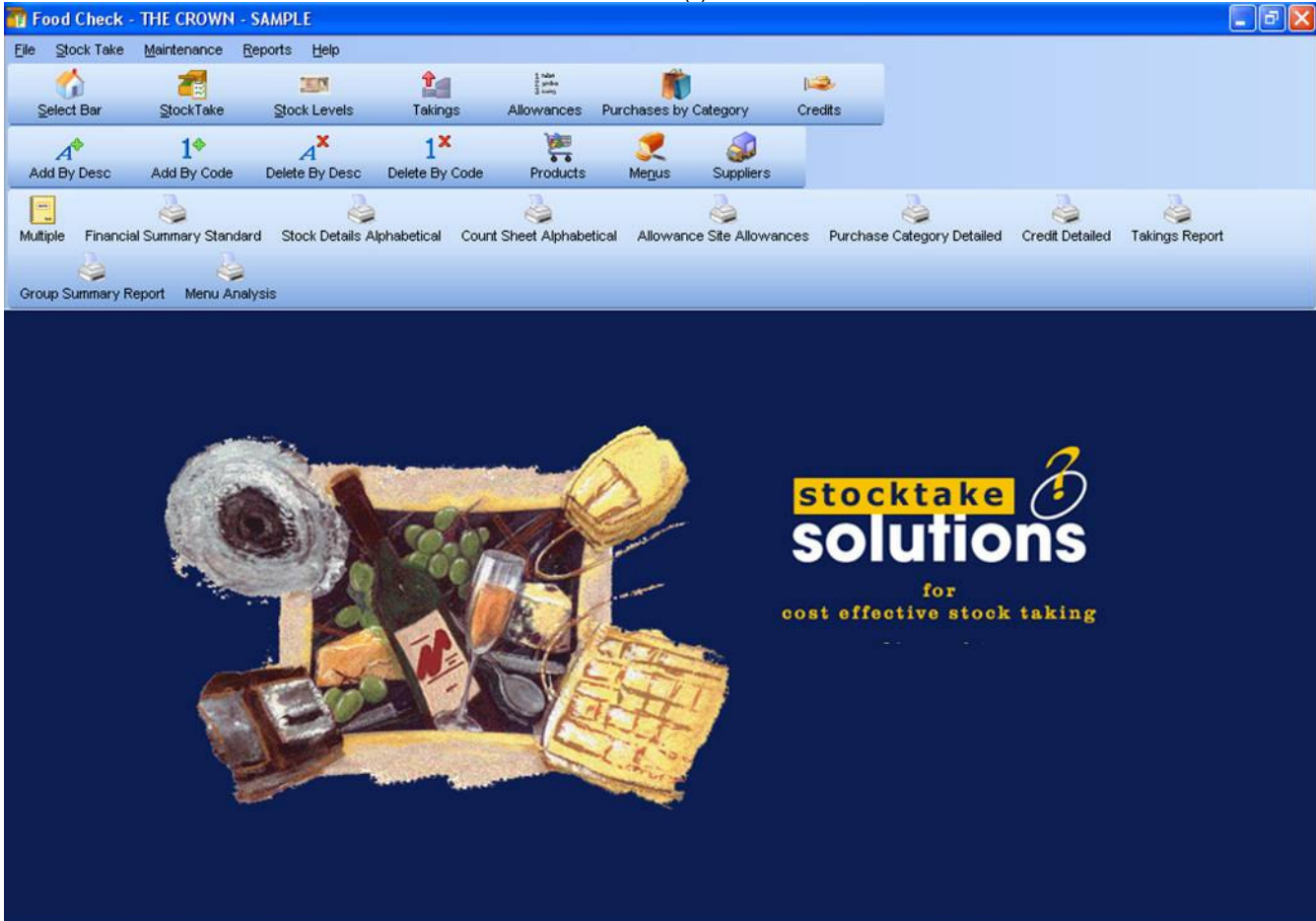


STOCKTAKE SOLUTIONS LTD

FOOD OPERATING MANUAL

Vs. 1.0 (s)



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Thank you for choosing Stocktake Solutions' Stock Control software.

The software has been designed to provide professional results, with a wealth of available reports, and an easy to understand user interface.

Software Piracy Protection

This software is protected from copying and will only work on approved computers. When the software is installed - a unique code, known as a Server key is generated. This 'Server key' is an eight character code and is derived from the architecture of each individual computer. We will provide access code(s) for each licensed computer. The access code will last for the duration of the license. There are certain circumstances where we may have to give you a new access code - this may happen when the architecture of your computer changes - for example - a new hard drive is fitted or in some instances when certain software may be installed, particularly anti-virus software.

If for any reason the license has expired - your data is not lost, and will simply be restored when a current access code has been entered.

License Agreements

The license needs updating on the 15th of every month – on this day you will need to re-activate the software, by entering a new release code. A few days before the new release code is required, Stocktake Solutions Ltd Head Office (0870) 903 0018 will provide you with a new one via e-mail.

Support Facilities

Support for the software only is provided between :-

Monday until Thursday - 9.00am until 5.00pm

Friday - 9.00am until 3.00pm

All national and public holidays—the office shall be closed

Access to support :-

Telephone 0870 903 0018

Facsimile 0870 903 0019

E Mail info@stocktake-solutions.com


Web www.stocktake-solutions.com

Installing The Software

The software is designed to work on stand alone personal computers and across Local and Wide Area Networks. This cutting edge software platform involves the use of two programs, a 'client' and a 'server'.

The client part of the software provides the user interface and the server carries out the calculations and stores the data.

The software must be installed EXACTLY as described in the instructions.

Following standard installation the server  is seen to be running, by the appearance of a square with a blue background and a white ellipse and yellow question mark on it, along the task bar at the foot of the display.

Default Folders are set up automatically - it is in the best interests of your support not to change these Folders.

Server key

When the software is run for the first time - each computer's unique identifying code is established - this takes the form of an eight character hexadecimal code (using numbers zero - nine and letters a,b,c,d,e, and f). The following window will appear :-



Obtaining Server Key

Usually, the Server key is not known prior to the software being installed. When the software is fully installed, you will be shown the Server key code - it will have an eight character code - you must contact the office with your server key - remember that the letters run from a - f, and the numbers from 0 (zero) to nine.

When we have been given your server key - we can give you a release code - this is a longer hexadecimal code and you will need to enter this to allow the software to function.

The software will prompt you for a new release code every month (usually on the 15th). Release codes will be provided by Stockcheck Ltd Head Office (0870) 903 0018 or via e-mail prior to when they are required.

Under no circumstances should you attempt to alter system dates or data either in Windows or the software - this will potentially corrupt all data within the Stocktake Solutions program. Also the addition of new hardware such as external hard drives, may affect the Stocktake Solutions program. Please consult with Stockcheck Ltd Head Office (0870) 903 0018 before adding new hardware.

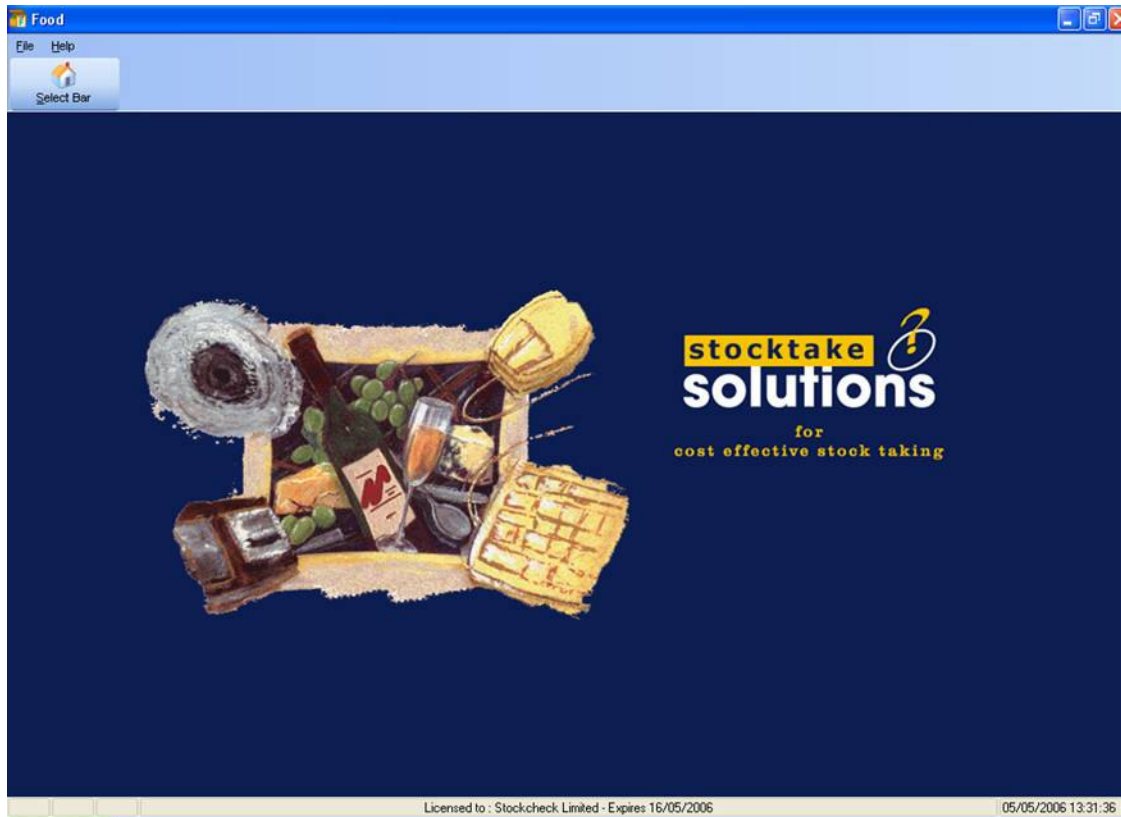
Software Overview - Stock Control

In summary - set up a site, and then set up a bar to belong to that site.

Starting the software for the first time - after user codes have been entered.

Enter your password, this will have been given to you at a prior point.

The following screen will be seen.



The available options at present are :-

Along the menu bar - File and Help and the ICON - Select Bar

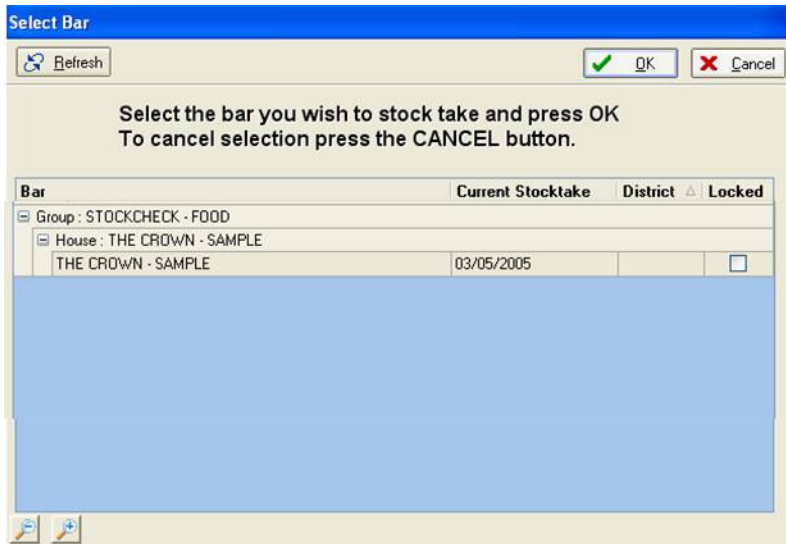
To access any menus - either use the mouse - following standard Windows procedures (LC) being Left Click, (RC) being Right Click, or using the keyboard - any letter that is underscored -depress the 'Alt' key and then the underscored letter or where applicable the shortcut key e.g. F2 or Ctrl + F2. You will adapt to your own preferred way of input. There are very few options which require only mouse use.

For a list of shortcut keys see Appendix at the back of this manual.

Select Bar

From the main screen - (LC) on the ICON (Select Bar) or from the File Drop Down Menu highlight (Select Bar F2).

The following screen is displayed.



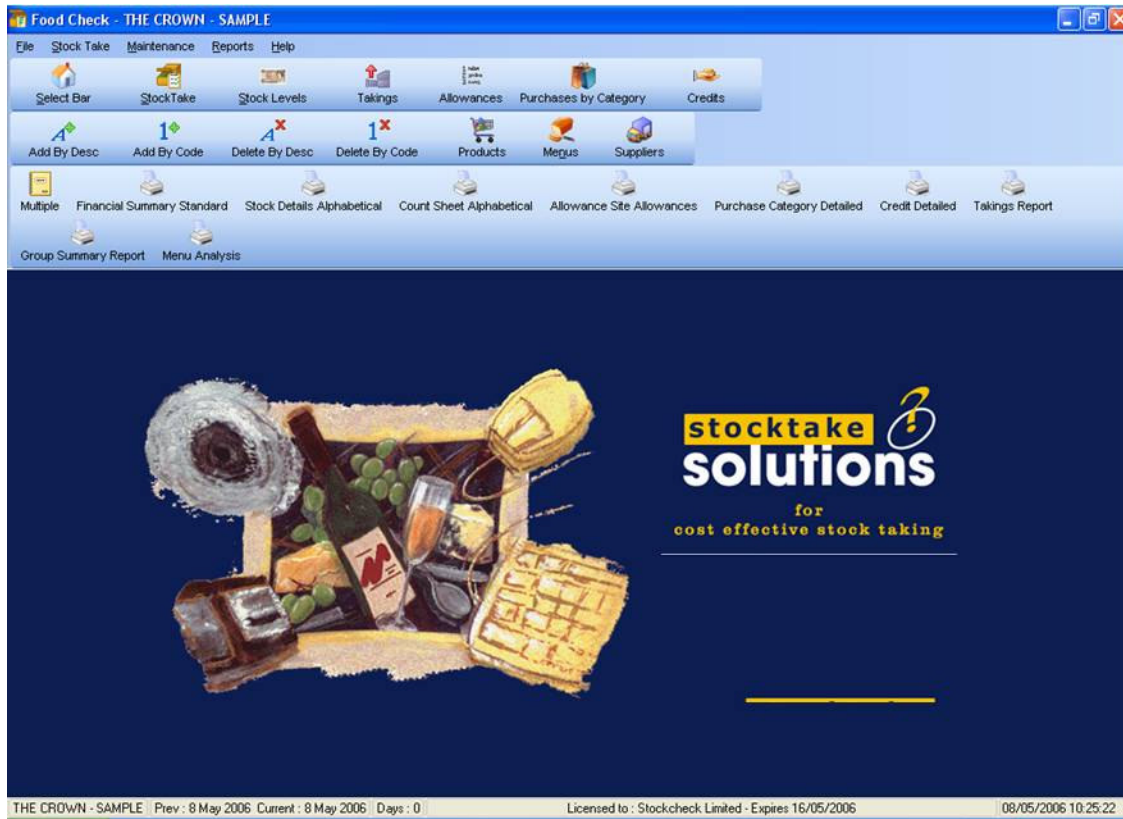
There are two ways of accessing the bar - either key in the exact starting characters of the name of the BAR and when the bar you require is highlighted, press enter. If you can see the bar that you require - but the name is not selected, use the up and down arrows until the required bar is highlighted and select using the enter key.

The alternative method - which utilises a tree structure, displaying the site names - and then dropping down the name of the bars, is to (LC) on the '+' icon next to the Group Name (your name), this will drop down all the sites, then (LC) the '+' icon site which includes the required bar.

Move the mouse to highlight the required bar and (LC) on OK. After a short delay the program will display the selected Bar name at the left bottom of the screen together with previous and current stock dates. The Site name will be displayed at the top left of your screen.

Once a site has been selected the following screen will be displayed.

At this point the full range of options become available.

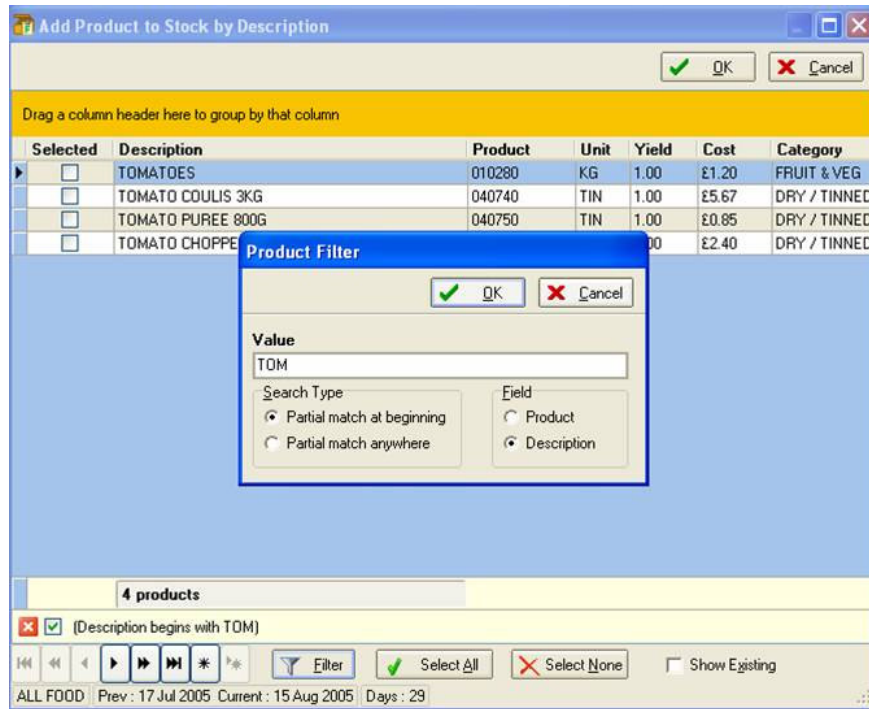


If this is a new site the default start date can be seen and the number of stock days calculation, in order to change the dates—the bar (and all other bars) within the Site need to be rolled over—which is described later.

Adding/Deleting Products within a Bar

Products can be added from the Master Product table, shown later in this manual, either by Description (F8) or by Product code number (F9)

To add by description, select the correct bar which needs to have the product added. Then select the ICON (Add by Desc) or from the Drop Down Menu Maintenance (Add by Desc. F8)



The above screen will automatically display the Master product list with a Product Filter pop up window.

To leave the full list displayed press Esc, Enter or (LC) on OK.

Filter Products

Products can be filtered either by product number or by description to shorten the viewed list to choose from.

Type into the Value field on the Product Filter window the first few digits or letters and press Enter or (LC) on OK. E.g.

