

# Stock Audits

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# What is a Stock Audit

A Stock Audit is a way to ensure all stock movements are being recorded correctly and all stock used is accounted for. This is also a way to ensure that all deliveries have been processed correctly.

**stock**

**/stɒk/**

***noun***

**the goods or merchandise kept on the premises of a shop or warehouse and available for sale or distribution.**

**"the store has a very low turnover of stock"**

**audit**

**/'ɔ:ɪt/**

***noun***

**noun: audit; plural noun: audits**

**an official inspection of an organization's accounts, typically by an independent body**

# Starting a Stock Audit

To start a Stock Audit, navigate to the Stock Audits tab on the left-hand side of the Home Screen. Then, click on the 'Start Stock Audit' tab in the top right-hand side. This will bring up a pop-up, where you can enter a title for the Audit, choose the correct Stock Group, select the previous Audit for a starting stock and the end date of the Audit you are processing. Once this pop up has been filled correctly, a blue button at the bottom of the pop up will appear called 'Start Audit'. This will then put your stocktake in the 'Open Stock Audits' section of the Stock Audits page. This will allow you to create count sheets and import the counts.

## Create Stock Audit

Stock Title

Stock Group

Beverage ▼

Previous Audit

New Valuation - Jan 6, 2020 ▼

Start Date

2020-01-06

End Date

2020-01-13

Start Audit

When you create the Stock Audit, you can tell the system to include all items from previous stocks, regardless of their open/closing value being zero. This will be helpful when doing food stocks as items will not drop off the countsheets.

## Create Stock Audit

Stock Title

Stock Group

Previous Audit

Start Date

End Date

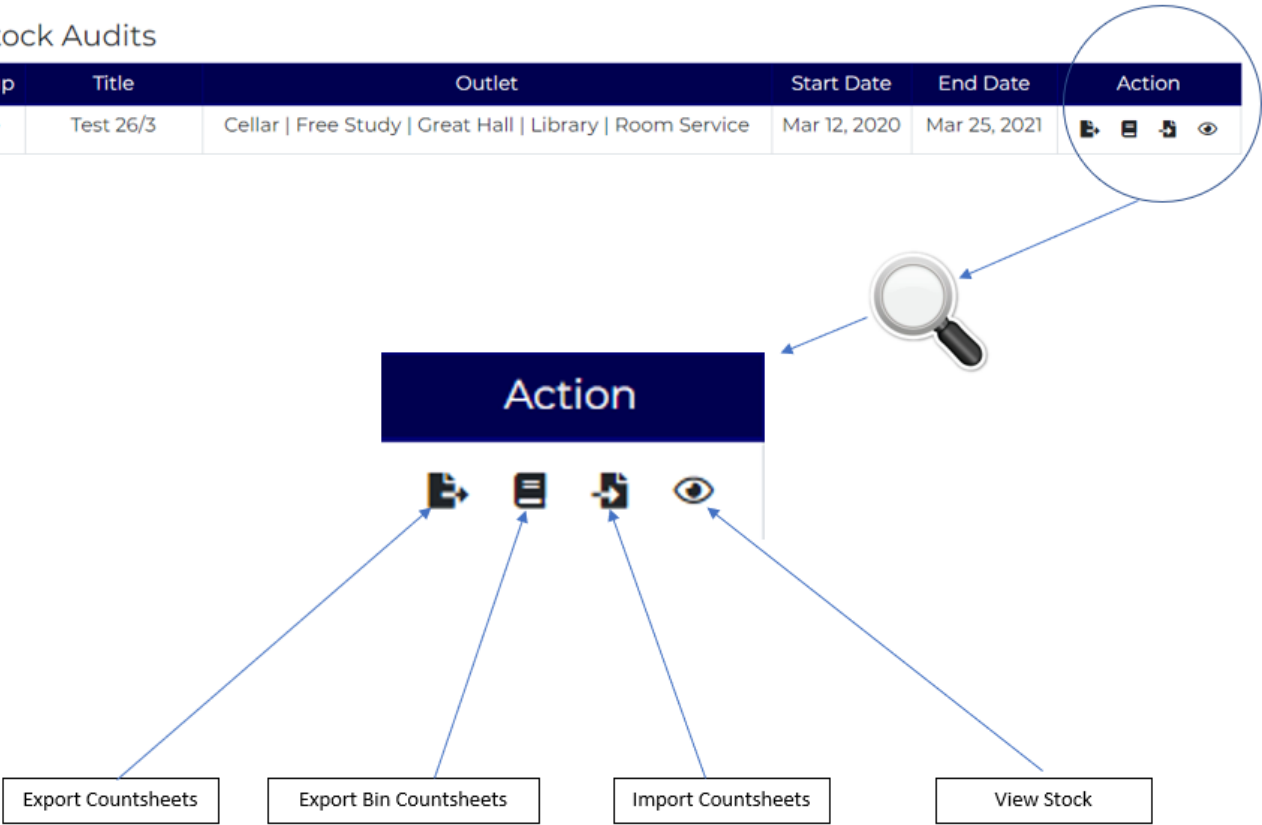
All Items from Pervious Stock

# Creating Countsheets

To create a countsheet, go to the relevant Stock Audit, and select the link on the right-hand side called 'Export Count Sheets'. This will bring up the 'Save As' pop up. This file is to be saved in a memorable place. This will create an Excel file that will contain the countsheets for all outlets within the business. This can be printed and become your countsheets for the job. Complete the count on these sheets and type in the totals when the count is completed

