

# StockManager Tutorial

## Introduction

The StockManager trial software is provided so you can see how it operates. This short tutorial leads you through the basic functions from entering deliveries to producing reports.

The software limits you to three outlets and each is restricted to thirty products.

StockManager requires Microsoft Access, either the full version or the run-time version, and it can be either the 32-bit or 64-bit version. If you do not have the full version installed on your computer, the 32-bit run-time version can be downloaded and installed from our web page.

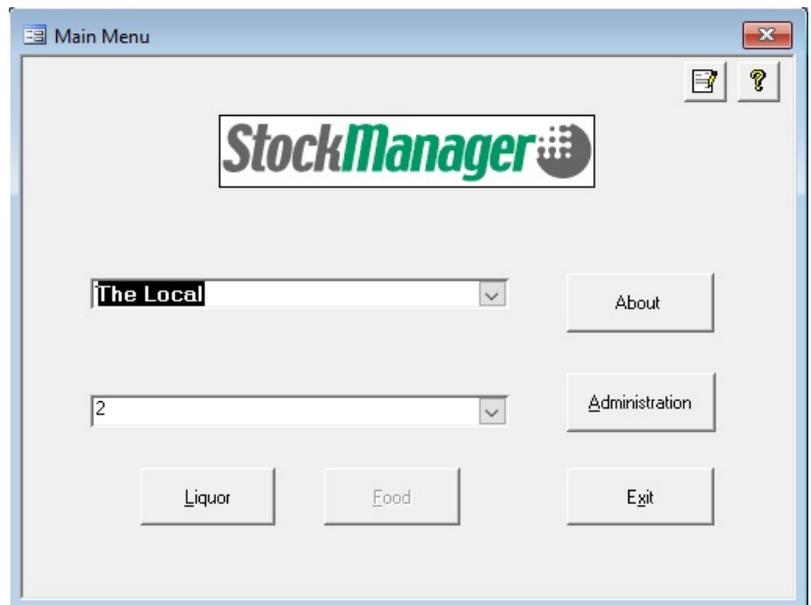
There is a completed count sheet, three delivery notes and a summary report at the end of this document. Print them out so they can be referenced more easily whilst running the StockManager program.

## Starting the program

To start the StockManager program, double-click on the StockManager shortcut on the desktop.



Microsoft Access will start and you'll see the main screen where you can select an outlet.



## Count Sheet

To view/print a count sheet select “The Local” outlet from the list.

Click on the Liquor button and then, in the Reports panel on the right, double-click on Count Sheet.

The count sheet will be shown and you have the option to print it.



## Enter the count

Click on the Stocks option

Using the pre-written count sheet you can enter the closing stocks.

The notation on the count sheet is :

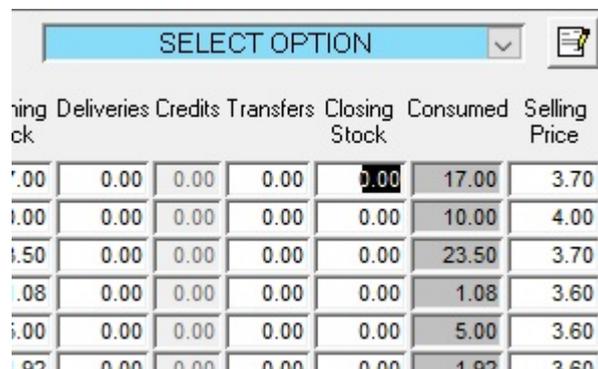
3<sup>7</sup> is 3.7 bottles for a spirit bottle, or 3 dozen and 7 bottles for bottled beers.



The top box in the Closing Stock column will be automatically highlighted.

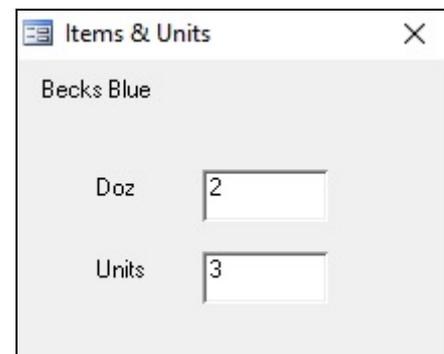
Type in the total quantity for Boddingtons and press Enter.

The closing stock for the next box down is highlighted ready for you to enter the count for Stella Artois.

A screenshot of a data entry table. At the top, there is a dropdown menu labeled "SELECT OPTION" with a downward arrow and a small icon. Below the menu is a table with columns: "Closing Stock", "Deliveries", "Credits", "Transfers", "Closing Stock", "Consumed", and "Selling Price". The "Closing Stock" column has a cell with "0.00" highlighted in black. The table contains several rows of data with numerical values.

