SAFFRON

USER GUIDE

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This version authorised by: L Gibbs

This user guide supports Saffron Version 5.21

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INTRODUCTION

This Saffron User Guide will take you through the main functions of the system. Most of these functions, which you may use routinely, are covered in step-by-step formats.

Please be aware that because of the diversity of the system, and its different application between organisations, some of the screen shots shown in this document may vary slightly from your Saffron version. Some options, you may not use at all, and there may be some changes to the way you operate within those options you do use.

Useful Information

- Since Saffron is an Internet application, you must remember to save your work regularly. Use this button.

- Whenever a screen is loaded initially, or changes are made to a screen, use the refresh button to view documents, and/or see changes.

- The processing option takes the form of a blue filing cabinet. Please note that whilst all operational documents must be processed before any information can take effect, a processed document cannot be amended. You should ensure that the information contained in each document is correct before using the filing cabinet button. It is also important that you click this button ONCE only, and wait for the process to finish; bearing in mind that in some cases this can take a few minutes.

- On some screens, there will be a delete option available. Be careful when using the wastebasket, as there is no undo button or recycle bin, and any deleted documents cannot be retrieved.

- If you need help at any time, you can use the button where available.

- opens a new, blank form. Use this button when inputting any new information.

- To move backwards and forwards between forms in any screen, use

- When filling in forms, use the TAB key on the keyboard, to move from one field to the next.
To exit forms, use this button [Close], not the browser exit button.

To close Saffron down completely, please use the [Logout] button.

If at any time you are presented with the message [Please wait], it means that Saffron is busy processing information. Please wait!

By clicking on the help button [Help] at any time, you will be able to view details of your Saffron system, our website details and the logging on address for any support calls.

You will also find links to the user manuals, which can be accessed, searched or printed from here if necessary.

Click OK to close.
LOADING SAFFRON

Using Internet Explorer, load your Saffron web page and follow the instructions. The screens below show example login information only.

After entering your User Name and Password, click Log In as shown below. The logins shown are meant as an example only.

Next, you need to enter your Saffron User name and Password. Once you have entered these details, select the correct database and click on the Log In box.
SYSTEM NAVIGATION

Your screen view at this stage may be slightly different to the one shown above. This will depend on how you plan to use your Saffron system, and some options and modules may not be licensed.

To allow you to “multi-task” in Saffron, this button permits you to have more than one session open at the same time. This option is available in all Saffron forms.

Please remember to log out of each session correctly. The following options will be available.

To open a form, click on the required one from the main menu lists.
SECTION ONE – REFERENCE INFORMATION
BUSINESS HIERARCHY

This section contains all details of units and cost centres.

SITE

Each business module needs a site. The “site” is the reporting centre, and must be set up before the units and centres can be created.

UNITS AND CENTRES
All cost centres or trading areas need to be attached to a unit. A unit can have one or more centres available. All transactions and movements occur in a centre and all centres report to their assigned unit.

How this information is created initially, will depend on your business requirements. Here is an example of how a unit is created.

Keep Cards – refers to how many menu cycles are to be stored for detailed uptake records
Keep Uptakes – how many menu cycles need to be stored and summarised for menus
Use Uptakes – How many cycles do you want Saffron to calculate average uptakes for Production Planning

All of these fields are numeric, and should reflect how many of each type of record you wish to store, before they are deleted. The figures are used in different ways to calculate average and actual menu choice uptakes over the range of menu cycles you have specified.

To view the centres belonging to this unit, click on the centres button.

The centres themselves are created or amended in the centre form.
If you wish to use menu card reading facility in this centre, you must check the box as shown below. This box appears below the Create Budget option.

Menu Cards:  

UNIT INFORMATION

This facility allows the user to attach specific information to more than one unit at a time. This is useful if you have a large number of units.

In the example shown, all units have now been allocated a free meal value of £6.00 without having to input this value line by line.

There are many and varied uses for unit information, and they will be implemented with respect to your business requirements.

UNIT INFORMATION DEFINITIONS

These must be created before any unit information can be used. Once they have been created, they will be available for use on the form shown on the previous page.
CONTRACT TYPES

Used to identify contract types and stock ownership within your business. Used for reporting purposes.

BUSINESS PROPERTIES
Business properties are used for reporting purposes, to extract information about units which belong to one or more selected criteria. In the example above, you can see that units could be identified as being either a dining centre or a production kitchen. Other properties could be defined by area or region, school type, contract type, manager and so on.

Once defined, these properties are assigned to each unit as applicable in the unit properties form.

UNIT PROPERTIES

All units should belong to the “total”, business property.

GENERIC EXTENSION DEFINITIONS
Used mainly for reporting purposes, a generic extension allows you to add extra information to a form.

In each form in Saffron there is a button like this:

This example uses the stock item form, but all forms look like the one shown here. You will be able to add the information against any extensions which have been made available to this form.
FINANCIAL MAINTENANCE

ACCOUNT GROUPS

All account codes must be linked to an account group. This basically determines whether or not the values posted to the account, should be treated as credits or debits.

In the example used, the income group is \textit{income}, and the cost of sales account group is \textit{expenditure}. All account groups above allow information to be posted via a journal system, except for the cost of sales account, which demands that the expenditure is recorded against supplier invoices.

These account groups and the way they are set up will depend on your business needs.
All financial information in Saffron is entered against an account code. These will be set up in respect of your current business needs. The example shown gives the account code and description and is linked to the appropriate account group.
RELATED ACCOUNTS

A related account code provides a method of using a user defined factor to calculate values from numbers. For example, you are able to input the total number of meals of a specific value, and the system will give you a total monetary value.

First of all the two accounts, number and value need to be created in the **accounts** form.

Then the accounts need to be linked together, and a calculation factor assigned.
In the Unit Related Account Codes form, you must assign the related accounts to centres which will not use the standard factor. In the example below, you can see that in the Food Court, a factor of 1.65 will be used in place of the original value of 1.60.

This factor needs to be maintained in accordance with new prices/costs etc; for example, school meal values.
BUDGETS BY CENTRE

Allows the input of budgets against some, or all of your account codes in each cost centre, for each trading period.

This information is used for reporting purposes, to compare your actual values to the budgeted figures.

To view the budgets in different centres, use the navigation keys.
SUPPLIERS

SUPPLIER TYPES

Supplier types can be used as a way of allowing/restricting use of suppliers within the business. They are used in conjunction with the creation of suppliers and stock items.

SUPPLIERS
By ticking the reference restriction boxes, Saffron will not allow documents with duplicate numbers to be processed.

**HOW TO......create a new supplier**

Open the suppliers form and click **New**.
Complete the details on the pop up form, as shown in the example.

![New Supplier](image)

When all information is completed, click [Create].

Complete information on the supplier form as required, and as shown on the previous page. Addresses and telephone numbers are not essential and can be left blank, however, you must input currency fields and the supplier type.
STOCK MAINTENANCE

STOCK ITEMS

- The stock item form is where you will manage all ingredients, their pack sizes and prices.

- Each item must have a **Product Code**, a full **Description** and a **Standard Size**.

- The **product code** can be alpha numeric (up to 10 characters long) and must be unique. This code can be auto generated by the system if required.
• The **description** must identify the item, including its type, colour, size etc. This is very important, as you will need to be able to select the correct product easily, when using the help and search lists. This description will also print out on stock taking and purchase order forms.

• In the example above, you can see clearly that the selected item is UHT Milk Portions, and could not be confused with any other type of milk. You can use up to 50 characters in this field, but remember that some reports may truncate very long descriptions.

• For recipe costing purposes, the **standard size** should be the current supplier pack size for each product. This makes updating the current cost of the item (and subsequently, the recipes), much easier.

• Use help to select an appropriate **sub-group**.

• The **cost** is the current cost for the **standard size**.

  ➢ A **brand** name can be entered, for information purposes only, if required.

    ![Brand Field](brand.png)

• There is a facility to make a product non-live, rather than deleting the item altogether. If you remove the tick from the **live** box, the product will no longer be available for use anywhere else in the database, but will still exist in this form. Should you wish to use the product again later, you can switch it back on again for normal use.

  A **master** stock item, is one which has been created by a head office user, and is available to all users, however none of the details can be amended by an end user, although they will be able to update the cost.

### Finding Existing Stock Items
To locate an existing stock item in the stock item form, you have several options. You could use the **Navigation Buttons**, which will turn the pages one at a time, taking you through the full list of available stock items. The left arrow keys move you backwards, the right arrows move forwards.

**Using the Search Button**

If you click on the icon above, Saffron will present a search screen as below. Enter part of the description in the **Search For** box and click on **Search**.

When you can see the required item in the list, click on the green ‘hyperlink’ code/description to load the requested form.

If you prefer to search by product code, or on any field other than description, you can switch over in the **Search On** box. Use the drop down menu to select your preferred option. Even though there is no visible column heading for some options, Saffron will still perform the search.

You could opt to type in your search criteria before using the FIND button. This will narrow the search options, before presenting the search screen.

**Sizes**

You will have already nominated a standard size on creation of the stock item. You can now create **additional sizes** if required. This facility enables you to have a purchase size – e.g. a box of 180 eggs –
and also a unit of issue or a stocktaking unit – a single egg. In the example below, you can see that UHT Milk Portions have pack sizes of Each and Case, a case being equivalent to 100 each.

All units are expressed in terms of base units; ML for volume, GM for weight and EACH for unit measures.

