Stock Controls

Deliveries

What is a Delivery?

A delivery is where a site has received products in order to use it. An example of a delivery would be for liquor stock. These deliveries need to be entered onto the system correctly, in order for any stock takes to be accurate and relevant.

delivery
/dɪˈlɪv(ə)ri/
noun

the action of delivering letters, parcels, or goods.

Enter a Delivery

To enter a delivery, navigate to the Deliveries Tab on the left-hand side. Then, click on the Create Delivery in the top-right. This will bring up a pop up. Select the outlet in which the delivery is relevant to. Then, enter the supplier name and the Delivery number that is associated with the delivery then select 'Create Delivery'.

Start New Delivery   ×

Select Store

Cellar ▾

Supplier Name

Matthew Clarke

Delivery Note Number

test

Delivery Date

2020-01-14

Create Delivery

This will open a new screen, in which you can enter the invoice number. You can then search for the products, enter the quantity and click 'add'.

Supplier		Delivery Note Number	
Matthew Clarke		test	

Invoice Number		Internal Reference	

Delivery Date		Total Delivery Cost	
2020-01-14			0.00

Product Search	Delivered Products

Product Search

jack	Search Site Products ▾

Product	Size	Cost	Deliver	Credit	Total	Action
Whisky **Jack Daniels**	70cl	16.52	1		16.52	Add

This is automatically saved so once all products are in you can click on the Delivery Summary to take you back to the main delivery screen.

To change the stock group, simply navigate to the 'Stock Group' dropdown at the top left hand of the page. From here, you will be able to select from which stock group you are creating a delivery for, i.e. Food/Beverage Stock.

Stock Group

Beverage	▾
Beverage	
Food	
All	

Edit a Delivery

To edit a delivery, navigate to the Deliveries Tab on the left-hand side. Then, find the relevant delivery and click 'Edit'.

	Supplier	Outlet	Delivery Number	Delivery Date	Delivery Cost	Action
🔓	Test	Main Bar	test	Mar 25, 2021	12.50	View Edit

From this screen you can see all items that have been delivered into the system. This is where you can amend any delivered quantities and add new products. You will need to click on 'delivered products' to edit the already delivered quantities, or 'product search' for any further items.

Product Search	Delivered Products

Product Search

	Search Site Products ▾

When you click on 'Delivered Products', all items on the specific delivery will show with their relevant cost price and quantities. these can be amended by clicking in the correct box and typing in the correct value.

Product Search	Delivered Products

Product	Size	Cost	Deliver	Credit	Total
Whisky Jack Daniels Honey	70cl	12.50	1	0	12.50

Deleting a Delivery

To delete a delivery, click on the 'Edit' link on the delivery that you want to delete.

Coors	Cellar	123456	Jan 23, 2020	134.94	Edit

To continue with the deletion of this delivery, simply click on the bin icon at the top of the page, as seen below;

Edit Delivery

Delivery Summary

Supplier

Haydns Beers

Invoice Number

Delivery Date

2019-12-04

Delivery Note Number

987654

Internal Reference

Total Delivery Cost

1529.99

Once this icon has been clicked, a further screen will appear in order to confirm the deletion. This action cannot be reversed, so ensure that it is the correct delivery that is being deleted.

Delete Confirmation

×

Are you sure you want to delete this delivery?

This action is irreversible.

Cancel   Delete

Transfers

What is a transfer & Why do we use them?

A transfer is used to move stock from one unit to another. Stock will be delivered into an outlet (I.e. the cellar). These items would then have to be moved to the outlet/unit in order for them to be sold/used. To have to stock in these areas, a transfer must be completed on the system. This means that when completing a stock take, true results for every outlet can be given. Any risk outlets/units can be identified and investigated, as long as all transfers have been completed fully and truthfully.

transfer
verb
3rd person present: transfers
/transˈfəː,trɑːnsˈfəː,tranzˈfəː,trɑːnzˈfəː

make over the possession of (property, a right, or a responsibility) to another.
"we will transfer full planning responsibility to local authorities"

How to Complete a Transfer

To complete a transfer, navigate to the transfer tab on the left-hand side of the page. Then select 'Start Transfer' on the top right-hand side. From the pop up, select the outlet where the stock is coming from, where the stock is going, the date of the transfer and a reference in order to be able to identify the transfer from a glance.

Start Transfer   ✕

From Outlet

| Cellar ▾ |

To Outlet

| Main Bar ▾ |

Transfer Date

| 2020-01-14 |

Reference

| |

Start

When you press 'Start' it will bring up a list of all products that are held in the outlet you are moving stock from. Use the search function at the top of the page to find the items of stock that need to be moved. Within this product list, it will show the quantities of products that are in the outlet. You will only be able to move stock from this outlet if there is stock available. If you enter a value greater than what is in stock, the 'Save' button will disappear. Once the correct value is entered, you will be able to click 'save' at the bottom of the page. This will send the transfer across to the opposing outlet to approve.

Save   Save & Approve   Delete Transfer

When completing a transfer, you can choose which Stock Group the stock is being transferred from. For example, this can be Beverage stock or Food stock. To change the group, simply go to

the 'Stock Group' drop down in the top left hand corner and select the correct group.

