

Connect

User's manual
Version 3.5
2018

Connect stock keeping system for Hotel and Restaurants

More and more hotels and restaurants have realized the significant possibility and need for control of the in and outflow of goods in their own activity. Not having large stocks but being able to adapt stock-in-trade to supply and demand is just one of the possibilities you find with a comprehensive Stock keeping system.

This also gives the user the possibility to plan and compare sales and what goods were sold at a similar time of year a few years ago. Valuable information that is easy to get when needed !

The development of Connect has been and is done in close cooperation with users and administrators working in hotel and restaurant environment. We feel its our obligation to create an easy to use system that at the same time has all the features and functions you need and that Connect functions as a tool that supports you in creating an overview of your companies activity. Connect has been developed during a long time and has followed the different versions of Windows from Microsoft.

Installing Connect and adapting it to your activity is done on place. Adapting means creating a number of departments, article groups and so on. Databases are created with your current range of articles including article register, main stock, raw material and current numbers of departments for sales with the number of articles adapted the Trivec.

Switching of periods in relation to inventory will be done by the user when earlier result (of the earlier period) is automatically saved to a journal database. This allows you to go back to see the different deliveries sorted by date and delivery note number. This means a system that runs from period to period without any need for service from an outside technician. Measures like updates and changes in stock configuration will Connect system help with when needed.

A big thank you to everyone involved for patient, endurance, good suggestions and a really good cooperation.

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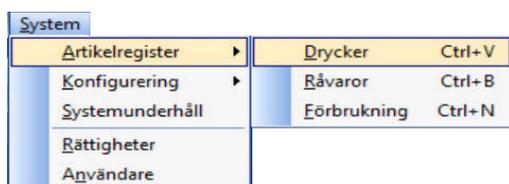
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Article registry beverages

The article register is the core in handling the inventory. All work is done here, that is adding of new articles, change of existing and also removal of articles no longer in use. All changes in the article register affects both main stock and departments.

Article register is reached from "System->Article registry" -> "Stock type" according to the following menu selection:



When entering "beverages" the following choices will be done using the menu "Functions" or using the following speedkeys. Articles are selected via the item group menu or using the speedkey Ctrl+V.

<u>Functions</u>	<u>Hot key</u>	<u>Page</u>
Item group	Ctrl+V	6
Input	Ctrl+I	8
Trivec	Ctrl+M	8
Linking plu	Ctrl+L	9
Article levels	Ctrl+N	9
Macro	Ctrl+X	12
Printout, portrait	F2	12
Printout, landscape	F3	12
Internal	Ctrl+K	12

When entering "Primary products/Consumption" on the other hand all articles are read directly onto screen.

The stock system is pervading split into 3 different article types and entrance to the article register is done with choice of article type.

- Beverages sales articles with integration to Trivec
- Food food products for food in kitchen
- Consumption consumption articles like cleaning material and china

Beverages connection to recipe with reduction from sales in Trivec requisitions from main stock to departments Ctrl+V

Food articles that are foundations to recipe with calculating of menus tillhörande avdelningar med möjlighet till rekvirering Ctrl+B

Consumption cleaning material, glasses, china and different type of accessories used in departments with ability to requisition Ctrl+N

The 3 different the article types have complete functions for order from supplier and internal requisition. Inventory is done as on item group. Unlike beverages primary products and consumption have different stock places both for main stock and departments. The article types have separate databases without any directly connection with each other.

Correction of article

The article register is reached from main menu using "System->Article registry" followed by the article type. In this case article type "Beverages" is selected

All work with articles is done through chosen item groups. On previous page a list for which speed keys are used for the article register is shown. With Ctrl+V you can do a fast switch of item group.

Correction of article within a item group is done through double-clicking or pressing Enter on the current line. A new window is shown on screen according to the following with ability to correction.

The screenshot displays the 'Artiklarregister - 1442-sprit' application. The main window shows a list of articles with columns for 'Radnr', 'L', 'Artnr', 'Tveec', 'Artikel', 'Hel', 'Del', 'O', 'Flaska', and 'Q'. The article 'Caoil 1114 Cask Stew' is highlighted. A 'Val av varugrupp' dialog box is open, showing a list of beverage groups with their corresponding numbers. The 'Korrigering - Caoil 1114 Cask Stew' window is also visible, showing fields for 'Connect', 'Adre', 'Intent', 'Artikel', 'Inverhet', 'Dalerhet', 'Inpris', 'Upris', 'Inkomst', 'Unkost', 'Varugrupp', 'Leverantör', 'Volym %', 'Rabatt %', 'Katalog', 'Emb', 'Fakturlag', and 'Streckkod'. The 'Inpris' field is set to 4.29 and 'Upris' to 0.00. The 'Varugrupp' is set to '1442-sprit' and 'Leverantör' to '33 Servers'. The 'Volym %' section shows a list of volume percentages for different beverages.

Change the information according to description on the next page and click on "Save".

Correction of article

The following input fields equals the different columns in the article list and is filled in according to the following:

Connect Lineno in Connect is generated automatically

Trivec Lineno in Trivec is generated automatically

artno To change or enter the providers article number, double click or press Enter in the field for the providers article number. A small window is shown on screen Enter the articlenumber in the field and press Enter. The provider list is shown and supplier is selected. Finish by clicking the button "Save".



Internal The company's internal articlenumber, not mandatory.

In-unit Unit in which the article is purchased, e.g bottle, box, cart, barrel etc.

Subunit Unit in which the article is sold in ratio to In-unit; that is number of cl in bottle, number of bottles in a cart, number of cl in box etc. Beer on draught have three types: tank, barrel and glasses. Tank have '1' in column whole and '100' in part. Barrels have '30' (litre) in whole and '100' (cl) in part. The size '100' means that the handling of recipe with glasses gives correct pricing on the centiliter level. Whine in barrel and syrup is stated in number of liters and 100 in subunit. At handling the recipe the centiliter price is chosen for quantity.

Cost price Cost price per subunit respective in-unit. Place the cursor in one of the fields for cost price, write in the price and press Enter – the other is calculated automatically.

Sales price Sales price per subunit respective in-unit. Place the cursor in one of the fields for sales price, write in the price and the other is calculated automatically.

Purch. vat Purchase vat. Click on the small the arrow and chose purchase vat in the list.

Sales vat Sales vat. To change or enter sales vat, click on the small the arrow and chose sales vat from the list.

Item group To change or enter item group, doubleclick in the box for item groups. A windows is shown on screen. Chose item group using doubleclick on the correct item group name. The new item group is shown in the field for item groups.

Supplier Supplier for the article. Up to 5 suppliers can be stated. Defined suppliers are shown in a list and article number and the providers name are added. Admittance for change of supplier is done through "artno", look above.

Department Here you input in which departments a article will exist and it can be changed at need.



Volume % Alcoholic strength. Here is the alcoholic strength group the article belongs to, doubleclick on the current alternative in the list to the right.

Click on "Save".

Entering new sales articles from Trivec

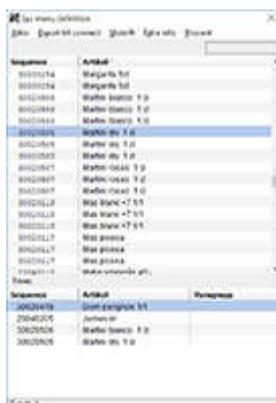
After the nightly batch any new articles are fetched from Trivec. Adding these articles to Connect is done according to the following menu selection:

"Article registry->Beverages->Functions->Item group->Functions->Not defined articles"

A list appears on screen. Chose article through doubleclick on its line in the list and fill in information about the new the article according to the same procedure that of correction of article on previous page.

Import of article from Trivec

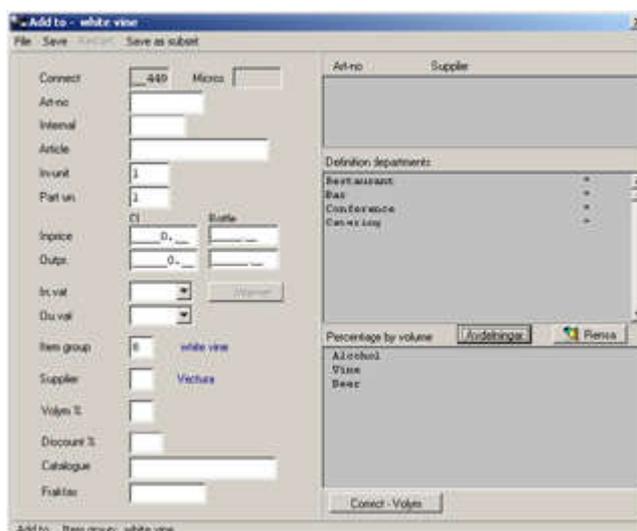
Through the menu selection: "Article registry->Beverages->Functions->Trivec" you can import from the Trivec database. A list is shown with all Trivec articles. Here you can select one or several articles.



Through doubleclick on a article line these articles are transferred into the lower part of the window. Thereafter you defined the articles with current item group through doubleclick on them . Import is completed through "Export to Connect->Start of export". The imported articles is now completed with purchase price, supplier and so on according to the same procedure as at correction of article.

Input of articles that missing in Trivec

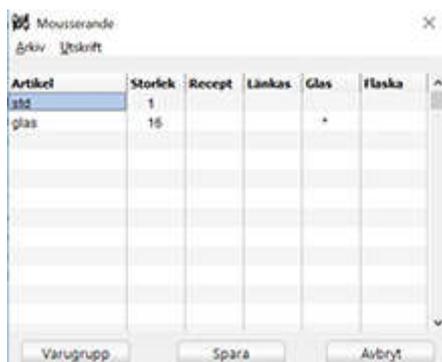
Articles that do not exists in Trivec, for example beer in tank, beer on draught, packaging and so on are inputed in according to the following: "Article registry->Beverages->Functions->input" Next step is to choose item group and an input module appears:



The only the difference is that the Trivec lineno is missing. A lineno for Connect is generated automatically without connection to the Trivec database. Information for the article is stated here in the same way that with correction of existing article.

