Manual

Table of Contents

1 Inventory

1.1   Items

Screen layout

- Add- Used for adding products. Not generally used as the clone feature is more useful.
- Change- Once a product is highlighted this is clicked to open products details. Double clicking a selected product produces the same result.
- Delete- Once a product is highlighted this is clicked to mark a product for deletion.
- Refresh- Refreshes database.

- Date- Not currently used.
- Marked for deletion- Displays any products that are marked for deletion.
- Only active- Displays products that are only active.
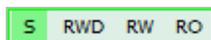
The highlighted section shows the current users user type.
- S- superviser.
- RWD- for read write delete.
- RW- for read write.
- RO- for read only.

● See Cashiers and Users for set up.

● Once a product is selected Resend can be pressed to send product to Register Changes file.

● Clone makes the procedure for adding products easier. See Adding Items.

● Find by APN gives the ability to search via APN or Scancode. Click this and enter a barcode of a product.
● Find by Supplier Item gives the ability to search via Supplier Number. Click this to enter a supplier number of the product.

The Green Icon gives reference to the product being active. The red circle Icon gives reference to the product being inactive. The red cross gives reference to the product being marked for deletion.

Adjusting Columns.

Columns can be moved to your liking. Its a matter of clicking on the column you want to move and dragging it to the area you want it. It will save this setting on the computer you do it on.

It is also possible to show or hide columns. Just click in the top left corner of the columns (beside Status). This will show a list of the available columns to show.

Also there is the ability to sort using the columns. Just click the little arrow on a column header. Description ▼

Once this is click it will prompt all the available date to sort from. just tick the appropriate boxes.
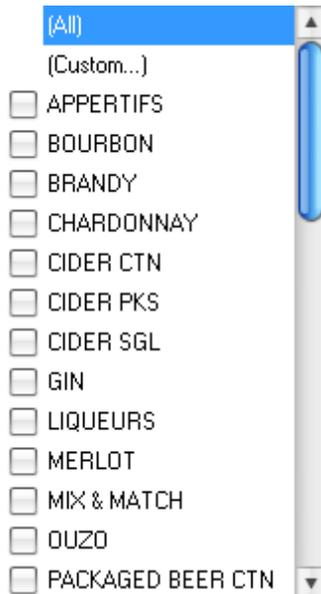
1.1.1 Adding A Product

The easiest way to add a new product is to complete a procedure called Cloning.
Cloning allows the ability to copy an existing product and change the details to suit the
new product.

The first step to Cloning is finding a product that is similar to the product you are
intending to add. There are two reasons for this. The first reason is to keep the products
in a nice orderly fashion. The second reason is it makes it easier to add a new product.
Some sites may have an Item number range spread sheet to assist with adding
products.

For this example we will be adding a new Rum "Coruba Rum". Firstly we will be
searching

Once Bundaberg Rum has displayed click the Item Number heading. This will put all
items in numeric order allowing us to find a new number to add. In this example we will
be adding to new product to Item number 9389.

Now we know the new number we are adding, right click on the item you want to copy.
Click Clone.

- Clone
- Add
- Change
- Delete
- Product Range
- Print Report
- Refresh
- Settings
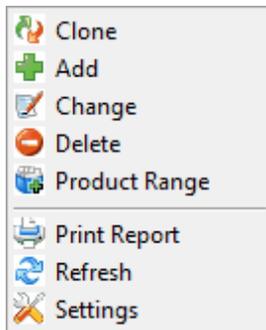
Now Enter in the new number '9389'.

Clone Item Record

Copy from Item Number 9379

New Item Number(s) 9389

Add a new number on each line to clone to more than one destination

☑ Activate in Locations as well
☑ Copy Costs as well

Clone now

Close

At this stage we can enter more number to add. Also we have some options while Cloning. The first is to Activate in Locations as well. This copies all Locations prices to the new product. The second is to copy the costs. This copies the Cost to the new product.
Click Clone Now to clone the product.
Now change the details of the product to your new product.

Click Save to Save
Once price changes or adding is complete the next step is to Send Prices to Tills.

Note*** If you have added a product and have realised that you already have it on file your can Merge the item with another item.
Note**** If you have added a product and want to delete it you can delete the item as long as it doesn't have stock or sales info.

1.1.2   Search for a Product

There are several options to search for a Product.

● Enter item number in Item Number field. This will go to the item entered or the closest number to it. It will also make the items in numeric order.

● Enter the item description in the Description field. This will go to the closest item that matches the description. It will also make it into alphabetical order.

● Enter a description in the Wildcard Filter. This searches for text anywhere in the item description. An example would be typing Rum. The result will show any item that has Rum in the description.

Item Search

Description Search

Wildcard Search
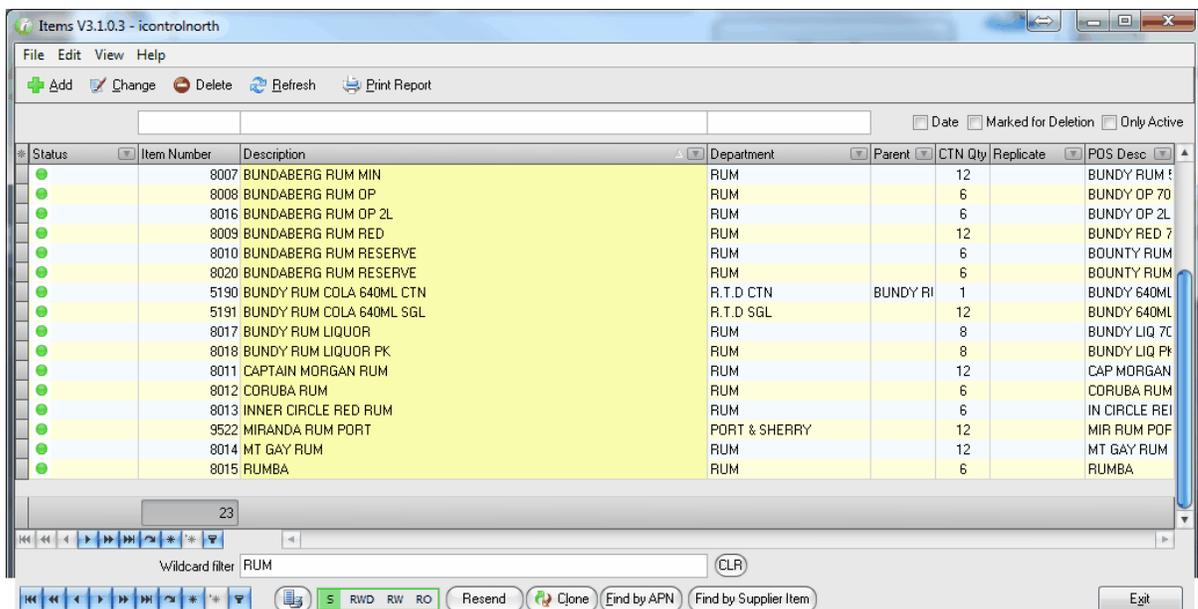
- At any time it is possible to change the order of the view by pressing the appropriate column. In this example I entered an Item number which put it in numeric order but then pressed the description column.

1.1.2.1   Item Record Overview

The following topic will be going through the Item Record screen. The Item Record screen shows the details of a product.
To access the details of a product just search for the item using Item search, or Wildcard search.

- **Item Number**- This is the item number of the product. This cannot be changed in this screen but it can be changed. See Change Item Number.
- **Description**

- **Cost Tab**- In this section is where the cost can be added or edited or deleted. See Cost Tab.
- **Recipes Tab**- Used to show the product that have recipes linked to them. An example of when a recipe is used is Cocktails.See Recipesto add a Recipe.
- **Stores Tab**- Stores shows the last and average cost for each store. Really used with multi store venues.
- **Sales Tab**- Shows daily and weekly sales of the product shown in the item record.
- **Promotion Tab**- Shows wether the product in on promotion or has an up and coming promotion.
- **Child items Tab**- Displays a list of child items link to this product. See Child Items.
- **Supplier Items Tab**- This screen allows the edit add or delete of supplier items. Supplier items are the Item numbers that suppliers use for a product. Supplier items come in handy when Invoicing.
- **Purchases Tab**- Displays all purchases for the product in item record. See Purchases Tab.
- **Trx History Tab**- Displays a list of all transactions for the product. See Trx History Tab.
- **Photo Tab**- Enables the ability to have a photo of the product.
- **General Tab**- Currently not used.
- **Details Tab**- This is the default page of the item record. Below are the fields associated with the details tab.

- *Active*- Ticking this check box enables the product to be active or inactive. Once a product is inactive and sent to the tills, it is unable to be sold at the tills.
- *Jump to Parent*- This button once clicked allows the user to move from the current product to the parent).
- *Pick Parent*- This button allows the user to select a parent number from a search window. Once found it enters the parent number the field above. Once selected it also populated the Parent description,Parent size and Parent Ctn Qty. See Parent Child explanation for more details.
- *Description*- The description is what shows on the reports and Labels. Allow for 30 characters.
- *Size*- displays the size of the product. Sizes can be added by pressing the ⊙ next to the size.
- *Pos Description*- Only allows for 16 characters, so abbreviations may need to be done. *Tip*: It is possible to copy the main description into the pos description. To do this delete the current text in the pos description and then press *Tab* on the keyboard. This will copy what's in the main description (up to 16 characters).
- *Replicate*- The Replicate gives the ability to link a range of products by price. An example could be with Rothbury Estate Wine range. A common text would be entered into the replicate field for each Rothbury Estate Wine range. In the below example

Roth is used. This would allow price changes to be done on 1 of the wine range and replicate through to the rest of the wines in that range. The ***Dup*** button duplicates the replicates to each location. This allows it to be possible to replicate by location. An example where this could happen it a wine range that has same prices in Bottleshop but different prices in Bar for the wine list.

- *Group-* Click the drop down to select a group for the product. The Main groups used are Beverage,Food and Sundry. See Groups to Add edit.
- *Sub Group-* Click the drop down to select the Sub Group. See Sub-Groups to add, edit or delete.
- *Department-* Click the drop down to select the department. The department is sent down to the till with the product if there is no Till Category selected. See Departments to add, edit or delete departments.
- *Category-* Allows another level of reporting. The category has the same drop screen as departments. The data in departments will be the same as the date in the category. Basically if you want to add a new category it is done in Departments.
- - This is what is sent down to the tills with the product. Primarily used for till programming only. There is some report with it but it is limited. This can be blank. See departments
- *Supplier-* This is the default supplier of the product. Click the drop down to select the supplier. See Suppliers to add,edit or delete suppliers.
- *Add APN-* Click Add APN to add a new barcode for the product. Press *Delete* to delete a barcode. Just click the barcode to edit.
- *Ctn Qty-* Ctn Qty shows how many of the product make a Ctn. This is very important to be correct as it has a lot to do with stock decrementing and invoicing.See Ctn Qty explanation.
- *Carton Cost-* The Ctn Cost is the cost of the product resulting from invoicing. The Ctn Cost includes gst freight, admin fees, finance fees. This can be the average cost or the last cost depending on the default cost set up in IControl. If the cost needs to be changed manual this is done in the Cost Tab.
- *Luc Ex Cost*
- Unit cost- This is the cost of a single unit. The Gp % is worked out from this figure. Basically it is the ctn cost divided by the ctn qty.
- *Freight Type* - External freight can be applied to a product. External freight can also be applied via the supplier, see Suppliers
- *GST-* Select this if the product is GST applicable. *Note: For Quest tills make sure the till category is or isn't gst applicable. This controls the products gst at till level. See Departments.*
- *Non Stocktake-* When this is ticked it makes the product non stocktakeable. This means it will not be loaded into a stocktake and will not be reflected on the stock valuation. A example of a non stocktake product would be accommodation.
- *Base Modifier-* This is used for the Quest tills only. This allows the pot, schooner and jug button to work on Bar tills and sgl, 3pk,4pk and 6pk on Bottleshop tills
- *String Plu-* For the Quest tills only.When a product is marked as a string Plu it allows the product to have the ability to put text or numbers to it at the till. A example of a string Plu would be a free text button for kitchen printing.

- Show all active/inactive- Ticking this box shows all locations and their prices wether they are active in the area or not.
- Locations- This is were the price can be changed. See Location items.
- Save/Cancel- When ever a change is made save needs to be clicked. This loads to change into a batch called the Register Changes ready to be sent to the tills. Clicking Cancel will no save any changes made.
- Roll, Prev, Next- These buttons allow movement from product to product with out leaving item record. Just click Roll and then Prev or Next.

1.1.2.1.1 Parent Child Explained

The Parent child relationship simplifies the way products decrement, without needing to work out complexed recipe calculations.
A Parent Item is an item that controls the Stock on hand. It inputs the stock through invoicing and it decrements the stock through sales.
A Child Item is a product that has a parent. The child when sold drawers the stock from the Parent. A child item **never** has stock on hand.
A Child item can also be used in transfers, stocktakes and wastage entries.
Having the parent item correct and the Ctn Qty is vital for correct stock control.
Bellow are some examples of Parent and Child's.

Parent -Item 4001 XXXX Gold Stub
Child -Item 4006 XXXX Gold Stub 6pk
Child -Item 4010 XXXX Gold Stub Ctn

Parent -Item 10001 Bundy Rum 1125ml
Child -Item   2001 Bundy Rum Full nip
Child -Item 2002 Bundy rum Half Nip

Parent - Brown Brothers Crouchen Riesling Btl.
Child - Brown Brothers Crouchen Riesling Glass

Below is an example in IControl of Parent and Child items.

Edit

Item Record - 3421

| Item Number | 3421 | Description | XXXX GOLD STUB | | | Refresh |

Child Items   Print   Close

	Child Item	Description	Size	CTN Qty	Price 1
>	3420	XXXX GOLD STUB CTN	375ML	1	$0.99
	3426	XXXX GOLD STUB 6PK	375ML	4	$12.50

Tabs (left side):
- Details
- Costs
- Recipes
- Stores
- Sales
- Promotions
- Child Items
- Supplier Items
- Purchases
- Trx History
- Photo
- General

2

Roll to Prev Next Cancel Save

1.1.2.1.2 Ctn Qty Explained

A correct Ctn Qty is vital for having accurate Stock Control. In simple terms the Ctn Qty is how many of the product is in a Ctn.
Having Parent products set up with correct Ctn Qty allows for certain procedures in IControl easy. An example of this could be . If we purchase 60 ctns of Bundaberg 700ml, when we enter the invoice we would enter 60 in the Ctn column. Otherwise we would need to enter 720 in the single column. IControl in this case would multiply the 60 Ctns by the Ctn Qty of the Bundaberg Rum (12) and input 720 bottles into stock.

A Child items correct stock decrementing, is determined by the parent numbers Ctn Qty and its own Ctn Qty.

There are two types of Ctn Qty set ups for Child Items. One is with packaged Beer & Rtds, that use packed size to work out the Ctn Qty. The other is working out the Ctn Qty by mils, an example of this would be Keg Beer.
Below are some examples.

Ctn Qty by pack size
ITEM 2221- XXXX STUB SGL (PARENT) Ctn Qty of 24.
{There is 24 Stubs in a Ctn}

ITEM 2220- XXXX STUB CTN (CHILD) Ctn qty of 1.
{There is 1 Ctn in a Ctn} *Parent is item 2221*

ITEM 2226- XXXX STUB 6PK (CHILD) Ctn Qty of 4.
{There is 4 x 6pks in a Ctn} *Parent is item 2221*

Ctn Qty by Mills
ITEM 10 - CARLTON MID KEG 49.5L (PARENT) Ctn Qty of 1.
{There is 1 keg in a keg}

ITEM 12- CARLTON MID 7 Oz (200ml) (CHILD) Ctn Qty of 247.5.
{There is 247 7oz in 49.5L 49500/200=247.5} *Parent is item 10*

ITEM 14- CARLTON MID POT (285ML) (CHILD) Ctn Qty of 173.68.
{There is 173.68 Pots in 49.5L 49500/285=173.68} *Parent is item 10*

ITEM 16- CARLTON MID SCHOONER (425ML) (CHILD) Ctn Qty of 116.4.
Parent is item 10

ITEM 18- CARLTON MID JUG (1140ML) (CHILD) Ctn Qty of 43.42.
{There is 43.42 Jugs in 49.5L 49500/1140=43.42} *Parent is item 10*

Spirit Nips
ITEM 10001- BUNDABERG RUM 1125ML (PARENT) Ctn Qty of 12.
{There is 12 in a CTN}

ITEM 1050- BUNDABERG RUM 30ML () Ctn Qty of 450.
{There is 450 nips of Bundaberg rum in a Ctn of 12 Bottles, 12 X1125=13500, 13500/30=450}
Parent is item 10001

Wines
ITEM 12050- YELLOWTAIL MERLOT 750ML (CHILD) Ctn Qty of 6.
{There are 6 in a Ctn}

ITEM 1801- YELLOWTAIL MERLOT GLASS (180ML) (CHILD) Ctn Qty of 25.
{There are 25 glasses of Yellowtail Merlot in a Ctn of 6 bottles, 6 X 750=4500, 4500/180=25}
Parent is item 12050

1.1.2.1.3 Cost Tab

The Cost Tab stores all the cost entries of a product. This allows to easily track what the cost was (last and average) on a certain date. The most recent entry is what is show on the Item Record.

The Costs will always display the last and average cost. The cost displayed on the Item Record screen is determined by what the default cost type is set to. To change the default cost type go to Stores.
The last and average cost includes GST, Inv Freight and external freight (if applicable).

- Click Add
- Enter the Store
- Enter the date (Note the earliest date is what shows in the Item Record Tab)
- Enter the last and average cost.
- Select document type
- Click save

To delete a cost.
- Click on the line of cost you want to Delete
- Click Delete

How Average Cost works

Scenario
VB Stubs - There are 24 units on hand.
    - The unit cost of the the VB is 1.66 (inc Gst)
    - That make the total value of the of VB to be 39.84
Purchase 2 Ctns (48 units)
        - Purchase Value is 41.35 each. Total of 82.70
        - Add 82.70+39.84 for total value of VB = 122.54
    - Divide 122.54 by the new stock on hand 72- 122.54/72= 1.70
New average unit cost of VB is 1.70. Ctn Cost would be 1.70 X 24 = 40.8

1.1.2.1.4 Purchases Tab

The Cost Tab stores all the cost entries of a product. This allows to easily track what the cost was (last and average) on a certain date. The most recent entry is what is show on the Item Record.

The Costs will always display the last and average cost. The cost displayed on the Item Record screen is determined by what the default cost type is set to. To change the default cost type go to Stores.
The last and average cost includes GST, Inv Freight and external freight (if applicable).

- Click Add
- Enter the Store
- Enter the date (Note the earliest date is what shows in the Item Record Tab)
- Enter the last and average cost.
- Select document type
- Click save

To delete a cost.
● Click on the line of cost you want to Delete
● Click Delete

How Average Cost works

Scenario
VB Stubs - There are 24 units on hand.
    - The unit cost of the the VB is 1.66 (inc Gst)
    - That make the total value of the of VB to be 39.84
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        - Add 82.70+39.84 for total value of VB = 122.54
    - Divide 122.54 by the new stock on hand 72- 122.54/72= 1.70
New average unit cost of VB is 1.70. Ctn Cost would be 1.70 X 24 = 40.8

The Trx History section in the Item Record is a handy tool for following movement of a product.
There are 3 types of views. These can be changed by selecting 1,2 or 3 at the top of the screen.

View 1 allows all transactions to be in date order with each location separated. This is the preferred view and the default.

View 2 seperates each Child Items transactions in date order and shows a movement value for each.

View 3 Consolidates all areas into 1 and shows in time date stamp order. Time date stamp order is the actual date and time it physically happened. An example of this could be and item sale for the 15/09/2010 is put to the date 15/09/2010 but IControl physically read that in on 5am on the 16/09/2010.

To display the Trx History do the following.
- Select the To and From dates
- Option- Select the view type
- Option- Select the trx type. This allows you to filter via Sale, Transfer ect
- Click search

Understanding Trx History

To understand the Trx History first we need to look at the type of transaction that make up the History.

- ITMSALE- This is a sale of a product from a till. Not including manual sales.
- PURCHASES- This shows the purchases of a product.
- WASTAGE- Shows wastage Trx
- TRANSFERS- Shows Transfers in and out. Note View 3 will combine all transfers for the product to one line in and out.
-
- RECIPES- Shows any movement from recipes that the product maybe and ingredient in.
- VARIANCES- List the Variance amount and the amount counted. The diagram below shows the Drive counted 345 on the 14/09/10 with a Variance of -2. It also shows the previous On Hand in column 3

- COMMIT- A Commit put a stamps in history to what the stock on hand was. It is generally done at the end of a stocktake or end of month. It stamps the closing stock for a period and and opening stock for a period.The Diagram below shows the Cellars with a Commit of 54 on the 7/09/10. It then shows movement from then on to the 15/09/10 when it was stocktaked. With the starting stock at 351 minus 5 (sales) = 49. In the Stocktake 48 was then counted leaving a Variance of -1.

Locations Items is used extensively to control the products at the till and also display some important details of the products.

Summery

-
- Location Name
- Price 1,2,3,4. Gives flexibility to have multiple price structures.
- Open Price. Gives the ability to make a product an open price, i.e price is entered at the till.
- GP%. Shows the GP% of price 1.
- Till. Once ticked it allows the product to be active at the till. All selling items would have this ticked. An example of when this would not be ticked is when A Keg of Beer would be active in a bar but not sold. The child items linked to the Keg are sold at the till.
- Stock Units. Shows the stock on hand (in units)
- Stock Ctns. Displays the stock on hand as Ctns
- Draw. Displays if the location drawers stock from another location.
- Stocktake. Displays the last stocktake date.
- Commit. Displays last Commit date.

Area	Area Name	Price 1	Price 2	Price 3	Price 4	Open	GP%	Till	Stock Units	Stock CTNS	Draw	Rep...	Stock...	Commit
5	CLUB PUBLIC	$3.30	$2.40	$1.50	$2.20	☐	60.86	☑	0	0.00				
6	CLUB LOUNGE	$3.30	$2.40	$1.50	$2.20	☐	60.86	☑	0	0.00	CLUB PUBLIC			
9	CLUB FUNCTIONS	$3.30	$3.30	$3.30	$3.30	☐	60.86	☑	0	0.00	CLUB PUBLIC			

3

Add   Edit   Delete   Refresh

- Add. To Add a new location with a price click add.
- Edit. Click edit to edit the selected locations price. Double clicking on the selected location gives the same result.
- Delete. Gives the ability to remove an item from a location.

Below is an example of the Location Item screen once a product is edited in the location.

- To Change the price just click in a selected price level and alter the price. Press the to copy Price 1 price to Price 2,3,and 4.
-
- Untick Send to Tills if the product is not required to be sold in the area but needs to be active.
- Tick "*Activate Prices in Locations that Replicate*", to copy all 4 prices to another location that may replicate. An example of this could be a Lounge Bar that has the same prices as the Public Bar.
- Click the to change the price by GP. Just enter the wanted GP% and it will change

Set Price 1

What Gross Percentage do you require?

65

[OK] [Cancel]

the sell price to suit.

Edit

Item - Location Record

Item Number	24	Description	PURE BLONDE POT
Location	CLUB PUBLIC ▼		

Options

☑ Active in this location   ☑ Send to Tills   ☐ Open Price

History

Last Delivery Order No	
Last Delivery Units	0.00
Last Delivery Date	
Last Stocktake Date	
Last Commit Date	
Last Sale Date	

Normal

	Price 1	Price 2	Price 3	Price 4	Price override
	☐ [-->]	☐	☐	☐	
Normal Sell	$3.30	$2.40	$1.50	$2.20	
Normal GP%	60.86% [%]	46.18% [%]	13.89% [%]	41.29% [%]	
Unit Cost	$1.29	☐ Activate Prices in all Locations that Replicate this Location. Set by 'Copy Price' in Locations Maint			

Food Modifiers for iCell

(seven dropdown fields)

[Clear]

Promotion

	Price 1	Price 2	Price 3	Price 4
Promo Sell	$0.00	$0.00	$0.00	$0.00
Promo No		Mix and match Group		

Stock   (as Cartons)

Units on Hand	0.00	0.00
Min stock units	0.00	
Max Stock Units	0.00	
Min Reorder Units	0.00	

Stock Location

Picking slip bin location

Category 1 ▼

Category 2 ▼

Item Replicate

Draw Stock From ▼ [CLR]

Only required if you want to Draw Stock from another Area

[Cancel] [Save]

- Price Override gives the option to Override a locations price that replicates another location. Using the Lounge Bar replicating prices from the Public Bar scenario. To Override the price tick the price level you want to override. This will allow a price to be entered into the price level.

