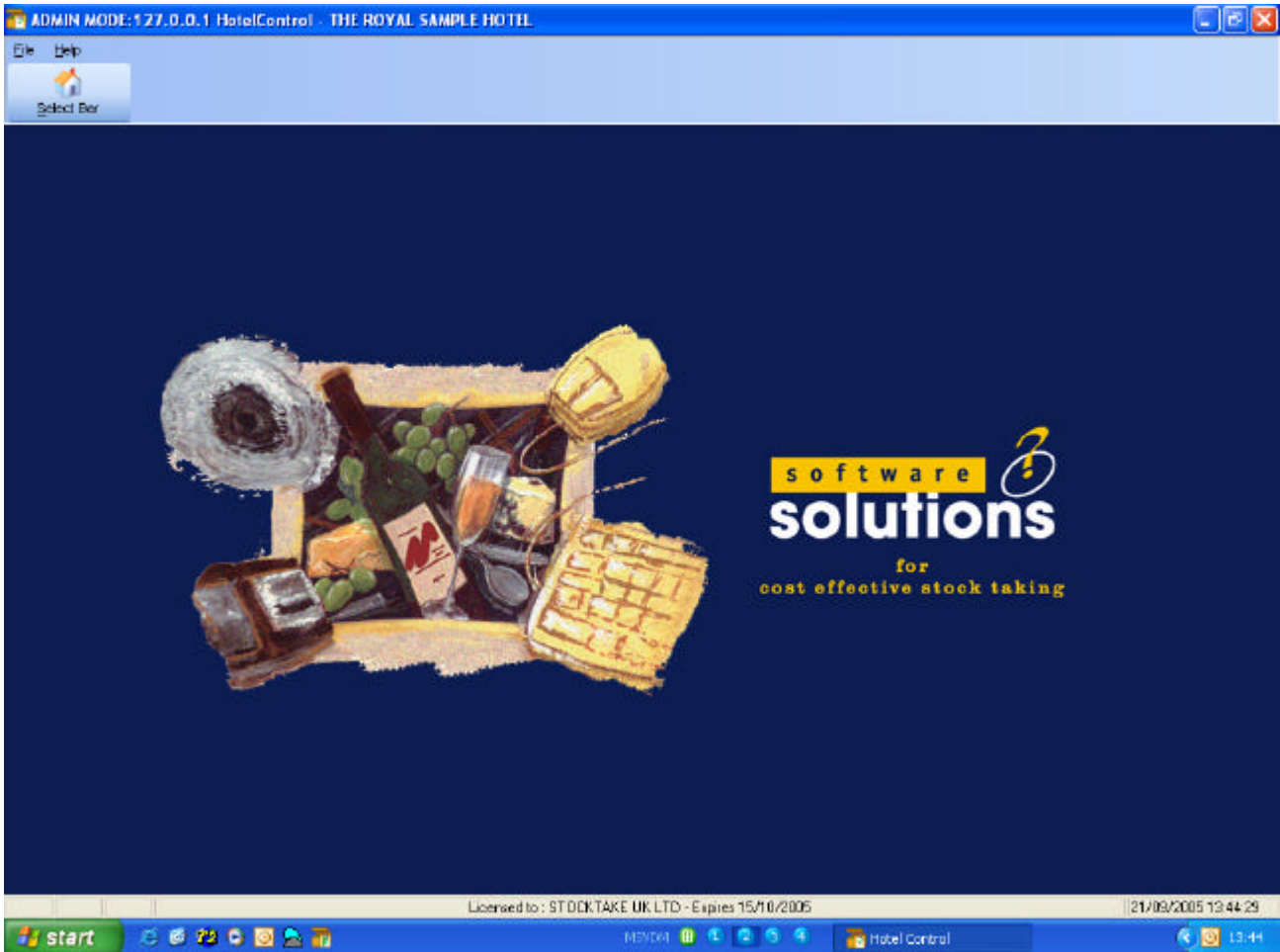


SOFTWARE SOLUTIONS

STOCKTAKE UK LIQUOR OPERATING MANUAL Vs. 2.0(S)



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Thank you for choosing Software 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 UK Head Office (0870) 903 8880 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 8880

Facsimile 0870 903 8889

E Mail enquiries@stocktakeuk.co.uk


Web www.stocktakeuk.co.uk

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 CD instructions - which should show the server being installed - and whilst still running the server, the client should, then be installed.

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 Stocktake UK Stocktake UK Head Office (0870) 903 8880 (0870) 903 8880 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 Software Solutions program. Also the addition of new hardware such as external hard drives, may affect the Software Solutions program. Please consult with Stocktake UK Head Office (0870) 903 8880 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

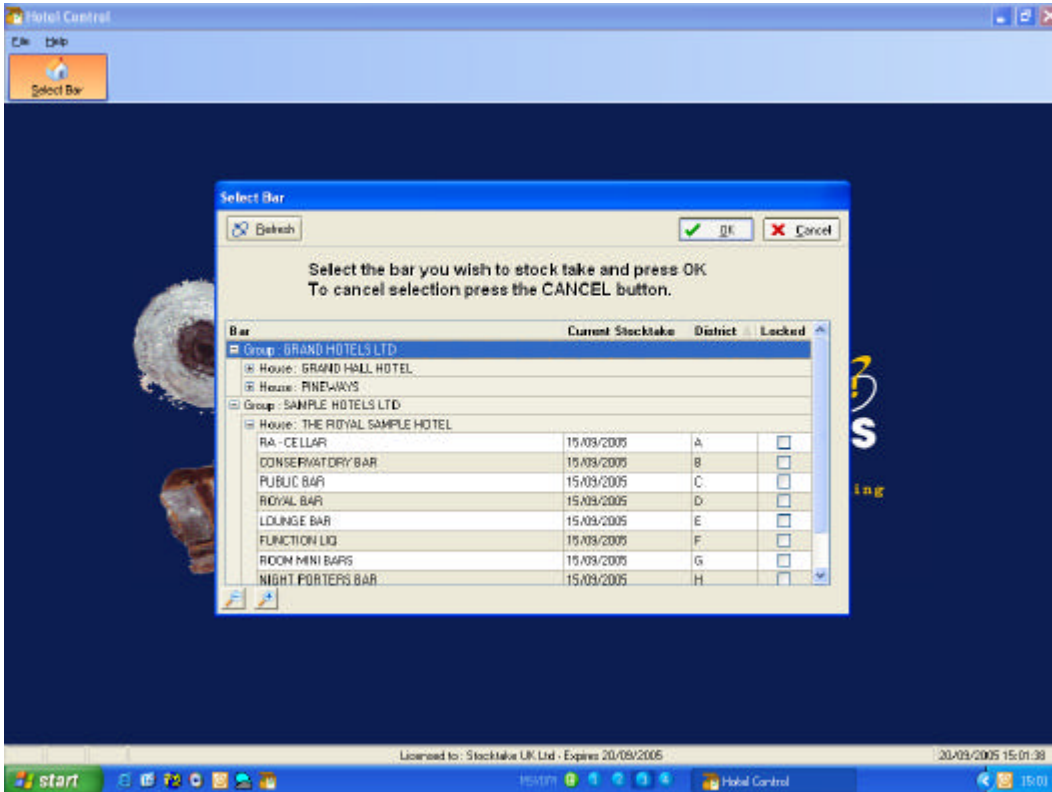
To access any menus - either use the mouse - following standard Windows procedures (LC) being Left Click, (RC) being Right Click, or using the keyboard - any letter that is underscored -depress the 'Alt' key and then the underscored letter or where applicable the shortcut key e.g. F2 or Ctrl + F2. You 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.

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.

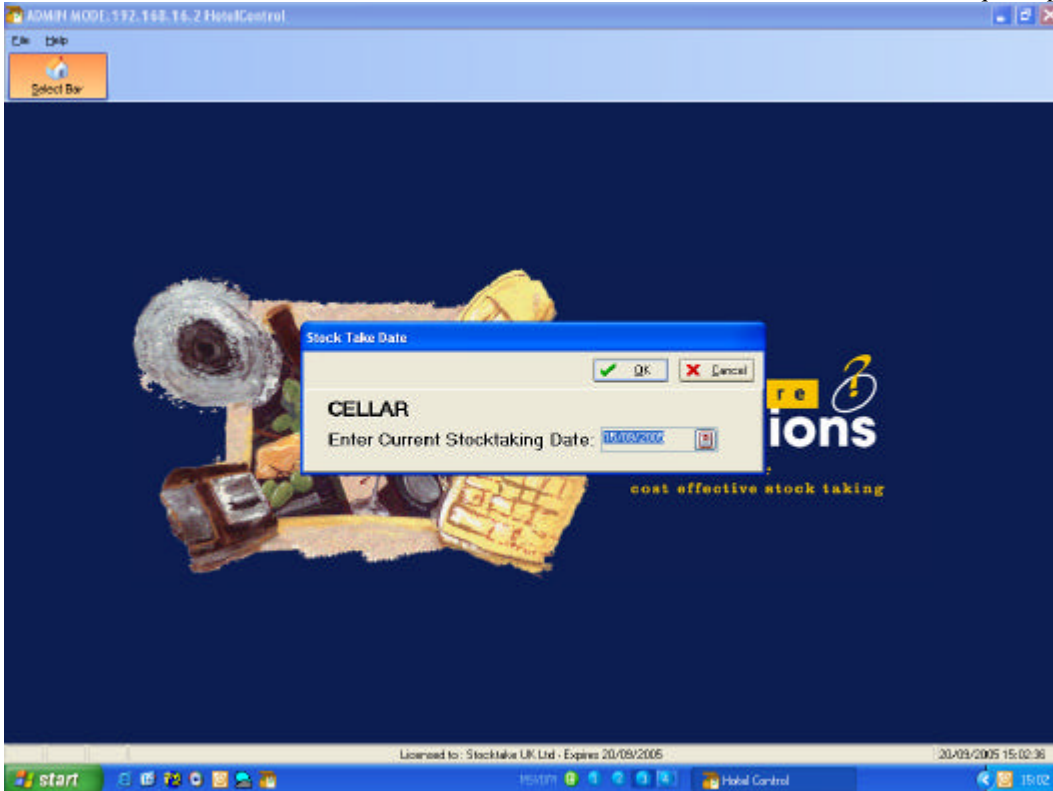


There are two ways of accessing the bar - either key in the exact starting characters of the name of the BAR and when the bar you require is highlighted, press enter. If you can see the bar that you require - but the name is not selected, use the up and down arrows until the required bar is highlighted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

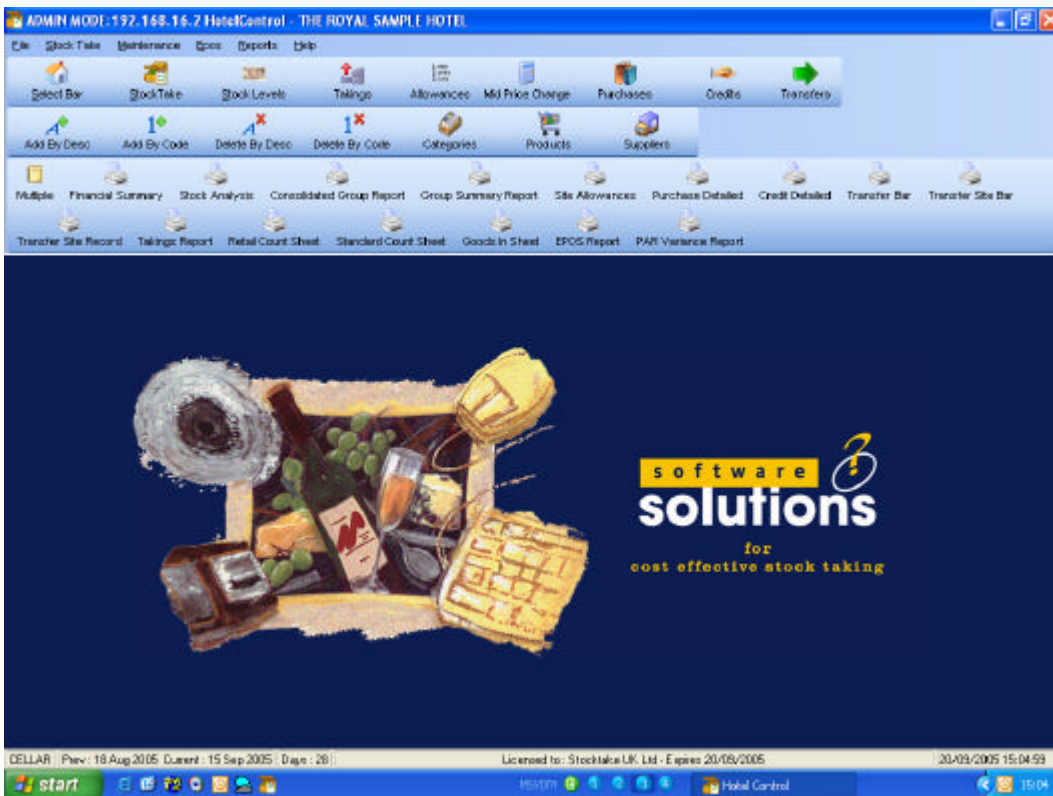
Move the mouse to highlight the required bar and (LC) on OK. After a short delay the program will display the selected Bar name at the left bottom of the screen together with previous and current stock dates. The Site name will be displayed at the top left of your screen.

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



If this is a new site the default start date can be seen, defaulting to today's date, but can be adjusted to suit.

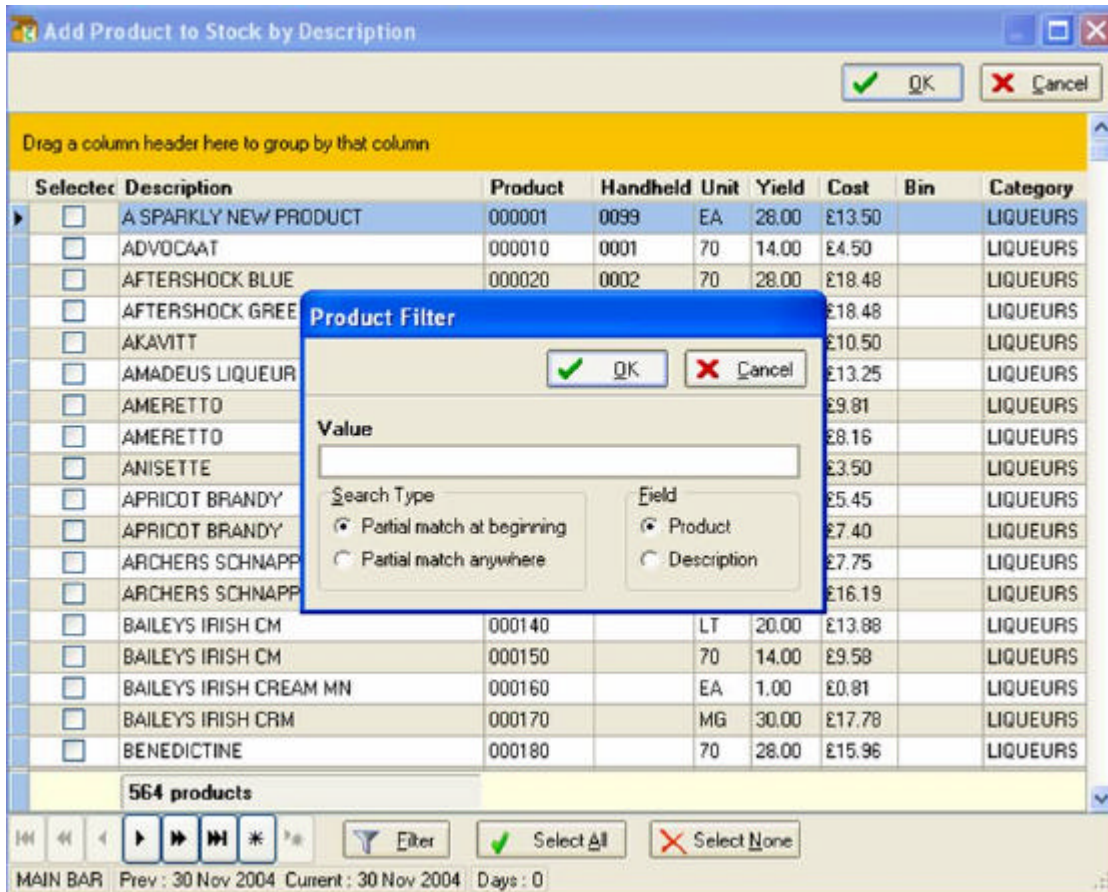
At this point the full range of options becomes available.



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—in this instance—the cellar. 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.

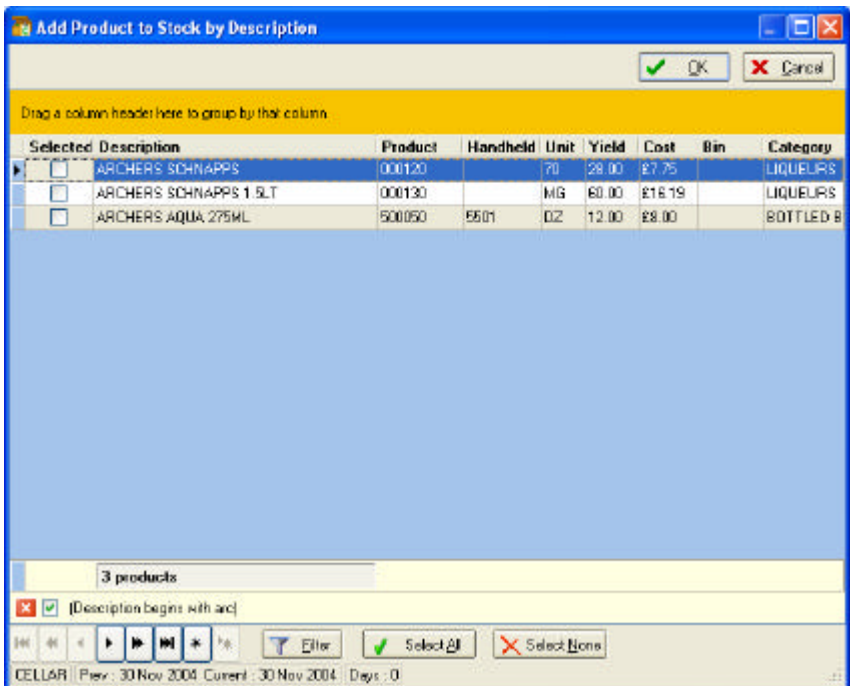
To filter by product code:

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

To filter by product description:

APR will display all products beginning with these letters. i.e. APRICOT BRANDY

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

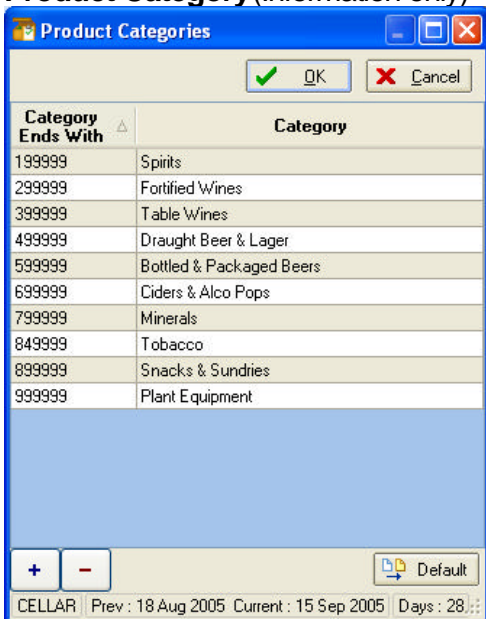


Scroll down the displayed product list and press space bar or (LC) the selected field to place a tick in the box of each product you wish to add to the chosen bar. (LC) on OK to confirm and update the server.

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 (Information only)



The operator cannot add or edit the categories.

Each product is identified by a unique six digit code– beginning 000000 and ascending to 999999, the initial digit identifies the category of product

e.g.

- 1 Spirits**
- 2 Fortified**
- 3 Table Wines**
- 4 Draught Beers**
- 5 Bottled Beers**
- 6 Ciders**
- 7 Minerals**
- 8 Tobacco**
- 9 Snacks and Sundries**

Product Table Maintenance

The product list which was sent with your software is extensive with many of the most popular currently available Wet products. However there are occasions where new products are released or where sites which have specific wine lists or guest beers. 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 you should not try to edit the title or product information AT ALL. Once the product has been set up and added to the site, it should not be edited, therefore thought should be given to:-

- Where the product should be added so as to appear in the correct category and order within the product list.
- How is the wine list best ordered?
- Number of Bins—include half bottles, Magnums and other than 75cl sizes.
- Frequency of Change of Bin numbers / new wine list
- Should consecutive product numbers apply—or is it best practise to leave a gap (5 or 10) 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. (See Appendix 3 – for sorting within categories)

In any site—you can access the Product Maintenance screen, however, it is usually easiest to do this while in the cellar (Multibar only)—as this is where the product will usually be added first.

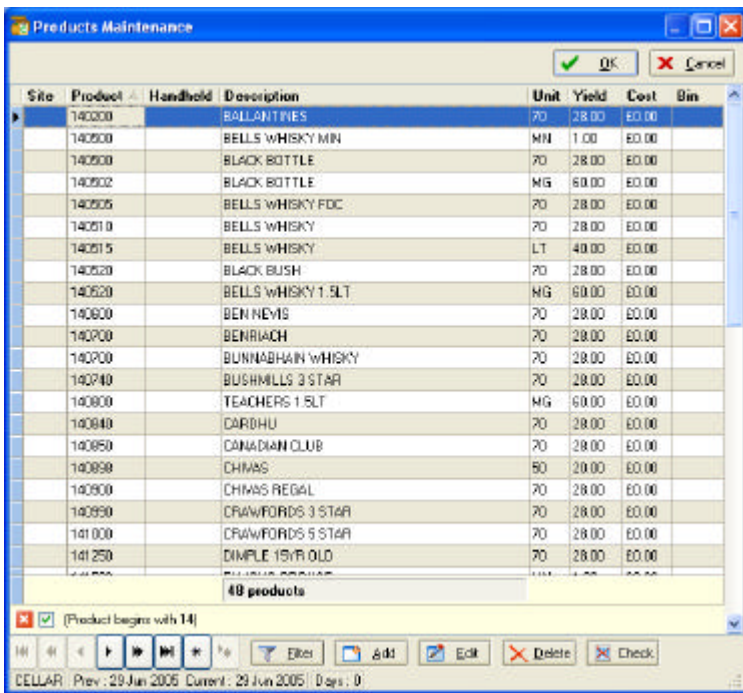
From the main screen - (LC) on the ICON (P)roducts) or from the M)aintenance Drop down Menu highlight (P)roducts F3).

