

Manual



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1 Inventory

🕼 Menu V3.1.0.0 I	Registered as primary	all and				
Menu		-			FINCHCORP SUPPO)RT
	ltems		Stock Transfe	er Entry	Send Prices to Tills	
INVENTORY						ACCOUNTS
	Recipes		Manual Sale	s Entry	View Till Changes	
						- 🍊
PRINTING	Promotion	s	Stock Wastag	je Entry		SETUP
						AXXA
			Orders / Invoi	ce Entry		
END OF DAY						TOOLS
C ²						
STOCKTAKE						UTILITY 1
HOST						UTILITY 2
<u>A</u> bout						📔 <u>Q</u> uit
Log In S	Mon Jul 26 01:18 PM	abel Changes: 1270.	Till Changes: 1	Journals Pending: 1	localhostICONTROL	

Adding A Product **Search for a Product** Item Record Overview Parent Child Explained Ctn Qty Explained **Cost Tab** Purchases Tab **Trx History Tab** Location Items **Promotions Recipes Orders & Invoicing Entry** Manual Invoice entry Import HLW Invoices Import ALM Invoices **Stock Transfer Manual Transfer** Transfer With PDE Suggested Transfer

1.1 Items

🍦 Add 🛛 😥 🧯	Ehange 🗢 Delete ಿ <u>R</u> efresh 😓 <u>P</u> rint Report					
					Date M	arked for Deletion 📄 Only
Status - Item	n Number 🖉 Description	 Item Size 	· Department	Cat 2	 Parent 	CTN Qty
	10 CARLTON DRAUGHT KEG	49.5L	BULK BEER			1
	12 CARLTON DRAUGHT 70Z	200ML	BULK BEER		CARLTON DRAUGHT KEG	247.5
	14 CARLTON DRAUGHT POT	285ML	BULK BEER		CARLTON DRAUGHT KEG	173.68
	16 CARLTON DRAUGHT SCHOONER	425ML	BULK BEER		CARLTON DRAUGHT KEG	116.47
	18 CARLTON DRAUGHT JUG	1140ML	BULK BEER		CARLTON DRAUGHT KEG	43.42
9	20 CARLTON DRY KEG	49.5L	BULK BEER			1
	22 CARLTON DRY 70Z	49.5L	BULK BEER		CARLTON DRY KEG	247.5
•	24 CARLTON DRY POT	285ML	BULK BEER		CARLTON DRY KEG	173.68
•	26 CARLTON DRY SCHOONER	425ML	BULK BEER		CARLTON DRY KEG	116.47
•	28 CARLTON DRY JUG	1140ML	BULK BEER		CARLTON DRY KEG	43.42
•	30 CARLTON MID KEG	49.5L	BULK BEER			1
•	32 CARLTON MID 70Z	200ML	BULK BEER		CARLTON MID KEG	247.5
•	34 CARLTON MID POT	285ML	BULK BEER		CARLTON MID KEG	173.68
•	36 CARLTON MID SCHOONER	425ML	BULK BEER		CARLTON MID KEG	116.47
0	38 CARLTON MID JUG	1140ML	BULK BEER		CARLTON MID KEG	43.42
•	40 CASCADE PREMIUM LITE KEG	49.5L	BULK BEER			1
•	42 CASCADE PREMIUM LITE 70Z	200ML	BULK BEER		CASCADE PREMIUM LITE KEG	247.5
•	44 CASCADE PREMIUM LITE POT	285ML	BULK BEER		CASCADE PREMIUM LITE KEG	173.68
•	46 CASCADE PREMIUM LITE SCHOONER	425ML	BULK BEER		CASCADE PREMIUM LITE KEG	116.47
•	48 CASCADE PREMIUM LITE JUG	1140ML	BULK BEER		CASCADE PREMIUM LITE KEG	43.42
•	50 HAHN PREMIUM LITE KEG	49.5L	BULK BEER			1
•	52 HAHN PREMIUM LITE 702	200ML	BULK BEER		HAHN PREMIUM LITE KEG	247.5
•	54 HAHN PREMIUM LITE POT	285ML	BULK BEER		HAHN PREMIUM LITE KEG	173.68
•	56 HAHN PREMIUM LITE SCHOONER	425ML	BULK BEER		HAHN PREMIUM LITE KEG	116.47
	1.358					
	1,358	The UTTLe	bockbeen	,		110.41

Screen layout

🚽 Add 📝 Change 🤤 Delete 🧋	<u>R</u> efresh
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- 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.

5

• See Cashiers and Users for set up.

Resend

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

🍓 Clone

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

Eind by APN	Find by Supplier Item
-------------	-----------------------

- 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.

*	Status 📰	ltem Number – 🔺	Description	Y	Department 📰	Parent 💌	CTN Qty	Replicate 🛛 🖪	🛛 POS Desc 💌 🔺
	۲	5180	BUNDY RED CAN CUBE	1	R.T.D CTN	BUNDY RI	1		BUNDY RED C
	•	5181	BUNDY RED CAN (CUBE) SGL	1	R.T.D SGL		24		BUND RED CL
	•	5186	BUNDY RED CAN (CUBE) 6PK	1	R.T.D PKS	BUNDY RI	4		BUND RED CL
	•	5190	BUNDY RUM COLA 640ML CTN	I	R.T.D CTN	BUNDY RI	1		BUNDY 640ML
	•	5191	BUNDY RUM COLA 640ML SGL	1	R.T.D SGL		12		BUNDY 640ML 🔱
	•	5200	BUNDY SUPER DRY CTN	I	R.T.D CTN	BUNDY SI	1	S/DRYCTN	BUNDY SD CA
	•	5201	BUNDY SUPER DRY SGL	1	R.T.D SGL		24	S/DRYSGL	BUNDY SD CA
>	٠	5206	BUNDY SUPER DRY 6PK		R.T.D PKS	BUNDY SI	4	S/DRY6PK	BUNDY SD CA
	X	5207	BUNDY SUPER DRY 4PK	1	R.T.D PKS		4	S/DRY6PK	BUNDY SD CA
	0	5210	CANADIAN CLUB & COLA CAN CTN	1	R.T.D CTN	CANADIAN	1	CC CTN	CC COLA CAN
	0	5211	CANADIAN CLUB & COLA CAN SGL	1	R.T.D SGL		24	CC SGL	CC COLA CAN
	0	5216	CANADIAN CLUB & COLA CAN 6PK	I	R.T.D PKS	CANADIAN	4	CC 6PK	CC COLA CAN
	•	5220	CANADIAN CLUB & COLA STUB CTN	1	R.T.D CTN	CANADIAN	1	CC CTN	CC COLA STB
	•	5221	CANADIAN CLUB & COLA STUB SGL	I	R.T.D SGL		24	CC SGL	CC COLA STUI
	•	5224	CANADIAN CLUB & COLA STUB 4PK	1	R.T.D PKS	CANADIAN	6	CC 4PK	CC COLA STB
	•	5230	CANADIAN CLUB & DRY CAN CTN	I	R.T.D CTN	CANADIAN	1	CC CTN	CC DRY CAN (
	•	5231	CANADIAN CLUB & DRY CAN SGL		R.T.D SGL		24	CC SGL	CC DRY CAN
		1,548							.
144	44 4 F FF FF	3 * * ₽	4						•

The Green lcon gives reference to the product being active. The red circle lcon 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.

Ĩ) Items V	3.1.0.3 -	icontrolnorth	August Provide State	A second second	_	
F	ile Edit	View	Help				
	🕂 🕂	📝 <u>C</u> ha	nge 🤤 Delete	<i>ॡ</i> <u>R</u> efresh <mark>¦</mark> ⊟rint Report			
*	Status	Ŧ	Item Number \angle	Description	Item Size	Item Size	Department 🗸
	0		1025	HOUGHTONS CAB SAUV		750ML	RED WINES
	0		2000	BAREFOOT RADLER STUB CTN		375ML	PACKAGED BEER CTN
	0		2001	BAREFOOT RADLER STUB		375ML	PACKAGED BEER SGL
	0		2006	BAREFOOT RADLER STUB 6PK		375ML	PACKAGED BEER PKS
>	Θ		2010	BOAGS PREMIUM STUB CTN		350ML	PACKAGED BEER CTN
	0		2011	BOAGS PREMIUM STUB		350ML	PACKAGED BEER SGL
	0		2016	BOAGS PREMIUM STUB 6PK		350ML	PACKAGED BEER PKS
	0		2020	BOAGS ST GEORGE STUB CTN		350ML	PACKAGED BEER CTN
	0		2021	BOAGS ST GEORGE STUB		350ML	PACKAGED BEER SGL
	×		2024	BLANK		350ML	PACKAGED BEER PKS
	•		2026	BOAGS ST GEORGE STUB 6PK		350ML	PACKAGED BEER PKS
			2020	CADI TONI COLO CTUD CTN		275MI	DACKAGED BEED CTN

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.

、
🔽 (Status
📝 Item Number
Description
🔲 Item Size
📝 Department
📃 Sub Group
🔲 Group
🔽 Supplier
🔲 Cat 1
🔲 Cat 2
📝 Parent
📝 CTN Qty
📝 Replicate
MixMatch
🔲 GST
📃 Vterm No
📃 Photo name
Active
📃 SupplierID
📃 DeptID
📃 SubDeptID
📃 GroupID
🔲 Parent No
📃 Item Number
📃 Date Deleted
📃 Freight Type
Location Identifier?
📝 POS Desc
🔲 Host Mapping

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

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.

Items V3.1	1.0.3 - icontrol	Dark Transfer Later View Till	(Changes)					X			
Add 🥥	🖶 Add 📝 Change 🤤 Delete 🎘 Befresh 😓 Print Report										
e	BUND Date Marked for Deletion Only Active										
	L							Sourc			
Status	Item	Description	Item Size	Department	Cat 2	Parent	CTN F	· 1			
* -	Number 🛆			· · · · · ·	· · ·	•	այդայ շ	-			
							i li				
	9374	BEENLEIGH WHITE 700	700ML	RUM	RUM		12				
	9375	BOUNTY RUM	700 ML	RUM	RUM		12				
	9376	BUNDABERG 1125	1125ML	RUM	RUM		12				
	9377	BUNDABERG 200	200ML	RUM	RUM		48				
	9378	BUNDABERG 375	375ML	RUM	RUM		12				
	9379	BUNDABERG 700	700ML	RUM	RUM		12				
	9380	BUNDABERG OP 700	700ML	RUM	RUM		6				
	9381	BUNDABERG RED 37%	700ML	RUM	RUM		12				
	9382	BUNDABERG RESERVE 700ML	700ML	RUM	RUM		6				
	9383	BUNDABERG TWIN PK	700ML	RUM	RUM		6				
	9384	CAPT MORGAN 700	700ML	RUM	RUM		12				
	9385	CAPT MORGAN SPICED GOLD 700ML	700ML	RUM	RUM		6				
	9386	INNER CIRCLE RED 700	700ML	RUM	RUM		6				
	9387	KINKY NERO RUM	700ML	RUM	RUM		12				
> 😐	9388	MOUNT GAY ECLIPSE 700	700ML	RUM	RUM		12				
	9440	COYOTE 700	700ML	TEQUILA	TEQUILA		12				
	9441	CUERVO MARGARITA MIX 1LT	1000ML	TEQUILA	TEQUILA		12				
	0443		70014	TEOLULA	TEOLULA		10				
	1,820							-			
H4 44 4 P PP PH /	יא צ' א ₪	4						•			
	Wildcard filter		CLR								
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HI 41 4 1	• •• •• ••	* '* 🐨 📴 S RWD RW RO Resend	🖓 Clone 🛛 <u>F</u> ind	Iby APN Find by Su	upplier Item		E <u>x</u> it				

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



Now Enter in the new number '9389'.

Clone										
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									
	lone now									
	Clos <u>e</u>									

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.

Edit	it													
	Item Record - 9389													
Item Number 93	tem Number 9389 Description BUNDABERG RUM 100% PROOF												<u>R</u> efresh	
🖉 Details	Active	V		Jmp Pare	nt Item	Pick	Parent	9389						
🛐 Costs	Item Number	9389		Parent -										
🔤 Recipes	Description	CORUBA				Size -								
🗞 Stores	Size	700ML -			Parent L	na ugy p								
🛄 Sales	POS Desc	0	Pick	< Host Item	Item Type	InStore								
Promotions	Replicate	BEVERAGES	lational Prod No.	1	Carton Qty	6.00		Add APN	Delete APN					
🚏 Child Items	Sub-Group	SPIRITS	•	5	Luc Ex Gs	t \$0.00	Frei	ght Type	• 651 •					
& Supplier	Department	RUM	•	23	Unit Cost	\$0.00	No	n stocktake]				
	Category	RUM	•	23	Hold Normal	Price 👻	Ba	e modifier						
Trx History	Till Category		-	0	Points Multiple	•	Stri	ng PLU e Item		1				
Photo	Supplier	AUSTRALIAN LIQUUR MA	INNETENS V	ALM		Label								
Notes	Show all a	active/inactive											ltem a	t Locations
General	* Area /	Area Name 1770 LIQUOB	Price 1	Price	2 Price 3 \$32.99	Price 4 Open \$32.99	GI 100	°% Till ∩∩ ⊽	Stock Units	Stock CTNS Draw		Replic	Stocktake	Commit
								• Lind						
	1													
F	💠 Add	📝 Edit 😂 Delete	2 <u>R</u> efresh											
										C Roll to	Prev		incel	<u>S</u> ave

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

🕜 Items V3.1	.0.3 - icontrolnorth										
File Edit View Help											
💠 Add 💓 Change 🗢 Delete 🤕 Refresh 😂 Print Report											
BUND Date Marked for Deletion Only Activ											
* Status	💌 Item Number	Description 🛆 💌	Department 💌	Parent 💌 I	CTN Qty Replicate	💌 POS Desc 💌 🔺					
> 😑	5081	BULLEIT & COLA 5% CAN SGL	R.T.D SGL		24	BULLEIT 5% C.					
	8200	BULLEIT BOURBON	BOURBON		6	BULLEIT BOUI					
	14001	BUNDABERG GINGER BEER 750 SGL	SOFTDRINK PACKAGED		12	GINGER BEEF					
•	8004	BUNDABERG RUM	RUM		12	BUNDY RUM 1					
	8005	BUNDABERG RUM	RUM		12	BUNDY RUM (
	8006	BUNDABERG RUM	RUM		12	BUNDY RUM :					
	8007	BUNDABERG RUM MIN	RUM		12	BUNDY RUM 5					
•	8008	BUNDABERG RUM OP	RUM		6	BUNDY OP 70					
	8016	BUNDABERG RUM OP 2L	RUM		6	BUNDY OP 2L					
	8009	BUNDABERG RUM RED	RUM		12	BUNDY RED 7					
	8010	BUNDABERG RUM RESERVE	RUM		6	BOUNTY RUM					
•	8020	BUNDABERG RUM RESERVE	RUM		6	BOUNTY RUM					
	6746	BUNDY & COLA 10PK	R.T.D CTN	BUNDY &	3	BUNDY 10PK					
	6740	BUNDY & COLA 10PK CTN	R.T.D CTN	BUNDY &	1	BUNDY 10PK I					
	6741	BUNDY & COLA 10PK SGL	R.T.D CTN		30	BUNDY 10PK :					
	6566	BUNDY & COLA CAN (CUBE) 6PK	R.T.D PKS	BUNDY &	4	BUNDY CUBE					
	6561	BUNDY & COLA CAN (CUBE) SGL	R.T.D SGL		24	BUNDY CUBE					
	1,548					-					
	****	•				Þ					
	Wildcard filter		CLR								
HI II I	· > > > + × × · × ·	(Ind by APN) (Find by APN)	ind by Supplier Item			Exit					

Description Search

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		BUND				Date 🔲	Marked for De	eletion 📄 Only Act
Status	Item Number	Description	á V	Department	Parent 💌	CTN Qty	Replicate	POS Desc 🔳
9	14001	BUNDABERG GINGER BEER 750 SGL		SOFTDRINK PACKAGED		12		GINGER BEEF
•	8004	BUNDABERG RUM		RUM		12		BUNDY RUM
9	8005	BUNDABERG RUM		RUM		12		BUNDY RUM
9	8006	BUNDABERG RUM		RUM		12		BUNDY RUM
•	8007	BUNDABERG RUM MIN		RUM		12		BUNDY RUM
•	8008	BUNDABERG RUM OP		RUM		6		BUNDY OP 7
	8016	BUNDABERG RUM OP 2L		RUM		6		BUNDY OP 2
	8009	BUNDABERG RUM RED		RUM		12		BUNDY RED
	8010	BUNDABERG RUM RESERVE		RUM		6		BOUNTY RU
	8020	BUNDABERG RUM RESERVE		RUM		6		BOUNTY RU
	6746	BUNDY & COLA 10PK		R.T.D CTN	BUNDY &	3		BUNDY 10Pk
	6740	BUNDY & COLA 10PK CTN		R.T.D CTN	BUNDY &	1		BUNDY 10PH
	6741	BUNDY & COLA 10PK SGL		R.T.D CTN		30		BUNDY 10PK
	6566	BUNDY & COLA CAN (CUBE) 6PK		R.T.D PKS	BUNDY &	4		BUNDY CUB
	6561	BUNDY & COLA CAN (CUBE) SGL		R.T.D SGL		24		BUNDY CUB
	6556	BUNDY & COLA CAN 6PK		R.T.D PKS	BUNDY &	4	BUNDY6PK	BUNDY CAN
	6550	BUNDY & COLA CAN CTN		R.T.D CTN	BUNDY &	1		BUNDY CAN
	1,548							
н + + ++	H ~ * * F	4						
	Wildcard filter			(IB)				

Wildcard Search

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ile Edit View	Help							
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						Date 🔳	Marked for [Deletion 📄 Only Active
Status 🛛	💌 Item Number	Description	<u>×</u>	Department	💌 Parent 🛙	🗉 CTN Qty	Replicate	POS Desc 💌
0	8007	BUNDABERG RUM MIN		RUM		12		BUNDY RUM 5
0	8008	BUNDABERG RUM OP		RUM		6		BUNDY OP 70
•	8016	BUNDABERG RUM OP 2L		RUM		6		BUNDY OP 2L
•	8009	BUNDABERG RUM RED		RUM		12		BUNDY RED 7
•	8010	BUNDABERG RUM RESERVE		RUM		6		BOUNTY RUM
0	8020	BUNDABERG RUM RESERVE		RUM		6		BOUNTY RUM
0	5190	BUNDY RUM COLA 640ML CTN		R.T.D CTN	BUNDY	RI 1		BUNDY 640ML
•	5191	BUNDY RUM COLA 640ML SGL		R.T.D SGL		12		BUNDY 640ML
•	8017	BUNDY RUM LIQUOR		RUM		8		BUNDY LIQ 70
0	8018	BUNDY RUM LIQUOR PK		RUM		8		BUNDY LIQ PK
•	8011	CAPTAIN MORGAN RUM		RUM		12		CAP MORGAN
0	8012	CORUBA RUM		RUM		6		CORUBA RUM
	8013	INNER CIRCLE RED RUM		RUM		6		IN CIRCLE REI
۲	9522	MIRANDA RUM PORT		PORT & SHERRY		12		MIR RUM POF
•	8014	MT GAY RUM		RUM		12		MT GAY RUM
•	8015	RUMBA		RUM		6		RUMBA
	23							
	P * * P	4						Þ
	Wildcard filter	RUM		CLR				
		S RWD RW RO Resend	Clone Eind by APN Fi	nd by Supplier Item				Exit

• 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.)

Description	Ŧ

Items V3.1.0.3 -	icontrolnorth	(Marrison)	_	Street Versite Versite	Street Televise		2	\Leftrightarrow	×
File Edit View	Help								
🝦 Add 🛛 📝 <u>C</u> ha	ange 🤤 Delete	∂ <u>R</u> efresh	븛 <u>P</u> rint Report						
	1000						Date 📃	Marked for Del	etion 📄 Only Active
* Status 💌	Item Number	Description		<u>لا</u> ک	Department	Parent 💌	CTN Qty	Replicate	💌 POS Desc 💌
> 😑	10000	BANROCK STN	SEM CHARD		WINE CASKS		8	BROCK2LT	BROCK S/CHE
•	11002	BANROCK STN	SEM CHARD		WHITE WINES		6	B/ROCK	BROCK SEM C
•	12085	BANROCK STN	SHIA CAB		RED WINES		6	B/ROCK	BANROCK ST
•	12084	BANROCK STN	SHIRAZ		RED WINES		6	B/ROCK	BANROCK ST
•	10059	BANROCK STN	SHIRAZ		WINE CASKS		8	BROCK2LT	BROCK SHIRA
•	10001	BANROCK STN	SHIRAZ CAB		WINE CASKS		8	BROCK2LT	BROCK SHZ C
•	13002	BANROCK STN	SPK WHT SHZ		SPARKLING WINES		6	B/ROCK	BROCK SP WH
•	10052	BANROCK STN	WHITE SHIRAZ		WINE CASKS		8	BROCK2LT	BROCK W SH2
•	12001	BANROCK STN	WHITE SHIRAZ		RED WINES		6	B/ROCK	BROCK WHITE
•	2001	BAREFOOT RAI	DLER STUB		PACKAGED BEER SGL		24		BAREFOOT S1
•	2006	BAREFOOT RAI	DLER STUB 6PK		PACKAGED BEER PKS	BAREFOO	4		BAREFOOT S1
•	2000	BAREFOOT RAI	DLER STUB CTN		PACKAGED BEER CTN	BAREFOO	1		BAREFOOT C1
•	9012	BARON B/SCOT	CH SCHNAPPS		LIQUEURS		12	BARON	BARON B SCO
•	8800	BAROSSA BRAI	NDY		BRANDY		12		BAROSSA BR/
•	3006	BECKS BEER 6	РК		PACKAGED IMP PKS	BECKS BE	4		BECKS BEER I
•	3000	BECKS BEER C	TN		PACKAGED IMP CTN	BECKS BE	1		BECKS BEER I
	3001	BECKS BEER S	TUB		PACKAGED IMP SGL		24		BECKS BEER :
	1,548								
HI 4 4 5 39 39	1 2 * * P	4							Þ
	Wildcard filter				CLR				
HI 4 4 > >>	H 🔺 🔭 F		RWD RW RO	Resend 🖓 Clone Eind by APN Fi	nd by Supplier Item				Exit

14 IControl Manual

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
- <u>Cost Tab</u>- In this section is where the cost can be added or edited or deleted. See Cost Tab.
- <u>Recipes Tab</u>- Used to show the product that have recipes linked to them. An example of when a recipe is used is Cocktails.See <u>Recipes</u>to add a Recipe.
- <u>Stores Tab</u>- 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.
- **<u>Promotion Tab</u>** Shows wether the product in on promotion or has an up and coming promotion.
- **<u>Child items Tab</u>** Displays a list of child items link to this product. See Child Items.
- <u>Supplier Items Tab</u>- 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.
- **<u>Purchases Tab</u>** Displays all purchases for the product in item record. See Purchases Tab.
- <u>Trx History Tab</u>- Displays a list of all transactions for the product. See Trx History Tab.
- **<u>Photo Tab</u>** 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.

Edit	24														
						Item	Recor	d - 9:							
Item Number 92	13		Descriptio	n ROTH	BURY EST	SEM SA	AUV BLC								Prefresh 🕑
📝 Details	Active	V	Jmp Pa	rent Item			Parent De:	sc -				9213 9313666147	714		
S Costs	Item Number	9213			(Pick f	Parent	Si: Parent CT	ze -		Ac	Id AP <u>N</u>	3313000141			
🔤 Recipes	Description	ROTHB	URY EST SE	M SAUV B	BLC		Q	ty -		Del	ete APN				
🖏 Stores	Size	750ML	-								F	reight Tupe		•	
🛄 Sales	POS Desc	ROTH E	ST SSB			(Pick I	Host Item	lte	em Type	InStore	G	ist	GST	•	
Promotions	Replicate	ROTH	OU	P) Natio	nal Prod No)		C.	arton Qty	y 12	۹ 00	lon stocktak	e		
🖫 Child Items	Group	BEVER	AGES			-	1	C.	arton Co	st \$80.	39 E	Base modifier String PLU			
	Sub-Group	WINE				-	4	L	uc Ex G:	st \$6.	09	, ang r 20			
	Department	WHITE				-	40	U 	nit Cost	\$6.	70	Added	12/05/	/2008	
🐻 Purchases	Category	WHITE					123	Hold	i Normal	GP %	-	Change	ed 26/08/	/2010	
🗊 Trx History	Supplier	AUSTR		R MARKE	TEBS		ALM	Fuiri	is mulup			Deleted			
Photo	Supplier		1211 11 21 200									byOse	•		
General	Show all	active/in	active											Item a	t Locations
	* Area Area	Name	Price 1 🛆	Price 2	Price 3	Price 4	Open	GP%	Till 9	Stock Units SI	ock CTNS	Draw	Replicate	Stocktake	Commit
	2 BIST	N BAR	\$22.00	\$22.00	\$22.00	\$18.00		69.55 69.55		51.8 N	4.32	I MAIN BAB	ROTH	19/0//2010	19/0//2010
	2 0101		422.00	\$ 22.00	\$ 22.00	\$ 10.00		00.00			0.00				
	2														
		Gro			N.D. ()										
Þ			De		<u>H</u> erresh)									
											🗌 Roll te	Prev Ne	ext)	Cancel	<u>S</u> ave

- 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 intervention of 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.

Edit	24														
						Item	Recor	d - 9:							
Item Number 92	13		Descriptio	n ROTH	BURY EST	SEM SA	AUV BLC								Prefresh 🕑
📝 Details	Active	V	Jmp Pa	rent Item			Parent De:	sc -				9213 9313666147	714		
S Costs	Item Number	9213			(Pick f	Parent	Si: Parent CT	ze -		Ac	Id AP <u>N</u>	3313000141			
🔤 Recipes	Description	ROTHB	URY EST SE	M SAUV B	BLC		Q	ty -		Del	ete APN				
🖏 Stores	Size	750ML	-								F	reight Tupe		•	
🛄 Sales	POS Desc	ROTH E	ST SSB			(Pick I	Host Item	lte	em Type	InStore	G	ist	GST	•	
Promotions	Replicate	ROTH	OU	P) Natio	nal Prod No)		C.	arton Qty	y 12	۹ 00	lon stocktak	e		
🖫 Child Items	Group	BEVER	AGES			-	1	C.	arton Co	st \$80.	39 E	Base modifier String PLU			
	Sub-Group	WINE				-	4	L	uc Ex G:	st \$6.	09	, ang r 20			
	Department	WHITE				-	40	U 	nit Cost	\$6.	70	Added	12/05/	/2008	
🐻 Purchases	Category	WHITE					123	Hold	i Normal	GP %	-	Change	ed 26/08/	/2010	
🗊 Trx History	Supplier	AUSTR		R MARKE	TEBS		ALM	Fuiri	is mulup			Deleted			
Photo	Supplier		1211 11 21 200									byOse	•		
General	Show all	active/in	active											Item a	t Locations
	* Area Area	Name	Price 1 🛆	Price 2	Price 3	Price 4	Open	GP%	Till 9	Stock Units SI	ock CTNS	Draw	Replicate	Stocktake	Commit
	2 BIST	N BAR	\$22.00	\$22.00	\$22.00	\$18.00		69.55 69.55		51.8 N	4.32	I MAIN BAB	ROTH	19/0//2010	19/0//2010
	2 0101		422.00	\$ 22.00	\$ 22.00	\$ 10.00		00.00			0.00				
	2														
		Gro			N.D. C. J										
Þ			De		<u>H</u> erresh)									
											🗌 Roll t	Prev Ne	ext)	Cancel	<u>S</u> ave

- 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 <u>transfers</u>, 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 34	421	Description XXXX GOLD STUB		🗐 🎅 <u>R</u> efresh
📝 Details	Child Items (Print		Close
S Costs	* Child Item	Description	Size CTN Qt	y Price
🔄 Recipes	> 3420	XXXX GOLD STUB CTN	375ML	1 \$0.9
🖏 Stores	3428	MM GOLD STOB OFK	SYSME	4 \$12.0
🛄 Sales				
Promotions				
指 Child Item	\$			
& Supplier Items				
🚚 Purchases				
🗊 Trx History				
📔 Photo				
General	=			
	_			
	2			
(L)			Roll to Prev	lext) <u>C</u> ancel <u>S</u> ave

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.

<u>Ctn Qty by pack size</u> 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*

<u>Wines</u>

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).

Edit				-			
		Iter	n Record - 10				
Item Number 10	Descr	iption CARL DRGHT DIN					∂ <u>R</u> efresh
🖉 Details	Item Cost History			Delete	all older than 30	🚔 days	Close
🚺 Costs	* Store Date		7	Last Cost	Avg Cost	Line Cost C	ost Type
🔄 Recipes	Club Hotel 7/09/2010	5:45:00 AM	*	\$201.67	\$201.67	\$201.67	
Stores							
📶 Sales							
Promotions							
🚦 Child Items							
& Supplier Items							
🌄 Purchases							
🗊 Trx History							
Photo							
General							
	1			Aug #201 07			
		4		AVg=\$201.67 A	vg=\$201.67		h
F	🖶 Add 📝 Edit	Delete					
				🗖 Roll to 🛛 Pre	ev Next C a	incel	<u>S</u> ave

- 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

	Item Cost	
🚱 Pick Store	Club Hot	el Clear
Item Number	10	
Date	15/09/2010 🗨	
Last Cost	205.36	
Avg Cost	205.36	
Line Cost	205.38	
Document type	AVG OH 👤	
		Cancel 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).

Edit		and the second second					
			Item Record -	10			
Item Number 10	 	Description CARL DRGH	T DIN			[🔂 🔀 🛐	resh
🖉 Details	Item Cost H	listory		[elete all older than 30	🚖 days 🛛 Clos	se
🚺 Costs	* Store	Date	۵.	Last Cos	t Avg Cost	Line Cost Cost Typ	e
🔤 Recipes	Club Hotel	7/09/2010 5:45:00 AM	•	\$201.63	7 \$201.67	\$201.67	
Stores							
🛄 Sales							
Promotions							
🎦 Child Items							
& Supplier Items							
🌄 Purchases							
🗊 Trx History							
📑 Photo							
General							
			[4 4001.07		
		v 4		Avg=\$201.67	Avg=\$201.67		
	🕂 Add	Edit Delete					
				🔳 Roll to	Prev Next	Cancel Save	,

- 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

	Item Cost	
🕤 Pick Store	Club Hotel	Clear
Item Number	10	
Date	15/09/2010 🖵	
Last Cost	205.36	
Avg Cost	205.36	
Line Cost	205.36	
Document type	AVG OH 🚽	
		Cancel 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

1.1.2.1.5 Trx History Tab

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.