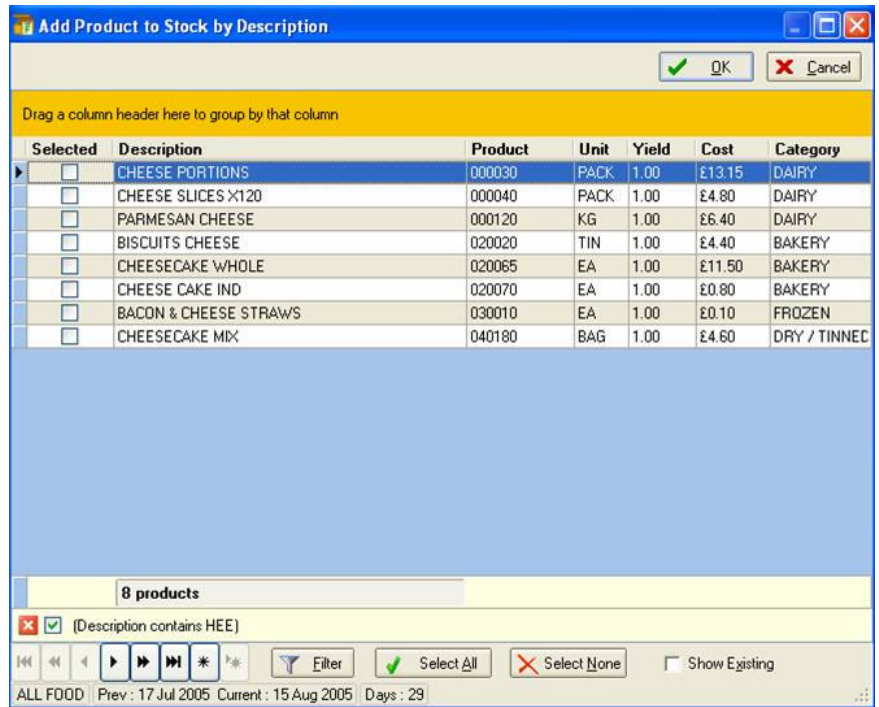
To filter by product code:

01 will list all products starting with these digits in the product code.

To filter by product description:

TOM will display all products beginning with these letters. i.e. TOMATOES

Alternatively select Partial match anywhere to further enhance your search filter. HEE will list all products where these letters appear anywhere in the description i.e. CHEESE PORTIONS



Scroll down the displayed product list and press space bar or (LC) the selected field to place a tick in the box of each product you wish to add to the chosen bar. (LC) on OK to confirm and update the server.

Deleting Products from Bar

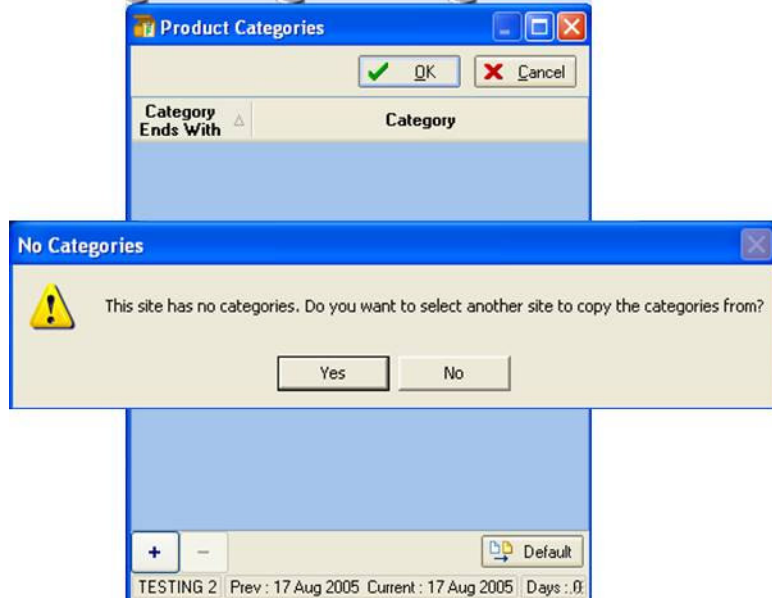
Either use the ICON or From the Maintenance Drop Down Menu—select (Delete by Desc.) or (Delete by Code). Use the Filter option as required and navigate to the required product(s) using arrow keys. Use the space bar or (LC) to select one or more products, then (LC) on OK to confirm deletion and update the Server. All of the selected products will be deleted. NB. only products with no closing count or any period movement can be deleted. These will be displayed in red on the screen. If you cannot delete the product at the moment—you must wait until there is no movement and closing count to do so.

Product Category

Product categories are unique to each site and can be edited, **but please be aware that if a product category is changed this will affect data already processed for a previous period for the site.**

From the Maintenance Drop Down Menu—select (Categories)

On a new site there are no category descriptions displayed but a pop up window will ask if you wish to copy category descriptions from another site within the group.



(LC) on the Yes button or Alt + Y, the program will then display a list of sites to choose from. (LC) or use the arrow keys to select the site and (LC) OK. All category descriptions from the chosen site will be copied into the current site.

Alternatively you can select No and add in your own category descriptions. Each category description needs to be identified within a group by a unique six digit code.

For Example: Category ends with 009999 (as shown below), all food products entered into the program using numbers up to and including 009999 would be sorted within the group DAIRY. Reporting uses the first two digits to identify the category.



To enter in your own categories click on the “+” button at the bottom of the screen. This creates a new line into which you can type your desired description. These categories will be available in all of the bars in the selected site. (LC) the Category Ends With field and enter the category ends with number e.g. 009999. Press Enter to move to the description field and enter the desired category description. (LC) on the OK button to accept changes.

Product Table Maintenance

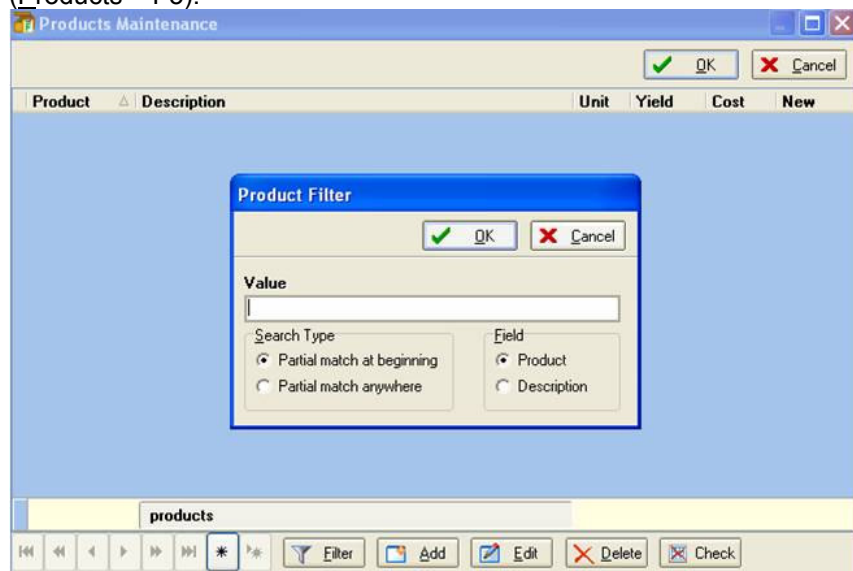
When setting up a new site there will be no products in the product list. If you wish you can use the copy other bar facility explained later in the manual, to copy products already set up for another site. Alternatively you can create your own product list. In situations like these products will have to be added to the product list. When adding to the list we recommend you are careful to place your new products so that reports etc remain in a logical order.

It is worth mentioning at this stage that although you are able to edit the product description information, **please be aware that if a product description is changed data will be affected which has already been processed for a previous period for the site.** Once the product has been set up and used in the site, it should not be edited, except for minor spelling changes, therefore thought should be given to :-

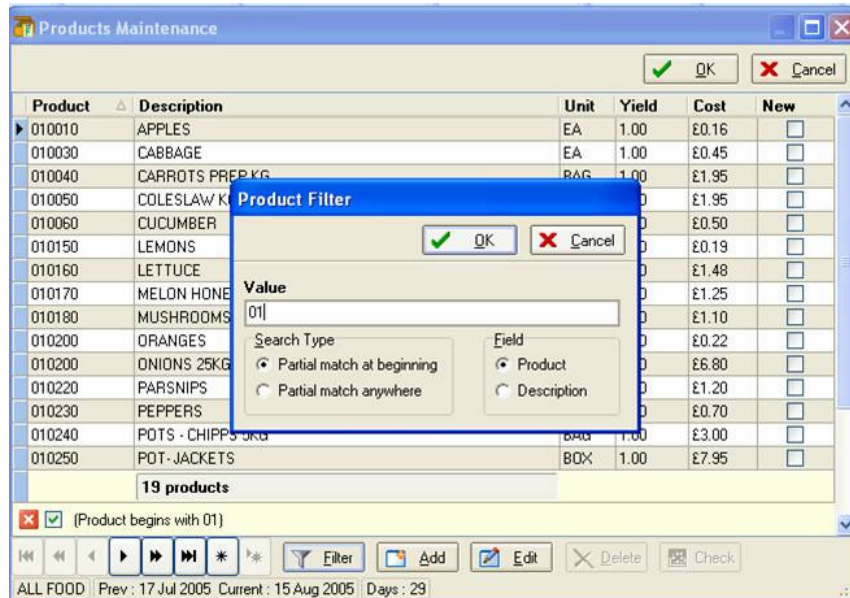
- Where should the product be added so as to appear in the correct category and order within the product list.
- Should consecutive product numbers apply—or is it best practise to leave a gap (10 or more) product codes to ensure that products which change could still be allocated similar placement in product order.
- The process of allocating the product code starts with the simple question:-

What type of product / category is the one to be added? With the information in the Product category section, you can establish, the appropriate product range, to insert the new product

From the main screen - (LC) on the ICON (Products) or from the Maintenance Drop Down Menu highlight (Products F3).



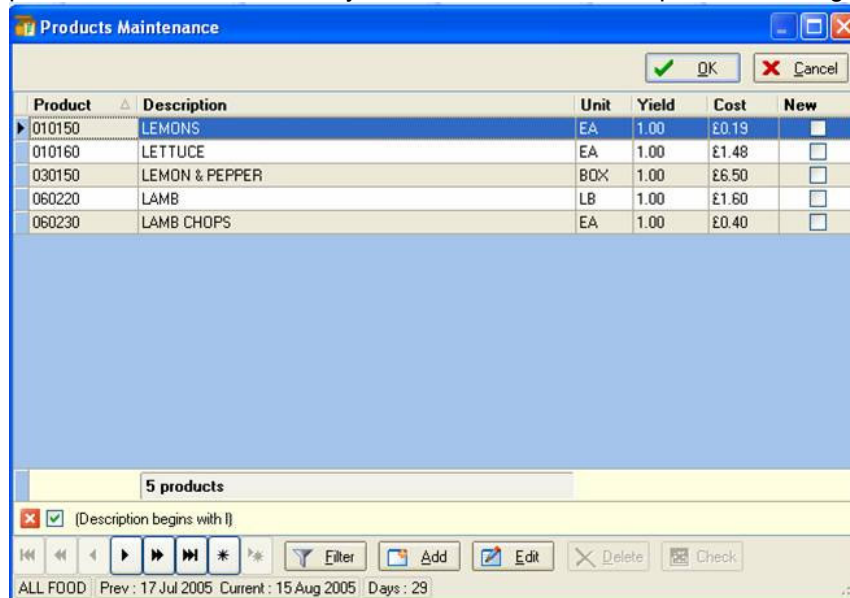
If you have imported a site (see later in this manual) or previously set up a new site, a list of products would be displayed in this window, you can click on any product and navigate through the file using the arrow keys, page up and down or the scroll bar on the right hand side of the window. Each site that is set up from new will have no products displayed.



The Product File Maintenance is displayed with a product filter window which can be used to navigate to a particular category or product.

Move to the most suitable place for your new product, the example that we will use is of a new product, called LIMES—which we wish to place alphabetically with the other related products.

As LIMES fall within the category FRUIT/VEG FRESH and all begin with 01, use the filter Alt + F or Click onto the Filter button and type in 01 into the Value field to display all products in this category, press Enter or Click on OK—then either use the scroll bar to access the area you require. Alternatively type the starting letters of the product into the filter, where you wish to insert the new product to bring up a shorter list.



With the appropriate products now in view—a product code (any unallocated number) can be sought—so that the product will follow the usual rules. In this case, the new product LIMES needs to be just after LETTUCE and before LEMON & PEPPER (which is within the FROZEN category starting with 03)—leave a few unallocated codes, to enable any future products to be placed in the correct spaces. As LETTUCE is using code 010160, a new code of 010165 appears logical.

Now that the product code has been identified—click the (Add) button at the bottom of the screen.

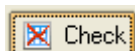
Type in the products details.

- (LC) the Category button to display a list of categories for the bar.
- The description can include details of the size if required. E.g LIMES 2KILO.
- The Unit field consists of up to four digits e.g. BAG – IMPORTANT, DZ must be used for products which are to be counted in dozens YOU MUST ONLY TYPE TWO DIGITS e.g. DZ.
- Enter the amount of measures per unit for Yield.
- Cost price can be entered at this point excluding VAT.
- Add to current Bar field allows you to add the product directly into the bar you currently have selected.

Use the Enter key to move to each field – (LC) on OK to confirm the entry. (LC) on OK of the Products table to confirm and update the server.

Products can be edited, in a similar way select the appropriate product and (LC) the Edit button. Change details in each field as required. **Once a product has been added to a site it should not be Edited AT ALL.**

To delete a product select the Delete Button and confirm Once a product has been added to a bar it cannot be deleted.



The Check button goes through the program and checks to see which products have been used within the site and produces a list of products available for deletion. These can all be selected by (LC) the button or individually select as required. (LC) on OK to confirm deletion and update the server. **Warning! Please note this option deletes products from the site.**

Edit Stock Levels to Bar(s)

When all the required products have been added - the detailed information for each product can be 'customised' to each bar. The cost and yield are the same for each product across all the bars within the Site. The cost price will always be updated from the processing of invoices, and the yield and cost can be updated as detailed below.

If you have copied bar information from another site (see section - Copy other Bar), the items which may require changing will be the yield and cost. You should ensure that all the yield and cost price information is correct as these figures form the hub of all the calculations.

From the Stock take Drop Down Menu—select (Stock Levels F10) - products can be filtered either by product number or by description to shorten the viewed list. To leave the full list displayed press Esc, Enter or (LC) on OK.

You can now edit the cost price and yield—if you edit either the yield or the cost—these will automatically be ascribed to any other bar within the Site.

To change the order of the products, just click the "Sort by category then description" tick box at the bottom of the screen this will sort products alphabetically by category.

Description	Unit	Opening	Yield	Unit Cost
BUTTER PORTIONS X100	BOX	0.00		£2.720
STORK MARG 2KG	TUB	0.00	1.00	£2.920
CHEDDAR	KG	0.00	1.00	£4.710
CHEESE PORTIONS	PACK	0.00	1.00	£13.150
CHEESE SLICES X120	PACK	0.00	1.00	£5.900
CREAM WHIPPING	2L	0.00	1.00	£1.860
DANISH BLUE WEDGE	EA	0.00	1.00	£0.800
EGGS	DZ	0.00	12.00	£0.900
MILK PT	PT	0.00	1.00	£0.400
MILK	2LT	0.00	1.00	£1.100
MILK JIGGERS X100	BOX	0.00	1.00	£3.010
PARMESAN CHEESE	KG	0.00	1.00	£6.400
PORTSALUT	EA	0.00	1.00	£9.990
UTTERLEY BUTTERLEY 2KG	TUB	0.00	1.00	£5.150
DOUBLE CREAM 2L	2L	0.00	1.00	£4.500
WHIRL	4L	0.00	1.00	£10.480
WORK EN PROGRESS VALUE	£	0.00	1.00	£1.000
TOTAL DAIRY	1	54.95	1.00	£1.000
APPLES	EA	0.00	1.00	£0.160
250 stock items				

The cursor will highlight the ‘ YIELD ‘ - this should be the correct mathematical number of measures in the establishment from the container/bottle size of the product. For example the bar will sell advocaat out in 25ml measures and the yield is simply calculated as 700ml / 25ml = 28, therefore 28.

The cost price—should be an accurate, up to date **excluding VAT** value for the product in question.

Changing the cost price here will not affect the value of any purchases already entered.

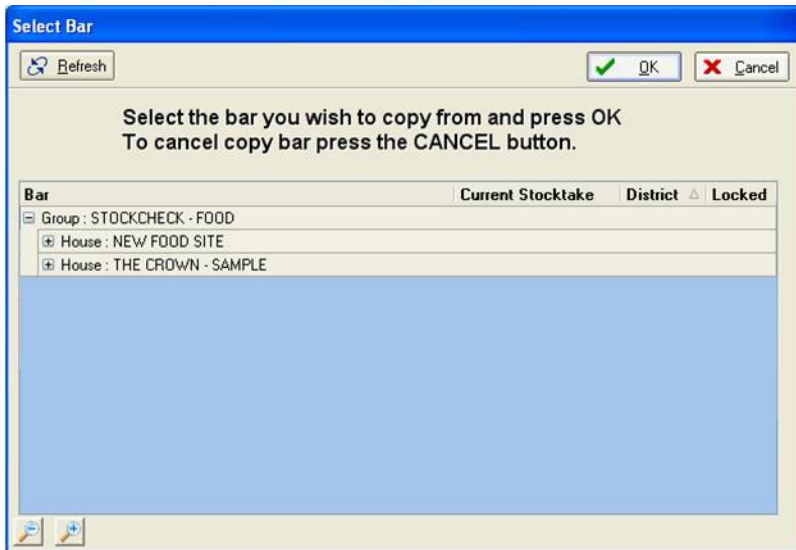
The background of products shown in yellow are with a unit size of DZ (dozens). The background remains blue for non dozen products until the cost price has a value other than zero. Products set as dozens will display a background of Brown until the cost price has a value other than zero.

Copy Other Bar

The first step is to select the blank bar/site to which you wish the default bar information to be copied to.

From the Maintenance Drop Down Menu Select (Copy Other Bar).

From the following window choose the required bar/site to copy default information from, then select either the enter key or (LC) on the OK button. After confirmation all information from the selected bar/site will be copied into the current blank bar/site.



Stocktake

Count sheets should be printed prior to rollover—ideally just prior to the physical stock count (so that any new or recently transferred products would be added to the site’s product file.) Each bar must be entered on the software in turn and from the Reports Drop Down Menu the Count sheet can be selected.

Please note when starting the count that the cut off for revenue and stock movement should be defined, and everyone should be aware of the vital importance of not moving stock or accepting deliveries until the count for each area has been completed satisfactorily.

If during the count process, a product cannot be found on the count sheets—this indicates that it has not been correctly transferred/delivered through the software—so any handwritten product needs to be investigated, and the software brought up to date.

