STOCKTAKE SOLUTIONS LTD

CELLAR CONTROL
LIQUOR OPERATING MANUAL
Vs. 1.0(S)

Cellar Control

File   Help

Select Bar

stocktake
solutions
for
cost effective stock taking
licensed to

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Thank you for choosing Stocktake Solutions' Stock Control software.

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

Software Piracy Protection

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

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

License Agreements

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

Support Facilities

Support for the software only is provided between:-

Monday until Thursday   - 9.00am until 5.00pm

Friday   - 9.00am until 3.00pm

All national and public holidays—the office shall be closed

Access to support:-

Telephone   0870 903 0018

Facsimile   0870 903 0019

E Mail   info@stocktake-solutions.com

Web   www.stocktake-solutions.com

Installing the Software

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

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

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

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

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

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

Obtaining Server Key

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

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

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

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

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.
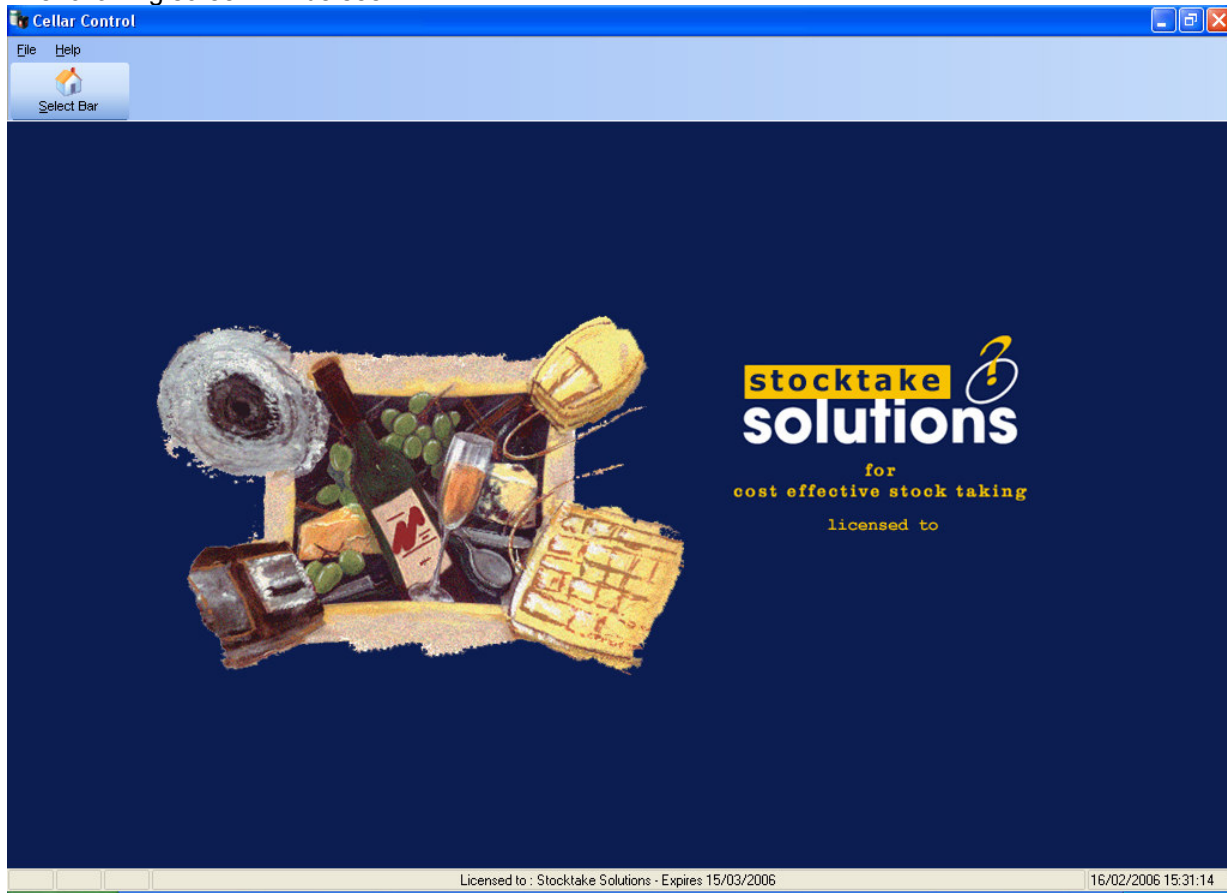
The available options at present are:-

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).
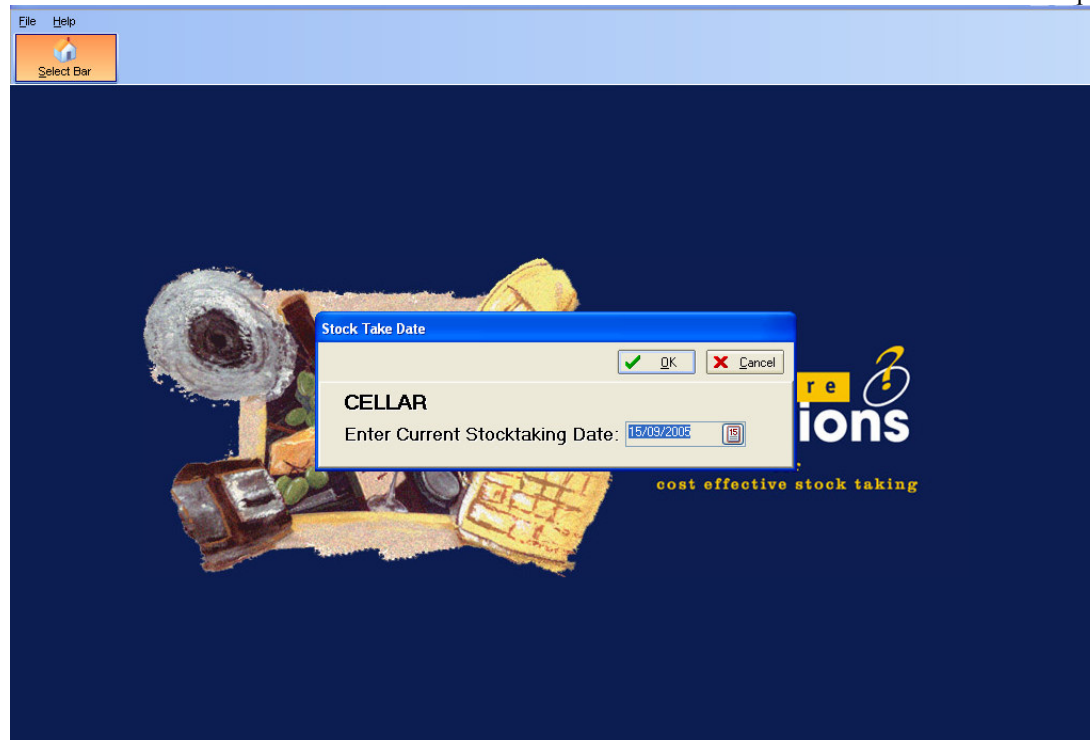
The following screen is displayed.
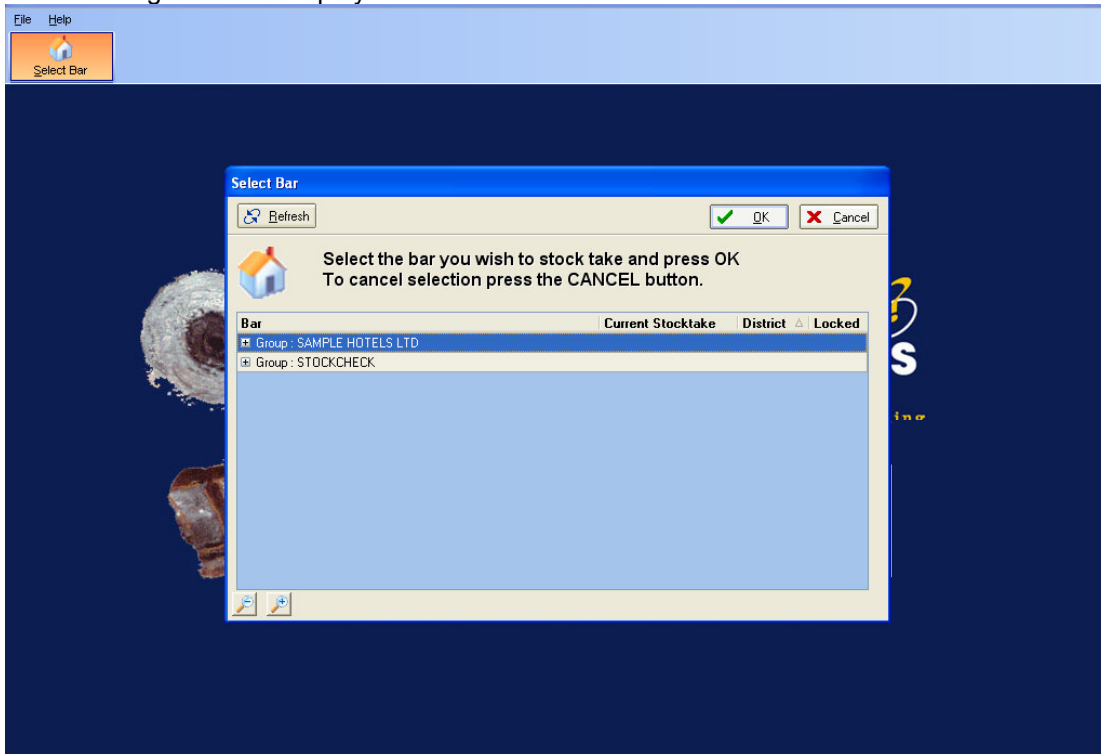
There are two ways of accessing the bar - either key in the exact starting characters of the name of the BAR and when the bar you require is highlighted, press enter. If you can see the bar that you require - but the name is not selected, use the up and down arrows until the required bar is highlighted 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.
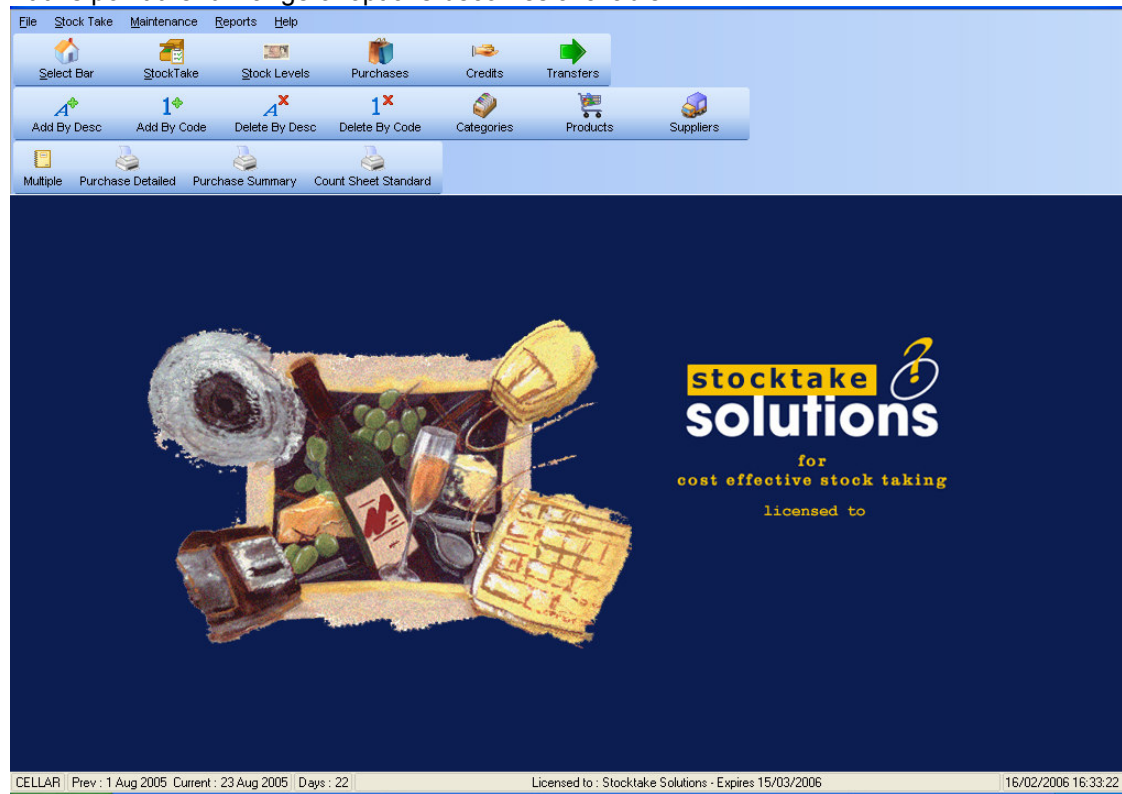
Move the mouse to highlight the required bar and (LC) on OK. After a short delay the program will display the selected Bar name at the left bottom of the screen together with previous and current stock dates. The Site name will be displayed at the top left of your screen.

