



# Manual

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# 1 Inventory



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## 1.1 Items

Status	Item 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
●	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
●	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 70Z	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

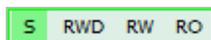
### Screen layout



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



- Date- Not currently used.
- Marked for deletion- Displays any products that are marked for deletion.
- Only active- Displays products that are only active.



The highlighted section shows the current users user type.

- S- supervisor.
- RWD- for read write delete.
- RW- for read write.
- RO- for read only.

- 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.

Find 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	Item Number	Description	Department	Parent	CTN Qty	Replicate	POS Desc
●	5180	BUNDY RED CAN CUBE	R.T.D CTN	BUNDY RI	1		BUNDY RED C
●	5181	BUNDY RED CAN (CUBE) SGL	R.T.D SGL		24		BUND RED CL
●	5186	BUNDY RED CAN (CUBE) 6PK	R.T.D PKS	BUNDY RI	4		BUND RED CL
●	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
●	5200	BUNDY SUPER DRY CTN	R.T.D CTN	BUNDY SL	1	S/DRYCTN	BUNDY SD CA
●	5201	BUNDY SUPER DRY SGL	R.T.D SGL		24	S/DRYSGL	BUNDY SD CA
●	5206	BUNDY SUPER DRY 6PK	R.T.D PKS	BUNDY SL	4	S/DRY6PK	BUNDY SD CA
✘	5207	BUNDY SUPER DRY 4PK	R.T.D PKS		4	S/DRY6PK	BUNDY SD CA
●	5210	CANADIAN CLUB & COLA CAN CTN	R.T.D CTN	CANADIAN	1	CC CTN	CC COLA CAN
●	5211	CANADIAN CLUB & COLA CAN SGL	R.T.D SGL		24	CC SGL	CC COLA CAN
●	5216	CANADIAN CLUB & COLA CAN 6PK	R.T.D PKS	CANADIAN	4	CC 6PK	CC COLA CAN
●	5220	CANADIAN CLUB & COLA STUB CTN	R.T.D CTN	CANADIAN	1	CC CTN	CC COLA STB
●	5221	CANADIAN CLUB & COLA STUB SGL	R.T.D SGL		24	CC SGL	CC COLA STUI
●	5224	CANADIAN CLUB & COLA STUB 4PK	R.T.D PKS	CANADIAN	6	CC 4PK	CC COLA STB
●	5230	CANADIAN CLUB & DRY CAN CTN	R.T.D CTN	CANADIAN	1	CC CTN	CC DRY CAN C
●	5231	CANADIAN CLUB & DRY CAN SGL	R.T.D SGL		24	CC SGL	CC DRY CAN

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

### Adjusting Columns.

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

Items V3.1.0.3 - iconcontrolnorth

File Edit View Help

+ Add   ✎ Change   - Delete   ↻ Refresh   🖨 Print Report

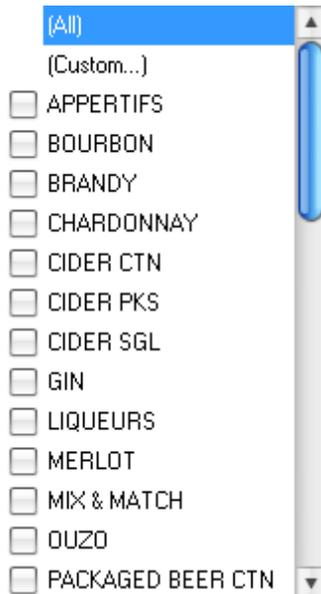
Status	Item Number	Description	Item Size	Item Size	Department
●	1025	HOUGHTONS CAB SAUV		750ML	RED WINES
●	2000	BAREFOOT RADLER STUB CTN		375ML	PACKAGED BEER CTN
●	2001	BAREFOOT RADLER STUB		375ML	PACKAGED BEER SGL
●	2006	BAREFOOT RADLER STUB 6PK		375ML	PACKAGED BEER PKS
●	2010	BOAGS PREMIUM STUB CTN		350ML	PACKAGED BEER CTN
●	2011	BOAGS PREMIUM STUB		350ML	PACKAGED BEER SGL
●	2016	BOAGS PREMIUM STUB 6PK		350ML	PACKAGED BEER PKS
●	2020	BOAGS ST GEORGE STUB CTN		350ML	PACKAGED BEER CTN
●	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
●	2028	CARLTON GOLD STUB CTN		375ML	PACKAGED BEER 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 data 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.

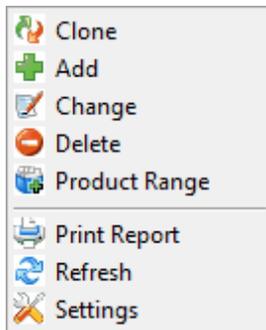
The first step to Cloning is finding a product that is similar to the product you are intending to add. There are two reasons for this. The first reason is to keep the products in a nice orderly fashion. The second reason is it makes it easier to add a new product. Some sites may have an Item number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

Status	Item Number	Description	Item Size	Department	Cat 2	Parent	CTN Qty	F e f l
●	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	
●	9442	CUERVO TFO 700	700ML	TEQUILA	TEQUILA		12	

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

Clone now

Close

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

Click Clone Now to clone the product.

Now change the details of the product to your new product.

Item Record - 9389

Item Number 9389 Description BUNDABERG RUM 100% PROOF Refresh

**Details** Active  Jmp Parent Item Pick Parent 9389

Costs Item Number 9389 Parent: Size: Parent CTN Qty:

Recipes Description CORUBA

Stores Size 700ML

Sales PDS Desc CO Pick Host Item Item Type InStore

Promotions Replicate DUP National Prod No. Carton Qty 6.00 Add APN Delete APN

Child Items Group BEVERAGES 1 Carton Cost \$0.00

Supplier Items Sub-Group SPIRITS 5 Luc Ex Gst \$0.00

Purchases Department RUM 23 Unit Cost \$0.00

Trx History Till Category RUM 23 Hold Normal Price

Photo Supplier AUSTRALIAN LIQUOR MARKETERS ALM Points Multiple Label

Notes  Show all active/inactive Item at Locations

Area	Area Name	Price 1	Price 2	Price 3	Price 4	Open	GP% Till	Stock Units	Stock CTNS	Draw	Replic...	Stocktake	Commit
General	3 1770 LIQUOR	\$32.99	\$32.99	\$32.99	\$32.99	<input type="checkbox"/>	100.00 <input checked="" type="checkbox"/>	0	0.00				

1

Add Edit Delete Refresh

Roll to Prev Next Cancel Save

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 you 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.

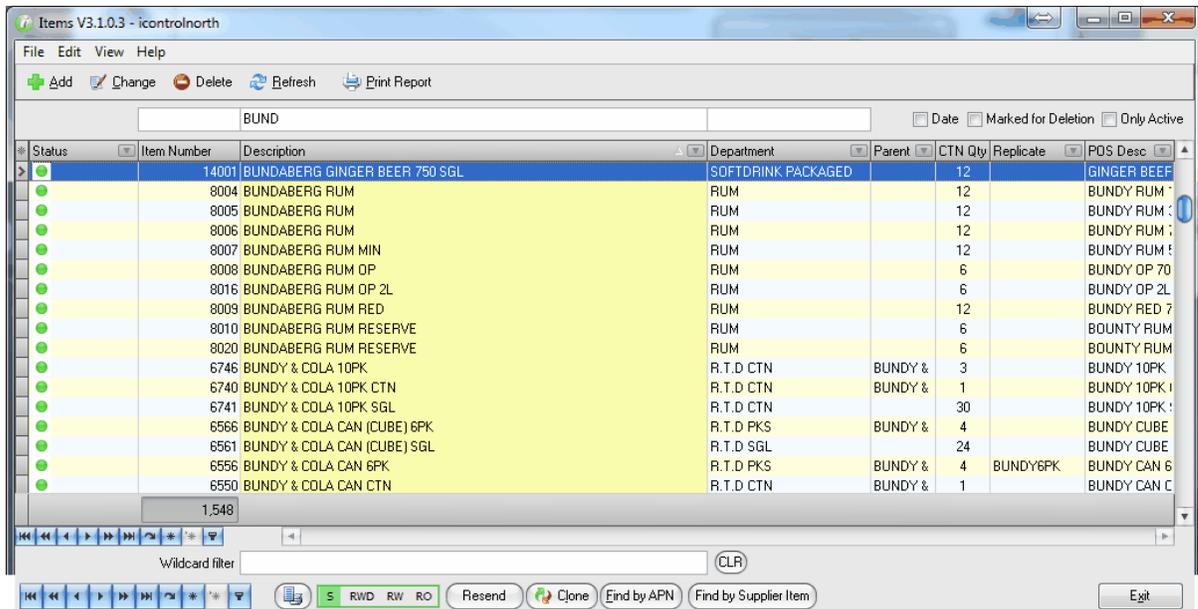
### Item Search

The screenshot shows the 'Items V3.1.0.3 - iconcontrolnorth' application window. The search term 'BUND' is entered in the search field. The table below shows the results of the search, sorted by item number. The Wildcard filter is currently empty.

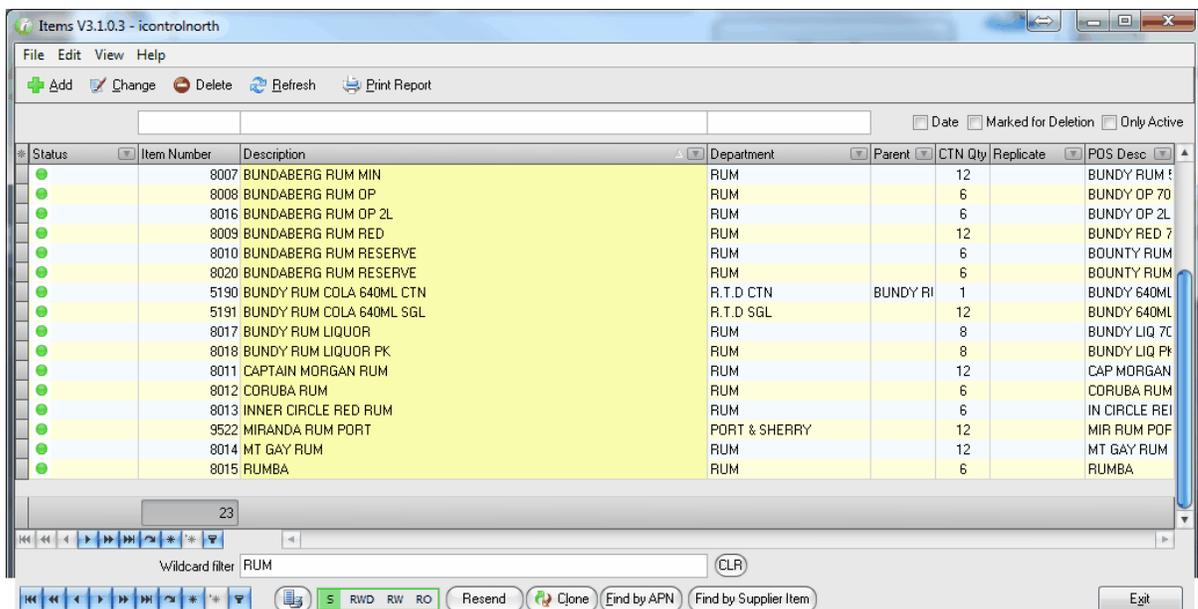
* Status	Item Number	Description	Department	Parent	CTN Qty	Replicate	POS Desc
▶	5081	BULLEIT & COLA 5% CAN SGL	R.T.D SGL		24		BULLEIT 5% C
●	8200	BULLEIT BOURBON	BOURBON		6		BULLEIT BOUI
●	14001	BUNDABERG GINGER BEER 750 SGL	SOFTDRINK PACKAGED		12		GINGER BEEF
●	8004	BUNDABERG RUM	RUM		12		BUNDY RUM :
●	8005	BUNDABERG RUM	RUM		12		BUNDY RUM :
●	8006	BUNDABERG RUM	RUM		12		BUNDY RUM :
●	8007	BUNDABERG RUM MIN	RUM		12		BUNDY RUM :
●	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

Wildcard filter:

### Description Search



## Wildcard Search



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

Description

Items V3.1.0.3 - iconrolnorth

File Edit View Help

Add Change Delete Refresh Print Report

1000  Date  Marked for Deletion  Only Active

* Status	Item Number	Description	Department	Parent	CTN Qty	Replicate	POS Desc
	10000	BANROCK STN SEM CHARD	WINE CASKS		8	BROCK2LT	BROCK S/CHC
	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 SHIRAZ
	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 SHZ
	12001	BANROCK STN WHITE SHIRAZ	RED WINES		6	B/ROCK	BROCK WHITE
	2001	BAREFOOT RADLER STUB	PACKAGED BEER SGL		24		BAREFOOT S1
	2006	BAREFOOT RADLER STUB 6PK	PACKAGED BEER PKS	BAREFOO	4		BAREFOOT S1
	2000	BAREFOOT RADLER STUB CTN	PACKAGED BEER CTN	BAREFOO	1		BAREFOOT C1
	9012	BARON B/SCOTCH SCHNAPPS	LIQUEURS		12	BARON	BARON B SCO
	8800	BAROSSA BRANDY	BRANDY		12		BAROSSA BR
	3006	BECKS BEER 6PK	PACKAGED IMP PKS	BECKS BE	4		BECKS BEER I
	3000	BECKS BEER CTN	PACKAGED IMP CTN	BECKS BE	1		BECKS BEER I
	3001	BECKS BEER STUB	PACKAGED IMP SGL		24		BECKS BEER I

1,548

Wildcard filter  CLR

Resend Clone Find by APN Find by Supplier Item Exit

### 1.1.2.1 Item Record Overview

The following topic will be going through the Item Record screen. The Item Record screen shows the details of a product.

To access the details of a product just search for the item using Item search, or Wildcard search.

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

Item Record - 9213

Item Number 9213 Description ROTHBURY EST SEM SAUV BLC

**Details**

Active   Parent Desc: 9213  
 9313666147714

**Costs** Item Number 9213  Size:    
 Description ROTHBURY EST SEM SAUV BLC Parent CTN Qty:

**Stores** Size 750ML

**Sales** POS Desc ROTH EST SSB  Item Type InStore  
 Carton Qty 12.00  
 Carton Cost \$80.39  
 Luc Ex Gst \$6.09  
 Unit Cost \$6.70

**Promotions** Replicate ROTH  National Prod No.

**Child Items** Group BEVERAGES  1  
 Sub-Group WINE  4

**Supplier Items** Department WHITE WINES  40  
 Category WHITE BLENDS  123  
 Till Category WHITE WINE LIST  100  
 Supplier AUSTRALIAN LIQUOR MARKETERS  ALM

Freight Type   
 GST GST   
 Non stocktake   
 Base modifier   
 String PLU

Added 12/05/2008  
 Changed 26/08/2010  
 Deleted   
 By User 0

Show all active/inactive Item at Locations

* Area	Area Name	Price 1	Price 2	Price 3	Price 4	Open	GP%	Till	Stock Units	Stock CTNS	Draw	Replicate	Stocktake	Commit
1	MAIN BAR	\$22.00	\$22.00	\$22.00	\$18.00	<input type="checkbox"/>	69.55	<input checked="" type="checkbox"/>	51.8	4.32		ROTH	19/07/2010	19/07/2010
2	BISTRO	\$22.00	\$22.00	\$22.00	\$18.00	<input type="checkbox"/>	69.55	<input checked="" type="checkbox"/>	0	0.00	MAIN BAR	ROTH		

2

Roll to

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

Roth is used. This would allow price changes to be done on 1 of the wine range and replicate through to the rest of the wines in that range. The **Dup** button duplicates the replicates to each location. This allows it to be possible to replicate by location. An example where this could happen is 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 data 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 manually 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.

Item Record - 9213

Item Number 9213 Description ROTHBURY EST SEM SAUV BLC

Active  Jump Parent Item Parent Desc 9213  
 9313666147714  
 Add APN  
 Delete APN

Costs Item Number 9213 Pick Parent Size Parent CTN  
 Recipies Description ROTHBURY EST SEM SAUV BLC Parent CTN Qty  
 Stores Size 750ML ...

Sales POS Desc ROTH EST SSB Pick Host Item Item Type InStore  
 Replicate ROTH DUP National Prod No. Carton Qty 12.00  
 Group BEVERAGES 1 Carton Cost \$80.39  
 Sub-Group WINE 4 Luc Ex Gst \$6.09  
 Department WHITE WINES 40 Unit Cost \$6.70  
 Category WHITE BLENDS 123 Hold Normal GP %  
 Till Category WHITE WINE LIST 100 Points Multiple  
 Supplier AUSTRALIAN LIQUOR MARKETERS ALM Label

Freight Type  
 GST GST  
 Non stocktake  
 Base modifier  
 String PLU  
 Added 12/05/2008  
 Changed 26/08/2010  
 Deleted  
 By User 0

General  Show all active/inactive Item at Locations

* Area	Area Name	Price 1	Price 2	Price 3	Price 4	Open	GP%	Till	Stock Units	Stock CTNS	Draw	Replicate	Stocktake	Commit
1	MAIN BAR	\$22.00	\$22.00	\$22.00	\$18.00	<input type="checkbox"/>	69.55	<input checked="" type="checkbox"/>	51.8	4.32		ROTH	19/07/2010	19/07/2010
2	BISTRO	\$22.00	\$22.00	\$22.00	\$18.00	<input type="checkbox"/>	69.55	<input checked="" type="checkbox"/>	0	0.00	MAIN BAR	ROTH		

2

Add Edit Delete Refresh

Roll to Prev Next Cancel Save

- Show all active/inactive- Ticking this box shows all locations and their prices whether they are active in the area or not.
- Locations- This is where 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 not save any changes made.
- Roll, Prev, Next- These buttons allow movement from product to product without 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 draws the stock from the Parent. A child item **never** has stock on hand.

A Child item can also be used in [transfers](#), stocktakes and wastage entries.

***Having the parent item correct and the Ctn Qty is vital for correct stock control.***

Bellow are some examples of Parent and Child's.

Parent -Item 4001 XXXX Gold Stub

Child -Item 4006 XXXX Gold Stub 6pk

Child -Item 4010 XXXX Gold Stub Ctn

Parent -Item 10001 Bundy Rum 1125ml

Child -Item 2001 Bundy Rum Full nip

Child -Item 2002 Bundy rum Half Nip

Parent - Brown Brothers Crouchen Riesling Btl.

Child - Brown Brothers Crouchen Riesling Glass

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

Item Record - 3421

Item Number: 3421      Description: XXXX GOLD STUB      Refresh

Details      **Child Items**      Print      Close

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

Costs

Recipes

Stores

Sales

Promotions

**Child Items**

Supplier Items

Purchases

Trx History

Photo

General

2

Roll to    Prev    Next    Cancel    Save

## 1.1.2.1.2 Ctn Qty Explained

A correct Ctn Qty is vital for having accurate Stock Control. In simple terms the Ctn Qty is how many of the product is in a Ctn.

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

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

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

Below are some examples.

#### Ctn Qty by pack size

ITEM 2221- XXXX STUB SGL (PARENT) Ctn Qty of 24.

{There is 24 Stubs in a Ctn}

ITEM 2220- XXXX STUB CTN (CHILD) Ctn qty of 1.

{There is 1 Ctn in a Ctn} *Parent is item 2221*

ITEM 2226- XXXX STUB 6PK (CHILD) Ctn Qty of 4.

{There is 4 x 6pks in a Ctn} *Parent is item 2221*

#### Ctn Qty by Mills

ITEM 10 - CARLTON MID KEG 49.5L (PARENT) Ctn Qty of 1.

{There is 1 keg in a keg}

ITEM 12- CARLTON MID 7 Oz (200ml) (CHILD) Ctn Qty of 247.5.

{There is 247 7oz in 49.5L  $49500/200=247.5$ } *Parent is item 10*

ITEM 14- CARLTON MID POT (285ML) (CHILD) Ctn Qty of 173.68.

{There is 173.68 Pots in 49.5L  $49500/285=173.68$ } *Parent is item 10*

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

*Parent is item 10*

ITEM 18- CARLTON MID JUG (1140ML) (CHILD) Ctn Qty of 43.42.

{There is 43.42 Jugs in 49.5L  $49500/1140=43.42$ } *Parent is item 10*

#### Spirit Nips

ITEM 10001- BUNDABERG RUM 1125ML (PARENT) Ctn Qty of 12.

{There is 12 in a CTN}

ITEM 1050- BUNDABERG RUM 30ML () Ctn Qty of 450.

{There is 450 nips of Bundaberg rum in a Ctn of 12 Bottles,  $12 \times 1125 = 13500$ ,  
 $13500/30 = 450$ }

*Parent is item 10001*

-----  
Wines

ITEM 12050- YELLOWTAIL MERLOT 750ML (CHILD) Ctn Qty of 6.

{There are 6 in a Ctn}

ITEM 1801- YELLOWTAIL MERLOT GLASS (180ML) (CHILD) Ctn Qty of 25.

{There are 25 glasses of Yellowtail Merlot in a Ctn of 6 bottles,  $6 \times 750 = 4500$ ,  
 $4500/180 = 25$ }

*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).

Item Record - 10

Item Number 10 Description CARL DRGHT DIN Refresh

Details Item Cost History Delete all older than 30 days Close

Costs	Store	Date	Last Cost	Avg Cost	Line Cost	Cost Type
	Club Hotel	7/09/2010 5:45:00 AM	\$201.67	\$201.67	\$201.67	

1 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

- 

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  $1.70 \times 24 = 40.8$

## 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).

The screenshot shows the 'Item Record - 10' window. At the top, the 'Item Number' is 10 and the 'Description' is 'CARL DRGHT DIN'. Below this is the 'Item Cost History' section, which includes a table with the following data:

Store	Date	Last Cost	Avg Cost	Line Cost	Cost Type
Club Hotel	7/09/2010 5:45:00 AM	\$201.67	\$201.67	\$201.67	

At the bottom of the window, there are several buttons: 'Add', 'Edit', 'Delete', 'Roll to', 'Prev', 'Next', 'Cancel', and 'Save'. The 'Avg' values for the selected entry are shown as 'Avg=\$201.67'.

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

- 

To delete a cost.

- Click on the line of cost you want to Delete
- Click Delete

### **How Average Cost works**

Scenario

VB Stubs - There are 24 units on hand.

- The unit cost of the the VB is 1.66 (inc Gst)
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New average unit cost of VB is 1.70. Ctn Cost would be  $1.70 \times 24 = 40.8$

## 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.

Item Record - 2071

Item Number 2071 Description CARLTON DRY FUSION LIME STUB

History

Pick Store North Australian Hotel

Pick Location Area 2, BOTTLESHOP

Transaction Type

Sales (Till)  Wastage  Recipes

Sales (Manual)  Transfer  Commit

Purchases  Variances  Auto Transfer

Date Field Posted Date

From 27/04/2010 To 15/09/2010

Expand All Collapse All Search Now

Posted D...	Timestamp	Trx Type	Item Desc	Size	Qty	CT...	Movem...	W...	Comment
Loc Name : BOTTLESHOP [655]									
28/04/2010	1/05/2010 1:38:36 PM	ITMSALE	CARLTON DRY FUSION LIME ST 6P	375ML	2	4	-12 B...		Journal VTERM
30/04/2010	1/05/2010 5:01:04 AM	ITMSALE	CARLTON DRY FUSION LIME ST CTN	375ML	1	1	-24 B...		Journal VTERM
1/05/2010	2/05/2010 5:00:16 AM	ITMSALE	CARLTON DRY FUSION LIME ST CTN	375ML	2	1	-48 B...		Journal VTERM
1/05/2010	2/05/2010 5:00:30 AM	ITMSALE	CARLTON DRY FUSION LIME ST 6P	375ML	1	4	-6 B...		Journal VTERM
2/05/2010	3/05/2010 5:00:21 AM	ITMSALE	CARLTON DRY FUSION LIME ST 6P	375ML	1	4	-6 B...		Journal VTERM
3/05/2010	4/05/2010 5:00:08 AM	ITMSALE	CARLTON DRY FUSION LIME ST 6P	375ML	1	4	-6 B...		Journal VTERM
4/05/2010	5/05/2010 5:00:46 AM	ITMSALE	CARLTON DRY FUSION LIME ST CTN	375ML	1	1	-24 B...		Journal VTERM
5/05/2010	6/05/2010 5:00:40 AM	ITMSALE	CARLTON DRY FUSION LIME ST 6P	375ML	2	4	-12 B...		Journal VTERM
5/05/2010	6/05/2010 5:00:40 AM	ITMSALE	CARLTON DRY FUSION LIME STUB	375ML	3	24	-3 B...		Journal VTERM
8/05/2010	9/05/2010 5:00:30 AM	ITMSALE	CARLTON DRY FUSION LIME ST 6P	375ML	2	4	-12 B...		Journal VTERM
9/05/2010	9/05/2010 11:48:30 ...	VARIANC	CARLTON DRY FUSION LIME STUB	375ML	6...	24	605 B...		Stocktake Ent...
9/05/2010	10/05/2010 10:47:34...	ITMSALE	CARLTON DRY FUSION LIME ST 6P	375ML	1	4	-6 B...		Journal VTERM
9/05/2010	10/05/2010 10:47:44...	ITMSALE	CARLTON DRY FUSION LIME ST CTN	375ML	3	1	-72 B...		Journal VTERM
10/05/2010	11/05/2010 11:39:28...	ITMSALE	CARLTON DRY FUSION LIME ST CTN	375ML	1	1	-24 B...		Journal VTERM
11/05/2010	14/05/2010 2:27:43 ...	ITMSALE	CARLTON DRY FUSION LIME ST 6P	375ML	1	4	-6 B...		Journal VTERM
12/05/2010	14/05/2010 2:29:21 ...	ITMSALE	CARLTON DRY FUSION LIME ST CTN	375ML	1	1	-24 B...		Journal VTERM
13/05/2010	14/05/2010 5:00:31 ...	ITMSALE	CARLTON DRY FUSION LIME ST CTN	375ML	2	1	-48 B...		Journal VTERM
14/05/2010	15/05/2010 5:00:45 ...	ITMSALE	CARLTON DRY FUSION LIME ST 6P	375ML	1	4	-6 B...		Journal VTERM
15/05/2010	16/05/2010 5:01:13 ...	ITMSALE	CARLTON DRY FUSION LIME ST CTN	375ML	5	1	-120 B...		Journal VTERM

39 655

Roll to Prev Next Cancel Save

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

Item Record - 2061

Item Number: 2061 Description: CARLTON DRY FUSION LEMON STUB

Transaction Type:  Sales (Till)  Wastage  Recipes  Sales (Manual)  Transfer  Commit  Purchases  Variances  Auto Transfer

Date Field: Posted Date From: 29/04/2010 To: 17/06/2010

Posted Date	Timestamp	Trx Type	Item Desc	Size	Qty	CT...	Movem...	W...	Comment
Item Desc: CARLTON DRY FUSION LEMON 6PK (-18)									
1/05/2010	2/05/2010 5:00:39 AM	ITMSALE	CARLTON DRY FUSION LEMON 6PK	355ML	1	4	-6	B...	Journal VTERM
8/05/2010	9/05/2010 5:00:31 AM	ITMSALE	CARLTON DRY FUSION LEMON 6PK	355ML	1	4	-6	B...	Journal VTERM
29/05/2010	30/05/2010 5:00:19 AM	ITMSALE	CARLTON DRY FUSION LEMON 6PK	355ML	1	4	-6	B...	Journal VTERM
3									
Item Desc: CARLTON DRY FUSION LEMON CTN (-192)									
29/04/2010	30/04/2010 5:00:41 AM	ITMSALE	CARLTON DRY FUSION LEMON CTN	355ML	1	1	-24	B...	Journal VTERM
30/04/2010	1/05/2010 5:00:18 AM	ITMSALE	CARLTON DRY FUSION LEMON CTN	355ML	1	1	-24	B...	Journal VTERM
2/05/2010	3/05/2010 5:00:32 AM	ITMSALE	CARLTON DRY FUSION LEMON CTN	355ML	1	1	-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
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
1/06/2010	2/06/2010 1:36:11 PM	ITMSALE	CARLTON DRY FUSION LEMON CTN	355ML	1	1	-24	B...	Journal VTERM
7									
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	B...	Stocktake Entr...
2									
12									

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.

Item Record - 2061

Item Number: 2061 Description: CARLTON DRY FUSION LEMON STUB

Transaction Type:

- Sales (Till)  Wastage  Recipes
- Sales (Manual)  Transfer  Commit
- Purchases  Variances  Auto Transfer

Date Field: Posted Date From: 29/04/2010 To: 17/06/2010

Posted...	Timestamp	Trx Type	Item Desc	Size	Qty	CT...	Movement	W...	Comment
29/04/2010	30/04/2010 5:00:41 AM	ITMSALE	CARLTON DRY FUSION LEMON CTN	355ML	1	1	-24 B...		Journal VTERM
30/04/2010	1/05/2010 5:00:18 AM	ITMSALE	CARLTON DRY FUSION LEMON CTN	355ML	1	1	-24 B...		Journal VTERM
1/05/2010	2/05/2010 5:00:39 AM	ITMSALE	CARLTON DRY FUSION LEMON 6PK	355ML	1	4	-6 B...		Journal VTERM
2/05/2010	3/05/2010 5:00:32 AM	ITMSALE	CARLTON DRY FUSION LEMON CTN	355ML	1	1	-24 B...		Journal VTERM
8/05/2010	9/05/2010 5:00:31 AM	ITMSALE	CARLTON DRY FUSION LEMON 6PK	355ML	1	4	-6 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
9/05/2010	9/05/2010 11:49:12 PM	VARIANC	CARLTON DRY FUSION LEMON STUB	355ML	53	24	53 B...		Stocktake Entr...
9/05/2010	9/05/2010 11:55:58 PM	VARIANC	CARLTON DRY FUSION LEMON STUB	355ML	...	24	-192 B...		Stocktake Entr...
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
29/05/2010	30/05/2010 5:00:19 AM	ITMSALE	CARLTON DRY FUSION LEMON 6PK	355ML	1	4	-6 B...		Journal VTERM
1/06/2010	2/06/2010 1:36:11 PM	ITMSALE	CARLTON DRY FUSION LEMON CTN	355ML	1	1	-24 B...		Journal VTERM

12 -349

Roll to Prev Next Cancel Save

To display the Trx History do the following.

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

### Understanding Trx History

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

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

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

Item Record - 9379

Item Number: 9379 Description: BUNDABERG 700

Transaction Type:  Sales (Till)  Wastage  Recipes  Sales (Manual)  Transfer  Commit  Purchases  Variances  Auto Transfer

Date Field: Posted Date From: 16/08/2010 To: 15/09/2010

Posted	Timestamp	Trx Type	Item Desc	Size	Qty	Qty 2	Qty 3	CTN Qty	Movement	Comment
Loc Name: CELLARS DBS (102)										
7/09/2010	7/09/2010 11:58:35...	VARIANC	BUNDABERG 700	700ML	54	54	0	12	54	Stocktake Entry ...
7/09/2010	8/09/2010 9:11:43...	COMMIT	BUNDABERG 700	700ML	54	0	0	12	54	COMMIT from Cu...
8/09/2010	9/09/2010 6:40:42...	ITMSALE	BUNDABERG 700	700ML	5	0	0	12	-5	Journal VTERM
15/09/2...	15/09/2010 4:40:12...	VARIANC	BUNDABERG 700	700ML	-1	48	49	12	-1	Stocktake Entry ...
4 102										
Loc Name: CLUB DRIVE (693)										
5 693										
Loc Name: CLUB PUBLIC (10)										
7/09/2010	8/09/2010 8:59:46...	VARIANC	BUNDABERG 700	700ML	5	5	0	12	5	Stocktake Entry ...
7/09/2010	8/09/2010 9:11:43...	COMMIT	BUNDABERG 700	700ML	5	0	0	12	5	COMMIT from Cu...
2 10										
Loc Name: COMMERCIAL DRIVE (27)										
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...
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...	ITMSALE	BUNDABERG 700	700ML	2	0	0	12	-2	Journal VTERM
4 27										
15 832										

Roll to Prev Next Cancel Save

## 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.

### Summary

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

Area	Area Name	Price 1	Price 2	Price 3	Price 4	Open	GP%	Till	Stock Units	Stock CTNS	Draw	Rep...	Stock...	Commit
>	5 CLUB PUBLIC	\$3.30	\$2.40	\$1.50	\$2.20	<input type="checkbox"/>	60.86	<input checked="" type="checkbox"/>	0	0.00				
	6 CLUB LOUNGE	\$3.30	\$2.40	\$1.50	\$2.20	<input type="checkbox"/>	60.86	<input checked="" type="checkbox"/>	0	0.00	CLUB PUBLIC			
	9 CLUB FUNCTIONS	\$3.30	\$3.30	\$3.30	\$3.30	<input type="checkbox"/>	60.86	<input checked="" type="checkbox"/>	0	0.00	CLUB PUBLIC			

3

- 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



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

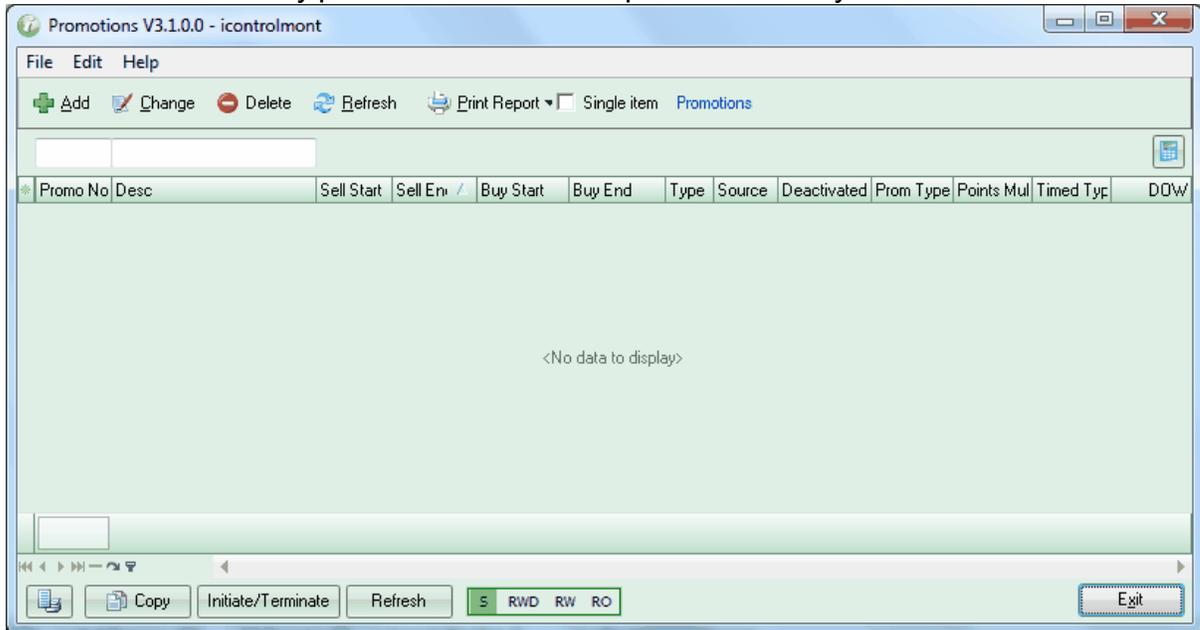
- Stock shows the current stock on hand in the locations as units and Ctns.
- Also give the ability to to Min and Max for automatic ordering and [suggested transferring](#).
- Drawer Stock from enables us to change the location that we want to drawer stock from. This is usually a system setting but can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

Stock	(as Cartons)	
Units on Hand	345.00	28.75
Min stock units	360.00	
Max Stock Units	60.00	
Min Reorder Units	60.00	
Draw Stock From	<input type="text"/> <input type="button" value="CLR"/>	
Only required if you want to Draw Stock from another Area		

- To Save any changes click
- 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.



**Promotions**

To add a promotion click Promotions.

- Click Add  
Enter the Promotion Number and Description.