Site	Product	Handheld	Description	Unit	Yield	Cost	Bin
	000001	0001	A SPARKLY NEW PRODUCT	EA	25.00	£13.50	
	000010	0001	ADVOCAAT	70	14.00	£4.50	
	000020	0002	AFTERSHOCK BLUE	70	26.00	£18.48	
	000030		AFTERSHOCK GREEN	70	26.00	£18.48	
	000050		AVANTT	70	26.00	£10.50	
	000060		AMADEUS LIQUEUR	70	26.00	£13.25	
	000070		AMERETTO	70	26.00	£5.81	
	000080		AMERETTO	50	20.00	£8.16	
	000090		ANSETTE	50	20.00	£3.50	
	000100		APRICOT BRANDY	70	26.00	£5.45	
	000110		APRICOT BRANDY	50	20.00	£7.40	
	000120		APICHERS SCHNAPPS	70	26.00	£7.75	
	000130		APICHERS SCHNAPPS 1.5LT	MG	60.00	£16.19	
	000140		BALLEYS IRISH ON	LT	20.00	£13.88	
	000150		BALLEYS IRISH ON	70	14.00	£5.58	
	000160		BALLEYS IRISH CREAMINN	EA	1.00	£0.81	
	000170		BALLEYS IRISH CRM	MG	30.00	£17.78	
	000180		BENEDICTINE	70	26.00	£15.96	
	000190		BENEDICTINE	MG	60.00	£28.37	
	000200		BENEDICTINE	50	20.00	£10.96	
	000210		BEDIQUE	70	26.00	£7.15	
	000220		BLACK RUSSIAN	70	26.00	£7.74	
	000230		BLUE CURAÇAO	70	26.00	£6.66	
	000240		BLUE CURAÇAO	50	20.00	£6.58	
	000250		CALVADOS	70	26.00	£14.24	
	000260		CAROLANS	MG	30.00	£12.00	
	000270		CAROLANS	LT	40.00	£8.50	
	000280		CHAMPARD UO	70	26.00	£10.65	
	000290		CHARTREUSE YELLOW	50	20.00	£11.91	
	000300		CHARTREUSE GREEN	70	26.00	£19.48	
	000310		CHARTREUSE GREEN	50	20.00	£19.48	

The Product File (list) is now on screen and 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.

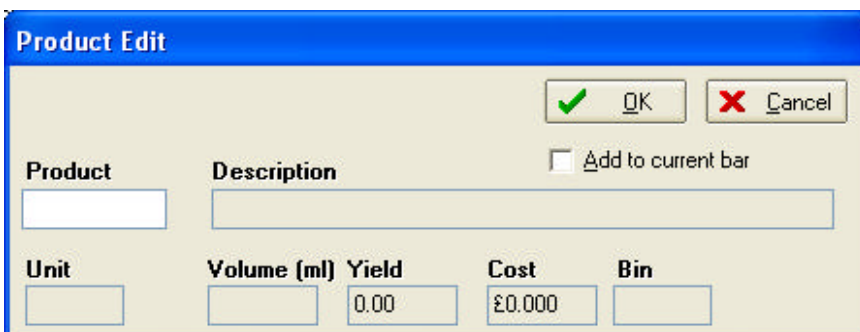
Move to the most suitable place for your new product, the example that we will use is of a new product, called Bells 8yr old Whisky—which we wish to place alphabetically with the other related products.

As blended Whisky's all begin with 14—to display all blended Whiskys, use the filter Alt + F or Click onto the Filter button and type in 14 into the Value field, 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 Bells 8yr old Whisky needs to be just after Bells Whisky 1.5LT—and a few unallocated codes will be left, to enable any future products to be placed in the correct spaces.

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



Type in the products details.

- Products will be displayed in the Product List for all Sites within a group.
- The description can include details of the size if required. E.g Bells 8Yr Old Whisky 70CL.
- The Unit field consists of two digits e.g. BT or 70 – Important DZ must be used for products which are to be counted in dozens.
- It is important for the volume field to be completed for completion of barrelage reports. Enter the volume as millilitres e.g. units of 1 litre = 1000ml.
- Enter the amount of measures per unit for Yield. (E.g. 28 in the case of a 70cl spirit sold in 25ml measures)
- Cost price can be entered at this point excluding VAT.
- The Bin field allows you to enter bin numbers which are shown in the stock levels screen.
- Add to current Bar field allows you to add the product directly into the bar you currently have selected. When you tick this option an extra field will be displayed to allow you to enter the Selling (tot) price in that bar. Use the Enter key to move to each field – (LC) on QK to confirm the entry. (LC) on QK 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 from the master product file, without first deleting from the bar(s) in use.



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 QK to confirm deletion and update the server. **Warning! Please note this option deletes products from the Master list in ALL sites not just the site you are working in.**

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, cost and selling price can be updated as detailed below.

Important. In a Multibar, Selling prices must be entered into the cellar to enable the correct calculations to be made in reports. Normally the highest tot price would be entered for the cellar.

If you have copied bar information from another site (see section - Copy other Bar), the items which may require changing will be the yield, cost and selling prices. You should ensure that the entire yield, cost and selling 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 QK. To clear filter box.

You can now edit the cost price, selling price and yield—if you edit either the yield or the cost—these will automatically be ascribed to any other bar / cellar 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	Bin	Unit	Opening	Yield	Unit Cost	Tot Price	GP %
ADVOICAT		70	1.00		£4.900	£1.95	90.32
AFTERSHOCK BLUE		70	1.00	96.00	£18.480	£1.90	79.59
A ARMS ARMAGNAC		70	2.00	28.00	£18.960	£1.95	59.15
BACARDI		70	1.00	28.00	£9.410	£1.85	78.85
COGNACISIER 70CL		BT	1.00	28.00	£17.180	£2.50	71.15
CAMPARI		70	2.00	28.00	£7.700	£1.90	82.98
ONZANO BIANCO		BT	4.00	11.00	£4.200	£1.85	75.75
HOUSE WINE LITRES		LT	2.00	8.00	£2.950	£1.00	58.67
CARLSBERG KEG		BL	2.00	8.00	£5.410	£2.10	55.17
FLOWERS BEST CASK		GL	1.00	8.00	£4.980	£2.15	58.71
ARCHERS AQUA 275ML		DZ	1.00	12.00	£8.000	£1.95	59.60
BODDINGTONS CAN 40CL		DZ	1.00	12.00	£7.000	£0.95	27.85
CORDINA EXTRA 330ML		DZ	1.00	12.00	£8.000	£2.70	70.98
BABYHAM 200ML		DZ	0.06	12.00	£8.220	£1.45	44.49
RED SQUARE 275ML		DZ	1.00	12.00	£10.000	£1.65	40.66
BRITVIC COGNAC		LT	2.00	20.00	£9.750	£0.75	94.13
BRITVIC JUICES 113ML		DZ	1.00	12.00	£2.420	£0.85	71.78
CASTELLA CLASSIC		E4	1.000	1.00	£2.900	£6.38	53.74
ROKOC		DZ	1.00	12.00	£1.800	£0.50	70.23

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 Smirnoff Vodka (70cl) 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 Tot price—should be the currently charged/ till / tariff **inclusive of VAT** price.

The background colour of the selected product remains blue until both the cost and selling prices have a value other than zero. This blue changes to yellow with a unit size of DZ (dozens).

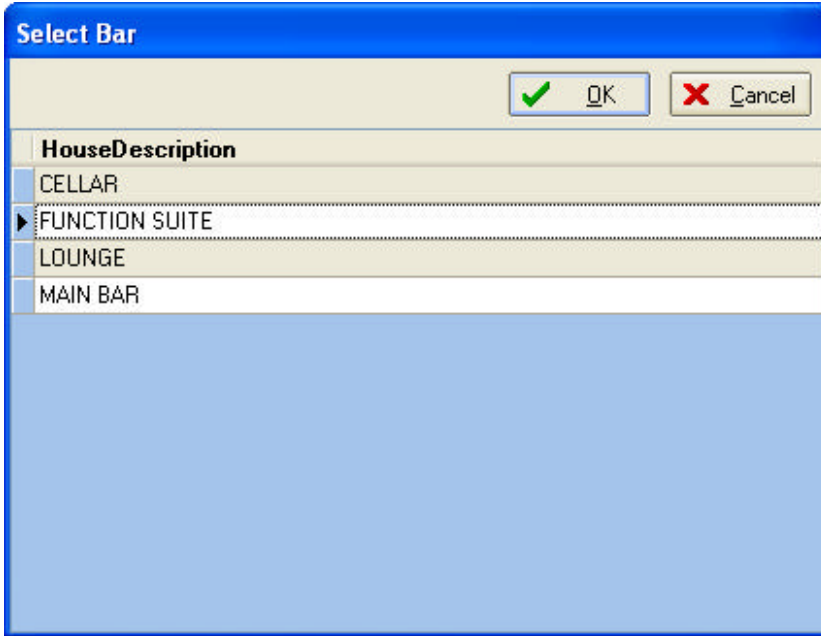
When all three fields are completed—the GP% will be shown and this is based solely on the given information on this line and whilst this an accurate calculation, it is based on the line cost and selling prices—therefore could change over the course of the stock period if the cost and/or selling prices change. It does not show the true GP% if discounts or reduced price sales are given.

In the example above—the Smirnoff Vodka (70cl) is sold in 25ml measures and will yield 28 saleable measures from a 70cl bottle costing £9.50 excl Vat and selling at £1.95 including Vat. The mathematics would be:-

$$\begin{aligned} & ((28 \times 1.95) / 1.175 = 46.46) \\ & - 9.50 = 36.96 \\ & (\text{GP}\pounds) 36.96 / 46.46 = .7955 \\ & \times \text{by } 100 = 79.55 \text{ GP}\% \end{aligned}$$

The yields on Post Mix (Bag In Box) products should be calculated carefully—take advice from the supplier if required—care should also be taken in the management of dispense sizes and pricing and a uniform charge per fluid ounce should be aimed for. Discounting on larger volumes can present issues on a stocktake.

On a multi bar site to save time you can copy selling prices from other another bar in this site by selecting the button (Selling) at the bottom of the Stock Levels entry screen.



After selecting the bar, all prices will be copied from the selected bar to the bar you are currently editing.

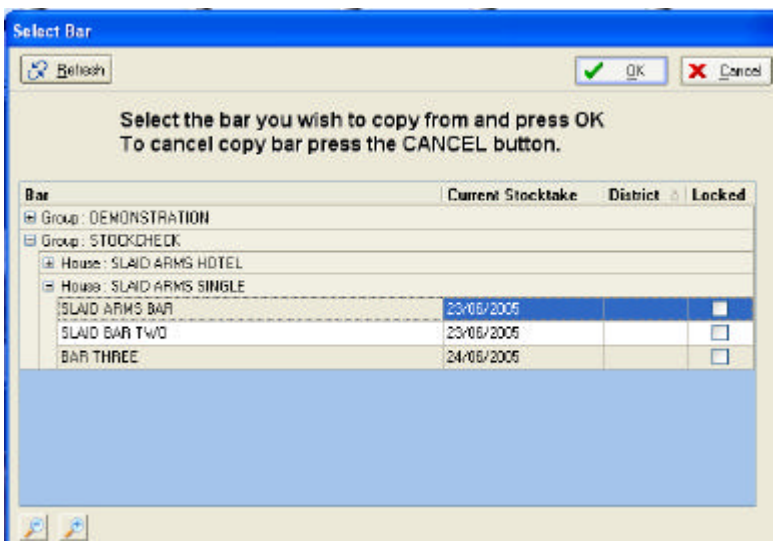
Copy Other Bar

Normally on a multi bar site the first bar you set up would be the Cellar and once all information for the bar has been input, edited and checked—this information can be copied as the default information to other bars. This ensures that each product in the cellar is copied to each bar as required. Selling prices are not copied at this point – these can be copied by using the (Selling) button from the Stock Levels screen described earlier.

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. All information from the selected bar/site will be copied into the current blank bar/site.



Stocktake

The Count can be done manually onto Count Sheets, produced from the software.

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 and cellar must be entered on the software in turn and from the Reports Drop down Menu the Count sheet can be selected.

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.

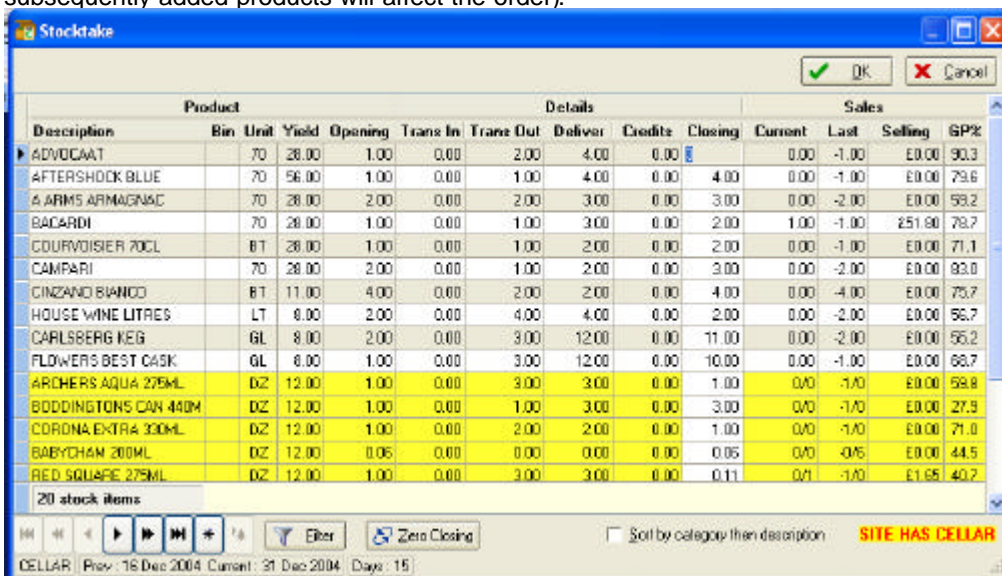
When the count has been completed they should be totalled before entry into the software.

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.

If a product is not shown for a particular site, then it should be added together with the selling price for the bar and the closing count—this will ensure that the overall result is correct.

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).



Product		Details							Sales				
Description	Bin	Unit	Yield	Opening	Trans In	Trans Out	Deliver	Credits	Closing	Current	Last	Selling	GP%
ADVOCAAT		70	28.00	1.00	0.00	2.00	4.00	0.00	0.00	0.00	-1.00	£0.00	90.3
AFTERSHOCK BLUE		70	56.00	1.00	0.00	1.00	4.00	0.00	4.00	0.00	-1.00	£0.00	79.6
4 ARMS ARMAGNAC		70	28.00	2.00	0.00	2.00	3.00	0.00	3.00	0.00	-2.00	£0.00	59.2
BACARDI		70	28.00	1.00	0.00	1.00	3.00	0.00	2.00	1.00	-1.00	£51.00	78.7
COURVOISIER 70CL		81	28.00	1.00	0.00	1.00	2.00	0.00	2.00	0.00	-1.00	£0.00	71.1
CAMPARI		70	28.00	2.00	0.00	1.00	2.00	0.00	3.00	0.00	-2.00	£0.00	83.0
CINZANO BIANCO		81	11.00	4.00	0.00	2.00	2.00	0.00	4.00	0.00	-4.00	£0.00	75.7
HOUSE WINE LITRES		LT	8.00	2.00	0.00	4.00	4.00	0.00	2.00	0.00	-2.00	£0.00	56.7
CARLSBERG NEG		GL	8.00	2.00	0.00	3.00	12.00	0.00	11.00	0.00	-2.00	£0.00	55.2
FLDWERS BEST CASK		GL	8.00	1.00	0.00	3.00	12.00	0.00	10.00	0.00	-1.00	£0.00	66.7
ARCHERS AQUA 275ML		DZ	12.00	1.00	0.00	3.00	3.00	0.00	1.00	0.00	-1.00	£0.00	58.8
BODDINGTONS CAN 440ML		DZ	12.00	1.00	0.00	1.00	3.00	0.00	3.00	0.00	-1.00	£0.00	27.9
CORDONA EXTRA 300ML		DZ	12.00	1.00	0.00	2.00	2.00	0.00	1.00	0.00	-1.00	£0.00	71.0
BABYCHAM 200ML		DZ	12.00	0.05	0.00	0.00	0.00	0.00	0.05	0.00	-0.05	£0.00	44.5
RED SQUARE 275ML		DZ	12.00	1.00	0.00	3.00	3.00	0.00	0.11	0.01	-1.00	£1.65	40.2

20 stock items

Filter Zero Closing Sort by category then description **SITE HAS CELLAR**

CELLAR Prev: 18 Dec 2004 Current: 31 Dec 2004 Days: 15

The counts should be entered as a total—however any count entry which shows a negative 'Current' amount as displayed in the relevant field, should be queried. This indicates that the total opening count plus/minus any transfers is still not as great as the value of the closing count—this could indicate a transfer issue or an incorrect opening count or a missing delivery.

As each closing count is entered—the value of consumption of each product at the current bar's selling price is shown—it is this figure which when all added together will give each bar its estimated sales at selling price.

NB. Part dozens are entered as follows: - e.g. 4 Doz and 3 bottles would be entered as 4.03. Or 11 bottles entered as 0.11 and 1 bottle entered as 0.01

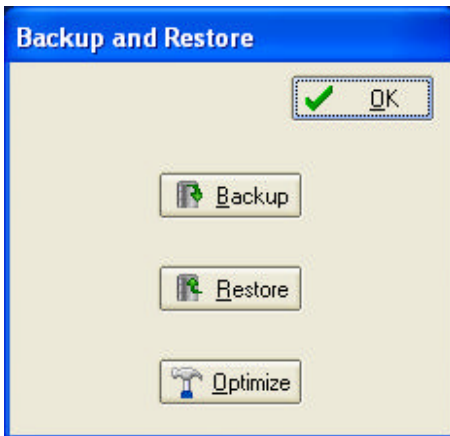
To zero all currently entered closing stock counts from the selected bar choose the (Zero Closing) button at the bottom of the Stocktake screen. This is particularly useful when processing an interim stock. NB. All previously entered closing stock will be lost, and is not retrievable.

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.

Backup / Restore / Optimise

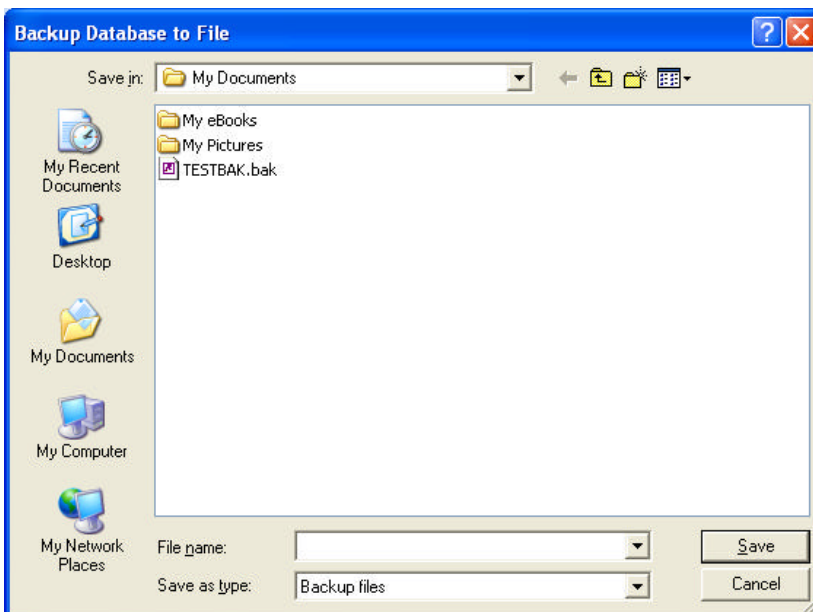
Backup

You may wish to backup your sites prior to rollover.



The Backup/Restore facility cannot be used to backup/restore individual Bars. This can only be used to backup/restore the whole system at a specific moment in time. Once backed up, the resulting file should be copied to an alternative media e.g. pen drive or other storage.

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

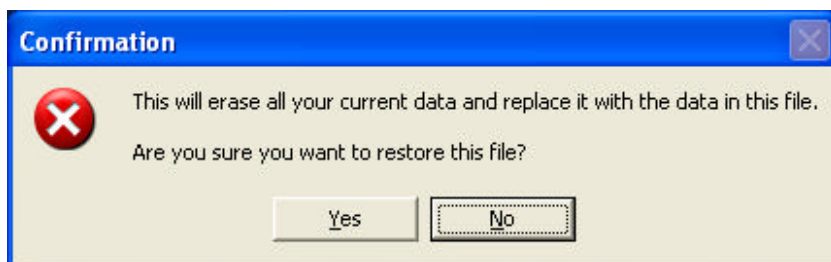


Enter the file name for the backup file (this should include reference to the date for easy identification). The backup will be saved to the location as specified in the Save in: field. This location can be amended if required.

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



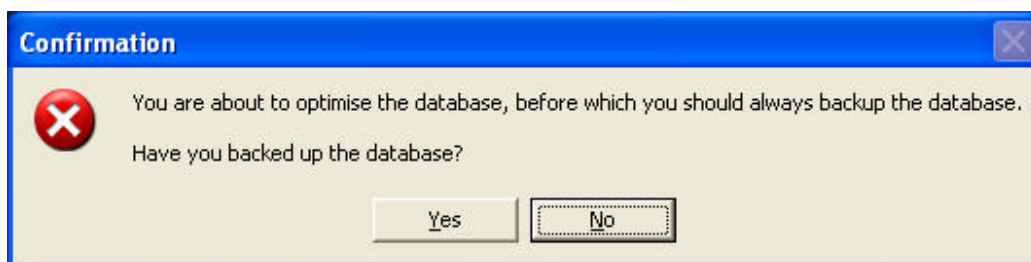
To confirm the restore - (LC) on Yes or press ALT + Y. A window will be displayed showing all previously backed up files. Select the file to restore from or type in the file name. (LC) on the (O)PEN button to proceed. To abort the operation (LC) with the mouse on the (C)ANCEL button.

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

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 new 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.

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

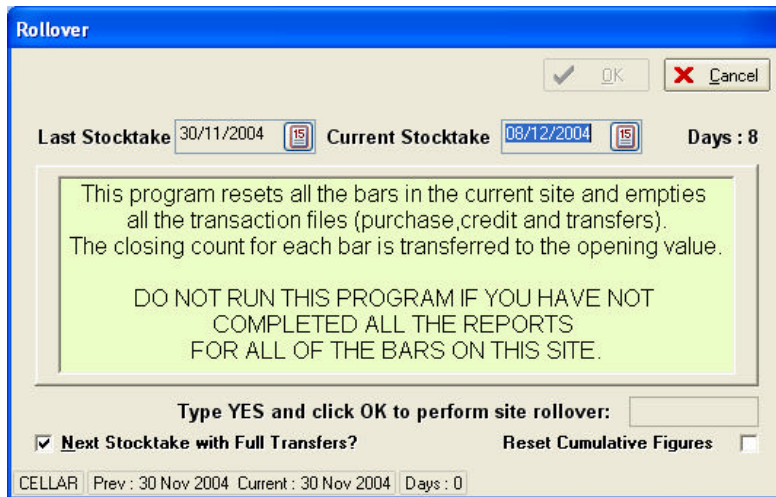
Firstly, you need to be in any one of the bars / cellars, and then from the File Drop down Menu, select (Site rollover)

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.