Article levels

Interface for defining the different articles sizes/sublevels. These levels are set in consideration to how the articles are defined in Trivec. The different the articles is subsidiaries of item groups and in view of how these is defined in Trivec. For ex. if wine have "standard" on location 1 in Trivec its placed here on line 1 and "glasses" on line 2. Line 2 in the following example is also marked in column 5 as "glasses". The same procedure is used on different item groups. For drinks column 3 is marked in order to tell that drinks are handled through recipes. With button 1 change of "Item groups" for completion of all the articles integration with Trivec. With button 2 the configurations is saved before item group is changed.



Artikel	Storlek	Recept	Länkas	Glas	Flaska
std	1				
glas	15			*	

Interface "Article levels" is the integration between Connect and Trivec. Articles that are bongas in Trivec also have sublevels, which means that "the main article" have its sublevels with its respective prices. It's important that the articles are defined in the same way on all departments in Trivec in order for the integration to work.

The columns ar defined according to the following

- | | |
|---------------|---|
| 1. Article: | Information about the different levels. |
| 2. Size: | Stated in centiliters or bottles |
| 3. Recipe: | Articles that are handled through recipe are selected here with "*" |
| 4. Is linked: | Linking of article to another article. |
| 5. Glasses: | Wine articles that are sold in glasses are selected here with "*" |
| 6. Bottle: | Liquor or strong wine sold as bottle is selected with "*" |

Linking plu

Guiding is done from an articles linenummer to another articles linenummer. A defined guiding means that integration to Trivec is changed. At the nightly batch and reduction from sale the sale of an articles is governed to another article.



Search article

A serach function for article names exists in the upper portion of the window. Press Enter and the curor is placed on the line of the searched for article.

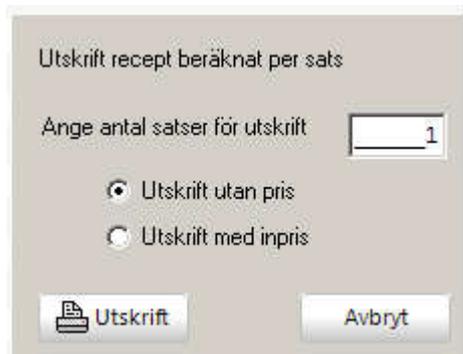
Sorting on article name, linenumbers, internal articlenumber or linenumbers in Trivec is done by clicking on respective captions.

Link to recipe

Contribution profit is defined on level of item group for beverages and primary products. See table of contents on page 4 under configuration. Here is selected "Percentage for sales groups" and "Percentage for groups of primary products". Given percentage are used later as support for different calculations as in this case at entering of sales price for recipe.

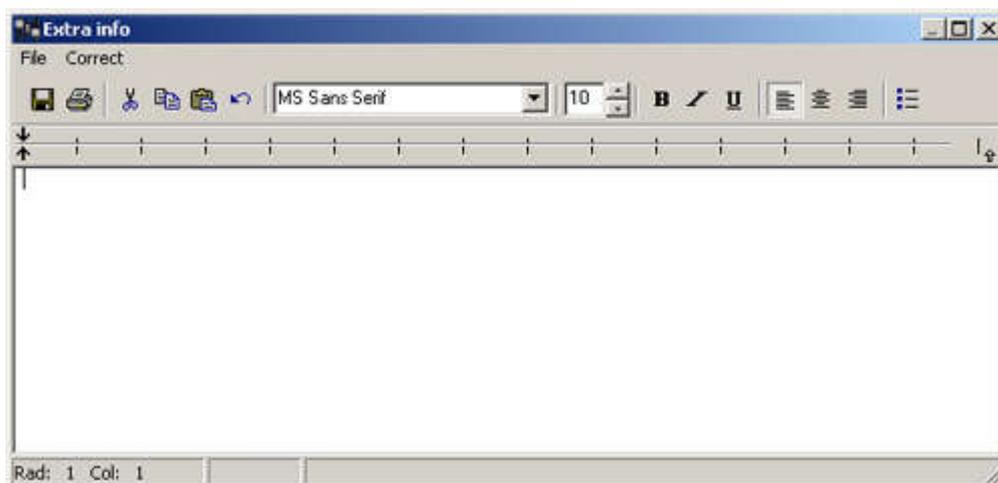
With button 5 guiding to main stock is done. For example item group beer draught with glasses linked to beer in tank, can be guided to main stock. Usually beer on draught for tank are inventoried in main stock but in some cases and in bigger places guiding for beer in tank can be set to sales departments. In these situations beer in tank are requisitioned to departments and inventory is also take there. Recipe handling for beer on barrel is handled as usual with guiding to department.

Printout of recipe is done with button 6. Here size is requested that is useful at printout of recipe including costing. Here is shown overall quantity and charge for primary products e.g. to be calculated in kitchen for making food for a big number of persons. The printout can include or exclude prices.



With button 7 "Primary products" you can go directly to registry of primary products from any selected recipe line. This goes for only recipe line for primary products and allows you to correct an article at calculating of recipe. In the registry of primary products a percentage can be set as loss of factor for the chosen ingredient. When back to the recipe account is taken to the calculated loss of percent.

Additional info is added using button 8 and the following text editor is shown and allows you to define information for support at printout of for example menus.

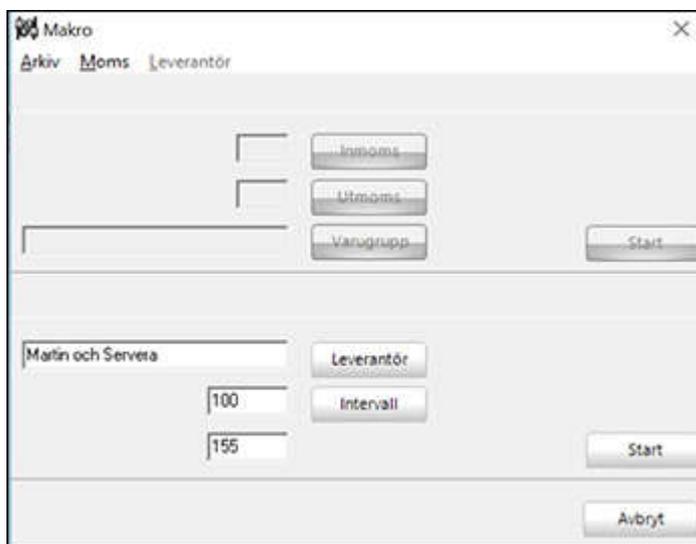


After input or correction of text it is saved with button 1 (top leftwards). Printout can be done with button 2. Cut, copy, paste and undo can be done with the buttons 3, 4, 5 and 6.

At printout of recipe from the recipe module also "Additional info" is printed as support for current recipe and can be useful to personnel at cooking time.

Macro

With the macro function you can define vat and supplier by level of item group. This means a quick way for input and not having to correct it on article level.



At choice of vat you stated purchase vat and sales vat. Thereafter select item group and update through clicking "Start".

The same procedure is done at choice of supplier with the difference of interval on lineno instead of item group

Printout

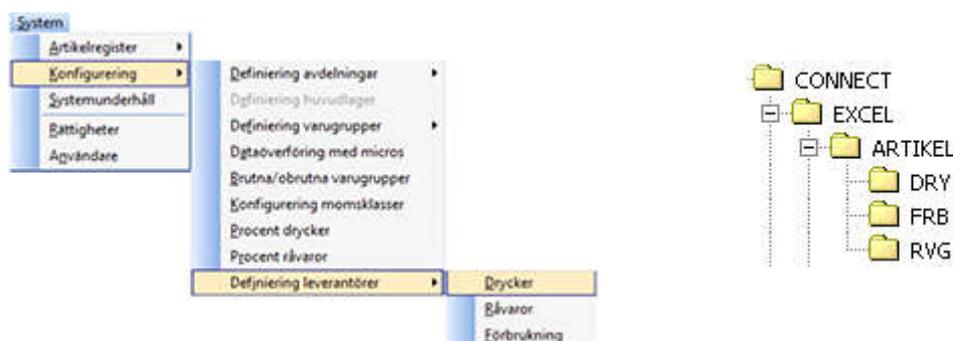
Printout can be done from the article register when item group is chosen with selected articles. Select format for printer, portrait or landscape in A4. Landscape printout contains more detailed information.

Internal articlenumber

Some places requires internal articlenumber. This is due to a accustomed ways to workin view of for example showing of articles and different type of search on article level. If internal article numbers are defined they can be shown on screen with Ctrl+K

Printout to Excel

Printout to Excel can be done from article register when item group is chosen and articles are selected. Choice is done on only purchase price or purchase price and sales price. The different Excel documents get the same name as the item group. They are saved in the Excel directory followed by choice on the article type.