Available units of measure with acceptable abbreviations

<table>
<thead>
<tr>
<th>Unit</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>KG</td>
<td>Kilogram</td>
</tr>
<tr>
<td>LB</td>
<td>Pound</td>
</tr>
<tr>
<td>OZ</td>
<td>Ounce</td>
</tr>
<tr>
<td>G or GM</td>
<td>Gram</td>
</tr>
<tr>
<td>LT</td>
<td>Litre</td>
</tr>
<tr>
<td>ML</td>
<td>Millilitre</td>
</tr>
<tr>
<td>FLOZ</td>
<td>Fluid Oz</td>
</tr>
<tr>
<td>CL</td>
<td>Centilitre</td>
</tr>
<tr>
<td>PT</td>
<td>Pint</td>
</tr>
<tr>
<td>GAL</td>
<td>Gallon</td>
</tr>
<tr>
<td>Each</td>
<td>Each</td>
</tr>
<tr>
<td>Doz</td>
<td>Dozen</td>
</tr>
</tbody>
</table>

It is very important that you use only recognised abbreviations. Simply by adding an “s” to kg, (kgs) creates a new unit which Saffron is unable to convert.
**HOW TO create a new stock item....**

- First of all, make sure that the item you are trying to create does not already exist. Make a thorough search of the database, allowing for spelling mistakes, abbreviations, or the use of a different or proper name. For example, when searching for pasta twists, also try fusilli.

- Use the new item button and then complete the pop-up form as shown.

The base quantity is calculated by Saffron from the standard size you have specified. This is expressed in kg, l, or each.

Use the Master checkbox to denote a master stock item. This box is only available to superusers, and the facility allows all other users to use this item.

**Creating Additional Pack Sizes**
Creating Additional Pack Sizes (from a different table)

Once you have selected your standard size for any product, Saffron can only calculate new pack size values if the new pack size comes from the same “table of measure”, i.e. weight (kg, lb, oz, gm), volume (lt, pt, gal, ml etc) or units (each, dozen). If the new pack size is not recognised, you will need to identify it as shown below.

In this example, a pack size of bottle has been created, but because Saffron does not recognise this, you must input the volume (250 ml). Take care when completing this screen, as Saffron will use this calculation throughout the system to work out costs and nutritional values.

Sizes

The size tab allows you to mark a pack size as being “sellable”. This means that you will be able to attach a selling price to the item, and also allocate it to a PLU number for EPoS operations.
Please see the recipe section of this manual for full details.

**Changing Standard Sizes**

The standard size should represent the current pack size.

If this size needs to be changed (for example, supplier changes) you can replace the existing size with the new one as shown above, simply by activating or deactivating the tick boxes with a mouse click.

The new *standard size* will now show in the header part of the form.

Remember that each time you make any changes to the stock item form, you must use the Save button to save your work.
Stock Costs and Unit Information

You will be able to view/update stock item costs and other details, by clicking on the button. Remember that Saffron holds the stock cost against the standard size by unit.

Some of these fields must be completed, depending on which modules of Saffron you wish to implement.

If you use the facility to create purchase orders from menus, you must specify a primary supplier and an order pack. Ensure that the Menu Order box is activated. If you want Saffron to round the order quantity to the nearest pack size, make sure you have a tick in the round order box.

If you want Saffron to produce a transfer from menus and production plan requirements, tick the Menu Req box, and specify a unit of issue in the Req Pack field. Choose whether or not you would like this quantity to be rounded up to the nearest pack size, by activating or deactivating the round req tick box.

If any essential information is not completed correctly, Saffron will be unable to complete certain tasks elsewhere in the system. This screen holds all the necessary information for production planning and automated ordering processes.
Information Tags

Allows you to attach additional information about this product, dietary or allergy information, allowing interrogation of the database based on this tag. This field is not mandatory.

This stock item is **tagged** as being dairy free, but containing gluten.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dairy Free</td>
<td>The item is free from dairy products</td>
</tr>
<tr>
<td>Gluten</td>
<td>Contains Gluten</td>
</tr>
</tbody>
</table>

Locations

**Locations** are used to “place” your stock items into the correct storage area. This facility can be used to create stock sheets in location order.

To create locations, click the new line button and input a code and description for each one. Save on completion.
PRODUCT GROUPS

Product groups divide your database of stock items and recipes into large sections. These groups will then be split still further, into product sub-groups.

It is important that each group is attached to the correct account (used to identify expenditure), and type (stock or recipes). Use help if required.

Remember to save when complete.
Stock items and recipes have to be allocated to an appropriate *sub-group*. These sub-groups are created and amended in this form. The format and structure will have been decided upon on initial set up of the Saffron database.

Each must have a *code* and a *description*, and must be attached to the correct *product group*. Use the help key here for a list of available options. Usually there will be a choice between *product* and *recipe*.

*It is very important that you select the correct group.*

A *production group* may be attached in this form, but is not essential.
UPDATE STOCK COSTS

Enables the user to update the stock item costs, unit by unit all in one place.

Select the unit, product group and sub-group in the filter boxes at the top of the form, and press refresh. Change the Lastest Cost field where appropriate before saving.

Each item will be marked with the date of the last price change.
RECIPES

- Search options work in exactly the same way as those in use in the Stock Item form.

- Each recipe needs a code and a recipe description (15/50 characters).

- The code can be alpha numeric, and should have a completely different structure to those used for stock items. This will help you to differentiate between stock items and recipes when searching. Saffron will allocate a unique code on recipe creation. You can choose to use this code, or replace it with one of your own.

- The Alternative Reference field can be used for any additional information or comment, or may be left blank.

- The Standard Size will usually be a portion (ptn) or each, and the yield will be the number of portions that this recipe will make. In the example above, the given ingredients are expected to yield 24 portions.

- The sub-group here is Recipes; choose the correct sub-group using help if necessary.
• Once ingredients have been completed, or if any changes are made to existing ingredients (deletions or additions, or changes in quantities), click on the recost button to calculate the total cost of the recipe and also the single portion cost (Standard Cost).

• Saffron holds recipe costs against each unit – taking into account the possible variation in ingredient costs in each location.

**Method**

A text box for cooking information and/or health and safety guidelines - the method will print out with the recipe.

<table>
<thead>
<tr>
<th>Ingredients</th>
<th>Method</th>
<th>Portions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steam the cauliflower florets for 12-15 mins until just tender.</td>
<td>Prepare the white sauce, and add half of the grated cheese.</td>
<td>Pour sauce over cauliflower, and sprinkle with remaining cheese.</td>
</tr>
<tr>
<td>Bake at 180 deg for 10 mins until golden.</td>
<td>Portion Size - 210gm</td>
<td>USE ONLY ELIE CHOPPING BOARDS FOR VEG PREP</td>
</tr>
</tbody>
</table>
INFORMATION TAGS

This recipe contains gluten.

Any tagged ingredients will show in the *Ingredient Tag* tab.

**HOW TO create a new recipe...**

Use the new item button and then complete the pop-up form as shown.

Use the Master checkbox to denote a master stock item. This box is only available to superusers.
MANAGING INGREDIENTS

- Click **new** button to create a line in the grid for the first ingredient.
- Click **undo**, to cancel an incomplete ingredient line.
- Click **find**, to search for an existing ingredient in the recipe.
- Click **repeat find** to search again using the same criteria.

After using the **new** button, type in part of the ingredient description

An **item search** box will show all available matches. Click on the hyperlink for the ingredient you require.

- Continue until all ingredient lines are complete.
- Click on the **recost** button.
- Ingredient lists can be shuffled by changing the **sequence** numbers in the left hand column.
Ingredients can be deleted by indicating the required line and then clicking the delete line button.

COPYING RECIPES

To copy similar recipes, locate and load the recipe you want to copy, and click Copy. You will be presented with a new pop-up form.

Give the new recipe a new code and a new description. Click Create. The new recipe will now be available on screen for you to make any amendments to ingredients, quantities or portion yield.

In this example, ice cream can now be added to the ingredient listing.

ADDING PHOTOGRAPHS TO RECIPES
To add a photograph of your recipe for printing or screen view, press the upload images button. Your photograph will need to be accessible from your computer.

Next, use the browse button to search for the photograph you require.

If there is already a picture selected and attached to this recipe, the filename will appear in the “current file” box. To delete this picture from the recipe, click the delete current file box.

Click the view button to see your photograph.

You can select photographs with Print Version qualities, and photographs for Screen Version to view on screen only.

Please note that in some cases, your photographs may need to be edited to give the best results.

To view the photograph on screen, click the view image button on the main recipe page.
To print out the recipe with the photograph, select the “Recipe with Picture” report.
PORTIONS

Attaching the appropriate portion sizes as shown above will allow the correct costings to be calculated for larger/smaller amounts when building menus.

- Enter the portion code followed by the yield, based on the standard recipe. The amount (representing the number of standard portions required) will be calculated automatically.

- In the example above, this recipe would make 1 standard size portion, 1.2 children’s portions but only 0.8 larger portions.

A master recipe, cannot be amended at local level.

Live: ☑ If this box is unchecked, the recipe will be unavailable elsewhere in Saffron.

Assembled At Point Of Sale: ☐ means that the recipe will be put together in the restaurant (for example, a scone and butter, or a burger) and therefore does not need to be included in some production planning information.

Switching the print option off prevents this recipe being printed out from a production plan as it will not be needed e.g.; toast.
SIZES

Used in the Sales Orders module to allow the creation of pack sizes. You will need to list the packs to be sold, together with the number of portions contained in each pack.

For general use, should you wish to attach a selling price or a PLU to this recipe, you must mark the size as “sellable”.

The default setting for this field will be “no”, and shown like this.