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

File Help

Select Bar

Stock Take Date

✓ OK ✗ Cancel

CELLAR

Enter Current Stocktaking Date: 15/09/2005

cost effective stock taking

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.

File Stock Take Maintenance Reports Help

Select Bar StockTake Stock Levels Purchases Credits Transfers

Add By Desc Add By Code Delete By Desc Delete By Code Categories Products Suppliers

Multiple Purchase Detailed Purchase Summary Count Sheet Standard

stocktake
solutions
for
cost effective stock taking
licensed to

CELLAR | Prev : 1 Aug 2005 Current : 23 Aug 2005 | Days : 22 | Licensed to : Stocktake Solutions - Expires 15/03/2006 | 16/02/2006 16:33:22

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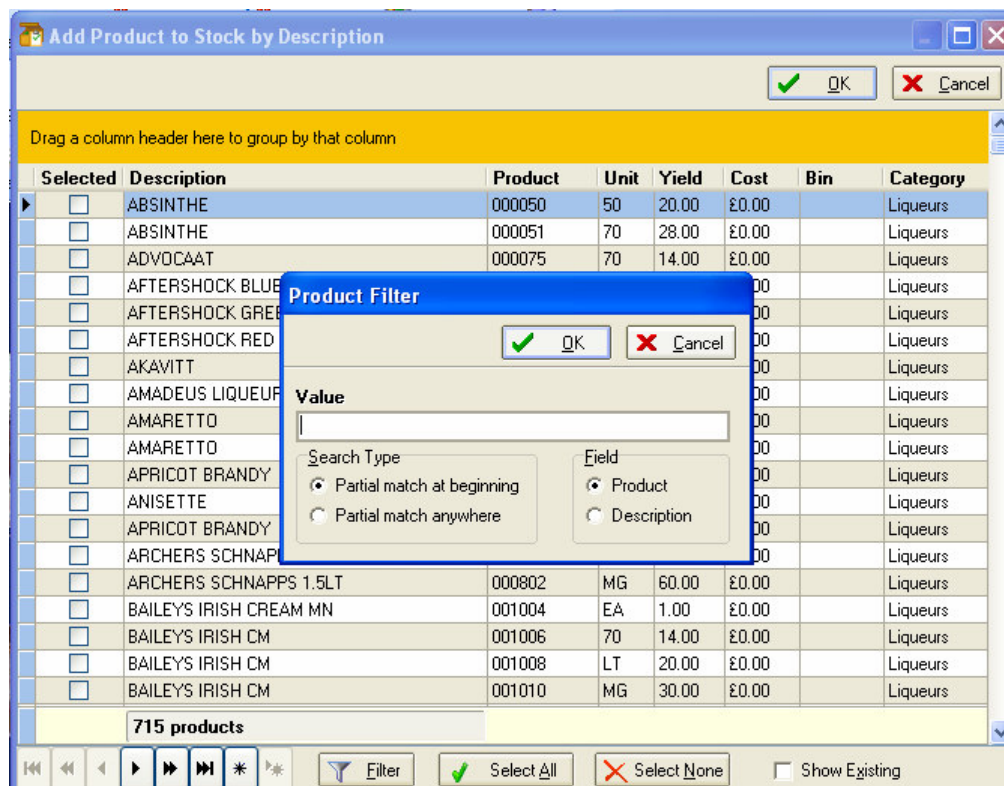
The above screen will automatically display the Master product list with a Product Filter pop up window.

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 two digits identify the category of product

e.g.

00	**Liqueurs**
10	**Spirits**
20	**Fortified Wine**
30	**Table Wines**
40	**Draught Beers**
50	**Bottled Beers**
60	**Ciders / Perries**
65	**Alco-pops**
70	**Minerals**
80	**Tobacco and Snacks**
90	**Sundries**

Product Table Maintenance

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

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

- Where 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.

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

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

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.