When the count has been completed they should be totalled before entry into the software.

The count should be carried out and recorded in a systematic and thorough fashion and any products on the count sheet without a current count should be queried and checked before leaving each area.

To enter the count, ensure that you have selected the correct/corresponding bar/site for the current count sheet.

From the Stock take Drop Down Menu, select (Stocktake F4). The product Filter window will be shown– press Esc to enter all products—which will be in the same order as the standard count sheets (although any subsequently added products will affect the order). Alternatively you can (LC) or Alt + S the "Sort by category then description" tick box, to sort the order of products alphabetically by category. Corresponding Count sheets are available from the Reports Drop Down Menu.

Product		Details				
Description	Unit	Yield	Opening	Deliver	Credits	Closing
BUTTER PORTIONS X100	BOX	1.00	0.00	0.00	0.00	0.00
CHEDDAR	KG	1.00	0.00	0.00	0.00	0.00
CHEESE PORTIONS	PACK	1.00	0.00	0.00	0.00	0.00
CHEESE SLICES X120	PACK	1.00	0.00	0.00	0.00	0.00
CREAM WHIPPING	2L	1.00	0.00	0.00	0.00	0.00
DANISH BLUE WEDGE	EA	1.00	0.00	0.00	0.00	6.00
DOUBLE CREAM 2L	2L	1.00	0.00	0.00	0.00	1.00
EGGS	DZ	12.00	0.00	0.00	0.00	5.00
MILK	2LT	1.00	0.00	0.00	0.00	0.00
MILK JIGGERS X100	BOX	1.00	0.00	0.00	0.00	3.00
MILK PT	PT	1.00	0.00	0.00	0.00	0.00
PARMESAN CHEESE	KG	1.00	0.00	0.00	0.00	0.00
PORTSALUT	EA	1.00	0.00	0.00	0.00	0.00
STORK MARG 2KG	TUB	1.00	0.00	0.00	0.00	1.50
TOTAL DAIRY	1	1.00	54.95	0.00	0.00	0.00

250 stock items

Filter Zero Closing Sort by category then description

ALL FOOD Prev : 17 Jul 2005 Current : 15 Aug 2005 Days : 29

The counts should be entered as a total. **NB.** Part dozens are entered as follows:- e.g. 4 Doz and 3 bottles would be entered as 4.03.

To zero all currently entered closing stock counts from the selected bar choose the (Zero Closing) button at the bottom of the Stocktake screen. This is particularly useful when processing an interim stock. **NB.** All previously entered closing stock will be lost, and is not retrievable.

Backup

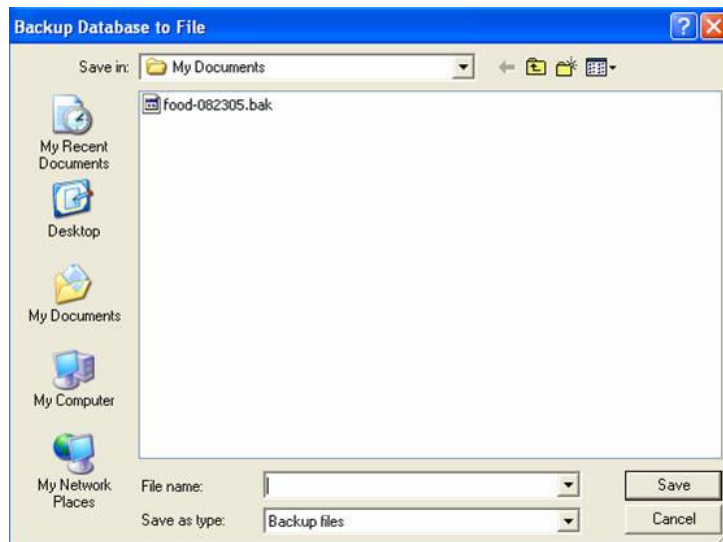
You may wish to backup your sites prior to rollover.



The Backup/Restore facility cannot be used to backup/restore individual sites. This can only be used to backup/restore the whole system at a specific moment in time.

We would recommend you create regular backups that you save to media separate to your notebook. E.g. USB pen drive.

From the File Drop Down Menu select (Backup/Restore). Select Backup. **This procedure will back up all sites within the software.**

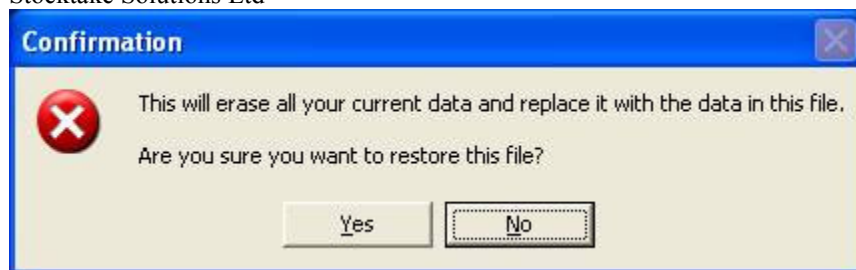


Enter the file name for the backup file (this should include reference to the date for easy identification). The backup will be saved to the location as specified in the Save in: field. This location can be amended if required.

Restore

Should there be a need to restore data **this option will erase all current data** and replace all Sites from the chosen backup file. **Changes made to ANY site, since the backup was taken, will be lost.**

From the File Drop Down Menu select (Backup/Restore). Select Restore. The following warning message will be displayed.



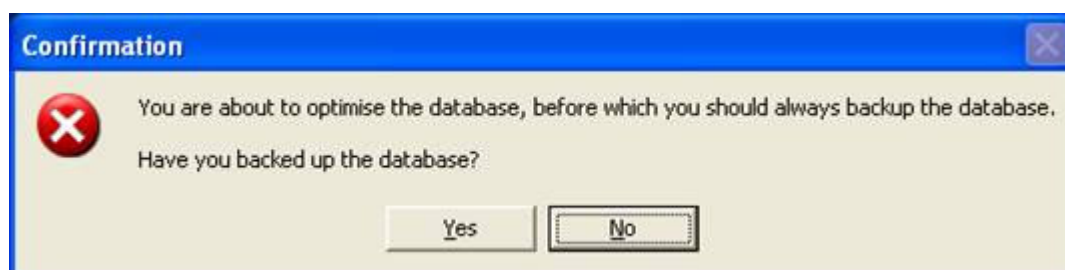
To confirm the restore - (LC) on Yes or press ALT + Y. A window will be displayed showing all previously backed up files. Select the file to restore from or type in the file name. (LC) on the (OPEN) button to proceed. To abort the operation (LC) with the mouse on the (CANCEL) button.

When the server has been updated the software will exit the site previously opened to allow the operator to re-select the site.

Optimise

It may be necessary to use the Optimise option if using a large site over a period of time which appears to be running slowly. This option will tidy and compact the database to improve performance.

From the File Drop Down Menu Select (Backup/Restore). Select Optimise. The following warning message will be displayed.



Follow the instructions on screen – (LC) on Yes or press ALT + Y to proceed. To abort the operation (LC) on the No button or ALT + N.

Site Roll Over and Date Setup ***(Always print stock sheets before Rollover)***

You may wish to take a backup prior to using this option.

Once all of the counts have been input and checked—any required reports can be printed and the data 'rolled over'. This enables the date to be set and the closing count to move to the opening count. Once chosen cannot be reversed.

This procedure is usually carried out after a complete stock result. In this instance, it is used to establish the Opening count—THE ONLY WAY to have an Open value for any product is to put in the value as Closing Stock and then rollover.

You cannot rollover an individual bar, rollover always rolls over all bars within a site.

Once the rollover procedure has been initiated—you cannot change any data, therefore ensure that the value of stock on hand is as indicated, and has been double checked.

The easiest report to use to check all input data is (Stock Details) this can be produced for each bar and will show all the relevant information—including a valuation of each product's closing at cost. This report is accessed from the Reports Drop Down Menu, then (Stock Details Shift + F3).

When all figures are correct and have been checked, then the 'Rollover' procedure can be started.

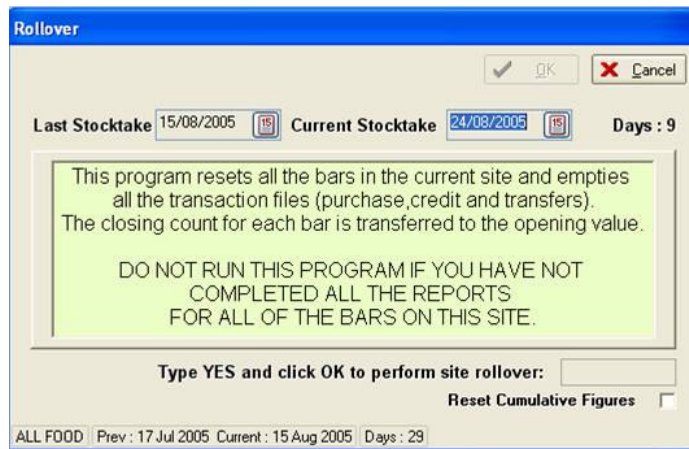
Firstly, you need to be in any one of the bars / cellars, then from the File Drop Down Menu, select (Site rollover)

The following window will be shown



This is a protected function—enter the password ROLLOVER (case insensitive). This is an integral part of the individual security settings for your site.

Enter the password, and then click on OK.



When the correct dates have been entered— for the first stock they should both be the date of the stocktake that has just been completed, for subsequent stocks the last stock date will be picked up automatically and “Todays” date will be picked up. Both dates can be changed at this point if necessary.

The word ‘ YES ‘ has to be entered into the appropriate field and then the OK button needs to be clicked.— Rollover cannot happen accidentally.

The Reset cumulative figures option is not available in this software.

Setup Suppliers

Select the suppliers menu button or select suppliers from the maintenance pull down menu. The following screen will be displayed.



If you have a site already setup with the correct suppliers in it select yes and a screen will appear for you to choose a site. Select the site and the program will copy across the suppliers for you. If you select no to the above question you can enter suppliers as you wish, by selecting the Add button. When entering suppliers you must ensure that the code and name fields are completed.

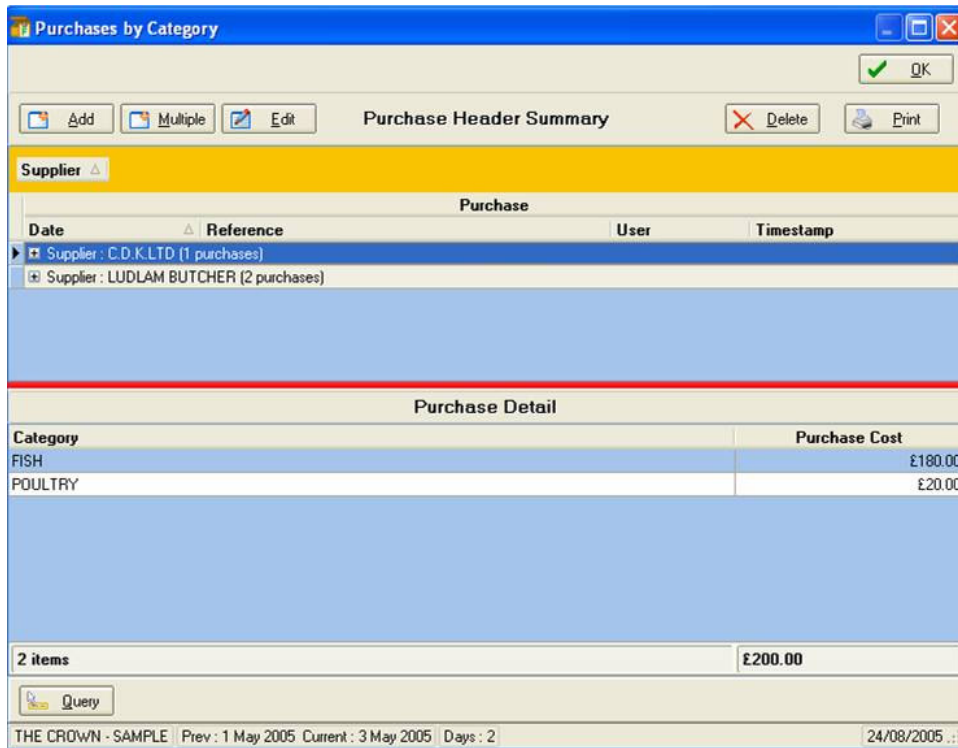
Entering Purchases

There are two distinct ways of entering Purchases. Enter Purchases by Category and enter Purchases by item.

(To Edit or Delete purchases please see details at the end of Entering Purchases.)

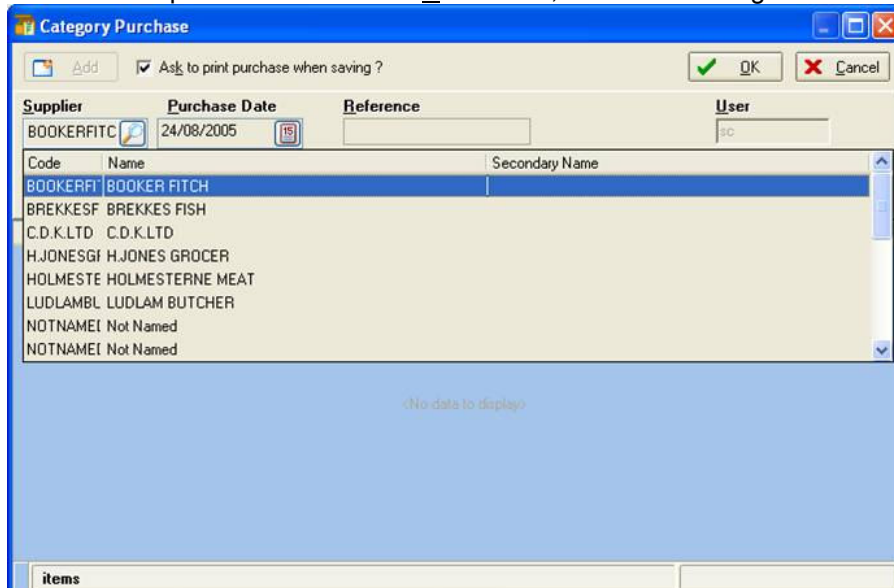
Purchase by Category

(LC) the Purchases by Category menu icon, select (Purchases by Category F5) from the Stock Take Drop Down menu or press the (F5) shortcut key. The following window will be visible.




Initially this screen will be blank, but once some purchases have been added they will be summarised here.

To enter new purchases select the Add button, and the following screen will be displayed.

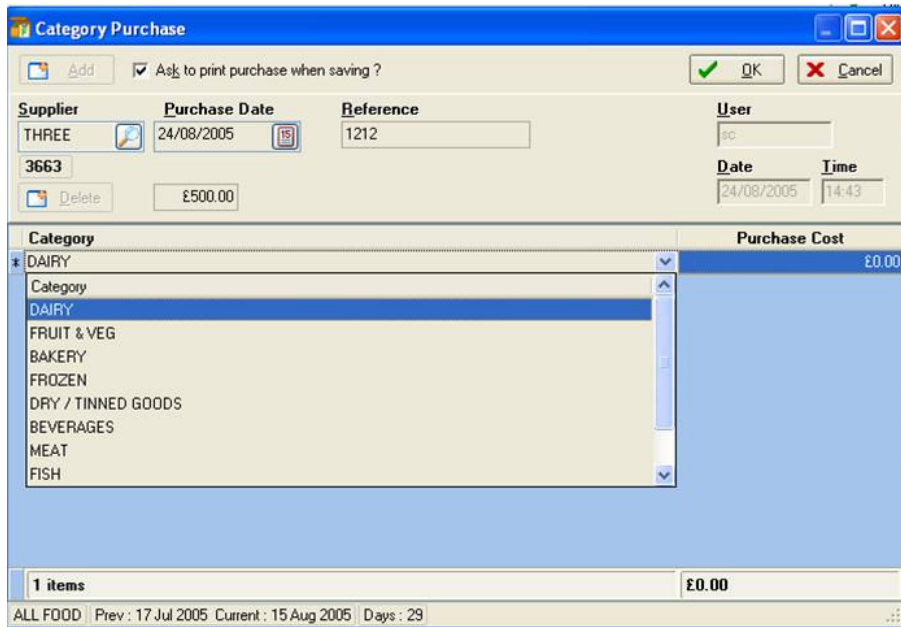


If this is the first purchase entry in the selected site, the suppliers list may be blank. If this is the case you will need to enter suppliers before you can continue. Detailed earlier in this manual.

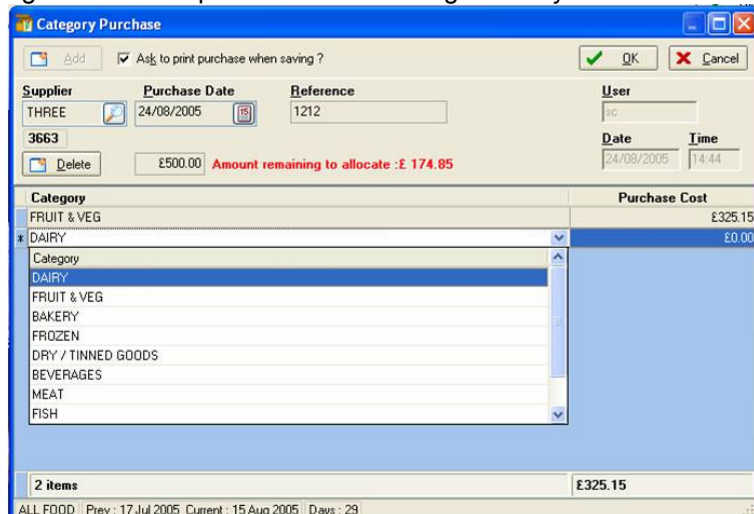
When suppliers have been added they will be displayed as above. To select a supplier either use the arrow keys, type in the first digits of the supplier code or (LC) the supplier. Once highlighted press tab or enter to select the supplier. The cursor will automatically move on to the next field, purchase date. You can either type in a purchase date or click on the appropriate date by calling up the calendar from the icon to the right of the purchase date field . Press enter to accept the date and the cursor will move forward to the reference field. A warning prompt will be displayed if the selected date is outside of the current stock period.

A reference must be entered, normally this is the reference on the delivery or invoice you are entering. Press enter to move forward, a warning prompt will be displayed if you have already entered the same delivery reference for the selected supplier.

The cursor will move to the next field where you will be prompted to enter the total value of the purchase. Press enter to accept the value and press enter again to bring up the category choice screen.

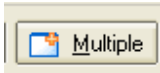


Use the arrow keys or (LC) with the mouse to select the category to enter a value. Type in the amount for the chosen category then press Enter to accept. The Category screen will be re-displayed to allow you to enter an amount against another Category. The balance outstanding will be continually updated and shown in red to the right of the total purchase value as a guide as you enter for each category.