Normal

	Price 1	Price 2	Price 3	Price 4	Price override
	☑ [-->]	☐	☐	☐	
Normal Sell	$3.30	$2.40	$1.50	$2.20	These prices are set by price changes in 'CLUB PUBLIC'
Normal GP%	60.86% [%]	46.18% [%]	13.89% [%]	41.29% [%]	
Unit Cost	$1.29	☐ Activate Prices in all Locations that Replicate this Location. Set by 'Copy Price' in Locations Maint			

Promotion	Price 1	Price 2	Price 3	Price 4
Promo Sell	$37.99	$33.00	$0.00	$0.00
Promo No	18/WK2	Mix and match Group	1	

- Stock shows the current stock on hand in the locations as units and Ctns.
- Also give the ability to to Min and Max for automatic ordering and suggested transferring.
- Drawer Stock from enables us to change the location that we want to drawer stock from. This is usually a system setting but can be overwritten at the item level.

Stock		(as Cartons)
Units on Hand	345.00	28.75
Min stock units	360.00	
Max Stock Units	60.00	
Min Reorder Units	60.00	
Draw Stock From		▼ CLR

Only required if you want to Draw Stock from another Area

- To Save any changes click [Save]

- Once any changes are completed and saved. Send prices to tills needs to be done to send the products to the tills.

1.2   Promotions

Promotions are used to allow Items to be set up to change a price at a certain date or time. This enables any promotions to be set up before the day start.
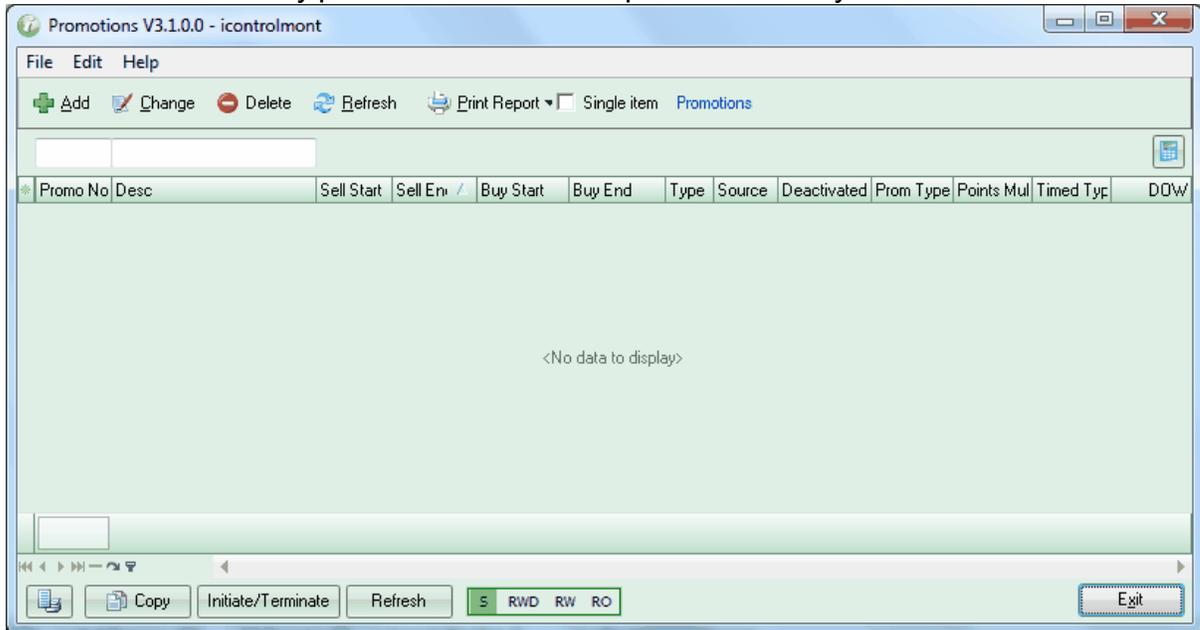
To add a promotion click Promotions.

- Click Add
  Enter the Promotion Number and Description.

- Select the Locations that the promo is active in.
- Select the Start day (this is the day the promo will start) then select the finish day (this is the end of the day the promo will finish)

- Click Add to add a product in the promotion batch.
- If the Item number is known enter the item number in the item number box. An alternative is to click the find button to find the Item.
- Once the Item is selected it will display in the description box. It will also show the normal price and unit cost.
- Enter the promotion price into price 1. Usually Price 2,3,4 is not needed and can be blank. When any Price level is blank it will not make the product zero in the price levels but will keep what eve the normal price is for those levels.
- Also in the promotion add screen it is possible to check the sales of the selected item. Click Sales for this Item
-

Promotion Item

Promotion Item

Item Number:	2000

Find   Action ▼

Description:	BAREFOOT RADLER STB CTN, 330ML
Normal Price:	46.99
Unit Cost:	39.82
Carton Qty	1
Carton Cost:	39.82

Item

Mix and Match Group ▼

Active ☑

Clear

Promotion

	Price 1	Price 2	Price 3	Price 4
Promo Prices	42.99			
Gross Profit %	7.38	.00	.00	.00

Sales for this Item   Close   OK

Pick Item

xxxx

	Item Number	Description	Active?	Size	Departmen
	9879	WOOD QA REGENCY RED	☑	750ML	RED WINE
	13036	WOOD QA TAWNY PORT	☑	750ML	PORT
	9031	WOODFORD RES BOURBON	☑	700ML	BOURBON
	1213	WOODLEY SHERRY 30ML	☑	30 ML	BAR FORT
	9032	WOODSTOCK 700ML	☑	700ML	BOURBON
	9880	WYNNS COON CAB SHZ MERLOT 7	☑	750ML	RED WINE
	10959	WYNNS COON RIESLING	☑	750ML	WHITE WI
	9881	WYNNS COON SHIRAZ	☑	750ML	RED WINE
	62	XXXX BITT 7OZ	☑	200ML	HEAVY BU
>	2200	XXXX BITT CAN 30PK	☑	375ML	XXXX CTN
	2206	XXXX BITT CAN 6PK	☑	375ML	XXXX PK
	2201	XXXX BITT CAN SGL	☑	375ML	XXXX SGL
	60	XXXX BITT DIN	☑	49.5L	HEAVY BU
	59	XXXX BITT JUG	☑	1140ML	HEAVY BU

1,841

Item No Filter   Apply Filter

Highlight a row, then press "Select" button   Cancel   Select

- Repeat the process to add more products.
- When a product is added with a replicate it will display a replicate screen allowing us to replicate the pricing for a selection of products. Tick or Untick the products you want to replicate and click OK.

Replicate

Replicate Promotion Items

- ☑ POKER FACE CHARDONNAY
- ☑ POKER FACE SHIRAZ
- ☑ POKER FACE SSB

[Cancel] [OK]
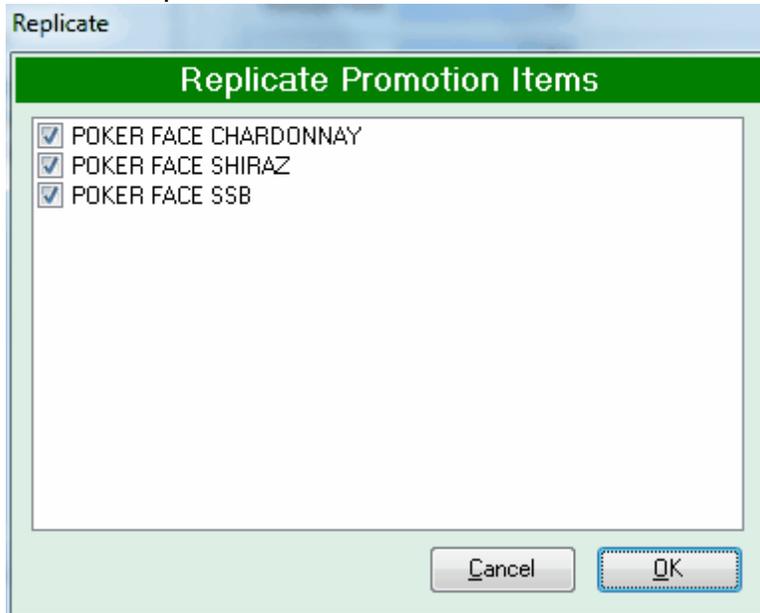
- Once all items are entered Click Close [Close]
- The Promotion will start and end Automatically.

Setting up Mix & Match

Mix and Match enables an operation at the till to automatically discount selected products for Promotions like 2 for $10
Note: *Mix and Match will only work with the correct Till software version.*
- Click add to add the Item in the Promotion
- Enter the item number or click find to select the product.
- Select a Mix and Match group. This sets the rule in the so the till can discount. If there are multiple 2 for's it is important to select a different mix and match group were applicable.

- Enter the mix and match price into the selected price level. In this demonstration it is price 2 but it can be Price 2,3,4 depending on the set up.

In this example the XXXX BITT CAN 30PK is 2 for $90. Normal price is 50.99.

Coping a Promotion

- In the Promotion screen click the promotion you want to copy.
- Click the copy button and rename the new copied promotion.

Importing Promotions from Host

Importing promotions from supplier like IBA (ALM) is possible with IControl. See Transfer Host Data.

When ever a Promotion has been imported it is important to lock the promo so it cant be over written once the Promotion has been imported. This is because most times a promotion needs to be manually adjusted and if this is the case an import will over write your manual changes.

Getting the Promotion to the Tills

Once a Promotion has been set up traditionally it is sent to the tills from the End of Day procedure.
In some cases the Promotion needs to be sent to the tills straight away after some changes or if the End of Day doesn't work for some reason.
To manually get the promotion to the tills-
- In Promotions, click Initiate Terminate Promotions. This looks for any changes in the Promotion and send this to the tills.
- Click Yes.

1.3 Recipes

Recipes are used when an item has many ingredients to decrement stock. An example were Recipes are used is cocktails.

To Set up a Recipe

- The first step is to add the selling product in Items, Remembering the Item number that you added.

-

  Click Inventory > Recipes
- Click Add to add a new Recipe.

- Enter the recipe number. To link to the correct selling item make sure that the Recipe number is the same as the selling Item number. In this case out item number is 1803 which is a CS COWBOY. Our Recipe number will be 1803.
- Click OK.

New Recipe Item

New Recipe Item

Item Number   1803

Cancel   OK

- It will now open a screen displaying the name of the product that will have all the ingredient to make up the product..

Recipe Ingredients

File   Edit

Recipe Ingredients

Recipe Item 1803   Desc   CS COWBOY SHOOTER

Yield Qty   1   Total Cost

Item Number	Description	Qty	Unit Cost	Ext Cost

<No data to display>

| Add | Change | Delete | Refresh | Print | Close |

- Click Add to add the first ingredient.
- Click Find to find the ingredient. In this demo we will be searching for Baileys Nip. If the Item number of the ingredient is known, just entering the item number in the Item Number box.

- Enter the quantity of the ingredient.
- Click OK to accept ingredient.
- Repeat to add more ingredient.

When any recipe changes are done it is always recommended to click the re cost recipe button in the main recipe screen. This refreshes the cost in the items screen for the recipe items.

1.4   Orders & Invoicing Entry

Invoicing is critical for accurate stock control. It also responsible for updating costs to the products. IControl has the ability to run different cost types, Average cost and Last cost. Finchcorp always recommends the cost type default to be average. This generally is more accurate way of setting a cost. The system also has the ability to change the default at any time while invoicing. This enables certain invoice entries to be changed to another cost type.

Invoice Screen Explained

- Click Add to add an invoice to start.

  | Add | Change | Delete | Refresh | Print Report ▾ | ☐ Single order | Listorder |

- Click Print to print completed Invoices and credit notes.
- Select an Store and location. Select a supplier and date range and choose the type of status of invoice you want to produce.
- There is also an option for printing the line items for each invoice.
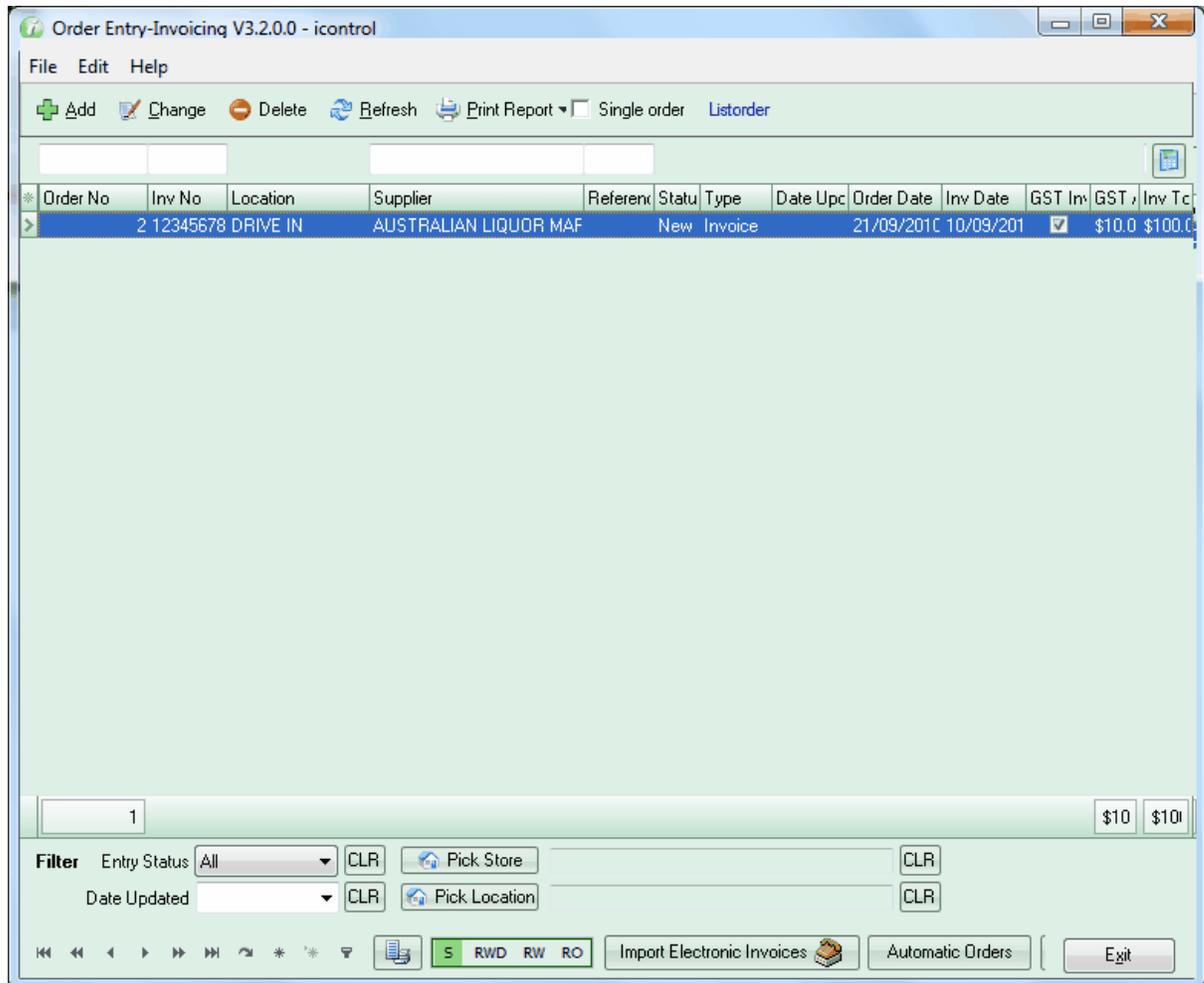
- For importing Invoices, click the Import Electronic Invoices.

The Invoice Add Line explained
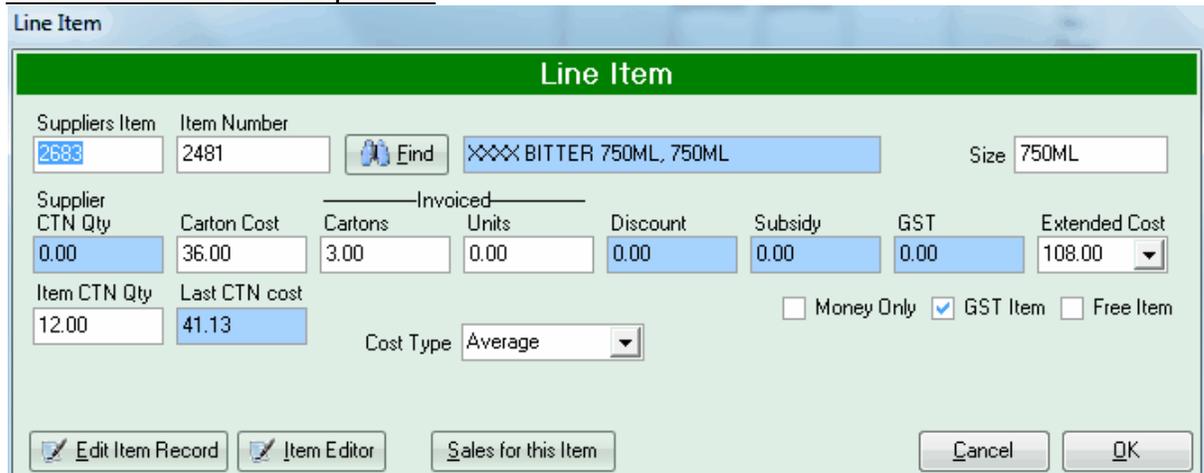
Find- This is used for finding products in the database. Generally only used when a supplier number is not attached to any products or there are no supplier numbers on the

invoice.

Supplier Ctn Qty- Used when importing invoices. This field shows the Ctn Qty of a product resulting from importing a suppliers invoice.

Carton Cost- This is the new Ctn Cost resulting from the Extended cost divided by the Qty purchased. This can be Ex Gst or Included Gst, depending on the suppliers invoice.

Cartons/Units- Qty purchased. Generally Cartons or Units not both.

Extended Cost- This is the extended cost entered from the Invoice. This can Inc GST or exclude depending on the suppliers invoice.

Item CTN Qty- This is the IControl item

Last CTN Cost- This is the last CTN Cost of the supplier number used. This will always include GST and freight.

Cost Type- An advanced option to give the ability of changing the default cost type. If the systems default cost type is Average it is possible to make the cost type Last. See how average cost is calculated.

Money Only- This option allows the user to put an invoice in that is just a money adjustment rather than an input of stock. An example of were this would be used is if a supplier sent a credit note of a $100 adjustment. This could be resulting from a discount that wasn't received. This would reduce $100 to the total value of stock on hand. Inturn reducing the cost.

Edit Item Record- Once clicked this executes the item record screen. This displays the details of the product that has been entered in the invoice.At this point any alterations can be made.

Item Editor- Once clicked opens the Items screen. At this point you can search and edit products or even add new products.

Free Item- This will automatically be ticked once a product has been entered for Zero cost.

1.4.1 Manual Invoice entry

<u>Adding an Invoice Manually</u>

- Click Add
- Select Store,Location and Supplier
- Select Document type. This is where you would select credit note if a credit note

  Order
  DelDoc
  Returns
  Invoice

  needed to be done. CrNote
   in this demonstration we will be selecting Invoice.
- Click OK

New Document

New Document

Pick Store	Hotel	Clear
Pick Location	Area 1, Bottleshop	
Pick Supplier	AUSTRALIAN LIQUOR MARKETERS	

Order No: 42581

Order Date: 15/09/2010 ▼

Document type: Invoice ▼

Cancel   OK

- Filling in the header is the next step. Enter the Invoice date and Invoice number.
- Where applicable enter any discounts, freight, or admin fees.
- Next enter the Invoice total (always Inc GST).
- Enter the GST amount. For ALM or HLW the GST need to be only put into the GST included box and not the Total Tax box. The reason for this is each line item extended cost on the invoice is inclusive of GST. Other suppliers like Coca Cola, Fosters and Castlemaine the GST amount needs to be entered in the GST included and the total tax boxes.

Castlemaine/Fosters GST Example

ALM Header GST Example

- Invoice continued.
- Click OK.
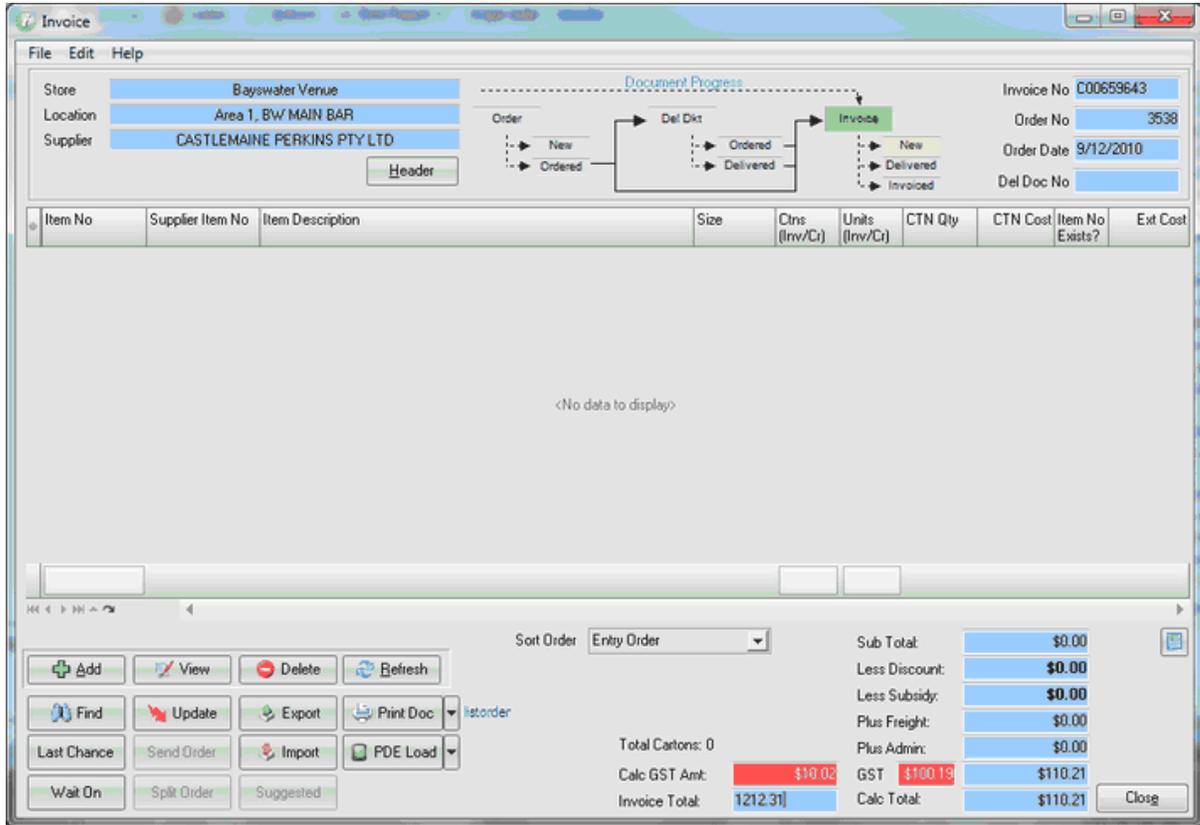
- Click Add [Add]
- Enter the supplier number on the invoice. This will link to the Item number in IControl.

supplier number is entered and an Item number is not found this means there is no link to an Item number in IControl.
to find the appropriate Parent product.
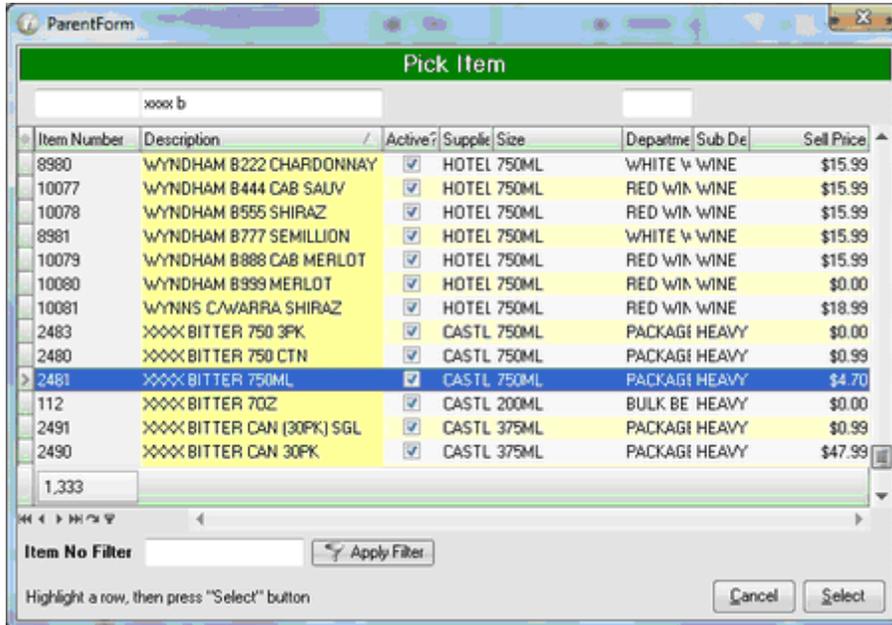
If the product is not in the Find list, that generally means the product needs to be added. Click the Item Editor button. This will open the Item record screen ready for the product to be added.