In this example 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.
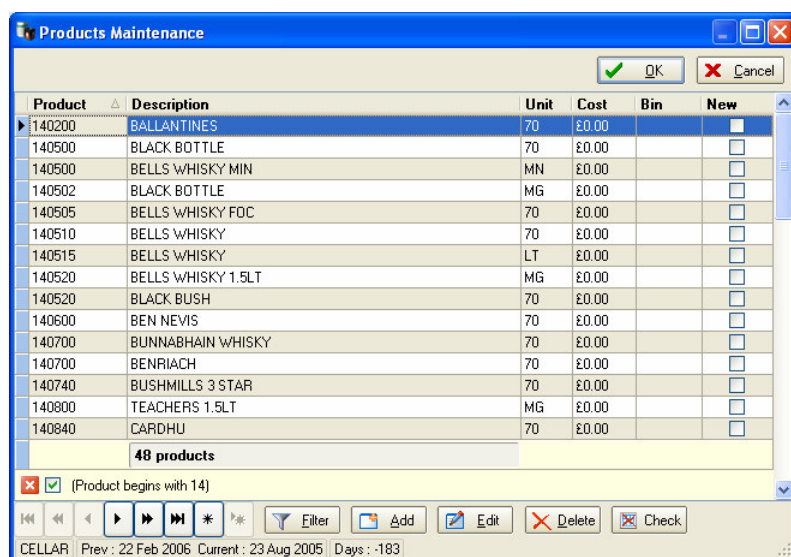
With the appropriate products now in view—a product code (any unallocated number) can be sought—so that the product will follow the usual rules. In this case, the new Bells 8yr old Whisky needs to be just after Bells Whisky 1.5LT—and a few unallocated codes will be left, to enable any future products 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.
- Enter the volume as millilitres e.g. units of 1 litre = 1000ml.
- 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.

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

Products can be edited, in a similar way select the appropriate product and (LC) the Edit button. Change details in each field as required. **Please be aware that if a product description is changed data will be affected which has already been processed for a previous period for the site.**

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 OK to confirm deletion and update the server. **Warning! Please note this option deletes products from the site you are working in if they are not in use in any bar.**

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 is 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 cost price can be updated as detailed below.

If you have copied bar information from another site (see section - Copy other Bar), you may need to change cost prices. You should ensure that the cost price information is correct as these figures form the hub of all the calculations.

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

You can now edit the cost price, 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.

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

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

The background colour of the selected product remains blue until the cost prices have a value other than zero. A product with a unit size of DZ (dozens) remains orange and changes to yellow when prices are entered.

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.

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.

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).

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.

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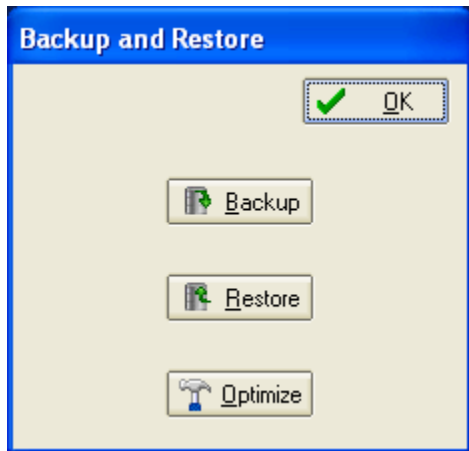
The Backup/Restore facility cannot be used to backup/restore individual Bars. This can only be used to backup/restore the whole system at a specific moment in time.
Once backed up, the resulting file should be copied to an alternative media e.g. pen drive or other storage.

From the File Drop down Menu select (Backup/Restore). Select Backup. **This procedure will back up all sites within the software.**
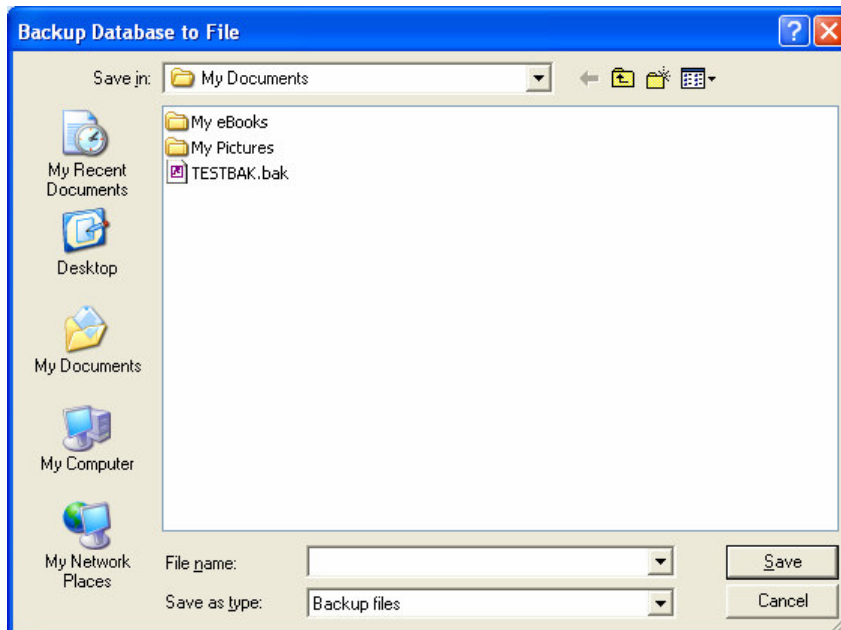
Enter the file name for the backup file (this should include reference to the date for easy identification. The backup will be saved to the location as specified in the Save in: field. This location can be amended if required.

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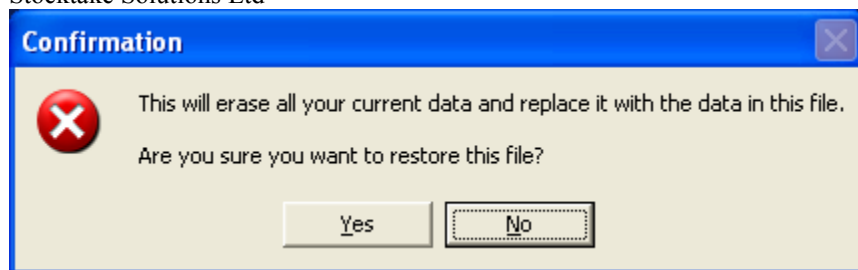
To confirm the restore - (LC) on Yes or press ALT + Y.   A window will be displayed showing all previously backed up files.   Select the file to restore from or type in the file name. (LC) on the (OPEN) button to proceed. To abort the operation (LC) with the mouse on the (CANCEL) button.

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

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

From the File Drop Down Menu Select (Backup/Restore). Select Optimise. The following warning message will be displayed.
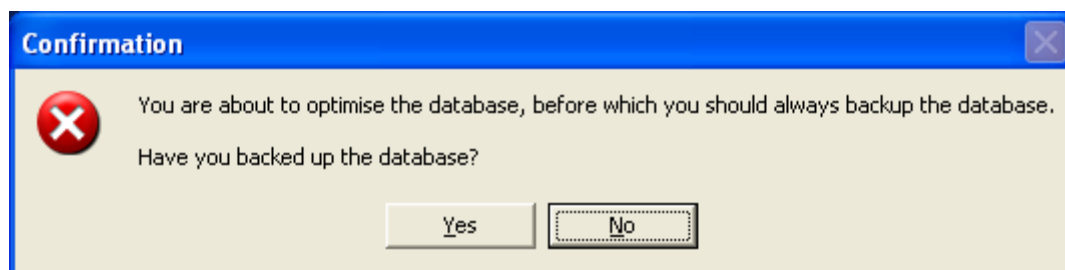
Follow the instructions on screen – (LC) on Yes or press ALT + Y to proceed. To abort the operation (LC) on the No button or ALT + N.

Site Roll Over and Date Setup

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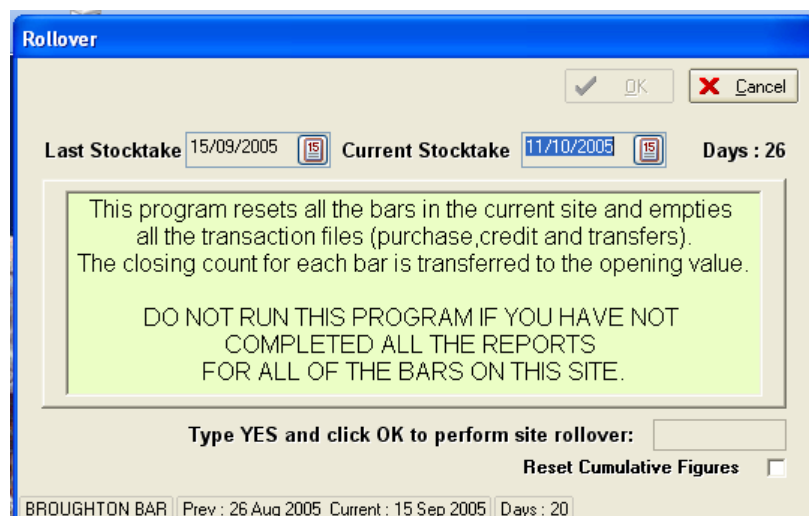
Firstly, you need to be in any one of the bars / cellars, and then from the File Drop down Menu, select (Site rollover)

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.
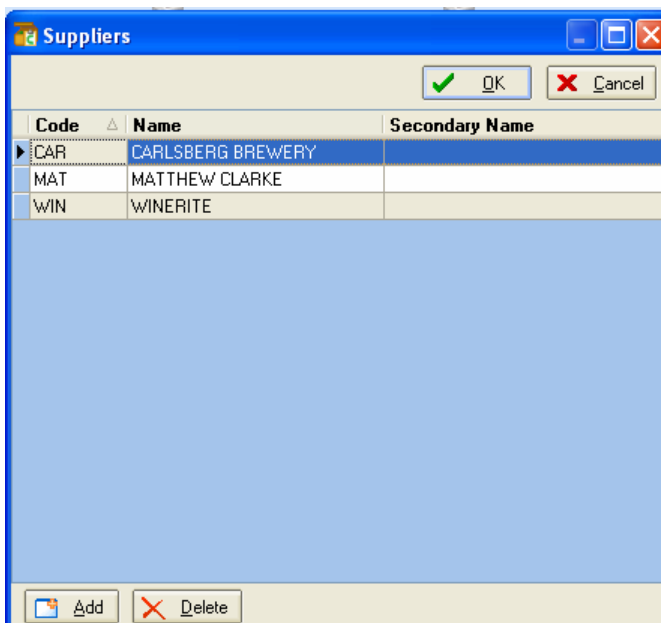
Enter the password, and then click on OK.

