

BSTK: BSTK means back stock. Here you will decide if the prep item must first go to back stock. You will then **issue to front as needed**. If this is the case enter a **Y in the BSTK field**.

If a prep item does not carry back stock, but when bought in or portioned down **should go straight to front stock**, enter a **N in the BSTK field**. When purchasing in the items, there will be an automatic fill/issue to move them into front stock.

FACTOR
30.00
30.00
30.00
30.00
30.00

FACTOR: This factor column decides **how many portions are within the unit** you created for this prep item in the Master File Setup. As an example, the unit for Jamesons Whiskey in the Master File could be 750ml. The factor on the prep sheet setup for Jamesons would then be 30, meaning there are 30 tots within the 750ml bottle.

You could also use **factors for cakes**. If your unit in the Master File is EACH and you get 14 slices from a cake, your factor on cakes would be 14.

If using factors on your spirits, when your supplier delivers the wrong size bottle, you will need to account for this when purchasing in the item. As an example, if your system is setup for 750ml Jamesons, factor of 30, and your supplier delivers a 1LT Jamesons, **you would need to purchase in 1,33 bottles to account for the extra 10 tots.**

AVG: The AVG or average column shows the average stock usage per R1000 turnover. This column is auto populated based on your **usage figures in the prep sheet**. The system will be able to give you an estimate, based on this AVG column, on how much extra stock you need in front to get through a certain **day's trade**.

It stands to reason that if you are **not entering** accurate closing stocks on your prep sheet, the AVG column will be incorrect, and you will have **incorrect estimates**.

AVG
.0001
.0454
.1725
.1175
.1072
.2025
.3831
.0304

H/PRE
<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

H/PREP: H/PREP stands for hourly prep. This must be ticked on items that **must be produced hourly**. Pizzerias and fast-food outlets would make use of hourly prep so as to keep their **portioned stock fresh**. The system can then produce an **estimated report on what to produce per hour**.

Hiding and Showing Items on the Prep Sheet Setup

Hiding items in the Prep Sheet Setup will only hide the item on the prep sheet.

This item will still be visible in the Master File and you can still create purchase orders for these items and be able to purchase the item in.

Right Click on any item you wish to hide and select Hide Item. You can only do this on items that have a star next to them. You will also not be able to hide any item that has stock.

To view hidden items, select Show All Items. Hidden items will display in yellow.

PREP SHEET SETUP
Sorted By: CODE

Sort Find Print Prnt L Link Exit

	NAME	CODE	GRP	CONTROL	PCON	BSTK	FACTOR	USAGE	AVG =	H/PRE
*	dessert special pts 2	0762	01	Y		Y			.0001	✓
*	choc log portion	0766	01	Y		Y			.0454	✓
▶	blueberry cheesecake slice	0767	01	Y		Y			.1725	
	Hide Item		07	Y	Y	Y	30.00		.1175	
	Show All Items		07	Y	Y	Y	30.00		.1072	
*	cordial lime 750ml	002	07	N	Y	Y	30.00		.2025	
*	cordial passion fruit 750ml	083	07	Y	Y	Y	30.00		3831	

To unhide an item, after showing all items, find the hidden item you wish to make visible. Right click and select Show Item.

PREP SHEET SETUP
Sorted By: CODE

Sort Find Print Prnt L Link Exit

	NAME	CODE	GRP	CONTROL	PCON	BSTK	FACTOR	USAGE	AVG =	H/PRE
*	juice - mango 350 (btl)	0074	07	Y		N			.0001	
▶	juice - mango 350 (btl)	0074	02	N		N			.0001	
*	Show Item		02	Y		Y			.0224	
*	Show Active Only		02	Y		Y			.0370	
*	scallops portion 120g	012	1-002	Y		Y			.0273	
*	quail portion	013	02	Y		Y			.0216	

Linking Prep items To a PLU (MENU ITEM)

Linking prep items to PLUs they form part of, is needed for accurate daily stock deduction on your prep sheet.

To link a prep item to the menu items (PLUs) they are used in, first click on the prep item and then click the Link button.



PREP SHEET SETUP
Sorted By: CODE

Sort Find Print Print L Link Exit

	NAME	CODE	GRP	CONTROL	PCDN	BSTK	FACTOR	USAGE	AVG =	H/PRE
*	cog - remy martin 1738	1387	14	Y	Y	Y	30.00		.0001	
*	cog - courvoisier xo	1388	14	Y		N	30.00		.0001	
*	bottings - malay tiki chai	1390	08	Y	Y	Y	32.00		.0196	
*	bottings - kiwi cape fynbos	1391	08	Y	Y	Y	32.00		.1320	
*	bottings - elderflower green t	1392	08	Y	Y	Y	32.00		.0860	
*	morin dark chocolate syrup	1393	08	Y	Y	Y	40.00		.0001	
*	bottings - grapef, thyme, rose	1394	08	Y	Y	Y	32.00		.1045	
*	bottings - coconut	1395	08	Y	Y	Y	32.00		.2480	
*	bottings - pf vanilla	1396	08	Y	Y	Y	32.00		.3208	
*	bottings - lime sours	1397	08	Y	Y	Y	32.00		.2857	
*	bottings - strawberry	1398	08	Y	Y	Y	32.00		.4766	
*	bottings - tropical cape fruit	1399	08	Y	Y	Y	32.00		.0383	
*	cog - martell xo	1400	14	Y	Y	Y	30.00		.0854	
*	bottings - pineapple vanilla	1401	08	Y	Y	Y	32.00		.0196	
*	gin	174	11	Y	N	Y			.0001	
*	gin - beefeater pink	1741	11	Y	Y	Y	30.00		.0703	
*	gin - mally originale	175	11	Y	Y	Y	30.00		.0702	

