



GAAP Hospitality Training Manual


GAAP WEB REPORTING APPLICATION

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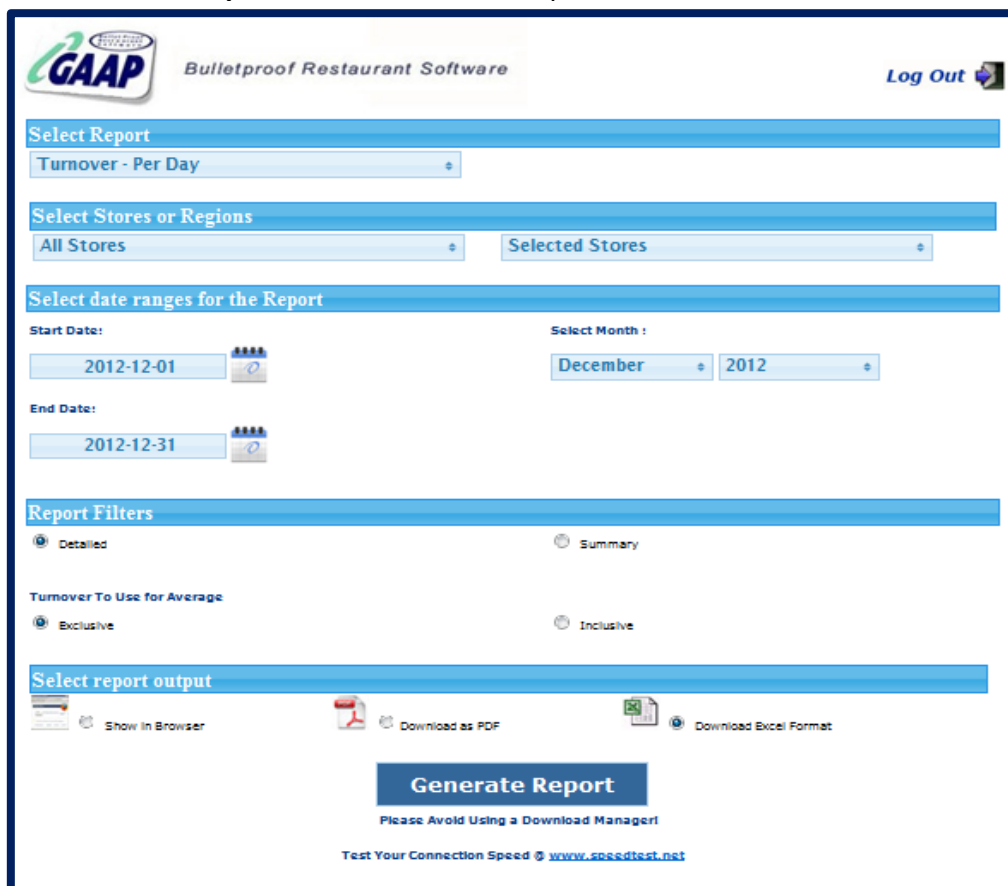
Please note that franchises may have company specific reports not covered in this manual.
Please contact your Head Office for an explanation on these reports.

SECTION 1 – HOW TO GENERATE A WEB REPORT

- Open your internet browser and go to www.gaap.co.za or use this hyperlink.
- Click on **Login** on the right hand side of the screen if you did not use the hyperlink above.



- This will open the Login screen. Enter your **Username** and **Password** as provided by GAAP and click the **Login** button.
- Once logged in, use the dropdown boxes to select the required criteria.
 - Select the required report.
 - Select the required stores.
 - Select the required date range.
 - Select the required filters (if options are provided).
 - Select the required output (if options are provided).
- Click on the **Generate Report** button to see the report.



SECTION 2 – CASH UP REPORTS

- **Cash Up - Final Report**: Displays the recorded final cash up figures per paytype as recorded by GAAP versus what the user entered. Also reflects if the cash up was over or under.
- **Cash Up - Paytype Report**: Displays the sales generated per paytype for the period. It will also remove non banking paytypes from the turnover to calculate the actual turnover. The detailed filter will list every invoice per paytype.

SECTION 3 – EXCEPTION REPORTS

- **Exception - Banking**: Similar to the Cash Up - Final Report, except that it also includes the Banking entered via the Web Enterprise.
- **Exception - Discounts**: Displays all discounts.
- **Exception - Negative Invoices**: Displays all the negative invoices.
- **Exception - Voids**: Displays all voids.
- **Exception - Payouts**: Displays a list of all payouts generated.

SECTION 4 – MENU ITEM REPORTS

- **Menu - Cost Comparison**: Creates an Excel spreadsheet displaying each menu item sorted by menu item number and displays their selling price, cost price and theoretical GP%.
- **Menu - Listing Report**: Displays each menu item sorted by department, then menu item code and displays their printer setup, tax setup, cost price, selling price inclusive of VAT, selling price exclusive of VAT, GP% and Mark Up %.
- **Menu - Open Ranges Report**: Generates a PDF document displaying the stores open range settings and the items within those open ranges.

SECTION 5 – PURCHASE REPORTS

- **Purchases - Branch Transfers Report**: Generates an Excel spreadsheet displaying stock transfers between businesses.
- **Purchases - Departmental Report**: Displays the purchases captured per stock department.
- **Purchases - Purchases by Supplier**: Displays the purchases captured per supplier.
- **Purchases - GRV Audit Trail Report**: Displays the details of each purchase invoice captured.
- **Purchases - Supplier Report**: Displays a summary of details for each purchase invoice captured sorted by the GRV number.