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

Batch

### Promotions Batch

Header

In Active  Promo No  Points Multiple  Type  Skip Invest Buy

Locked?  Description  Promo Display

Type

Selling Start  End

**Normal**, using start and end dates

Buying Start  End

Display Active Only

Activate in Areas

Loc No	Location Name
<input checked="" type="checkbox"/>	1 DRIVE
<input checked="" type="checkbox"/>	2 CELLARS
<input type="checkbox"/>	5 PUBLIC BAR
<input type="checkbox"/>	6 LOUNGE BAR
<input type="checkbox"/>	9 FUNCTION BAR
<input type="checkbox"/>	10 BISTRO

Item Number	Description	Price 1	Price 2	Price 3	Price 4	Norm Price	Active	MixMatch
<No data to display>								

0

<input type="button" value="Add"/>	<input type="button" value="Change"/>	<input type="button" value="Delete"/>	<input type="button" value="Refresh"/>	<input type="button" value="Import"/>	<input type="button" value="Action"/>	Item Count: 0
<input type="button" value="Print"/>	<input type="button" value="Find"/>	<input type="button" value="Search"/>	<input type="button" value="Mass Load"/>	<input type="button" value="Export"/>	<input type="button" value="ReCalculate"/>	<input type="button" value="Close"/>

- 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 ever 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

-

### Promotion Item

Item Number:   Action

Description:

Normal Price:

Unit Cost:

Carton Qty:  Item

Carton Cost:  Mix and Match Group

Active

Promotion

	Price 1	Price 2	Price 3	Price 4
Promo Prices	<input type="text" value="42.99"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Gross Profit %	<input type="text" value="7.38"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>

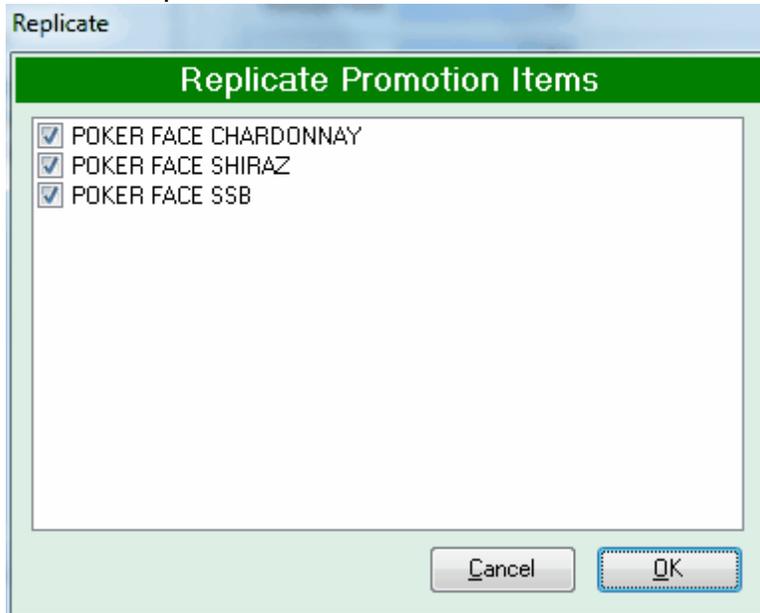
### Pick Item

* Item Number	Description	Active?	Size	Department
9879	WOOD QA REGENCY RED	<input checked="" type="checkbox"/>	750ML	RED WINE
13036	WOOD QA TAWNY PORT	<input checked="" type="checkbox"/>	750ML	PORT
9031	WOODFORD RES BOURBON	<input checked="" type="checkbox"/>	700ML	BOURBON
1213	WOODLEY SHERRY 30ML	<input checked="" type="checkbox"/>	30 ML	BAR FORT
9032	WOODSTOCK 700ML	<input checked="" type="checkbox"/>	700ML	BOURBON
9880	WYNNS COON CAB SHZ MERLOT 7	<input checked="" type="checkbox"/>	750ML	RED WINE
10959	WYNNS COON RIESLING	<input checked="" type="checkbox"/>	750ML	WHITE WI
9881	WYNNS COON SHIRAZ	<input checked="" type="checkbox"/>	750ML	RED WINE
62	XXXX BITT 7OZ	<input checked="" type="checkbox"/>	200ML	HEAVY BU
> 2200	XXXX BITT CAN 30PK	<input checked="" type="checkbox"/>	375ML	XXXX CTN
2206	XXXX BITT CAN 6PK	<input checked="" type="checkbox"/>	375ML	XXXX PK
2201	XXXX BITT CAN SGL	<input checked="" type="checkbox"/>	375ML	XXXX SGL
60	XXXX BITT DIN	<input checked="" type="checkbox"/>	49.5L	HEAVY BU
60	XXXX BITT IIC	<input checked="" type="checkbox"/>	11.40L	HEAVY BU

Item No Filter

Highlight a row, then press "Select" button

- 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.



- 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  Action

Description: XXXX BITT CAN 30PK, 375ML

Normal Price: 50.99

Unit Cost: 42.90

Carton Qty: 1

Carton Cost: 42.90 Mix and Match Group: MM 2 FOR A

Active

**Promotion**

	Price 1	Price 2	Price 3	Price 4
Promo Prices		45.00		
Gross Profit %	.00	4.67	.00	.00

- Enter the mix and match price into the selected price level. In this demonstration it is price 2 but it can be Price 2,3,4 depending on the set up. In this example the XXXX BITT CAN 30PK is 2 for \$90. Normal price is 50.99.

### Coping a Promotion

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



Copy Promotion Batch

**Copy Promotion Batch**

Copy From Promo No: 1

To New Promo No: 2

Active Only

### 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.

**Promotions Batch**

Header  
 In Active  Promo No 1 Points Multiple  Type  Skip Invest Buy   
 Locked?  Description BOTTLO PROMO 1 Promo Display   
 Type Sell  
 Selling Start 7/09/2010 End 8/03/2011 Edit Schedule  
 Normal, using start and end dates  
 Buying Start 8/09/2010 End 8/09/2010  
 Display Active Only

Activate in Areas  
 Activate in Areas  

Loc No	Location Name
<input checked="" type="checkbox"/>	1 DRIVE
<input checked="" type="checkbox"/>	2 CELLARS
<input checked="" type="checkbox"/>	5 PUBLIC BAR
<input type="checkbox"/>	6 LOUNGE BAR
<input type="checkbox"/>	9 FUNCTION BAR
<input type="checkbox"/>	10 BISTRO
<input type="checkbox"/>	20 COMMERCIAL DRIVE
<input type="checkbox"/>	21 COMMERCIAL PUBLIC

Item Number	Description	Price 1	Price 2	Price 3	Price 4	Norm Price	Active	MixMatch
10900	POKER FACE CHARDONNAY, 750ML	\$7.99	\$6.67			\$7.99	<input checked="" type="checkbox"/>	9
10901	POKER FACE SSB, 750ML	\$7.99	\$6.67			\$7.99	<input checked="" type="checkbox"/>	9
10932	TOKDEKA EST SAUV BLANC, 750ML	\$11.99	\$10.00			\$11.99	<input checked="" type="checkbox"/>	8
2490	POW GOLD CAN CTN, 375ML	\$32.99	\$31.00	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	7
9831	POKER FACE CAB MERLOT, 750ML	\$7.99	\$6.67	\$0.00	\$0.00	\$7.99	<input checked="" type="checkbox"/>	9
9832	POKER FACE SHIRAZ, 750MLS	\$7.99	\$6.67			\$7.99	<input checked="" type="checkbox"/>	9

6

Item Count: 6

### 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.

Promotions V3.2.0.0 - icontrol - club

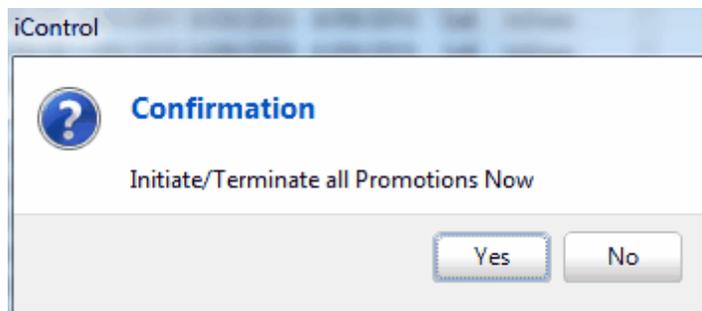
File Edit Help

+ Add - Change - Delete Refresh Print Report Single item Promotions

Promc	Desc	Sell Start	Sell End	Buy Start	Buy End	Type	Source	Deactivated	Prom Type	Points Mu	Timed Typ	DOW
1	BOTTLO PROMO 1	7/09/201	8/03/2011	8/09/2010	8/09/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
17/2010	17/2010 PROMO	18/08/20	1/09/2010	6/08/2010	6/09/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
17/wk2	17/wk2 PROMO	25/08/20	1/09/2010	18/08/2010	31/08/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
18/2010	18/2010 PROMO	3/09/201	14/09/201	20/08/2010	20/09/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
18/wk1	18/wk1 PROMO	2/09/201	7/09/2010	25/08/2010	7/09/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
18/wk2	18/wk2 PROMO	8/09/201	14/09/201	1/09/2010	14/09/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
192010	PROMO 19	15/09/20	28/09/201	15/09/2010	15/09/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
BAR10/9	BAR10/9	10/09/20	10/09/201	12/08/2010	12/08/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
BAR17/9	BAR SEPT FRIDAY PROMI	17/09/20	30/09/201	12/08/2010	12/08/2010	Sell	InStore	<input type="checkbox"/>			Periodic	....F
BAR24/9	BAR24/9	24/09/20	24/09/201	12/08/2010	12/08/2010	Sell	InStore	<input checked="" type="checkbox"/>			Norm	.....
BAR3/9	BAR3/9	3/09/201	3/09/2010	12/08/2010	12/08/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
EDLP17	EDLP17 PROMO	18/08/20	28/09/201	6/08/2010	4/10/2010	Sell	InStore	<input type="checkbox"/>			Norm	.....
14												

14

Initiate/Terminate Refresh S RWD RW RO Exit



## 1.3 Recipes

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

* 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

### 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 Recipe.



- Enter the recipe number. To link to the correct selling item make sure that the Recipe number is the same as the selling Item number. In this case our 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

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

Recipe Ingredients

File Edit

**Recipe Ingredients**

Recipe Item  Desc

Yield Qty  Total Cost

* Item Number	Description	Qty	Unit Cost	Ext Cost
<No data to display>				

- 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 Ingredient Item

**Recipe Ingredient Item**

Item Number   Find

Quantity

Ext Cost

Recipe Ingredient Item

**Recipe Ingredient Item**

Item Number   Find

**BAILEYS 30ML**

Quantity

Ext Cost

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



## 1.4 Orders & Invoicing Entry

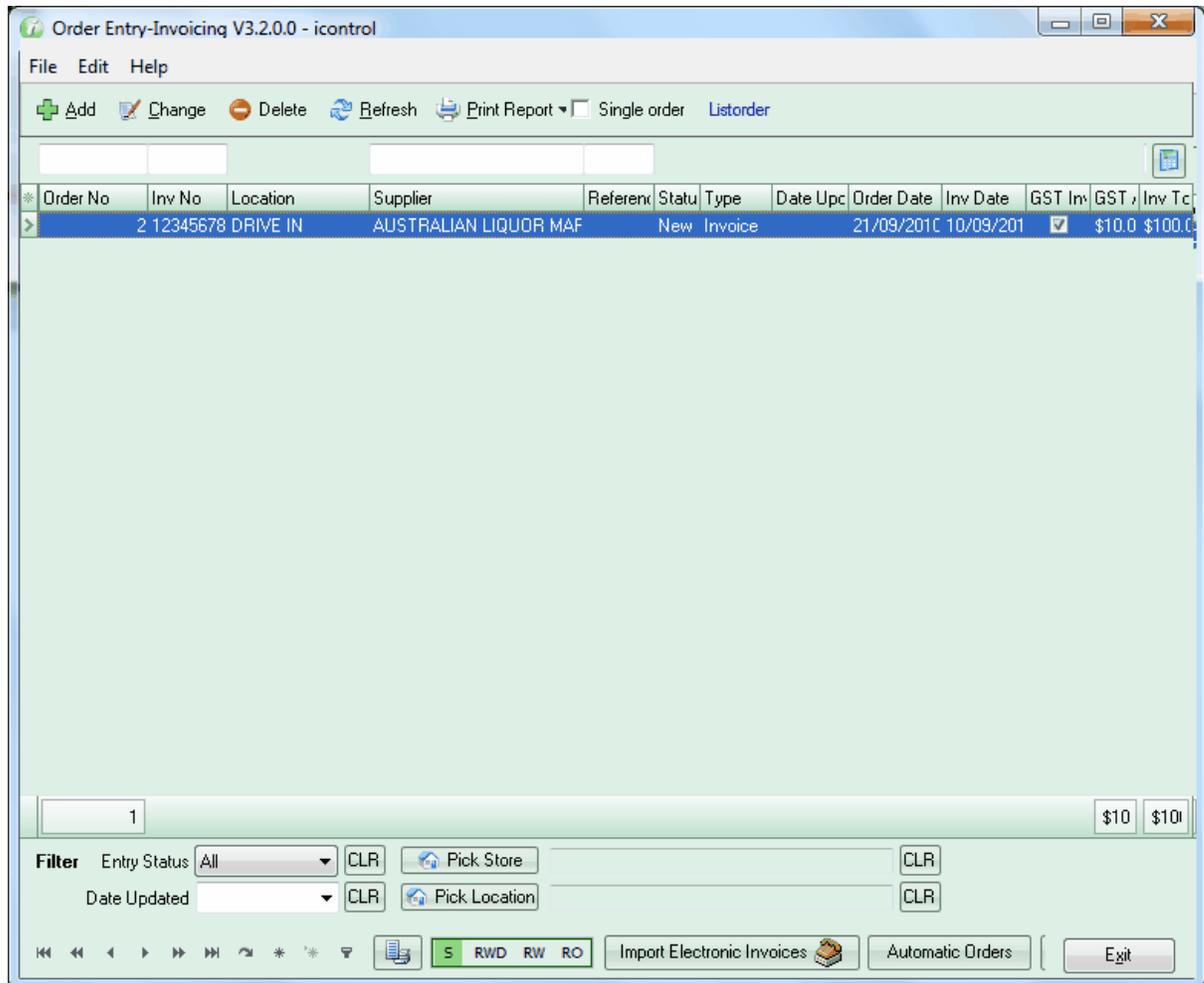
Invoicing is critical for accurate stock control. It also responsible for updating costs to the products. IControl has the ability to run different cost types, Average cost and Last cost. Finchcorp always recommends the cost type default to be average. This generally is more accurate way of setting a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

### Invoice Screen Explained

- Click Add to add an invoice to start.

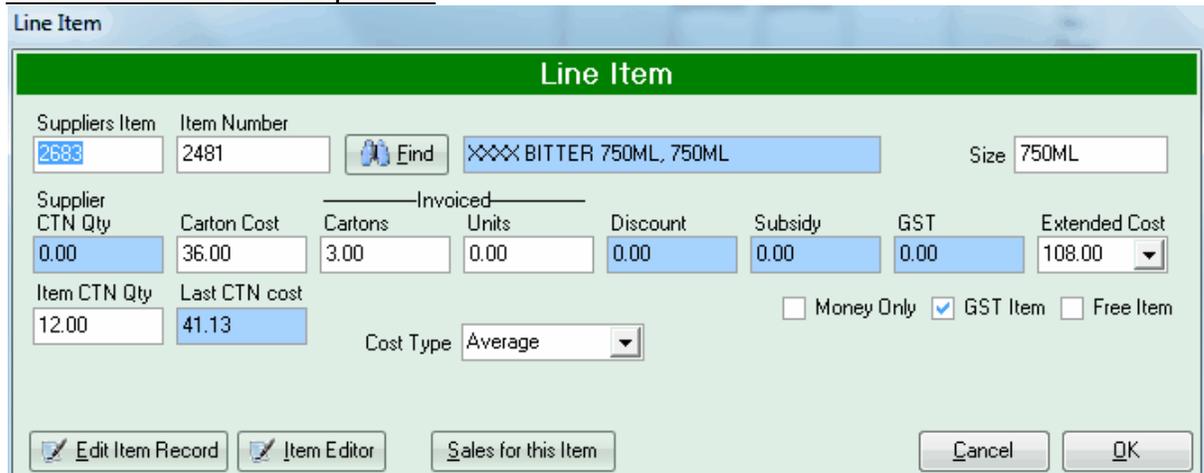


- Click Print to print completed Invoices and credit notes.
- Select an Store and location. Select a supplier and date range and choose the type of status of invoice you want to produce.
- There is also an option for printing the line items for each invoice.



- For importing Invoices, click the Import Electronic Invoices.

### The Invoice Add Line explained



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

invoice.

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

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

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

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

Item CTN Qty- This is the IControl item

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

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

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

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

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

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

### 1.4.1 Manual Invoice entry

#### 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  
CrNote

needed to be done. in this demonstration we will be selecting Invoice.

- Click OK

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

#### **Castlemaine/Fosters GST Example**

Header

### Header

Store	<input type="text"/>	Order No	3538
Location	Area 1, BW MAIN BAR <input type="button" value="Pick"/>	Order Date	9/12/2010
Supplier	CASTLEMAINE PERKINS PTY LTD	Date Updated	<input type="text"/>
Document type	Invoice	Date Sent	<input type="text"/>
Status	New <input checked="" type="checkbox"/> GST Applicable		

<input type="checkbox"/> Enter Line Discount amt	Invoice Date	8/12/2010
<input type="checkbox"/> Enter Line Subsidy amt	Invoice No	C00659643
<input type="checkbox"/> Enter Line GST amt	Payment Due	<input type="text"/>
<input checked="" type="checkbox"/> Enter Line Extended Cost	Total Discount	\$0.00
<input type="checkbox"/> Skip Supplier Item Load	Total Subsidy	\$0.00
	Total Freight	\$0.00
Reference No: <input type="text"/>	Total Admin	\$0.00
Freight Est <input type="text" value="0"/>	Total Tax	\$110.21
(Manual Order Reference)	Invoice Total	<b>\$1,212.31</b>
Invoice	GST Included	\$110.21
Invoice		
Load Stock from		

### ALM Header GST Example

Header

### Header

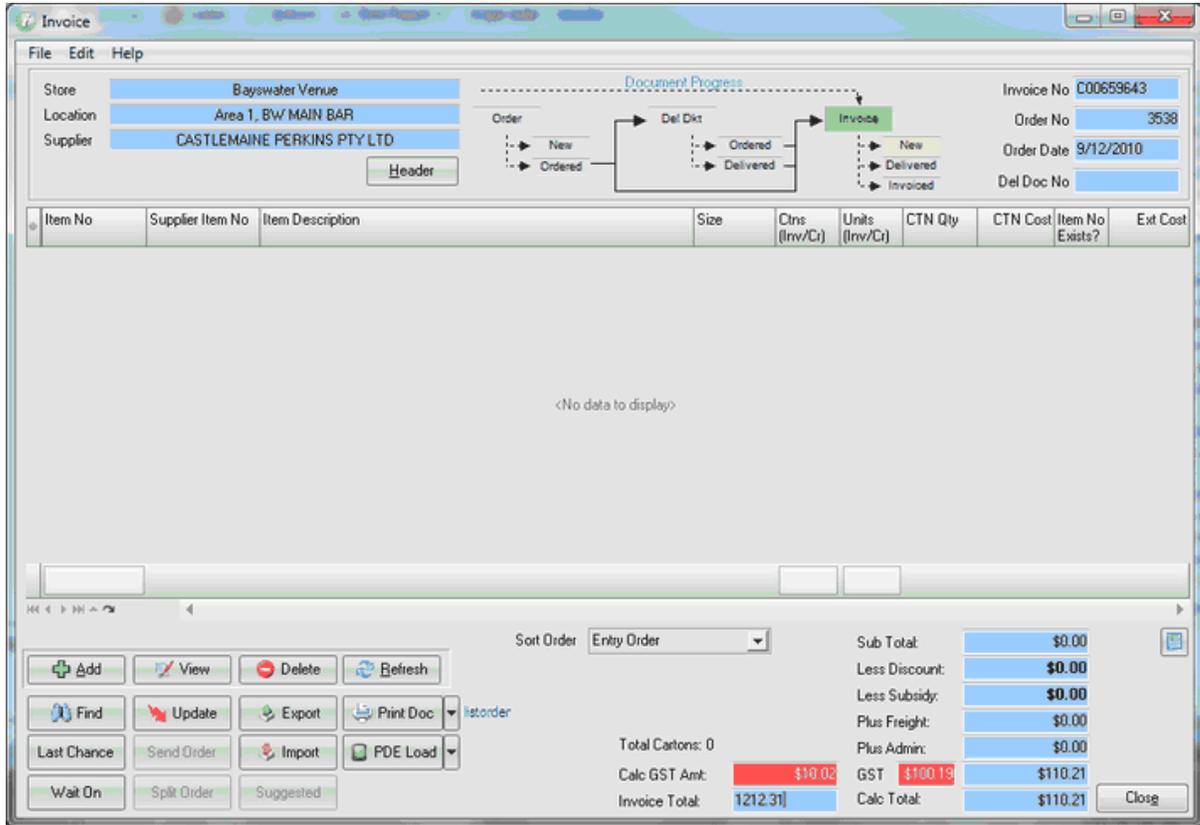
Store	Hotel	Order No	42581
Location	Area 1, Bottleshop	Order Date	15/09/2010
Supplier	AUSTRALIAN LIQUOR MARKETERS	Date Updated	
Document type	Invoice	Date Sent	14/09/2010
Status	New	<input checked="" type="checkbox"/> GST Applicable	

<input type="checkbox"/> Enter Line Discount amt	Invoice Date	16/09/2010
<input type="checkbox"/> Enter Line Subsidy amt	Invoice No	12345678
<input type="checkbox"/> Enter Line GST amt	Payment Due	
<input checked="" type="checkbox"/> Enter Line Extended Cost	Total Discount	\$6.00
<input type="checkbox"/> Skip Supplier Item Load	Total Subsidy	
Reference No: <input type="text"/>	Total Freight	
Freight Est <input type="text"/>	Total Admin	\$3.53
(Manual Order Reference)	Total Tax	
Invoice	Invoice Total	<b>\$259.68</b>
Invoice	GST Included	\$23.60
Load Stock from		

Cancel OK

- Invoice continued.
- Click OK.

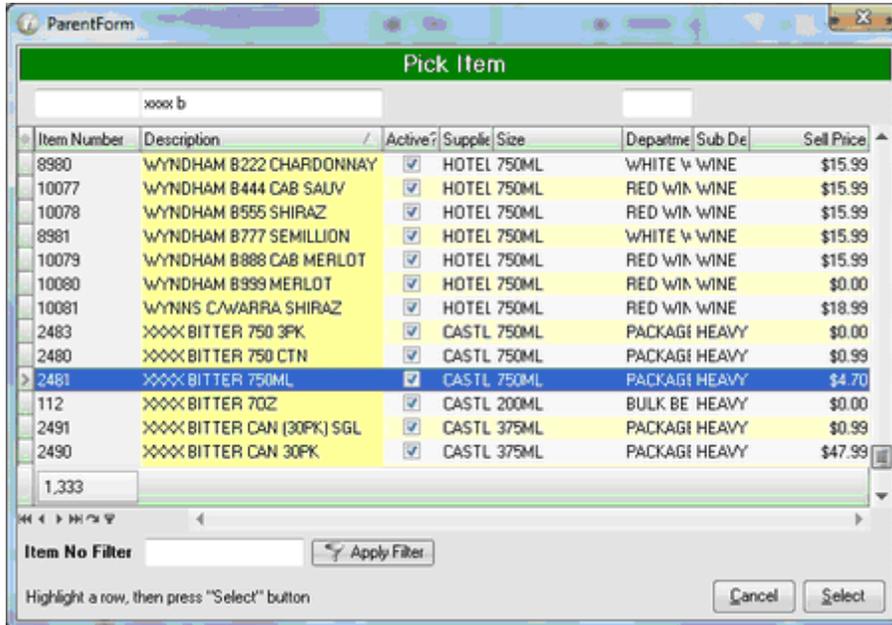


- Click Add 
- Enter the supplier number on the invoice. This will link to the Item number in IControl.

Line Item



supplier number is entered and an item number is not found this means there is no link to an item number in IControl. to find the appropriate Parent product.



If the product is not in the Find list, that generally means the product needs to be added. Click the Item Editor button. This will open the Item record screen ready for the product to be added.

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



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

Line Item

Suppliers Item 1380 Item Number 140 Find XXXX GOLD KEG, 49.5L Size 49.5L

Supplier	CTN Qty	Carton Cost	Cartons	Units	Discount	Subsidy	GST	Extended Cost
	1.00	147.40	7.00	0.00	0.00	0.00	0.00	1,031.80

Item CTN Qty 1.00 Last CTN cost 172.43 Unit cost 166.54

Cost Type Average

Av CTN cost 166.54

Money Only  Free Item  GST Item

Enter Carton Cost

Edit Item Record Item Editor Sales for this Item Cancel OK

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.

Invoice

File Edit Help

Store: Bayswater Venue  
 Location: Area 1, BW MAIN BAR  
 Supplier: CASTLEMAINE PERKINS PTY LTD

Document Progress: Order (New, Ordered) → Del Dkt (Ordered, Delivered) → Invoice (New, Delivered, Invoiced)

Invoice No: C00659643  
 Order No: 3538  
 Order Date: 9/12/2010  
 Del Doc No:

Item No	Supplier Item No	Item Description	Size	Ctns (Inv/Cr)	Units (Inv/Cr)	CTN Qty	CTN Cost	Item No Exists?	Ext Cost
> 140	1380	XXXX GOLD KEG, 49.5L	49.5L	7	0		\$147.40	●	\$1,031.80
3301	2423	TOOHEYS OLD STUB, 375ML	375ML	2	0		\$35.15	●	\$70.30

2      9.00      0

Sort Order: Entry Order

Sub Total: \$1,102.10  
 Less Discount: \$0.00  
 Less Subsidy: \$0.00  
 Plus Freight: \$0.00  
 Plus Admin: \$0.00  
 GST: \$110.21  
 Calc Total: \$1,212.31

Total Cartons: 9

Invoice Total: \$1,212.31

Buttons: Add, View, Delete, Refresh, Find, Update, Export, Print Doc, Last Chance, Send Order, Import, PDE Load, Wait On, Split Order, Suggested

Close

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

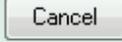
Update

### Confirm Cost Updates

**Cost Updates**

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

Item No	Old CTN Cost	New CTN Cost	Variati...	Desc
140	\$166.54	\$162.939	2.16	XXXX GOLD KEG 49.5LT
3301	\$39.53	\$39.148	0.98	TOOHEYS OLD STUB 3...

 Print  Cancel  Confirm operation -->  Perform Updates

- To confirm that you approve the cost changes tick the Confirm operation and click Perform Updates. Click cancel to get 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.

Update

### 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

Print Ok

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

Finchcorp Club Hotel

### Cost Changes Report

10 Dec 2010 Order No : 70 03:50 pm  
HLW - HLW Invoice No. - 034897

Item No	Description	Parent No	Current Selling Price	Unit Cost	Old Ctn Cost	GP%	New Unit Cost	Ctn Cost	GP%	% of Change	Suggested Selling Price	SOH Before Inv	SOH After Inv
<b>CELLARS</b>													
2601	COOP PALE ALE SINGLE 375ML		\$3.00	\$1.69	\$40.66	43.53%	\$1.82	\$43.61	39.33%	7.69 %	\$3.22	0.00	0.00
2600	COOP PALE ALE CTN 375ML	2601	\$52.99	\$40.66	\$40.66	23.27%	\$43.61	\$43.61	17.75%	7.26 %	\$56.84	0.00	0.00
2606	COOP PALE ALE 6PK 375ML	2601	\$16.99	\$10.16	\$40.66	40.10%	\$10.90	\$43.61	33.84%	7.20 %	\$18.22	0.00	0.00
12305	BERRI CLARET CASKS 5 OL		\$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 OL		\$17.99	\$12.03	\$46.12	33.14%	\$11.97	\$47.88	33.46%	-0.50 %	\$17.90	0.00	0.00
12308	BERRI FOW CASKS 5 OL		\$17.99	\$12.30	\$49.20	31.63%	\$12.10	\$48.38	32.74%	-1.63 %	\$17.69	0.00	0.00
12307	BERRI FIG OROO MOSELLE 5 OL		\$17.99	\$10.83	\$43.33	39.79%	\$11.36	\$45.45	36.85%	4.89 %	\$18.87	0.00	0.00
12345	DE BORT PREM LIQ MUSCAT 4 OL		\$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 OL		\$22.99	\$16.47	\$65.90	28.34%	\$16.38	\$65.50	28.75%	-0.56 %	\$22.85	0.00	0.00
12341	DE BORT RED CHARDONNAY 2L		\$9.99	\$9.96	\$59.76	0.30%	\$9.23	\$55.36	7.61%	-7.35 %	\$9.25	0.00	0.00
12335	OGATE SOFT DRY RED CASK 4LT		\$14.99	\$11.05	\$44.22	26.25%	\$11.14	\$44.55	25.65%	0.81 %	\$15.10	0.00	0.00
13016	MCW R/R PORT FLAGON 2 OL		\$17.99	\$11.84	\$71.01	34.21%	\$11.89	\$71.35	33.91%	0.42 %	\$18.07	0.00	0.00
10964	VAL OXFORD LANDING CHARD 750ML		\$9.99	\$5.90	\$70.79	40.95%	\$5.99	\$71.91	40.04%	1.53 %	\$10.15	0.00	0.00
13055	PENF CLUB PORT 750ML		\$14.99	\$9.54	\$114.53	36.33%	\$9.72	\$116.59	35.16%	1.59 %	\$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
10887	PENF RAWSONS CHARD 750ML		\$12.99	\$6.34	\$38.07	51.15%	\$6.42	\$38.82	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 LAMBERUSCO 4LT 4 OL		\$13.99	\$10.03	\$40.11	28.32%	\$10.09	\$40.36	27.88%	0.60 %	\$14.08	0.00	0.00
13034	STAN TAINVY PORT 5LT		\$13.99	\$9.45	\$75.57	32.48%	\$9.42	\$76.94	31.24%	1.20 %	\$14.24	0.00	0.00
12351	STAN CLARET CASK 4 OL		\$13.99	\$10.07	\$40.29	28.00%	\$10.21	\$40.85	27.02%	1.39 %	\$14.18	0.00	0.00

Page 1 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 Entry-Invoicing V3.2.0.6 - icontrolbays

File Edit Help

Add Change Delete Refresh Print Report Single order listorder

Order No	Inv No	Location	Supplier	Reference	Status	Type	Date Updated	Order Date	Inv Date	GST Inv?	Inv Total	
3499	P/CASH32	POST OFFICE HOTEL	DAN MURPHYS		Invoice	Invoice	27/11/2010	27/11/2010	27/11/2010	<input checked="" type="checkbox"/>	\$49.90	
3500	CR66214	POST OFFICE HOTEL	AUSTRALIAN LIQUOR MARKET		CiNote	CiNote	25/11/2010	25/11/2010	25/11/2010	<input checked="" type="checkbox"/>	\$412.54	
3501	66214A	POST OFFICE HOTEL	AUSTRALIAN LIQUOR MARKET		Invoice	Invoice	25/11/2010	25/11/2010	25/11/2010	<input checked="" type="checkbox"/>	\$412.54	
3502	P/C33	POST OFFICE HOTEL	WOOLWORTHS		Invoice	Invoice	26/11/2010	26/11/2010	26/11/2010	<input checked="" type="checkbox"/>	\$101.90	
3508	BU103505590	B/W MAIN BAR	C C A BEVERAGES LTD		Invoice	Invoice	1/12/2010	1/12/2010	1/12/2010	<input checked="" type="checkbox"/>	\$1,825.47	
3510	C0368064	B/W MAIN BAR	CASTLEMAINE PERKINS PTY LTI		Invoice	Invoice	1/12/2010	30/11/2010	30/11/2010	<input checked="" type="checkbox"/>	\$1,580.45	
3512	27611982	B/W MAIN BAR	FOSTERS AUSTRALIA LIMITED		Invoice	Invoice	30/11/2010	30/11/2010	30/11/2010	<input checked="" type="checkbox"/>	\$7,211.75	
3516	27585534	B/W MAIN BAR	FOSTERS AUSTRALIA LIMITED		Invoice	Invoice	23/11/2010	23/11/2010	23/11/2010	<input checked="" type="checkbox"/>	\$3,146.94	
3518	BU103499638	B/W MAIN BAR	C C A BEVERAGES LTD		Invoice	Invoice	24/11/2010	24/11/2010	24/11/2010	<input checked="" type="checkbox"/>	\$1,338.46	
3520	C0355025	B/W MAIN BAR	CASTLEMAINE PERKINS PTY LTI		Invoice	Invoice	23/11/2010	23/11/2010	23/11/2010	<input checked="" type="checkbox"/>	\$1,017.24	
3523	66743	B/W MAIN BAR	AUSTRALIAN LIQUOR MARKET ELECT_ALM		Invoice	Invoice	2/12/2010	2/12/2010	25/11/2010	<input checked="" type="checkbox"/>	\$344.42	
3524	67792	B/W MAIN BAR	AUSTRALIAN LIQUOR MARKET ELECT_ALM		Invoice	Invoice	2/12/2010	2/12/2010	30/11/2010	<input checked="" type="checkbox"/>	\$4,903.10	
3525	67793	B/W MAIN BAR	AUSTRALIAN LIQUOR MARKET ELECT_ALM		Invoice	Invoice	2/12/2010	2/12/2010	30/11/2010	<input checked="" type="checkbox"/>	\$1,714.50	
3526	P/CASH34	CR LIVE BAR	DAN MURPHYS		Invoice	Invoice	2/12/2010	2/12/2010	2/12/2010	<input checked="" type="checkbox"/>	\$480.45	
3527	979	CR LIVE BAR	NO SUPPLIER		Invoice	Invoice	2/12/2010	2/12/2010	30/11/2010	<input checked="" type="checkbox"/>	\$270.05	
3528	68526	POST OFFICE HOTEL	AUSTRALIAN LIQUOR MARKET ELECT_ALM		Invoice	Invoice	2/12/2010	2/12/2010	1/12/2010	<input checked="" type="checkbox"/>	\$13,217.51	
3529	68527	POST OFFICE HOTEL	AUSTRALIAN LIQUOR MARKET ELECT_ALM		Invoice	Invoice	2/12/2010	2/12/2010	1/12/2010	<input checked="" type="checkbox"/>	\$1,591.80	
3530	BU103606523	POST OFFICE HOTEL	C C A BEVERAGES LTD		Invoice	Invoice	2/12/2010	2/12/2010	2/12/2010	<input checked="" type="checkbox"/>	\$1,131.17	
3533	P/CASH35	POST OFFICE HOTEL	DAN MURPHYS		Invoice	Invoice	3/12/2010	4/12/2010	3/12/2010	<input checked="" type="checkbox"/>	\$463.05	
3534	63	POST OFFICE HOTEL	NO SUPPLIER		Invoice	Invoice	3/12/2010	4/12/2010	3/12/2010	<input checked="" type="checkbox"/>	\$372.00	
3535	197087	POST OFFICE HOTEL	The Distributors		Invoice	Invoice	3/12/2010	2/12/2010	3/12/2010	<input checked="" type="checkbox"/>	\$49.85	
3537	P/CASH36	POST OFFICE HOTEL	DAN MURPHYS		Invoice	Invoice	4/12/2010	4/12/2010	4/12/2010	<input checked="" type="checkbox"/>	\$53.80	
3538	C00659643	B/W MAIN BAR	CASTLEMAINE PERKINS PTY LTI		Invoice	Invoice	9/12/2010	9/12/2010	8/12/2010	<input checked="" type="checkbox"/>	\$1,212.31	
											268	\$510,37

Filter Entry Status All CLR Pick Store CLR

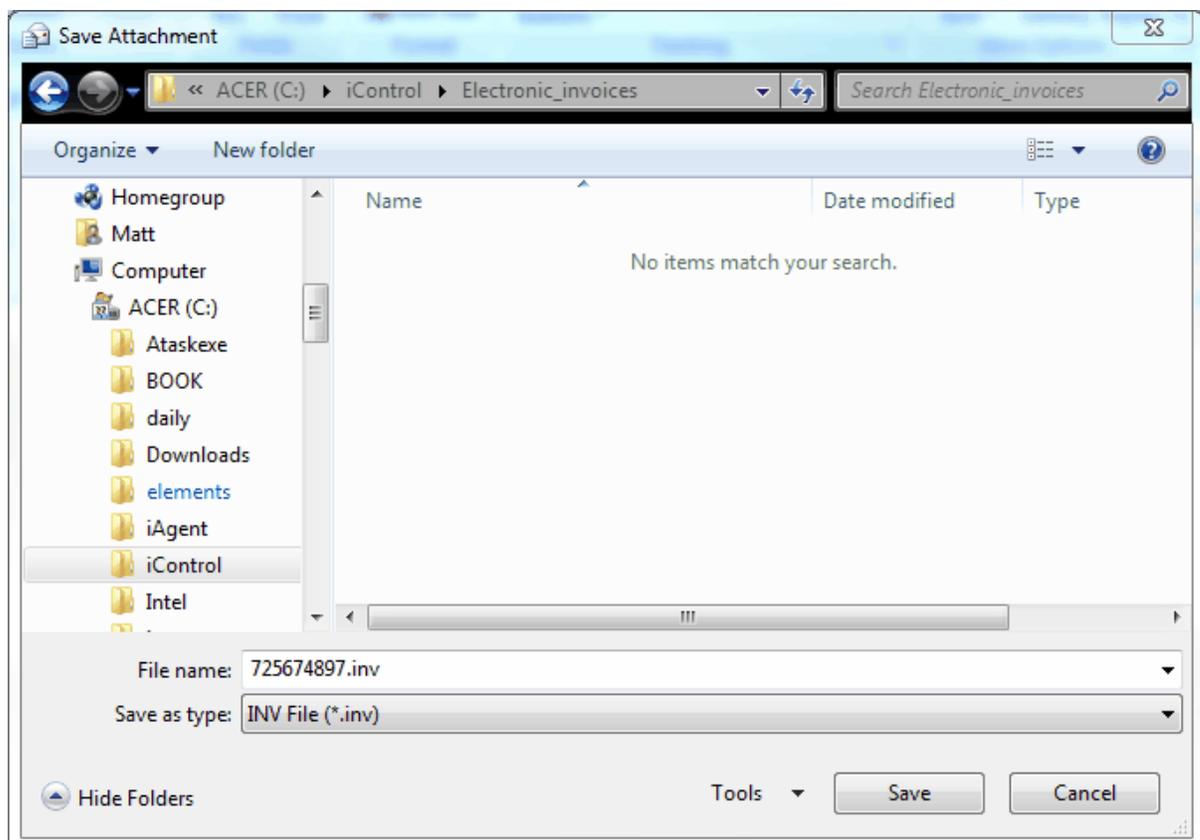
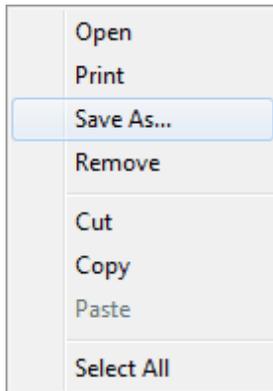
Date Updated CLR Pick Location CLR

Import Electronic Invoices Automatic Orders Copy Exit

## 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.



- Once the file is saved click on Orders and Invoicing in iControl.
- Click 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 Invoices

