Module 9 – Working with Weekly / Monthly Routines

Overview

Managing stock is not a complicated process and only requires diligence and systematic thinking. This module aims to give you some sound approaches and procedures for working with stock.

The learning objectives for this module:

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

- Review the consequences of poor stock and financial management
- Review Pilot POS stock terminology and concepts
- Recognise the critical stock information that has to be captured onto the system
- Indicate where in the material you can find the information for best practice procedures related to working with stock
- Review and practice procedures and routines for purchasing stock
- Estimate and schedule minimum and maximum weekly order levels
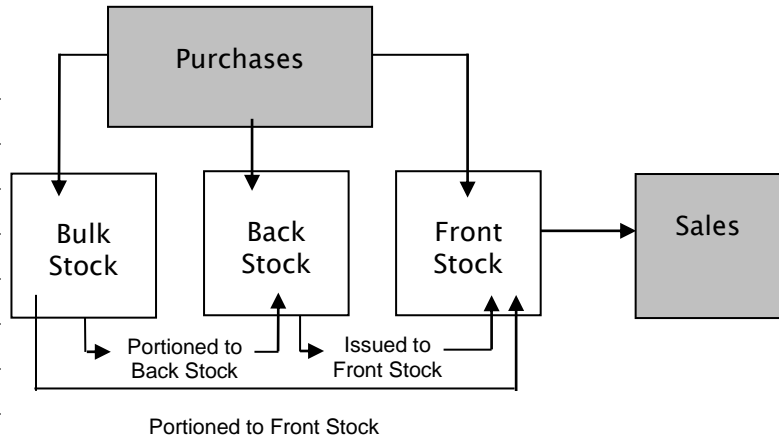- Practice procedures and routines for working with the Stock Count Sheet.

Common Mistakes When Starting Up – And How to Avoid Them

There are a number of common mistakes that new businesses make, such as:

- Poor stock and asset management
- Poor stock control
- Holding excessive stock.

Poor stock management

Poor stock management not only means that your capital is tied up unnecessarily but that you also run the risk of losing perishable products. One way of avoiding this is to implement good stock management procedures to ensure that perishable products are used effectively.

Poor stock control

Efficient stock control means you have the right amount of stock in the right place at the right time so that capital is not tied up unnecessarily. Having good systems in place that enable you to keep track of stock levels and values will allow you to free up cash, while having the right amount of stock on hand. There are a number of ways you can approach stock control:

- Reorder when stock reaches a minimum level
- Carry out regular reviews of stock
- Use just in time (JIT) delivery to avoid excessive stock build up.

Holding excessive stock

Buying in bulk can seem beneficial at the time, but holding excessive amounts of stock ties up money, particularly if the stock is not sold quickly. If you stock raw materials and / or finished products, effective stock control is the key. The costs of storage can also add up so such costs should be considered when buying in bulk.

Think and Do!

Managing and Maintaining Stock Information on the System

The Stock system forms the basis for most of the weekly and monthly reports and it is therefore essential that a systematic routine is followed to ensure that reports are accurate and consistent. Each step of this routine must be completed before continuing with the next.

Think and Do!

Suggested Stock Routine

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As there is a high turnover of stock within a restaurant, you should be counting stock on at least a weekly basis for maximum control. By doing this, you can eliminate problematic areas before they become too big to resolve. You can also learn to identify specific trends within your business for ordering and stock level purposes. This routine should also be completed at each month-end, enabling you to draw reports for a monthly period.

Most sites make allowances for week-ends and month-ends that fall within two days of each other. This is to cater for a situation if a week-end falls within two days of the month-end. In this case, a business would only perform the month-end stock routines.

Reviewing How Stock Terminology and Controls are Used

Although you may already know what stock is in relation to the business that you are part of, the point of this section is to position how the Pilot POS System relates to the set up, daily management and reporting of stock concepts. The Pilot POS System uses three stock types:

- Bulk stock
- Back stock
- Front stock.

Think and Do!

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                        ┌──────────────┐
                        │  Purchases   │
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        ▼                  ▼                  ▼
   ┌─────────┐        ┌─────────┐        ┌─────────┐        ┌─────────┐
   │  Bulk   │        │  Back   │        │  Front  │  ───▶  │  Sales  │
   │  Stock  │        │  Stock  │        │  Stock  │        │         │
   └─────────┘        └─────────┘        └─────────┘        └─────────┘
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Portioned to Back Stock

Issued to Front Stock

Portioned to Front Stock

Think and Do!