Edit	-	-									
			Item Re	cord - 2071							
Item Number 20	71	Description CARLTON D	RY FUSION LIME STU	В						Befre	əsh
📝 Details	History 👩 Pick S	Store North A	istralian Hotel	Transaction Type	Wastage	Recipes				📑 Prin	t
S Costs	Clear 🕜 Pick Lo	Area 2, E	OTTLESHOP	🔲 Sales (Manual) 🗌 Transfer	Commit					
🔤 Recipes	Reset all	Date Field Posted Date	•	Purchases	Variances	Auto Transfe	er			Course NL	_
Stores 🕎	123	From 27/04/2010	▼ To 15/09/20	10 💌		E	xpand	AII C	ollapse All	Search No	SW
🛄 Sales	Data									-	
Promotions	Posted D A Timest Disc Name : BOTTL	tamp 🛛 🗠 Trx Type ESHOP (655)	Item Desc			Size	Qty	CT 1	Movem W	Comment	ĥ
🚦 Child Items	28/04/2010 1/05/2	2010 1:38:36 PM ITMSAL	CARLTON DRY FL	ISION LIME ST 6P		375ML	2	4	-12 B	Journal VTERM	
o Supplier	1/05/2010 2/05/2	2010 5:00:16 AM TIMSAL 2010 5:00:16 AM TIMSAL	CARLTON DRY FU	ISION LIME ST CTN ISION LIME ST CTN		375ML 375ML	2	1	-24 B -48 B	Journal VTERM	
oo Items	1/05/2010 2/05/2	2010 5:00:30 AM ITMSAL	CARLTON DRY FL	ISION LIME ST 6P		375ML	1	4	-6 <mark>B</mark>	Journal VTERM	
🐻 Purchases	2/05/2010 3/05/2	2010 5:00:21 AM ITMSAL	CARLTON DRY FL	ISION LIME ST 6P		375ML	1	4	-6 B	Journal VTERM	
	3/05/2010 4/05/2	2010 5:00:08 AM ITMSAL	CARLTON DRY FL	ISION LIME ST 6P		375ML	1	4	-6 <mark>B</mark>	Journal VTERM	
I rx History	4/05/2010 5/05/2	2010 5:00:46 AM TTMSAL	CARLTON DRY FL	ISION LIME ST CTN		375ML	1	1	-24 B	Journal VTERM	
Photo	5/05/2010 6/05/2	2010 5:00:40 AM TTMSAL	CARLTON DRY FU	ISIUN LIME ST 6P		375ML	2	4	-12 B	Journal VIERM	
	5/05/2010 6/05//	2010 5:00:40 AM TTMSAL	CARLIUN DRY FU			375ML	3	24	-3 B	Journal VIERM	
General	0/05/2010 3/05/2 0/05/2010 9/05/2	2010 5:00:30 AM TEMSAL 2010 11:40:20 VADIAN				275ML	c 2	24	-12 D	Stocktoke Ent	
	9/05/2010 3/03/2	2010 11:40:30 VARIAN	CABLTON DRY FL	ISION LIME STOP		375ML	0	24		Journal VTERM	
	9/05/2010 10/05	/2010 10:47:44 ITMSAL	CABLTON DRY FL	ISION LIME ST CTN		375ML	3	1	-72 B	Journal VTERM	
	10/05/2010 11/05	/2010 11:39:28. ITMSAL	CABLTON DRY FL	ISION LIME ST CTN		375ML	1	1	-24 B	Journal VTERM	
	11/05/2010 14/05	/2010 2:27:43 ITMSAL	CABLTON DBY FL	ISION LIME ST 6P		375ML	1	4	-6 B	Journal VTERM	
	12/05/2010 14/05	/2010 2:29:21 ITMSAL	CARLTON DRY FL	ISION LIME ST CTN		375ML	1	1	-24 B	Journal VTERM	
	13/05/2010 14/05	/2010 5:00:31 ITMSAL	CARLTON DRY FU	ISION LIME ST CTN		375ML	2	1	-48 B	Journal VTERM	
	14/05/2010 15/05	/2010 5:00:45 ITMSAL	CARLTON DRY FL	ISION LIME ST 6P		375ML	1	4	-6 <mark>B</mark>	Journal VTERM	
	15/05/2010 16/05	/2010 5:01:13 ITMSAL	CARLTON DRY FL	ISION LIME ST CTN		375ML	5	1	-120 B	Journal VTERM	
F	39							[655		-
Ŀ						Roll to	Prev	Next	<u>C</u> ance	I <u>S</u> ave	

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

Edit									
	Item Record - 2061								
Item Number 20	51 Description CARLTON DRY FUSION LEMON STUB				🛿 <u>R</u> efresh				
🖉 Details	Transaction Type								
S Costs	Clear Rectange Clear Cle	mmit							
🔤 Recipes	Reset all Date Field Posted Date 💌 🔽 Purchases 🗌 Variances 🗍 Aut	to Transfer							
Stores	1 2 3 From 29/04/2010 To 17/06/2010 T	Exp	and All Col	apse All	Search Now				
🛄 Sales	Data				-				
Promotions	* Posted Date / Timestamp / Tim Type tem Desc / Item Desc : CARLTON DRY FUSION LEMON 6PK (-18)	Size	Qty CT	Movem W	Comment				
🚦 Child Items	1/05/2010 2/05/2010 5:00:39 AM ITMSALE CARLTON DRY FUSION LEMON 6PK 8/05/2010 9/05/2010 5:00:31 AM ITMSALE CARLTON DRY FUSION LEMON 6PK	355ML 355ML	1 4	-6 B -6 B	Journal VTERM Journal VTERM				
& Supplier Items	29/05/2010 30/05/2010 5:00:19 AM ITMSALE CARLTON DRY FUSION LEMON 6PK	355ML	1 4	-6 B	Journal VTERM				
👼 Purchases				-18					
📑 Trx History	29/04/2010 30/04/2010 5:00:41 AM ITMSALE CARLTON DRY FUSION LEMON CTN	355ML	1 1	-24 B	Journal VTERM				
Photo	2/05/2010 3/05/2010 5:00:32 AM ITMSALE CARLTON DRY FUSION LEMON CTN	355ML	1 1	-24 B -24 B	Journal VTERM				
	> 8/05/2010 9/05/2010 5:00:45 AM ITMSALE CARLTON DRY FUSION LEMON CTN	355ML	1 1	-24 B	Journal VTERM				
General	15/05/2010 16/05/2010 5:01:17 AM ITMSALE CARLTON DRY FUSION LEMON CTN	355ML	2 1	-48 B	Journal VTERM				
	22/05/2010 23/05/2010 10:45:41 ITMSALE CARLTON DRY FUSION LEMON CTN	355ML	1 1	-24 B	Journal VTERM				
	170672010 270672010 1:36:11 PM TEMSALE CARETON DRY FUSION LEMON CTN	355ML	1 1	-24 B	Journal VIERM				
	7			-192					
	Item Desc : CARLTON DRY FUSION LEMON STUB (-139)								
	9/05/2010 9/05/2010 11:55:58 PM VARIANC CARLTON DRY FUSION LEMON STUB	355ML	· 24	-192 B	Stocktake Entr				
	9/05/2010 9/05/2010 11:49:12 PM VARIANC CARLTON DRY FUSION LEMON STUB	355ML	53 24	53 <mark>B</mark>	Stocktake Entr				
	2			-139					
F	12			-349					
lej 🗐	Ē	Roll to	Prev Next	<u>C</u> ancel	Save				

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.

Edit		-									
				Item Re	cord - 2061						
Item Number 2061 Description CARLTON DRY FUSION LEMON STUB											
📝 Details	History C Pick Store Transaction Type										
S Costs		Sales (Til) Wastage Recipes									
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Promotions	Posted A 29/04/2010	30/04/2010 5:00:41 AM	Trx Type ITMSALE	CABLTON DBY FUS			355MI	U(ty L1	Movement W	Journal VTEBM	
Te childham	30/04/2010	1/05/2010 5:00:18 AM	ITMSALE	CARLTON DRY FUSI	ON LEMON CTN		355ML	1	1 -24 B	Journal VTERM	
E Child Items	1/05/2010	2/05/2010 5:00:39 AM	ITMSALE	CARLTON DRY FUSI	ON LEMON 6PK		355ML	1	4 -6 <mark>B</mark>	Journal VTERM	
& Supplier	2/05/2010	3/05/2010 5:00:32 AM	ITMSALE	CARLTON DRY FUSI	ON LEMON CTN		355ML	1	1 -24 B	Journal VTERM	
	8/05/2010	9/05/2010 5:00:31 AM	ITMSALE	CARLTON DRY FUSI	ON LEMON 6PK		355ML	1	4 -6 <mark>B</mark>	Journal VTERM	
🚚 Purchases	> 8/05/2010	9/05/2010 5:00:45 AM	ITMSALE	CARLTON DRY FUSI	ON LEMON CTN		355ML	1	1 -24 B	Journal VTERM	
🕅 Tru History	9/05/2010	9/05/2010 11:49:12 PM	VARIANC	CARLTON DRY FUSI	ON LEMON STUB		355ML	53 2	4 53 B	Stocktake Entr	
	15/05/2010	16/05/2010 11:55:58 PM	ITMSALE	CARLTON DRY FUS	ON LEMON STUB		355ML	2	4 -132 D 1 _48 B	Journal VTEBM	
🛅 Photo	22/05/2010	23/05/2010 10:45:41	ITMSALE	CARLTON DRY FUS	ON LEMON CTN		355ML	1	1 -24 B	Journal VTERM	
General	29/05/2010	30/05/2010 5:00:19 AM	ITMSALE	CARLTON DRY FUSI	ON LEMON 6PK		355ML	1	4 -6 B	Journal VTERM	
Gioriai	1/06/2010	2/06/2010 1:36:11 PM	ITMSALE	CARLTON DRY FUSI	ON LEMON CTN		355ML	1	1 -24 B	Journal VTERM	
Þ	12]							-349		
Ŀ							Roll to	Prev Nex	<u>C</u> ancel	<u>Save</u>	

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 <u>recipes</u> 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.

Edit			1 1 mar 10	Concession in the local division in the loca								
	Item Record - 9379											
Item Number 93	79		Description	BUNDABEF	IG 700							🛐 Refresh
🖉 Details	н	istory 📑	Pick Store			Transaction Type	E w	astage 🗆	Recipes			Print
S Costs		Clea <u>r</u> 🚳	Pick Location			Sales (Manual)) 🗆 Tri	ansfer 🗌	Commit			
🔤 Recipes	E	leset all	Date Field Po	isted Date	•	Purchases	🗌 Va	riances 🕅	Auto Trans	fer		
Stores 🌑	1	23	From 16	/08/2010	▼ To 15/09/20	10 💌				Expand All	Collapse All	Search Now
🛄 Sales	D.	ata					1-					
Promotions	*	Posted A	Timestamp A	Trx Type	Item Desc	Size	Qty	Qty 2	Uby 3	CTN Qty	Movement	Comment
🔓 Child Items		7/09/2010	7/09/2010 11:58:35	VARIANC	BUNDABERG 700	700ML	54	54		0 12	54	Stocktake Entry
	H	8/09/2010	9/09/2010 9:11:43 9/09/2010 6:40:42	ITMSALE	BUNDABERG 700	700ML 700ML	54	0		0 12	-5	journal VTERM
items		15/09/2	15/09/2010 4:40:12	VARIANC	BUNDABERG 700	700ML	-1	48	4	9 12	-1	Stocktake Entry
of Purchases	Н	4									102	
[Trx History		5 LOC Name :	CLUB DRIVE (693)								693	
Photo	H	🖃 Loc Name :	CLUB PUBLIC (10)									
General	P	7/09/2010	8/09/2010 8:59:46	VARIANC	BUNDABERG 700	700ML	5	5		0 12	5	Stocktake Entry
		2	8/09/2010 9:11:43	CUMMIT	BUNDABERG 700	700ML	5	U		0 12	10	CUMMIT from Cu
	H	E Loo Nama :		(27)							10	
	H	7/09/2010	8/09/2010 9:00:35	VARIANC	BUNDABERG 700	700ML	15	15		0 12	15	Stocktake Entry
		7/09/2010	8/09/2010 9:11:43	COMMIT	BUNDABERG 700	700ML	15	0		0 12	15	COMMIT from Cu
	Н	8/09/2010	9/09/2010 6:44:20	ITMSALE	BUNDABERG 700	700ML	1	0		0 12	-1	Journal VTERM
		9/09/2010	14/09/2010 8:44:51	TIMSALE	BUNDABERG 700	ZUUML	2	U		0 12	-2	Journal VIERM
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										Prev		

1.1.2.1.6 Location Items

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

<u>Summery</u>

- •
- 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% 1	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	1	0	0.00	CLUB PUBLIC			
	9 CLUB FUNCTIONS	\$3.30	\$3.30	\$3.30	\$3.30		60.86	V	0	0.00	CLUB PUBLIC			
	3													
			_											
🕂 👍	🕂 <u>A</u> dd 📝 <u>E</u> dit 🤤 Delete 😂 <u>B</u> efresh													

- 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

nventory	31
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	Set Price 1	-		X				
	What Gross Percentage do you require? 65							
the sell price to suit.		ок 🛛	Cancel					
	ltem	n - Locatio	on Record					
Item Number 24	Description PU	RE BLONDE PO)T					
Location CLUB PUBLIC	•							
Options 🖉 Active in this local	tion 🛛 👽 Send to Tills	🔲 Open F	Price	History Last Delivery	Order No			
Normal Price 1 P	Price 2 Price 3	Price 4	Price override	Last Delivery Last Delivery	Units 0.00			
Normal Sell \$3.30 Normal GP% 60.86% 2 41 Unit Cost \$1.29 1	\$2.40 \$1.50 6.18% 2 13.89% 2 Activate Prices in all Location this Location. Set by 'Copy Pr Maint	\$2.20 41.29% 🔏 is that Replicate rice' in Locations		Last Stockta Last Commit Last Sale Da	ke Date			
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			-				
Charle	(a. Catana)	Stock	Location					
Units on Hand 0.00	0.00	Pickin	g slip bin location		•			
Min stock units 0.00				[•			
Max Stock Units 0.00		Catego	ry 1		Clear			
Min Reorder Units 0.00 Draw Stock From	.	CLR Catego	ту 2	•	Item Replicate			
Uniy required if you want to Draw Sto	ock from abother Area				<u>Cancel</u> 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
Normal GP%	60.86% 🔏	46.18% 🔏	13.89% 🔏	41.29% 🔏	changes in 'CLUB
Unit Cost	\$1.29	Maint	es in all Location . Set by 'Copy Pr	is that heplicate ice' in Locations	FOBLIC

Promotion	Price 1	Price 2	Price 3	Price 4
Promo Sell	\$37.99	\$33.00	\$0.00	\$0.00
Promo No	18/WK2	Mix ar	nd 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 <u>suggested</u> 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	I)							
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 <u>Save</u>
- 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.

6 Promotions V3.1.0.0 - icontrolmont		X
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★ 4		•
Copy Initiate/Terminate Refresh S RWD RW RO	E	E <u>w</u> it

Promotions

To add a promotion click Promotions.

Click Add

Enter the Promotion Number and Description.

Add New Promoti	ion	Inter States State							
Add New Promotion									
Promo Number	1								
Batch Type	Sell 👻								
Description	Bottlo Promo1								
	<u>C</u> ancel	<u> </u>							

- 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)

Batch	-			-						
					Promotior	ns Batch				
Header										
In Active 📃	Promo No	1	Points Multi	iple	Туре	Skip Invest Buy 📃	Activate in Are	eas		
Locked?	Description	BOTTLO PROM	MO 1			Promo Display 🔽	Activate in Ar	reas		
	Туре	Sell	•				Loc No	DRIVE	Name	
	Selling Start	7/09/2010	▼ End	8/03/2011	-	邌 Edit Schedule	25	CELLARS PUBLIC BA	λR	
	March 13	Normal, using	start and end	dates			6 9 10	LOUNGE E FUNCTION BISTRO	BAR I BAR	
	Buying Start	8/09/2010	- End	8/09/2010	-					
🔄 Display Ac	tive Only									
* Item Number	r 🛆 Descripti	on			Price 1	Price 2	Price 3	Price 4	Norm Price Active	MixMatch
					<no data<="" th=""><th>to display></th><th></th><th></th><th></th><th></th></no>	to display>				
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- 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 Selector this Item

•

	Prom	notion Ite	m			
				_		
Item Number:	2000	<u> (11) F</u> ind	Δ	lotion	•	•
Description:	BAREFOOT RADI	LER STB CTN,	330ML			
Normal Price:	46.99					
Unit Cost:	39.82					E
Carton Qty	1					Ite
Carton Cost:	39.82	Mix and Mate	h Group			-
Active					Clea	Te
Promotion	Dring 1	Dring 2	Dries		Drine 4	
Promo Prices	42.99		FIICE	;3	Flice 4	
Gross Profit %	7.38	.00		.00		00
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<u>sales for this</u>	Item			JSE		
	ltem					
<u>a 2ales for this</u>		Pick Ite				
a) Lages for this		Pick Ite				
<u>alles for this</u>		Pick Ite		A-14-12-2		
Item Number	Description	Pick Ite		Active?	Size 750MI	Departmen
Item Number 9879 13036	Description WOOD QA RE	Pick Ite		Active?	Size 750ML 750ML	Departmen RED WINE POBT
Item Number 9879 13036 9031	Description WOOD QA RE WOOD QA TA	Pick Ite		Active?	Size 750ML 750ML 700ML	Departmen RED WINE PORT BOURBON
Item Number 9879 13036 9031 1213	Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI	Pick Ite		Active?	Size 750ML 750ML 700ML 30 ML	Departmen RED WINE PORT BOURBON BAR FORT
Item Number 9879 13036 9031 1213 9032	Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI WOODSTOCH	Pick Ite		Active?	Size 750ML 750ML 700ML 30 ML 700ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON
Item Number 9879 13036 9031 1213 9032 9880	Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI WOODSTOCK WYNNS COO	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML < 700ML N CAB SHZ ME		Active?	Size 750ML 750ML 700ML 30 ML 700ML 700ML 750ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE
Item Number 9879 13036 9031 1213 9032 9880 10959	Description Uescription Uescriptio Uescriptio Uescriptio Uescriptio Uescriptio Uescriptio Uescriptio U	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML < 700ML N CAB SHZ ME N RIESLING		Active?	Size 750ML 750ML 750ML 30 ML 700ML 700ML 750ML 750ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI
Item Number 9879 13036 9031 1213 9032 9880 10959 9881	Item Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI WOODSTOCH WOODSTOCH WYNNS COO WYNNS COO WYNNS COO	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML < 700ML N CAB SHZ ME N RIESLING N SHIRAZ		Active?	Size 750ML 750ML 700ML 30 ML 700ML 750ML 750ML 750ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE
Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62	Description U00D QA RE W00D QA TA W00D PORD W00DLEY SI W00DSTOCH W00DSTOCH WYNNS CO0 WYNNS CO0 WYNNS CO0 WYNNS CO0	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML 700ML N CAB SHZ ME N RIESLING N SHIRAZ		Active?	Size 750ML 750ML 750ML 30 ML 700ML 750ML 750ML 750ML 750ML 250ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU
Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62 2200	Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI WOODSTOCH WYNNS COO WYNNS COO WYNNS COO WYNNS COO	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML (700ML N CAB SHZ ME N RIESLING N SHIRAZ JZ AN 30PK		Active?	Size 750ML 750ML 750ML 30 ML 700ML 750ML 750ML 750ML 750ML 200ML 375ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU
Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62 2200 2206	Item Description U00D QA RE W00D QA TA W00DFORD W00DLEY SI W00DSTOCH W00DLEY SI W00DSTOCH WYNNS CO0	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML < 700ML N CAB SHZ ME N RIESLING N SHIRAZ JZ AN 30PK AN 6PK	N ERLOT 7	Active?	Size 750ML 750ML 750ML 30 ML 700ML 750ML 750ML 750ML 250ML 200ML 375ML 375ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU XXXX CTN
Pares for this Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62 2200 2206 2201	Item Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI WOODSTOCH WOODSTOCH WYNNS COO	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML < 700ML N CAB SHZ ME N RIESLING N SHIRAZ DZ AN 30PK AN 6PK AN 6PK AN SGL		Active?	Size 750ML 750ML 750ML 30 ML 700ML 30 ML 750ML 750ML 250ML 200ML 375ML 375ML 375ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU XXXX CTN XXXX PK XXXX SGL
Pares for this Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62 2200 2206 2201 60	Item Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI WOODSTOCH WOODSTOCH WONNS COO WYNNS COO	Pick Ite EGENCY RED AWNY PORT RES BOURBO HERRY 30ML (700ML N CAB SHZ ME N RIESLING N SHIBAZ DZ AN 30PK AN 6PK AN 6PK AN SGL			Size 750ML 750ML 750ML 30 ML 700ML 750ML 750ML 750ML 200ML 375ML 375ML 375ML 375ML 375ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU XXXX CTN XXXX PK XXXX SGL HEAVY BU
Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62 2200 2206 2201 60 co	Item Description WOOD QA RE WOOD QA TA WOOD QA TA WOODFORD WOODLEY SI WOODSTOCH WYNNS COO	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML (700ML N CAB SHZ ME N RIESLING N CAB SHZ ME N RIESLING N SHIBAZ 0Z AN 30PK AN 6PK AN 5GL IN		Active?	Size 750ML 750ML 750ML 30 ML 700ML 750ML 750ML 750ML 200ML 375ML 375ML 375ML 375ML 375ML 375ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU XXXX CTN XXXX SGL HEAVY BU
Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62 2200 2206 2201 60 co 1,841	Item Description U00D QA RE W00D QA TA W00DFORD W00DLEY SI W00DSTOCH W00DLEY SI W00DSTOCH WYNNS COO	Pick Ite EGENCY RED AWNY PORT RES BOURBO HERRY 30ML < 700ML N CAB SHZ ME N RIESLING N SHIRAZ 0Z AN 30PK AN 6PK AN 5GL IN		Active?	Size 750ML 750ML 750ML 30 ML 700ML 750ML 750ML 750ML 750ML 200ML 375ML 375ML 375ML 375ML 375ML 375ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU XXXX PK XXXX SGL HEAVY BU
Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62 2200 2206 2201 60 70 1,841	Item Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI WOODSTOCH WONNS COO WYNNS COO	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML < 700ML N CAB SHZ ME N RIESLING N SHIRAZ DZ AN 30PK AN 6PK AN 6PK AN SGL IN		Active?	Size 750ML 750ML 750ML 30 ML 700ML 30 ML 750ML 750ML 750ML 200ML 375ML 375ML 375ML 375ML 375ML 375ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU XXXX CTN XXXX PK XXXX SGL HEAVY BU
Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62 2200 2206 2201 60 1,841 ▲ ▶ ₩ ☎ ¥ tem No Filter	Item Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI WOODSTOCH WONNS COO WYNNS COO	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML < 700ML N CAB SHZ ME N RIESLING N SHIRAZ DZ AN 30PK AN 6PK AN 6PK AN 5GL IN	V Filter	Active?	Size 750ML 750ML 750ML 30 ML 700ML 750ML 750ML 750ML 200ML 375ML 375ML 375ML 375ML 375ML 375ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU XXXX CTN XXXX PK XXXX SGL HEAVY BU
Item Number 9879 13036 9031 1213 9032 9880 10959 9881 62 2200 2206 2201 60 1,841 ▲ ▶ ₩ 𝔅 ¥ tem No Filter	Item Description WOOD QA RE WOOD QA TA WOODFORD WOODLEY SI WOODSTOCH WOODSTOCH WYNNS COO	Pick Ite EGENCY RED WNY PORT RES BOURBO HERRY 30ML (700ML N CAB SHZ ME N RIESLING N SHIBAZ 0Z AN 30PK AN 6PK AN 6PK AN 5GL IN	V Filter	Active?	Size 750ML 750ML 750ML 30 ML 700ML 750ML 750ML 750ML 200ML 375ML 375ML 375ML 375ML 375ML 375ML	Departmen RED WINE PORT BOURBON BAR FORT BOURBON RED WINE WHITE WI RED WINE HEAVY BU XXXX CTN XXXX PK XXXX SGL HEAVY BU

- 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 Pro	motion Items
 ✓ POKER FACE CHARDONNAY ✓ POKER FACE SHIRAZ ✓ POKER FACE SSB 	
	Cancel OK
1	

- Once all items are entered Click 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.
| Promotion Item | | | | | | | |
|----------------|---------------|----------------|----------------|----------|--|--|--|
| Promotion Item | | | | | | | |
| Item Number: | 2200 | 0 <u>F</u> ind | Action | • | | | |
| Description: | XXXX BITT CAN | 1 30PK, 375ML | | | | | |
| Normal Price: | 50.9 | 9 | | | | | |
| Unit Cost: | 42.90 |) | | E | | | |
| Carton Qty | | 1 | | <u>F</u> | | | |
| Carton Cost: | 42.9 | 0 Mix and Mate | h Group MM 2 F | ORA 👻 | | | |
| Active | ✓ | | | Clear | | | |
| Promotion | Price 1 | Price 2 | Price 3 | Price 4 | | | |
| Promo Prices | | 45.00 | | | | | |
| Gross Profit % | .00 | 4.67 | .00 | .00 | | | |
| | | | | | | | |
| Sales for this | Item | | <u>C</u> lose | <u> </u> | | | |

• 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 butto	on and rename the new	v copied promotion.	Сору
Copy Pron	notion Batch		
Copy From Promo No	1		
To New Promo No	2		
	CACtive Only		
	<u>C</u> ancel <u>OK</u>		

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.

1	Batch	1	/				11111				
					Promotion	s Batch					
	Header										
	In Active 📃	Promo No	1 Poir	nts Multiple	Туре	Skip Invest Buy 📃	Activate in Are	as			
	Locked?	Description	BOTTLO PROMO 1			Promo Display 🗹	Activate in Ar	eas			
1		Туре	Sell 🔻				Loc No	Location	lame		
		0 11 01 1	7/00/2010	F 1 0/02/2011		🔿 Edit Cabadula	2	CELLARS			
		Selling Start	7/09/2010	End 8/03/2011	_		5	PUBLIC BA	R AR		
	N.	13	Normal, using start a	ind end dates			9	FUNCTION	BAR		
		P	0.000.0010	E 1 0/00/2010				BISTRO COMMERC	IAL DRIVE		
		Buying Start	0/03/2010	End 070372010	<u> </u>		21	COMMERC	IAL PUBLIC		
	Display Ac	tive Unly									
	Item Number	A Descripti	on		Price 1	Price 2	Price 3	Price 4	Norm Price A	Active	MixMatch
	10900	POKER	FACE CHARDONNAY,	. 750ML	\$7.99	\$6.67			\$7.99	~	9
	10901	POKER	FACE SSB, 750ML		\$7.99	\$6.67			\$7.99	~	9
	10932	TOKOEK	A EST SAUV BLANC,	750ML	\$11.99	\$10.00			\$11.99	1	8
	2490	POW GO	DLD CAN CTN, 375ML		\$32.99	\$31.00	\$0.00	\$0.00	\$0.00	~	7
	> 9831	POKER	FACE CAB MERLOT, 7	750ML	\$7.99	\$6.67	\$0.00	\$0.00	\$7.99	V	9
	9832	POKER	FACE SHIRAZ, 750ML	S	\$7.99	\$6.67			\$7.99	V	9
	6										
	4 4 > ₩ -	7) i
	<u>A</u> dd ↓⇒ <u>P</u> rint	<u>C</u> har	nge 🥏 Delete nd 🔍 Search	∂ <u>R</u> efresh Mass Load	<u>Import</u>	🖉 ReCalculate	🔌 Action			ltem	Count: 6 Clos <u>e</u>

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.

39

ile Edit	Help									
🖶 🐴	📝 <u>C</u> hange 🛛 🤤 Delete	<i>2</i> € <u>R</u> efre	sh 븛 <u>F</u>	rint Report 🔻	🔲 Single iter	m Pro	motions			
Prome 🔺	Desc	Sell Start	Sell End	Buy Start	Buy End	Туре	Source	Deactivated Prom Type	Points Mu Timed Typ	DOW 4
1	BOTTLO PROMO 1	7/09/201	8/03/2011	8/09/2010	8/09/2010	Sell	InStore		Norm	
17/2010	17/2010 PROMO	18/08/20	1/09/2010	6/08/2010	6/09/2010	Sell	InStore		Norm	
17/WK2	17/WK2 PROMO	25/08/20	1/09/2010	18/08/2010	31/08/2010	Sell	InStore		Norm	
18/2010	18/2010 PROMO	3/09/201	14/09/201	20/08/2010	20/09/2010	Sell	InStore		Norm	
18/WK1	18/WK1 PROMO	2/09/201	7/09/2010	25/08/2010	7/09/2010	Sell	InStore		Norm	
18/WK2	18/WK2 PROMO	8/09/201	14/09/201	1/09/2010	14/09/2010	Sell	InStore		Norm	
192010	PROMO 19	15/09/20	28/09/201	15/09/2010	15/09/2010	Sell	InStore		Norm	
BAR10/9	BAR10/9	10/09/20	10/09/201	12/08/2010	12/08/2010	Sell	InStore		Norm	
BAR17/9	BAR SEPT FRIDAY PROM	17/09/20	30/09/201	12/08/2010	12/08/2010	Sell	InStore		Periodic	F-
BAR24/9	BAR24/9	24/09/20	24/09/201	12/08/2010	12/08/2010	Sell	InStore	V	Norm	
BAR3/9	BAR3/9	3/09/201	3/09/2010	12/08/2010	12/08/2010	Sell	InStore		Norm	
EDLP17	EDLP17 PROMO	18/08/20	28/09/201	6/08/2010	4/10/2010	Sell	InStore		Norm	
		42002001	21,000,2001	0010770010	0.00010010	0.4	1-01-1-		N	
14		1								
< ► ₩/	ч т (1								Þ
	Copy Initiate/Termin	ate R	efresh	S RWD	RW RO					E <u>x</u> it
							_			

?	Confirmation Initiate/Terminate all Promotions Now
	Yes No

1.3 Recipes

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

C Recipe Maintenanc	te V3.1.0.0 - icontrol		Section Sec	
File Edit Help				
🕂 🕂 🛃 🚽 🖓) 😑 Delete 🛛 ಿ <u>R</u> efresh 👍 <u>P</u> rint Report 🕶 Al	I Recipe_Ingredients		
* Item Number /	Description	Date	Total	Lines Yield Qty
1801	B-52	8/09/2010	.99	3 1
1803	CS COWBOY SHOOTER	9/09/2010	.53	2 1
1807	Q.F.	9/09/2010	1.1	3 1
> 512	LLB 70Z	16/09/2010	.64	3 1
514	LLB POT	8/09/2010	.87	3 1
516	LLB SCHOONER	9/09/2010	1.57	3 1
6				
H4 44 4 > >>	₩ 🔉 * 🔭 🖳 S RWD RW RO	📙 <u>R</u> eCost all Recipes		Exit

To Set up a Recipe

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

•	Recipes
 Click Inventory > Recipes Click Add to add a new Rec 	cipe.
🛉 Add 📝 Change 🤤 Delete 🍣 <u>R</u> efresh	i Print Report • All Recipe_Ingredients

- 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				
Rec	ipe Ingr	edients		
Recipe Item 1803	Desc C	S COWBOY SHOO	TER	
	Yield Qty	1	Total Cost	
* Item Number 🛛 Description		Qty	Unit Cost	Ext Cost
	<no data="" th="" to<=""><th>display></th><th></th><th></th></no>	display>		
🕞 骨 Add 📝 Change 🔵 Delete	2 <u>R</u> efresh	n 😓 <u>P</u> rint		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.