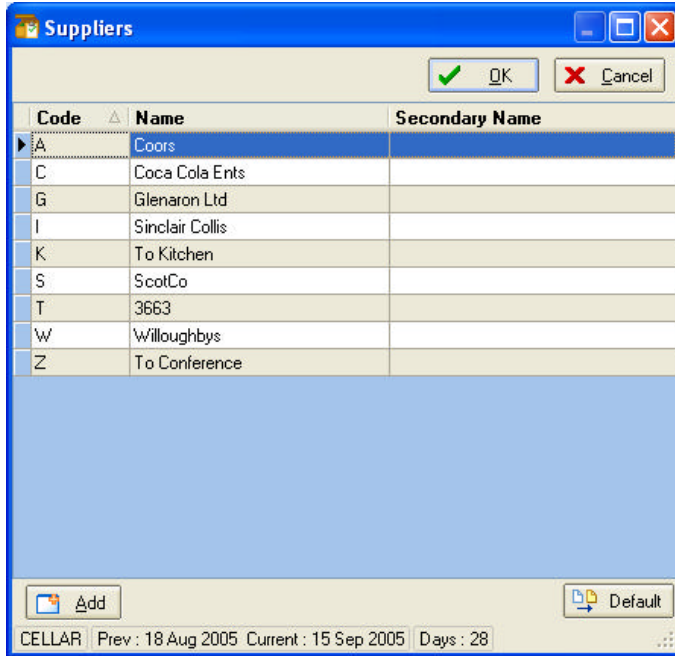


When the correct dates have been entered— for the first stock they should both be the date of the stocktake that has just been completed, for subsequent stocks the last stock date will be picked up automatically and “Today’s” date will be picked up. Both dates can be changed at this point if necessary.

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

Setup Suppliers

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

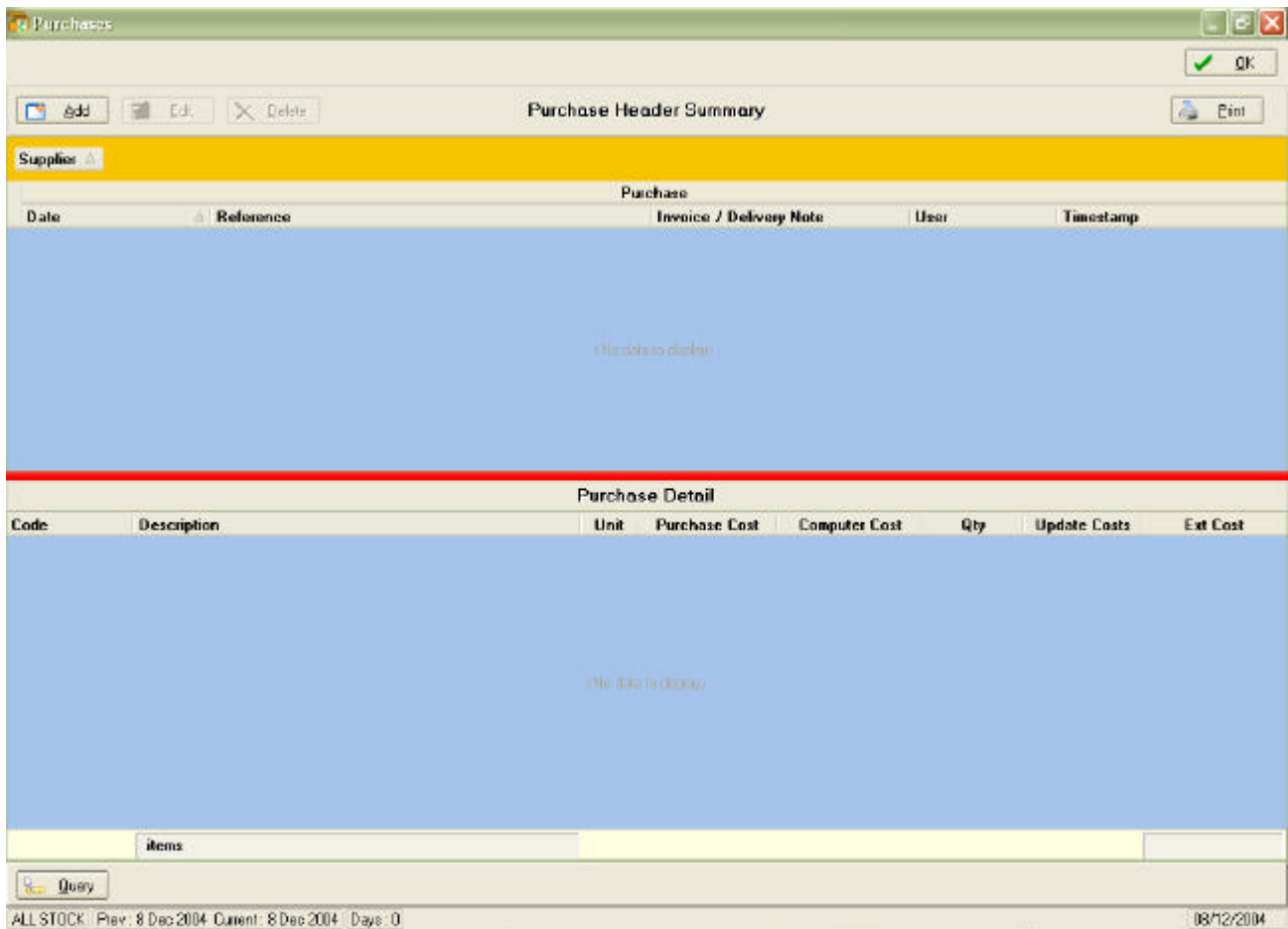


If there are no suppliers setup in advance, simply click Add and fill in details of new supplier.

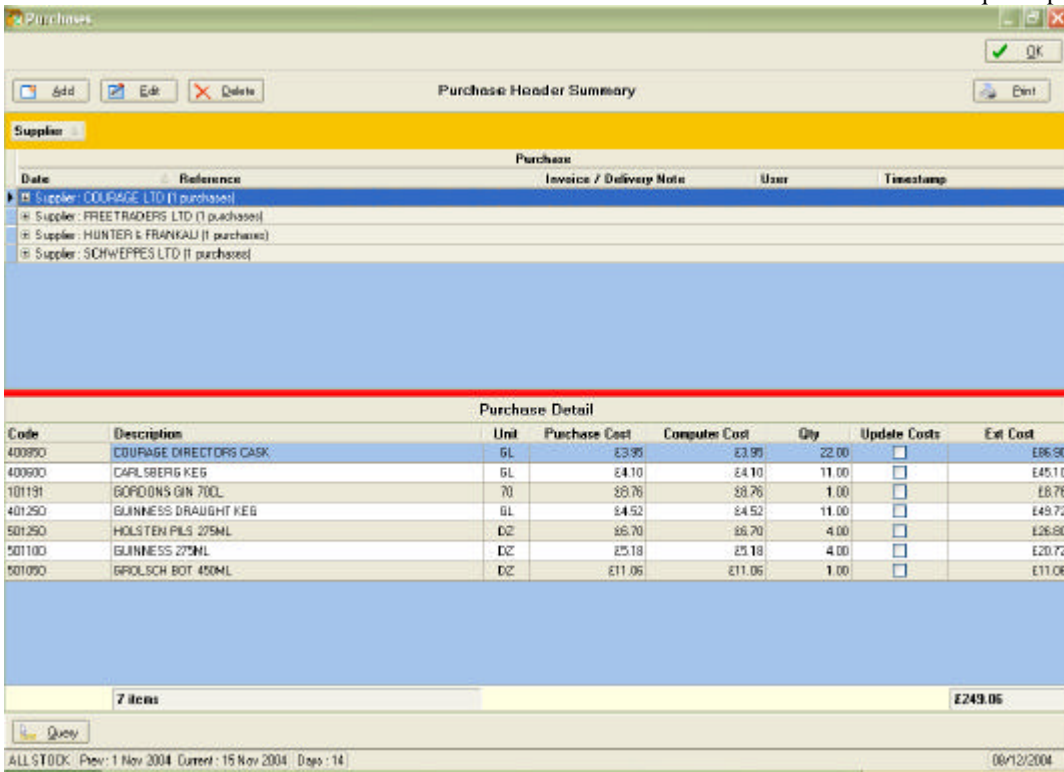
There are two distinct ways of entering Purchases. As if they are from an invoice or from a delivery note. Before you select the type of entry there are a number of shared steps to set up your purchases.

Select the bar you wish to enter purchases into. In a multi bar situation you can enter deliveries into any bar, but we recommend entering purchases into a bar setup as a cellar and then transferring stock into the other bars.

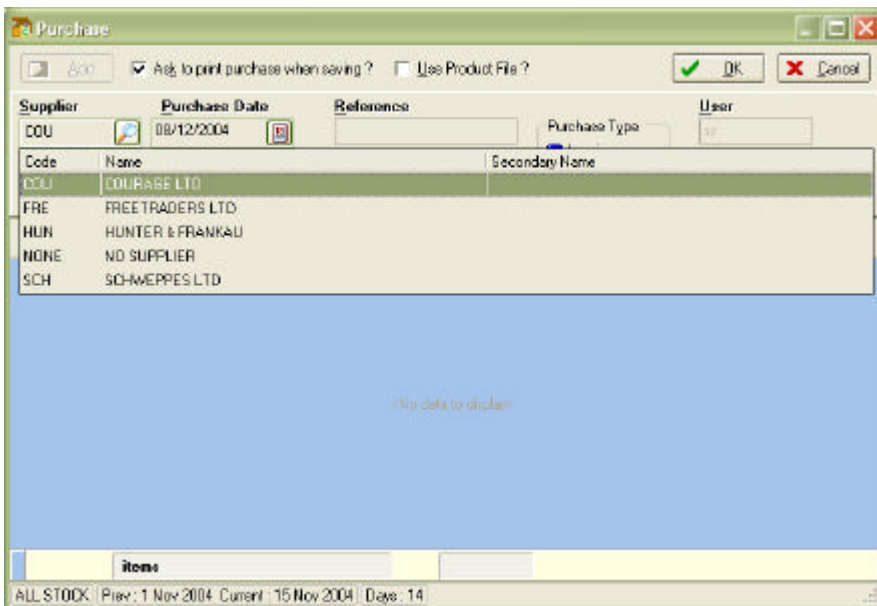
There are three ways to call up the enter purchases screen, (LC) the Purchases menu icon, select (Purchases F5) from the Stock Take Drop Down menu or press the (F5) shortcut key. The following window will be visible.



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.

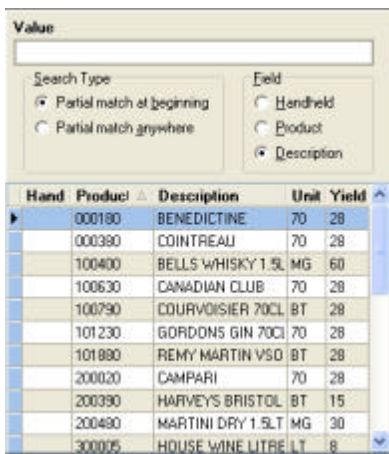
A reference must be entered; normally this is the reference on the delivery or invoice you are entering. Press enter to move forward, a warning prompt will be displayed if you have already entered the same delivery reference with the same delivery date for the selected supplier.

You now need to select the type of purchase you are entering; the choice you make here will affect the method of data entry.

Purchase Type: Invoice

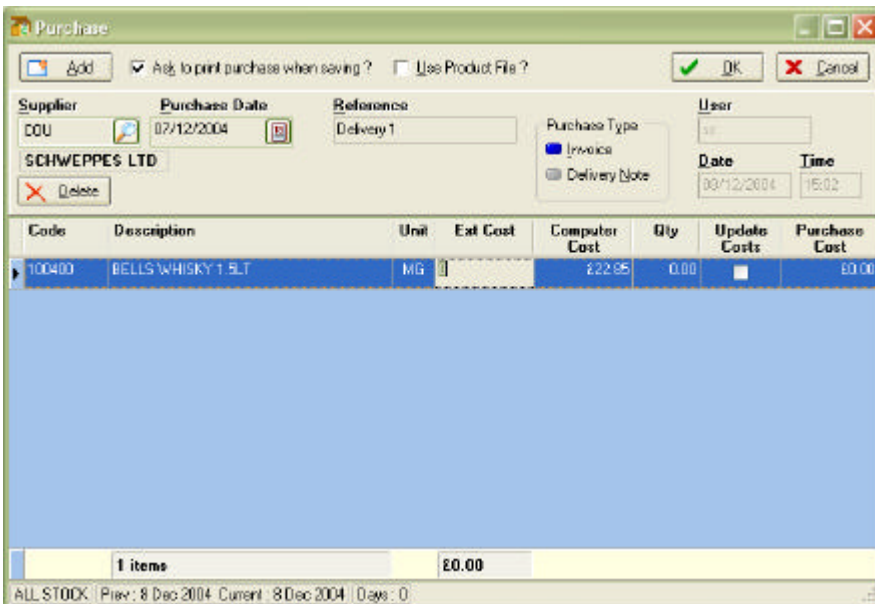
This assumes you are entering purchases from an invoice.

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 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.



When entering as an invoice the first information to input is the extended cost (Exc Cost). This is the total 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
100400	BELLS WHISKY 1.5LT	MG	£45.70	£22.85	2.00	<input type="checkbox"/>	£22.85

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 **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.

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 from a 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.

Hand	Product	Description	Unit	Yield
▶	000180	BENEDICTINE	70	28
	000390	COINTREAU	70	28
	100400	BELLS WHISKY 1.5L	MG	60
	100630	CANADIAN CLUB	70	28
	100790	COURVOISIER 70CL	BT	28
	101230	GORDONS GIN 70CL	70	28
	101880	REMY MARTIN VSO	BT	28
	200020	CAMPARI	70	28
	200390	HARVEYS BRISTOL	BT	15
	200490	MARTINI DRY 1.5LT	MG	30
	300075	HOUSE WINE LITRE	LT	8

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 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 from 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.

Code	Description	Unit	Purchase Cost	Computer Cost	Qty	Update Costs	Ext Cost
200480	MARTINI DRY 1.5LT	MG	£8.66	£8.66	1	<input type="checkbox"/>	£17.32

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, using the existing computer cost for all products, since it is unlikely that cost prices will be printed on delivery notes.

Other Options

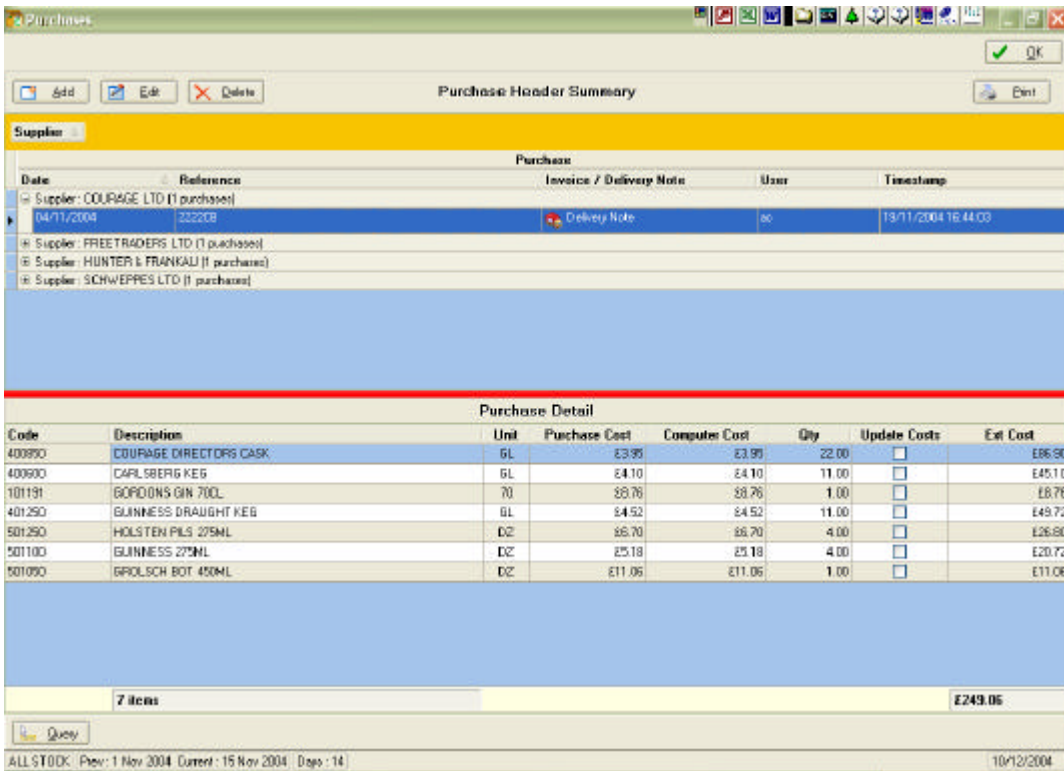
With either entry type it is possible to print purchases when exiting the purchases screen, to do this select the tick box at the top of the screen labelled “Ask to print purchase when saving?” You can do this by clicking the tick box so a tick is displayed or pressing **Alt+K**.

There will be occasions when you need to enter a new product to your site as you are entering purchases. If you know the desired product is already on your product master list you can enter from the master list from the purchases screen. All you need to do is select the Use Product File? Tick box at the top of the screen, by clicking the tick box or pressing **Alt+U** so that a tick is displayed. This will call up the entire master list when you go to enter a product. This will place the new product into the selected bar, directly from this purchase screen, all that remains to be done is to update the new product’s yield and selling price as described earlier in the manual.

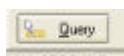


Clicking the above button, or pressing **Alt+D**, will delete the purchase entry which is currently highlighted. You will be prompted to confirm that you wish to delete the entry.

Other Options on the Purchase 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.



The query button allows you to interrogate the purchases entered in a number of ways. When you select this button the following screen is displayed. 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 second screen shot.

Purchase Query

Print

Drag a column header here to group by that column

Product	Description	Purchase	System	Qty	ID	Supplier	Date	Reference
100380	COINTREAU	£7.95	£7.95	1	6	FREETRADERS LT	12/11/2004	343434
100400	BELLS WHISKY 1.5LT	£18.95	£18.95	2	6	FREETRADERS LT	12/11/2004	343434
101191	GORDONS GIN 70CL	£8.76	£8.76	1	2	COURAGE LTD	04/11/2004	2222CB
101191	GORDONS GIN 70CL	£8.76	£8.76	2	6	FREETRADERS LT	12/11/2004	343434
200480	MARTINI DRY 1.5LT	£5.94	£5.94	1	6	FREETRADERS LT	12/11/2004	343434
300300	HOUSE WINE	£2.95	£2.95	10	6	FREETRADERS LT	12/11/2004	343434
400600	CARLSBERG KEG	£4.10	£4.10	11	2	COURAGE LTD	04/11/2004	2222CB
400950	COURAGE DIRECTORS CASK	£3.95	£3.95	22	2	COURAGE LTD	04/11/2004	2222CB
401250	GUINNESS DRAUGHT KEG	£4.52	£4.52	11	2	COURAGE LTD	04/11/2004	2222CB
501050	GROLSCH BOT 450ML	£11.06	£11.06	1	2	COURAGE LTD	04/11/2004	2222CB
501100	GUINNESS 275ML	£5.18	£5.18	4	2	COURAGE LTD	04/11/2004	2222CB
501250	HOLSTEN PILS 275ML	£6.70	£6.70	4	2	COURAGE LTD	04/11/2004	2222CB
600050	BABYDAM 200ML	£5.42	£5.42	2	3	SCHWEPES LTD	05/11/2004	32198
600150	DIAMOND WHITE 275ML	£6.56	£6.56	1.06	3	SCHWEPES LTD	05/11/2004	32198
600200	WOODPECKER 275ML	£4.99	£4.99	1.06	3	SCHWEPES LTD	05/11/2004	32198
700350	BABY JUICES 113ML	£1.68	£1.68	4	3	SCHWEPES LTD	05/11/2004	32198
700450	BABY MIXERS 113ML	£1.50	£1.50	6	3	SCHWEPES LTD	05/11/2004	32198
701750	LEMONADE 250ML	£5.20	£5.20	0.06	3	SCHWEPES LTD	05/11/2004	32198
800400	HAMLET SINGLES	£0.29	£0.29	200	4	HUNTER & FRANK	05/11/2004	456789

Purchase Query

Print

Supplier

Product	Description	Purchase	System	Qty	ID	Date	Reference
Supplier: COURAGE LTD							
101191	GORDONS GIN 70CL	£8.76	£8.76	1	2	04/11/2004	2222CB
400600	CARLSBERG KEG	£4.10	£4.10	11	2	04/11/2004	2222CB
400950	COURAGE DIRECTORS CASK	£3.95	£3.95	22	2	04/11/2004	2222CB
401250	GUINNESS DRAUGHT KEG	£4.52	£4.52	11	2	04/11/2004	2222CB
501050	GROLSCH BOT 450ML	£11.06	£11.06	1	2	04/11/2004	2222CB
501100	GUINNESS 275ML	£5.18	£5.18	4	2	04/11/2004	2222CB
501250	HOLSTEN PILS 275ML	£6.70	£6.70	4	2	04/11/2004	2222CB
Supplier: FREETRADERS LTD							
Supplier: HUNTER & FRANK							
Supplier: SCHWEPES LTD							

A credit is a product originally entered as a delivery into the cellar and then removed from the cellar and 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.

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 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.

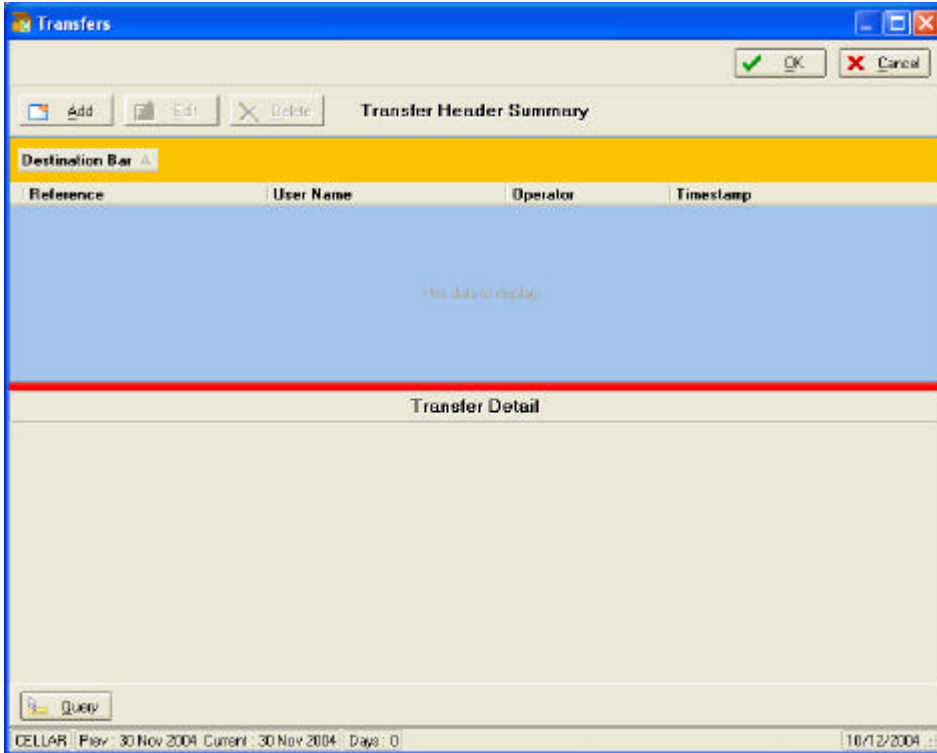
Transfers

Moving stock from one bar or cellar to another bar or cellar (including returns to the cellar). In principle this is a very straightforward task—there are only a few rules.