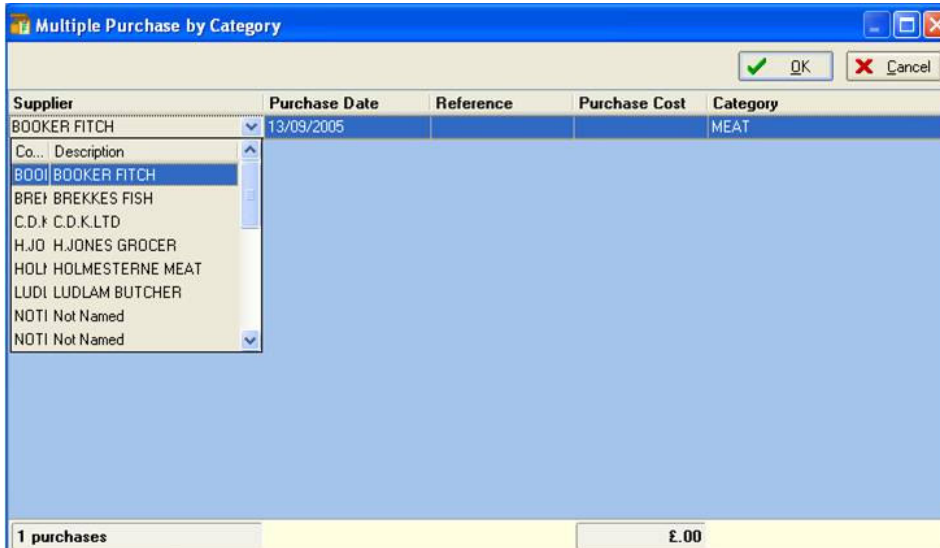


If you want to enter purchases by category but do not need to split into individual categories, set up a category called "Purchases" or "Multi Category Purchases" and enter the full value of the suppliers invoice against this category.

Once all entries are completed (LC) with mouse on QK or Alt + O.



There is a facility to enter multiple purchases by category. (LC) the Multiple button or Alt+M.

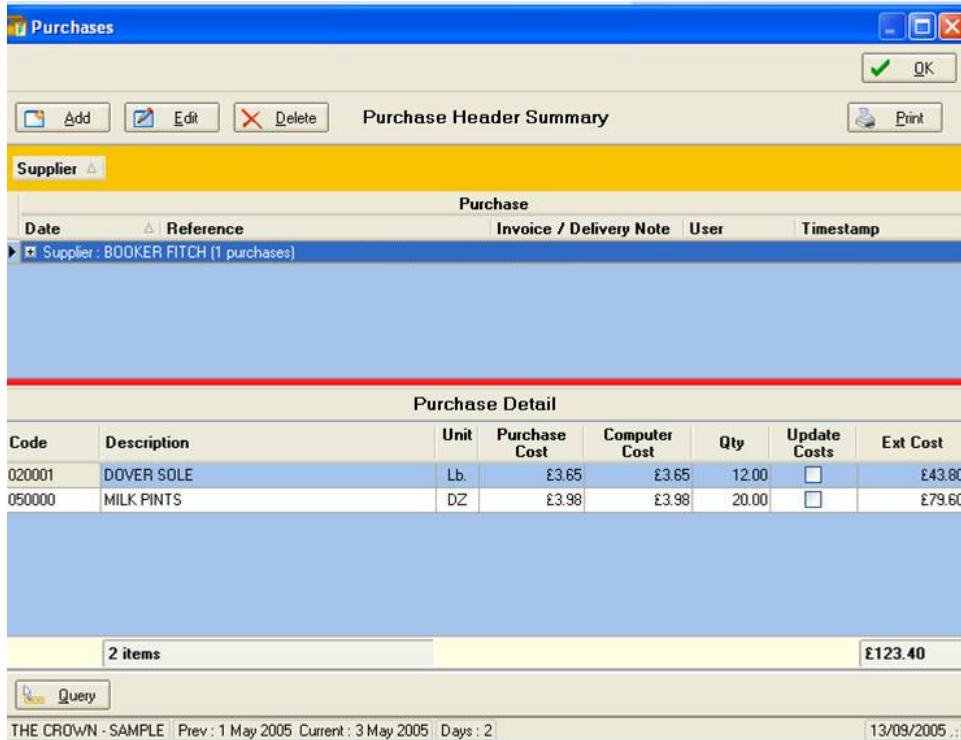


Use the arrow keys or (LC) with the mouse to select the supplier then press enter to move to the date field. Either enter the date or (LC) the displayed arrow to bring up the calendar. Enter the Purchase cost for the category to be entered, press enter to move to the category field. The category field will automatically display the first category in the list, use the arrow keys or (LC) with the mouse to select the appropriate category. The total purchase will be updated at the bottom of the screen as you enter each item.

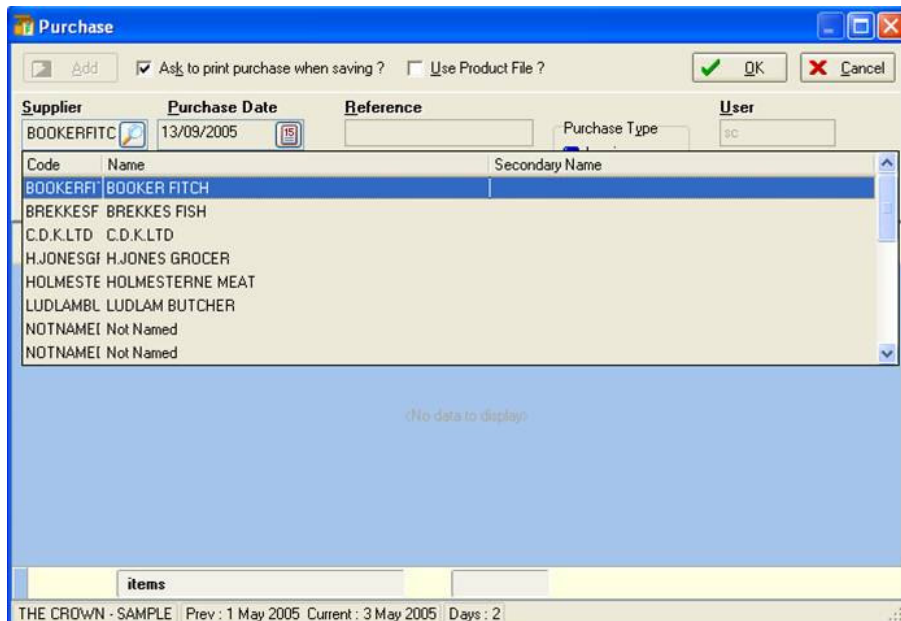
Purchase by Item

From the Stock take drop down Menu (LC) (Purchase by Item Shift+F5).

Within this option there are two ways of entering Purchases. As if they are from an invoice or from a delivery note. Before you select the type of entry there are a number of shared steps to set up your purchases.



Initially this screen will be blank, but once some purchases have been added they will be summarised here. To enter new purchases select the (LC) the Add button or Alt+A, and the following screen will be displayed.



If this is the first purchase entry in the selected site, the suppliers list may be blank. If this is the case you will need to enter suppliers before you can continue. Detailed earlier in this manual.

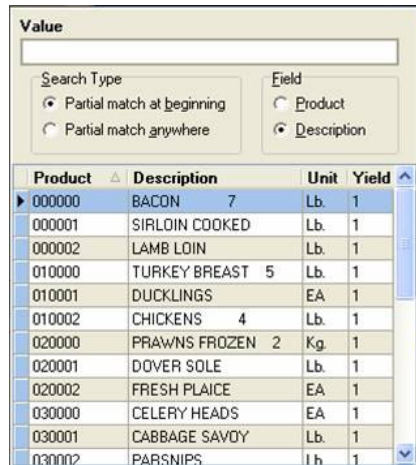
When suppliers have been added they will be displayed as above. To select a supplier either use the arrow keys, type in the first digits of the supplier code or (LC) the supplier. Once highlighted press tab or enter to select the supplier. The cursor will automatically move on to the next field, purchase date. You can either type in a purchase date or click on the appropriate date by calling up the calendar from the icon to the right of the purchase date field. Press enter to accept the date and the cursor will move forward to the reference field. A warning prompt will be displayed if the selected date is outside of the current stock period.

A reference must be entered, normally this is the reference on the delivery or invoice you are entering. Press enter to move forward, a warning prompt will be displayed if you have already entered the same delivery reference for the selected supplier.

Purchase Type: Invoice

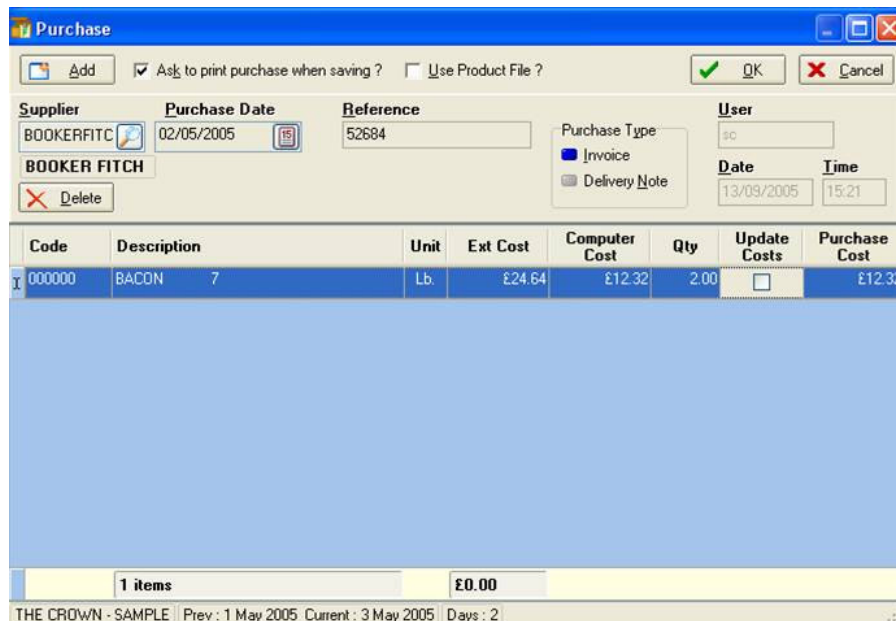
This assumes you are entering purchases off the invoice.

After highlighting the invoice purchase type press the enter key twice. A filter box displaying all the products you have added to the bar will be shown.



This works in a similar way to other filter boxes in the program. Only matches for the letters you have entered will be displayed in the product list. Alternatively If you enter a number it will automatically sort by Product code. You can select any of these using the arrow keys and press enter or double (LC) with the mouse.

Once the product is selected it is shown on the purchase entry grid.



When entering as an invoice the first information to input is the extended cost (Exc Cost). This is the product line value from the invoice.

Next you will need to add the quantity (Qty) of the product purchased. Once you have done this the software will calculate the purchase cost of 1 quantity of the product, if this is different to the cost currently stored (shown in the Computer Cost column) you can update the cost stored in the software by selecting the Update Cost tick box. You do this by moving to the Update Cost field and either pressing the space bar or (LC) the box.

IMPORTANT – Remember that when entering as if from an invoice, the purchase will always be valued using the inputted extended cost. It will not be re-valued if the computer cost is changed at a later point.

When the purchase cost price is different from the computer cost price, the purchase cost price will be highlighted

An example of a completed product line is shown below.

Code	Description	Unit	Ext Cost	Computer Cost	Qty	Update Costs	Purchase Cost
000000	BACON 7	Lb.	£24.64	£12.32	2.00	<input type="checkbox"/>	£12.32

In this example the cost price does not need updating as the extended cost is twice the stored software cost and we have entered a purchased quantity of 2.

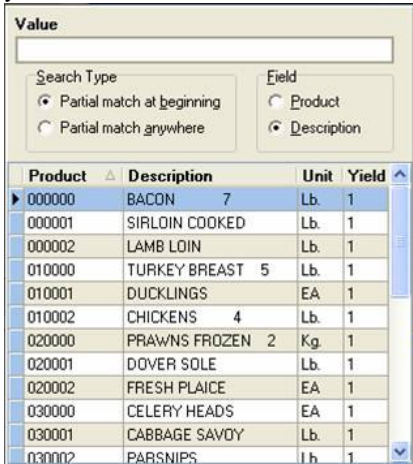
A new purchase line is automatically created as you press enter to leave the "Update Costs" field, and the product search list will be shown again. At any point you can click on OK , or press Alt+O, to exit the screen and save the changes you have made, or click "Cancel" , or press Alt+C, to exit without saving the changes.

As more purchases are added you will see a total for the Ext Cost column displayed at the bottom of the screen, normally you would expect this to equal the invoice total when you have entered all the products.

Purchase Type: Delivery

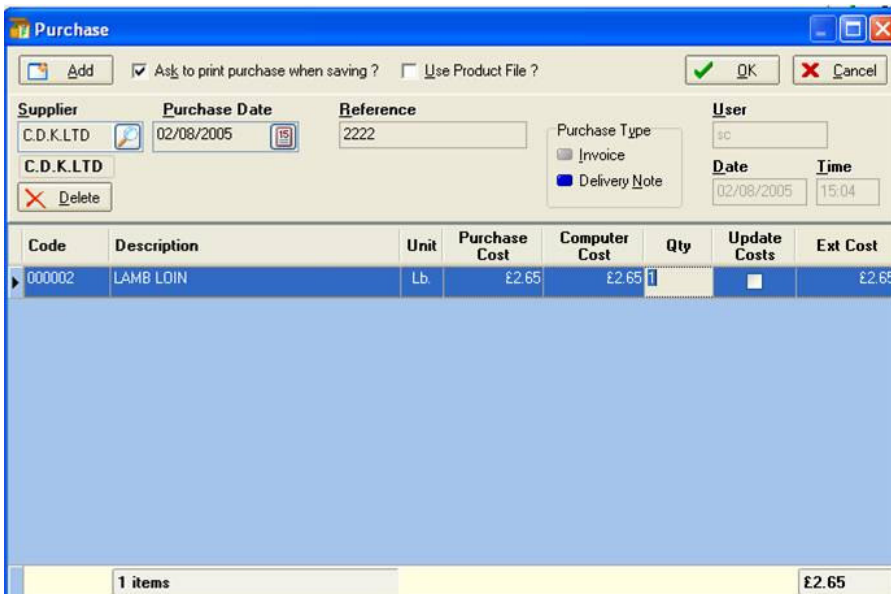
This assumes you are entering purchases off the delivery note.

After highlighting the delivery purchase type press the enter key twice. A search box displaying all the products you have added to the bar will be displayed.



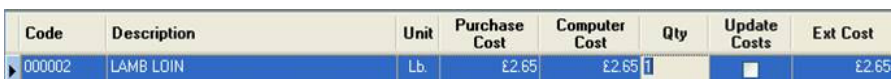
This works in a similar way to other filter boxes in the program. Only matches for the letters you have entered will be displayed in the product list. Alternatively If you enter a number it will automatically sort by Handheld code unless you tick the Product field. You can select any of these using the arrow keys and press enter or double (LC) with the mouse.

Once the product is selected it is shown on the purchase entry grid.



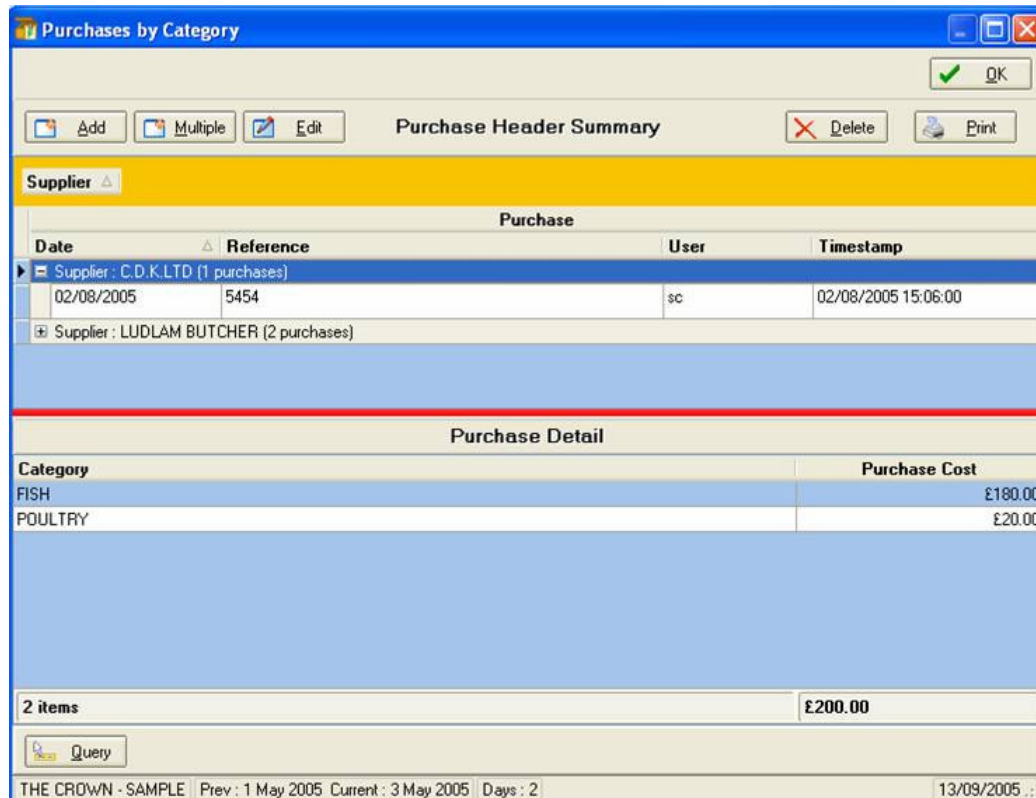
After selecting the product the cursor will automatically move to the quantity “Qty” field. Add the quantity off the delivery note and press enter to accept, a new entry line will automatically be created and the Filter box displayed. At any point you can click on OK, or press Alt+O, to exit the screen and save the changes you have made, or click “Cancel”, or press Alt+C, to exit without saving the changes.

A completed entry would look like this.



Here the extended cost is calculated for you, using the stored computer cost. You cannot update the computer cost from this screen. As more purchases are added you will see a total for the Ext Cost column displayed at the bottom of the screen, normally you would expect this to equal the delivery note total when you have entered all the products.

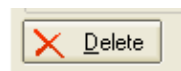
Other Options on either the Purchase by Category or Purchase by Item Main Screen.