	Deliveries	Credits	Transfers	Closing Stock	Consumed	Selling Price
0.00	0.00	0.00	0.00	0.00	17.00	3.70
0.00	0.00	0.00	0.00	0.00	10.00	4.00
1.50	0.00	0.00	0.00	0.00	23.50	3.70
1.08	0.00	0.00	0.00	0.00	1.08	3.60
5.00	0.00	0.00	0.00	0.00	5.00	3.60
1.92	0.00	0.00	0.00	0.00	1.92	3.60

Becks Blue is counted in dozens. Type in the “2” for the number of dozens and a small screen will appear. Press Enter or dot (for a decimal point), and then type in the “3” for the number of individual bottles. Finally, press Enter again to finish.



Continue to enter the count for the remaining products.

## Import a product

At the bottom of the count sheet there is a handwritten product - WKD. This is a new product that hasn't been sold here before. You can import this product from the Master Products outlet.

<input checked="" type="checkbox"/>	15.09	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	9.72	0.00	0.00	0.00	0.00
<input checked="" type="checkbox"/>	13.90	0.00	0.00	0.00	0.00

New Product
Import Product
Press to Display All

Click on the Import Product button at the bottom of the screen.

Then select Master Products from the list of outlets and click OK.

Import Product

Select Outlet

Master Products

OK Cancel

You'll now see a list of the products available in Master Products. Tick the WKD product, type 1 dozen & 4 into the Stock column, and then click on the Import button.

WKD will now be added to your list of products.

Search and Import

Code	Description	Vintage	Bin	SubS	Size	Unit	UOM Sel	Stock	Cost	Selling
<input type="checkbox"/>	D0281 Boddingtons	0		1	Gall	Pint	8	<input type="checkbox"/>		
<input type="checkbox"/>	D0405 Stella Artois	0		1	Gall	Pint	8	<input type="checkbox"/>		
<input type="checkbox"/>	D0816 Stowford Press	0		1	Gall	Pint	8	<input type="checkbox"/>		
<input type="checkbox"/>	B0432 Becks Blue	0		1	Doz	Bottle	12	<input type="checkbox"/>		
<input type="checkbox"/>	B0460 Corona Extra	0		1	Doz	Bottle	12	<input type="checkbox"/>		
<input type="checkbox"/>	B0815 Smirnoff Ice	0		1	Doz	Bottle	12	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	B0820 WKD	0		1	Doz	Bottle	12	<input checked="" type="checkbox"/>		
<input type="checkbox"/>	M0125 Canada Dry 200ml	0		1	Doz	Ind	12	<input type="checkbox"/>		
<input type="checkbox"/>	M0150 Coca Cola 330ml	0		1	Doz	Ind	12	<input type="checkbox"/>		
<input type="checkbox"/>	M0301 Appletiser	0		1	Doz	Ind	12	<input type="checkbox"/>		
<input type="checkbox"/>	M0563 Mineral Water 500ml	0		1	Doz	Ind	12	<input type="checkbox"/>		
<input type="checkbox"/>	M0615 PM Coca Cola 7L	0		1	7L	H/Pint	156	<input type="checkbox"/>		
<input type="checkbox"/>	M0709 Cordial LTR	0		1	Ind	Dash	20	<input type="checkbox"/>		
<input type="checkbox"/>	F0201 Cockburn Ruby Port	0		1	75cl	50ml	15	<input type="checkbox"/>		
<input type="checkbox"/>	F0320 Croft Original	0		1	75cl	Tot	15	<input type="checkbox"/>		
<input type="checkbox"/>	F0502 Martini Dry	0		1	75cl	50ml	15	<input type="checkbox"/>		
<input type="checkbox"/>	W2003 El Velero Rosado	0		1	75cl	Bottle	1	<input type="checkbox"/>		
<input type="checkbox"/>	W2006 El Velero White	0		1	75cl	Bottle	1	<input type="checkbox"/>		
<input type="checkbox"/>	S0305 Lambs Navy Rum	0		1	70cl	Tot	28	<input type="checkbox"/>		

Showing Live Sorted by Code Select All Deselect All Import Cancel

For much faster counting, you can use an Android tablet or phone which links up to the laptop with a Bluetooth connection (or wifi, or cable).

Products can be displayed in the order you counted them at the last stocktake, meaning that counting is faster than on paper. Products can be added, or imported from a master outlet.

A full audit trail of the count is maintained, by counting location, so that spot checks can be done by the client.