Pick Store Club Hotel

Pick Location Area 1, DRIVE

Pick Supplier HLW

Import Type HLW

File to import  
C:\Control\Electronic\_invoices\725674897.inv

Import all files found

Import

Log file Close

- 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

Status/Problems

Import Invoice CTN Qty changes

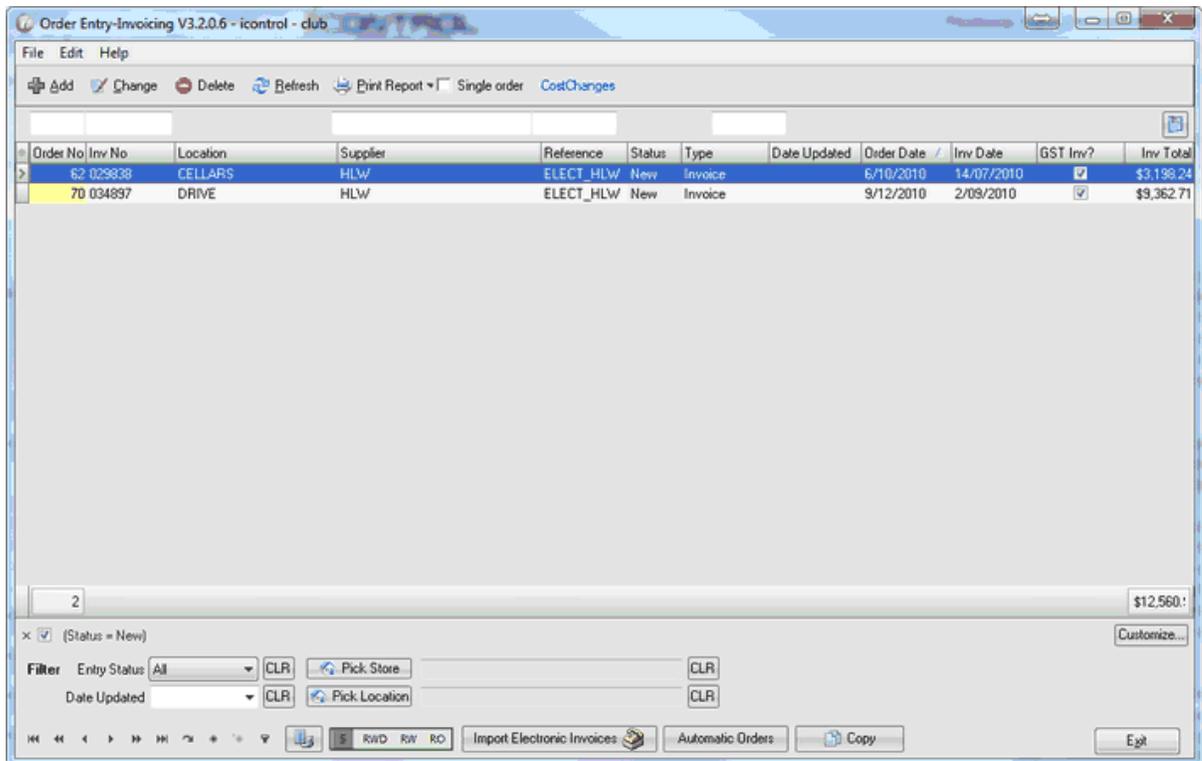
Item No	Doc No	Status
✘ 4689	70	Supplier CTN qty (30) does not match our Item Qty (3)
✘ 6179	70	Supplier CTN qty (20) does not match our Item Qty (2)

Print Ok

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

(All)  
 (Custom...)  
 CrNote  
 Invoice

New.  New



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

The screenshot shows an 'Invoice' window with a menu bar (File, Edit, Help) and a 'Document Progress' diagram. The diagram shows a flow from 'Order' to 'Del Dkt' to 'Invoice', with sub-steps for 'New', 'Ordered', 'Delivered', and 'Invoiced'. The main area contains a table of items:

Item No	Supplier Item No	Item Description	Size	Ctns (Inv/Ct)	Units (Inv/Ct)	CTN Qty	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	●	\$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/MEW BRUT	750ml	1	0	6	\$39.73	●	\$39.73

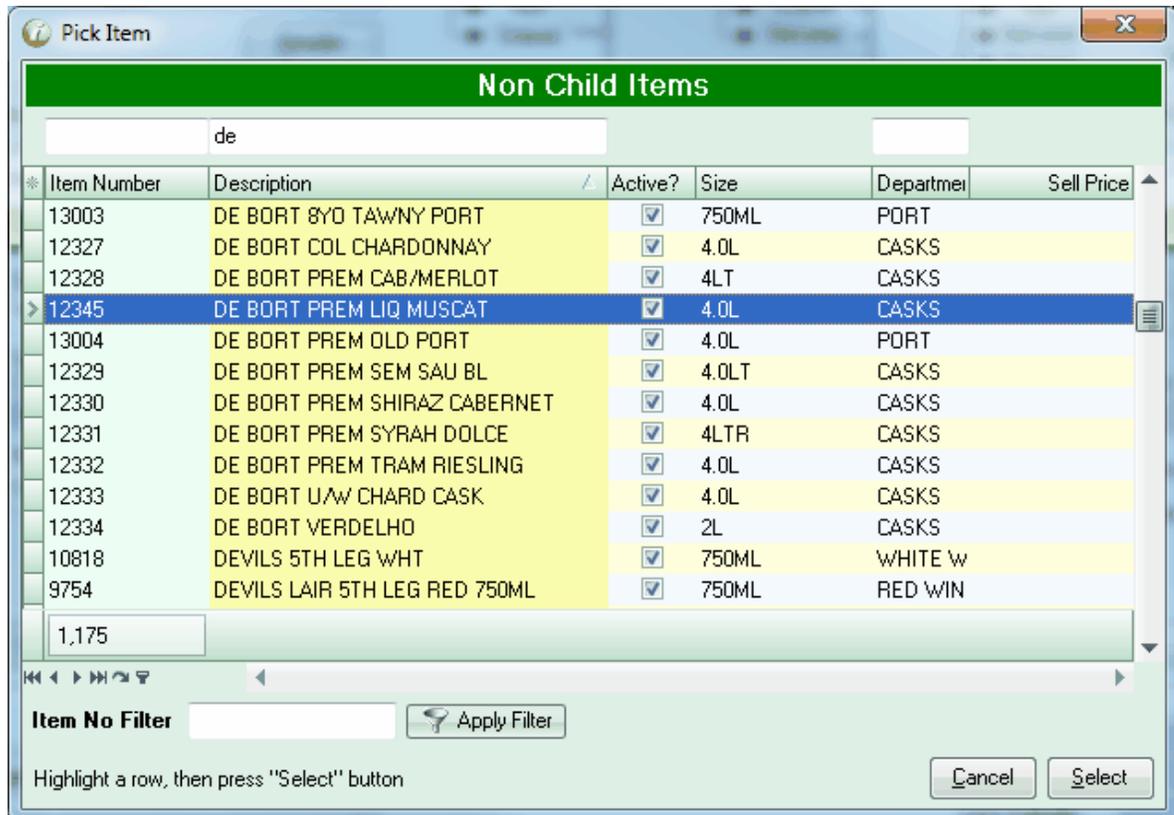
Summary statistics: Total Cartons: 121, Calc GST Amt: \$828.83, Invoice Total: \$9,362.71, Calc Total: \$9,362.71.

**Note - Below No Item number Linked.**

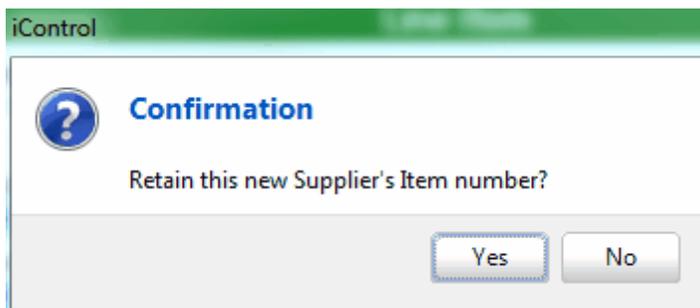
The 'Line Item' dialog box shows the following details:

- Suppliers Item: 18020
- Item Number: (empty)
- Find: DE BORTOLI PREM LIQ MUSCAT 4PK
- Size: 4LT
- Supplier: (empty)
- CTN Qty: 4.00
- Carton Cost: 64.26
- Cartons: 0.00
- Units: 4.00
- Discount: 0.00
- Subsidy: 0.00
- GST: 0.00
- Extended Cost: 64.26
- Item CTN Qty: 0.00
- Last CTN cost: 0.00
- Cost Type: Average
- Av CTN cost: 0.00
- Options:  Money Only,  Free Item,  GST Item,  Enter Carton Cost

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



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



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

### Invoice Update

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

checked and Ok it is time to update.

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

Click the Header Button to go back to the header.

Header

The screenshot shows the 'Invoice' window with the following details:

- Store:** Club Hotel
- Location:** Area 1, DRIVE
- Supplier:** HLW
- Invoice No:** 034897
- Order No:** 70
- Order Date:** 9/12/2010
- Del Doc No:**

**Document Progress:** A flowchart showing the stages: Order (New, Ordered) → Del Dkt (Ordered, Delivered) → Invoice (New, Delivered, Invoiced).

Item No	Supplier Item No	Item Description	Size	Ctns (Inv/Cr)	Units (Inv/Cr)	CTN Qty	CTN Cost	Item No Exists?	Ext Cost
9489	17568	RUSSIAN STANDARD ORIGINAL	700ML	0	0	6	\$0.00	●	\$0.00
4651	16887	BUNDY COLA CAN SGL	375ml	30	0	24	\$66.87	●	\$2,006.07
4821	19199	BUNDY/COLA TALLIE SGL	640ML	4	0	12	\$62.42	●	\$249.70
4751	12550	BUNDY DP/COLA STUB SGL	345ML	5	0	24	\$93.16	●	\$465.80
4741	12551	BUNDY DP/COLA CAN SGL	375ML	6	0	24	\$93.16	●	\$558.95
4689	16885	BUNDY RED & COLA CAN 10 PK	375ml	0	150	30	\$81.75	●	\$408.76
4771	16886	BUNDY RED & COLA CAN SGL	375ML	10	0	24	\$66.87	●	\$668.69
4931	19947	CRUISER BLK ICE SGL	330ML	1	0	24	\$79.43	●	\$79.43
6291	5422	INNER CIRCLE 5% CAN SGL, 340ML	340ML	0	24	24	\$74.09	●	\$74.09
5331	7962	J/B COLA TALLIE SGL	640ml	2	0	12	\$70.81	●	\$141.61
5311	17367	J/B COLA CAN SGL	375ml	20	0	24	\$71.62	●	\$1,432.42
5911	16871	SMIR ICE RED BTL SGL	335ml	3	0	24	\$67.34	●	\$202.03
4121	2720	S/BOW SWT 750 SGL, 375ML	375ML	0	12	12	\$52.35	●	\$52.35
6011	19182	UDL OUZO & COLA CAN	375ml	2	0	24	\$56.48	●	\$112.95
6179	18604	W/STK COLA 4.8% CAN 10PK	375ml	0	120	20	\$49.35	●	\$296.08
42				121.00	334				

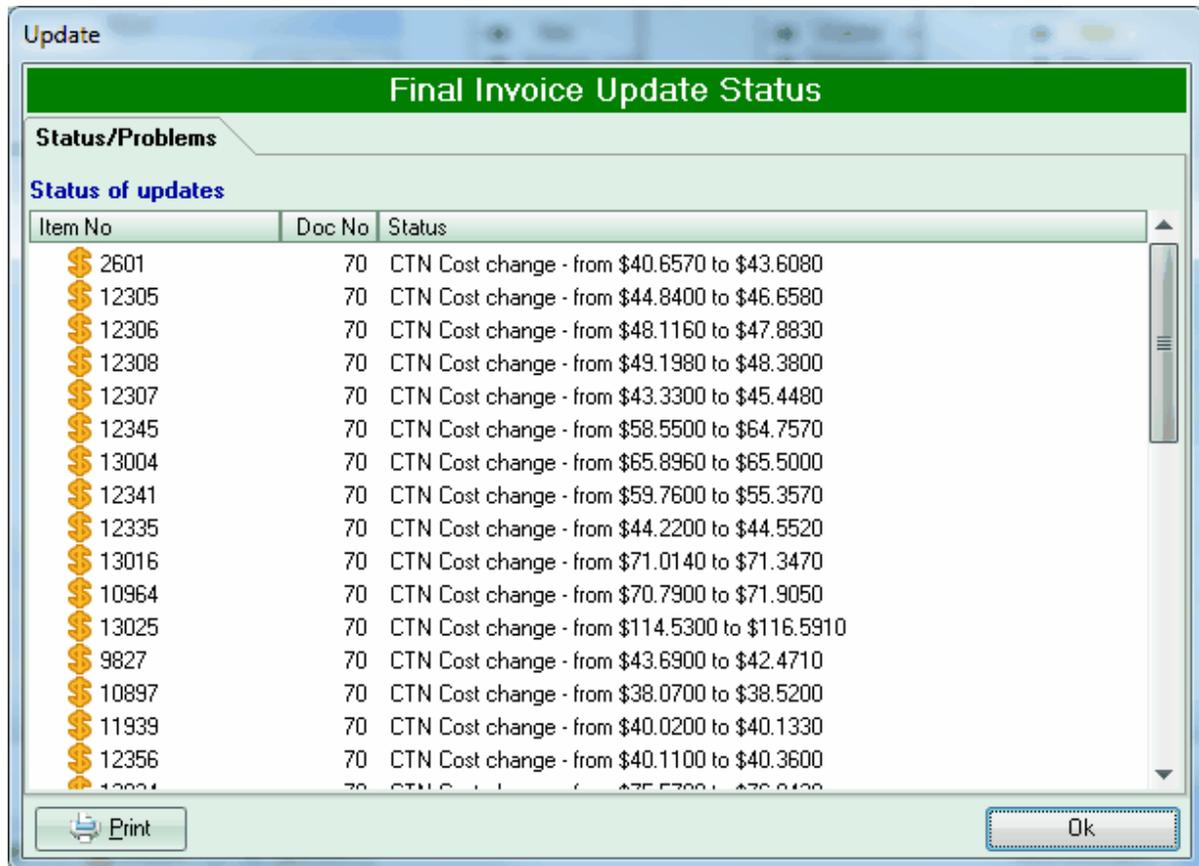
**Summary:**

- Sort Order: Entry Order
- Sub Total: \$9,294.40
- Less Discount: \$0.00
- Less Subsidy: \$0.00
- Plus Freight: \$68.31
- Plus Admin: \$0.00
- GST: \$0.00
- Invoice Total: \$9,362.71
- Calc Total: \$9,362.71

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



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



The screenshot shows a software window titled "Update" with a sub-header "Final Invoice Update Status". Below this is a tabbed interface with "Status/Problems" selected. Underneath, there is a section "Status of updates" containing a table with three columns: "Item No", "Doc No", and "Status". The table lists 18 items, each with a yellow dollar sign icon, a document number of 70, and a status indicating a "CTN Cost change" with specific price ranges. At the bottom of the window, there are "Print" and "Ok" buttons.

Item No	Doc No	Status
\$ 2601	70	CTN Cost change - from \$40.6570 to \$43.6080
\$ 12305	70	CTN Cost change - from \$44.8400 to \$46.6580
\$ 12306	70	CTN Cost change - from \$48.1160 to \$47.8830
\$ 12308	70	CTN Cost change - from \$49.1980 to \$48.3800
\$ 12307	70	CTN Cost change - from \$43.3300 to \$45.4480
\$ 12345	70	CTN Cost change - from \$58.5500 to \$64.7570
\$ 13004	70	CTN Cost change - from \$65.8960 to \$65.5000
\$ 12341	70	CTN Cost change - from \$59.7600 to \$55.3570
\$ 12335	70	CTN Cost change - from \$44.2200 to \$44.5520
\$ 13016	70	CTN Cost change - from \$71.0140 to \$71.3470
\$ 10964	70	CTN Cost change - from \$70.7900 to \$71.9050
\$ 13025	70	CTN Cost change - from \$114.5300 to \$116.5910
\$ 9827	70	CTN Cost change - from \$43.6900 to \$42.4710
\$ 10897	70	CTN Cost change - from \$38.0700 to \$38.5200
\$ 11939	70	CTN Cost change - from \$40.0200 to \$40.1330
\$ 12356	70	CTN Cost change - from \$40.1100 to \$40.3600
\$ 12324	70	CTN Cost change - from \$35.5700 to \$36.0100

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

Finchcorp Club Hotel  
**Cost Changes Report**  
 Order No : 70 Invoice No. - 034897  
 10 Dec 2010 HLW - HLW 03:50 pm

Item No	Description	Parent No	Current Selling Price	Current Unit Cost	Old Ctn Cost	Old GP%	New Unit Cost	New Ctn Cost	New GP%	% of Change	Suggested Selling Price	SOH Before Inv	SOH After Inv
<b>CELLARS</b>													
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 C.TN, 375ML	2601	\$52.99	\$40.66	\$40.66	23.27%	\$43.61	\$43.61	17.70%	7.26 %	\$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%	7.25 %	\$18.22	0.00	0.00
<b>CELLARS</b>													
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	\$47.86	33.46%	-0.59 %	\$17.90	0.00	0.00
12300	BERRI PDW CASKS, 5.0L		\$17.99	\$12.30	\$49.20	31.63%	\$12.10	\$48.38	32.74%	-1.63 %	\$17.69	0.00	0.00
12307	BERRI FIG ORO MOSELLE, 5.0L		\$17.99	\$10.83	\$43.33	39.79%	\$11.36	\$45.45	36.95%	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%	-0.56 %	\$22.85	0.00	0.00
12341	DE BORT RED CHARDONNAY, 2L		\$9.99	\$9.96	\$59.76	0.00%	\$9.23	\$55.36	7.61%	-7.30 %	\$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	25.65%	0.81 %	\$15.10	0.00	0.00
13016	MCIW 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, 750ML		\$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%	1.26 %	\$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 LAMBRUSCO ALTR, 4.0L		\$13.99	\$10.03	\$40.11	28.32%	\$10.09	\$40.36	27.88%	0.60 %	\$14.08	0.00	0.00
13034	STAN TAWNY PORT, 2LT		\$13.99	\$9.45	\$75.57	32.48%	\$9.62	\$76.94	31.24%	1.80 %	\$14.24	0.00	0.00
12351	STAN CLARET CASK, 4.0L		\$13.99	\$10.07	\$40.29	28.00%	\$10.21	\$40.85	27.02%	1.39 %	\$14.18	0.00	0.00

Page 1 of 7

- Once the invoice 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 Web Portal ready for your downloading and importing.

- To start, open your Internet explorer program.
- Type into the address bar [www.almliquor.com.au](http://www.almliquor.com.au)



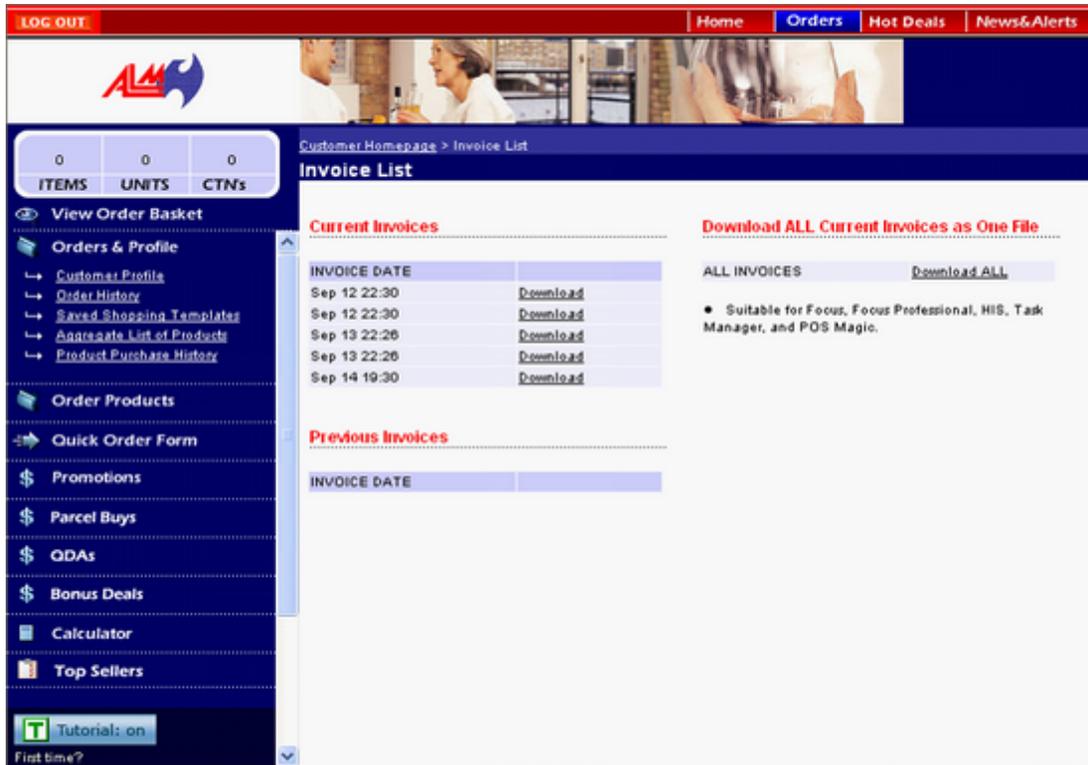
- Log in - Select State, User name and password. Click Orders.
- Now your logged in, click View More in the "Electronic Invoices for Pos Systems" section.



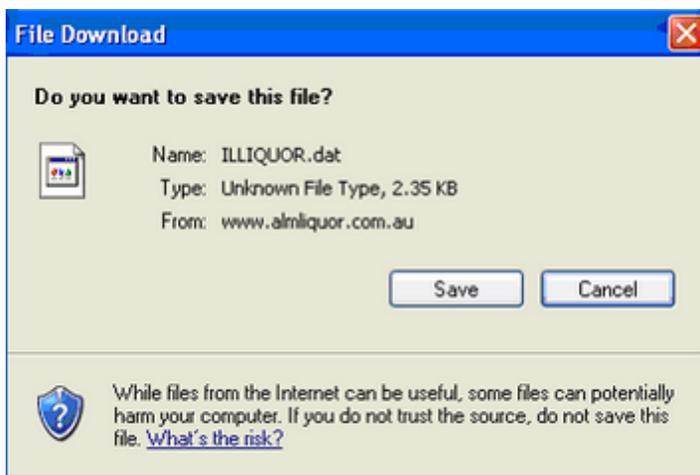
- It will now display a list of invoices waiting to be downloaded. Also it will show any invoices that have already been downloaded just in case it is needed to download

again.

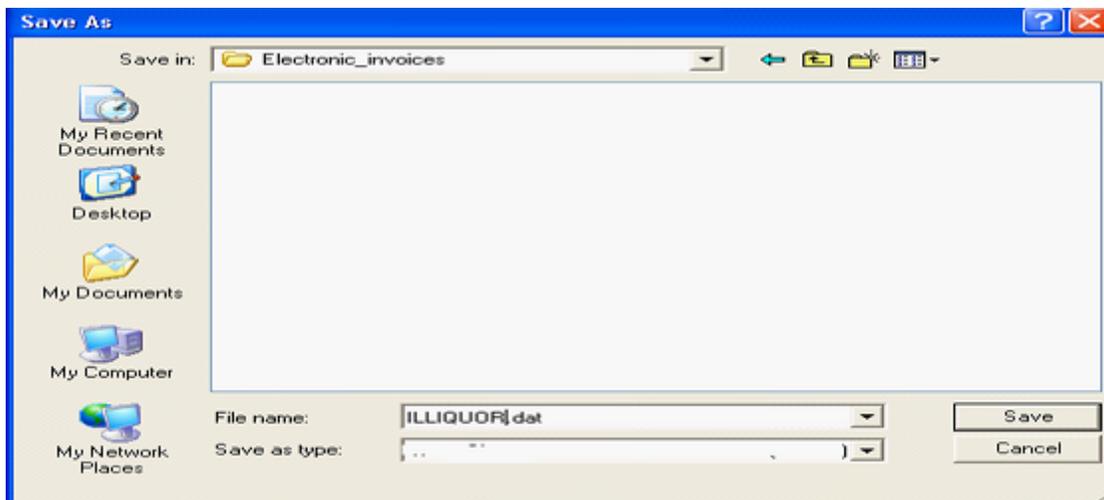
- Click download all. This will download all the invoice files into one invoice file. Alternatively it is possible to download one single invoice by clicking on the appropriate invoice in the list.



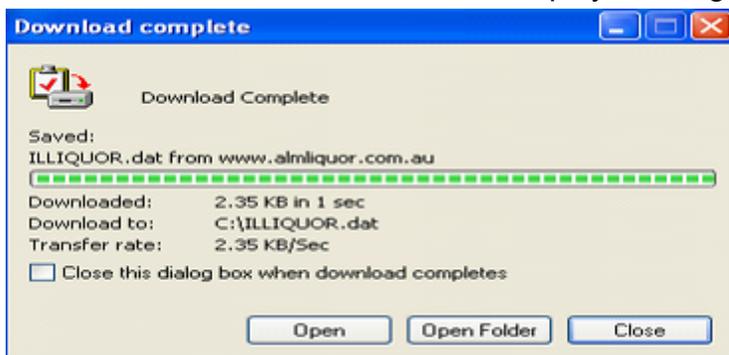
- Once Download All has been selected a screen will prompt with a save option.



- It has to be saved under C Drive - IControl - Electronic\_Invoices folders.

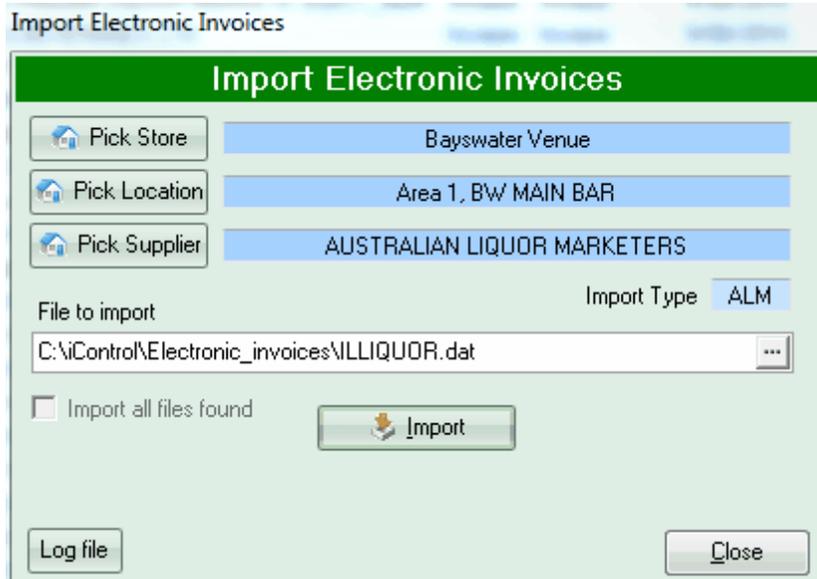


- Once the file is saved a screen will display showing the file has finished downloading.

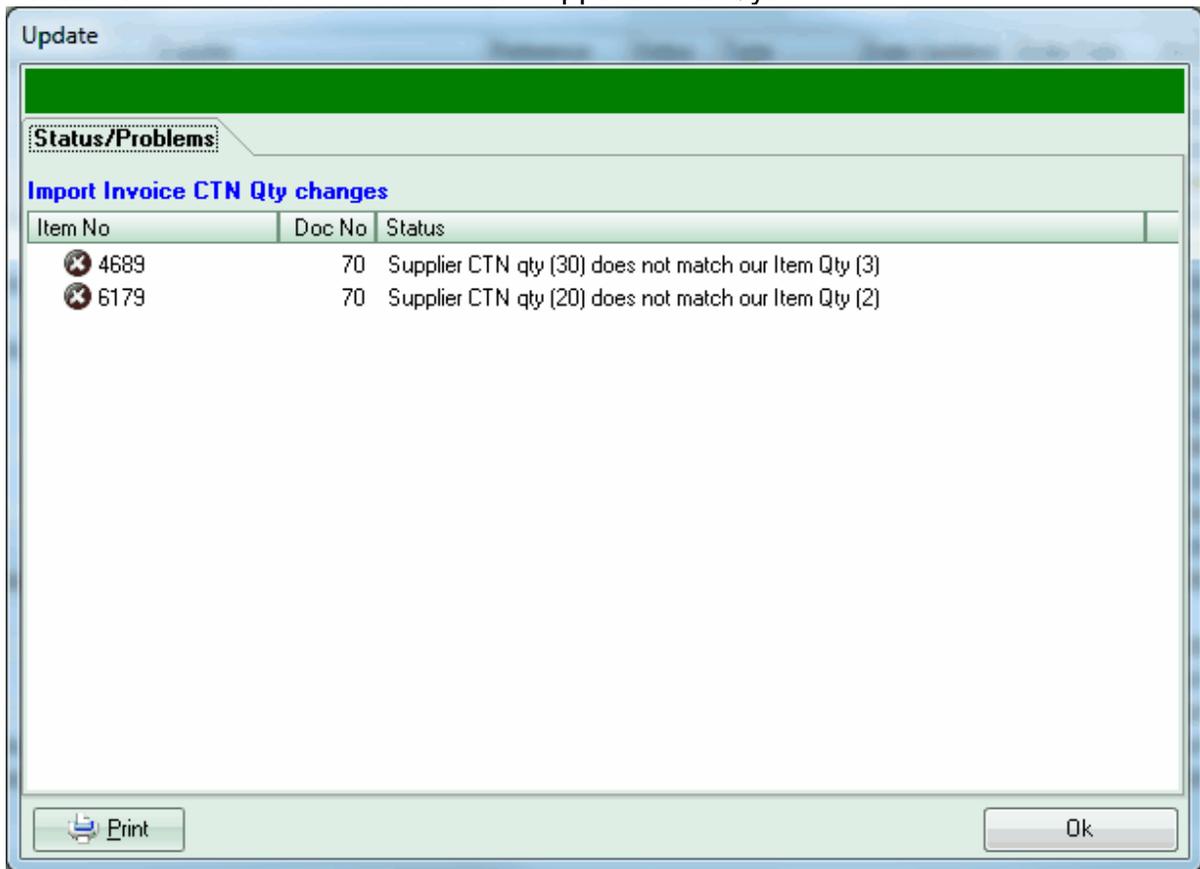


### ***Now we can import into IControl.***

- Click Import Electronic Invoices. 
- Select Store, Location and ALM as the supplier. If there are multiple account numbers it is possible to set up so the invoice automatically imports to the correct location.
- Click Import.

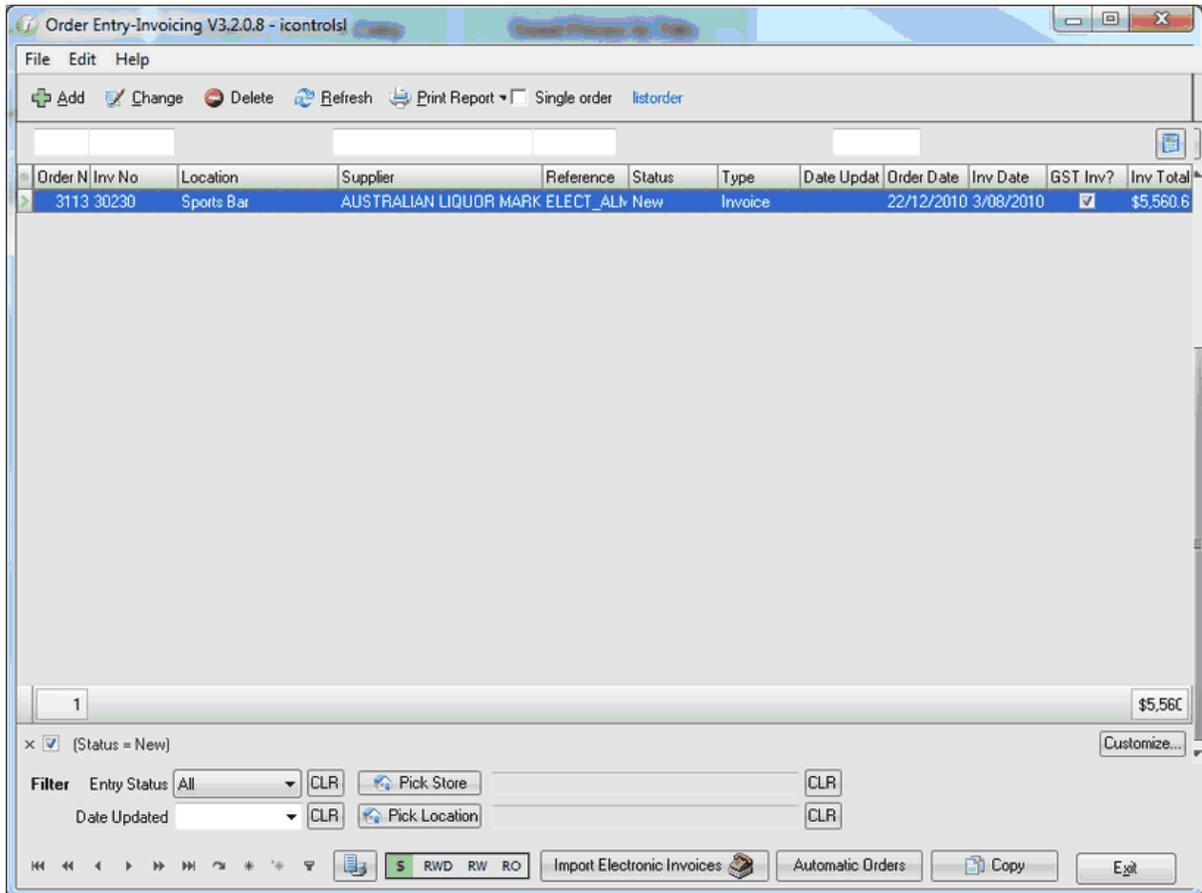


- After the Import you may be prompted with a Invoice Ctn Qty report. This displays any Ctn Qty's that are different from the suppliers.
- Print out and Click OK. After the invoice this report enables you to change the item numbers on the invoice to match the suppliers Ctn Qty.



-

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



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

**Invoice**

File Edit Help

Store: Test Hotel  
 Location: Area 1, Sports Bar  
 Supplier: AUSTRALIAN LIQUOR MARKETERS

Document Progress: 1230  
 Order → Del Dkt → Invoice → New → Delivered → Invoiced

Item No	Supplier Item No	Item Description	Size	Ctns (Inv/Cr)	Units (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	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
	989830	VB BTL	750ML	0	48	12	\$43.25	●	\$173.00
	501585	VB KEG	49.5L	0	3	1	\$206.47	●	\$619.41
	505254	XXXX BITTER BTL	750ML	0	12	12	\$41.13	●	\$41.13
	508163	XXXX BITTER DIN KEG	50L	0	3	1	\$206.27	●	\$618.81
100	507206	XXXX GOLD KEG	49.5L	6	0	1	\$172.43	●	\$1,034.58
	783577	TEMPUS TWO HV SHIRAZ	750ML	0	6	6	\$64.69	●	\$64.69
	783585	TEMPUS TWO COWRA CHARD	750ML	0	6	6	\$64.69	●	\$64.69
	788195	BOMBAY GIN SAPPHIRE	700ML	0	1	6	\$265.50	●	\$44.25
5324	527727	BUNDEBERG RUM	125ML	0	8	12	\$622.44	●	\$414.96
5402	555100	TOOHEYS WALKER BEER	49.5L	0	2	1	\$206.27	●	\$618.81
22				12.00		172			

Sort Order: Entry Order

Sub Total: \$5,575.40  
 Less Discount: \$0.00  
 Less Subsidy: \$0.00  
 Plus Freight: \$0.00  
 Plus Admin: \$0.00  
 Calc GST Amt: \$233.18  
 GST: \$272.39  
 Invoice Total: \$5,560.63  
 Calc Total: \$5,575.40

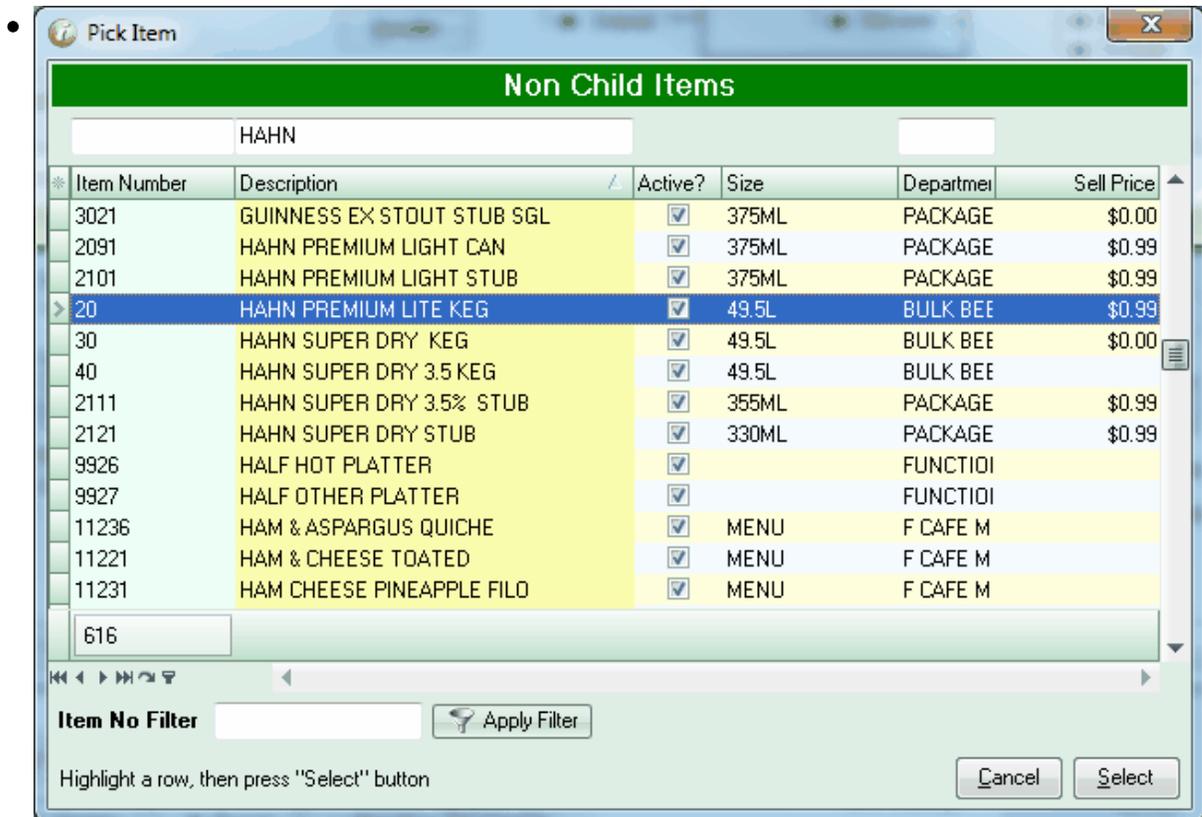
**Line Item**

Suppliers Item: 786208  
 Item Number:   
 Find: HAHN PREMIUM LGHT DINS  
 Size: 49.5L

Supplier:   
 Invoiced:   
 CTN Qty: 1.00  
 Carton Cost: 138.44  
 Cartons: 0.00  
 Units: 2.00  
 Discount: 0.00  
 Subsidy: 0.00  
 GST: 0.00  
 Extended Cost: 276.88

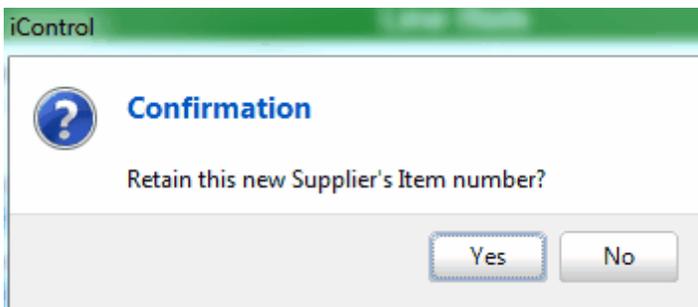
Item CTN Qty: 0.00  
 Last CTN cost: 0.00  
 Av CTN cost: 0.00  
 Cost Type: Average

Money Only  
 Free Item  
 GST Item  
 Enter Carton Cost



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

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



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

to be added.

