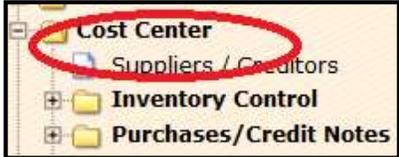
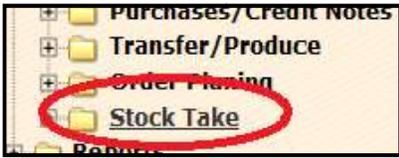
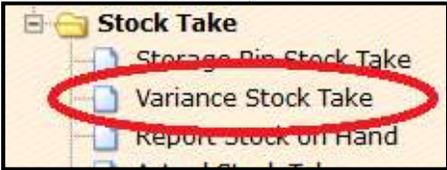


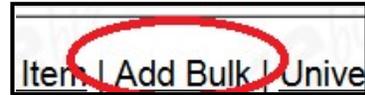
VARIANCE STOCK TAKE

- *DEFINITION: Variance stock takes are THEORETICAL. They are to be used as management tools and have little or no effect the COST OF SALES. A variance stock take indicates whether staff and management are using SpaceBiz correctly, whether they can count correctly and/or whether items are correctly linked to recipes. It to be used as part of daily MANAGEMENT control and not daily STOCK control. The true performance of a store is measured in COS performance and not variances.*
- *Refers to THEORETICAL STOCK ON HAND according to your SpaceBiz system.*

<u>STEPS TO FOLLOW</u>	<u>VISUAL REFERENCE</u>
1. Ensure all GRV's, Credit Notes, Production and Transfers are done.	
2. Ensure that all tables are cashed off BEFORE the variance stock take.	
3. Print count sheet and count ALL stock reflected on count sheet ACCURATELY.	
4. Open SPACEbiz back office.	
5. Navigate to COST CENTER.	
6. Click on STOCK TAKE.	
7. From drop-down menu, click on VARIANCE STOCK TAKE.	

<p>8. VARIANCE STOCK TAKE PER COST CENTER screen will open.</p>	
<p>9. Select COST CENTER for relevant variance stock take.</p>	
<p>10. Calender will open. Select date (trade day's date) of variance stock take.</p>	
<p>11. STOCK TAKE EDITOR screen will open.</p>	
<p>12. Click on CLOSING STOCK.</p>	
<p>13. CLOSING STOCK - AFTER TRADE screen will open.</p>	

14. Click on ADD BULK.



15. CLOSING STOCK - AFTER TRADE stock sheet, reflecting all stock items for selected cost centre, will open.

Cost Center	SKU	Barcode	Category	Description	Unit	Group	Theoretical Closing Stock	New Count	Va
BEVERAGES	10	10	BEERS & DRAFT	AMSTEL 340ML	each	ungrouped	15		
BEVERAGES	11	11	BEERS & DRAFT	BLACK LABEL 330ML	each	ungrouped	44		
BEVERAGES	140		BEERS & DRAFT	CASTLE DRAFT KEG 50LT	litre	N/a	54.46		
BEVERAGES	13	13	BEERS & DRAFT	CASTLE LAGER 330ML	each	ungrouped	29		
BEVERAGES	14	14	BEERS & DRAFT	CASTLE LITE 340ML	each	ungrouped	36		
BEVERAGES	561	561	BEERS & DRAFT	CORONA MEXICAN	each	ungrouped	20		

16. Enter stock counted in NEW COUNT blocks.
Use the TAB-key on your keyboard to move down the list.

Description	Unit	Group	Theoretical Closing Stock	New Count	V
AMSTEL 340ML	each	ungrouped	15	14	
BLACK LABEL 330ML	each	ungrouped	44	44	
CASTLE DRAFT KEG 50LT	litre	N/a	54.46	54.46	
CASTLE LAGER 330ML	each	ungrouped	29	53	
CASTLE LITE 340ML	each	ungrouped	36	12	
CORONA MEXICAN	each	ungrouped	20	20	

17. NEW COUNT values should ideally balance with THEORETICAL CLOSING STOCK values.
THEORETICAL CLOSING STOCK = OPENING STOCK + PURCHASES - SALES.