In the Purchase Header Summary, you see each supplier listed with some basic information regarding the purchases entered against it. In the Purchase Detail, more product information is shown for the selected purchase. Here you can opt to add, edit, delete or print purchase information simply by highlighting the appropriate purchase and selecting the desired option. If you edit a purchase you can change the values in a similar manner to the way already described when adding purchases. You can only add, edit or delete information in a site that is not locked, and when you are viewing the current period – historical data cannot be changed.



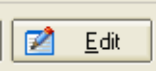
It is possible to print purchases when exiting the purchases screen, to do this select the tick box at the top of the screen labelled “Ask to print purchase when saving?”. To do this (LC) the tick box so a tick is displayed or press Alt+K.



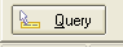
An individual purchase entry or a complete purchase note can be deleted if required.

To delete a complete Purchase Note, select a purchase note from the Purchase Header Summary screen (LC) the Delate button or Alt+D, will delete the whole purchase note which is currently highlighted. You will be prompted to confirm that you wish to delete the entry.

To delete an individual item from within a purchase note, from the purchase entry screen highlight the required item and (LC) the Delate button, or press Alt+D to delete the currently highlighted item. You will be prompted to confirm that you wish to delete the entry.



The facility to Edit purchase entries is available. From the Purchase Header Summary screen select the purchase note you wish to Edit, (LC) the Edit button, or press Alt+E. Previously entered purchase items will be displayed. (LC) with the mouse or use the arrow keys to move to the item to be edited. (LC) on OK or Alt+O to confirm the change.



The query button allows you to interrogate the purchases entered in a number of ways. When you select this button the following screens are displayed dependent on which Purchase entry screen you are in.

Purchase by Category

Purchase by Category Query

Print OK

Drag a column header here to group by that column

Category	Purchase	Supplier	Date	Reference
FISH	£180.00	C.D.K.LTD	02/08/2005	5454
POULTRY	£20.00	C.D.K.LTD	02/08/2005	5454
MEAT	£428.25	LUDLAM BUTCHER	18/07/2005	565685
MEAT	£0.25	LUDLAM BUTCHER	18/07/2005	565685
MEAT	£655.00	LUDLAM BUTCHER	18/07/2005	232323

THE CROWN - SAMPLE Prev : 1 May 2005 Current : 3 May 2005 Days : 2

Purchase by Item

Purchase Query

Print OK

Drag a column header here to group by that column

Product	Description	Purchase	System	Qty	ID	Supplier	Date	Reference
000000	BACON 7	£12.37	£12.32	2	3	BOOKER FITC	02/05/2005	52684
000002	LAMB LOIN	£2.65	£2.65	1	2	C.D.K.LTD	02/08/2005	2222
020001	DOVER SOLE	£3.65	£3.65	12	1	BOOKER FITC	03/06/2005	123
050000	MILK PINTS	£3.98	£3.98	20	1	BOOKER FITC	03/06/2005	123

THE CROWN - SAMPLE Prev : 1 May 2005 Current : 3 May 2005 Days : 2

The screenshot shows a software window titled "Purchase by Category Query". At the top, there are "Print" and "OK" buttons. Below is a yellow header bar with a "Supplier" dropdown menu. The main area contains a table with columns: "Category", "Purchase", "Date", and "Reference". The table is grouped by supplier. The first group is "Supplier: C.D.K.LTD" with two rows: "FISH" (£180.00, 02/08/2005, 5454) and "POULTRY" (£20.00, 02/08/2005, 5454). The second group is "Supplier: LUDLAM BUTCHER" with three rows: "MEAT" (£428.25, 18/07/2005, 565685), "MEAT" (-£0.25, 18/07/2005, 565685), and "MEAT" (£655.00, 18/07/2005, 232323). At the bottom, a status bar shows "THE CROWN - SAMPLE | Prev : 1 May 2005 | Current : 3 May 2005 | Days : 2".

Category	Purchase	Date	Reference
Supplier: C.D.K.LTD			
FISH	£180.00	02/08/2005	5454
POULTRY	£20.00	02/08/2005	5454
Supplier: LUDLAM BUTCHER			
MEAT	£428.25	18/07/2005	565685
MEAT	-£0.25	18/07/2005	565685
MEAT	£655.00	18/07/2005	232323

By dragging a column header into the yellow band above them, the purchase information will be sorted accordingly. Therefore if you drag the Supplier label up, the product information will be sorted by supplier. See the screen shot above.

Entering Credits

A credit is a product originally entered as a delivery and then returned to the supplier.

Firstly establish whether the credit note is for an actual quantity of product (at a certain cost price) or is a general credit note for an amount of money. This will effect selections you make when setting up your credit.

Select (Credits) from the Stock Take Drop Down menu, and you will see the Credits screen—similar in appearance to the Purchase screen, and the similarity continues with the input process.

Click on 'Add ' to start a new credit record.

Select the required Supplier, then tab and complete the date and reference fields. The next step is crucial, there are two choices, to Enter a Credit Value or to Enter a Product Credit.

To enter a credit value it is best to have a product set up specifically, perhaps called Credit, with a cost of 0.00, and select this product when doing a Value Credit - so that the quantity credit will not affect a stock item.

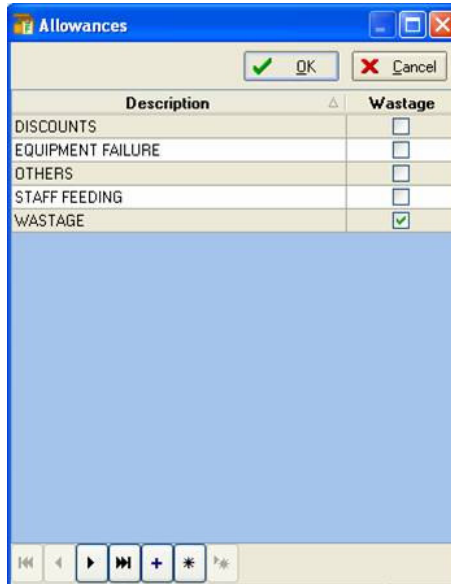
When entering as a credit value, select the product and input the Credit cost. This is the product line value from the credit.

When entering as a Product Credit after selecting the product the cursor will automatically move to the quantity "Qty" field. Add the quantity off the credit note and press enter to accept, a new entry line will automatically be created and the Filter box displayed. At any point you can click on QK, or press Alt+O, to exit the screen and save the changes you have made, or click "Cancel", or press Alt+C, to exit without saving the changes.

Allowances

Setup Allowances

Before entering allowance amounts it is good practise to check that all necessary Allowance descriptions are entered in the Site Allowances screen. If you need to enter a new allowance description you call up Site Allowances from the Maintenance drop down menu.



The allowance screen will be blank when setting up a site from new. You will be offered the choice to copy Allowances from another site. If you have a site already setup with the correct allowances in it select yes and a screen will appear for you to choose a site. Select the site and the program will copy across the allowances for you. If you select no to this question you can enter allowances as you wish, by selecting the “+” button. This creates a new line into which you can type your desired description and set whether you want it to be a wastage allowance or not. To set an allowance as wastage, place a tick in the Wastage column.

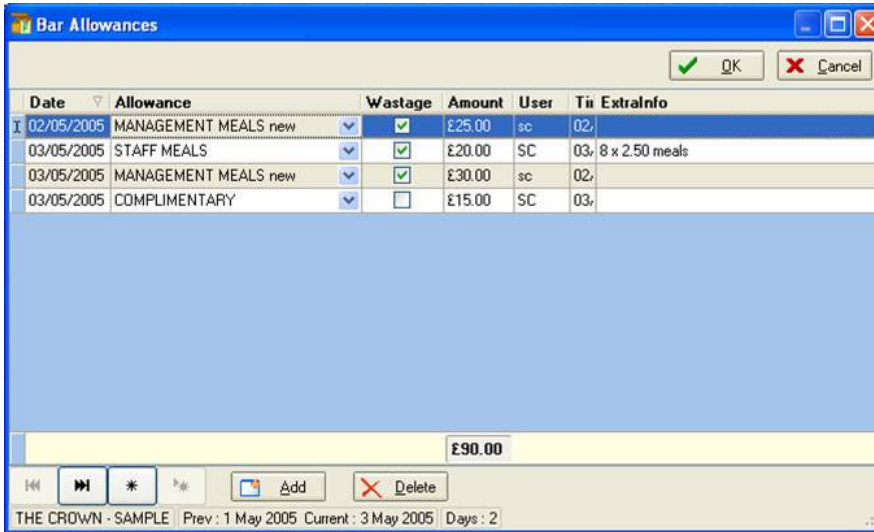
Enter Allowances

Our definition of an allowance is “A loss that we know about”. It follows therefore that the Stocktaker should actually know that the figures entered into the various categories are correct and verifiable.

Items such as Staff Meals should be taken as the actual number of staff meals (not theoretical) multiplied by the cost price ex VAT which have taken place within the stock period.

It is best practise to record Allowances at the time of the loss, to ensure that at the end of the stocktake period, the Allowances have all been entered and are not subject to question pending the final result.

Once you are satisfied that all allowance descriptions have been entered and you have selected the correct bar, you can open the allowance entry screen. This can be selected from the Stock Take drop down menu, the Allowances icon or by pressing the F6 shortcut key.



When the screen is first opened a blank line is displayed. Automatically today's date is entered into the date column, you can overtype this with the required date, pressing enter will move you on to the allowance column. The allowance category can be chosen using the lookup list available, or you can type in the first few letters to bring up the required entry. You can only enter allowances that have been set up on the Site Allowances screen.

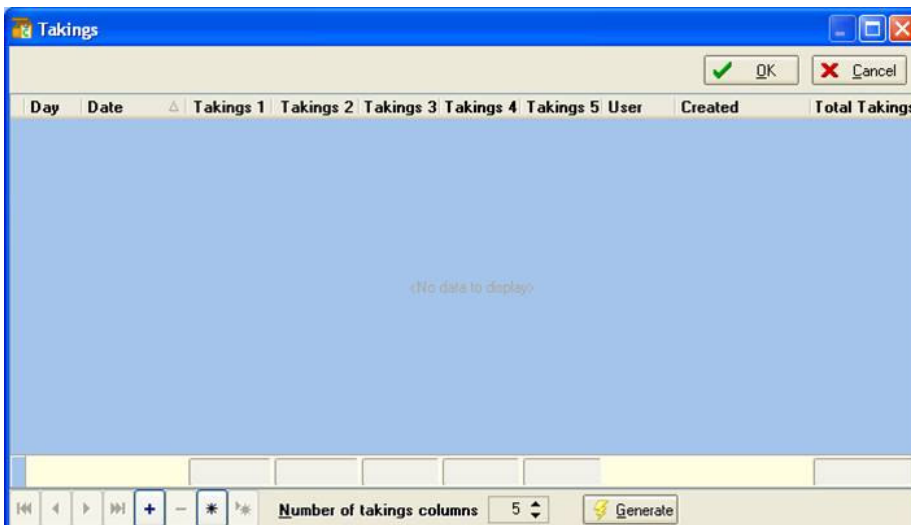
After selecting the allowance and pressing enter the highlight moves to the Amount column, here you enter the agreed allowance amounts. There is an Extra Info field which allows you to enter extra information relating to the allowance. When you press enter after adding extra info, a new blank line will be created, alternatively you can click the Add button. After all allowance entries have been made (LC) "Ok" to exit with saving the changes, or (LC) "Cancel" to exit without changes.

The amount column is totalled at the bottom of the screen.

Add/Edit Takings

In the main screen - from the Stock Take Drop Down Menu select (Takings F7) or (LC) the ICON (Takings)

The actual takings (inclusive of Vat) should be entered on a regular basis—and provision is made for up to FIVE sessions per bar area per stock period day. The revenue can be entered and edited from the Stock take Drop Down menu, select (Takings F7) and (LC) on the '+' icon and enter the required date (if other than today), tab and enter the actual revenue inclusive of VAT, for up to five daily sessions for the bar which the software is currently in.



Tab or Enter and complete any required fields, then (LC) on OK to confirm.

If you press the “Generate” button, it will create an entry for each day within the stock period to allow input of daily takings.

Stocktake Result

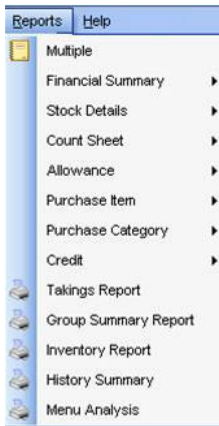
Now that the software has the opening stock, all goods-in, any credits, the close count, the revenue and allowances a full consumption of stock result can be calculated—this is done automatically and is updated every time any one figure is changed.

The program calculates the value of consumption at cost price

Actual GP is calculated before and after allowances.

Reports (See also Appendix 2)

To Access reports Select from the Reports Drop Down menu, See Appendix 2 for a complete list of available reports.



Alternatively most of the reports are available from the Report Icons near the top of the screen.

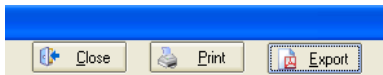
Options available from the Report Print Preview screen are detailed below:-



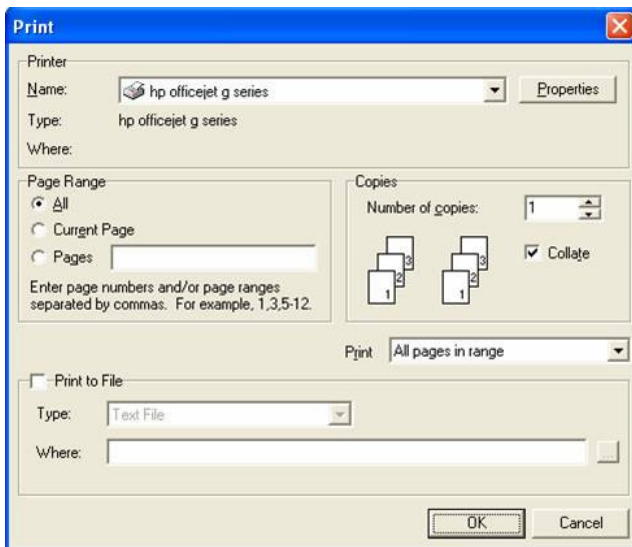
To change the size of the view on screen (LC) onto one of the screen buttons as shown above.



To move between pages (LC) on the arrow keys shown as shown above.



Print - LC) onto the Print button or Alt+P to Print.

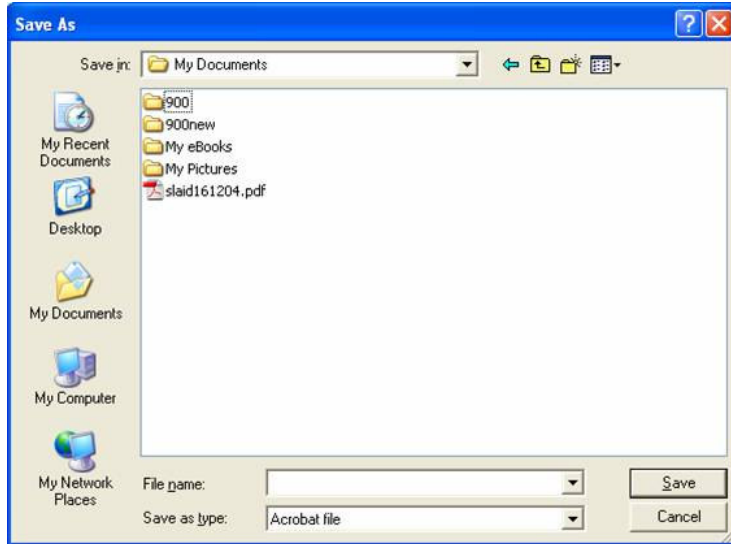


The above screen allows for choice of printer, number of copies and selection of pages etc.

Use the Mouse to select or Tab between options and use the space bar and arrow keys to select.

Close Report - (LC) the Close button or Alt+C to exit the report.

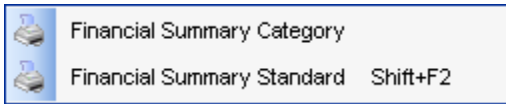
Export to PDF - (LC) on the Export button or Alt+E to export to a PDF format file.



(LC) onto the File name field or use the Tab key. Type the file name required and (LC) on Save or Alt+S.

Financial Summary Standard or Category summary—this gives a full overview report for the currently opened bar.

Select (Financial Summary) from the Reports drop down menu. A second window will be displayed giving further options:



Select (Financial Summary Standard Shift+F2) from the Reports drop down menu.

The screenshot shows a 'Print Preview' window for a 'Financial Summary' report. The report is for 'House THE CROWN - SAMPLE' and covers the period from 01-May-2005 to 03-May-2005. The report is generated by 'STOCKCHECK LTD' and shows 2 stock days. The report includes a table of stock values, purchases, receipts, and allowances, along with gross profit calculations.

House THE CROWN - SAMPLE		Current Stocktake	03-May-2005
		Previous Stocktake	01-May-2005
		Stocktaker:	STOCKCHECK LTD
		Stock Days:	2
Opening Stock Value	£1,021.08	Consumption Less Allowances	£1,487.15
Purchases by Invoice	£1,283.00	Actual Receipts Incl. VAT	£1,968.75
Purchases by Item	£150.79	VAT on Receipts	£293.22
Credits	£32.54	Actual Receipts Excl VAT	£1,675.53
Closing Stock Value	£845.18		
Consumption At Cost	£1,577.15		
Less Allowances			
Total Wastage Allowances	£75.00		
Total Standard Allowances	£15.00		
	£90.00		
Allowance as % of Consumption	5.71 %		
Allowance as % of Receipts (Excl VAT)	5.37 %		
		Actual Gross Profit After Allowances	£188.38 11.24 %
		Actual Gross Profit Before Allowances	£98.38 5.87 %
* All values are Excl VAT unless stated.			
		Days Stockholding	1

Select (Financial Summary Category) or (Financial Summary Standard Shift+F2) from the Reports drop down menu depending on whether you wish to show the summary information for individual categories.

THE CROW
 THE CROWN - SAMPLE
 THE CROWN - SAMPLE

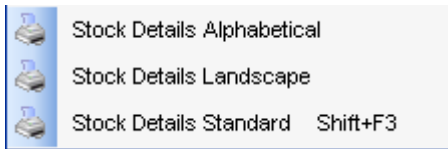
Current Stocktake: 03-May-2005
 Previous Stocktake: 01-May-2005
 Stocktaker: STOCKCHECK LTD
 Stock Days: 2

Category	Opening Stock @ Cost	Purchase By Invoice	Purchases by Item	Credits	Closing Stock @ Cost	Consumption @ Cost	Ratio of Consumption
MEAT	£265.84	£1,083.00	£27.39	£32.54	£228.00	£1,115.69	76.35
POULTRY	£226.79	£20.00			£196.80	£49.99	3.42
FISH	£255.20	£180.00	£43.80		£223.10	£255.90	17.51
FRUIT/VEG FRESH	£34.75	£0.00			£26.75	£8.00	0.55
FRUIT/VEG FROZEN	£20.95	£0.00			£13.45	£7.50	0.51
STORES	£45.12	£0.00	£79.60		£36.49	£88.23	6.04
TINNED GOODS	£54.66	£0.00			£40.30	£14.36	0.98
BEVERAGES	£109.83	£0.00			£72.35	£37.48	2.56
SUNDRIES	£7.95	£0.00			£7.95	£0.00	0.00
Totals	£1,021.08	£1,283.00	£150.79	£32.54	£845.18	£1,577.15	100

Page 1 of 1

Stock Details—this provides the line by product line report for the current bar.