## Open Stock Audits

Stock Group	Title	Outlet	Start Date	End Date	Action
Beverage	Test 26/3	Cellar   Free Study   Great Hall   Library   Room Service	Mar 12, 2020	Mar 25, 2021	   



All count sheets include the opening count and on standard count sheets blank rows with titles separate the sections, this will not work for Bin Book count sheets.

Cellar Countsheet						
Group	Product	Size	Retail	Open	Count	Total Count
Whisky						
Whisky	Jack Daniels Honey	70cl	4.00	3	100,100,0,2	202
Whisky	Jack Daniels No.7	70cl	4.50	2	0	0
Whisky	Jameson	70cl	4.00	3	6,6,6	18
Whisky	Jameson	1.5lt	4.00	4	4,4,4	12
Whisky	Johnnie Walker Red	70cl	6.20	0		
Gin						
Gin	Chase Gb	70cl		0		
Vodka						
Vodka	Absolut	70cl		0		
Vodka	Absolut Elyx	70cl		0		
Vodka	Belvedere	70cl		0		
Vodka	Finlandia	70cl	4.00	5		

# Importing Completed Countsheets

Once the count has been completed and all counts are totaled on the Excel file, navigate back to the Stock Audit Screen. The link below the 'Export Count Sheets' link is called 'Import Count Sheets'. When this has been selected, a pop up will appear. Use the 'choose file' option to upload your completed file. The upload type can be changed from 'Appending to Existing Counts' (If you want to add to counts) to 'Reset All Counts' (to enter fully new counts).

If you wish to enter the count via the online platform as opposed to using count sheets, you can do this via the 'View Stock' icon. From here you will be able to click on the 'Stock Declaration' tab at the top of the screen.

Stock Declaration

Audit Result

Product Result

Checks

Reports

Select Outlet

Cellar

Show Existing Counts

No

Add New Product

Filter

This will open all items within the outlet. From here you are able to choose the outlet, search for a product and add new products to the outlet.

Change Outlet

Search Product

Add New Product to Outlet

Stock Declaration

Select Outlet

Cellar

Audit Result

Product Result

Checks

Reports

Show Existing Counts

No

Add New Product

jack|

Category	Product	Size	Count	Total Count
Whisky	Jack Daniels	70cl	Count	0
Whisky	Jack Daniels Honey	70cl	Count	0

Save Counts



# Reviewing the Completed Stock Audit

When the count has been input, you can click on the 'View Stock' Icon (represented by an eye). This will take you to the overview of the counts. This is where you can make any amendments that are necessary as well as reviewing your entry.

## - Errors

Errors prevent the stock from being locked.If an 'error' is found, the system will display the following at the top of the screen;

Stock Audit

Back to Audit List

⚠ Errors preventing closing

To investigate these errors, navigate to the 'Checks' Tab:

Audit Checks

⚠ Critical Error - Missing Retail Price

Product	Pack
Bells Extra Special	70cl

⚠ Critical Error - Missing Cost Price

Product	Pack
Bells Extra Special	70cl

⚠ Critical Error - Missing Dispense Measure

Product	Pack
Bells Extra Special	70cl

To correct the selling price and the dispense measure errors, navigate to the 'Product Settings' tab and select edit on the 'Master Settings'

Deliveries

Transfers

Revenue

Allowances

Product Settings

Recipe Settings

Spot Checks

Setting Name	Parent Setting	Attached Outlets	Action
Unseen University - Cellar	Master Settings	Room Service, Great Hall, Free Study, Cellar	Edit
Unseen University - Kitchen	Master Settings	Kitchen	Edit
Unseen University - Library	Unseen University - Cellar	Library	Edit

This will automatically take you to the 'Retail Settings' tab. Any product within this list with missing information will be highlighted as below;

Product	Retail	Dispense Measure	Dispense Unit
Whisky Bells Extra Special <i>Abv 40.0%</i>			None ▾

Simply enter the values and press save.

To correct the cost price, navigate to the 'Cost Settings' tab.

Retail Settings

Cost Settings

Filter

Search for the product you wish to update, change the 'Type' to 'Manual' and enter the cost price for the product.