- Press Enter to move to the Carton box. Enter the amount of Cartons or Units. Even though the stock items are singles we are still able to enter the amount of cartons purchased and IControl. This will convert to units on the single item once the invoice is updated.
- Press Enter and move to the Extended Cost. Enter the extended cost from the invoice and press Enter.
- At this point a message *may* appear showing a cost variance greater than 15%. This is a warning allowing us to check all figures for the product. If there is a minimal cost variance this window will not show.

- Also at this point we can change the way we want the cost to be effected on the product. In the Cost type box select what cost type is needed for this product. **Note-This is a feature that is managed by user settings. In some situations this may be not accessible for a particular user.**
- Click OK to enter the next product to be invoiced.

Other buttons explained Edit Item Record, Item Editor, Sales for Item, Money Only, Free
Item

Hint- Invoicing tricky products
When Invoicing Postmix Finchcorp recommends to treat the post mix as by the litre.
Upon invoicing Postmix enter the amount of litres as units. So if you are invoicing a 15L
Postmix 15 units would be entered.
Softdrinks cans also trick people up. When sites purchase from a local supermarket
they tend to buy inconsistent sizes 30pk, 10pks 12pks. Most sites have softdrinks set up
as 24 in a carton. So if a 30pk is bought and entered into IControl as 1 Ctn then the
stock will be incorrect.
The best way around this is to always enter softdrinks as units. So if a 30pk has been
bought enter 30 units.

- Once all items have been entered the Header total of the Invoice should match the
  calculated total.

- Now it is time to update.
- Click Update. This will firstly show a cost change report. The idea of this cost change report is to check before the Invoice is finally updated.

Update

Confirm Cost Updates

Cost Updates

These items are about to have their costs updated - please confirm this

Item No	Old CTN Cost	New CTN Cost	Variati...	Desc
140	$166.54	$162.939	2.16	XXXX GOLD KEG 49.5LT
3301	$39.53	$39.148	0.98	TOOHEYS OLD STUB 3...
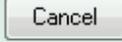
Print   Cancel   ☐ Confirm operation -->   Perform Updates

- To confirm that you approve the cost changes tick the Confirm operation and click Perform Updates. Click cancel to got back and check the invoice. It is advised that a large variation in cost should always be checked. Check Extended cost in the invoice compared to the suppliers hard copy. Check the Qty's are correct. Check correct products are invoiced compared to hard copy.
- Once the cost change report is confirmed a final Ctn Cost change will appear. Click Ok.

-

- The Final Cost change report show some valuable information.
It will show all cost changes and GP% changes for all parent and child items in every location.

● Once the invoiced is updated and the cost change report has been closed the invoice will now show updated. No changes can be applied to an updated invoice. To reverse an incorrect invoice entry see copy invoice.

1.4.2   Import HLW Invoices

Before any importing of HLW invoices it needs to be set up at the HLW IT department. They organise to get the Invoice file emailed to your email.
- To start, open your emails containing invoice file sent from HLW.
- Save the attachment to folder- C Drive - IControl - Electronic_invoices.

Open
Print
Save As...
Remove
Cut
Copy
Paste
Select All
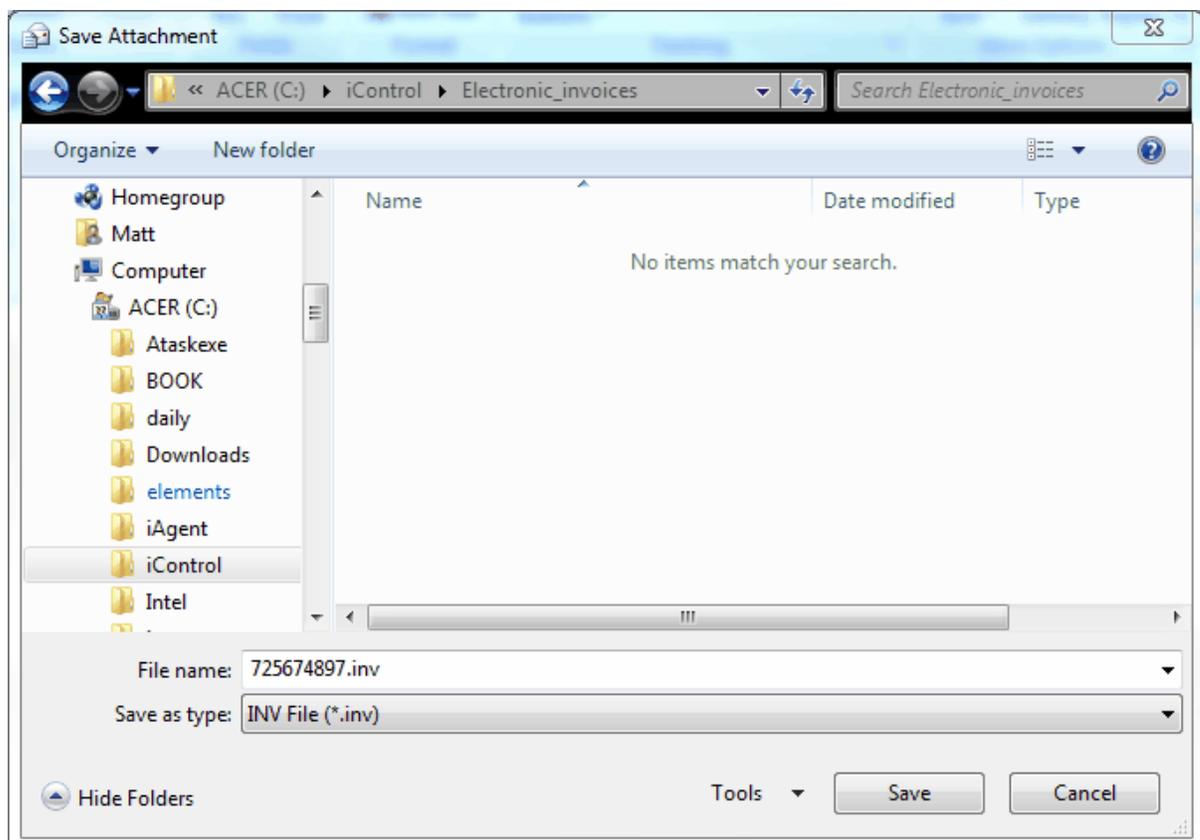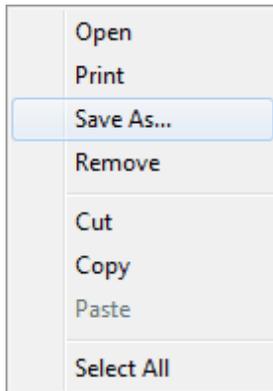
- Once the file is saved click on Orders and Invoicing in IControl.
- Click Import Electronic Invoices. **Import Electronic Invoices**
- Select Store, Location and HLW as the supplier. If there are multiple account numbers it is possible to set up so the invoice automatically imports to the correct location.

- Tick import all files if there is more than one invoice file saved.
- Click Import.
- After the Import you may be prompted with a Invoice Ctn Qty report. This displays any Ctn Qty's that are different from the suppliers.
- Print out and Click OK.

- Now the Orders and Invoice screen will show all the new Invoices that have been imported. A easy way to find the invoices is to select the Status heading and choose

  (All)
  (Custom...)
  ☐ CrNote
  ☐ Invoice

  New. ☐ New
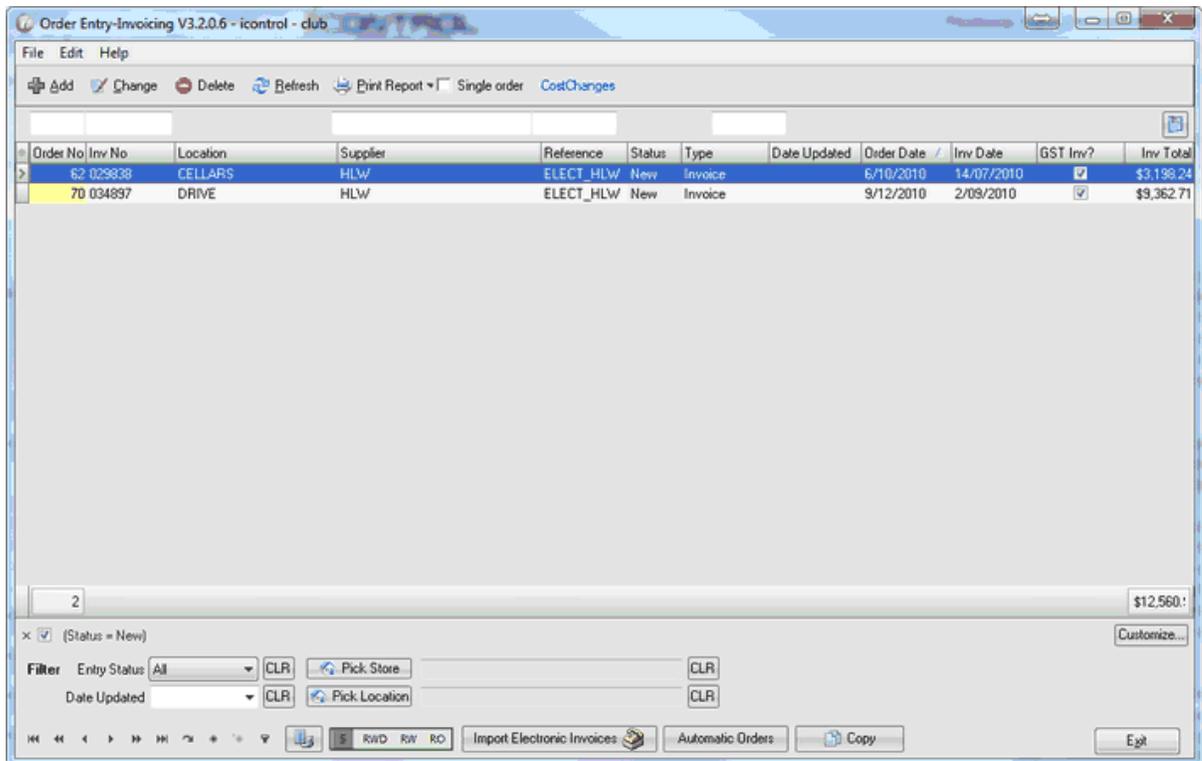
- Click On the first invoice.
- This will open the invoice detail. There may be products in the invoice that are marked with a red dot. This means that the product imported form HLW does not match an item in IControl. There are two reasons for this. The first is the product may be new and not yet entered in the system yet. The second is the supplier has changed the supplier number and is not linked to an IControl number.
- Double Click on the first product with a red dot. (If there are no red dots this means that all products have imported without a problem. See Updating an invoice for further instructions)

Note - Below No Item number Linked.

- At this point we can click the find button to find the product in IControl. Search for the product. Double click on the product.

- The item number will now show against the supplier number. Press Enter or Click OK to move across the fields.
- A prompt will appear asking if you want to retain the supplier number against the IControl Item Number. This means that next time this product is imported it will attach to the IControl Item number automatically.
- Click Yes.

- Continue that procedure for every Item with a red dot.
- If the Item is unable to be found in the Find list this means that the product needs to be added. Click the Item Editor button. This will open the Item Screen ready for a product to be added.

Invoice Update
It is advised that all items are checked against the hard copy of the invoice. Once all is

checked and Ok it is time to update.

- Before it is possible to update the calculated total and the Invoice header total need to match. If they don't there maybe some figures needed to be entered in the header.

Click the Header Button to go back to the header. `Header`

- Click update to update the invoice.
- Select the date to update too and Click Update.You will be prompted with a cost change report. This report allows a final check of the invoice for any incorrect Qty's or products. The report points out the variances in cost change. The higher the cost change the more chance of problems with the entries. To cancel the update and check the invoice again
  click Cancel.

.

- If you are satisfied with the cost changes Tick the Confirm Operation and Click Perform Updates.
- This will display another cost change report displaying what the new actual Ctn costs will be.
- Click OK.
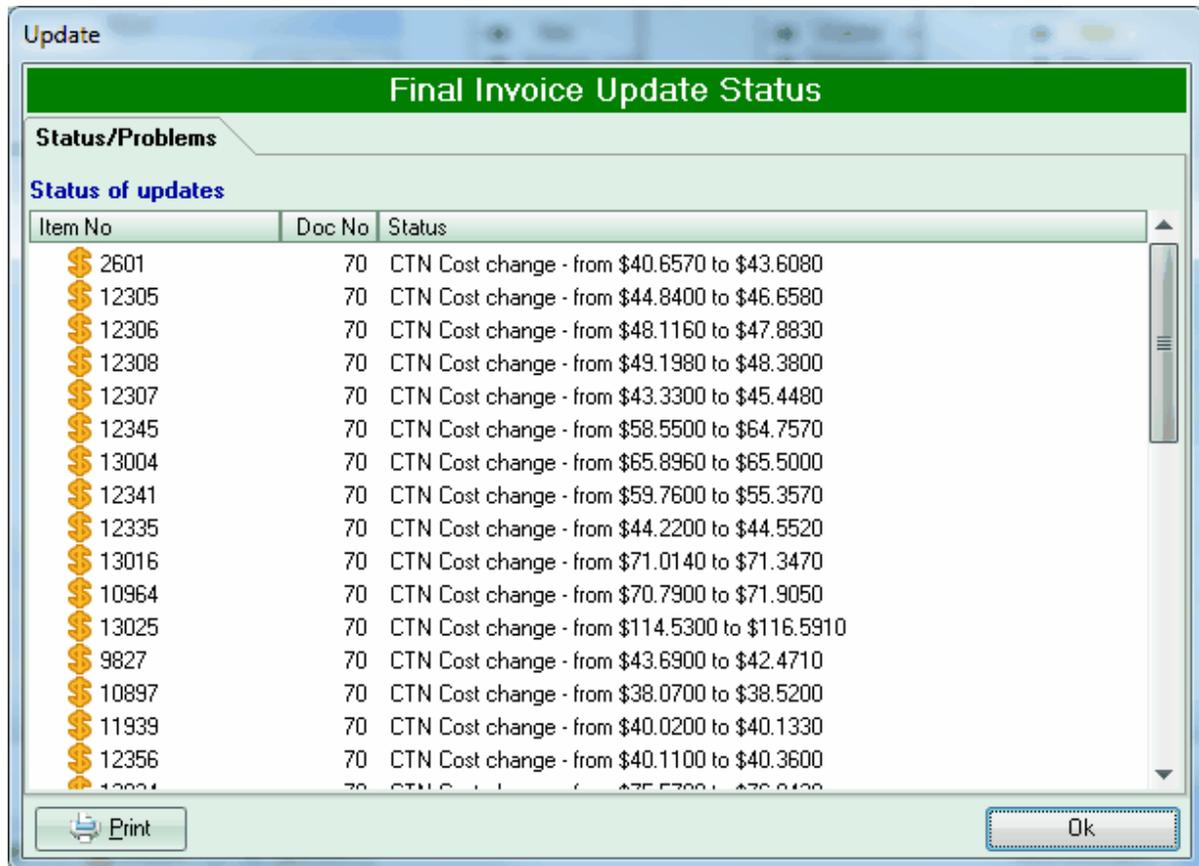
Update

Final Invoice Update Status

Status/Problems

Status of updates

Item No	Doc No	Status
2601	70	CTN Cost change - from $40.6570 to $43.6080
12305	70	CTN Cost change - from $44.8400 to $46.6580
12306	70	CTN Cost change - from $48.1160 to $47.8830
12308	70	CTN Cost change - from $49.1980 to $48.3800
12307	70	CTN Cost change - from $43.3300 to $45.4480
12345	70	CTN Cost change - from $58.5500 to $64.7570
13004	70	CTN Cost change - from $65.8960 to $65.5000
12341	70	CTN Cost change - from $59.7600 to $55.3570
12335	70	CTN Cost change - from $44.2200 to $44.5520
13016	70	CTN Cost change - from $71.0140 to $71.3470
10964	70	CTN Cost change - from $70.7900 to $71.9050
13025	70	CTN Cost change - from $114.5300 to $116.5910
9827	70	CTN Cost change - from $43.6900 to $42.4710
10897	70	CTN Cost change - from $38.0700 to $38.5200
11939	70	CTN Cost change - from $40.0200 to $40.1330
12356	70	CTN Cost change - from $40.1100 to $40.3600

Print   Ok

- The final Cost change report will display the cost changes and GP% changes for all Items in the Invoice and their child items. This will display for each location. Gives you an idea if there needs to be any price changes.

Finchcorp

86% | Close | Page 1 of 7

Club Hotel
Cost Changes Report

10 Dec 2010
HLW - HLW

Order No : 70
Invoice No. - 034897

03:50 pm

Item No	Description	Parent No	Current Selling Price	Old Unit Cost	Old Ctn Cost	Old GP%	New Unit Cost	New Ctn Cost	New GP%	% of Change	Suggested Selling Price	SOH Before Inv	SOH After Inv
	CELLARS				**CELLARS**						**CELLARS**		
2601	COOP PALE ALE SINGLE, 375ML		$3.00	$1.69	$40.66	43.53%	$1.82	$43.61	39.33%	7.69%	$3.22	0.00	0.00
2600	COOP PALE ALE CTN, 375ML	2601	$52.99	$40.66	$40.66	23.27%	$43.61	$43.61	17.72%	7.25%	$56.84	0.00	0.00
2606	COOP PALE ALE 6PK, 375ML	2601	$16.99	$10.16	$40.66	40.18%	$10.90	$43.61	35.84%	7.28%	$18.22	0.00	0.00
12305	BERRI CLARET CASKS, 5.0L		$17.99	$11.21	$44.84	37.69%	$11.66	$46.66	35.19%	4.01%	$18.72	0.00	0.00
12306	BERRI CLASSIC DRY WHITE, 5.0L		$17.99	$12.03	$48.12	33.14%	$11.97	$47.88	33.46%	-0.50%	$17.90	0.00	0.00
12308	BERRI FDW CASKS, 5.0L		$17.99	$12.30	$49.20	31.63%	$12.10	$48.38	32.74%	-1.63%	$17.69	0.00	0.00
12307	BERRI FIGORDO MOSELLE, 5.0L		$17.99	$10.83	$43.33	39.79%	$11.36	$45.45	36.85%	4.89%	$18.87	0.00	0.00
12345	DE BORT PREM LIQ MUSCAT, 4.0L		$19.99	$14.64	$58.55	26.78%	$16.19	$64.76	19.01%	10.59%	$22.11	0.00	0.00
13004	DE BORT PREM OLD PORT, 4.0L		$22.99	$16.47	$65.90	28.34%	$16.38	$65.50	28.75%	-0.55%	$22.85	0.00	0.00
12341	DE BORT RED CHARDONNAY, 2L		$9.99	$9.96	$59.76	0.30%	$9.23	$55.36	7.61%	-7.33%	$9.25	0.00	0.00
12338	GIGATE SOFT DRY RED CASK, 4LT		$14.99	$11.05	$44.22	26.25%	$11.14	$44.55	25.68%	0.81%	$15.10	0.00	0.00
13016	MCW R.R. PORT FLAGON, 2.0L		$17.99	$11.84	$71.01	34.21%	$11.89	$71.35	33.91%	0.42%	$18.07	0.00	0.00
10964	YAL OXFORD LANDING CHARD, 750M		$9.99	$5.90	$70.79	40.95%	$5.99	$71.91	40.04%	1.53%	$10.15	0.00	0.00
13025	PENF CLUB PORT, 750ML		$14.99	$9.54	$114.53	36.33%	$9.72	$116.59	35.16%	1.89%	$15.26	0.00	0.00
9827	PENF RAWSONS CAB SAUV, 750ML		$12.99	$7.28	$43.69	43.94%	$7.08	$42.47	45.50%	-2.75%	$12.63	0.00	0.00
10897	PENF RAWSONS CHARD, 750ML		$12.99	$6.34	$38.07	51.15%	$6.42	$38.52	50.58%	1.25%	$13.14	0.00	0.00
11939	S/VIEW BRUT, 750ML		$10.99	$6.67	$40.02	39.31%	$6.69	$40.13	39.13%	0.30%	$11.02	0.00	0.00
12356	STAN RED LAMBRUSCO 4LTR, 4.0L		$13.99	$10.03	$40.11	28.32%	$10.09	$40.36	27.88%	0.60%	$14.08	0.00	0.00
13034	STAN TAWNY PORT, 2LT		$13.99	$9.45	$75.57	32.48%	$9.62	$76.94	31.24%	1.80%	$14.24	0.00	0.00
12351	STAN CLARET CASK, 4.0L		$13.99	$10.07	$40.29	28.00%	$10.21	$40.85	27.02%	1.39%	$14.18	0.00	0.00

- Once the invoiced is updated and the cost change report has been closed the invoice will now show updated. No changes can be applied to an updated invoice. To reverse an incorrect invoice entry see copy invoice.

1.4.3   Import ALM Invoices

Before any importing of ALM invoices it needs to be set up at the ALM I.T department. They organise to get the Invoice files uploaded to the ALM Wed Portal ready for your downloading and importing.

- To start, open your Internet explorer program.
- Type into the address bar www.almliquor.com.au

- Log in - Select State, User name and password. Click Orders.
- Now your logged in, click View More in the "Electronic Invoices for Pos Systems" section.