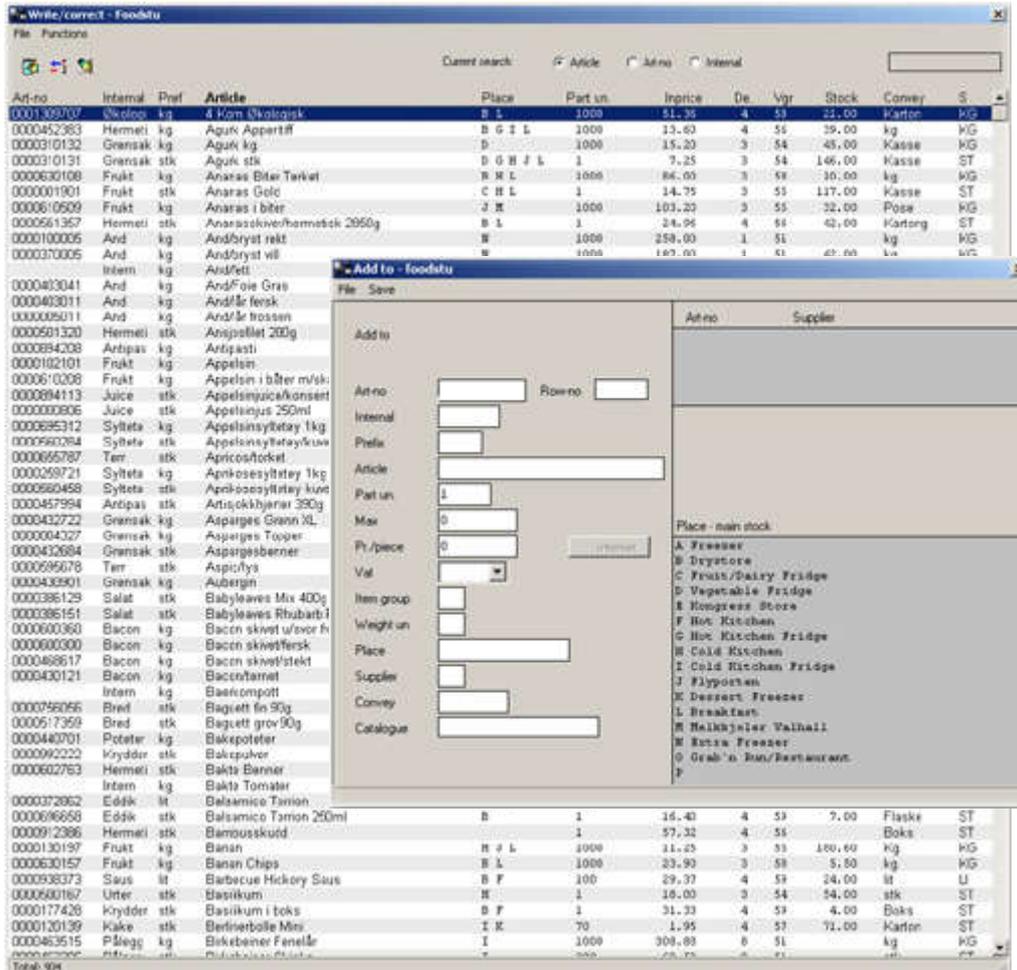


Article registry food/consumption

Admittance is done through "System->Article registry->Food->" for food and "System->Article registry->Consumption" for consumption articles.

Input of new articles

Select the menu selection "Functions" followed by "Input" and fill in the information according to the following. The same admittance can be done with hotkey Ctrl+I.



Correction of articles

Go to the article in the list to be changed and doubleclick. A smaller window is shown on screen according to the above. Change the information and click thereafter on "Save" in upper portion of the window.

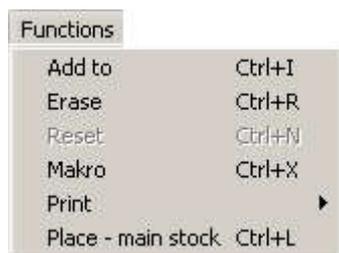
Deletion of articles

Go to the article in the list to be deleted and press Delete. A confirmation dialog is shown onscreen. Click on Yes in order to delete the article or No in order to cancel.

The next page displays input and correction of the different the fields in the input module.

Articlenumber	with a maximum of 11 characters. After the article is inputted its converted with left aligned zeros, which allows correct sorting.
Internal	internal articlenumber, maximum 7 characters
Prefix	used to give the ability for alternative sorting instead of item group at inventory. When sorting on item group subsorting will be on article name, which might be unsuitable with big stocks. Prefix can be max 4 characters and can be used for example to state the number of the shelf, so the prefix is independent of how the articles are placed.
Article name	name of article and a size of max 29 characters, 38 characters for consumption articles. This field is prioritized at sorting.
Dubunit	unit for article depending of unit of weight. If article is purchased by kilo input 1000, with 5000 if article is purchased in 5 kilo packages. This gives a correct handling of price when adding ingredients in recipe. The price is divided with subunit and gives a price per gram at unit of kilo. When unit is liter use subunit 100. The same rule goes here as for kilo, with delivery of 5 liters, state subunit as 500. This gives price per centilitre when working with recipe. Unit have the same principle on kilo as in liter. This goes for also at input of recipe calculations.
Max	point of order for the current article.
Unitprice	purchase price per article (packing) without vat
Vat	entered per article from a predefined vat list.
Item group	article are selected with predefined list of item group. The list for primary products can contain max 15 item groups, consumption articles 50 item groups.
Unit of weight	controls price and handling of recipe. This unit can consist of 3 different types kilo, liter and unit. This is input through a predefined menu.
Location	is defined in order to facilitate inventory and can split on a maximum of 16 different stock places. Each article is defined from 1 to 16 different stock space. The stock space can be used both at printout of inventory list and at input of inventory.
Supplier	input per article for different selections during delivery, pricing and at various history displays. Beverage and food can have 100 different suppliers and consumption articles have up to 200 suppliers.
Shipped	a text that informs on what ways an article is to be delivered. This task is predefined in a list and is shown at input or correction. The information is used at delivery from supplier.

Functions



Under the menu selection functions the following is selected:

- Input Input of new article
- Erase Erase existing article
- Zero out Zero out inventory, only consumption articles
- Macro Defining vat or suppliers
- Printout Printout portrait, landscape or to Excel
- Stock position Defining stock places for article

Order / Delivery

From the menu selection "Deliveries" purchase orders and supplier information is created and stored. Purchase orders are done based on type of articles. If a supplier delivers for example primary products and consumptions, the supplier must first be set up under respective type of articles. At order to supplier start with button no 1 according to the following list.

Explanation of all the buttons functions



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Beställning in/utleverans - Drycker										
Leverantör		Dider	Leveransdatum	Ansvare		Följesedel		Status		
SERVERA		467082	2018-12-10 MÅNDAG 18:3	Alexander Lindqvist Per				Ny order		
Rad	Art-nr	Artikel	Beställs	Max	Inpris	Summa	Hel	Fraktas	Huvudlager	Frakt
1	789230	Aalborg 5 cl	12	0	15,99	191,88	1	Flaskor	600,00	
2	251595	Advocaat	6	0	116,63	699,78	50	Flaskor	2,00	
3	225953	Baileys	14	0	139,18	1948,52	70	Flaskor	12,00	
4	226043	Benedictine	10	0	193,51	1935,10	50	Flaskor	2,00	
5	287300	Böblinge Cuvee	4	0	355,56	1542,24	75	Flaskor		
6	266627	Cachucha	16	0	104,38	1670,08	75	Flaskor	4,00	
7	225144	Campani	14	0	179,93	2519,02	70	Flaskor	2,00	
8	779495	Chablis Prem Cru Fourchaume	6	0	211,42	1268,52	75	Flaskor		
9	226100	Cointreau	5	0	245,23	1226,15	70	Flaskor	12,00	
10	226084	Galliano	8	0	157,26	1258,08	50	Flaskor	4,00	
11	225334	Gordon's	12	0	176,94	2123,28	70	Flaskor	37,00	
12	692491	Hennessy vsop	22	0	359,91	7918,02	70	Flaskor		
13	342667	Kahlua 70cl	14	0	202,58	2836,12	70	Flaskor	2,00	
14	253906	Lagavulin 16år	2	0	515,92	1031,84	70	Flaskor		
15	288401	Likör 43 70cl	6	0	233,92	1403,52	70	Flaskor	3,00	
16	707372	Mackmyra	4	0	365,69	1462,76	70	Flaskor		
17	788208	Martini Rosso	18	0	90,00	1620,00	75	Flaskor	1,00	
18	225284	Op Andersson	22	0	209,46	4608,12	70	Flaskor	3,00	
19	310573	Peachtree	2	0	147,76	295,52	70	Flaskor	3,00	
20	226126	Pernod	3	0	220,23	660,69	70	Flaskor	3,00	
21	792028	Sambucca	8	0	218,00	1744,00	70	Flaskor	4,00	
22	775080	Skåne	3	0	205,86	617,58	70	Flaskor	3,00	
Adress internet:										
Extra info:			211,00		40580,82					
Faktura:										

Open new order

To create a new order to a supplier, chose the first the button and a small window is shown at the bottom of the screen where you input the delivery date for the order.

Enter the date in the following order: year-month-day. The order is stored until the order once again is shown. At printout of order exists ability to change the delivery date and the new date is saved automatically.

Manual order

In order to make a manual order click on button 2 in the button bar. A list over all articles connected to the selected supplier is shown. Go to the article to be ordered and doubleclick or press Enter. The article is transferred over to the order for input of number of copies.

Automated order

Automated order from supplier assumes that you works with so-called max points. The max points are stated for current balance on goods. More about point of order under the headline "Point of order" below.

Ponit of order

Through the use of point of order Connect will be used fully. It is recommend to wait until when stable routines of the use of the system are in place and it assumes that you always sales under the correct article plus that you do not works with so-called "open buttons" on ticket machines.

Point of order is used by setting a maximum capacity, a stocks, for each article. An order is generated for the difference between maximum capacity and stock balance.

At input of point of order for item group goes in principle the same rules for departments as for main stock. A difference is the size, depending on a bigger number of articles in the main stock than in the departments.