You can see the StockMate video at [https://www.youtube.com/watch?v=3kAhUKB4z\\_c](https://www.youtube.com/watch?v=3kAhUKB4z_c)

Tap and Spite - Cellar Draught

109 products, in sec/desc order (Live)

Vega De La Rena	75cl	1.0
Vina Echeverria	75cl	1.0
Zorita Temperanillo	75cl	1.0
Double Hop	Gall	8.0
Guest Cask	Gall	8.0
Guinness	Gall	8.0
Robinsons Dark Smooth	Gall	8.0
Robinsons Smooth	Gall	8.0
Unicorn	Gall	8.0
Carling Black Label	Gall	8.0
Heineken	Gall	8.0
Becks	Doz	12.0
Becks Blue N/A	Doz	12.0
Budvar	Doz	12.0

Desc Code Sec/Code Live/All Voice

Bin Section Count Menu Done

## Deliveries

There are three delivery notes included in this document which you can process on the Deliveries screen.

Click on the Deliveries option in the Data Entry panel.



Type in the details for the note and press Enter after each box.

For the supplier, just press the letter 'M' and Matthew Clark will be selected.

Having selected the supplier, the focus will move to the Code box. Now press the minus key '-' and the list of Matthew Clark's products will be displayed, ready for you to enter the relevant quantities.

The screenshot shows a 'Delivery #' form with the following fields and values: Delivery # (DN2913), Date (04-Feb-19), Order # (No Number), Invoice # (6413890), and Supplier List (Matthew Clark). A list of products is displayed, including Boddingtons (Gall) - 11 - 74.82, Stella Artois (Gall) - 33 - 269.94, El Velero Rosado (75cl) - 6 - 21.22, El Velero White (75cl) - 12 - 42.44, Lambs Navy Rum (70cl) - 2 - 22.98, Smirnoff Red Label (70cl) - 4 - 0.00, and Archers Schnapps (70cl) - 1 - 9.72. The Line Count is 7 and the Note Total is 441.12. At the bottom, there are buttons for Add, Recent Report, New Product, Import Product, Change Deliveries, and Close.

Use the down-arrow key to move down to Stella Artois (**DON'T** press Enter here) and just type in '11'.

The sub-screen shown below will appear indicating the current cost price per gallon, and where you have the option of changing the total price for 33 gallons.

Just press Enter and this will be accepted. Then move up to Boddingtons, type in '22' and press Enter.

The screenshot shows a 'Supplier Products List' window with a table of products. The table has columns for Code, Description, Vintage, Bin, SubS, Size, Unit, UOM, and Cost. The products listed include Boddingtons, Stella Artois, Stowford Press, Corona Extra, Coca Cola 330ml, Cordial LTR, PM Coca Cola 7L, Cockburn Ruby Port, El Velero Rosado, El Velero White, Jack Daniels, Lambs Navy Rum, Smirnoff Red Label, Southern Comfort, Archers Schnapps, Jagermeister, and Tia Maria.

Code	Description	Vintage	Bin	SubS	Size	Unit	UOM	Cost
00281	Boddingtons	0		1	Gall	Pint	8	6.80
D0405	Stella Artois	0		1	Gall	Pint	8	8.18
D0816	Stowford Press	0		1	Gall	Pint	8	6.46
B0460	Corona Extra	0		1	Doz	Bottle	12	10.11
M0150	Coca Cola 330ml	0		1	Doz	Ind	12	0.00
M0709	Cordial LTR	0		1	Ind	Dash	20	1.44
M0615	PM Coca Cola 7L	0		1	7L	H/Pint	156	47.85
F0201	Cockburn Ruby Port	0		1	75cl	50ml	15	7.98
W2003	El Velero Rosado	0		1	75cl	Bottle	1	3.54
W2006	El Velero White	0		1	75cl	Bottle	1	3.54
S0806	Jack Daniels	0		1	70cl	Tot	28	18.22
S0305	Lambs Navy Rum	0		1	70cl	Tot	28	11.49
S1115	Smirnoff Red Label	0		1	70cl	Tot	28	0.00
S0826	Southern Comfort	0		1	70cl	Tot	28	15.09
L0131	Archers Schnapps	0		1	70cl	Tot	28	9.72
L1020	Jagermeister	0		1	70cl	Tot	28	13.90
L2038	Tia Maria	0		1	70cl	Tot	28	12.96

Continue on with the rest of the delivery note.

That's how easy it is to enter delivery notes.