Retail Settings

Cost Settings

bells



Product	Size	Cost Price	Type
Whisky Bells Extra Special	70cl	19.00	Manual ▾

The actions will clear the errors, and will enable the Stock Taker to lock the stock.



# Audit Result

When you have confirmed all of the counts are correct, you are able to click on the Audit Result Tab. From here you will see four tables (as pictured).

## Cost Result

Outlet	Opening Value	Transfer Value	Closing Value	Consumed	Cost Allowance	Actual Revenue (Exc)	Actual GP (%)
Cellar	0	-490	0	-19	0	0	0.0%
Main Bar	789	490	765	514	0	1,519	66.2%
 Conference Water	0	0	0	0	0	0	0.0%
 HouseKeeping	0	0	0	0	0	0	0.0%
Total	789	0	765	495	0	1,519	67.4%

## Retail Result

Outlet	Estimated Revenue	Actual Revenue (Inc)	Retail Allowance	Yield (%)	Estimated GP (%)	Actual GP (%)	Retail Result
Cellar	-32	0	0	0.0%	29.6%	0.0%	32
Main Bar	1,796	1,822	75	101.5%	65.7%	66.2%	101
 Conference Water	0	0	0	0.0%	0.0%	0.0%	0
 HouseKeeping	0	0	0	0.0%	0.0%	0.0%	0
Total	1,764	1,822	75	103.3%	66.3%	67.4%	133

## Deliveries

Supplier	Outlet	Delivery Number	Delivery Date	Delivery Cost	Action
Brakes (frozen)	Cellar	15951929	Jan 5, 2020	31.25	<a href="#">View</a>
Matthew Clarke	Cellar	15819663	Jan 4, 2020	253.03	<a href="#">View</a>
Matthew Clarke	Cellar	15951930	Jan 4, 2020	178.44	<a href="#">View</a>
Matthew Clarke	Cellar	11865183	Jan 4, 2020	-17.31	<a href="#">View</a>
Brakes (frozen)	Cellar	15819662	Jan 3, 2020	26.04	<a href="#">View</a>

## Completed Transfers

From	To	Internal Reference	Date	Value	Action
Main Bar (The Mended Drum)	Cellar (Unseen University)		Mar 25, 2021	12.50	<a href="#">View</a>
Cellar (Unseen University)	Main Bar (The Mended Drum)		Sep 3, 2020	80.00	<a href="#">View</a>
Cellar (Unseen University)	Main Bar (Gardens Inn)	123	Sep 2, 2020	120.00	<a href="#">View</a>
Cellar	Great Hall	123456as	Jul 20, 2020	40.00	<a href="#">View</a>
Cellar (Unseen University)	Main Bar (The Mended Drum)	external test	Apr 1, 2020	107.63	<a href="#">View</a>
Cellar	Library	1234	Mar 30, 2020	112.07	<a href="#">View</a>
Cellar	Library	1234	Mar 13, 2020	125.92	<a href="#">View</a>

The top table is the cost result, showing transfers and consumption values. This table also shows the closing value of the inventory. The second table is the Retail result. This where you can see the surplus/deficit and GPs produced by area within the business. It also displays the Yield, and Estimated GP. The third table shows the deliveries for the current stock period. The final table shows the transfers for the relevant period.

# Product Result

From the product result tab, you can see the information for each product. The headings break down each product, opening count, delivered amount, transferred amount, closing count, consumed value and estimated receipts. Here you will be able to identify any erroneous values in deliveries or transfers. You can also use this page to review your entered figures.

Product	Size	Open	Delivery	Transfer	Close	Consumed	Estimated
Jameson	70cl	1	0	0	0.6	0.4	39
Jack Daniels	70cl	1.1	0	0	0.9	0.2	18
Martell Vs	70cl	1.2	0	0	0.7	0.5	46
Bacardi Carta Blanca	70cl	1.4	0	0	0.9	0.5	45
Gordons Gin	70cl	1.2	0	0	0.9	0.3	27
Captain Morgan Spiced	70cl	1	1	0	1.5	0.5	46
Malibu	70cl	1.2	0	0	0.8	0.4	36
London Pride	500ml	15	16	0	16	15	57

# Reports

When reviewing the result of the Stock Take, click on the reports tab in the top-right corner.