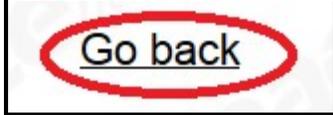
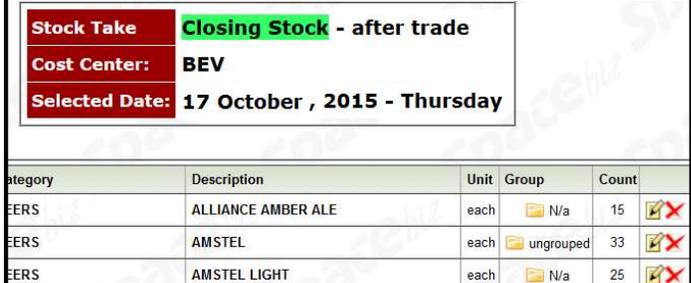
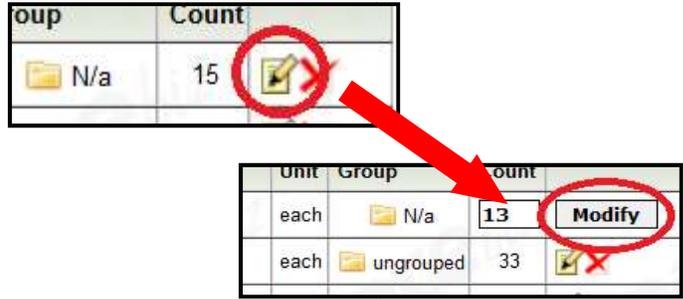
Description	Unit	Group	Theoretical Closing Stock	New Count	Live Variance
AMBER ALE	each	N/a	13	13	0
	each	ungrouped	33	33	0
LHT	each	N/a	25	25	0

18. In the case of stock shortages, the LIVE VARIANCE value will reflect in a RED block.
In the case of stock excess, the LIVE VARIANCE value will reflect in a YELLOW BLOCK

Possible reasons:

- ✓ *Incorrect stock count. To rectify, RE-COUNT!*
- ✓ *Incorrectly captured GRV. ie Castles captured as 1 CASE instead of 24 UNITS; stock items captured incorrectly. I. e. Castle Lager captured as Castle Lite.. To rectify, create [CREDIT NOTES](#) for incorrectly captured stock item on the date of the invoice and create new GRV for incorrectly captured item.*
- ✓ *Any shortages which could not be rectified by means of the above steps, should be billed to STOCK SHORTAGE ACCOUNT.*

Description	Unit	Group	Theoretical Closing Stock	New Count	Live Variance
AMSTEL 340ML	each	ungrouped	15	14	-1
BLACK LABEL 330ML	each	ungrouped	44	44	0
CASTLE DRAFT KEG 50LT	litre	N/a	54.46	54.46	0
CASTLE LAGER 330ML	each	ungrouped	29	53	24
CASTLE LITE 340ML	each	ungrouped	36	12	-24
CORONA MEXICAN	each	ungrouped	20	20	0

<p>19. Once all stock values have been entered accurately and correctly, click ACCEPT.</p>																									
<p>20. ARE YOU SURE pop-up will appear. Click YES.</p>																									
<p>21. CLOSING STOCK - AFTER TRADE screen will open.</p>																									
<p>22. Click on GO BACK.</p>																									
<p>23. CLOSING STOCK summary screen will open.</p>	 <table border="1" data-bbox="837 1167 1528 1293"> <thead> <tr> <th>Category</th> <th>Description</th> <th>Unit</th> <th>Group</th> <th>Count</th> <th></th> </tr> </thead> <tbody> <tr> <td>BEERS</td> <td>ALLIANCE AMBER ALE</td> <td>each</td> <td>N/a</td> <td>15</td> <td>✓✗</td> </tr> <tr> <td>BEERS</td> <td>AMSTEL</td> <td>each</td> <td>ungrouped</td> <td>33</td> <td>✓✗</td> </tr> <tr> <td>BEERS</td> <td>AMSTEL LIGHT</td> <td>each</td> <td>N/a</td> <td>25</td> <td>✓✗</td> </tr> </tbody> </table>	Category	Description	Unit	Group	Count		BEERS	ALLIANCE AMBER ALE	each	N/a	15	✓✗	BEERS	AMSTEL	each	ungrouped	33	✓✗	BEERS	AMSTEL LIGHT	each	N/a	25	✓✗
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<p>24. At this stage, COUNT values can still be modified by clicking on the EDIT icon. Enter the correct value and click on MODIFY.</p>																									
<p>25. Once you are absolutely sure that all stock count values have been entered correctly, click on FINALIZE / ACCEPT STOCK.</p>																									

<p>26. This will create the OPENING STOCK for the next shift (date following the stock take).</p>	
<p>27. FINALIZE COMPLETE screen will open.</p>	
<p>28. The variance stock count for the selected cost center has been created and the opening stock for the following day was created.</p>	
<p>29. Follow STEP 7 - 28 for all relevant cost centers (food; beverage; cigarettes).</p>	