Recipe ingredier	t Item	
Rec	ipe Ingredient	ttem
Item Number		(<u>)</u> Eind
Quantity	0.0000	
Eut Cost	0.00	
Exclose	0.00	
	Canad	
Recipe Ingredier	t Item	
Recipe Ingredien	^{it Item} sipe Ingredient	Item
Recipe Ingredier Rec Item Number	it Item ipe Ingredient 1102	Item
Recipe Ingredier Rec	it Item ipe Ingredient 1102 BAILEYS 30ML	Ttem
Recipe Ingredier Rec Item Number Quantity	t Item ipe Ingredient 1102 BAILEYS 30ML 1.0000	Item
Recipe Ingredier Rec Item Number Quantity Ext Cost	t Item ipe Ingredient 1102 BAILEYS 30ML 1.0000 0.99	Titem
Recipe Ingredier Rec Item Number Quantity Ext Cost	t Item ipe Ingredient 1102 BAILEYS 30ML 1.0000 0.99	Titem
Recipe Ingredier Rec Item Number Quantity Ext Cost	titlem ipe Ingredient 1102 BAILEYS 30ML 1.0000 0.99	Titem

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.

📑 <u>R</u>eCost all Recipes

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 Befresh 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.

🕼 Print	l	- 0 X
	Print	
Store and Area		
🚱 Pick Store		CLR
Rick Location		CLR
Supplier		
🚱 Pick Supplier		CLR
Date Range		
Date	•	
From 24/09/2010	▼ To 24/09/2010 ▼]
Status	 (Status of Documents to Print))
		,
Print Line Items also	🕅 Ex GST	
-		
Listorder	🔄 Preview 🗣	Close

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C Order E	ntry-Invoicing	g V3.2.0.0 - i	control				E	
	Heip	ᅌ Delete	🍣 <u>R</u> efresh 🛭 븛 <u>P</u> rin	t Report 🕶 🔲 Singl	e order Listorde	r		-
* Order No	Inv No 2 12345678	Location 3 DRIVE IN	Supplier AUSTRALIAN LI	Refere QUOR MAF	nt Statu Type New Invoice	Date Upc Order Date 21/09/20	e Inv Date GST 10/09/201 🗖	Inv GST / Inv Tc \$10.0 \$100.0
Fiber F	1					[0		\$10 \$10
Dat	e Updated		CLR CLR CLR CLR CLR CLR CLR CLR CLR CLR CL	ation		a	R	
144 44 4	())	ou + '∗	₽ 📴 S RW	D RW RO	port Electronic Inv	voices 🍣 🛛 Auto	matic Orders	E <u>x</u> it

• For importing Invoices, click the Import Electronic Invoices.

The Invoice Add Line explained

Line Item	Carlo Carlo						
			Lin	e Item			
Suppliers Item	Item Number 2481	🕦 <u>F</u> ind	XXXX BITTER	R 750ML, 750ML		Size	750ML
Supplier CTN Qty 0.00	Carton Cost 36.00	Cartons	Diced Units 0.00	Discount	Subsidy 0.00	GST 0.00	Extended Cost 108.00
Item CTN Qty 12.00	Last CTN cost 41.13	Cost Type	Average	•	Money	Only 🗹 GST	Item 🔄 Free Item
<u>I</u> dit Item R	lecord	m Editor	<u>5</u> ales for this Iter	m		<u>C</u> ance	

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

Adding an Invoice Manually

- 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 👻	
	<u>Cancel</u>	iκ

- 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

ader			-
	Header		
Store Location Area 1, B Supplier CASTLEMAINE Document type Invoice Status New	W MAIN BAR PERKINS PTY LTD	Order No Order Date Date Updated Date Sent	3538 9/12/2010
	 Enter Line Discount amt Enter Line Subsidy amt Enter Line GST amt Enter Line Extended Cost Skip Supplier Item Load 	Invoice Date Invoice No Payment Due Total Discount Total Subsidy	8/12/2010 - C00659643 - \$0.00 \$0.00
Reference No: (Manual Order Reference) Invoice	Freight Est 0	Total Freight Total Admin Total Tax Invoice Total	\$0.00 \$0.00 \$110.21 \$1,212.31
Invoice Load Stock from		GST Included	\$110.21

ALM Header GST Example

		Header		
Store		Hotel	Order No	42581
Location	Area	1, Bottleshop	Order Date	15/09/2010
Supplier	AUSTRALIAN	LIQUOR MARKETERS	Date Under d	1010012010
Document tune	Immice -		Date Updated	
Document ope		TROOT A - F- M	Date Sent	14/09/2010
Status	INDW	V GST Applicable		
		Enter Line Discount amt	Invoice Date	16/09/2010
		🗐 Enter Line Subsidy amt	Invoice No	12345678
		Enter Line GST amt	Paument Due	
		🗹 Enter Line Extended Cost	T dynien Dae	#C 00
		Skip Supplier Item Load	I otal Discount	\$6.00
			Total Subsidy	
			Total Freight	
Reference No:		Freight Est	Total Admin	\$3.53
(Manual Order	Reference)		Total Tax	
Invoice			Invoice Total	\$259.68
Invoice				400.00
LOAD STOCK ITON	1		GST Included	\$23.60

- Invoice continued.
- Click OK.

ile Edit H	elp												
Store	Bay	swater Venue				Document Pro	gress		2		Invoice N	lo C00659	3643
Location	Area 1,	BW MAIN BA	R	Orde	и	Del Dkt			Invoice		Order N	ło	3538
Supplier 📒	CASTLEMAIN	NE PERKINS P	TYLTD		New	- i ia	Ordered	- 1	- • N	lew	Order Da	te 9/12/2	010
			Header		 Ordered 	··	 Delivered 	-	 Deli Invo 	vered	Del Doc N	10	
Item No	Supplier Item No	Item Descript	ion			Si	28	Ctns (Inv/Cr)	Units (Inv/Cr)	CTN Qty	CTN Cost	ltem No Exists?	Ext C
					<no< td=""><td>data to display></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></no<>	data to display>							
					<no< td=""><td>data to display></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></no<>	data to display>							
	4				٨٥	data to display>							
	4			_	<no Sort Order</no 	data to display>	<u> </u>		Sub Tota	at		80.00	[
< > >> < ~ ?	∢ View	Delete	etresh]	<no Sort Order</no 	data to display>	<u>_</u>		Sub Tota Less Dis	at count	\$ \$1	50.00 0.00	[
↔ ≫ ^ 2	√ View	Delete	eresh) stocker	<no Sort Order</no 	data to display>	<u>_</u>		Sub Tot. Less Dis Less Sub	at count baidy:	\$ \$1 \$1	50.00 0.00 0.00	[
↓ >>>> ∧ ∞ ↓ Add () Find	∢ ✓ View ↓ Update	Delete	관 Befresh 는 Print Doc	 v istorder	<no Sort Order</no 	data to display>	-		Sub Tot. Less Dis Less Sub Plus Frei	at count beidy: ight:	\$ \$4 \$1 \$ \$	50.00 0.00 0.00	(
ل ک اللہ م ل کے ک ل کے ک کے ک ک ک ک ک ک ک ک ک ک ک ک ک ک ک ک	↓ View Update Send Order	 Delete Export Import 	운 Befresh 는 Print Doc) v latorder	<no< td=""><td>data to display></td><td>-</td><td></td><td>Sub Tot. Less Dis Less Sub Plus Frei Plus Adn</td><td>at count beidy ight: nin:</td><td>\$ \$ \$ \$ \$ \$</td><td>\$0.00 0.00 0.00 50.00 50.00</td><td>[</td></no<>	data to display>	-		Sub Tot. Less Dis Less Sub Plus Frei Plus Adn	at count beidy ight: nin:	\$ \$ \$ \$ \$ \$	\$0.00 0.00 0.00 50.00 50.00	[

• Click Add 📴 🎍

• Enter the supplier number on the invoice. This will link to the Item number in IControl.

			Line	e Item			
Suppliers Item 1380	Item Number 140	(M) <u>F</u> ind	XXXX GOLD K	ŒG		Size 4	19.5L
Supplier CTN Qty 1.00	Carton Cost 166.54	Invo Cartons 0.00	iced Units 0.00	Discount 0.00	Subsidy 0.00	GST 0.00	Extended Cost 0.00
Item CTN Qty 1.00	Last CTN cost 172.43	Unit cost Cost Type	166.54 Average	_		Money Only	Free Item
	Av CTN cost 166.54					Enter Carto	n Cost
📝 <u>E</u> dit Item R	lecord	n Editor	Sales for this Iten	n		<u>C</u> ancel	<u> </u>

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.

		Pick Item		
	xxxx b			
Item Number	Description /	Active? Supplie Size	Departme Sub De	Sell Price
8980	WYNDHAM B222 CHARDONNAY	HOTEL 750ML	WHITE & WINE	\$15.99
10077	WYNDHAM B444 CAB SAUV	HOTEL 750ML	RED WIN WINE	\$15.99
10078	WYNDHAM 8555 SHIRAZ	HOTEL 750ML	RED WIN WINE	\$15.99
8981	WYNDHAM B777 SEMILLION	HOTEL 750ML	WHITE & WINE	\$15.99
10079	WYNDHAM B888 CAB MERLOT	HOTEL 750ML	RED WIN WINE	\$15.99
10080	WYNDHAM 8999 MERLOT	HOTEL 750ML	RED WIN WINE	\$0.00
10081	WYNNS C/WARRA SHIRAZ	HOTEL 750ML	RED WIN WINE	\$18.99
2483	XXXXX BITTER 758 3PK	CASTL 750ML	PACKAGE HEAVY	\$0.00
2480	X000CBITTER 758 CTN	CASTL 750ML	PACKAGE HEAVY	\$0.99
2481	X000X BITTER 750ML	CASTL 750ML	PACKAG! HEAVY	\$4.70
112	XXXXX BITTER 70Z	CASTL 200ML	BULK BE HEAVY	\$0.00
2491	X000K BITTER CAN (30PK) SGL	CASTL 375ML	PACKAGE HEAVY	\$0.99
2490	XXXX BITTER CAN 30PK	CASTL 375ML	PACKAGE HEAVY	\$47.99
1,333				
4 F H 🕁 A				Þ
em No Filte	Y App	y Filter		

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.

ſ	COST WARNING!!!!
	Cost Warning!!! The item has been flagged as the cost change is above your store setting of 15 %. Ensure all details are entered correctly before proceeding.
	Cancel <u>O</u> k

- 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.

Line Item							
			Line	e Item			
Suppliers Item 1380	Item Number 140	()) <u>F</u> ind	XXXX GOLD K	EG, 49.5L		Size 4	9.5L
Supplier CTN Qty 1.00	Carton Cost 147.40	Cartons	iced Units 0.00	Discount 0.00	Subsidy 0.00	GST 0.00	Extended Cost 1,031.80 💌
Item CTN Qty 1.00	Last CTN cost 172.43	Unit cost Cost Type	166.54 Average			Money Only	Free Item
	Av CTN cost 166.54					Enter Carto	n Cost
📝 <u>E</u> dit Item R	ecord	n Editor	ales for this Item	1		<u>C</u> ancel	<u> </u>

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.

tile tdit Hel	D									
Store Location Supplier	Bay Area 1. CASTLEMAIN	swater Venue , BW/ MAIN BAR NE PERKINS PTY	LTD Header	Order New Ordered	Document Pro	Ordered Delivered		New Delivered	Invoice No C0065 Order No Order Date 9/12/2 Del Doc No	39643 3538 2010
Item No	Supplier Item No	Item Description			Siz	2e	Ctns (Inv/Cr)	Units CTN Qty (Inv/Cr)	CTN Cost Item No Exists?	Ext Cost
> 140	1380	XXXX GOLD KEE	3, 49.5L STUR: 275MI		49	.5L 5MI	7	0	\$147.40 0	\$1,031.80
2]						9.00	0		
2	4			Sout Order	Entry Order	-1	9.00	0	et 102 10	→ [700
2 ₩ ↔ ₩ ^ ? ᠿ ∆dd	4	Delete	Befresh	Sort Order	Entry Order	•	9.00	0 Sub Total: Less Discount:	\$1,102.10 \$0.00	•
2 C Add X Find Last Chance	Image: A state of the state	 Delete Export Import 	Befresh Print Doc V PDE Load V	Sort Order	Entry Order Total Cartons: 9	-	9.00	0 Sub Total: Less Discount: Less Subsidy: Plus Armin: GST	\$1,10210 \$0.00 \$0.00 \$0.00 \$0.00 \$110,21	•

- 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			i Calendari Malana					
	Confirm Co	ost 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 49.5L1	·			
🐻 3301	\$39.53	\$39.148	0.98	TOOHEYS OLD STUB 3.				
			0.0					
Print -		Cancel	Confirm o	peration> Perform Upo	lates			

- 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.

poate		· · · · · · · · · · · · · · · · · · ·	
		Final Invoice Update Status	
Status/Problems			
Status of updates			
Item No	Doc No	Status	
\$ 140	3543	CTN Cost change - from \$162.6440 to \$162.4720	
\$ 3301	3543	CTN Cost change - from \$39.0000 to \$38.9210	

• 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.

chcorp											-	_@	
5 ~ 6	2 86% - 2 💷 🕮	14 4 1	→ H		Close								
					Club I	lotel					1	Einc	brara
				Cost	Chang	ges R	eport				4		
10 Dec 2	20.10				Order N	lo : 70	-						03:50 pm
HLW -	HLW				Invoice No	03489	7						00.00 pm
			Current		Old			- New		% of	Suggested	SOH	SOH
Iten No	Description	Parent No.	Selling Price	Unit Cost	Cin Cost	GP%	Unit Cost	Ctn Cost	GP%	Change	Selling Price	Before Inv	After Inv
	CELLARS			-	CELL	ARS	_			_	CEL	LARS	
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 CITN, 375 ML	2601	\$52.99	\$40.66	\$40.66	23.27%	\$43.61	\$43.61	17,70 %	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 8	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 8	BERRI CLASSIC DRY WHITE, 5.0L		\$17.99	\$12.03	\$48.12	33.14%	\$11.97	\$47.88	33.45 %	-0.50 %	\$17.90	0.00	0.00
12308	BERRIFOW 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 0	BER RI FIG ORDO MO SELLE, 5.0L		\$17.99	\$ 10.83	\$43.33	39.79%	\$11.36	\$45.45	35.85 %	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	\$9.95	\$59.76	0.30%	\$9.23	\$55.36	7.61 %	-7.33 %	\$9.25	0.00	0.00
12335	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 1	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	35.15%	1.89 %	\$15.26	0.00	0.00
9827 1	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 1	PENF RAWS ONS 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	SIVIEW 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 LAMBRUSC 0 4LTR, 4.0L		\$13.99	\$10.03	\$40.11	2832%	\$10.09	\$40.35	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
of 7													

• 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.

Order NC Inv: No Location Supplier Reference Status Type Date Under Date Inv Date GST Inv? 3499 P/CASH32 POST OFFICE HOTEL DAN MURPHYS Invoice Invoice 27/11/2010 </th <th></th>	
Order NC Inv No Location Supplier Reference Status Type Date Updated Order Date GRST Inv? 3499 PCASH32 PDST OFFICE HOTEL AUSTRALIAN LIQUOR MARKETE Invoice 27/11/2010 27/11/20	
3499 P/CASH32 POST OFFICE HOTEL DAN MURPHYS Invoice Provide 27/11/2010 27/11/2	Inv Tot
3500 CR65214 POST OFFICE HOTEL AUSTRALIAN LIQUOR MARKETE CNote 25/11/2010	\$49.5
3501 66214A POST OFFICE HOTEL AUSTRALLAN LIQUOR MARKETE Invoice 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 25/11/2010 27/	\$412.5
3502 POST OFFICE HOTEL WOOLWORTHS Invoice Invoice Province 26/11/2010 20/11/2010 27/21/2010	\$412.5
3508 BU103505590 BW MAIN BAR C C A BEVERAGES LTD Invoice 1/12/2010 1/12/2010 1/12/2010 1/12/2010 1/12/2010 1/12/2010 1/12/2010 3/0/11/2010 I/12/2010 3/0/11/2010 I/12/2010 3/0/11/2010 </td <td>\$101.9</td>	\$101.9
3510 CASTLEMAINE PERKINS PTY LTI Invoice Invoice 1/1/2/2010 30/11/2010 20/11/2010 23/11/2010 23/11/2010 23/11/2010 23/11/2010 23/11/2010 23/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 23/11/2	\$1,825.
3512 27611982 BW MAIN BAR FOSTERS AUSTRALIA LIMITED Invoice 30/11/2010	\$1,580.4
3516 27585534 BW MAIN BAR FOSTERS AUSTRALIA LIMITED Invoice 23/11/2010	\$7,211.
3518 BU103499638 BW MAIN BAR C C A BEVERAGES LTD Invoice 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 24/11/2010 22/11/2010 23/11/2010 22/11/2010 23/11/2010 22/12/2010 2/11/2010 V 30/11/2010 V 3525 57733 BW MAIN BAR AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice Invoice 1/12/2010 2/12/2010	\$3,146.
3520 C0355025 BW MAIN BAR CASTLEMAINE PERKINS PTY LTI Invoice Invoice 23/11/2010 23/11/201	\$1,338.
3523 66743 BW MAIN BAR AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice 2/12/2010 2/12/2010 2/11/2010 Y 3526 67732 BW MAIN BAR AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice 2/12/2010 2/12/2010 3/11/2010 Y 3526 67733 BW MAIN BAR AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice 1/1/2010 2/12/2010 3/11/2010 Y 3526 F/CASH34 CR LIVE BAR DAN MURPHYS Invoice Invoice 1/1/2010 2/12/2010 <td< td=""><td>\$1,017.</td></td<>	\$1,017.
3524 67792 BW MAIN BAR AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice 2/12/2010 2/12/2010 30/11/2010 IV 3525 67733 BW MAIN BAR AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice 2/12/2010 2/12/2010 30/11/2010 IV 3526 F/733 BW MAIN BAR AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice 2/12/2010 2/12/201	\$344.
3525 67733 BW MAIN BAR AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice 2/12/2010 2/12/2010 3/11/2010 If 3526 P/CASH34 CR LIVE BAR DAN MURPHYS Invoice Invoice 2/12/2010 2/12/2010 2/12/2010 2/12/2010 2/12/2010 2/12/2010 If	\$4,903
3526 P/CASH34 CR LIVE BAR DAN MURPHYS Invoice Invoice 2/12/2010 2/12/2010 2/12/2010 2/12/2010 3/11/2010 Imvoice 3527 973 CR LIVE BAR NO SUPPLIER Invoice Invoice 2/12/2010 2/12/2010 3/11/2010 Imvoice 3528 68527 POST OFFICE HOTEL AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice Invoice 2/12/2010 2/12/2010 1/12/2010 I/12/2010 I/	\$1,714
3527 979 CR LIVE BAR NO SUPPLIER Invoice Invoice 2/12/2010 2/12/2010 3/11/2010 IV 3526 68526 POST OFFICE HOTEL AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice 2/12/2010 2/12/2010 1/12/2010 IV 3529 68527 POST OFFICE HOTEL AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice Invoice 2/12/2010 2/12/2010 1/12/2010 IV 3530 BU103606523 POST OFFICE HOTEL C C A BEVERAGES LTD Invoice Invoice 1/12/2010 2/12/2010<	\$480.
3528 68526 POST OFFICE HOTEL AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice Invoice 2/12/2010 2/12/2010 1/12/2010 I/12/2010 I/12	\$270.
3529 68527 POST OFFICE HOTEL AUSTRALIAN LIQUOR MARKETE ELECT_ALM Invoice Invoice 2/12/2010 2/12/2010 1/12/2010 Y 3530 BU103606523 POST OFFICE HOTEL C A BEVERAGES LTD Invoice Invoice 2/12/2010 2/12/2010 2/12/2010 2/12/2010 Y	\$13,217.
3530 BU103606523 POST OFFICE HOTEL C C A BEVERAGES LTD Invoice 2/12/2010 2/12/2010 2/12/2010 2/12/2010 2/12/2010 2/12/2010 2/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/12/2010 3/12/2010 2/	\$1,591.
3533 P/CASH35 POST OFFICE HOTEL DAN MURPHYS Invoice 3/12/2010 4/12/2010 3/12/2010 Y 3534 63 POST OFFICE HOTEL NO SUPPLIER Invoice Invoice 3/12/2010 4/12/2010 3/12/2010 Y 3535 197087 POST OFFICE HOTEL The Distributors Invoice 1/12/2010 2/12/2010 2/12/2010 2/12/2010 2/12/2010 Y Y 3537 P/CASH36 POST OFFICE HOTEL DAN MURPHYS Invoice 1/10/2010 2/12/2010 2/12/2010 2/12/2010 2/12/2010 2/12/2010 Y Y 3538 000659543 BW MAIN BAR CASTLEMAINE PERKINS PTY LTI Invoice 9/12/2010 9/12/2010 8/12/2010 Y 268	\$1,131
3534 63 POST OFFICE HOTEL NO SUPPLIER Invoice 3/12/2010 4/12/2010 3/12/2010	\$463.
3535 197087 POST OFFICE HOTEL The Distributors: Invoice 1/1/2/2010 2/12/2010 3/12/2010 3/12/2010 9/12/2010 3/12/2010 9/12/2010 3/12/2010 9/12/2010 4/12/2010 4/12/2010 4/12/2010 9/12/2010	\$372
3537 P/CASH36 POST OFFICE HOTEL DAN MURPHYS Invoice 4/12/2010 4/12/2010 4/12/2010 4/12/2010 7/12/2010 4/12/2010 7/12/2010 8/12/2010 7/12/2010 8/12/2010 7/12/2010 8/12/2010 7/12/2010 8/12/2010 7/12/2010 8/12/2010 7/12/2010 7/12/2010 8/12/2010 7/12/2010 <th7 12="" 2010<="" th=""> 7/12/2010 <</th7>	\$49.
3538 C00659643 BW MAIN BAR CASTLEMAINE PERKINS PTY LTI Invoice 9/12/2010 9/12/2010 8/	\$53.
268 ilter Entry Status All CLR CLR CLR	\$1,212
ilter Entry Status All 🔹 CLR 💦 Pick Store	\$510,37
Date Updated CLR CLR CLR	

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
Сору
Paste
Select All

Save Attachment				-			23
Ġ 🌍 🗕 🚺 « ACER	(C:) 🕨	iControl	 Electronic_invoices 	▼ 4 ₇	Search Electron	ic_invoices	Q
Organize 🔻 New f	older						2
🍓 Homegroup 🔯 Matt	*	Name	^ No iten	ns match vour	Date modified	Туре	
ACER (C:)				,			
퉬 BOOK 퉬 daily							
Downloads elements iAgent							
iControl						_	
File name: 72	2567489	∢ I7.inv	III				+
Save as type: IN	V File (*.inv)					•
Hide Folders				Tools 🔻	Save	Cance	el

- 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.

Import Electronic Invoic	es entre entre entre entre							
Import Electronic Invoices								
🕤 Pick Store	Club Hotel							
🚱 Pick Location	Area 1, DRIVE							
🚱 Pick Supplier	HLW							
File to import	Import Type HLW							
C:\iControl\Electronic_ir	nvoices\725674897.inv							
✓ Import all files found	🤌 Import							
Log file	<u><u>C</u>lose</u>							

- 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.

Update		Annual Inter Super-	
Status/Problems			
Import Invoice CTN Qt	ty change:	8	
Item No	Doc No	Status	
4689	70	Supplier CTN qty (30) does not match our Item Qty (3)	
6179	70	Supplier CTN qty (20) does not match our Item Qty (2)	
😑 <u>P</u> rint			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



	Help											
bb6 📲	📝 <u>C</u> hange	🗢 Delete	2 Befresh	😣 Print Report 🕶 🗆 Single order	CostChanges							
OrderNo	In the			Country .	D. f	Carlos	Ψ	Deter Hardward	Out-Date (lu Data	CCT 1	l Inc
JIDEL NO	1099220	CELLARS		Suppler	FIERET HIW	Maria	Type	Date Updated	6/10/2010	14/07/2010	ust inv?	10V
70	034897	DRIVE		HLW	ELECT HLW	New	Invoice		9/12/2010	2/09/2010		\$9.1
2												\$12
2 (Stal	tus = New)											\$12, Custor
2 🕑 (Sta	tus = New)											\$ Cut

- 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)

59

Jinvoice	en len							• ×
Store		Club Hotel		Document Progres	H	····•	Invoice No 034	897
Location	Ar	rea 1, DRIVE	Order	Del Dkt		Invoice	Order No	70
Supplier		HLW	- New		Ordered -	- New	Order Date 9/10	2/2010
		<u>H</u> eader	-+ Ordered		elivered -	Delivered Invoiced	Del Doc No	
Item No	Supplier Item No	Item Description		Size	Ctns ((Inv/Cr)	Units CTN Qty Inv/Cr)	CTN Cost Item No Exists?	Ext Cost
2601	11660	COOP PALE ALE SINGLE		375ml	10	0 24	\$45.69 🔍	\$456.94
12305	1330	BERRI CLARET CASKS		5L	1	0 4	\$47.07 🥥	\$47.07
12306	1321	BERRI CLASSIC DRY WHITE		5L	2	0 4	\$47.06 🔍	\$94.13
12308	1350	BERRI FDW CASKS		5L	2	0 4	\$47.06 🔍	\$94.13
12307	1360	BERRI F/GORDO MOSELLE		5L	1	0 4	\$47.07 🔵	\$47.07
>	18020	DE BORTOLI PREM LIQ MUSCAT	4PK	4LT	0	4 4	\$64.26 \varTheta	\$64.26
13004	1835	DE BORT PREM OLD PORT		4L	1	0 4	\$64.41 🗢	\$64.41
	1838	DE BORTOLI RES CHARDONNAY	/ CASK	2L	0	6 6	\$54.86 😣	\$54.86
12335	5393	G/GATE SOFT DRY RED CASK		4L	2	0 4	\$44.47 🔍	\$88.94
13016	6270	MCW R.R. PORT FLAGON		2L	1	0 6	\$71.35 🔍	\$71.35
10964	7542	YAL OXFORD LANDING CHARD		750ml	0	6 12	\$74.38	\$37.19
13025	5900	PENF CLUB PORT		750ml	0	6 12	\$124.34	\$62.17
9827	12692	PENF RAWSONS CAB SAUV		750ml	1	0 6	\$40.35	\$40.35
10897	12694	PENF RAWSONS CHARD		750ml	1	0 6	\$40.35 🔍	\$40.35
11939	19333	S/VIEW BRUT		750ml	1	0 6	\$ \$39.73 🔍	\$39.73
42					121.00	334		
HI I > HI - 71	4							Þ
			Sort Order	Entry Order	-	Sub Total:	\$9,294.40	6
🔶 👍	📝 Change	ᅌ Delete 🛛 💐 <u>B</u> efresh				Less Discount:	\$0.00	_
(31) Find	Wy Update	🕭 Export	CostChanges			Less Subsidy:	\$0.00	
Last Charges	Saret Ordar	* Import		Total Cartons: 121		Plus Freight: Plus Admin:	\$68.31	
Last charice		S mport		Calc GST Ant	\$828.8	GST \$22.35	\$0.00	
Wait On	Split Order	Suggested		Invoice Total	\$9,362.7	Calc Total	\$9,362.71	Close

Note - Below No Item number Linked.

Line Item							
			Line	e Item			
Suppliers Item	Item Number	A Find	DE BORTOLI	PREM LIQ MUSI	CAT 4PK	Size	4LT
Supplier CTN Otu	Carton Cost	Invo	piced	Discount	Subsidu		Extended Cost
4.00	64.26	0.00	4.00	0.00	0.00	0.00	64.26
Item CTN Qty 0.00	Last CTN cost 0.00	Cost Type	Average	_		🔄 Money On	ly Freeltem IV GST Item
	Av CTN cost 0.00					Enter Carto	on Cost
📝 <u>E</u> dit Item R	lecord	m Editor	Bales for this Iten	1		<u>C</u> ancel	<u><u> </u></u>

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

🕜 Pick Item			-	-	×
	Non Chil	d Item	IS		
	de				
* Item Number	Description 4	Active?	Size	Departmer	Sell Price 📥
13003	DE BORT 8YO TAWNY PORT	V	750ML	PORT	
12327	DE BORT COL CHARDONNAY	\checkmark	4.0L	CASKS	
12328	DE BORT PREM CAB/MERLOT	\checkmark	4LT	CASKS	
> 12345	DE BORT PREM LIQ MUSCAT	2	4.0L	CASKS	=
13004	DE BORT PREM OLD PORT	\checkmark	4.0L	PORT	
12329	DE BORT PREM SEM SAU BL	V	4.0LT	CASKS	
12330	DE BORT PREM SHIRAZ CABERNET	\checkmark	4.0L	CASKS	
12331	DE BORT PREM SYRAH DOLCE	V	4LTR	CASKS	
12332	DE BORT PREM TRAM RIESLING	\checkmark	4.0L	CASKS	
12333	DE BORT U/W CHARD CASK	V	4.0L	CASKS	
12334	DE BORT VERDELHO	\checkmark	2L	CASKS	
10818	DEVILS 5TH LEG WHT	V	750ML	WHITE W	
9754	DEVILS LAIR 5TH LEG RED 750ML	\checkmark	750ML	RED WIN	
1,175					
HII FHAT	4				•
Item No Filter	Sector Apply Filter				
Highlight a row, the	en press "Select" button			<u>C</u> ancel	Select

- 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.

iControl	Line Real
?	Confirmation
	Retain this new Supplier's Item number?
	Yes No

- 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.