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.

Entering Purchases

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.

Purchases							

Purchase Header Summary

Add　　Edit　　Delete

Supplier △

Date	△ Reference	Purchase Invoice / Delivery Note	User	Timestamp
▶ ⊞ Supplier : COURAGE LTD (1 purchases)				
⊞ Supplier : FREETRADERS LTD (1 purchases)				
⊞ Supplier : HUNTER & FRANKAU (1 purchases)				
⊞ Supplier : SCHWEPPES LTD (1 purchases)				

Purchase Detail

Code	Description	Unit	Purchase Cost	Computer Cost	Qty	Update Costs	Ext Cost
400850	COURAGE DIRECTORS CASK	GL	£3.95	£3.95	22.00	☐	£86.90
400600	CARLSBERG KEG	GL	£4.10	£4.10	11.00	☐	£45.10
101191	GORDONS GIN 70CL	70	£8.76	£8.76	1.00	☐	£8.76
401250	GUINNESS DRAUGHT KEG	GL	£4.52	£4.52	11.00	☐	£49.72
501250	HOLSTEN PILS 275ML	DZ	£6.70	£6.70	4.00	☐	£26.80
501100	GUINNESS 275ML	DZ	£5.18	£5.18	4.00	☐	£20.72
501050	GROLSCH BOT 450ML	DZ	£11.06	£11.06	1.00	☐	£11.06
	7 items						£249.06

Query

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

Purchase			

Add　　☑ Ask to print purchase when saving ?　　☐ Use Product File ?　　　OK　　Cancel

Supplier　　　**Purchase Date**　　**Reference**　　　　　　　　**User**

COU　🔍　08/12/2004　📅　　　　　　　　Purchase Type　　SC

Code	Name	Secondary Name
COU	COURAGE LTD	
FRE	FREETRADERS LTD	
HUN	HUNTER & FRANKAU	
NONE	NO SUPPLIER	
SCH	SCHWEPPES LTD	

<No data to display>

items

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	☐	£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 OK, or press Alt+O, to exit the screen and save the changes you have made, or click "Cancel", or press Alt+C, to exit without saving the changes.

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

Purchase Type: Delivery

This assumes you are entering purchases 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.

Value

Search Type
- ○ Partial match at beginning
- ○ Partial match anywhere

Field
- ○ Product
- ● Description

Product △	Description	Unit	Yield
000180	BENEDICTINE	70	28
000390	COINTREAU	HF	14
100400	BELLS WHISKY 1.5LT	MG	60
100630	CANADIAN CLUB	70	28
101191	GORDONS GIN 70CL	70	28
101880	REMY MARTIN VSOP	BT	28
200020	CAMPARI	70	28
200390	HARVEY'S BRISTOL CM	BT	15
200480	MARTINI DRY 1.5LT	MG	30
300000	MOET	75	1
300001	BEAUJOLAIS	HF	1

This works in a similar way to other filter boxes in the program. Only matches for the letters you have entered will be displayed in the product list. Alternatively if you enter a number it will automatically sort by product code 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.

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.
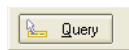
The query button allows you to interrogate the purchases entered in a number of ways. When you select this button the following screen is displayed. By dragging a column header into the yellow band above them, the purchase information will be sorted accordingly. Therefore if you drag the Supplier label up, the product information will be sorted by supplier. See the second screen shot.

Print   OK

Drag a column header here to group by that column

Product	Description	Purchase	System	Qty	ID	Supplier	Date	Reference
000390	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
300002	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
400850	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	BABYCHAM 200ML	£5.42	£5.42	2	3	SCHWEPPES LTD	05/11/2004	32198
600150	DIAMOND WHITE 275ML	£6.56	£6.56	1.06	3	SCHWEPPES LTD	05/11/2004	32198
600500	WOODPECKER 275ML	£4.99	£4.99	1.06	3	SCHWEPPES LTD	05/11/2004	32198
700350	BABY JUICES 113ML	£1.68	£1.68	4	3	SCHWEPPES LTD	05/11/2004	32198
700450	BABY MIXERS 113ML	£1.50	£1.50	6	3	SCHWEPPES LTD	05/11/2004	32198
701750	LEMONADE 250 ML	£5.20	£5.20	0.06	3	SCHWEPPES LTD	05/11/2004	32198
800400	HAMLET SINGLES	£0.29	£0.29	200	4	HUNTER & FRANK	05/11/2004	456789

Print   OK

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
400850	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 & FRANKAU
Supplier : SCHWEPPES LTD

Entering Credits

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.

Value Credit:- Select the product that the value relates to and enter the credit cost value. Since this is a value entry rather than a product quantity the entry will only be shown on the credit report.

Product Credit:- Select the product and the cursor will automatically move to the quantity "Qty" field. Add the quantity from the credit note and press enter to accept, a new entry line will automatically be created and the Filter box re-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. This entry will be shown as a quantity credit against the relevant product on the stock details report. The credit report will also show details of this entry.

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.
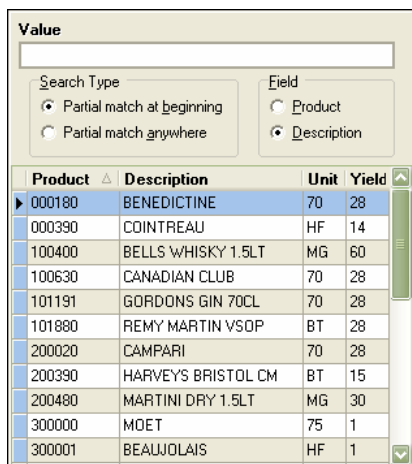

It is possible to print transfers when exiting the transfer screen, to do this select the tick box at the top of the screen labelled "Ask to print transfer when saving?" You can do this by clicking the tick box so a tick is displayed or pressing Alt+K.

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.

Edit Transfers

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.

Transfer									

Add ☑ Ask to print transfer when saving ? ☐ Use Product File ?   ✓ OK   ✗ Cancel

CELLAR

Transfer to
FUNCTION SUITE

Reference
sd222

User
sc

Requested by
sct   ✗ Delete

Date
31/12/2004

Time
00:00

Product	Description	Unit	Bin	Qty	Cost	Value
000010	ADVOCAAT	70		1.00	£4.50	£4.50
100250	BACARDI	70		1.00	£9.41	£9.41
100790	COURVOISIER 70CL	BT		1.00	£17.19	£17.19
200020	CAMPARI	70		1.00	£7.70	£7.70
200070	CINZANO BIANCO	BT		1.00	£4.20	£4.20
200070	CINZANO BIANCO	BT		1.00	£4.20	£4.20
300005	HOUSE WINE LITRES	LT		2.00	£2.95	£5.90
400600	CARLSBERG KEG	GL		2.00	£6.41	£12.82
401000	FLOWERS BEST CASK	GL		2.00	£4.58	£9.16
500050	ARCHERS AQUA 275ML	DZ		1.00	£8.00	£8.00
	16 items					£122.8:

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).
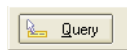
Query

There is a 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.

Transfer Query

Print   ✓ OK

Source House △

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	100250	BACARDI	£9.41		70	£28.23
LOUNGE	DCD	1.00	500050	ARCHERS AQUA 275ML	£8.00		DZ	£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.

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 : BACARDI							
FUNCTION SUITE	3.00	100250	AAA	£9.41		70	£28.23
Description : ARCHERS AQUA 275ML							
LOUNGE	1.00	500050	DCD	£8.00		DZ	£8.00
Description : A ARMS ARMAGNAC							
FUNCTION SUITE	1.00	100010	AAA	£18.98		70	£18.98

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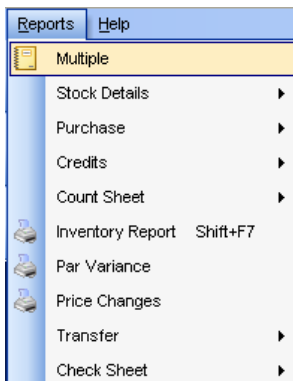
Alternatively most of the reports are available from the Report Icons near the top of the screen.

