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.

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