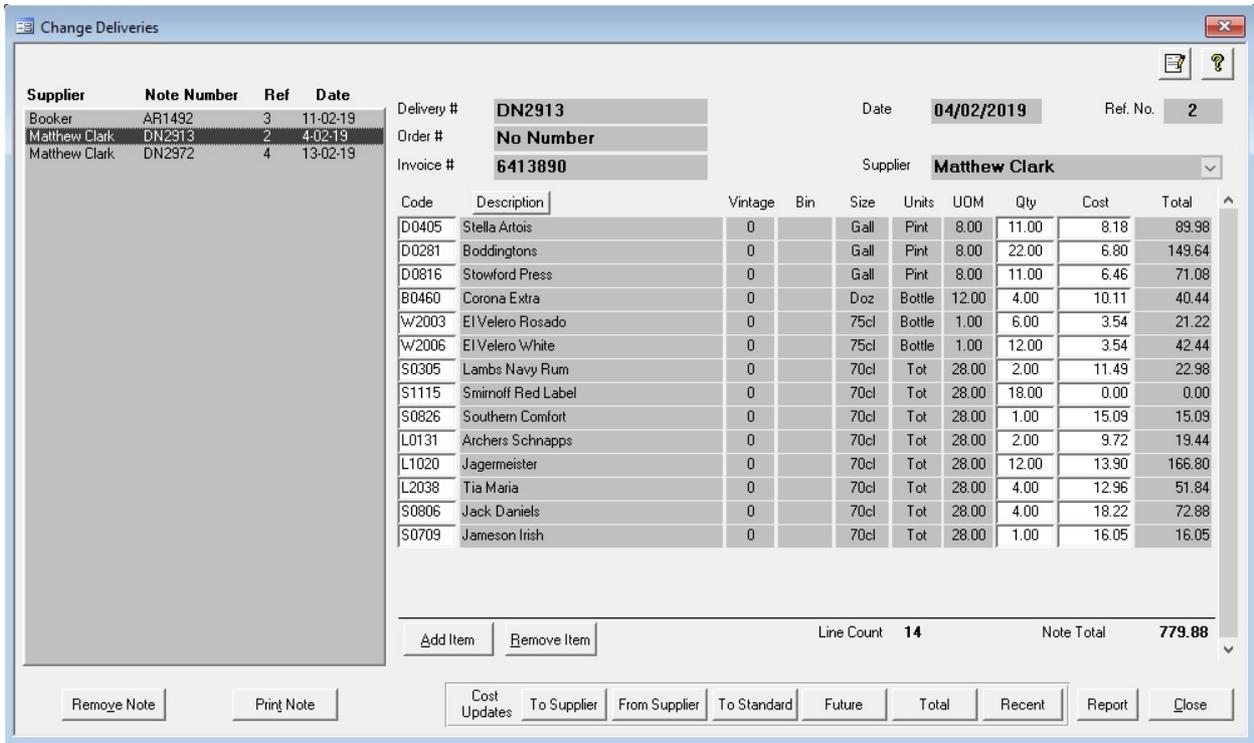
Click on the Close button to exit the Products list and then click in the Delivery Note # box.

The details from the first delivery note will be cleared and you can now enter the second note.

The screenshot shows an 'Items & Units' dialog box for Stella Artois. It displays the Cost Price as £ 8.1800 and the quantity as 11 Gall. The Total Cost is calculated as £ 89.9800.

After you have entered a delivery note, it is possible to modify the details on the Change Deliveries screen.

You can amend the quantity and cost, add or remove products, etc.



Stock Credits back to a supplier and Transfers to/from other outlets can be added in a similar manner to deliveries.

## Selling Prices

To set up or change selling prices, go onto the Stocks screen.

The selling prices are inclusive of VAT and are what a customer would pay over the bar for a drink, e.g. a pint of Stella.

