HOW TO ENTER ‘FOOD BOUGHT (CASH)’

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Part of Controlling Food Cost Procedure

This procedure is built to aid you in entering food bought from a retail store in to your POS.

* **Step 1**:Open Breakaway Management
	+ Located in the Breakaway application
* **Step 2**: Click the "Inventory" tab at the top
	+ Located on the task bar
* **Step 3**:Click "Delivery"
	+ Located in drop down bar
* **Step 4**: Click the "Add" button
	+ Located near bottom of window
* **Step 5**:Select Vendor that fits the product that you bought using the vendor drop down bar
	+ TPC dairy, food, paper, misc. or Coca-Cola
* **Step 6**: Set ‘Delivery Type’ to ‘Food Bought (Cash)’
	+ Located in the Delivery Type drop down
* **Step 7**: Enter the store you bought the food from in the ‘Invoice Number’ box
* **Step 8**: “Show inventory items for” should match your vendor
* **Step 9**: Divide the store bought case size by the POS case size
	+ **EXAMPLE**:
		- Bought 10lbs of pepperoni from the store
		- Pepperoni case size is 25lbs
		- 10lb ÷ 25lb = .4 of a Case
			* In the # Column enter .4
* **Step 10**: Divide the store cost by the case amount bought
	+ **EXAMPLE**:
		- 10lbs of pepperoni was $30
		- 10lbs of pepperoni is .4 of a full case
		- $30 ÷ .4 = $75
			* In the Unit cost column enter $75
* **Step 11**: If done right your order cost will match how much your receipt
* **Step 12**: Press Apply