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.
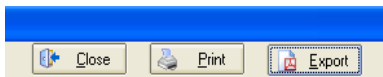
Print - LC) onto the Print button or Alt+P to Print.
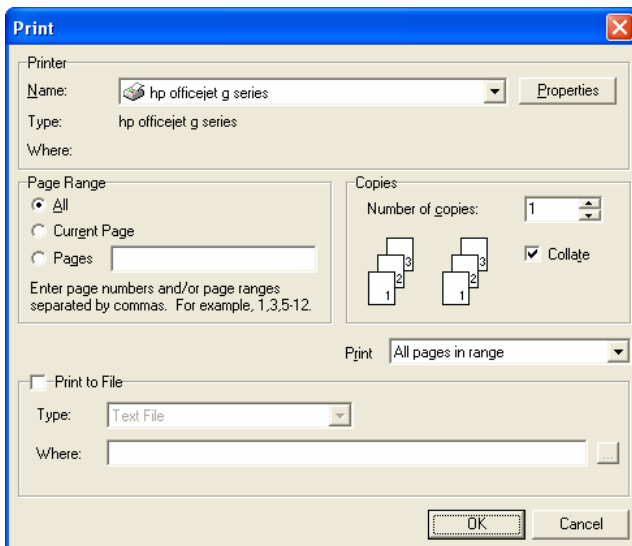
The above screen allows for choice of printer, number of copies and selection of pages etc.

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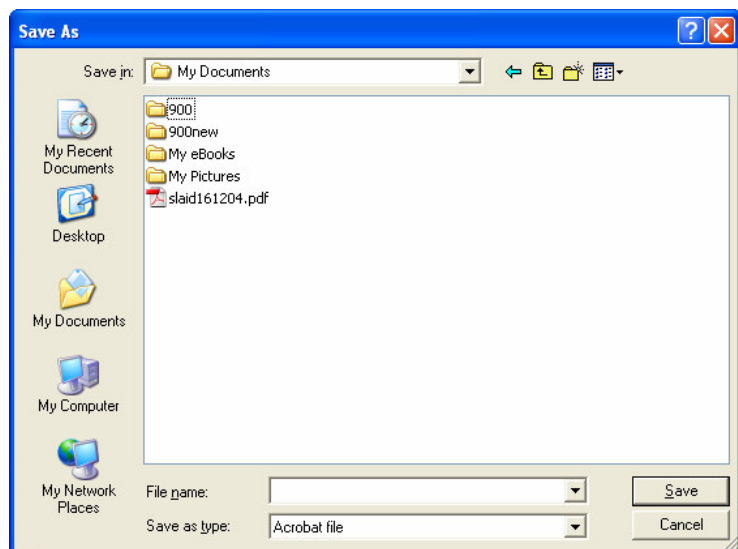
(LC) onto the File name field or use the Tab key. Type the file name required and (LC) on Save or Alt+S.

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.

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.

Purchase – Audit Trial, shows the full content of each and every 'purchase' in order of entry.

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.

Purchase Audit Trail

CELTST
SAMPLE FOR CELLAR
CELLAR

Current Stocktake   **21-Mar-2006**
Previous Stocktake   **22-Feb-2006**
Stock Days: **27**

Delivery Note   **Delivery Date**   **28/02/2006**   **Ref:**   **1234**   **Delivery ID**   **1**

Product	Description	Unit	Qty	Cost	Total
000051	ABSINTHE	70	2.00	£6.45	£12.90
000800	ARCHERS SCHNAPPS	70	3.00	£7.50	£22.50
100600	COURVOISIER VSOP	70	1.00	£12.50	£12.50
212500	HARVEYS BRISTOL CM	75	1.00	£3.85	£3.85
				Total	£51.75

Delivery Note   **Delivery Date**   **28/02/2006**   **Ref:**   **2222**   **Delivery ID**   **2**

Product	Description	Unit	Qty	Cost	Total
001008	BAILEYS IRISH CM	LT	1.00	£9.25	£9.25
201000	CAMPARI	70	3.00	£5.50	£16.50
409000	DIRECTORS CASK	GL	2.00	£8.50	£17.00
				Total	£42.75

Total Deliveries :   **£94.50**

Page 1 of 1

Purchase Detailed

CELTST
SAMPLE FOR CELLAR
CELLAR

Current Stocktake   **21-Mar-2006**
Previous Stocktake   **22-Feb-2006**
Stock Days: **27**

Supplier :   **CASH AND CARRY**

Delivery Note   **Delivery Date**   **28/02/2006**   **Ref:**   **2222**   **Delivery ID**   **2**

Product	Description	Unit	Qty	Cost	Total
001008	BAILEYS IRISH CM	LT	1.00	£9.25	£9.25
201000	CAMPARI	70	3.00	£5.50	£16.50
409000	DIRECTORS CASK	GL	2.00	£8.50	£17.00
				Delivery Total:	£42.75

Delivery Note   **Delivery Date**   **28/02/2006**   **Ref:**   **1234**   **Delivery ID**   **1**

Product	Description	Unit	Qty	Cost	Total
000051	ABSINTHE	70	2.00	£6.45	£12.90
000800	ARCHERS SCHNAPPS	70	3.00	£7.50	£22.50
100600	COURVOISIER VSOP	70	1.00	£12.50	£12.50
212500	HARVEYS BRISTOL CM	75	1.00	£3.85	£3.85
				Delivery Total:	£51.75

Total Net Deliveries For :   **CASH AND CARRY**   **£94.50**

Total Deliveries :   **£94.50**

Page 1 of 1

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.

Count Sheet—this report is available in various options, including alphabetical, Bin Numbers or standard.

Alphabetical count sheets are sorted alphabetically within each category to correspond to the stocktake entry screens when 'sort by category then description' is ticked.

Bin Number Count sheets are sorted alphabetically within each category but will display Bin Numbers which have been entered for each product.

Standard count sheets are displayed in the six digit product number order as displayed on the stocktake entry screens when 'sort by category then description' is not ticked.

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.

Print Preview

🔍 ▢▢▢ 124% |◀ ◀ 1 ▶ ▶| | **Close** | **Print** | **Export**

CELTST			**Count Sheet**				Current Stocktake	21-Mar-2006
SAMPLE FOR CELLAR							Previous Stocktake	22-Feb-2006
CELLAR							Stock Days:	27

Description	Unit	Cost	Sell	Close						
Liqueurs										
ABSINTHE	70	5.450	0.00	0.00						
ADVOCAAT	70	0.000	0.00	0.00						
AFTERSHOCK BLUE	70	6.250	0.00	0.00						
APRICOT BRANDY	50	6.350	0.00	0.00						
ARCHERS SCHNAPPS	70	7.500	0.00	0.00						
BAILEYS IRISH CM	70	7.250	0.00	0.00						
BAILEYS IRISH CM	LT	9.250	0.00	0.00						
BENEDICTINE	70	5.250	0.00	0.00						
Spirits										
BACARDI	70	6.500	0.00	0.00						
BELLS WHISKY	70	8.500	0.00	0.00						
COURVOISIER VSOP	70	12.500	0.00	0.00						
FAMOUS GROUSE	MN	2.500	0.00	0.00						
GIN SLOE	70	4.250	0.00	0.00						
MARTELL	70	14.500	0.00	0.00						

Page 1 of 2

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.

Print Preview

🔍 ▢▢▢ 124% |◀ ◀ 1 ▶ ▶| | **Close** | **Print** | **Export**

CELTST		**Inventory Report**			
SAMPLE FOR CELLAR				Inventory Date	21-Mar-2006
CELLAR					

Product	Size	Cost Price	Closing Stock	Closing @Cost
Liqueurs				
ABSINTHE	70	5.450	0.00	0.00
ADVOCAAT	70	0.000	0.00	0.00
AFTERSHOCK BLUE	70	6.250	0.00	0.00
APRICOT BRANDY	50	6.350	0.00	0.00
ARCHERS SCHNAPPS	70	7.500	0.00	0.00
BAILEYS IRISH CM	70	7.250	0.00	0.00
BAILEYS IRISH CM	LT	9.250	0.00	0.00
BENEDICTINE	70	5.250	0.00	0.00
Sub Total Liqueurs				£0.00
Spirits				
BACARDI	70	6.500	0.00	0.00
BELLS WHISKY	70	8.500	0.00	0.00
COURVOISIER VSOP	70	12.500	0.00	0.00
FAMOUS GROUSE	MN	2.500	0.00	0.00
GIN SLOE	70	4.250	0.00	0.00
MARTELL	70	14.500	0.00	0.00
MYERS RUM	70	5.500	0.00	0.00
TEACHERS 1.5LT	MG	11.500	0.00	0.00
Sub Total Spirits				£0.00
Fortified Wine				
CAMPARI	70	5.500	0.00	0.00

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

Select (Par Variance) from the <u>R</u>eports drop down menu.