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

Click the Header Button to go back to the header.

Header

Invoice

File Edit Help

Store: Test Hotel  
Location: Area 1, Sports Bar  
Supplier: AUSTRALIAN LIQUOR MARKETERS

Document Progress

Item No	Supplier Item No	Item Description	Size	Ctns (Inv/Cr)	Units (Inv/Cr)	CTN Qty	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 TWID SHIRAZ, 750ML	750ML	0	6	6	\$64.69	●	\$64.69
5824	783585	TEMPUS TWID 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	BUNDA BERG RUM	125ML	0	8	12	\$622.44	●	\$414.96
5402	555160	JOHNNIE WALKER RED	1125ML	0	2	12	\$629.88	●	\$104.98

19

12.00 172

Sort Order: Entry Order

Sub Total: \$5,575.40  
Less Discount: \$14.77  
Less Subsidy: \$0.00  
Plus Freight: \$0.00  
Plus Admin: \$0.00  
GST: \$0.00  
Invoice Total: \$5,560.63  
Calc Total: \$5,560.63

Total Cartons: 12

Buttons: Add, Change, Delete, Refresh, Find, Update, Export, Print Doc, Last Chance, Send Order, Import, PDE Load, Wait On, Split Order, Suggested

- Click update to update the invoice.

**Update**

Store: Test Hotel  
 Location: Area 1, Sports Bar

Calc Total: 5,560.63  
 Invoice Total: 5,560.63  
 GST Included: \$505.57

Post To Day: 22/12/2010

CostChanges  
  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 Cost Updates**

**Cost Updates**

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

Item No	Old CTN Cost	New CTN Cost	Variati...	Desc
\$ 20	\$132.55	\$133.583	0.78	HAHN PREMIUM LITE K...
\$ 10	\$179.74	\$187.404	4.26	CARLTON MID KEG 49...
\$ 50	\$213.40	\$214.578	0.55	TOOHEYS EXTRA DRY ...
\$ 60	\$200.38	\$202.904	1.26	TOOHEYS NEW KEG 49...
\$ 2301	\$38.68	\$43.250	11.82	VB 750ML
\$ 80	\$213.67	\$212.303	0.64	VB KEG 49.5LT
\$ 2311	\$38.68	\$41.130	6.34	XXXX BITTER 750ML
\$ 90	\$200.39	\$202.595	1.10	XXXX BITTER KEG 49.5...
\$ 100	\$166.54	\$167.208	0.40	XXXX GOLD KEG 49.5LT
\$ 6823	\$600.00	\$64.690	89.22	TEMPUS TWIO SHIRAZ
\$ 5824	\$71.73	\$64.690	9.81	TEMPUS TWO CHARD
\$ 5141	\$366.42	\$265.500	27.54	BOMBAY GIN
\$ 5324	\$554.38	\$577.748	4.22	BUNDABERG RUM 112...
\$ 5402	\$571.45	\$613.184	7.30	JOHNNIE WALKER RED...
\$ 5492	\$339.45	\$570.480	68.06	SMIRNOFF VODKA
\$ 4071	\$78.61	\$82.403	4.83	JACK DANIEL & COLA C...
\$ 4001	\$88.88	\$88.88	12.88	SMIRNOFF BLACK CAN...

Confirm operation -->

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

Update

### Final Invoice Update Status

**Status/Problems**

**Status of updates**

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

Print Ok

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

Finchcorp

Test Hotel  
**Cost Changes Report**

22 Dec 2010 Order No : 3116 10:48 am  
HLW - ALM Invoice No. - 30230-A

Item No	Description	Parent No	Current			Old			New			% of Change	Suggested Selling Price	SOH Before Inv	SOH After Inv
			Selling Price	Unit Cost	Ctn Cost	GP%	Unit Cost	Ctn Cost	GP%						
<b>Cafe Bar</b>															
20	HAHN PREMIUM LITE KEG, 49.5L		\$0.00	\$133.58	\$133.58	0.00%	\$134.31	\$134.31	0 %	0.55 %	\$134.31	0.00	0.00		
22	HAHN PREMIUM LITE 70Z, 200ML	20	\$2.50	\$0.54	\$133.58	78.41%	\$0.54	\$134.31	78.40 %	0.00 %	\$2.51	0.00	0.00		
24	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		
26	HAHN PREMIUM LITE SCHOONER, 42	20	\$3.40	\$1.15	\$133.58	66.27%	\$1.15	\$134.31	65.18 %	0.00 %	\$3.42	0.00	0.00		
28	HAHN PREMIUM LITE JUG, 1140ML	20	\$9.70	\$3.08	\$133.58	68.28%	\$3.09	\$134.31	68.14 %	0.32 %	\$9.75	0.00	0.00		
10	CARLTON MID KEG, 49.5L		\$0.00	\$187.40	\$187.40	0.00%	\$193.45	\$193.45	0 %	3.23 %	\$193.45	0.00	0.00		
12	CARLTON MID 70Z, 200ML	10	\$2.30	\$0.76	\$187.40	67.08%	\$0.76	\$193.45	66.09 %	2.63 %	\$2.37	0.00	0.00		
14	CARLTON MID POT, 285ML	10	\$2.70	\$1.08	\$187.40	60.04%	\$1.11	\$193.45	68.89 %	2.78 %	\$2.79	0.00	0.00		
16	CARLTON MID SCHOONER, 425ML	10	\$3.60	\$1.61	\$187.40	56.30%	\$1.66	\$193.45	63.89 %	3.11 %	\$3.72	0.00	0.00		
18	CARLTON MID JUG, 1140ML	10	\$10.50	\$4.32	\$187.40	58.89%	\$4.46	\$193.45	67.62 %	3.24 %	\$10.84	0.00	0.00		
50	TOOHEYS EXTRA DRY KEG, 49.5L		\$0.00	\$214.58	\$214.58	0.00%	\$216.36	\$216.36	0 %	0.36 %	\$216.36	0.00	0.00		
52	TOOHEYS EXTRA DRY 70Z, 200ML	50	\$2.50	\$0.87	\$214.58	65.32%	\$0.87	\$216.36	65.20 %	0.00 %	\$2.51	0.00	0.00		
54	TOOHEYS EXTRA DRY POT, 285ML	50	\$2.80	\$1.24	\$214.58	55.88%	\$1.24	\$216.36	65.71 %	0.00 %	\$2.81	0.00	0.00		
56	TOOHEYS EXTRA DRY SCHOONER, 42	50	\$3.70	\$1.84	\$214.58	50.21%	\$1.85	\$216.36	60.00 %	0.54 %	\$3.71	0.00	0.00		
58	TOOHEYS EXTRA DRY JUG, 1140ML	50	\$11.10	\$4.94	\$214.58	55.48%	\$4.96	\$216.36	65.32 %	0.40 %	\$11.14	0.00	0.00		
60	TOOHEYS NEW KEG, 49.5L		\$0.00	\$202.90	\$202.90	0.00%	\$203.91	\$203.91	0 %	0.50 %	\$203.91	0.00	0.00		

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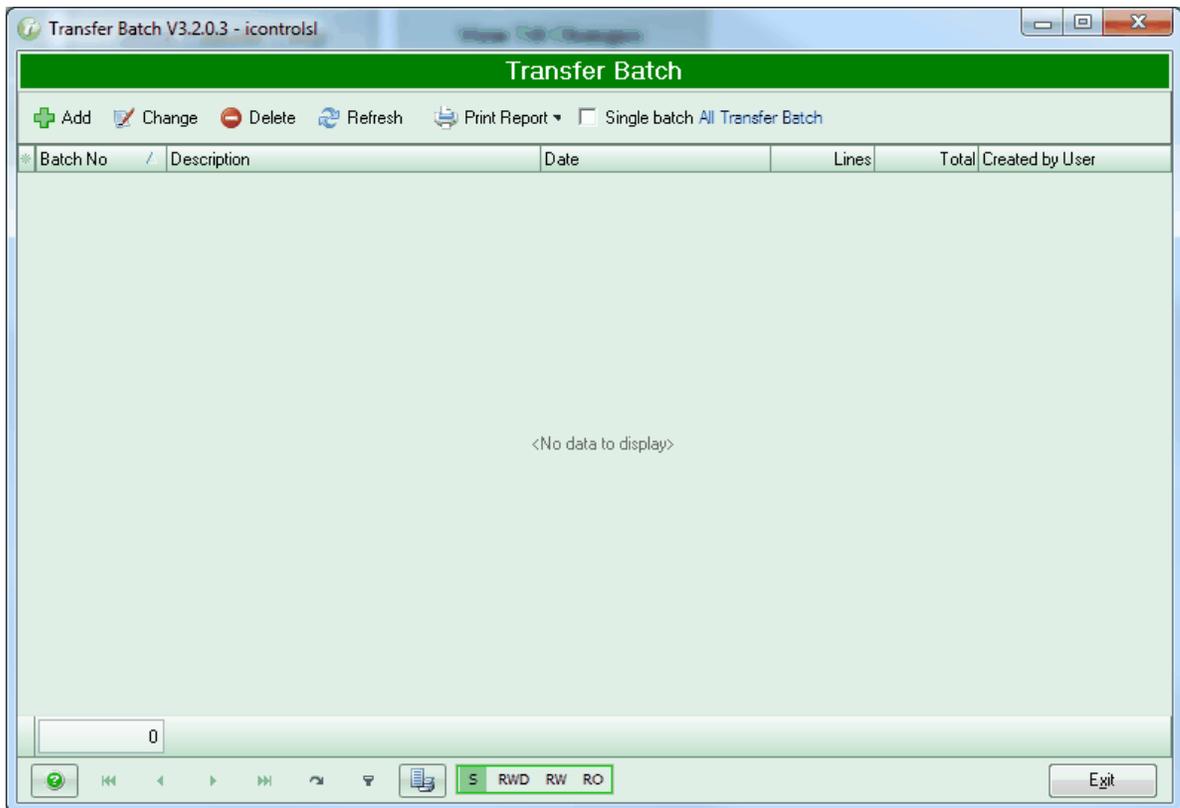
- Once the invoice is updated and the cost change report has been closed the invoice will now show updated. No changes can be applied to an updated invoice. To reverse an incorrect invoice entry see copy invoice.

## 1.5 Stock Transfer

### Stock Transfer

Top Previous Next

Stock Transfers is used to move stock from one location to another. There three ways of doing stock transfers, a manual transfer, with [the PDE](#), and a [suggested transfer](#).



### 1.5.1 Manual Transfer

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

Example of a Possible Transfer Sheet.

Item Number	Item Description	Size	Ctns	Units	To Location
6003	Bundy Rum	700ml	1	2	
2010	Boags Prem Ctn		10	2	

To Start a Transfer Batch Click Stock Transfer Entry.

- Click Add
- Click OK. The batch number increases automatically.

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

* Item Number	Description	Active?	Size	Supplier	Department
8058	BROWN BROS DOLCETTO SYRAH	<input checked="" type="checkbox"/>	750ML	HOTEL LIQUO	WHITE WINES
9070	BROWN BROS DRY RED	<input checked="" type="checkbox"/>	10LTR	HOTEL LIQUO	RED WINES
9071	BROWN BROS DRY WHITE	<input checked="" type="checkbox"/>	10LTR	HOTEL LIQUO	WHITE WINES
9003	BROWN BROS MERLOT	<input checked="" type="checkbox"/>	750ML	HOTEL LIQUO	RED WINES
8002	BROWN BROS MOSCATO	<input checked="" type="checkbox"/>	750ML	HOTEL LIQUO	WHITE WINES
8003	BROWN BROS SAUV BLANC	<input checked="" type="checkbox"/>	750ML	HOTEL LIQUO	WHITE WINES
8004	BROWN BROS SPAT LEXIA	<input checked="" type="checkbox"/>	750ML	HOTEL LIQUO	WHITE WINES
9004	BROWN BROS TARRANGO	<input checked="" type="checkbox"/>	750ML	HOTEL LIQUO	RED WINES
10001	BROWN BROS ZIBIBBO	<input checked="" type="checkbox"/>	750ML	HOTEL LIQUO	SPARKLING WINE
8005	BROWNS BIN 60 SEM CHARD	<input checked="" type="checkbox"/>	750ML	HOTEL LIQUO	WHITE WINES
9854	BUNDABERG CRISP 6PK	<input checked="" type="checkbox"/>	375ML	HOTEL LIQUO	R.T.D PKS
6704	BUNDABERG GINGER BEER	<input checked="" type="checkbox"/>	375ML	HOTEL LIQUO	SOFTDRINK PACK
6809	BUNDABERG GINGER BEER	<input checked="" type="checkbox"/>	375ML	HOTEL LIQUO	SOFTDRINK PACK
6006	BUNDABERG RED RUM	<input checked="" type="checkbox"/>	700ML	HOTEL LIQUO	RUM
6007	BUNDABERG RUM	<input checked="" type="checkbox"/>	1125ML	HOTEL LIQUO	RUM
6002	BUNDABERG RUM	<input checked="" type="checkbox"/>	375ML	HOTEL LIQUO	RUM
6003	BUNDABERG RUM	<input checked="" type="checkbox"/>	700ML	HOTEL LIQUO	RUM
6004	BUNDABERG RUM	<input checked="" type="checkbox"/>	1L	HOTEL LIQUO	RUM
6005	BUNDABERG RUM 101	<input checked="" type="checkbox"/>	700ML	HOTEL LIQUO	RUM
1008	BUNDABERG RUM FNIP (700)	<input checked="" type="checkbox"/>	30ML	HOTEL LIQUO	BAR SPIRITS

- 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	<input type="text" value="6003"/>	Find	Transfer Cost \$	<input type="text" value="355.2"/>
<span style="color: red; font-weight: bold;">BUNDY RUM 700ML 700ML</span>				
From Area	Pick Location	<input style="width: 100%;" type="text" value="Area 1, BOTTLESHOP"/>		
Carton Qty		<input type="text" value="12"/>	Carton Cost	<input type="text" value="\$355.20"/>
From Qty	<input type="text" value="12"/>	OnHand	<input type="text" value="24"/>	After
				<input type="text" value="12"/>

TO

To Area	Pick Location	<input style="width: 100%;" type="text" value="Area 2, BAR"/>		
To Item No	<input type="text" value="6003"/>	Find		
<span style="color: red; font-weight: bold;">BUNDY RUM 700ML 700ML</span>				
Carton Qty		<input type="text" value="12"/>	Carton Cost	<input type="text" value="\$355.20"/>
To Qty	<input type="text" value="12"/>	OnHand	<input type="text" value="0"/>	After
				<input type="text" value="12"/>

Add another item

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 ↔

### Batch

Batch No:  Created by User:   
 Description:  Date:  Total:

**Items in this batch**

From						To				
* Item No	Item Desc	Loc No	Loc Name	Qty	Transfer	Item No	Item Desc	Area No	Area Name	Qty
>	6003 BUNDY RUM 700ML	1	BOTTLESHOP	12	\$355.20	6003 BUNDY RUM 700I	2 BAR			12

1 \$355.20

- 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 now? > ?

**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

**Update Batch**

Batch No

Batch Total

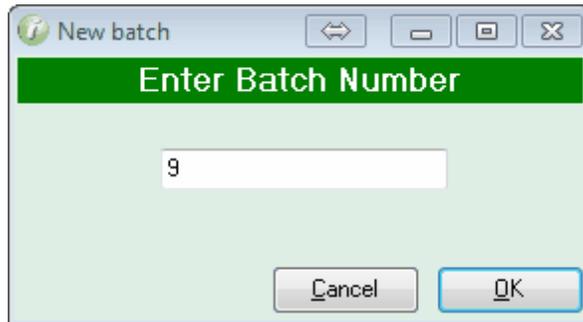
Post To Day

**Neither the FROM nor TO Locations exist in any Stocktake batch**

## 1.5.2 Transfer With PDE

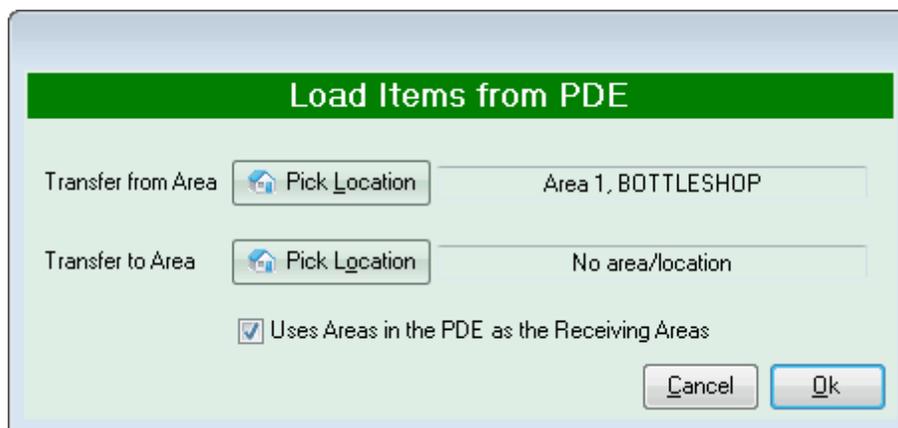
Using the PDE with Transfers is a common practice with bigger venues.  
See PDE procedure on using the PDE.

- Click Stock Transfer Entry
- Click Add
- Click OK. The batch number increases automatically.

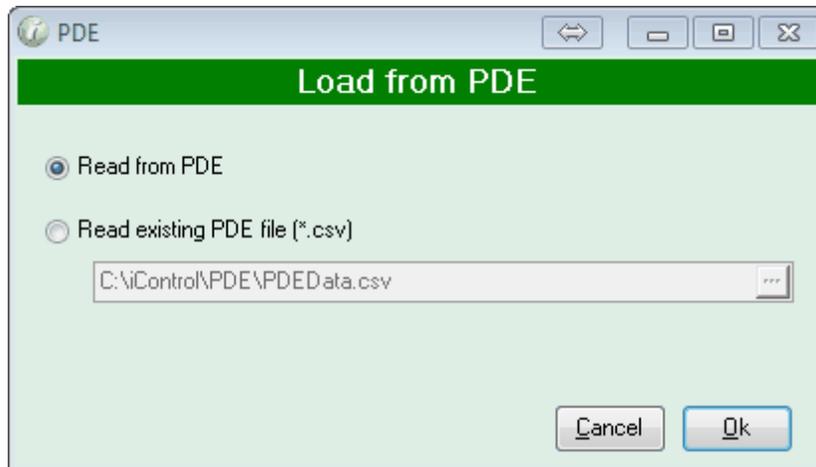


- Click PDE Load.
- Select the Location From
- There are two options for the Location To. If the check box 'Uses Areas in the PDE as Receiving Areas' is checked this uses the location that is entered into the PDE. If it is unchecked the PDE load follows whatever Location is selected in the To Location.

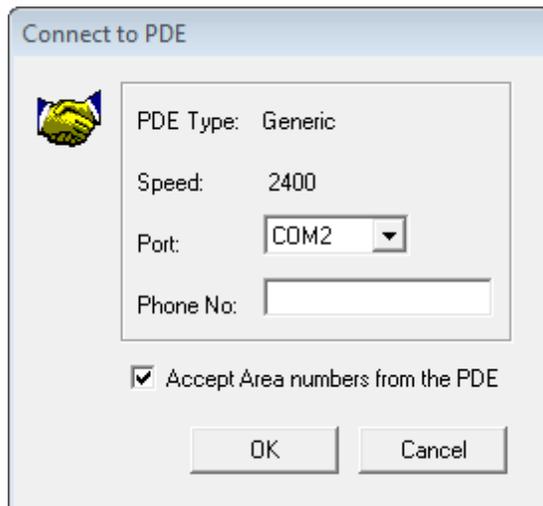
For downloading with ICount PDA click [here](#)



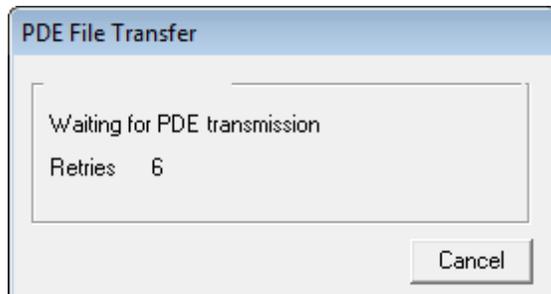
- Click OK



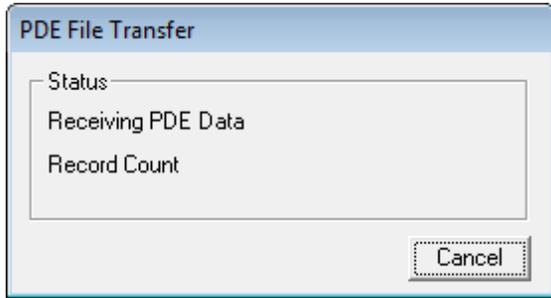
- Click OK



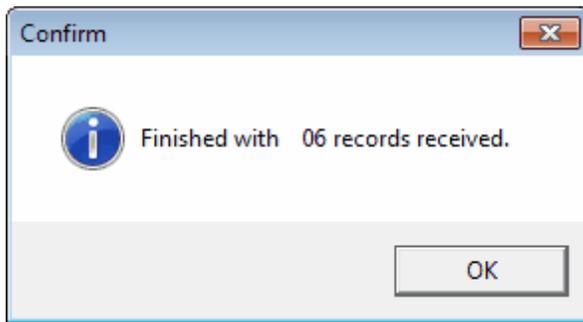
- The below screen will display until it connects to the PDE. If the retries continue look at troubleshooting for assistance.



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



- Screen once finished downloading.
- Click OK



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

Edit

**Batch**

Batch No: 9175      Created by User: FINCHCORP  
 Description: FINCHCORP      Date: 23/02/2011      Total: \$2,390.13

Items in this batch

From					To					
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	OFFICE RESTURANT	5
3540	NAKED CTN	1	LIQUOR BARN	4	\$138.56	3540	NAKED CTN	5	OFFICE RESTURANT	4
3571	REDBACK STUB	1	LIQUOR BARN	52	\$122.79	3571	REDBACK STUB	5	OFFICE RESTURANT	52
3600	TOOH XDRY CTN	1	LIQUOR BARN	6	\$219.35	3600	TOOH XDRY CTN	5	OFFICE RESTURANT	6
3630	TOOH NEW ST CTN	1	LIQUOR BARN	4	\$154.02	3630	TOOH NEW ST CTN	5	OFFICE RESTURANT	4
3680	VB CAN 30PK	1	LIQUOR BARN	5	\$218.42	3680	VB CAN 30PK	5	OFFICE RESTURANT	5
3760	XXXX GOLD 750 CT	1	LIQUOR BARN	5	\$174.51	3760	XXXX GOLD 750 CT	5	OFFICE RESTURANT	5
3540	NAKED CTN	1	LIQUOR BARN	4	\$138.56	3540	NAKED CTN	5	OFFICE RESTURANT	4
3571	REDBACK STUB	1	LIQUOR BARN	52	\$122.79	3571	REDBACK STUB	5	OFFICE RESTURANT	52
3600	TOOH XDRY CTN	1	LIQUOR BARN	6	\$219.35	3600	TOOH XDRY CTN	5	OFFICE RESTURANT	6
3630	TOOH NEW ST CTN	1	LIQUOR BARN	4	\$154.02	3630	TOOH NEW ST CTN	5	OFFICE RESTURANT	4
3680	VB CAN 30PK	1	LIQUOR BARN	5	\$218.42	3680	VB CAN 30PK	5	OFFICE RESTURANT	5
7451	SMIRN MULE C SGL	1	LIQUOR BARN	5	\$13.95	7451	SMIRN MULE C SGL	5	OFFICE RESTURANT	5
3641	TOOH OLD STUB	1	LIQUOR BARN	5	\$8.33	3641	TOOH OLD STUB	5	OFFICE RESTURANT	5
3656	TOOH WHT STAG 6P	1	LIQUOR BARN	2	\$19.30	3656	TOOH WHT STAG 6P	5	OFFICE RESTURANT	2
3660	TOOH XD PLAT CTN	1	LIQUOR BARN	5	\$233.70	3660	TOOH XD PLAT CTN	5	OFFICE RESTURANT	5
3500	CELTIC RED CTN	1	LIQUOR BARN	1	\$59.53	3500	CELTIC RED CTN	5	OFFICE RESTURANT	1

17      \$2,390.13

- 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.

**Batch**

Batch No: 9  
 Description: Support  
 Date: 22/02/2011  
 Created by User: Support  
 Total: \$355.20

Buttons: Add, Change, Delete, Refresh, Print Report, TransferBatch

**Items in this batch**

From						To				
Item No	Item Desc	Loc No	Loc Name	Qty	Transfer	Item No	Item Desc	Area No	Area Name	Qty
6003	BUNDY RUM 700ML	1	BOTTLESHOP	12	\$355.20	6003	BUNDY RUM 700I	2	BAR	12

1 | \$355.20

Item Number: [ ] | Apply Filter | PDE Load | Suggested | Update | Close

- 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 now? ?

Buttons: Yes, No

**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.

The screenshot shows a dialog box titled "Update Batch". At the top, there is a green header bar with the text "Update Batch". Below this, the dialog contains the following fields and values:

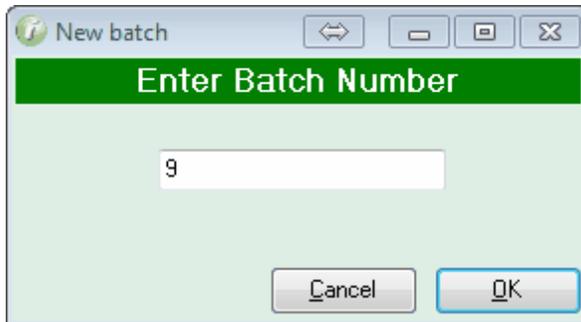
Batch No	9
Batch Total	\$355.20
Post To Day	Tuesday , 22 February 2011

Below these fields, there is a green error message box with the text: "Neither the FROM nor TO Locations exist in any Stocktake batch". At the bottom of the dialog, there are two buttons: "Cancel" and "Update".

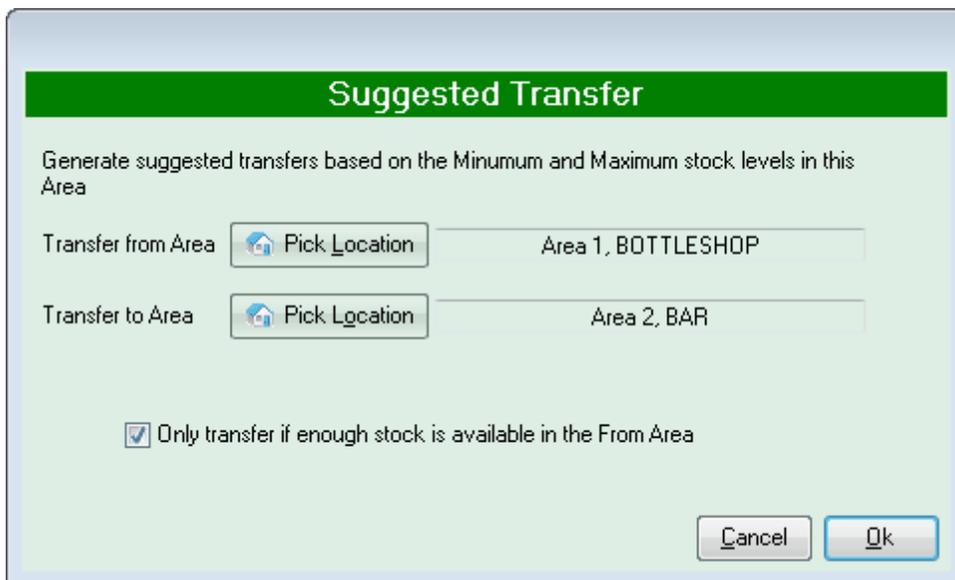
### 1.5.2.1 Suggested Transfer

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

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



- Click Suggested.
- Select the From and To Locations



- Click OK
- In this example, Bundy Rum 700ml had a min level in the bar set to 13 and a max level set to 20 and there was 12 on hand. The suggested transfer ordered 8 units to get to the maximum.

**Edit** ↔

**Batch**

Batch No: 10 Created by User: Support  
 Description: Support Date: 22/02/2011 Total: \$236.80

**Items in this batch**

From					To					
Item No	Item Desc	Loc No	Loc Name	Qty	Transfer c	Item No	Item Desc	Area No	Area Name	Qty
6003	BUNDY RUM 700ML	1	BOTTLESHOP	8	\$236.80	6003	BUNDY RUM 700ML	2	BAR	8

1 \$236.8

- 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.

**Transfer Batch Item Listing** 

Printed on 22 Feb 2011 09:36 pm

Batch No	Description	Date	No of Lines	Created by	Ok					
10	Support	22/02/2011	0	Finchcorp Support						
Item No	Description	Size	From Location	Qty	Item No	Description	Size	To Location	Qty	Amount
6003	BUNDABERG RUM	700ML	1 - BOTTLESHOP	8	6003	BUNDABERG RUM	700ML	2 - BAR	8	\$236.80
<b>Total Transfer Cost Incl. Gst</b>										\$236.80
<b>Gst Total for Transfer</b>										21.53
<b>Total Batch Transfer Ex Gst</b>										\$215.28

Total Items In Batch 1      Transfer Checked By .....

- 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.

Batch

Batch No: 9  
 Description: Support  
 Date: 22/02/2011  
 Created by User: Support  
 Total: \$355.20

Buttons: Add, Change, Delete, Refresh, Print Report, TransferBatch

From					To					
Item No	Item Desc	Loc No	Loc Name	Qty	Transfer	Item No	Item Desc	Area No	Area Name	Qty
6003	BUNDY RUM 700ML	1	BOTTLESHOP	12	\$355.20	6003	BUNDY RUM 700I	2	BAR	12

Summary: 1, \$355.20

Buttons: Item Number, Apply Filter, PDE Load, Suggested, Update, Close

- 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 now? >

Buttons: Yes, No

**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

**Update Batch**

Batch No

Batch Total

Post To Day

**Neither the FROM nor TO Locations exist in any Stocktake batch**

## 2 Main Menu

Thank you for using iControl.

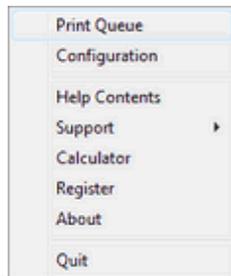


### Main Menu Layout

The menu button allows several different procedures.



- Configuration. This is where the database is set up and is only used with support staff
- Help. Gives access to the manual.
- Support. Allows user to give access to remote support staff.
- Calculator.
- Register. This is where the licensing is done. Generally only an area for support staff.
- About. Shows support contact details and version info.



- The Log in button. Clicking this you are prompted with a Log in screen.
- Current date time.
- The pending Label Changes
- The pending Till Changes. Send Prices to Tills removes these.
- The journal pending shows any sales that have not been processed. See [End of Day](#).
- Name of Database.

## 2.1 Logging In

To log in-

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

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



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

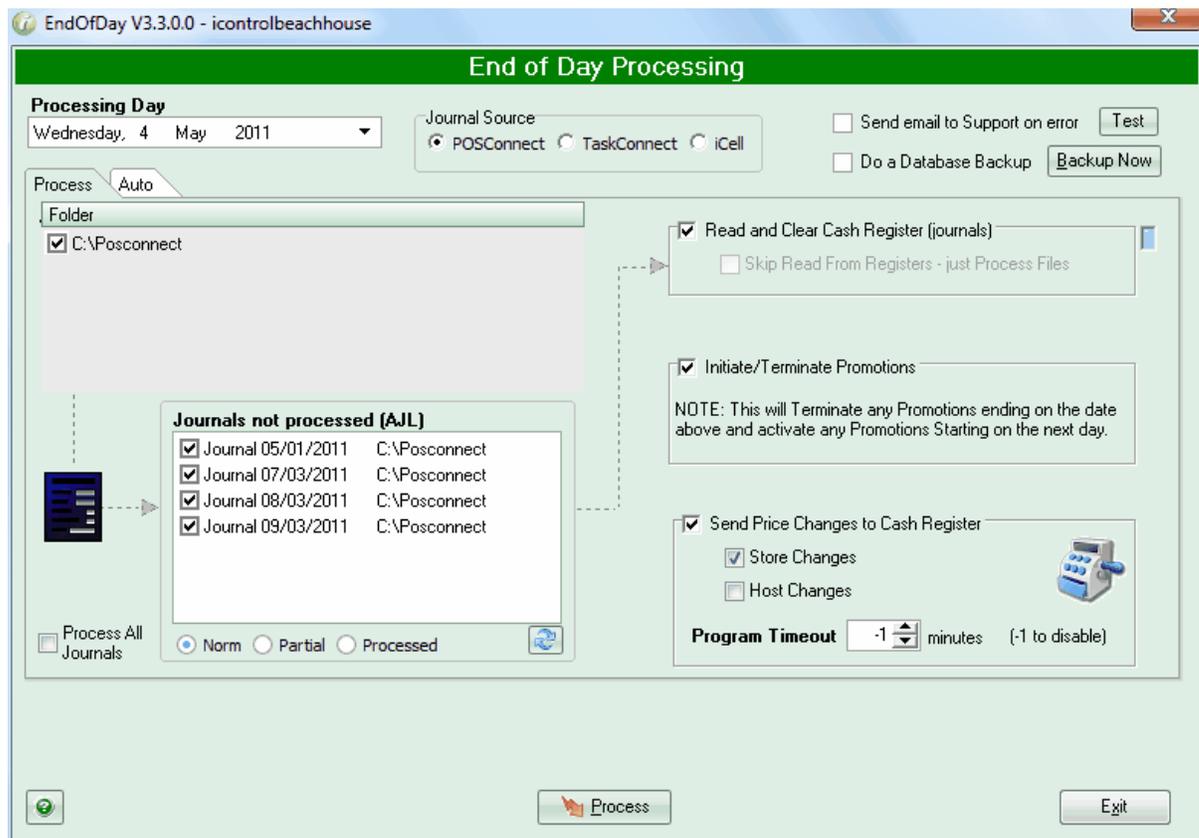


To add users see Cashiers and Users.

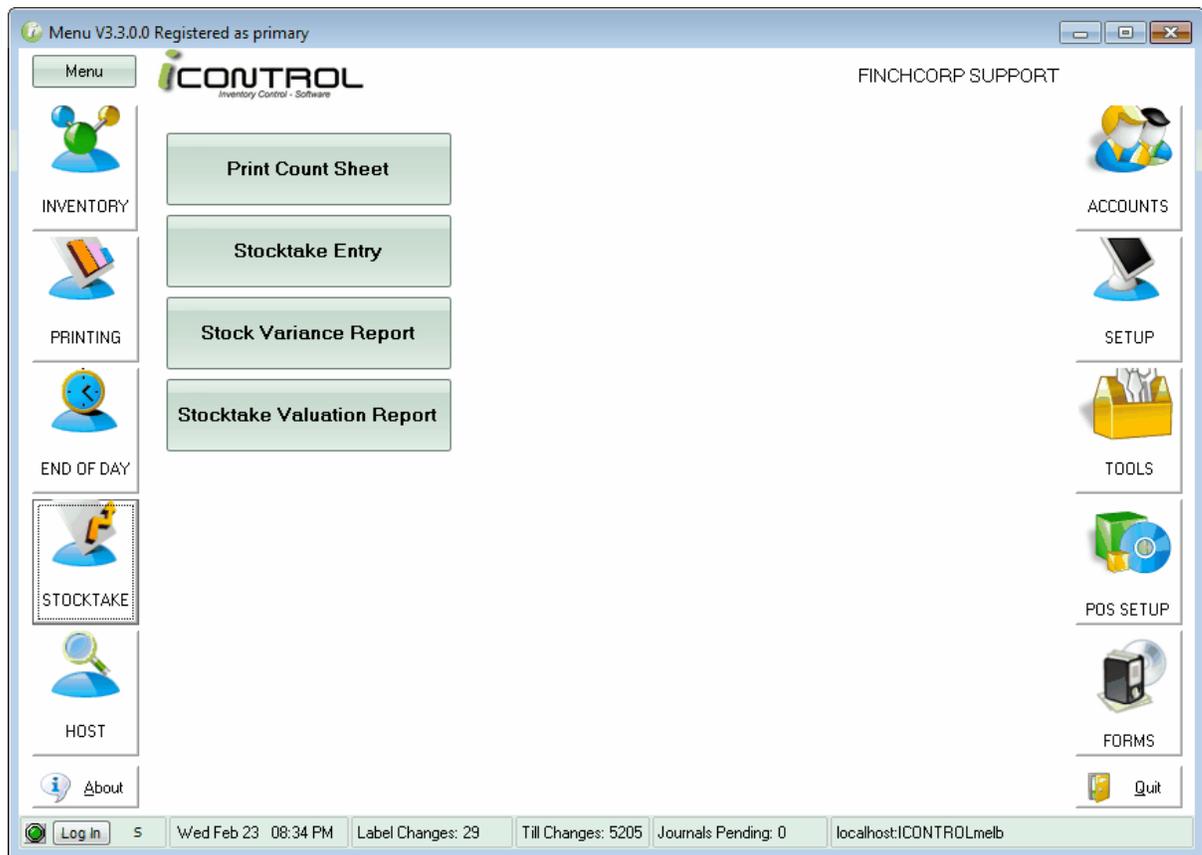
### 3 End Of Day

End of Day or Reading of sales is mostly completed automatically. It can be run manually throughout the day.