A another difference is points of order in sales departments based on "split packages", that is articles where maximum capacity is for example 1.20 a bottle is required first when the stock balance has sunk under 20 cl. which gives control on the centiliter level.

The stock balance is shown with whole part at the left of the decimal and remaining to the right. If a balance is 155 cl for item liquor with whole ottle of 70 cl this gives the balance 2.10. This view gives a good survey of "broken" articles, for example types of wine that is served in glasses or decarter.

Connect	Mikros	Artikel	Lager	Hel	Del	Max	Kross
79	1030	Bollinger special cuve		1	75		
73	1024	Brimoncourt blanc d		6	75		
74	1025	Brimoncourt extra b		6	75		
83	1034	Brimoncourt rose		6	75		
80	1031	Dom pérignon vintag		1	75		
72	1023	Flaska brut regence		6	75		
71	1021	Flaska sieur d'arqu		6	75		
75	1026	Krug grande cuvee		1	75		
66	61	Launois blanc de bl		6	75		
82	1033	Pannier traditon b		1	75		
78	1029	Pascal henin milles		6	75		
76	1027	Perrier-jouet belle		1	75		
81	1032	Poi roger vintage 2		1	75		
171	1035	Sieur d'arques grand cuvee 1531		6	75		
77	1028	Veuve cliquot la gr		1	75		

Resting purchase orders

A menu in order to quickly show resting purchase orders. After reading the existing resting purchase orders are sorted by orders. Sorting can be selected by clicking on the current caption, orders, delivery note, date or supplier. The fifth column is the type that denotes beverages, primary products or consumption. By doubleclicking the chosen line admittance is done to resting order where you can work with the order. After work is done you get back to the menu for resting purchase orders. If delivery of earlier order have been done it does not exist in this menu. The menu for resting purchase orders is a faster way to work instead of the main entrance where you have to choose article type and supplier before a resting order can be shown.

This is the menu from the menu selection "Deliveries" followed of "Resting purchase orders". The following list gives you the ability to easily choose resting purchase orders independent of type of articles.

Order /	Datum	Leverantör	Email	Typ.	Leveransadress	Extra info
363711	2015-07-01	TINGSTAD PAPPER		3	C-LAGER FAST FOOD	artikelkoll
415188	2015-12-31	Duni		3	C-Lager	artikelkoll
422435	2017-04-01	Grays bakery		2	C-LAGER RESTAURANG	Statistik 2016-01-01
458627	2018-07-02	MAGNUSSON & FREJ AB		3	C-LAGER FAST FOOD	Saldo hos Magnusson 3
463725	2018-08-01	GRÖNSAKSHALLEN SORUNDA		2	MACKASINET	F.sedel saknas Datas
464200	2018-08-05	GRÖNSAKSHALLEN SORUNDA		2	TEX MEX	F.sedel saknas Datas
464298	2018-08-03	SERVERA		2	C-LAGER FAST FOOD	Överleverans 3/8 Kred
464682	2018-08-05	GRÖNSAKSHALLEN SORUNDA		2	TEX MEX	F.sedel saknas Datas
464764	2018-08-07	CARLSBERG AB		1	CAFE TAUBE	Reklm. F.sedel saknas
464765	2018-08-07	CARLSBERG AB		1	TREBELLO	Reklamation Trebello
465053	2018-08-08	DIN MATGROSSIST (SVENSK C		1	HAMNKROGEN	Kredit kommer Hamnkrc
465054	2018-08-08	BIBENDUM		1	C-LAGER FAST FOOD	Sakn. vid lev F.sed 8
465060	2018-08-10	RENOVA		3	C-LAGER FAST FOOD	F.sedel saknas Datas
465216	2018-08-13	GRÖNSAKSHALLEN SORUNDA		2	TRÄDGÅRDSCAFET	F.sedel saknas Datas
465271	2018-08-09	SERVERA		2	C-LAGER FAST FOOD	Fellev på F.sed 1955
465694	2018-08-29	SERVERA		2	PLÄTTLAGAT	
465861	2018-08-29	SERVERA		2	TREBELLO KÖK	Rest 14/8
465880	2018-08-08	SUNDLINGS HANDELS AB		2	C-LAGER FAST FOOD	Kredit kommer, trasig
466064	2018-08-16	TRIUMF GLASS		3	C-LAGER FAST FOOD	Priser ? Faktura till
466090	2018-08-01	DIREKT CHARK		2	TYROLEN	Pris? ölkorv ost, chi
466091	2018-08-06	DIREKT CHARK		2		Pris? ölkorv, ost, ch
466092	2018-08-08	GRÖNA GÅRDAR		2		Pris? nöbten, nötfärs
466258	2018-08-31	SERVERA		2	TYROLEN KÖK	Restningar från 7/8 &
466324	2018-08-16	SUNDLINGS HANDELS AB		2	C-LAGER FAST FOOD	Lagersaldo Sundling 1
466325	2018-08-16	FUN FOOD		2	C-LAGER FAST FOOD	Lagersaldo Fun Food 1
466626	2018-08-22	MATRIC ITALGROSS		2	Cafe Taube	Ej kommit 24/8
466824	2018-08-10	OpenSolution Nordic AB		3		Antal ? 70 eller 72 +
466835	2018-08-16	JOHAN I HALLEN		2		8995 rökspån ej i reg
466866	2018-08-03	TRUMF GLASS		3	C-LAGER FAST FOOD	Pris? Faktura till
Totalt: 39						

This menu is from within order module. Here entrance must go through the choice of article type and supplier. The following list displays only resting purchase orders from chosen supplier.

Delivery of order

Delivery of order is done through a click on button 5 when the following dialog is shown.

State the delivery note number to continue.

Next step is if delivery shall happen to main stock (that is it normal the way) or if delivery shall go to a department.

At delivery to a department appears a list over current departments and delivery creates on its way to the department first a delivery to the main stock. Thereafter a requisition is created automatically and the delivery goes further to the department. The created requisition can be shown at a later time to examin under earlier requisitions on chosen department.

Additional information

To "mark" a delivery you can put additional information to the delivery with button 6.

The additional information is connected to the delivery and appears when showing resting deliveries. The information is also shown at the bottom right on screen when the order is shown before delivery.

Destruction of order

Using button 8 the entire order is deleted after a question if the order shall be deleted.

Printout of order

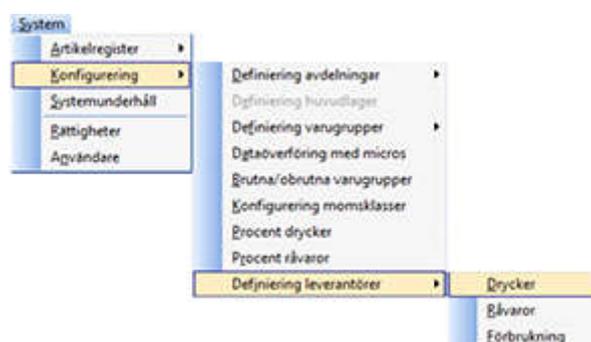
A printout of current order is done through button 9 and the image to the right displays the choice of delivery address. Normally only one address exists but at bigger places a choice is shown of delivery addresses so that delivery is done to correct receiver. If only a address exists press the key Enter or doubleclick on the address. When this is done the order date entered at initiation of the order. This order date can be changed and is stored automatically. Next choice is printout.

Kundnummer	Leveransadress
238350	MAX C-LAGER
238057	MAX TORNET
238055	MAX BALDER
238058	MAX STORGATAN

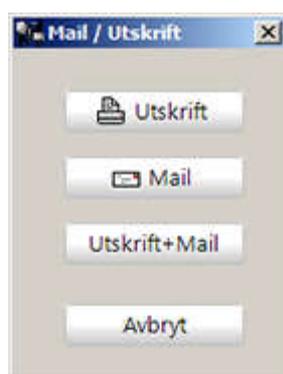
Printout of order

At printout of order, when printer is to be selected, the order be selected to be sent by email. This choice is only shown if the current supplier have an email address defined. To definean email address look at the following menu selection.

(For further information, see "Defining of suppliers" under Configuration on page 4.)



If an email address is defined on current supplier the following window is shown that allows you to send the order by email. This simplifies working with orders.



Choice of another supplier

Switching of supplier can be done from the order module with button 10. Any existing order on screen disappears at switch of supplier. Earlier information before switch of supplier can be retrieved through returning to earlier supplier there the information lies stored under resting purchase orders.

Discount

Through choice of button 11 the information in column "Max" is exchanged and receives the name "Discount". In the discount column a discount percentage is shown if the defined in the current article registry. This gives the ability to comparing a delivery note with discounted prices to check that the final sum is right for all articles.

Credit order

All deliveries shall happen according to delivery note regardless of any error. When a credit is needed the delivery must happen in the usual ways with the the difference that articles that are credited shall have accordingly number of articles in minus. This means that credited articles with negative number of articles takes out of earlier delivery at summary within current period.

See earlier deliveries

Earlier orders within current period can be fetched from the menu selection "Deliveries" with initial choice of supplier. Using button 12 "See earlier deliveries" the following list is shown. The list can be sorted with a click on desired caption, date, delivery note, orders or additional info. Column "Additional info" is deliveries labeled with specific information regarding delivery. Using doubleclick on desired delivery deliveries are shown on article level.

The screenshot shows two windows. The top window, titled "Inlevererat inom perioden", displays a table of deliveries. The bottom window, titled "SERVERA", shows detailed information for a specific delivery, including the supplier, date, and a list of items with their respective prices and quantities.

