

# howto



## Stock Write Off And Wastage

## Publication Details

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## Introduction

The menumate write off functionality allows the user to adjust their stock for items written off & wasted through the Point of Sale as well as writing off stock from the Menumate Office.

Writing stock off allows the user to manage stock more accurately to then focus the stock variances more as well as manage the lost revenue opportunity from the written off stock. When an item is written off in the POS the stock items based on the stock reduction recipe will be written off.

To use these features your menumate system must be version 5.4.0.0 or greater of Menumate.

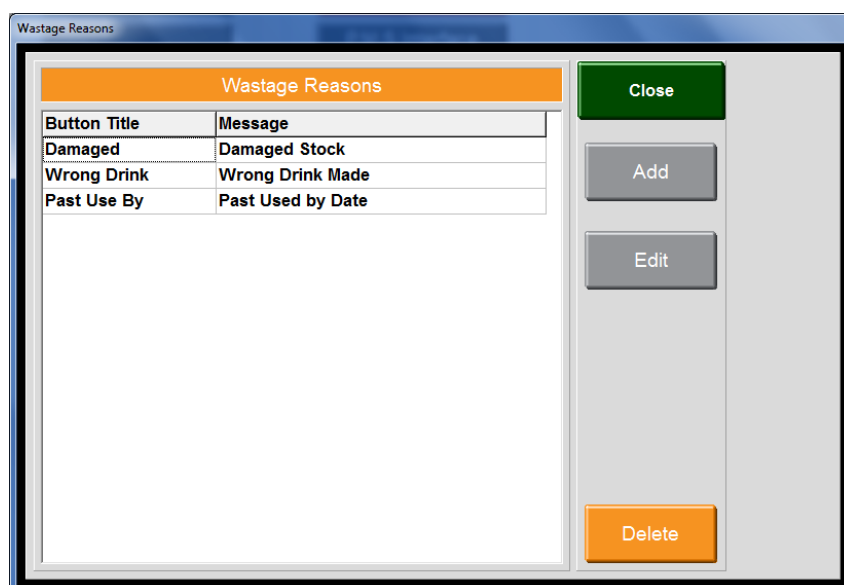
## Setup of Write Off Reasons

Write Off reasons are set reasons that are recorded for each write off transaction in the Point of Sale.

Write Off reasons will be different for every company. Some examples may be;

- Wrong Drink Mixed
- Stock Dropped
- Past Used by Date

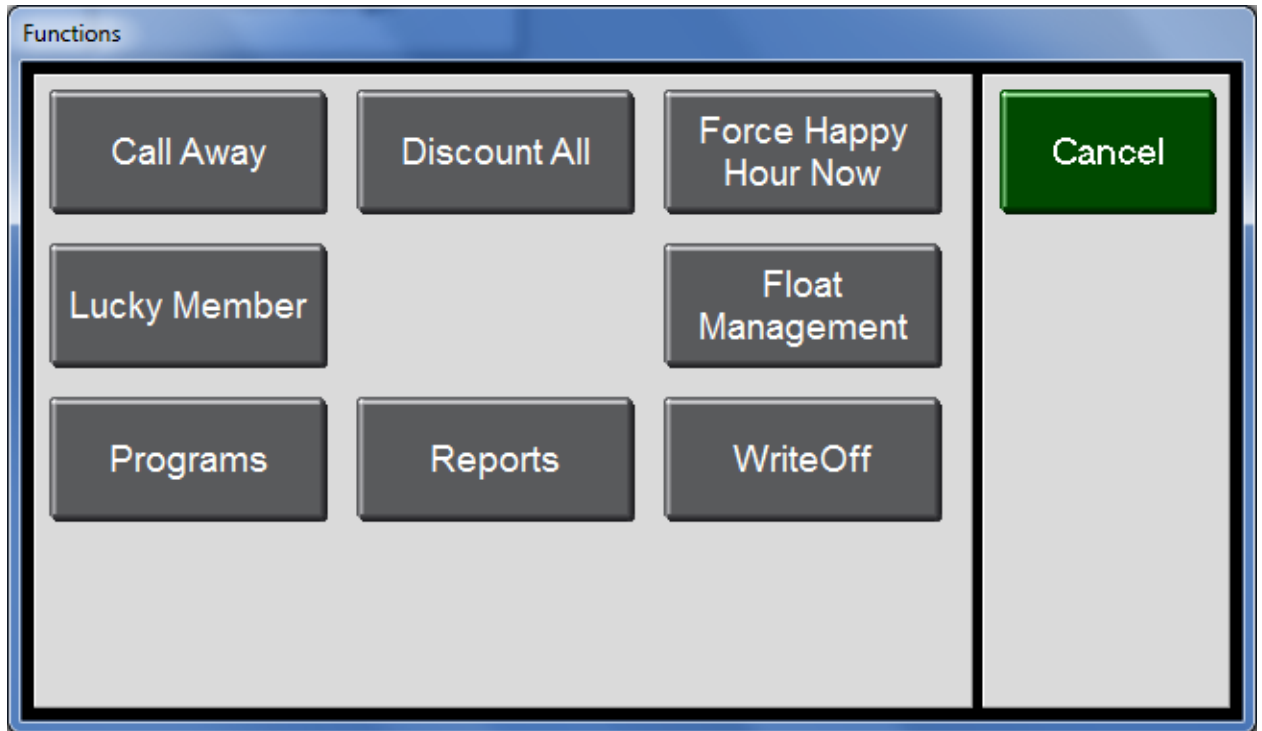
To setup the write off reasons select Maintenance and Write Off Reasons. This will take the user to the maintenance option to setup, edit or delete the reasons.