Stock Group
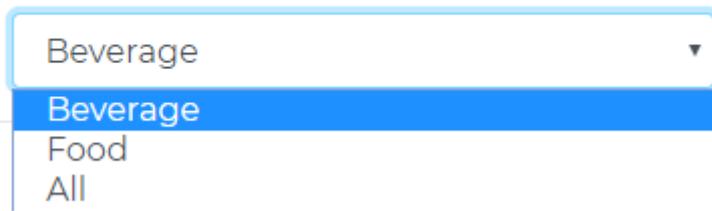
Beverage ▾

Beverage
Food
All

Approving a Transfer

To approve a transfer, return to the Transfer Summary page and click 'View' on the relevant transfer.

Awaiting Approval Transfers

From	To	Reference	Date	Action	
Cellar	Library	haydn	Dec 18, 2019	Continue	View

On this pop up, you are able to review what products have been requested.

Transfer from Cellar to Library

Transfer Date: Dec 18, 2019
Transfer Reference: haydn

Approve Transfer

Filter

Product	Size	Single Cost	Quantity	Total Cost
Whisky Jack Daniels	70cl	0.00	5	0.00
Total				0.00

Once the transfer has been reviewed, you can approve the transfer at the top of the pop up.

Transfer from Cellar to Library ✕

Transfer Date: Dec 18, 2019
Transfer Reference: haydn

Approve Transfer

Filter

Product	Size	Single Cost	Quantity	Total Cost
Whisky Jack Daniels	70cl	0.00	5	0.00
Total				**0.00**

This transfer will then appear in the 'completed transfers' section of the Summary page.

Completed Transfers

From	To	Reference	Date	Value	Action
Cellar	Library	haydn	Dec 18, 2019	356.52	View

Deleting a Transfer

To delete a transfer, go to the Transfer Summary page and select 'View' on the relevant delivery.

Awaiting Approval Transfers

From	To	Internal Reference	Date	Action
Main Bar (The Mended Drum)	Cellar (Unseen University)		Mar 25, 2021	View

At the bottom of this pop up, there will be an 'Unapprove Transfer' button. This will then delete the relevant transfer from having an impact on the stock holding. This transfer will now appear in the 'Deleted Transfer' section of the summary page.

Transfer Date: Mar 25, 2021   Unapprove Transfer

Filter

Product	Size	Single Cost	Quantity	Total Cost
Whisky Jack Daniels Honey	70cl	12.50	1	12.50
Total				12.50

The transfering site will then see this transfer within their own system and can amend/delete where necessary

Deleted Transfers

From	To	Internal Reference	Date	Action
Cellar	Main Bar	awaiting approval	Feb 26, 2020	View

Revenue

What is Revenue?

Revenue is the Actual Receipts that the business has received in exchange of goods and services. This could be in regards to Liquor sales, food sales or any other service the site may offer

revenue
/ˈrɛvənjuː/
noun
noun: revenue; plural noun: revenues

income, especially when of an organization and of a substantial nature.

Entering Revenue

To enter Revenue, navigate to the 'Revenue' tab on the left-hand side. Then select 'Declare Revenue' in the top right-hand corner. Then, select the relevant outlet and enter the revenue amount. This can be entered including VAT or Excluding VAT. The other box will automatically calculate the VAT rate and populate with the value.

Deleting Revenue

To remove a revenue entry, navigate to the Revenue Tab. Then select 'View' on the relevant Revenue entry. This will then bring up a pop up. A list of all of the revenue entries for that particular day will appear. These can be individually deleted as and when it is required.

Daily Revenue Detail   ✕

Outlet	Reference	Revenue Exc VAT	Revenue Inc VAT	Action
Main Bar		100.00	120.00	Delete

Allowances

What is an Allowance & Why do we Use Them?

An allowance is a monetary value that will normalise the retail result. One example of an allowance is for cocktail sales. For example, if a shot of vodka costs £3.00, and a shot of gin costs £3.00. a cocktail using these two ingredients is charged at £5. This means that £1 is being lost every cocktail sold, so this value is given as an allowance. If 100 cocktails were sold, the allowance would be £100 (100 x £1).

allowance
/əˈlaʊəns/
noun

the amount of something that is permitted, especially within a set of regulations or for a specified purpose.

Adding an Allowance

To add an allowance, navigate to the allowance tab on the left-hand side of the page. Then select 'Declare Allowance' on the top right-hand side. From the produced box, select the outlet, allowance type and enter the value. This box also lets you enter a reference if you want to enter one. Then select 'Declare' This allowance has now been added.

Allowance Declaration ✕

Select Outlet
Main Bar ▾

Select Allowance
Complaints (Retail) ▾

Value (Retail inc VAT)
125

Allowance Date
2020-01-13

Allowance Reference
test

Declare

If it is a Cost Allowance, this should be entered excluding VAT. Retail allowances should include VAT.

Deleting an Allowance

To delete an allowance, navigate to the allowance tab on the left-hand side of the page. You can now see a list of allowances and their values.

On the right-hand side, there is text saying 'View'. If you select this, a box will appear with all the different allowances for that allowance type.

From here you can delete the particular allowance you want.

Once this has been clicked, the allowance will disappear.

Product Settings

What Are Product Settings

Product settings are where products have their serving measures, cost prices and retail prices updated.

product

/ˈprɒdʌkt/

Learn to pronounce

noun

an article or substance that is manufactured or refined for sale.

