

CATEGORY SETUP FOR STOCK

Correct setup of stock categories will allow for reliable reporting on actual stock usage per category, theoretical stock usage per category, purchase reporting by category, income statements by cost center setup within each category.

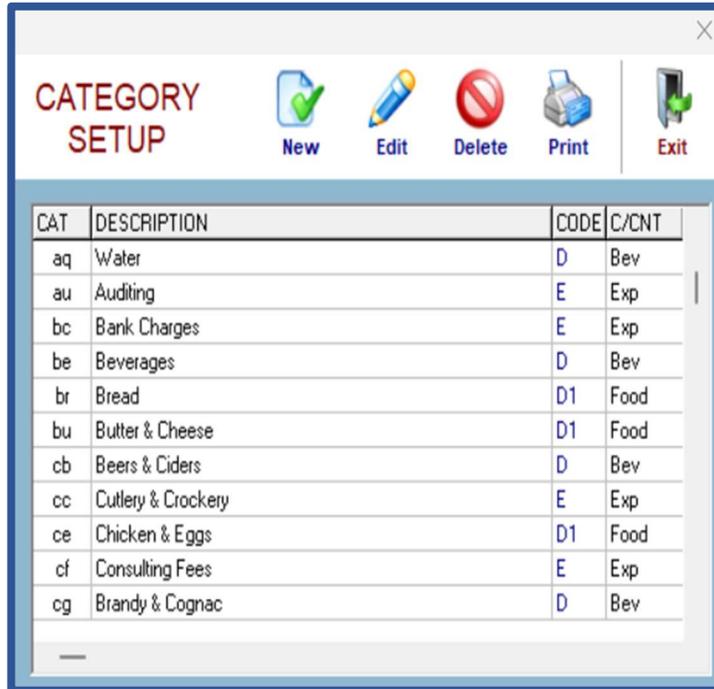
This stands to reason that the more categories setup will allow for more in-depth reporting.

Making sure stock categories are setup correctly is the first step in creating and maintaining your Pilot Database.

From Pilot Admin, go to Files and select Category.



This will take you to the Category Setup Window.



Understanding the Category Setup Grid

The **CAT** column is a unique two-character code which you assign to each category. This code can be alpha, numeric or alpha-numeric. The codes must be unique, no categories can share the same code. These category codes will be displayed on reports and purchase orders. You may want to create the category codes in such a way that they are easily identifiable, as an example **'aq'** is for category **water**, **'br'** is for the **bread** category.



The **DESCRIPTION** column is the name of the stock or expense category. Categories cannot be named the same. This must be unique.

The **CODE** column is used to identify which categories are direct costs, which are expense categories, and which categories should not affect the income statement.

Code 'D' represents all direct cost categories. Direct cost items are items that are bought in and then sold on for a profit.

Code 'E' represents all expense categories. These are items that are purchased but cannot be sold on for a profit.

Code 'X' represents categories that should have no effect on the income statement. An example of this would a **Retained Tip** category. As tips do not belong to the business but the waitrons, if you choose to retain the waiters' tips to pay it back to the waiters at a later stage, you can create a **Retained Tip** category with **code X** if paying it back through the Pilot system. **Code X** categories will not affect your direct cost or expense values on the income statement.

You can also choose to group categories together. By putting all food categories on **code D** and beverage categories on **code D1**, when printing out the income statement the system will group these categories and you will be able to see a total stock usage for food categories separate to beverage categories.

CAT	COST CATEGORY	COST(%)	BUDGET(%)	VARIANCE	O/STOCK	PURCHASES	O/STOCK	USAGE
aq	Water	1.15			3,801.94	28,536.24	6,167.06	26,171.12
be	Beverages	1.15	2.50	-30,712.87	8,993.64	31,848.25	14,601.41	26,240.48
cb	Beers & Ciders	0.86	0.80	1,440.88	20,569.81	24,351.53	25,255.39	19,665.95
cg	Brandy & Cognac	0.25	0.20	1,096.77	22,896.80	2,349.08	19,592.84	5,653.04
co	Cocktail Mixers	0.62	0.20	9,511.70	13,185.85	26,533.00	25,650.88	14,067.97
ct	Coffee & Tea	0.27	0.40	-3,006.61	3,396.77	7,638.20	4,929.04	6,105.93
jc	Juice	0.57	0.20	8,389.67	4,424.36	12,303.58	3,782.00	12,945.94
i	Liquor	1.33	1.20	2,905.06	33,819.42	36,097.75	39,674.50	30,242.67
rw	Red Wine	2.19	3.40	-27,568.13	77,386.65	54,043.06	81,541.28	49,888.43
sw	Champ & Sparkling	1.49	1.60	-2,533.81	35,893.11	43,129.40	45,106.18	33,916.33
wh	Whiskey	0.48	0.60	-2,830.61	39,903.49	12,097.25	41,162.55	10,838.19
ww	White Wine	1.27	1.80	-12,146.19	35,144.48	30,113.21	36,397.47	28,860.22
		11.61	12.90		299,416.32	309,040.55	343,860.60	264,596.27
br	Bread	0.98	0.60	8,740.44	1,191.82	21,987.51	770.09	22,409.24
bu	Butter & Cheese	1.65	1.20	10,280.78	8,934.27	39,681.51	10,997.39	37,618.39
ce	Chicken & Eggs	1.23	1.40	-3,825.43	20,380.55	32,578.01	24,890.11	28,068.45
ch	Chips	0.58	0.20	8,591.54	1,088.94	13,948.45	1,889.58	13,147.81
de	Dessert	0.83	1.40	-13,015.86	5,748.62	21,468.91	8,339.51	18,878.02
fi	Fish	4.68	4.50	4,066.25	50,705.08	115,448.66	59,571.46	106,582.28
fv	Fruit & Veg	3.40	3.20	4,550.16	8,353.81	77,096.35	7,999.71	77,450.45
gr	Groceries	3.75	2.50	28,590.35	59,004.73	92,202.54	65,663.57	85,543.70
me	Meat	9.49	10.20	-16,280.27	94,346.04	213,949.43	92,206.07	216,089.40
oi	Oil	1.24	0.60	14,605.45	2,284.48	32,728.44	6,738.67	28,274.25
ps	Pre-made Sauces	-0.12	0.20	-7,347.43	9,176.06		11,967.22	-2,791.16
tt	Starch Option	-0.03			3,693.50		4,389.55	-696.05
zz	*****	0.02				542.60		542.60
		27.70	26.00		264,907.90	661,632.41	295,422.93	631,117.38