- Retrieve Sales from Tills
- Tick the appropriate dates you want read in. Generally any date that are sitting there mean they haven't been read in or processed.
- If promotions need to be initiated and terminated tick the box.
- If prices need to be sent to the tills there is also this option.
- Tick process to start the processing of sales.



## 4 Stocktake

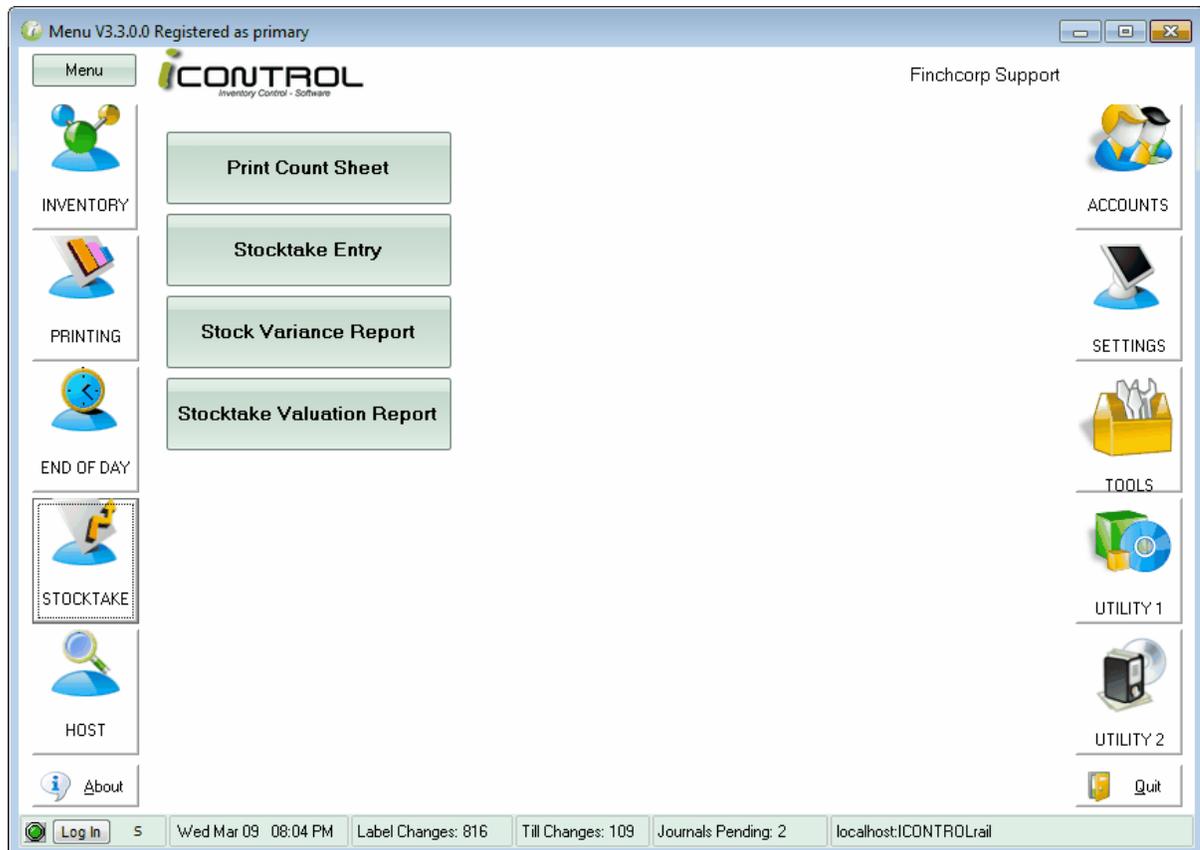


[Manual Stocktake](#)  
[Stocktake With PDE](#)  
[Stocktake With ICount](#)  
[Rolling Stocktake](#)  
[Stock Adjustment](#)  
[ICount Procedure](#)

## 4.1 Manual Stocktake

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

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



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

Stocktake Countsheet V3.3.0.0 - icontrail

## Stocktake Countsheet

Pick Location: Area 5, PUBLIC BAR

Optional Select By:

- Department
- Sub Dept
- Group
- Supplier
- Category
- Till Category
- Items

Options | Filters | Email | Logo

Print Current Qty On-Hand     Only print items with stock on hand

Print only Items not counted

Load Items not counted into the count file as a Zero Count

Report Order:

- Dept/SubDept
- Dept/Alpha
- Alpha
- GP %
- Supplier
- Item Number
- Group

Output:

- Preview
- Print
- Email
- Manual Send

Preset Config:

<Default>

Log Details

Preview Report: countsheet

Exit

TEST HOTEL  
**Stocktake Count Sheet**

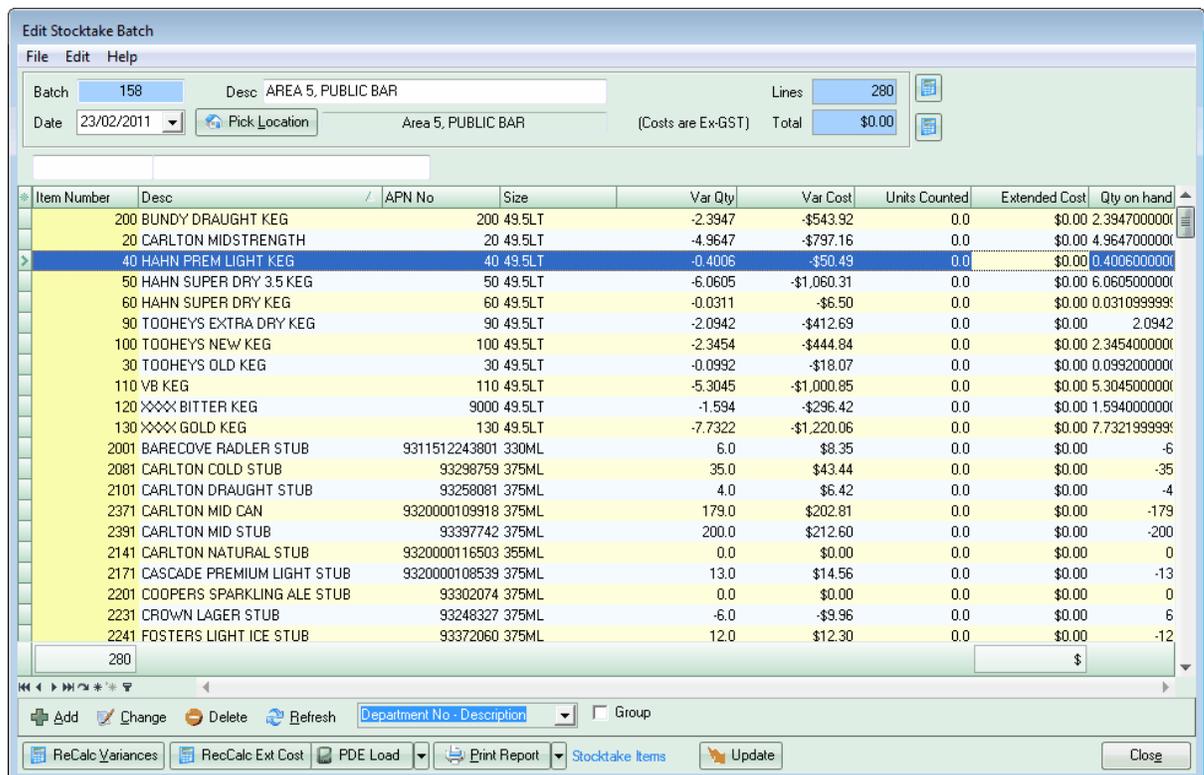
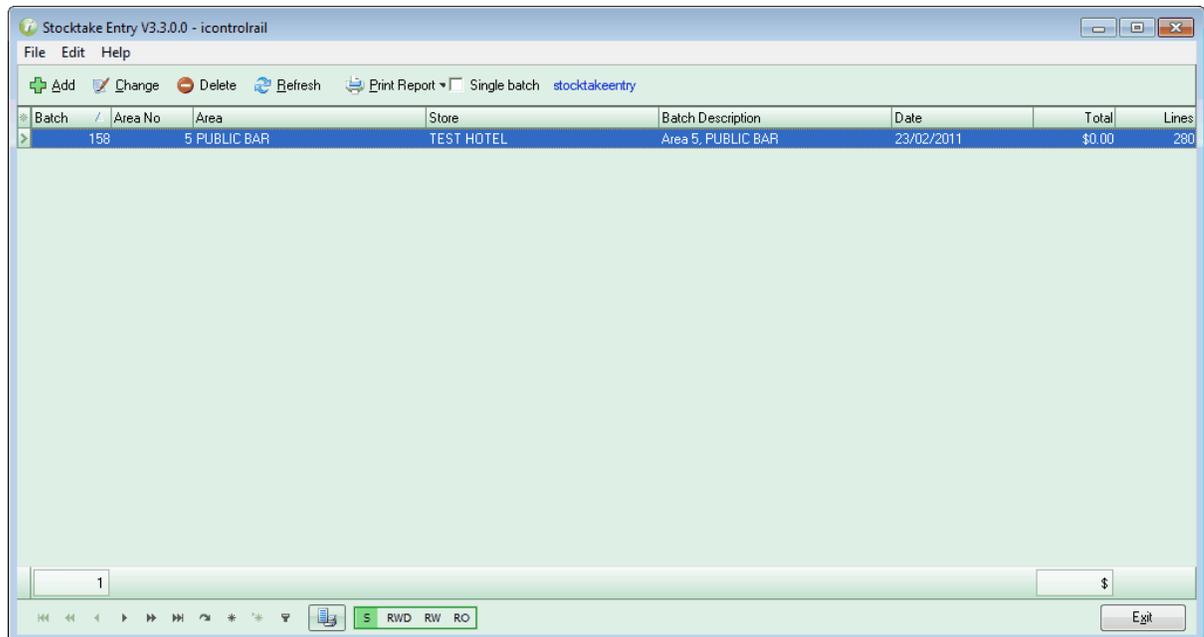
Printed on - 03 Mar 2011 07:21 pm

**Area 1, DRIVE IN**

Item No.	Description	Size	Cost	On Hand	Count
<b>BEER BULK</b>					
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	TOOHEYS 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	
<b>BEER PACKAGED</b>					
2001	BARECOVE RADLER STUB	330ML	\$1.53	51	
2021	BLUETONGUE LIGHT STUB	330ML	\$1.02	0	
2031	BLUETONGUE PILSENER SINGLE	330ML	\$1.75	0	
2041	BLUETONGUE SINGLE	330ML	\$1.75	71	

Page 1 of 17

- The count sheet only displays parent items. This doesn't mean that you have to count in singles. It is possible to add in child items into the stocktake. These child items will convert to parent numbers. i.e If you count 2 x 6pks when added into the stocktake it will convert to 12 singles.
- Once counted it is time to enter the stocktake batch.
- Click Stocktake Entry.
- Any stocktake batches will be sitting in stocktake batch ready for counts to be added.
- To start adding counts double click on the batch line.



- Click Add.
- Enter the Item number from the Count Sheet. Alternatively you can click Item Lookup to search for a product vis description.
- Click OK or press Enter
- Enter the count from the count sheet and click Save or press Enter.

The screenshot shows a dialog box titled "Add Stocktake Item". At the top, there is a green header bar with the text "Add Item". Below this, there is a text input field labeled "Item Number" containing the value "20". To the right of this field is a button labeled "Item Lookup..". Below the input field, there is a checked checkbox with the label "Add to any existing record". At the bottom of the dialog, there are two buttons: "Cancel" and "OK".

The screenshot shows the same dialog box, but now it is titled "Add Stocktake Item" and has a green header bar with the text "Stocktake Item". The "Item Number" field contains "20" and has a small calculator icon to its right. Below the "Item Number" field, there is a text input field containing the description "CARLTON MIDSTRENGTH, 49.5LT". Below this, there is a text input field labeled "Curr On-Hand" containing the value "4.96470000000003". Below that is a text input field labeled "Units Counted" which is empty. Below that is a text input field labeled "Add Unit Count" containing the value "4". At the bottom of the dialog, there are two buttons: "Cancel" and "Save".

- 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.

Edit Stocktake Batch

File Edit Help

Batch 158 Desc AREA 5, PUBLIC BAR Lines 280  
 Date 23/02/2011 Pick Location Area 5, PUBLIC BAR (Costs are Ex-GST) Total \$642.26

20

*Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
20	CARLTON MIDSTRENGTH, 49.5LT		20 49.5LT	-0.9647	-\$154.90	4.0	\$642.26	4.9647000000
30	TOOHEYS OLD KEG		30 49.5LT	-0.0992	-\$18.07	0.0	\$0.00	0.0992000000
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	2.3454000000
110	VB KEG		110 49.5LT	-5.3045	-\$1,000.85	0.0	\$0.00	5.3045000000
120	BITTER KEG		9000 49.5LT	-1.594	-\$296.42	0.0	\$0.00	1.5940000000
130	GOLD KEG		130 49.5LT	-7.7322	-\$1,220.06	0.0	\$0.00	7.7321999999
200	BUNDY DRAUGHT KEG		200 49.5LT	-2.3947	-\$543.92	0.0	\$0.00	2.3947000000
522	L/L/BITTERS 7 OZ		522 200ML	0.0	\$0.00	0.0	\$0.00	0
524	L/L/BITTERS POT		524 285ML	0.0	\$0.00	0.0	\$0.00	0
526	L/L/BITTERS SCHOONER		526 425ML	0.0	\$0.00	0.0	\$0.00	0
528	L/L/BITTERS JUG		528 1140ML	0.0	\$0.00	0.0	\$0.00	0
530	JUICE BY LITRE		530 EACH	77.5484	\$992.62	0.0	\$0.00	-77.54840000
2001	BARECOVE RADLER STUB	9311512243801	330ML	6.0	\$8.35	0.0	\$0.00	-6
2061	BOAGS PREMIUM STUB	9318691000805	350ML	-6.0	-\$9.24	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
2131	CARLTON FUSION LIME STUB	9320000111676	375ML	-1.0	-\$1.58	0.0	\$0.00	1
280							\$642.26	

Add Change Delete Refresh Department No - Description Group  
 ReCalc Variances RecCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

- 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 Pick Location Area 5, PUBLIC BAR (Costs are Ex-GST) Total \$642.26

20

*Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
20	CARLTON MIDSTRENGTH, 49.5LT		20 49.5LT	-0.9647	-\$154.90	4.0	\$642.26	4.9647000000
30	TOOHEYS OLD KEG		30 49.5LT	-0.0992	-\$18.07	0.0	\$0.00	0.0992000000
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	2.3454000000
110	VB KEG		110 49.5LT	-5.3045	-\$1,000.85	0.0	\$0.00	5.3045000000
120	BITTER KEG		9000 49.5LT	-1.594	-\$296.42	0.0	\$0.00	1.5940000000
130	GOLD KEG		130 49.5LT	-7.7322	-\$1,220.06	0.0	\$0.00	7.7321999999
200	BUNDY DRAUGHT KEG		200 49.5LT	-2.3947	-\$543.92	0.0	\$0.00	2.3947000000
522	L/L/BITTERS 7 OZ		522 200ML	0.0	\$0.00	0.0	\$0.00	0
524	L/L/BITTERS POT		524 285ML	0.0	\$0.00	0.0	\$0.00	0
526	L/L/BITTERS SCHOONER		526 425ML	0.0	\$0.00	0.0	\$0.00	0
528	L/L/BITTERS JUG		528 1140ML	0.0	\$0.00	0.0	\$0.00	0
530	JUICE BY LITRE		530 EACH	77.5484	\$992.62	0.0	\$0.00	-77.54840000
2001	BARECOVE RADLER STUB	9311512243801	330ML	6.0	\$8.35	0.0	\$0.00	-6
2061	BOAGS PREMIUM STUB	9318691000805	350ML	-6.0	-\$9.24	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
2131	CARLTON FUSION LIME STUB	9320000111676	375ML	-1.0	-\$1.58	0.0	\$0.00	1
280							\$642.26	

**Stocktake Item**

Item Number: 20

Desc: CARLTON MIDSTRENGTH, 49.5LT

Curr On-Hand: 4.96470000000003

Units Counted: 4

Add Unit Count:

Cancel Save

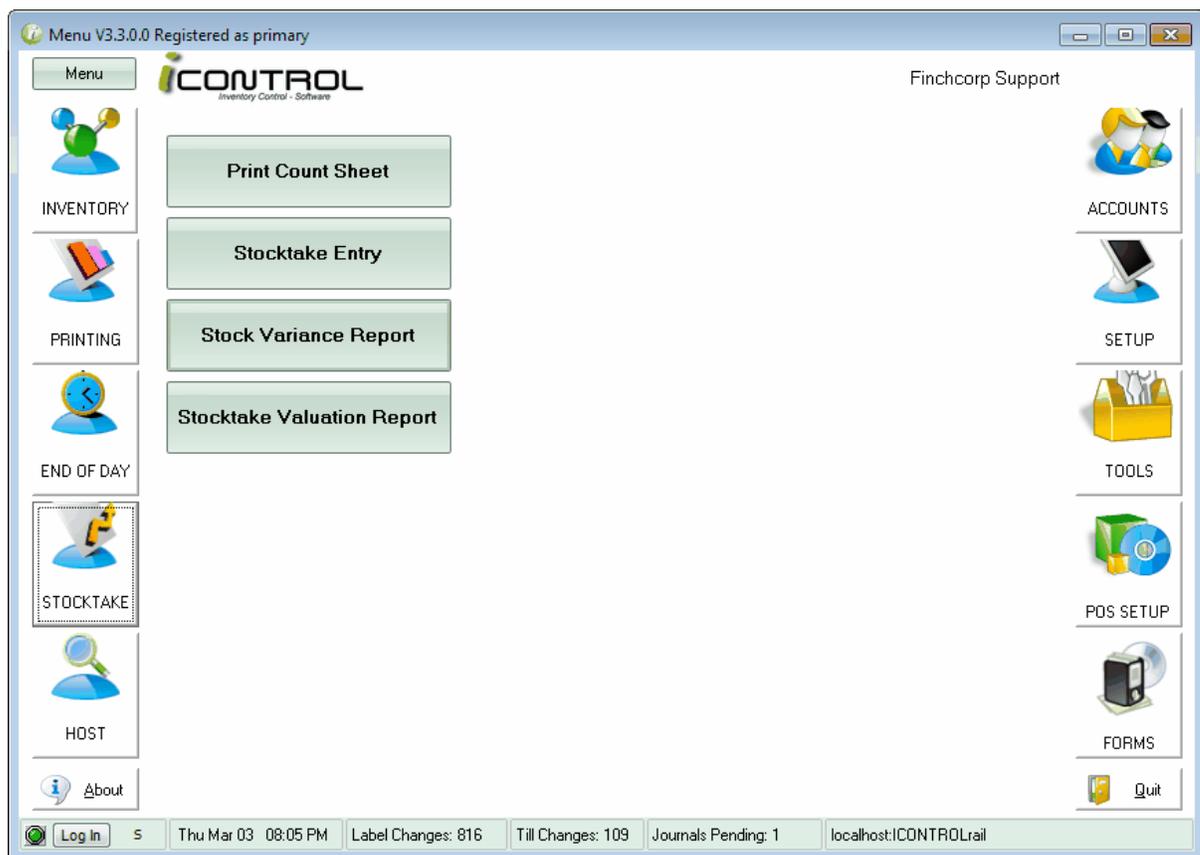
Add Change Delete Refresh Department No - Description Group  
 ReCalc Variances RecCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

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

### Variance Report

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

- In the Stocktake menu click Stocktake Variance.



- There are two main types of Variance reports.

### Variance By Item

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

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

Finchcorp

122%

Close

TEST HOTEL  
**Item Variances Report**  
 Area 5, PUBLIC BAR

Report printed on 03 Mar 2011 Date Range 3/03/2011 to 3/03/2011 08:15 pm

Report Run Type Current **Item Variances Report** GST Excluded

Item	Description	Size	Ctn Qty	Unit Cost	Ctn Cost	Recal Stock	Qty on Hand As Sgl	As Ctn	Qty Count	Variance As Sgl	As Ctn	Variance Cost
<b>BEER BULK</b>												
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	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
<b>BEER BULK Total</b>											<b>-\$3,746.60</b>	
<b>BEER PACKAGED</b>												
2001	BARECOVE RADLER STUB, 330ML	330ML	24	1.53	36.74		-6.00	(-0.25)	5.00	11.00	(0.46)	\$15.31

Page 1 of 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.

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

Any Store  
**Compare Item Variance Across Locations**  
 Printed on - 03 Mar 2011  
 Date Range 3/03/2011 to 3/03/2011  
 08:50 pm

No.	Description	Size	DRIVE IN	PUBLIC BAR	Total Var Qty
<b>BEER BULK</b>					
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
<b>BEER PACKAGED</b>					
2001	BARECOVE RADLER STUB	330ML	-11.00	11.00	0.00

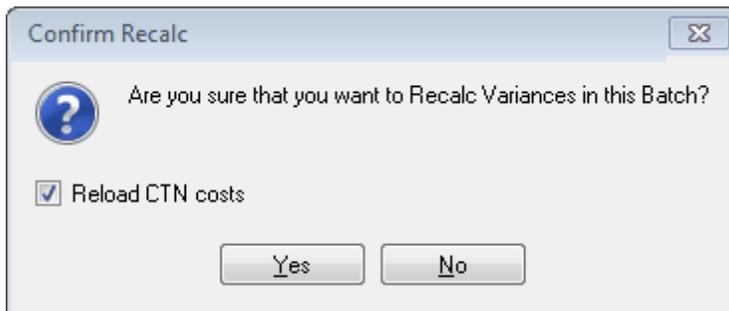
Page 1 of 12

- Once the variance report is printed it is advised to recount the items that have a variance.
- If a recount is done, go back into Stocktake Entry and [edit the count](#) of the recounted products.
- If there are variances reflecting an invoice missing or a transfer not done it is not too 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								
Item Number	Item Description	Variation	Old			New		
			Qty	Var Qty	Qty On Hand	Qty	Var Qty	Qty On Hand
2001	BARECOVE RADLER STUB	11	5	11	-6	5	0	5

1

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

Ok

### Stocktake Update

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

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

Edit Stocktake Batch

File Edit Help

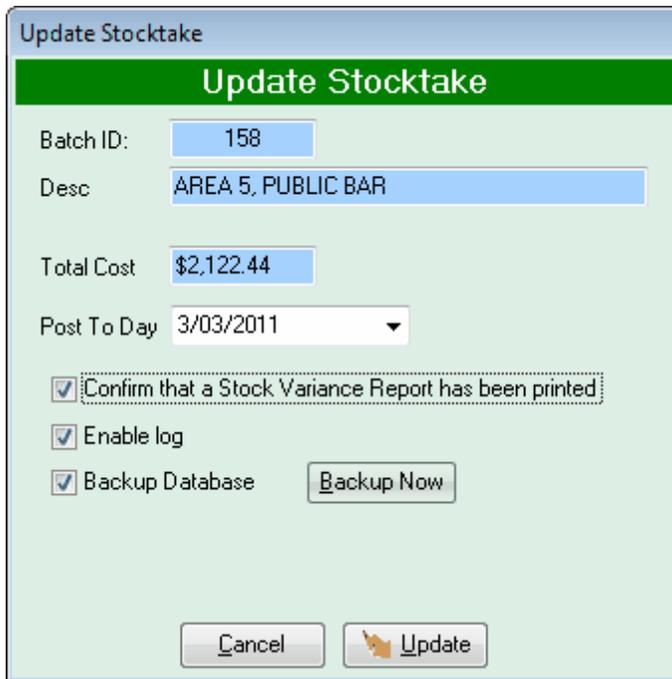
Batch 158 Desc AREA 5, PUBLIC BAR Lines 280

Date 23/02/2011 Pick Location Area 5, PUBLIC BAR (Costs are Ex-GST) Total \$2,122.44

Item Number	Desc	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 COLA CAN, 375ML	9310733112958	375ML	159.0	\$461.43	0.0	\$0.00	-159
5581	JACK DANIELS COLA 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	1
5651	JIM BEAM COLA CAN, 375ML	9316417000153	375ML	-41.0	-\$118.35	0.0	\$0.00	41
5681	JIM BEAM CUBE SGL, 375ML		5681 375ML	289.0	\$709.57	0.0	\$0.00	-289
5691	JIM BEAM DRY CAN, 375ML	9316417002324	375ML	19.0	\$54.26	0.0	\$0.00	-19
5741	MALIBU COLA CAN, 375ML	9300727002983	375ML	0.0	\$0.00	0.0	\$0.00	0
6271	RUSH STUB, 275ML		6271 275ML	0.0	\$0.00	0.0	\$0.00	0
6241	RUSKIE CHILL RASPBERRY, 330ML		6241 330ML	-24.0	-\$67.67	0.0	\$0.00	24
5961	SMIRNOFF ICE BLACK STUB, 335ML	5410228141785	335ML	0.0	\$0.00	0.0	\$0.00	0
5981	SMIRNOFF ICE RED STUB, 335ML	9310495061518	335ML	5.0	\$12.88	0.0	\$0.00	-5
6237	TWISTEE SHOT BAR, 6PK30ML		6237 6PK30ML	2.0	\$0.00	0.0	\$0.00	-2
6226	TWISTEE VARIETY PACK, 12PK30M	9421001292262	12PK30M	-1.0	-\$12.51	0.0	\$0.00	1
6041	UDL CAN, 375ML	9310495070657	375ML	6.0	\$12.84	0.0	\$0.00	-6
6061	WILD TURKEY COLA CAN, 375ML	9300727261014	375ML	64.0	\$202.88	0.0	\$0.00	-64
6071	WILD TURKEY COLA STUB, 340ML	9300727269003	340ML	13.0	\$41.29	0.0	\$0.00	-13
6131	WOODSTOCK 355ML COLA CAN, 35E	9329982012759	355ML	0.0	\$0.00	0.0	\$0.00	0
6131	WOODSTOCK COLA CAN, 375ML	9329982011059	375ML	26.0	\$57.59	0.0	\$0.00	-26
8002	BACARDI RUM, 700ML	5010677014205	700ML	-1.0557	-\$27.71	0.0	\$0.00	1.0557
8015	BUNDABERG RUM RED, 700ML	9311866008798	700ML	0.7582	\$20.26	0.0	\$0.00	-0.7582
280							\$2,122.44	

ReCalc Variances RecCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

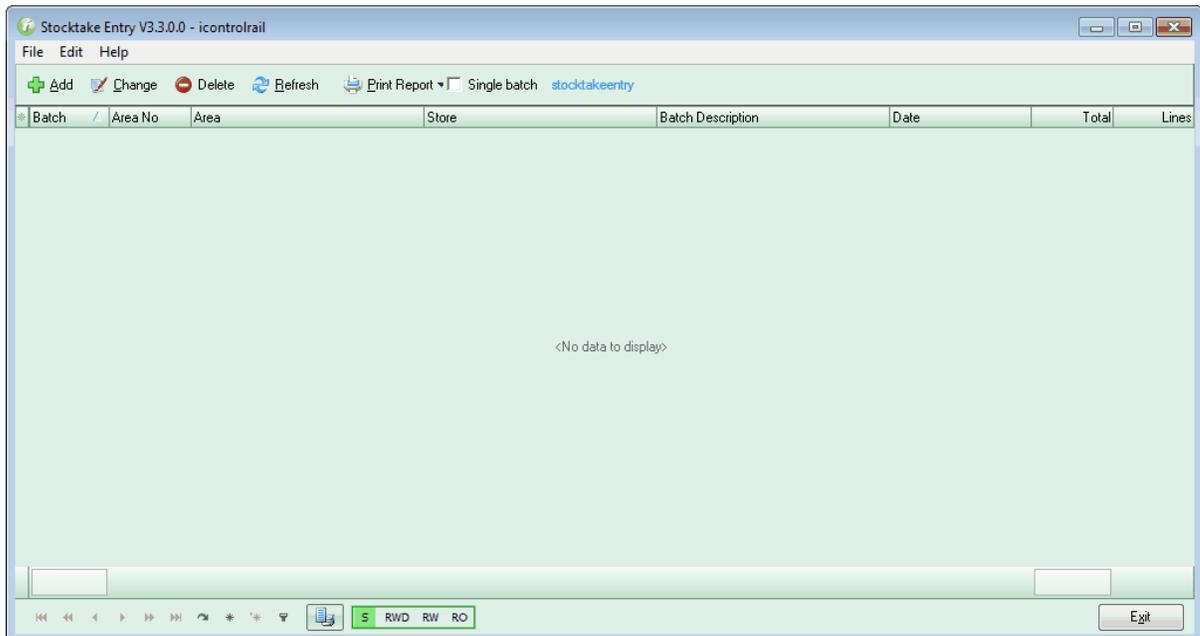
- Once the Update button is pressed, the Update screen will be prompted.
- Select the day to Update the Stocktake. The Update should be updated to the day of sales before the stocktake was counted. In the below example the stock was counted on the night of the 03/03/2011. So in most cases the date needs 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.



The 'Update Stocktake' dialog box contains the following fields and options:

- 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
- Buttons: Backup Now, Cancel, Update

- Click Exit.



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

## 4.2 Stocktake With PDE

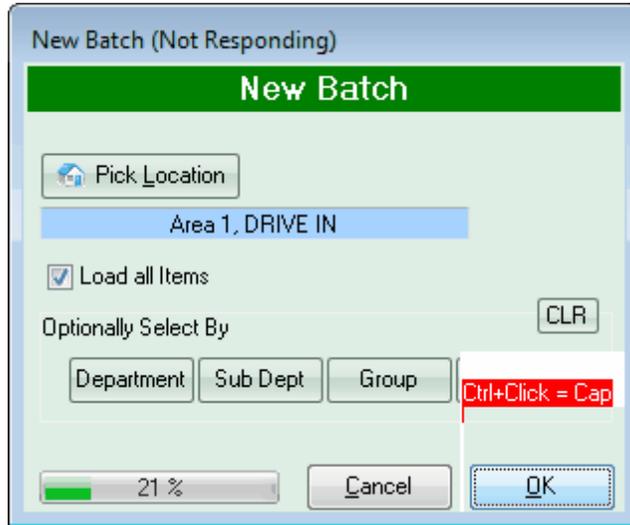
Stocktaking with a PDE (portable data entry).

The following procedure is for completing a full stocktake with the PDE. Click here to see the help notes on PDE operation.

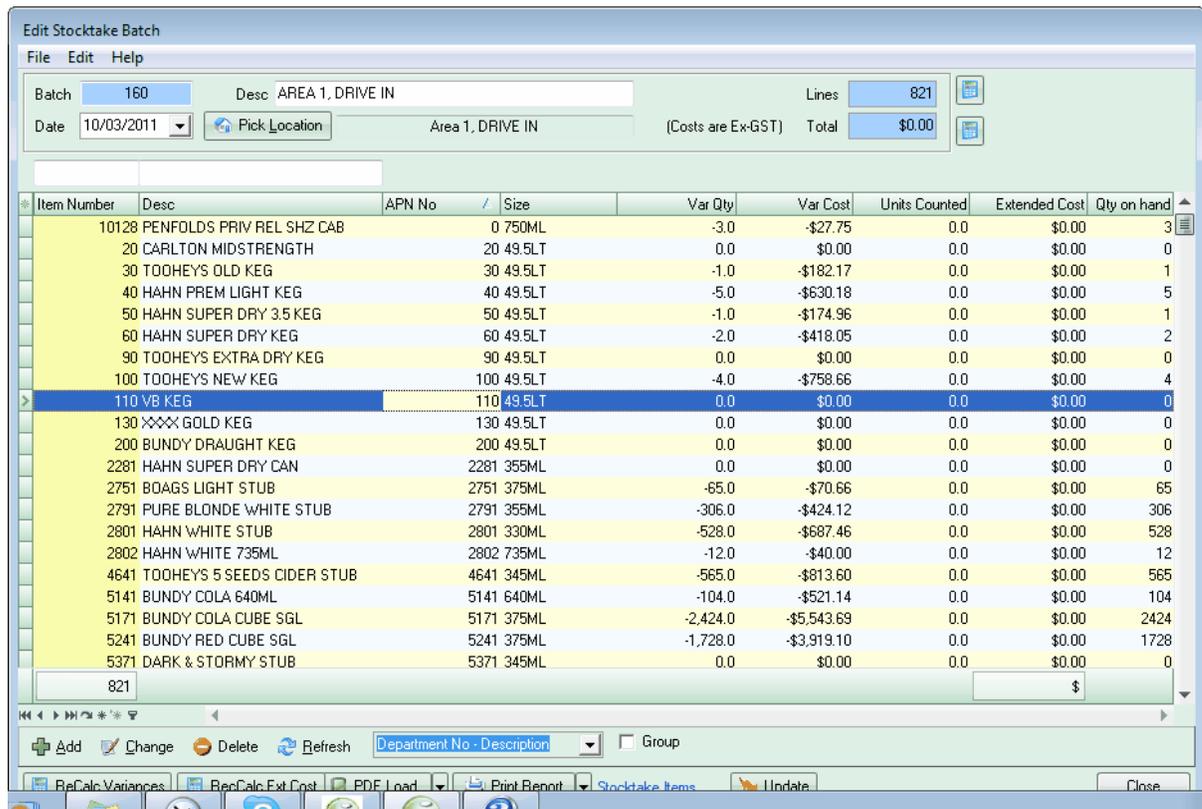
- Once the stock has been counted it is time to load the PDE into the stocktake batch.
- Click Stocktake Entry.
- Click ADD to start a Stocktake batch.
- Pick the location the is being stocktaked.

The screenshot shows a 'New Batch' dialog box. It features a green header bar with the text 'New Batch'. Below the header, there is a button labeled 'Pick Location' with a location icon. Underneath is a blue horizontal bar. A checked checkbox labeled 'Load all Items' is present. Below that, the text 'Optionally Select By' is followed by a 'CLR' button. There are four buttons: 'Department', 'Sub Dept', 'Group', and 'Supplier'. At the bottom, there are 'Cancel' and 'OK' buttons.

- Click OK

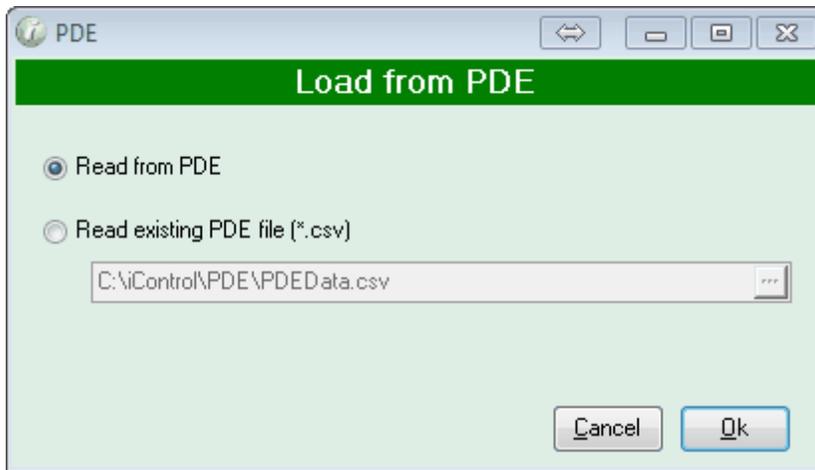


- All stock will be loaded into the Stocktake batch with a zero count, ready to load the PDE against them.
- Once the location has been loaded repeat the above process to ADD stocktakes for any other locations that have been counted.

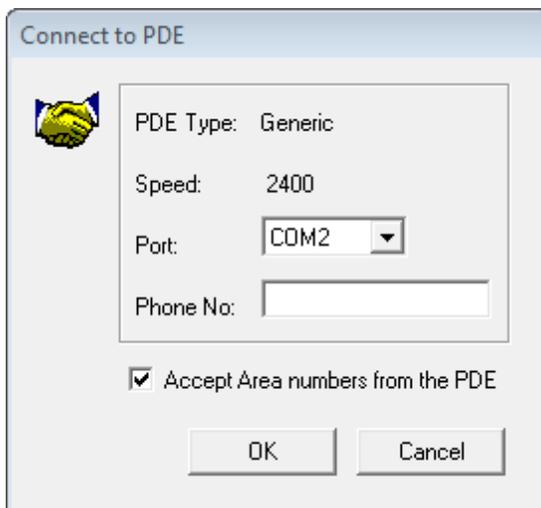


- To load the PDE plug the PDE cable into the PDE. Put the PDE into transmit mode.