- You must be in the bar / cellar on the software that the stock is to move FROM.
- You must not move minus amounts
- You can delete an entire transfer record if required.
- Each Transfer record should be supported by signed paperwork / requisition.
- Only transfer to one bar at a time.

From the Select Bar screen—choose the bar / cellar from where the stock is moving from.

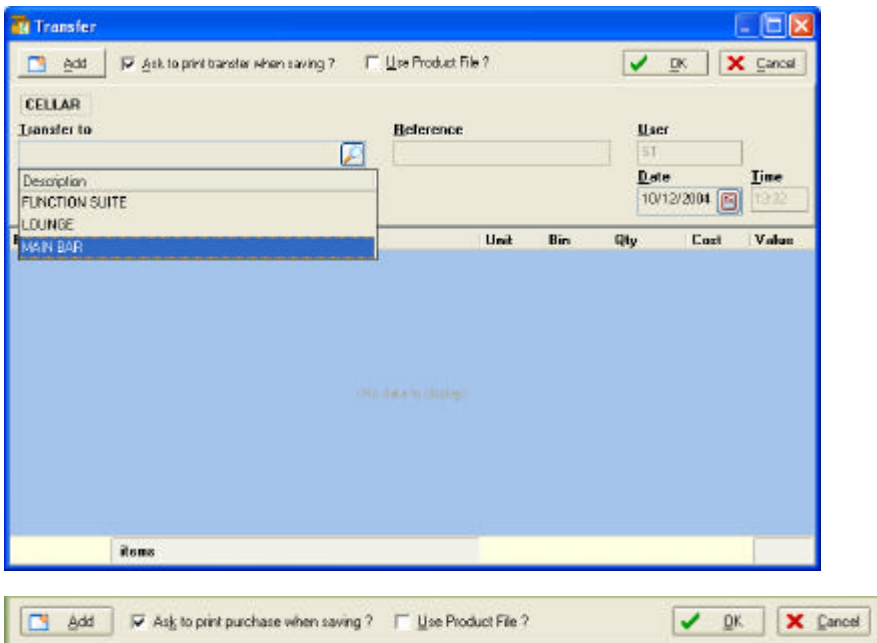
In the main screen - from the Stock Take Drop down Menu select (Transfers) or (LC) the ICON (Transfers)



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

Add Transfers

Select the Add button to enter your transfer - the following screen will be displayed.



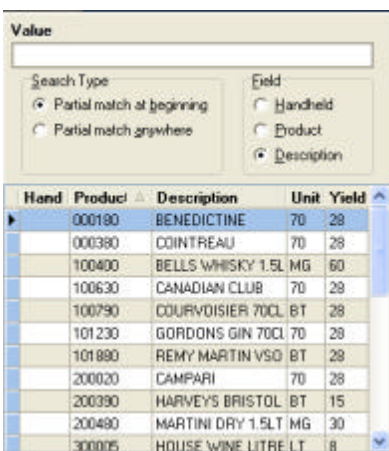
It is possible to print transfers when exiting the transfer screen, to do this select the tick box at the top of the screen labelled "Ask to print transfer when saving?" You can do this by clicking the tick box so a tick is displayed or pressing Alt+K.

There will be occasions when you need to enter a new product to your site as you are entering transfers. If you know the desired product is already on your product master list you can enter from the master list in the transfers screen. All you need to do is select the Use Product File? Tick box at the top of the screen, by clicking the tick box or pressing Alt+U so that a tick is displayed. This will call up the entire master list when you go to enter a product. After entering a product like this it will be available in all the other screens, so you can edit yields, tot prices etc.

To select a bar either use the arrow keys and Enter, type in the first digits of the name and Enter or (LC) the required bar. The cursor will automatically move to the Reference field. A reference must be entered; this would usually be the Requisition Note number.

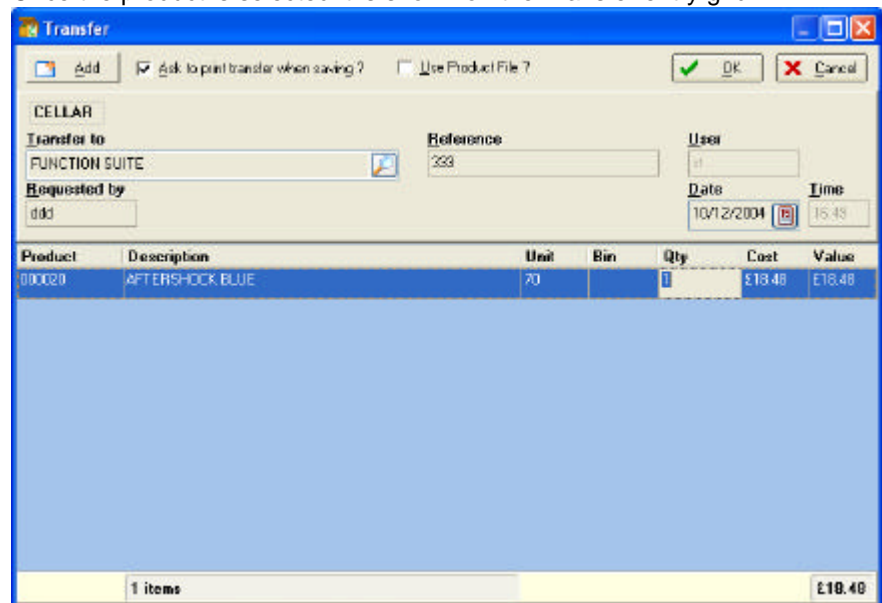
Next up to three initials are required in the Requested by field.

The cursor will automatically move on to the next field, date. You can either type in a 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 twice and the cursor will move forward to the select product screen.



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 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 Transfer entry grid.

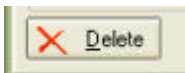
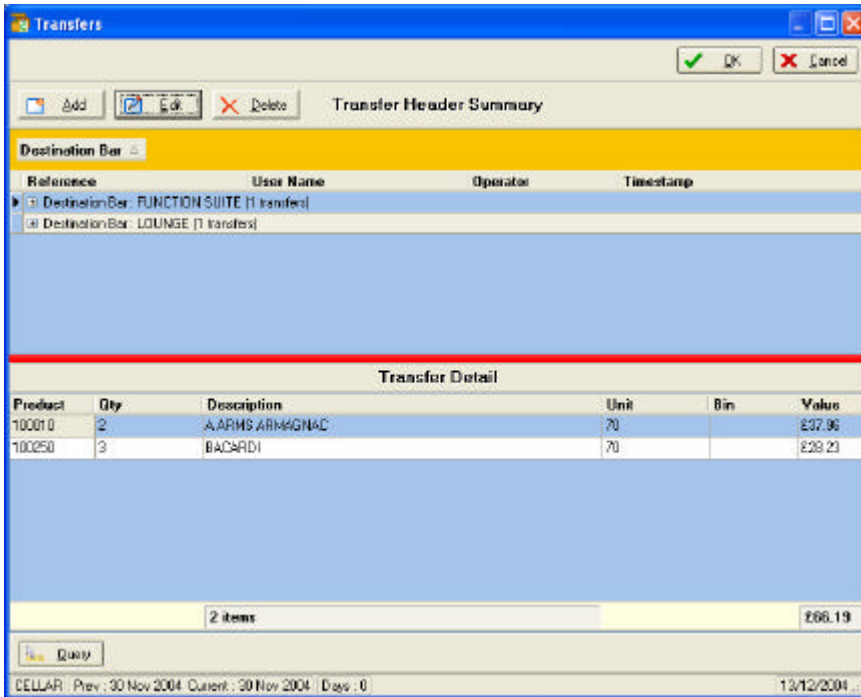


After selecting the product, the cursor will automatically move to the quantity "Qty" field. Add the quantity off the Transfer and press enter to accept, a new entry line will automatically be created and the Filter box displayed. At any point you can (LC) on OK, or press Alt+O, to exit the screen and 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.

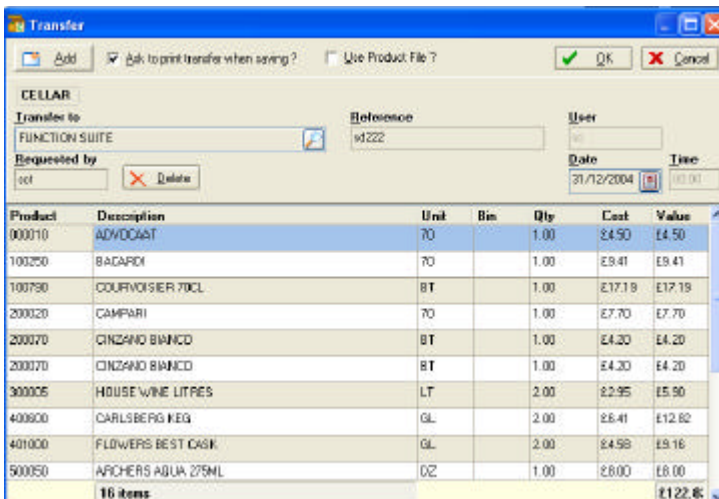
Product	Description	Unit	Bin	Qty	Cost	Value
000020	AFTERSHOCK BLUE	70		2.00	£18.48	£36.96

The Value field is calculated for you, using the stored computer cost. As more Transfers are added you will see a total for the Value column displayed at the bottom of the screen.



Clicking the above button, or pressing Alt+D, will delete the whole transfer note which is currently on the Transfers screen. You will be prompted to confirm that you wish to delete the entry.


Transfers can be edited by clicking on the '+' icon in the Transfers Screen, and highlighting the required transfer note using the arrow keys or (LC) with mouse, then select the Edit button from the top of the Transfers screen.

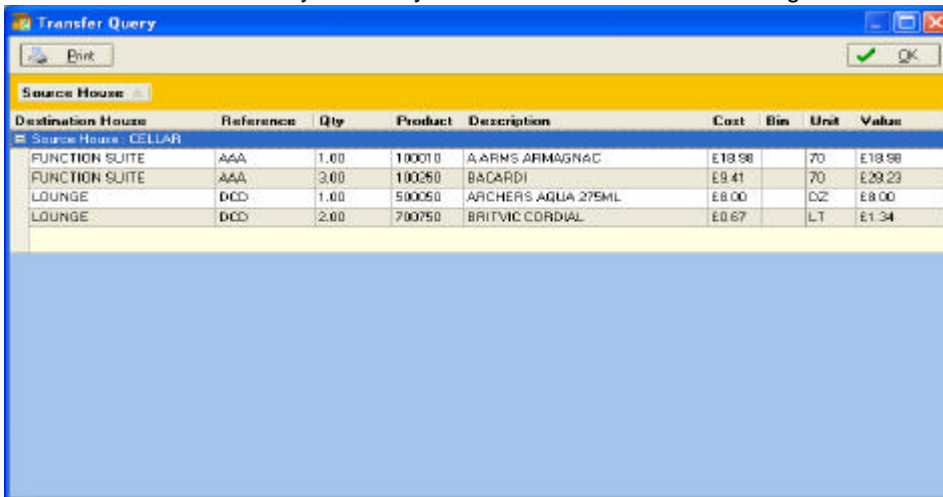


Using arrow keys or (LC) with mouse to select the appropriate transfer item to Edit - enter the new value and (LC) on OK, or press Alt+O, to exit the screen and save the changes you have made, or click "Cancel", or press Alt+C, to exit without saving the changes.

To delete a transfer item, using the arrow keys or (LC) with mouse to select the appropriate transfer item – press (LC) with mouse on the Delete button or Alt+D. A confirmation screen to delete the record will be displayed, (LC) 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.

Within the bar/cellar that you are in, a report of all the transfers FROM that bar can be drawn from the Reports Drop Down menu and then (Transfer Reports).

1  method of querying all transfers across all bars. From the stocktake Drop Down menu, select Transfers, and at the base of every transfer record is a Query button this allows you to interrogate the Transfers entered in a number of ways. When you select this button the following screen is displayed.



The screenshot shows a window titled "Transfer Query" with a "Print" button and an "OK" button. Below the title bar is a yellow band labeled "Source House" with a dropdown menu set to "CELLAR". The main area contains a table with the following data:

Destination House	Reference	Qty	Product	Description	Cost	Bin	Unit	Value
Source House - CELLAR								
FUNCTION SUITE	AAA	1.00	100010	A ARMS ARMAGNAC	£18.98		70	£18.98
FUNCTION SUITE	AAA	3.00	100050	BACARDI	£9.41		70	£28.23
LOUNGE	DCD	1.00	500050	ARCHERS AGUA 275ML	£8.00		DSZ	£8.00
LOUNGE	DCD	2.00	700750	BRITVIC CORDIAL	£0.67		LT	£1.34

This screen is shown. In the above example shows products that have been transferred.

The search criteria are (the titles of each column):-

- Source house—the bar from where the stock has moved (supplying the stock, usually the cellar)
- Destination house—the bar receiving the stock.
- Reference—the number / name / code entered (usually the requisition number)
- Quantity—the amount moved on this transfer note.
- Product code—the software code for the product
- The Description—the name of the product.
- Cost Price - up to date individual value for the product in question.
- Unit—the size of the product container and the count unit.
- Value – the calculated transfer amount multiplied by the individual product cost.

Put your search request in— by dragging a column header into the yellow band above for example Description. The data will be sorted by product description. You can drag all headings as required and the table will be sorted in the left to right order of each of the Criteria. This order can be changed by dragging the criteria to differing places or even being removed altogether.

To expand the search—when the required criteria have been entered—use the up and down arrows to find the desired area and then right arrow to expand—and then up an down arrows to navigate or (LC) onto the + to the left of each item.

To print—click on the icon—use the preview to ensure that only the required information prints.

When finished—close. The search is not held in memory—so each search is unique to the immediate requirement. See below.

Source House	Description	Destination House	Qty	Product	Reference	Cost	Bin	Unit	Value
Source House : CELLAR									
Description : BRITVIC CORDIAL									
	LOUNGE		2.00	700750	DCD	£0.67		LT	£1.34
Description : B&CARDI									
	FUNCTION SUITE		3.00	100250	AAA	£9.41		70	£28.23
Description : ARCHERS AQUA 275ML									
	LOUNGE		1.00	900050	DCD	£8.00		DZ	£8.00
Description : A ARMS ARMAGNAC									
	FUNCTION SUITE		1.00	100010	AAA	£18.98		70	£18.98

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.

Description	Wastage
COMPLIMENTARY	<input type="checkbox"/>
DISCOUNTS	<input type="checkbox"/>
MANAGEMENT DRINKS	<input type="checkbox"/>
PIPE CLEANING	<input type="checkbox"/>
STAFF DRINKS	<input type="checkbox"/>
TRANS TO CATERING	<input type="checkbox"/>
WASTAGE	<input checked="" type="checkbox"/>

ALL STOCK Prev : 8 Dec 2004 Current : 8 Dec 2004 Days : 0

A number of allowance descriptions are set as default, you can add to these by clicking on the “+” button at the bottom of the screen. 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. These categories will be available in all of the bars in the selected site.

Enter Allowances

The Stocktake UK definition of an allowance is “A deficit that we know about”. It follows therefore that both the client and the Stocktaker should actually know that the figures entered into the various categories are correct and verifiable.

Such items as pump cleaning should be as measured, multiplied by the number of cleans that have actually (not theoretically) taken place within the stock period.

For example; 26 pints of Stella Artois lost through line cleaning, where Stella Artois sells at £2.65 per pint would be an allowance of $26 \times £2.65 = £68.90$. Multiply £68.90 by the number of cleans in the period and you have the total line clean allowance for Stella Artois.

An allowance could also be given if there were reduced price sales. For instance 32 Bottles of Budweiser sold for £0.99 instead of an expected selling price of £2.95, then the allowance would be $32 \times (£2.95 - £0.99) = £62.72$

It is best practise to have Allowances recorded 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.

Date	Allowance	Wastage	Amount	User	Timestamp
14/12/2004		<input checked="" type="checkbox"/>	£0.00		14/12/2004 14:54:41

£0.00

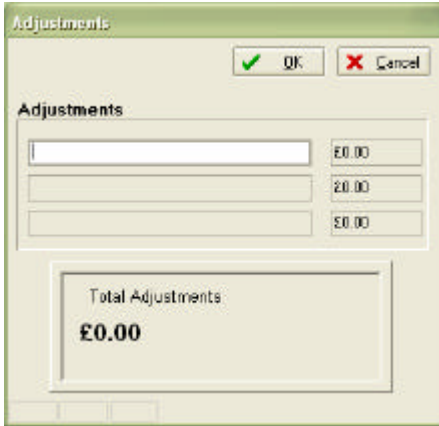
ALL STOCK Prev: 8 Dec 2004 Current: 8 Dec 2004 Days: 0

When the screen is first opened a blank line is displayed. Automatically today’s date is entered into the date column, you can overwrite 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. When you press enter after adding the allowance amount, a new blank line will be created; alternatively you can click the Add button. After all allowance entries have been made (LC) ‘O’k’ to exit with saving the changes, or (LC) ‘C’ancel’ to exit without changes.

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

These are the opposite of an allowance, and are used to add estimated receipts to the software's total. If more revenue has been received than was expected from the software's selling price, then the amount of difference can be included as an adjustment. From the Stock Take drop down menu, select Adjustments.



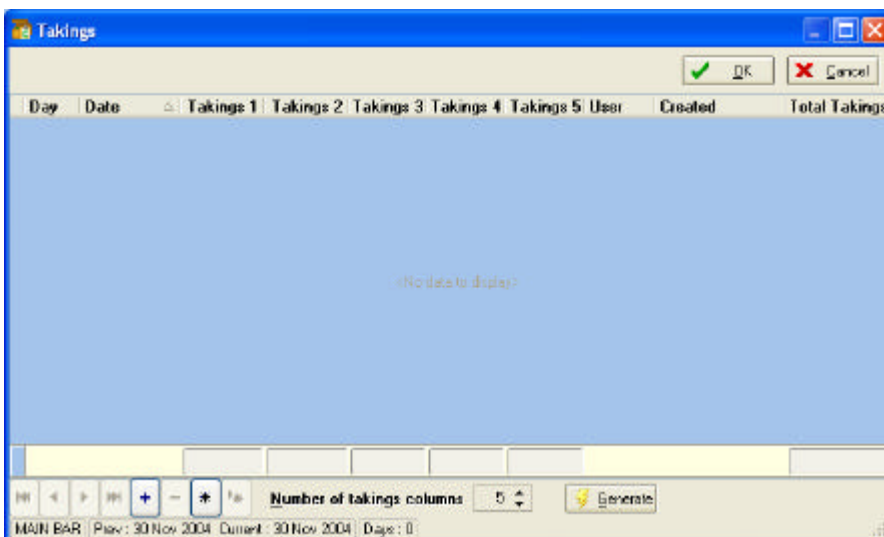
Type in the reason in the field and the value (including Vat) of the extra revenue received, over and above the value the software would have expected.

Adjustments do not affect the stock yield figures and should be used only by experienced users.

Add/Edit Takings

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

The actual Wet only 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, Hotel Control will create an entry for each day within the stock period to allow input of daily takings.

Mid Price Changes

If there has been a change in product selling price in the middle of a period, so long as you know the date on which the change occurred, you can use the Mid Price Change facility to update the selling price.

Select (Mid Price Change) from the Stock Take drop down menu or (LC) Mid Price Change icon. The following window will be opened.

Product	Description	Yield	Unit	Cost	Selling	Selling 2	Days at Old Price	Old GP	New GP
000160	BENEDICTINE	20.00	70	£12.00	£1.40		0	61.63	0.00
000360	COGNAC	20.00	HF	£7.95	£1.40	£0.00	0	66.64	0.00
100400	BELLS WHISKY 1.5LT	62.00	MG	£19.95	£1.20	£0.00	0	70.07	0.00
100630	CANADIAN CLUB	29.00	70	£11.17	£1.25	£0.00	0	63.79	0.00
101191	GORDONS GIN 70CL	29.00	70	£9.75	£1.20	£0.00	0	70.42	0.00
101960	REMY MARTIN VSOP	28.00	BT	£22.34	£1.50	£0.00	0	37.50	0.00
200020	CAMPARI	15.00	70	£9.27	£1.20	£0.00	0	46.02	0.00
200360	HARVEYS BRISTOLOW	15.00	BT	£5.05	£1.20	£0.00	0	67.03	0.00
200460	MARTINI DRY 1.5LT	30.00	MG	£5.94	£1.20	£0.00	0	80.61	0.00
300002	HOUSE WINE	8.00	LT	£2.95	£1.00	£0.00	0	56.67	0.00
400600	CARLSBERG KEG	8.00	GL	£4.10	£1.40	£0.00	0	56.99	0.00
400650	COURAGE DIRECTORS CASK	8.00	GL	£3.95	£1.30	£0.00	0	55.37	0.00
401250	GUINNESS DRAUGHT KEG	8.00	GL	£4.52	£1.60	£0.00	0	58.51	0.00
501050	GROLSCH BOT 450ML	12.00	D2	£11.06	£1.70	£0.00	0	36.30	0.00
501100	GUINNESS 275ML	12.00	D2	£5.18	£1.45	£0.00	0	65.02	0.00
501250	HOLSTEN PILS 275ML	12.00	D2	£6.70	£1.95	£0.00	0	51.40	0.00
600060	BABYDAM 200ML	12.00	D2	£5.42	£0.95	£0.00	0	44.14	0.00
600160	DIAMOND WHITE 275ML	12.00	D2	£6.66	£1.30	£0.00	0	60.69	0.00

23 stock items

ALL STOCK Prev: 1 Nov 2004 Current: 15 Nov 2004 Days: 14

Initially the product filter will be available, and you can use this to select individual products in the normal manner.

Regardless of the manner you select the first product you wish to edit the cursor highlight will initially be in the "Selling 2" field. You should type in the new selling price here, pressing enter will move you to the "Days at Old Price" field, where you should enter the number of days the product was sold at the original price (Selling). The maximum value of "Days at Old Price" is the number of trading days in the present period.

N.B. Once you have entered a price into "Selling 2", if you view the Stock Details report you will be able to see the split in usage values between the two selling prices.

After rollover the price entered into "Selling 2" will become the standard selling price for the selected product, as viewed in the Stock Levels window.

Stocktake Result

Now that the software has the opening stock, all goods-in, any credits, the closing count, any transfers, 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

At estimated selling price (and estimated receipts after allowances and adjustments)

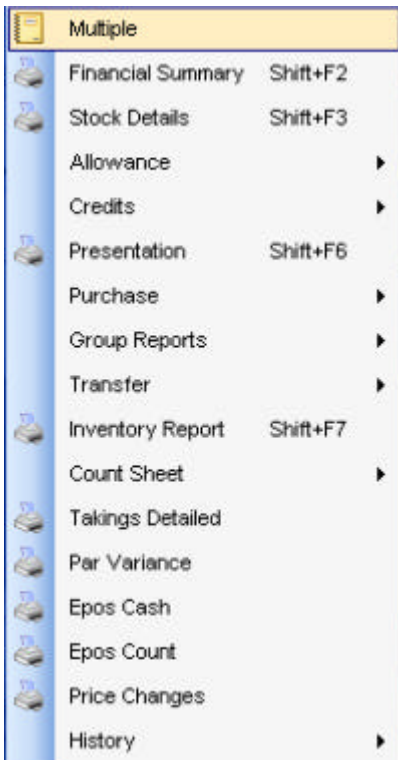
Also: - There is the calculation of potential GP% (based on actual cost of consumption and consumption at tariff prices), as well as actual GP% (actual cost versus actual revenue).

