



GAAP Hospitality Training Manual Version 1.4.270

MODULE SIX – MONTH END PROCEDURES

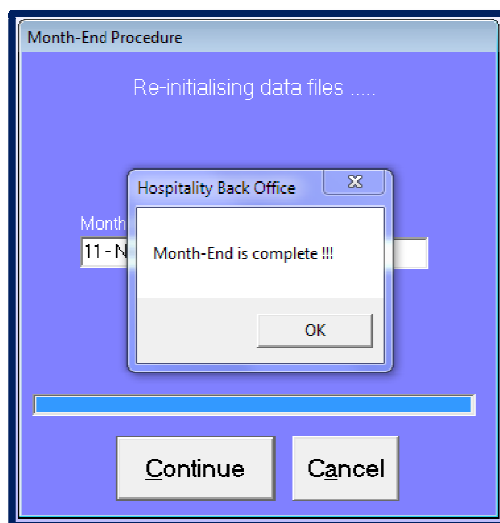
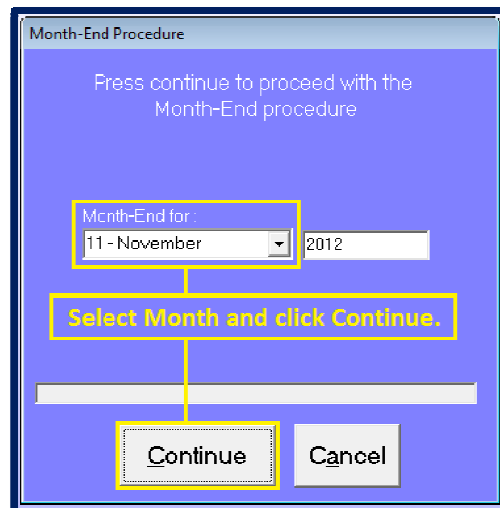
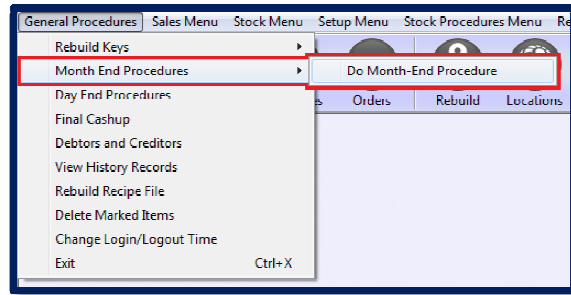
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- Section 1** - Month End Procedure - Without Stock
- Section 2** - Month End Procedure - With Stock

SECTION 1 – MONTH END PROCEDURE WITHOUT STOCK

It is imperative that this procedure is completed before commencing the new month.

- Complete the day-end procedure as per normal.
- Click **General Procedures** on the dropdown menu.
 - Select **Month End Procedures**.
 - Select **Do Month-End Procedure**.
 - Read the warning message and click **Ok**.
 - Select the appropriate month from the **Month-End for:** dropdown.
 - Click **Continue**.
 - Follow the prompts until the message **Month-End Completed** appears.



SECTION 2 – MONTH END PROCEDURE WITH STOCK

It is imperative that this procedure is completed before commencing the new month.

- Ensure that all purchases (GRN's) are up date.
- Enter and record the month end stock take.
- Check that the stock take values are correct using the **Departmental Stock Value Report**.
 - Click Reports on the dropdown menu.
 - Select **Stock Reports**.
 - Select **Departmental Stock Value**.
 - Select **Both** in **Stock Range** if Back and Front Stock is used.
 - Click **Generate**.
- Correct any incorrect stock quantity errors using the standard stock taking procedures.
- Correct any incorrect stock value errors by changing the **Last Cost** in the stock item's details.
- Reprint the **Departmental Stock Value Report** and re-check that the stock values are now correct.
- Complete the day-end procedure as per normal.
- Click **General Procedures** on the dropdown menu.
 - Select **Month End Procedures**.
 - Select **Do Month-End Procedure**.
 - Read the warning message and click **Ok**.
 - Select the appropriate month from the **Month-End for:** dropdown.
 - Click **Continue**.
 - Follow the prompts until the message **Month-End Completed** appears.