<u>Price Changes</u>

Select (Price changes) from the <u>R</u>eports drop down menu.

<u>Transfers</u> - produces details of transfers recorded for each product for the current bar or per site - this report can be modified at any stage—so it is possible to print one type of report and then change one or more of the criteria and generate further reports.

Select (Transfer) from the <u>R</u>eports drop down menu and a pop up window will be displayed.
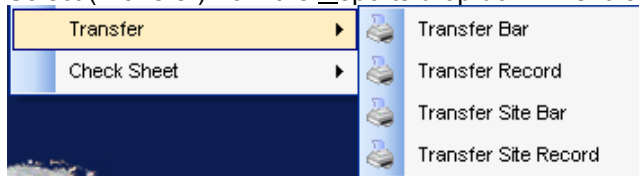
(LC) with the mouse or use the arrow keys to select the required report.
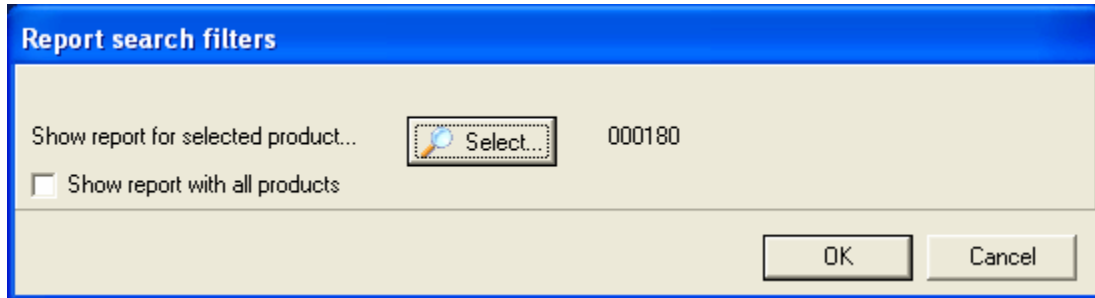
The above window shows the possible report criteria available—either by a single product—or to include all products across all bars / cellars.

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"
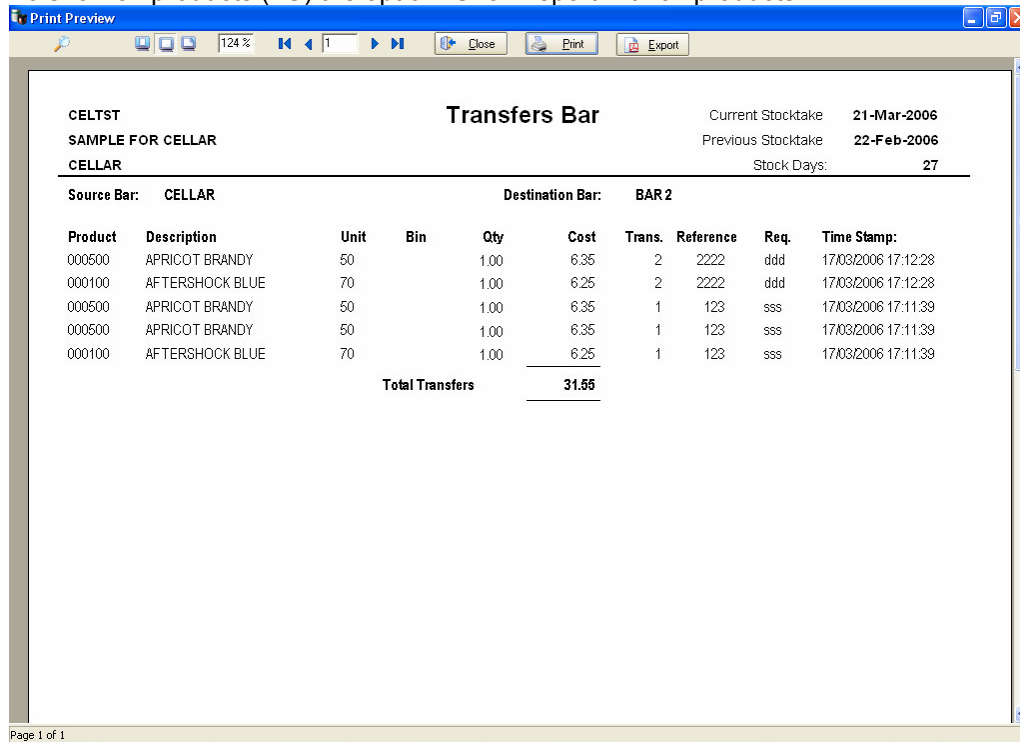
Check Sheet (For use in the Cellar only)

Bin	Product	Size	Expected Closing Stock					
Liqueurs								
	ABSINTHE	70	2.00					
	ADVOCAAT	70	2.00					
	AFTERSHOCK BLUE	70	28.00					
	APRICOT BRANDY	50	2.00					
	ARCHERS SCHNAPPS	70	4.00					
	BAILEYS IRISH CM	70	0.00					
	BAILEYS IRISH CM	LT	5.00					
	BENEDICTINE	70	17.00					
Spirits								
	BACARDI	70	3.00					
	BELLS WHISKY	70	1.00					
	COURVOISIER VSOP	70	1.00					
	FAMOUS GROUSE	MN	0.00					
	GIN SLOE	70	0.00					
	MARTELL	70	12.00					

Multiple Reports

There is a facility to select more than one report simultaneously, these can then be saved into a PDF file or sent straight to a printer. From the Reports Drop Down menu select Multiple Reports.
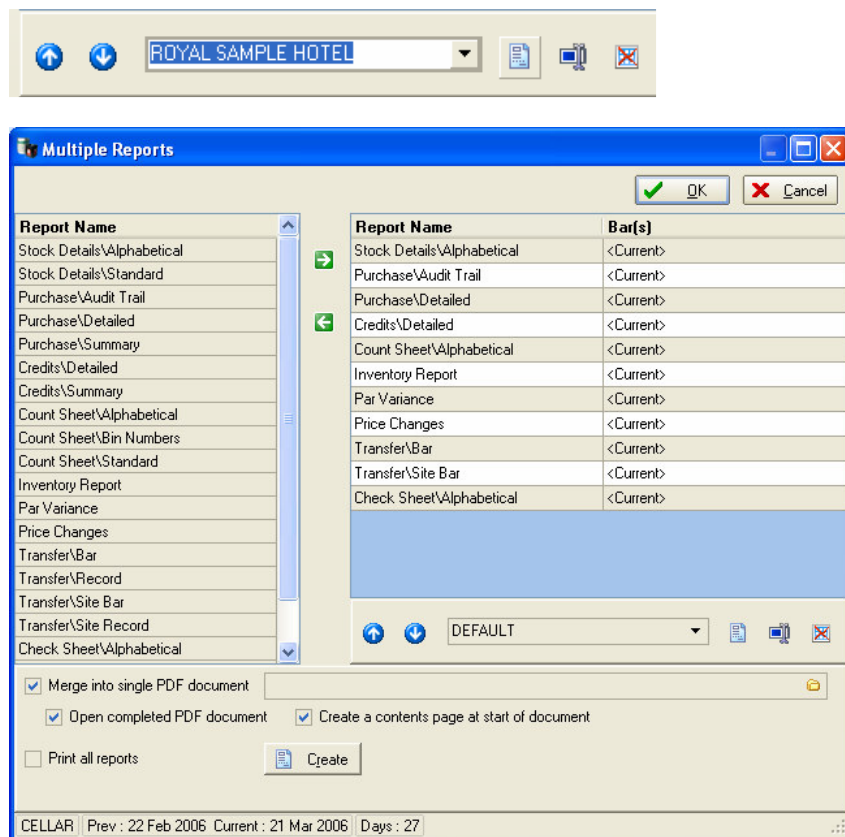
(LC) on the ▤ icon to create and save a selection of Reports.