"food products"

settings

[plural]

the place on a mobile phone or other electronic device where you can set various functions:

Change Retail Settings

Navigate to the 'Product Setting' tab on the left hand side of the page. This will open the settings for all outlets at the current site. Click on 'edit' in relation to the outlet that needs updating, this will normally be the 'Master Settings' outlet.

When you have clicked edit, a list of all products will appear, as shown below;

Retail Settings	Cost Settings

Filter

Product	Retail	Dispense Measure	Dispense Unit
Whisky Aberfour	10.00	50	ml ▾
Whisky Bushmills : Black Bush	9.00	50	ml ▾
Whisky Canadian Club	8.00	50	ml ▾
Whisky Caol Ila 12 Yo	13.00	50	ml ▾
Whisky Cragganmore 12yo	11.00	50	ml ▾
Whisky Dalwhinnie 15yo	10.00	50	ml ▾
Whisky Famous Grouse *Blended*	7.00	50	ml ▾
Whisky			

This capture shows the first screen that appears. This is to set the retail prices and the standard measure size for the product. Different products require a slightly different way of setting them up. Below is an example for each major category;

Spirits;

Whisky Aberfour	10.00	50	ml ▾

Wine

Champagne
Taittinger Rosé

85.00	75	cl ▾

Bottled Beer

Beer
Peroni Libera 0% *0.00%*

4.00	1	Single ▾

Bottled Minerals/Mixers

Mixer
Coca Cola 200ml *200ml*

2.50	1	Single ▾

Draught

Beer - Keg
Stella Artois

4.40	1	pint ▾

Post Mix

Postmix
Postmix Pepsi Max

2.45	17	oz ▾

Change Cost Settings

To change the cost settings, navigate to the 'Cost Settings' Tab at the top of the page. This will change the screen and display the following;

Retail Settings	Cost Settings

Filter

Product	Size	Cost Price	Type
Whisky Bells Extra Special	70cl	12.85	Auto ▾
Whisky Jack Daniels	70cl	19.38	Auto ▾
Whisky Jameson	70cl	16.11	Auto ▾
Whisky Johnnie Walker Red	70cl	16.51	Auto ▾
Whisky Oban	70cl	40.49	Auto ▾
Whisky Southern Comfort	70cl	15.48	Auto ▾
Gin Aviation	70cl	29.37	Auto ▾
Gin Bombay Sapphire	70cl	17.92	Auto ▾

Save

From this page, you are able to update any cost prices. To change a cost price, click on the drop down box and change the value to manual.

Product	Size	Cost Price	Type
Whisky Bells Extra Special	70cl	12.85	Auto ▾
			Auto
			Manual
Whisky	70cl	19.38	

When this has been selected, you will be able to type over the cost price with the new, updated price.

Spot Checks

What is a Spot Check

A spot check is a function that allows the user to do a small count on particular items that may have been highlighted as a risk in a previous stock. This will include the opening count, deliveries and a closing count so you are able to track the movement of an item on a daily/weekly basis.

spot check

noun

a test made without warning on a randomly selected subject.

"I conducted a spot check on Smirnoff Vodka"

Complete a Spot Check

To start a Spot Check, navigate to the Spot Check tab on the left hand side of the page. When this opens, click the 'Start Spot Check' button in the top right hand corner. This will bring up the following menu;

Create Stock Audit

Stock Title

```
|
```

Stock Group

Beverage ▾

Previous Audit

January Stock - Jan 30, 2020 ▾

Start Date

2020-01-30

End Date

2020-03-01

Fill in the relevant information for the site and click on 'Start Spot Check'.

When the Spot Check is created, it will show in the 'Open Spot Checks' area, follow the normal stock taking procedures to continue with the spot check.

Open Spot Checks

Stock Group	Title	Outlet	Start Date	End Date	Action
Beverage	test	Cellar	Feb 1, 2020	Mar 24, 2021	▶ ▤ ▤ 👁

When the spot check is completed and reviewed, you are able to Lock the spot check. This will set the basis for any future spot checks.

Stock Audit For Cellar

Start Date: Feb 1, 2020
End Date: Mar 24, 2021
Period Length: 417 days

Lock Check

Recipe Settings

What are Recipe Settings and Why Do We Use Them?

recipe

/ˈrɛsɪpi/

noun

1. a set of instructions for preparing a particular dish, including a list of the ingredients required.

A recipe in this instance would be for a drink, i.e. a cocktail

We use recipe settings alongside EPOS codes for auto till imports to deplete the necessary stock for all drinks that are sold through the till.

How to Update Recipe Settings

When you click on the Recipe Settings tab on the left hand side, it will come up with a list off all Recipe settings that are currently being used by the site.

To edit any of these, simply click on 'Edit' and a new screen will show the following:

From here you are able to change the measurements for each ingredient.

To change the product in an existing Recipe, use the search bar at the bottom to search all of the sites products and click the add sign to add it. You can now click the bin icon next to the old item in order to remove it from the Recipe.