The user can also Add, Edit or Delete the write off reasons.

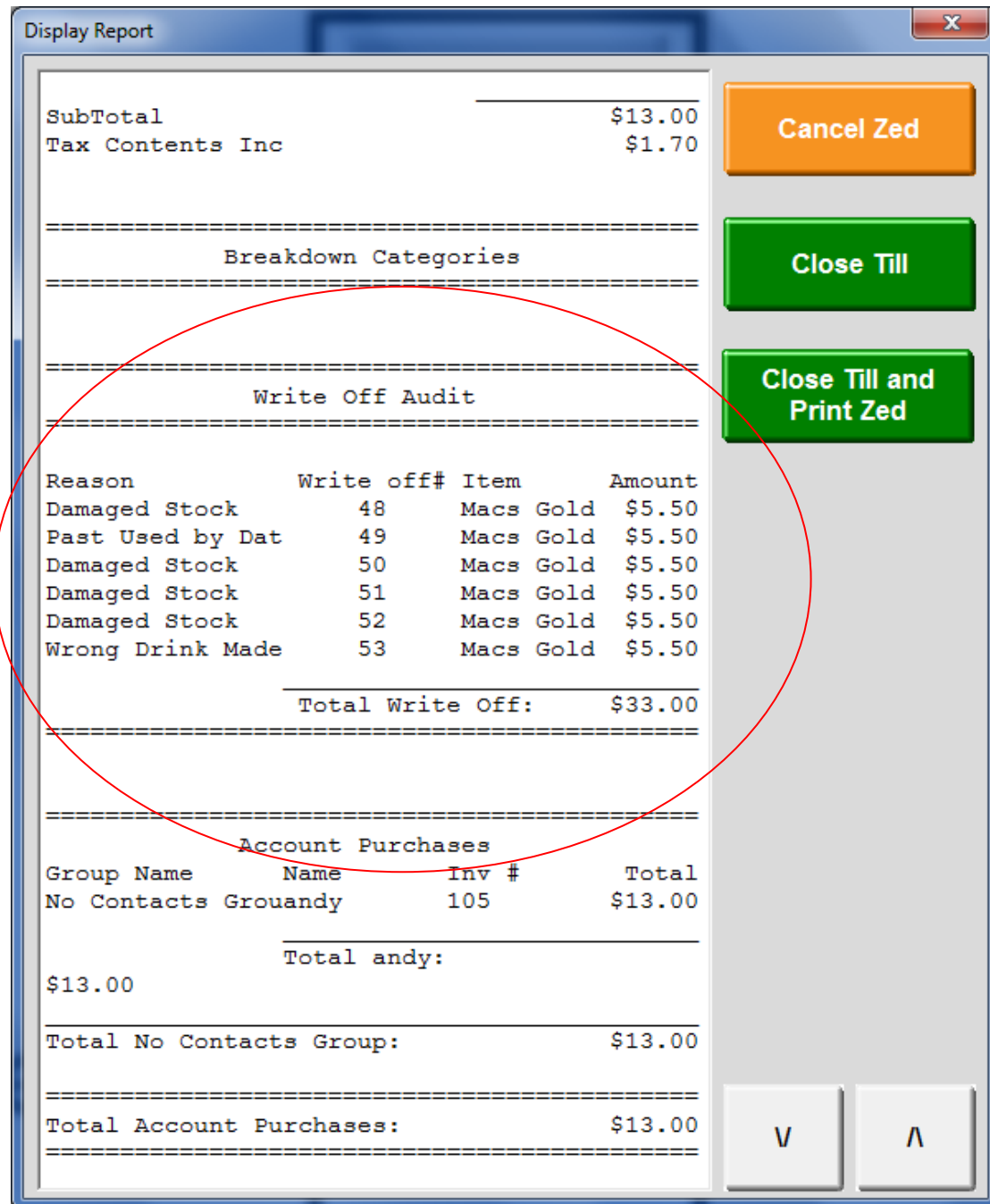
## Writing Off Stock at the Point of Sale

To write off items at the Point of Sale the user must select the items to write off. Once that is done they user can press FUNCTIONS, WRITE OFF, Select a REASON and confirm that they want to write the stock off.