[Stock Declaration](#)[Audit Result](#)[Product Result](#)[Checks](#)[Reports](#)

Report Exports

Select Report	Report Name	Report Description
<input type="checkbox"/>	Site Summary Report	
<input type="checkbox"/>	Product Result	
<input type="checkbox"/>	Delivery Reports	A Summary of Deliveries and Itemised breakdown
<input type="checkbox"/>	Transfer Reports	A Summary of Transfers and Itemised breakdown
<input type="checkbox"/>	Cost Price Change Report	A list of product where the cost price has changed during the stock period

[Generate](#)[Push to Solutions Portal](#)

This will open up a list of the available reports for the relevant stock. Below highlights what each report is used for;

Report	Use
Site Summary Report	Provides an Excel version of the result tables
Product Detail Report	Outlines all items with their Cost Price, Retail Price, UOM, Open/Closing counts, Deliveries and transfers. This report also highlights the SOH cover for each item and its respective GPs. A separate tab for every outlet/bar/cellar will be created
Delivery Report	Shows all deliveries and their values for the respective period
Transfer Summary Report	Details all transfers within the business (i.e. requisitions) within the current period
Cost Price Change Report	Highlights all Cost Price Changes, with the opening cost and delivered cost. It will identify which delivery notes are associated with the change of price to aid any investigations needed.

An example of each report is seen below;

## - Site Summary Report

	A	B	C	D	E	F	G	H	I	J
1	Site Summary Result									
2	Report Generated by Adam Ashforth									
3	31st December 2019 -> 30th January 2020					Report Generated on 11th March 2020 @ 8:36 am				
4	Stock Title : January Stock									
5	Stock Group : Beverage									
6										
7	Outlet	Type	Cost of Goods	Gross Revenue	Net Revenue	Retail Allowance	Retail Percentage	Cost Allowance	Cost Percentage	Inventory Value
8	Hotel	Retail Full	9,656	35,733	29,778	13,163	36.8%	3,510	36.4%	16,376
9	Pilchard	Retail Full	3,995	16,604	13,836	1,941	11.7%	453	11.3%	3,217
10	Kitchen	Credit	0	0	0	0	0.0%	0	0.0%	0
11	Other Transfers	Credit	0	0	0	0	0.0%	0	0.0%	0
12	Total		13,651	52,337	43,614	15,105	28.9%	3,963	29.0%	19,593
13										
14	Outlet	Type	Stock Result	Percent to Theoretical	Achievable Margin	Actual Margin	Stock Yield	Transfers		
15	Hotel	Retail Full	4,321	9.7%	16.5%	20.6%	80.2%	-448		
16	Pilchard	Retail Full	-332	-1.8%	22.5%	25.6%	88.0%	0		
17	Kitchen	Credit	0	0.0%	0.0%	0.0%	0.0%	0		
18	Other Transfers	Credit	0	0.0%	0.0%	0.0%	0.0%	448		
19	Total		3,989	6.3%	74.2%	77.8%	82.5%	0		
20										