Vodka & Tonic

Recipe List

| Recipe | Epos Codes |

Product	Dispense Measure	Measure Unit	
vodka grey goose vodka *original, abv 40%*	50	ml ⌄	🗑
mixer fever tree light	0.5	single ⌄	🗑

Save Recipe Products

tonic

Product	
Mixer Lixir Tonic Water : Lemon & Elderflower *Lemon & Elderflower*	➕
Mixer Fever Tree Lemon Tonic *Lemon Tonic*	➕
Mixer Fever Tree Mediterranean Tonic *Mediterranean Tonic*	➕
Mixer Fever Tree Aromatic Tonic *Aromatic Tonic*	➕
Mixer Luscombe Devon Tonic Water *270ml*	➕
Mixer Fever Tree Tonic	➕

EPOS Codes

If you click on the EPOS Codes tap at the top of the page, the following screen appears:

From here, you can add the EPOS codes and their relevant titles, in the above case there are two codes for the same recipe, due to an offer being in place. This is because the tills are set up to have a different button depending on when the offer is live.

To add a new EPOS Code to an existing Recipe, click 'Add New Code' button and this will create a new line to enter details in.

Vodka & Tonic

Recipe List

Recipe | Epos Codes

Epos Code	Epos Title
456	Vodka & tonic
987465	Happy Hour V&T
1234	Staff Price

Add New Code | Save Epos Codes

When this has been typed in, click 'Save EPOS Code' and this will be saved.

Adding a Recipe

To add a new recipe, click on the 'New Recipe' button at the top of the screen.

This will bring up a new screen requiring you to name the new recipe that you are setting up.
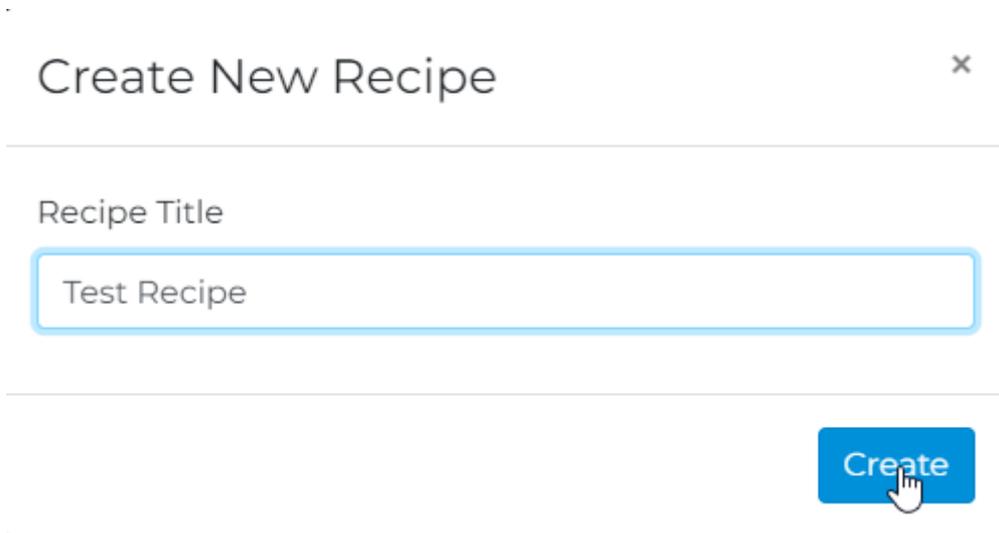
Once you have named the recipe, click 'Create'

From the next screen, you are able to search for the products to add to the recipe and click the plus button

Test Recipe

Recipe List

Recipe	Epos Codes	
Product	**Dispense Measure**	**Measure Unit**

Save Recipe Products

chase

Product	
Gin Chase Gb	✚
Vodka Chase Potato	✚

When the product(s) have been added, you set the serving sizes as follows:

Test Recipe

Recipe List

Recipe	Epos Codes			
Product	**Dispense Measure**	**Measure Unit**	
Gin Chase Gb	50	ml	🗑
Mixer Fever Tree Lemon Tonic *Lemon Tonic*	1	single	🗑

Save Recipe Products

When you have added all of the products that are needed, click save.

When you return to the Recipe List, you will see your newly created recipe.

Stock Audits

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
/ˈɔːdɪt/
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

test

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

[Beverage   ⌄]

Previous Audit

[feb - Mar 12, 2020   ⌄]

Start Date

[2020-03-12   ]

End Date

[2021-04-10   ]

All Items from Pervious Stock

[No   ⌄]

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

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.

Group	Product	Size	Retail	Open	Count	Total Count
Cellar Countsheet						
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.

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.

Stock
Declaration   Audit Result   Product
Result   Checks   Reports

Select Outlet   Show Existing Counts

Cellar   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 *Abv 40.0%*			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	View
Matthew Clarke	Cellar	15819663	Jan 4, 2020	253.03	View
Matthew Clarke	Cellar	15951930	Jan 4, 2020	178.44	View
Matthew Clarke	Cellar	11865183	Jan 4, 2020	-17.31	View
Brakes (frozen)	Cellar	15819662	Jan 3, 2020	26.04	View

Completed Transfers

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

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.