## Write Offs on the Z Report

The POS Terminal's Z report will show the summary information for the write off transactions that have been done.



The screenshot shows a 'Display Report' window with a Z report. The report is divided into several sections: SubTotal, Tax Contents Inc, Breakdown Categories, Write Off Audit, and Account Purchases. The 'Write Off Audit' section is circled in red and contains a table of write-off transactions. The 'Account Purchases' section shows a total of \$13.00 for 'No Contacts Grouandy'.

Reason	Write off#	Item	Amount
Damaged Stock	48	Macs Gold	\$5.50
Past Used by Dat	49	Macs Gold	\$5.50
Damaged Stock	50	Macs Gold	\$5.50
Damaged Stock	51	Macs Gold	\$5.50
Damaged Stock	52	Macs Gold	\$5.50
Wrong Drink Made	53	Macs Gold	\$5.50
Total Write Off:			\$33.00

Group Name	Name	Inv #	Total
No Contacts	Grouandy	105	\$13.00
Total andy:			\$13.00
Total No Contacts Group:			\$13.00
Total Account Purchases:			\$13.00

Buttons on the right side of the window include: Cancel Zed (orange), Close Till (green), Close Till and Print Zed (green), and two buttons labeled 'V' and 'Λ' (grey).

## Write Off Summary Reports at POS

The POS terminal also holds summary and audit reports for the Write Offs until the Z report is run. These are available under Cash drawer, Flash Reports and Float Adjustments. This report shows the float adjustments performed BY STAFF MEMBER and then again BY TIME.

The screenshot shows a 'Display Report' window with a title bar and a close button (X). The main content area displays two 'Write Off Audit' reports. The first report is a table with columns 'Write Off#', 'Item', and 'Value'. The second report is a table with columns 'Write Off#', 'Operator', and 'Reason'. To the right of the report area are two buttons: 'Close' (orange) and 'Print' (green). At the bottom right are two buttons: 'V' and 'A' (grey).

Write Off#	Item	Value
48	Macs Gold	\$5.50
49	Macs Gold	\$5.50
50	Macs Gold	\$5.50
51	Macs Gold	\$5.50
52	Macs Gold	\$5.50
53	Macs Gold	\$5.50
Write Off total:		\$33.00

Write Off#	Operator	Reason
48	Angus	Damaged Stock
50	Angus	Damaged Stock
51	Angus	Damaged Stock
52	Angus	Damaged Stock
49	Angus	Past Used by Date
53	Angus	Wrong Drink Made

In addition these reports are available in Menumate POS under FUNCTIONS and REPORTS.

## Stock Write Offs in MenuMate OFFICE

MenuMate Office allows the user to write off stock ingredients from the stock System. This is accessed through MenuMate Office under STOCK and Write Off Stock.

**Write Off**

Date	Location	Item	Unit	Quantity	Comment
08/21/2011	Cafe	Almonds	each	150	Stock Past Use By Date

Write Off Details

Date: 21/08/2011

Item: peanuts

Unit: bag

Location: Cafe

Quantity: 25

Comment: Stock Past Use By Date

Cost per: \$5.76

Total cost: \$144.00

Write Off total: \$412.50

The user should enter the date, add an item by clicking on Add Item, select the location that the stock should reduce from and then enter the quantity of stock to write off as well as the reason for the stock write off in the comment field.

Once the item entry has been completed the user should click on Include. This will move the stock write off up to top of the data entry screen. Once all items have been included for the write off transaction clicking on OK will complete the transaction and write the stock off.

## Write Off Summary Reports in Menumate Office

Menumate Office allows the user to report on the stock write off activity. There are three reports available to select.

- Stock Inquiry
- Stock Movement
- Stock Write Off

The screenshot shows the 'Reports' window in Menumate Office. On the left is a tree view of report categories: Menus, Financial, Sales, Security, Loyalty, Stock, and Suppliers. Under the 'Stock' category, 'Stock Write Off' and 'Stock Lost Revenue' are marked with red stars. The main area is titled 'Select the date range for the stock lost revenue report.' It features two calendar pickers for 'Start Date/Time' and 'End Date/Time', both set to September 2011. The start date is 9/11/2011 at 05:00, and the end date is 9/12/2011 at 05:00. Below the calendars are buttons for 'Day', 'Week', and 'Calendar Month'. At the bottom are buttons for '<- Back', 'Export to Excel', 'Print Preview', and 'Close'.