6 Invoice					-					• *
Store	ap Ar	Club Hotel		0.00	Document Progre		Invoice No 034897			
Supplier	~	HLW	Header	-+ New -+ Ordered		Ordered -	De la	New livered voiced	Order Date 9/ Del Doc No	2/2010
Item No	Supplier Item No	Item Descriptio	n		Size	Ctns (Inv/Ct)	Units C (Inv/Cr)	TN Qty	CTN Cost Item No Exists?	Ext Cost
9489 4661 4821 4751 4741 4689	17568 16887 19193 12550 12551 16885	RUSSIAN STA BUNDY COLA BUNDY/COLA BUNDY OP/O BUNDY OP/O BUNDY RED 1	NDARD ORIGINAL CAN SGL TALLIE SGL DLA STUB SGL DLA CAN SGL COLA CAN 10 PK		700ML 375ml 640ML 345ML 375ML 375ml	0 30 4 5 6 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	6 24 12 24 24 24 30	\$0.00 • \$66.87 • \$62.42 • \$93.16 • \$93.16 • \$81.75 •	\$0.00 \$2,006.07 \$249.70 \$465.80 \$558.95 \$408.76
4771 4931 6291 5331 5311	16886 19947 5422 7962 17367	BUNDY RED 1 CRUISER BLK INNER CIRCLI J/B COLA TAL J/B COLA CAN	& COLA CAN SGL ICE SGL E 5% CAN SGL, 340MI LIE SGL I SGL	L	375ML 330ML 340ML 640ml 375ml	10 1 0 2 20	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	24 24 24 12 24	\$66.87 • \$79.43 • \$74.09 • \$70.81 • \$71.62 •	\$668.69 \$79.43 \$74.09 \$141.61 \$1,432.42
5911 > 4121 6011 6179 42	16871 2720 19182 18604	SMIR ICE RED S/80W SWT UDL OUZD & W/STK COLA	9 BTL SGL 750 SGL, 375ML COLA CAN 4.8% CAN 10PK		335ml 375ML 375ml 375ml	3 0 2 0 121.00	0 12 0 120 334	24 12 24 20	\$67.34 • \$52.35 • \$56.48 • \$49.35 •	\$202.03 \$52.35 \$112.95 \$296.08
н≺⊧н∽а	4	Delete	1 Palash	Sort Order	Entry Order	•	Sub To	tak	\$9,294.40	•
Find Last Chance	Send Order	 Delete Export Import 	Phint Doc Co	stChanges	Total Cartons: 121		Less Di Less Si Plus Fri Plus Ac	iscounc ubsidy: eight: dmin:	\$0.00 \$68.31 \$0.00	
Wait On	Split Order	Suggested			Invoice Total:	\$9,362	GST 71 Calc To	stat	\$9,362.71	Close

Click the Header Button to go back to the 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.

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	*						
3 2601	\$40.66	\$43.608	7.26	COOP PALE ALE SINGL							
🚳 12305	\$44.84	\$46.658	4.05	BERRI CLARET CASKS							
🚳 12306	\$48.12	\$47.883	0.48	BERRI CLASSIC DRY W	=						
🚳 12308	\$49.20	\$48.380	1.66	BERRI FDW CASKS 5.0L							
12307	\$43.33	\$45.448	4.89	BERRI F/GORDO MOSE							
3 12345	\$58.55	\$64.757	10.60	DE BORT PREM LIQ MU							
🚳 13004	\$65.90	\$65.500	0.60	DE BORT PREM OLD P							
🙆 12341	\$59.76	\$55.357	7.37	DE BORT RED CHARD							
12335	\$44.22	\$44.552	0.75	G/GATE SOFT DRY RE							
🚳 13016	\$71.01	\$71.347	0.47	MCW R.R. PORT FLAG							
🚳 10964	\$70.79	\$71.905	1.58	YAL OXFORD LANDING							
💰 13025	\$114.53	\$116.591	1.80	PENF CLUB PORT 750ML							
3827	\$43.69	\$42.471	2.79	PENF RAWSONS CAB S							
3 10897	\$38.07	\$38.520	1.18	PENF RAWSONS CHAR							
🚳 11939	\$40.02	\$40.133	0.28	SIVIEW BRUT 750ML							
12356	\$40.11	\$40.360	0.62	STAN RED LAMBRUSC	-						
	*75 57	*70.040	4.00								
뵺 <u>P</u> rint		Cancel	Confirm o	peration> Perform Update:	s						

- 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.

63

Update		a 10 a 1020 -	
		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	
5 10897	70	CTN Cost change - from \$38.0700 to \$38.5200	
5 11939	70	CTN Cost change - from \$40.0200 to \$40.1330	
5 12356	70	CTN Cost change - from \$40.1100 to \$40.3600	-
	70	CTN C + 1 (#75 5700+ #70 0400	
🚔 <u>P</u> rint			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.

ncorp											-	_@	ا ص - (
10	2, 86% • 🔍 💷 🔍	14 4 1	F FI		Close								
					Club I	lotel					1	Enc	beara
				Cost	t Chan	ges Ro	eport				2		
10 Dec 3	20.10				Order N	lo : 70	•						03:50 nm
HLW -	HLW				Invoice No	034897	,						00.00 pm
			Current		Old			- New		% of	Suggested	SOH	SOH
Item No	Description	Parent No	Selling Price	Unit Cost	Cin Cost	GP%	Unit Cost	Cin Cost	GP%	Change	Selling Price	Before Inv	After Inv
	CELLARS			-	CELL	ARS	_			_	CEL	LARS	
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 CITN, 375 ML	2601	\$52.99	\$40.66	\$40.66	23.27%	\$43.61	\$43.61	17,70 %	7.25 %	\$56.84	0.00	0.00
2606	COOP PALE ALE 6PK, 375ML	2601	\$16.99	\$10.15	\$40.66	40.18%	\$10.90	\$43.61	35.84 %	7.25 %	\$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	33.45 %	-0.50 %	\$17.90	0.00	0.00
12308	BERRIFOW 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	BER RI FIG ORDO MOSELLE, 5.0L		\$17.99	\$10.83	\$43.33	39.79%	\$11.36	\$45.45	35.85 %	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	\$9.95	\$59.76	0.30%	\$9.23	\$55.36	7.61 %	-7.33 %	\$9.25	0.00	0.00
12335	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	35.15%	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	SIVEW 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	2832%	\$10.09	\$40.35	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
123.51	STAN CLARET CASK 4.0		\$13.99	\$10.07	\$40.29	28.00%	\$10.21	\$40.85	27 02 %	1 39 %	\$14.18	0.00	0.00
			4.4.44					******	A	1.48.19			

• 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 <u>www.almliquor.com.au</u>



- 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.

LOG OUT							Home	Orders	Hot Deals	News&Aler	
	ALA		() Or	Please n der Histor	ote that any changes to o	ders must be	e made 48 hours Saved Shopp	before your s sing Templa	cheduled delive ates	ny days.	
0 ITEMS View 0 Order Custor Custor Saved J Gaster J Gaster Product	0 UNITS Order Bask rs & Profile history Shoeping Te gate List of Pr ct Purchase Hi	o CTN's et		RDER ND. 07714 93295 92763 94478 84478 RETRONIC In VOICE LIST ew and dow dating stod	DATE DESPATCHED 12:09-2006 06:09-2006 05:09-2006 05:09-2006 VI NOICES FOR POS System Inload electronic invoices c quantities and costs into	LOAD LOAD LOAD LOAD LOAD EW MORE)	NAME. TEMP ORDER Manly nautica bar DRIVE Aggregate Li PRODUCT LIS View a list of th over the part G	<u>694435</u> ist of Produ T he most comm 0 days.	SAVED 12:08-2006 30:08-2006 07:08-2006 25:06-2006 Icts	LOAD LOAD LOAD LOAD	
Order Order	Products Order For	m	ind inv	stem. Pleas formation re voices.	e send a Contact Us email garding processing electr	for more inic	You can use this list to start your order!				
\$ Parcel \$ QDAs	Buys			ewable Im	voices						
\$ Bonus Calcul	Deals			ew and dow intact Us en ceipt of view	mload invoices. Please se hail for more information r vable invoices.	nd a egarding					
Top S	ellers		Ē	You can your 'ORI 'ORDER	start an order by moving a DER BASKET'. Or you can BASKET'.	n old order, olick on 'OF	saved shopping	list or your ag S" to the left f	igregate list of p to add individua	roducts into I items to your	

• 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.

File Dow	nload 🛛 🛛
Do you	want to save this file?
	Name: ILLIQUOR.dat Type: Unknown File Type, 2.35 KB From: www.almliquor.com.au
	Save Cancel
1	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not save this file. What's the risk?

• It has to be saved under C Drive - IControl - Electronic_Invoices folders.

Save As						2 🔀
Save in:	Electronic_in	voices	-	4- 🖭	<u> – i 100</u>	1-
My Recent Documents Control Desktop						
My Documents						
My Computer						
My Network Places	File name: Save as type:	ILLIQUOR[dat		•	•)•	Save Cancel

• Once the file is saved a screen will display showing the file has finished downloading.

Download complete								
Download Complete								
Saved:								
ILLIQUOR.dat from www.almliqu	ior.com.au							
Downloaded: 2.35 KB in 1	sec							
Download to: C:\ILLIQUOF	t.dat							
Transfer rate: 2.35 KB/Sec								
Close this dialog box when download completes								
Оре	n Open Folder Close							

Now we can import into IControl.

- Click 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.

•

Import Electronic Invo	ices and a second s									
Import Electronic Invoices										
😭 Pick Store	Bayswater Venue									
😭 Pick Location	Area 1, BW MAIN BAR									
🚳 Pick Supplier	AUSTRALIAN LIQUOR MARKETERS									
File to import	Import Type ALM									
C:\iControl\Electronic	invoices\ILLIQUOR.dat									
Import all files found	🤌 İmport									
Log file	<u>C</u> lose									

- 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.

Update			
Status/Problems			
Import Invoice CTN Qt	y change:	5	
Item No	Doc No	Status	
3 4689	70	Supplier CTN qty (30) does not match our Item Qty (3)	
61 79	70	Supplier UTN qty (20) does not match our Item Uty (2)	
😓 <u>P</u> rint			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 Entry Status and choose New.

🕜 Order Entry-Invoi	cing V3.2.0.8 - i	controls			and Printerson							X
File Edit Help												
👘 Add 🛛 📝 Chang	ge 🤤 Delete	∂ <u>B</u> efr	resh 👙 <u>P</u> rir	nt Report 🔻 🗌	Single order	listorder						
Order N Inv No	Location	S	Supplier		Reference	Status	Туре	Date Updat	Order Date	Inv Date	GST Inv?	Inv Total
> 3113 30230	Sports Bar	A	USTRALIAN	LIQUOR MAR	K ELECT_ALM	• New	Invoice		22/12/201	0 3/08/2010) 🔽	\$5,560.6
1												\$5,560
× 🗹 (Status = New)											Cu	istomize
Filter Entry Status	All	- CLR	Rick S	Store				CLR				
Date Updated		- CLR	Pick Lo	cation				CLR				
144 44 4 b bb	H 0 + '+	- []		VD RW PO	Import Elec	stronic Invoir		Automatic Ord	ers	Coor		
			0		Import Lieu		~~~	-satomato ora		E copy		-Zin

- 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)

C	In	voice								
	File	Edit	Help							
	SI	tore		Test Hotel		Docume	nt Progress		,	230
	Lo	ocation		Area 1, Sports Bar	Order	De De	el Dkt		Invoice	3113
	S	upplier	AUSTRA	LIAN LIQUOR MARKETERS	New		Ordered	` _ _	New	/12/2010 2
	Header			Ordered	_	Delivered	-	- Delivered	-	
	<u> </u>							 Invoiced 		
	- b *	em No	Supplier Item No	Item Description		Size	Ctns Units (Inv/Cr) (Inv/Cr)	CTN Qty	CTN Cost Item No Exists	Ext Cost 📥 🗄
									?	
	>		786208	HAHN PREMIUM LGHT DINS		49.5L	0 2	1	\$138.44 🔴	\$276.88
			551069	J/SQUIRE AMBER ALE KEG		49.5L	0 2	1	\$244.88 🕚	\$489.76
	50	0	835552	TOOHEYS EXTRA DRY KEG		49.5L	1 0	1	\$219.29 🔘	\$219.29 ≡ ₃ 1
	60	0	506292	TOOHEYS NEW KEG		49.5L	30	1	\$206.27 🔘	\$618.81
			989830	VB BTL		750ML	0 48	12	2 \$43.25 🧶	\$173.00
			501585	VB KEG		49.5L	03	1	\$206.47 🔴	\$619.41
			505254	XXXX BITTER BTL		750ML	0 12	12	2 \$41.13 🔴	\$41.13
			508163	XXXX BITTER DIN KEG		50L	0 3	1	\$206.27 😑	\$618.81 📛 🛓
	10	00	507206	XXXX GOLD KEG		49.5L	6 0	1	\$172.43 🔵	\$1,034.58
			783577	TEMPUS TWO HV SHIRAZ		750ML	06	ε	6 \$64.69 😑	\$64.69
			783585	TEMPUS TWO COWRA CHARD		750ML	06	ε	6 \$64.69 \varTheta	\$64.69
			788195	BOMBAY GIN SAPPHIRE		700ML	0 1	ε	6\$265.50 😑	\$44.25 ;
	5	324	527727	BUNDABERG RUM		125ML	0 8	12	2 \$622.44 🥥	\$414.96
	-	100	555400			11054		40	*****	A104.00
	2	22					12.00 172			-
	H4 4	F H = c	ы <u>-</u>							•
				Sort Order En	try Order	-	Sub Total:		\$5,575.40	
	-	bb <u>A</u> 🕂	📃 📝 Change	🔵 Delete 🛛 🍣 <u>R</u> efresh			Less Disco	unt:	\$0.00	
	(🕦 Find	🐚 Update	📀 Export 🔄 Print Doc 👻	listorder		Less Subsi Plus Freigh	dy: t:	\$0.00 \$0.00	
	La	st Chanc	e Send Order	🏂 Import 🛛 🔒 PDE Load 👻	Total Cartons: 12		Plus Admin		\$0.00	
	_				Calc GST Amt:	\$233.	18 GST \$27	2.39	\$0.00	-
	<u> </u>	Wait On	Split Order	Suggested	Invoice Total:	\$5,560.	63 Calc Total:		\$5,575.40	Clos <u>e</u>

Line Item									
			Line	e Item					
Suppliers Item 786208	Item Number	(🍂 Eind	HAHN PREMIUM LGHT DINS			Size 49.5L			
Supplier CTN Qty 1.00	Carton Cost 138.44	Invo Cartons 0.00	iced Units 2.00	Discount 0.00	Subsidy 0.00	GST 0.00	Extended Cost 276.88		
Item CTN Qty 0.00	Last CTN cost 0.00	Cost Type Average			Money Only	y 🔄 Free Item			
	Av CTN cost 0.00					Enter Carto	n Cost		
📝 <u>E</u> dit Item F	Image: Contract of the second seco								

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Non Child Items								
	HAHN							
Item Number	Description	Active?	Size	Departmer	Sell Price			
3021	GUINNESS EX STOUT STUB SGL	V	375ML	PACKAGE	\$0.00			
2091	HAHN PREMIUM LIGHT CAN	V	375ML	PACKAGE	\$0.99			
2101	HAHN PREMIUM LIGHT STUB	V	375ML	PACKAGE	\$0.99			
20	HAHN PREMIUM LITE KEG	2	49.5L	BULK BEE	\$0.99			
30	HAHN SUPER DRY KEG	V	49.5L	BULK BEE	\$0.00			
40	HAHN SUPER DRY 3.5 KEG	V	49.5L	BULK BEE				
2111	HAHN SUPER DRY 3.5% STUB	V	355ML	PACKAGE	\$0.99			
2121	HAHN SUPER DRY STUB	V	330ML	PACKAGE	\$0.99			
9926	HALF HOT PLATTER	V		FUNCTIO				
9927	HALF OTHER PLATTER	V		FUNCTIO				
11236	HAM & ASPARGUS QUICHE	V	MENU	F CAFE M				
11221	HAM & CHEESE TOATED	V	MENU	F CAFE M				
11231	HAM CHEESE PINEAPPLE FILO	V	MENU	F CAFE M				
616								
Item No Filter Apply Filter								

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.

•	С	lic	k	Yes.	

iControl	Late Real
?	Confirmation
	Retain this new Supplier's Item number?
	Yes No

- 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.

2	👔 Invoice	123							X	
	File Edit	Help								
	Store Location Supplier	AUSTRA	Test Hotel Area 1, Sports Bar LIAN LIQUOR MARKETERS <u>H</u> eader	Order New Ordered	Document F	orogress tt • Orderec • Delivere		lo 30230 Invoice lo 3113 3 New te 22/12/2010 Delivered lo		
	* Item No	Supplier Item No	Item Description		Size (Dtns Un Inv/Cr) (Inv	its CTNQ v/Cr)	ty CTN Cost Item No Exists?	Ext Cost 📥 📥	
	> 20	786208	HAHN PREMIUM LITE KEG, 49.5L		49.5L	0	2	1 \$138.44 🥥	\$276.88	
	10	551069	CARLTON MID KEG, 49.5L		49.5L	0	2	1 \$244.88 🥥	\$489.76	
	50	835552	TOOHEYS EXTRA DRY KEG		49.5L	1	0	1 \$219.29 🔘	\$219.29	
	60	506292	TOOHEYS NEW KEG		49.5L	3	0	1 \$206.27 🔘	\$618.81	
	2301	989830	VB 750ML, 750ML		750ML	0	48	12 \$43.25 🔘	\$173.00	
	80	501585	VB KEG, 49.5L		49.5L	0	3	1 \$206.47 🔘	\$619.41	
	2311	505254	XXXX BITTER 750ML, 750ML		750ML	0	12	12 \$41.13 🔘	\$41.13	
	90	508163	XXXX BITTER KEG, 49.5L		49.5L	0	3	1 \$206.27 🔘	\$618.81	
	100	507206	XXXX GOLD KEG		49.5L	6	0	1 \$172.43 🔘	\$1,034.58	
	6823	783577	TEMPUS TWIO SHIRAZ, 750ML		750ML	0	6	6 \$64.69 🔍	\$64.69	
	5824	783585	TEMPUS TWO CHARD, 750ML		750ML	0	6	6 \$64.69 🔘	\$64.69 -	
	5141	788195	BOMBAY GIN, 700ML		700ML	0	1	6 \$265.50 🔍	\$44.25	
	5324	527727	BUNDABERG RUM		125ML	0	8	12 \$622.44	\$414.96	
	5402	555160	JUHNNIE WALKER RED		1125ML	U	2	12 \$629.88 🔍	\$104.98	
	19					12.00	172			
	141 × > > = *	× 4							• •	
	[Sort Order	Entry Order	-	Sub	Total:	\$5,575.40		
	bb <u>A</u> 🛟	📝 Change	😂 Delete 🛛 😂 <u>R</u> efresh			Les	s Discount:	\$14.77		
	🕕 Find	🐚 Update	💩 Export 🛛 😓 Print Doc 🔻	listorder		Les: Plus	s Subsidy: : Freight:	\$0.00		
	Last Chance	Send Order	🌖 Import 🛛 🖓 PDE Load 🗸	Total Cartons: 12		Plus	Admin:	\$0.00		
						GST	Г	\$0.00		
	Wait On	Split Order	Suggested	Invoice Total:	\$5,56	0.63 Calo	c Total:	\$5,560.63	Clos <u>e</u>	

• Click update to update the invoice.
🕼 Update	×
	Update
Store	Test Hotel
Location	Area 1, Sports Bar
Calc Total	5,560.63 Show Error log
Invoice Total	5,560.63
GST Included	\$505.57
Post To Day	22/12/2010 🔻
CostChanges	Report 🗸 📝 Show report after Update

 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.

Update					
	Confirm Co	ost Updates			
Cost Updates					
These items are about	ut 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 4021	\$78.61	\$82.403	4.83	JACK DANIEL & COLA C	•
😫 <u>P</u> rint		Cancel	Confirm o	peration> Perform Update	es

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

Update		· · · · · · · · · · · · · · · · · · ·	A COLOR
		Final Invoice Update Status	
Status/Problem	ns		
Status of updat	es		
Item No	Doc No	Status	A
\$ 60	3113	CTN Cost change - from \$200.3800 to \$202.9040	
\$ 2301	3113	CTN Cost change - from \$38.6790 to \$43.2500	
98 🥵 🔋	3113	CTN Cost change - from \$213.6700 to \$212.3030	
\$ 2311	3113	CTN Cost change - from \$38.6790 to \$41.1300	
90 🥵 90	3113	CTN Cost change - from \$200.3900 to \$202.5950	
5 100	3113	CTN Cost change - from \$166.5400 to \$167.2080	
5 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	
5 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	•
😫 <u>P</u> rint			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.

					Test	Hotel						Einc	broro
				Cost	Chan	aes Re	eport						יונטוט
2 Dec	2010				Order N	0.2116							10:10
Z Dec	2010 ALM				Invoice No	- 30230-4							10:48 am
	ALM .		Current		014	00200-7		Have		N .4	Currented	6011	500
tem No	Description	Parent No	Selling Price	Unit Cost	Ctn Cost	GP%	Unit Cost	Ctn Cost	GP%	Change	Suggested Selling Price	Before Inv	After Inv
	Cofe Par				0-4	Bee					0-4	- B	
	Care Dar			-	Care	Dar					Car	e bar	
	HAMN PREMIUM LITE KEG, 49.5L		\$0.00	\$133.58	\$133.58	0.00%	\$134.31	\$134.31	0 %	0.55 %	\$134.31	00.0	0.00
2	HAHN PREMIUM LITE 702, 200ML	20	52.00	30.04	3133.58	78,41%	30.04	3134.31	78.40 %	0.00 %	32.01	0.00	0.00
4 	HAHN PREMIUM LITE POT, 285ML	20	\$2.50	\$0.77	\$133.58	69.23%	\$0.77	\$134.31	69.20 %	0.00 %	\$2.51	0.00	0.00
•	HAHN PREMIUM LITE SCHOONER, 42	20	\$3.40	\$1.15	\$133.58	00.27%	\$1.15	\$134.31	00.18 %	0.00 %	\$3.42	000	0.00
8	HAHN PREMIUM LITE JUG, 1140ML	20	59.70	\$3.08	\$133.56	0.000	\$3.09	\$139.31	08.19 %	0.32 %	38.75	0.00	0.00
• •	CARLION MID KEG, 49.0L	40	50.00	3187.40	3187.40	0.00%	3183.40	3193.40	0 %	323 %	3183.40	0.00	0.00
<u>.</u>	CARLION MID 702, 200ML	10	52.30	30.70	3107.40	07,00%	30.70	3133,40	00.00 %	2.03 %	32.37	0.00	0.00
	CARL TON MID POT, 200ME	10	92.70	51.00	0107.40	60.04%	91.11	8103.40	50.00 M	2.70 79	94/7	0.00	0.00
	CARL TON MID BURG 4140MI	10	\$3.00	84.00	\$167.40 \$167.40	50.30% 60.00%	\$1.00	8103.40	67.80 M	0.11.70	93.72 e10.04	0.00	0.00
° ^	TAQUEVE EVTDA DOVICE 49 51		\$10.00	6214.69	0144 60	0.00%	6216.26	0103.40 0246.28	07.02 %	0.04 %	010.04 0216.0A	0.00	0.00
	TOOLEVS EVTDA DRV 707 2004	50	\$2.60	9219.00	9214.59	AE 22%	90.97	9215.30	85 00 BL	0.00 %	92.61	0.00	0.00
	TOOLEVS EXTRA DRY POT 285MI	50	\$2.00	\$1.24	9214.69	RE 22%	\$4.07	06.10.30 9216.38	66.74 bi	0.00 %	92.01	0.00	0.00
	TOOLEVE EVTDA ODV COLOONED 42	50	\$2.00	01.24	0014.60	80 21%	01.24 01.08	6246.08	50 00 PL	0.84 %	96.01	0.00	0.00
	TOONEYS EVTRA DRY 100 1440MI	50	\$3.70	\$1.04	ec 14.00	65.40%	31.00 64.08	6215.30 6215.28	66.00 %	0.04 15	93./1 611.14	0.00	0.00
~	TOORETO EXTRA DRT 303, THOME	DU	arr.10	0%,d%	ga: 19,08	JU.9070	\$4.90	ac 10.30	00.32 %	0.40 %	611.19	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.

1.5 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 <u>the PDE</u>, and a <u>suggested transfer</u>.

🕼 Transfer Batch V3.2.0.3 - icontrols	Town Cdl Changes	
	Transfer Batch	
🕂 Add 📝 Change 🤤 Delete	alle Refresh 🛛 😓 Print Report 🔻 🔲 Single batch All Trans	fer Batch
* Batch No 🛛 🖌 Description	Date	Lines Total Created by User
0	<no data="" display="" to=""></no>	
8 HI 4 3 HI 4	ମ କ 📑 s RWD RW RO	Exit

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.

	A1 • from Liquor Barn Loc 1										
	А	В	С	D	E	F	G	Н	1	J	
1	From Liquor Bar	Loc 1									
2	Item Number	Item Description	Size	Ctns	Units	To Location					
3	6003	Bundy Rum	700ml	1		2					
4	2010	Boags Prem Ctn		10		2					
5											_
6											
7											
8											
9											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											_
21											_
I¶ ·	Sheet1	Sheet2 / Sheet3 / 🖏	1	1	1	1	Ш)	

Example of a Possible Transfer Sheet.

To Start a Transfer Batch Click Stock Transfer Entry.

Click Add

• Click OK. The batch number increases automatically.

🕜 New batcl	n 🗇 🗆 🖾
E	nter Batch Number
	9
	<u>C</u> ancel <u>O</u> K

- 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.

🕼 ParentFo	🕡 ParentForm									
		Pi	ick Item							
	bun	Ŧ								
* Item Numb	er Description	Z.	Active?	Size	Supplier Department	*				
8058	BROWN BROS DOLCETTO SYRAH		V	750ML	HOTEL LIQUO WHITE WINES					
9070	BROWN BROS DRY RED		V	10LTR	HOTEL LIQUO RED WINES	_				
9071	BROWN BROS DRY WHITE		V	10LTR	HOTEL LIQUO WHITE WINES					
9003	BROWN BROS MERLOT		V	750ML	HOTEL LIQUO RED WINES					
8002	BROWN BROS MOSCATO		V	750ML	HOTEL LIQUO WHITE WINES					
8003	BROWN BROS SAUV BLANC		V	750ML	HOTEL LIQUO WHITE WINES					
8004	BROWN BROS SPAT LEXIA		V	750ML	HOTEL LIQUO WHITE WINES					
9004	BROWN BROS TARRANGO		V	750ML	HOTEL LIQUO RED WINES					
10001	BROWN BROS ZIBIBBO		V	750ML	HOTEL LIQUO SPARKLING WINE					
8005	BROWNS BIN 60 SEM CHARD		V	750ML	HOTEL LIQUO WHITE WINES					
9854	BUNDABERG CRISP 6PK		V	375ML	HOTEL LIQUO R.T.D PKS					
6704	BUNDABERG GINGER BEER		V	375ML	HOTEL LIQUO SOFTDRINK PACK					
6809	BUNDABERG GINGER BEER		V	375ML	HOTEL LIQUO SOFTDRINK PACK					
6006	BUNDABERG RED RUM		V	700ML	HOTEL LIQUO RUM					
6007	BUNDABERG RUM		V	1125ML	HOTEL LIQUO RUM					
6002	BUNDABERG RUM		V	375ML	HOTEL LIQUO RUM					
> 6003	BUNDABERG RUM		2	700ML	HOTEL LIQUO RUM					
6004	BUNDABERG RUM		V	1L	HOTEL LIQUO RUM					
6005	BUNDABERG RUM 101		V	700ML	HOTEL LIQUO RUM					
1008	BUNDABERG RUM FNIP (700)		V	30ML	HOTEL LIQUO BAR SPIRITS					
1,010						•				
	4				Þ					
ltem No Fi	ter S Apply Filter									
Highlight a re	w, then press "Select" button				<u>C</u> ancel <u>S</u> elect					

- 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.

Add		
	Stock Transfer Item	
FROM		
From Item No	6003 🐼 Eind Transfer Cost \$ 355.2	
From Area	BUNDY RUM 700ML 700ML Pick Location Area 1, BOTTLESHOP	
	Carton Qty 12 Carton Cost \$355.20	
From Qty	12 OnHand 24 After 12	
то		
To Area	Pick Location Area 2, BAR	
To Item No	6003 🦘 Find	
	BUNDY RUM 700ML 700ML	
	Carton Qty 12 Carton Cost \$355.20	
To Qty	12 OnHand 0 After 12	
		,

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.

Edit									\Leftrightarrow	
					Bat	ch				
Batch No		9						Created by User		Support
Description	Support			Date	22/02/2011	•		Total		\$355.20
🖶 Add 👿	Change (ᇢ Delete	😂 Refresh	👙 Prin	it Report 💌 1	[ransferBatch	1		ltems in t	his batch
		Fro	m					To		
* Item N Item D)esc	Loc No	Loc Name	Qty	Transfer	Item No Ite	em Desc	Area No Area Name		Qty
> 6003 BOND	Y RUM 700	ML 1	BUTTLESHU	P	12 \$355.20	6003 BI	JNDY RUM 700	2 BAR		12
1					\$355.2					
Item Number	•		Se Apply <u>(</u>	ilter] PDE <u>L</u> oad	▼ Sugge	ested	🐚 <u>U</u> pdate		

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



Neither the FROM nor TO Locations exist in any Stocktake batch

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		
Upda	te Batch	
Batch No	9	
Batch Total	\$355.20	
Post To Day Tuesday , 2	2 February 2	D11 💌
Neither the FROM no Stock	r TO Locatio take batch	ns exist in any
	<u>C</u> ancel	Mg Update

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.