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

Site Summary Result

31st December 2019 -> 30th January 2020
Stock Title : January Stock
Stock Group : Beverage

Outlet	Type	Cost of Goods	Gross Revenue	Net Revenue	Retail Allowance	Retail Percentage	Cost Allowance	Cost Percentage	Inventory Value
Hotel	Retail Full	9,656	35,733	29,778	13,163	36.8%	3,510	36.4%	16,376
Pilchard	Retail Full	3,995	16,604	13,836	1,941	11.7%	453	11.3%	3,217
Kitchen	Credit	0	0	0	0	0.0%	0	0.0%	0
Other Transfers	Credit	0	0	0	0	0.0%	0	0.0%	0
Total		13,651	52,337	43,614	15,105	28.9%	3,963	29.0%	19,593

Outlet	Type	Stock Result	Percent to Theoretical	Achievable Margin	Actual Margin	Stock Yield	Transfers
Hotel	Retail Full	4,321	9.7%	16.5%	20.6%	80.2%	-448
Pilchard	Retail Full	-332	-1.8%	22.5%	25.6%	88.0%	0
Kitchen	Credit	0	0.0%	0.0%	0.0%	0.0%	0
Other Transfers	Credit	0	0.0%	0.0%	0.0%	0.0%	448
Total		3,989	6.3%	74.2%	77.8%	82.5%	0

- Product Detail Report

Product Detail Report

31st December 2019 -> 30th January 2020
Stock Title : January Stock
Stock Group : Beverage

Product	Size	Cost Price	Retail Price	UOM	Open	Delivery	Transfer In	Transfer Out	Close	Used	Used @ Cost	Used @ Retail	Margin	Cover
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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

Delivery Summary Report

31st December 2019 -> 30th January 2020
Stock Title : January Stock
Stock Group : Beverage

From	To	Date	Reference	Total Value
Dartmoor	Pilchard	3rd January 2020	124561 / 127922	150.00
Inverarity	Hotel	6th January 2020	04113	350.83
Matthew Clark	Hotel	6th January 2020	28743131 / 62867863	1,220.46
Otter Brewery	Pilchard	6th January 2020	247936 / 2257433	244.00
Dartmoor	Pilchard	7th January 2020	124621 / 127991	75.00
Luscombe	Hotel	9th January 2020	30297	66.30
Matthew Clark	Pilchard	9th January 2020	560816 / 62878273 / 247484	28.54
Matthew Clark	Pilchard	9th January 2020	62875036 / 62875036	952.93
Matthew Clark	Hotel	11th January 2020	28764108 / 62884434	821.72
Inverarity	Hotel	13th January 2020	05829	424.59
Otter Brewery	Pilchard	13th January 2020	2257732	201.50
Matthew Clark	Hotel	14th January 2020	28776130 / 62892267	288.93
Matthew Clark	Hotel	17th January 2020	28683021 / 62867548	813.60
Inverarity	Hotel	20th January 2020	07725	546.95
Matthew Clark	Pilchard	20th January 2020	28787034 / 62904937	57.08
Matthew Clark	Hotel	20th January 2020	28787033 / 62901357	604.80
Otter Brewery	Pilchard	20th January 2020	2258044	366.00
Dartmoor	Pilchard	21st January 2020	125035 / 128375	75.00
Matthew Clark	Pilchard	21st January 2020	28787034 / 62901358	441.40
Matthew Clark	Hotel	21st January 2020	28798517 / 62909791	259.37
Heron Valley Cider	Pilchard	23rd January 2020	57282	98.00
Salcombe	Pilchard	23rd January 2020	18008 / 25107 / free stock	0.00
Distillers Direct	Hotel	24th January 2020	55259/f5635e82ee54290f	57.48

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

31st December 2019 -> 30th January 2020
Stock Title : January Stock
Stock Group : Beverage

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. Benoit	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			**Transfer 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	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;

Transfer Itemised Report

31st December 2019 -> 30th January 2020

Stock Title : January Stock

Stock Group : Beverage

Transfer from Hotel to Other Transfers on 30th January 2020
Reference: 41 / remove cigars

Product	Pack	Cost Price	Quantity	Line Total
Nobel Petit Sumatra	single	0.63	37	23.13
Hofnar Senrioas Brasil	single	2.63	19	49.93
La Aurora Principes Claro	single	4.65	9	41.85
Partagas Short	single	10.50	1	10.50
Montecristo No 4	single	12.08	1	12.08
La Flora Dominicana's	single	12.57	7	87.99
Cohiba Siglo	single	18.50	4	74.00
			Total	299.48

Transfer from Hotel to Other Transfers on 30th January 2020
Reference: 43 / water to hk

Product	Pack	Cost Price	Quantity	Line Total
Devonia Still Water : 330ml	330ml	0.24	336	79.80
Devonia Sparkling Water : 330ml	330ml	0.24	288	68.40
			Total	148.20