Datum	Följesedel	Order /	Extra info	Fakturanummer	Belopp
2018-08-03	19529449	463734		64356025	11178.25
2018-08-03	19529446	463945		64356045	2819.04
2018-08-03	19529442	463955		64356047	729.42
2018-08-03	19529464	463962		64356032	2251.97
2018-08-03	19529456	464009		64356035	201.36
2018-08-03	19529459	464043			
2018-08-03	19529444	464074			
2018-08-03	19529453	464089			

Art-nr	Artikel	Beställt	Inpris	SUMMA	Rad-nr	Varugrupp	Inpris
225953	Baileys	3	139.18	417.54	494	1442-Sprit	417.54
721217	Fernet Branca	3	256.93	770.79	460	1442-Sprit	770.79
225151	Smirnoff Red	6	164.62	987.72	377	1442-Sprit	987.72
770164	Stiegl Goldbrö	4	327.63	1310.52	725	1437-Starköl	1310.52
795645	Weihenst Befe	7	372.00	2604.00	130	1437-Starköl	2604.00

After shown delivery you can select on single article, single item group or all item groups. The search is done on all deliveries within period regardless of which delivery is shown.



See earlier deliveries by email

Earlier deliveries can be shown using button 13. Here all information from order transmitted by email is shown, date, time and liable. List can also be printed.

The "Mail" window displays a table of deliveries with columns for date, time, and order number. The supplier is listed as "SERVERA".

Datum	Tid	Order	Ansvarig
2017-12-19	17:24	448298	
2018-01-12	08:58	449091	
2018-01-12	09:06	449095	
2018-01-12	09:07	449096	
2018-01-12	09:08	449097	
2018-02-08	13:37	449429	
2018-07-08	22:29	459710	
2018-07-13	12:28	460533	

Totalt: 8

Search

Search with button 14 gives the following menu selection:
This menu selection decides how an article will be searched
when the articles is shown through articlenumber.



An alternative to use F10 or button 2 in order module, is to write the supplier's articlenumber directly after an order has been started or that articles already exists on screen. After a articlenumber has been input press Enter to show the article. This function is used then the user is used to the article numbers and gives a faster managementfor showing articles. The menu selection internal shows articles when the article register is included with the users own internal article-numbers.

Configuration

With button 15 configuration can be done if purchase prices shall be shown at printout of order to supplier.



Email function is built in Connect. It also means that the email function does not require any types of settings in connection with the various procedures where information was sent by email. The information can also be done with attached documents.

Fast admittance to article registry

From button 16 admittance is done directly to the article register. This gives the possibility to complete information for an article or to input a entirely new article that missing at for example delivery. Entrance from the order module means that the work with a order does not have to be ended with that first go out and in to the article register the usual way.

Stock type

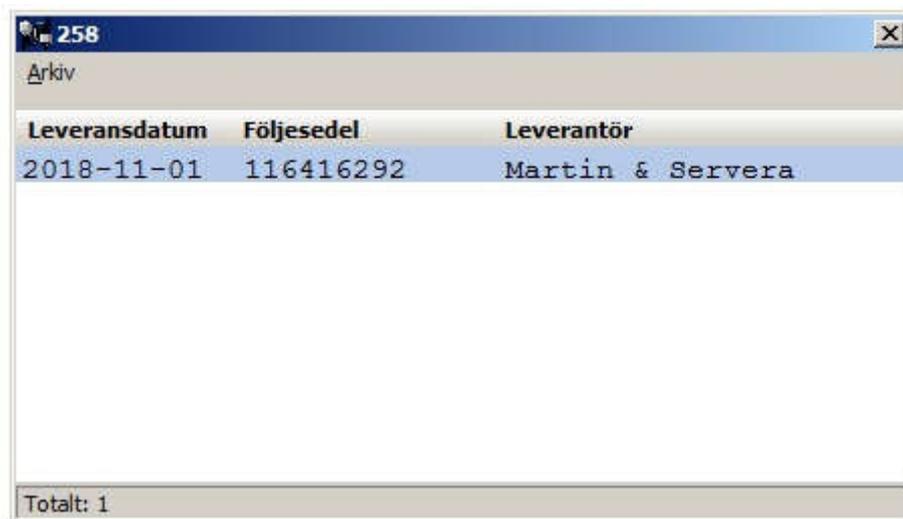
Stock type can be changed between beverages, primary products and consumption articles. The requirement for switch of article type is that no articles is shown in the order module. At choice of "Stock type" choice of supplier is also done. A list is shown with suppliers and is based on the selected stock type.

Export to Internet

From button 18 you connect to the Internet. With this ability the order is exported from the stock system to the suppliers web-site. For some suppliers this is done via s so called supplier portal where all purchase orders from different customers is collected up. The export funktionen requires an agreement for cooperation with the current supplier, (for technical accomodation).

Import of electronic delivery note

With button 19 an electronic delivery note can be fetched according to the following window:



Leveransdatum	Följesedel	Leverantör
2018-11-01	116416292	Martin & Servera

Totalt: 1

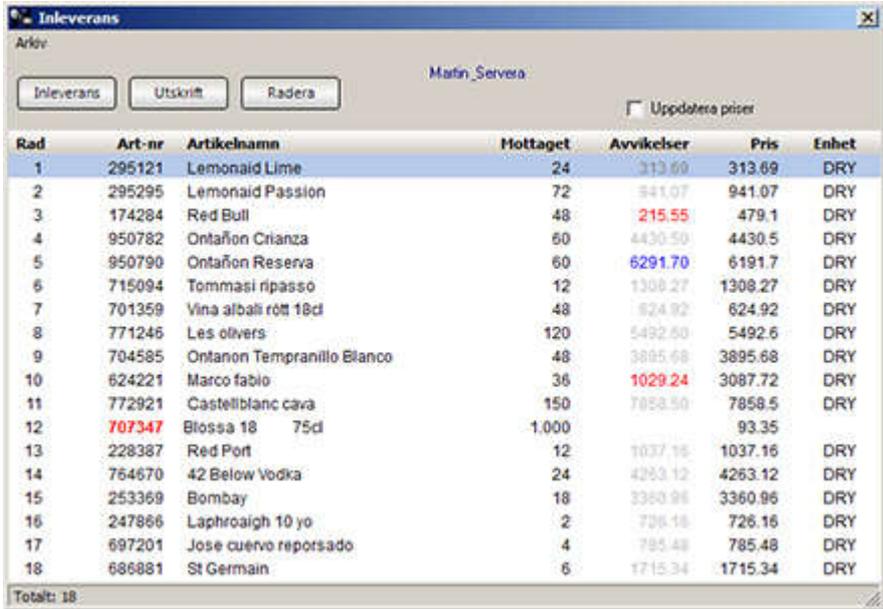
From button 2 in this window reading of electronic delivery note is done after earlier done order. Next step is going back to order module with the the imported delivery note and this is done with button 3 for "Delivery". The imported order has now become inputted into the the normal list and allows for delivery in the usual way.

If article is ordered but missing in the stock system this article line is marked in red with ability and you can complete the article register before reversion is done to the order module.

See next page for completion of article:

Import of electronic delivery note

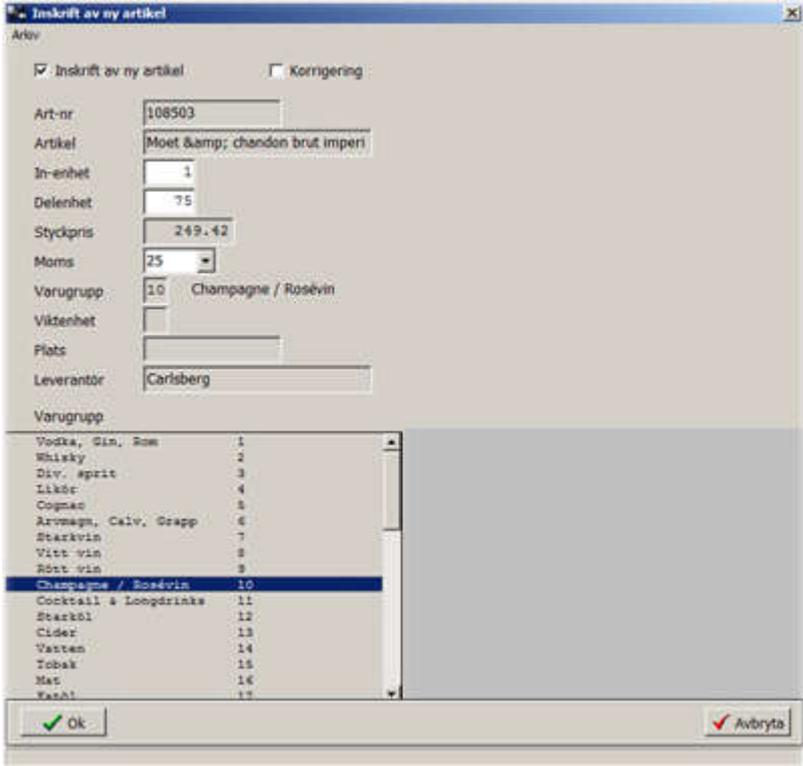
At reading of electronic delivery note there is a control done on article level. If ordered articles is missing in the stock system the article lines are marked red according to the following example. The list can be printed with button 4 for "Printout". If delivery is not done from the imported list its deleted from the selected supplier.