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ADMIN SYSTEM

Purchases

Daily

Batch

Daily Controls

Prep Sheet
Bulk Sheet
F/Veg Sheet
Drystock Sheet

Income Statement
(Foodcost)
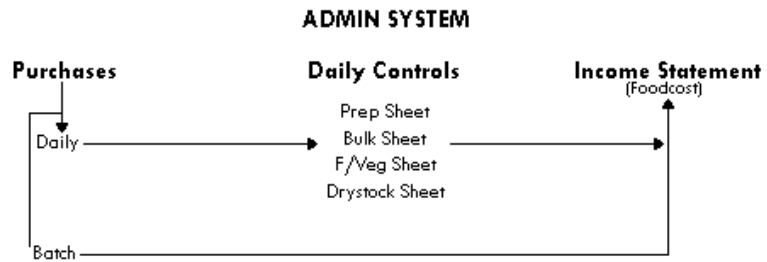
Daily Purchases

Note When stock is purchased on a daily basis, Pilot POS can automatically update the relevant stock levels:

- Bulk stock
- Back stock
- Food stock.

These stock items can then also be updated to the relevant Daily Control Sheets.

Important We highly recommend doing daily stock controls and updating the information to the Pilot POS System. This tightens your control over stock levels and directly influences the Food Cost portion of your Income Statement.

Batch Purchases

Note Batch purchasing of stock does not update your daily stock levels or any of the control sheets. Batch purchases update supplier information and monetary value of the relevant categories, items and accounts for the period which you have posted them to.

Think and Do!

Understanding Bulk Stock

Bulk stock can be defined as any item which is received in a bulk unit, which needs to be portioned for use, for example heads of rump.

You receive this item in kilograms, but need to portion this item into selling portions.

Note Bulk stock items need at least two items to be set up in the Master File.

The bulk stock item will be allocated to the Bulk sheet, while the portioned items will be allocated to the Prep sheet. They are linked in the Bulk Sheet Setup section in the Admin system.

Items portioned from Bulk stock items are then allocated to either back or front stock status.

Think and Do!

Additional Information

If you portion the bulk item and then return the portions to storage, which are not counted every day, then these portions are considered as back stock. This affects the BSTK column in the Prep Sheet Setup by adding to the quantity available in Back Stock.

If the portioned items are immediately included in your daily counts, then they become front stock. This will be automatically reflected in the FILL column in the Prep Sheet.

Think and Do!

Understanding Back Stock

Back stock can be defined as pre-portioned items that are ready to be issued to front stock and available for selling. This category also includes items used to produce recipes, like groceries, and items such as 340ml cans.

Back stock items only need one item to be set up in the Master File. If you want to control these items daily, then allocate them to the Prep Sheet.

Set the BSTK column in the Prep sheet setup to Y.

NAME	CODE	GRP	CNTRL	PCON	BSTK	FACTOR	USAGE	AVG
*** grill section ***	001	1	N		N			.0003
fresh chips (kg)	002	1	N		N			.0003
frozen chips (kg)	003	1	N		Y			-.0003
burgers - 100gr	004	1	Y		N			.0003
burgers - 120gr	005	1	Y		Y			.8178
burgers - 160gr	006	1	Y		N			1.7790
burgers - 200gr	007	1	Y		Y			
biltong - 20gr (portion)	008	1	Y		Y			
swiss cheese slice - 20gr (por	009	1	Y		Y			
sliced cheese (each)	010	1	N		Y			.9669
corn on the cob (portion)	011	1	Y		Y			.0003
oil - licensed (lt)	012	1	N		Y			
rump - 100gr	013	1	Y		Y			
rump - 150gr	014	1	Y		Y			.0857
rump - 200gr	015	1	Y		N			.9512
rump - 300gr	016	1	Y		N			.0003
rump - 400gr	017	1	Y		Y			
rump - 500gr	018	1	Y		N			.0907

Understanding Front Stock

Front stock can be defined as items which are received directly to front stock. This category includes stock such as milk, fruit and vegetables.

Items in this category need to be counted every day, wherever they are stored in your restaurant.

Front stock items only need one item to be set up in the Master File. These items are then allocated to the Prep sheet, the F/Veg sheet or dry stock. The Master File is then allocated to the Prep Sheet.

As a purchase for this item is captured, the system automatically updates the front stock levels.

An item needs to be a front stock item if you want to include it on your daily orders report.

Set the BSTK column in the Prep sheet setup to N.