- Cost Price Change

Delivery Price Change Report

31st December 2019 -> 30th January 2020

Stock Title : January Stock

Stock Group : Beverage

Category	Product	Pack	Open Cost	Delivery Cost	Close Cost	Delivery Notes
Whisky	Jack Daniels	70cl	19.18	19.66	19.42	Matthew Clark - 28787034
Gin	Bombay Sapphire	70cl	16.67	16.76	16.76	Matthew Clark - 62875036
Gin	Bombay Sapphire	70cl	16.67	16.76	16.76	Matthew Clark - 28764108
Gin	Bombay Sapphire	70cl	16.67	16.76	16.76	Matthew Clark - 28776130, Matthew Clark - 28809343
Gin	Mermaid Gin	70cl	27.29	35.49	30.33	Distillers Direct - 55259/f5635e82ee54290f
Liqueurs	Angostura Bitters	20cl	9.26	9.26	9.25	Matthew Clark - 28776130
Liqueurs	Angostura Bitters	20cl	9.26	9.25	9.25	Matthew Clark - 28787033, Matthew Clark - 28798517
Liqueurs	Baileys Irish	70cl	13.42	13.43	13.43	Matthew Clark - 28787033
Liqueurs	Baileys Irish	70cl	13.42	13.43	13.43	Matthew Clark - 28809343
Liqueurs	Fee Brothers Grapefruit Bitters	15cl	11.46	11.45	11.45	Matthew Clark - 28764108
Liqueurs	The Bitter Truth : Cucumber	20cl	13.43	13.42	13.42	Matthew Clark - 28798517
Champagne	Louis Dornier	75cl	13.32	13.23	13.23	Matthew Clark - 11937473, Matthew Clark - 28743131, Matthew Clark - 28764108
Champagne	Taittinger Brut Reserve	75cl	24.22	0.00	22.61	Matthew Clark - 28743131
Champagne	Taittinger Brut Reserve	75cl	24.22	24.22	22.61	Matthew Clark - 28743131
Champagne	Taittinger Brut Reserve	75cl	24.22	24.22	22.61	Matthew Clark - 28809343
White	Domaine Haut Gleon Blanc, Viognie	75cl	10.94	15.93	13.93	Inverarity - 09664
White	Riesling Lawson Dry Hills	75cl	9.60	9.08	9.34	Inverarity - 04113
White	Southern River Sauvignon Blanc	75cl	5.39	5.39	5.39	Matthew Clark - 11931257, Matthew Clark - 28787034, Matthew Clark - 62875036
White	Southern River Sauvignon Blanc	75cl		5.39	5.39	Matthew Clark - 28776130
Red	Chat-du-pape Clos De L'oratoire Des	75cl	28.06	20.68	23.14	Matthew Clark - 11937473
Red	Chateau La Croix St. Benoit	75cl	8.48	12.72	9.54	Inverarity - 04113
Red	Chateau La Croix St. Benoit	75cl	8.48	8.48	9.54	Inverarity - 05829, Inverarity - 09664
Red	Cullinan View Shiraz	75cl		5.03	5.03	Matthew Clark - 28776130, Matthew Clark - 28787034
Red	Cullinan View Shiraz	75cl		5.03	5.03	Matthew Clark - 11931257
Red	Luis Felipe Edwards Gran Reserva M	75cl	7.31	7.31	7.32	Matthew Clark - 28787033
Red	Luis Felipe Edwards Gran Reserva M	75cl	7.31	7.32	7.32	Matthew Clark - 11937473
Red	Portillo Malbec	75cl	6.60	6.60	6.60	Matthew Clark - 62875036
Red	Portillo Malbec	75cl		6.60	6.60	Matthew Clark - 28776130
Red	Portillo Malbec	75cl	6.60	6.60	6.60	Matthew Clark - 11931257, Matthew Clark - 28787034
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
☐	Site Summary Report	
☑	Product Result	
☐	Delivery Reports	A Summary of Deliveries and Itemised breakdown
☐	Transfer Reports	A Summary of Transfers and Itemised breakdown
☐	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 and Audit, click on the bin at the top of the page.
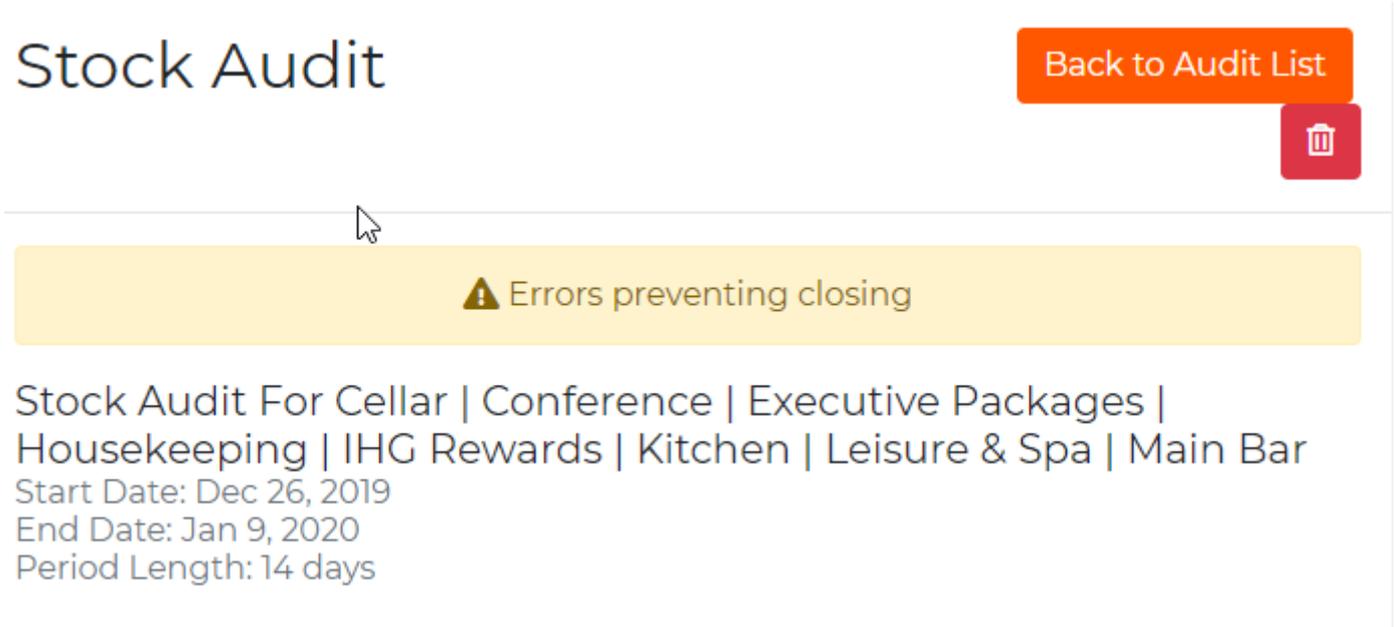
This will then prompt a pop up confirmng the deletion of the Audit.
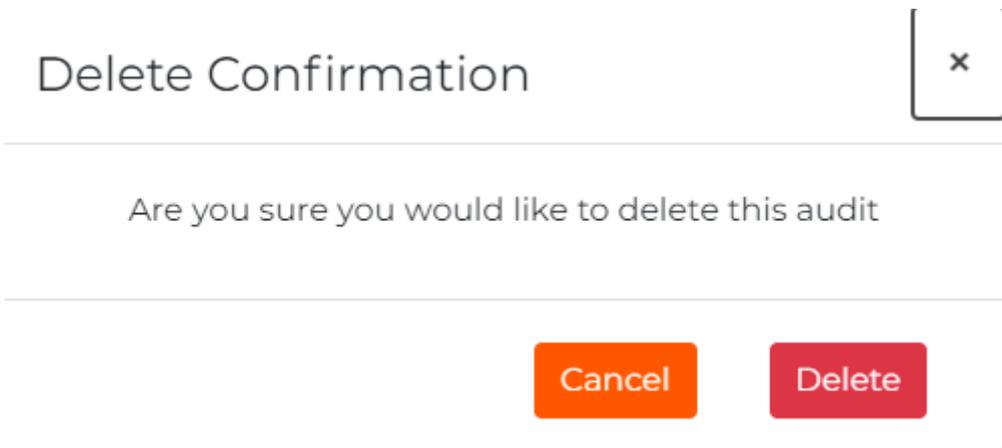
The deleted stock will now have disappeared from the Open Stock category on the Stock Audits page