- It will now display a list of invoices waiting to be downloaded. Also it will show any invoices that have already been downloaded just in case it is needed to download

again.
- Click download all. This will download all the invoice files into one invoice file. Alternitivly it is possiable to download one single invoice by clicking on the appropriate invoice in the list.
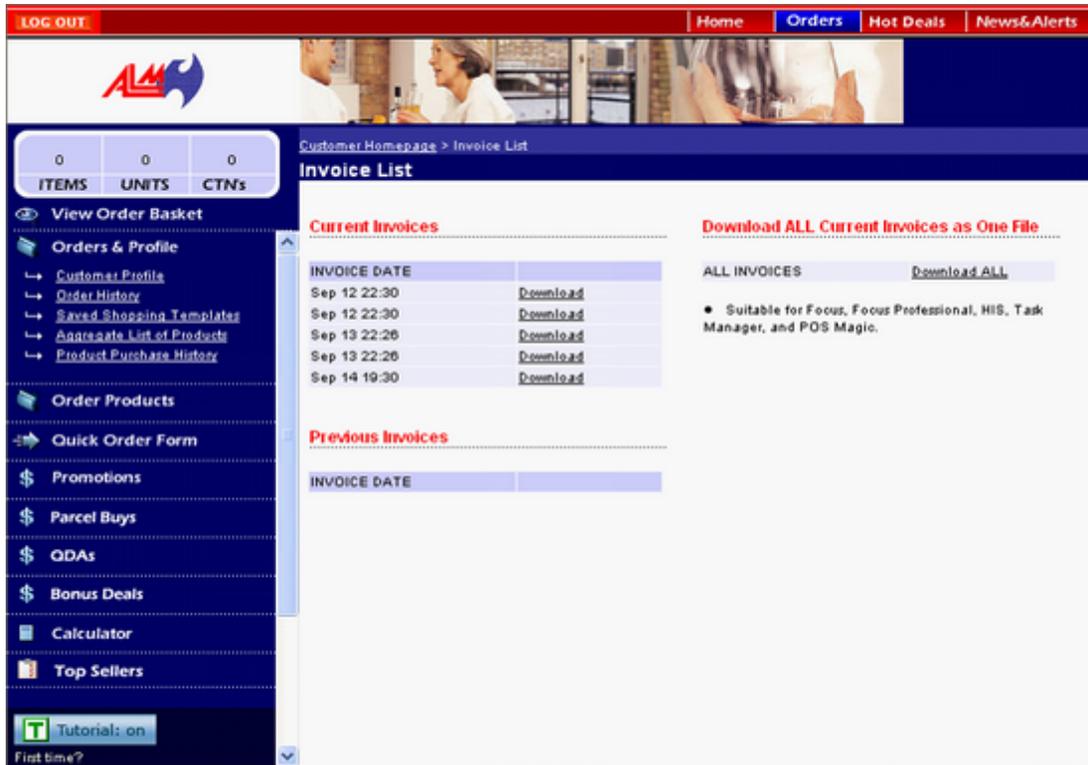
- Once Download All has been selected a screen will prompt with a save option.
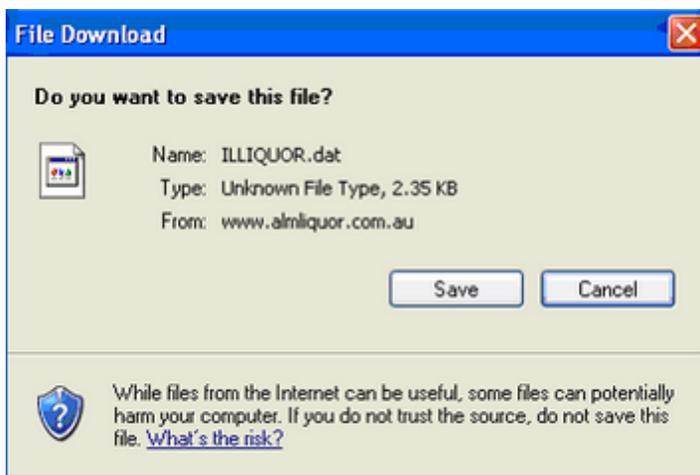
- It has to be saved under C Drive - IControl - Electronic_Invoices folders.
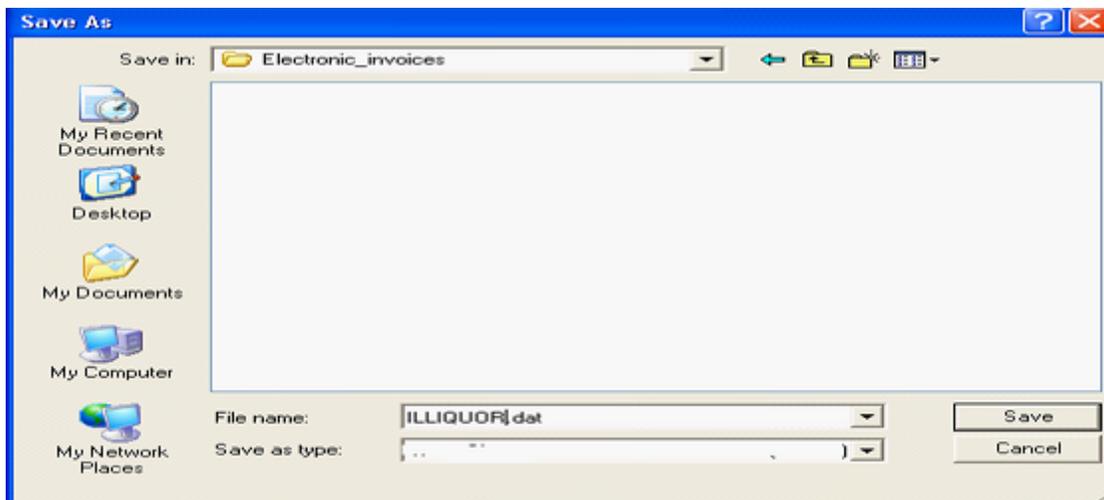
- Once the file is saved a screen will display showing the file has finished downloading.
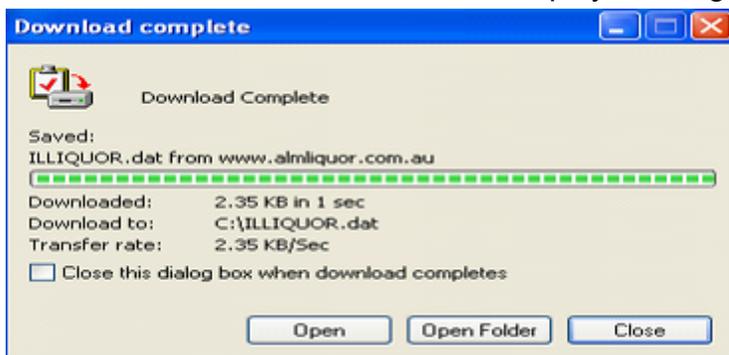
Now we can import into IControl.

- Click Import Electronic Invoices. [Import Electronic Invoices]
- Select Store, Location and ALM as the supplier. If there are multiple account numbers it is possible to set up so the invoice automatically imports to the correct location.
- Click Import.
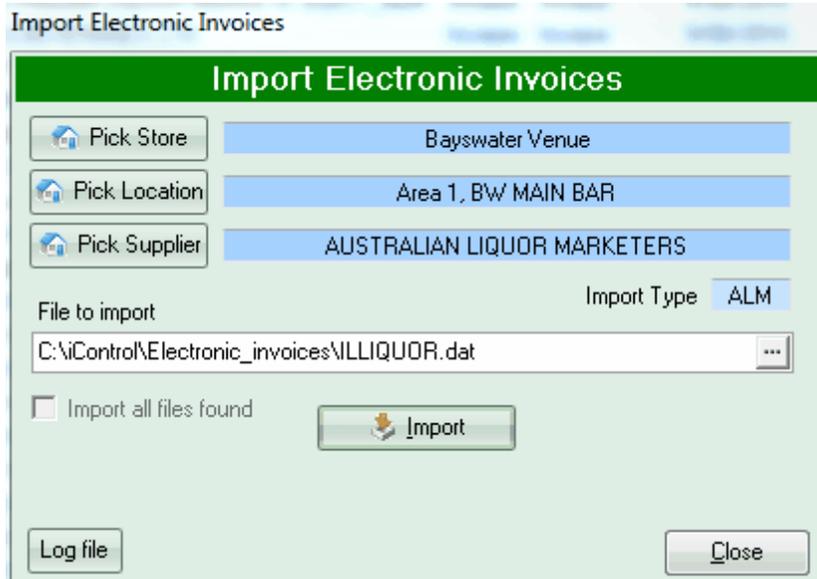
- After the Import you may be prompted with a Invoice Ctn Qty report. This displays any Ctn Qty's that are different from the suppliers.
- Print out and Click OK. After the invoice this report enables you to change the item numbers on the invoice to match the suppliers Ctn Qty.
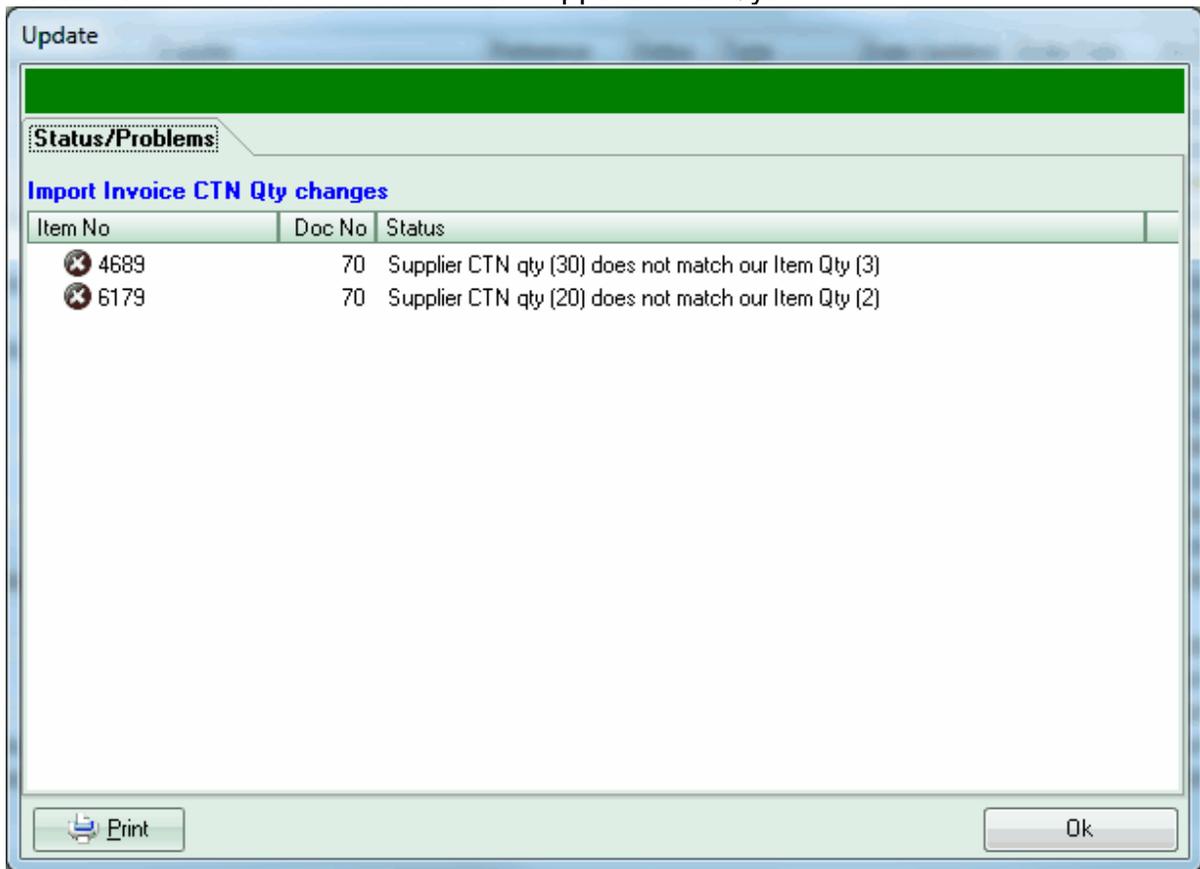
-

Now the Orders and Invoice screen will show all the new Invoices that have been imported. A easy way to find the invoices is to select the Entry Status and choose New.
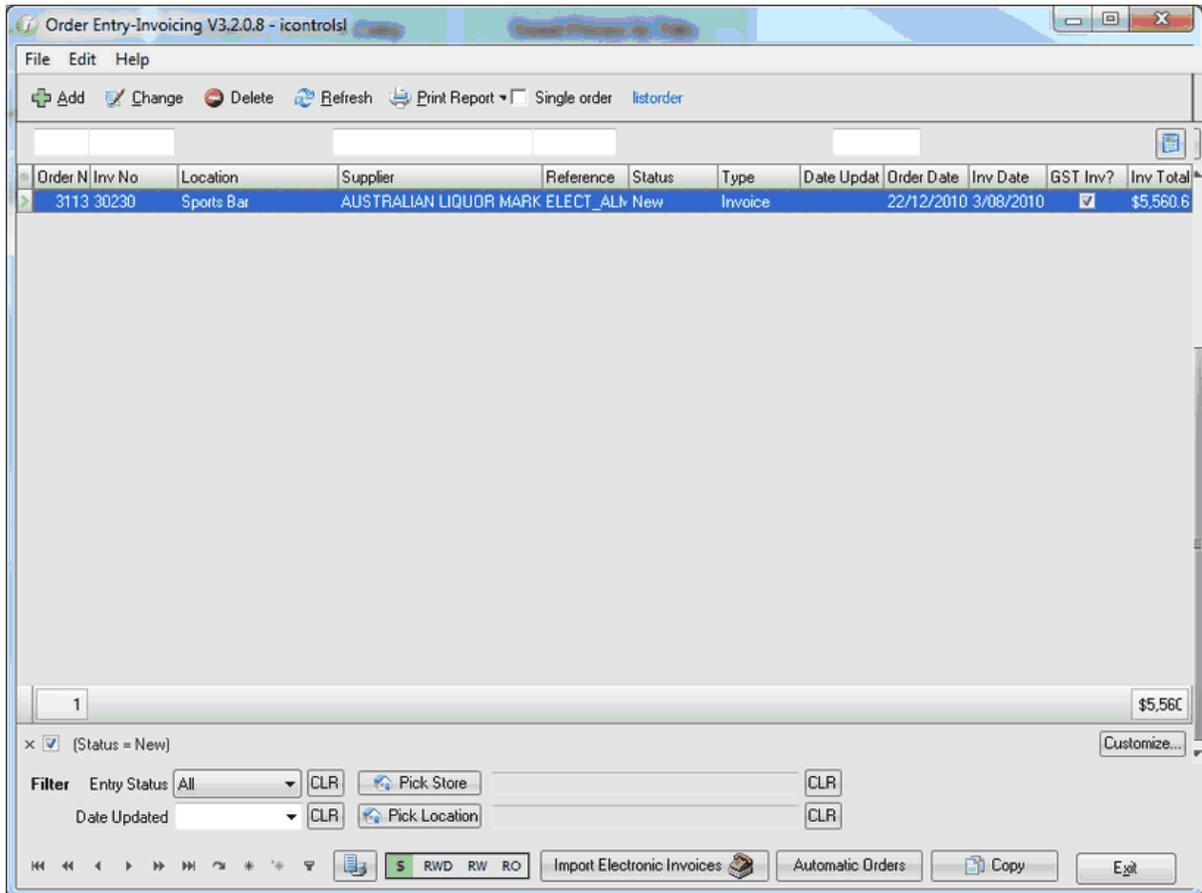
- This will open the invoice detail. There may be products in the invoice that are marked with a red dot. This means that the product imported from HLW does not match an item in IControl. There are two reasons for this. The first is the product may be new and not yet entered into the system yet. The second is the supplier has changed the supplier number and is not linked to an IControl number.
- Double Click on the first product with a red dot. (If there are no red dots this means that all products have imported without a problem. See Updating an invoice for further instructions)

At this point we can click the find button to find the product in IControl. Search for the product. Double click on the product.

- The item number will now show against the supplier number. Press Enter or Click OK to move across the fields.
- A prompt will appear asking if you want to retain the supplier number against the IControl Item Number. This means that next time this product is imported it will attach to the IControl Item number automatically.
- Click Yes.

- Continue that procedure for every Item with a red dot.
- If the Item is unable to be found in the Find list this means that the product needs to be added. Click the Item Editor button. This will open the Item Screen ready for a product

to be added.

- It is advised that all items are checked against the hard copy of the invoice. Once all is checked and Ok it is time to update.
- Before it is possible to update the calculated total and the Invoice header total need to match. If they don't there maybe some figures needed to be entered in the header.

Click the Header Button to go back to the header. [Header]

- Click update to update the invoice.

- Select the date to update too and Click Update.You will be prompted with a cost change report. This report allows a final check of the invoice for any incorrect Qty's or products. The report points out the variances in cost change. The higher the cost change the more chance of problems with the entries. To cancel the update and check the invoice again click cancel.

Confirm Cost Updates

Cost Updates

These items are about to have their costs updated - please confirm this

Item No	Old CTN Cost	New CTN Cost	Variati...	Desc
20	$132.55	$133.583	0.78	HAHN PREMIUM LITE K...
10	$179.74	$187.404	4.26	CARLTON MID KEG 49....
50	$213.40	$214.578	0.55	TOOHEYS EXTRA DRY ...
60	$200.38	$202.904	1.26	TOOHEYS NEW KEG 49...
2301	$38.68	$43.250	11.82	VB 750ML
80	$213.67	$212.303	0.64	VB KEG 49.5LT
2311	$38.68	$41.130	6.34	XXXX BITTER 750ML
90	$200.39	$202.595	1.10	XXXX BITTER KEG 49.5...
100	$166.54	$167.208	0.40	XXXX GOLD KEG 49.5LT
6823	$600.00	$64.690	89.22	TEMPUS TWIO SHIRAZ
5824	$71.73	$64.690	9.81	TEMPUS TWO CHARD
5141	$366.42	$265.500	27.54	BOMBAY GIN
5324	$554.38	$577.748	4.22	BUNDABERG RUM 112...
5402	$571.45	$613.184	7.30	JOHNNIE WALKER RED...
5492	$339.45	$570.480	68.06	SMIRNOFF VODKA
4071	$78.61	$82.403	4.83	JACK DANIEL & COLA C...

Print   Cancel   ☐ Confirm operation -->   Perform Updates

- If you are satisfied with the cost changes Tick the Confirm Operation and Click Perform Updates.
-
- Click OK.

Update

Final Invoice Update Status

Status/Problems

Status of updates

Item No	Doc No	Status
$ 60	3113	CTN Cost change - from $200.3800 to $202.9040
$ 2301	3113	CTN Cost change - from $38.6790 to $43.2500
$ 80	3113	CTN Cost change - from $213.6700 to $212.3030
$ 2311	3113	CTN Cost change - from $38.6790 to $41.1300
$ 90	3113	CTN Cost change - from $200.3900 to $202.5950
$ 100	3113	CTN Cost change - from $166.5400 to $167.2080
$ 6823	3113	CTN Cost change - from $600.0000 to $64.6900
$ 5824	3113	CTN Cost change - from $71.7300 to $64.6900
$ 5141	3113	CTN Cost change - from $366.4230 to $265.5000
$ 5324	3113	CTN Cost change - from $554.3800 to $577.7480
$ 5402	3113	CTN Cost change - from $571.4450 to $613.1840
$ 5492	3113	CTN Cost change - from $339.4470 to $570.4800
$ 4071	3113	CTN Cost change - from $78.6060 to $82.4030
$ 4231	3113	CTN Cost change - from $88.0000 to $99.2800
$ 4341	3113	CTN Cost change - from $88.0000 to $89.6300
$ 5192	3113	CTN Cost change - from $369.0900 to $531.9600

Print   Ok

- The final Cost change report will display the cost changes and GP% changes for all Items in the Invoice and their child items. This will display for each location. Gives you an idea if there needs to be any price changes.

- Once the invoiced is updated and the cost change report has been closed the invoice will now show updated. No changes can be applied to an updated invoice. To reverse an incorrect invoice entry see copy invoice.

1.5   Stock Transfer

Stock Transfer   Top Previous Next

Stock Transfers is used to move stock from one location to another. There three ways of doing stock transfers, a manual transfer, with the PDE, and a suggested transfer.
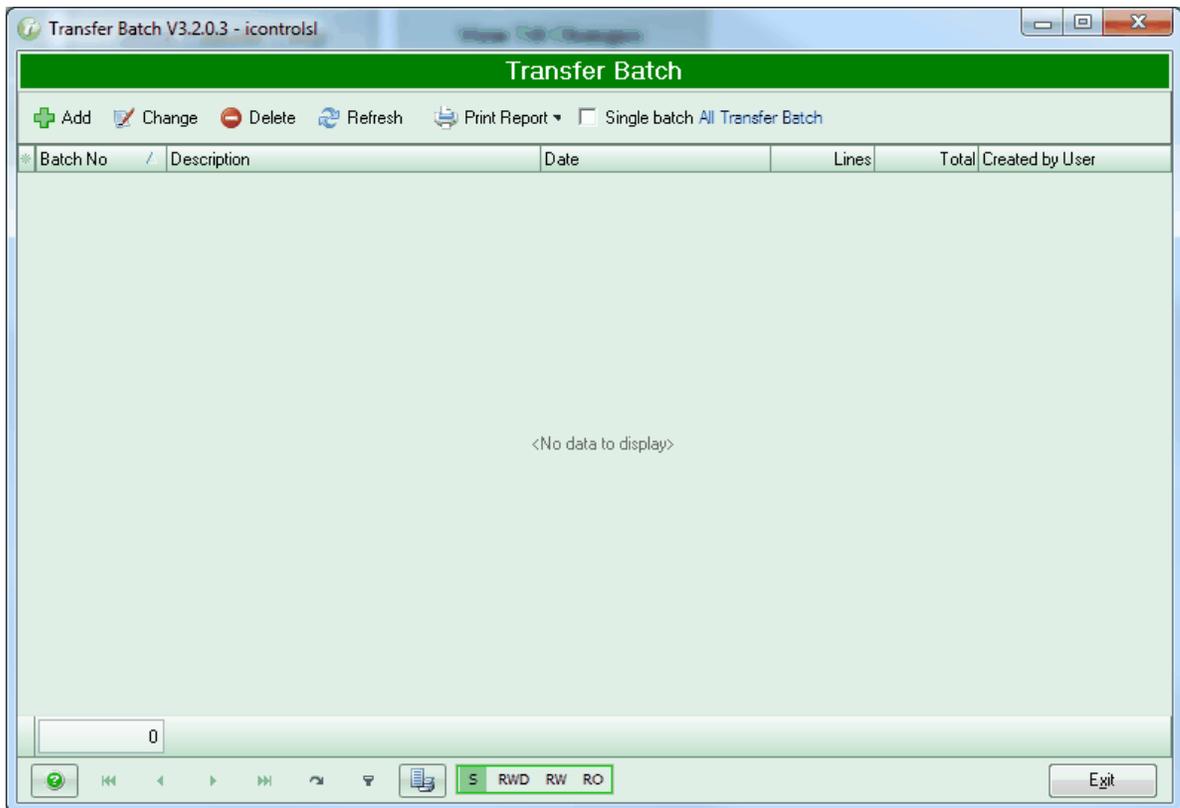
1.5.1 Manual Transfer

A manual transfer requires some sort of sheet where products are noted and being moved from one location to another.

Example of a Possible Transfer Sheet.

To Start a Transfer Batch Click Stock Transfer Entry.
- Click Add
- Click OK. The batch number increases automatically.

- Click Add
- Enter the Item number that is to be transferred. If the Item number is not known, the Find button allows the operator to search for the product.

- By clicking the first Pick Location button this allows the selection of a from Location
- Enter Qty from. This is the Qty that is being from the location you are transferring.

With parent products that are being transferred the transfer screen shows the on hand

before and after the transfer.
- By clicking the second Pick Location button this allows the selection of a to Location
- The To Item number field will automatically fill out from the entry of the From Item number that was entered at the start.
- Click Add another Item to save the Transfer.

The From and To Locations will save expecting the user to have more items to be transferred.
- Repeat process to add more Items.

Once all Transfer entries have been entered it is time to Update. Click the close button to close the item transfer screen.

Transfer Update

- Click Update. Updating the Transfer finalises the Transfer and moves the stock.

- When the Update button is clicked it will prompted with an option to print a report or not.

This notice just indicates that there is no Stocktake batch with the Locations in progress.
When there is a Stocktake in progress it looks like this. Hint- If there is a stocktake in progress make sure that Recalculate Variance is pressed in the Stocktake.

- Select the date that the Transfer is to be Updated.
- Click Update.

Transfer complete.

1.5.2 Transfer With PDE

Using the PDE with Transfers is a common practice with bigger venues.
See PDE procedure on using the PDE.

- Click Stock Transfer Entry
- Click Add
- Click OK. The batch number increases automatically.
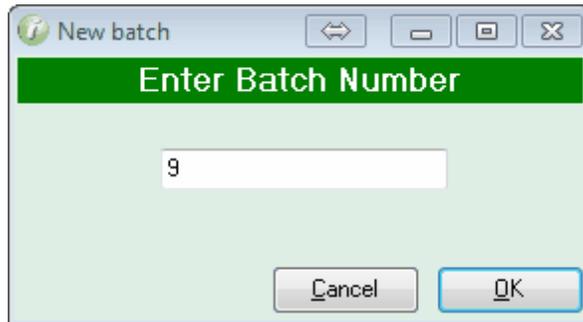
- Click PDE Load.
- Select the Location From
- There are two options for the Location To. If the check box 'Uses Areas in the PDE as Receiving Areas' is checked this uses the location that is entered into the PDE. If it is unchecked the PDE load follows whatever Location is selected in the To Location.