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

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

The order of reports can be altered by highlighting the report in the right pane and (LC) the blue up or down arrow to move it to the appropriate position.
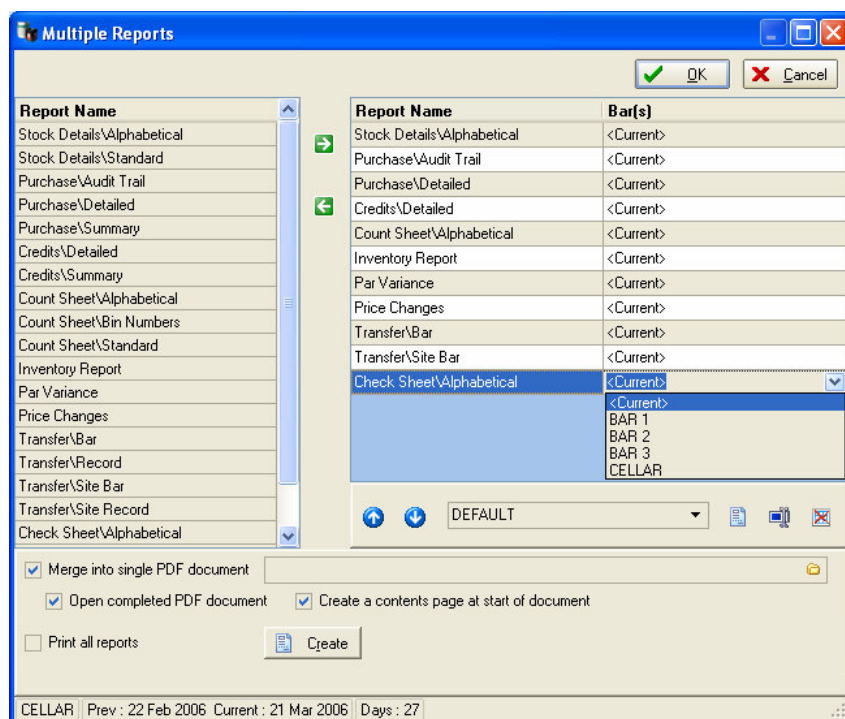
If the current site has multiple bars set up, you can select a report for each bar – simply select the report as above then (LC) the report in the right pane where it displays (current) and a pop up window will display a choice of bars. (LC) to select the bar.

Repeat this procedure for all required bars.

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

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.
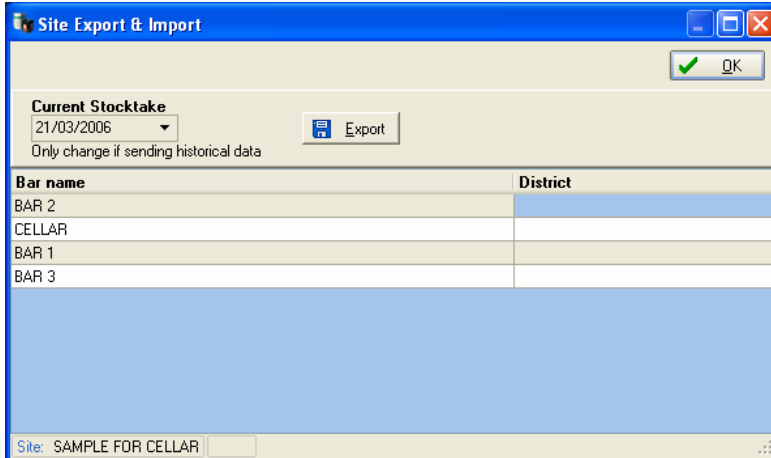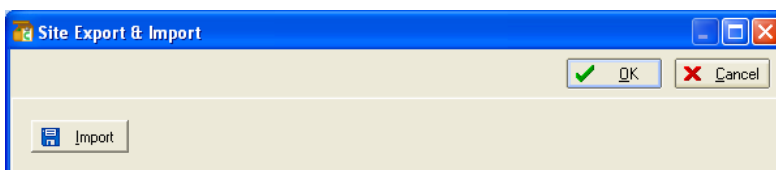

Click on the down arrow to display the stocktake dates available – Select the appropriate stock and (LC) the Export button. The following screen allows you to enter the filename for the export file.
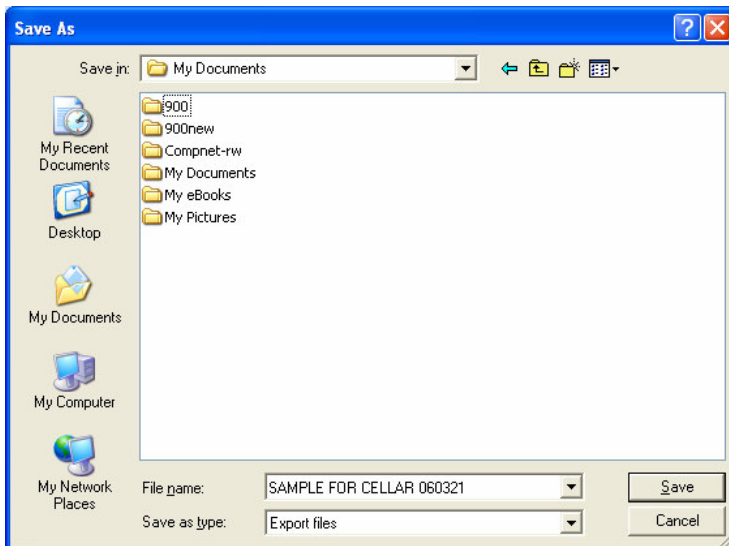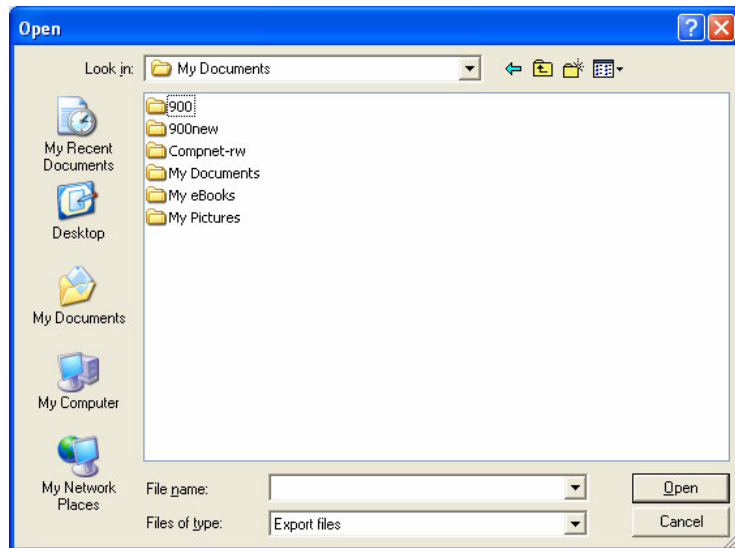

Enter the file name for the export file. The export will be saved to the location as specified in the Save in: field. This location can be amended if required. Send by e-mail as required.

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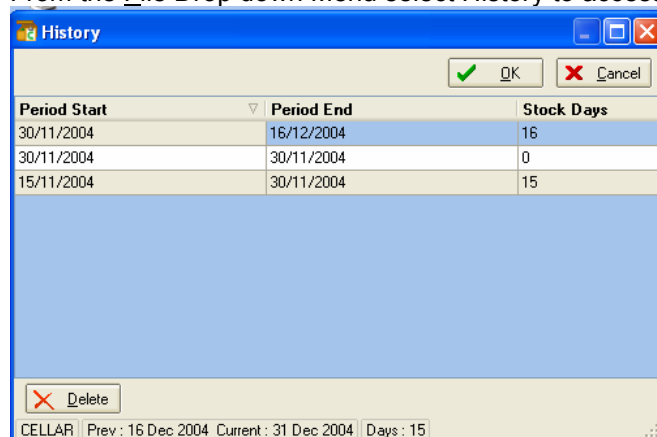
From the above screen use the arrow keys and Enter or (LC) to select the required period to view and (LC) on OK to confirm.