The retail surplus / deficit calculation—the difference between actual revenue (including VAT) received versus estimated receipts after allowances / adjustments. This is also expressed as a percentage (+ / -) of the received revenue.

Stock Yield is shown—this is the conversion from tariff prices to received revenue, for example if the total sales for one period was only one bottle of beer with a tariff (software) selling price of £2.50—if the actual revenue was £2.50 then the stock yield would be 100 % - if only £1.25 revenue was received, then the stock yield would be 50%. This is a useful benchmark, as it omits the amounts of allowances claimed and allows an indication of a site's ability to convert tariff prices to revenue.

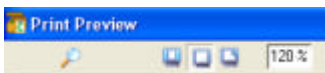
Reports (See also Appendix 2)

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.

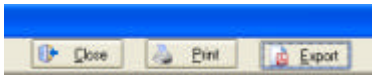
Options available from the Report Print Preview screen are detailed below: -



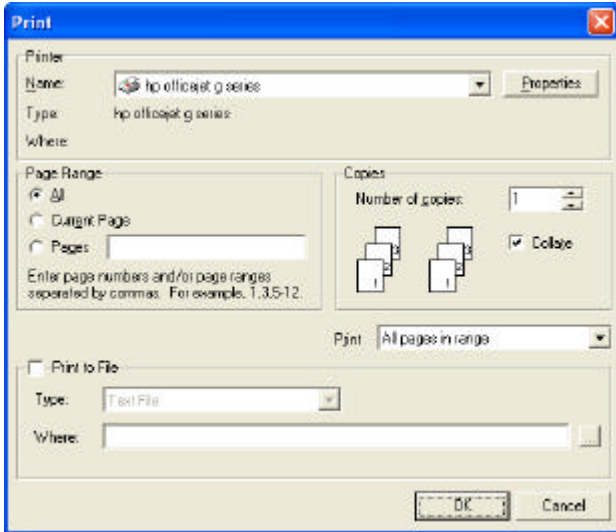
To change the size of the view on screen (LC) onto one of the screen buttons as shown above.



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



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

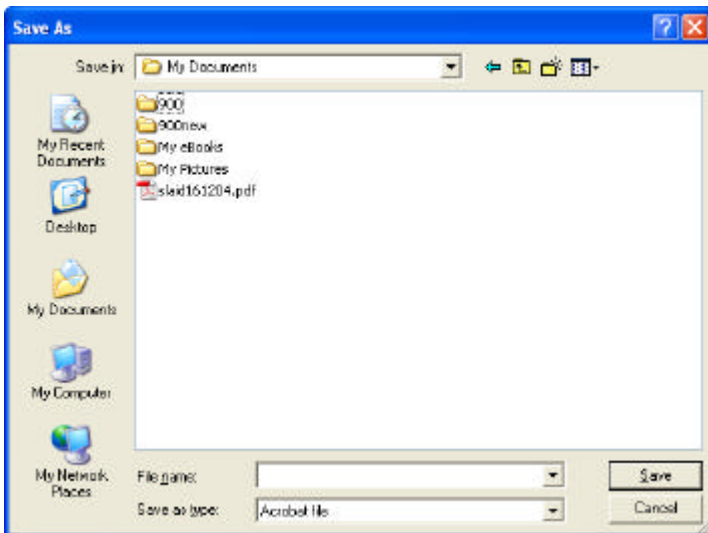


The above screen allows for choice of printer, number of copies and selection of pages etc.

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.

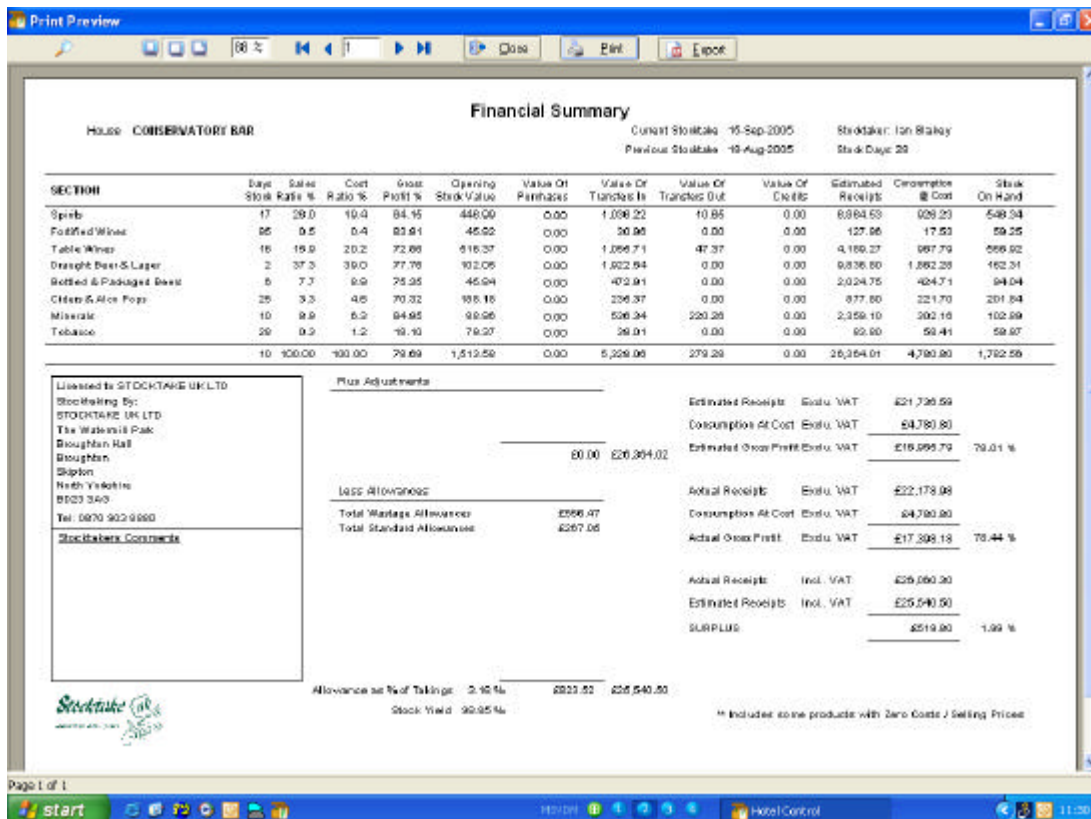
Financial Summary—this gives a full overview report for the currently opened bar.

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

Prior to previewing the financial summary on screen the Program checks to see if any products have a zero price and will display a list on screen for the Stocktaker to check.



(LC) on OK to display the Financial Summary Report.



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

Select (Stock Details Shift+F3) from the **Reports** drop down menu.

Stock Analysis
 Current Stocktake: 15-Sep-2008
 Previous Stocktake: 10-Aug-2008
 Stocktake: Jon Blakey
 Stock Days: 29

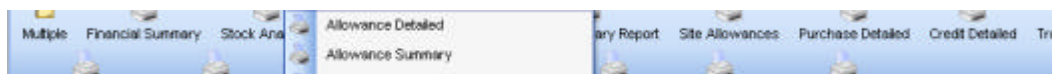
Product	Bin	U/L	Cost Price	Sell Price	Yield	QTY	Goods In	Credits In	Transfers In	Closing Stock	Period Sales	Last Sales	Sales @ Selling	O.P.N	Days Stock
Spiritz															
*ARMAGNAC TRADITION	9T	12.75	3.58	28.00	1.40	0.00	0.00	0.00	0.00	1.40	0.00	0.00	0.00	80.89	0
*ARTELL	9T	19.70	3.79	28.00	1.85	0.00	0.00	3.00	0.00	1.90	2.75	1.90	307.58	70.71	13
*ARM BRANDY	9T	5.89	3.29	28.00	0.30	0.00	0.00	4.00	0.00	2.00	2.30	4.35	176.52	89.77	25
*RICH MARTIN VSCOP	9T	16.46	3.68	28.00	0.55	0.00	0.00	1.00	0.00	0.50	1.85	0.15	108.84	77.32	12
*BALACON TOUL	9T	9.85	3.46	28.00	0.30	0.00	0.00	7.00	0.00	1.25	0.00	0.25	440.53	84.16	5
*CAPIT MONTIGNY VCL	7H	10.10	3.46	28.00	0.35	0.00	0.00	2.00	0.00	1.25	1.30	1.00	97.38	82.34	21
*HAWANA CLUB RUM	9T	11.89	3.46	28.00	0.80	0.00	0.00	0.00	0.00	0.90	0.00	0.00	0.00	79.50	0
*DOMINY SAPHIRE	7H	11.32	3.58	28.00	0.80	0.00	0.00	1.00	0.00	1.05	0.85	0.30	61.08	81.71	35
*MANCHESTER DRY OIN	9T	5.89	3.28	28.00	1.50	0.00	0.00	12.00	0.00	2.95	18.85	18.85	674.52	80.77	7
*ORDONS ORN VCL	7H	8.40	2.48	28.00	1.85	0.00	0.00	2.00	0.00	1.95	2.50	4.30	168.08	85.16	17
*TRELLE BT	9T	9.20	2.48	28.00	0.85	0.00	0.00	3.00	0.00	1.00	2.95	3.25	127.76	83.81	14
*FRANCOIS ORLOUSE TOUL	7H	9.20	3.48	28.00	1.70	0.00	0.00	0.00	0.00	1.00	0.70	0.75	42.04	83.81	40
*ROYAL MEMORIAL	9T	6.46	3.58	28.00	0.85	0.00	0.00	4.00	0.00	4.05	0.00	0.00	58.44	87.84	126
*SLACK BUSH	9T	12.79	3.78	28.00	1.30	0.00	0.00	0.00	0.00	1.00	0.30	0.55	19.12	76.57	140
*CANADIAN CLUB	9T	10.35	3.79	28.00	0.80	0.00	0.00	0.00	0.00	0.45	0.15	0.35	11.24	83.81	84
*OLENBUCH BT	9T	15.17	3.68	28.00	0.48	0.00	0.00	1.00	0.00	0.85	0.00	0.25	64.88	78.85	23
*OLENBUCH VCL	9T	16.70	3.58	28.00	0.75	0.00	0.00	0.00	0.00	0.40	0.75	0.00	28.40	78.85	32
*OLENBUCH PARADISE 100% VCL	9T	16.40	3.58	28.00	0.80	0.00	0.00	1.00	0.00	0.90	1.00	0.00	61.29	73.37	17
*JACK DANIELS	M0	26.26	3.79	68.00	1.30	0.00	0.00	4.00	0.00	1.95	4.85	4.90	858.11	80.89	7
*JAMESON	9T	10.30	2.48	28.00	0.80	0.00	0.00	3.00	0.00	0.45	3.15	0.95	211.68	81.90	4
*JIM BEAM	9T	11.80	2.48	28.00	1.80	0.00	0.00	0.00	0.00	0.70	0.30	0.20	28.18	76.37	85
*MORNING REDMO	M0	19.24	3.48	68.00	2.30	0.00	0.00	2.00	0.00	1.90	2.80	5.25	374.48	84.30	16
*MORNING VCL	M0	12.84	2.28	68.00	0.80	0.00	0.00	5.00	0.00	0.00	5.80	10.80	892.08	89.57	0
*MORNING VCL	9T	5.89	3.28	28.00	0.80	0.00	0.00	14.00	0.00	1.10	12.80	0.00	794.64	80.77	2
*PATER SHOCK	9T	16.89	3.28	28.00	2.50	0.00	0.00	0.00	0.00	1.90	0.00	1.30	58.08	87.70	89
*MORNING	9T	9.80	2.88	28.00	0.35	0.00	0.00	1.00	0.00	0.80	0.75	0.85	38.08	82.70	22
*MORNING SCHNAPPE	7H	1.26	2.48	28.00	0.75	0.00	0.00	3.00	0.00	1.25	2.50	1.95	168.08	87.16	14
*MORNING IRISH CROM	M0	20.80	3.79	68.00	0.75	0.00	0.00	4.00	0.00	0.90	4.15	4.30	468.66	78.85	4
*MORNING IRISH DM	7H	7.85	3.79	14.00	0.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	81.87	0
*BLUE CURACAO	5H	6.70	2.68	28.00	1.20	0.00	0.00	0.00	0.00	1.20	0.00	0.00	0.00	84.90	0
*MORNING	7H	5.89	2.58	28.00	0.80	0.00	0.00	2.00	0.00	2.40	0.40	0.30	28.08	85.41	180
*MORNING	7H	11.35	3.88	28.00	0.25	0.00	0.00	1.00	0.00	1.95	0.20	0.00	14.58	81.95	142
*MORNING	5H	9.84	2.68	28.00	0.55	0.00	0.00	0.00	0.00	0.35	0.20	0.00	18.48	84.32	49
*MORNING CASIS	1F	6.30	3.58	28.00	0.30	0.00	0.00	0.00	0.00	0.10	0.30	0.85	5.38	85.32	38
*MORNING	7H	12.80	3.58	28.00	0.50	0.00	0.00	2.00	0.00	1.95	0.55	0.90	49.04	77.52	89
*MORNING	9T	16.30	3.28	28.00	0.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	89.30	0
*MORNING	9T	12.40	2.88	28.00	2.85	0.00	0.00	0.00	0.00	1.00	0.15	0.00	18.92	70.37	285

Result subject to information supplied. Copyright © 2008 Stocktake UK Limited. Page 1 of 4

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

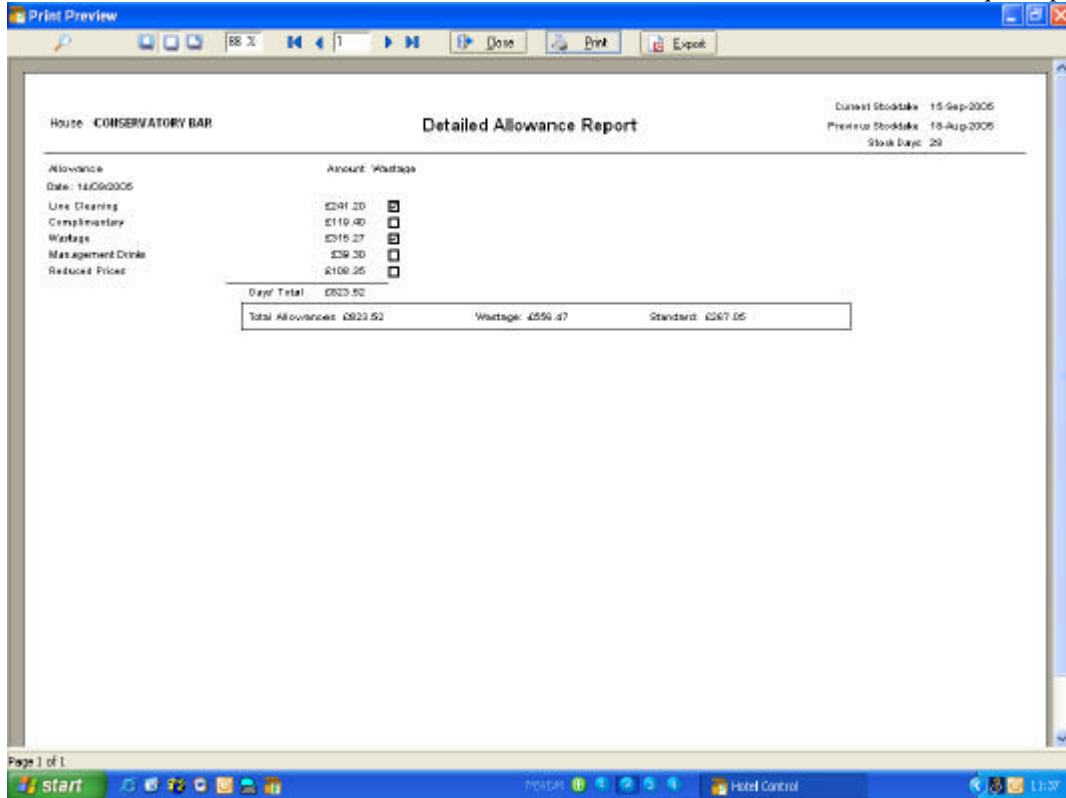
Allowance Summary Report—shows the total breakdown of bar(s) allowances.

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



The option to select Consolidated allows the operator to select multiple bars and print one total report for all selected bars.

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



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

Purchase— Select (Purchases) 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.

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

Print Preview

House: **CELLAR** **PURCHASES** Current Stocktake: 15-Sep-2005
Previous Stocktake: 10-Aug-2005
Stock Days: 29

Supplier	Ref	Unit	Qty	Cost	Total
Supplier: 3662	Ref: 34754880				
Invoice Purchase ID 11					
Purchase Date 25/08/2005					
782020 MINERAL WATER LTR	DC	8.00	3.06	£23.78	
782030 MINERAL WATER 250	DC	8.00	1.84	£14.72	
				£38.48	
Delivery Note Purchase ID 19	Ref: 34752488				
Purchase Date 14/08/2005					
782020 MINERAL WATER LTR	DC	8.00	3.06	£21.68	
782030 MINERAL WATER 250	DC	8.00	1.84	£14.72	
				£36.40	
Total Net Purchases For: 3662					£74.88

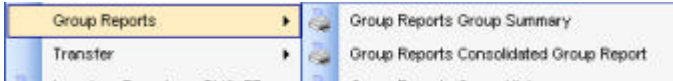
Supplier	Ref	Unit	Qty	Cost	Total
Supplier: Coca Cola Ent	Ref: m5904957				
Delivery Note Purchase ID 2					
Purchase Date 15/08/2005					
730002 COKE 2 LT	EA	12.00	1.07	£12.84	
700038 LEMONADE 2 LTR	EA	8.00	.86	£4.14	
720448 MURR 125ML	DC	38.00	1.93	£73.15	
710023 JUICE 125ML	DC	24.00	2.11	£50.64	
785100 SYPHONS 500A	DC	1.00	28.04	£28.64	
751620 CORNIAL ASSORTED	LT	24.00	.87	£20.88	
774420 SCHW BSB LEMONADE	LT	10.00	3.01	£30.60	
774440 SCHW BSB COKE	LT	60.00	3.27	£196.20	
				£422.02	
Invoice Purchase ID 3	Ref: 3600515				
Purchase Date 26/08/2005					
785100 SYPHONS 500A	DC	.06	28.04	£1.68	
730002 COKE 2 LT	EA	6.00	1.07	£6.40	
780503 LEMONADE 2 LTR	EA	18.00	.71	£12.78	
730002 COKE 2 LT	EA	18.00	1.07	£19.20	
720448 MURR 125ML	DC	40.00	1.93	£77.00	
710023 JUICE 125ML	DC	16.00	2.11	£33.76	
774440 SCHW BSB COKE	LT	10.00	3.27	£32.70	
774420 SCHW BSB LEMONADE	LT	20.00	3.01	£60.18	
				£258.01	

House: **CELLAR** **PURCHASE SUMMARY** Current Stocktake: 15-Sep-2005
Previous Stocktake: 10-Aug-2005
Stock Days: 29

Supplier	Purchase Date	Purchase ID	Purchase Type	Reference	Value
3662	25/08/2005	11	Invoice	34754880	£38.48
3662	14/08/2005	19	Delivery Note	34752488	£36.40
Total Net Purchases For: 3662					£74.88
Coca Cola Ent	15/08/2005	2	Delivery Note	m5904957	£422.02
Coca Cola Ent	20/08/2005	9	Invoice	3600515	£209.01
Coca Cola Ent	02/09/2005	12	Invoice	3013851	£202.55
Coca Cola Ent	09/09/2005	17	Delivery Note	m599255	£92.31
Total Net Purchases For: Coca Cola Ent					£924.89
Coors	10/08/2005	3	Delivery Note	729703.00	£192.99
Coors	25/08/2005	6	Delivery Note	7297123.00	£34.00
Coors	05/09/2005	14	Delivery Note	729592.00	£111.93
Total Net Purchases For: Coors					£338.98
Glanston Ltd	10/08/2005	5	Invoice	8128	£2,580.00
Total Net Purchases For: Glanston Ltd					£2,580.00
SoalCo	19/08/2005	1	Delivery Note	52862946	£1,142.79
SoalCo	25/08/2005	7	Delivery Note	52730797	£916.15
SoalCo	01/09/2005	10	Invoice	2523340.00	£895.01
SoalCo	09/09/2005	15	Delivery Note	52805167	£639.02
Total Net Purchases For: SoalCo					£3,292.97
Willsobha	10/08/2005	4	Delivery Note	701957	£2,533.69
Willsobha	25/08/2005	9	Invoice	702354	£1,433.71
Willsobha	01/09/2005	12	Invoice	51466126	£823.55
Willsobha	09/09/2005	18	Invoice	702973	£392.56
Total Net Purchases For: Willsobha					£4,783.51
Total Purchases:					£14,623.23

Group Reports—enables a full overview report for all the bars/cellars linked to whichever site you have opened.

Select (Group Reports) from the **Reports** drop down menu

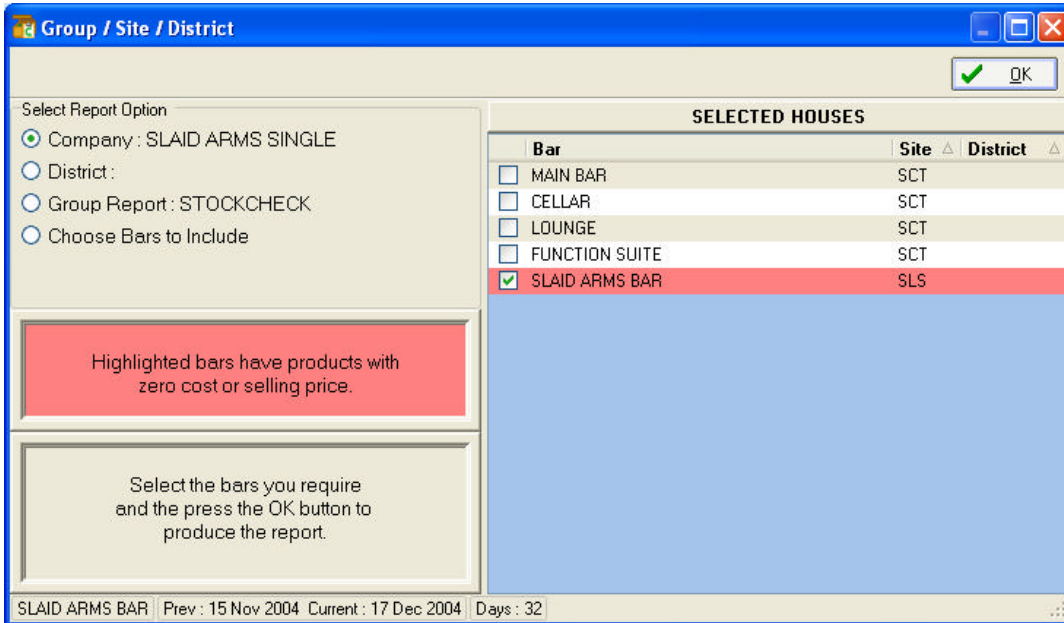


The above screen displays the options available.