🕡 New batch	
En	ter Batch Number
_	
9	
	<u>C</u> ancel <u>O</u> K

- 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

	Load Item	ns from PDE
Transfer from Area	Pick Location	Area 1, BOTTLESHOP
Transfer to Area	S Pick Location	No area/location
	👿 Uses Areas in the	PDE as the Receiving Areas
		<u>C</u> ancel <u>O</u> k

Click OK

🕡 PDE						
Load from PDE						
 Read from PDE Read existing PDE file (*.csv) 						
C:\iControl\PDE\PDEData.csv						
	<u>C</u> ancel <u>O</u> k					

Click OK

Connect	Connect to PDE				
	PDE Type:	Generic			
	Speed:	2400			
	Port:	COM2 -			
	Phone No:				
Accept Area numbers from the PDE					
		OK Cancel			

• 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

• This is the screen that is displayed with a connection to the PDE.

PDE File Transfer	
Status Receiving PDE Data Record Count	
	Cancel

- Screen once finished downloading.
- Click OK

Confirm			×
1	Finished with	06 records received.	
		ОК	

• Once the PDE has finished downloading the products will show in the Transfer screen.

Edit	Edit										
					Ba	tch					
Batch No	9175	_							Created by User	FI	NCHCORP
Descripti	on FINCHCORP		Date	23/02/2011	-				Total		\$2,390.13
		_									
r Add	📝 Change 🛛 📮 Delete	e 🤁 Refr	esh 🔅 Print	Report • Tran	sferBatch					ltems in	this batch
		From	<u>א</u>					1	ſo		
* Item No	Item Desc	Loc No	Loc Name	Qty	Transfer c	Item No	Item Desc	Area No	Area Name		Qty
> 3760	XXXX GOLD 750 CT	1	LIQUOR BARN	5	\$174.51	3760	XXXX GOLD 750 CT	5	5 OFFICE RESTURANT	-	5
3540	NAKED CTN	1	LIQUOR BARN	4	\$138.56	3540	NAKED CTN	5	5 OFFICE RESTURANT		4
3571	REDBACK STUB	1	LIQUOR BARN	52	\$122.79	3571	REDBACK STUB	5	5 OFFICE RESTURANT	1	52
3600	TOOH XDRY CTN	1	LIQUOR BARN	6	\$219.35	3600	TOOH XDRY CTN	5	5 OFFICE RESTURANT		6
3630	TOOH NEW STICTN	1	LIQUOR BARN	4	\$154.02	3630	TOOH NEW STICTN	5	5 OFFICE RESTURANT	7	4
3680	VB CAN 30PK	1	LIQUOR BARN	5	\$218.42	3680	VB CAN 30PK	5	5 OFFICE RESTURANT		5
3760	XXXX GOLD 750 CT	1	LIQUOR BARN	5	\$174.51	3760	XXXX GOLD 750 CT	5	5 OFFICE RESTURANT	ſ	5
3540	NAKED CTN	1	LIQUOR BARN	4	\$138.56	3540	NAKED CTN	5	5 OFFICE RESTURANT		4
3571	REDBACK STUB	1	LIQUOR BARN	52	\$122.79	3571	REDBACK STUB	5	5 OFFICE RESTURANT	1	52
3600	TOOH XDRY CTN	1	LIQUOR BARN	6	\$219.35	3600	TOOH XDRY CTN	5	5 OFFICE RESTURANT		6
3630	TOOH NEW STICTN	1	LIQUOR BARN	4	\$154.02	3630	TOOH NEW ST CTN	5	5 OFFICE RESTURANT	Ī	4
3680	VB CAN 30PK	1	LIQUOR BARN	5	\$218.42	3680	VB CAN 30PK	5	5 OFFICE RESTURANT		5
7451	SMIRN MULE C SGL	1	LIQUOR BARN	5	\$13.95	7451	SMIRN MULE C SGL	5	5 OFFICE RESTURANT	ſ	5
3641	TOOH OLD STUB	1	LIQUOR BARN	5	\$8.33	3641	TOOH OLD STUB	5	5 OFFICE RESTURANT		5
3656	TOOH WHT STAG 6P	1	LIQUOR BARN	2	\$19.30	3656	TOOH WHT STAG 6F	5	5 OFFICE RESTURANT	7	2
3660	TOOH XD PLAT CTN	1	LIQUOR BARN	5	\$233.70	3660	TOOH XD PLAT CTN	5	5 OFFICE RESTURANT		5
3500	CELTIC RED CTN	1	LIQUOR BARN	1	\$59.53	3500	CELTIC RED CTN	5	5 OFFICE RESTURANT		1
17	\$2,390.										
Item Num	nber 👻	9	Apply <u>F</u> ilter	PDE Load 🔻	Suggest	ed	Marke Update				

• 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.

Edit								\Rightarrow
					Bat	ich		
Batch No		9					🛅 Created by User	Support
Description	Support			Date	22/02/2011	•	Total	\$355.20
🖶 Add	📝 Change	🖨 Delete	ಿ Refresh	👙 Prir	nt Report 🔻 🗎	FransferBatch		Items in this batch
		Fr	om				To	
* Item N Iter	m Desc	Loc No	Loc Name	Qty	Transfer	Item No Item Desc	Area No Area Name	Qty 12
2 6003 BU		UUML	I BUTTLESHL	15	12 \$300.20	6003 BUNDT RU	JM 700I Z BAR	12
1					\$255 1			
					\$200.5			
Item Numb	er 🔻		Sec. Apply	<u>F</u> ilter	PDE Load	✓ Suggested	🐚 <u>U</u> pdate	

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

iControl		
?	Confirmation	
	Do you want to print the Batch Report nov	/>?
	Yes	No
M-Shara I		
Neither t	ne FRUM nor TU Locations exist in any Stocktake batch	This notic

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.

🕜 New batch	
Er	nter Batch Number
5	9
	<u>C</u> ancel <u>O</u> K

- Click Suggested.
- Select the From and To Locations

Suggested	Transfer					
Generate suggested transfers based on the Minumum and Maximum stock levels in this Area						
Transfer from Area 🛛 🕜 Pick Location	Area 1, BOTTLESHOP					
Transfer to Area C Pick Location	Area 2, BAR					
💟 Only transfer if enough stock is available in the From Area						
	<u>C</u> ancel <u>O</u> k					

- 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.

Edit					\Leftrightarrow
		Bato	:h		
Batch No 10				Created by User	Support
Description Support	Date	e 22/02/2011 👻		Total	\$236.80
🖶 Add 🛛 📝 Change 🤤 D)elete ಿ Refresh 👙 Pr	int Report 🔻 TransferBatc	h		Items in this batch
	From			To	
* Item Ni Item Desc	Loc No Loc Name	Qty Transfer (It	tem No Item Desc	Area No Area Name	Qty
≥ 6003 BONDY RUM 700ML	1 BUTTLESHUP	8 \$236.80	6003 BUNDY RUM 700ML	2 BAR	8
1 Item Number 👻	S Apply <u>F</u> ilter	\$236.8	ested yupdate		<u><u> </u></u>

- 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.

Batch No Description Date No of Lines Created by 10 Support 22/02/2011 0 Finchcorp Support Item No. Description Size From Location Qty Item No Description Size To Location Qty An 6003 BUNDABERG RUM 700ML 1- BOTTLESHOP 8 \$\$ 6003 BUNDABERG RUM 700ML 2- BAR 8 \$\$ \$\$	<mark>Ок</mark> Ш
10 Support 22/02/2011 0 Finchcorp Support Item No. Description Size From Location Qty Item No. Description Size To Location Qty An 6003 BUNDABERG RUM 700ML 1- BOTTLESHOP 8 \$6003 BUNDABERG RUM 700ML 2- BAR 8 \$12	W.
6003 BUNDABERG RUM 700ML 1- BOTTLESHOP 8 🎾 6003 BUNDABERG RUM 700ML 2- BAR 8 \$2	ount
	6.80
Gst Total for Transfer 21	.53
fotal Items In Batch 1 Transfer Checked By Total Batch Transfer Ex Gst \$215	.28

- 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.

Edit								\Leftrightarrow	
					Bat	tch			
Batch No	9						🐻 Created by User		Support
Description	Support			Date	22/02/2011	▼	Total	:	\$355.20
🖶 Add 🛛 📝	Change 🤤	Delete	ಿ Refresh	😓 Prin	nt Report 🔻	TransferBatch		ltems in thi	s batch
		Fro	m				To		
* Item N Item D	esc	Loc No	Loc Name	Qty	Transfer	Item No Item Desc	Area No Area Name		Qty
> 6003 BOND	Y RUM 700ML	1	BOTTLESHO	Р	12 \$355.20	6003 BUNDY RUM 700	I 2 BAR		12
1					\$355.2				
Item Number	•		Set Apply [ilter	PDE Load	i 🗸 Suggested	🐚 Update		ose

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



Neither the FROM nor TO Locations exist in any Stocktake batch

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								
Upda	te 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								
	<u>C</u> ancel	M 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

Menu

- 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.

0	Log In S Fri A	lug 20 08	3:14 AM	Label Changes: 14	Till Changes: 5	Journals Pending: 0	localhost:ICONTROLNORTH
	Quit						
	Print Queue Configuration Help Contents Support Calculator Register About	•					
1	Print Output						

- 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.

iControl	
iControl	Sign-on
	FINCHCORP SUPPORT
User Name	SUPPORT -
Password	NON
ICONTROL	Cancel Login

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.

iControl	- Contraction of the second
iControl S	Sign-on
	USER USER
User Name	USER 💌
Password	Confirm New
	Please create a Password
ICONTROL	Cancel Login

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.

EndOfDay V3.3.0.0 - icontrolbeachhouse	×
End of D	ay Processing
Processing Day Wednesday, 4 May 2011 Process Auto	TaskConnect C iCell Do a Database Backup Backup Now
Folder	
C:\Posconnect	Read and Clear Lash Register (journals) Skip Read From Registers - just Process Files Initiate/Terminate Promotions
Journals not processed (AJL) Journal 05/01/2011 C:\Posconnect Journal 07/03/2011 C:\Posconnect Journal 08/03/2011 C:\Posconnect Journal 09/03/2011 C:\Posconnect	NDTE: This will Terminate any Promotions ending on the date above and activate any Promotions Starting on the next day.
Process All Norm O Partial O Processed	Program Timeout 1 minutes (-1 to disable)
•	Process Exit

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 <u>Rolling Stocktakes</u>.

- The first step is to print the count sheet.
- Click into Print Count Sheet.

6 Menu V3.3.0.0 R	Registered as primary					
Menu	CONTROL	_			Finchcorp Supp	ort
	Print Count Sł	heet				
	Stocktake Er	ntry				
	Stock Variance	Report				SETTINGS
END OF DAY	Stocktake Valuatio	on Report				
HOST						UTILITY 2
Log In 5	Wed Mar 09 08:04 PM	Label Changes: 816	Till Changes: 109	Journals Pending: 2	localhost:ICONTROLrail	

- 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.

🅡 Stocktake Countsheet V3	3.0.0 - icontrolrail		
	Stocktake	Countsheet	
 Pick Location Options Filters Email Print Current Qty On-Han Print only Items not count 	Optional Select By Department Sub Dept Group Supplier		
Load Items not counted it Report Order Dept/SubDept Alpha Supplier	nto the count file as a 2) Dept/Alpha) GP %	Zero Count Output Preview Print Email	Category Till Category Items Preset Config
C Item Number		Manual Send	<default></default>
Preview Report	ountsheet		Exit

97

<u>, </u>] €	122% • 🔍 🔲 🔎 1	Close				
		TEST I	HOTEL			🂓 Finchcorp
		<u>Stocktake C</u>	ount	<u>Sheet</u>		
Printed on	- 03 Mar 2011	Area 1, [ORIVE IN			07:21 pm
Item No.	Description	Size	Cost	On Hand	Count	
BEER BUL	К					
200	BUNDY DRAUGHT KEG	49.5LT	\$249.85	0		
20	CARLTON MIDSTRENGTH	49.5LT	\$176.62	0		
40	HAHN PREM LIGHT KEG	49.5LT	\$138.64	5		
50	HAHN SUPER DRY 3.5 KEG	49.5LT	\$192.45	1		
60	HAHN SUPER DRY KEG	49.5LT	\$229.93	2		
90	TOOHEY'S EXTRA DRY KEG	49.5LT	\$216.77	0		
100	TOOHEYS NEW KEG	49.5LT	\$208.63	4		
30	TOOHEYS OLD KEG	49.5LT	\$200.39	1		
110	VB KEG	49.5LT	\$207.55	0		
120	XXXX BITTER KEG	49.5LT	\$204.56	3		
130	XXXX GOLD KEG	49.5LT	\$173.57	0		
BEER PAC	KAGED					
2001	BARECOVE RADLER STUB	330ML	\$1.53	51		
2021	BLUETONGUE LIGHT STUB	330ML	\$1.02	0		
2031	BLUETONGUE PILSENER SINGLE	330ML	\$1.75	0		

- 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.

G Stockta File Edit	ike Entry V3.3 Help	.0.0 - icontro	Irail						
🛟 付	📝 <u>C</u> hange	ᅌ Delete	∂ <u>R</u> efresh	😓 <u>P</u> rint Report 🕶 🗌 Single batch	stocktakeentry				
* Batch	👃 Area No	Area		Store		Batch Description	Date	Total	Lines
>	158	5 PUBLICI	BAR	TEST HOTEL		Area 5, PUBLIC BAR	23/02/2011	\$0.00	280
	1							\$	_
	<	ж р ни	'* 🗣 🗌	S RWD RW RO				E	xit

Edit Sto File E	cktake Batch dit Help							
Batch	Batch 158 Desc AREA 5, PUBLIC BAR Lines 280							
Date	23/02/2011 💽 🍖 Pick Location	Area 5, PUBLIC BAR	(Costs are Ex-GST)	Total \$0).00			
* Item N	lumber Desc	🛆 APN No Size	Var Qty	Var Cost	Units Counted	Extended Cost	🤉 lty on hand	
	200 BUNDY DRAUGHT KEG	200 49.5LT	-2.3947	-\$543.92	0.0	\$0.00 2.	394700000(🚽	
	20 CARLTON MIDSTRENGTH	20 49.5LT	-4.9647	-\$797.16	0.0	\$0.00 4.	964700000(🛄	
>	40 HAHN PREM LIGHT KEG	40 49.5LT	-0.4006	-\$50.49	0.0	\$0.00 0.	4006000000	
	50 HAHN SUPER DRY 3.5 KEG	50 49.5LT	-6.0605	-\$1,060.31	0.0	\$0.00 6.	0605000000	
	60 HAHN SUPER DRY KEG	60 49.5LT	-0.0311	-\$6.50	0.0	\$0.00 0.	0310999999	
	90 TOOHEYS EXTRA DRY KEG	90 49.5LT	-2.0942	-\$412.69	0.0	\$0.00	2.0942	
	100 TOOHEYS NEW KEG	100 49.5LT	-2.3454	-\$444.84	0.0	\$0.00 2.	345400000(
	30 TOOHEYS OLD KEG	30 49.5LT	-0.0992	-\$18.07	0.0	\$0.00 0.	099200000(
	110 VB KEG	110 49.5LT	-5.3045	-\$1,000.85	0.0	\$0.00 5.	304500000(
	120 XXXX BITTER KEG	9000 49.5LT	-1.594	-\$296.42	0.0	\$0.00 1.	5940000000	
	130 XXXX GOLD KEG	130 49.5LT	-7.7322	-\$1,220.06	0.0	\$0.00 7.	7321999995	
	2001 BARECOVE RADLER STUB	9311512243801 330ML	6.0	\$8.35	0.0	\$0.00	-6	
	2081 CARLTON COLD STUB	93298759 375ML	35.0	\$43.44	0.0	\$0.00	-35	
	2101 CARLTON DRAUGHT STUB	93258081 375ML	4.0	\$6.42	0.0	\$0.00	-4	
	2371 CARLTON MID CAN	9320000109918 375ML	179.0	\$202.81	0.0	\$0.00	-179	
	2391 CARLTON MID STUB	93397742 375ML	200.0	\$212.60	0.0	\$0.00	-200	
	2141 CARLTON NATURAL STUB	9320000116503 355ML	0.0	\$0.00	0.0	\$0.00	0	
	2171 CASCADE PREMIUM LIGHT STU	JB 9320000108539 375ML	13.0	\$14.56	0.0	\$0.00	-13	
	2201 COOPERS SPARKLING ALE STU	JB 93302074 375ML	0.0	\$0.00	0.0	\$0.00	0	
	2231 CROWN LAGER STUB	93248327 375ML	-6.0	-\$9.96	0.0	\$0.00	6	
	2241 FOSTERS LIGHT ICE STUB	93372060 375ML	12.0	\$12.30	0.0	\$0.00	-12	
	280					\$		
₩ 4 ► ₩	1°4*'* 🗣 🔺						•	
🛖 Ad	d 📝 <u>C</u> hange 🤤 Delete 🍣 <u>R</u> efresh	Department No - Description 🗾 🗖	Group					
📑 Rel	Calc <u>V</u> ariances 📑 RecCalc Ext Cost 📓	PDE Load 🗨 😫 Print Report 🗣 Stockta	ake Items 🛛 🐚 Upda	ate			Clos <u>e</u>	

- 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.

Add Stocktake It	tem	
	Add Item	
ltem Number I Add to	20 o any existing record	Item <u>L</u> ookup
		ancel <u>O</u> K

Add	
	Stocktake Item
Item Number	20 Estimate CARLTON MIDSTRENGTH, 49.5LT
Curr On-Hand	4.9647000000003
Units Counted	
Add Unit Count	4
	<u>C</u> ancel <u>S</u> ave

- 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.

Batch 158 Desc AREA 5, PUBLIC BAR Lines 280 Image: State 1 Date 23/02/2011 Pick Location Area 5, PUBLIC BAR (Costs are Ex-GST) Total \$\$22.002/2011 Pick Location Area 5, PUBLIC BAR (Costs are Ex-GST) Total \$\$22.002/2011 Pick Location APN No Size Var Cut Var Cost Units Counted Extended Cost (Dy on 0000 0.000000 0100HeryS 0LD KEG 30 49.5LT 0.0092 418.07 0.0 \$000 0.00000 0000 0.000000 0000 0.00000 0000 0.0000000 0000 0.00000000 0000 0.0000000000000000000000000000000							
Date 23/02/2011 Image: Pick Luceation Area 5, PUBLIC BAR (Costs are Ex-GST) Total \$\$642.26 20	Batch 158 Desc AREA 5, PUBLIC	BAR		Lines	280		
20 Desc APN No Size Var Qty Var Cost Units Counted Extended Cost Qty on 20 CARLTON MIDSTRENGTH, 49.5LT 20 49.5LT 0.9647 45154.90 4.0 \$642.26 4.964700 30 TODHEYS OLD KEG 30 43.5LT 0.09627 45154.90 4.0 \$642.26 4.964700 40 HAHN PREM LIGHT KEG 40 49.5LT -0.04006 450.49 0.0 0.000 0.000000 50 HAHN SUPER DRY SEG 50 49.5LT -0.0011 36.605 41.0603 1.00 \$1.000 1.000 0.000 0.200 2.241263 0.0 40.00 0.000 2.000 2.000 2.000 2.000 2.000 2.000 2.000 2.000 2.000 2.000 2.000 2.000 0.000 2.00	Date 23/02/2011 💽 🕜 Pick Location	Area 5, PUBLIC BAR	(Costs are Ex-GST)	Total \$64	2.26		
Item Number / Desc APN No Size Var Quy Var Quy Var Cost Units Counted Extended Cost Quy on 20 CARLTON MIDSTRENGTH, 49.5LT 20.49.5LT -0.9692 -18.07 -0.0614 -0.0992 -18.07 -0.0000 -0	20						
20 CARLTON MIDSTRENGTH, 49.5LT 20 49.5LT -0.9647 *\$15.490 4.0 \$642.26 49.6470 30 TODHEYS OLD KEG 30 49.5LT -0.0902 *\$18.07 0.0 \$0.00 0.000.093200 40 HAHN PREM LIGHT KEG 40 49.5LT -0.6006 *\$50.49 0.0 \$0.00 0.000.00000 \$0.00 0.000.00000 \$0.00 \$0.00 0.000 \$0.00 0.000.00000 \$0.00 <t< td=""><td>Item Number 🔺 Desc</td><td>APN No Size</td><td>Var Qty</td><td>Var Cost</td><td>Units Counted</td><td>Extended Cost Qty</td><td>on hand</td></t<>	Item Number 🔺 Desc	APN No Size	Var Qty	Var Cost	Units Counted	Extended Cost Qty	on hand
30 TOOHEYS OLD KEG 30 49.5LT -0.0992 -\$18.07 0.0 \$0.00 0.09920 40 HAHN PREM LIGHT KEG 40 49.5LT -0.4006 450.49 0.0 \$0.00 0.40060 50 HAHN SUPER DRY 3.5KEG 50 49.5LT -6.6005 \$1,060.31 0.0 \$0.00 0.00000 50 HAHN SUPER DRY KEG 60 49.5LT -0.0311 -\$6.50 0.0 \$0.00 0.23000 90 TOOHEYS EXTRA DRY KEG 90 49.5LT -2.0942 -\$4412.69 0.0 \$0.00 2.34540 100 TOOHEYS NEW KEG 100 49.5LT -2.3454 -\$444.84 0.0 \$0.00 5.30450 120 XXX BITTER KEG 9000 49.5LT -1.554 \$2.20.66 0.0 \$0.00 7.73219 200 BUNCY DRAUGHT KEG 200 49.5LT -7.7322 \$1.20.06 0.0 \$0.00 130 XXX GOLD KEG 130 49.5LT -7.7322 \$41.20.06 0.0 \$0.00 2.3470 200 BUNCY DRAUGHT KEG 200 49.5LT -2.3947 \$543.92 0.0 \$0.00 2.00 522 L/L/BITTERS 70Z 522 2200ML 0.0 \$0.00 0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	20 CARLTON MIDSTRENGTH, 49.5LT	20 49.5LT	-0.9647	-\$154.90	4.0	\$642.26 4.96	4700000
40 HAHN PREM LIGHT KEG 40 49.5LT -0.4006 -450.49 0.0 \$0.00 0.400600 50 HAHN SUPER DRY 35 KEG 50 49.5LT -0.0311 46.50 0.00 \$0.00 0.03108 90 TOOHEYS EXTRA DRY KEG 60 49.5LT -0.0311 46.50 0.00 \$0.00 0.2345400 100 TOOHEYS NEW KEG 100 49.5LT -2.0342 -\$444.84 0.0 \$0.00 2.345400 110 VB KEG 110 49.5LT -5.3045 -\$1,000.85 0.0 \$0.00 7.73218 120 XXX BITTER KEG 9000 49.5LT -7.7322 41,220.06 0.0 \$0.00 7.73218 200 BUNDY DRAUGHT KEG 2004 9.5LT -2.3347 -\$543.92 0.0 \$0.00 2.394700 522 L/L/BITTERS 70Z 522 200ML 0.0 \$0.00 \$0.00 \$0.00 \$0.00 524 L/L/BITTERS SCHOONER 526 425ML 0.0 \$0.00 \$0.00 \$0.00 \$0.00 528 L/L/BITTERS SCHOONER 526 425ML 0.0 \$0.00 \$0.00 \$0.00 \$0.00 528 L/L/BITTERS SCHOONER 526 425ML 0.0 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	30 TOOHEYS OLD KEG	30 49.5LT	-0.0992	-\$18.07	0.0	\$0.00 0.09	920000
50 HAHN SUPER DRY 35 KEG 50 49.5LT -6.0605 \$41,060.31 0.0 \$0.00 6.060500 60 HAHN SUPER DRY KEG 60 49.5LT -0.0311 \$6.50 0.0 \$0.00 0.230303 30 TOOHEYS EXTRA DRY KEG 90 49.5LT -2.0842 \$412.69 0.0 \$0.00 2.345400 100 TOOHEYS NEW KEG 100 49.5LT -2.3454 \$444.84 0.0 \$0.00 2.345400 110 VB KEG 110 49.5LT -5.3045 \$1,000.85 0.0 \$0.00 7.32193 120 XXXX GOLD KEG 130 49.5LT -7.7322 \$1,220.06 0.0 \$0.00 7.732193 200 BUNDY DRAUGHT KEG 200 49.5LT -2.3947 \$453.32 0.0 \$0.00 7.732193 200 BUNDY DRAUGHT KEG 200 49.5LT -2.3947 \$454.32 0.0 \$0.00 \$0.00 522 L/L/BITTERS FOT 524 2200ML 0.0 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 528 L/L/BITTERS JUG 528 1140ML 0.0 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 <	40 HAHN PREM LIGHT KEG	40 49.5LT	-0.4006	-\$50.49	0.0	\$0.00 0.40	060000
60 HAIN SUPER DRY KEG 60 49.5LT -0.0311 :\$6.50 0.0 \$0.00 0.00 \$0.00 0.00 \$0.00 0.00 \$0.00 0.00 \$0.00 0.00 2.3 90 TODHEYS EXTRA DRY KEG 90 49.5LT -2.3454 :\$444.84 0.0 \$0.00 2.35450 100 TODHEYS NEW KEG 110 49.5LT -2.3454 :\$444.84 0.0 \$0.00 2.35450 110 VS KEG 110 49.5LT -5.3045 :\$1.00.85 0.0 \$0.00 5.304500 120 XXXX GOLD KEG 130 49.5LT -1.534 :\$296.42 0.0 \$0.00 7.32193 200 BUNDY DRAUGHT KEG 200 49.5LT -7.7322 :\$1.20.06 0.0 \$0.00 7.32193 2020 L/LBITTERS 70Z 522 200ML 0.0 \$0.00 0.0 \$0.00	50 HAHN SUPER DRY 3.5 KEG	50 49.5LT	-6.0605	-\$1,060.31	0.0	\$0.00 6.06	050000
90 TODHEYS EXTRA DRY KEG 90 49.5LT -2.0942 :\$412.69 0.0 \$0.00 2 100 TODHEYS NEW KEG 100 49.5LT -2.3454 :\$444.84 0.0 \$0.00 2.34540 110 VB KEG 110 49.5LT :5.3045 :\$1,000.85 0.0 \$0.00 5.30450 120 XXX BITER KEG 9000 49.5LT :1.594 :\$296.42 0.0 \$0.00 1.594000 130 XXX GOLD KEG 130 49.5LT :7.7322 :\$1,20.06 0.0 \$0.00 2.3470 200 BUNDY DRAUGHT KEG 200 49.5LT :2.3947 :\$543.92 0.0 \$0.00 2.39470 522 L/L/BITERS 7 0Z :522 200ML 0.0 \$0.00 \$0.00 \$0.00 \$0.00 524 L/L/BITTERS POT :524 258ML 0.0 \$0.0	60 HAHN SUPER DRY KEG	60 49.5LT	-0.0311	-\$6.50	0.0	\$0.00 0.03	109999
100 TODHEYS NEW KEG 100 49.5LT -2.3454 \$444.84 0.0 \$0.00 2.345400 110 VB KEG 110 49.5LT -5.3045 \$1,000.85 0.0 \$0.00 5.304500 120 XXXX BITTER KEG 9000 49.5LT -1.534 \$296.42 0.0 \$0.00 7.32190 130 XXXX GOLD KEG 130 49.5LT -7.732 \$12.20.06 0.0 \$0.00 7.32197 200 BUNDY DRAUGHT KEG 200 49.5LT -2.3947 \$543.92 0.0 \$0.00 7.32197 202 L/L/BITTERS 7 0Z 522 200ML 0.0 \$0.00 0.0 \$0.00 \$0.00 524 L/L/BITTERS SCHOONER 524 285ML 0.0 \$0.00 0.0 \$0.00 \$0.00 528 L/L/BITTERS SCHOONER 528 1140ML 0.0 \$0.0	90 TOOHEYS EXTRA DRY KEG	90 49.5LT	-2.0942	-\$412.69	0.0	\$0.00	2.09
110 VB KEG 110 49.5LT -5.3045 \$\$1,000.85 0.0 \$\$0.00 5.304500 120 XXXX BITTER KEG 9000 49.5LT -1.594 \$\$296,42 0.0 \$\$0.00 7.73219 130 XXXX BOLD KEG 130 49.5LT -7.7322 \$\$1,200.06 0.0 \$\$0.00 7.73219 200 BUNDY DRAUGHT KEG 200 49.5LT -2.3947 -\$543.92 0.0 \$\$0.00 2.3970 522 L/L/BITTERS 7 0Z 522 200ML 0.0 \$\$0.00 0.0 \$\$0.00	100 TOOHEYS NEW KEG	100 49.5LT	-2.3454	-\$444.84	0.0	\$0.00 2.34	540000
120 xxxx BITTER KEG 9000 49.5LT -1.594 +\$296.42 0.0 \$0.00 1.594000 130 xxxx GOLD KEG 130 49.5LT -7.7322 x\$1,220.06 0.0 \$0.00 2.39400 200 BUNDY DRAUGHT KEG 200 49.5LT -2.3947 +\$543.92 0.0 \$0.00 2.39470 522 L/L/BITTERS 7 0Z 522 200ML 0.0 \$0.00 0.0 \$0.00 \$0.00 524 L/L/BITTERS SCHOONER 524 285ML 0.0 \$0.00 0.0 \$0.00 \$0.00 526 L/L/BITTERS JUG 528 425ML 0.0 \$0.00 0.0 \$0.00 \$0.00 528 L/L/BITTERS JUG 530 EACH 77.5484 \$932.62 0.0 \$0.00 \$0.00 530 JUICE BY LITRE 530 EACH 77.5484 \$932.62 0.0 \$0.00 \$0.00 2001 BARECOVE RADLER STUB 931151243801 330ML 6.0 \$8.35 0.0 \$0.00 \$0.00 2010 CARLTON CALLER STUB 9318691000805 350ML -6.0 \$9.324 0.0 \$0.00 \$0.00 \$0.00 2020 CARLTON CALUMA STUB 93280813 375ML 35.0 \$43.44 0.0 \$0.00 \$0.00<	110 VB KEG	110 49.5LT	-5.3045	-\$1,000.85	0.0	\$0.00 5.30	450000
130 XXXX GOLD KEG 130 49.5LT -7.7322 •\$1,220.06 0.0 \$0.007.732193 200 BUNDY DRAUGHT KEG 200 49.5LT -2.3947 •\$543.32 0.0 \$0.00 2.39470 522 L/L/BITTERS 7 02 522 200ML 0.0 \$0.00 0.0 \$0.00 \$0.00 524 L/L/BITTERS POT 524 2545ML 0.0 \$0.00 0.0 \$0.00 \$0.00 526 L/L/BITTERS SCHOONER 526 425ML 0.0 \$0.00 0.0 \$0.00 \$0.00 528 L/L/BITTERS JUG 528 1440ML 0.0 \$0.00 0.0 \$0.00 <td>120 XXXX BITTER KEG</td> <td>9000 49.5LT</td> <td>-1.594</td> <td>-\$296.42</td> <td>0.0</td> <td>\$0.00 1.59</td> <td>400000</td>	120 XXXX BITTER KEG	9000 49.5LT	-1.594	-\$296.42	0.0	\$0.00 1.59	400000
200 BUNDY DRAUGHT KEG 200 49.5LT -2.3947 \$\$543.92 0.0 \$0.00 2.394700 522 L/L/BITTERS 70Z 522 200ML 0.0 \$0.00 0.0 \$0.00 524 L/L/BITTERS POT 524 285ML 0.0 \$0.00 0.0 \$0.00 526 L/L/BITTERS SCHOONER 526 428ML 0.0 \$0.00 \$0.00 \$0.00 528 L/L/BITTERS SCHOONER 528 428ML 0.0 \$0.00 \$0.00 \$0.00 528 L/L/BITTERS SCHOONER 528 428ML 0.0 \$0.00 \$0.00 \$0.00 530 JUICE BY LITRE 530 EACH 77.5484 \$992.62 0.0 \$0.00	130 XXXX GOLD KEG	130 49.5LT	-7.7322	-\$1,220.06	0.0	\$0.00 7.73	219999
522 L/L/BITTERS 7 0Z 522 200ML 0.0 \$0.00 \$0.00 524 L/L/BITTERS POT 524 285ML 0.0 \$0.00 \$0.00 526 L/L/BITTERS SCHOONER 526 425ML 0.0 \$0.00 \$0.00 526 L/L/BITTERS SCHOONER 528 1/L/MITTERS JUG 528 1/L/BITTERS JUG \$0.00 \$0.00 530 JUICE BY LITRE 530 EACH 77.5484 \$992.62 0.0 \$0.00 530 JUICE BY LITRE 530 EACH 77.5484 \$992.62 0.0 \$0.00 2001 BARECOVE RADLER STUB 9311512243801 330ML 6.0 \$8.35 0.0 \$0.00 2061 BOAGS PREMIUM STUB 9318691000805 350ML -6.0 \$9.24 0.0 \$0.00 2081 CARLTON DRAUGHT STUB 93258081 375ML 35.0 \$43.44 0.0 \$0.00 2101 CARLTON PAUGHT STUB 93258081 375ML 4.0 \$0.00 \$0.00 2101 CARLTON FUSION LIME STUB 932000111676 375ML -1.0 -\$1.58 0.0 \$0.00 280	200 BUNDY DRAUGHT KEG	200 49.5LT	-2.3947	-\$543.92	0.0	\$0.00 2.39	470000
524 L/L/BITTERS POT 524 285ML 0.0 \$0.00 \$0.00 526 L/L/BITTERS SCHOONER 526 425ML 0.0 \$0.00 \$0.00 528 L/L/BITTERS SUG 528 1140ML 0.0 \$0.00 \$0.00 528 L/L/BITTERS SUG 528 1140ML 0.0 \$0.00 \$0.00 530 JUICE BY LITRE 530 EACH 77.5484 \$392.62 0.0 \$0.00 2001 BARECOVE RADLER STUB 931151243801 330ML 6.0 \$8.35 0.0 \$0.00 2061 BOAGS PREMIUM STUB 9318691000805 350ML -6.0 \$9.24 0.0 \$0.00 2081 CARLTON DRAUGHT STUB 93298759 375ML 35.0 \$43.44 0.0 \$0.00 2101 CARLTON NAUGHT STUB 93258081 375ML 4.0 \$6.42 0.0 \$0.00 2131 CARLTON FUSION LIME STUB 932000111676 375ML -1.0 -51.58 0.0 \$0.00 280 *****	522 L/L/BITTERS 7 OZ	522 200ML	0.0	\$0.00	0.0	\$0.00	
526 L/L/BITTERS SCHOONER 526 425ML 0.0 \$0.00 \$0.00 \$0.00 528 L/L/BITTERS JUG 528 1140ML 0.0 \$0.00 0.0 \$0.00 530 L/L/BITTERS JUG 530 EACH 77.5484 \$\$992.62 0.0 \$0.00 •77.5484 2001 BARECOVE RADLER STUB 931151243801 30ML 6.0 \$\$8.35 0.0 \$0.00 2061 BAAGS PREMIUM STUB 9318691000805 350ML -6.0 \$\$9.24 0.0 \$0.00 2061 CARLTON COLD STUB 93298759 375ML 36.0 \$\$43.44 0.0 \$0.00 2101 CARLTON DAUGHT STUB 93258081 375ML 4.0 \$642.2 0.0 \$0.00 2101 CARLTON FUSION LIME STUB 932000111676 375ML -1.0 -\$1.58 0.0 \$0.00 2102 CARLTON FUSION LIME STUB 932000111676 375ML -1.0 -\$1.58 0.0 \$0.00 2102 CARLTON FUSION LIME STUB 932000111676 375ML -1.0 -\$1.58 0.0 \$0.00	524 L/L/BITTERS POT	524 285ML	0.0	\$0.00	0.0	\$0.00	
528 L/L/BITTERS JUG 528 1140ML 0.0 \$0.00 \$0.00 530 JUICE BY LITRE 530 EACH 77.5484 \$392.62 0.0 \$0.00 \$7.5484 2001 BARECOVE RADLER STUB 9311512243801 30.0L 6.0 \$8.35 0.0 \$0.00 2061 BARECOVE RADLER STUB 931969100805 550ML -6.0 \$9.24 0.0 \$0.00 2061 CARLTON COLD STUB 93298759 35.0 \$43.44 0.0 \$0.00 2011 CARLTON DRAUGHT STUB 93258081 375ML 4.0 \$6.42 0.0 \$0.00 2101 CARLTON FUSION LIME STUB 9320000111676 375ML -1.0 \$6.42 0.0 \$0.00 2101 CARLTON FUSION LIME STUB 9320000111676 375ML -1.0 \$1.58 0.0 \$0.00 280	526 L/L/BITTERS SCHOONER	526 425ML	0.0	\$0.00	0.0	\$0.00	
530 JUICE BY LITRE 530 EACH 77.5484 \$992.62 0.0 \$0.00 -77.5484 2001 BARECOVE RADLER STUB 9311512243801 330ML 6.0 \$8.35 0.0 \$0.00 2061 BOAGS PREMIUM STUB 9318691000805 350ML -6.0 -\$9.24 0.0 \$0.00 2081 CARLTON COLD STUB 93298759 375ML 35.0 \$43.44 0.0 \$0.00 2101 CARLTON DRAUGHT STUB 93258081 375ML 4.0 \$6.42 0.0 \$0.00 280	528 L/L/BITTERS JUG	528 1140ML	0.0	\$0.00	0.0	\$0.00	
2001 BARECOVE RADLER STUB 9311512243801 330ML 6.0 \$8.35 0.0 \$0.00 2061 BOAGS PREMIUM STUB 9318631000805 350ML -6.0 .\$9.24 0.0 \$0.00 2081 CARLTON COLD STUB 93298759 375ML 35.0 \$43.44 0.0 \$0.00 2101 CARLTON DRAUGHT STUB 93258081 375ML 4.0 \$6.42 0.0 \$0.00 2131 CARLTON FUSION LIME STUB 932000111676 375ML -1.0 -\$1.58 0.0 \$0.00 280 ****	530 JUICE BY LITRE	530 EACH	77.5484	\$992.62	0.0	\$0.00 -77.5	348400
2061 B0AGS PREMIUM STUB 9316691000805 350ML -6.0 .\$9.24 0.0 \$0.00 2081 CARLTON COLD STUB 93298759 375ML 35.0 \$43.44 0.0 \$0.00 2101 CARLTON COLD STUB 93298759 375ML 4.0 \$6.42 0.0 \$0.00 2131 CARLTON FUSION LIME STUB 932000111676 375ML -1.0 -\$1.58 0.0 \$0.00 280 **** *	2001 BARECOVE RADLER STUB	9311512243801 330ML	6.0	\$8.35	0.0	\$0.00	
2081 CARLTON COLD STUB 93298759 375ML 35.0 \$43.44 0.0 \$0.00 2101 CARLTON DRAUGHT STUB 93258081 375ML 4.0 \$6.42 0.0 \$0.00 2131 CARLTON FUSION LIME STUB 9320000111676 375ML -1.0 -\$1.58 0.0 \$0.00 280	2061 BOAGS PREMIUM STUB	9318691000805 350ML	-6.0	-\$9.24	0.0	\$0.00	
2101 CARLTON DRAUGHT STUB 93258081 375ML 4.0 \$6.42 0.0 \$0.00 2131 CARLTON FUSION LIME STUB 9320000111676 375ML -1.0 -\$1.58 0.0 \$0.00 280	2081 CARLTON COLD STUB	93298759 375ML	35.0	\$43.44	0.0	\$0.00	-
2131 CARLTON FUSION LIME STUB 9320000111676 375ML -1.0 -\$1.58 0.0 \$0.00 280 \$642.26 \$642.26 \$642.26	2101 CARLTON DRAUGHT STUB	93258081 375ML	4.0	\$6.42	0.0	\$0.00	
280 \$642.26 ▶₩𝔅**𝔅𝔅 4	2131 CARLTON FUSION LIME STUB	9320000111676 375ML	-1.0	-\$1.58	0.0	\$0.00	
> M/x * * 7 4	280					\$642.26	
	►₩ ^Q *** ₽		- C				