SECTION 6 – SALES REPORTS

- **Sales - Audit Trail Report**: Displays the details of every sales invoice in the order that it was recorded.
- **Sales - Departmental Report**: Displays the items sold as well as their cost of sales and theoretical gross profit.
- **Sales - Departmental Report Grouped**: Displays the items sold as well as their cost of sales and theoretical gross profit. There are added options of grouping according to primary departments and combining sales figures of selected stores.
- **Sales - Menu Item Per Branch Comp**: Creates an Excel spreadsheet to compare sales of specific menu items between different stores per day.
- **Sales - Menu Item Branch Comp Monthly**: Creates an Excel spreadsheet to compare sales of specific menu items between different stores per month.
- **Sales - Menu Item Per Paytype**: Displays which items were sold according to the selected paytype.
- **Sales - Food Cost Summary**: Creates an Excel spreadsheet that displays the actual and theoretical food cost % for the selected period as well as the difference between the two.
- **Sales - Top & Bottom Sellers**: Displays the top and bottom sellers in descending order according to rand value or quantity sold. Filters can also be set to display a detailed or summarized report and to include or exclude instructions. The number of items to display can also be set.
- **Sales - Weekly Sales Report**: Displays sales for the selected week according to primary departments and also displays a paytype, cash up and payouts summary.

SECTION 7 – STAFF REPORTS

- **Staff - Individual User Report**: Displays the items sold and key sales figures per staff member.
- **Staff - Log Report**: Displays the login and logout times and hours worked for each staff member.
- **Staff - Log Report Export**: Exports the raw data of the report above.

SECTION 8 – STOCK REPORTS

- **Stock - Cost Comparison**: Creates an Excel spreadsheet that list the cost price for each stock item for each selected store. Filters can be set to use the last cost or average cost.
- **Stock - Average Usage Per Hour**: Displays what stock was consumed per hour.
- **Stock - Listing Report**: Generates a list of all stock items per department and displays their unit, pack size, tax, last cost and average cost.
- **Stock - Usage Report**: Displays the stock used for the selected period as well is its value.
- **Stock - Value Report**: Displays the quantity and stock value of each stock item as well as totals according to the last stock take of the selected date.
- **Stock - Variance Report**: Displays the stock take variance quantities and values per stock item per day or consolidated over the selected period.
- **Stock - Movement Report**: Displays the movement of the stock items from opening stock to closing stock through various means (purchases, transfers, manufacturing, portioning, issues and wastage) and compares it to the actual sales of that item.
- **Stock - Analysis Report**: Creates an Excel spreadsheet that compares the actual stock usage to the theoretical stock usage and calculates the variance quantity and value per stock item.
- **Stock - Wastage Report**: Displays the stock wastage that was recorded in the Hospitality Back Office wastage module.

SECTION 9 – TURNOVER REPORTS

- **Turnover - Averages Report**: Displays the turnover per day as well as the sales averages.
- **Turnover - Averages Comparison**: Displays the combined turnover and sales averages for comparison between selected stores.
- **Turnover - Hourly Report**: Displays the turnover per hour as well as averages and peak periods.
- **Turnover - Per Branch**: Displays the total turnover and sales paytypes used per store.
- **Turnover - Per Branch Comparison**: Displays the total turnover per day for the user to compare between the selected stores.
- **Turnover - Per Branch Monthly Comparison**: Displays the total turnover per month for the selected period for the user to compare between the selected stores.
- **Turnover - Per Branch Year To Date Comp**: Displays the total turnover per month for the user to compare to the same period in the previous year.
- **Turnover - Per Day**: Displays the turnover per day inclusive and exclusive of VAT and non-banking.
- **Turnover - Per Day Budget Report**: Displays the turnover per day and compares them to the same day in the previous year as well as budget set on-line.

SECTION 10 – RECIPES REPORTS

- **Recipes - Menu Items**: Displays the recipe and GP% for each Menu item that has a recipe.
- **Recipes - Stock Items**: Displays the recipe for all manufactured and made as needed stock items that have recipes.
- **Recipes - Menu Items Without Recipes**: Displays a list of all menu items without any recipes.

SECTION 11 – OTHER REPORTS

- **Data - Upload Acknowledgements**: Displays a list of all head office updates with times sent, received and imported.
- **Data – User Access Report**: Lists all the users and the branches they have access to.
- **Debtors - Invoices Report**: Displays the sales per debtor and their transactions.
- **Pastel - Export Report**: Creates a csv file for import into Pastel. (Only applicable if Pastel integration has been set-up by GAAP).
- **Paytype - Export Report**: Exports the raw paytype data in to Excel format.
- **VIP Payroll - Interface Report**: Creates a text file for import into VIP Payroll.
- **Gross Profit Report**: A user created report that displays the gross profit and net profit.
- **Management Overview Report**: Displays the key data of numerous reports all on one page. Ranging from the total turnover generated to the average turnover generated per staff member.
- **Branch Status Report**: Displays a list of all the selected stores and their software versions as well as the DRN numbers and their last successful dayend upload.
- **Dayend List Report**: Displays a list of all dayend details.
- **Combined Daily Export**: Creates 3 reports (Paytypes, Turnover and Payouts) combined for the selected stores.