For downloading with ICount PDA click here
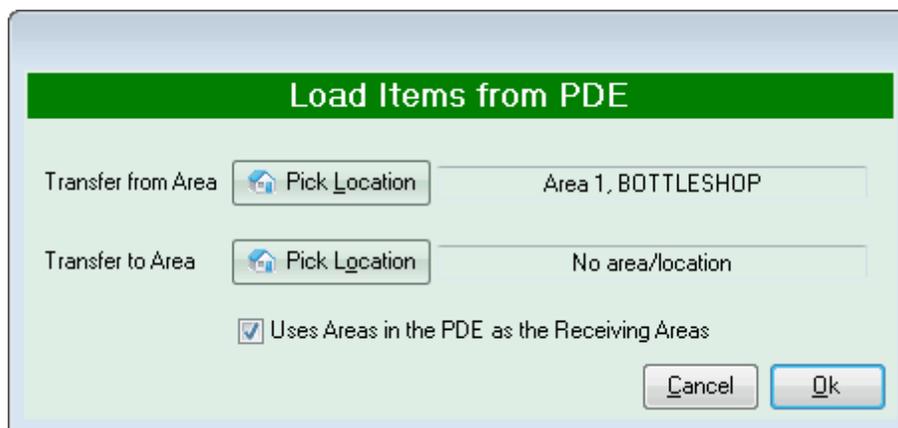
- Click OK
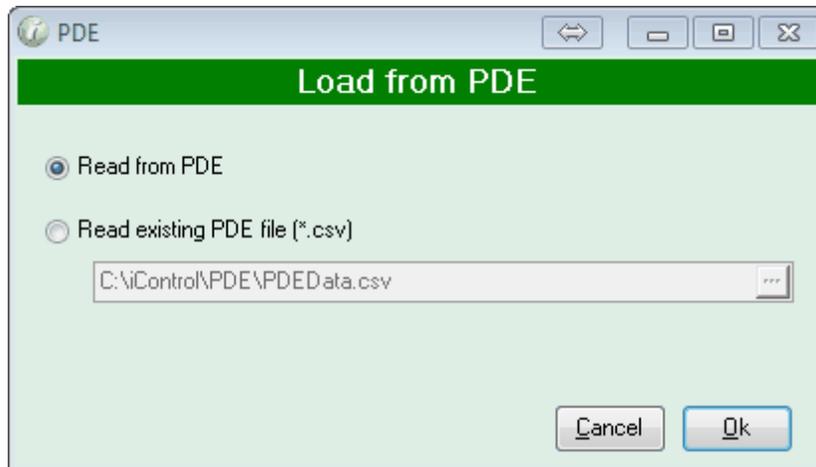
- Click OK
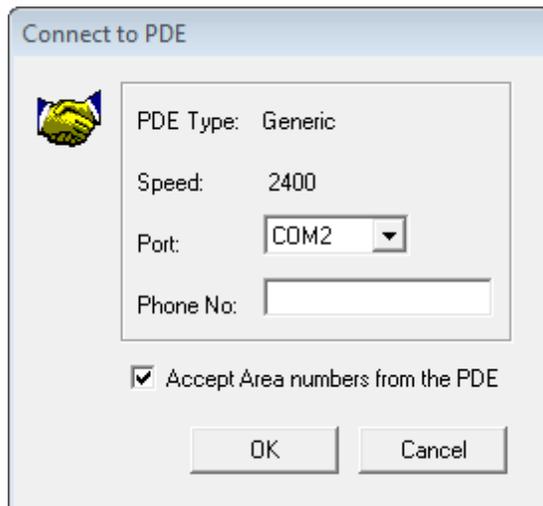
- The below screen will display until it connects to the PDE. If the retries continue look at troubleshooting for assistance.
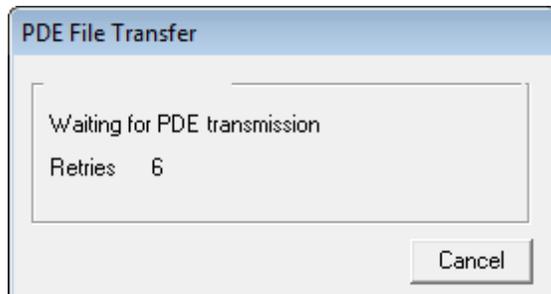
- This is the screen that is displayed with a connection to the PDE.
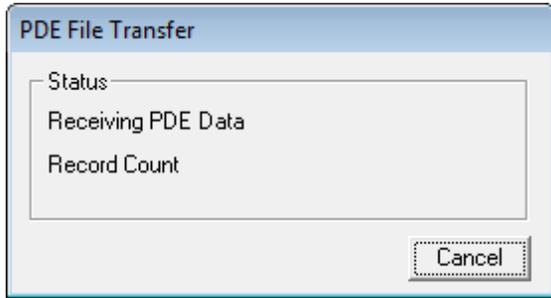
- Screen once finished downloading.
- Click OK
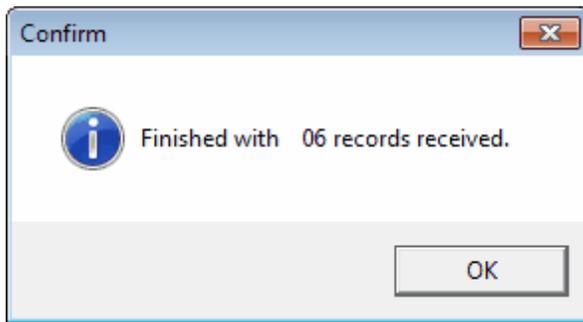
- Once the PDE has finished downloading the products will show in the Transfer screen.

- To change any entries just double click on a selected line.

- Once the suggested transfer is loaded the next step would be to print a transfer report. This could be used to pick the stock.
- Once checked the next step is to update the Transfer.

Transfer Update

- Click Update. Updating the Transfer finalises the Transfer and moves the stock.

- When the Update button is clicked it will prompted with an option to print a report or not.

This notice just indicates that there is no

Stocktake batch with the Locations in progress.
When there is a Stocktake in progress it looks like this. Hint- If there is a stocktake in progress make sure that Recalculate Variance is pressed in the Stocktake.

A FROM Location exists in a Stocktake Batch

- Select the date that the Transfer is to be Updated.
- Click Update.

Transfer complete.

Update Batch

Update Batch

Batch No   **9**

Batch Total   **$355.20**

Post To Day

Tuesday , 22 February 2011   ▼

Neither the FROM nor TO Locations exist in any Stocktake batch

Cancel   Update

1.5.2.1 **Suggested Transfer**

A Suggested Transfer uses the procedure of Par levels or Min and Max levels. Once the Min and Max levels are set up in Item Locations the suggested Transfer loads a suggested transfer based on the Min and Max levels.

- To Start a Transfer Batch Click Stock Transfer Entry.
- Click Add
- Click OK. The batch number increases automatically.
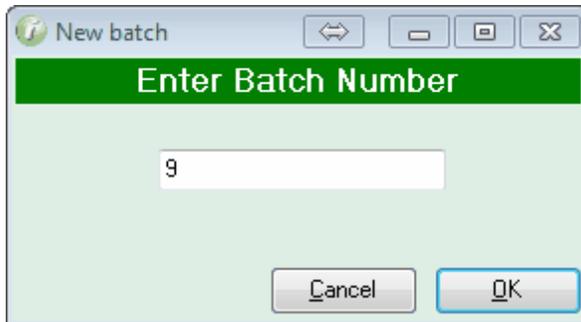
- Click Suggested.
- Select the From and To Locations
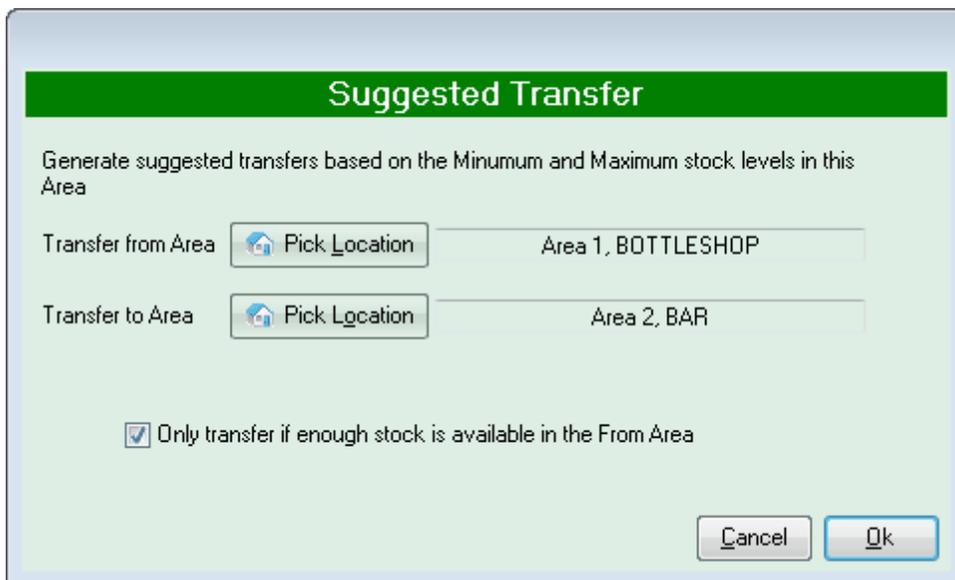
- Click OK
- In this example, Bundy Rum 700ml had a min level in the bar set to 13 and a max level set to 20 and there was 12 on hand.

The suggested transfer ordered 8 units to get to the maximum.

- Once the suggested transfer is loaded the next step would be to print a transfer report. This could be used to pick the stock.
- Click Print Report.

- If there is any changes after the Suggested Transfer is loaded just click the selected product. You can delete or alter.
- Once the stock has been checked and marked off it is time to Update.
- To Update.

Transfer Update

- Click Update. Updating the Transfer finalises the Transfer and moves the stock.

- When the Update button is clicked it will prompted with an option to print a report or not.

 This notice just indicates that there is no Stocktake batch with the Locations in progress.
When there is a Stocktake in progress it looks like this. Hint- If there is a stocktake in progress make sure that Recalculate Variance is pressed in the Stocktake.

- Select the date that the Transfer is to be Updated.
- Click Update.

Transfer complete.

Update Batch

Update Batch

Batch No   **9**

Batch Total   **$355.20**

Post To Day
Tuesday , 22 February 2011 ▼

Neither the FROM nor TO Locations exist in any Stocktake batch

Cancel   Update

2 Main Menu

Thank you for using IControl.

Main Menu Layout

The menu button allows several different procedures.
- Configuration. This is a were the database is set up and is only used with support staff
- Help. Gives access to the manual.
- Support. Allows user to give access to remote support staff.
- Calculator.
- Register. This is were the licensing is done. Generally only an area for support staff.
- About. Shows support contact details and version info.

Print Queue
Configuration

Help Contents
Support   ▶
Calculator
Register
About

Quit

🔘 [Log In]   s   Fri Aug 20 08:14 AM   Label Changes: 14   Till Changes: 5   Journals Pending: 0   localhost:ICONTROLNORTH
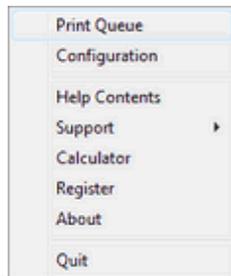
- The Log in button. Clicking this you are prompted with a Log in screen.
- Current date time.
- The pending Label Changes
- The pending Till Changes. Send Prices to Tills removes these.
- The journal pending shows any sales that have not been processed. See End of Day.
- Name of Database.

2.1 Logging In

To log in-
- Select the appropriate User name.
- Type in password.

If your user name is not in the User Name list it will have to be added into IControl by another user that has permission to add users.

When a user is added and a password hasn't been added to the user. IControl will prompt the new user to enter a new password and confirm it.

To add users see Cashiers and Users.

3   End Of Day

End of Day or Reading of sales is mostly completed automatically. It can be run manually throughout the day.
- Retrieve Sales from Tills
- Tick the appropriate dates you want read in. Generally any date that are sitting there mean they haven't been read in or processed.
- If promotions need to be initiated and terminated tick the box.
- If prices need to be sent to the tills there is also this option.
- Tick process to start the processing of sales.
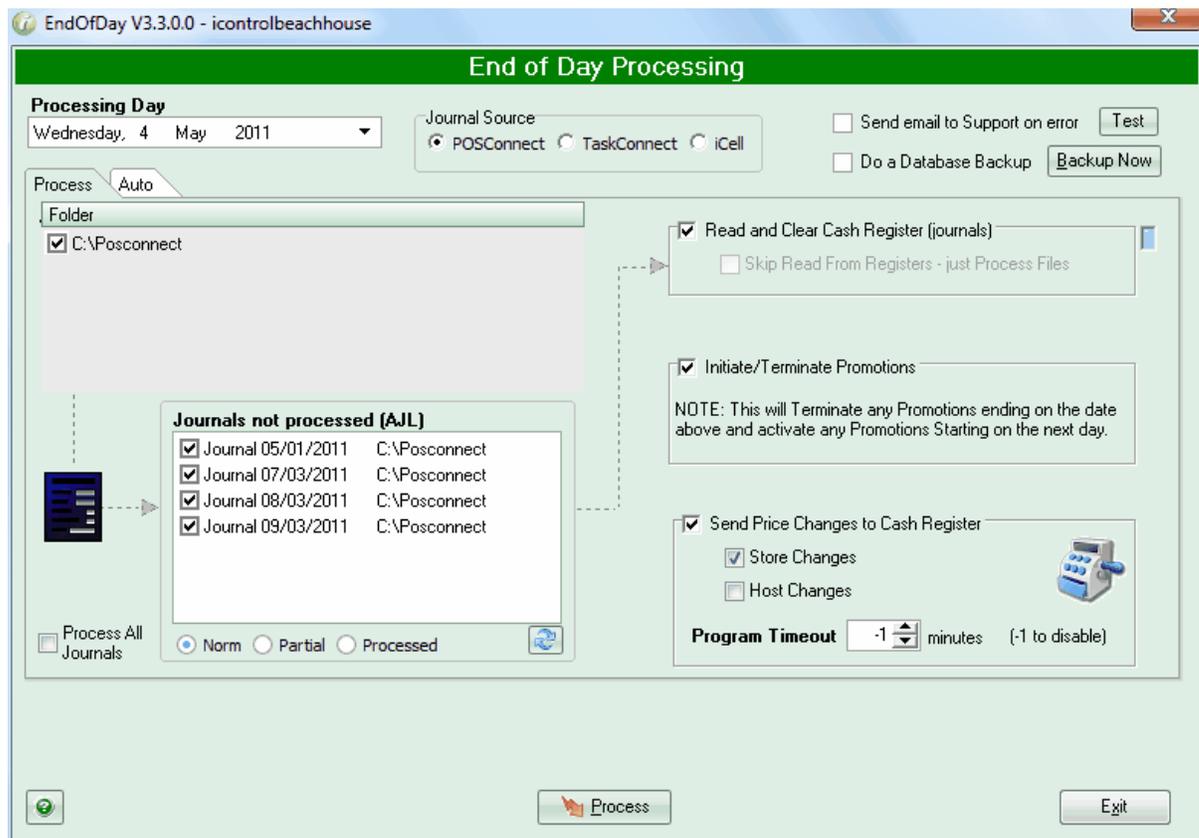
4 Stocktake
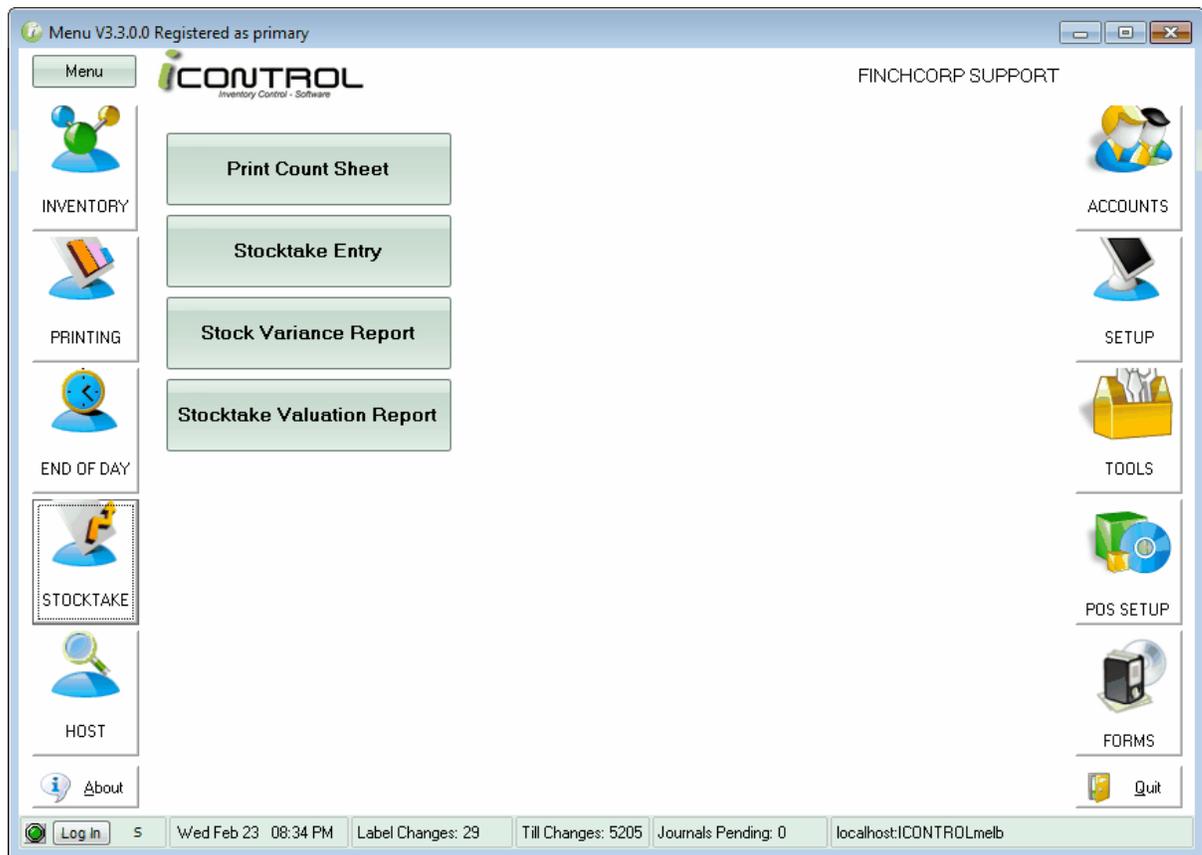
Manual Stocktake
Stocktake With PDE
Stocktake With ICount
Rolling Stocktake
Stock Adjustment
ICount Procedure

4.1   Manual Stocktake

A Manual Stocktake involves printing a manual count sheet and entering into a stocktake batch. This procedure is for a manual stocktake with all items. For part rolling stocktakes see Rolling Stocktakes.

- The first step is to print the count sheet.
- Click into Print Count Sheet.
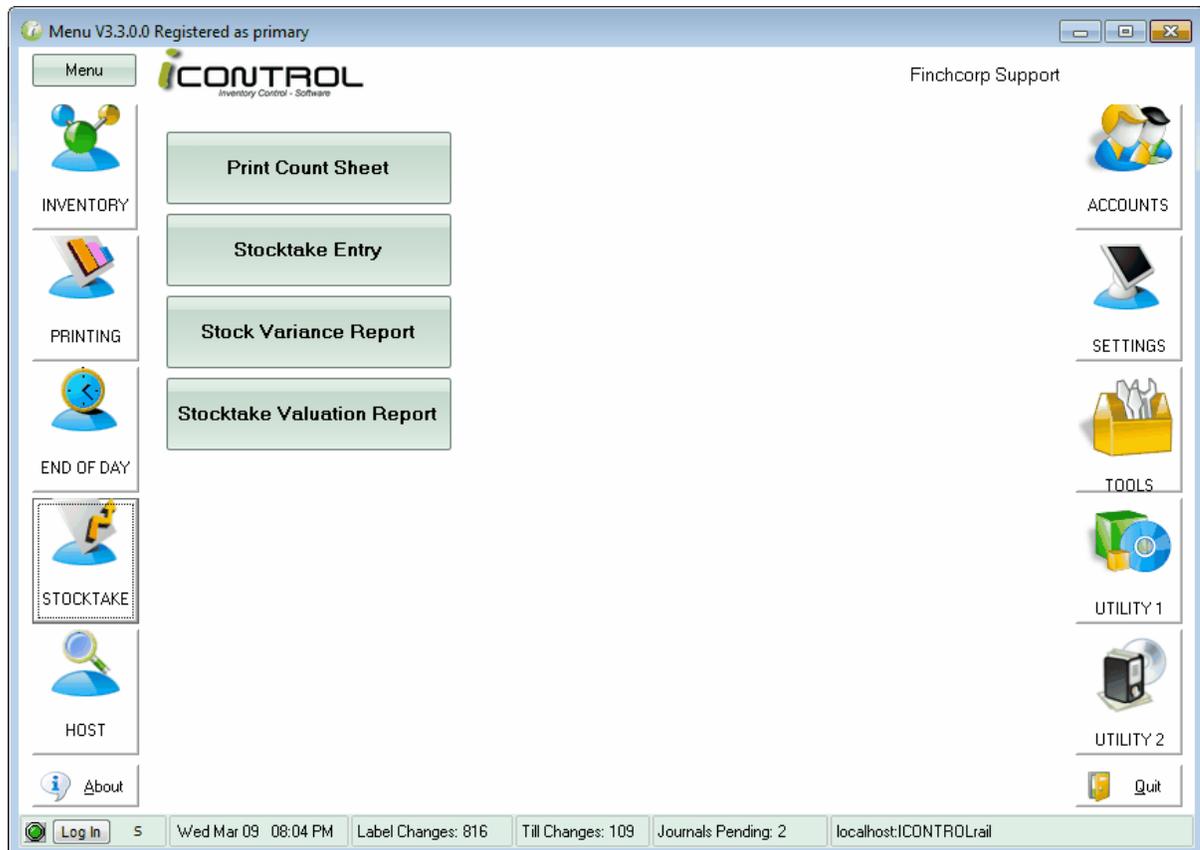
- Select Location.
- Tick Print Current Qty On Hand. This would only be ticked if you wanted to show the stock on hand that IControl has at the time of report. A scenario were that it wouldn't be ticked is if a staff member is counting and you don't want them to know the on hand figure.
- Tick Load items not counted into Count File. This loads all active stock items into the stocktake batch ready to have counts against them.
- Click Preview Report.

