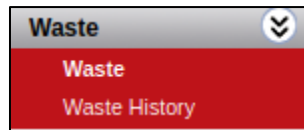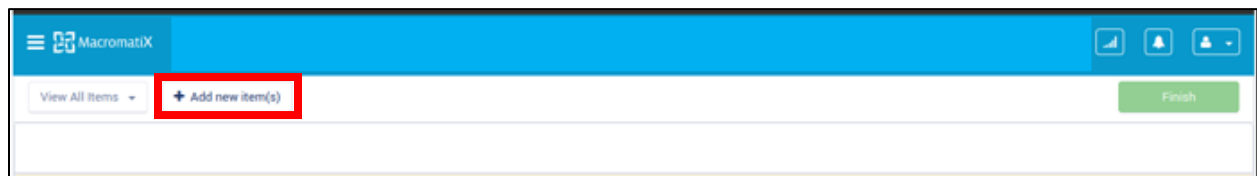# MacromatiX – Waste

Declaring waste for example like left overs, damages, raw shorts will allow the management to have a record of the items that will be written off or claimed back from supplier. In order to have a realistic Actual and standard food cost the waste items must be declared.
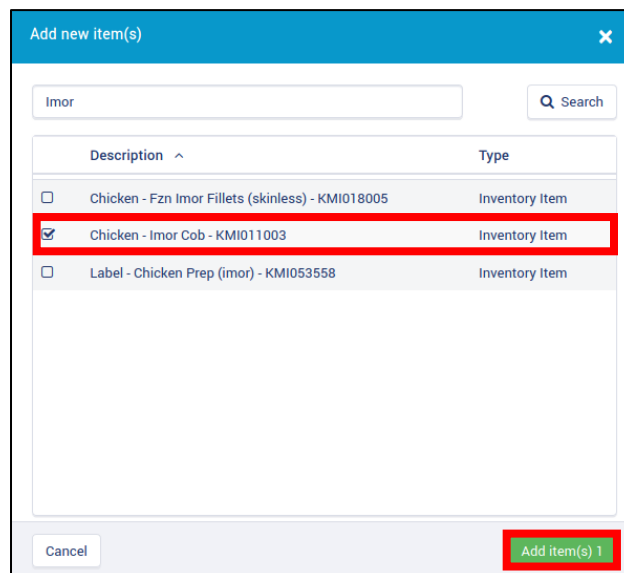

- Waste items can be declared by taking the following steps:
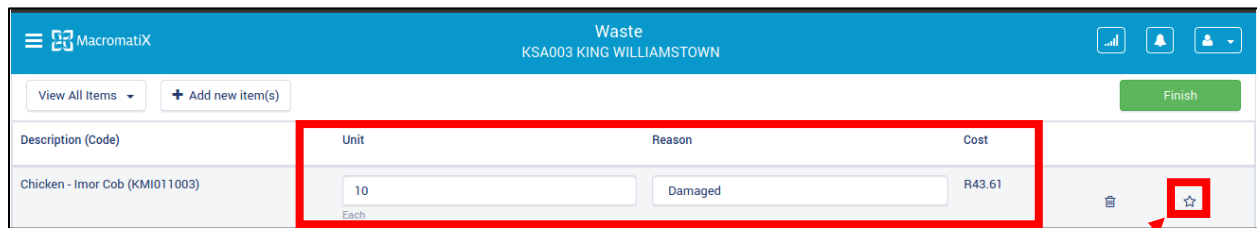- Select waste
- Select **Add new item(s**) button

Enter in the product name for example we are searching for IMOR COB,

- Tick the item
- Select the **Add item(s)** button at the bottom right.

The wasted value can be entered into the **Unit** field followed by a **Reason** as to why the item was wasted.
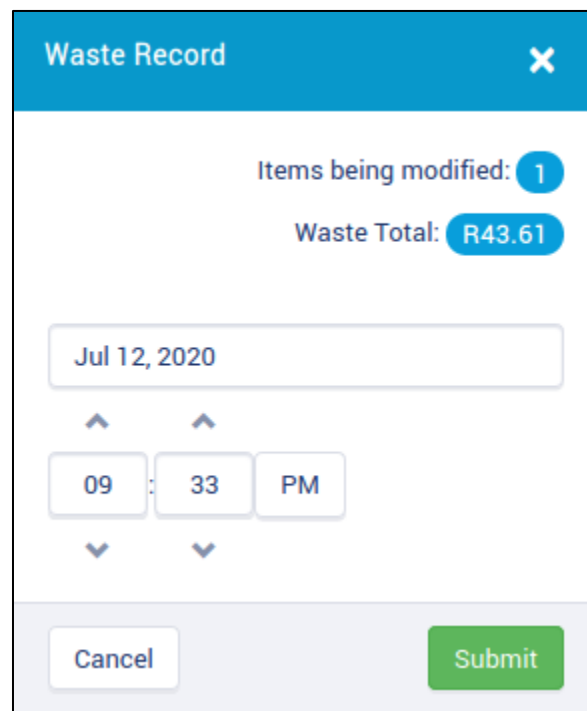
- A cost will be linked to the waste item selected.

Should a manager wish to save the stock item as a frequently used inventory item, the star sign can be selected to indicate a favorite. This feature will allow the inventory item to be static and the user will not need to search for the item every time.

- If the information entered was incorrect, the item can be deleted and re-entered.
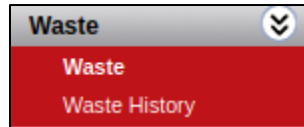- Select the Finish button.
- Select **Submit** to confirm.

Waste History

Waste History is important for tracking and analyzing wastage.

To view the Waste Report select Waste History.

- The following can be viewed: **Date**, **Description**, **Item Qty**, **Reason** and **Cost**
- 14 days of history is automatically loaded by default.

- There are options that can be used to view either Inventory items or Menu items, below is an example.