Change the price of Stella to £4.00

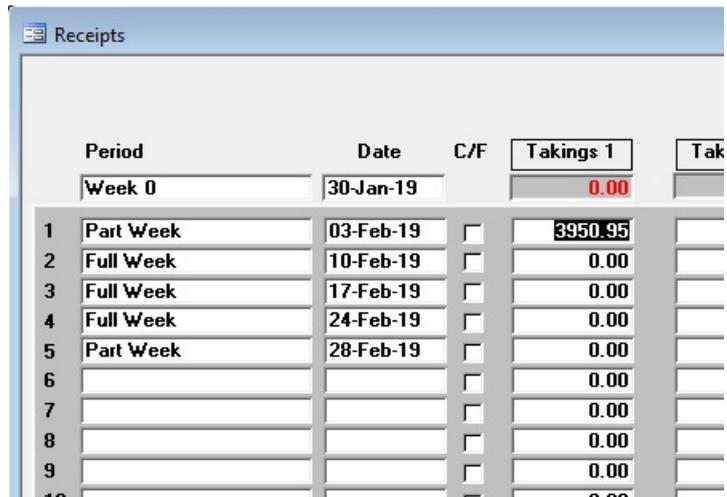
Credits	Transfers	Closing Stock	Consumed	Selling Price	GP%
0.00	0.00	0.00	28.00	3.70	72.4
0.00	0.00	0.00	43.00	4.00	69.3
0.00	0.00	0.00	23.50	3.70	73.8
0.00	0.00	2.25	-1.17	3.60	81.5
0.00	0.00	0.00	5.00	3.60	71.9
0.00	0.00	0.00	1.92	3.60	63.8
0.00	0.00	0.00	2.42	2.40	72.3
0.00	0.00	0.00	2.08	1.65	71.8
0.00	0.00	0.00	6.00	1.65	69.7
0.00	0.00	0.00	33.50	0.85	89.8
0.00	0.00	0.00	0.00	1.50	78.0

## Receipts

Click on the Receipts option on the Data Entry panel.

The receipts can be entered as a single overall figure for the stock period, or split down into weeks, or days – depending on how the client records the information.

The period and date columns are for information only and can be left blank.



	Period	Date	C/F	Takings 1	Takings 2
	Week 0	30-Jan-19		0.00	
1	Part Week	03-Feb-19	<input type="checkbox"/>	3950.95	
2	Full Week	10-Feb-19	<input type="checkbox"/>	0.00	
3	Full Week	17-Feb-19	<input type="checkbox"/>	0.00	
4	Full Week	24-Feb-19	<input type="checkbox"/>	0.00	
5	Part Week	28-Feb-19	<input type="checkbox"/>	0.00	
6			<input type="checkbox"/>	0.00	
7			<input type="checkbox"/>	0.00	
8			<input type="checkbox"/>	0.00	
9			<input type="checkbox"/>	0.00	
10			<input type="checkbox"/>	0.00	

## Allowances

Click on the Allowances option on the Data Entry panel.

Allowance figures are entered to compensate for stock that has been used up but for which the full amount of money has not been received.

Enter the figures shown on the right.

As well as simply entering individual amounts, it is possible to specify allowances on a product-by-product basis.

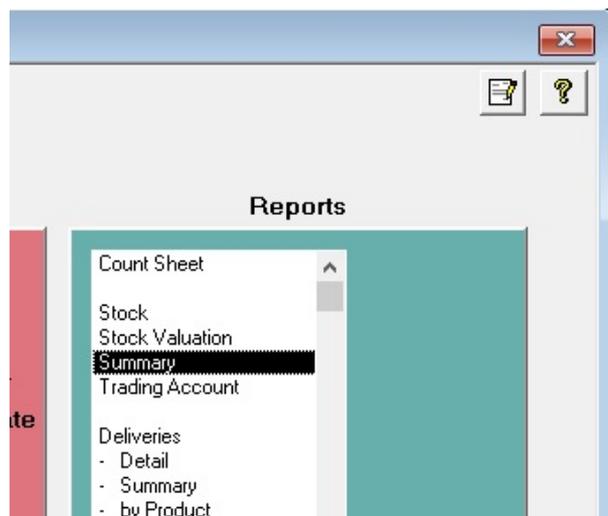


No.	Description	Retail	By Prod.
1	Pipe Cleaning	312.00	<input type="checkbox"/> ...
2	Wastage	28.00	<input type="checkbox"/> ...
3	Complimentary	56.00	<input type="checkbox"/> ...
4	Transferred to Kitchen	18.00	<input type="checkbox"/> ...
5		0.00	<input type="checkbox"/> ...
6		0.00	<input type="checkbox"/> ...
7		0.00	<input type="checkbox"/> ...
8		0.00	<input type="checkbox"/> ...

## Reports

Double-click on a report, and a new Access window will display it. (Only one report can be open at a time).

If you have entered all the data correctly, the results shown on the Summary report should be identical to the example report included at the bottom of this document.



This tutorial has run through the basics of StockManager to give you an idea of how it works. You can use StockManager in trial mode to investigate some more in-depth options, e.g.

- Adding a new outlet
- Till variance reports
- Mid-stock price changes

There are many reports not available in the trial software – historical, exception and analytical reports - which can prove invaluable to you or your client when verifying a stock result. Examples of these are on our web site.

StockManager also provides for food stocktaking which is not covered by the tutorial. Counting the stock and entering delivery notes, takings and allowances gives you an accurate trading account.