Select (Stock Details) from the Reports drop down menu. A second window will be displayed giving further options:



There are three choices of report layout for Stock Details. Alphabetical, Landscape and Standard (Shift+F3). Select (Stock Details Shift+F3) from the Reports drop down menu. The sample shown below is the Standard layout.

Print Preview

5 %

Close Print Export

Stock Details

House **THE CROWN - SAMPLE** Current Stocktake 03-May-2005
Previous Stocktake 01-May-2005
Stocktaker: STOCKCHECK LTD
Stock Days: 2

Product	Unit	Last Cost	Opening Stock	Opening Value	Current Cost	Closing Stock	Closing Value
Category : MEAT							
BACON 7	Lb.	12.32	12.00	147.84	12.32	10.00	123.20
SIRLOIN COOKED	Lb.	3.95	23.50	92.83	3.95	21.50	84.93
LAMB LOIN	Lb.	2.65	9.50	25.18	2.65	7.50	19.88
						£265.84	£228.00
Category : POULTRY							
TURKEY BREAST 5	Lb.	12.35	5.50	67.93	12.35	4.50	55.58
DUCKLINGS	EA	5.50	15.00	82.50	5.50	13.00	71.50
CHICKENS 4	Lb.	3.32	23.00	76.36	3.32	21.00	69.72
						£226.79	£196.80
Category : FISH							
PRAWNS FROZEN 2	Kg.	7.90	18.00	142.20	7.90	16.00	126.40
DOVER SOLE	Lb.	3.65	10.00	36.50	3.65	8.00	29.20
FRESH PLAICE	EA	4.50	17.00	76.50	4.50	15.00	67.50
						£255.20	£223.10
Category : FRUIT/VEG FRESH							
CELERY HEADS	EA	0.65	3.00	1.95	0.65	1.00	0.65
CABBAGE SAVOY	Lb.	2.00	11.00	22.00	2.00	9.00	18.00
PARSNIPS	Lb.	1.35	8.00	10.80	1.35	6.00	8.10
						£34.75	£26.75
Category : FRUIT/VEG FROZEN							
STRAWBERRIES FROZ	Lb.	1.50	4.50	6.75	1.50	2.50	3.75
PEAS 2	Kg.	1.10	3.50	3.85	1.10	1.50	1.65
BEANS FINE	Lb.	1.15	9.00	10.35	1.15	7.00	8.05
						£20.95	£13.45
Category : STORES							

Page 1 of 1

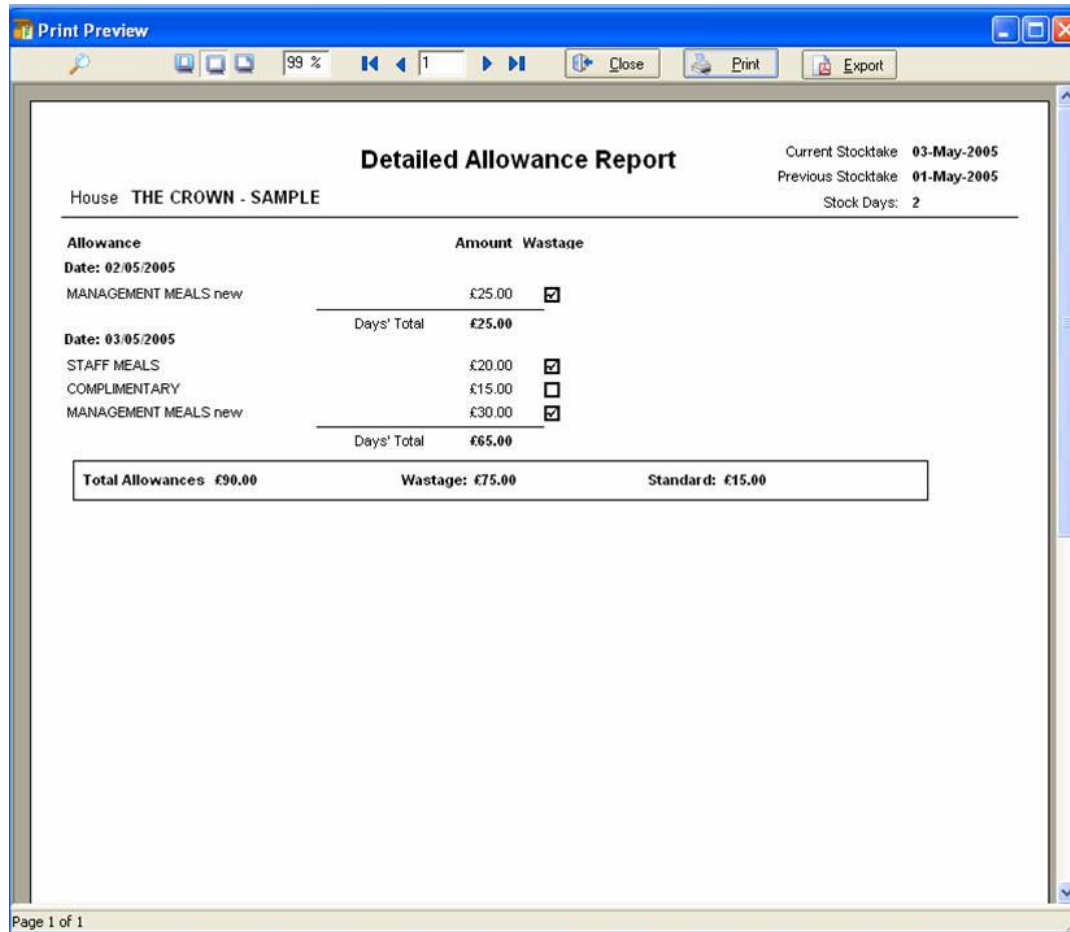
Allowance Detailed Report—shows all detailed allowances made for bar(s).

Allowance Summary Report—shows the total breakdown of bar(s) allowances.

Select (Allowances) from the Reports drop down menu. A second window will be displayed giving further options:

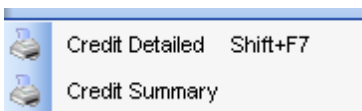


(LC) with the mouse or use the arrow keys to select the required report. The sample below shows Detailed Allowances.



Credits

Select (Credits) from the Reports drop down menu. A second window will be displayed giving further options:







(LC) with the mouse or use the arrow keys to select the required report.

Credits—detailed , shows the full content of each and every ‘ credit ‘ entered onto the software, categorised into each supplier, giving a supplier total and grand total.

Credits—summary – shows the date, note number etc and a grand total—by each supplier and as a total.

Purchase

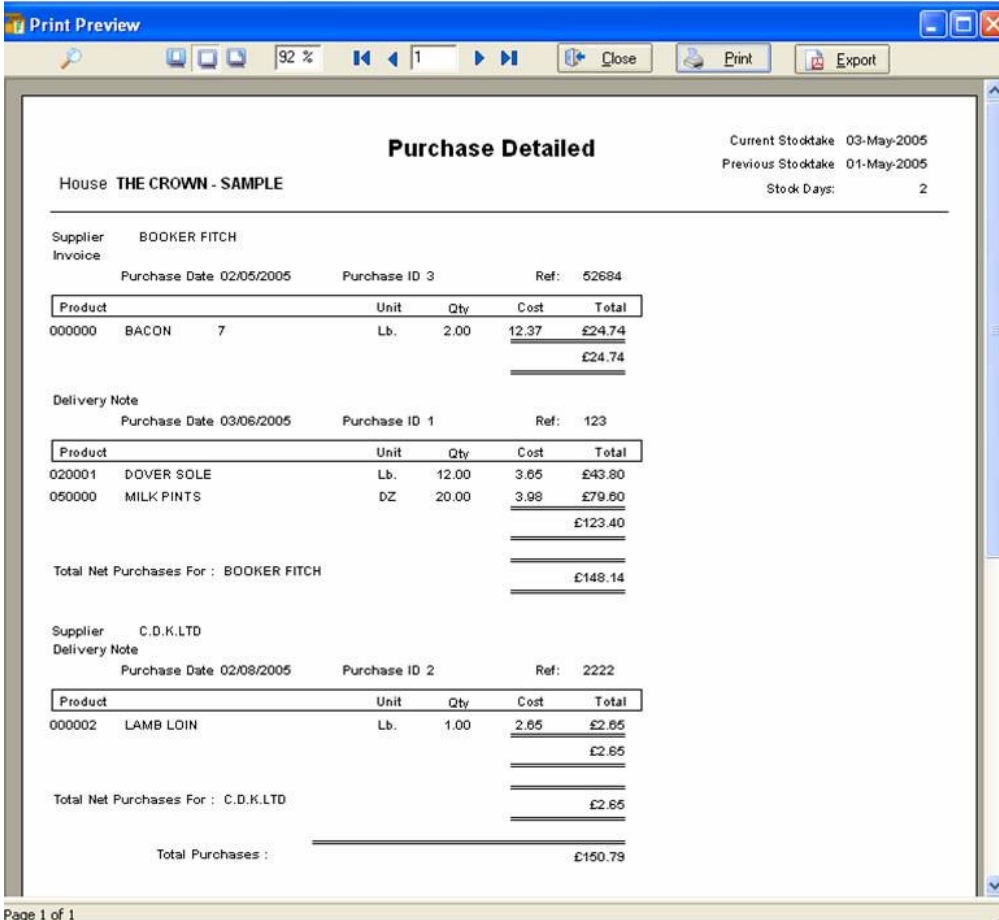
There are two types of Purchase Reports, Purchase Item and Purchase Category. When you select each one a second window is displayed with further options: Select your choice from the Reports drop down menu

-  Purchase Item Detailed
-  Purchase Item Summary
-  Purchase Category Detailed Ctrl+F10
-  Purchase Category Summary

(LC) with the mouse or use the arrow keys to select the required report.

Purchases Item —detailed , shows the full content of each and every ‘ purchase ‘ entered onto the software, categorised into each supplier, giving a supplier total and grand total.

Purchases Item —summary – shows the date, note number etc and a grand total—by each supplier and as a total.



Purchase Detailed

Current Stocktake 03-May-2005
Previous Stocktake 01-May-2005
Stock Days: 2

House **THE CROWN - SAMPLE**

Supplier **BOOKER FITCH**
Invoice

Purchase Date 02/05/2005 Purchase ID 3 Ref: 52684

Product	Unit	Qty	Cost	Total
000000 BACON	Lb.	7	12.37	£24.74
				£24.74

Delivery Note

Purchase Date 03/06/2005 Purchase ID 1 Ref: 123

Product	Unit	Qty	Cost	Total
020001 DOVER SOLE	Lb.	12.00	3.65	£43.80
050000 MILK PINTS	DZ	20.00	3.98	£79.60
				£123.40

Total Net Purchases For : BOOKER FITCH

£148.14

Supplier **C.D.K.LTD**
Delivery Note

Purchase Date 02/08/2005 Purchase ID 2 Ref: 2222

Product	Unit	Qty	Cost	Total
000002 LAMB LOIN	Lb.	1.00	2.65	£2.65
				£2.65

Total Net Purchases For : C.D.K.LTD

£2.65

Total Purchases : £150.79

Page 1 of 1

Print Preview

90 %

Close Print Export

Purchase Summary

House **THE CROWN - SAMPLE**

Current Stocktake 03-May-2005
Previous Stocktake 01-May-2005
Stock Days: 2

Supplier	Purchase	Purchase Type	Reference	Value
BOOKER FITCH	02/05/2005	3	Invoice 52884	£24.74
BOOKER FITCH	03/06/2005	1	Delivery Note 123	£123.40
Total Net Purchases For : BOOKER FITCH				£148.14
C.D.K.LTD	02/08/2005	2	Delivery Note 2222	£2.65
Total Net Purchases For : C.D.K.LTD				£2.65
Total Purchases :				£150.79

Page 1 of 1

Purchases Category —detailed , shows the full content of each and every ' purchase ' entered onto the software, grouped by supplier, then by category giving detail for each entry a supplier total and grand total.

Purchases Category —summary – shows the date, note number etc and a grand total—by each supplier and as a total.

THE CROW
THE CROWN - SAMPLE
THE CROWN - SAMPLE

Purchases by Category Detailed

Current Stocktake **03-May-2005**
Previous Stocktake **01-May-2005**
Stock Days: **2**

Supplier C.D.K.LTD
Purchase Date 02/08/2005 **Ref: 5454**

Category	Cost
POULTRY	20.00
FISH	180.00
	£200.00

Total Net Purchases For : C.D.K.LTD **£200.00**

Supplier LUDLAM BUTCHER
Purchase Date 18/07/2005 **Ref: 565685**

Category	Cost
MEAT	428.25
MEAT	-.25
	£428.00

Purchase Date 18/07/2005 **Ref: 232323**

Category	Cost
MEAT	655.00

Page 1 of 1

124% 1 Close Print Export

Purchase by Supplier Summary

THE CROW
THE CROWN - SAMPLE
THE CROWN - SAMPLE

Current Stocktake **03-May-2005**
Previous Stocktake **01-May-2005**
Stock Days: **2**

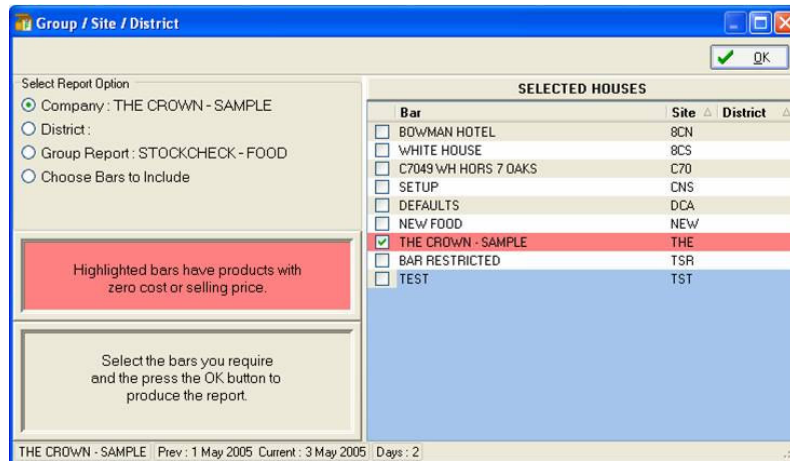
Supplier	Purchase Date	Reference	Value
C.D.K.LTD	02/08/2005	5454	£200.00
Total Net Purchases For : C.D.K.LTD			£200.00
LUDLAM BUTCHER	18/07/2005	565685	£1,083.00
Total Net Purchases For : LUDLAM BUTCHER			£1,083.00
Total Purchases :			£1,283.00

Page 1 of 1

Group Summary Report—enables a full overview report for all the bars/sites selected.

Select (Group Summary Report) from the Reports drop down menu

The following selection screen will be displayed:



The program selects the bars for the current site by default. You can group information by selecting the bars/sites required or if districts have been set you can group by district.

Use the Mouse to select or Tab between options and use the space bar and arrow keys to select the bars to be included in the report.

(LC) on OK to display the report on screen.

The screenshot shows a 'Print Preview' window with a toolbar at the top containing icons for search, zoom (89%), navigation, and actions like Close, Print, and Export. The main content is a 'Group Summary Report' table.

	Previous Stocktake	Current Stocktake	Days	Consumption At Cost Excl. VAT	Total Allowances Excl. VAT	Actual Receipts Excl. VAT	Actual Gross Profit Excl. VAT	Actual G.P. %	Actual Receipts Inc. VAT
THE CROWN - SAMPLE									
THE CROWN - SAMPLE	01/05/2005	03/05/2005	2	£291.40	£35.00	£1,250.00	£958.60	76.69%	£1,468.75
Totals for THE CROWN - SAMPLE				£291.40	£35.00	£1,250.00	£958.60	76.69%	£1,468.75
Total :-				£291.40	£35.00	£1,250.00	£958.60	76.69%	£1,468.75

Page 1 of 1

Group Summary – provides summary information for all Bars/Sites selected.

Inventory Report - this provides the line by product line report of stock holding for the current bar.

Select (Inventory Report) from the Reports drop down menu.

Inventory Report
 House THE CROWN - SAMPLE
 Inventory Date: 03-May-2005
 Stocktaker: STOCKCHECK LTD

Product	Size	Cost Price	Closing Stock	Closing @Cost
MEAT				
BACON	7	Lb., 12.32	10.00	123.20
SIRLOIN COOKED		Lb., 3.95	21.50	84.93
LAMB LOIN		Lb., 2.65	7.50	19.88
Sub Total MEAT				£228.00
POULTRY				
TURKEY BREAST	5	Lb., 12.35	4.50	55.58
DUCKLINGS		EA, 6.50	13.00	71.50
CHICKENS	4	Lb., 3.32	21.00	69.72
Sub Total POULTRY				£196.80
FISH				
PRAWNS FROZEN	2	Kg., 7.90	16.00	126.40
DOVER SOLE		Lb., 3.65	8.00	29.20
FRESH PLAICE		EA, 4.50	15.00	67.50
Sub Total FISH				£223.10
FRUIT/VEG FRESH				
CELERY HEADS		EA, 0.65	1.00	0.65
CABBAGE SAVOY		Lb., 2.00	9.00	18.00
PARSNIPS		Lb., 1.35	6.00	8.10
Sub Total FRUIT/VEG FRESH				£26.75
FRUIT/VEG FROZEN				
STRAWBERRIES FROZ		Lb., 1.50	2.50	3.75
PEAS	2	Kg., 1.10	1.50	1.65
BEANS FINE		Lb., 1.15	7.00	8.05
Sub Total FRUIT/VEG FROZEN				£13.45

Page 1 of 2

Count Sheet—this report is available in three options, Alphabetical, Condensed and Standard.

From the Reports drop down menu Select (Count sheets) and a pop up window will be displayed showing the choices of count sheet.



(LC) with the mouse or arrow keys to select, or press Shift+F11 for the standard count sheet.

The sample displayed is the Count Sheet Standard layout.