Consolidated Group Report – produces the details normally reported in the Financial Summary of all Bars/Cellars for the site.

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

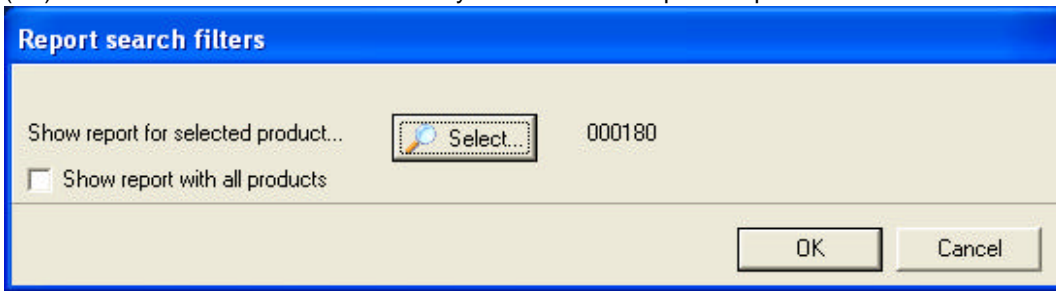
The following selection screen will be displayed:



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.

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

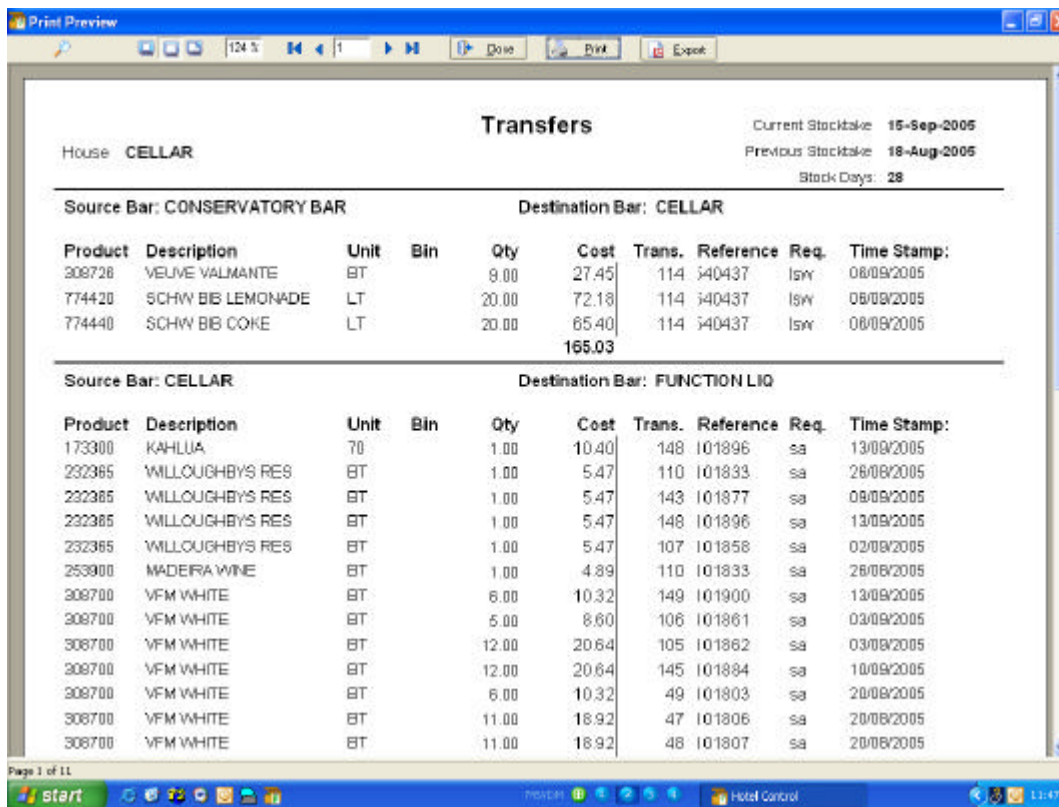


The above window shows the possible report criteria available—either by a single product—or to include all products across all bars / cellars.

To select an individual product (LC) the Select button and a pop up window will be displayed showing the list of products to choose from.

(LC) with the mouse or use arrow keys to select a product and press enter then (LC) on OK. All transfers for the selected product will be displayed in the report.

To show all products (LC) the option “Show report with all products”



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

Select (Inventory Report Shift+F7) from the Reports drop down menu.

Product	Size	Cost Price	Closing Stock	Closing @Cost	Product	Size	Cost Price	Closing Stock	Closing @Cost
ARMAGNAC TRADITION	BT	12.75	5.00	63.75	AFTER SHOCK	BT	16.89	12.00	202.80
MARTELL	BT	13.70	2.00	41.10	AMERRETTO	50	9.50	2.00	-17.00
MARTELL MIN	EA	1.41	25.00	35.25	ANCHERS SCHNAPPS	70	7.35	10.00	73.50
VFM BRANDY	BT	5.89	10.00	58.90	BALLEYS IRISH CREAM	M6	20.00	1.00	20.00
REMY MARTIN VSOP	BT	19.49	3.00	58.48	BALLEYS IRISH CW	70	7.85	4.00	21.60
BACARDI 70CL	BT	9.05	10.00	80.50	BALLEYS IRISH MIN	EA	0.87	26.00	22.82
BACARDI MINS	EA	0.89	23.00	20.47	BLUE CURACAO	50	6.70	3.00	20.10
CAPT MORGAN 70CL	70	10.10	5.00	50.50	CAMPARI	70	9.59	2.00	17.18
HAVANA CLUB RUM	BT	11.59	1.00	11.59	COGNAC	70	11.25	2.00	22.70
BOMBAY SAPPHIRE	70	11.53	2.00	22.06	CREME DE BANANES	50	0.04	0.00	0.00
GORDON'S 6IN MIN	MN	0.89	14.00	12.46	CREME DE CACAO	50	6.39	1.00	6.39
MANCHESTER DRY 6IN	BT	5.89	0.00	40.12	CREME DE CACAO WHITE	50	7.85	2.00	15.20
GORDON'S 6IN 70CL	70	9.49	7.00	59.40	CREME DE CASSIS	HF	6.70	2.00	-12.20
BELLS WHISKEY MIN	MN	0.93	28.00	26.04	D'ARNAUD	70	13.93	3.00	41.79
BELLS BT	BT	9.20	3.00	27.60	GOLDEN SCHLAIER	BT	16.20	4.00	64.80
FAMOUS GROUSE 70CL	70	9.29	3.00	27.79	GRAND MARNER	BT	13.40	3.00	40.20
ROYAL MEMORIAL	BT	5.49	0.00	51.94	GREENHAME	BT	2.70	0.00	0.00
BLACK BUSH	BT	13.79	3.00	41.37	KARLIDA	70	10.49	3.00	31.20
CANANAH CLUB	BT	10.29	3.00	31.25	MAJIBU	LT	7.79	3.00	23.28
GLENFIDDICH BT	BT	15.17	3.00	45.51	MAJIBU	BT	7.75	0.00	82.00
GLENLIVET 12YR	BT	10.70	1.00	10.70	MIDORI MELON	BT	0.00	0.00	0.00
GLENMORANGIE 10YR	BT	18.40	1.00	18.40	PERNO	BT	10.29	3.00	30.84
JACK DANIELS	M6	20.26	11.00	209.86	PINNO NO 1	BT	8.85	0.00	80.85
JACK DANIELS MINS	EA	0.96	7.00	6.72	SAMBUCA	BT	10.99	14.00	153.86
JAMESON	BT	10.30	2.00	20.60	SAMBUCA BLACK	BT	12.49	3.00	37.47
JIM BEAM	BT	11.80	2.00	23.60	SOUTHERN COMFORT	BT	10.89	6.00	65.30
ABSOLUT BLUE	BT	10.55	0.00	0.00	TEQUILA	BT	9.89	6.00	59.34
ABSOLUT CITRON	BT	13.71	0.00	0.00	TEQUILA GOLD	BT	11.79	4.00	47.16
ABSOLUT MANDARIN	BT	13.71	0.00	0.00	TIKI MARIA	BT	9.79	3.00	29.34
ABSOLUT MURRAY	BT	13.71	0.00	0.00	TRIPLE SEC	50	6.79	1.00	6.79
FINLANDIA	BT	12.55	10.00	125.50					
SMIRNOFF RED M6	M6	10.24	12.00	230.88					
VFM VODKA	M6	12.84	23.00	295.32					
VFM VODKA	BT	5.89	0.00	0.00					
VODKA MINS	EA	0.77	17.00	13.09					
							Sub Total Spirits		23,170.47

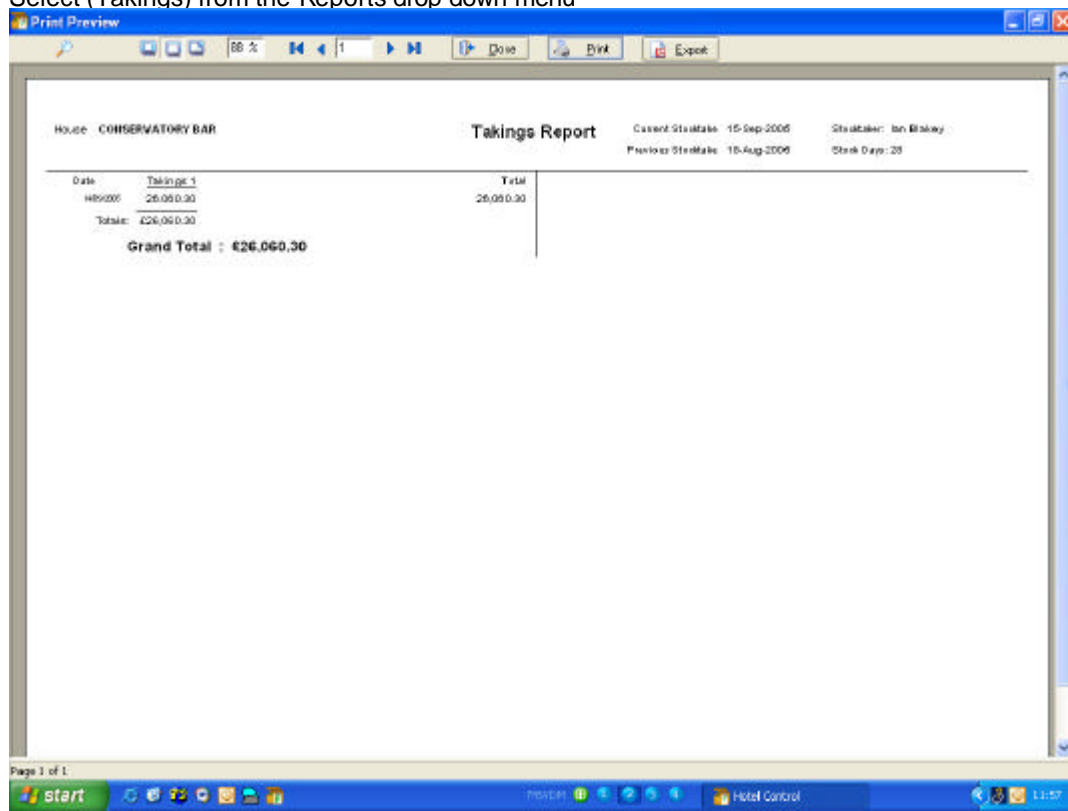
Count Sheet—this report is available in three options, standard, handheld sorted or Bin Numbers. Standard is displayed in the same order as the entry screens, handheld sorted is displayed numerically by the handheld code and Bin Numbers is displayed by Bin Number. The standard count sheet is for the counts to be conducted on if not using a Hand Held Computer. Each bar / cellar must have its own count sheet produced.

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+F10 for the standard count sheet.

Product Bin	Unit Yield	Cost Price	Prev	Spirits
ARMAGNAC TRADITION	BT 24	13.75 3.00	6.00	
MARTELL	BT 28	13.70 2.70	3.80	
MARTELL MIN	EA 1	1.41 5.20	25.80	
VFM BRANDY	BT 28	5.89 2.20	18.80	
REMY MARTIN VSOP	BT 28	19.49 3.00	3.80	
BACARDI 70CL	BT 28	9.05 2.40	18.80	
BACARDI MINS	EA 1	0.89 8.80	23.80	
CAPT MORGAN 70CL	70 28	10.10 2.40	6.80	

Takings—this report shows all revenue / takings entries.

Select (Takings) from the Reports drop down menu



Par Variance—shows the variance to Par level after the current close count has been entered.

Select (Par Variance) from the Reports drop down menu.

Print Preview

House: CONSERVATORY BAR

PAR Variance Report

Current Stocktake: 15-Sep-2005
Previous Stocktake: 16-Aug-2005
Stock Days: 28

Description															
Spirits							Spirits								
	Bin	Unit	Cost	Sell	PAR	Close	Variance		Bin	Unit	Cost	Sell	PAR	Close	Variance
ARMAGNAC TRADITION		BT	12.75	2.00	0.00	1.40	1.40		ARCHER'S SCHNAPPS	70	7.95	2.40	0.00	1.25	1.25
MARTELL		BT	13.70	2.70	0.00	1.30	1.30		BAILEY'S IRISH CREAM	MR	20.00	3.70	0.00	0.60	0.60
VFM BRANDY		BT	6.60	2.20	0.00	2.00	2.00		BAILEY'S IRISH CM	70	7.95	3.70		0.00	0.00
REMY MARTIN VSOP		BT	19.40	3.50	0.00	0.50	0.50		BLUE CURACAO	50	6.70	2.50	0.00	1.20	1.20
BACARDI TOCL		BT	9.00	2.40	0.00	1.20	1.20		CAMPARI	70	6.90	2.50	0.00	2.40	2.40
CAPT MORGAN TOCL		70	10.10	2.40	0.00	1.25	1.25		COGNAC	70	11.95	2.50	0.00	1.05	1.05
HAWANA CLUB RUM		BT	11.50	2.40	0.00	0.90	0.90		CREME DE BANANES	50	6.94	2.50	0.00	0.35	0.35
BOMBAY SAPPHIRE		70	11.35	2.50	0.00	1.05	1.05		CREME DE CASSIS	HF	6.10	2.50	0.00	0.10	0.10
MANCHESTER DRY ON		BT	6.50	2.20	0.00	2.55	2.55		DRAMBUIE	70	13.95	2.50	0.00	1.95	1.95
GORDONS VIM TOCL		70	8.40	2.40	0.00	1.95	1.95		GOLD SCHLAEGER	BT	16.20	2.20	0.00	0.00	0.00
BELLS BT		BT	9.20	2.40	0.00	1.00	1.00		GRAND MARNER	BT	12.40	2.50	0.00	1.80	1.80
FAMOUS GHOUSE TOCL		70	9.25	2.40	0.00	1.00	1.00		GREENADME	BT	2.70	2.50	0.00	0.80	0.80
ROYAL MEMORIAL		BT	6.45	2.20	0.00	4.05	4.05		KALUA	70	10.40	2.50	0.00	1.20	1.20
BLACK BUSH		BT	13.70	2.70	0.00	1.00	1.00		MALibu	BT	7.75	2.40	0.00	0.50	0.50
CANADIAN CLUB		BT	10.25	2.70	0.00	0.45	0.45		MIDORI MELON	BT	9.90	2.40	0.00	0.50	0.50
OLENIECICH BT		BT	15.17	2.50	0.00	0.55	0.55		PERMO	BT	10.25	2.40	0.00	0.50	0.50
OLENIECICH 12YR		BT	16.70	2.00	0.00	0.40	0.40		FINMS NO 1	BT	6.95	2.40	0.00	0.50	0.50
OLENORANGE 10YR		BT	19.40	2.90	0.00	0.50	0.50		SAMBUCA	BT	10.90	2.20	0.00	0.40	0.40
JACK DANIELS		M5	26.25	2.70	0.00	1.05	1.05		SAMBUCA BLACK	BT	12.40	2.20	0.00	0.70	0.70
JAMESON		BT	10.20	2.40	0.00	0.45	0.45		SOUTHERN COMFORT	BT	10.85	2.70	0.00	1.05	1.05
JIM BEAM		BT	11.50	2.40	0.00	0.70	0.70		TEQUILA	BT	9.90	2.20	0.00	0.75	0.75
SMIRNOFF RED M5		M5	19.24	2.40	0.00	1.50	1.50		TEQUILA GOLD	BT	11.70	2.20	0.00	2.00	2.00
VFM VODKA		M5	12.84	2.20	0.00	0.00	0.00		TIA MARIA	BT	6.70	2.70	0.00	0.45	0.45
VFM VODKA		BT	5.80	2.20		1.30	1.30		Fortified Wines						
AFTER SHOCK		BT	16.90	2.20	0.00	1.90	1.90		MARTINI DRY	BT	2.90	2.40	0.00	0.90	0.90
AMERSETTO		50	9.50	2.50	0.00	0.50	0.50		MARTINI RED	BT	2.90	2.40	0.00	1.00	1.00

Page 1 of 3

Epos

Select (Epos) from the Reports drop down menu.

Print Preview

SLAID ARMS HOTEL

EPOS Report

CELLAR

Current Stocktake: 31-Dec-2004
Previous Stocktake: 16-Dec-2004
Stocktaker: A. N. O'Neil
Stock Days: 15

Product	Unit	Stock Value		Adjustments					Til Sales	VAR +/- £	Variance (Units)	Variance (Totals)
		@ Sell		Adj 1	Adj 2	Adj 3	Adj 4	Adj 5				
LIQUEURS												
ADVOCAAT	70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AFTERSHOCK BLUE	70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Section Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPIRITS												
A ARMS ARMAGNAC	70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Section Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Page 1 of 1

Select (Epos Count) from the Reports drop down menu.

EPOS Count Report

Current Stocktake: 16-Feb-2005
Previous Stocktake: 02-Feb-2005
Stocktake: [blank]
Stock Days: 14

Product	Unit	Yield	Sell	Measure Usage	Till Usage	Allowance Usage	Usage Variance (Before Allowances)	Value Variance	Usage Variance (After Allowances)	Value Variance
Liquors										
BENEDICTINE	70	28	1.70	5.60	5.10		-0.50	-0.85	-0.50	-0.85
COGNAC	70	26	1.70	81.80	88.20		6.60	11.22	6.60	11.22
Section Total				87.20	73.30	0.00	6.10	10.37	6.10	10.37
Spirits										
BELLS WHISKY 1.5LT	MG	60	1.50	114.00	110.00	3.50	-4.00	-6.00	-0.50	-0.75
Section Total				114.00	110.00	3.50	-4.00	-6.00	-0.50	-0.75
Bottled Beers										
HOLSTEN PILS 275ML	DZ	12	1.00	73.00	73.00		0.00	0.00	0.00	0.00
Section Total				73.00	73.00	0.00	0.00	0.00	0.00	0.00
Ciders / Perries										
BABYCHAM 200ML	DZ	12	1.40	36.00	33.50		-2.50	-3.50	-2.50	-3.50
DIAMOND WHITE 275ML	DZ	12	1.70	49.00	48.00		-1.00	-1.70	-1.00	-1.70
Section Total				85.00	81.50	0.00	-3.50	-5.20	-3.50	-5.20
Total				339.20	337.8	3.50	-1.40	-0.88	2.10	4.42

Price Changes

Select (Price changes) from the Reports drop down menu.