Rad	Art-nr	Artikelnamn	Mottaget	Avvikelser	Pris	Enhet
1	295121	Lemonaid Lime	24	313.69	313.69	DRY
2	295295	Lemonaid Passion	72	841.07	941.07	DRY
3	174284	Red Bull	48	215.55	479.1	DRY
4	950782	Ontañon Crianza	60	4430.59	4430.5	DRY
5	950790	Ontañon Reserva	60	6291.70	6191.7	DRY
6	715094	Tommasi ripasso	12	1308.27	1308.27	DRY
7	701359	Vina albali rött 18cl	48	624.92	624.92	DRY
8	771246	Les olivers	120	5492.60	5492.6	DRY
9	704585	Ontanon Tempranillo Blanco	48	3895.68	3895.68	DRY
10	624221	Marco fabio	36	1029.24	3087.72	DRY
11	772921	Castellblanc cava	150	7858.50	7858.5	DRY
12	707347	Blössa 18 75cl	1.000		93.35	
13	228387	Red Port	12	1037.16	1037.16	DRY
14	764670	42 Below Vodka	24	4263.12	4263.12	DRY
15	253369	Bombay	18	3360.96	3360.96	DRY
16	247866	Laphroaigh 10 yo	2	726.16	726.16	DRY
17	697201	Jose cuervo reporsado	4	785.48	785.48	DRY
18	686881	St Germain	6	1715.34	1715.34	DRY

Completion of article that missing in the stock system is done through a doubleclick on the red line and a window for input of article is shown according to the following image. Here the information is completed with unit, subunit, vat and item group. Item group be set through doubleclick in a predefined list over item groups at the bottom and when the information is ready press "Ok" at the bottom left. The article is now entered in the stock system and the marked bar is shown in "normal" color.

The same procedure goes for import to primary products and consumption articles.



Inskrift av ny artikel Korrigering

Art-nr: 108503
 Artikel: Moët & chandon brut imperi
 In-enhet: 1
 Delenhet: 75
 Styckpris: 249.42
 Moms: 25
 Varugrupp: 10 Champagne / Rosévin
 Viktenhet:
 Plats:
 Leverantör: Carlsberg

Varugrupp:

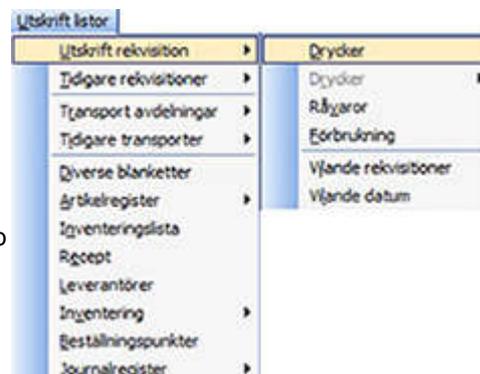
- Vodka, Gin, Rom 1
- Whisky 2
- Div. spirit 3
- Likör 4
- Cognac 5
- Armagnac, Calv. Grapp 6
- Starkvin 7
- Vitt vin 8
- Rött vin 9
- Champagne / Rosévin 10**
- Cocktail & Longdrinks 11
- Starköl 12
- Cider 13
- Vatten 14
- Tobak 15
- Mat 16
- Kashl 17

Printout Lists

Under the menu bar "Printout Lists" follows all output that can be fetched and printed from the system. Under the first items new-laid information are shown and under journal register several years statistics are stored.

Att rekvirera

To order products from the main stock to departments, select "Printout lists->Printout Requisition". Chose the article type the requisition is from. A list with departments are shown for choice of department. After department is chosen press the button at left or use "Functions->Open new Requisition" in the menu bar. Choice using speed key can be done according to info to the right in the menu bar. A start date for the requisition is shown at the bottom on screen and is validated with Enter.



Requisitions can be done according to the following:

- Manually** -manual order of products to chosen department.
- Automatically** -the order is put together automatically from defined maximum capacities
- Resting requisition** -requisition that can be fetched and validated by liable.

Manual requisition

To create a manual requisition, follow the instructions under "To requisit" above, click then on the button "Manual" left in the menu bar or chose "Functions->Manual" in the menu bar at the top or chose shortcut key "F10" on the keyboard. A list with articles is shown in a small window on screen. Select article using doubleclick or press Enter. Internal articlenumbers can be used if these are defined in the system. This is done by directly writing the internal articlenumber and pressing Enter. The article now exists in the requisition. Enter numbers of current article in the field for numbers and press Enter. Now click the button "Manual" in the menu bar or press F10 to add more articles in the requisition. To delete a line, place the cursor on the current line and press Delete. Select Yes or No.

Art nr	Artikl	Antal	Enhet	Leverantör	Beställningspunkt	Beställningspunkt
81	802119	22.00	Kilo	Denshövd ab		
82	800023	12.00	Liter	Severa	48.00	
83	800099	48.00	Liter	Severa	84.00	
84	800371	9.00	Kilo	De-matgrosseri sv		
85	800014	1.00	Kartong	De-matgrosseri sv		
86	800093	1.00	Paket	De-matgrosseri sv		
87	800084	6.00	Paket	De-matgrosseri sv		
88	802113	8.00	Styk	Matic bagross		
89	819334	32.00	Styk	De-matgrosseri sv		
90	828212	6.00	Kartong	Severa	14.00	
91	835306	20.00	Kartong	Tföod ab	124.00	
92	835318	10.00	Kartong	C-trager	76.00	
93	836012	24.00	Packa	Matic bagross		
94	836310	10.00	Kartong	Tföod ab	64.00	
95	842003	1.00	Styk	Severa		
96	837604	1.00	Styk	Severa	12.00	
97	837602	1.00	Styk	Severa	30.00	
98	310046	1.00	Styk	Severa	8.00	
99	310046	1.00	Kartong	Krafts kaffe	18.00	
100	214033	1.00	Kartong	De-matgrosseri sv	2.00	
101	820007	1.00	Kartong	Severa	12.00	
102	811111	1.00	Kartong	De-matgrosseri sv	6.00	
103	837718	12.00	Packa	De-matgrosseri sv		

When requisition is input, chose "Delivery" from button 5 in the menu bar to send the requisition or press [Esc] on the keyboard in order to make it resting. If requisition is to be removed, click on button 7 for destruction and the requisition is deleted.

Automatic requisition

Automatic requisition requires that predefined levels for how much of an article that shall exist in each department. How the levels are set is described according to "Point of order", see table of contents page 3.

To create a automatic requisition follow the instructions under "To requisite" above. Click on button 3 - "Automatic" or chose the hot key Ctrl+H. Any article under the beställningspunkt is shown in a list on screen. The article numbers can be changed pressing Enter on current line. Chose "Delivery" in the menu bar to confirm delivery of requisition. For printout, chose button 9 with the printer symbol. With button 7 the requisition can be deleted. To save the requisition as resting, press [Esc] or chose "File->Finish" in the menu bar.

Resting requisitions

To show a resting requisition chose "Printout Lists->Printout Requisition->Resting Requisitions". A list over resting requisitions is shown on screen. The list can be sorted on order number, department, date or type (type of articles: 1 for beverages, 2 for primary products or 3 for consumption articles). The sorting of the list can be changed clicking on the respective columns.

Earlier requisitions

To read requisitions made during this month, chose "Printout Lists->Earlier Requisitions" followed by Beverages, Primary products or Consumptions. A list with departments is shown on screen. Select department by doubleclicking or press Enter. A list with requisitions is shown on screen.

To search in the list, place the cursor in the field on the menu bar and write a word to find. The blue selection automatically moves to the first suitable alternative. To continue the search further select "Repeat Alternative" in the menu bar.

To swap department click on the button "Department" in the menu bar. Continue according to the above. To see how much of an article that is required during the month use the menu selection "Selection". Then chose if the selection shall be done on Specific article, Specific stock-group or on all item groups. Then chose "Start" at the bottom of the list. A new window is shown on screen. Chose the article in the list using doubleclick on article line or press Enter. This months all requisitions is shown on screen. To search on a new article chose "Start" again (at the bottom of the list) and repeat the above.

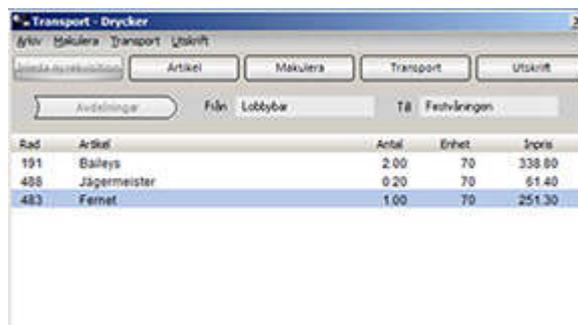
To search on Specific item group, highlight "Specific Item group". Chose Start at the bottom of the window. A new window is shown on screen. Chose item groups in the list using doubleclick on its name or press Enter. This months requisition are shown on screen. To search on another item group, click again on "Start" at the bottom of the window and repeat the above.

To search on all item groups, highlight "All Item groups" and chose "Start" at the bottom of the window. All requisitions during the present month is shown on screen. The classification is split on respective item group.

Rekvisiton	Radnr	Antal	Enhet	Inops
				820.60
Ansvärdig: Jakob Horvath Tyr				
Datum: 2018-08-14				
Order: 445621				
Capt Morgan Spic	392	4	70	1156.30
Les Fumées Blanches	1454	94	75	5760.00
Fauga Chardonnay	440	94	75	4250.54
Carlsberg Hof 33cl	92	480	24	3089.20
Holsten 30*50cl	1443	200	20	3110.00
Somersby Färon	89	240	24	2433.60
Stiegl Goldbräu 50c	725	100	20	1438.00
Vega Shoreline AFA	1444	0	24	0.00
Weihenst Hefe Weiss	130	120	20	2332.00
Alaska lemon ginger	103	84	12	1471.60
Festis Apelain 30st	482	90	30	199.80
Festis Färon 30st /	31	150	30	333.00
Jakobsgold Alkf 10f	479	100	18	1402.92
Fat 30L Erdinger	594	27	100	14590.80
Fat 30L Brooklyn IP	373	18	100	19008.00
Fat 30L Holsten	590	18	100	14590.80
Syrup Pepsi 10 Lit	433	8	100	3114.00
Le Dolci Prosecco	449	34	75	2150.44
				80935.30
Ansvärdig: Richard Svensson CRF				
Datum: 2018-08-15				
Order: 445648				
Vega Shoreline AFA	1444	72	24	1260.00
				1260.00

Transports between departments

Chose "Printout Lists->Transportation departments" followed by the type of goods. A new window is shown on screen. Chose from which department in the left of the two pulldown menus and chose to which department in the right. Then chose the button "Open new requisition" in the menu bar. A field with the logged in persons name and date is shown at the top right of the window, press Enter to confirm the date.