Print Preview [Close] [Print] [Export]

Count Sheet - Standard

House **THE CROWN - SAMPLE** Current Stocktake 03-May-2005
 Previous Stocktake 01-May-2005
 Stock Days: 2

MEAT									
Description	Unit	Cost	Close						
BACON 7	Lb.	12.32	10.00						
SIRLOIN COOKED	Lb.	3.95	21.50						
LAMB LOIN	Lb.	2.65	7.50						
POULTRY									
Description	Unit	Cost	Close						
TURKEY BREAST 5	Lb.	12.35	4.50						
DUCKINGS	EA	5.50	13.00						
CHICKENS 4	Lb.	3.32	21.00						
FISH									
Description	Unit	Cost	Close						
PRAWNS FROZEN 2	Lg.	7.50	16.00						
DOVER SOLE	Lb.	3.65	8.00						
FRESH PLAICE	EA	4.50	15.00						
FRUIT/VEG FRESH									
Description	Unit	Cost	Close						
CELERY HEADS	EA	0.65	1.00						
CABBAGE SAVOY	Lb.	2.00	9.00						
PARSNIPS	Lb.	1.35	6.00						
FRUIT/VEG FROZEN									

Page 1 of 2

Takings—this report shows all revenue / takings entries.

Select (Takings) from the Reports drop down menu

Print Preview

89 % [Navigation icons] [Close] [Print] [Export]

Takings Report

House **THE CROWN - SAMPLE**

Current Stocktake: 03-May-2005
Previous Stocktake: 01-May-2005
Stocktaker: STOCKCHECK LTD
Stock Days: 2

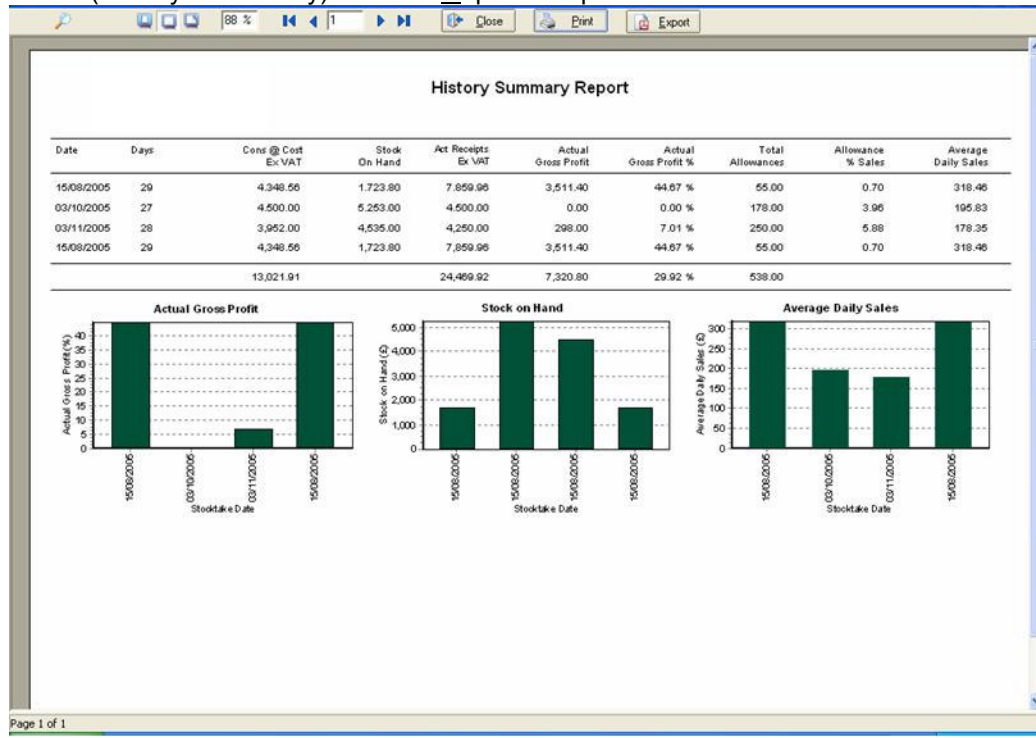
Date	Takings 1	Total
03/05/2005	1,468.75	1,468.75
02/05/2005	500.00	500.00
Totals:	£1,968.75	

Grand Total : £1,968.75

Page 1 of 1

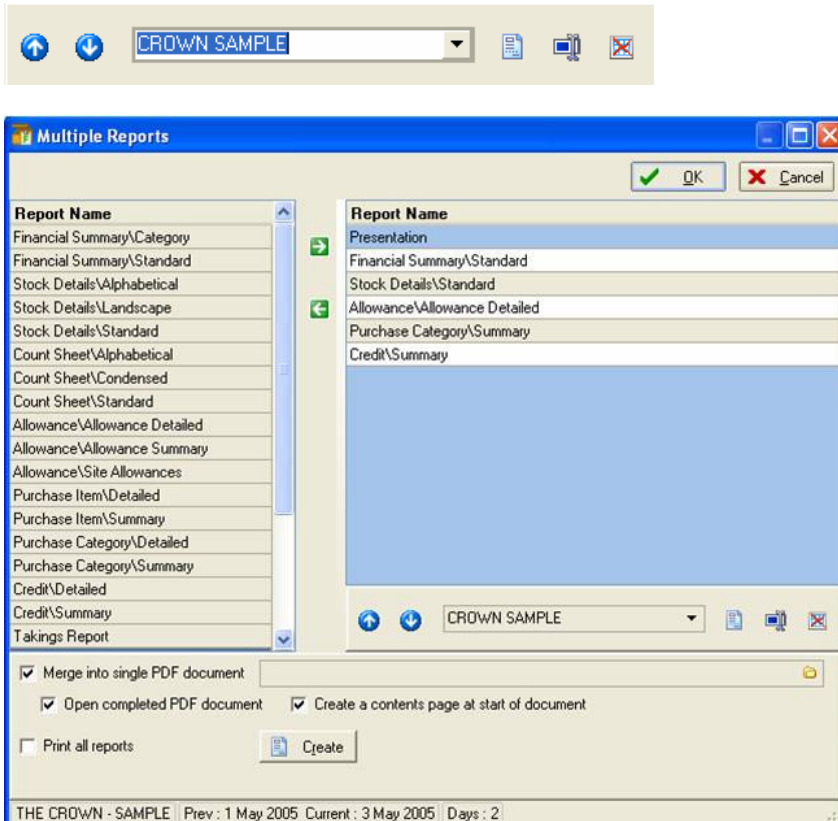
History Summary

Select (History - Summary) from the Reports drop down menu



Multiple Reports

There is a facility to select more than one report simultaneously, these can then be saved into a PDF file or sent straight to a printer. From the Reports Drop Down menu select Multiple Reports.

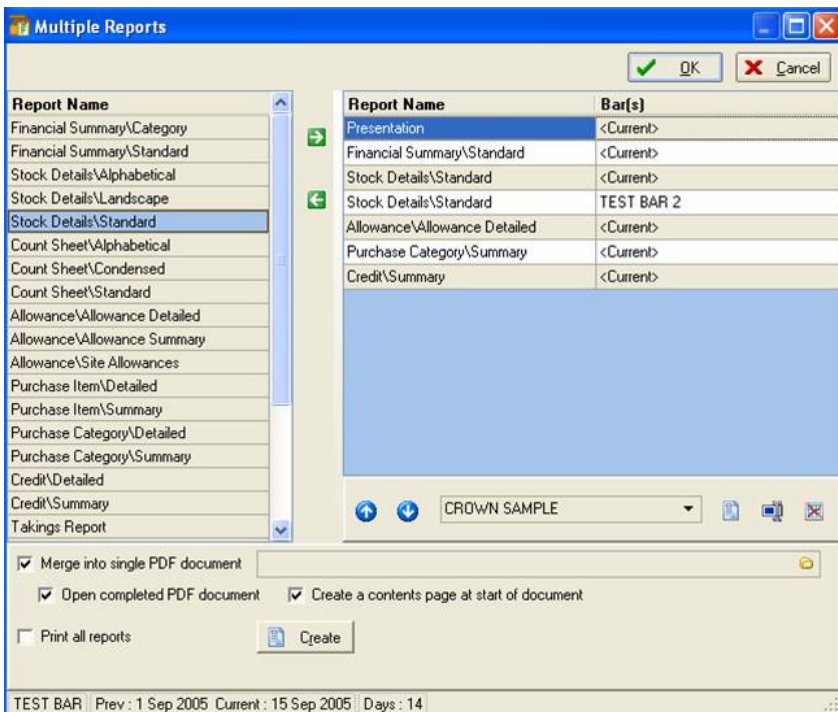


(LC) on the  icon to create and save a selection of Reports.

(LC) with the Mouse to choose reports from the list on the left then (LC) on the green arrow pointing right to show the chosen reports in the right pane.

If you wish to remove a chosen report, highlight then (LC) on the green arrow pointing to the left.

The order of reports can be altered by highlighting the report in the right pane and (LC) the blue up or down arrow to move it to the appropriate position.



If the current site has multiple bars set up, you can select a report for each bar – simply select the report as above then (LC) the report in the right pane where it displays (current) and a pop up window will display a choice of bars. (LC) to select the bar.

Repeat this procedure for all required bars.

The report selections you have made will be displayed each time you access the multiple report option, if you (LC) the QK button when finished.

To enlarge or reduce the size of print displayed (LC) onto the + or – buttons shown either side of the display percentage window. To print (LC) the print button. To switch between pages (LC) the arrow keys displayed at the bottom centre of the screen. Exit the file (LC) the red X or ALT + F then X on the keyboard.

Valuation Certificate

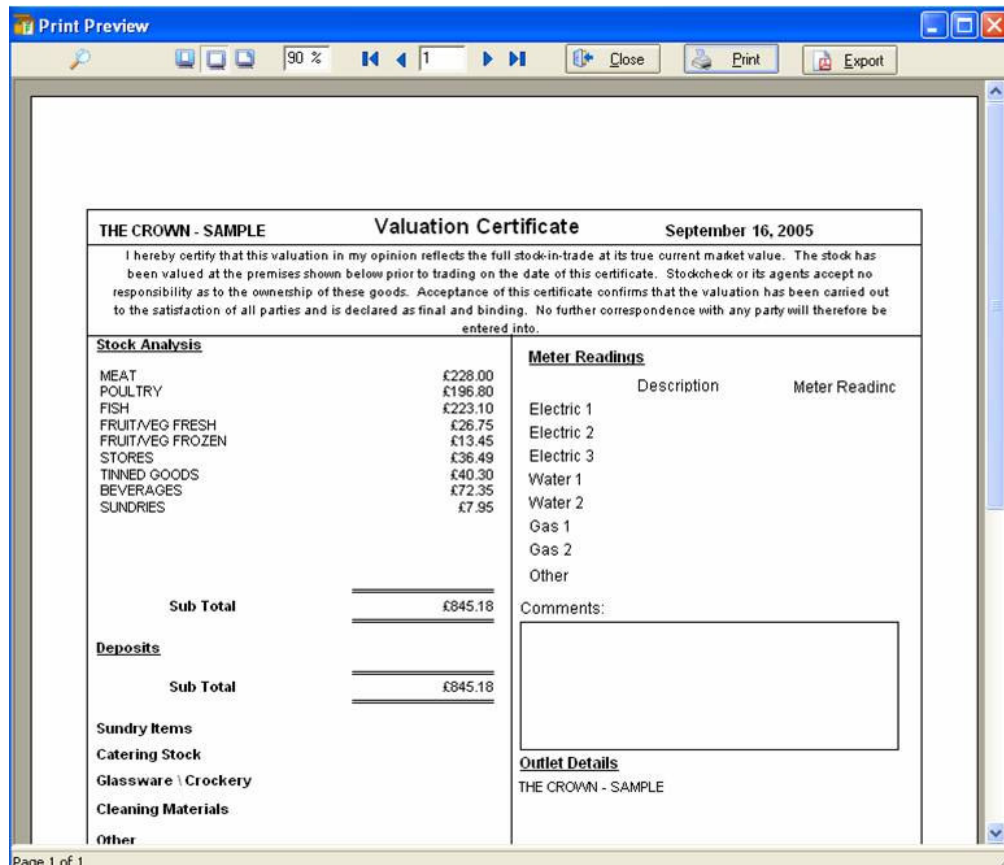
Select (Valuation Certificate) from the Stock Take drop down menu. The following window will be opened.

The screenshot shows a software window titled "Valuation". At the top right, there are "OK" and "Cancel" buttons. Below the title bar, the "Valuation Date" is set to "17/12/2004". The window is divided into two main columns of input fields. The left column, labeled "Outlet Details", contains fields for "Contact", "Telephone", "Address", "Town", "County", and "Postcode". The right column, labeled "Stocktaker", contains fields for "Address", "Town", "County", "Postcode", and "Telephone". At the bottom of the window, there are three buttons: "Prior", "Next", and "Print".

You will be presented with a series of screens which allow entry of all necessary data to produce a Valuation Certificate Report for the Client. Use the Tab key or (LC) with the mouse to move to each field, type in the required data and press Enter or Tab to move to the next field. To move to the next screen (LC) Next at the bottom of the screen or press Alt+N. To move back to a previous screen (LC) on Prior or Alt+R. At any time the report can be printed - (LC) on the Print button or Alt+P.

To exit the screen either (LC) on OK to save the entered information or (LC) Cancel.

The Valuation Certificate Form will be cleared at Roll Over.



Re-valuation

At period end or financial year end the re-valuation form facility stores the necessary information for you to calculate information for the client.

Select (Revaluation) from the Stock Take drop down menu. The following window will be opened



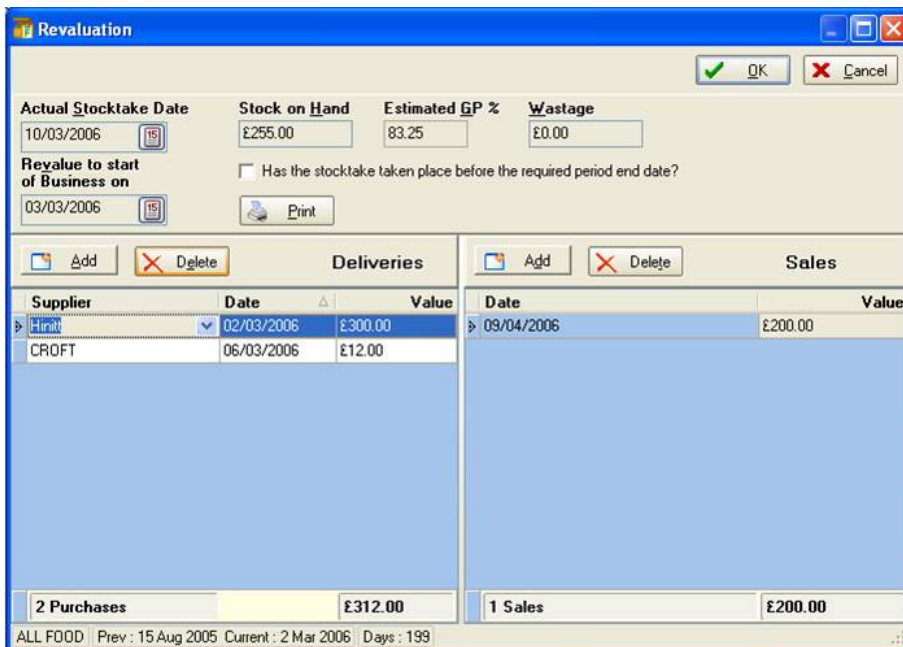
Enter the Revalue to start of business date, either type in a date or click on the appropriate date by calling up the calendar from the icon to the right of the date fields. Use the Tab key to navigate through each field at the top of the screen. The program will automatically insert the Stock on Hand but you will need to enter the Estimated GP% which will either be before allowances or after allowances dependent on whether you enter wastage. The option 'Has the stocktake taken place before the required period end date?' is important as calculations will be based on this selection.

All purchases and sales that have been entered into the program will be displayed. You should ensure that only purchases and sales relating to the period between the start of business date and the actual stocktake date are displayed, therefore you will either need to delete purchases outside of these dates or enter purchases which cover these dates.

To delete a purchase, select the purchase to remove and (LC) the Del~~e~~te button or press Alt+E. To delete multiple rows, hold down control and click to select each delivery then (LC) the Del~~e~~te button. If you delete a purchase by mistake, if you exit the revaluation screen and re-select it, all purchases entered for the stocktake will be redisplayed and any changes will be cancelled. (LC) the Add button or press Alt+A to enter Purchases, a blank entry box will appear, (LC) must be pressed to access the Supplier list information. Select Supplier detail and type date and value information.

To enter data for Sales (LC) onto the Add button or press Alt+D. Type in the date and value information for the period between the start of business date and the actual stocktake date. To delete Sales receipts select the receipt and (LC) the Del~~e~~te button or press Alt+E. (LC) the Print button or press Alt+P to print the report.

E.g. actual stockdate is 10/03/06 close of business was 02/03/06 therefore revalue to start of business on 03/03/06. the stocktake did not take place before the close of business, deliveries dated up to and including 03/03/06 are to be deleted. Sales covering the period 03/03/06 to 10/03/06 are to be entered.



Add sales for 03/03/06 to 10/03/06 inclusive.
Remove Deliveries up to and including 03/03/06.

To print the certification (LC) on the Print button or Alt+P.

(LC) on OK or Cancel to close the form. **Data is not saved.**

Print Preview

90 %

Close Print Export

Revaluation Report

House **THE CROWN - SAMPLE**

Actual Stocktake Date 18/07/2005
 Stock On Hand £845.18
 Estimated GP% 0.00%

I hereby declare that this re-valuation certifies the value of the full stock-in trade, adjusted to reflect transactions of stock and income between the actual stocktake date and the re-valued date. All information is subject to information supplied.

Acceptance of this certificate confirms that the valuation has been carried out to the satisfaction of all parties and is declared as final and binding. No further correspondence with any party will therefore be entered into.

Stocktaking took place AFTER the required period end.