- The count sheet only displays parent items. This doesn't mean that you have to count in singles. It is possible to add in child items into the stocktake. These child items will convert to parent numbers. i.e If you count 2 x 6pks when added into the stocktake it will convert to 12 singles.
- Once counted it is time to enter the stocktake batch.
- Click Stocktake Entry.
- Any stocktake batches will be sitting in stocktake batch ready for counts to be added.
- To start adding counts double click on the batch line.
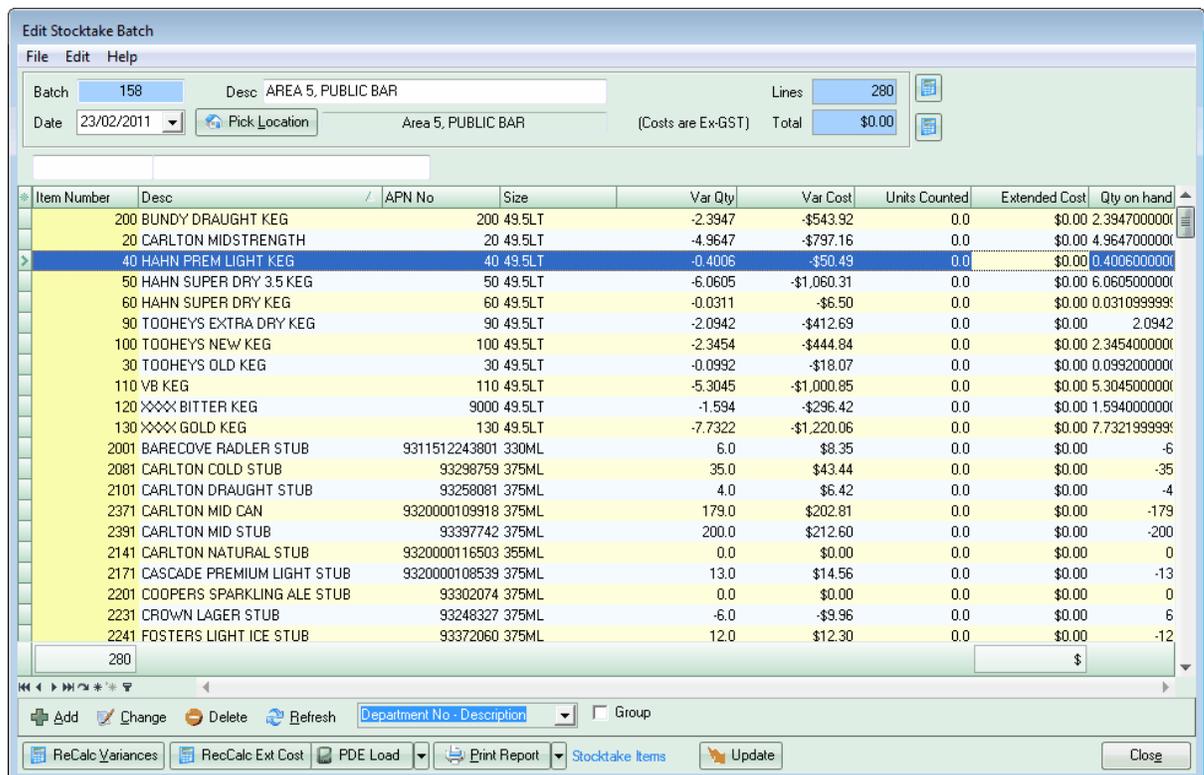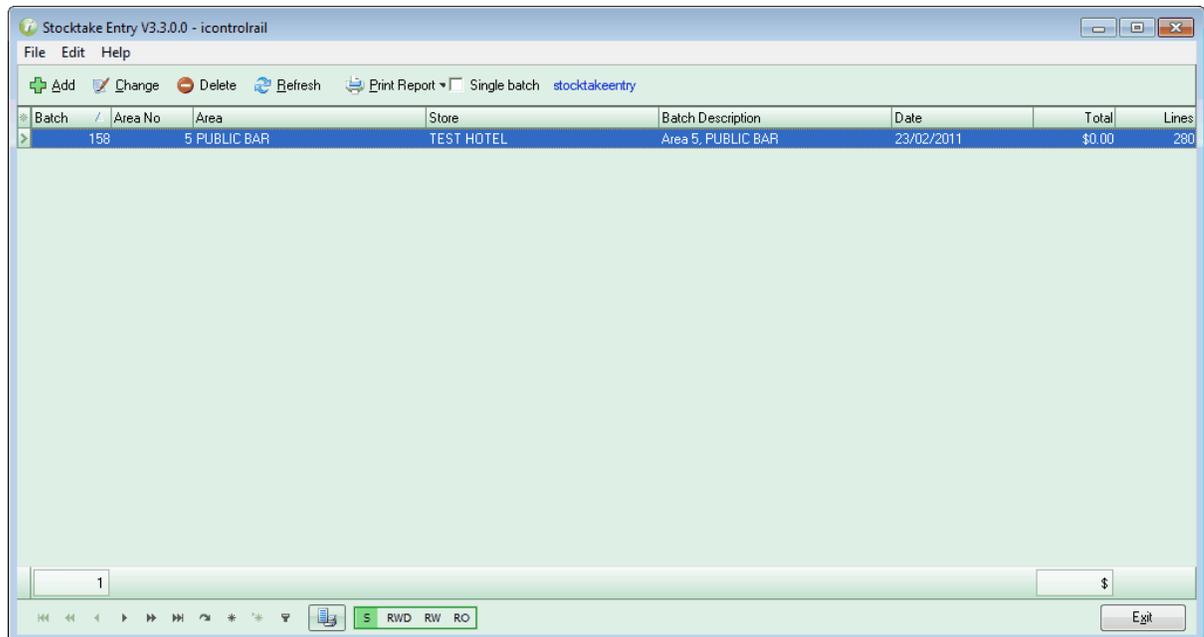
- Click Add.
- Enter the Item number from the Count Sheet. Alternatively you can click Item Lookup to search for a product vis description.
- Click OK or press Enter
- Enter the count from the count sheet and click Save or press Enter.

- Once saved is the add screen will return for more entries from stocktake count sheet.
- At any time Cancel can be pressed to edit an existing entry.
- To search for an item number enter the Item number in the item number section. Press Enter or double click on the product.
- To search fro a description enter the product description in the description section. Press Enter or double click on the product.

- To Edit the count of an existing product, just change the unit count.
- Click Save once altered.

- When all counts have been entered its time to run a Variance report
- To run a variance report click close in the stocktake batch and click Exit, this will close of stocktake entry.

Variance Report

The Variance report is an important part of the stocktake process. The variance report shows the stock difference between what was counted and what is in IControl.

- In the Stocktake menu click Stocktake Variance.

- There are two main types of Variance reports.

Variance By Item
- This will show the item variance for the location selected.
- Select Location
- Click Preview Report.

- In this example of a variance report, Item 20 (Carlton Mid Keg) has 4.96 kegs on hand in IControl. In the stocktake '4' where counted, so that leaves a variance of '-.96' of a keg. an example of a positive variance is Item 40 (Hahn Prem Light Keg). IControl has '.4' on hand. '1' keg was counted in the stocktake, this gives a positive variance of '+6'.
- The Variance report also shows the variance converted in CTNS. Item 2001 (Barecove Stub) shows a '.46' in the as CTN column.

Variance By Location

Variance by location is used when there are multiple location being stocktaked. The report shows any locations that have variances with products showing negative and positive variances. Usually missed transfers or transfer errors show up on this report.

- To run the report, tick the check box labeled 'Compare Locations (cross tab report)'
- Click Preview Report.

- The below report shows variances in Drive location and the Public Bar.
- Note Item 2001 (Barcove Radler Stub) has a positive variance of '11' in the Public Bar and a negative variance of '-11'. This means a transfer of '11' from Drive to Public Bar will fix the variance.

- Once the variance report is printed it is advised to recount the Items that have a variance.
- If a recount is done, go back into Stocktake Entry and edit the count of the recounted products.
- If there are variances reflecting an invoice missing or a transfer not done it is not to late to complete these. The important step once any Invoicing or Transfers have been completed while a stocktake is in progress is to Recalculate the Variance.

Recalculate Variance

Recalculate Variance allows the variance to be altered after stock movement has occurred EG an Invoice, Transfer, Wastage Entry.
- Click Stocktake Entry.
- Click into the Stocktake batch.

- Click Recalculate Variance.
- Click Yes

- The next screen shows the old variance before the transaction. In this case Barecove was transferred from Drive to Public Bar.

• Click OK.

Recalc Update History

			Old			New		
Item Number	Item Description	Variation	Qty	Var Qty	Qty On Hand	Qty	Var Qty	Qty On Hand
2001	BARECOVE RADLER STUB	11	5	11	-6	5	0	5

1

The is a list of changes made to the Stocktake Batch Quantities   Ok

Stocktake Update

Stocktake Update puts the stock counted in the Stocktake into the new stock on hand in IControl. This will be the starting point for the next period.

• Click Stocktake Entry
• Click into a stocktake batch
• Click Stocktake Update. Update

- Once the Update button is pressed, the Update screen will be prompted.
- Select the day to Update the Stocktake. The Update should be updated to the day of sales before the stocktake was counted. In the below example the stock was counted on the night of the 03/03/2011. So in most cases the date needs to be backdated.
- Tick the check box labeled "Confirm that Stock Variance has been printed". This is just a check the the variance report has been run.
- Click Update.

- Click Exit.

Once Full Stocktake has been updated a Commit to History needs to be done. See Commit.

4.2 Stocktake With PDE

Stocktaking with a PDE (portable data entry).
The following procedure is for completing a full stocktake with the PDE. Click here to see the help notes on PDE operation.

- Once the stock has been counted it is time to load the PDE into the stocktake batch.
- Click Stocktake Entry.
- Click ADD to start a Stocktake batch.
- Pick the location the is being stocktaked.

- Click OK

- All stock will be loaded into the Stocktake batch with a zero count, ready to load the PDE against them.
- Once the location has been loaded repeat the above process to ADD stocktakes for any other locations that have been counted.

- To load the PDE plug the PDE cable into the PDE. Put the PDE into transmit mode.

- Click PDE Load.
- Click OK.

- The checkbox labeled 'Accept Area Numbers from the PDE' is an option to use the area entered into the PDE. This means that if multiple locations have been counted on the PDE, the PDE will download the counts into the correct locations.
- Click OK

- The below screen will display until it connects to the PDE. If the retries continue look at troubleshooting for assistance.

PDE File Transfer

Waiting for PDE transmission

Retries   6

Cancel

- The below screen is what is displayed with a successful to the connection to the PDE.

PDE File Transfer

Status
Receiving PDE Data

Record Count

Cancel

- Screen once finished downloading.
- Click OK

Confirm

Finished with   06 records received.

OK
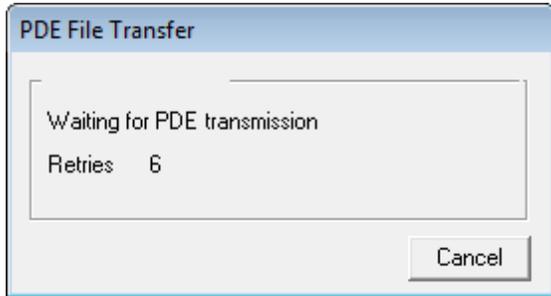
- Once the PDE has finished downloading you may be prompted with a report option screen.
- Items not found is a report with Scancodes than were scanned in the PDE and not recognised in IControl. The report is in order of how the stock was counted.

- Print the report and find the products. These not found products have been loaded into the stocktake. Once the products are found it is a good idea to enter the not found scancodes into the items.
- The below screen is the result after the PDE has been loaded. Each Item has a variance qty, variance cost, Units Counted and Extended cost.

- Now the PDE has been loaded a Variance Report can be done. This report shows the difference between what was counted and what IControl has as stock on hand.

Variance Report

The Variance report is an important part of the stocktake process. The variance report shows the stock difference between what was counted and what is in IControl.

- In the Stocktake menu click Stocktake Variance.

- There are two main types of Variance reports.

Variance By Item
- This will show the item variance for the location selected.
- Select Location
- Click Preview Report.

- In this example of a variance report, Item 20 (Carlton Mid Keg) has 4.96 kegs on hand in IControl. In the stocktake '4' where counted, so that leaves a variance of '-.96' of a keg. an example of a positive variance is Item 40 (Hahn Prem Light Keg). IControl has '.4' on hand. '1' keg was counted in the stocktake, this gives a positive variance of '+6'.
- The Variance report also shows the variance converted in CTNS. Item 2001 (Barecove Stub) shows a '.46' in the as CTN column.

Variance By Location

Variance by location is used when there are multiple location being stocktaked. The report shows any locations that have variances with products showing negative and positive variances. Usually missed transfers or transfer errors show up on this report.

- To run the report, tick the check box labeled 'Compare Locations (cross tab report)'
- Click Preview Report.

- The below report shows variances in Drive location and the Public Bar.
- Note Item 2001 (Barcove Radler Stub) has a positive variance of '11' in the Public Bar and a negative variance of '-11'. This means a transfer of '11' from Drive to Public Bar will fix the variance.

- Once the variance report is printed it is advised to recount the Items that have a variance.
- If a recount is done, go back into Stocktake Entry and edit the count of the recounted products.

Edit a count

- Click back into Stocktake Entry and then double click on a stocktake batch.
- Using the Item number search or description search, search for the item that needs to be edited.

- Once the product is found double click on it. Alter the units counted.

If there are variances reflecting an invoice missing or a transfer not done it is not to late to complete these. The important step once any Invoicing or Transfers have been completed while a stocktake is in progress is to Recalculate the Variance.

Recalculate Variance

Recalculate Variance allows the variance to be altered after stock movement has occurred EG an Invoice, Transfer, Wastage Entry.

- Click Stocktake Entry.
- Click into the Stocktake batch.
- Click Recalculate Variance. ReCalc Variances
- Click Yes

Confirm Recalc

Are you sure that you want to Recalc Variances in this Batch?

☑ Reload CTN costs

Yes   No

- The next screen shows the old variance before the transaction. In this case Barecove was transferred from Drive to Public Bar.
- Click OK.

Recalc Update History

			Old			New		
Item Number	Item Description	Variation	Qty	Var Qty	Qty On Hand	Qty	Var Qty	Qty On Hand
2001	BARECOVE RADLER STUB	11	5	11	-6	5	0	5

1

The is a list of changes made to the Stocktake Batch Quantities   Ok

Stocktake Update

Stocktake Update puts the stock counted in the Stocktake into the new stock on hand in

IControl. This will be the starting point for the next period.
- Click Stocktake Entry
- Click into a stocktake batch
- Click Stocktake Update. [Update]

- Once the Update button is pressed, the Update screen will be prompted.
- Select the day to Update the Stocktake. The Update should be updated to the day of the sales before the stocktake was counted. In the below example the stock was counted on the night of the 03/03/2011. So in most cases the date needs to be backdated as the update process is usually done the following morning after the stocktake.
- Tick the check box labeled "Confirm that Stock Variance has been printed". This is just a check the the variance report has been run.
- Click Update.

- Click Exit.

Once Full Stocktake has been updated a Commit to History needs to be done. See Commit.

4.3   Stocktake With ICount

- Once the stock has been counted it is time to load the ICount into the stocktake batch.
- Click Stocktake Entry.
- Click ADD to start a Stocktake batch.
- Pick the location the is being stocktaked.

- Click OK

- All stock will be loaded into the Stocktake batch with a zero count, ready to load the ICount against them.
- Once the location has been loaded repeat the above process to ADD stocktakes for any other locations that have been counted.
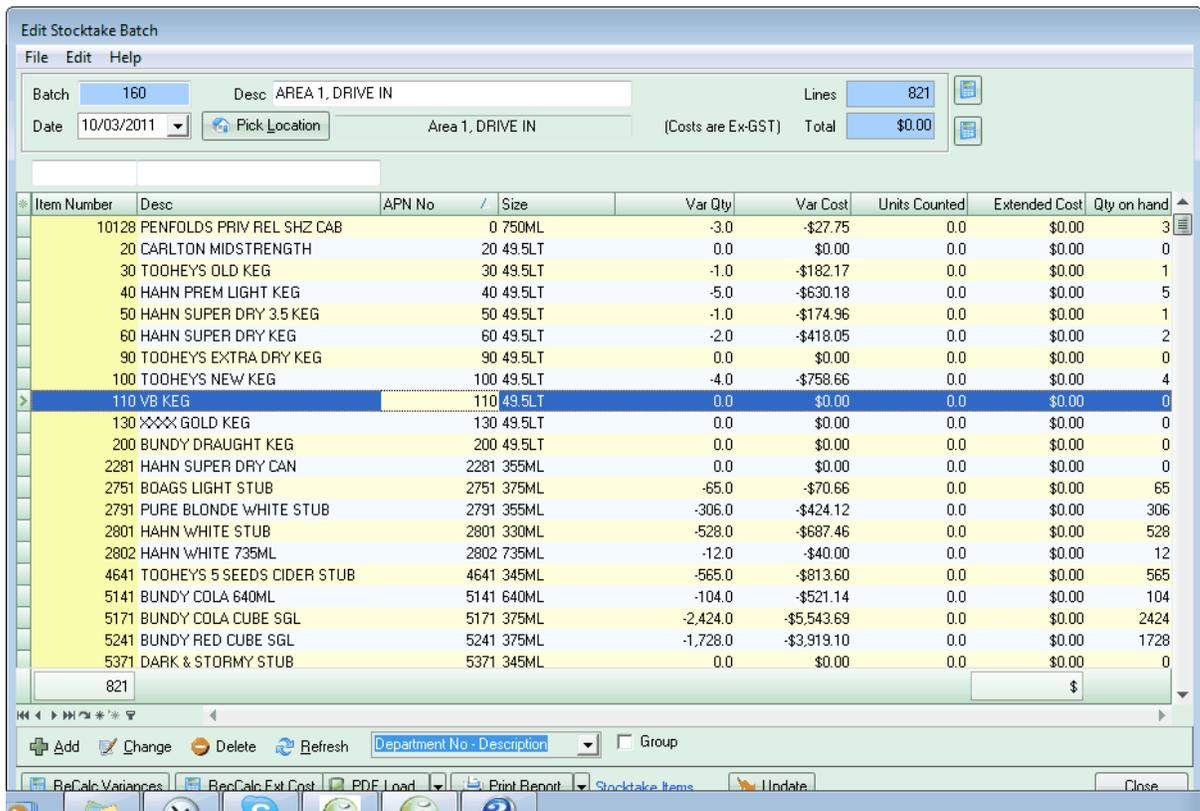
- To load the PDE plug the PDE cable into the PDE. Put the PDE into transmit mode.

- Click PDE Load. [PDE Load ▾]
- Click OK.
- Select Read existing PDE file.
- Click OK.
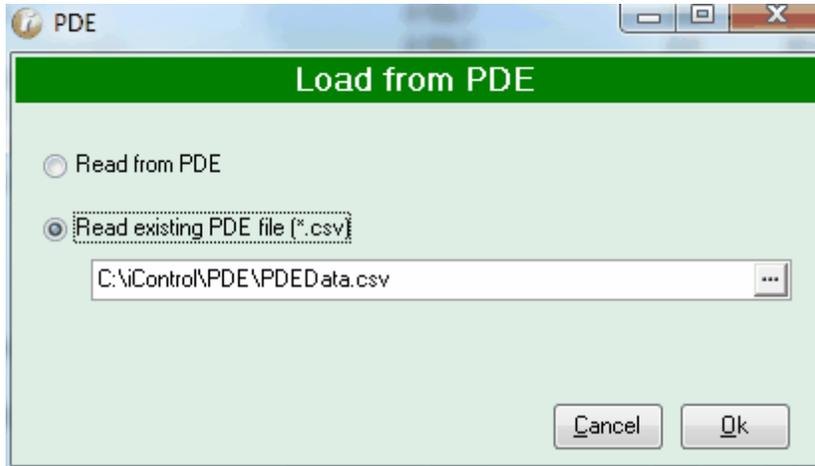
Load from PDE

○ Read from PDE

◉ Read existing PDE file (*.csv)

C:\iControl\PDE\PDEData.csv   [...]

[Cancel] [Ok]

- The below screen is the result after the PDE has been loaded. Each Item has a variance qty, variance cost, Units Counted and Extended cost.

Edit Stocktake Batch

File   Edit   Help

Batch 160   Desc AREA 1, DRIVE IN   Lines 821

Date 10/03/2011 ▾   Pick Location   Area 1, DRIVE IN   (Costs are Ex-GST)   Total $13,128.87

Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
6061	WILD TURKEY COLA CAN, 375ML	9300727261014	375ML	-119.0	-$377.24	63.0	$199.71	182
6071	WILD TURKEY COLA STUB, 340ML	9300727269003	340ML	0.0	$0.00	279.0	$886.25	279
6081	WILD TURKEY DRY CAN, 375ML	9343496000125	375ML	0.0	$0.00	100.0	$316.10	100
6091	WILD TURKEY DRY STUB, 340ML	4801032111063	340ML	0.0	$0.00	65.0	$202.56	65
6101	WOODSTOCK 10% CAN, 200ML	9421001293337	200ML	0.0	$0.00	102.0	$271.08	102
6191	WOODSTOCK 355ML COLA CAN, 355	9329982012759	355ML	0.0	$0.00	16.0	$33.36	16
6119	WOODSTOCK COLA 10PK, 375ML	9329982011080	375ML	0.0	$0.00	23.0	$494.31	23
6121	WOODSTOCK COLA 660ML, 660ML	9329982011134	660ML	0.0	$0.00	71.0	$323.11	71
6131	WOODSTOCK COLA CAN, 375ML	9329982011059	375ML	-1.0	-$2.22	579.0	$1,282.51	580
6141	WOODSTOCK COLA STUB, 330ML	9329982011103	330ML	-6.0	-$13.22	118.0	$260.09	124
6151	WOODSTOCK GOLD CAN, 375ML	9329982011202	375ML	0.0	$0.00	205.0	$786.14	205
6161	WOODSTOCK SILVER CAN, 375ML	9329982011981	375ML	0.0	$0.00	116.0	$336.44	116
8000	BACARDI 151, 750ML	80480095406	750ML	0.0	$0.00	1.0	$54.84	1
8001	BACARDI RUM, 375ML	5010677013109	375ML	0.0	$0.00	21.0	$350.03	21
8002	BACARDI RUM, 700ML	5010677014205	700ML	-1.0	-$26.25	11.0	$288.77	12
8003	BUNDABERG RED 100 PROOF, 700M	9311866011743	700ML	4.0	$118.68	25.0	$741.75	21
8008	BUNDABERG RUM	7312040550029	50ML	0.0	$0.00	0.0	$0.00	0
8010	BUNDABERG RUM & LIQUEUR G/PK	9311866011651	1.4LTR	0.0	$0.00	0.0	$0.00	0
8011	BUNDABERG RUM 100 PROOF	9311866011729	700ML	-18.0	-$612.09	0.0	$0.00	18
8014	BUNDABERG RUM OP	7312040121328	700ML	-4.0	-$165.45	0.0	$0.00	4

821       $13,128.87

Department No - Description ▾   □ Group

➕ Add   ✎ Change   ⊖ Delete   ⟳ Refresh   ReCalc Variances   RecCalc Ext Cost   PDE Load ▾   Print Report ▾   Stocktake Items   Update   Close

- Now the PDE has been loaded a Variance Report can be done. This report shows the

difference between what was counted and what IControl has as stock on hand.

Variance Report

The Variance report is an important part of the stocktake process. The variance report shows the stock difference between what was counted and what is in IControl.

- In the Stocktake menu click Stocktake Variance.

- There are two main types of Variance reports.

Variance By Item
- This will show the item variance for the location selected.
- Select Location
- Click Preview Report.

- In this example of a variance report, Item 20 (Carlton Mid Keg) has 4.96 kegs on hand in IControl. In the stocktake '4' where counted, so that leaves a variance of '-.96' of a keg. an example of a positive variance is Item 40 (Hahn Prem Light Keg). IControl has '.4' on hand. '1' keg was counted in the stocktake, this gives a positive variance of '+6'.
- The Variance report also shows the variance converted in CTNS. Item 2001 (Barecove Stub) shows a '.46' in the as CTN column.

Variance By Location

Variance by location is used when there are multiple location being stocktaked. The report shows any locations that have variances with products showing negative and positive variances. Usually missed transfers or transfer errors show up on this report.

- To run the report, tick the check box labeled 'Compare Locations (cross tab report)'
- Click Preview Report.

- The below report shows variances in Drive location and the Public Bar.
- Note Item 2001 (Barcove Radler Stub) has a positive variance of '11' in the Public Bar and a negative variance of '-11'. This means a transfer of '11' from Drive to Public Bar will fix the variance.

- Once the variance report is printed it is advised to recount the Items that have a variance.
- If a recount is done, go back into Stocktake Entry and edit the count of the recounted products.

Edit a count

- Click back into Stocktake Entry and then double click on a stocktake batch.
- Using the Item number search or description search, search for the item that needs to be edited.

- Once the product is found double click on it. Alter the units counted.

If there are variances reflecting an invoice missing or a transfer not done it is not to late to complete these. The important step once any Invoicing or Transfers have been completed while a stocktake is in progress is to Recalculate the Variance.

Recalculate Variance

Recalculate Variance allows the variance to be altered after stock movement has occurred EG an Invoice, Transfer, Wastage Entry.
- Click Stocktake Entry.
- Click into the Stocktake batch.
- Click Recalculate Variance. [ReCalc Variances]
- Click Yes

Confirm Recalc

Are you sure that you want to Recalc Variances in this Batch?

☑ Reload CTN costs

[Yes] [No]

- The next screen shows the old variance before the transaction. In this case Barecove was transferred from Drive to Public Bar.
- Click OK.

Recalc Update History

			Old			New		
Item Number	Item Description	Variation	Qty	Var Qty	Qty On Hand	Qty	Var Qty	Qty On Hand
2001	BARECOVE RADLER STUB	11	5	11	-6	5	0	5

1

The is a list of changes made to the Stocktake Batch Quantities   [Ok]

Stocktake Update

Stocktake Update puts the stock counted in the Stocktake into the new stock on hand in

IControl. This will be the starting point for the next period.
- Click Stocktake Entry
- Click into a stocktake batch
- Click Stocktake Update.

- Once the Update button is pressed, the Update screen will be prompted.
- Select the day to Update the Stocktake. The Update should be updated to the day of the sales before the stocktake was counted. In the below example the stock was counted on the night of the 03/03/2011. So in most cases the date needs to be backdated as the update process is usually done the following morning after the stocktake.
- Tick the check box labeled "Confirm that Stock Variance has been printed". This is just a check the the variance report has been run.
- Click Update.