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

Edit Stocktake Batch File Edit Help										
Batch 158 Desc AREA 5, PUBLIC	BAR		Lines	280						
Date 23/02/2011 Image: Control of the second secon										
20										
* Item Number 🔺 Desc	APN No Size	Var Qty	Var Cost	Units Counted	Extended Cost Qty	on hand 📥				
20 CARLTON MIDSTRENGTH, 49.5LT			0	4.0	\$642.26 4.964	700000(🔳				
30 TOOHEYS OLD KEG	Edit		7	0.0	\$0.00 0.099	200000(
40 HAHN PREM LIGHT KEG	Stock	take Item	9	0.0	\$0.00 0.400	1600000(
50 HAHN SUPER DRY 3.5 KEG				0.0	\$0.00 6.060	5000000				
60 HAHN SUPER DRY KEG	Item Number 20		p 🔝	0.0	\$0.00 0.031	0999995				
90 TOOHEYS EXTRA DRY KEG	CADI TON MID		9	0.0	\$0.00	2.0942				
100 TOOHEYS NEW KEG	LARLI UN MID	5TRENGTH, 49.5LT	4	0.0	\$0.00 2.345	i400000(
110 VB KEG			5	0.0	\$0.00 5.304	5000000				
120 XXXX BITTER KEG	Curr On-Hand 4.9647000000	003	2	0.0	\$0.00 1.594	000000				
130 XXXX GOLD KEG		_	6	0.0	\$0.00 7.732	1999999				
200 BUNDY DHAUGHT KEG	Units Counted 4		2	0.0	\$0.00 2.394					
522 L/L/BITTERS 7 UZ	Add Unit Count		U	0.0	\$0.00	U				
524 L/L/BITTERS PUT			U	0.0	\$0.00	U				
526 L/L/BITTERS SCHUUNER			U	0.0	\$0.00	U				
528 L/L/BITTERS JUG			U	0.0	\$0.00	U				
530 JUILE BY LITHE		Const	Saura L	0.0	\$0.00 -77.5	4840000				
2001 BARECOVE RADLER STOB			<u>save</u> o	0.0	\$0.00	-6				
2001 BUAGS PREMIUM STUB	022007E0 27EM	25.0	4	0.0	\$0.00	25				
	93258081 375ML	30.0	\$43.44 ¢£.42	0.0	\$0.00	-50				
2131 CABLTON FUSION LIME STUB	93200001 375ML	4.0	φ0.42 .¢1 59	0.0	\$0.00	-4				
200	SS2000T TOTO STOME	-1.0	-91.00	0.0	40.00					
200					Φ 042.20	•				
M(4) M(³ * * P 4										
🖶 🛃 📝 Change 🕒 Delete 🍣 Refresh	epartment No - Description	🔲 Group								
🔚 ReCalc <u>V</u> ariances 🔚 RecCalc Ext Cost 🔒 PDE	Load 💌 😓 <u>P</u> rint Report 💌 Sto	cktake Items 🛛 🧏 Up	pdate			Clos <u>e</u>				

- 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.

🕼 Menu V3.3.0.0 F	Registered as primary				- • ×
Menu				Finchcorp Suppo	rt
	Print Count Sheet				
	Stocktake Entry				
PRINTING	Stock Variance Report				SETUP
	Stocktake Valuation Report				
END OF DAY					TOOLS
STOCKTAKE					POS SETUP
HOST					FORMS
الله <u>A</u> bout					📁 <u>Q</u> uit
🖉 Log In S	Thu Mar 03 08:05 PM Label Changes	: 816 Till Changes: 109	Journals Pending: 1	localhost:ICONTROLrail	

• 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.

🅡 Stock Variance Rep	oorts V3.3.0.0 - icontrolrail		- • ×
	Stock Variance Repo	orts	
😪 Pick S <u>t</u> ore	TEST HOTEL	Clear	@ Help
Rick Location	Area 5, PUBLIC BAR	Multi	Optional Select By
Current or Previous		_	Department
Type Current Stockt	ake in Progress Today	-	Sub Dept
From 3/03/2011	▼ To 3/03/2011	_	Group
Report Type			Supplier
💿 By Item	💿 By Department 🛛 💿 By Location		Category
Compare I	Locations (crosstab report)		Till Category
Report Item List - a	all	•	Items
Reports Sort Ord	ler Filters Email Logo	Pr	eset Config
	Display on report	l	Configurations 🗸
📝 Ex GST costs	📝 Print On-Hand Qty		<default></default>
🔽 Only Variance Iter	ms 📝 Print Counted Qty	-00	utput
	📝 Print Variance Qty		Preview
		0) Print
		0) Email
			Manual Senu
			🔲 Log Details
😑 <u>P</u> review Report	▼ Item List - all		E <u>x</u> it

- 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.

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				TEST	HOTEL					ALC I	Einch	
		Item	Va	arian	ices	Rep	ort					Systems -
		A	rea	5. PU	BLIC	BAR						
Report pri	nted on 03 Mar 2011	Da	te Ra	nge 3/03/	/2011 to 3	/03/2011						08:15 pm
Report R	un Type Current		Item	Varian	ices Re	port					GSTE	Excluded
ltem	Description	Size	Ctn Qty	Unit Cost	Ctn Cost	Recal Stock	Qty on As Sgl	Hand As Ctn	Qty Count	Variano As Sgl	ce Qty As Ctn	Variance Cost
BEER B	ULK											
200	BUNDY DRAUGHT KEG, 49.5LT	49.5LT	1	249.85	249.85		2.39	(2.39)	0.00	-2.39	(-2.39)	-\$543.92
20	CARLTON MIDSTRENGTH, 49.5LT	49.5LT	1.	176.62	176.62		4.96	(4.96)	4.00	-0.96	(-0.96)	-\$154.90
40	HAHN PREM LIGHT KEG, 49.5LT	49.5LT	1	138.64	138.64		0.40	(0.40)	1.00	0.60	(0.60)	\$75.55
50	HAHN SUPER DRY 3.5 KEG, 49.5LT	49.5LT	1	192.45	192.45		6.06	(6.06)	6.00	-0.06	(-0.06)	-\$10.58
60	HAHN SUPER DRY KEG, 49.5LT	49.5LT	1	229.93	229.93		0.03	(0.03)	0.50	0.47	(0.47)	\$98.01
90	TOOHEYS EXTRA DRY KEG, 49.5LT	49.5LT	1	216.77	216.77		2.09	(2.09)	0.00	-2.09	(-2.09)	-\$412.69
100	TOOHEYS NEW KEG, 49.5LT	49.5LT	1.	208.63	208.63		2.35	(2.35)	0.00	-2.35	(-2.35)	-\$444.84
30	TOOHEY'S OLD KEG, 49.5LT	49.5LT	1	200.39	200.39		0.10	(0.10)	1.00	0.90	(0.90)	\$164.10
110	VB KEG, 49.5LT	49.5LT	1	207.55	207.55		5.30	(5.30)	0.00	-5.30	(-5.30)	-\$1,000.85
120	XXXX BITTER KEG, 49.5LT	49.5LT	1	204.56	204.56		1.59	(1.59)	0.00	-1.59	(-1.59)	-\$296.42
130	XXXX GOLD KEG, 49.5LT	49.5LT	1	173.57	173.57		7.73	(7.73)	0.00	-7.73	(-7.73)	-\$1,220.06
							BEER	BULK To	tal			-\$3,746.60
BEER P	ACKAGED											
2001	BARECOVE RADLER STUB, 330ML	330ML	24	1.53	36.74		-6.00	(-0.25)	5.00	11.00	(0.46)	\$15.31
f 6												

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.

🅼 Stock Variance Repo	rts V3.3.0.0 - icontrolrail	
	Stock Variance Reports	6
Pick Store Pick Location	TEST HOTEL	Clear @ Help Multi Optional Select By
Current or Previous Type Current Stocktal From 3/03/2011	xe in Progress Today ▼ To 3/03/2011 ▼	Department Sub Dept Group
By Item O By Item Compare Lo Report Multi Area	By Department Department Department By Location Department By Location 	Supplier Category Till Category Items
Reports Sort Order	· Filters Email Logo	Preset Config
Ex GST costs Only Variance Item:	Display on report Print On-Hand Qty s Print Counted Qty Print Variance Qty	Configurations Coefault> Coutput Preview Print Email Manual Send Log Details
Preview Report	Multi Area	E <u>x</u> it

- 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 <u>transfer</u> of '11' from Drive to Public Bar will fix the variance.

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		Comp Ac	Any Sto are Iten ross Lo	n Variance cations	Finchcorp
Printed on - 03 Mar 2011		Date Ra	nge 3/03/20 ⁻	11 to 3/03/2011	08:50 pm
No. Description	Size			Selected Locations	Total Var Qty
	I	DRIVE IN	PUBLIC BAR		Ι
BEER BULK			BEER BUL	К	BEER BULK
200 BUNDY DRAUGHT KEG	49.5LT	0.00	-2.39		-2.39
20 CARLTON MIDSTRENGTH	H 49.5LT	0.00	-0.96		-0.96
40 HAHN PREM LIGHT KEG	49.5LT	-5.00	0.60		-4.40
50 HAHN SUPER DRY 3.5 KE	G 49.5LT	-1.00	-0.06		-1.06
60 HAHN SUPER DRY KEG	49.5LT	-2.00	0.47		-1.53
90 TOOHEYS EXTRA DRY K	EG 49.5LT	0.00	-2.09		-2.09
100 TOOHEYS NEW KEG	49.5LT	-4.00	-2.35		-6.35
30 TOOHEYS OLD KEG	49.5LT	-1.00	0.90		-0.10
110 VB KEG	49.5LT	0.00	-5.30		-5.30
120 XXXX BITTER KEG	49.5LT	-3.00	-1.59		4.59
130 XXXX GOLD KEG	49.5LT	0.00	-7.73		-7.73
BEER PACKAGED			BEER PACKA	GED	BEER PACKAGED

- 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 <u>edit the count</u> 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.
 Becalc Variances
- Click Yes

Confirm	Recalc	X
?	Are you sure that you want to Recalc Variances in this B	atch?
📝 Rela	ad 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 B	atch Quantities					(<u>0</u> k						

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. W Update

Batch 158 Desc AREA 5, PUBLIC BAR						Lines	280		
Date 23	/02/20	011 👤 🐔 Pick <u>L</u> ocation	Area 5, PUBL	JC BAR	(Costs are Ex-GST)	Total	\$2,122.44		
		Deve	ADM No.	C i	V 0-	Mar Card	U.S. Countral	Future of Court	0
tem Num	Der		APN No 0010405000202	5128	Var Uty	Var Lost	Units Lounted	Extended Lost	Uty on hand
	2211	J WALKER DRY LAN, 375ML	9310495062737	375ML	150.0	\$2.59	0.0	\$0.00	150
	5571	JACK DANIELS COLA CAN, 575ML	0010700112007	370ML	103.0	\$401.43 #111.00	0.0	\$0.00	-105
	5011	IM REAM PLACK CAN 275MI	9216/17002200	275MI	.10	\$111.03 .42.41	0.0	\$0.00	-30
	5651	IIM BEAM COLO CAN, 375ML	9316417002300	375ML	-1.0	-\$3.41	0.0	\$0.00	4
	5681	JIM BEAM CUBE SGL 375ML	5681	375ML	289.0	\$709.57	0.0	\$0.00	-28
	5691	JIM BEAM DBY CAN 375MI	9316417002324	375ML	19.0	\$54.26	0.0	\$0.00	-1
	5741	MALIBU COLA CAN. 375ML	9300727002983	375ML	0.0	\$0.00	0.0	\$0.00	·
	6271	RUSH STUB, 275ML	6271	275ML	0.0	\$0.00	0.0	\$0.00	
	6241	RUSKIE CHILL RASPBERRY, 330ML	6241	330ML	-24.0	-\$67.67	0.0	\$0.00	2
	5961	SMIRNOFFICE BLACK STUB, 335ML	5410228141785	335ML	0.0	\$0.00	0.0	\$0.00	
	5981	SMIRNOFFICE RED STUB, 335ML	9310495061518	335ML	5.0	\$12.88	0.0	\$0.00	-
	6237	TWISTEE SHOT BAR, 6PK30ML	6237	6PK30ML	2.0	\$0.00	0.0	\$0.00	
	6226	TWISTEE VARIETY PACK, 12PK30M	9421001292262	12PK30M	-1.0	-\$12.51	0.0	\$0.00	
	6041	UDL CAN, 375ML	9310495070657	375ML	6.0	\$12.84	0.0	\$0.00	
	6061	WILD TURKEY COLA CAN, 375ML	9300727261014	375ML	64.0	\$202.88	0.0	\$0.00	-e
	6071	WILD TURKEY COLA STUB, 340ML	9300727269003	340ML	13.0	\$41.29	0.0	\$0.00	-1
	6191	WOODSTOCK 355ML COLA CAN, 355	9329982012759	355ML	0.0	\$0.00	0.0	\$0.00	
	6131	WOODSTOCK COLA CAN, 375ML	9329982011059	375ML	26.0	\$57.59	0.0	\$0.00	-2
	8002	BACARDI RUM, 700ML	5010677014205	700ML	-1.0557	-\$27.71	0.0	\$0.00	1.055
	8015	BUNDABERG RUM RED. 700ML	9311866008798	700ML	0.7582	\$20.26	0.0	\$0.00	-0.758
	280							\$2,122.44	
► HH CH	*'* Ŧ	4							

- 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.

Update Stocktake							
	Update Stocktake						
Batch ID:	158						
Desc	AREA 5, PUBLIC BAR						
Total Cost	\$2,122.44						
Post To Day 3/03/2011 -							
Confirm that a Stock Variance Report has been printed Enable log							
Backup Database Backup Now							
Cancel Update							

• Click Exit.

G Stockta File Edit	ake Entry V3.3 Help	.0.0 - icontro	Irail					
💠 Add	📝 <u>C</u> hange	ᅌ Delete	∂ <u>R</u> efresh	😓 Print Report 🖛 Single batch	stocktakeentry			
* Batch	🔺 Area No	Area		Store	Batch Description	Date	Total	Lines
					<no data="" display="" to=""></no>			
н н	< > >>	₩ ° *	* •	S RWD RW RO			E	xit

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.

New Batch
New Batch
Pick Location
✓ Load all Items
Optionally Select By Department Sub Dept Group Supplier
<u>C</u> ancel <u>D</u> K

Click OK

New Batch (Not Responding)
New Batch
Pick Location
Area 1, DRIVE IN
V Load all Items
Optionally Select By
Department Sub Dept Group Ctrl+Click = Cap
21 % Cancel 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.

Edit Stocktake Batch File Edit Help						
Batch 160 Desc AREA 1, DRIVE	E IN		Lines	821		
Date 10/03/2011 - Pick Location	Area 1, DRIVE IN	(Costs are Ex-GST)	Total	\$0.00		
* Item Number Desc	APN No 🔺 Size	Var Qty	Var Cost	Units Counted	Extended Cost Q	ty on hand 📥
10128 PENFOLDS PRIV REL SHZ CAB	0 750ML	-3.0	-\$27.75	0.0	\$0.00	3 🗐
20 CARLTON MIDSTRENGTH	20 49.5LT	0.0	\$0.00	0.0	\$0.00	0
30 TOOHEYS OLD KEG	30 49.5LT	-1.0	-\$182.17	0.0	\$0.00	1
40 HAHN PREM LIGHT KEG	40 49.5LT	-5.0	-\$630.18	0.0	\$0.00	5
50 HAHN SUPER DRY 3.5 KEG	50 49.5LT	-1.0	-\$174.96	0.0	\$0.00	1
60 HAHN SUPER DRY KEG	60 49.5LT	-2.0	-\$418.05	0.0	\$0.00	2
90 TOOHEYS EXTRA DRY KEG	90 49.5LT	0.0	\$0.00	0.0	\$0.00	0
100 TOOHEYS NEW KEG	100 49.5LT	-4.0	-\$758.66	0.0	\$0.00	4
110 VB KEG	110 49.5LT	0.0	\$0.00	0.0	\$0.00	0
130 XXXX GOLD KEG	130 49.5LT	0.0	\$0.00	0.0	\$0.00	0
200 BUNDY DRAUGHT KEG	200 49.5LT	0.0	\$0.00	0.0	\$0.00	0
2281 HAHN SUPER DRY CAN	2281 355ML	0.0	\$0.00	0.0	\$0.00	0
2751 BOAGS LIGHT STUB	2751 375ML	-65.0	-\$70.66	0.0	\$0.00	65
2791 PURE BLONDE WHITE STUB	2791 355ML	-306.0	-\$424.12	0.0	\$0.00	306
2801 HAHN WHITE STUB	2801 330ML	-528.0	-\$687.46	0.0	\$0.00	528
2802 HAHN WHITE 735ML	2802 735ML	-12.0	-\$40.00	0.0	\$0.00	12
4641 TOOHEYS 5 SEEDS CIDER STUB	4641 345ML	-565.0	-\$813.60	0.0	\$0.00	565
5141 BUNDY COLA 640ML	5141 640ML	-104.0	-\$521.14	0.0	\$0.00	104
5171 BUNDY COLA CUBE SGL	5171 375ML	-2,424.0	-\$5,543.69	0.0	\$0.00	2424
5241 BUNDY RED CUBE SGL	5241 375ML	-1,728.0	-\$3,919.10	0.0	\$0.00	1728
5371 DARK & STORMY STUB	5371 345ML	0.0	\$0.00	0.0	\$0.00	0
821					\$	
H(4) H(2 * '* T 4						
🖶 Add 🛛 📝 Change 🤤 Delete 🏾 🎅 Refresh	Department No - Description 📃 🗍	Group				
	E Load 💌 🚊 Print Benort 💌 Store	ktake Items 🛛 🔪 IIn	date		[Close

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

- Click PDE Load.
- Click OK.

🕼 PDE							
Load from PDE							
 Read from PDE Read existing PDE file (*.csv) 							
C:\iControl\PDE\PDEData.csv	***						
	Cancel 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

Connect	to PDE	· · · · · · · · · · · · · · · · · · ·
`	PDE Type: Speed: Port: Phone No:	Generic 2400 CDM2 –
	Accept A	Area numbers from the PDE

• 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			×
I	Finished with	06 records received.	
		ОК	

- 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	
😓 <u>P</u> rint Report	
Right click for print menu	
PDE Not Found	Clos <u>e</u>

icorp	122% - 🔍 💷 A	<u>Sca</u>	n Code:	s Not Found Listing		Finchcorp
Printed	on - 10 Mar 2011					09:11 pm
Loc	Scan Code		Item No.	Description	Size	Qty
1	6226	PREVIOUS	6226	TWISTEE VARIETY PACK,	12PK30	4
1	9324256633121	NOT FOUND				52
1	8002	NEXT	8002	BACARDI RUM, 700ML	700ML	6
1	8002	PREVIOUS	8002	BACARDI RUM, 700ML	700ML	6
1	9324256544555	NOT FOUND				4
1	8002	NEXT	8002	BACARDI RUM, 700ML	700ML	5
Total R	ecords Not Fou	nd 2				

- 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.

atab 🗍	160	Deep ABEA 1		N			Lines	921]	
aton	100	Desc Anca I,					Lines	021	J	
ate 1	0/03/2011 -	Pick Location		Area 1, DR	IVE IN	(Costs are Ex-G	ST) Total	\$13,128.87	J	
tem Number	∠ Desc		Δ.	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on han
	6061 WILD	TURKEY COLA CAN, 37	5ML	9300727261014	375ML	-119.0	-\$377.24	63.0	\$199.71	18
	6071 WILD	TURKEY COLA STUB, 3	40ML	9300727269003	340ML	0.0	\$0.00	279.0	\$886.25	27
	6081 WILD	TURKEY DRY CAN, 375	ML	9343496000125	375ML	0.0	\$0.00	100.0	\$316.10	10
	6091 WILD	TURKEY DRY STUB, 34	OML	4801032111063	340ML	0.0	\$0.00	65.0	\$202.56	6
	6101 WOOD	STOCK 10% CAN, 200M	L	9421001293337	200ML	0.0	\$0.00	102.0	\$271.08	10
	6191 WOOD	STOCK 355ML COLA CA	AN, 355	9329982012759	355ML	0.0	\$0.00	16.0	\$33.36	
	6119 WOOD	STOCK COLA 10PK, 37	5ML	9329982011080	375ML	0.0	\$0.00	23.0	\$494.31	2
	6121 WOOD	STOCK COLA 660ML, 6	60ML	9329982011134	660ML	0.0	\$0.00	71.0	\$323.11	-
	6131 WOOD	STOCK COLA CAN, 375	ML	9329982011059	375ML	-1.0	-\$2.22	579.0	\$1,282.51	5
	6141 WOOD	STOCK COLA STUB, 33	IOML	9329982011103	330ML	-6.0	-\$13.22	118.0	\$260.09	12
	6151 WOOD	STOCK GOLD CAN, 375	БМL	9329982011202	375ML	0.0	\$0.00	205.0	\$786.14	20
	6161 WOOD	STOCK SILVER CAN, 3	75ML	9329982011981	375ML	0.0	\$0.00	116.0	\$336.44	1
	8000 BACAP	RDI 151, 750ML		80480095406	750ML	0.0	\$0.00	1.0	\$54.84	
	8001 BACAP	IDI RUM, 375ML		5010677013109	375ML	0.0	\$0.00	21.0	\$350.03	1
	8002 BACAP	IDI RUM, 700ML		5010677014205	700ML	-1.0	-\$26.25	11.0	\$288.77	
	8003 BUND	ABERG RED 100 PROO	F, 700M	9311866011743	700ML	4.0	\$118.68	25.0	\$741.75	2
	8008 BUND.	ABERG RUM		7312040550029	50ML	0.0	\$0.00	0.0	\$0.00	
	8010 BUND.	ABERG RUM & LIQUEUI	R G/PK	9311866011651	1.4LTR	0.0	\$0.00	0.0	\$0.00	
	8011 BUND.	ABERG RUM 100 PROO	F	9311866011729	700ML	-18.0	-\$612.09	0.0	\$0.00	
	8014 BUND.	ABERG RUM OP		7312040121328	700ML	-4.0	-\$165.45	0.0	\$0.00	
	821								\$13,128.87	

 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. <u>Variance Report</u>

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.