Reviewing Weekly Procedures and Routines Related to Controls

The weekly routine deals mainly with stock taking and reporting on these stock levels. The weekly routine needs to be completed in a specific sequence, as some steps can be taken before the Day End report and some may only take place once the Day End report has been generated.

The steps listed below are for those using every possible control and report that the system has to offer. If you are not using certain reports, then skip that item in the routine. The weekly and monthly routines are very similar, depending on what reports you are using, and the frequency of which you clear certain reports.

Remember Refer to Module 8 – Using Pilot POS Daily Routines to Manage the Business for more information about daily controls.

The Weekly Routine (Before Day End)

Use the following information as a guideline for the weekly routine that is performed before day end:

1. Check that all purchases have been captured.
2. Start the stock counting routine by printing a Count Sheet.
3. Count back stock levels.
4. Start the daily routine with the recording of day end issues and prep information.
5. Record day end bulk portioning information.
6. Cash up the waiters from the evening shift.
7. Cash up the POS terminals from the evening shift.
8. Make cash payouts for cash invoices as they arrive.
9. Make cash payouts for waiter commissions.
10. Print the cash payout listing.
11. Capture the evening purchases information.
12. Print the Daily Purchase report.
13. Balance cash payouts with cash purchases.
14. Count the fruit and vegetable closing stock.
15. Count the Prep Sheet closing stock.

Think and Do!

16. Capture the fruit and vegetable closing stock.
17. Print the fruit and vegetable usage sheet.
18. Capture bulk portioning information.
19. Print the Bulk Sheet Costing Analysis report.
20. Capture Prep Sheet issues and closing stock.
21. Check for any stock differences.
22. Print Prep Sheet differences.
23. Pull an "X" reading.
24. Complete the master cash up.
25. Exit all terminals out to the Pilot Shell program.
26. Run the Day End report.

Think and Do!

The Weekly Routine (After Day End)

Use the following information as a guideline for the weekly routine that is performed after day end:

1. Generate a Daily Orders report for the next day.
2. Print control sheets for the next day.
3. Create a stock file.
4. Enter the stock count figures.
5. Generate a Turnover Listing report.
6. Generate appropriate Purchases reports.
7. Generate a Prep Loss report.
8. Generate a Bulk Loss report.
9. Generate the Income Statement.
10. Generate the Material Usage report.
11. Generate a Waiter Commission report.
12. Confirm that all figures correlate.
13. Complete necessary troubleshooting.
14. Update the stock records.
15. Reset the Prep Loss report (If you are running weekly periods).
16. Reset the Waiter Commission report (If you are running weekly periods).
17. Generate the Weekly Order report.
18. During the week, generate an Order Status report.

Think and Do!

Think and Do!

Understanding How Best to Enter Stock Counts

Before you count your stock, it is always a good idea to tidy your store rooms and fridges, and order them according to your count sheet. This can save you time when you have to count. Take note of the units for the stock item on the stock sheet, and count in that unit only. Some steps can be taken before the Day Close routine, but as a rule, most of the stock routine must occur after the Day Close.

Tip You can count your bulk and back stock during the day, only if you are sure that you are not going to portion or issue any items for front stock.

Creating a Stock File to Enter Stock Counts

This step creates the stock file that you will use to enter your stock take figures into. It is important that this step be done after your Day Close routine is completed. The reason for this is that when a stock file is created, the system draws in the Front Stock values from the daily prep sheets. If you create the stock file before the daily reconciliation sheets have been closed off, then the front stock values represented in the stock file will be from the previous day.

Use the following information as a guideline to create a stock file and work with the Stock Entry functionality:

1. Access the Pilot Admin program:

   ◯ Admin
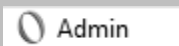
2. Select the Stock…Stock Entry menu option to display the Select Stock File window:

   Stock

   Stock Entry
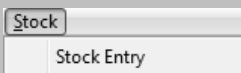
3. When prompted for the date, click on the calendar button. Select the date of the new stock file. This date must be for the last trading day that has been completed. If you counted stock on Sunday night, then use Sunday's date. If you counted stock on Monday morning, then you will still use Sunday's date.

   The Stock File…Stock Sheet window will be displayed.

