

# Reports

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

The screenshot shows a navigation bar with five tabs: 'Stock Declaration', 'Audit Result', 'Product Result', 'Checks', and 'Reports'. The 'Reports' tab is selected and highlighted with a hand cursor. Below the navigation bar is a section titled 'Report Exports'. It contains a table with three columns: 'Select Report', 'Report Name', and 'Report Description'. The table lists five reports, each with a checkbox in the 'Select Report' column. Below the table are two blue buttons: 'Generate' and 'Push to Solutions Portal'.

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

Site Summary Result										
										Report Generated by Adam Ashforth
31st December 2019 -> 30th January 2020										Report Generated on 11th March 2020 @ 8:36 am
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	
<b>Total</b>		<b>13,651</b>	<b>52,337</b>	<b>43,614</b>	<b>15,105</b>	<b>28.9%</b>	<b>3,963</b>	<b>29.0%</b>	<b>19,593</b>	
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			
<b>Total</b>		<b>3,989</b>	<b>6.3%</b>	<b>74.2%</b>	<b>77.8%</b>	<b>82.5%</b>	<b>0</b>			

## - Product Detail Report

Product Detail Report															
															Outlet Report For Hotel
31st December 2019 -> 30th January 2020															Report Generated by Adam Ashforth
Stock Title : January Stock															Report Generated on 11th March 2020 @ 8:36 am
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

	A	B	C	D	E
1	<b>Delivery Summary Report</b>				
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	<b>From</b>	<b>To</b>	<b>Date</b>	<b>Reference</b>	<b>Total Value</b>
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
<b>Total</b>				<b>150.00</b>

### 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
<b>Total</b>				<b>350.83</b>

### - Transfer Summary

	A	B	C	D	E
1	<b>Transfer Summary Report</b>				
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	<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	<b>Transfer Itemised Report</b>				
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	<b>Transfer from Hotel to Other Transfers on 30th January 2020</b>				
8	<b>Reference: 41 / remove cigars</b>				
9	<b>Product</b>	<b>Pack</b>	<b>Cost Price</b>	<b>Quantity</b>	<b>Line Total</b>
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				<b>Total</b>	<b>299.48</b>
18					
19	<b>Transfer from Hotel to Other Transfers on 30th January 2020</b>				
20	<b>Reference: 43 / water to hk</b>				
21	<b>Product</b>	<b>Pack</b>	<b>Cost Price</b>	<b>Quantity</b>	<b>Line Total</b>
22	Devonia Still Water : 330ml	330ml	0.24	336	79.80
23	Devonia Sparkling Water : 330ml	330ml	0.24	288	68.40
24				<b>Total</b>	<b>148.20</b>
25					

## - Cost Price Change

	A	B	C	D	E	F	G	H
1	<b>Delivery Price Change Report</b>							
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	<b>Category</b>	<b>Product</b>	<b>Pack</b>	<b>Open Cost</b>	<b>Delivery Cost</b>	<b>Close Cost</b>	<b>Delivery Notes</b>	
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/ff5635e82ee54290f	
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, Viognie	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

Revision #7

Created 25 March 2021 16:07:36 by Adam Ashforth

Updated 15 April 2021 12:45:12 by Adam Ashforth