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FINAL EXAMINATION**

COURSE NAME : F&B PROCUREMENT AND COSTING
COURSE CODE : DHM2073
EXAMINATION : OCTOBER 2019
DURATION : 3 HOURS

INSTRUCTION TO CANDIDATES

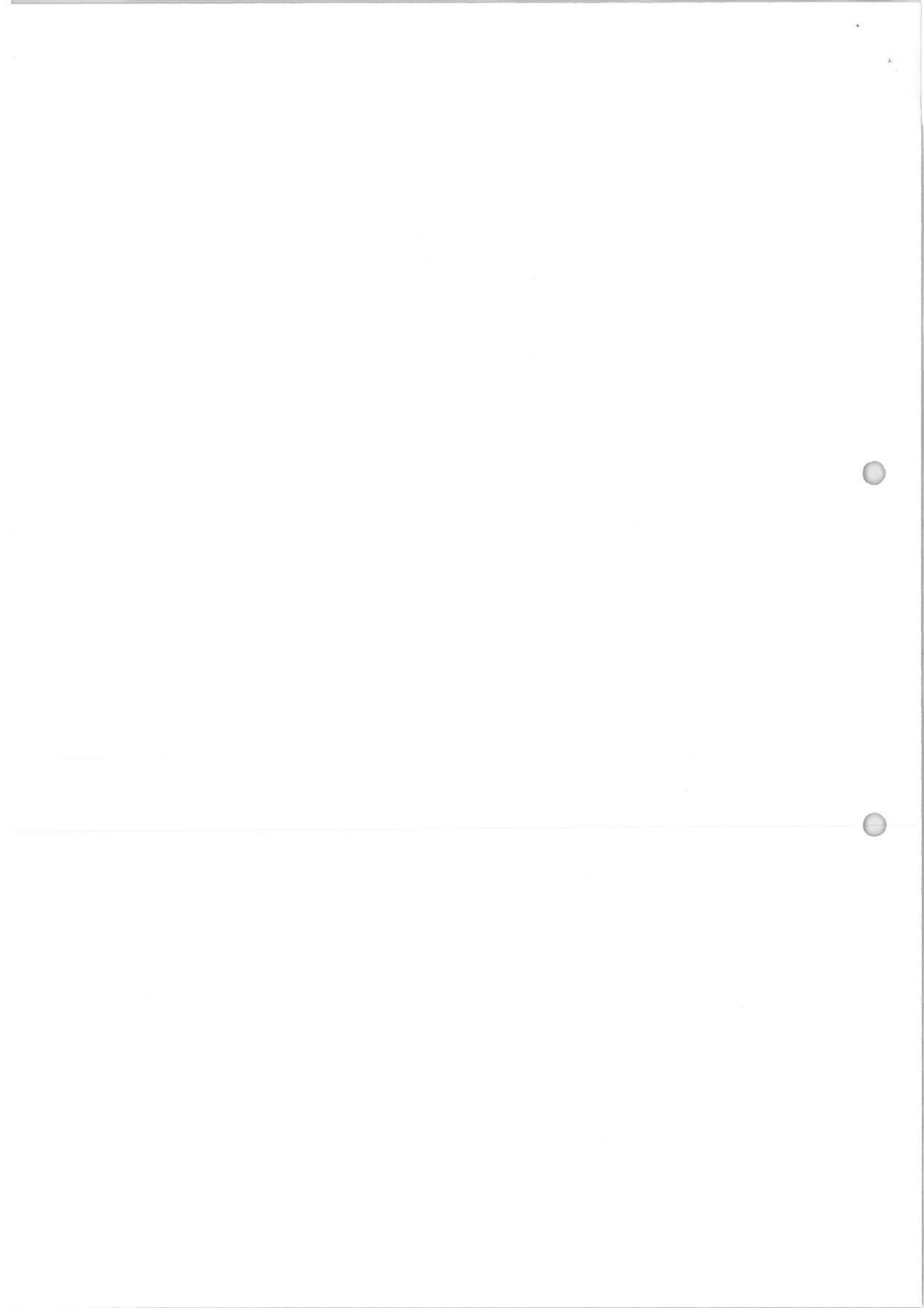
1. This examination paper consists of **FOUR (4)** parts :
 - PART A (20 Marks)
 - PART B (10 Marks)
 - PART C (50 Marks)
 - PART D (20 Marks)