SELECT STOCK FILE

DATE 13/10/09 ✔ OK   ✗ Cancel

Stock File

STOCK SHEET
DATE 30/11/08

Find Print Calc Exit

PREP SHEET ITEMS: ⦿ INCLUDE ◯ EXCLUDE ◯ B/STOCK ONLY

NAME	CAT	COST	UNIT	B/STK	F/STK	VALUE
** butter & cheese **	bc					
brie cheese (60g)	bc	98.00	PORTION	6.24		611.52
cheddar bulk grated (kg)	bc	37.00	KG	2.91		107.67
cheddar/mozz mix 70g (portion)	bc	2.40	PORTION		2.00	4.80
cheddar/mozz mix bulk(kg)	bc	31.50	KG			
cottage chunky-bulk (kg)	bc					
feta cheese (kg)	bc					
garlic butter (kg)	bc					
lemon butter (kg)	bc					
mini butter (kg)	bc					
sliced cheese (each)	bc					
** beverages **	be					
2l beverages	be					
banana syrup (lt)	be					
bubblegum syrup (lt)	be					
ceres juice apple (200ml)	be					
ceres juice litchi (200ml)	be					
ceres juice secrets (200ml)	be					

Prep Sheet Items

This frame allows you to customise the view you have in the stock file. You have three options:

* Include This include all prep sheet items.

* Exclude This excludes all prep sheet items.

* B / Stock Only This excludes all items that have been allocated to back stock.

If no stock file is found

If the system warns you that no stock file was found, click on OK to create a new stock file.

When prompted to sort the stock file by location, select your option. If you do not have locations entered for all your stock items, it is suggested that you do not use this option, as the stock file will not be in any logical order.

The system will create the stock file automatically and display it.

Entering stock counts

4. Once you have created a Stock file, you can enter your counts into this file. Enter your back stock figures in the B/STK column.

5. Confirm the figures in the F/STK column (pulled from the Prep Count Sheet).

6. To find a specific stock item in the Stock File, click on the Find button.

7. Type in the name of the item and click on Search.

8. The stock file has got a calculator function in it. When you want to add figures before entering them, click Add or press the + button on your keyboard. Enter your values and press enter when you are finished.

Think and Do!

Printing a Stock Report

9. Once all the stock figures have been entered, click on Print. A Stock Report will be displayed.

10. Click the printer icon.

11. Once the printout is completed, click on Close.

Understanding the Stock Report

12. The Stock Report lists all the items, grouped by category. It shows you the total stock on hand (Front and Back Stock combined), cost price of the unit and stock on hand value for each item.

13. At the end of each category, this totals up the stock value for the category.

14. At the very end of the report, totals for all categories are calculated and displays the total stock on hand value.

DEMO DATA
STOCK REPORT
Stock Date: 30/11/08

ITEM NAME	UNIT	COST	VALUE	STOCK
Butter & Cheese				
** butter & cheese **				
brie cheese (60g)	PORTION	98.00	611.52	6.24
cheddar bulk grated (kg)	KG	37.00	107.67	2.91
cheddar/mozz mix 70g (portion)	PORTION	2.40	4.80	2.00
cheddar/mozz mix bulk(kg)	KG	31.50		
cottage chunky-bulk (kg)	KG	25.99	14.03	0.54
feta cheese (kg)	KG	21.50	57.84	2.69
garlic butter (kg)	KG	26.45	205.52	7.77
lemon butter (kg)	KG	26.94		
mini butter (kg)	KG	35.70	178.50	5.00
sliced cheese (each)	EACH	0.79	38.71	49.00
			1218.59	
Beverages				
** beverages **				
2l beverages	2L	16.00	352.00	22.00
banana syrup (lt)	LT	5.18	32.01	6.18
bubblegum syrup (lt)	LT	5.18	17.92	3.46
ceres juice apple (200ml)	200ML	1.75		
ceres juice litchi (200ml)	200ML	1.75	28.00	16.00
ceres juice secrets (200ml)	200ML	1.75	29.75	17.00
ceres juice w/grape (200ml)	200ML	1.75	36.75	21.00
ceres sparkling apple (275ml)	275ML	3.40	20.40	6.00
ceres sparkling r/grape (275ml	275ML	3.40	3.40	1.00
ceres sparkling w /grape (275ml	275ML	3.40	47.60	14.00
chocolate syrup (lt)	LT	5.18		

Deleting a Stock File

You can delete any unwanted stock files that may appear on your system.

Warning Be careful that you do not delete stock files with information in them, as these deleted files are unrecoverable!

15. Click on the Stock…Delete menu option.

16. Click on the calendar and select the date of the stock file you want to delete. The stock file dates are highlighted.

17. Click on OK.

18. Confirm the delete action by clicking on Yes.

Stock
Stock Entry
Weekly Order
Order Status
Count Sheet
Update
Delete

DELETE STOCK FILE

DATE 15/12/09   ✔ OK   ✗ Cancel
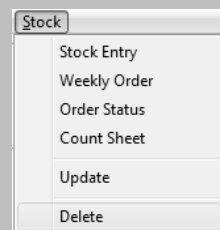
Think and Do!