🅡 Stock Variance Rep	oorts V3.3.0.0 - icontrolrail		- • ×
	Stock Variance Repor	ts	
C Pick Store	TEST HOTEL	Clear	@ Help
Rick Location	Area 5, PUBLIC BAR	Multi	Optional Select By
Current or Previous		1	Department
Type Current Stockt	take in Progress Today 💌		Sub Dept
From 3/03/2011	▼ To 3/03/2011 ▼		Group
Report Type			Supplier
💿 By Item	🗇 By Department 🛛 🔿 By Location		Category
Compare	Locations (crosstab report)		Till Category
Report Item List - a	all	•	Items
Reports Sort Ord	ler Filters Email Logo	Pr	eset Config
	Display on report		🖣 Configurations 👻
V Ex GST costs	🔽 Print On-Hand Qty		<defaults< td=""></defaults<>
📝 Only Variance Ite	ms 🛛 📝 Print Counted Qty	0	tout
	📝 Print Variance Qty) Preview
		0) Print
		C) Email
			Manual Send
			📄 Log Details
ereview Report	▼ Item List - all		Exit

- 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.

hcorp												
, 🙏 🔂 🔍	, 122% - 🔍 🔲 🔎 I4 4 1	► ►I		Close								
					_							
				TEST	HOTEL					ALC P	Tinck	
		Item	Va	arian	ices	Rep	ort					3ystems -
		A	rea	5, PU	BLIC	BAR						
Report prin	ited on 03 Mar 2011	Da	te Ra	nge 3/03/	2011 to 3	/03/2011						08:15 pm
Report Ru	in Type Current		Item	Varian	ices Re	port					GSTE	Excluded
ltem	Description	Size	Ctn Qty	Unit Cost	Ctn Cost	Recal Stock	Qty on As Sgl	Hand As Ctn	Qty Count	Variano As Sgl	xeQty AsCtn	Variance Cost
BEER B	ULK											
200	BUNDY DRAUGHT KEG, 49.5LT	49.5LT	1	249.85	249.85		2.39	(2.39)	0.00	-2.39	(-2.39)	-\$543.92
20	CARLTON MIDSTRENGTH, 49.5LT	49.5LT	1.	176.62	176.62		4.96	(4.96)	4.00	-0.96	(-0.96)	-\$154.90
40	HAHN PREM LIGHT KEG, 49.5LT	49.5LT	1	138.64	138.64		0.40	(0.40)	1.00	0.60	(0.60)	\$75.55
50	HAHN SUPER DRY 3.5 KEG, 49.5LT	49.5LT	1	192.45	192.45		6.06	(6.06)	6.00	-0.06	(-0.06)	-\$10.58
60	HAHN SUPER DRY KEG, 49.5LT	49.5LT	1	229.93	229.93		0.03	(0.03)	0.50	0.47	(0.47)	\$98.01
90	TOOHEY'S EXTRA DRY KEG, 49.5LT	r 49.5LT	1	216.77	216.77		2.09	(2.09)	0.00	-2.09	(-2.09)	-\$412.69
100	TOOHEY'S NEW KEG, 49.5LT	49.5LT	1.	208.63	208.63		2.35	(2.35)	0.00	-2.35	(-2.35)	-\$444.84
30	TOOHEY'S OLD KEG, 49.5LT	49.5LT	1	200.39	200.39		0.10	(0.10)	1.00	0.90	(0.90)	\$164.10
110	VB KEG, 49.5LT	49.5LT	1	207.55	207.55		5.30	(5.30)	0.00	-5.30	(-5.30)	-\$1,000.85
120	XXXX BITTER KEG, 49.5LT	49.5LT	1	204.56	204.56		1.59	(1.59)	0.00	-1.59	(-1.59)	-\$296.42
130	XXXX GOLD KEG, 49.5LT	49.5LT	1	173.57	173.57		7.73	(7.73)	0.00	-7.73	(-7.73)	-\$1,220.06
							BEER	BULK Tot	tal			-\$3,746.60
BEER P	ACKAGED											
2001	BARECOVE RADLER STUB, 330ML	330ML	24	1.53	36.74		-6.00	(-0.25)	5.00	11.00	(0.46)	\$15.31

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.

🅼 Stock Variance Repo	rts V3.3.0.0 - icontrolrail	
	Stock Variance Reports	6
Pick Store Pick Location	TEST HOTEL	Clear @ Help Multi Optional Select By
Current or Previous Type Current Stocktal From 3/03/2011	xe in Progress Today ▼ To 3/03/2011 ▼	Department Sub Dept Group
By Item Ompare Lo Report Multi Area	By Department Department Department By Location Department By Location 	Supplier Category Till Category Items
Reports Sort Order	· Filters Email Logo	Preset Config
Ex GST costs Only Variance Item:	Display on report Print On-Hand Qty s Print Counted Qty Print Variance Qty	Configurations Coefault> Coutput Preview Print Email Manual Send Log Details
Preview Report	Multi Area	E <u>x</u> it

- 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 <u>transfer</u> of '11' from Drive to Public Bar will fix the variance.

hcorp						
و 🕹	💐 122% - 🔍 🗐 🔎	4 4 1	► ►I	Close		
			Comp Ac	Any Store are Item ross Loo	re I Variance cations	Finchcorp
Printed	on - 03 Mar 2011		Date Ra	ange 3/03/201	1 to 3/03/2011	08:50 pm
No.	Description	Size	000/5 (0)		Selected Locations	Total Var Qty
BEERBU	JLK			BEER BULK	κ.	BEER BULK
200	BUNDY DRAUGHT KEG	49.5LT	0.00	-2.39		-2.39
20	CARLTON MIDSTRENGTH	49.5LT	0.00	-0.96		-0.96
40	HAHN PREM LIGHT KEG	49.5LT	-5.00	0.60		-4.40
50	HAHN SUPER DRY 3.5 KEG	49.5LT	-1.00	-0.08		-1.06
60	HAHN SUPER DRY KEG	49.5LT	-2.00	0.47		-1.53
90	TOOHEYS EXTRA DRY KEG	49.5LT	0.00	-2.09		-2.09
100	TOOHEYS NEW KEG	49.5LT	-4.00	-2.35		-6.35
30	TOOHEYS OLD KEG	49.5LT	-1.00	0.90		-0.10
110	VB KEG	49.5LT	0.00	-5.30		-5.30
120	XXXX BITTER KEG	49.5LT	-3.00	-1.59		-4.59
130	XXXX GOLD KEG	49.5LT	0.00	-7.73		-7.73
BEER PA	ACKAGED			BEER PACKAG	GED	BEER PACKAGED

- 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.

D-L-L	10	0			(E 18	NI			1944 I	021		
Batch 100 Desc AncA T, DRIVE IN						N		Lines	021			
Date 1	0/03/20)11 💌		Pick <u>L</u> ocation		Area 1, DR	IVE IN	(Costs are Ex-GST)	Total	\$13,128.87		
ltem Number	Δ	Desc			4	APN No	Size	Var Qty	Var Cost	Units Counted	d Extended Cost	Qty on hand
	6061	WILD T	URKEY	COLA CAN, 375ML		9300727261014	375ML	-119.0	-\$377.24	63.0	D \$199.71	18
	6071	WILD T	URKEY	COLA STUB, 340ML		9300727269003	340ML	0.0	\$0.00	279.1	D \$886.25	279
	6081	WILD T	URKEY	DRY CAN, 375ML		9343496000125	375ML	0.0	\$0.00	100.0	D \$316.10	10
	6091	WILD T	URKEY	DRY STUB, 340ML		4801032111063	340ML	0.0	\$0.00	65.1	0 \$202.56	65
	6101	WOOD:	STOCK	10% CAN, 200ML		9421001293337	200ML	0.0	\$0.00	102.0	D \$271.08	102
	6191	WOOD:	STOCK	355ML COLA CAN, 3	55	9329982012759	355ML	0.0	\$0.00	16.	D \$33.36	16
	6119	WOOD:	STOCK	COLA 10PK, 375ML		9329982011080	375ML	0.0	\$0.00	23.0	D \$494.31	2:
	6121	WOOD:	STOCK	COLA 660ML, 660ML	-	9329982011134	660ML	0.0	\$0.00	71.	D \$323.11	7
	6131	WOOD:	STOCK	COLA CAN, 375ML		9329982011059	375ML	-1.0	-\$2.22	579.1	D \$1,282.51	580
	6141	WOOD!	STOCK	COLA STUB, 330ML		9329982011103	330ML	-6.0	-\$13.22	118.	D \$260.09	12
	6151	WOOD!	STOCK	GOLD CAN, 375ML		9329982011202	375ML	0.0	\$0.00	205.1	D \$786.14	20
	6161	WOOD!	STOCK	SILVER CAN, 375ML		9329982011981	375ML	0.0	\$0.00	116.0	D \$336.44	11
	8000	BACAR	DI 151,	750ML		80480095406	750ML	0.0	\$0.00	1.1	D \$54.84	
	8001	BACAR	DIRUM	, 375ML		5010677013109	375ML	0.0	\$0.00	21.0	0 \$350.03	2
	8002	BACAR		, /UUML	~.	5010677014205	ZOOLU	-1.0	-\$26.25	11.	J \$288.77	1
	8003	BUNDA	BERG F	RED 100 PROUP, 70	UM	9311866011743	700ML	4.0	\$118.68	25.0	U \$741.75	2
	8008	BUNDA	BERG F		-	7312040550029	JUML 1	0.0	\$0.00	0.1	U \$U.UU	
	8010	DUNDA	DENG P	10M & LIQUEUR G/	-K	3311866011651	1.4LTH 700M	0.0	\$0.00	0.1	U \$U.UU	4
	0014	DUNDA	ocriu f ococ r			3311006011723 7313040131330	700ML	-18.0	-3012.03	0.1	U \$U.UU D ¢0.00	
	0014	DUNDA	ocnu f	IOM OF		7312040121328	TOOME	-4.0	-\$160.45	U.I	\$0.00	
	821										\$13,128.87	
€ ► ₩ @ -	×'* ₽		-					E 6				•

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

Edit								
Stocktake Item								
Item Number	6131							
	WOODSTOCK COLA CAN, 375ML							
Curr On-Hand	580							
Units Counted	375							
Add Unit Count								
	Cancel Save							

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 U	pdate His	tory				
				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 The	is a list of changes made to the Stocktake B	latch Quantities						<u>0</u> k

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.

atch 158 Desc AREA 5, PUBLIC BAR							Lines	280		
ate 23,	/02/20	11 💌 🙆 Pi	ck <u>L</u> ocation	Area 5, PUBL	IC BAR	(Costs are Ex-GST)	Total	\$2,122.44		
tem Numb	er	Desc	Δ	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
	5511	J WALKER DRY (CAN, 375ML	9310495062737	375ML	1.0	\$2.59	0.0	\$0.00	-1
	5571	JACK DANIELS C	OLA CAN, 375ML	9310733112958	375ML	159.0	\$461.43	0.0	\$0.00	-159
	5581	JACK DANIELS C	OLA STUB, 340ML	9310733112927	340ML	38.0	\$111.03	0.0	\$0.00	-38
	5611	JIM BEAM BLACK	CAN, 375ML	9316417002300	375ML	-1.0	-\$3.41	0.0	\$0.00	
	5651	JIM BEAM COLA	CAN, 375ML	9316417000153	375ML	-41.0	-\$118.35	0.0	\$0.00	4
	5681	JIM BEAM CUBE	SGL, 375ML	5681	375ML	289.0	\$709.57	0.0	\$0.00	-28
	5691	JIM BEAM DRY C	AN, 375ML	9316417002324	375ML	19.0	\$54.26	0.0	\$0.00	-1
	5741	MALIBU COLA CA	AN, 375ML	9300727002983	375ML	0.0	\$0.00	0.0	\$0.00	
	6271	RUSH STUB, 275	iML	6271	275ML	0.0	\$0.00	0.0	\$0.00	
	6241	RUSKIE CHILL RA	ASPBERRY, 330ML	6241	330ML	-24.0	-\$67.67	0.0	\$0.00	2
	5961	SMIRNOFF ICE B	LACK STUB, 335ML	5410228141785	335ML	0.0	\$0.00	0.0	\$0.00	
	5981	SMIRNOFF ICE R	ED STUB, 335ML	9310495061518	335ML	5.0	\$12.88	0.0	\$0.00	-
	6237	TWISTEE SHOT	BAR, 6PK30ML	6237	6PK30ML	2.0	\$0.00	0.0	\$0.00	-
	6226	TWISTEE VARIE	TY PACK, 12PK30M	9421001292262	12PK30M	-1.0	-\$12.51	0.0	\$0.00	
	6041	UDL CAN, 375ML		9310495070657	375ML	6.0	\$12.84	0.0	\$0.00	
	6061	WILD TURKEY C	OLA CAN, 375ML	9300727261014	375ML	64.0	\$202.88	0.0	\$0.00	-E
	6071	WILD TURKEY C	ULA STUB, 340ML	9300727269003	340ML	13.0	\$41.29	0.0	\$0.00	-1
	6191	WUODSTOCK 35	5ML COLA CAN, 355	9329982012759	355ML	0.0	\$0.00	0.0	\$0.00	
	6131	WUODSTOCK CO	JLA CAN, 375ML	9329982011059	375ML	26.0	\$57.59	0.0	\$0.00	-2
	8002	BACARDI RUM, 7	UUML	5010677014205	ZOONU	-1.0557	-\$27.71	0.0	\$0.00	1.055
	8015	BUNDABERG RU	IM RED. 700ML	9311866008798	TUUML	0.7582	\$20.26	0.0	\$0.00	-0.758
	280								\$2,122.44	
► HH CH H	⊧'* ₽									

- 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.

Update Stockt	ake
	Update Stocktake
Batch ID:	158
Desc	AREA 5, PUBLIC BAR
Total Cost	\$2,122.44
Post To Day	3/03/2011 👻
✓ Confirm t ✓ Enable log	hat a Stock Variance Report has been printed
🔽 Backup I	Database Backup Now
	Cancel

• Click Exit.

G Stocktake Entry V3	3.0.0 - icontro	olrail							×
File Edit Help		• • • •							
📫 Add 📝 Change	🗢 🗢 Delete	2 <u>R</u> efresh	😝 Print Report	Single batch	stocktakeentry		1		
* Batch 🕹 Area No	Area		S	tore		Batch Description	Date	Total	Lines
					<no data="" displa<="" td="" to=""><td>h></td><td></td><td></td><td></td></no>	h>			
H4 44 4 F FF	₩ ° *	* •	S RWD RW	/ RO				E	<u>k</u> it

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.

New Batch								
New Batch								
Pick Location								
Load all Items Optionally Select By Department Sub Dept Group Supplier								
<u>C</u> ancel <u>D</u> K								

Click OK

New Batch (Not Responding)							
New Batch							
Pick Location							
Area 1, DRIVE IN							
✓ Load all Items							
Optionally Select By							
Department Sub Dept Group Ctrl+Click = Cap							
21 % Cancel QK							

- 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.

Edit Stocktake Batch File Edit Help						
Batch 160 Desc AREA 1, DRIVE	E IN		Lines	821 🖪		
Date 10/03/2011 - Pick Location	Area 1, DRIVE IN	(Costs are Ex-GST)	Total	\$0.00		
Item Number Desc	APN No 🔥 Size	Var Qty	Var Cost	Units Counted	Extended Cost G	ty on hand
10128 PENFOLDS PRIV REL SHZ CAB	0 750ML	-3.0	-\$27.75	0.0	\$0.00	3
20 CARLTON MIDSTRENGTH	20 49.5LT	0.0	\$0.00	0.0	\$0.00	0
30 TOOHEYS OLD KEG	30 49.5LT	-1.0	-\$182.17	0.0	\$0.00	1
40 HAHN PREM LIGHT KEG	40 49.5LT	-5.0	-\$630.18	0.0	\$0.00	5
50 HAHN SUPER DRY 3.5 KEG	50 49.5LT	-1.0	-\$174.96	0.0	\$0.00	1
60 HAHN SUPER DRY KEG	60 49.5LT	-2.0	-\$418.05	0.0	\$0.00	2
90 TOOHEYS EXTRA DRY KEG	90 49.5LT	0.0	\$0.00	0.0	\$0.00	0
100 TOOHEYS NEW KEG	100 49.5LT	-4.0	-\$758.66	0.0	\$0.00	4
110 VB KEG	110 49.5LT	0.0	\$0.00	0.0	\$0.00	0
130 XXXX GOLD KEG	130 49.5LT	0.0	\$0.00	0.0	\$0.00	0
200 BUNDY DRAUGHT KEG	200 49.5LT	0.0	\$0.00	0.0	\$0.00	0
2281 HAHN SUPER DRY CAN	2281 355ML	0.0	\$0.00	0.0	\$0.00	0
2751 BOAGS LIGHT STUB	2751 375ML	-65.0	-\$70.66	0.0	\$0.00	65
2791 PURE BLONDE WHITE STUB	2791 355ML	-306.0	-\$424.12	0.0	\$0.00	306
2801 HAHN WHITE STUB	2801 330ML	-528.0	-\$687.46	0.0	\$0.00	528
2802 HAHN WHITE 735ML	2802 735ML	-12.0	-\$40.00	0.0	\$0.00	12
4641 TOOHEYS 5 SEEDS CIDER STUB	4641 345ML	-565.0	-\$813.60	0.0	\$0.00	565
5141 BUNDY COLA 640ML	5141 640ML	-104.0	-\$521.14	0.0	\$0.00	104
5171 BUNDY COLA CUBE SGL	5171 375ML	-2,424.0	-\$5,543.69	0.0	\$0.00	2424
5241 BUNDY RED CUBE SGL	5241 375ML	-1,728.0	-\$3,919.10	0.0	\$0.00	1728
5371 DARK & STORMY STUB	5371 345ML	0.0	\$0.00	0.0	\$0.00	0
821					\$	
▲ ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►						F
🖶 Add 🛛 📝 Change 🤤 Delete 🍣 Refresh	Department No - Description	Group				
🔚 BeCalc Variances 🛛 🔚 BecCalc Ext Cost 🔍 PD	E Load 🚽 📇 Print Beport 🖃 Stor	ktake Items 🛛 💊 IIn	date			Close

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

Click PDE	E Load.	Load 🔻		
Click OK.				
Select Re	ad existing PD	Ξ file.		
Click OK.				
C PDE				
	Load	I from PD)E	
© D 16-	DDE			
 Read from Read from Rea	m PDE sting PDE file (*.csv)			
 Read from Read ex C:\iCo 	m PDE sting PDE file (*.csv) ntrol\PDE\PDEData.c	sv		
 Read fro Read ex C:\iCo 	m PDE sting PDE file (*.csv) ntrol\PDE\PDEData.c	sv		
⊘ Read fro	m PDE sting PDE file (*.csv) ntrol\PDE\PDEData.c	sv		

• 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 Stoo File Ed	cktake Ba dit Help	tch D									
Batch	16	0	Desc AREA 1	DRIVE I	IN			Lines	821		
Date	10/03/2011 🚽 🤄 Pick Location Area 1, DRIVE IN (Costs are Ex-GST) Total \$13,128.87										
* Item Numbe	er 🔺	Desc		Δ.	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
	6061	WILD TURK	EY COLA CAN, 37	'5ML	9300727261014	375ML	-119.0	-\$377.24	63.0	\$199.71	182
	6071	WILD TURK	EY COLA STUB, 3	340ML	9300727269003	340ML	0.0	\$0.00	279.0	\$886.25	279
	6081	WILD TURK	EY DRY CAN, 37	5ML	9343496000125	375ML	0.0	\$0.00	100.0	\$316.10	100
	6091	WILD TURK	EY DRY STUB, 3	40ML	4801032111063	340ML	0.0	\$0.00	65.0	\$202.56	65
	6101	WOODSTO	CK 10% CAN, 200	4L	9421001293337	200ML	0.0	\$0.00	102.0	\$271.08	102
	6191	WOODSTO	CK 355ML COLA C	AN, 355	9329982012759	355ML	0.0	\$0.00	16.0	\$33.36	16 🗉
	6119	WOODSTO	CK COLA 10PK, 3	'5ML	9329982011080	375ML	0.0	\$0.00	23.0	\$494.31	23
	6121	WOODSTO	CK COLA 660ML, I	SEOML	9329982011134	660ML	0.0	\$0.00	71.0	\$323.11	71
_	6131	WOODSTO	CK CULA CAN, 37	OML	9329982011059	375ML	-1.0	-\$2.22	579.0	\$1,282.51	580
_	6141	WUUDSTU	CK CULA STUB, 3	3UML	9329982011103	33UML	-6.0	-\$13.22	118.0	\$260.09	124
_	6151	WOODSTO	LK GULD LAN, 37	SML	9329982011202	375ML	0.0	\$0.00	205.0	\$785.14	205
_	6161	WOODSTO	LK SILVER LAN, S	M5ML	9329982011981	375ML	0.0	\$0.00	116.0	\$335.44	116
-	8000	BACABDUR	DI, 750ML		80480095406	75UML	0.0	\$0.00	1.0	\$54.84	1
_	8001	BACABDUR	UM, 375ML		5010677013109	375ML	0.0	\$0.00	21.0	\$350.03	21
-	8002	BALANDIR	UM, 700ML	E 700M	00110677014200	700ML	-1.0	-\$25.25 #110.00	25.0	\$288.77 ¢741.7E	12
-	8003	DUNDABER		r,700M	7212040550029	FOML	4.0	\$116.68 ¢0.00	25.0	\$741.75	21
-	0008 2010	BUNDABER		B G/PK	9311866011651		0.0	\$0.00 \$0.00	0.0	\$U.UU \$0.00	0
-	8011	BUNDABED	G RUM 100 PPO	IF UNITE	9311866011729	700MI	-18.0	4612.00	0.0	00.00 \$0.00	19
-	8014	BUNDABER	G BUM OP		7312040121328	700ML	-4.0	-\$165.45	0.0	\$0.00	10
	821	DOMONDEN	arion of		1012040121020	TOOME	4.0	\$100.40	0.0	\$13,128.87	
H4 4 > PH	?**₽										
👍 Ada	H 📝 <u>C</u> H	nange 🤤	Delete 🏾 🍣 <u>R</u> efr	esh [)epartment No - De	scription 📃	🖵 Group				
🔚 Re0	Calc <u>V</u> ariar	nces 📑 F	ecCalc Ext Cost	PDE	Load 👻 😓 <u>E</u>	rint Report 👻 Sto	ocktake Items 🛛 🦎 Upo	late			Clos <u>e</u>

• 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.

🕼 Menu V3.3.0.0 F	Registered as primary			[- • ×
Menu	CONTROL			Finchcorp Support	
	Print Count Sheet				
2	Stocktake Entry				
PRINTING	Stock Variance Report				SETUP
	Stocktake Valuation Repor	t			
END OF DAY					TOOLS
STOCKTAKE					POS SETUP
HOST					FORMS
الم <u>A</u> bout					📔 <u>Q</u> uit
🖉 Log In S	Thu Mar 03 08:05 PM Label Chang	jes: 816 Till Changes: 109	Journals Pending: 1	localhost:ICONTROLrail	

• 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.

🅡 Stock Variance Rep	ports V3.3.0.0 - icontrolrail		- • ×		
	Stock Variance Repo	rts			
S Pick Store	TEST HOTEL	Clear	@ Help		
Rick Location	Area 5, PUBLIC BAR	Multi	Optional Select By		
Current or Previous			Department		
Type Current Stock	take in Progress Today	<u> </u>	Sub Dept		
From 3/03/2011	To 3/03/2011	-	Group		
Report Type			Supplier		
O By Item	💿 By Department 🛛 💿 By Location		Category		
Compare	Locations (crosstab report)		Till Category		
Report Item List - a	all	•	Items		
Reports Sort Ord	der Filters Email Logo	Pr	Preset Config		
	Display on report				
👿 Ex GST costs	📝 Print On-Hand Qty		ZDefaults		
🔽 Only Variance Ite	ems 📝 Print Counted Qty	0	tout		
	📝 Print Variance Qty	(0) Preview		
		C) Print		
		C) Email		
			Manual Send		
			📄 Log Details		
ereview Report	▼ Item List - all		E <u>x</u> it		

- 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.

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				TESTI	HOTEL					100	Finch	חכסנס
		Item	Va	arian	ces	Rep	ort					Systems -
		Α	rea	5. PU	BLIC	BAR						
Report pri	nted on 03 Mar 2011	Da	te Ra	nge 3/03/	2011 to 3	/03/2011						08:15 pm
Report R	un Type Current		Item	Varian	ces Re	port					GST	Excluded
			Ctn	Unit	Ctn	Recal	Qty on	Hand	Qty	Varian	ce Qty	Variance
ltem	Description	Size	Qty	Cost	Cost	Stock	As Sgl	As Ctn	Count	As Sgl	As Ctn	Cost
BEER B	ULK											
200	BUNDY DRAUGHT KEG, 49.5LT	49.5LT	1	249.85	249.85		2.39	(2.39)	0.00	-2.39	(-2.39)	-\$543.92
20	CARLTON MIDSTRENGTH, 49.5LT	49.5LT	1.	176.62	176.62		4.96	(4.96)	4.00	-0.96	(-0.96)	-\$154.90
40	HAHN PREM LIGHT KEG, 49.5LT	49.5LT	1	138.64	138.64		0.40	(0.40)	1.00	0.60	(0.60)	\$75.55
50	HAHN SUPER DRY 3.5 KEG, 49.5LT	49.5LT	1	192.45	192.45		6.06	(6.06)	6.00	-0.06	(-0.06)	-\$10.58
60	HAHN SUPER DRY KEG, 49.5LT	49.5LT	1	229.93	229.93		0.03	(0.03)	0.50	0.47	(0.47)	\$98.01
90	TOOHEY'S EXTRA DRY KEG, 49.5LT	49.5LT	1	216.77	216.77		2.09	(2.09)	0.00	-2.09	(-2.09)	-\$412.69
100	TOOHEYS NEW KEG, 49.5LT	49.5LT	1.	208.63	208.63		2.35	(2.35)	0.00	-2.35	(-2.35)	-\$444.84
30	TOOHEYS OLD KEG, 49.5LT	49.5LT	1	200.39	200.39		0.10	(0.10)	1.00	0.90	(0.90)	\$164.10
110	VB KEG, 49.5LT	49.5LT	1	207.55	207.55		5.30	(5.30)	0.00	-5.30	(-5.30)	-\$1,000.85
120	XXXX BITTER KEG, 49.5LT	49.5LT	1	204.56	204.56		1.59	(1.59)	0.00	-1.59	(-1.59)	-\$296.42
130	XXXX GOLD KEG, 49.5LT	49.5LT	1	173.57	173.57		7.73	(7.73)	0.00	-7.73	(-7.73)	-\$1,220.06
							BEER	BULK To	tal			-\$3,746.60
BEER P	ACKAGED											
2001	BARECOVE RADLER STUB, 330ML	330ML	24	1.53	36.74		-6.00	(-0.25)	5.00	11.00	(0.46)	\$15.31
-4.6												

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.