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.

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	From Date	to Date
	Food	2021-03-13	2021-04-19

Filter Deliveries

Filter

	Supplier	Outlet	Delivery Number	Delivery Date	Delivery Cost	Action
🔓	Test - Dev	Kitchen	test	Apr 12, 2021	100.00	View Edit
			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 relevent 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	View Edit
🔓	3663	Kitchen	wieuad	Sep 3, 2020	1,250.00	View Edit
🔓	Mikeys Pantry	Kitchen	123	Sep 2, 2020	0.00	View Edit
🔓	Brakes	Kitchen	123456789	Sep 2, 2020	145.00	View Edit
🔓	Brakes	Kitchen	23456	Aug 25, 2020	656.00	View Edit
🔓	Sda	Kitchen	test jeremie	Mar 15, 2020	0.00	View Edit
			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.

Uploading Till Sales

Importing Sales to SC.IO

Sales Import User Guide for SCIO

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

Then, Navigate to 'Sales File' [1]

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:

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.
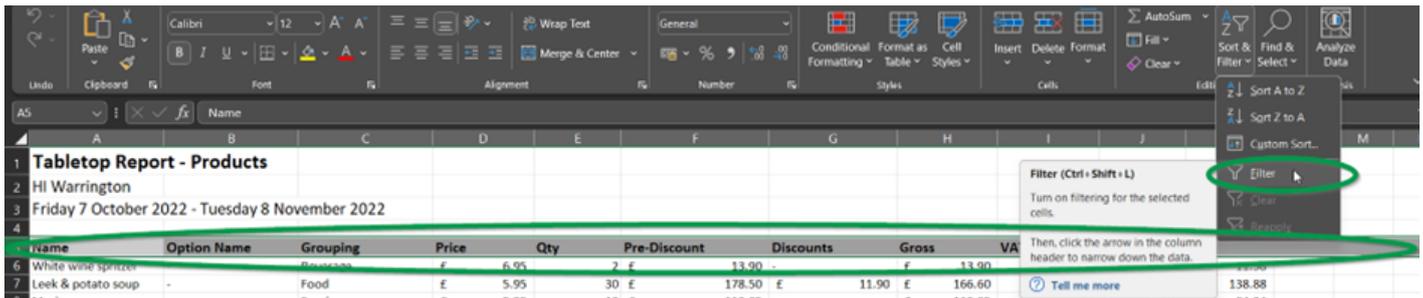
This will create drop down boxes on all headers. From here, select the 'Grouping' Header and untick everything apart from 'Food'
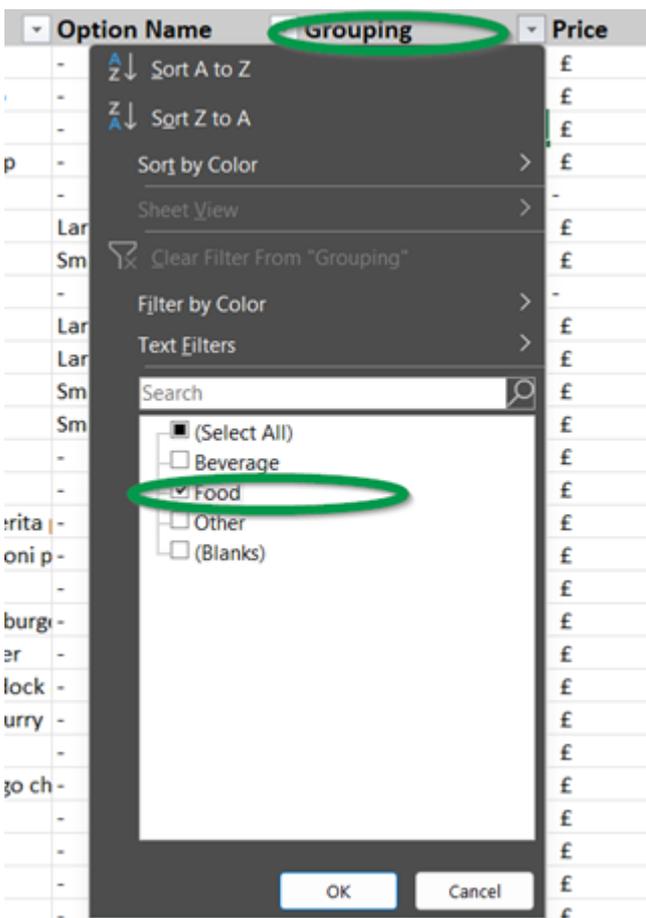
From here, it will only show the food items within the report. Highlight all rows with products, right click and select 'Delete Row'