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Working with the Stock Count Sheet

Although many business owners try and aim to count stock on a daily basis, it is often not feasible to complete an accurate stock take of the entire inventory that a business may have. Weekly stock counting and reconciliation with figures on the system can be done using the Pilot POS Count Sheet functionality. The Count Sheet is used to record physical stock counts of your back stock and can be used to generate a "snap shot" of your file at a particular time.

The Weekly Routine for Stock Taking

Use the following steps as a guideline to working with the Stock Count Sheet:

1. Access the Pilot Admin program.

2. Select the Stock…Count Sheet menu option to open the Print Stock Count Sheet selection window:
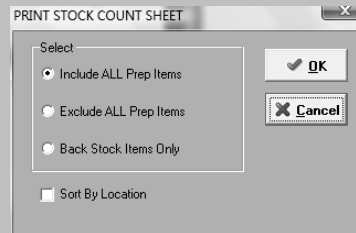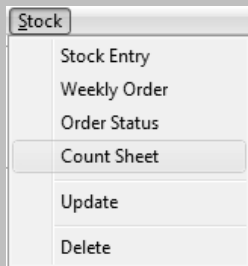
3. Confirm what type of Count Sheet you want to print and click on OK. A preview of the Count sheet will be displayed.

4. Print out all pages of the Stock Count Sheet to make a record of your counting.

   Ensure that you count your stock in the same unit that appears on the count sheet.

5. The daily prep count sheets must be completed as normal, and entered onto the computer. This stock count should be completed once a week and preferably on the same day.

   Note The main stock count stock must only be entered onto the computer after the Day End routine for that day is completed.

Entering Stock Figures

Use the following steps as a guideline to entering the figures derived from the Stock Count Sheet:

1. Access the Pilot Admin program.

2. Select the Stock…Stock Entry menu option to open a calendar selection window:

Stock

Stock Entry
Weekly Order
Order Status
Count Sheet
Update
Delete

SELECT STOCK FILE

DATE 13/10/09   ✔ OK   ✖ Cancel

Stock File

STOCK SHEET DATE 13/10/09	Find	Print	Calc	Exit	PREP SHEET ITEMS	⦿ INCLUDE ○ EXCLUDE ○ B/STOCK ONLY

NAME	CAT	COST	UNIT	B/STK	F/STK	VALUE
	AA	1.00	EACH			
330 grape tizer redd	AA	6.00	EACH			
330 grapetizer white	AA	6.00	EACH			
330ml sparletta	AA	4.80	EACH			
330 appletizer	AA	6.00	EACH			
330 tab	AA	4.80	EACH			
330 twist naartjie	AA	4.80	EACH			
330ml tizer pear	AA	6.00	EACH			
330ml twist mango	AA	4.80	EACH			
330ml-coke	AA	4.80	EACH		2.00	9.60
330ml-coke lite	AA	4.80	EACH			
330ml-coke zero	AA	4.40	EACH			
330ml-creme soda	AA	4.80	EACH			
330ml-fanta grape	AA	4.81	EACH			
330ml-fanta orange	A					
330ml-grenadilla twist	A					
330ml-i/t-peach nestea	A					
330ml-lemon twist	A					

3. Click on the OK button to create a Stock Entry Sheet for the Day that you have just closed. The Stock Sheet window will be displayed.

4. You need to enter your stock taking figures in the B/Stk columns, which is what has been counted in the "back".

   It is the Back stock which is counted on a weekly basis so that management can do orders for the following week.

The F/Stk column will have information about stock that has been pulled from the Prep Sheet that was closed when doing Day End.

Update from Stock File

5. Once you have entered all the stock figures (B/S) and have double checked things like cost prices, exit out of the stock sheet.

6. Select the Stock…Update menu option.

7. On the Calendar screen, select the "Blue" date, which is the stock file you have just created.

8. Select OK. You will need to confirm if you want to update.

9. Select Yes.

10. This will update all the back stock on all your sheets.

Think and Do!

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Reviewing the Bulk Variance Report

The Bulk Variance report indicates losses that may have occurred in your bulk and back stock items by comparing actual stock quantities on hand with theoretical stock quantities on hand. This helps you determine whether you have a stock theft problem in these areas. This report is affected adversely by incorrect issuing to front stocks or portion sheets and incorrect purchasing of quantities. You have to ensure that these procedures are completed correctly before you can get an accurate report on bulk losses. This report works from your previous stock file to the current stock file.