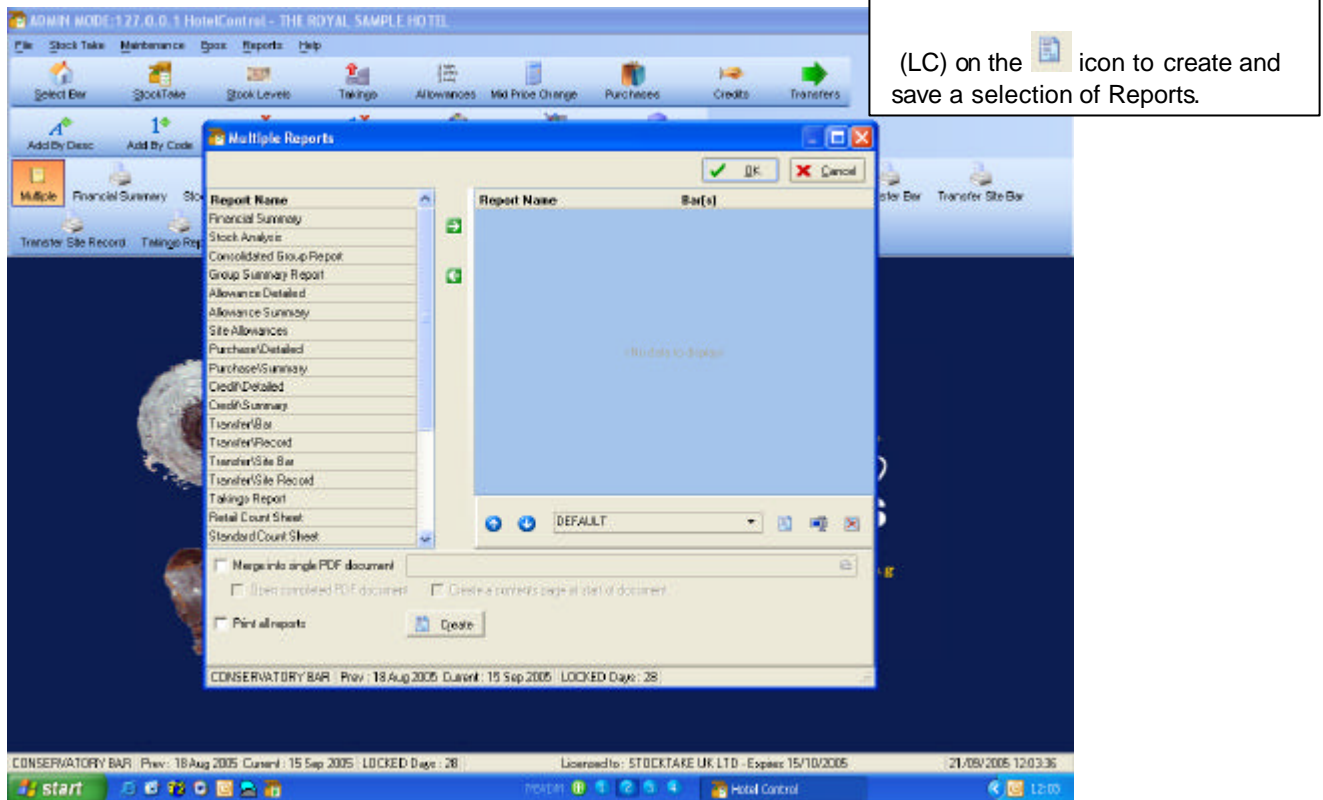
Cost Price Changes

Current Stocktake: 15-Sep-2005
Previous Stocktake: 10-Aug-2005
Stock Item: 20

PRODUCT	Unit	Yield	Old Cost	Old P.P.A.	New Cost	New P.P.A.	New to Old % change
Spirits							
ARMAGNAC TRADITION	DT	20.00	180.00	2.30	12.75	90.04	08.30
BART TILL	BT	20.00	180.00	2.70	13.70	75.71	08.30
VIN BRASSY	BT	20.00	180.00	2.20	8.88	89.77	08.30
SEMPY MARTIN VEGP	DT	20.00	180.00	3.30	40.46	77.02	08.30
BACARDI TECL	BT	20.00	180.00	2.40	9.06	84.18	08.30
DUPY HERBARE TECL	70	20.00	180.00	2.40	10.10	87.54	08.30
ARMAK CLUB PRAM	BT	20.00	180.00	2.40	11.88	79.88	08.30
BONDAY SUFFRISC	70	20.00	180.00	2.30	11.00	91.71	08.30
BLACKBERRY DRY WH	BT	20.00	180.00	2.20	5.59	85.77	08.30
WORLDWIDE WH TECL	70	20.00	180.00	2.40	8.46	85.18	08.30
BELLS DT	DT	20.00	180.00	3.40	9.20	90.91	08.30
TARDIS GARDING TECL	70	20.00	180.00	3.40	9.25	90.91	08.30
ROYAL HERBARE TECL	BT	20.00	180.00	2.20	6.46	87.54	08.30
BLACH BUSH	BT	20.00	180.00	2.70	13.78	79.87	08.30
DANEMARK TILIG	DT	20.00	180.00	2.70	10.25	90.91	08.30
ALEXANDER BT	BT	20.00	180.00	2.30	10.17	75.08	08.30
OLENIVET 12V5	BT	20.00	180.00	2.30	10.70	75.03	08.30
OLENIVET 10V5	DT	20.00	180.00	2.30	10.40	70.07	08.30
JACK CHAMPAGNE	MG	60.00	180.00	1.70	25.35	90.98	08.30
JAMESON	BT	20.00	180.00	2.40	10.30	91.98	08.30
JAMESON	BT	20.00	180.00	2.40	11.80	79.37	08.30
SMARNOFF 250 ML	MG	60.00	180.00	3.40	19.24	94.28	08.30
VIN VODKA	MG	60.00	180.00	2.20	12.64	89.97	08.30
VIN VODKA	BT	20.00	180.00	2.20	8.88	89.77	08.30
ATTOE SHOCK	DT	20.00	180.00	2.20	10.90	87.78	08.30
ARMAK TTD	50	20.00	180.00	2.30	5.50	90.74	08.30
ALEXANDER SCHNAPPS	70	20.00	180.00	2.40	7.25	91.18	08.30
BALLEYS FRESH CREAM	MG	30.00	180.00	3.70	20.00	79.83	08.30
BALLEYS IRISH CH	70	14.00	180.00	3.70	7.95	91.97	08.30
BLUJ CHEROKEE	50	20.00	180.00	2.30	8.10	84.08	08.30
CAMPARI	BT	20.00	180.00	2.30	8.88	85.41	08.30
EDYFLEAR	70	20.00	180.00	2.30	11.05	91.58	08.30
ERNE DE GARNAGE	50	20.00	180.00	2.30	6.94	94.92	08.30
ERNE DE GARNAGE	BT	20.00	180.00	2.30	8.10	95.22	08.30
FRANCOIS	70	20.00	180.00	2.30	13.83	77.82	08.30
GOLDEN JAGER	DT	20.00	180.00	3.20	16.20	95.18	08.30
GRAND MARNIER	BT	20.00	180.00	2.30	13.40	75.37	08.30
GRAND MARNIER	BT	20.00	180.00	2.30	2.70	85.84	08.30
GRANMA	70	20.00	180.00	2.30	10.40	83.21	08.30

Multiple Reports

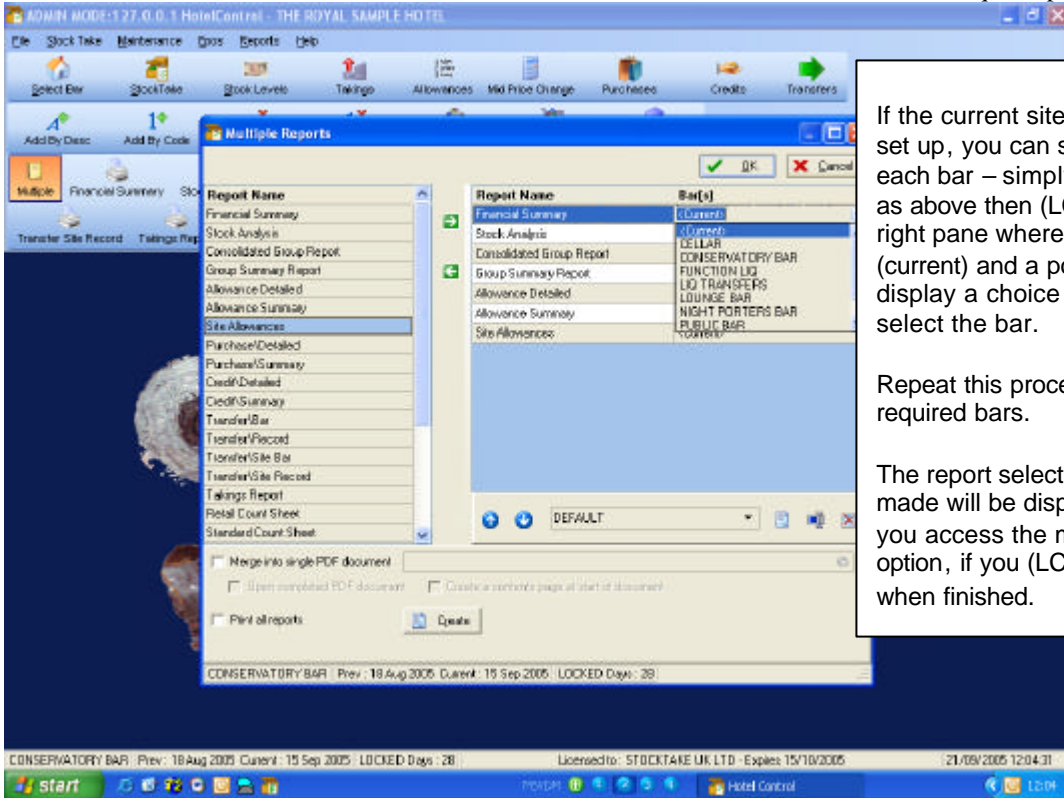
There is a facility to select more than one report simultaneously, these can then be saved into a PDF file or sent straight to a printer. From the Reports Drop Down menu select Multiple Reports.



(LC) 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.

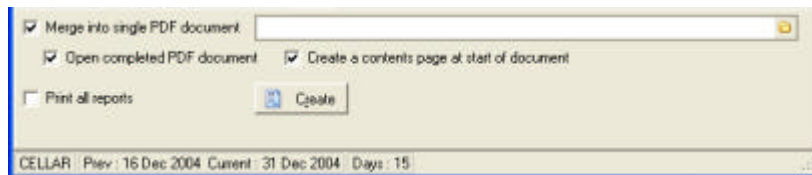
The order of reports can be altered by highlighting the report in the right pane and (LC) the blue up or down arrow to move it to the appropriate position.



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.

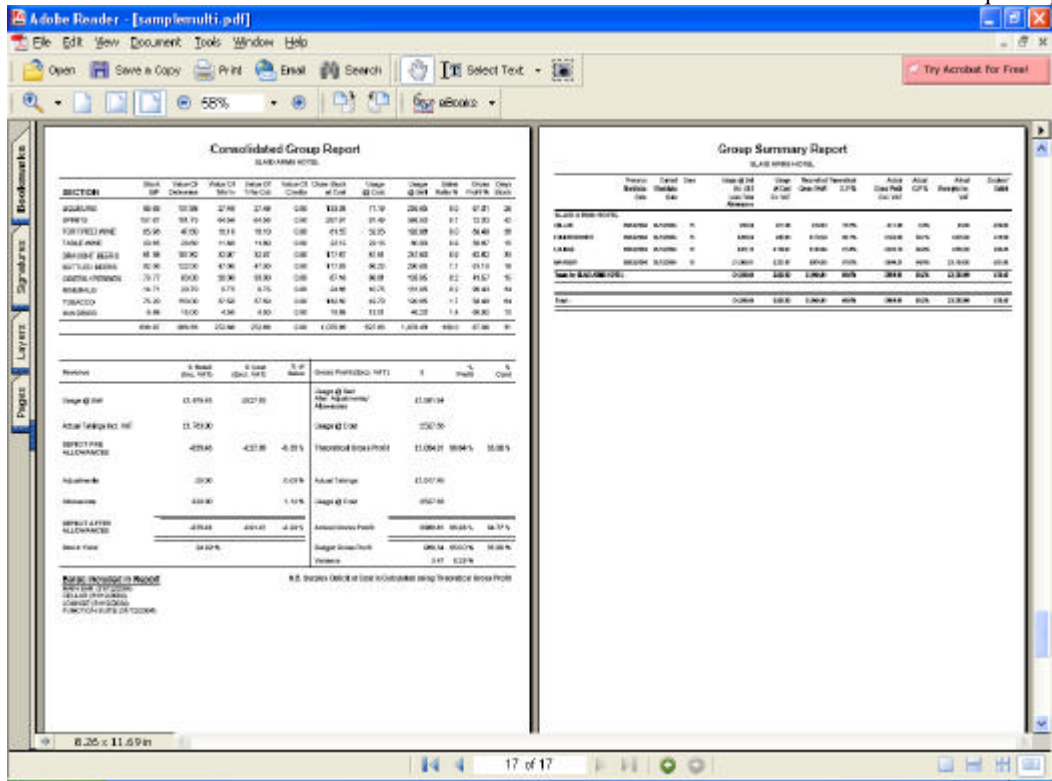


Once all reports are selected there are other choices at the bottom of the screen.

- Merge into single PDF document – allows you to save for printing later or to e-mail as an attachment.
- Open completed PDF document – once created will open for viewing or printing.
- Create a contents page at start of document – a front sheet shows details of selected reports
- Print all reports – once created will print all reports.

Before selecting the Create button (LC) onto the yellow folder icon to enter the filename for the PDF which you are creating. A pop up window is displayed to allow you to browse to the location that you wish to save in.

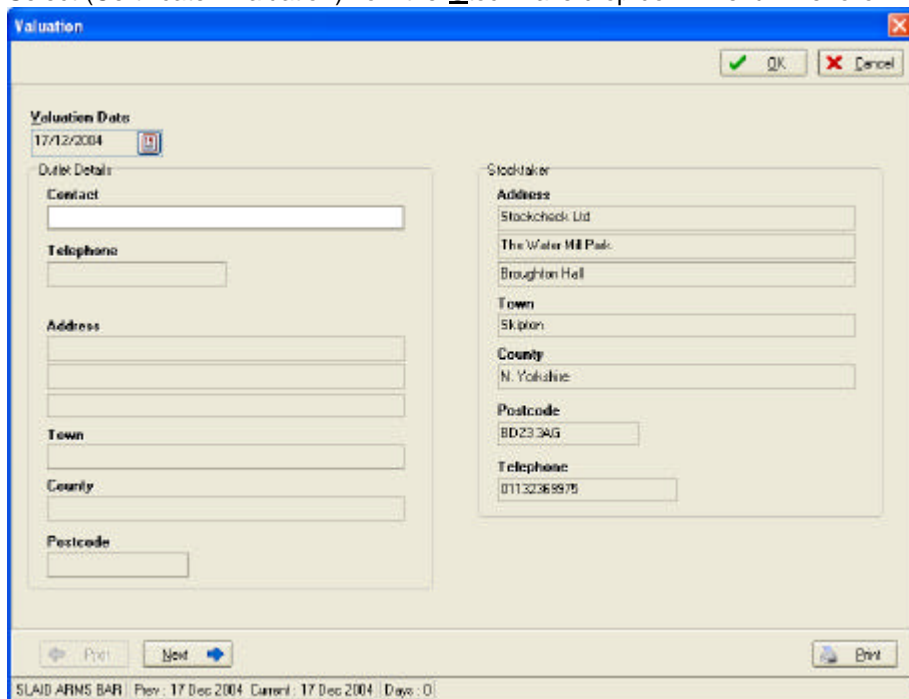
Sample of a PDF once opened on screen. (Requires Acrobat Reader, available on the internet)



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

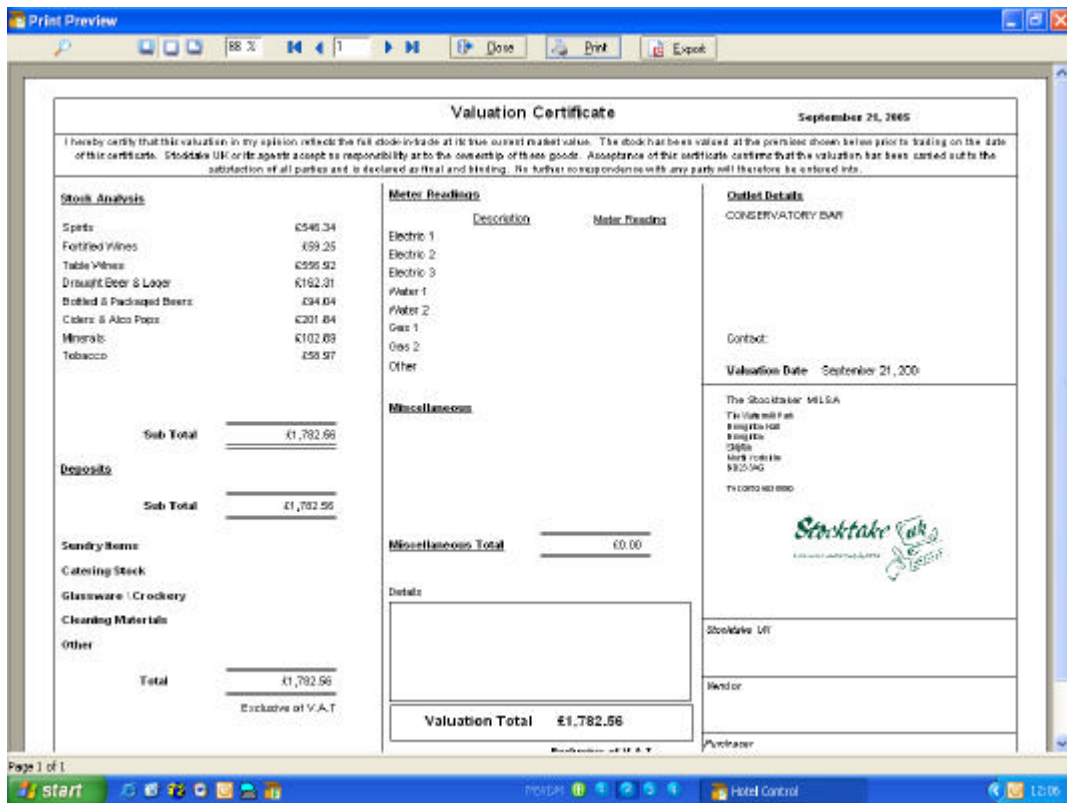
Select (Certificate - Valuation) from the Stock Take drop down menu. The following window will be opened.



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.

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

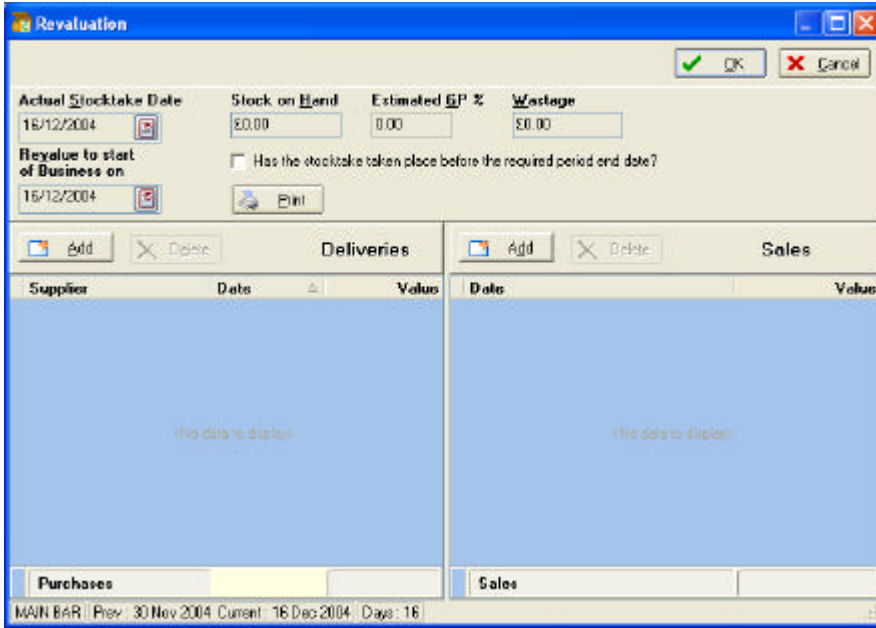
The Valuation Certificate Form will be cleared at Roll Over.



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

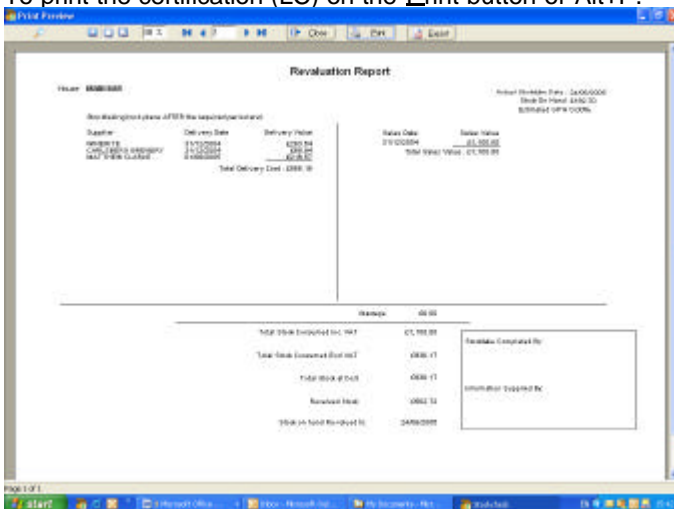


Enter the Revalue to start of business date, either type in a date or click on the appropriate date by calling up the calendar from the icon to the right of the date fields. Use the Tab key to navigate through each field at the top of the screen. The program will automatically insert the Stock on Hand 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 giving you the choice to either add to them or delete where necessary. (LC) the Add button or press Alt+A to enter Deliveries, 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 as required. (LC) the Print button or press Alt+P to print the report. To delete a purchase, select the purchase to remove and (LC) the Delete button or press Alt+E. To delete Sales receipts select the receipt and (LC) the Delete button or press Alt+E.

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



EPoS Comparisons

With the result completed—it is possible to prove the result and offer comparisons of actual product till / EPoS sales versus actual consumption. When the close count for each product in each area is input—the sales at selling price is calculated. It is this value which is brought over as the 'Sales at Selling' value. As such, if any data changes, then this value will be recalculated.

In order to provide an EPoS report—you will need an EPoS system or PLU till—which enables readings of each product sold to be given.

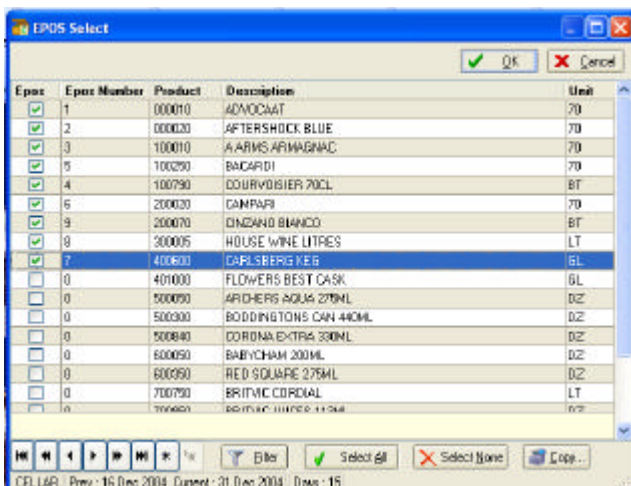
The report needs to be for the exact same period as the stocktake period.

Using the software—select the required area / bar.

From the Epos Drop Down menu—three options are shown:-

(Tag Epos Stock Shift+F8) —enables you to choose the products (one through to all) that you wish to compare with actual till sales.

To tag the required products, from the Epos Drop Down menu, select (Tag Epos Stock Shift+F9), the product finder window is shown.



To select a product—(LC) on the product or use the spacebar to select (and to de-select), then, when all required products are highlighted—(LC) on OK to confirm and update the Server.

To select all of the products CURRENTLY in the bar—use the Select (All button).

If new products are added to the bar at a later stage– the product will have to be selected.

To copy Tagged products from another bar (LC) the Copy Icon or Alt + C, a window will be displayed showing available bars to copy from.

The Epos Number can be entered to re-order the tagged products to the same order as the Epos reading.

To compare the actual sales with the EPoS amounts, from the Epos Drop Down menu, select (Update Epos figures Shift+F9)—each product's sales at selling can be seen for the products tagged.

(Update Epos Figures Shift+F8)—allows you to enter / edit actual sales information and enter any allowances.

Epos Number	Description	Unit	Sales at Selling	Adjust 1	Adjust 2	Adjust 3	Adjust 4	Adjust 5	Actual Sales	Var +/- E	Unit Variance	Totals Variance Current
0	ADVOCAT	70	£54.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£54.60	-2.00	-23.00
0	AFTERSHOCK BLUE	70	£119.70	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£119.70	-2.25	-63.00
0	A ARMS ARMAGNAC	70	£40.95	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£40.95	-0.75	-21.00
0	BACARDI	70	£90.65	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£90.65	-1.75	-49.00
0	COURVOISIER 70CL	BT	£157.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£157.50	-2.25	-63.00
0	CAMPARI	70	£93.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£93.10	-1.75	-49.00
0	CINZANO BIANCO	BT	£40.70	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£40.70	-2.00	-22.00
0	HOUSE WINE LITRES	LT	£36.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£36.00	-4.50	-36.00
0	CARLSBERG KEG	GL	£94.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£94.00	-5.00	-40.00
0	FLOWERS BEST CASK	GL	£94.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£94.60	-5.50	-44.00
0	ARCHERS AQUA 275ML	DZ	£46.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	-£46.60	-2.00	-24.00
				£.00	£.00	£.00	£.00	£.00	£.00			

The values in the sales at selling have come from the software— in the adj columns—enter any allowances (as these columns reduce the variance to sales at selling value)— and in the last column enter the Actual sales.

In this example—the variance can be seen with a variety of allowances and actual sales.

The number of active adj columns can also be changed by using the up and down arrows or (LC) on the Active adjustment columns button at the bottom of the screen. Alternatively you can (LC) the column heading to lock that column, which allows you to enter through each field missing out the locked column(s).

To edit information—click on any product and use the up and down arrow, the enter key and the tab / shift tab keys to navigate—entering data as required.

From the Reports Drop down Menu (LC) Epos Cash to generate a report.