## - Product Detail Report

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Product Detail Report														
2	Outlet Report For Hotel														
3	31st December 2019 -> 30th January 2020										Report Generated by Adam Ashforth				
4	Stock Title : January Stock										Report Generated on 11th March 2020 @ 8:36 am				
5	Stock Group : Beverage														
6															
7	Product	Size	Cost Price	Retail Price	UOM	Open	Delivery	Transfer In	Transfer Out	Close	Used	Used @ Cost	Used @ Retail	Margin	Cover
8	Aberfour	70cl	27.60	10.00	14.0	0.3	0.0	0.0	0.0	0.3	0.0	0.00	0.00	0.0%	0
9	Bushmills : Black Bush	70cl	20.48	9.00	14.0	0.8	1.0	0.0	0.0	1.4	0.4	8.19	50.40	80.5%	105
10	Canadian Club	70cl	14.42	8.00	14.0	1.2	0.0	0.0	0.0	0.6	0.6	8.65	67.20	84.6%	30
11	Caol Ila 12 Yo	70cl	36.48	13.00	14.0	1.6	0.0	0.0	0.0	1.6	0.0	0.00	0.00	0.0%	0
12	Cragganmore 12yo	70cl	32.31	11.00	14.0	1.3	0.0	0.0	0.0	1.3	0.0	0.00	0.00	0.0%	0
13	Dalwhinnie 15yo	70cl	30.90	10.00	14.0	0.9	0.0	0.0	0.0	0.5	0.4	12.36	56.00	73.5%	38
14	Famous Grouse	70cl	13.90	7.00	14.0	0.9	2.0	0.0	0.0	1.9	1.0	13.90	98.00	83.0%	57
15	Glenfiddich 12yo	70cl	28.63	11.00	14.0	1.2	0.0	0.0	0.0	1.1	0.1	2.86	15.40	77.7%	330
16	Glenkinchie 12yo	70cl	33.54	12.00	14.0	1.0	0.0	0.0	0.0	1.0	0.0	0.00	0.00	0.0%	0
17	Glenmorangie	70cl	28.28	10.00	14.0	1.2	0.0	0.0	0.0	1.2	0.0	0.00	0.00	0.0%	0
18	Highland Park 12yo	70cl	29.38	11.00	14.0	0.8	0.0	0.0	0.0	0.8	0.0	0.00	0.00	0.0%	0
19	J&b Rare	70cl	16.38	7.00	14.0	1.0	0.0	0.0	0.0	1.7	-0.7	-11.47	-68.60	79.9%	-73
20	Jim Beam White Label	70cl	17.28	7.50	14.0	1.0	1.0	0.0	0.0	1.8	0.2	3.46	21.00	80.2%	270
21	Johnnie Walker Black	70cl	25.10	9.00	14.0	1.5	0.0	0.0	0.0	1.3	0.2	5.02	25.20	76.1%	195
22	Jura 10yo	70cl	29.30	11.00	14.0	1.2	0.0	0.0	0.0	1.2	0.0	0.00	0.00	0.0%	0
23	Knob Creek	70cl	28.69	9.00	14.0	1.5	0.0	0.0	0.0	1.3	0.2	5.74	25.20	72.7%	195
24	Knockando 12yo	70cl	31.09	10.00	14.0	1.4	0.0	0.0	0.0	1.3	0.1	3.11	14.00	73.3%	390
25	Lagavulin 16yo	70cl	52.93	18.00	14.0	0.8	0.0	0.0	0.0	0.5	0.3	15.88	75.60	74.8%	50
26	Laphroaig : 10yo	70cl	34.97	13.00	14.0	1.9	0.0	0.0	0.0	2.4	-0.5	-17.48	-91.00	76.9%	-144
27	Macallan Double Cask Gold	70cl	27.60	9.50	14.0	0.2	0.0	0.0	0.0	0.0	0.2	5.52	26.60	75.1%	0
28	Maker's Mark	70cl	20.67	10.00	14.0	1.6	0.0	0.0	0.0	1.3	0.3	6.20	42.00	82.3%	130
29	Monkey Shoulder	70cl	25.13	10.00	14.0	1.5	0.0	0.0	0.0	1.3	0.2	5.03	28.00	78.4%	195
30	Nikka From The Barrel	50cl	31.20	13.00	10.0	0.9	1.0	0.0	0.0	1.8	0.1	3.12	13.00	71.2%	540
31	Oban	70cl	44.34	14.00	14.0	1.0	0.0	0.0	0.0	0.8	0.2	8.87	39.20	72.8%	120
32	Sexton Irish Whisky	70cl	23.41	8.00	14.0	1.5	1.0	0.0	0.0	1.4	1.1	25.75	123.20	74.9%	38
33	Southern Comfort	70cl	15.60	7.00	14.0	0.5	0.0	0.0	0.0	0.5	0.0	0.00	0.00	0.0%	0
34	Suntory Hibiki	70cl	50.88	18.00	14.0	1.3	0.0	0.0	0.0	1.3	0.0	0.00	0.00	0.0%	0
35	Talisker 10yo	70cl	35.07	13.00	14.0	1.4	0.0	0.0	0.0	1.2	0.2	7.01	36.40	76.9%	180
36	Wild Turkey 101	70cl	22.26	10.00	14.0	1.6	0.0	0.0	0.0	1.3	0.3	6.68	42.00	80.9%	130
37	Woodford Reserve	70cl	27.49	13.00	14.0	1.3	2.0	0.0	0.0	1.2	2.1	57.73	382.20	81.9%	17

## - Delivery Summary

	A	B	C	D	E
1	Delivery Summary Report				
2	Report Generated by Adam Ashforth				
3	31st December 2019 -> 30th January 2020		Report Generated on 11th March 2020 @ 8:36 am		
4	Stock Title : January Stock				
5	Stock Group : Beverage				
6					
7	From	To	Date	Reference	Total Value
8	Dartmoor	Pilchard	3rd January 2020	124561 / 127922	150.00
9	Inverarity	Hotel	6th January 2020	04113	350.83
10	Matthew Clark	Hotel	6th January 2020	28743131 / 62867863	1,220.46
11	Otter Brewery	Pilchard	6th January 2020	247936 / 2257433	244.00
12	Dartmoor	Pilchard	7th January 2020	124621 / 127991	75.00
13	Luscombe	Hotel	9th January 2020	30297	66.30
14	Matthew Clark	Pilchard	9th January 2020	560816 / 62878273 / 247484	28.54
15	Matthew Clark	Pilchard	9th January 2020	62875036 / 62875036	952.93
16	Matthew Clark	Hotel	11th January 2020	28764108 / 62884434	821.72
17	Inverarity	Hotel	13th January 2020	05829	424.59
18	Otter Brewery	Pilchard	13th January 2020	2257732	201.50
19	Matthew Clark	Hotel	14th January 2020	28776130 / 62892267	288.93
20	Matthew Clark	Hotel	17th January 2020	28683021 / 62867548	813.60
21	Inverarity	Hotel	20th January 2020	07725	546.95
22	Matthew Clark	Pilchard	20th January 2020	28787034 / 62904937	57.08
23	Matthew Clark	Hotel	20th January 2020	28787033 / 62901357	604.80
24	Otter Brewery	Pilchard	20th January 2020	2258044	366.00
25	Dartmoor	Pilchard	21st January 2020	125035 / 128375	75.00
26	Matthew Clark	Pilchard	21st January 2020	28787034 / 62901358	441.40
27	Matthew Clark	Hotel	21st January 2020	28798517 / 62909791	259.37
28	Heron Valley Cider	Pilchard	23rd January 2020	57282	98.00
29	Salcombe	Pilchard	23rd January 2020	18008 / 25107 / free stock	0.00
30	Distillers Direct	Hotel	24th January 2020	55259/f5635e82ee54290f	57.48