Reviewing the Bulk Variance Report

Print the Bulk Variance report after counting and entering the latest stock figures.

Use the Admin…Reports…Bulk Variance Stock File option to select the stock file that you need variance information on.

Extra Notes

DEMO DATA
BULK VARIANCE REPORT

Stock Date: 30/11/08   Value Limit: 0

CATEGORY	ITEM	U/COST	COMPUTER STOCK	ACTUAL STOCK	VAR.(QTY)	VALUE
Butter & Cheese						
	brie cheese (60g)	98.00	-4.00	6.24	10.24	1003.52
	cheddar bulk grated (kg)	37.00		2.91	2.91	107.67
	sliced cheese (each)	0.79	-400.00	25.00	425.00	335.75
						1446.94
Beverages						
	2l beverages	16.00		22.00	22.00	352.00
	banana syrup (lt)	5.18		6.18	6.18	32.01
	bubblegum syrup (lt)	5.18		3.46	3.46	17.92
	ceres juice apple (200ml)	1.75	-24.00		24.00	42.00
	ceres juice secrets (200ml)	1.75	-6.00		6.00	10.50
	ceres sparkling apple (275ml)	3.40	-95.00		95.00	323.00
	ceres sparkling r/grape (275ml)	3.40	-72.00		72.00	244.80
	ceres sparkling w/grape (275ml)	3.40	-12.00		12.00	40.80
	coke (200ml)	3.33	-192.00		192.00	639.36
	coke (340ml)	3.69	-408.00		408.00	1505.52
	coke light (340ml)	3.69	-192.00		192.00	708.48
	coke lite (200ml)	3.33	-23.00		23.00	76.59
	dry lemon (200ml)	3.33	-18.00		18.00	59.94
	ginger ale (200ml)	3.33	-30.00		30.00	99.90
	lemonade (200ml)	3.33	-90.00		90.00	299.70
	lime syrup (lt)	5.18		2.76	2.76	14.30
	lipton lemon (330ml)	3.63	-60.00		60.00	217.80
	lipton peach (330ml)	3.63	-108.00		108.00	392.04
	lipton raspberry (330ml)	3.63	-36.00		36.00	130.68
	oros appleberry (250ml)	3.20	-94.00		94.00	300.80

Bulk Variance Report Basics

The Bulk Variance report is affected by a few functions within the system. These are:

- **Issuing** If issues to front stock or portioning sheets are not recorded correctly, then the bulk loss report will be inaccurate.
- **Purchasing** If purchasing is not done in the correct unit and quantities, then the bulk loss report will also be inaccurate.

The calculation that is used to work out the theoretical stock quantity on hand is as follows:

Opening stock quantity on hand (drawn from the previous week's stock file)

+ plus Purchases quantity for the item (drawn from purchases input)

-    less issued quantity (drawn from the recorded issues)

This is reflected as the computer calculated stock quantity on hand.

Counting Stock and Estimating Weekly Order Levels

It is important to revisit and recall the importance of effective stock counting routines.

Think and Do!

SELECT STOCK FILE

DATE 13/10/09 ✔ OK

✖ Cancel

Stock File

STOCK SHEET
DATE 13/10/09

Find   Print   Calc   Exit

PREP SHEET ITEMS

◉ INCLUDE
○ EXCLUDE
○ B/STOCK ONLY

NAME	CAT	COST	UNIT	B/STK	/STK	VALUE
	AA	1.00	EACH			
330 grape tizer redd	AA	6.00	EACH			
330 grapetizer white	AA	6.00	EACH			
330ml sparletta	AA	4.80	EACH			
330 appletizer	AA	6.00	EACH			
330 tab	AA					
330 twist naartjie	AA					
330ml tizer pear	AA					
330ml twist mango	AA					
330ml-coke	AA					
330ml-coke lite	AA					
330ml-coke zero	AA					
330ml-creme soda	AA					
330ml-fanta grape	AA					
330ml-fanta orange	AA					
330ml-grenadilla twist	AA					
330ml-i/t-peach nestea	AA					
330ml-lemon twist	AA					

Prep Sheet Items

This frame allows you to customise the view you have in the stock file. You have three options:

* Include This include all prep sheet items.

* Exclude This excludes all prep sheet items.

* B / Stock Only This excludes all items with B/STK set to no.