Click into the field and then check the box. The text will now be changed to “yes”.

SELLING PRICES

This option allows you to see or set selling prices against a recipe, based on pre set price lists which are calculated using a given percentage GP or margin. The form shows the GP or margin you wish to achieve, and the resulting differences from a change in price.

RECIPE DETAIL
This option allows detailed information to be added to the recipe. The information will be configured to your specification, but might include photographs, nutritional or dietary information, preparation methods or cooking instructions.

This function would be best used in large catering operations or production units. Reports will also be tailored to suit your specific need.

PRINTING RECIPE REPORTS

First choose required report from drop down
The report will load to screen.

Then click report button

Click here to save report to Excel or as a pdf file

Resize the report in view

Click printer button to send report to printer

Recipe Book
Recipe Book
Full Recipe Detail
Recipe Nutrition
Full Recipe Detail

Tasty Catering Ltd
Recipe Book

Recipe: RCP001
Lamb Shank

Unit: 0091
Unit A
Sub Group: Recipes
Group: Recipes
Yield: Each
Portion:

description
Yield

Ingredient
Description
Amount

T02179
Vegetables Fresh 2kg
30g
T00334
Vegetables Potatoes 3kg
90g
D0022
Meat Beef (5%)
1 yin
D0031
Lamb Shank
1 each

Method:

Lamb Shank

Peel the carrot as shown in picture one.
Cut the carrot in half as shown in picture two.
Prepare the carrot as shown in pictures one and two.

Peel the carrots and remove the end as shown in pictures one and two.
RECIPE UPDATING

Any ‘manual’ stock item price changes should be made in the cost field (unit information button) of each stock item form. Remember that the cost is held against the chosen Standard Size for each item in each unit.

If you are entering purchase invoices into Saffron, the price update will be an automatic process. Any new prices coming through on a processed invoice will update the stock item cost.

Recipes can be recosted individually. Use this button in the recipe form.

To update all recipe costings at the same time, open the Update Recipes option from the main menu.

If you are running a single unit operation, you will be presented with the following screen.

Click YES to start the process or NO to cancel.
If you are running a multi-unit operation, the screen will look like the one below. You need to select each of the units you wish to update, one, all or several.

Running this option ensures that all recipes are updated with latest costs and should be part of regular routines.

This option also updates ALL nutritional information for recipes. It is very important that this option is run regularly, if you require your recipes to reflect current costs, and any changed in nutritional values.
Information Tags are used to attach secondary information to stock and/or recipes; for example, vegetarian dishes, items that contain nuts, or dishes suitable for a diabetic diet. These tags can then be used to extract data through reports. They are grouped together, as shown below, to create another reporting level.

The Information Tag Group below relates to allergens, and the level of importance attached to each instance. If a product “contains” a certain allergen then this level must be given priority 1.

Below, you can see how the information tags themselves are created. The code and description are both user defined – the code having 10 characters or fewer - and must be attached to an information tag group.

Here is the Information Tag for Fish, which belongs to the allergen group. The caption picks up the description of “fish” and replaces the %S from the group form. Pictures can be added at each stage, if desired; this information is displayed in the “detail” section of the recipe form. Use the link to browse and attach pictures.
INFORMATION TAG REPORTS

To extract data using Information Tags, use the reports function. Items have been tagged, the selections above will show all stock items which contain fish or molluscs. Use the plus/minus keys to add extra criteria boxes and determine the following selection choices.

Click on the button to print your report.
Creating recipe sections allows you to separate ingredients within recipes into groups.

For example, in a recipe for apple pie, you may need to include two quantities of sugar, some for the filling and some for the sweet pastry.

Below is an example of the type of sections you may require.

Here is an example of a recipe using 2 different quantities of carrots, one to be used in the filling and the other in the topping.
INGREDIENT REPLACEMENT

This option is used to replace one ingredient with another. This could be necessary if your supplier de-lists or replaces a product, or simply because you decide to use a different item for any reason; because it’s organic or healthier or cheaper.

Select the ingredient you wish to replace.

Saffron will display all recipes containing your selected ingredient.

Next, select the replacement product……

……and then click the process button.

If the standard sizes of both products are from the same table; i.e.; weight, volume, or unit, the replacement process will be completed immediately.
If the standard sizes are not completely interchangeable, you will be asked for a definition, as shown below.

![Define Unit Conversion](image)

**Take care to read and complete this screen very carefully.** It is worth noting that you should check each recipe once this option has been completed, to make sure that the replacement has been successful, and that the recipe is still correct.

**INGREDIENT QUANTITY REPLACEMENT**

To change the amount of an ingredient in a single/several/all recipes.

Select the required ingredient in the **Ingredient** box. **Refresh**.
All recipes containing the chosen ingredient will be displayed, along with the amount. If you only want to show recipes containing a certain amount of the product, enter this amount as shown below.

The list will be reduced to show only two items in this example.

Enter the replacement amount, and press Process. Press YES to continue, or NO to go back. The process will continue in the background.

Alternatively, enter a percentage +/- change. In the example shown below, the amount of caster sugar will be reduced by 10% in the three recipes which are highlighted.
### Change Ingredient Quantity

**Ingredient:** Sugar Center  
**Amount:** 10

**Replacement:** 0  
**Percent Change (°F):** 10

#### Recipes containing original quantity

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
<th>Calories</th>
</tr>
</thead>
<tbody>
<tr>
<td>000201</td>
<td>Chicken Chop Suey</td>
<td>22.00g</td>
<td></td>
</tr>
<tr>
<td>002034</td>
<td>Mushroom in Tomato Sauce</td>
<td>24.75g</td>
<td></td>
</tr>
<tr>
<td>002050</td>
<td>Baked Chicken Breast</td>
<td>36g</td>
<td></td>
</tr>
<tr>
<td>0160093</td>
<td>Spin Noodles &amp; Vegetables</td>
<td>45g</td>
<td></td>
</tr>
<tr>
<td>0160112</td>
<td>Baby Spinach</td>
<td>52g</td>
<td></td>
</tr>
</tbody>
</table>

**Please refer to the image for a visual representation of the table.**
CONCEPT MANAGEMENT

This function - generally used in retail environments - enables a Head Office user to control information (stock items, recipes and menus), by publishing them to selected units only.

Concepts will be set up and used in a variety of formats, depending on your business need and structure. The user’s level of access to this function, and the way it will work, will depend entirely on the system configuration, and will be agreed and set up by FDH. This chapter gives a brief insight into the forms used in concept management functionality.

To allow a group of units to view a stock item

Once a new stock item has been created, you will first need to grant permission to the required units. Click the permissions button, and select the “concept” unit from the “units excluded” box. Use the centre arrow keys to move the units across to the “units included” box.

Click the process button

Next, open the level option, and click Approve.
Click the level option again, and this time, select “publish”.

Select the concept required as shown, and click process.

The units contained within the concept, will now have access to this stock item.
There are options to “unpublish” a stock item or recipe, or edit one. Once the record is in edit mode, a second version will be created, which allows the original item to remain in use until the amended item is published again.
CONCEPT REVIEW

Allows you to view all items in a selected table, and the current level in any unit; whether it is published, pending or archived. This can be viewed by publisher across a date range, by filling in the filter information, before pressing refresh.
SECTION TWO – OPERATIONAL MODULES
MENU AND PRODUCTION MANAGEMENT

MEAL GROUPS AND MEALS

Meal groups allow you to group meals of a certain type together. This function is generally used for production planning purposes. In the example given, our meals are divided into children and adult groups.

Then the meal types themselves can be created, each assigned to a meal group as shown.
MEAL RANGES

This option is part of the production planning and sales order module. The creation of meal ranges will depend entirely on your production cycle, but generally, they are used to determine on which day each meal is prepared.

MENU COURSES

Create menu courses to divide your menus into the relevant sections, i.e. main courses, desserts. This is especially useful when printing out a menu as Saffron “boxes off” section by section.

MENU CYCLES
Used in conjunction with meal ranges within production planning to determine the set menu for each day. Open the form and click on the new item button. Complete the pop up box detail.

Next, complete the number of days in the cycle, and the number of menus per day.
**MENUS**

Select the **Menus** option to create new menus or view/edit existing ones.

All existing menus will be stored in list format in the **Menus** screen. They can be amended, or deleted at any time. To delete a menu, highlight as shown below.

---

**FILTERED RECORDS:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Price List</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>00% GP</td>
<td>Breakfast</td>
</tr>
<tr>
<td>002</td>
<td>RecSt</td>
<td>Breakfast - Weekend</td>
</tr>
</tbody>
</table>

and then click

---

NB Click here to view menus initially, or if you have changed parameters

Choose to view all menus, master menus only, or non masters only

This button is used to create a requisition.
HOW TO create a new menu template....

To create a new menu, use the **new item** button.

![New Menu Form](image)

The **code** needs to be easily recognisable by menu type, week and day number.

The **description** is an expanded version of the code. Choose the **Price list** from the help list.

If you are using the Production Planning options, or if you want to create a requisition for required stock, you will need to enter a **Req Centre**. This should represent the supply cost centre.

Use the Master checkbox to denote a master menu. This box is only available to superusers. A master menu is available to all users, but can only be amended by a superuser. It can be copied, however, and renamed before it is changed and stored within the end user’s unit information.

Click **Create** to create the menu. Then complete the header details as below.

![Menu Creation Screen](image)

Choose a **meal** from the help list (usually Breakfast, Lunch or Dinner). This field can be left blank. The **population** is the number of covers, and if this unknown, use 100 to calculate percentage based figures.
**Comment** can be used for useful information about this menu, or may be left blank.