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:

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 ▾	Add
Fruitshootapple&blackcurrant	Fruit shoot apple & blackcurrant	11.00	10.65	Select Code Typ ⌄	Erdinger Weissbier : 1.00 single	
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 ⌄	Add

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 ⌄	Create

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.

Stella artois (Half pint top)Create Recipe   ✕

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 (5to1)   ⛭   Add

Overview & Key Terms

Key Terms

| Key Term	Definition
Yield	**Yield** is a number of servings from a particular product (i.e. 8 pints in a gallon)
Gross Profit (GP)	**Gross profit** is the profit a company makes after deducting the costs associated with making and selling its products, or the costs associated with providing its services. This is often given as a percentage.
Cost of Sale (COS)	**Cost of Sale** refers to the direct costs of producing the goods sold by a company. This is often given as a percentage.
Stock Holding (Days)	**Stock Holding** is the value of goods, such as parts, materials, and finished products, that a company has available at a particular time. This can be calculated in order to calculate the number of days cover the business has in its inventory. This is calculated by conducting the following calculation: (Close Stock / Consumption) x days in the stock period
Surplus	**A surplus** describes the amount of an asset or resource that exceeds the portion that's actively utilised. A surplus can refer to a host of different items, including income, profits, capital, and goods.
Deficit	**A deficit** is an amount by which a resource, especially money, falls short of what is required. A deficit occurs when expenses exceed revenues, imports exceed exports, or liabilities exceed assets. A deficit is synonymous with shortfall or loss and is the opposite of a surplus
Delivery	**Delivery** is the receipt of goods following order, for example, a liquor stock order.
Allowance	**An allowance** is a monetary figure that compensates for a shortfall in revenue. An example of this is within cocktails. If a shot of Vodka has a retail price of £4.00 and a bottle of Tomato Juice is set at £2.50, but a Bloody Mary has a retail price of £5.00. The stock would be expecting £6.50 for this drink due to the retail prices of the ingredients. a £1.50 allowance is given to compensate for this shortfall.
Revenue	**Revenue** is the income that a business has from its normal business activities, usually from the sale of goods and services to customers.

Key Term	Definition
Gross	***Gross*** in a financial sense means an initial amount before any deductions, expenses, or withholdings.
Net	**Net** income is the residual amount of earnings after all expenses have been deducted from sales.
Discount	***Discount*** is a *deduction from the usual cost of something*

Logos & Icons

Icon	Meaning	How to Use
	Change Password	Enables the user to change and update their password
	Change Site	Enables the user to be able to change to different client/site
	Log Out	Enables the user to be able to log out when not using their account
	Export Count Sheets	Enables the user to download the Count Sheets ready for the count to start
	Import Count Sheets	Enables the user to upload their completed Count Sheets
	View Stock	Enables the user to review the inputted stock, or to enter the count via the online platform
	Delete	Delete the relating Delivery/Revenue Entry/Allowance
Password Reset	Password Reset	Enables the user to reset their password. The user has three attempts at their password before their account is locked.
Login	Login	Login into the Stock Controls website
✓ Saved ✕	Saved	The current page has been saved successfully
Declare	Declare	Starts the action of declaring Revenue/Allowances
Start	Start	Enables the user to start a Delivery, Transfer, Stock Audit or Spot Check
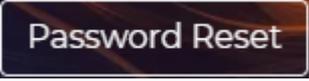
At a Glance

Adding Revenue

Declare Revenue → Select Outlet → Enter Value → Declare

Adding Allowances

Add Allowance → Select Outlet → Select Allowance Type → Enter Value → Declare Allowance

Creating a Delivery

Start Delivery → Enter Details → Create Delivery → Select Products/Values → Deliver

Start a Stock Audit

Start Stock Audit → Enter Title → Download Countsheets → Upload Countsheets → Save