(Update Epos Counts)—allows you to enter / edit actual till usage information direct from the till receipt.

Epos Number	Description	Unit	Till 1	Till 2	Till 3	Till 4	Till 5	Total Till Units	Actual Units	Total Allowance Usage	Variance
0	ADVOCAT	70						0	29		29
0	AFTERSHOCK BLU	70						0	63		63
0	A ARMS ARMAGNAC	70						0	21		21
0	BACARDI	70						0	49		49
0	COURVOISIER 70C	BT						0	63		63
0	CAMPARI	70						0	49		49
0	CINZANO BIANCO	BT						0	22		22
0	HOUSE WINE LITR	LT						0	36		36
0	CARLSBERG KEG	GL						0	40		40
0	FLOWERS BEST C.	GL						0	44		44
0	ARCHERS AQUA 2	DZ						0	24		24
0	BODDINGTONS CA	DZ						0	36		36

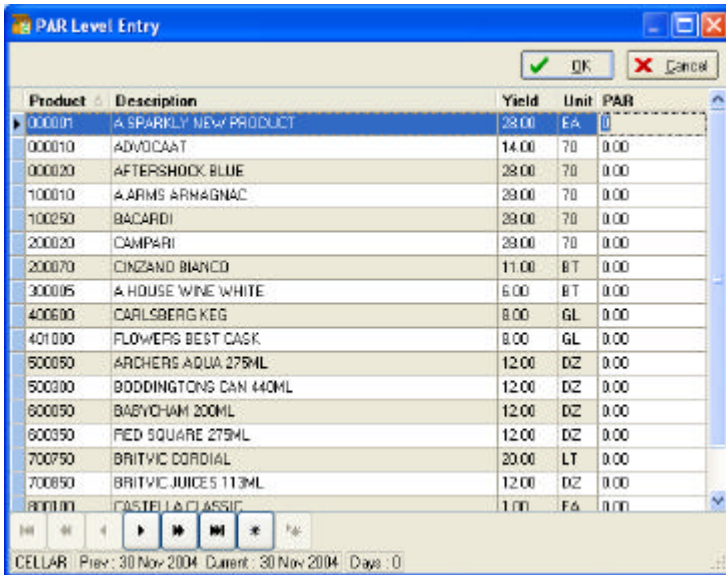
The number of active Till columns can be changed by using the up and down arrows or (LC) on the Active Till columns button at the bottom of the screen. Alternatively you can (LC) the column heading to lock that column, which allows you to enter through each field missing out the locked column(s).

(LC) or Tab to the appropriate Till field for the current bar to enter till counts onto the form.

From the **Reports** Drop down Menu (LC) Epos Count to generate a report.

Setting Par Levels

The software has the ability to have a par level assigned to each product within each area. This can be particularly useful in monitoring stock holding levels and in stock control. A close count has to be entered, so this function works best at the time of a stocktake, where the current actual close count is compared with the par level input. From the Stocktake sub menu select Par Level entry. The following window will be visible



A par level can be assigned for all or some of the products—this level should be in the full or partial amounts relative to the size unit, that is bottles, gallons, litres dozens etc.

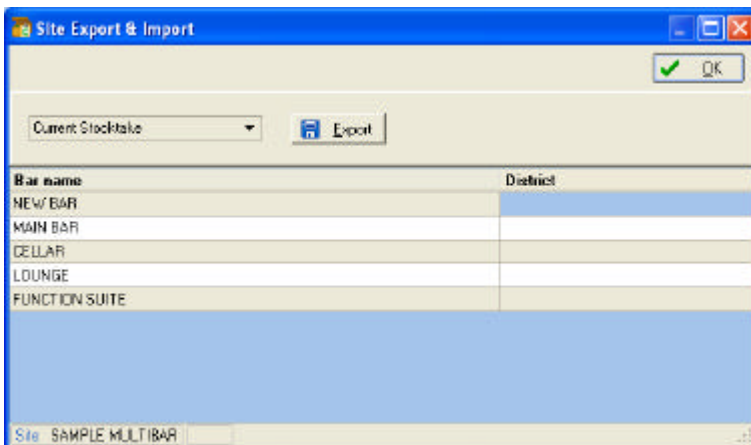
If a new product is added at a later stage—the Par Level will need to be assigned if you are to use the function. This information can be edited at any time.

To print out the Par variance, from the Drop down **Reports** menu select—(Par Variance).

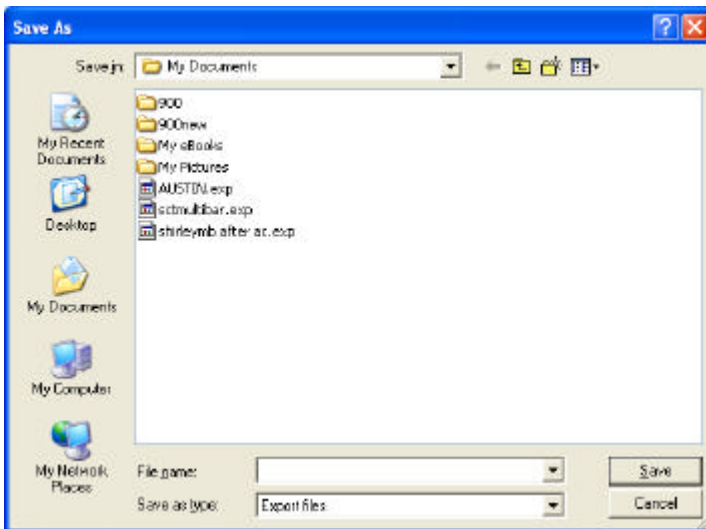
Export

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.



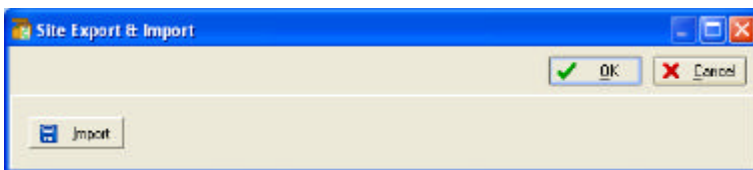
Click on the down arrow to display the stocktake dates available – Select the appropriate stock and (LC) the **Export** button. The following screen allows you to enter the filename for the export file.



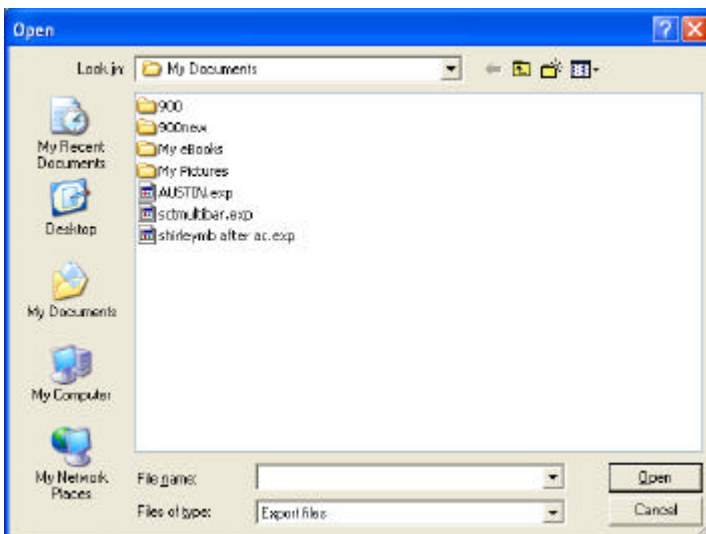
Enter the file name for the export file. The export will be saved to the location as specified in the Save in: field. This location can be amended if required. Send by e-mail as required.

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.

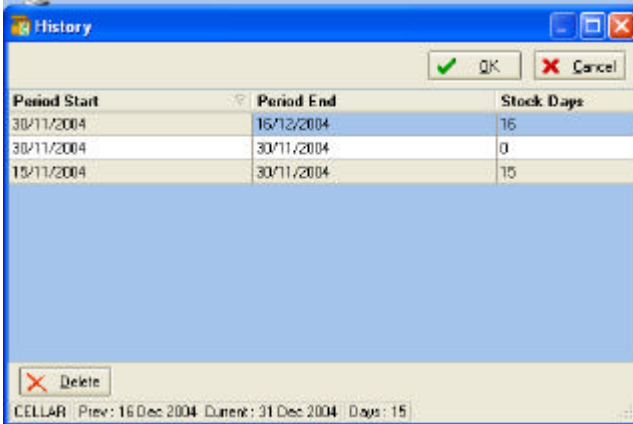


Enter the export file name for a single file import or use the windows navigation buttons to search for the required file(s). Hold the Ctrl key and (LC) each file in turn to highlight then (LC) on the **Open** button. The data

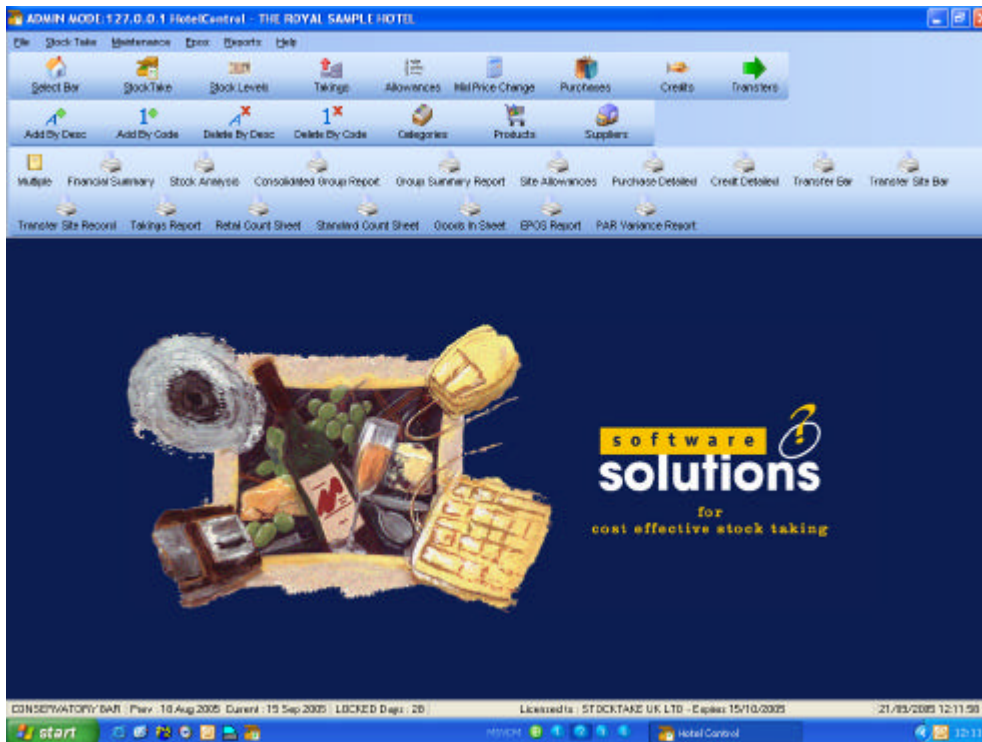
Software Solutions
that will be imported will update data currently stored for each site.

History

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



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

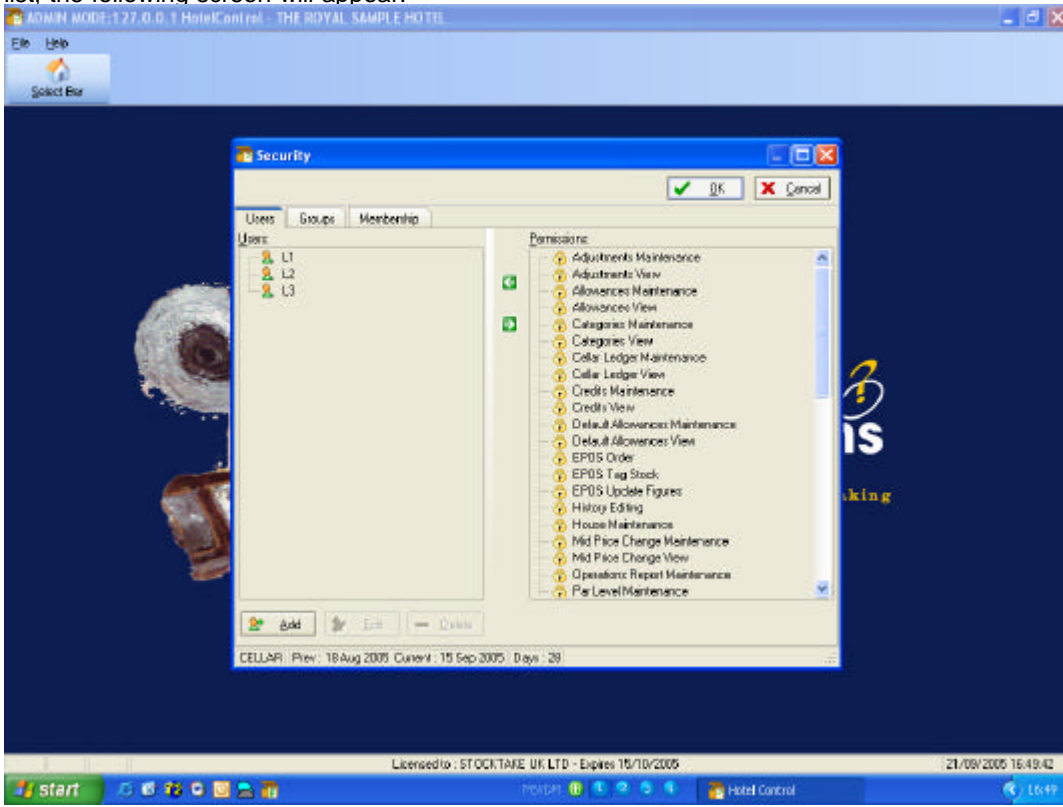
To move back to the current period (LC) on (S)elect bar icon.

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_elete icon or press Alt + D.

Security Manager

In order to maintain security of access to your software the security manager can be setup to allow users to log onto the system with different security levels, and will allow audit trail tracking with individual log in time and date stamping.

To start the security Manager, go to File on the main screen and select security manager from the drop down list, the following screen will appear.



It should be established at an early stage when setting up the software who will be using the system on a regular basis and what functions will be allowed for that user. When this has been decided, a username and password can be allocated to each specified user of the system.

By default, the system is set up with 3 levels of security. L1, L2, L3 each has a defined set of “permissions” to allow or prevent access to different areas of the software. These levels can be assigned to new users.

The first thing to do is create a new user, by clicking on the Users tab at the top of the security manager’s screen

Each user’s details should be entered in each field as required; a password and user name will be needed and then verified.

With the User tab selected, click on Add, the following dialog box will appear:

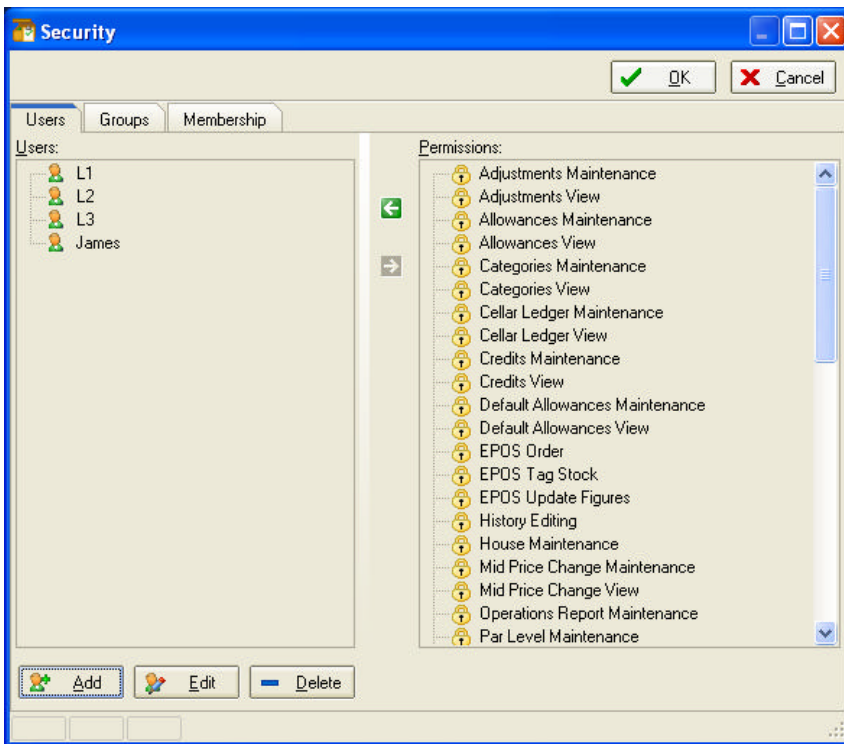


Ensure the Enabled tick box is selected to activate this user

After clicking OK, the new user will appear on the list of users next to the pre-defined default users:

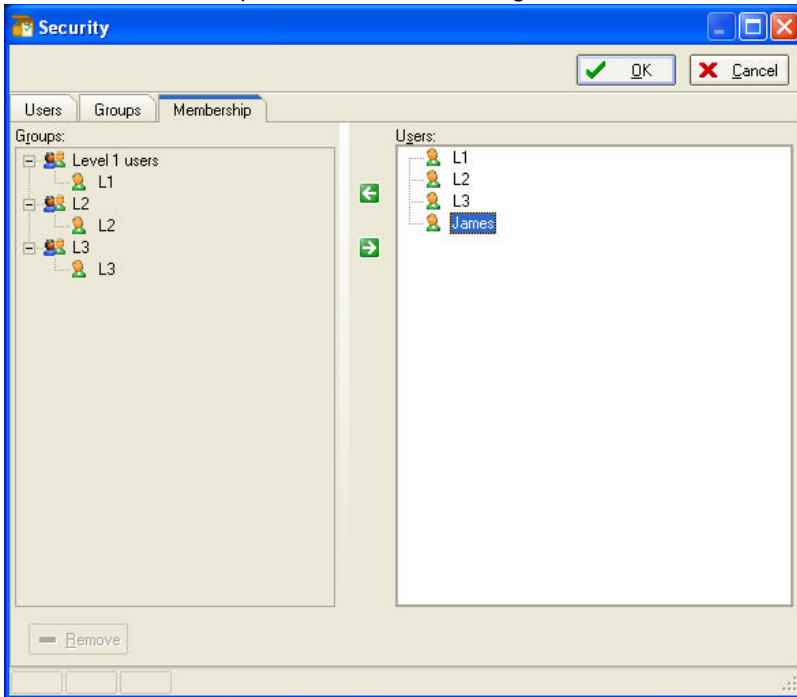
- L1
- L2
- L3
- James

In our example



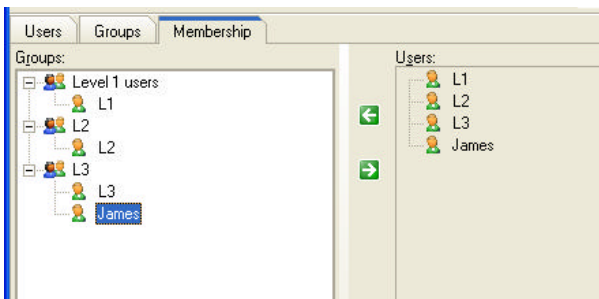
The next stage is to allocate a level of security to this user, (a full list of permissions can be found in appendix 3)

Make the membership tab active, the following screen should look like this:



As you can see, James is now shown in the list of users in the right-hand viewing pane and a list of Level users on the left-hand pane.

Highlight which level James will become a member of, then in the Users window, highlight James and clicking on the green arrow buttons will assign James to your selected level.



Now James will be able to log on to the system with his own username and password, NB if passwords are forgotten, they cannot be recovered, however, administrators of the system can reset new passwords for a user.

James has in the above example been added to the L3 users group, allowing any operation defined in that group. Each transaction completed by this user can now be tracked, by date and time stamp.

At anytime, a user can be edited or removed (if the access level allows) to accommodate changes of users.

Appendix 1**Shortcut Keys**

Shift +F2	Financial summary
Ctrl+F2	Switch Bar
F2	Select Bar
F4	Stocktake
F5	Purchases
F6	Allowances
F7	Takings
F8	Add by Desc
F9	Add by Code
F10	Stock Levels
Shift+F3	Stock Details
Alt+A	Add
Alt+E	Edit
Alt+F	Filter products
Ctrl+G	Setup Site etc
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 Shift+F2

- Stock Details ▶ Standard Shift+F3
Alphabetical
- Allowance ▶ Allowance Summary Bar
Allowance Detailed Bar Shift+F5
Allowance Detailed Consolidated
Allowance Summary Consolidated
- Credits ▶ Credits Detailed
Credits Summary
- Purchase ▶ Purchase Detailed
Purchase Summary
- Group Reports ▶ Group Reports Group Summary
Group Reports Consolidated Group Report
- Transfer ▶ Transfer Bar
Transfer Record
Transfer Site Bar
Transfer Site Record

Inventory Report Shift+F7

- Count Sheet ▶ Count Sheet Standard Shift+F10

Takings Detailed

Par Variance

Epos Cash

Epos Count

Price Changes

- Certificate ▶ Certificate Re-valuation
Certificate Valuation

Appendix of Permissions

L1 Permissions allow:

Credits Maintenance
Credits View
Products Maintenance
Products View
Purchases Maintenance
Purchases View
Stock Take Maintenance
Stock Take View
Suppliers Maintenance
Suppliers View
Transfers Maintenance
Transfers View

L2 Permissions allow:

Adjustments Maintenance
Adjustments View
Allowances Maintenance
Allowances View
Credits Maintenance
Credits View
Default Allowances Maintenance
Default Allowances View
EPOS Order
EPOS Tag Stock
EPOS Update Figures
Mid Price Change Maintenance
Mid Price Change View
Par Level Maintenance
Par Level View
Products Maintenance
Products View
Purchases Maintenance
Purchases View
Rollover
Site Export
Site Import
Stock Levels Maintenance
Stock Levels View
Stock Take Maintenance
Stock Take Product Maintenance
Stock Take View
Stocktaker Comments Maintenance
Stocktaker Comments View
Suppliers Maintenance
Suppliers View

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Takings Maintenance
Takings View
Transfers Maintenance
Transfers View

L3 Permissions allow:

Adjustments Maintenance
Adjustments View
Allowances Maintenance
Allowances View
Categories Maintenance
Categories View
Cellar Ledger Maintenance
Cellar Ledger View
Credits Maintenance
Credits View
Default Allowances Maintenance
Default Allowances View
EPOS Order
EPOS Tag Stock
EPOS Update Figures
Groups & Sites Maintenance
History Editing
House Maintenance
Mid Price Change Maintenance
Mid Price Change View
Operations Report Maintenance
Par Level Maintenance
Par Level View
Products Juggler
Products Maintenance
Products Maintenance (New)
Products View
Purchases Maintenance
Purchases View
Rollover
Security Settings
Site Export
Site Import
Stock Levels Maintenance
Stock Levels View
Stock Take Maintenance
Stock Take New
Stock Take Product Maintenance
Stock Take View
Stocktaker Comments Maintenance
Stocktaker Comments View

Page 66 of

Stocktaker Maintenance
Stocktaker View
Suppliers Maintenance
Suppliers View
Takings Maintenance
Takings View
Transfers Maintenance
Transfers View