Estimating and Scheduling Minimum and Maximum Weekly Order Levels

Weekly Orders are based on stock on hand and are used to estimate your order requirements from suppliers. This functionality requires that you have set up the reorder levels in the Master File.

Setting Order Levels

Use the following information as a guide to setting weekly order levels:

1. From the Pilot POS Admin program select the Files…Master menu option to display the Master File Setup window:
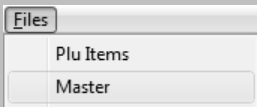
2. To set minimum and maximum weekly orders for an item, search for and select the item.

1. Click on the Edit button to display the Master Items details window.

2. Use the Order Level and Order Quantity fields to confirm the order levels for the selected item.

3. Confirm the quantity levels and description of the selected item.

4. Click on OK.

Order Level The stock level at which reordering estimates must be implemented. This field can be used as a minimum or a maximum stock level figure.

Order QTY The reorder quantity of the item when stock levels drop below the order level.

Pack QTY The number of each individual stock item contained in a bulk pack, for example 24 for cokes.

Pack Description The description of the bulk pack, for example case for cokes.

Think and Do!

Running a Minimum Stock Level

This Pilot POS ordering system enables you to run stock levels that reorder a set quantity of stock (Order QTY) when the stock levels drop below a pre-determined stock level (Order Level).

To run this type of ordering system, you need to confirm and enter figures for both the Order Level and Order Qty fields in the Master File.

For example, if an item's order level is 20 and the order quantity is 100, when stock levels of this item drop below 20, the system will order another 100 units.

Think and Do!

Running a Maximum Stock Level

This Pilot POS ordering system enables you to run stock levels that reorder up to a set maximum quantity (Order Level) when the stock levels drop below a pre-determined stock level (Order Level).

To run this type of ordering system, you only need to enter figures for the Order Level field in the Master File. The Order QTY field must be left blank.

For example, if an item's order level is 50 and stock levels for this item drop below this level, let's say to 40, the system will order 10 units of the item to bring stock levels up to 50 again.

Think and Do!

Using Pack Descriptions to Set Stock Levels

The Pilot POS ordering system allows you to order in bulk packs, however the item's unit may be single units.

To run this system, you need to enter the number of units (Pack - QTY) that a bulk pack contains.

You also need to enter the bulk pack name (Pack Description), so that the Orders report prints this out.

For example, if you are ordering 24 cokes and your pack quantity is set to 24 and pack description is case, then the system will convert the order for 24 cokes into an order for 1 case.

Sending Weekly Orders to Different Suppliers

The Pilot POS ordering system allows you to print out orders for individual suppliers or generate an e-mail order for the supplier.

Use the following information as a guideline to emailing Weekly Orders to suppliers:

1. Open the Weekly Orders window and select a supplier that you want to deal with.

2. Right click on the selected supplier in the Suppliers column to display a sub-menu:

3. Click on the Supplier option to display the Select Supplier window.

4. Click on OK to display all items that the selected supplier supplies to you.

5. Click on the eCom button to display the email working window:

6. Confirm the email address.

7. Enter any additional requests as necessary.

8. Click on OK to send the email.

Think and Do!

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Generating the Weekly Orders Report

Weekly Orders are used to estimate the placement of orders with suppliers. The information contained in the report is based on stock on hand. It requires that you have set up the re-order levels in the Master File.

Note A Weekly Orders report can only be created once all your stocks have been entered into the stock file and a stock update has been run. Once all your information is captured, you can generate a printout per supplier, or an e-mail order for the supplier.

Generating a Weekly Orders Report

Use the following information as a guideline to generating a Weekly Orders report:

1. Access the Pilot Admin program.

2. Select the Stock…Weekly Order menu option to display the Stock Date selection window:
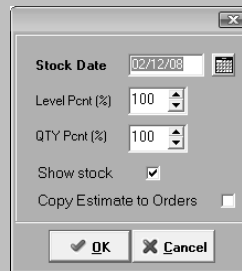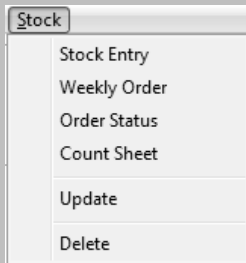
3. Select the date you want to generate orders for and confirm the stock level and quantity percentages.
4. Click on OK to display the Weekly Order working window.
5. Work through the list and confirm the order amounts for each item.