Under the costing tab, enter the menu items. First use the New button to create a new line in the grid. Next, select **menu items** by typing in the recipe code or part of the recipe description into the **Product Code** field. Hit the ENTER key. You may be presented with a normal search list (if there is more than one possible match), and if so, select as usual.

The **portion size** will default in, but may be changed if necessary.

The **make** figure indicates how many portions of this dish are to be produced, and can be amended at any time. This number will provide the default for any production planning information involving this menu, but can be altered at that stage if preferred.

<table>
<thead>
<tr>
<th>Make</th>
<th>Sell</th>
</tr>
</thead>
<tbody>
<tr>
<td>150.00</td>
<td>125</td>
</tr>
<tr>
<td>100.00</td>
<td>100</td>
</tr>
<tr>
<td>95.00</td>
<td>80</td>
</tr>
<tr>
<td>60.00</td>
<td>60</td>
</tr>
<tr>
<td>250.00</td>
<td>220</td>
</tr>
<tr>
<td>150.00</td>
<td>75</td>
</tr>
</tbody>
</table>

The **sell** figure is the number of portions sold, and this will be used to calculate income and GP. This is an optional field. It can be added manually from till sales information if required.

You could enter a **menu course** (starter, main, etc) provided that they have already been created elsewhere on Saffron Web.

**Menu costs** will be calculated on completion of the menu and are based on current recipe costs.

*Actual Costing* shows full menu costing detail.
You are able to input and amend selling prices in this screen, and also view costs, income and profit margin calculations.

Use **Reset Selling Prices** to undo any changes made to selling prices.

The **model costing** option allows you to see what the impact would be on menu costs of any potential price changes to ingredients. What would happen if the cost of lamb went up? Would I have to take moussaka off the menu? You can make amendments to the item costs in here, and then use **Reset Model Costs** to reset costs to original.
Use **Copy Menu** to copy similar menus. Once copied and renamed, menu items can be amended, lines added or deleted.

**New Menu**

<table>
<thead>
<tr>
<th>Code:</th>
<th>WDZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>Week 1 Tuesday Lunch</td>
</tr>
<tr>
<td>Req Centre:</td>
<td>CanStore</td>
</tr>
<tr>
<td>Master:</td>
<td>✔</td>
</tr>
</tbody>
</table>

The **Cards** button allows you to attach all or some of the menu items to a “card” for menu card reading.

**Additional Items**

This tab can be used to add on extra costs such as staffing, overheads or hire charges. You will need to nominate a cost code (type). The description is a user text field. The item value can either be a one-off charge, or a ‘per head’ addition.

Remember to use **Save** frequently, to save your work.
If you want to be able to read menu cards, you must attach the appropriate cards to each menu.

Select the first menu and click on the cards button, then click Complete the detail as shown above, selecting the menu card type and account options by using the drop down menus keys.

After you have clicked on to the create button, the menu will appear as below. You need to select the items which are required on the selected menu card.

If all items are to be included in the menu, click on Include All. To delete all options, click on Include None.

Select individual items by clicking and changing the Yes/No flags in the “include” column.

Remember to save your work at each stage.

Repeat the process to create cards for different card types.

If you copy this menu, any attached cards will be copied as well.
PRINTING MENU REPORTS

Use the report box at the top of the screen to select and print menu information.

MENU ITEM REPLACEMENT

This allows you to find and replace (on single/several/all menus), one dish for another. Select the item to be replaced in the Menu Item box, using usual search options. Next choose the item it is to be replaced with, in the Replacement box. Press Refresh.

All menus containing the original dish will be displayed. Using the select buttons, choose the menus you need.

Under the Sizes tab, you can view the original portion/size and the one which will be replacing it. Normally, these will both be the same, but make sure that you are not trying to replace a recipe with a stock item, unless this is what you mean to do.
When complete, the following message will be displayed.
CREATING A REQUISITION (TRANSFER) FROM A MENU

From the main menu screen, select the required menu(s) as shown above. Then click the Create Requisitions button.

Complete the form as shown, selecting the required cost centres (from and to) and inputting the date. Input a transfer code, which can be initials, a requisition number if you have one, or the date.

Enter a comment if required. Click the Process button.

This will create a stock transfer document, ready for checking and completing in the transfer screen. See the chapter on the Stock Management module for further details.
PRODUCTION PLANNING

Allows the combination of menus to produce production reporting and purchase orders and stock requisitions based on production requirements.

The draft production plan screen shows all current plans which have not been processed. These plans may be amended and reused if required.

HOW TO create a new production plan....
Open the *production planning* form and click **Create**.

Complete the header details as shown in the example below. Then click **Create**. The production plan form will now show all items on the selected menu plan.

You will then be asked to attach your first menu to the plan. The *population* figure represents the number of covers, or number of people you are catering for at this meal.

Once the header details are complete, click **Save**. The production plan form will now show all items on the selected menu plan.

Input the number of portions of each menu item you plan to produce, in the planned column. Saffron will use this number to calculate production requirements.
Continue to add menus using the New button. Change “planned” numbers, until all menus have been completed. A production plan can contain as many menus as you wish. A plan may cover a single meal, or full production for a whole day or week.

When all menus have been added, the plan will look like this.

Production Plan reports available:

The reports can be printed off for use in the kitchen if required. The supplier order and requisition reports can be checked and amended, prior to producing further documentation.

To complete the process, select the documents to be produced, and then click
To complete the ordering process, please see the section relating to **purchase orders**, later in this manual. To create a requisition (stock transfer), please use the requisition button, and when that process is complete, refer to the **stock management** section.

This has produced the appropriate documents for a single production plan.

To combine production plans, select the required plans from the draft production plans form. This will add all requirements from the selected plans together. You are able to create orders, requisitions, wastage and sales records using this method.

You can also combine plans for reporting purposes, by selecting the plans and then selecting the correct report from the report box.

The button shown below allows you to “collect” information from the menus which are attached to selected production plans. This means that any amendments to menu items or production numbers, can be made using the appropriate menu form, and then this information can be transferred to the production plan automatically. This is generally used in situations where the same menus and plans are reused e.g. on a regular menu cycle.

First, make the necessary changes to the menu.
Next, in the production planning main form, select the plans which will be affected by the changes. Click the **update from menus** button.
This message will appear when Saffron has completed this task. Click OK to continue.
MENU CARD READING

This module allows menu card reading either by single card keyboard entry or bulk menu reads.

DIETS

Set up as many different diet types as required. These can then be attached to each menu card to help collate dietary requirements.

Give each diet a code and description as shown above. Ensure that the LIVE flag is set to yes, otherwise the diet code will be unavailable elsewhere in the system.
MENU CARD TYPES

Create the different card types which may be required. Each “type” can encompass one or more diet codes.

MENU CARD READINGS

His screen shows all unprocessed readings. Remember to use the refresh button to collect all records. To read cards, click on the new record button.

You must select the unit and the menu you want to read. Use the blue drop downs menus to help you locate these. Enter the date, and click on the create button.
Card input allows you to read individual cards, one by one. **Bulk input** expects total numbers for each ward/card type/diet.

**Card Input**

Select the type of input required

Use this box to entry the menu option numbers, then

Menu items appear here

Shows the ward, card type and diet

Available Sequence Items:
- 10 Baked Sausages- Premium Pork
- 20 Mixed Pepper Gouche
- 25 School Hater
- 50 Creamed Potatoes - Fresh
- 40 Carrots - Fresh
- 50 Roast Frozen
- 55 Seasonal Salad Selection
- 60 Apricot Crumble and Custard
- 70 Iced Fruit Smoothie, Strawberry
- 80 Fruit and Milk Drink
- 80 Fruit Yoghurt
As you enter the menu numbers, the choices will appear in the box at the bottom of the screen as shown above. If you enter an incorrect item, use the Remove Item button.

On completion of each card, click , changing the centre, card type and diet options as needed. When you have finished, click the save button.

The boxes show you how many cards have been read in this batch.

Use the back arrow key to go back to the card reading index.

**Bulk Input**

Click for a new bulk read. Complete the fields as shown in the example. Enter the number of cards which have been counted in this reading. Click on the create button.
Once all readings have been input for the selected ward/card type/menu, click on the save button. Click on the new item button to change the ward or menu card detail, and continue until all cards have been input. You will be able to add any additional items to this card, even if they were not available on the original menu.

### Processing menu card readings

All card readings can be viewed on the Menu Card Reading screen, where you are able to see if they have been confirmed or not. This information needs to be confirmed (processed) before they can create uptake information.
To process the menus, open each one with its green menu description link.

Card reading reports available:

Reports are available from the report box at the top of any card reading screen. Remember that if you want to print reports from the main card reading form, you will have to select the records you wish to include.
POINT OF SALE MANAGEMENT

Point of sale details will depend on the type of tills you use and the interfaces available. There is no standard format for this information, and will be set up in conjunction with your FDH Project Manager. Below, there are examples of some of the forms which need completion.

TILL GROUPS
PRICE MANAGEMENT

For the creation of price lists, and maintaining selling prices.

PRICE LISTS
You may have several price lists, each using different methods of calculation. In the example above, the suggested selling price will be calculated using a target margin of 25%, but you will need to enter the actual prices manually. If a tolerance is set, Saffron will indicate whether a price is above, below or within the tolerance parameter.

If you select calculate prices, the system will work out the suggested selling price for you, and this cannot be altered.