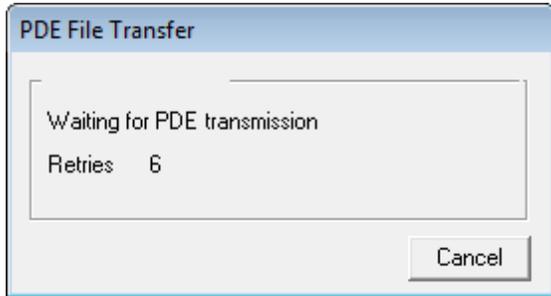
- Click PDE Load. 
- Click OK.



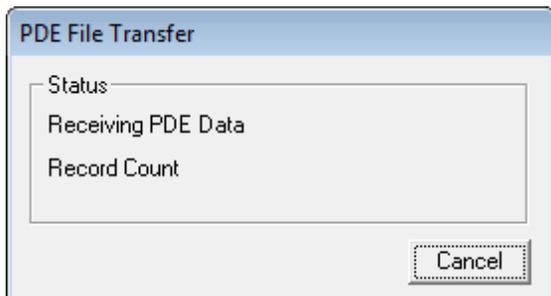
- The checkbox labeled 'Accept Area Numbers from the PDE' is an option to use the area entered into the PDE. This means that if multiple locations have been counted on the PDE, the PDE will download the counts into the correct locations.
- Click OK



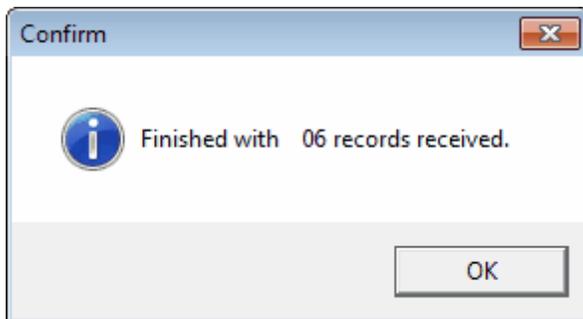
- The below screen will display until it connects to the PDE. If the retries continue look at troubleshooting for assistance.



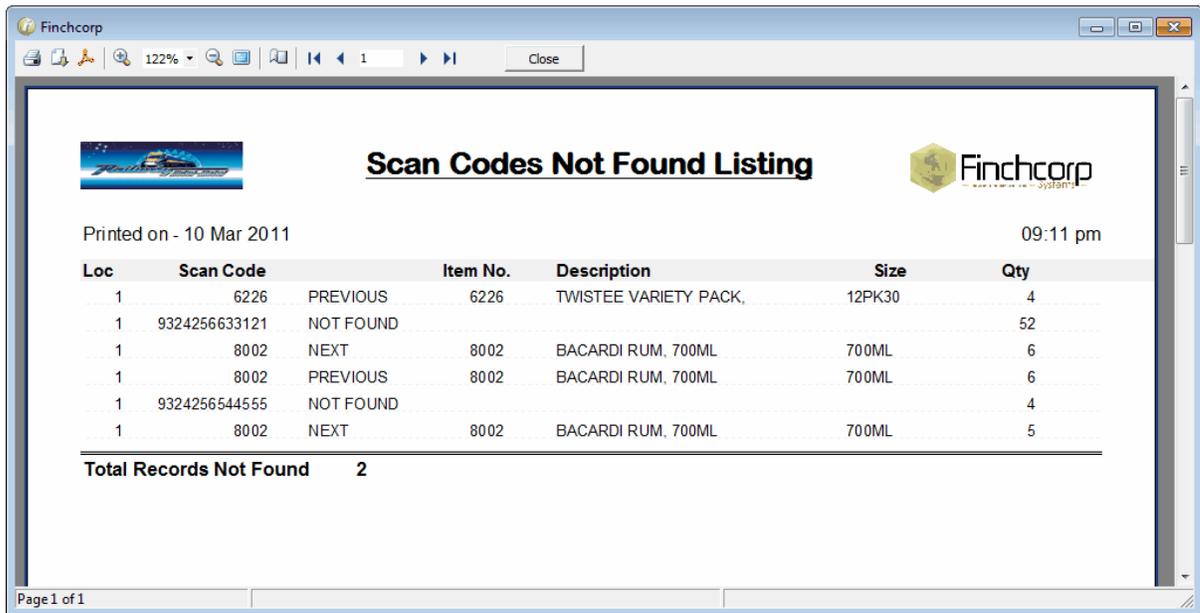
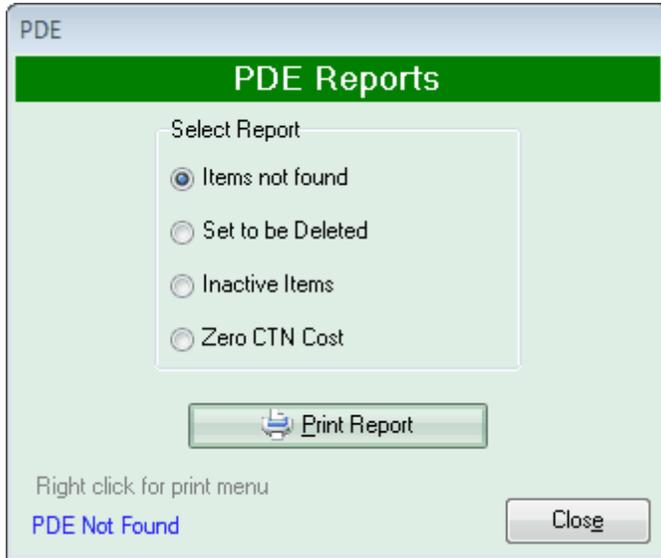
- The below screen is what is displayed with a successful to the connection to the PDE.



- 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.



- 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.

Edit Stocktake Batch

File Edit Help

Batch 160 Desc AREA 1, DRIVE IN Lines 821

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

Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
6061	WILD TURKEY COLA CAN, 375ML	9300727261014	375ML	-119.0	-\$377.24	63.0	\$199.71	182
6071	WILD TURKEY COLA STUB, 340ML	9300727269003	340ML	0.0	\$0.00	279.0	\$886.25	279
6081	WILD TURKEY DRY CAN, 375ML	9343496000125	375ML	0.0	\$0.00	100.0	\$316.10	100
6091	WILD TURKEY DRY STUB, 340ML	4801032111063	340ML	0.0	\$0.00	65.0	\$202.56	65
6101	WOODSTOCK 10% CAN, 200ML	9421001293337	200ML	0.0	\$0.00	102.0	\$271.08	102
6191	WOODSTOCK 355ML COLA CAN, 35E	9329982012759	355ML	0.0	\$0.00	16.0	\$33.36	16
6119	WOODSTOCK COLA 10PK, 375ML	9329982011080	375ML	0.0	\$0.00	23.0	\$494.31	23
6121	WOODSTOCK COLA 660ML, 660ML	9329982011134	660ML	0.0	\$0.00	71.0	\$323.11	71
6131	WOODSTOCK COLA CAN, 375ML	9329982011059	375ML	-1.0	-\$2.22	579.0	\$1,282.51	580
6141	WOODSTOCK COLA STUB, 330ML	9329982011103	330ML	-6.0	-\$13.22	118.0	\$260.09	124
6151	WOODSTOCK GOLD CAN, 375ML	9329982011202	375ML	0.0	\$0.00	205.0	\$786.14	205
6161	WOODSTOCK SILVER CAN, 375ML	9329982011981	375ML	0.0	\$0.00	116.0	\$336.44	116
8000	BACARDI 151, 750ML	80480095406	750ML	0.0	\$0.00	1.0	\$54.84	1
8001	BACARDI RUM, 375ML	5010677013109	375ML	0.0	\$0.00	21.0	\$350.03	21
8002	BACARDI RUM, 700ML	5010677014205	700ML	-1.0	-\$26.25	11.0	\$288.77	12
8003	BUNDABERG RED 100 PROOF, 700ML	9311866011743	700ML	4.0	\$118.68	25.0	\$741.75	21
8008	BUNDABERG RUM	7312040550029	50ML	0.0	\$0.00	0.0	\$0.00	0
8010	BUNDABERG RUM & LIQUEUR G/PK	9311866011651	1.4LTR	0.0	\$0.00	0.0	\$0.00	0
8011	BUNDABERG RUM 100 PROOF	9311866011729	700ML	-18.0	-\$612.09	0.0	\$0.00	18
8014	BUNDABERG RUM OP	7312040121328	700ML	-4.0	-\$165.45	0.0	\$0.00	4
821							\$13,128.87	

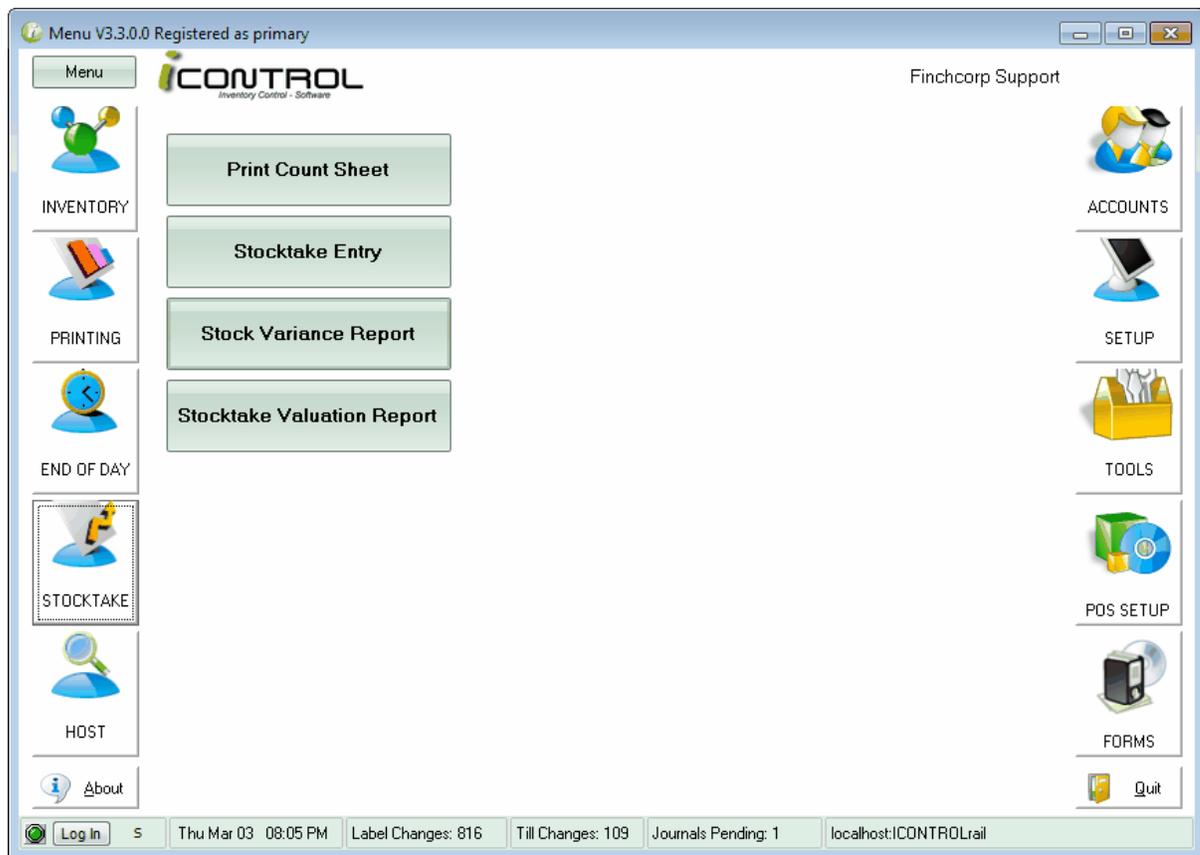
ReCalc Variances RecCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

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

### Variance Report

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

- In the Stocktake menu click Stocktake Variance.



- There are two main types of Variance reports.

#### Variance By Item

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

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

Finchcorp

122%

Close

**TEST HOTEL**  
**Item Variances Report**



**Area 5, PUBLIC BAR**

Report printed on 03 Mar 2011      Date Range 3/03/2011 to 3/03/2011      08:15 pm

Report Run Type    Current      **Item Variances Report**      **GST Excluded**

Item	Description	Size	Ctn Qty	Unit Cost	Ctn Cost	Recal Stock	Qty on Hand As Sgl	Qty As Ctn	Qty Count	Variance As Sgl	Qty As Ctn	Variance Cost
<b>BEER BULK</b>												
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	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
<b>BEER BULK Total</b>											<b>-\$3,746.60</b>	
<b>BEER PACKAGED</b>												
2001	BARECOVE RADLER STUB, 330ML	330ML	24	1.53	36.74		-6.00	(-0.25)	5.00	11.00	(0.46)	\$15.31

Page 1 of 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.

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

Finchcorp

Any Store  
**Compare Item Variance  
Across Locations**

Printed on - 03 Mar 2011  
Date Range 3/03/2011 to 3/03/2011  
08:50 pm

No. Description Size Selected Locations Total Var Qty

DRIVE IN PUBLIC BAR

BEER BULK			BEER BULK		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 PACKAGED			BEER PACKAGED		BEER PACKAGED
2001	BARECOVE RADLER STUB	330ML	-11.00	11.00	0.00

Page 1 of 12

- 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.

Edit Stocktake Batch

File Edit Help

Batch 160 Desc AREA 1, DRIVE IN Lines 821  
 Date 10/03/2011 Pick Location Area 1, DRIVE IN (Costs are Ex-GST) Total \$13,128.87

Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
6061	WILD TURKEY COLA CAN, 375ML	9300727261014	375ML	-119.0	-\$377.24	63.0	\$199.71	182
6071	WILD TURKEY COLA STUB, 340ML	9300727269003	340ML	0.0	\$0.00	279.0	\$886.25	279
6081	WILD TURKEY DRY CAN, 375ML	9343496000125	375ML	0.0	\$0.00	100.0	\$316.10	100
6091	WILD TURKEY DRY STUB, 340ML	4801032111063	340ML	0.0	\$0.00	65.0	\$202.56	65
6101	WOODSTOCK 10% CAN, 200ML	9421001293337	200ML	0.0	\$0.00	102.0	\$271.08	102
6191	WOODSTOCK 355ML COLA CAN, 355	9329982012759	355ML	0.0	\$0.00	16.0	\$33.36	16
6119	WOODSTOCK COLA 10PK, 375ML	9329982011080	375ML	0.0	\$0.00	23.0	\$494.31	23
6121	WOODSTOCK COLA 660ML, 660ML	9329982011134	660ML	0.0	\$0.00	71.0	\$323.11	71
6131	WOODSTOCK COLA CAN, 375ML	9329982011059	375ML	-1.0	-\$2.22	579.0	\$1,282.51	580
6141	WOODSTOCK COLA STUB, 330ML	9329982011103	330ML	-6.0	-\$13.22	118.0	\$260.09	124
6151	WOODSTOCK GOLD CAN, 375ML	9329982011202	375ML	0.0	\$0.00	205.0	\$786.14	205
6161	WOODSTOCK SILVER CAN, 375ML	9329982011981	375ML	0.0	\$0.00	116.0	\$336.44	116
8000	BACARDI 151, 750ML	80480095406	750ML	0.0	\$0.00	1.0	\$54.84	1
8001	BACARDI RUM, 375ML	5010677013109	375ML	0.0	\$0.00	21.0	\$350.03	21
8002	BACARDI RUM, 700ML	5010677014205	700ML	-1.0	-\$26.25	11.0	\$288.77	12
8003	BUNDABERG RED 100 PROOF, 700ML	9311866011743	700ML	4.0	\$118.68	25.0	\$741.75	21
8008	BUNDABERG RUM	7312040550029	50ML	0.0	\$0.00	0.0	\$0.00	0
8010	BUNDABERG RUM & LIQUEUR G/PK	9311866011651	1.4LTR	0.0	\$0.00	0.0	\$0.00	0
8011	BUNDABERG RUM 100 PROOF	9311866011729	700ML	-18.0	-\$612.09	0.0	\$0.00	18
8014	BUNDABERG RUM OP	7312040121328	700ML	-4.0	-\$165.45	0.0	\$0.00	4
821							\$13,128.87	

ReCalc Variances RecCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

- 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

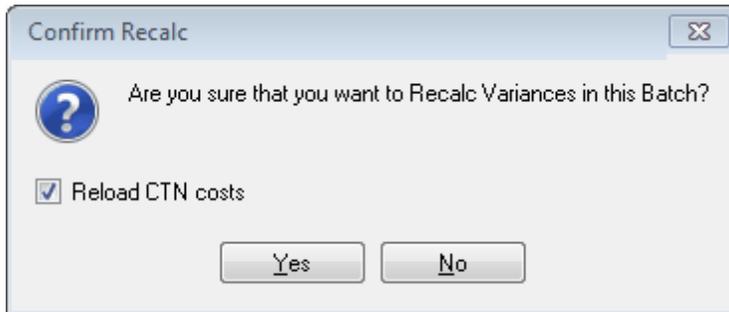
Cancel Save

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.

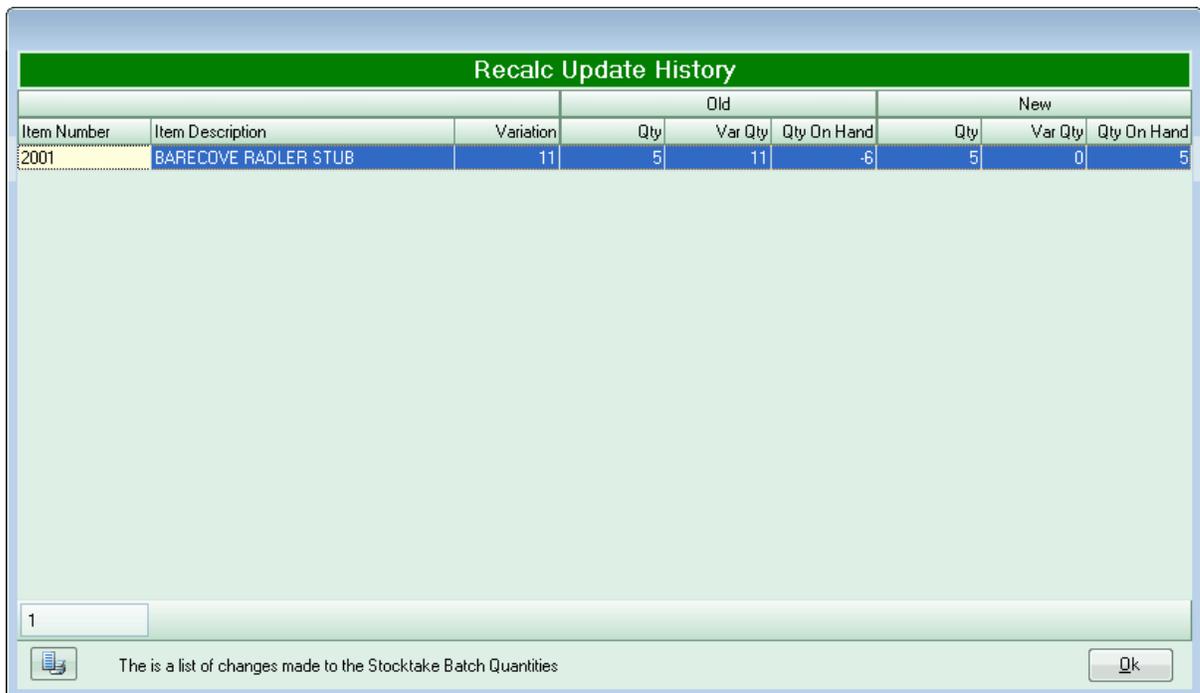
### Recalculate Variance

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.



A screenshot of a software window titled "Recalc Update History". It contains a table with the following data:

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

At the bottom of the window, there is a text box containing the number "1", a small icon, and the text "This is a list of changes made to the Stocktake Batch Quantities". An "Ok" button is located in the bottom right corner.

### 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. 

Edit Stocktake Batch

File Edit Help

Batch: 158 Desc: AREA 5, PUBLIC BAR Lines: 280

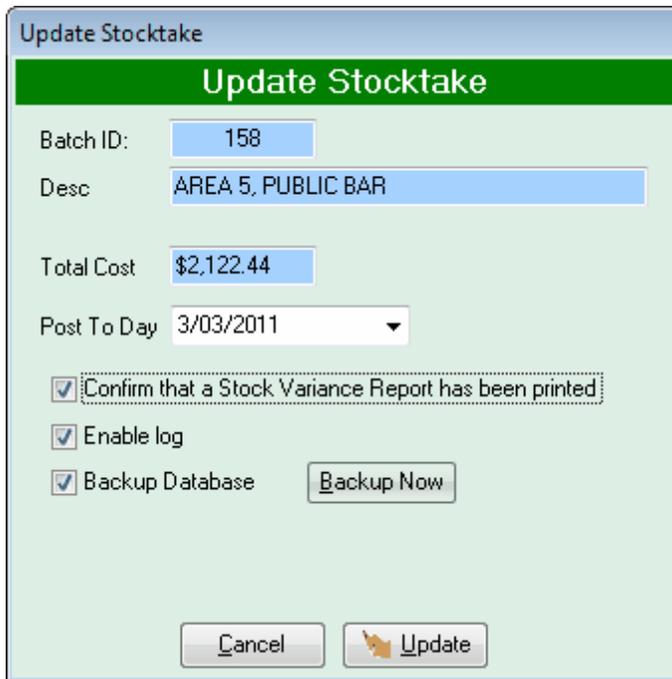
Date: 23/02/2011 Pick Location: Area 5, PUBLIC BAR (Costs are Ex-GST) Total: \$2,122.44

Item Number	Desc	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 COLA CAN, 375ML	9310733112958	375ML	159.0	\$461.43	0.0	\$0.00	-159
5581	JACK DANIELS COLA 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	1
5651	JIM BEAM COLA CAN, 375ML	9316417000153	375ML	-41.0	-\$118.35	0.0	\$0.00	41
5681	JIM BEAM CUBE SGL, 375ML	5681	375ML	289.0	\$709.57	0.0	\$0.00	-289
5691	JIM BEAM DRY CAN, 375ML	9316417002324	375ML	19.0	\$54.26	0.0	\$0.00	-19
5741	MALIBU COLA CAN, 375ML	9300727002983	375ML	0.0	\$0.00	0.0	\$0.00	0
6271	RUSH STUB, 275ML	6271	275ML	0.0	\$0.00	0.0	\$0.00	0
6241	RUSKIE CHILL RASPBERRY, 330ML	6241	330ML	-24.0	-\$67.67	0.0	\$0.00	24
5961	SMIRNOFF ICE BLACK STUB, 335ML	5410228141785	335ML	0.0	\$0.00	0.0	\$0.00	0
5981	SMIRNOFF ICE RED STUB, 335ML	9310495061518	335ML	5.0	\$12.88	0.0	\$0.00	-5
6237	TWISTEE SHOT BAR, 6PK30ML	6237	6PK30ML	2.0	\$0.00	0.0	\$0.00	-2
6226	TWISTEE VARIETY PACK, 12PK30M	9421001292262	12PK30M	-1.0	-\$12.51	0.0	\$0.00	1
6041	UDL CAN, 375ML	9310495070657	375ML	6.0	\$12.84	0.0	\$0.00	-6
6061	WILD TURKEY COLA CAN, 375ML	9300727261014	375ML	64.0	\$202.88	0.0	\$0.00	-64
6071	WILD TURKEY COLA STUB, 340ML	9300727269003	340ML	13.0	\$41.29	0.0	\$0.00	-13
6191	WOODSTOCK 355ML COLA CAN, 35E	9329982012759	355ML	0.0	\$0.00	0.0	\$0.00	0
6131	WOODSTOCK COLA CAN, 375ML	9329982011059	375ML	26.0	\$57.59	0.0	\$0.00	-26
8002	BACARDI RUM, 700ML	5010677014205	700ML	-1.0557	-\$27.71	0.0	\$0.00	1.0557
8015	BUNDABERG RUM RED, 700ML	9311866008798	700ML	0.7582	\$20.26	0.0	\$0.00	-0.7582
							\$2,122.44	

280

ReCalc Variances RecCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

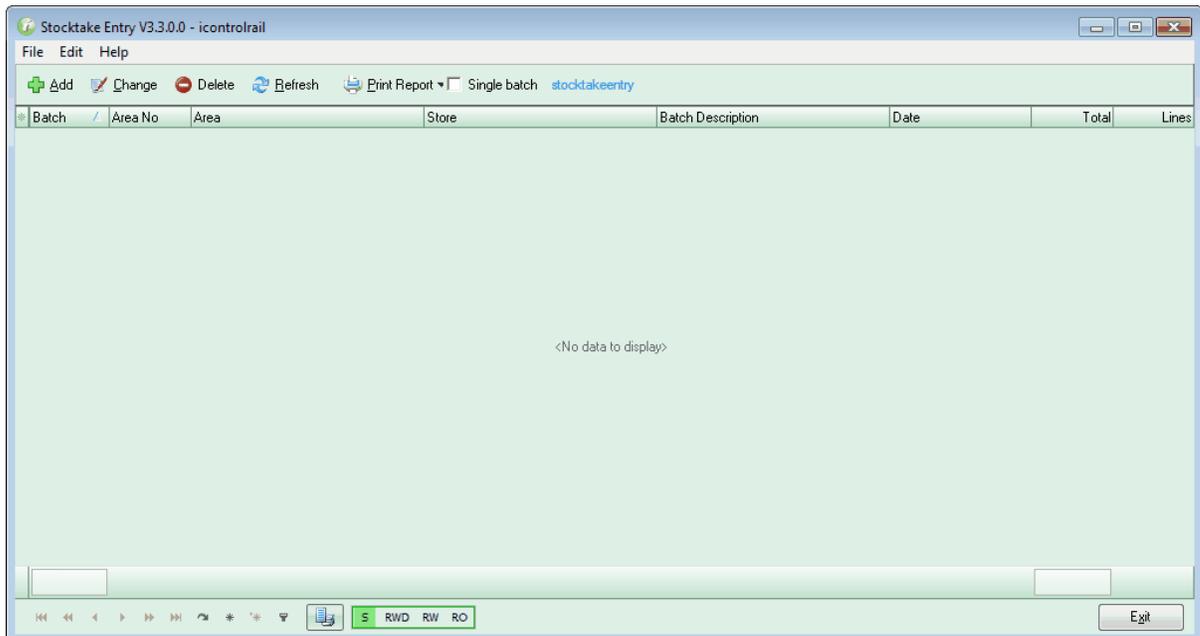
- Once the Update button is pressed, the Update screen will be prompted.
- Select the day to Update the Stocktake. The Update should be updated to the day of the sales before the stocktake was counted. In the below example the stock was counted on the night of the 03/03/2011. So in most cases the date 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.



The 'Update Stocktake' dialog box contains the following fields and options:

- 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
- Buttons: Backup Now, Cancel, Update

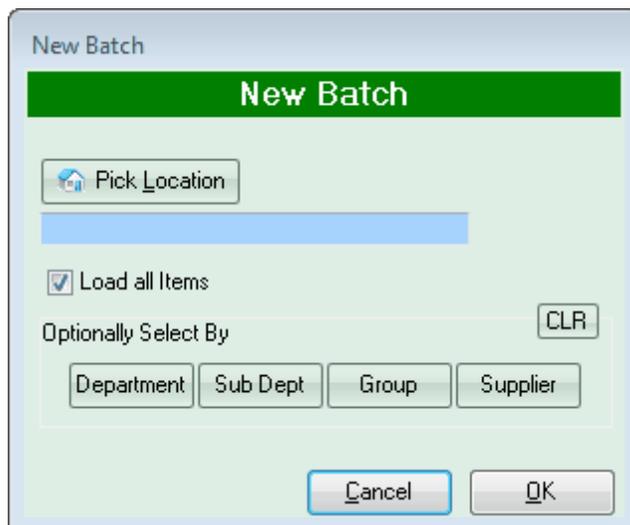
- Click Exit.



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

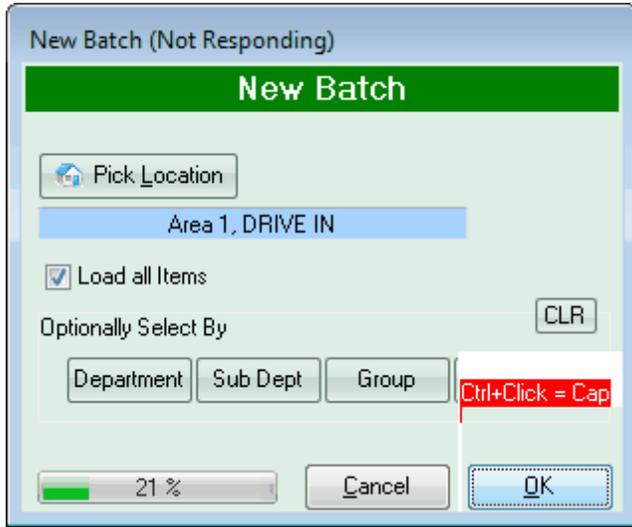
### 4.3 Stocktake With ICount

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

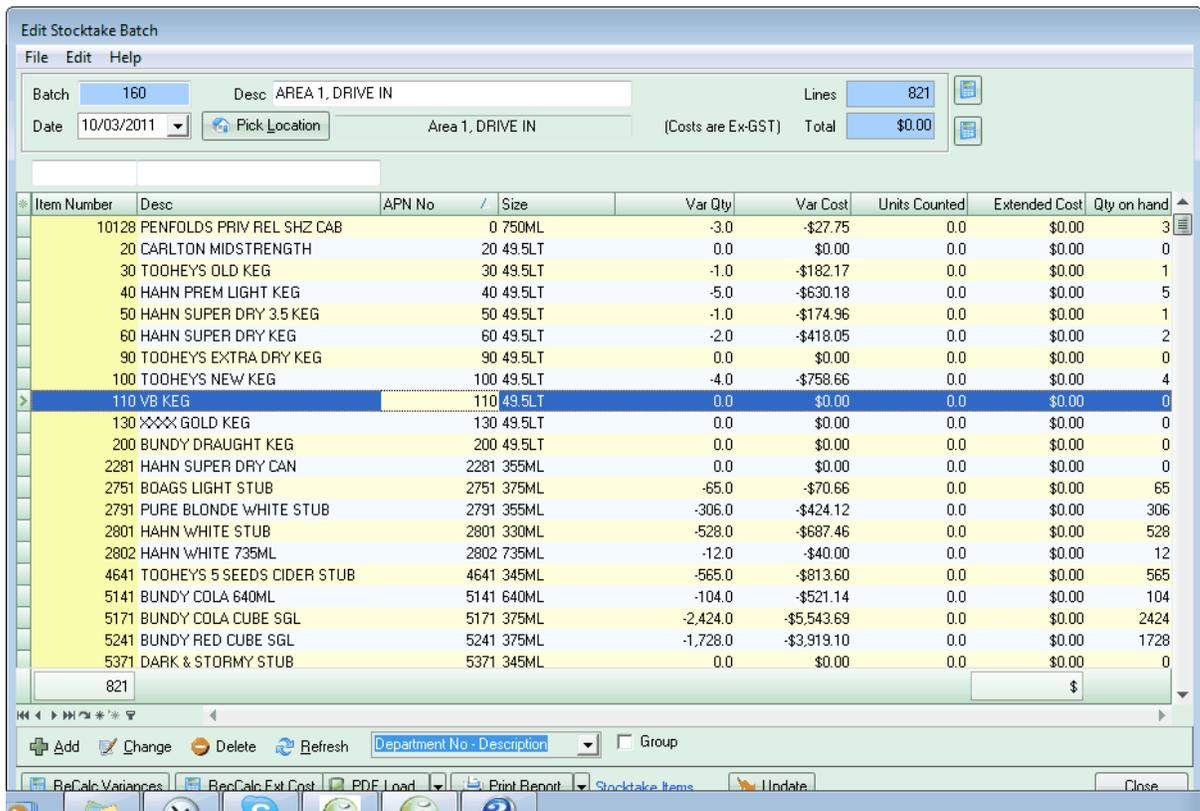


The screenshot shows a dialog box titled "New Batch". At the top, there is a green header bar with the text "New Batch". Below this, there is a button labeled "Pick Location" with a house icon. Underneath the button is a blue horizontal bar. Below the bar is a checked checkbox labeled "Load all Items". To the right of the checkbox is a button labeled "CLR". Below the checkbox is the text "Optionally Select By" followed by four buttons: "Department", "Sub Dept", "Group", and "Supplier". At the bottom of the dialog box are two buttons: "Cancel" and "OK".

- Click OK

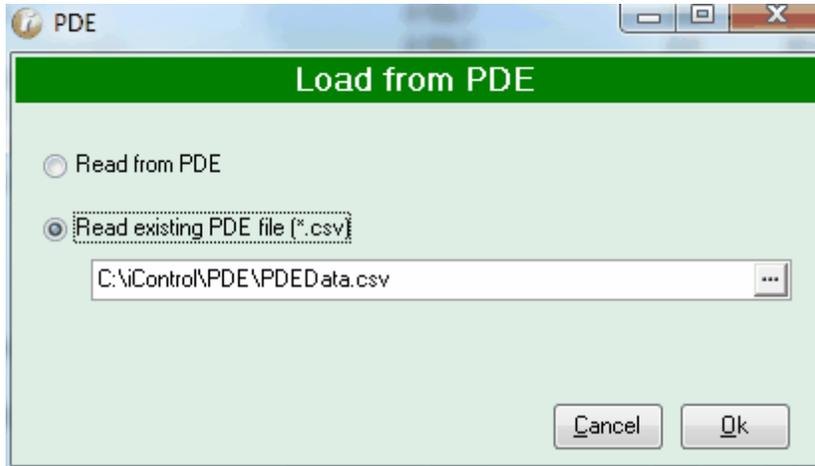


- All stock will be loaded into the Stocktake batch with a zero count, ready to load the ICount against them.
- Once the location has been loaded repeat the above process to ADD stocktakes for any other locations that have been counted.



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

- Click PDE Load. 
- Click OK.
- Select Read existing PDE file.
- Click OK.



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

Edit Stocktake Batch

File Edit Help

Batch: 160 Desc: AREA 1, DRIVE IN Lines: 821  
 Date: 10/03/2011 Pick Location: Area 1, DRIVE IN (Costs are Ex-GST) Total: \$13,128.87

Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
6061	WILD TURKEY COLA CAN, 375ML	9300727261014	375ML	-119.0	-\$377.24	63.0	\$199.71	182
6071	WILD TURKEY COLA STUB, 340ML	9300727269003	340ML	0.0	\$0.00	279.0	\$886.25	279
6081	WILD TURKEY DRY CAN, 375ML	9343496000125	375ML	0.0	\$0.00	100.0	\$316.10	100
6091	WILD TURKEY DRY STUB, 340ML	4801032111063	340ML	0.0	\$0.00	65.0	\$202.56	65
6101	WOODSTOCK 10% CAN, 200ML	9421001293337	200ML	0.0	\$0.00	102.0	\$271.08	102
6191	WOODSTOCK 355ML COLA CAN, 35E	9329982012759	355ML	0.0	\$0.00	16.0	\$33.36	16
6119	WOODSTOCK COLA 10PK, 375ML	9329982011080	375ML	0.0	\$0.00	23.0	\$494.31	23
6121	WOODSTOCK COLA 660ML, 660ML	9329982011134	660ML	0.0	\$0.00	71.0	\$323.11	71
6131	WOODSTOCK COLA CAN, 375ML	9329982011059	375ML	-1.0	-\$2.22	579.0	\$1,282.51	580
6141	WOODSTOCK COLA STUB, 330ML	9329982011103	330ML	-6.0	-\$13.22	118.0	\$260.09	124
6151	WOODSTOCK GOLD CAN, 375ML	9329982011202	375ML	0.0	\$0.00	205.0	\$786.14	205
6161	WOODSTOCK SILVER CAN, 375ML	9329982011981	375ML	0.0	\$0.00	116.0	\$336.44	116
8000	BACARDI 151, 750ML	80480095406	750ML	0.0	\$0.00	1.0	\$54.84	1
8001	BACARDI RUM, 375ML	5010677013109	375ML	0.0	\$0.00	21.0	\$350.03	21
8002	BACARDI RUM, 700ML	5010677014205	700ML	-1.0	-\$26.25	11.0	\$288.77	12
8003	BUNDABERG RED 100 PROOF, 700ML	9311866011743	700ML	4.0	\$118.68	25.0	\$741.75	21
8008	BUNDABERG RUM	7312040550029	50ML	0.0	\$0.00	0.0	\$0.00	0
8010	BUNDABERG RUM & LIQUEUR G/PK	9311866011651	1.4LTR	0.0	\$0.00	0.0	\$0.00	0
8011	BUNDABERG RUM 100 PROOF	9311866011729	700ML	-18.0	-\$612.09	0.0	\$0.00	18
8014	BUNDABERG RUM OP	7312040121328	700ML	-4.0	-\$165.45	0.0	\$0.00	4
							\$13,128.87	

821

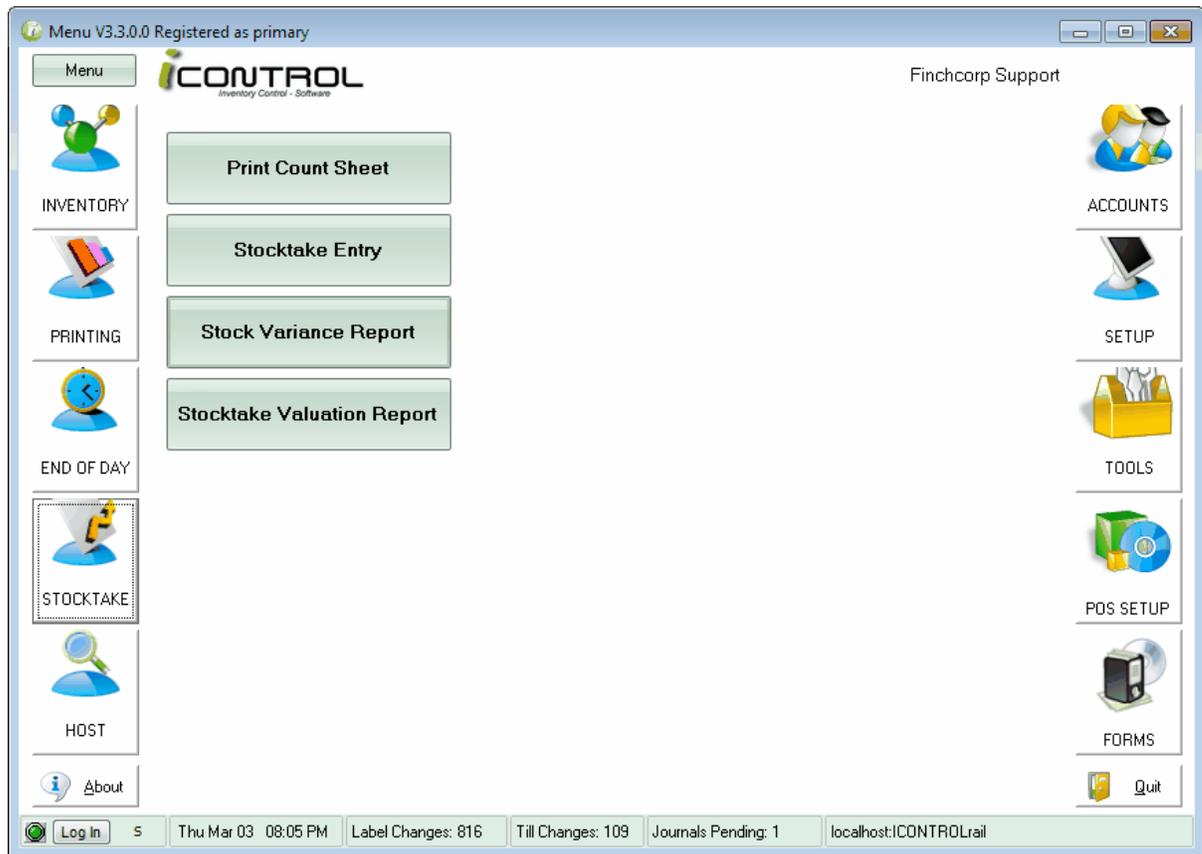
ReCalc Variances RecCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

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

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

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

- In the Stocktake menu click Stocktake Variance.



