

Uploading Till Sales

- Importing Sales to SC.IO

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Sales Import User Guide for SCIO

Navigate to 'Stock Audits' and then to 'View Stock Take'

Stock Audit

New Audit

Open Stocks

Stock Group	Title	Outlets	Start Date	End Date	Action
Beverage	October (2022) - Adam Ashforth	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Out of Date Ullage	Nov 7, 2022	Nov 7, 2022	View Stock Take

Closed Stocks

Stock Group	Title	Outlets	Start Date	End Date	Action
Beverage	October (2022) - Adam Ashforth	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Out of Date Ullage	Oct 5, 2022	Nov 6, 2022	View Stock Take
Beverage	September (2022) - Thomas Moore	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Out of Date Ullage	Sep 9, 2022	Oct 4, 2022	View Stock Take
Beverage	August (2022) - Adam Ashforth	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Out of Date Ullage	Aug 4, 2022	Sep 8, 2022	View Stock Take
Beverage	July (2022) - Adam Ashforth	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Out of Date Ullage	Jul 7, 2022	Aug 3, 2022	View Stock Take
Food	June (2022) - Thomas Moore	Kitchen	Apr 14, 2022	Jul 11, 2022	View Stock Take
Beverage	June (2022) - Adam Ashforth	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Out of Date Ullage	Jun 7, 2022	Jul 6, 2022	View Stock Take
Beverage	May (2022) - Adam Ashforth	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Out of Date Ullage	May 6, 2022	Jun 6, 2022	View Stock Take
Beverage	April (2022) - Adam Ashforth	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Out of Date Ullage	Apr 7, 2022	May 5, 2022	View Stock Take
Food	Initial Valuation Daniel Price	Kitchen	Mar 2, 2022	Apr 13, 2022	View Stock Take
Beverage	March (2022) - Haydn Robertson	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Out of Date Ullage	Mar 3, 2022	Apr 6, 2022	View Stock Take
Beverage	Steve Thompson	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Kitchen	Feb 7, 2022	Mar 2, 2022	View Stock Take
Beverage	January 22 Daniel Price	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Kitchen	Jan 6, 2022	Feb 6, 2022	View Stock Take
Beverage	December/ January 22	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Kitchen	Dec 2, 2021	Jan 5, 2022	View Stock Take
Beverage	Opening stock valuation	Cellar All Bars Banqueting - Do Not Use Conferences Housekeeping Kitchen	Nov 30, 2021	Dec 1, 2021	View Stock Take

Then, Navigate to 'Sales File' [1]

Sales Files

Upload Sales File

Filename [4]

Choose File No file chosen

A sample template file can be found [here](#) [3]

Uploaded Sales Files

SC.io Template [2a]

Kew Green Tabletop Report [2b]

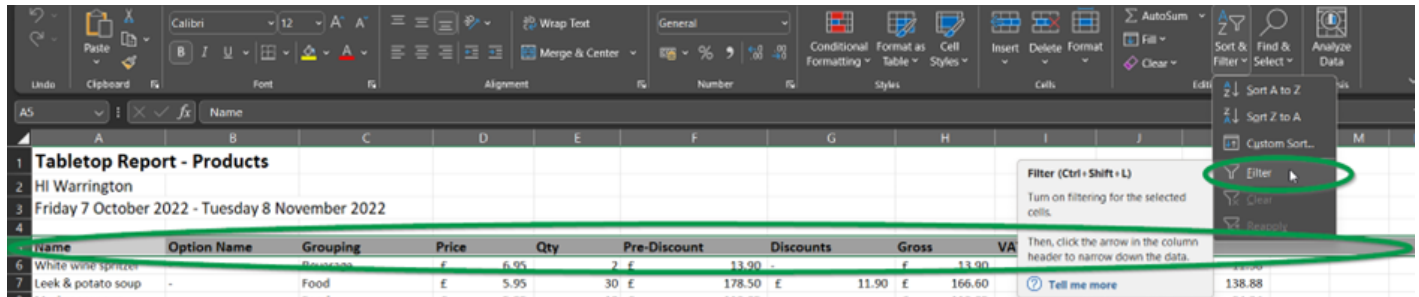
From here you will see the above screen. If you are importing for a **NON** Kew Green / TableTop site, select [2a] for the SC.io template. Use the sample template [3] to convert your till file into one that is readable by SCIO:

RVC	Epos	Title	Quantity	Revenue
Revenue Centre (e.g. Main Bar / Function Bar)	Epos Code / Title	Product Name	Number of sales	Revenue received