Supplier	Delivery Date	Delivery Value	Sales Date	Sales Value
BOOKER FITCH	02/05/2005	£24.74	03/06/2005	£1,468.75
BOOKER FITCH	03/06/2005	£123.40	02/08/2005	£500.00
LUDLAM BUTCHER	18/07/2005	£1,083.00		
C.D.K.LTD	02/08/2005	£2.65		
C.D.K.LTD	02/08/2005	£200.00		
		Total Delivery Cost : £1,433.79		Total Sales Value : £1,968.75

Wastage £50.00

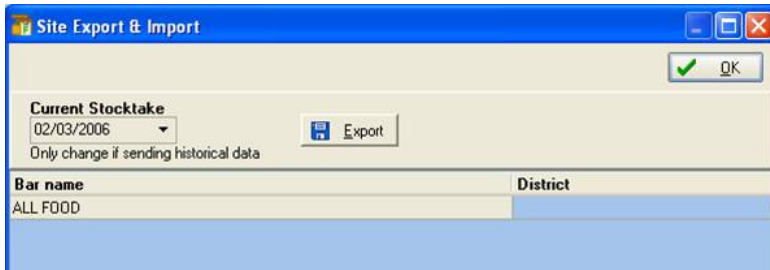
Total Stock Consumed Inc. VAT £2,018.75

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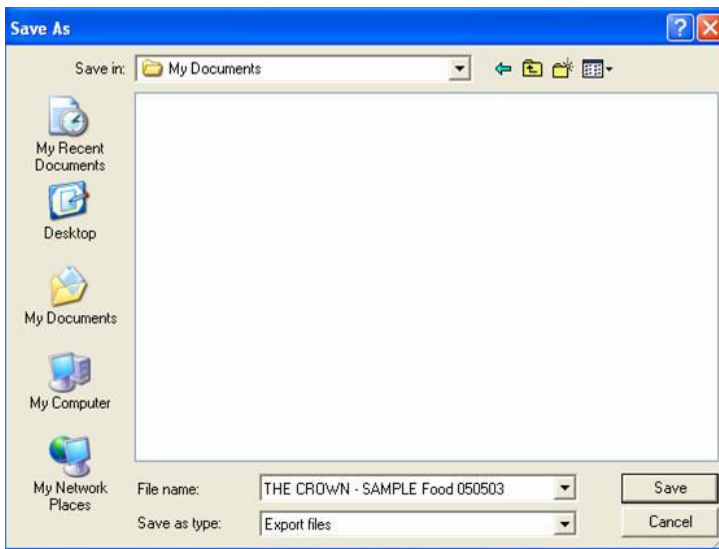
Export

You may wish to backup prior to using this option.

From the File Drop Down Menu select Export Current Site and the following screen is displayed.



Click on the down arrow to display the stocktake dates available – Select the appropriate stock and (LC) the Export button. The following screen allows you to enter the filename for the export file.



The file name for the export file will be inserted for you. The export will be saved to the location as specified in the Save in: field. This location can be amended if required. Send by e-mail as required.

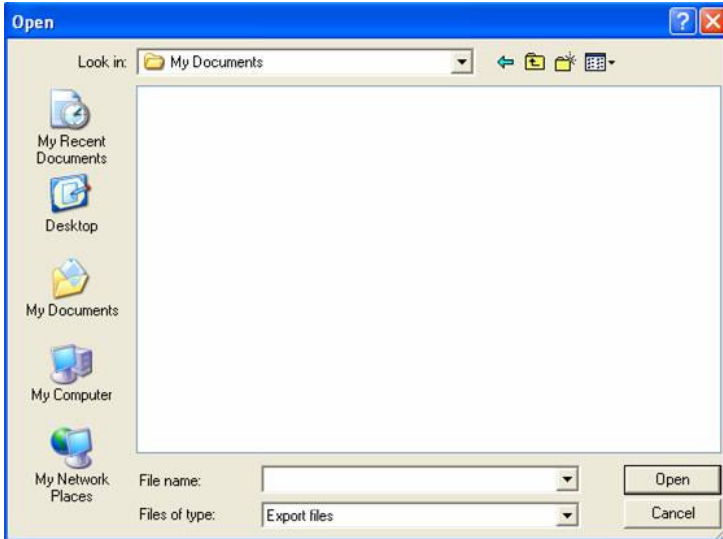
(LC) OK or Alt+ O to exit the Export screen.

Import

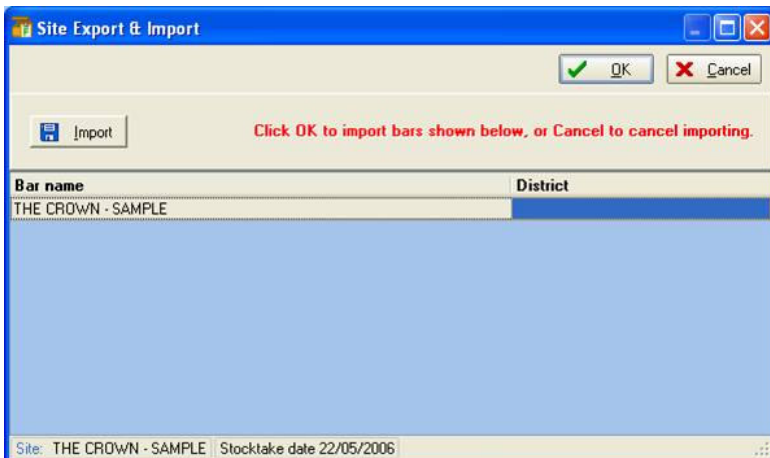
From the File Drop Down Menu select Import Site and the following screen is displayed.



(LC) on the Import button and the following screen will be displayed.



You can Import more than one file at a time. Enter the export file name for a single file import or use the windows navigation buttons to search for the required file(s). Hold the Ctrl key and (LC) each file in turn to highlight then (LC) on the Open button. A confirmation window showing the site to be imported will be displayed as follows:-



(LC) OK or Alt + O to confirm

The data that will be imported will update data currently stored for each site.

History Summary

You can enter previous history information by selecting History Summary from the Drop down menu Stocktake.

Stocktake Date	Stock Days	Stock On Hand	Act Receipts Ex VAT	Consumption at Cost	Allowances at Cost	VAT
15/08/2005	29	£1,723.80	£7,859.96	£4,348.56	£55.00	17.50
03/10/2005	27	£5,253.00	£4,500.00	£4,500.00	£178.00	17.50
03/11/2005	28	£4,535.00	£4,250.00	£3,952.00	£250.00	17.50

(LC) the Add button or Alt + A to create a new line to insert history information as required. (LC) OK to save this information.

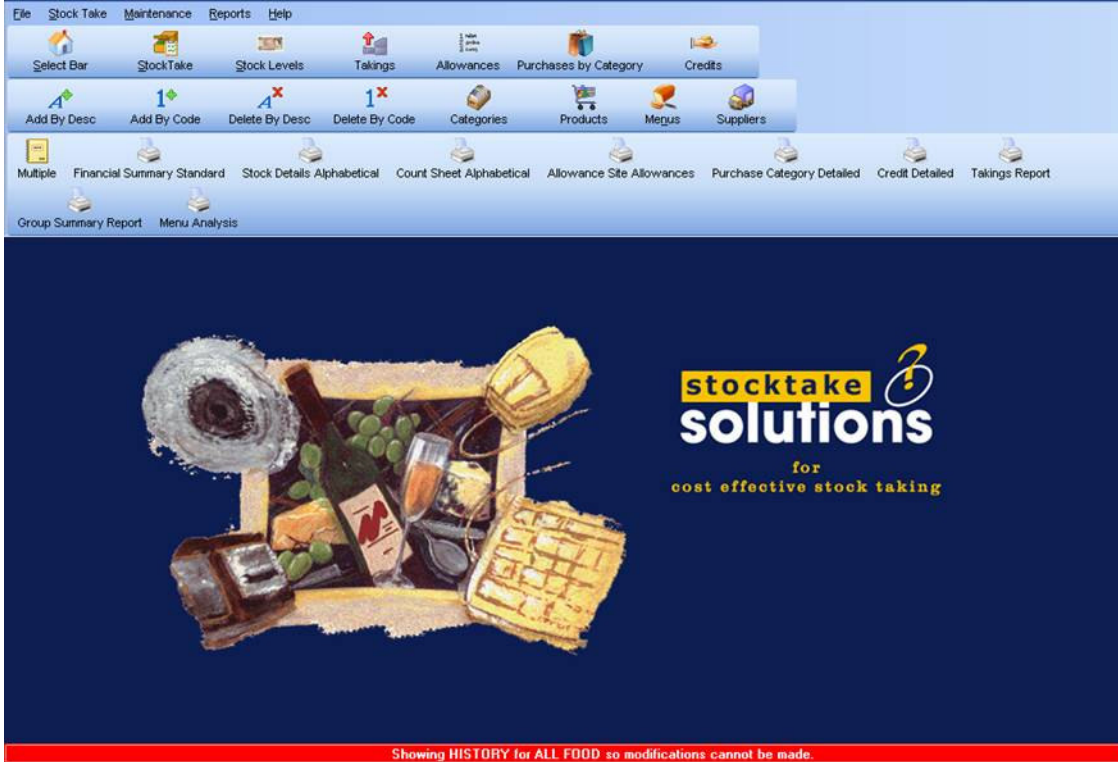
Once information is entered into this screen a Delate button becomes available to the right of the Add button, to allow deletion of any history information that may be required. (LC) to highlight the selected history line and (LC) or Alt + D to delete the line. (LC) OK to save this information.

History

From the File Drop Down Menu select History to access previous stocktakes for a particular bar.

Period Start	Period End	Stock Days
30/11/2004	16/12/2004	16
30/11/2004	30/11/2004	0
15/11/2004	30/11/2004	15

From the above screen use the arrow keys and Enter or (LC) to select the required period to view and (LC) on OK to confirm.



Whilst displaying history stocktake information Modifications can not be made to the data and this is displayed in red at the bottom of the screen.

To switch between bars whilst in history use the Ctrl + F2 key.

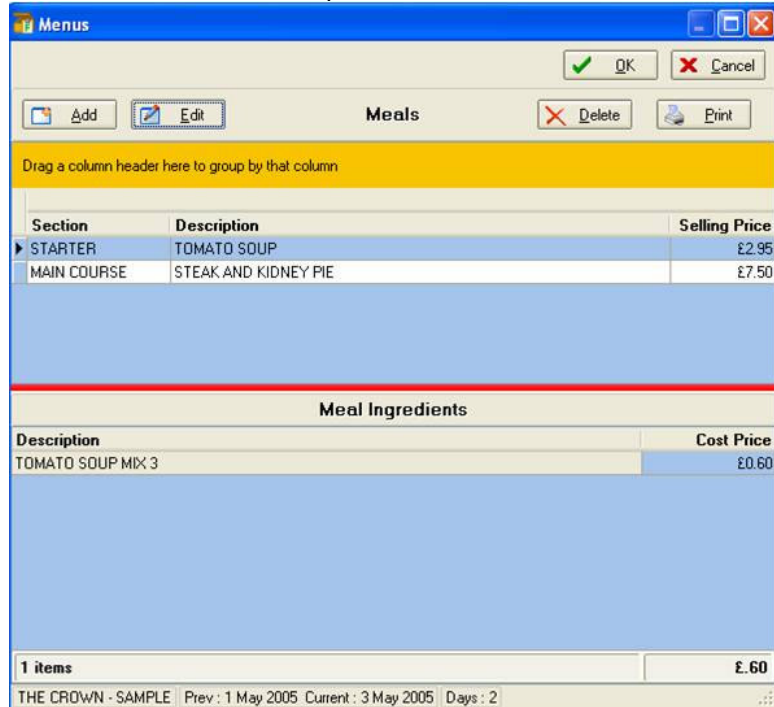
To move back to the current period (LC) on (S)elect bar) icon.

To delete history from a particular site (Only do this if you are 100% sure) select the required period to delete and (LC) the D)elate icon or press Alt + D.

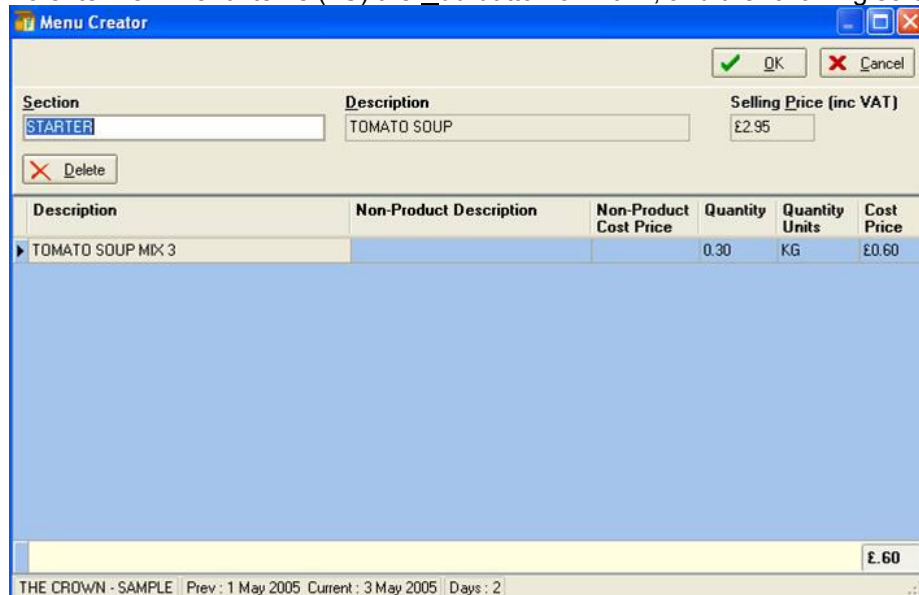
Menu Analysis

This facility is totally separate from the Stocktake and is an additional feature which allows you to prepare a dish ingredient list correctly costed from your product file producing a G.P. analysis report for your client.

From the Maintenance Drop Down Menu select Menus and the following screen is displayed.



To enter new Menu items (LC) the Add button or Alt+A, and the following screen will be displayed.



The first field header Section relates to the name of the type of dish e.g. Starter or Main Course. Type in the dish you require and press Enter to the next field. The Description field describes the name of the dish e.g. Tomato Soup. Press Enter to move to the Selling price field (please note this includes VAT). Enter the price of the dish. Press Enter to bring up the Product list to select the ingredients for your dish.

Value

Search Type
 Partial match at beginning
 Partial match anywhere

Field
 Product
 Description

Product	Description	Unit	Yield
000000	BACON 7	Lb.	1
000001	SIRLOIN COOKED	Lb.	1
000002	LAMB LOIN	Lb.	1
010000	TURKEY BREAST 5	Lb.	1
010001	DUCKLINGS	EA	1
010002	CHICKENS 4	Lb.	1
020000	PRAWNS FROZEN 2	Kg.	1
020001	DOVER SOLE	Lb.	1
020002	FRESH PLAICE	EA	1
030000	CELERY HEADS	EA	1
030001	CABBAGE SAVOY	Lb.	1
030002	PARSNIPS	Lb.	1

This works in a similar way to other filter boxes in the program. Only matches for the letters you have entered will be displayed in the product list. Alternatively If you enter a number it will automatically sort by Product code. You can select any of these using the arrow keys and press enter or double (LC) with the mouse.

Once the product is selected it is shown on the entry grid.

Description	Non-Product Description	Non-Product Cost Price	Quantity	Quantity Units	Cost Price
TOMATO SOUP MIX 3			0.30	KG	£0.60

Type in the correct quantity for the dish and press Enter. A new entry line will be displayed for your next entry. If you have a non Product list item such as Herbs you can enter this item under the Non-Product Description field and enter the cost value under Non-Product Cost Price.

Description	Non-Product Description	Non-Product Cost Price	Quantity	Quantity Units	Cost Price
STEAK			0.25	KG	£1.25
KIDNEY			0.05	KG	£0.20
CARROTS			4.00	OZ	£0.06
ONIONS			1.50	OZ	£0.03
HERBS		£0.15			£0.15
ROAST POTATOES			4.00	OZ	£0.11
PASTRY MIX			0.25	KG	£0.45
PEAS 2			0.15	KG	£0.17
GRAVY MIX 3			1.00	OZ	£0.09

If you are using a product from the Product List which has any of the following Unit Sizes then you can enter OZ or Gm for Quantity unit filed and enter a quantity of say 4 to cost this item.

NB. This will not work with a product with any size other than those listed below.

- KG
- LB
- LT
- ML
- GM
- OZ

Description	Non-Product Description	Non-Product Cost Price	Quantity	Quantity Units	Cost Price
STEAK			0.25	KG	£1.25
KIDNEY			0.05	KG	£0.20
CARROTS			4.00	OZ	£0.06
ONIONS			1.50	OZ	£0.03
HERBS		£0.15			£0.15
ROAST POTATOES			4.00	OZ	£0.11
PASTRY MIX			0.25	KG	£0.45
PEAS 2			0.15	KG	£0.17
GRAVY MIX 3			1.00	OZ	£0.09
					£2.50

THE CROWN - SAMPLE Prev : 1 May 2005 Current : 3 May 2005 Days : 2

Menu Analysis Report

Print Preview

92 %

Close Print Export

Menu Analysis

House **THE CROWN - SAMPLE** Current Stocktake 03-May-2005
Previous Stocktake 01-May-2005
Stock Days: 2

	Selling	Cost	GP %
MAIN COURSE			
STEAK AND KIDNEY PIE	£7.50		
STEAK		£1.25	
KIDNEY		£0.20	
CARROTS		£0.06	
ONIONS		£0.03	
HERBS		£0.15	
ROAST POTATOES		£0.11	
PASTRY MIX		£0.45	
PEAS 2		£0.17	
GRAVY MIX 3		£0.09	
		£2.50	60.80 %
STARTER			
TOMATO SOUP	£2.95		
TOMATO SOUP MIX 3		£0.80	
		£0.80	76.10 %

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Appendix 1**Shortcut Keys**

Shift +F2	Financial summary
Ctrl+F2	Switch Bar
F2	Select Bar
Shift+F3	Stock Details Report
F4	Stocktake
F5	Purchases by Category
Shift+F5	Purchases by Item
F6	Allowances
F7	Takings
Shift+F7	Credit Detailed Report
F8	Add by Desc
F9	Add by Code
F10	Stock Levels
Ctrl+F10	Purchase Category Detailed Report
Shift+F11	Count Sheets Standard
Alt+A	Add
Alt+E	Edit
Alt+F	Filter products
Alt+C	Cancel
Alt+O	OK
Ctrl+F9	Calculator

HINTS

Shift + Tab will move back a field useful if you choose the wrong product in deliveries this allows you to go back and select a different product.

Appendix 2

List of Available Reports

Multiple (Collation of selected reports)

- Financial Summary ▶ Category
Standard Shift+F2
- Stock Details ▶ Alphabetical
Landscape
Standard Shift+F3
- Count Sheet ▶ Count Sheet Alphabetical
Count Sheet Condensed Sorted
Count Sheet Standard Shift+F11
- Allowance ▶ Allowance Detailed
Allowance Summary
Allowance Site Allowances
- Purchase Item ▶ Purchase Item Detailed
Purchase Item Summary
- Purchase Category ▶ Purchase Category Detailed
Purchase Category Summary
- Credits ▶ Credits Detailed Shift+F7
Credits Summary
- Takings Report
- Group Summary Report
- Inventory
- History Summary
- Menu Analysis