2. Candidates are not allowed to bring any material to examination room except with the permission from the invigilator.

3. Please check to make sure that this examination pack consist of:
 - i. Question Paper
 - ii. An Objective Answer Paper
 - iii. An Answering Booklet

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

*This examination paper consists of **11** printed pages including front page*



PART A

This part contains **TWENTY (20)** questions.

Answer ALL in the Objective Answer Paper.

1. _____ is a list of the ingredients and the quantities of those ingredients needed to produce a particular item, along with a procedure or method to follow.

- A Standard yield
- B Standard recipes
- C Standard portion size
- D Standard portion cost

2.

$$Y = \frac{\text{Quantity} \times \text{Yield Percentages}}{\text{Number of Portions}}$$

Figure 1.0

The 'Y' formula on Figure 1.0 is referring to _____.

- A quantity
- B portion size
- C yield percentages
- D number of portions

3. What is the example of count item in standard portion size?

- A Meat.
- B Soups.
- C Coffee.
- D Sausage.

4. Which of the following is an advantage when using standardized yield?

- A Reduce labour cost.
- B Allow establishment to compare vendor price.
- C Easy to determine who is to purchase from supplier.
- D Take into consideration standar purchase specification.

5. What are the methods that have been used for recording customers in maintaining sales history?
- A Manual and electronic system.
 - B Taken away and self service system.
 - C Duplicate and triplicate checking system.
 - D Service with order and single sheet order.
6. What is a manual method that is used in food service operation?
- A Self – service system.
 - B Service with order system.
 - C Single order sheet system.
 - D Duplicate checking system.
7. _____ is a principal element in cost control. If the sales volume can be predicted accurately, the plans can be made for purchasing appropriate quantities of food to prepare for anticipated sales.
- A Issuing
 - B Receiving
 - C Purchasing
 - D Forecasting
8. How to determine production quantities?
- A The invoice sheet.
 - B The marketlist sheet.
 - C The production sheet.
 - D The purchased order sheet.
9. Which of the following is an example of non – perishable food item?
- A Meat.
 - B Poultry.
 - C Canned food.
 - D Dairy product.

10. What are the elements that must be controlled in the dry storage area?
- A Humidity, items, light.
 - B Humidity, workers, light.
 - C Humidity, equipment, light.
 - D Humidity, temperature, light.
11. Which of the following is the security concern in storage area?
- A Unlimited access.
 - B Behind the bar storage.
 - C Unlockable storage area.
 - D Storeroom key uncontrollable.
12. What are the main tools and equipments that will be used in receiving activities?
- A Mixer and blender.
 - B Fridge and freezer.
 - C Calculator and scales.
 - D Pan and chopping board.
13. What is the meaning of inventory?
- A A record of material liability owned by an organization.
 - B A record of material costs owned by an organization.
 - C A record of material assets owned by an organization.
 - D A record of material expenses owned by an organization.

14.

$$\text{Cost of food available} - \text{Ending Inventory} = \text{'Z'}$$

Figure 2.0

The 'Z' formula on Figure 2.0 is referring to _____.

- A cost of food used
- B cost of food sales
- C cost of food wastage
- D cost of food percentage

15. Which of the following is a detail information of bin card?
- A Balance.
 - B Food item.
 - C Date received.
 - D Item description.
16. FIFO method stands for _____.
- A first in, first out.
 - B first into, first own.
 - C first input, first output.
 - D first income, first outcome.
17. What is the type of menu format?
- A Cycle menu.
 - B Buffet menu.
 - C Table dhote menu.
 - D Taken away menu.
18. _____ is an analysis of the gross profit for each menu item which is related to price elasticity.
- A Menu mix
 - B Yield percentage
 - C Customer demand
 - D Contribution margin
19. Which of the following is a principle of basic restaurant design menu and layout?
- A Balance is ugly.
 - B Page size comes last.
 - C Emphasis draws attention.
 - D Columns make a no statement.