- Click Exit.

Once Full Stocktake has been updated a Commit to History needs to be done. See Commit.

4.4   Rolling Stocktake

A Rolling Stocktake is when a range of products is counted. An example is if the department of Rum is only being counted.

A familiar way this process is done is to have a Roster on which department is being counted on a certain day. Example could be Mondays -sprits, Tuesday- wines, Wednesday-Beers/Softdrink, Thursdays- Premix

Rolling Stocktake With PDE

- Count the department eg Rums. See PDE procedure for assistance with using the PDE.
- Click Stocktake Entry.
- Click ADD to start a Stocktake batch.
- Pick the location the is being stocktaked.
- NOTE**** Important. Select the department that you are counting. Click the Department Tab and tick the departments you have counted. This will only load these departments into the stocktake batch.

- All the selected department stock will be loaded into the Stocktake batch with a zero count, ready to load the PDE against them.

- To load the PDE plug the PDE cable into the PDE. Put the PDE into transmit mode.
- Click PDE Load.
- Click OK.

- Click OK.

- The checkbox labeled 'Accept Area Numbers from the PDE' is an option to use the

area entered into the PDE. This means that if multiple locations have been counted on the PDE, the PDE will download the counts into the correct locations.
- Click OK

- The below screen will display until it connects to the PDE. If the retries continue look at troubleshooting for assistance.

- The below screen is what is displayed with a successful to the connection to the PDE.

- Screen once finished downloading.
- Click OK

Confirm

Finished with   06 records received.

OK

- Once the PDE has finished downloading you may be prompted with a report option screen.
- Items not found is a report with Scancodes than were scanned in the PDE and not recognised in IControl. The report is in order of how the stock was counted.

PDE

PDE Reports

Select Report

◉ Items not found

○ Set to be Deleted

○ Inactive Items

○ Zero CTN Cost

Print Report

Right click for print menu

PDE Not Found

Close

- Print the report and find the products. These not found products have not been loaded into the stocktake. Once the products are found it is a good idea to enter the not found scancodes into the items so next time they are loaded into the stocktake.
- The below screen is the result after the PDE has been loaded. Each Item has a variance qty, variance cost, Units Counted and Extended cost.

- Now the PDE has been loaded a Variance Report can be done. This report shows the difference between what was counted and what IControl has as stock on hand.
See Variance Report to understand Variances
See Stocktake Update to Understand Updating

Rolling Stocktake Manual.

Print Count Sheet

- In the Stocktake menu click Print Stock Count Sheet.
- Tick Print Current QTY on Hand and Load Items not counted into the count file as Zero Count.
- Select he product range. i.e Department- Rum. This will only print the selected and load the Rums into the stocktake batch.
- Click Preview.

- The count sheet only displays parent items. This doesn't mean that you have to count in singles. It is possible to add in child items into the stocktake. These child items will convert to parent numbers.
- Click Stocktake Entry.
- Any stocktake batches will be sitting in stocktake batch ready for counts to be added.
- To start adding counts double click on the batch line.

- Click Stocktake Entry.
- To Start adding the counts double click on the batch sitting in Stocktake Entry.
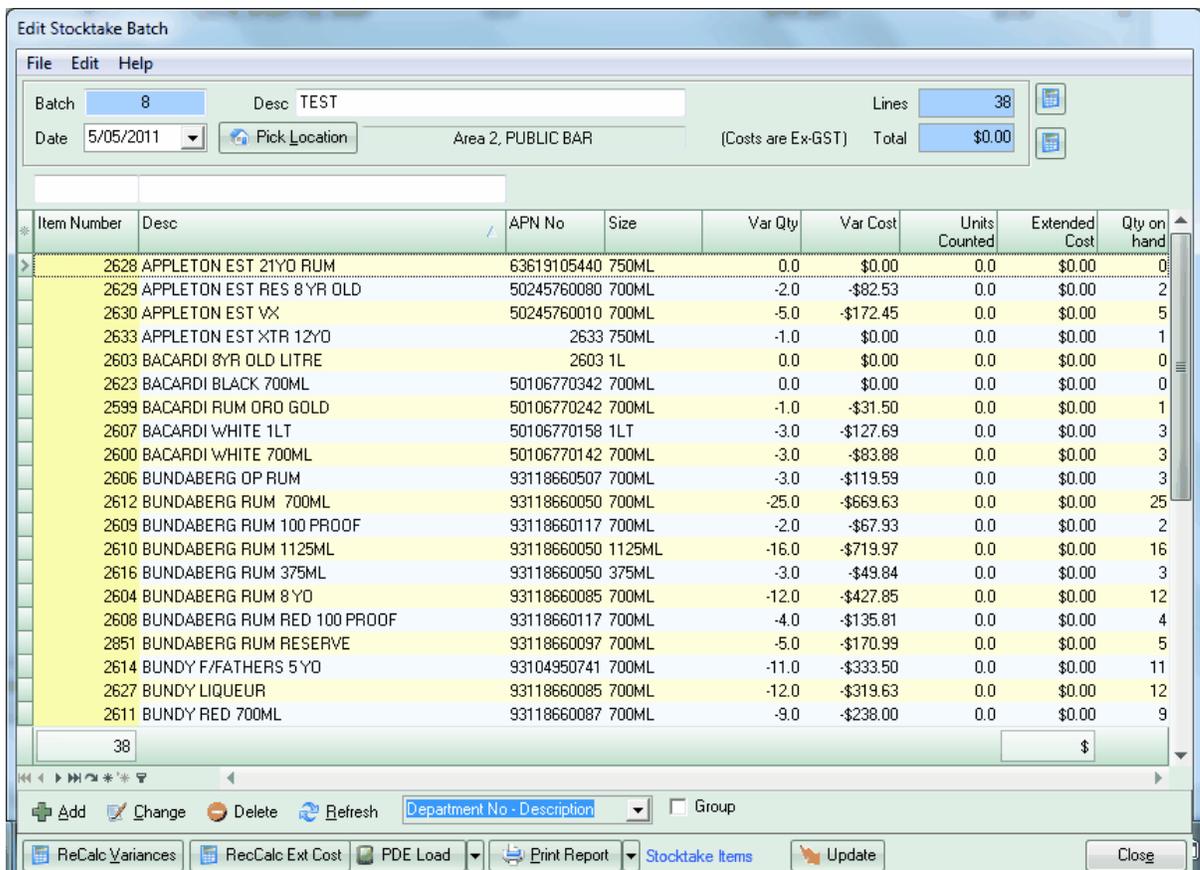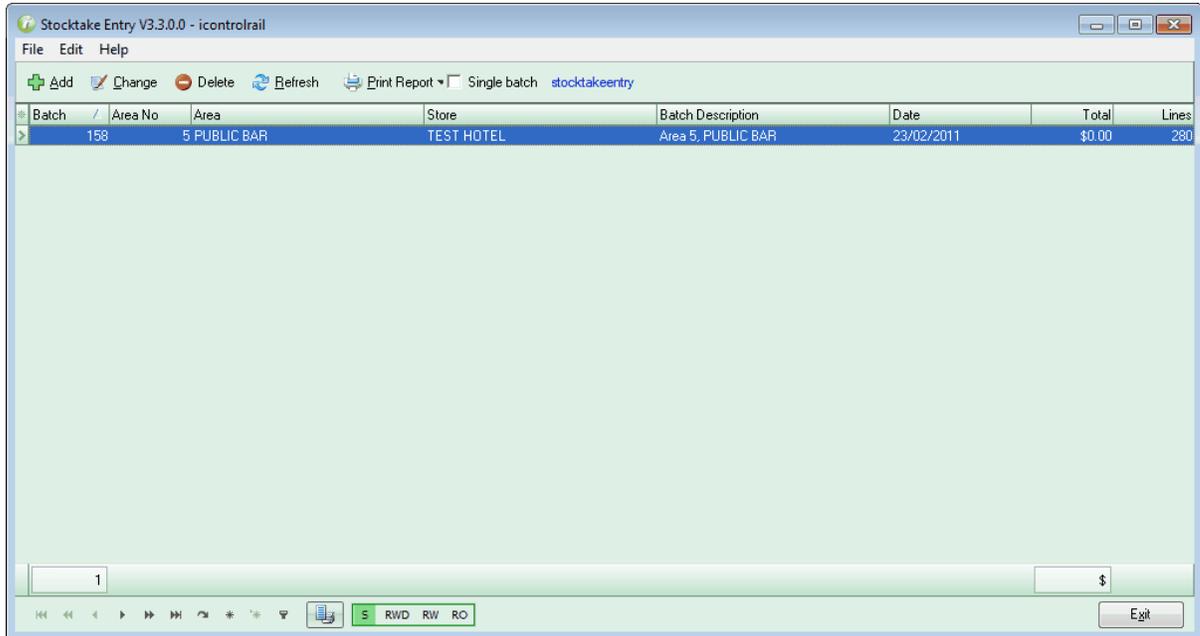
Note

[See Variance Report to understand Variances](#)

See Stocktake Update to Understand Updating

4.5   Stock Adjustment

- In the Stocktake Menu , click Stocktake Entry
- Click Add
- Pick the Location.
- De-select Load all Items. NOTE*** This is critical. If this is tick it will load all stock items in the stocktake batch with a zero count.

- Click OK.

- Click Add.
- Enter the Item Number and click OK or click Item Lookup to find the Item.
- Click OK

- Enter the new Stock on Hand then click Save.

- If there are more adjustment to enter continue process, otherwise click Cancel.

- The next step is to Update the adjustment. This will put the count as the new stock on hand.
- Click Update button.
- Tick Confirm that Stock Variance Report has been printed.
- Click Update.

Update Stocktake

Update Stocktake

Batch ID: 9

Desc   AREA 2, PUBLIC BAR

Total Cost $159.18

Post To Day   5/05/2011

☑ Confirm that a Stock Variance Report has been printed

☑ Enable log

☑ Backup Database   Backup Now

Cancel   Update

4.6   ICount Procedure

iCount PDA Operation Procedure
(This manual is written specifically for the M3 Sky PDA version of iCount)

Updating iCount Device
- Connect the iCount device to the PC with the USB data cable and ensure that the device is
seen by Active Sync (Windows XP) or Windows Mobile Device Centre (Windows Vista, 7).
- From the Main Menu of IControl, press the STOCKTAKE button.

- From the Stocktake Menu of IControl, press the iCount button.
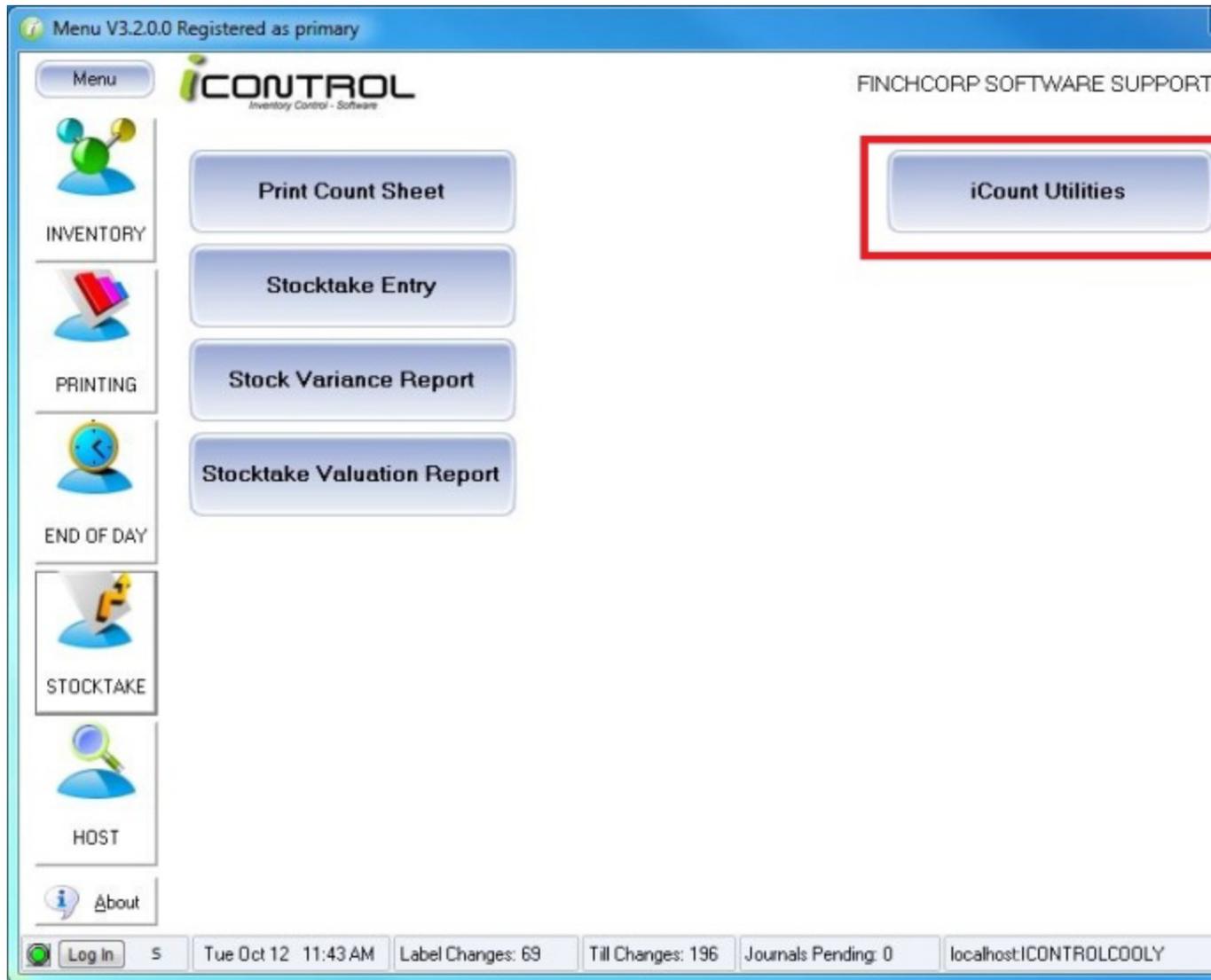
Setting up ICount
- The first step is to ensure that the iCount device has current location information from IControl. To load the Location information, click on the "Export Locations to iCount"button.
This will export the location number and description to iCount. Once the file has been exported, you will get a message telling you to "Press any key to continue..."
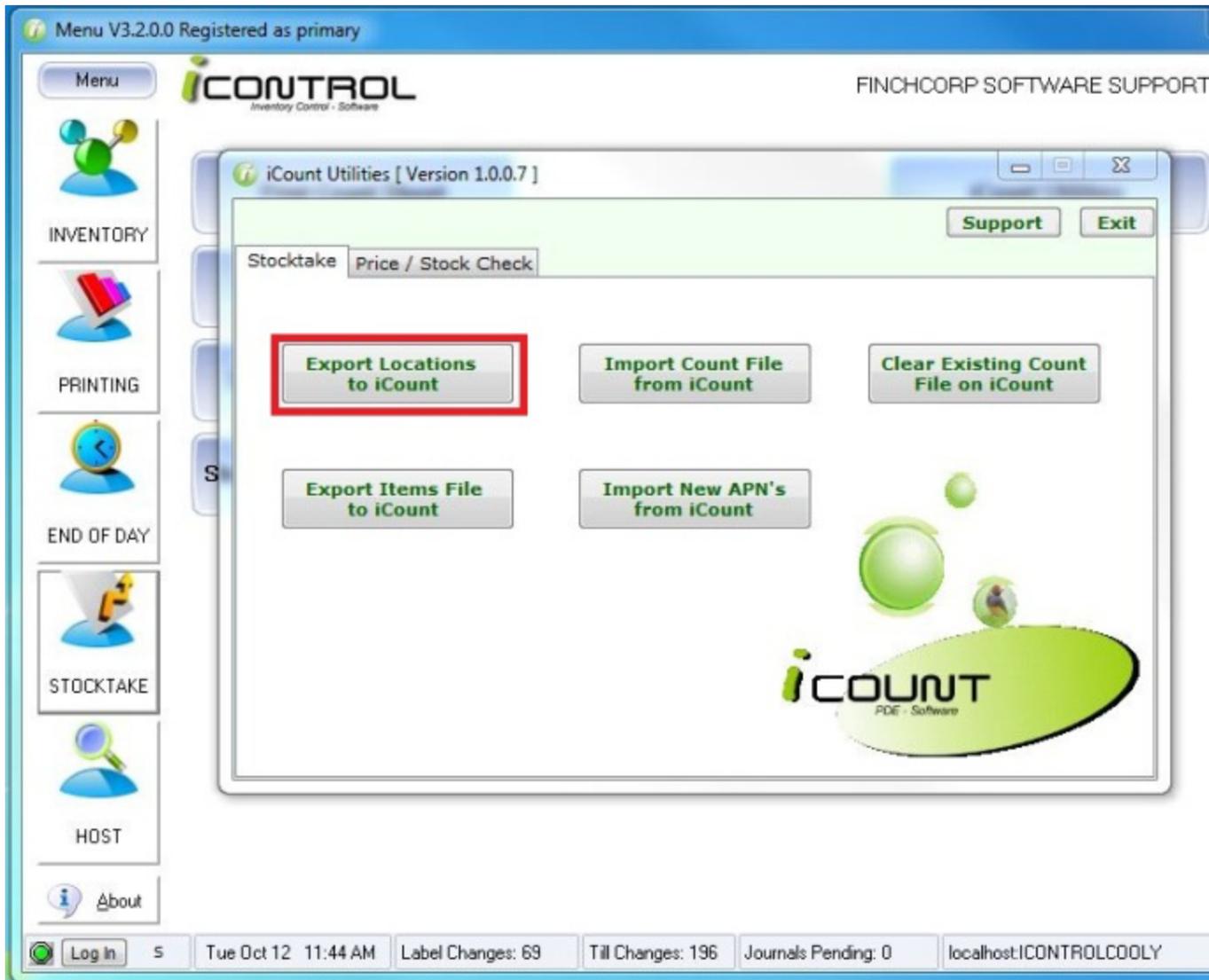
- Next we need to make sure that all the item information in the iCount device is current. To
do this click on the "Export Items File to iCount" button. Once the file has been exported,
you will get a message telling you to "Press any key to continue...".
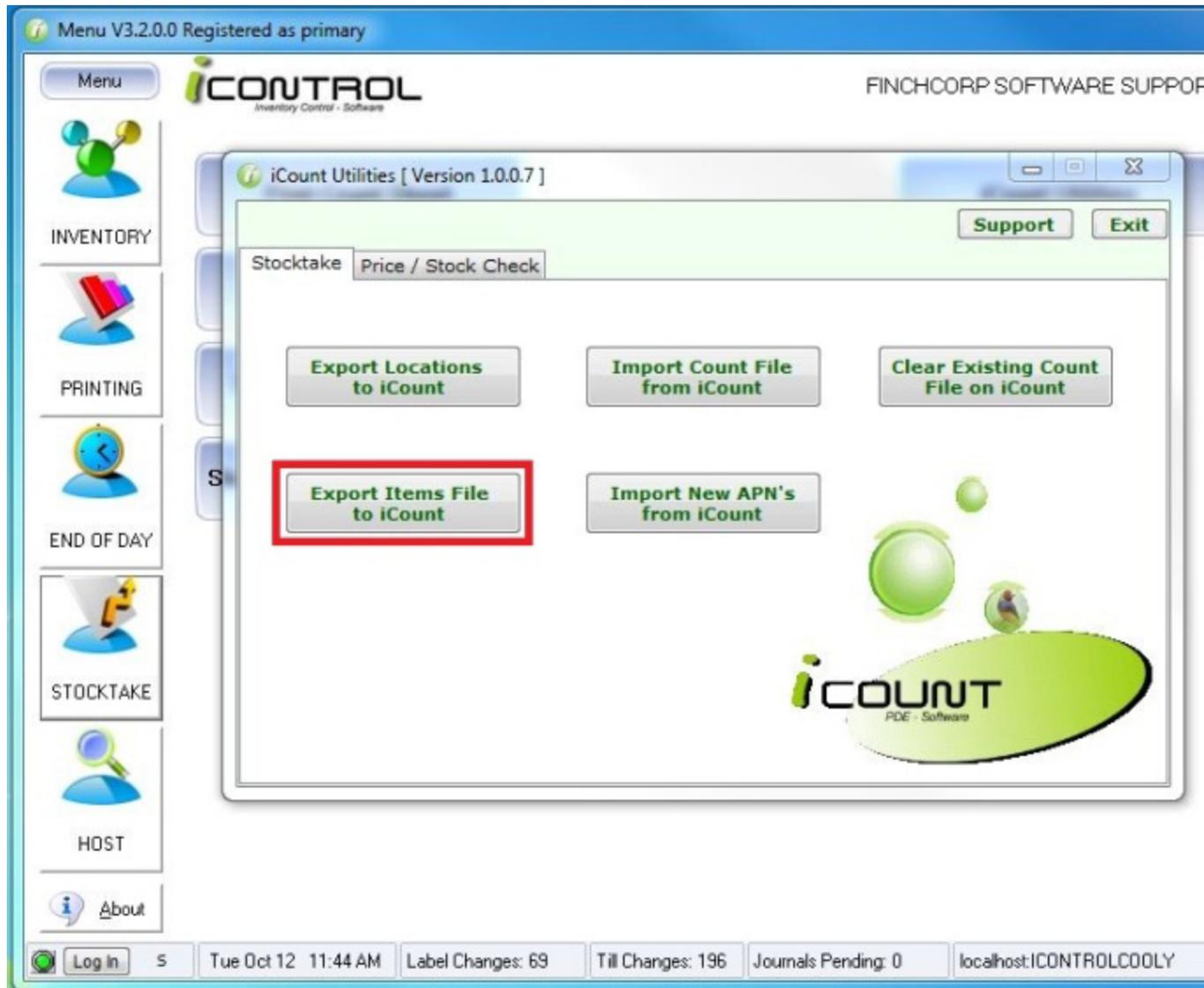
- If you are beginning a new stock count you will need to clear the previous count file from the
iCount device. To do this click on the "Clear Existing Count File on iCount" button. Once the
file has been cleared, you will get a message telling you to "Press any key to continue...".
Note: This file will not be lost forever. The last 10 count files are kept stored on your
computer in case you accidentally delete one. If this happens to you, contact your system
support to retrieve the file.
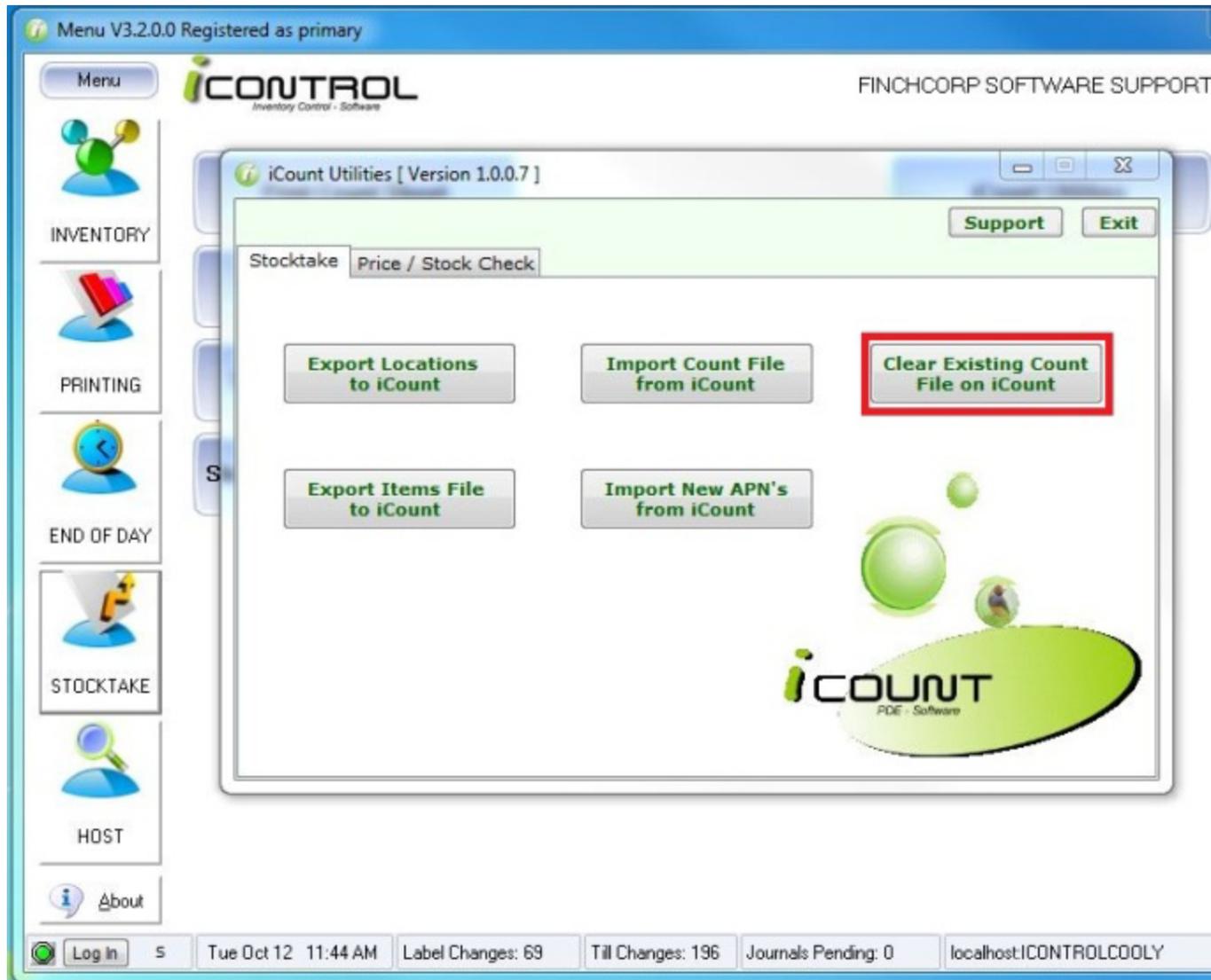
Using the iCount Software
* You can now disconnect the device from the PC. If it is not already open, start the
  iCount
software. If you did not clear the current count file from the device, you will be asked if
you
want to continue using the current file. Clicking YES will keep it, clicking No will delete it.
Be
careful with your selection at this point – if you choose no, the file cannot be retrieved.
* The iCount screen should start up in advanced mode. If not, tap on the ""button at the
  top
right of the screen.
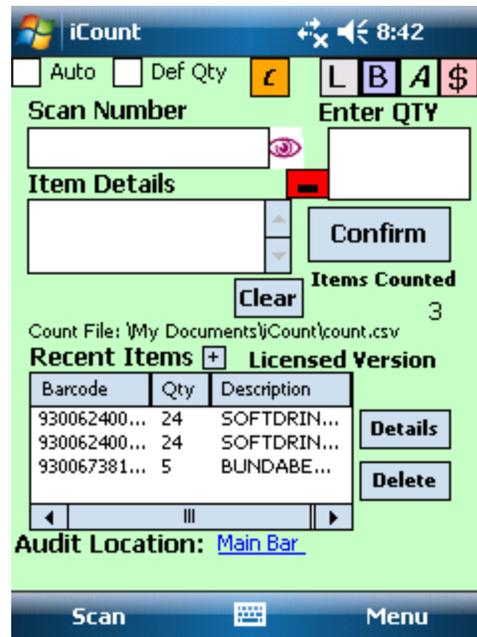
Basic Mode   *Advanced Mode*