If you select dynamic prices, the system will calculate the selling price, but you will be able to change it.
PRICES

Enables you to manage your selling prices on a single screen.

Show Missing – reveals all items with a sellable size which has not yet had a price attached to it.
Add Missing – adds all these items to the prices form.

Recalculate – sets the prices back to their original state. Use with care.

The margin check column will show whether or not you have exceeded any tolerances set for this price list.
PURCHASE ORDERS

HOW TO raise a purchase document using a template.....

Select Create PO Document from the main menu.

Complete all the header fields as shown, and then click **Create**.

You will be able to narrow down very long templates, by using the Product Group and Subgroup fields.

**Remember to complete ALL boxes, using the TAB key on your keyboard to move from one field to the next.**
A calendar is available under this button.

The order you have just created will now have all template items in view.

You will need to enter the **Quantity** required for each item in the appropriate field. If you do not want to order a particular item this time, you could leave the quantity of zero. If you intend never to order the item again, then it can be removed from the original template.

Remember to check the **Pack Size** on order.
**HOW TO........add an item to an order**

- You can **ADD** an additional item to the order, by using the **new item** button above.

- A blank line will open at the **bottom** of your template list. Enter the **catalogue number** or **product code** if known, and then use TAB to move across to the **quantity** column.

- If you do not know the catalogue number or product code, type in part of the item description, and hit the ENTER key. Use the help button to generate a full search list for you if necessary.

- Once you have clicked on help, you will be able to use the search facility to locate your item. If the item is to be required on a regular basis, then it can be added to the original template.

**HOW TO......delete an item from an order**

First of all indicate the line you want to delete, as shown, and then use the **delete line** option.

**Reference Numbers**

Saffron will generate an **order number** for you, and a **code** which is used for audit purposes. You may find it useful to make a note of the order number to use for invoice matching later. The order number (only) may be changed if you wish.

**Locating Items in the Template List**

You may use the box above to find a particular item in long template lists. Use the **Go To** box at the top of the screen to enter the **product group** you wish to find. Help is available, and once the group has been selected, Saffron will take you directly to the first item listed on the order that falls within that group.
Use the same process for locating a particular item – *product* – this time using the *Product* search box.

**Completing the Order**

Once the order is complete, you can print it out (if required) by clicking on the *printer* button.

You must remember to save your work by using ![save icon].

Once you are ready to process your order, use the process button, ![process button].

If any items on the order have a quantity of zero, they will be removed at this point.

Use the *close* button to close the form and return to the main menu, ![close button], or the *back* button to return to the previous screen.
HOW TO create a purchase order without using a template......

All purchase orders will be managed using this screen.

- From the draft order screen, use the new item button to produce a blank order header. Ensure that you select the correct Order Type, Centre, Supplier and Dates.

- When all header details are complete, click Create.
To enter items on the order form, click on the **new item** button as indicated below. This will open a blank line on the order form for your first item. Enter the **catalogue number/product code** if known, and use **TAB** to move across the columns.

As each item is selected, use the **TAB** key to move across the form, filling in the boxes as appropriate.

**Once all order items have been entered, use** to save your order.

After checking your order, process it with the filing cabinet button, or close down the order, and process the document from the draft screen. Select the order first, as shown below, then use the process button.
Managing Purchase Orders

**IMPORTANT - Once the screen loads, use the refresh button to update the records**

Any orders in view on the *draft* order screen can still be edited. They have not yet been processed, but **must be processed** before they can be matched to invoices.

To *open* an order, click on the green order number in the list view. If you need to make any amendments, make them now, and remember to *save* the changes.

To *process* an order, indicate the order(s) in the list or use the grid boxes on the right hand side.

Next, click on the process button .

This will process the selected document(s). Once this is complete, the order will be available for viewing on the *Processed – Awaiting Delivery* screen, but you will no longer be able to amend it.

You can *print orders* by selecting the required document(s), followed by the report button .

You are able to *delete* orders by using the delete button . You will need to *select* the required orders (as above) first.

Change the filter box at the top to show orders at different stages.
**Draft** – orders which have not yet been processed. These orders can still be amended, but not matched to an invoice.

**Processed – Awaiting Delivery** – orders which have not yet been delivered, but which have been checked and processed.

**Processed – Complete** – orders that have been delivered and matched to invoices.

**Cancelled** – orders that have been ‘deleted’.

Remember to refresh, **Refresh** each time you change the status.

**Processed – Complete Screen**

Holds a copy of EVERY order raised and completed. Once located, archived orders can be printed out if required.

**HOW TO……use the filter boxes**

By entering certain criteria into the filter boxes, you can make it much easier to locate old records, in what will be a very long list.

Some options can be combined to provide a more refined search; for example, you could search for all orders in week 24 with a value of between £100 and £150.

Use refresh to update the form.
The list will now contain only those orders that match your filter criteria. You will be able to open a processed order, to show the following information, depending on its status:

Whether it has been acknowledged by the supplier (where applicable), whether it has been confirmed or completed, who processed the order and when.
Merging Purchase Orders

Orders can be merged or added together as long as they are for the same supplier, and are still in draft mode. They can even be raised in different centres, but be aware that the orders will be merged under the heading of the default centre for the unit.

In the example here, the two orders for ABC Foods can be merged, even though they have been raised in two different centres.

Note that they are still in draft mode, and they have both been selected.

Click the Merge Orders button. Note that there is now only one combined order for ABC foods, which now includes all ordered items. If different delivery dates have been used on the orders, then remember to check that the date will be acceptable.
PRODUCTION PLAN ORDERS

Orders which have been generated from the production planning module, can be located in the draft purchase order screen. They will be split by supplier, and each one will be stamped with the production plan name.

The orders will need to be opened and amended to suit your actual order requirements, and then processed in the same way as all other draft purchase orders.
PURCHASE TEMPLATES

A purchase template can be used to create orders or deliveries and invoices. It should include those items which are ordered regularly from a particular supplier, therefore saving time when raising purchase documents.

HOW TO create a new purchase template......

- Click on the new item button.
- Complete the header as shown below. The code and description should help you to select the correct template later, bearing in mind that there may be more than one template for a particular supplier.
- Make sure that you select an order indicator.
- Templates can be used to create various types of purchasing documents. Choose the sort you want to be made available.
 Add items by clicking on new line button, and using the search options.
 Delete items by indicating the line and using the delete button.
 There is a column to display the catalogue number, where available. This will be picked up from, and edited in, the Supplier Pack form.

It is worth knowing that these templates can be used to produce not only orders, but invoices and deliveries as well. This means that the order process can be bypassed if necessary, and delivery information entered onto the system without order matching.
INVOICES

Use this option to match delivery information to previously processed orders.

Once the draft invoice screen has loaded, click on the refresh button to show all outstanding draft invoices. These documents are waiting to be processed; once processed, all received items will update stock levels in the appropriate cost centre, and debit/credit your cost of sales account.
HOW TO…..match an invoice to an order

- From the draft invoice screen, click on the new item button.
- An invoice header will load. Select the correct document type.
- Choose the required centre.
- Complete the fields as shown in the example below.

Click **REFRESH** to show all processed orders for the chosen supplier.

- To select orders, click on the arrow to the left hand side and use the select buttons.
- Next, click on **CREATE**.
- The invoice will load, showing the items originally ordered. Check the documents against each other, making changes to items, quantity or price where necessary. Input the Amount Payable (supplier invoice total). This should match the Total Net Value.
- Click on the **purple tick** to check the invoice.
➢ If all calculations are correct, Saffron will give you the message below, which you can close by clicking on **OK, save your work, and exit.**

![Saffron Information Message]

➢ If the document cannot be verified, you will be given a message similar to the one below, which means that you must go back and change the document details before proceeding.

![Saffron Warning Message]

Saffron will **not allow** you to complete an invoice without matching these totals.

**Reasons for not matching**

➢ It might be that you have entered an **incorrect ‘amount payable’** total. Check it again.
➢ Have any of the items listed on the invoice **changed in price** since you raised the original order? In that case, you will need to change the **list price** in the grid to match that of your supplier.

![Invoice Grid Example]

➢ If the error is a rounding issue in the VAT calculation, you need to open the TAX tab and correct the error in here.

![TAX Tab Example]

➢ Has your supplier under or over delivered on one or more of the items? Change the **quantity.**
➢ Has your supplier sent a **substitute item?** Or a different **pack size?** Open a new line to add the substitute or extra item, remembering to change the quantity of the original item to 0.
If this flag is NOT activated, any order items which have only been part delivered, will remain outstanding to be received at a later date. If it is checked, all items not delivered will be written off.

**Drop Discounts**

If the supplier includes a discount total in the invoice, input this figure in the “discount amount” box as indicated below.

Under the tax tab, make sure that the discounted net value matches the actual invoice totals. This is essential for the invoice to balance.

**Matched Documents TAB**

This tab shows the details of the order(s) matched to this invoice.

**Processing an invoice**
Once the invoice has been processed, it will be available for viewing only in the **Processed-Complete** screen.

The invoice is now no longer available for edit, the stock levels in the store have been updated and the cost of sales account debited accordingly.

**Queued Status (where applicable)**

If the Process Status ‘Queued’ does not disappear immediately, refresh the screen. If it still does not change, retry the refresh option after 20 minutes.

*If the process status has still not been updated, please call the Helpdesk.*
Some suppliers will send an unpriced delivery note with their goods, instead of an invoice. These documents need to be handled slightly differently in Saffron. The information is processed as a delivery, so that your stock levels are maintained, but without costings. The invoice, which will usually arrive at a later date, will be matched up to the delivery note at that stage. It is important to note that delivery notes MUST be entered as soon as possible following delivery.

