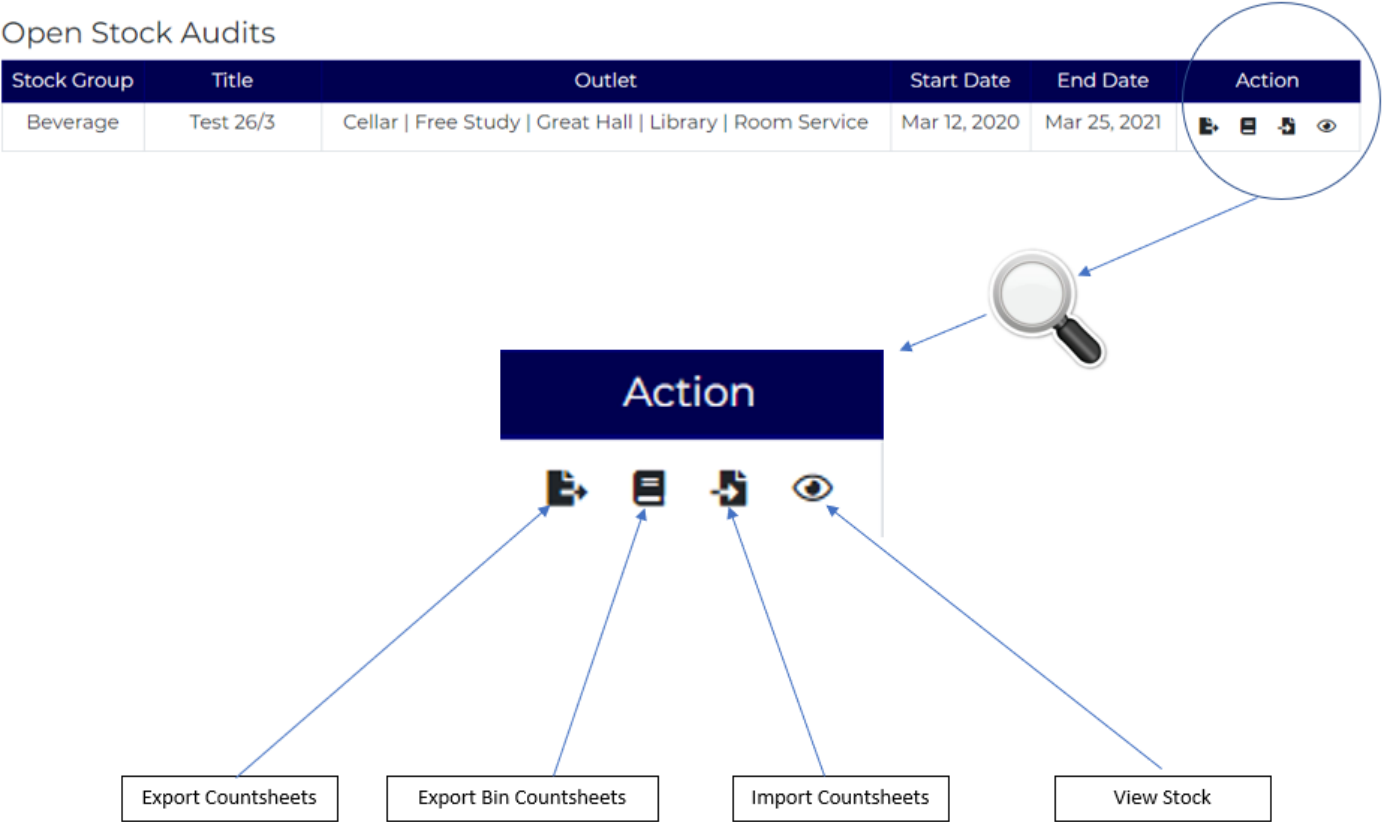


# Creating Countsheets

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.

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		

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