Start Date/Time: September 2011							End Date/Time: September 2011						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	31	1	2	3	4	29	30	31	1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30	1	2	26	27	28	29	30	1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9

Today: 12/09/2011

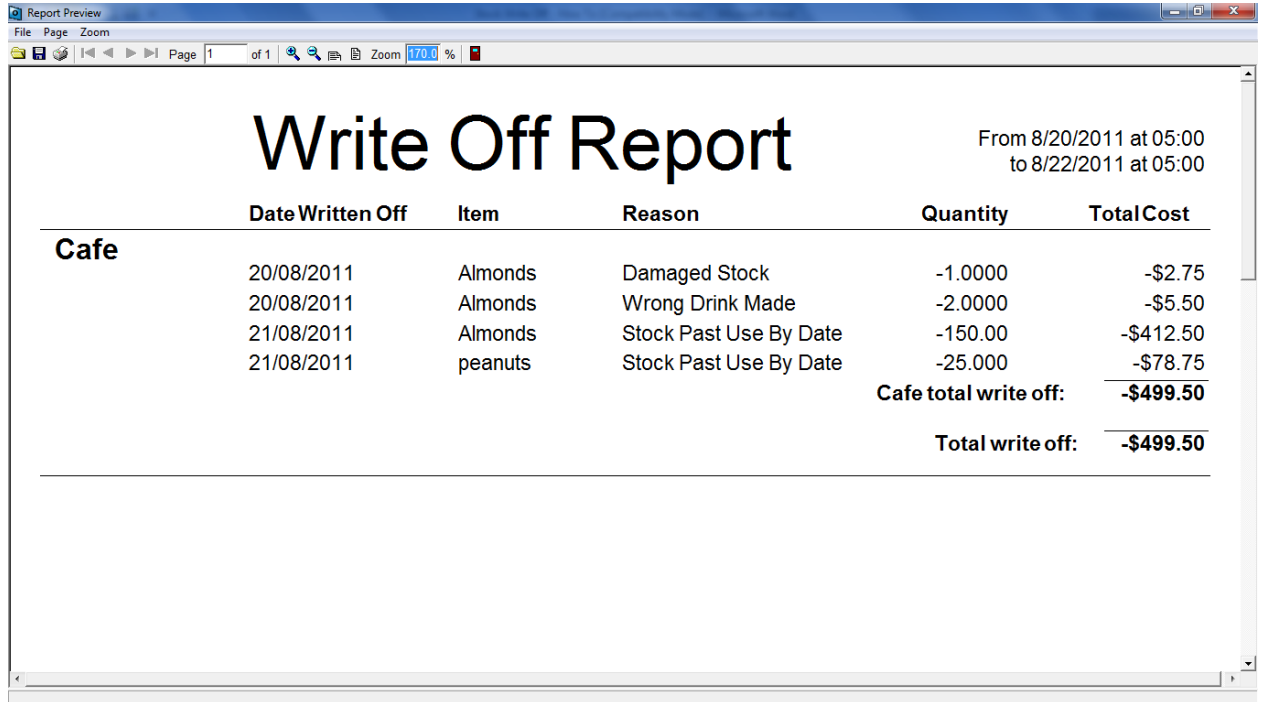
From 9/11/2011 at 05:00 To 9/12/2011 at 05:00

Day Week Calendar Month

<- Back Export to Excel Print Preview Close

## Stock Write Off Report

The Stock Write Off Report allows the user to select the date from, date to and the location to view the stock written off. The report will show the date, the items, the reason, the quantity and the value at cost of the stock written.



Report Preview  
File Page Zoom  
Page 1 of 1  
Zoom 170.0 %

# Write Off Report

From 8/20/2011 at 05:00  
to 8/22/2011 at 05:00

	Date Written Off	Item	Reason	Quantity	Total Cost
<b>Cafe</b>					
	20/08/2011	Almonds	Damaged Stock	-1.0000	-\$2.75
	20/08/2011	Almonds	Wrong Drink Made	-2.0000	-\$5.50
	21/08/2011	Almonds	Stock Past Use By Date	-150.00	-\$412.50
	21/08/2011	peanuts	Stock Past Use By Date	-25.000	-\$78.75
				<b>Cafe total write off:</b>	<b>-\$499.50</b>
				<b>Total write off:</b>	<b>-\$499.50</b>



## Revision History

Date	Version	MenuMate	Author	Reason
August 2011	1	5.4.0.0	A McClurg	Initial Document