The draft delivery screen shows all unprocessed documents, still available for editing.
HOW TO enter a new delivery note......

- Click on the **new item** button.
- Check that the document **type** is ‘delivery’.
- After entering your **centre** and **supplier**, remember to click the refresh button.
- The **supplier reference** is the delivery note number.
- Enter a document **date**. Click on the **Create button**.

- Check the items delivered against the items ordered, with regard to the **product**, the **pack size** and **quantity**.
- You will not be expected to check prices on a delivery note.
- Process the document in the same way as described for invoice matching.
HOW TO match an invoice to a delivery note....

- Once the invoice arrives to clear a delivery note, open the invoice form, and click on the new item button.

- Complete the header details as before, this time ensuring that the document type is invoice.

- The supplier reference is the invoice number.

- Enter a document date.

- Refresh. You will be presented with a list of processed deliveries.

- Highlight the correct delivery note in the list, and click on the create button.

- Complete the invoice process as described in the invoice section of this user guide.

- Complete the invoice process as described in the invoice section of this user guide.
INVOICE STATEMENT MANAGEMENT

INVOICE STATEMENTS

Invoice statements are used for account level entry, rather than for line by line stock purposes. They allow the user to input invoice values for each cost centre from a supplier statement.

To create a new invoice statement, open the form and click the new item option.

The pop up box should be completed as shown above, selecting the correct supplier and entering the invoice statement date. The code can be your reference details, or can be autogenerated by the system. The supplier reference is the invoice statement number. The indicators will have been created on the initial set up of your Saffron system and is used for financial export.

Saffron will perform checks on each statement entry to prevent duplicates being entered.

Click Create

Enter the total value from the invoice statement

Enter each school, and the amount to be debited or credited

Use a green tick to indicate a credit amount
Complete the statement as shown on the previous page, using the purple tick to check the document. The **amount payable** must equal the **net value** plus the **vat value**.

Close the document when complete.

When you are ready to process the statement, indicate it in the list as shown and click the filing cabinet button.

You can process the statement without closing it if you prefer, simply by using this option from the menu bar on the statement form itself. The invoice detail will have been processed in the current week, and can be located, but not amended in the **Processed-Complete** list as below.

Use the filters to show only the documents you want to see. You can narrow the list by supplier, by week or by export batch number, or any combination. Remember to use the **Refresh** button each time you change the status view.

To be even more specific, enter a document reference number, a range of dates or values as shown below.
STOCK MANAGEMENT

WASTAGE

Use this option for reporting stock items which have been written-off, to include freezer breakdown, damaged or out of date stock.

On clicking the **Wastage** option, the draft wastage screen will load. Remember to **refresh** to show all draft documents.

Change the **status** filter to show all confirmed wastage records.

Remember to **refresh** the screen each time you change the status.
HOW TO….input a new wastage record

 Click on the new item button, fill in the header details, select the correct store, wastage type and enter a code if requested. Once you have entered the correct date and a comment if required, click Create.

 Enter all items to be written off, opening a new line as on previous documents, entering the product code or description. Use help if you need it.

 Take care to enter the correct pack size – are you throwing away a single item (each) or a case? Use help if required.

 Enter the quantity. If you need to enter Wastage Reasons and Codes, do so now.

 Save your work and either close the form to process it later, or process and close.

 Your wastage record will be available now, either in Draft status or, if you have already processed it, in Confirmed.
Wastage can be recorded with a “reason” assigned. This is useful to analyse different types of waste. These reasons must be created as seen in the example below. They can then be attached to documents which are created in the wastage section of the system.
TRANSFERS

Use this option to transfer stock items or recipes from one cost centre to another.

HOW TO.......enter and process a new transfer

- Click the transfer option, and then the new item button. Complete the header details as below. The code can be auto generated by Saffron, or can be user entered.

- When details are complete, click the button.
Enter all items to be transferred, opening a new line as before, entering the product code or description. Use help if you need it.

Take care to enter the correct pack size – are you transferring a single item (each) or a case? Use help if required.

Enter the quantity.

Remember to save your document, and process before closing. Alternatively, you can save and close, and process later. Once processed, the document can be located on the confirmed screen.

To create an order from a transfer........

Create the transfer form first, and then click the create orders button.

This process relies on each item on the transfer having a primary supplier and purchase size defined for the unit.

Once the process is complete, the purchase order (s) will be available for edit in the draft orders screen. Treat this (these) documents in exactly the same way as any other order.

Transfers can be combined in the ordering process, by selecting each transfer required, on the draft transfer screen, and pressing the create orders button. Orders cannot be created from processed transfers.
PRODUCTION PLAN REQUISITIONS

Requisitions produced from the production planning module can be located in the draft transfer screen. These transfers will need to be opened and amended to match the actual transfer details. Once complete, the transfer needs to be processed in the same way as other draft transfers.

MENU REQUISITIONS

Requisitions produced from the menu module can also be found in the draft transfer screen. Proceed as for a production plan requisition.
REQUISITIONS FROM CENTRE

Function by which a site user may requisition stock from a designated store. Once completed, this form must be checked and confirmed by a different user with the necessary permissions. The site user will not be able to confirm the transfer.

When the site user creates a new transfer, the form below will load. The only centres available, will be ones which have been attached to the login permissions.

Next, select a template. This field can be left blank if there is no requirement for a template.

Click Create.

At this point, either the items for the template will load, or the transfer form will be empty ready to accept the required stock items. Check the items and fill in the quantities required, or enter each item individually, using the usual search options.

Once all lines are complete, make sure that the Ready box is ticked. This allows another person to check and confirm the document.
STOCK MOVEMENT TEMPLATES

An option that allows you to set up template lists of items, which are regularly transferred or wasted.

Create a new one by opening the template option and clicking the new item button. Give the template a code to identify it. The comment field is optional, however you might like to enter more detail about the template here. Each template must be allocated to a unit, so you will need to select one in the unit box.

Add products onto the template with the required pack size. If you expect to be transferring the same **quantity** of each item every time, enter it here. If, however, the quantity could change each time you transfer it, leave a zero.

Existing templates can be amended in this screen. Items can be added or deleted, or pack sizes changed. To locate a template, use either the navigation keys or the search facility.
HOW TO create a stock document using a template............

Stock Movement Templates can be used to create a stock transfer, or a wastage record.

Complete all header information as shown. Note that if the document is a waste record, you will not be asked to supply a ‘to’ centre.

Click on create. Enter a comment if required.
Make sure that any items not to be transferred/wasted this time are deleted from the document, or have a zero quantity against them.

Once the document has been created and completed, it can be located in the usual **Transfer** and **Wastage** screens.
STOCK TAKES

Any stock sheets in view on the draft screen are available for edit. Once processed the edit facility will no longer apply; all stock balances will have been reset based on your declared stock figures. 

Do not process any stock take until it has been checked thoroughly first.

Any stock sheets in view on the draft screen are available for edit. Once processed the edit facility will no longer be available; all stock balances will have been reset based on your declared stock figures. 

Do not process any stock take until it has been checked thoroughly first.
**HOW TO.....perform a stocktake**

- Once you have opened the stock take screen, refresh, and click on the *new item* button. Choose the stock take type, and select your required centre(s) from the list.

- Click on

- Once the sheets have been created, you will be directed back to the draft screen, from where you can *print* your stock sheets.

- Select your stock sheet in the list, check that the report at the top reads *Stock Sheets* - as shown above – and click the *printer button*. The stock sheets will load to the screen, ready for printing out.
 Use these sheets to complete your physical stock count, and then enter the details into Saffron.

 Locate your stock take in the *draft* screen, and open it by clicking onto the *code* link.

 Enter your counted quantities against each item, taking care to enter the correct *quantity* against the correct *pack size*. You will be able to take stock against all available sizes for each item (inner, case, each for example).

 Use the *TAB* key to move across the columns.

 You can *add* items to the bottom of the list if required, by using the new item button at the top of the list of items.
If you enter an item and pack size which already exists in the stock take list, Saffron will prompt:

If you say “yes” at this point, you will be taken back to the original entry to amend if required.

- When all lines have been completed, click the **purple tick** to verify the document, and also to calculate your **variance quantities** and **value**.

**This process may take some time to complete.** Wait until the red ‘Please Wait’ bar disappears.

**Stock Take Variances**

Variances (if you have any) will now be available under the **variance tab**.

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>Size</th>
<th>Qty In Stock</th>
<th>Qty Counted</th>
<th>Val In Stock</th>
<th>Val Counted</th>
<th>Variance</th>
<th>Variance Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>6601</td>
<td>Lamb Steak</td>
<td>1  each</td>
<td>69.00</td>
<td>5.50</td>
<td>39.2400</td>
<td>39.2300</td>
<td>0.0100</td>
<td>-0.0400</td>
</tr>
<tr>
<td>6251</td>
<td>Bacon Back Loinked</td>
<td>1  each</td>
<td>500.00</td>
<td>125.00</td>
<td>22.4500</td>
<td>22.4300</td>
<td>0.0200</td>
<td>-0.1200</td>
</tr>
<tr>
<td>6250</td>
<td>Sausage Premium Pork</td>
<td>1  each</td>
<td>90.00</td>
<td>33.00</td>
<td>7.2000</td>
<td>7.1700</td>
<td>0.0300</td>
<td>-0.0300</td>
</tr>
</tbody>
</table>

**Value in stock** – Saffron’s calculated stock value  
**Value Counted** – your entered stock value  
**Variance Value** – the difference between the two

Closing stock on Saffron is arrived at by calculating:

**Opening Stock + Purchases + Transfers In – Transfers Out – Wastage = Closing Stock**

so it is very important that ALL stock movement information is recorded and processed accurately and on time, prior to producing the stock sheets. All variances are quoted in ‘base units’, (gm, ml or each) even if you have counted stock against different pack sizes.