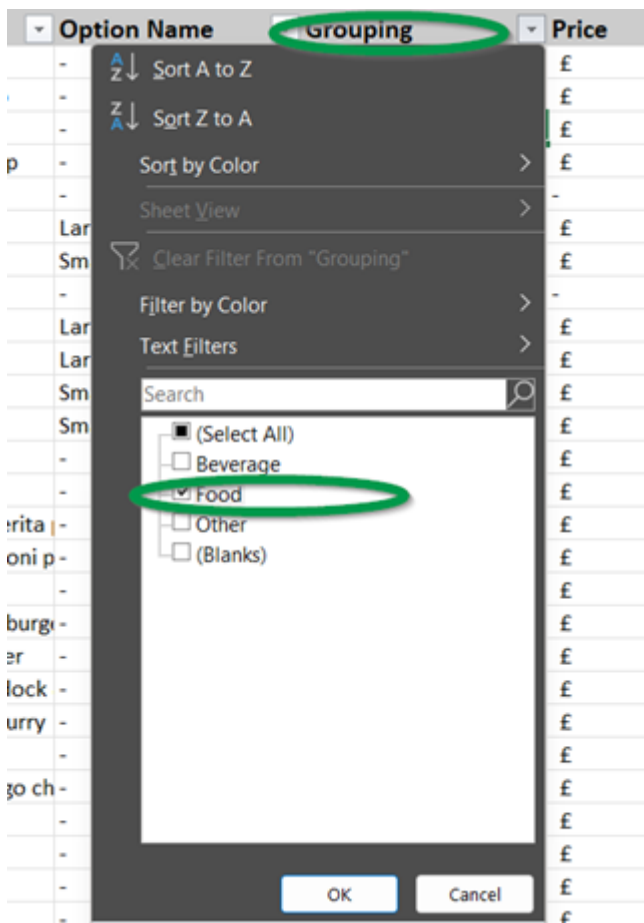
Save this file and then import it via [4].

If you are importing for a Tabletop site, select [2b] from the drop down. This will read the Tabletop report as it is, so no amending of the report is necessary. It will, however, pick up all of the food sales. It is advised to delete these from the file prior to importing:

Highlight the headers row and navigate to 'Sort & Filter' and select Filter.



This will create drop down boxes on all headers. From here, select the 'Grouping' Header and untick everything apart from 'Food'



From here, it will only show the food items within the report. Highlight all rows with products, right click and select 'Delete Row'

127	Tall (with no milk)	Food	£ 3.05	15	£ 45.75	£ 1.52	£ 44.23	20	£ 7.39	£ 36.84		
128	Tall (with semi skimmed	Food	£ 3.05	32	£ 97.60	-	£ 97.60	20	£ 16.32	£ 81.28		
129	Cappuccino	-	-	65	-	-	-	20	-	-		
130	Grande (with semi skimn	Food	£ 3.85	21	£ 80.85	£ 3.85	£ 77.00	20	£ 12.80	£ 64.20		
131	Grande (with soya milk)	Food	£ 3.85	1	£ 3.85	-	£ 3.85	20	£ 0.64	£ 3.21		
132	Tall (with soya milk)	Food	£ 3.65	2	£ 7.30	-	£ 7.30	20	£ 1.22	£ 6.08		
133	Tall (with semi skimmed	Food	£ 3.65	41	£ 149.65	-	£ 149.65	20	£ 25.01	£ 124.64		
134		Food	£ 3.05	2	£ 6.10	-	£ 6.10	20	£ 1.02	£ 5.08		
135		Food	£ 2.95	60	£ 177.00	-	£ 177.00	20	£ 29.44	£ 147.56		
136		Food	£ 4.50	42	£ 189.00	-	£ 189.00	20	£ 31.50	£ 157.50		
137		Food	£ 3.50	17	£ 59.50	£ 3.50	£ 56.00	20	£ 9.29	£ 46.71		
138		Food	-	5	-	-	-	20	-	-		
139	th skimmed n	Food	£ 3.85	1	£ 3.85	-	£ 3.85	20	£ 0.64	£ 3.21		
140	soya milk)	Food	£ 3.65	2	£ 7.30	-	£ 7.30	20	£ 1.22	£ 6.08		
141	skimmed milk)	Food	£ 3.65	2	£ 7.30	-	£ 7.30	20	£ 1.22	£ 6.08		
142		Food	£ 5.95	8	£ 47.60	-	£ 47.60	20	£ 7.92	£ 39.68		
143		Food	-	141	-	-	-	20	-	-		
144	th semi skinn	Food	£ 3.85	53	£ 204.05	-	£ 204.05	20	£ 33.93	£ 170.12		
145	th soya milk)	Food	£ 3.85	1	£ 3.85	-	£ 3.85	20	£ 0.64	£ 3.21		
146	soya milk)	Food	£ 3.65	8	£ 29.20	-	£ 29.20	20	£ 4.88	£ 24.32		
147	semi skimmed	Food	£ 3.65	79	£ 288.35	£ 3.65	£ 284.70	20	£ 47.56	£ 237.14		
148		Food	£ 2.95	3	£ 8.85	£ 2.95	£ 5.90	20	£ 0.98	£ 4.92		
149		Food	£ 6.95	24	£ 166.80	£ 6.95	£ 159.85	20	£ 26.68	£ 133.17		
150		Food	£ 4.50	14	£ 63.00	-	£ 63.00	20	£ 10.50	£ 52.50		
151		Food	£ 0.45	3	£ 1.35	-	£ 1.35	20	£ 0.21	£ 1.14		
152		Food	£ 1.50	29	£ 43.50	£ 3.00	£ 40.50	20	£ 6.75	£ 33.75		
153		Food	£ 1.50	27	£ 40.50	£ 1.50	£ 39.00	20	£ 6.50	£ 32.50		
154		Food	£ 1.50	5	£ 7.50	-	£ 7.50	20	£ 1.25	£ 6.25		