Linked Items

gin - beefeater pink

Add Delete Close

PLU	PLU ITEM	FACTOR
2672	Pink Beefeater	1.000

You can now see any menu items linked to the selected prep item. The FACTOR column shows how many portions of the prep item must deduct when that PLU is sold. You can use the Delete button to remove incorrect links.

Click the Add button to link the prep item to another PLU. Your PLU list will display. You can search for the PLU, click on it once found and click the OK button to link it.

Select a PLU

Show hidden item

OK Cancel

Search

PLU	Description	Department
0631	CRUSHED ICE	MISC
5575	Berry Rosemary Crush	LIQUOR

You will need to input the factor. This is the quantity of portions of the prep item that must deduct when selling the PLU item. Click the Close button when you have finished linking the prep item to all relevant PLUs.

Linked Items

gin - befeater pink

Add Delete Close

PLU	PLU ITEM	FACTOR
2672	Pink Beefeater	1.000
▶ 5575	Berry Rosemary Crus	

Linked Items

gin - befeater pink

Add Delete Close

PLU	PLU ITEM	FACTOR
2672	Pink Beefeater	1.000
▶ 5575	Berry Rosemary Crus	2.000

If the prep item is a bulk item that must deduct by weight, you can enter in up to three decimals. In the example below 125grams of chicken strips will deduct when a Chicken Pesto Pasta is ordered.

Linked Items

chicken strips (pasta)

Add Delete Close

PLU	PLU ITEM	FACTOR
✖ 1773	Chicken Pesto Pasta	0.125



Click the Print L button to view a report of existing prep to PLU links.

PSH Matts Grill 2
PREP SHEET - PLU LINK

PREP ITEM	PREP CODE	PLU CODE	NAME	FACTOR
calamari portion 125g	0355	1138	Kids Calamari	1.000
		0011	Stuffed Mushroom Sta	1.000
		1664	Calamari Main	2.000
		15591	Seafood Pasta	1.000
		0013	Calamari Starter	1.000
fillet 250g	045	1570	Fillet Bone Marrow	1.000
		1516	Fillet 250g	1.000
		1520	Fillet Special 250g	1.000
		1519	Fillet Camembert	1.000
rump 250g	047	1530	Rump Special 250g	1.000
		1526	Rump 250g	1.000
		15331	Rump Pepper Parmesan	1.000
		1533	Rump Mushroom Truffl	1.000



You can also sort the prep sheet grid by clicking first on the column heading you want to sort by and then clicking the sort button. The example below is sorted by the GRP column.

PREP SHEET SETUP
Sorted By: GRP

	NAME	CODE	GRP	CONTROL	PCON	BSTK	FACTOR	USAGE	AVG =	H/PRE
*	creme brulee	0756	01	Y		Y			.1802	<input checked="" type="checkbox"/>
*	chocolate blondies	0754	01	Y		Y			.1939	<input type="checkbox"/>
*	chocolate brownies	0755	01	Y		Y			.1969	<input type="checkbox"/>
*	malva - portion	0758	01	Y		Y			.1399	<input type="checkbox"/>
*	pear tart - portions	0759	01	Y		Y			.1559	<input checked="" type="checkbox"/>
*	cakes, slices	0760	01	Y		Y			.1843	<input type="checkbox"/>
*	choc log portion	0766	01	Y		Y			.0454	<input checked="" type="checkbox"/>
*	lamb - backstrap portion	0761	01	Y		Y			.0494	<input type="checkbox"/>
*	dessert special pts 2	0762	01	Y		Y			.0001	<input checked="" type="checkbox"/>
*	blueberry cheesecake slice	0767	01	Y		Y			.1725	<input type="checkbox"/>
*	ethanol 96% food grade	0757	01	Y		Y			.0004	<input type="checkbox"/>
*	quail portion	013	02	Y		Y			.0216	<input type="checkbox"/>
*	snoek parcel	011	02	Y		Y			.0370	<input type="checkbox"/>
*	crocodile fillet - portion 60g	042	02	Y		Y			.0838	<input type="checkbox"/>
*	crusted camembert	0196	02	Y		Y			.1294	<input type="checkbox"/>
*	trinchado 150g	0191	02	Y		Y			.7775	<input type="checkbox"/>
*	chicken liver portion	0193	02	Y		Y			.1079	<input type="checkbox"/>