Now chose button 2 "Article" or press the "F10" key and a list with articles is shown. Chose article using doubleclick or press Enter. Press Enter in column number of to input quantity of the article, for example number of centiliters or bottles and confirm with Enter. Repeat the above to add several articles.

After completed article list select "Transportation" from button 4 in the menu bar and confirm using Yes or No.

Chose the button "Destroy" or [Esc] to cancel.

Earlier transports

To see what transports that happened between departments during the month, chose "Printout Lists->Earlier transports" followed by of type of goods. A new window is shown on screen. Chose from what department transportation happened in the left of the two the pulldown menus and chose to which department in the right.

If transports have happened during the month a list is shown with transport dates. Doubleclick on a date to show it. The transport is now shown on screen. To see a complete list over a specific article, specific articlegroup or all articles that has been transported during the month, chose "Selection" in the menu bar.

Select if search should happen on specific article, specific item group or all item groups by clicking on one of the three selections on top. Then chose Start from the bottom of the window to start or press "Cancel" to cancel the search.

When searching on specific articles a small window is shown. Select what article to be shown using doubleclick on the articlename. If the article has been transported between departments during the month a list is shown over the transports. If no transports have happened the list is empty.

When searching on a specific item griup a smaller window is shown on screen. Chose what item group to be shown using doubleclick on its name in the list. All transports within the current item group that occurred during the month is shown in a list on screen. If no transports have happened the list is empty.

When searching on all item groups a list is shown over the item groups within which transportation between the departments has happened during the month. If no transports have happened the list is empty.

Miscellaneous forms

Under the menu selection "Printout Lists->Miscellaneous Forms" you find requisitions and order lists for all item groups that is beverages, primary products and consumptions. The lists are based on requisition for departments respective main stock, or order lists to supplier. After selection "Requisition stock places" or "Order to supplier" a new menu selection is shown. For requisition select department or main stock followed by item group. For suppliers select supplier, article type followed by item group. When wished item groups are highlighted select printout.

Article registry

To print the entire article register or parts of it, click "Printout Lists->Article registry". A small window is shown on screen. State an interval for which rows to be printed or confirm printing the entire article register. Select "Printout" in the menu bar and click on Ok for printout.

Inventory list

To print the inventory list, chose "Printout lists->Inventory list". A small window is shown on screen. Chose which type of article and department respective main stock the list shall be printed for. Chose in occurring cases department and thereafter which class of goods that shall be printed using doubleclick on the names. Then chose "Printout" in the menu bar. A small window is shown with choices for "Empty inventory list" or "Included balance" for ability to printout of stock balance or not. The same goes for for primary products/consumption but with a additional menu selection for printout of purchase prices or not. Printout with purchase prices is used at Inventory.

Recipe

To print all recipe entered in the system, chose "Printout lists->Recipe". Chose what type of recipe, or if printout shall happen only of recipe name. Then select "Printout" in the menu bar for printout. The selected recipes are shown on screen with the choice of printout to printer. From the menu selection "Functions->Recipe with ingr." search is done through all recipe with selection on chosen article. A list displays all recipe containing chosen article with ability to printout.

Suppliers

To print a list over suppliers entered in the system, chose "Printout lists->Suppliers". Chose for which type of goods the supplier informations shall be printed. Chose "Printout" in the menu bar for printout.

Printout Inventory

The first column displays "Beverages", the second displays "Primary products" and the third displays "Consumption". The fourth column displays under which headings and in which order the list shall be printed. To change caption, doubleclick in the heading field. A new field is shown at the bottom of the window. Fill in or change the text in the field and chose "Accept" or "Cancel". The new text is shown in the heading. Connect then the different item groups to these headings for steering of summing using doubleclick on respective item group in window 1. Then enter at the bottom current steering to main group and save.

Chose in the pulldown menu for printout of "Ingoing stock" or "Ingoing balance". Choice of "Ingoing stock" gives printout on article level. "Ingoing balance" gives printout of total on head group level. The third menu selection "Balance month - month" gives printout with total including earlier period.

All departments are printed if "All" is marked. With "Selection" selections are done through choice of "Department" in the menu bar. Then select in the fifth column what or which departments that shall be printed using doubleclick on the names. Then select "Summary" on top with button 1. Two buttons are now shown at the bottom of the window, chose "Start Summary" to start summing or "Cancel" to cancel. The stock value is shown in the fourth column. To print select "Printout" in the menu bar or with button 2.

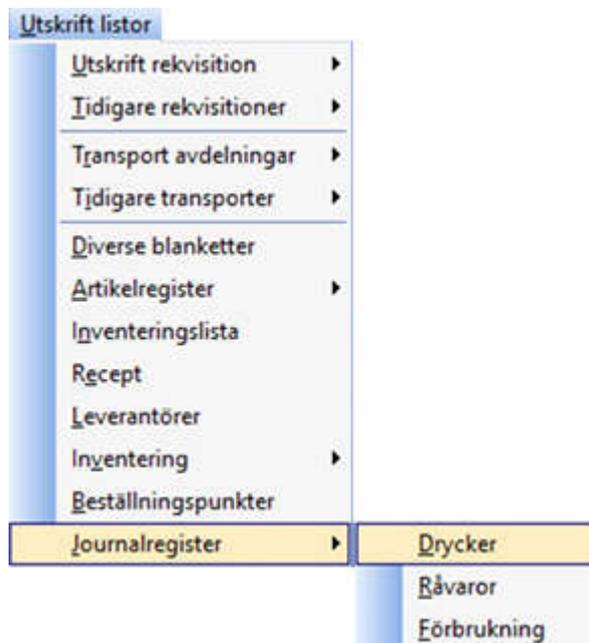
Printing point of order

From the menu selection "Department" choice is done of main stock or departments for respective article type. After choice of main stock or departments selections are done on item group for printing of point of order.

Register of journals

In the journal registry all requisitions, deliveries, internal transactions, totally purchase plus-information about users are stored.

Click on "Printout Lists->Journal register" and chose Beverages, Food or Consumption. A new window is shown on screen.



Deliveries

To print deliveries, chose the menu "Function->Deliveries" and a new window is shown on screen for choice of supplier. Thereafter all deliveries from chosen supplier is shown on screen. Chose "Selection" in the menu bar and thereafter "Specific Article", "Specific Item group", or "All Item groups". Chose "Start" at the bottom in the window to start summary or "Cancel".

A small window is shown on screen for choice of interval to be printed. State an interval followed of Enter. After summing the result is shown on screen. Click on the button "Print" to print or chose "Cancel".

Requisitions

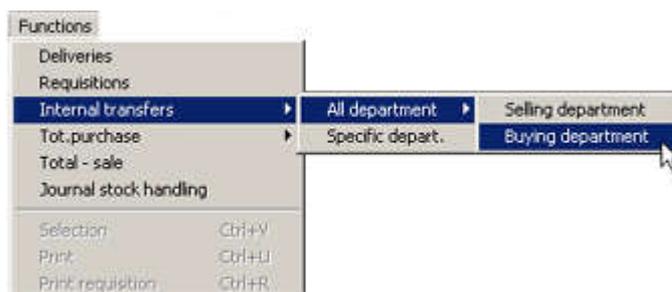
To print requisitions click on the menu "Functions->Requisitions". A new window is shown on screen. Chose department and a new window with all requisitions for the chosen department is shown on screen. When choice of requisitions its done in the same way according to the above for suppliers.

To see internal transactions of specific item group, highlight "Specific Item group" according to above. Click on "Start" and state interval followed of Enter. A list with item groups is shown in a new window on screen. Chose item group and a list with internal transactions is shown on screen. For printing, click on the button "Print" at the bottom.

Register of journals

Internal transactions

For printout of internal transactions choice from the menu according to the image below: "Functions->Internal transactions". Chose if the printout shall be for specific department or all departments plus if its for selling department or buying department. Chose "Selection" in the menu bar followed by departments using doubleclick on the department names. Marked line indicates printout. To delete a selection, doubleclick again. Then select the button "Accept" in the bottom of the window. A new window is shown on screen. Chose there if print is of Specific article, specific item group or all item groups, clicking on the headlines. Then chose "Start" with the button in the bottom of the window. State interval that is shown on screen and confirm with Enter.



Specific article

At printout of specific article, a list with articles is shown in a new window on screen. Doubleclick on name of chosen article and the internal transactions of the article are shown on screen. The article is shown with name, linenumber, unit, number of and purchase price. To print select "Print" in the bottom of the window. If no transactions has been made info with the text "Statements Missing" is shown. Click on "Ok" and begin a new search by marking a specific article, specific Item group or all item groups according to above.

Specific item group

To see internal transactions for a specific item group, highlight "Specific Item group" according to above. Chose then "Start" followed by the interval that is shown on screen and confirm with Enter. A list with item groups is shown in a new window on screen. Chose item group using doubleclick on the name. The list over internal transactions is shown on screen. To print, click on the button "Print" right at the bottom in the window.

