Completing a Food Audit

To complete a food Audit, you set it up in the same way as the liquor audit, however ensure that the type of stock has been amended to select the food stock.

When setting up the stock you can include all items from the previous stock to ensure all items (even when the open/close count is zero) are available on the countsheets.

To export/import the countsheets you follow the same processes as a liquor audit.

To add deliveries, you can add the cost element of a delivery as follows:

You are also able to create itemised deliveries in the same way that you create a liquor delivery.

To see the deliveries, change the stock group in the top left hand corner to the relevent area:

This will bring up a list of all deliveries that are associated with the relevent stock group:

	Stock Group		From Date		to Date	

Stock Group	From Date	to Date
Food ⌄	2021-03-13	2021-04-19

Filter Deliveries

Filter

	Supplier	Outlet	Delivery Number	Delivery Date	Delivery Cost	Action
🔓	Test - Dev	Kitchen	test	Apr 12, 2021	100.00	View Edit
			Total		100.00	

From here, you are able to view, edit and delete any delivery. You can change the date range at the top to ensure all relevent deliveries can be viewed.

To view the stock result after the count has been inputted, click on view Audit and it will come up with the following screen:

Stock Audit For Kitchen
Start Date: Mar 12, 2020
End Date: Oct 19, 2020
Period Length: 221 days

Stock Declaration	Audit Result	Product Result	Checks	Reports

Cost Result

Outlet	Opening Value	Transfer Value	Closing Value	Consumed	Cost Allowance	Actual Revenue (Exc)	Actual GP (%)
Kitchen	0	0	0	3,729	0	50,100	92.6%
Total	0	0	0	3,729	0	50,100	92.6%

Deliveries

Filter Deliveries

Filter

	Supplier	Outlet	Delivery Number	Delivery Date	Delivery Cost	Action
🔓	Bidvest	Kitchen	123123	Sep 10, 2020	1,678.00	View Edit
🔓	3663	Kitchen	wieuad	Sep 3, 2020	1,250.00	View Edit
🔓	Mikeys Pantry	Kitchen	123	Sep 2, 2020	0.00	View Edit
🔓	Brakes	Kitchen	123456789	Sep 2, 2020	145.00	View Edit
🔓	Brakes	Kitchen	23456	Aug 25, 2020	656.00	View Edit
🔓	Sda	Kitchen	test jeremie	Mar 15, 2020	0.00	View Edit
			Total		3,729.00	

The first table shows you the breakdown of opening value, transfer value, closing value, consumption value, allowances (cost), Revenue and GP produced from the inputs.

The second table shows all deliveries that are associated with the current stock period.

The product result shows you itemised products and their opening/closing counts in order to sense check.