The delivery summary also creates an itemised by delivery summary tab as seen below;



## Delivery Itemised Report

31st December 2019 -> 30th January 2020

Stock Title : January Stock

Stock Group : Beverage

Report Generated by Adam Ashforth

Report Generated on 11th March 2020 @ 8:36 am

### Delivery from Dartmoor to Pilchard on 3rd January 2020

Reference: 124561 / 127922

Product	Pack	Cost Price	Quantity	Line Total
Jail Ale	gallon	8.33	18	150.00
Total				150.00

### Delivery from Inverarity to Hotel on 6th January 2020

Reference: 04113

Product	Pack	Cost Price	Quantity	Line Total
Schola Sarmenti Roccamaro Negroamaro	75cl	9.32	2	18.64
Fiano, Schola Sarmenti Salento	75cl	9.49	1	9.49
Follador Prosecco	75cl	11.84	2	23.68
Gavi La Zerba, Piemonte	75cl	11.90	2	23.80
Macon Lugny	75cl	10.26	2	20.51
Boundary Hut Pinot Noir	75cl	8.25	4	33.00
Elysian Spring Lamb Syrah	75cl	10.23	1	10.23
Domaine Galetis Merlot	75cl	7.00	6	42.00
Chateau La Croix St. Benoît	75cl	12.72	2	25.44
Domaine Galetis Merlot	75cl	7.00	2	14.00
Riesling Lawson Dry Hills	75cl	9.08	2	18.16
Nuits St Georges, 1er Cru Albert Bichot	75cl	47.92	1	47.92
Le Versant Pinot Noir	75cl	9.33	1	9.33
Elysian Spring Honey Block Chardonnay	75cl	10.23	1	10.23
Montanes Malbec	75cl	7.40	6	44.40
Total				350.83

## - Transfer Summary

	A	B	C	D	E
1	<b>Transfer Summary Report</b>				
2	Report Generated by Adam Ashforth				
3	Report Generated on 11th March 2020 @ 8:36 am				
4	31st December 2019 -> 30th January 2020				
5	Stock Title : January Stock				
6	Stock Group : Beverage				
7	<b>From</b>	<b>To</b>	<b>Date</b>	<b>Reference</b>	<b>Total Value</b>
8	Hotel	Other Transfers	30th January 2020	41 / remove cigars	299.48
9	Hotel	Other Transfers	30th January 2020	43 / water to hk	148.20
10	Total				447.68
11					

This, like the Delivery Summary, produces an itemised version also;

	A	B	C	D	E
1	Transfer Itemised Report				
2	Report Generated by Adam Ashforth				
3	31st December 2019 -> 30th January 2020		Report Generated on 11th March 2020 @ 8:36 am		
4	Stock Title : January Stock				
5	Stock Group : Beverage				
6					
7	Transfer from Hotel to Other Transfers on 30th January 2020				
8	Reference: 41 / remove cigars				
9	Product	Pack	Cost Price	Quantity	Line Total
10	Nobel Petit Sumatra	single	0.63	37	23.13
11	Hofnar Senrioas Brasil	single	2.63	19	49.93
12	La Aurora Principes Claro	single	4.65	9	41.85
13	Partagas Short	single	10.50	1	10.50
14	Montecristo No 4	single	12.08	1	12.08
15	La Flora Dominicana's	single	12.57	7	87.99
16	Cohiba Siglo	single	18.50	4	74.00
17	Total				299.48
18					
19	Transfer from Hotel to Other Transfers on 30th January 2020				
20	Reference: 43 / water to hk				
21	Product	Pack	Cost Price	Quantity	Line Total
22	Devonia Still Water : 330ml	330ml	0.24	336	79.80
23	Devonia Sparkling Water : 330ml	330ml	0.24	288	68.40
24	Total				148.20
25					