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

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

To move back to the current period (LC) on (Select 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 Delete 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 form the drop down list, the following screen will appear.
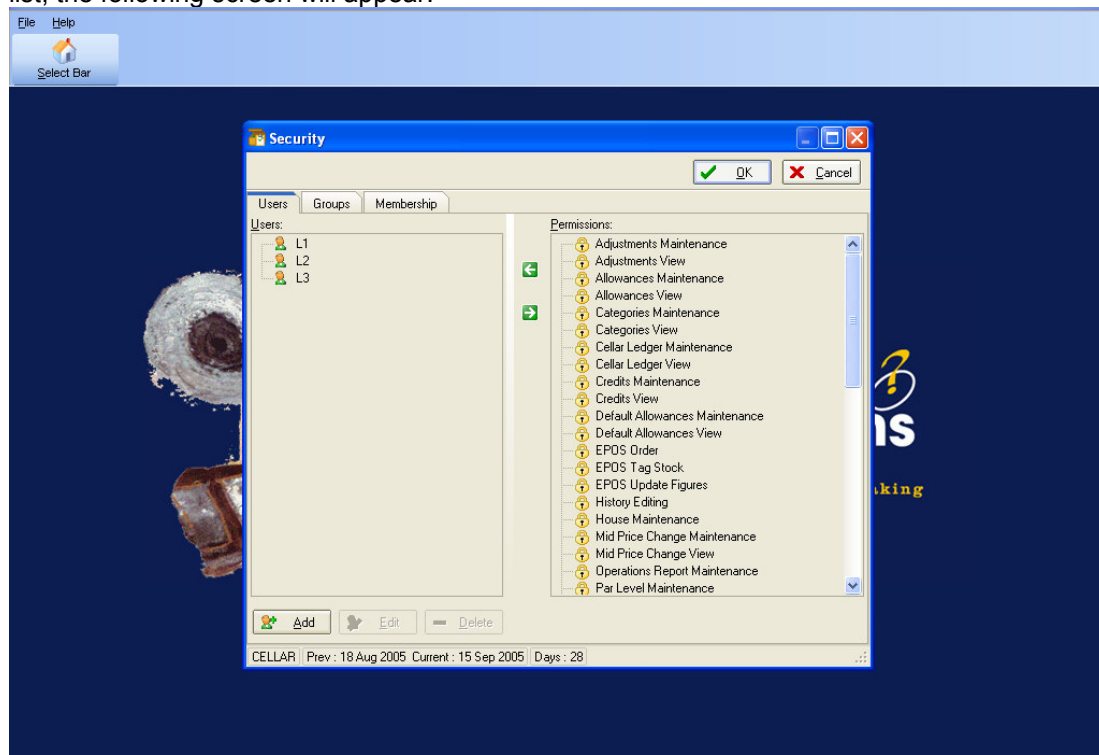
It should be established at an early stage when setting up the software who will be using the system on a regular basis and what functions will be allowed for that user. When this has been decided, a username and password can be allocated to each specified user of the system.
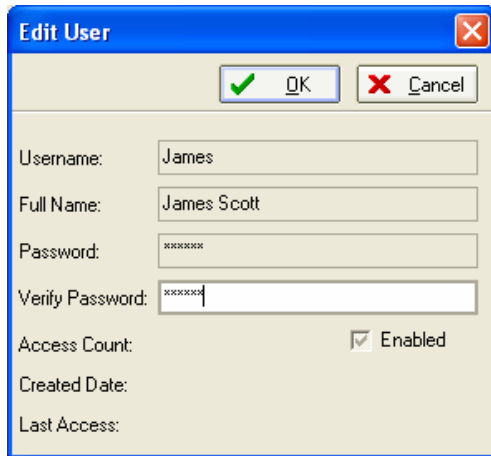
By default, the system is set up with 3 levels of security. L1, L2, L3 each has a defined set of "permissions" to allow or prevent access to different areas of the software. These levels can be assigned to new users.

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:
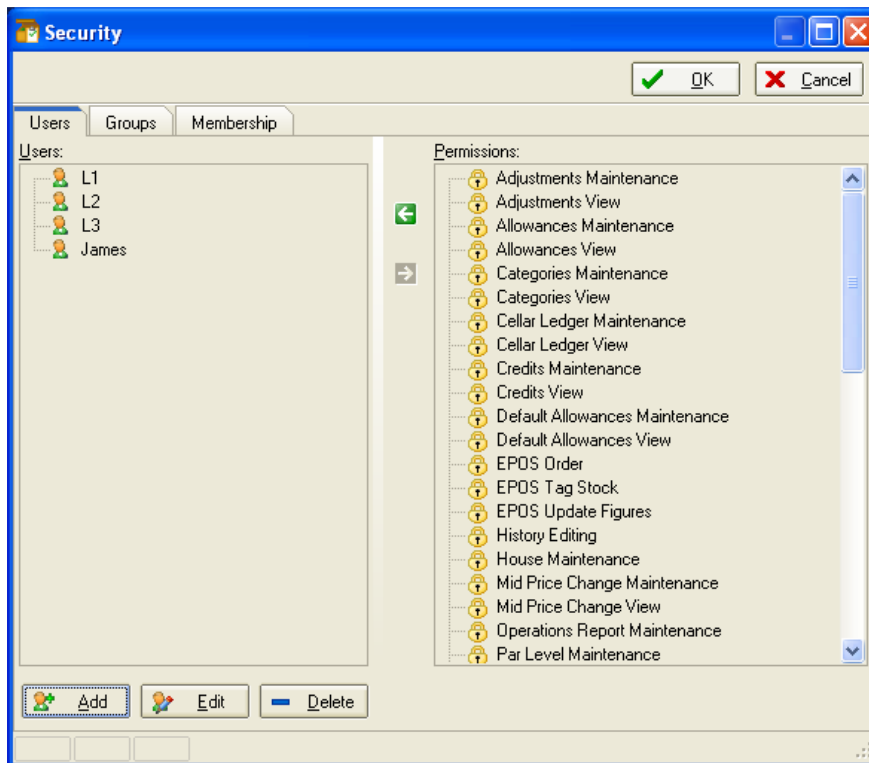
Ensure the Enabled tick box is selected to activate this user

After clicking OK, the new user will appear on the list of users next to the pre-defined default users:
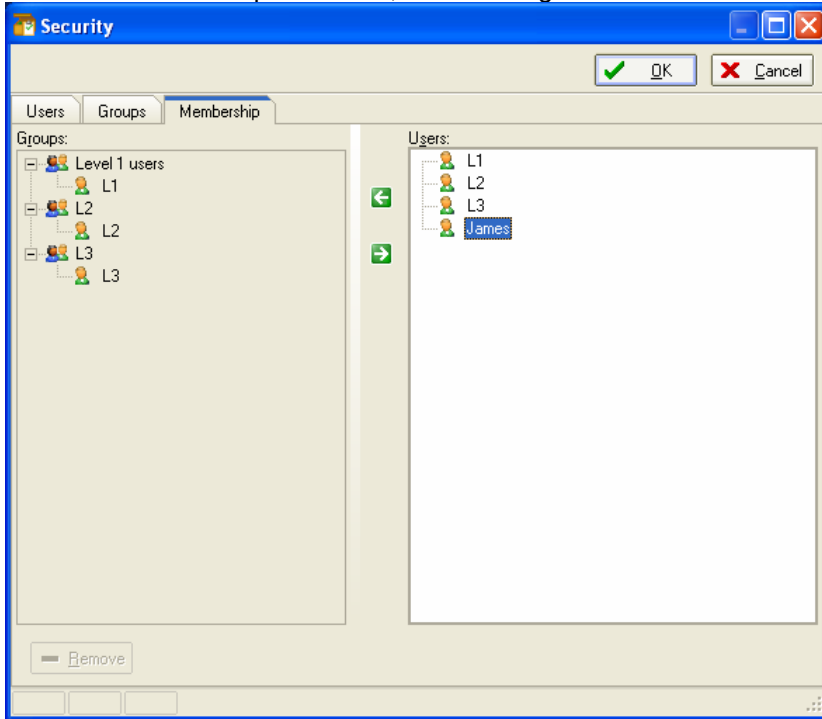L1
L2
L3
James

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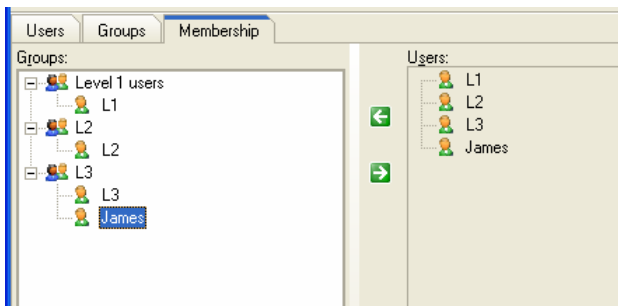
Now James will be able to log on to the system with his own username and password, NB if passwords are forgotten, they cannot be recovered, however, administrators of the system can reset new passwords for a user.

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

Ctrl+F2	Switch Bar
F2	Select Bar
F4	Stocktake
F5	Purchases
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
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)

Stock Details   ▶   Alphabetical
                             Standard Shift+F3

Purchase   ▶   Purchase Audit
                             Purchase Detailed
                             Purchase Summary

Credits   ▶   Credits Detailed
                             Credits Summary

Count Sheet   ▶   Count Sheet Alphabetical
                             Count Sheet Bin Numbers
                             Count Sheet Standard Shift+F10

Inventory Report Shift+F7

Par Variance

Price Changes

Transfer   ▶   Transfer Bar
                             Transfer Record
                             Transfer Site Bar
                             Transfer Site Record

Check Sheet   ▶   Check Sheet Alphabetical
                             Check Sheet Bin Numbers
                             Check Sheet Standard Shift+F10

Appendix of Permissions
* *(Available to Hotel Control only)*

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

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 (N/A)
Cellar Ledger View (N/A)
Credits Maintenance
Credits View
Default Allowances Maintenance *
Default Allowances View *
EPOS Order *
EPOS Tag Stock *
EPOS Update Figures *
Groups & Sites Maintenance (N/A)
History Editing *
House Maintenance (N/A)
Mid Price Change Maintenance *
Mid Price Change View *
Operations Report Maintenance *
Par Level Maintenance
Par Level View
Products Juggler (N/A)
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 *

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