- After checking the variances, you may still amend your figures by going back to the **Stock Items** tab. If you make any alterations to these items now, you must check the document again to revise the variance figures.

- Close the document to return it to **draft screen**. You will still be able to open and amend this document if necessary.
To process the stock take, select it as shown below, and click the **process** button. If you are sure you are ready to process, click **Yes**, when prompted.

This closing stock value will become your opening stock for next period, once the current period has been closed.
STOCK TAKE TEMPLATES

In a unit that uses line-by-line stock control, there will be no requirement for a stock take template. In this case, the stock sheets will be generated automatically, populated with items where there is, or has been a previous balance.

The template option will only be used in a unit that uses account level reporting, but still needs to do a physical stock count. This means that only stock items which are regularly used in a particular centre need appear on the stock sheets. For example, coffee bar stock as opposed to full restaurant stock.

If a centre requires a stock take template, then the template must be assigned to that centre. This will happen at the implementation stage.

To create a new stock template, load the stocktake template form and enter a code (10 characters max).

Enter a comment if required. Then click on Create.

Click on the new line button for the first line, and complete the list of items required. Only enter items which are used in your selected cost centre.
In the header part of this form, select whether you wish to attach **All Pack Sizes** to each product in the list, or just **Selected Pack Sizes**. The example above uses All Pack Sizes.

The example below uses Selected Pack Sizes. This allows you to select the items and the sizes you wish to stocktake, rather than listing all available sizes.

These templates can be edited at any time; items added or deleted. Re-sequence the template items using the **sequence** number as shown in the example.
HOW TO complete a stock take using a template

- Open the stocktake form and click on the new item button.
- Ensure that you choose the template option as your Stock Take Type.
- If you want to select a particular location, do so in the “Location” field, otherwise leave “All”.
- Highlight your unit(s) in the list below, and click on Create.
- You will be re-directed to the draft stock take screen, from where you can print the stock sheets.
From this point, continue to follow the instructions given in the stock take section of this user guide.
STOCK REVIEW SUMMARY

Allows you to view stock on hand in summary form, over a span of weeks or periods. The stock “quantities” are displayed for the standard size of each product.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Centre</th>
<th>Week From</th>
<th>Week To</th>
<th>Product</th>
<th>Standard Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>0001</td>
<td>W1-01/04/2007</td>
<td>W1-16/04/2007</td>
<td>0004</td>
<td>1 each</td>
</tr>
</tbody>
</table>

Choose the week range to view, select the item, then click the refresh button.

STOCK REVIEW DETAILED

Allows you to view stock balances against a single product, with detailed movement/document information.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Centre</th>
<th>Week From</th>
<th>Week To</th>
<th>Product</th>
<th>Standard Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>0001</td>
<td>W1-01/04/2007</td>
<td>W1-16/04/2007</td>
<td>0004</td>
<td>1 each</td>
</tr>
</tbody>
</table>

Choose the week range to view, select the item, then click the refresh button.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Centre</th>
<th>Week From</th>
<th>Week To</th>
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<td>0001</td>
<td>W1-01/04/2007</td>
<td>W1-16/04/2007</td>
<td>0004</td>
<td>1 each</td>
</tr>
</tbody>
</table>

Choose the item, then click the refresh button.
SYSTEM INTEGRATION

Saffron is able to communicate with other software packages such as finance and purchasing systems, allowing information to be input in one place and then exported/imported to another.

Your specific requirements will be discussed during the implementation period, with your FDH Business Consultant and Project Team. Many of the export and import routines are run from this system module.
FINANCIAL MANAGEMENT

JOURNALS

Enables the user to input financial information against a particular account code, one centre at a time. This could relate to income or overhead accounts. The draft journal screen holds a copy of all journal entries, not yet processed. These can still be edited if necessary.
Click **new item** to create a new journal record, and complete the form as shown. The system allows (superusers only) to enter a previous posting week. This means that information can be processed in a week which has already been closed down.

The system allows (super users only) to enter a previous posting week. This means that information can be processed in a week which has already been closed down.

You will be presented with this message when you close the form, prompting you to rerun financial reports for the updated week.

Save the document before closing or processing. The document can now be located on the **Confirmed** screen.
This option allows the user to input multiple values against one account code, for a group of centres.

Click on the **new item** button and complete the header details as above. Using help where necessary, select a **document type, an account and property set**. The property set will contain a certain selection of cost centres, which will have been decided upon on initial system set up. If you wish to enter figures for ALL centres, choose **Total**. Enter the **date**.

The **code** is another way of identifying the entry, and could be the receipt or invoice number, till read number or date (for example).
Enter the totals for each centre for this account code, and press save when complete.

When you are ready to process the entry, press the process button.

All journal documents can be viewed on the index page. Remember to change the status from draft to confirmed, to see processed documents.

Use to refresh the screens.

If a document says that it is queued, please do not try to process it again. If it remains “queued”, contact the FDH Helpdesk.
JOURNAL TEMPLATES

Used when there are repetitive entries to be made against multiple account codes in multiple centres. The journal templates themselves will have been created by FDH in consultation with your organisation during the initial set up of the system.

To create a new entry, click on new item and complete the header details as above. Using help when necessary, select a centre and document type. The code should identify this entry as before, enter the date and a comment if required. Click on create.

Note - Superuser access allows you to enter journal information into weeks which have already been closed off. To use this option (if available), choose the required week from the drop down menu.
Once you have clicked create, you are given the choice of available templates for this cost centre.

Select the template required, and complete the fields as shown below. The account details will have been set up in accordance with your business needs.

Please note that if your selected centre only has one template available, this will load directly to the screen, and you will not need to select it.

Once all fields are complete, click and close the form. This template will be available on the draft screen for processing. Highlight the required documents before clicking the filing cabinet button.
ACCOUNT REVIEW

This screen is for information only, and is used to show account balances, by week/period and unit.

The **Account Balances** tab shows all activity through the journal/journal template options, the **Purchases** tab shows invoice/credit values by account code and **Stock Balances** shows activity through the stock management module, outlining values on transfers in and out, and opening and closing stocks.

Use the tabs to switch between stock balances, account balances and purchases.

WEEK STATUS
Shows all units and their current week status. This screen is for information only, but should be checked prior to closing the current week/period.
WEEK/PERIOD END

Use this option to close down the current week/period for your unit(s).

Before you continue, check that all transactions for the current week/period have been processed.

- Invoices/Deliveries
- Transfers
- Wastage
- Stock Take at week or period end (where applies)

When you are sure that all information has been input and processed, and that you are ready to run the closedown procedure, select your store in the list, by using the indicator in the left hand column. Then click on the process box in the top menu bar.

If you are shown a similar message to the one above, check again that all relevant information has been processed. It could be that the draft documents referred to here are orders or invoices/transfers/wastage, which will be applied to next week/period. If, after checking, you find that this is the case, you will be able to continue.

Note that once this process has been started, it cannot be undone.

Your selected units will now have moved into the next week/period.
SECTION THREE - SYSTEM MAINTENANCE
SYSTEM MAINTENANCE

ALLOCATE DATA TO UNITS

This option allows you to allow/disallow use of database information, on a unit by unit basis.

Choose to either select a single unit, or a property, which will be a group of units all having the same permissions.

Select a table.
There are many choices here, including recipes, account information, menu or suppliers. The example above uses the stock item table. Using the arrow keys in the centre of the screen, highlight each item in turn to move it across to the right hand “data included” box. If you wish to allow use of ALL stock items, use the double arrows.

To allow access to an entire product sub-group, select the sub group at the top of the screen, and all applicable items will automatically be transferred.

See the example below for fish.

Default behaviour options apply to any new information created and its application within this unit.

- **Allow All** – any new information created will automatically be available to this unit in future.
- **Allow None** – any new information will need to be allocated to this unit in this form as required.
- **Master Based** – this unit will automatically have any master information assigned to it.
- **Via Datasets** – information is applied to this unit under pre defined dataset rules.
COPY UNIT PERMISSIONS

To replicate the permissions of one unit in another, or to remove all existing permissions use this option.

Select the unit you wish to replicate first, followed by the table information. Here, the table is the stock file.

If you need to copy the same information to several units, select the appropriate property set, or use the unit field to select a single unit.

Next, select either

- Copy Permissions
- Remove Permissions
COPY STOCK ITEM INFORMATION

Allows the user to copy stock item information and prices from one unit to another or others. This is done by selecting the unit to copy “from”, in the source unit field, followed by the unit(s) to copy “to” by using property set information.

First of all select the unit from where you want to copy the information, and then check the appropriate boxes to select the information you want to share.

Then click “process”.
This option can be run for one supplier at a time, as shown in the example below,

Or by selecting ALL suppliers, you are able to copy all pricing information from the selected unit(s).
COPY STOCK LOCATIONS

To make stock taking easier, stock items can be placed in a particular location in each centre; e.g; the fridge, chiller, dry store. The stock sheets can then be printed out in location order, making it much quicker to find items on the sheets.

If stock items are stored in similar locations in more than one centre, then these properties can be copied from one centre to the other, saving time on database set up.