C/CNT: This is the Cost Centre of the category. If you wish to view income statements per cost center, then setting this up is essential.

Cost Centers are created in the Category setup so the system can generate an actual stock usage figure per cost center.

Cost Centers are also created within the Department Sales so the system can get a sale generated figure.

With these two figures Pilot can generate an income statement per cost center.

This stands to reason that the exact same cost centers must be used in both the category setup and department setup.

We recommend the following cost centers:

FOOD – for all food-based categories and departments,

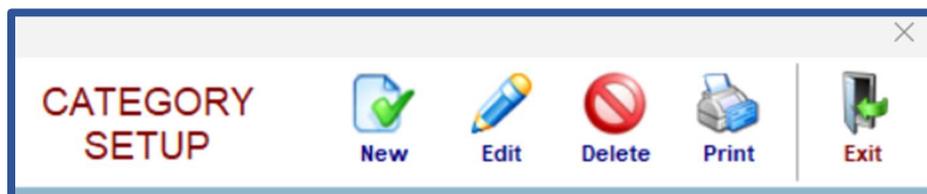
BEV – for all beverage-based categories and departments,

RETAIL – for all retail categories and departments should you buy and sell retail items and

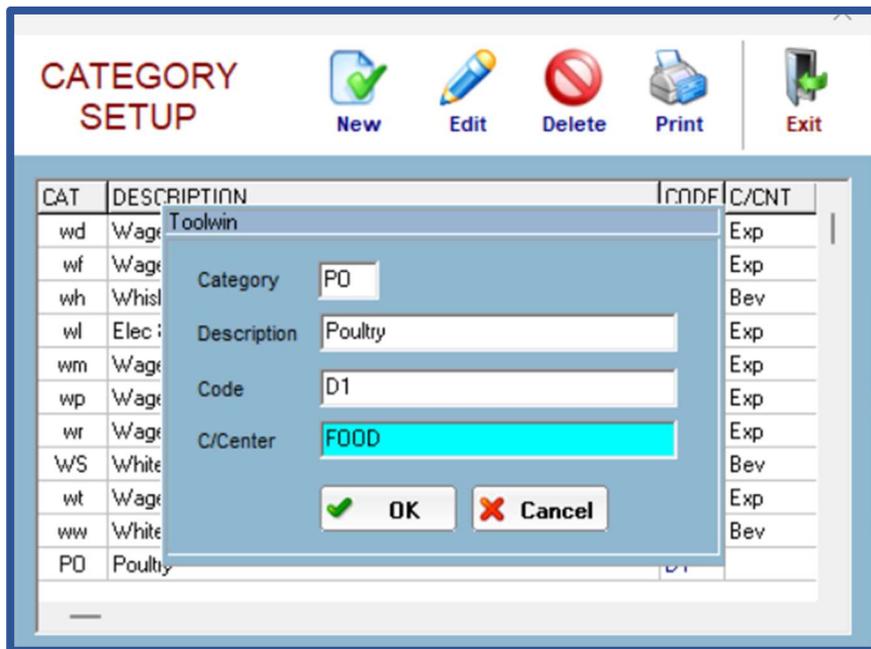
EXP – for all expense categories.

Creating and Maintaining Categories

To create a new category, click the **New** button after identifying a **CAT** code you can use.



Enter the **CAT code** you have chosen by the Category field. Enter the name of the category by the description field. Enter the CODE (D, E or X) by the Code field and enter the cost center by the C/Center field. Click ok when done. The system will warn you if you have entered a category code or description that already exists.



To edit a category, click the Edit button. Be careful when editing the names of categories, as master file items could be linked to this category.

When editing you can fix the description, category, code and cost center of categories.

To delete a category, click the Delete button. The system will not allow you to delete categories that have master file items linked to them. You will first have to allocate the master file items to the new correct category before deleting existing categories.

When clicking the Exit button to exit the Category Setup, the system will warn of any duplicate category codes and descriptions.