It's Stocktake Day!

Start

During stocktake period, ensure you log in with the correct date.

1 Add any new suppliers
Add or create any new products
Setup new products using stock levels

2 Enter all liquor purchases by supplier & date throughout the period as goods arrive using invoices wherever possible.

Update any cost price changes where applicable.

3 Complete any credits in the same way.

4 Complete any inter-bar transfers if your site is a multi bar outlet.

5 Enter all revenue (Sales) by date - Inclusive of VAT (Gross), The software will account for net entries wherever required.

6 Enter any authorised Allowances, promotional reductions etc, using the allowance code selector, correctly dated and including information. (Allowances will require supporting documentation).
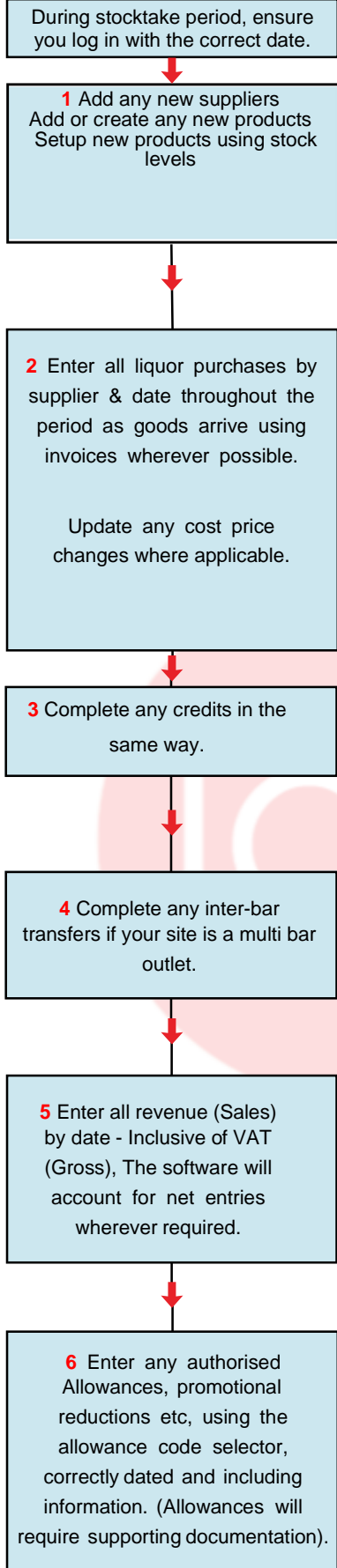

To be completed on or as near as possible to period end date.

7 Log into your site always using the correct date on Bar entry dialog box.

8 Print out count sheets for each area and perform an accurate count of all

9 Ensure any interim closing stock counts are zeroed, then enter new closing stock values for

10 Check for any negative current period sales.

Check for any products with 0 yield/cost/selling prices

11 Do not use the system until Stock-check HQ/Stocktaker on-site, resets (Rollover) the system ready to start a new

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Rollover

After Stocktake Day

Confirm boxes **1 - 11** are completed correctly. Now call Logonn HQ

01756 708 783 To advise our support team that your stocktake is complete and ready for external auditing.

Depending on the level of service selected, the stock will then either be rolled over or audited.

Logonn will then prepare and finalise all stock reports for the period. You will then receive an electronic copy of the final stocktake report.

Logonn will then reset (Rollover) the system, ready to start the process again for the next financial period.

START AGAIN!

To be completed on or as near as possible to period end date.

logonn
stocktaking software solutions

During Stocktake Day Notes

1. During the financial period, enter all purchases as they are delivered, as soon as possible, daily if necessary ...10mins/day is better than a few hours the day before stocktake!
This also allows for the creation and adding of new products should there be any, which will help when the count sheets are printed ready for stocktaking day.

2. Ideally use invoices to enter your purchases, so that the costs will balance to your data entry this is a good method of error checking.

Any product that has a changed cost price from a supplier, should be updated from the purchase screen, by ticking the update check box. This will ensure the value of the stock is correctly updated.

Purchases should be made directly to the cellar, in the case of a site that has multiple outlets. Avoid entering purchases into a bar directly, it is preferable to transfer stock from a cellar to a bar in this example.

Products that are new to any Bar/Cellar will require a correct: Yield, Cost price, Selling Price. As a reminder products that are missing any of these are shown in a highlighted colour on the stocktake and stock levels screens on your software.

3. Credits should also be entered if applicable to the period dates, if a credit is entered from a previous period, this will affect the stock result in this period and should be noted.

4. At every opportunity, transfers between bar departments should be entered with appropriate date and reference to the relevant destination bar. This will assist with balancing the closing stock held in the cellar in sites that have multiple outlets.

5. Sales should be entered from records **INCLUSIVE of VAT** for each bar in the hotel, ideally daily or weekly for each day of the STOCK period so that a full audit trail can be maintained and checked against final period totals if necessary.

6. Allowances should be entered in as much detail as possible, using the explanation field available for each entry, Hotel/group policy should be adhered to:
Pipe cleaning to be noted in the format:-
"25 x pints @ £2.50" or similar.
Management allowances must have accompanied documentation to support all entries and made available to the stocktaker at his next visit.

It's Stocktake Day!

7. Stock count should be completed as near as possible your financial period end date. In the event that your stocktake period differs from your financial period ensure sales revenue is entered to match the correct number of days in the stocktaking period.

8. Print out separate count sheets for each bar and Cellar, there are a number of different styles available to print, use your preferred style of count sheets. Good practice is to enter part quantities on the upper part of the count line and full units on the lower.
In the following example, Advocaat count shows 2.5 units.

| Retail Count Sheet - Alphal |
| CELLAR |

Product Bin	Unit	Yield	Cost	Sell Price	Close	Prev Sales	
ADVOCAAT 700 L	70	28	7.32	3.00	0.00	0.00	.5 / 2
AMARETTO 700 L	70	28	12.30	2.75	0.00	0.00	

If new products are found in a count area, these should be noted on the count sheets and entered during the closing count data entry.

9 & 10. When entering closing counts, ensure you are:
 a) logged into the correct bar in multi bar sites.
 b) All previous values from interim counts are zeroed (Use zero button on stocktake screen).

Check as you enter the count that there are no "Negative" consumptions, if there are, then you should check that deliveries and transfers have been processed correctly. Check for small discrepancies in the count, where products have not moved during the period, e.g. 0.25 = last count, this count = 0.3, clearly a mismatch of count estimation.

11. When the following tasks have been completed, it will be possible to produce a full stock report:

All purchases entered
All credits entered
All stock counted and entered
All revenue entered
All allowances have been calculated and entered

After checking entries, you should contact Logonn Support on 01756 708783 to request an audit and rollover. Once this has been done, the software will be locked and no further data processing can be completed.

After Stocktake Day Notes

Logonn support will then complete it's own audit control report and return to you any outstanding queries before finalising and producing the stock report.

Please respond to the audit control report request as soon as possible.

The stock control software will then be "Rolled" over to zero all current entries and prepare for the next financial period.

A range of self-running video tutorials is available on the Logonn website and should be be your first source of support information.
Tutorials Cover all aspects of the stocktaking procedures to complete a successful stock audit.

www.logonn.co.uk

Go to software/tutorials from the main menu options.

Telephone support is available on the following number during normal office hours:
01756 708 783
Mon-Thurs 9.00am - 4.30pm
Fri 9.00 - 4.00pm
General e-mail enquiries can be made at any time on support@logonn.co.uk

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Technical support:
01756 708783