- On the iCount screen, tap on the eyeball icon located directly to the right of the Scan Number entry field. This will refresh items list stored in the device ready to start scanning.
You will see a progress bar appear in the middle of the screen. When the update is finished,
the item search screen will appear. At this point you can tap on "Close – Cancel" button up
the top left hand corner.
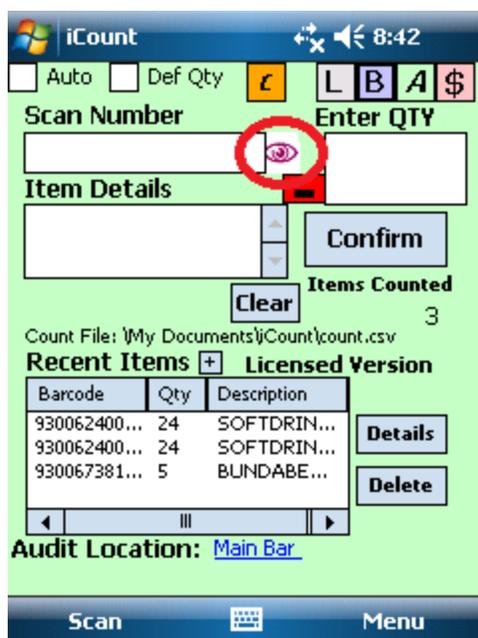
• Before you can begin counting, you need to select a Location. Tap on the "L" button at the top of the screen, highlight the area you are counting and tap the "Selected Location" button to confirm your selection.
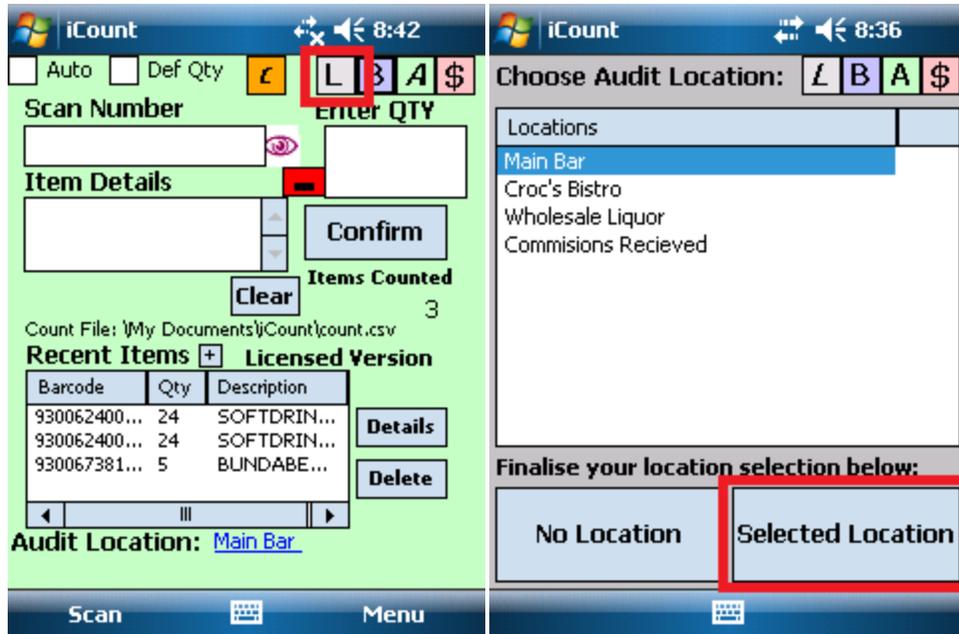
• Before scanning the first item, you will need to tap in the blank Scan Number entry field. This
only needs to be done for the first item in each count session to ensure that the cursor is focussed on the correct starting position.
• Scan the item that you wish to count by either tapping the Scan button on the bottom left of
the screen, or using one of the assign hardware buttons on the device as shown below.
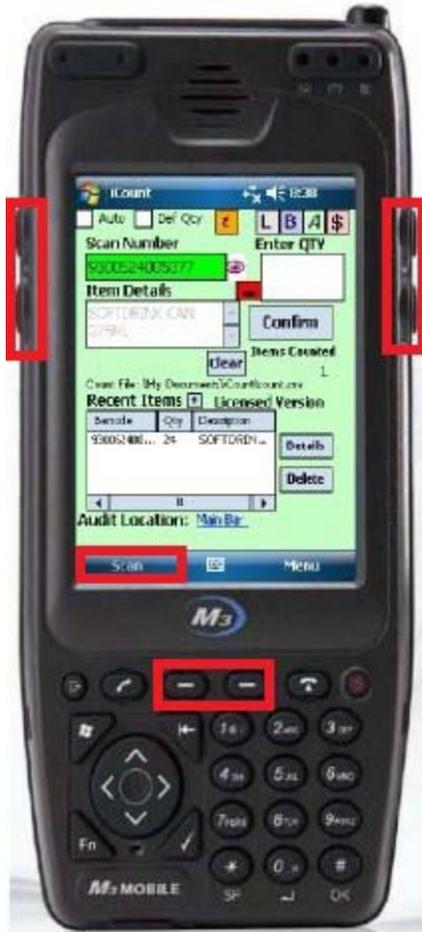
• Enter the count quantity using the numeric keypad and press the (Enter key, indicated by the "Tick"symbol at the bottom right of the directional pad keys). The ""key acts as a decimal point if needed.

• Continue to scan all items that you wish to count.

• Once you have completed scanning and counting all your products, connect the iCount device to the PC with the USB data cable and ensure that the device is seen by ActiveSync
(Windows XP) or Windows Mobile Device Centre (Windows Vista, 7).

Importing Data from iCount Software

• Open up IControl and go to the Stocktake menu and click on the iCount button up the top
right hand side. On the iCount Utilities screen, click on the "Import Count File from iCount"button. This will transfer the count file from your PDA and convert it ready to be imported into IControl. When this operation has been completed, you will get the "Press any key to
continue..."message.
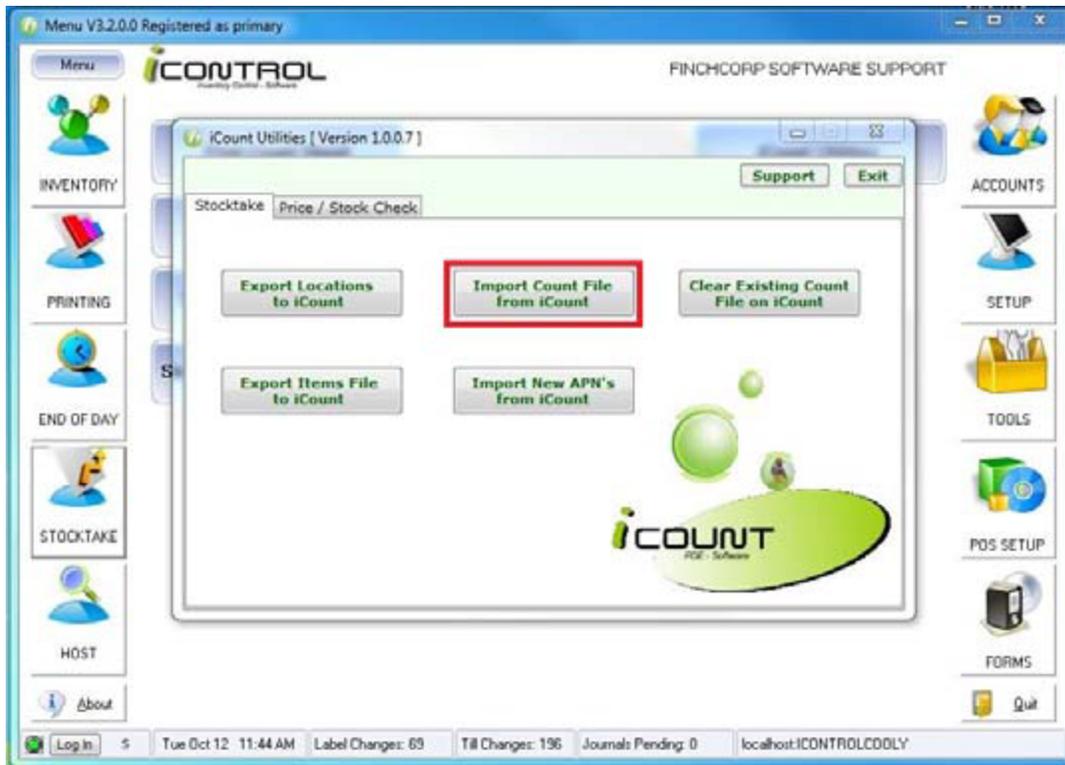
- If you have added any barcodes to items during the iCount session, these will need to be

imported into IControl as well. Do this by clicking on the "Import New APN' from iCount"button. This will add the new barcodes to the relevant items and give you the "Press any key to continue..."message.
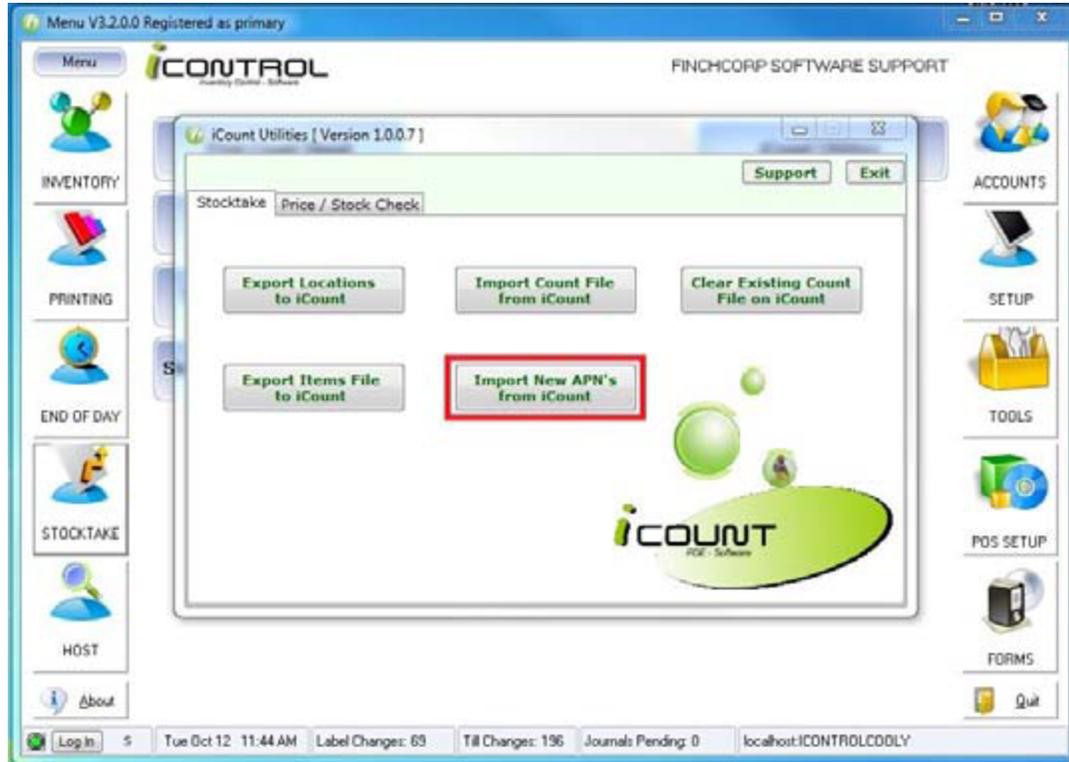
- Once you have done this, you are ready to read the PDE file into IControl. Refer to the Stocktake with ICount for further information on how to do this.

Error Messages and Advanced Functions
- Message: "The item barcode XXXXXXXXXXXXXX is not in the database! Please try again"

If the Scan Number entry field turns red and the following message appears, "the item barcode xxxxxxxxxxxxxx is not in the database! Please try again"you have scanned an item

that is not recognised by iCount. If it is a valid item and you would like to add the barcode to

an existing item, follow these steps...

1. Press on the button at the top of the iCount screen. This will take you to the item search screen.

2. Search for the item to add the barcode to. You can search by either Description or the items.
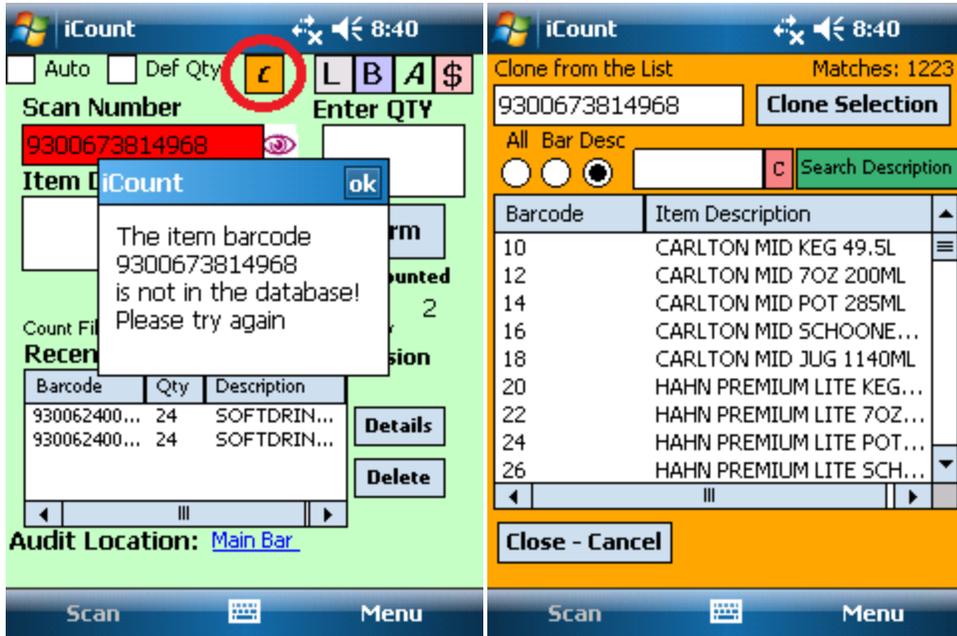
• Search for the item to add the barcode to. You can search by either Description or the items PLU number. Using the pop-up on-screen keyboard, type either the PLU number or the first part of the item description in the text entry field and tap the search button. Highlight the item you want and press the "lone Selection" button at the top of the screen. You will be asked to confirm your selection. Tap "K" to proceed. Note, if the item you are searching for does not exist in the list, you will need to manually record the count on that item and add it to the Stocktake batch separately.
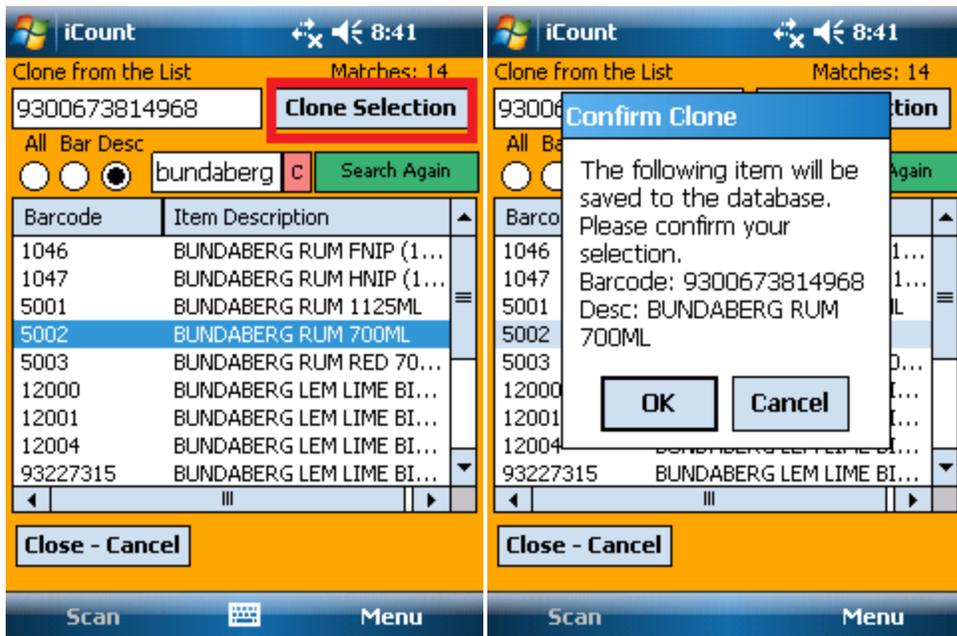
• You will be taken back to the main iCount screen to enter a count quantity for that

item. Do this and continue scanning.

Using the Price / Stock check Feature for a specified Location.

- With the device connected to the PC, open up IControl, go to the Stocktake menu and click
on the iCount button. On the iCount Utilities screen, click on the "Price / Stock Check"tab at
the top. You should see a list of your locations in the window on the left hand side.
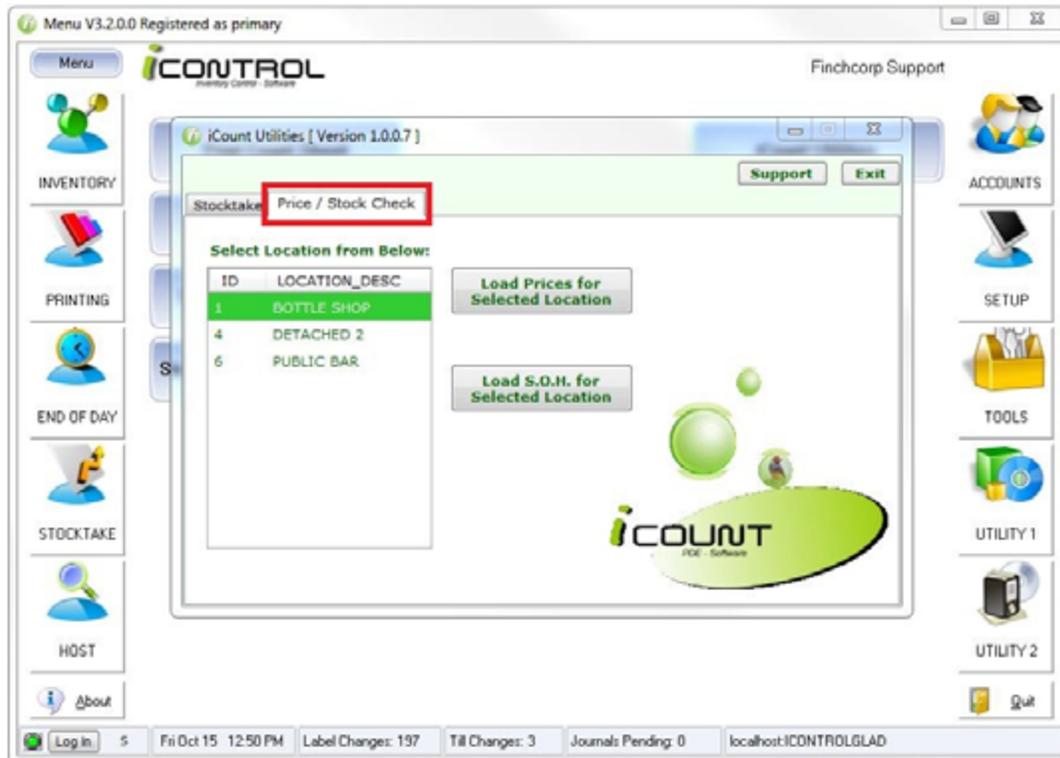
- Select the location you want to stock / price check from the selection window on the left
hand side.
- To send the selected locations current pricing to the iCount device, press the "oad Prices
for Selected Location"button. This will send all items to the device with their current selling
prices. Note: only Price level 1 is sent to iCount.
- To send the selected locations current stock on hand quantity to the iCount device, press the
"Load S.O.H. for Selected Location"button. This will send all items to the device with their
current stock units on hand quantity. Note: this feature is really only useful if all sales,
invoices, wastage and stock transfer transactions have been processed prior to the
information being sent to iCount.

- To initiate this function on the device, enter "rice Check"mode by pressing the ""button at the top right of the iCount screen. This mode was originally intended only for price checking, but can also be used to check Stock on Hand as well.
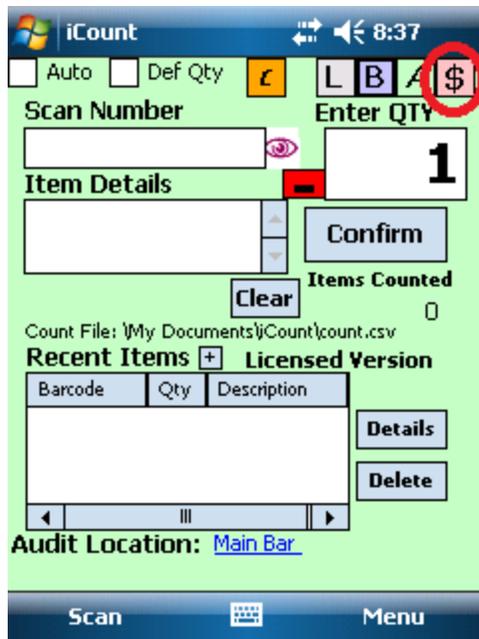
- Scan the item and you will be shown either the Price or the Current stock on hand in the

window at the bottom. Continue scanning as many items as you need to check.