Stock Date	02/12/08	
Level Pcnt (%)	100	
QTY Pcnt (%)	100	
Show stock	☑	
Copy Estimate to Orders	☐	

✔ OK   ✘ Cancel

WEEKLY ORDER
STOCK DATE 02/12/08

Find   Change Supplier   View   eCom   MailBox   Print   Exit

Order Level 0 UNIT   Re-Order Qty

ITEM	PRICE	STOCK	EST.	ORDER	SUPPLIER	PACK
** butter & cheese **					rib world	
brie cheese (60g)	1.00			10		
cheddar bulk grated (kg)	35.00			15	master distributors	
cheddar/mozz mix 70g (portion)	2.40			20	master distributors	
cheddar/mozz mix bulk(kg)	31.50				target foods	
cottage chunky-bulk (kg)	25.99				target foods	
feta cheese (kg)	21.50				target foods	
garlic butter (kg)	26.45				karaglen superspar	
lemon butter (kg)	26.94				vector	
mini butter (kg)	35.70				vector	
sliced cheese (each)	0.79				vector	
** beverages **					non standard supplie	
2l beverages	14.04				triton bakery	
330ml - pilot test	1.00		2			CASE (24)
banana syrup (lt)	5.18				arcangelos	
bubblegum syrup (lt)	5.18				arcangelos	

Think and Do!

Find   Change Supplier   View   eCom   MailBox   Print

6. Click on the Print button to display the Print Options window:

7. Confirm how you want the report to be created.

8. Click on the Print button to display the Purchase Order report.

Viewing the Order Status Report

The Order Status report is used to check up on what stocks have been received from your suppliers. You can use this report to ensure that suppliers are not short delivering or delivering erratically. To use this report, you need to be completing purchases on a daily basis as well as using the Weekly Orders system. As stated before, you need to use all functions of the system to gain exceptional control on all aspects of the business.
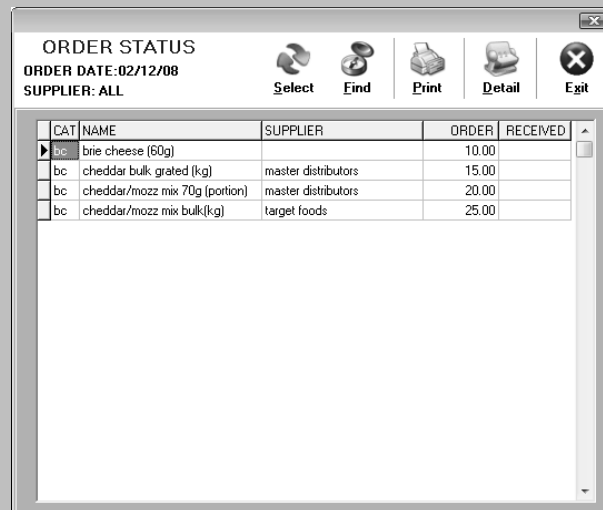
Confirming the Status of Orders

Use the following information as a guideline to confirming the status of orders:

1. Access the Pilot Admin program.

2. Select the Stock…Order Status menu option to display the Stock Date selection window:

Stock
Stock Entry
Weekly Order
Order Status
Count Sheet
Update
Delete
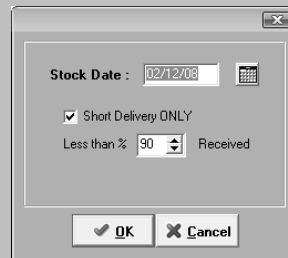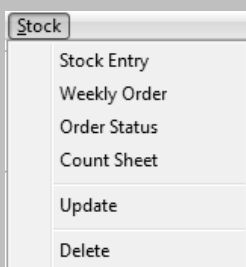
3. Select the date you want to confirm the status order for.

4. Confirm whether you want to view short deliveries only.

5. Confirm the percentage level of received orders.

6. Click on OK to display the Order Status window.

7. Work through the list and confirm the order and received amounts for the range of items.

Stock Date : 02/12/08

☑ Short Delivery ONLY

Less than % 90 ⇕ Received

✔ OK   ✘ Cancel

ORDER STATUS
ORDER DATE:02/12/08
SUPPLIER: ALL

Select   Find   Print   Detail   Exit

CAT	NAME	SUPPLIER	ORDER	RECEIVED
bc	brie cheese (60g)		10.00	
bc	cheddar bulk grated (kg)	master distributors	15.00	
bc	cheddar/mozz mix 70g (portion)	master distributors	20.00	
bc	cheddar/mozz mix bulk(kg)	target foods	25.00	

Select   Find   Print   Detail

Think and Do!

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8. Click on Print to print the report.
9. Click on Exit to return to the Pilot Admin desktop.