## - Cost Price Change

	A	B	C	D	E	F	G	H
1	Delivery Price Change Report							
2	Report Generated by Adam Ashforth							
3	31st December 2019 -> 30th January 2020			Report Generated on 11th March 2020 @ 8:36 am				
4	Stock Title : January Stock							
5	Stock Group : Beverage							
6								
7	Category	Product	Pack	Open Cost	Delivery Cost	Close Cost	Delivery Notes	
8	Whisky	Jack Daniels	70cl	19.18	19.66	19.42	Matthew Clark - 28787034	
9	Gin	Bombay Sapphire	70cl	16.67	16.76	16.76	Matthew Clark - 62875036	
10	Gin	Bombay Sapphire	70cl	16.67	16.76	16.76	Matthew Clark - 28764108	
11	Gin	Bombay Sapphire	70cl	16.67	16.76	16.76	Matthew Clark - 28776130, Matthew Clark - 28809343	
12	Gin	Mermaid Gin	70cl	27.29	35.49	30.33	Distillers Direct - 55259/f5635e82ee54290f	
13	Liqueurs	Angostura Bitters	20cl	9.26	9.26	9.25	Matthew Clark - 28776130	
14	Liqueurs	Angostura Bitters	20cl	9.26	9.25	9.25	Matthew Clark - 28787033, Matthew Clark - 28798517	
15	Liqueurs	Baileys Irish	70cl	13.42	13.43	13.43	Matthew Clark - 28787033	
16	Liqueurs	Baileys Irish	70cl	13.42	13.43	13.43	Matthew Clark - 28809343	
17	Liqueurs	Fee Brothers Grapefruit Bitters	15cl	11.46	11.45	11.45	Matthew Clark - 28764108	
18	Liqueurs	The Bitter Truth : Cucumber	20cl	13.43	13.42	13.42	Matthew Clark - 28798517	
19	Champagne	Louis Dornier	75cl	13.32	13.23	13.23	Matthew Clark - 11937473, Matthew Clark - 28743131, Matthew Clark - 28764108	
20	Champagne	Taittinger Brut Reserve	75cl	24.22	0.00	22.61	Matthew Clark - 28743131	
21	Champagne	Taittinger Brut Reserve	75cl	24.22	24.22	22.61	Matthew Clark - 28743131	
22	Champagne	Taittinger Brut Reserve	75cl	24.22	24.22	22.61	Matthew Clark - 28809343	
23	White	Domaine Haut Gleon Blanc, Viognier	75cl	10.94	15.93	13.93	Inverarity - 09664	
24	White	Riesling Lawson Dry Hills	75cl	9.60	9.08	9.34	Inverarity - 04113	
25	White	Southern River Sauvignon Blanc	75cl	5.39	5.39	5.39	Matthew Clark - 11931257, Matthew Clark - 28787034, Matthew Clark - 62875036	
26	White	Southern River Sauvignon Blanc	75cl		5.39	5.39	Matthew Clark - 28776130	
27	Red	Chat-du-pape Clos De L'oratoire Des	75cl	28.06	20.68	23.14	Matthew Clark - 11937473	
28	Red	Chateau La Croix St. Benoit	75cl	8.48	12.72	9.54	Inverarity - 04113	
29	Red	Chateau La Croix St. Benoit	75cl	8.48	8.48	9.54	Inverarity - 05829, Inverarity - 09664	
30	Red	Cullinan View Shiraz	75cl		5.03	5.03	Matthew Clark - 28776130, Matthew Clark - 28787034	
31	Red	Cullinan View Shiraz	75cl		5.03	5.03	Matthew Clark - 11931257	
32	Red	Luis Felipe Edwards Gran Reserva M	75cl	7.31	7.31	7.32	Matthew Clark - 28787033	
33	Red	Luis Felipe Edwards Gran Reserva M	75cl	7.31	7.32	7.32	Matthew Clark - 11937473	
34	Red	Portillo Malbec	75cl	6.60	6.60	6.60	Matthew Clark - 62875036	
35	Red	Portillo Malbec	75cl		6.60	6.60	Matthew Clark - 28776130	
36	Red	Portillo Malbec	75cl	6.60	6.60	6.60	Matthew Clark - 11931257, Matthew Clark - 28787034	
37	Dessert	Sette Prosecco	75cl	6.96	0.00	6.40	Matthew Clark - 28743131	

If you have access to Capcon Reality's Portal you can import the stock into the Solutions Tool Box, select the 'Product Result' report and click 'Push to Solutions Portal'.

## Report Exports

Select Report	Report Name	Report Description
<input type="checkbox"/>	Site Summary Report	
<input checked="" type="checkbox"/>	Product Result	
<input type="checkbox"/>	Delivery Reports	A Summary of Deliveries and Itemised breakdown
<input type="checkbox"/>	Transfer Reports	A Summary of Transfers and Itemised breakdown
<input type="checkbox"/>	Cost Price Change Report	A list of product where the cost price has changed during the stock period

Generate

Push to Solutions Portal

This will then appear within the Tool Box under the user name 'System'

## Solutions Tool Box

### Itemised CSV Report Generator

Select Existing File

The Belfry 25/03/21 16:07

**Sean Cater**  
The Belfry 25/03/21 16:07  
The Belfry 25/03/21 18:04  
**SYSTEM**  
Unseen University(Ankh-Morpork - Demo) 26/03/21 11:17

Select Report

Gross Quantity Moved

Generate Report

Enter Manual Variances

From here you will be able to access the reports listed below, as well as being able to manually enter the till sales.