Now, navigate back to the Grouping header and select all. This will now only show Beverage sales. This can now be imported via [4].

Coding for SCIO

Once the file has imported, any outstanding codes will appear here:

Upload Sales File

Successfully Uploaded Sales File

Filename

Choose File

No file chosen

SC.io Template

upload

A sample template file can be found [here](#)

Uploaded Sales Files

Filename	Upload Time	Number of Sales	Total Revenue	Unmapped Outlets	Unmapped Codes
H1 Warrington bev.xlsx	Nov 8, 2022 15:34:07	151	13,337.68	none	66

Process Sales

Sales

	Cellar	All Bars	Banqueting - Do Not Use	Conferences	Housekeeping	Ullage	Out of Date	Total
Spirits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wine	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Draught	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Draught	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Packaged	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minerals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minerals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Calculated Allowances

	Cellar	All Bars	Banqueting - Do Not Use	Conferences	Housekeeping	Ullage	Out of Date	Total
Spirits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Wine	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Draught	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Draught	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Packaged	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minerals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minerals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Missing Epos Codes


Unique unmapped codes: 66

Epos Code	Epos Title	Quantity	Sales	Code Type
160ozlemonade	160oz lemonade	11.00	19.50	Select Code Type
160ozpepsi	160oz pepsi	7.00	17.15	Select Code Type
Minerals	Mineral codes	0.00	16.00	Select Code Type

Epos Code	Epos Title	Quantity	Sales	Code Type		
16ozlemonade	16oz lemonade	11.00	19.50	Select Code Typ ▾		
16ozpepsi	16oz pepsi	7.00	17.15	Select Code Typ ▾		
16ozsoda	16oz soda	8.00	15.60	Select Code Typ ▾		
Bathtubgin(Double)	Bathtub gin (Double)	9.00	80.00	Select Code Typ ▾		
Becksvier(Pinttop)	Becks vier (Pint top)	6.00	23.40	Select Code Typ ▾		
Blackcurrant	Blackcurrant	12.00	4.95	Select Code Typ ▾		
Boddingtons(Halfpintshandy)	Boddingtons (Half pint shandy)	1.00	2.35	Select Code Typ ▾		
Boddingtons(Halfpint)	Boddingtons (Half pint)	6.00	13.90	Select Code Typ ▾		

From here, select the code type (primary for main selling option the UOM is set for the product) or secondary (for a multiple or glass)


In this case, Erdinger is sold by the bottle so is therefore a primary code. Once Primary code is selected, search for the product it is relating to, select the product, and click add. This code has now been added and the missing code will be removed from the unassigned codes list.

Erdinger	Erdinger	9.00	45.80	Primary Code	erding	
Fruitshootapple&blackcurrant	Fruit shoot apple & blackcurrant	11.00	10.65	Select Code Typ ▾		
Fruitshootorange	Fruit shoot orange	10.00	10.65	Select Code Typ ▾		

Secondary codes are for when a product is sold in a multiple (for example a double gin) or a glass from a product (for example a 125 ml measure of wine).


In this case, it is a double Disaronno, and is therefore a secondary code.

Follow the same steps as above to find the product, however with a secondary it will ask for the measure size as well.

Disaronno(Double)	Disaronno (Double)	5.00	38.80	Secondary Code ▾	30694	50	ml ▾	
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Once this is filled out, click add.

Cocktails tops and shandies are to be added via 'New Recipe'. Once new recipe is selected you can search and add the products that are required.

Stellaartois(Halfpinttop)	Stella artois (Half pint top)	2.00	4.70	New Recipe ▾	
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In the case of this example, it is for half a stella top. For this, you will add Stella and R Whites Lemonade. The measurements are therefore what the site uses, in this case it is 0.45 of a pint of lager and 0.05 of a pint of lemonade. This automatically saves as you enter it so simply click the 'X' when completed.

Product	Dispense Measure	Measure Unit	
Beer - Keg Stella Artois	0.45	pint ▾	
Postmix Postmix R Whites Lemonade	0.05	pint ▾	


Add Product

r white

Drinks / Minerals / Postmix

Postmix R Whites Lemonade ✓

1.0lt (Sto1)



Add