20. What is needed to measure menu analysis effectively?

- A Historical.
- B Skill level.
- C Experience.
- D Market demand.

[20 MARKS]

PART B

This part contains of **TEN (10)** questions.

Answer ALL questions in Answering Booklet.

Value analysis	Cash discount	Trade exhibits and convention	Telephone directories	Make or buy decision
Lower the quality standard	Trade publication	Blanket order	Improved negotiation	Previous experience

1. If _____ have been good this evidence suggests that the suppliers should be eligible for future business and should be able to provide a list of reputable references.

2. The _____ book provide lists of supplier that can easily be select; for example Yellow Pages.

3. Many suppliers issue catalogues, magazines, brochures and related information which help provide basic background information about their firm and the products carried. This statement is referring to _____.

4. Hospitality operations attending the _____ can visit various suppliers, sample of their products and get further information helpful in selecting supplier and also can get knowledge about some matters.

5. _____ is a virtual organization technique applicable for cost reduction when selecting products.

6. The procedure for deciding whether to purchase from oneself or purchase from supplier is continuous and reviews of previous _____ should be conducted periodically.
7. A _____ is a form of volume discount. It usually includes quite a few miscellaneous items, no one which is particularly expensive.
8. A supplier maybe willing to accept a lower AP price provided they receive cash in advance at the time of delivery. This practice is referred to as a _____.
9. _____ for all item purchased is unusual but it is not uncommon to do this for a few items. Whenever you do this though, you risk confusing or alienating your steady customers.
10. It is sometimes possible to _____ more favorable credit terms or payment schedule. Although this does not lower AP price, it does increase overall value since you can delay paying your bills and can use that money elsewhere, if only for a little while.

[10 MARKS]

PART C

This part contains **TEN (10)** questions.

Answer ALL questions in the Answering Booklet.

QUESTION 1

Give **five (5)** types of operations that are generally considered as a part of the commercial segment.

(5 marks)

QUESTION 2

Indicate **five (5)** examples of controllable cost.

(5 marks)

QUESTION 3

State **five (5)** types of monetary terms.

(5 marks)

QUESTION 4

Name **five (5)** goals of purchasing system.

(5 marks)

QUESTION 5

Explain **five (5)** purchasing procedures.

(5 marks)

QUESTION 6

Describe **five (5)** objectives of purchasing.

(5 marks)

QUESTION 7

Write down **five (5)** main ingredients for making beer.

(5 marks)

QUESTION 8

State **five (5)** examples of fruits that can be used in wine fermentation process.

(5 marks)

QUESTION 9

Illustrate **five (5)** processes of brewing beer.

(5 marks)

QUESTION 10

Find out **five (5)** potential consequences of poor planning in receiving programs.

(5 marks)

[50 MARKS]

PART D

This part contains **TWO (2)** questions.

Answer ALL questions in the Answering Booklet.

QUESTION 1

Procurement involves a series of activities and processes that are necessary for an organization to acquire necessary products or services from the best supplier at the best price. The management of procurement involves planning, organizing, staffing, leading and controlling. It is because procurement is considered an important profit generator, those responsible for it should be members of the top management team involved in high level decision making.

Briefly explain **five (5)** steps involved in procurement process.

(10 marks)

QUESTION 2

Control process in the food and beverages business is defined as a process by which managers attempt to direct, regular and restrain the actions of people in order to achieve desired goals. The control process consists of four steps; there are establish standard procedures for operations, train all individuals to follow established standard procedures, monitor performance and compare actual performance with establish standard and take appropriate action to correct deviations from standards.

Differentiate **five (5)** criteria between duplicate method and triplicate method.

(10 marks)

[20 MARKS]

END OF QUESTION PAPER