- There are two main types of Variance reports.

#### Variance By Item

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

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

Finchcorp

122%

Close

TEST HOTEL  
**Item Variances Report**  
 Area 5, PUBLIC BAR

Report printed on 03 Mar 2011 Date Range 3/03/2011 to 3/03/2011 08:15 pm

Report Run Type Current **Item Variances Report** GST Excluded

Item	Description	Size	Ctn Qty	Unit Cost	Ctn Cost	Recal Stock	Qty on Hand As Sgl	Qty on Hand As Ctn	Qty Count	Variance As Sgl	Variance As Ctn	Variance Cost
<b>BEER BULK</b>												
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	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
<b>BEER BULK Total</b>											<b>-\$3,746.60</b>	
<b>BEER PACKAGED</b>												
2001	BARECOVE RADLER STUB, 330ML	330ML	24	1.53	36.74		-6.00	(-0.25)	5.00	11.00	(0.46)	\$15.31

Page 1 of 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 Reports V3.3.0.0 - iconcontrolrail

**Stock Variance Reports**

Pick Store: TEST HOTEL Clear Help

Pick Location: Multi

Current or Previous  
 Type: Current Stocktake in Progress Today  
 From: 3/03/2011 To: 3/03/2011

Report Type  
 By Item  By Department  By Location  
 Compare Locations (crosstab report)

Report: Multi Area

Reports: Sort Order Filters Email Logo

Display on report  
 Ex GST costs  Print On-Hand Qty  
 Only Variance Items  Print Counted Qty  
 Print Variance Qty

Optional Select By  
 Department  
 Sub Dept  
 Group  
 Supplier  
 Category  
 Till Category  
 Items

Preset Config  
 Configurations  
 <Default>

Output  
 Preview  Print  Email  
 Manual Send

Log Details

Updating Location Names

Preview Report Multi Area Exit

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

Finchcorp

Any Store  
**Compare Item Variance  
Across Locations**

Printed on - 03 Mar 2011  
Date Range 3/03/2011 to 3/03/2011  
08:50 pm

No. Description Size Selected Locations Total Var Qty

DRIVE IN PUBLIC BAR

BEER BULK			BEER BULK			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 PACKAGED			BEER PACKAGED			BEER PACKAGED		
2001	BARECOVE RADLER STUB	330ML	-11.00	11.00				0.00

Page 1 of 12

- 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.

Edit Stocktake Batch

File Edit Help

Batch 160 Desc AREA 1, DRIVE IN Lines 821  
 Date 10/03/2011 Pick Location Area 1, DRIVE IN (Costs are Ex-GST) Total \$13,128.87

Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
6061	WILD TURKEY COLA CAN, 375ML	9300727261014	375ML	-119.0	-\$377.24	63.0	\$199.71	182
6071	WILD TURKEY COLA STUB, 340ML	9300727269003	340ML	0.0	\$0.00	279.0	\$886.25	279
6081	WILD TURKEY DRY CAN, 375ML	9343496000125	375ML	0.0	\$0.00	100.0	\$316.10	100
6091	WILD TURKEY DRY STUB, 340ML	4801032111063	340ML	0.0	\$0.00	65.0	\$202.56	65
6101	WOODSTOCK 10% CAN, 200ML	9421001293337	200ML	0.0	\$0.00	102.0	\$271.08	102
6191	WOODSTOCK 355ML COLA CAN, 355	9329982012759	355ML	0.0	\$0.00	16.0	\$33.36	16
6119	WOODSTOCK COLA 10PK, 375ML	9329982011080	375ML	0.0	\$0.00	23.0	\$494.31	23
6121	WOODSTOCK COLA 660ML, 660ML	9329982011134	660ML	0.0	\$0.00	71.0	\$323.11	71
6131	WOODSTOCK COLA CAN, 375ML	9329982011059	375ML	-1.0	-\$2.22	579.0	\$1,282.51	580
6141	WOODSTOCK COLA STUB, 330ML	9329982011103	330ML	-6.0	-\$13.22	118.0	\$260.09	124
6151	WOODSTOCK GOLD CAN, 375ML	9329982011202	375ML	0.0	\$0.00	205.0	\$786.14	205
6161	WOODSTOCK SILVER CAN, 375ML	9329982011981	375ML	0.0	\$0.00	116.0	\$336.44	116
8000	BACARDI 151, 750ML	80480095406	750ML	0.0	\$0.00	1.0	\$54.84	1
8001	BACARDI RUM, 375ML	5010677013109	375ML	0.0	\$0.00	21.0	\$350.03	21
8002	BACARDI RUM, 700ML	5010677014205	700ML	-1.0	-\$26.25	11.0	\$288.77	12
8003	BUNDABERG RED 100 PROOF, 700ML	9311866011743	700ML	4.0	\$118.68	25.0	\$741.75	21
8008	BUNDABERG RUM	7312040550029	50ML	0.0	\$0.00	0.0	\$0.00	0
8010	BUNDABERG RUM & LIQUEUR G/PK	9311866011651	1.4LTR	0.0	\$0.00	0.0	\$0.00	0
8011	BUNDABERG RUM 100 PROOF	9311866011729	700ML	-18.0	-\$612.09	0.0	\$0.00	18
8014	BUNDABERG RUM OP	7312040121328	700ML	-4.0	-\$165.45	0.0	\$0.00	4
821							\$13,128.87	

ReCalc Variances RecCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

- 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

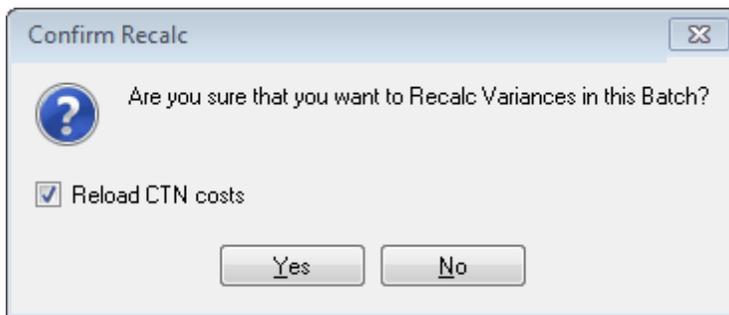
Cancel Save

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.

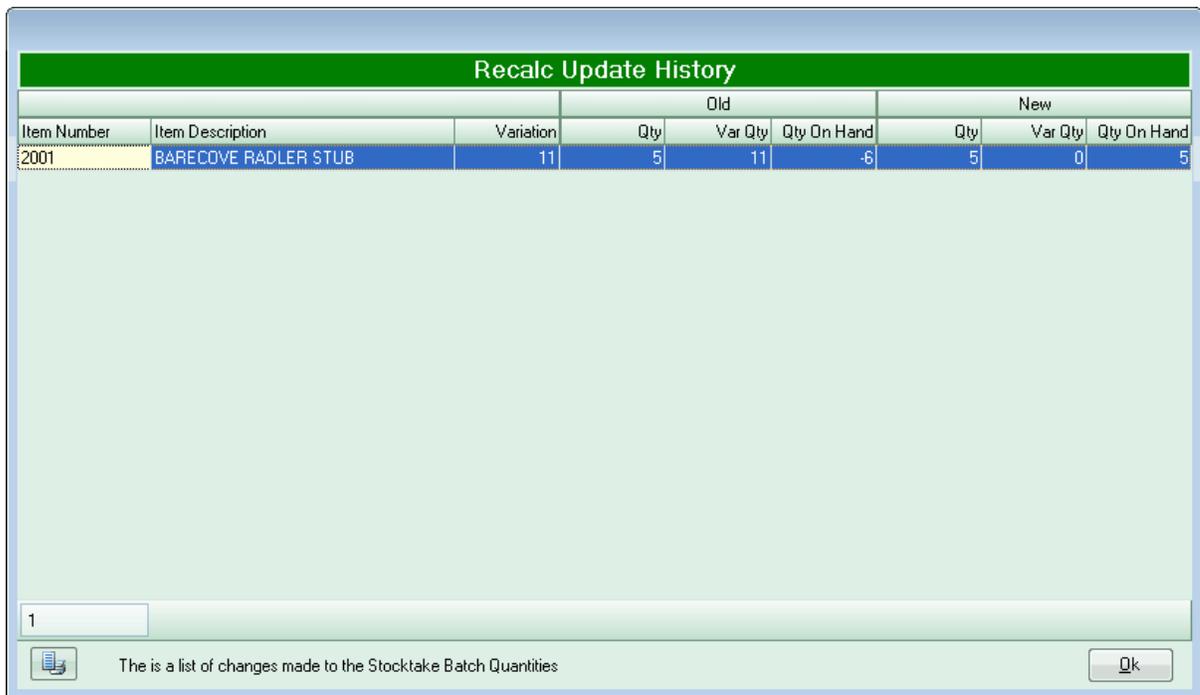
### Recalculate Variance

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.



A screenshot of a software window titled "Recalc Update History". It contains a table with the following data:

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

At the bottom of the window, there is a text box containing the number "1", a small icon, and the text "This is a list of changes made to the Stocktake Batch Quantities". An "Ok" button is located in the bottom right corner.

### 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. 

Edit Stocktake Batch

File Edit Help

Batch: 158 Desc: AREA 5, PUBLIC BAR Lines: 280

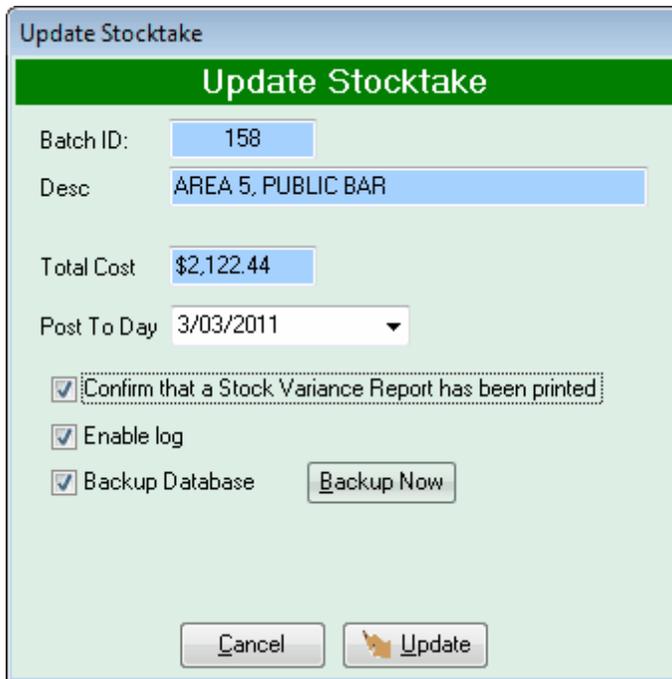
Date: 23/02/2011 Pick Location: Area 5, PUBLIC BAR (Costs are Ex-GST) Total: \$2,122.44

Item Number	Desc	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 COLA CAN, 375ML	9310733112958	375ML	159.0	\$461.43	0.0	\$0.00	-159
5581	JACK DANIELS COLA 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	1
5651	JIM BEAM COLA CAN, 375ML	9316417000153	375ML	-41.0	-\$118.35	0.0	\$0.00	41
5681	JIM BEAM CUBE SGL, 375ML		5681 375ML	289.0	\$709.57	0.0	\$0.00	-289
5691	JIM BEAM DRY CAN, 375ML	9316417002324	375ML	19.0	\$54.26	0.0	\$0.00	-19
5741	MALIBU COLA CAN, 375ML	9300727002983	375ML	0.0	\$0.00	0.0	\$0.00	0
6271	RUSH STUB, 275ML		6271 275ML	0.0	\$0.00	0.0	\$0.00	0
6241	RUSKIE CHILL RASPBERRY, 330ML		6241 330ML	-24.0	-\$67.67	0.0	\$0.00	24
5961	SMIRNOFF ICE BLACK STUB, 335ML	5410228141785	335ML	0.0	\$0.00	0.0	\$0.00	0
5981	SMIRNOFF ICE RED STUB, 335ML	9310495061518	335ML	5.0	\$12.88	0.0	\$0.00	-5
6237	TWISTEE SHOT BAR, 6PK30ML		6237 6PK30ML	2.0	\$0.00	0.0	\$0.00	-2
6226	TWISTEE VARIETY PACK, 12PK30M	9421001292262	12PK30M	-1.0	-\$12.51	0.0	\$0.00	1
6041	UDL CAN, 375ML	9310495070657	375ML	6.0	\$12.84	0.0	\$0.00	-6
6061	WILD TURKEY COLA CAN, 375ML	9300727261014	375ML	64.0	\$202.88	0.0	\$0.00	-64
6071	WILD TURKEY COLA STUB, 340ML	9300727269003	340ML	13.0	\$41.29	0.0	\$0.00	-13
6191	WOODSTOCK 355ML COLA CAN, 35E	9329982012759	355ML	0.0	\$0.00	0.0	\$0.00	0
6131	WOODSTOCK COLA CAN, 375ML	9329982011059	375ML	26.0	\$57.59	0.0	\$0.00	-26
8002	BACARDI RUM, 700ML	5010677014205	700ML	-1.0557	-\$27.71	0.0	\$0.00	1.0557
8015	BUNDABERG RUM RED, 700ML	9311866008798	700ML	0.7582	\$20.26	0.0	\$0.00	-0.7582
							\$2,122.44	

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ReCalc Variances RecCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

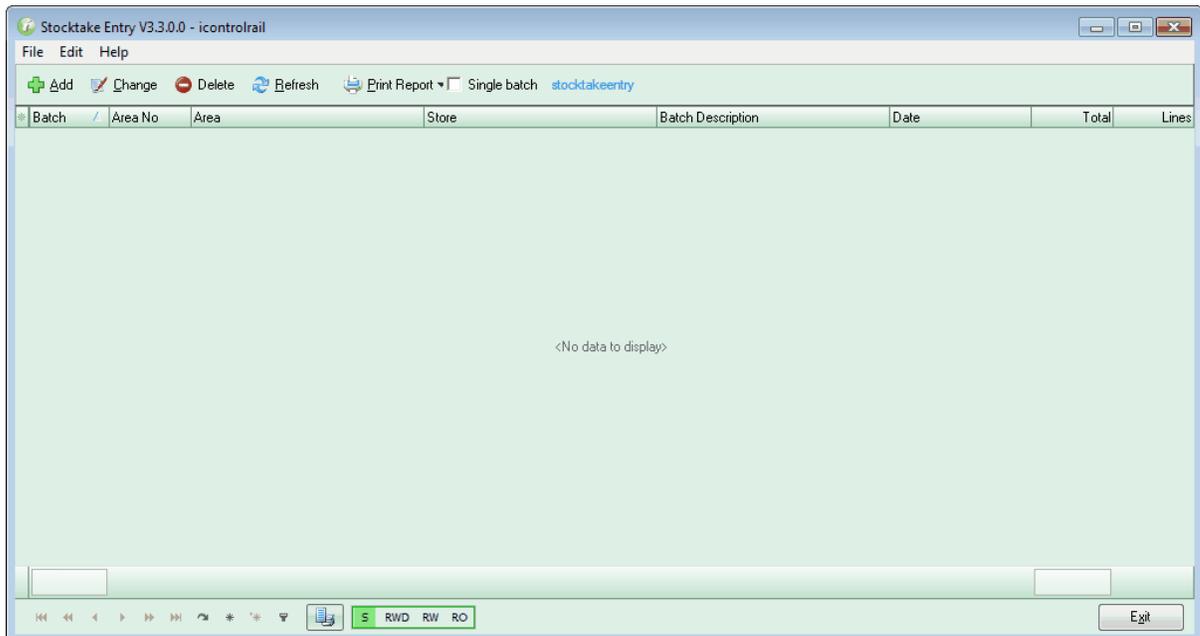
- Once the Update button is pressed, the Update screen will be prompted.
- Select the day to Update the Stocktake. The Update should be updated to the day of the sales before the stocktake was counted. In the below example the stock was counted on the night of the 03/03/2011. So in most cases the date 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.



The 'Update Stocktake' dialog box contains the following fields and options:

- 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
- Buttons: Backup Now, Cancel, Update

- Click Exit.



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

## 4.4 Rolling Stocktake

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

A familiar way this process is done is to have a Roster on which department is being counted on a certain day. Example could be Mondays -sprints, 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.

The image shows two overlapping dialog boxes from a software application. The top dialog box is titled 'New Batch' and has a green header bar with the same text. It contains a 'Pick Location' button with a house icon, a blue horizontal bar, a checked checkbox for 'Load all Items', and a 'CLR' button. Below these are four buttons: 'Department', 'Sub Dept', 'Group', and 'Supplier'. At the bottom are 'Cancel' and 'OK' buttons. The bottom dialog box is titled 'frmSelectFilter' and has a green header bar with 'Select Departments'. It contains a list of department names, each with an unchecked checkbox. The 'RUM' department is selected, highlighted in blue, and its checkbox is checked. The list includes: 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, RUM, SAUCES, SCOTCH, and SEE SERVER. At the bottom are 'Clear', 'Cancel', and 'OK' buttons.

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

Edit Stocktake Batch

File Edit Help

Batch  Desc AREA 1, DRIVE IN BOTTLE SHOP Lines

Date  Area 1, DRIVE IN BOTTLE SHOP (Costs are Ex-GST) Total

* Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on 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 DRO 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

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Add Change Delete Refresh   Group

ReCalc Variances ReCalc Ext Cost PDE Load Print Report  Update

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

PDE

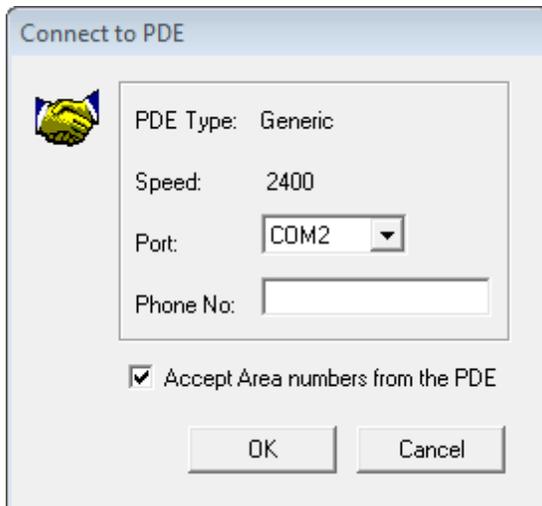
**Load from PDE**

Read from PDE  
 Read existing PDE file (\*.csv)

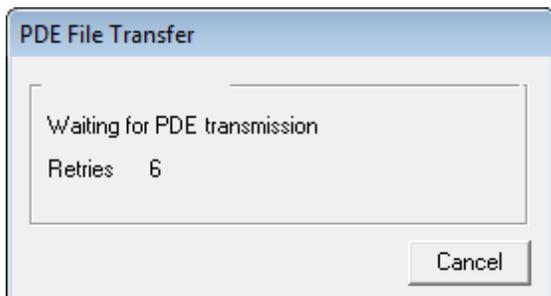
- Click OK.
- The checkbox labeled 'Accept Area Numbers from the PDE' is an option to use the

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

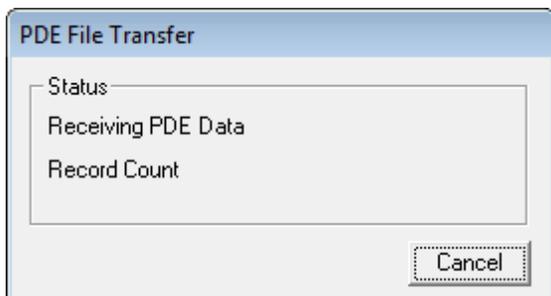
- Click OK



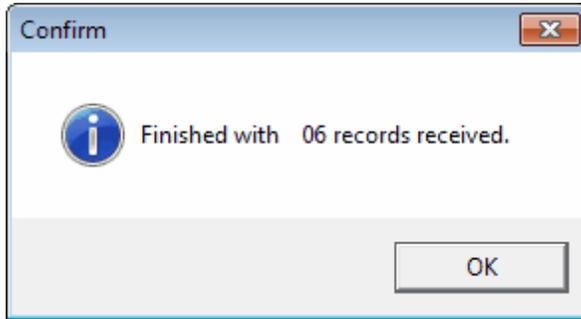
- The below screen will display until it connects to the PDE. If the retries continue look at troubleshooting for assistance.



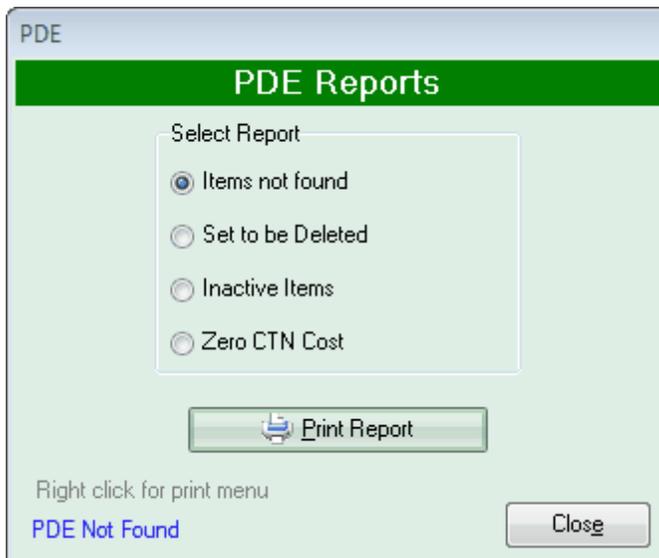
- The below screen is what is displayed with a successful to the connection to the PDE.



- Screen once finished downloading.
- Click OK



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



Printed on - 10 Mar 2011 09:11 pm

Loc	Scan Code	Description	Item No.	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 Records Not Found 2**

Page 1 of 1

- 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

File Edit Help

Batch 23 Desc AREA 1, LIQUOR BARN Lines 19

Date 24/05/2011 Pick Location Area 1, Liquor Barn (Costs are Ex-GST) Total \$4,288.17

* Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
9200	BACARDI BLACK RUM, 700ML		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 RUM		9203 700ML	-5	-\$48.01	0	\$0.00	5
9213	BUNDABERG DIST NO3, 700ML		9213 700ML	-1	-\$32.75	11	\$360.30	12
9217	BUNDABERG RUM 100 PROOF		9217 700ML	-6	-\$207.20	0	\$0.00	6
9208	BUNDABERG RUM OP, 700ML		9208 700ML	0	\$0.00	9	\$377.99	9
9216	BUNDABERG RUM RED 100 PROOF		9216 700ML	-6	-\$207.20	0	\$0.00	6
9209	BUNDABERG RUM RED, 700ML		9209 700ML	2	\$53.59	35	\$937.85	33
9204	BUNDABERG RUM, 1125ML		9204 1125ML	0	\$0.00	18	\$814.47	18
9205	BUNDABERG RUM, 200ML		9205 200ML	0	\$0.00	34	\$333.88	34
9206	BUNDABERG RUM, 375ML		9206 375ML	-1	-\$16.87	7	\$118.07	8
9207	BUNDABERG RUM, 700ML		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 RUM	85386400003	700ML	0	\$0.00	0	\$0.00	0
9214	INNER CIRCLE GREEN DOT, 700ML		9214 700ML	0	\$0.00	3	\$115.45	3
9215	INNER CIRCLE RED DOT		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	0	\$0.00	0	\$0.00	0

19 \$4,288.17

Add Change Delete Refresh Department No - Description Group

ReCalc Variances ReCalc Ext Cost PDE Load Print Report Stocktake Items Update Close

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

[See Variance Report to understand Variances](#)

[See Stocktake Update to Understand Updating](#)

### Rolling Stocktake Manual.

**Print Count Sheet**

- In the Stocktake menu click Print Stock Count Sheet.
- Tick Print Current QTY on Hand and Load Items not counted into the count file as Zero Count.
- Select the 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 - icontrolrail

### Stocktake Countsheet

Pick Location: Area 5, PUBLIC BAR All

Options | Filters | Email | Logo

Print Current Qty On-Hand    ----▶  Only print items with stock on hand

Print only Items not counted

Load Items not counted into the count file as a Zero Count

Report Order

Dept/SubDept     Dept/Alpha

Alpha             GP %

Supplier

Item Number

Group

Output

Preview

Print

Email

Manual Send

Optional Select By

Department

Sub Dept

Group

Supplier

Category

Till Category

Items

Preset Config

<Default>

Log Details

Preview Report countsheet Exit

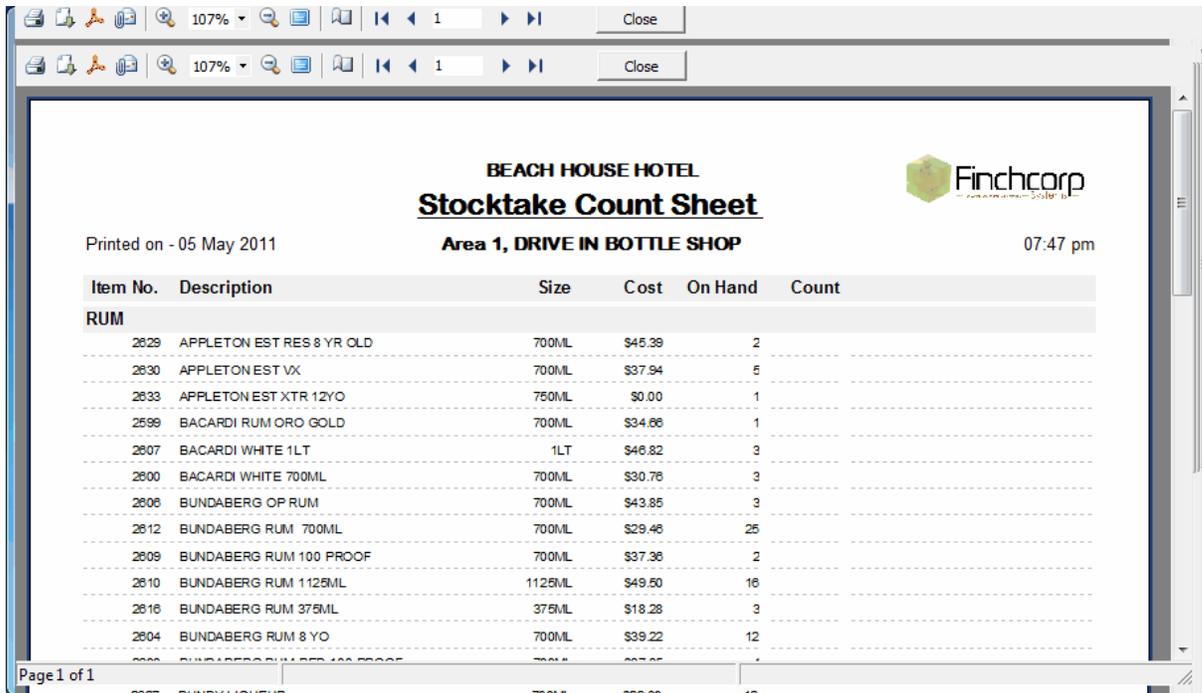
frmSelectFilter

### Select Departments

- 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
- RUM
- SAUCES
- SCOTCH
- SEE SERVER
- SHERRY BOTTS
- SHERRY BULK

Clear    Cancel    OK

- 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.



**BEACH HOUSE HOTEL**  
**Stocktake Count Sheet**

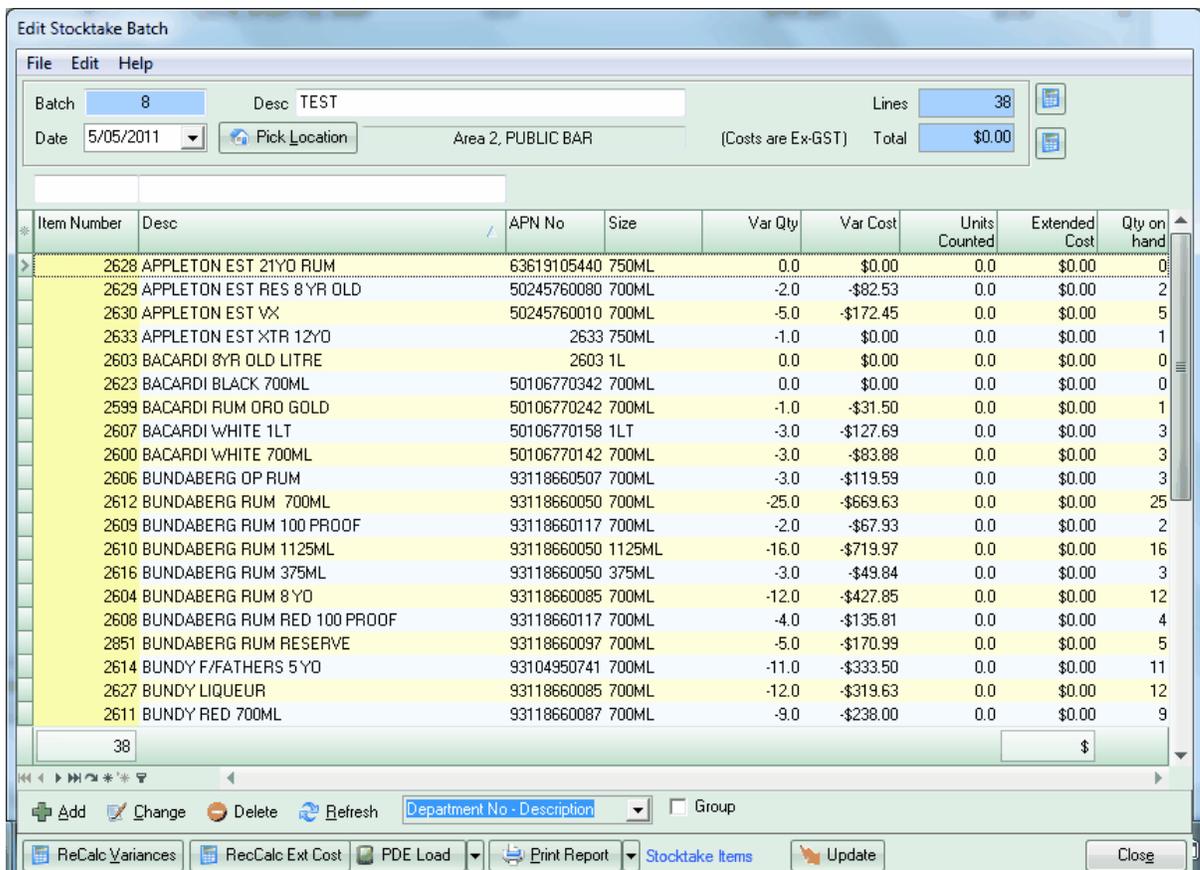
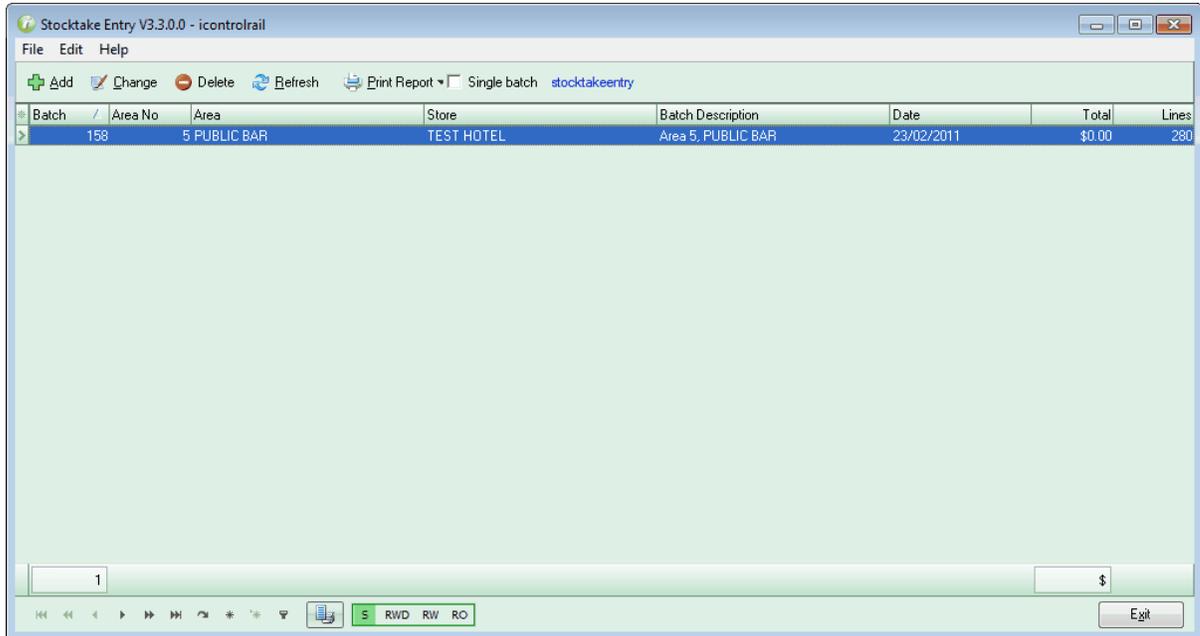


Printed on - 05 May 2011 Area 1, DRIVE IN BOTTLE SHOP 07:47 pm

Item No.	Description	Size	Cost	On Hand	Count
<b>RUM</b>					
2829	APPLETON EST RES 8 YR OLD	700ML	\$45.39	2	
2830	APPLETON EST VX	700ML	\$37.94	5	
2833	APPLETON EST XTR 12YO	750ML	\$0.00	1	
2599	BACARDI RUM ORO GOLD	700ML	\$34.66	1	
2807	BACARDI WHITE 1LT	1LT	\$46.82	3	
2800	BACARDI WHITE 700ML	700ML	\$30.76	3	
2808	BUNDABERG OP RUM	700ML	\$43.85	3	
2812	BUNDABERG RUM 700ML	700ML	\$29.46	25	
2809	BUNDABERG RUM 100 PROOF	700ML	\$37.36	2	
2810	BUNDABERG RUM 1125ML	1125ML	\$49.50	16	
2816	BUNDABERG RUM 375ML	375ML	\$18.28	3	
2804	BUNDABERG RUM 8 YO	700ML	\$39.22	12	
2806	BUNDABERG RUM 100 PROOF	700ML	\$37.36	2	
2807	BUNDABERG RUM 1LT	1LT	\$46.82	3	

Page 1 of 1

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



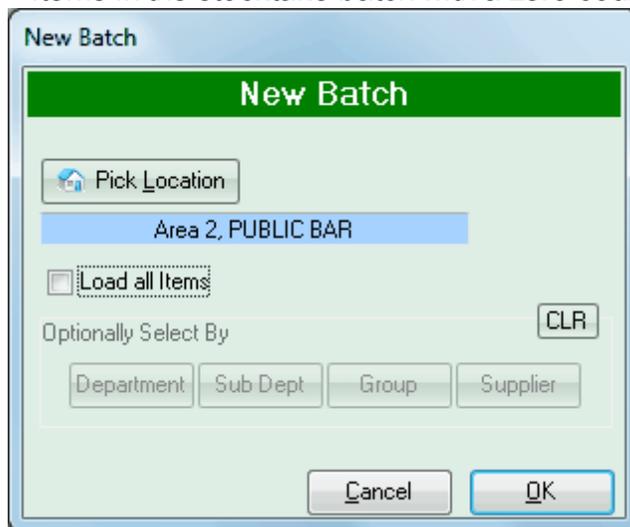
**Note**

[See Variance Report to understand Variances](#)

[See Stocktake Update to Understand Updating](#)

## 4.5 Stock Adjustment

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



- Click OK.

Edit Stocktake Batch

File Edit Help

Batch  Desc AREA 2, PUBLIC BAR Lines

Date   Area 2, PUBLIC BAR (Costs are Ex-GST) Total

* Item Number	Desc	APN No	Size	Var Qty	Var Cost	Units Counted	Extended Cost	Qty on hand
<No data to display>								

Group

- 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 existing record

- Enter the new Stock on Hand then click Save.