## Generate Reports

Select Report

What's Where

Gross Quantity Moved  
Group Variances  
Group Variances as a Matrix  
Itemised Product Detail  
Marriott Reallocations  
Outlet Total Variances  
Theoretical Gross Profit from Till Sales  
What's Where  
**Legacy Email Reports**  
Consumption Report

# Deleting a Stock Audit

To delete an Audit, click on the bin at the top of the page.

## Stock Audit

Back to Audit List

Errors preventing closing

Stock Audit For Cellar | Conference | Executive Packages |  
Housekeeping | IHG Rewards | Kitchen | Leisure & Spa | Main Bar  
Start Date: Dec 26, 2019  
End Date: Jan 9, 2020  
Period Length: 14 days

This will then prompt a pop up confirming the deletion of the Audit.

### Delete Confirmation

Are you sure you would like to delete this audit

Cancel

Delete

The deleted stock will now have disappeared from the Open Stock category on the Stock Audits page

# Completing a Food Audit

To complete a food Audit, you set it up in the same way as the liquor audit, however ensure that the type of stock has been amended to select the food stock.

## Create Stock Audit

---

Stock Title

Stock Group

Food

Beverage

Food

Select Start Date

Start Date

2020-03-12

End Date

2021-04-11

All Items from Previous Stock

No

When setting up the stock you can include all items from the previous stock to ensure all items (even when the open/close count is zero) are available on the countsheets.

To export/import the countsheets you follow the same processes as a liquor audit.

To add deliveries, you can add the cost element of a delivery as follows:

Create Delivery

Start New Delivery

Outlet

Kitchen

Supplier

Test - Dev

Delivery Note

test

Delivery Date

2021-04-12

Delivery Cost

100

Create Cost Delivery

Create Itemised Delivery

You are also able to create itemised deliveries in the same way that you create a liquor delivery.

To see the deliveries, change the stock group in the top left hand corner to the relevent area:

Stock Group

Beverage

Beverage

Food

All

This will bring up a list of all deliveries that are associated with the relevent stock group:

Stock Group

Food

From Date

2021-03-13

to Date

2021-04-19

Filter Deliveries

Filter

	Supplier	Outlet	Delivery Number	Delivery Date	Delivery Cost	Action
	Test - Dev	Kitchen	test	Apr 12, 2021	100.00	<a href="#">View</a> <a href="#">Edit</a>
Total					100.00	

From here, you are able to view, edit and delete any delivery. You can change the date range at the top to ensure all relevant deliveries can be viewed.

To view the stock result after the count has been inputted, click on view Audit and it will come up with the following screen:

#### Stock Audit For Kitchen

Start Date: Mar 12, 2020

End Date: Oct 19, 2020

Period Length: 221 days

[Stock Declaration](#)

[Audit Result](#)

[Product Result](#)

[Checks](#)

[Reports](#)

#### Cost Result

Outlet	Opening Value	Transfer Value	Closing Value	Consumed	Cost Allowance	Actual Revenue (Exc)	Actual GP (%)
Kitchen	0	0	0	3,729	0	50,100	92.6%
Total	0	0	0	3,729	0	50,100	92.6%

#### Deliveries

Filter Deliveries

Filter

	Supplier	Outlet	Delivery Number	Delivery Date	Delivery Cost	Action
	Bidvest	Kitchen	123123	Sep 10, 2020	1,678.00	<a href="#">View</a> <a href="#">Edit</a>
	3663	Kitchen	wieud	Sep 3, 2020	1,250.00	<a href="#">View</a> <a href="#">Edit</a>
	Mikeys Pantry	Kitchen	123	Sep 2, 2020	0.00	<a href="#">View</a> <a href="#">Edit</a>
	Brakes	Kitchen	123456789	Sep 2, 2020	145.00	<a href="#">View</a> <a href="#">Edit</a>
	Brakes	Kitchen	23456	Aug 25, 2020	656.00	<a href="#">View</a> <a href="#">Edit</a>
	Sda	Kitchen	test jeremie	Mar 15, 2020	0.00	<a href="#">View</a> <a href="#">Edit</a>
Total					3,729.00	

The first table shows you the breakdown of opening value, transfer value, closing value, consumption value, allowances (cost), Revenue and GP produced from the inputs.

The second table shows all deliveries that are associated with the current stock period.

The product result shows you itemised products and their opening/closing counts in order to sense check.