

# BYU Dining Services

## Standard Operating Procedures

### BP0015: Spoilage and Loss

**Business Process ID:** [BP0015](#)  
**SOP Collection:** [Eatec SOPs](#)  
**Last Updated:** August 23, 2024  
**URL:** [/policy/eatec/spoilage](#)

**SOP Owner:** Douglas Walker  
**Accountable Group:** Dining Accounting  
**Collaborative Business Process**

#### Purpose

The Spoilage and Loss module is used to deplete the cost and quantity of an item that was either spoiled or lost due to several reasons. This enables areas to keep a more accurate record of what items are currently viable to be used inside Eatec as well as keep the cost of inventory items more accurate.

#### Responsibilities

Area Responsibilities	Centralized Responsibilities
<b>Spoilage User:</b> <ul style="list-style-type: none"><li>Responsible to verify and input spoilage and loss transactions into Eatec.</li><li>Responsible to reverse spoilage</li><li>Reports to the centralized group if any costing issues occur or questions arise.</li></ul>	<b>Dining Accounting</b> <ul style="list-style-type: none"><li>Manages and responds to concerns or issues with the SOP</li><li>Answers questions regarding spoilage and loss.</li></ul>

#### SOP User Guide

#### Contents

Purpose .....	1
Responsibilities .....	1
SOP User Guide .....	1
Definitions .....	2
Recording Spoilage and Loss .....	2
Reversing Spoilage.....	3
Spoilage and Loss Reports.....	3

## Definitions

**Location:** The Location that will be costed for the spoilage of the item list inputted.

**Post date:** The date the transaction will be posted for the Journal Entry. Most commonly would be the day that the items spoil.

**Reason:** A list BYU defined reason that most closely matches why the item list was spoiled (See Reasons Section for more info on this)

**Reference:** A free text field to reference the spoilage transaction.

**Remark:** A Free text fields to incorporate a remark related to the transaction. If spoilage is reversed this field is used for reversals where more details about the reversal will be noted.

**Approved By:** Used for spoilage approvals. BYU will not use this

**Debit Override Department:** Used to cost the spoilage to a specific department. BYU will not use this.

**Debit Override Account Number:** Used to cost the spoilage to a specific Account. BYU will not use this.

**Add bin spoilage:** A checkbox to enable to spoil items based on the associated bins.

## Recording Spoilage and Loss

### Steps:

1. Navigate to Spoilage and Loss
  - Click Inventory Management > Spoilage & Loss > New Spoilage & Loss (button, top right)
2. Specify Spoilage and Loss Details
  - Enter Location that is transacting the spoilage & loss
  - Enter the Post Date. Usually this will be the day the item is spoiled, but it doesn't have to be. All spoilage should be recorded by the end of the month.
  - Choose your spoilage reason from the "reason" drop-down in the details pane
    - Closing for the Night
    - Customer Product Abuse
    - Damage During Transportation
    - Equipment Failure (Fridge/Freezer Breakdown)
    - Handling Error (Burnt, Dropped, Labeled Wrong)
    - Incorrect Order (Wrong item, no item)
    - Moldy/Expired
    - Operational Error (discontinued, thrown out)
    - Over-prep
    - Product Defects (Broken seal, Bulging Can)
    - Shipping Damage
    - Store/Operational use
3. Add Items to the Items List
  - Once all the details are input, select the blue carrot '>' at the top left next to 'Item List'

- Click on the “Inventory - Items” to select how you would like to search up Items or Recipes
  - After searching by name, number, barcode or description. Select or query the item, package, class or type that you choose.
    - Querying a package, class or type allows you to further specify the items or recipes from that package, class or type
  - Once items are selected in the search bar, click ‘Select’ to add it to the Item List
4. Verify Units, Qty, and Reason
    - After items are added to the item list, verify the correct unit for spoilage
    - Add the quantity spoiled
    - If an item has a different spoilage reason, a different reason can be selected by line item.
  5. Post Spoilage
    - When all items and quantities are verified, you can post spoilage by clicking ‘Post Spoilage’ or ‘Print & Post Spoilage’ if a printout is desired.

### Reversing Spoilage

Generally, spoilage will not be reversed in Eatec. However, if you accidentally post spoilage or post it incorrectly there is a way to reverse the spoilage. You cannot reverse a single line in the spoilage, the entire list of items spoiled would be reversed. Only select users within BYU Dining have access to reverse spoilage, so if you don’t have access, please reach out to your supervisor.

#### Steps:

1. Navigate to Spoilage and Loss
  - Locate a spoilage record that you want to reverse spoilage for (Inventory Management -> spoilage and loss)
2. Select a Spoilage Record and Reverse it
  - Find the record you want to reverse and click it
  - Click Reverse Spoilage, then click Confirm
  - Once confirmed another record will appear in the spoilage and loss table with the negative cost of what was originally spoiled (This reversal record will include a reference to the original spoilage and loss # in the reference as well as the remark.
  - Currently you cannot reverse spoilage for individual items in a spoilage and loss transaction, this is either reversing everything in the list or nothing at all (There is a enhancement request inputted to change this, but for now this is how this works)
  - Once the original spoilage and loss transaction has been reversed it can no longer be reversed only a one-time deal.


#### Spoilage and Loss Reports:


The below reports specify spoilage specific details. To Learn more on how to pull up and filter reports please refer to the EATEC Reporting SOP.


**SPLFRM:** Original Spoilage form that includes the spoilage and loss detail with remarks for each item listed in the spoilage and loss transaction.

**Spoilage/Loss Detail [INV61]** (Spoilage/Loss Detail): Similar report to that specified above but more inclusive based on the filters applied. Can be found under Reports -> reports -> (Category) Inventory -> (Section) Activity -> (Reports) -> Spoilage/Loss Detail [INV61]

**Spoilage/Loss Summary [INV61S]**: Specifies only the item, unit, quantity, and amount spoiled with the filtered start and end dates. Can be found under Reports -> reports -> (Category) Inventory -> (Section) Activity -> (Reports) -> Spoilage/Loss Detail [INV61]

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