Item Number 10  
JAMES BOAGS DRT KEG, 50LT  
Curr On-Hand 0.25  
Units Counted 0  
Add Unit Count 1

Cancel Save

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

Item Number  Item Lookup..  
 Add to any existing record

Cancel OK

- 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:

Desc

Total Cost

Post To Day

Confirm that a Stock Variance Report has been printed

Enable log

Backup Database

## 4.6 ICount Procedure

### iCount PDA Operation Procedure

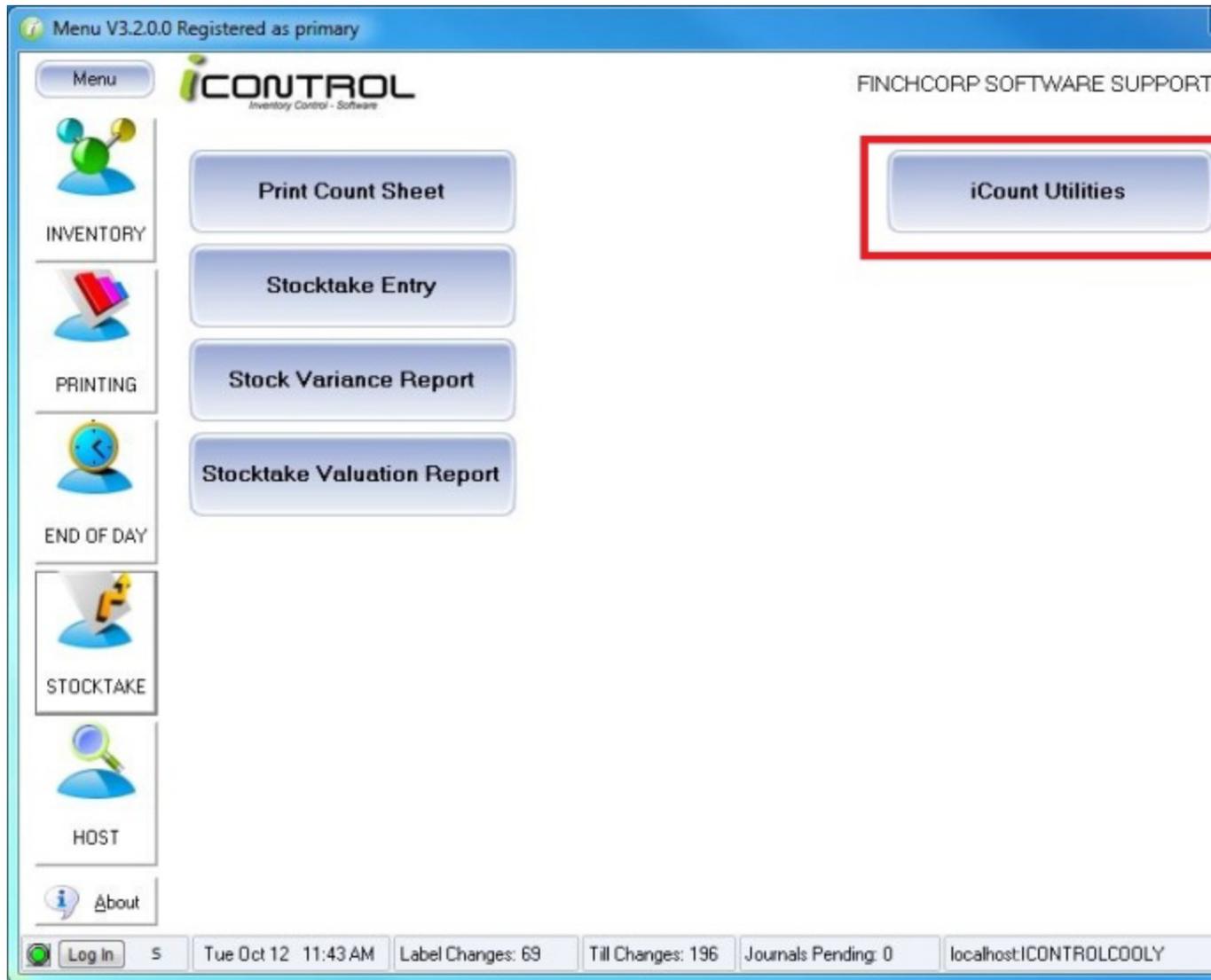
(This manual is written specifically for the M3 Sky PDA version of iCount)

#### Updating iCount Device

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



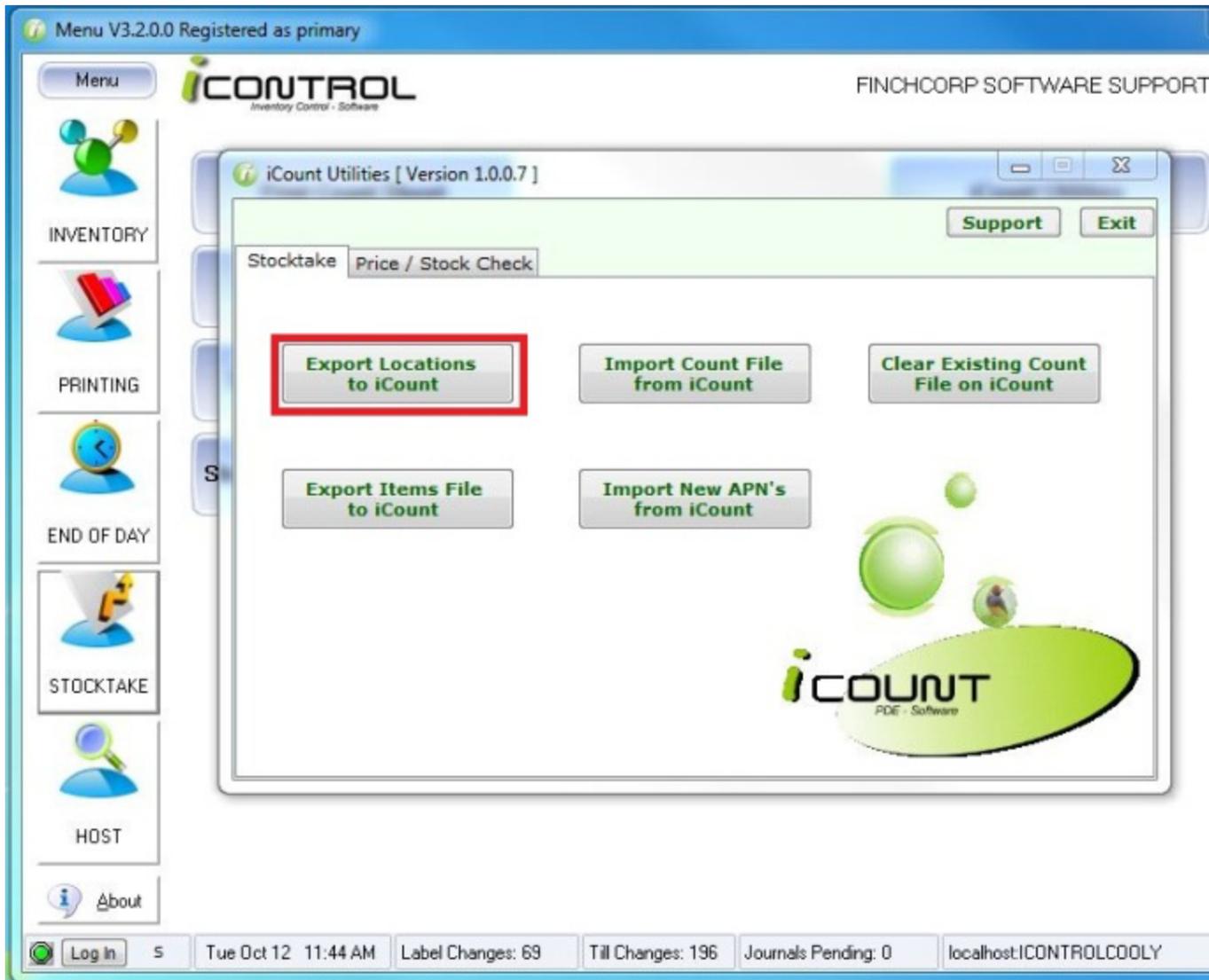
- From the Stocktake Menu of IControl, press the iCount button.



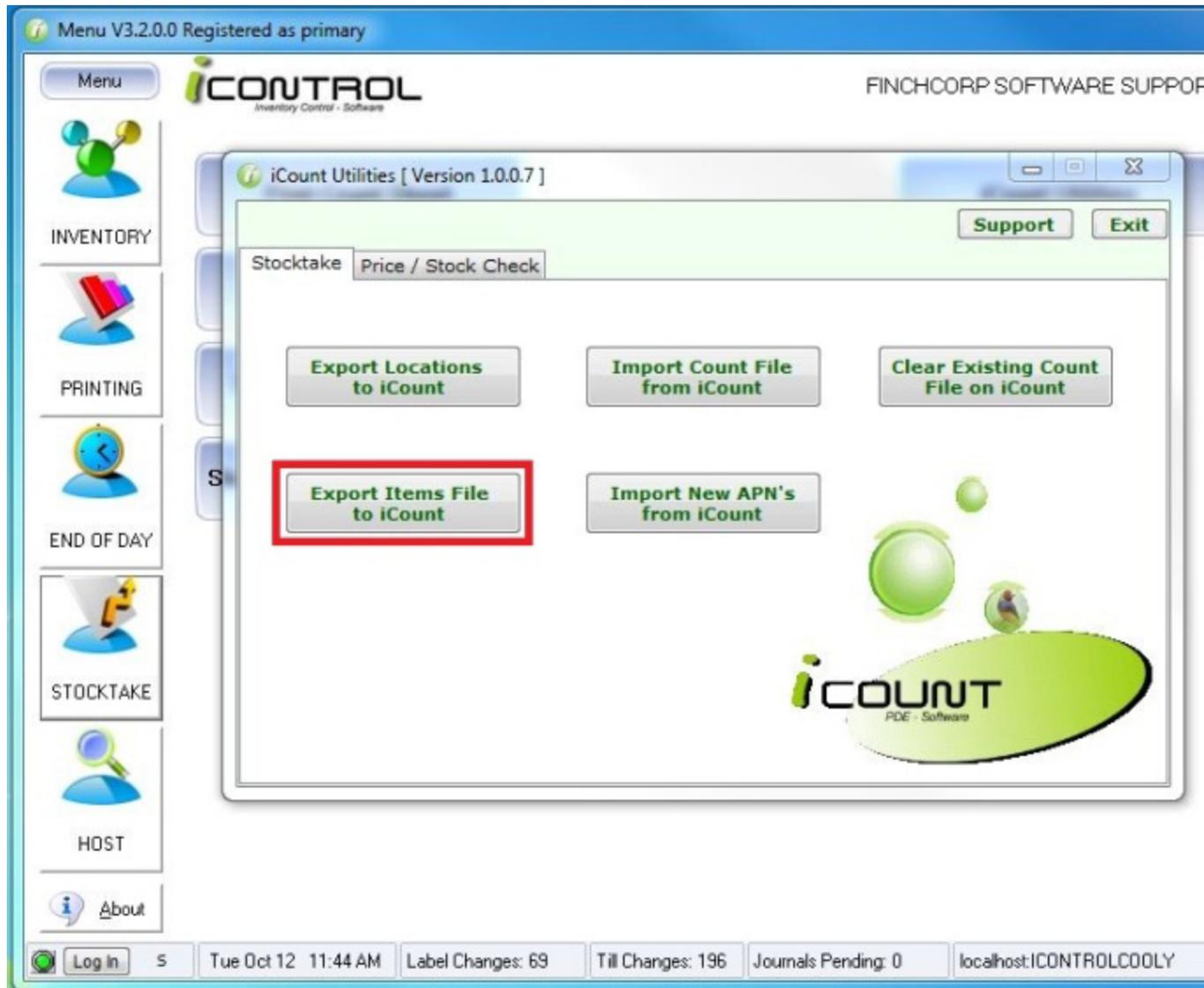
### Setting up iCount

- The first step is to ensure that the iCount device has current location information from iControl. To load the Location information, click on the “Export Locations to iCount” button.

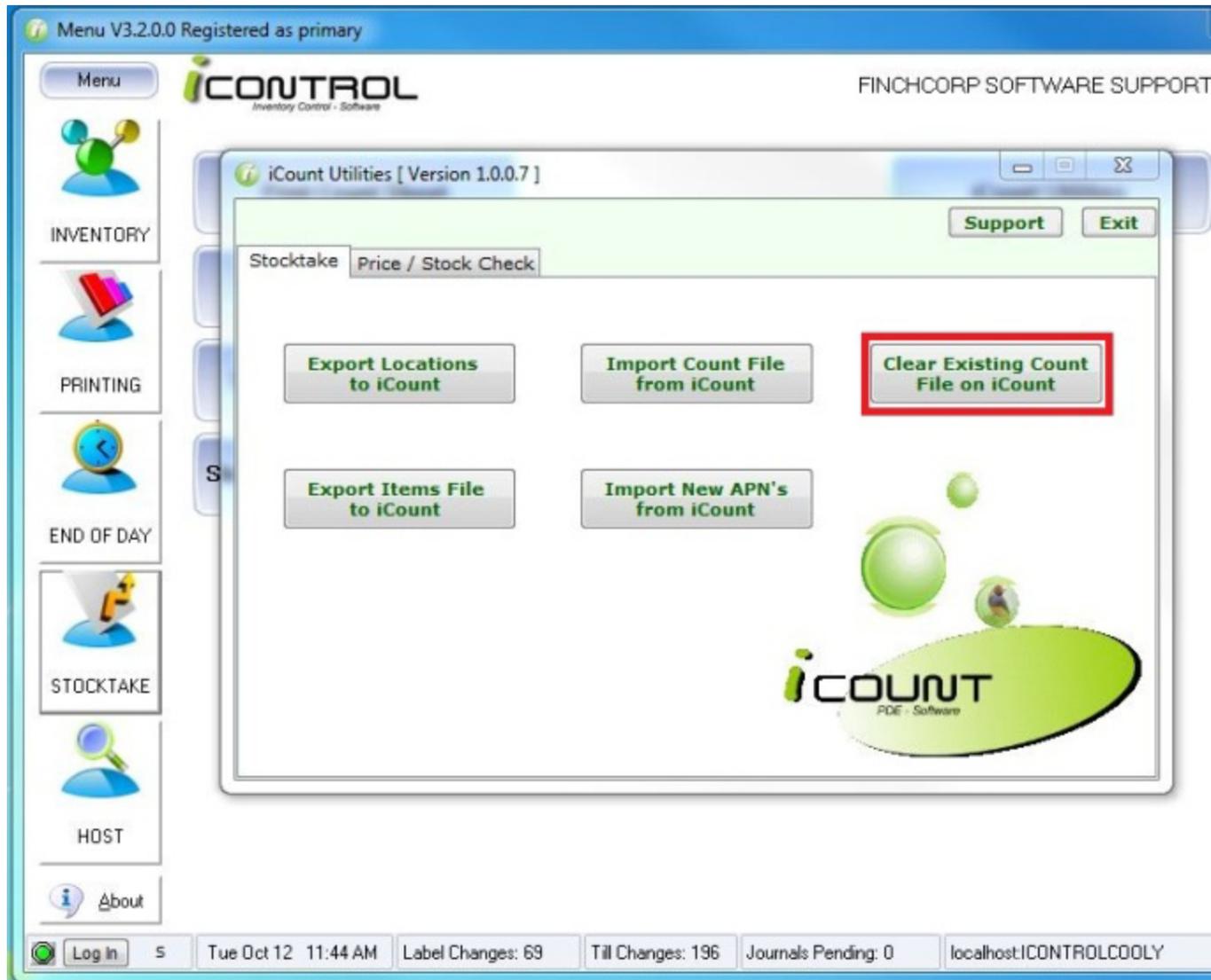
This will export the location number and description to iCount. Once the file has been exported, you will get a message telling you to “Press any key to continue...”



- Next we need to make sure that all the item information in the iCount device is current. To do this click on the “Export Items File to iCount” button. Once the file has been exported, you will get a message telling you to “Press any key to continue...”.



- If you are beginning a new stock count you will need to clear the previous count file from the iCount device. To do this click on the “Clear Existing Count File on iCount” button. Once the file has been cleared, you will get a message telling you to “Press any key to continue...”.  
Note: This file will not be lost forever. The last 10 count files are kept stored on your computer in case you accidentally delete one. If this happens to you, contact your system support to retrieve the file.

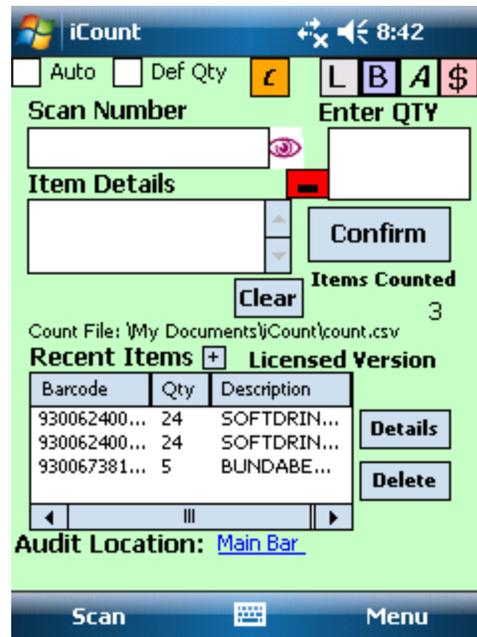


### Using the iCount Software

- You can now disconnect the device from the PC. If it is not already open, start the iCount software. If you did not clear the current count file from the device, you will be asked if you want to continue using the current file. Clicking YES will keep it, clicking No will delete it. Be careful with your selection at this point – if you choose no, the file cannot be retrieved.
- The iCount screen should start up in advanced mode. If not, tap on the "" button at the top right of the screen.

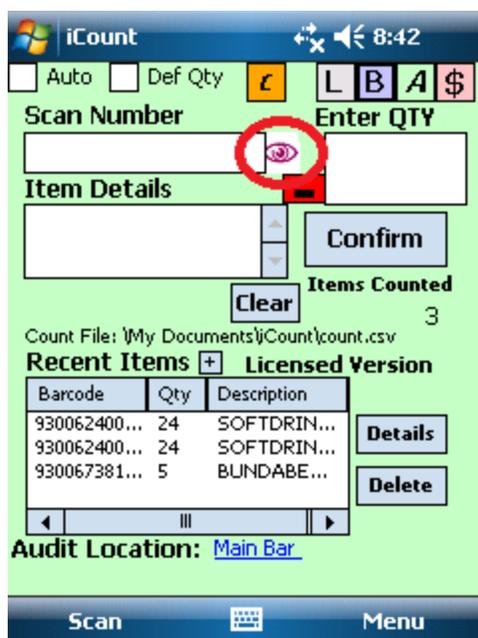


Basic Mode

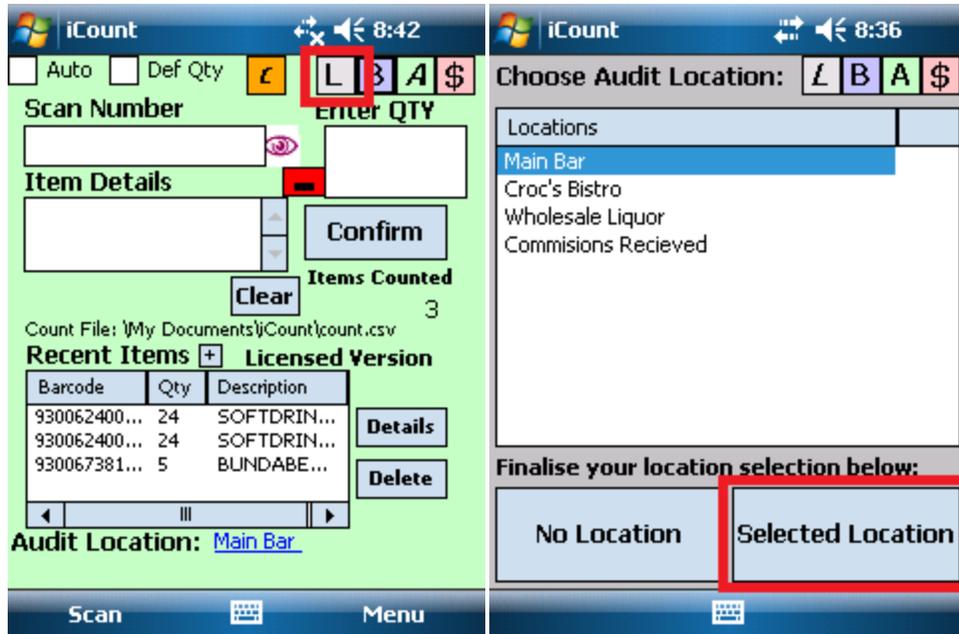


Advanced Mode

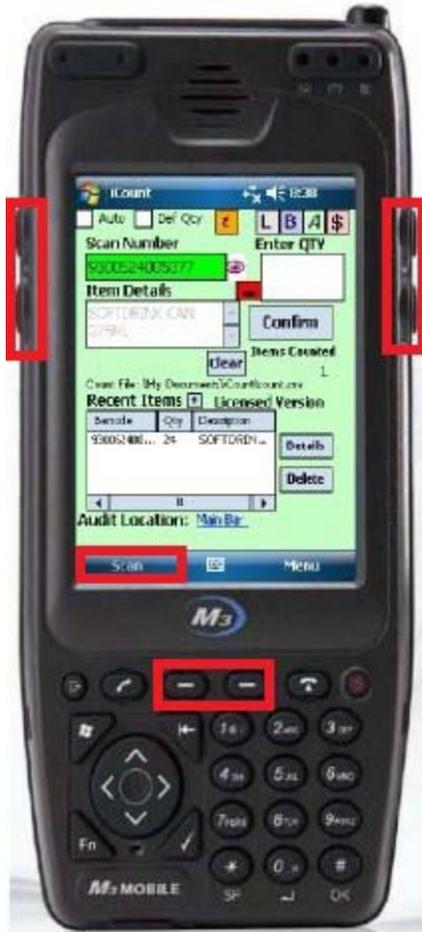
- On the iCount screen, tap on the eyeball icon located directly to the right of the Scan Number entry field. This will refresh items list stored in the device ready to start scanning. You will see a progress bar appear in the middle of the screen. When the update is finished, the item search screen will appear. At this point you can tap on “Close – Cancel” button up the top left hand corner.



- Before you can begin counting, you need to select a Location. Tap on the “L” button at the top of the screen, highlight the area you are counting and tap the “Selected Location” button to confirm your selection.



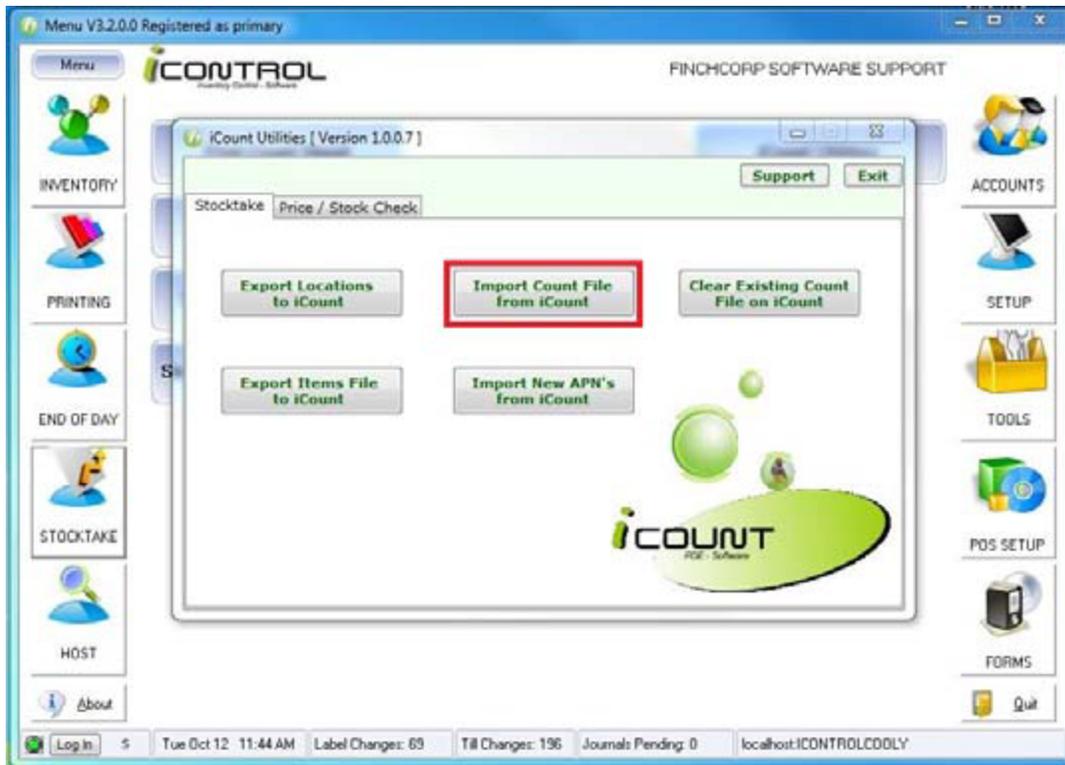
- Before scanning the first item, you will need to tap in the blank Scan Number entry field. This only needs to be done for the first item in each count session to ensure that the cursor is focussed on the correct starting position.
- Scan the item that you wish to count by either tapping the Scan button on the bottom left of the screen, or using one of the assign hardware buttons on the device as shown below.



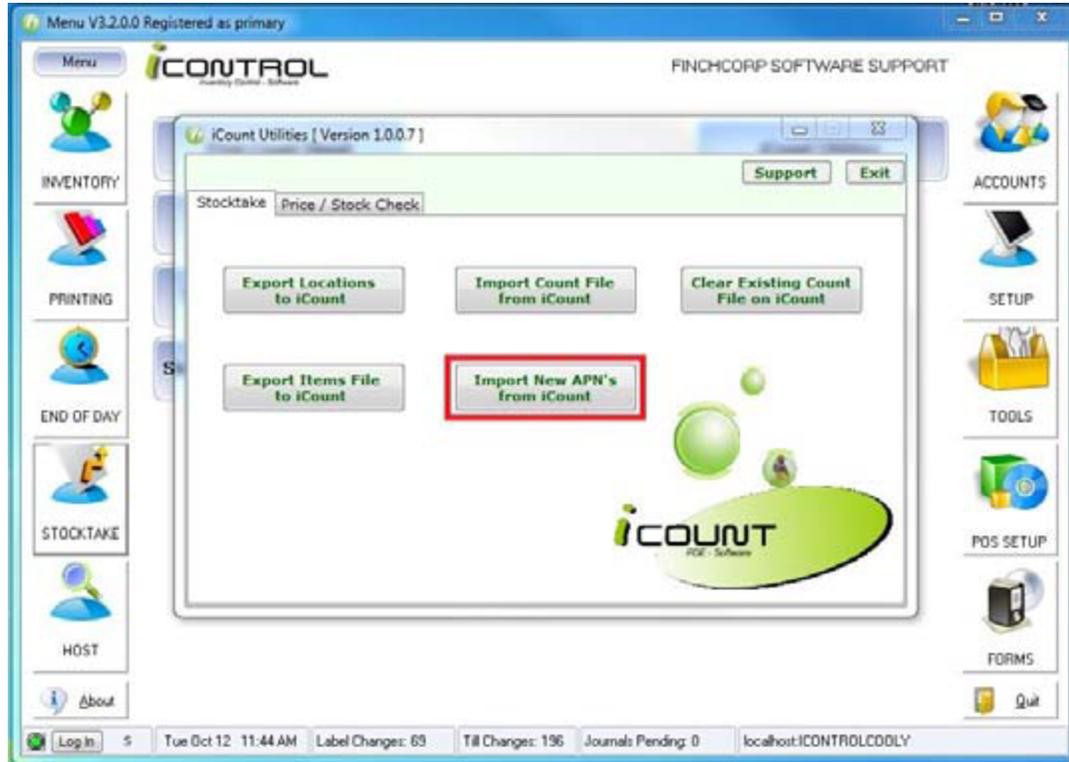
- Enter the count quantity using the numeric keypad and press the (Enter key, indicated by the “Tick” symbol at the bottom right of the directional pad keys). The “” key acts as a decimal point if needed.
- Continue to scan all items that you wish to count.
- Once you have completed scanning and counting all your products, connect the iCount device to the PC with the USB data cable and ensure that the device is seen by ActiveSync (Windows XP) or Windows Mobile Device Centre (Windows Vista, 7).

#### Importing Data from iCount Software

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



- If you have added any barcodes to items during the iCount session, these will need to be imported into IControl as well. Do this by clicking on the “Import New APN’ from iCount” button. This will add the new barcodes to the relevant items and give you the “Press any key to continue...” message.



- Once you have done this, you are ready to read the PDE file into iControl. Refer to the [Stocktake with iCount](#) for further information on how to do this.

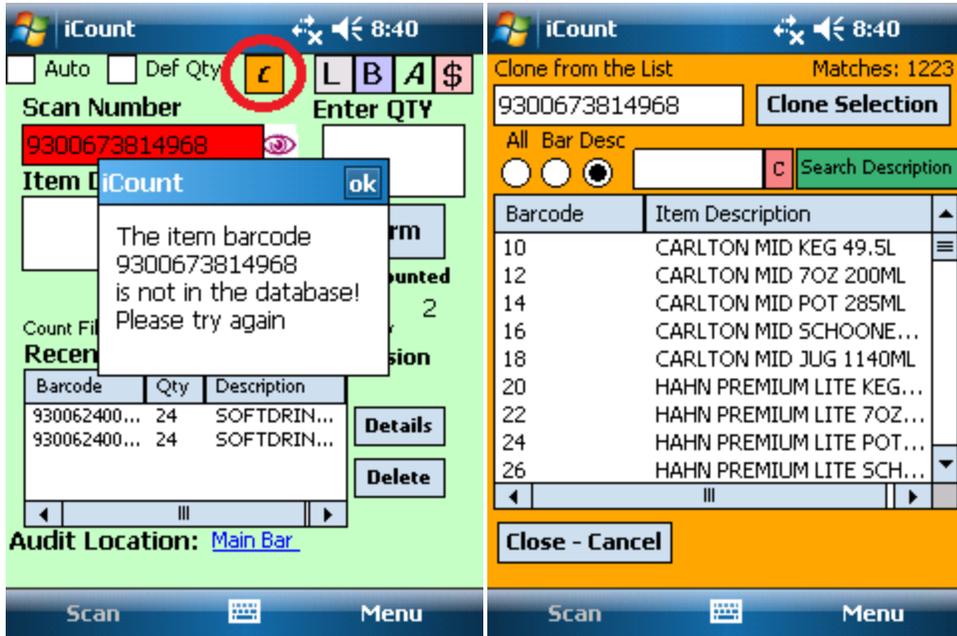
### Error Messages and Advanced Functions

- Message: “The item barcode XXXXXXXXXXXXX is not in the database! Please try again”

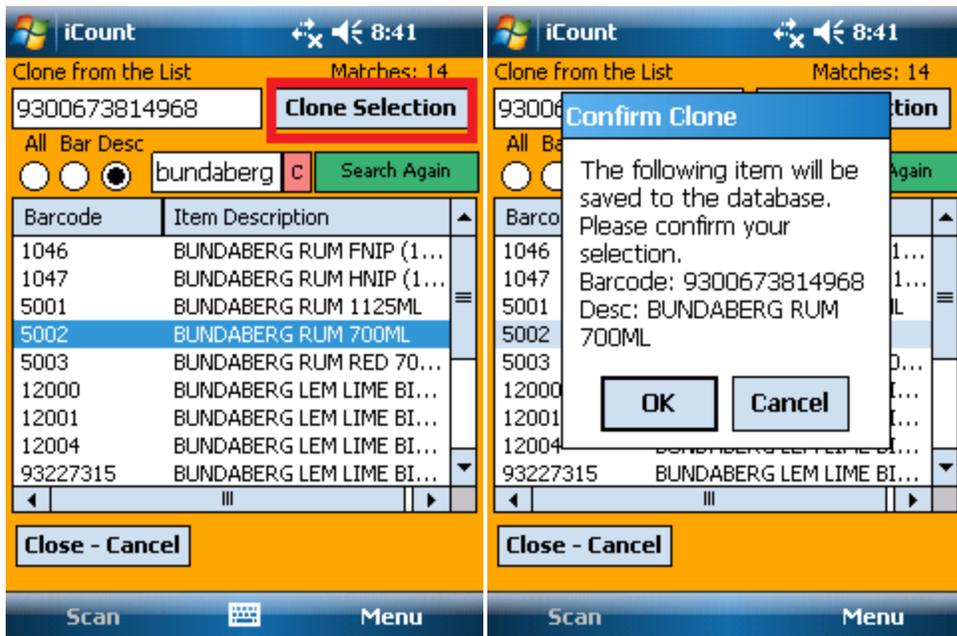
If the Scan Number entry field turns red and the following message appears, “the item barcode xxxxxxxxxxxxx is not in the database! Please try again” you have scanned an item

that is not recognised by iCount. If it is a valid item and you would like to add the barcode to an existing item, follow these steps...

1. Press on the button at the top of the iCount screen. This will take you to the item search screen.
2. Search for the item to add the barcode to. You can search by either Description or the items.



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

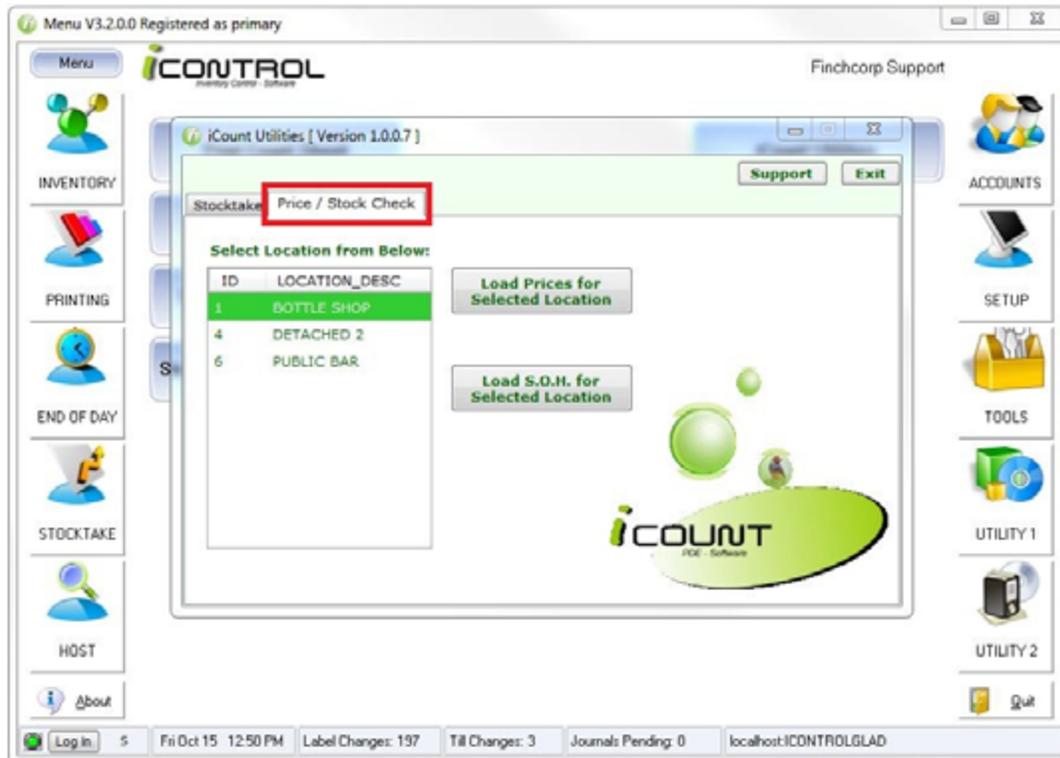


- You will be taken back to the main iCount screen to enter a count quantity for that

item. Do this and continue scanning.

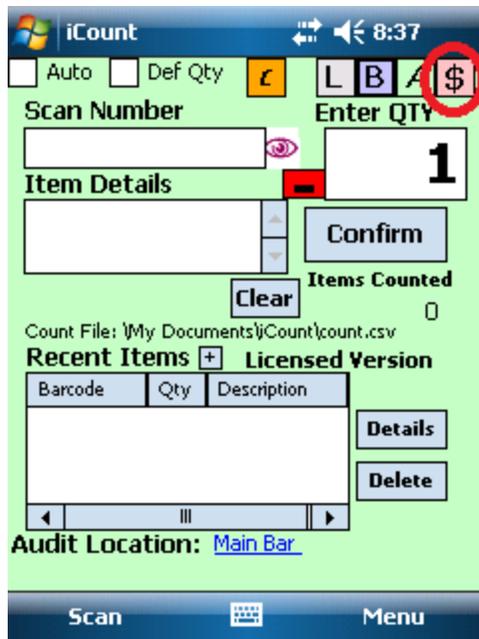
### Using the Price / Stock check Feature for a specified Location.

- With the device connected to the PC, open up iControl, go to the Stocktake menu and click on the iCount button. On the iCount Utilities screen, click on the “Price / Stock Check” tab at the top. You should see a list of your locations in the window on the left hand side.



- Select the location you want to stock / price check from the selection window on the left hand side.
- To send the selected locations current pricing to the iCount device, press the “oad Prices for Selected Location” button. This will send all items to the device with their current selling prices. Note: only Price level 1 is sent to iCount.
- To send the selected locations current stock on hand quantity to the iCount device, press the “Load S.O.H. for Selected Location” button. This will send all items to the device with their current stock units on hand quantity. Note: this feature is really only useful if all sales, invoices, wastage and stock transfer transactions have been processed prior to the information being sent to iCount.

- To initiate this function on the device, enter “rice Check” mode by pressing the “\$” button at the top right of the iCount screen. This mode was originally intended only for price checking, but can also be used to check Stock on Hand as well.



- Scan the item and you will be shown either the Price or the Current stock on hand in the window at the bottom. Continue scanning as many items as you need to check.