🅼 Stock Variance Repor	ts V3.3.0.0 - icontrolrail	
	Stock Variance Reports	;
Pick Store Pick Location	TEST HOTEL	Clear @ Help Multi Optional Select By
Current or Previous Type Current Stocktak From 3/03/2011	e in Progress Today To 3/03/2011 -	Department Sub Dept Group
Report Type By Item) By Department 🛛 🔿 By Location cations (crosstab report)	Supplier Category Till Category Items
Reports Sort Order	Filters Email Logo	Preset Config
 ✓ Ex GST costs ✓ Only Variance Items 	Display on report	Configurations CDefault> Output Preview Print Email Manual Send
Updating Location Na	mes	📃 Log Details
😓 Preview Report 🗖	Multi Area	Exit

- 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 <u>transfer</u> of '11' from Drive to Public Bar will fix the variance.

ncorp						
<u>ان الم</u>	🕄 122% • 🔍 🗐 🔎	4 4 1	► ►I	Close		
			Comp Ac	Any Store are Item ross Loc	variance cations	i Finchcorp
Printed	on - 03 Mar 2011		Date Ra	ange 3/03/201	1 to 3/03/2011	08:50 pm
No.	Description	Size	DRIVE IN		Selected Locations	Total Var Qty
BEER BL	ILK			BEER BULF	s.	BEER BULK
200	BUNDY DRAUGHT KEG	49.5LT	0.00	-2.39		-2.39
20	CARLTON MIDSTRENGTH	49.5LT	0.00	-0.96		-0.96
40	HAHN PREM LIGHT KEG	49.5LT	-5.00	0.60		-4.40
50	HAHN SUPER DRY 3.5 KEG	49.5LT	-1.00	-0.06		-1.06
60	HAHN SUPER DRY KEG	49.5LT	-2.00	0.47		-1.53
90	TOOHEYS EXTRA DRY KEG	49.5LT	0.00	-2.09		-2.09
100	TOOHEYS NEW KEG	49.5LT	-4.00	-2.35		-6.35
30	TOOHEYS OLD KEG	49.5LT	-1.00	0.90		-0.10
110	VB KEG	49.5LT	0.00	-5.30		-5.30
120	XXXX BITTER KEG	49.5LT	-3.00	-1.59		4.59
130	XXXX GOLD KEG	49.5LT	0.00	-7.73		-7.73
BEER PA	CKAGED			BEER PACKAG	GED	BEER PACKAGED
	PARECOVE RADI ER STUR	22014	11.00	11.00		0.00

- 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.

le Edit	t Help								
Batch 160 Desc AREA 1, DRIVE IN Lines 821									
Date 10/03/2011 V Pick Location Area 1, DRIVE IN (Costs are Ex-GST) Total \$13,128.87									
	<u> </u>			le:					0. 1
Number	Z Desc	4	APN NO	Size	Varuty	Var Lost	Units Lounted	Extended Lost	Uty 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	i 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 WOOD	STOCK 10% CAN, 200ML	9421001293337	200ML	0.0	\$0.00	102.0	\$271.08	102
	6191 WOOD	STOCK 355ML COLA CAN, 35	5 9329982012759	1355ML	0.0	\$0.00	16.0	\$33.36	16
	6119 WOOD	STOCK COLA 10PK, 375ML	9329982011080	1375ML	0.0	\$0.00	23.0	\$494.31	2
	6121 WOOD	STOCK COLA 660ML, 660ML	9329982011134	660ML	0.0	\$0.00	71.0	\$323.11	7
	6131 WOOD	STOCK COLA CAN, 375ML	9329982011059	1375ML	-1.0	-\$2.22	579.0	\$1,282.51	58
	6141 WOOD	STOCK COLA STUB, 330ML	9329982011103	330ML	-6.0	-\$13.22	118.0	\$260.09	12
	6151 WOOD	STOCK GOLD CAN, 375ML	9329982011202	375ML	0.0	\$0.00	205.0	\$786.14	20
	6161 WOOD	STOCK SILVER CAN, 375ML	9329982011981	375ML	0.0	\$0.00	116.0	\$336.44	11
	8000 BACAP	RDI 151, 750ML	80480095406	750ML	0.0	\$0.00	1.0	\$54.84	
	8001 BACAP	RDI RUM, 375ML	5010677013109	1375ML	0.0	\$0.00	21.0	\$350.03	2
	8002 BACAP	RDI RUM, 700ML	5010677014205	700ML	-1.0	-\$26.25	11.0	\$288.77	1
	8003 BUND.	ABERG RED 100 PROOF, 700	9311866011743	700ML	4.0	\$118.68	25.0	\$741.75	2
	8008 BUND.	ABERG RUM	7312040550029	I 50ML	0.0	\$0.00	0.0	\$0.00	1
	8010 BUND.	ABERG RUM & LIQUEUR G/PI	9311866011651	1.4LTR	0.0	\$0.00	0.0	\$0.00	1
	8011 BUND.	ABERG RUM 100 PROOF	9311866011729	1700ML	-18.0	-\$612.09	0.0	\$0.00	1
	8014 BUND.	ABERG RUM OP	7312040121328	700ML	-4.0	-\$165.45	0.0	\$0.00	
	821							\$13,128.87	
() H ()	*'*₽	4							•
Add	📝 <u>C</u> hange	ᅌ Delete 🛛 🞅 <u>R</u> efresh	Department No - De	scription 👻	Group				

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

Edit								
Stocktake Item								
Item Number	6131							
	WOODSTOCK COLA CAN, 375ML							
Curr On-Hand	580							
Units Counted	579							
Add Unit Count								
	<u>C</u> ancel <u>S</u> ave							

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							
				DId		New		
Item Number	Item Description	Variation	Qty	VarQty (Qty On Hand	Qty	Var Qty	Qty On Hand
2001	BARECOVE RADLER STUB	11	5	11	-6	5	0	5
1]							
							1	
The The	e is a list of changes made to the Stocktake B	atch Quantities						<u>U</u> k

Stocktake Update

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

Control. This will be the starting point for the next period.

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

atch	158	Desc AREA 5, P	UBLIC BAR			Lines	280		
Date 23/02/2011 Vice Pick Location Area 5, PUBLIC BAR (Costs are Ex-GST) Total \$2,122.44									
	-			Lev					
tem Numbe	r Desc		APN No	Size	VarQty	Var Cost	Units Counted	Extended Cost	Qty on hand
	5511 J WAL	KER DRY CAN, 375ML	9310495062737	375ML	1.0	\$2.59	0.0	\$0.00	-1
	5571 JACK L	ANIELS CULA CAN, 375	ML 9310733112958	375ML	159.0	\$461.43	0.0	\$0.00	-155
	DOBT JALK L	ANIELS CULA STUB, 340	JML 9310733112927	34UML	38.0	\$111.03	0.0	\$0.00	-38
	DELL JIM BE	AM BLAUK LAN, 375ML	9316417002300	075ML	-1.0	-\$3.41	0.0	\$0.00	4
	5001 JIM BE	AM CULA CAN, 370ML	3316417000103 EC01	275ML	-41.0	+\$116.30 #709.57	0.0	\$0.00	4
			00164170000004	375ML	203.0	\$703.07 #E4.00	0.0	\$0.00	-20
	5741 MALIRI	LCOLA CAN, 375ML	9200727002923	275ML	13.0	\$04.20 \$0.00	0.0	\$0.00	.1
	271 BUSH	STUR 275ML	5300727002303 £271	275ML	0.0	\$0.00	0.0	\$0.00	
	241 BUSKI	F CHILL BASPBEBBY 33	0271 ROMI 6241	330ML	-24.0	\$0.00 •\$67.67	0.0	\$0.00	2
	5961 SMIBN	OFFICE BLACK STUB 3	35ML 5410228141785	335ML	0.0	\$0.00	0.0	\$0.00	-
	5981 SMIBN	OFFICE BED STUB 335	MI 9310495061518	335MI	5.0	\$12.88	0.0	\$0.00	
	5237 TWIST	EE SHOT BAR, 6PK30ML	6237	6PK30ML	2.0	\$0.00	0.0	\$0.00	
	226 TWIST	EE VARIETY PACK, 12PK	30M 9421001292262	12PK30M	-1.0	-\$12.51	0.0	\$0.00	
	5041 UDL C	AN, 375ML	9310495070657	375ML	6.0	\$12.84	0.0	\$0.00	
	5061 WILD 1	URKEY COLA CAN, 375M	ML 9300727261014	375ML	64.0	\$202.88	0.0	\$0.00	-6
1	5071 WILD 1	FURKEY COLA STUB, 340	OML 9300727269003	340ML	13.0	\$41.29	0.0	\$0.00	-1
	5191 WOOD	STOCK 355ML COLA CAN	N, 355 9329982012759	355ML	0.0	\$0.00	0.0	\$0.00	
1	<mark>5131</mark> WOOD	STOCK COLA CAN, 375M	L 9329982011059	1375ML	26.0	\$57.59	0.0	\$0.00	-2
1	3002 BACAF	DI RUM, 700ML	5010677014205	700ML	-1.0557	-\$27.71	0.0	\$0.00	1.055
1	3015 BUND/	ABERG RUM RED. 700ML	9311866008798	700ML	0.7582	\$20.26	0.0	\$0.00	-0.758
	280							\$2,122.44	
► HH ^ *	* 🖌	4							

- 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.

Update Stocktake							
	Update Stocktake						
Batch ID:	158						
Desc	AREA 5, PUBLIC BAR						
Total Cost	\$2,122.44						
Post To Day	3/03/2011 👻						
🔽 Confirm t 🔽 Enable lo	Confirm that a Stock Variance Report has been printed						
🔽 Backup I	Database Backup Now						
	Cancel						

• Click Exit.

6 Stocktake Entry V3.	3.0.0 - icontro	Irail							
File Edit Help	ᅌ Delete	<u> ∂</u> efresh	뵺 <u>P</u> rint Report	▼	stocktakeentry				
* Batch 🔺 Area No	Area		S	tore		Batch Description	Date	Total	Lines
					<no data="" displa<="" td="" to=""><td>ĥ></td><td></td><td></td><td></td></no>	ĥ>			
HI 4I 4 > >>	M ∩ *	* •	S RWD RV	/ RO				E	<u>x</u> it

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.

New Batch		
New Batch	1	
Rick Location	_	
🔽 Load all Items		
Optionally Select By	CLR	
Department Sub Dept Grou	ip Supplier	
<u>C</u> ance	el <u>O</u> K	
6 frmSelectFilter		23
Select Depa	irtments	
LUNCH MENU MAINS EXTRA MENU MAINS MENU PIZZAS MINIATURES MISC. FORTS. NIPPERS OUZO OYSTERS PASTA		~
PASTA LUNCH PIZZA EXTRA PIZZA WITHOUT PORT BOTTLES PORT BULK PRE MIX CANS RED WINE LIST RED WINE LIST BY GLASS RED WINE MINIS RED WINE MINITURES RED WINES		н
RUM SAUCES SCOTCH SEE SERVER		1
Clear	<u>C</u> ancel	<u>0</u> K

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

idit Stocktake Batch											
File Edit Help											
Batch 8 Desc AREA 1, DRIVE IN BOTTLE SHOP Lines 38											
Date 5/05/2011 🖌 🔄 Pick Location Area 1, DRIVE IN BOTTLE SHOP (Costs are Ex-GST) Total \$0.00											
* Item Number Desc Z	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on 📥				
2628 APPLETON EST 21YO RUM	63619105440	750ML	0.0	\$0.00	0.0	\$0.00	0				
2629 APPLETON EST RES 8 YR OLD	50245760080	700ML	-2.0	-\$82.53	0.0	\$0.00	2				
2630 APPLETON EST VX	50245760010	700ML	-5.0	-\$172.45	0.0	\$0.00	5				
2633 APPLETON EST XTR 12YO	2633	750ML	-1.0	\$0.00	0.0	\$0.00	1				
2603 BACARDI 8YR OLD LITRE	2603	1L	0.0	\$0.00	0.0	\$0.00	0				
2623 BACARDI BLACK 700ML	50106770342	700ML	0.0	\$0.00	0.0	\$0.00	0				
2599 BACARDI RUM ORO GOLD	50106770242	700ML	-1.0	-\$31.50	0.0	\$0.00	1				
2607 BACARDI WHITE 1LT	50106770158	1LT	-3.0	-\$127.69	0.0	\$0.00	3				
2600 BACARDI WHITE 700ML	50106770142	700ML	-3.0	-\$83.88	0.0	\$0.00	3				
2606 BUNDABERG UP RUM	93118660507	700ML	-3.0	-\$119.59	0.0	\$0.00	3				
2612 BUNDABERG RUM 100 PROOF	93118660050	700ML	-25.0	-\$669.63	0.0	\$0.00	25				
2609 BUNDABERG RUM 110EM	93118660117	700ML	-2.0	-\$67.93	0.0	\$0.00	10				
	93118660050	1120ML	-16.0	-\$719.97	0.0	\$0.00	16				
	92110000000	200ML	-3.0	-\$43.04	0.0	\$0.00 ¢0.00	12				
2604 BUNDABERG BUM BED 100 PBODE	93118660117	700ML	-12.0	-\$427.83	0.0	\$0.00 \$0.00	12				
2851 BUNDABERG BUM BESERVE	93118660097	700ML	-4.0	-\$170.99	0.0	\$0.00 \$0.00	5				
2614 BUNDY F/FATHERS 5 YO	93104950741	700ML	-11.0	-\$333.50	0.0	\$0.00	11				
2627 BUNDY LIQUEUR	93118660085	700ML	-12.0	-\$319.63	0.0	\$0.00	12				
2611 BUNDY RED 700ML	93118660087	700ML	-9.0	-\$238.00	0.0	\$0.00	9				
38						\$					
🚽 Add 📝 Change 😑 Delete 🎅 Refresh 🛛 Department N	o - Description	🖵 🗖 Grou	ιÞ								
🔚 ReCalc Variances 🔚 RecCalc Ext Cost 🎴 PDE Load 🗨	😓 <u>P</u> rint Repo	t 🗸 Stocktake I	tems 🔰	📅 ReCalc Yariances) 📅 RecCalc Ext Cost 🤬 PDE Load 👻 😓 Print Report 💌 Stocktake Items 🔪 Update Close							

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

🕡 PDE	
Load from	PDE
Read from PDE	
Read existing PDE file (*.csv)	
C:\iControl\PDE\PDEData.csv	
	Cancel 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

Connect	to PDE	
`	PDE Type: Speed: Port: Phone No:	Generic 2400 CDM2
	Accept A	orea numbers from the PDE

• 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 Record Count	Data
	Cancel

- Screen once finished downloading.
- Click 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 fo PDE Not Fou	or print menu nd	Clos <u>e</u>

- Jonato	and a second of	<u>Sca</u>	n Codes	s Not Found Listing	No.	Finchcorp
Printed of	on - 10 Mar 201	1				09:11 pm
.oc	Scan Code		Item No.	Description	Size	Qty
1	6226	PREVIOUS	6226	TWISTEE VARIETY PACK,	12PK30	4
1	9324256633121	NOT FOUND				52
1	8002	NEXT	8002	BACARDI RUM, 700ML	700ML	6
1	8002	PREVIOUS	8002	BACARDI RUM, 700ML	700ML	6
1	9324256544555	NOT FOUND				4
1	8002	NEXT	8002	BACARDI RUM, 700ML	700ML	5
	6002	NEXT	0002	BACARDI ROM, 700ML	TOUIVIL	5

- 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.

Edit Stocktake Batch								
Batch 23 Desc AREA 1, LIQUOR BARN Lines 19								
Date 24/05/2011 - Pick Loc	ation Area 1	Liquor Barn		(Costo are Ev.GST)	Total \$4	288.17		
* Item 🔥 Desc	۷.	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
9200 BACARDI BLACK RUM, 7	'00ML	9200	700ML	0	\$0.00	3	\$79.31	3
9202 BACARDI RUM 1LTR, 1L		9202	1L	0	\$0.00	2	\$82.28	2
9201 BACARDI RUM, 700ML		9201	700ML	0	\$0.00	15	\$423.32	15
9203 BOMBORA JAMACIAN RU	JM Jon u	9203	700ML	-5	-\$48.01	0	\$0.00	5
9213 BUNDABERG DIST NU3,	, /UUML	9213	700ML	-1	-\$32.75	11	\$360.30	12
	2800F	3217 0200	700ML	-b 0	-\$207.20	U	\$U.UU ¢277.00	6 0
9216 BUNDABERG BUM BED	100 PB00E	9216	700ML	-6	\$0.00 •\$207.20	0	\$0.00	6
S210 BUNDABERG RUM RED 9209 BUNDABERG RUM RED	. 700ML	9209	700ML	2	\$53.59	35	\$937.85	33
9204 BUNDABERG RUM, 1125	5ML	9204	1125ML	0	\$0.00	18	\$814.47	18
9205 BUNDABERG RUM, 200M	мL	9205	200ML	0	\$0.00	34	\$333.88	34
9206 BUNDABERG RUM, 375M	мL	9206	375ML	-1	-\$16.87	7	\$118.07	8
9207 BUNDABERG RUM, 700M	мL	9207	700ML	0	\$0.00	24	\$645.24	24
120 BUNDY DRAUGHT KEG		120	49.5L	0	\$0.00	0	\$0.00	0
9210 INNER CIRCLE BLACK R	UM	85386400003	700ML	0	\$0.00	0	\$0.00	0
9214 INNER CIRCLE GREEN D)OT, 700ML	9214	700ML	0	\$0.00	3	\$115.45	3
9215 INNER CIRCLE RED DOT	ſ	9215	700ML	-2	-\$58.93	0	\$0.00	2
9211 KINKY LUX DARK RUM		9211	700ML	0	\$0.00	0	\$0.00	0
9212 MT GAY RUM		9212	700ML	U	\$0.00	U	\$0.00	U
19							\$4,288.17	
HI4►HI/4*'*₽ 4								•
🛉 Add 📝 Change 🤤 Delete 🍣	<u>Refresh</u>	Description	• G	roup				
[ReCalc Variances [🔚 RecCalc Ext (Cost 🎴 PDE Load 👻 👙	Print Report	- Stocktake	e Items 🛛 🐚 Updat	e		Cle	os <u>e</u>

 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.
 <u>See Variance Report to understand Variances</u>
 <u>See Stocktake Update to Understand Updating</u>

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.

🕼 Stocktake Countsheet V3.3.0.0 - icontrolrai	il	
Stockta	ke Countsheet	
Pick Location Area 5, PUBLI Options Filters Email Logo	C BAR	Optional Select By Department Sub Dept
 ✓ Print Current Qty On-Hand▶ Only Print only Items not counted ✓ Load Items not counted into the count file at Report Order Dept/SubDept Opt/Alpha Alpha OP % 	print items with stock on hand s a Zero Count Output Output Preview Print	Group Supplier Category Till Category Items Preset Config
Supplier Item Number Group	C Email	<default> Default> Log Details</default>
frmSelectFilter		

- 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.
| G Stockta
File Edit | ike Entry V3.3
Help | .0.0 - icontro | Irail | | | | | | | |
|------------------------|------------------------|----------------|-------------------|---|----------------|--------------------|---|------------|------------|---------------|
| 🛟 付 | 📝 <u>C</u> hange | ᅌ Delete | ∂ <u>B</u> efresł | n 😓 <u>P</u> rint Report 🖛 Single batch | stocktakeentry | | | | | |
| * Batch | 👃 Area No | Area | | Store | | Batch Description | 1 | Date | Total | Lines |
| > | 158 | 5 PUBLIC | BAR | TEST HOTEL | | Area 5, PUBLIC BAR | | 23/02/2011 |
\$0.00 | 280 |
| | | | | | | | | | | |
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| 144 44 | | M 0 * | * | 5 RWD RW RO | | | | | E | E <u>x</u> it |

Edit Stocktake Batch									
File Edit Help									
Batch 8 Desc TEST			Lines	38					
Date 5/05/2011 - R Pick Location	Area 2, PUBLIC BAR	(Costs are E	k-GST) Total	\$0.00					
	, APN No Size	Var Qty	Var Cost	Units	Extended	Qty on 📥			
				Counted	Cost	hand			
2628 APPLETON EST 21YO RUM	63619105440 750ML	0.0	\$0.00	0.0	\$0.00	0			
2629 APPLETON EST RES 8 YR OLD	50245760080 700ML	-2.0	-\$82.53	0.0	\$0.00	2			
2630 APPLETON EST VX	50245760010 700ML	-5.0	-\$172.45	0.0	\$0.00	5			
2633 APPLETON EST XTR 12YO	2633 750ML	-1.0	\$0.00	0.0	\$0.00	1			
2603 BACARDI 8YR OLD LITRE	2603 1L	0.0	\$0.00	0.0	\$0.00	0			
2623 BACARDI BLACK 700ML	50106770342 700ML	0.0	\$0.00	0.0	\$0.00	0			
2599 BACARDI RUM ORO GOLD	50106770242 700ML	-1.0	-\$31.50	0.0	\$0.00	1			
2607 BACARDI WHITE 1LT	50106770158 1LT	-3.0	-\$127.69	0.0	\$0.00	3			
2600 BACARDI WHITE 700ML	50106770142 700ML	-3.0	-\$83.88	0.0	\$0.00	3			
2606 BUNDABERG OP RUM	93118660507 700ML	-3.0	-\$119.59	0.0	\$0.00	3			
2612 BUNDABERG RUM 700ML	93118660050 700ML	-25.0	-\$669.63	0.0	\$0.00	25			
2609 BUNDABERG RUM 100 PROOF	93118660117 700ML	-2.0	-\$67.93	0.0	\$0.00	2			
2610 BUNDABERG RUM 1125ML	93118660050 1125ML	-16.0	-\$719.97	0.0	\$0.00	16			
2616 BUNDABERG RUM 375ML	93118660050 375ML	-3.0	-\$49.84	0.0	\$0.00	3			
2604 BUNDABERG RUM 8 YO	93118660085 700ML	-12.0	-\$427.85	0.0	\$0.00	12			
2608 BUNDABERG RUM RED 100 PROOF	93118660117 700ML	-4.0	-\$135.81	0.0	\$0.00	4			
2851 BUNDABERG RUM RESERVE	93118660097 700ML	-5.0	-\$170.99	0.0	\$0.00	5			
2614 BUNDY F/FATHERS 5 YO	93104950741 700ML	-11.0	-\$333.50	0.0	\$0.00	11			
2627 BUNDY LIQUEUR	93118660085 700ML	-12.0	-\$319.63	0.0	\$0.00	12			
2611 BUNDY RED 700ML	93118660087 700ML	-9.0	-\$238.00	0.0	\$0.00	9			
38					\$				
M(4 ▶ M)/2*** ♀ 4						•			
🖶 Add 📝 Change 🤤 Delete 🍣 Refresh 🖻	epartment No - Description	🔲 Group							
📑 ReCalc Variances 📑 RecCalc Ext Cost 🎑 PDE L	oad 👻 😓 <u>P</u> rint Report 💌 Sta	ocktake Items	🐂 Update			Clos <u>e</u>			

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.

New Batch
New Batch
Rick Location
Area 2, PUBLIC BAR
Load all Items
Optionally Select By
Department Sub Dept Group Supplier
<u>C</u> ancel <u>Q</u> K

• Click OK.

Edit Stocktake Batch File Edit Help									
Batch 9 Date 5/05/2011 -	Desc AREA 2, PUBLIC BA	R Area 2, F	PUBLIC BAR		(Costs are Ex-C	Lines GST) Total	0 \$0.00		
* Item Number Desc		Δ	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
			<no data="" t<="" td=""><td>o display></td><td></td><td></td><td></td><td></td><td></td></no>	o display>					
H(4 ► H) (2 * '* T	4								•
🚽 Add 📝 <u>C</u> hange 🌘	ラ Delete 🏾 😂 <u>R</u> efresh 🛛 🖻 🖻	artment No -	Description	🖵 🗆 Gro	oup				
🔚 ReCalc <u>V</u> ariances	RecCalc Ext Cost 🎴 PDE Lo	ad 🖣 🐫	Print Report	Stocktake	Items 🐚	Update		C	los <u>e</u>

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

Add Stocktake Item	
	Add Item
Item Number ▼ Add to any e	Item <u>L</u> ookup
	<u>C</u> ancel <u>O</u> K

• Enter the new Stock on Hand then click Save.

Add									
Stocktake Item									
Item Number	10								
	JAMES BOAGS DRT KEG, 50LT								
Curr On-Hand	0.25								
Units Counted	0								
Add Unit Count	1								
	<u>C</u> ancel <u>S</u> ave								

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

Add Stocktake Item							
Add Item							
Item Number Item Lookup							
Add to any existing record	Add to any existing record						
<u>Cancel</u>							

- 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, PUBL	JC BAR					
Total Cost	\$159.18						
Post To Day	5/05/2011	•					
☑ Confirm t ☑ Enable lo	hat a Stock Var og	iance Report has been printed					
🔽 Backup I	Database [Backup Now					
	<u>C</u> ancel	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 <u>STOCKTAKE</u> 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.

🕼 Menu V3.2.0.0	Registered as primary		
Menu			FINCHCORP SOFTWARE SUPPO
	Gicount Utilities [Version 1.0.0.7]		Support Exit
	Export Locations to iCount	Import Count File from iCount	Clear Existing Count File on iCount
END OF DAY	S Export Items File to iCount	Import New APN's from iCount	
		ĩ	
HOST			
Log In S	Tue Oct 12 11:44 AM Label Changes: 65	Till Changes: 196 Journals	Pending: 0 localhostICONTROLCOOLY

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.

😝 iCount Basic Mode 🕂 🛠 ◀€ 8:38					👫 iCount 🥰 📢 8:42
Auto Scan Nu	Def (umber	Qty 🕻	L Ente	3 <mark>A\$</mark> er QIY	Auto Def Qty C L B A \$ Scan Number Enter QTY
CA CE Descriptio	123 A-M	N-2 ^	>		Item Details
1	2	3	4	5	Count File: (My Documents)(Count)(count.csv Recent Items (+) Licensed Version
6	7	8	9	0	Barcode Qty Description 930062400 24 SOFTDRIN Details 930062400 24 SOFTDRIN Details
•			Cor	nfirm	930067381 5 BUNDABE Delete
Audit location: Main Bar					
Sca	an		М	enu	Scan 🔤 Menu
	Deale	Mada			Advanced Made

Basic 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.

🐴 iCount			÷*x '	€	8:4	2	
Auto	Def Q	ty 🔼	L		B	A	\$
Scan Num	ber		Er	nte	r Q	TY	-
							٦
Item Deta	ils						
		<u>▲</u>	(Cor	nfir	m	
			Ite	ms	Cou	inteo	
Count File: M Recent It	y Docu ems [ments'ijCor + Lice] untico nsec	unt. İVe	csv e rsi	3 on	
Count File: M Recent It Barcode	y Docu ems [Qty	ments\jCo + Lice Descriptio	unt)co nsec on	unt. 1 Ve	csv e rsi	3 on	
Count File: (M Recent It Barcode 930062400 930062400 930067381	y Docu ems [Qty 24 24 5	Liear ments/iCoo + Lice Description SOFTDR SOFTDR BUNDAR	untico nsec on RIN RIN BE	unt. 1 V(csv ersi Deta	3 on ails ete	
Count File:)M Recent It Barcode 930062400 930062400 930067381	y Docu ems [Qty 24 24 5	Llear ments/jCo + Lice Descripti SOFTDR SOFTDR BUNDA	untico nsec on RIN RIN BE		csv ersi Det Del	3 on ails ete	
Count File: (M Recent It Barcode 930062400 930062400 930067381 4 Audit Loca	y Docu ems [Qty 24 24 5 III tion:	Lice ments'jCor Lice Description SOFTDF SOFTDF BUNDAE Main Bar	unt\co nsec on RIN RIN BE L	unt.	csv ersi Deta Dela	3 on ails ete	

Advanced Mode

• 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.

🚰 iCount	↔ 	🚰 iCount	₩ 4 € 8:36
🗌 Auto 🗌 Def Qty 🛛 🖊	L 3 A \$	Choose Audit Loca	tion: 🔏 🛛 🕹
Scan Number	Enter QTY	L	
		Locations	
Itom Dataila		Main Bar	
Item Details		Croc's Bistro	
	Confirm	Wholesale Liquor	
-	Commin	Commisions Recieved	
	Items Counted		
Clea	Ľ 3		
Count File: Wy Documents\iCo	unt\count.csv		
Recent Items 🛨 Lice	nsed Version		
Barcode Qty Descripti	on		
930062400 24 SOFTD	RIN Details		
930062400 24 SOFTD	RIN		
930067381 5 BUNDA	BE Delete	Finalise your location	n selection below:
Audit Location: Main Ba	r	No Location	Selected Location
	_		
Scan 📖	Menu		
Jean III	- icilu		

• 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 <u>Stocktake with ICount</u> for further information on how to do this.

Error Messages and Advanced Functions

If the Scan Number entry field turns red and the following message appears, "the item barcode xxxxxxxxx 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.

😚 iCount 💦 😽 8:40	🔗 iCount	4‡ 4 € 8:40
Auto Def Qty C L B A \$	Clone from the Li	st Matches: 1223
Scan Number 💛 Enter QTY	930067381496	68 Clone Selection
9300673814968 💿	All Bar Desc	
Item [iCount ok		C Search Description
	Barcode	Item Description
The item barcode	10	CARLTON MID KEG 49.5L 📃
is pot in the databased junted	12	CARLTON MID 70Z 200ML
Dipase try again	14	CARLTON MID POT 285ML
Count Fill Flease (Ly again)	16	CARLTON MID SCHOONE
Recension	18	CARLTON MID JUG 1140ML
Barcode Qty Description	20	HAHN PREMIUM LITE KEG
930062400 24 SOFTDRIN Details	22	HAHN PREMIUM LITE 70Z
930062400 24 SOFTDRIN	24	HAHN PREMIUM LITE POT
Delete	26	HAHN PREMIUM LITE SCH 🍸
	•	
Audit Location: Main Bar	Close - Cance]
Scan 🚟 Menu	Scan	🚟 Menu

• 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.

👌 iCount		- €x 4 € 8:4	41	iC 💦	ount	+ *_× -{ € 8:∘	41
Clone from the	List	Matche	es: 14	Clone fi	rom the List	Matche	s: 14
9300673814	968	Clone Sele	ection	93006	Confirm Clor	ne	tion
All Bar Desc	bundaberg	g C Search	Again	All Ba OC Barco	The followin saved to the Please confir	g item will be database.	Again
1046 1047 5001 5002	BUNDABE BUNDABE BUNDABE BUNDABE	RG RUM FNIP RG RUM HNIP RG RUM 1125 RG RUM 700M	(1 (1 ML	1046 1047 5001 5002	selection. Barcode: 93 Desc: BUND/ 700ML	00673814968 ABERG RUM	1 1 L ≡
5003 12000 12001 12004 93227315	BUNDABE BUNDABE BUNDABE BUNDABE BUNDABE	RG RUM RED RG LEM LIME I RG LEM LIME I RG LEM LIME I RG LEM LIME I	70 BI BI BI	5003 12000 12001 12004 93227		Cancel	D I I I J
1 Close - Cano	III Cel			Close	- Cancel		
Scan		Me	nu	S	can	Me	nu

• 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.

Menu (C	CONTROL		Finchcorp Supp	troc
	C iCount Utilities [Version 1.0.0.7] Stocktake Price / Stock Check		Support Exit	ACCOUNTS
PRINTING PRINTI	Select Location from Below: ID LOCATION_DESC 1 BOTTLE SHOP 4 DETACHED 2 6 PUBLIC BAR	Load Prices for Selected Location	6	SETUP TOOLS
HOST		ico		

 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.