

# 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.

## Create Stock Audit

Stock Title

Stock Group

Food

Beverage

Food

Select Start Date

Start Date

2020-03-12

End Date

2021-04-11

All Items from Previous Stock

No

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:

Create Delivery

Start New Delivery

Outlet

Kitchen

Supplier

Test - Dev

Delivery Note

test

Delivery Date

2021-04-12

Delivery Cost

100

Create Cost Delivery

Create Itemised Delivery

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:

Stock Group

Beverage

Beverage

Food

All

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

Stock Group

Food

From Date

2021-03-13

to Date

2021-04-19

#### Filter Deliveries

Filter

	Supplier	Outlet	Delivery Number	Delivery Date	Delivery Cost	Action
	Test - Dev	Kitchen	test	Apr 12, 2021	100.00	<a href="#">View</a> <a href="#">Edit</a>
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 relevant 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](#)

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#### 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	<a href="#">View</a> <a href="#">Edit</a>
	3663	Kitchen	wieud	Sep 3, 2020	1,250.00	<a href="#">View</a> <a href="#">Edit</a>
	Mikeys Pantry	Kitchen	123	Sep 2, 2020	0.00	<a href="#">View</a> <a href="#">Edit</a>
	Brakes	Kitchen	123456789	Sep 2, 2020	145.00	<a href="#">View</a> <a href="#">Edit</a>
	Brakes	Kitchen	23456	Aug 25, 2020	656.00	<a href="#">View</a> <a href="#">Edit</a>
	Sda	Kitchen	test jeremie	Mar 15, 2020	0.00	<a href="#">View</a> <a href="#">Edit</a>
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.

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