In the form above, select the source unit and centre (the one you want to copy from), and then select the destination unit and centre, before pressing the process button. Ticking the Overwrite Existing Locations box, will delete ALL previously created locations in the destination centre.
SYSTEM ADMIN

SYSTEM MAINTENANCE

This function ensures that all new or amended details have updated the relevant system options.

*Calculate Recipe Nutrients* updates all recipes with nutritional data which has been recently added.

*Rebuild Unit Permissions* attaches all required financial, stock and recipe data to any new units.

*Update Latest Costs* changes prices against stock to latest prices.

Select either or both options by ticking the appropriate box and then click the *process* button. When complete, Saffron will present the following screen.

It is worth noting that all the above options can be carried out elsewhere in the system, and this may not be the form which you use to perform these tasks.
ERROR LOG

The error log shows details of any faults or problems which Saffron has encountered. The errors are listed by date and time, and the support desk may ask you to access this screen if they are trying to solve a problem for you.
HOME PAGE MESSAGES

Messages can be written to be displayed on the home page of your Saffron system. You can set dates and times to activate and de-activate the message.

The message will appear on the home page as shown below.

Well Done!

Well done for all your hard work over the last couple of weeks. Thanks to all.
SECURITY

USER

**HOW TO... create a new user**

Open the user option and click new item.

Enter the new user’s full name in the **user** field, followed by their given **login** name.

Click **Create**
Other option boxes:

Language: English  A language must be selected for each user. If anything other than English is required, FDH will set up your database before your language becomes available.

Handheld User:  Tick this box if this user will be required to use a handheld device.

The available user groups will have been set up on implementation.

Once these details have been saved, open the units tab and add all the units to which this user has access. Add them manually by using the for each new unit, or use the Property Set box to add a group of units at a time. Property sets will have been set up on implementation of your Saffron system.

Use this button to clear all previously allocated units.
USER GROUPS

This screen shows all users who are currently attached to each user group. Use the navigation keys to view other groups.

Users cannot be amended in this form.

ACTIVE USERS

This option allows you to view all users who are logged on at the present time. As Saffron has a limited number of sessions, it is useful to be able to see who could log off to allow someone else access. Users logged in unnecessarily may be disconnected remotely by using this screen.

CHANGE PASSWORD

Use this option to change the password of the user currently logged in.

Input your current password in the first field, and the new chosen one in both the new password and confirm boxes.

Click Save

Next time you log in to Saffron, remember to use your new password.
LOGOUT

It is important that you log out of your Saffron session correctly.

Click on Logout button and then again onto the Logout box.
APPENDIX 1 – PRODUCTION PLANNING SUPPLEMENTARY INFORMATION

If you use full production planning, then these functions will apply.

MENU CREATION

In addition to the normal menu creation information, you will be asked to enter a menu plan. This is a production plan which you must have already created within the production plan module. This plan will then become available in the drop down list.

Select a Requisition Centre. And then click the create button.

Enter the menu items as normal, inputting “make” figures if required, although these figures can be amended on the production plan.
PRODUCTION PLANNING

The menu you have just created has been added to the production plan you requested, and can be identified by its description or date, in the production plans form.

Open the plan up to see the menus involved (remember that several menus can be attached to a plan) and then open each menu in turn to make any amendments necessary.

*It is very important that you remember to use the Update from Menus button first.*

This ensures that the plan is populated with the most recent information from the menu templates themselves, therefore if you make any changes to the *menu templates* which are involved in this plan, after the plan has been created, you should use this option.
On opening the menu, you can amend any of the figures as shown, add extra items or delete existing lines.

These figures will be used for ordering and requisition purposes.
TO CREATE PURCHASE ORDERS FROM PRODUCTION PLANS

After checking that the items and quantities are correct, select the orders tickbox, and click the create button.

You will be presented with a screen asking you to select the suppliers from whom you would like to place an order. You can select one, all or several suppliers at this stage, and this will depend on your ordering schedule, lead times etc. Click Next/Finish when your selections have been made.
When complete, go to the **Purchase Orders** screen. All the orders which have just been created will be available in draft mode. They can be identified by the Production Plan name.

These orders will need to be checked, amended and processed in the same way as all other orders, and remember that the *merge orders* facility is available should you need it.
TO CREATE OTHER DOCUMENTS FROM PRODUCTION PLANS

Production planning can also generate requisitions, wastage and sales documentation. This information can be produced using a single plan (as shown in the detail for creating a purchase order), or you can select plans together to give combined information.

From the main production planning screen, select the required plans as shown above. Then click on the required “creation” box.
REQUISITIONS

If you have selected more than one plan, Saffron can combine this information into a single document, which you will have to name. This is how the requisition will be identified in the Stock Transfers screen.

Or you may prefer to create the information on multiple documents. In which case, make the following selection.

Click OK.

Once this process is complete, the requisition(s) can be located on the Stock Transfers screen.

WASTAGE AND PRODUCTION SALES

These documents are created by the same method as described, and once complete the documents will be available in the appropriate module.
Some screens have their own small report library, e.g. the recipe screen, but most reports can be accessed via the Reports tab.

Select the report group you require followed by the specific title.

In some cases you will be asked for selection criteria. This facility enables you to see information specific to a particular section of the database. This for example, could be a group or sub-group, a unit or centre, a supplier or a range of dates. Use the blue drop down arrows to select. If you do not enter any selection criteria, the report will not run.

If “(All)” is available, as below, and not changed, all records will be selected.
The option to print in black and white instead of colour, or of using reduced toner, is activated by the tick box.

Next, press the preview button, which will display the report on screen.

Saffron will display this message if there was no data to print.

Allows you to export this report to another software application, e.g. Excel or Word, where the information can be used in a format to suit.
### Stock by Account, Group and Subgroup

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>28496</td>
<td>A Cress Growing</td>
<td>1 x 16 Each</td>
<td>2</td>
</tr>
<tr>
<td>28506</td>
<td>A Potato Skin</td>
<td>1 x 5Kg</td>
<td></td>
</tr>
<tr>
<td>28672</td>
<td>A Broad Beans</td>
<td>1 x 2.5Kg</td>
<td></td>
</tr>
<tr>
<td>28792</td>
<td>A Chpd Spring On</td>
<td>1 x 1Kg</td>
<td></td>
</tr>
<tr>
<td>34804</td>
<td>A McCain Pot</td>
<td>4 x</td>
<td></td>
</tr>
<tr>
<td>34840</td>
<td>A Bb Onion Rings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34841</td>
<td>A Carrot Rndel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34842</td>
<td>A Green Bean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34843</td>
<td>A Sw</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34941</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34977</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 2 - INTERNET SETTINGS
IE Explorer V 6.0

Internet Explorer - Recommended Settings

To start, open Internet Explorer but do not go to the Saffron Web site. Go to www.google.co.uk instead. Then follow the screens numbered 1 to 8. When you have finished you can log into Saffron as normal.
Internet Explorer - Recommended Settings

Adding Saffron to Trusted Sites in Internet Explorer Version 6.

To start, make a note of the address that you use to log into Saffron. This will be used in Step 3. Then follow the steps numbered 1 to 8. When you have finished you can log into Saffron as normal.

1. Click Here
2. Click Here
3. Click Here
4. Click Here
5. Input the Saffron web site address into the box.
6. Click Here
7. Click Here
8. Click Here

When you have finished and return to the Saffron login page, a new tab with the words ‘Trusted Sites’ should be displayed in the button section of your Internet Explorer window.
**IE Explorer V 7.0**

**Internet Explorer - Recommended Settings**

1. **Checking Internet Explorer Version 7 Settings and Deleting Temporary Internet Files**
   - Open Internet Explorer but do not go to the Saffron Web site.
   - Do the google searches instead.
   - Then follow the arrows numbered 1 to 12.
   - When you have finished you can log into Saffron as normal.

2. **Internet Options**
   - Click on the Tools menu and select Internet Options.

3. **Temporary Internet Files**
   - Click on the General tab and select Settings.
   - Click on the Custom level button.

4. **Settings**
   - In the Security section, select Medium-
   - In the Privacy section, select Low.

5. **Delete Temporary Internet Files**
   - Click on the Delete button to delete temporary files.

6. **Cookies**
   - Select the Accept cookies from sites and servers check box.

7. **Cookies**
   - Select the Remember my choices for all cookie settings.

8. **Cookies**
   - Select the Always Block Cookies.

9. **Check for and Download the Latest Version of Internet Explorer**
   - Click on the Check Now button.

10. **Exit**
    - Click on the Close button to exit Internet Explorer.

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Internet Explorer - Recommended Settings

Checking Internet Explorer Version 7 Settings and Deleting Temporary Internet Files

1. Click Here
2. Click Here
3. Click Here
4. Click Here
5. Click Here
6. Click Here
7. Click Here
8. Click Here
9. Click Here
10. Click Here
11. Click Here

When you have finished you can log into Saffron as normal.
IE Explorer V 8.0

Internet Explorer - Recommended Settings

1. Click here

2. Click here

3. Click here

4. Click here

5. Wait for a moment

6. Click here

7. Click here and enter any other

8. Click here

9. Click here
Internet Explorer - Recommended Settings

Adding Saffron to Trusted Sites in Internet Explorer Version 8

1. Click here
2. CLICK HERE
3. CLICK HERE
4. Click here
5. Input the Saffron Web Site address into the
6. REMOVE FIREWALL
7. CLICK HERE
8. CLICK HERE
9. CLICK HERE

When you have finished and return to the Saffron Logon page, a green Tick with the words 'Trusted Site' should be displayed in the bottom right corner of your Internet Explorer window.