All Item groups

To print internal transactions for all item groups, select "All Item groups" according to above. Click on "Start" and state interval followed of Enter. A list with transactions within all item groups is shown on screen. To print, click on the button "Print" at the bottom of the window.

Total Purchase

To see total purchase for a specific period, chose "Printout Lists->Register of journals" followed by Beverages, Primary products or Consumptions. A new window is shown on screen. Click on "Functions" in the menu bar and chose "Total Purchase". Then select "Selection" in the menu bar and start search with the button "Start" that is shown in the bottom of the window. State interval and press Enter.

Journal stock handling

A list of all user that has logged in to the stock system. Here is stated date, time, name and job. The list can be sorted with clicks on any column. Printout can happen from the menu selection "Print". The list have automatic line control and contains history from the last four months. Admittance to the list can also be done through speedkey Ctrl+J. Additional information is received from table of contents under "Special functions".

Total Sale

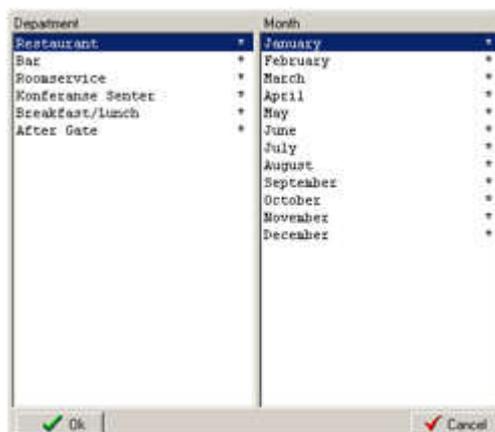
To see total sale use button 1 labeled "Selection". Here departments and periods of months are selected according to image to the right.

Summing is started with button two labeled with a sum sign.

At summing a list is shown according to the following image. The list is split on selected departments with summed family groups.

Each item group is summed up from sale of the selected month interval.

It's important that article register is up to date with its different recipe on drinks and on glasses. Regarding linked glasses means glasses with beer on draught and for example types of wine.



The list can be printed with button 3, labeled "Print".

The screenshot shows the "Total - sale" window with a menu bar (File) and a toolbar containing icons for a folder, a sum sign, and a printer. A small image of a beer bottle is in the top right corner. The main area is a table with three columns: Department, Maingroup, and Litre. The data is grouped by department: Restaurant, Bar, and Roomservice. Each department lists various wine and beer categories with their respective sales in litres.

Department	Maingroup	Litre
Restaurant	White Wine	4055.65
	Red Wine	7080.72
	Champagne	83.23
	Port/Dessert Wine	79.52
	Sherry	2.28
	Vermouth	5.57
	Bitter	5.34
	Akevitt	17.46
	Rum	2.66
	Gin	36.25
	Vodka	95.69
	Liquor	51.95
	Calvados	5.90
	Amangac	1.32
Cognac	207.30	
Bar	Whisky	35.63
	Beer	1026.36
	Beer/Cider/Alkopops	555.64
	Beer Draught	660.80
	White Wine	561.06
	Red Wine	997.07
	Champagne	457.83
	Port/Dessert Wine	5.77
	Sherry	0.60
	Vermouth	12.29
	Bitter	71.20
	Akevitt	28.76
	Rum	46.18
	Gin	237.73
Vodka	139.20	
Liquor	108.68	
Calvados	3.52	
Amangac	1.68	
Cognac	100.95	
Whisky	173.23	
Beer	587.88	
Beer/Cider/Alkopops	1875.83	
Beer Draught	2117.60	
Roomservice	White Wine	41.89
	Red Wine	96.68
	Champagne	12.00
	Bitter	0.40
	Akevitt	0.12
	Rum	0.24

Inventory beverages

Chose "Inventory->Beverages->Department->Inventory per month".



Inventory is done per department at the turn of the month and is the foundation for the current stock balance within the month. When a balance is stated it is stored as ingoing within current period and simultaneously as outgoing in the previous period. Simultaneously the current stock balance is corrected within the period in view in regard to what totally required and sold for current article and department. The function for stock balance becomes:
 ingoing + required - sold + crush - spoilage. This allows you to be able to correct a inventoried value within a month period.

The inventory is input after the switch of period have happened in the stock system. At switch of period the old inventory is cleared. This means that the previous inventory is shown on screen if the user have forgotten to switch period. Would the user despite this try to input in an inventory after a new calendar month, it is stopped, and the user is told to switch period in the system first.

This means that when a inventory saldo is stated the stock balance is fixed directly in view of what may have happened during the inventory period. Consideration is taken for requisitions, deliveries and so on. The stock balance is a function of ingoing + required - sale + crush - spoilage as shown earlier.

This function means that at integration to a cash register system reducing of stock balances is done from sale on monthly saldo. The requirement for this is that always make allowance for what has happened on article level. (bong correctly!!)

All functions are found under the menu selection "Functions" with its speed keys as Input, Erase, Department, Main stock, Item group and Printout.

When switching department the item group is saved and at switch of item group the department is saved. This gives flexibility and the same functions works also for inventory in main stock. Difference for main stock is that inventory is done only in entire bottles, that is not on the centiliter level. No "open" articles can be inventoried in the main stock. The sorting is preselected on article name but can be changed clicking on the captions. Searching can be done on article name using the input field in the right corner. The cursor is moved automatically at input of article name.

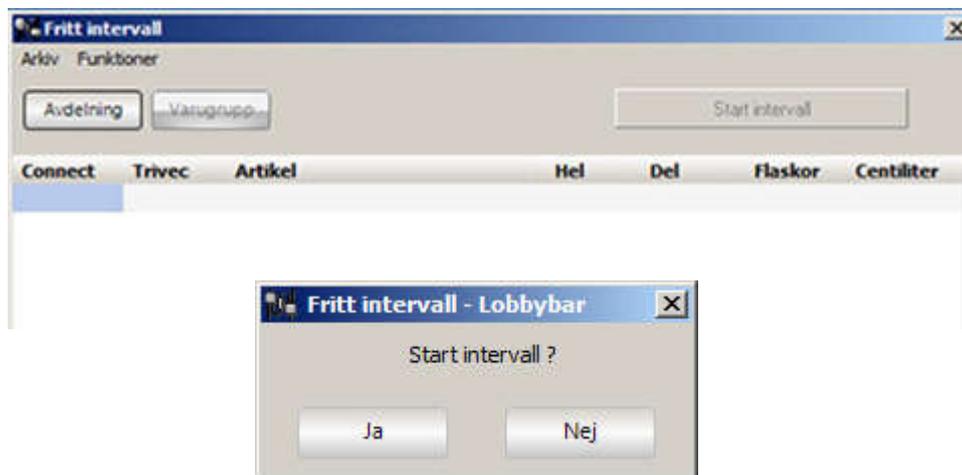
Connect	Trivec	Artikel/	Hel	Del	Flaskor	Centiliter
468	604211096	Aalborg jubileum	1	70	2	36
439	604211067	Asbach uralt	1	70	6	31
398	604211026	Bacardi Razz	1	70	3	60
393	604211021	Bacardi Rom	1	70	12	05
494	604211122	Baileys	1	70	2	64
495	604211123	Benedictine	1	50	1	46

Free interval

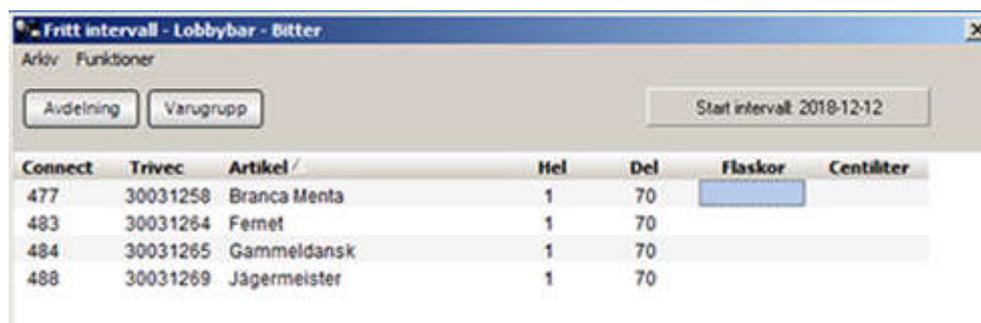
Start of free interval is done through "Inventory->Beverages->Department->Free interval".



After admittance to free interval the inventory is started with selection of department. Selection of department is done with the leftmost first button.



A question is asked about start of new interval and is followed by a choice of item group. At re-entrance to free interval the same day and with the same department, this question is not asked and earlier inventory is still there.



Inventory on free interval is done with choice of item group and accompanying articles. After the inventory is done for selected departments and item groups printout can be done through a differential list.

Admittance to differential list for "Free interval" is "Statistics->Beverages->Departments->Month". When month is chosen printout is selected and "Free interval". After "Free interval" is selected the inventoried departments for "Free interval" are marked for printing. Printout of the following differential list gives current articles in view of previous day sale. Any diff are done through the function: ingoing inventory + totally required - inventory free interval.

Inventory food/consumption

From "Inventory->Primary products" or "Consumption" followed of "Main stock->Inventory->At the turn of the month". Inventory is done with choice of item group. After item group is chosen choice of stock position using is done by clicking on the list to the right according to the following image. When a balance is stated it is necessary to confirm with Enter. After Enter have has been pressed the inventoried balance is stored as ingoing within the current period and simultaneously as outgoing in the previous period. If Enter was not pressed the balance is not saved.

By selecting another stock position to the right continued inventory can be done on the same item group. An article can exist on different stock places within the same item group.

After all articles have been inventoried within a item group the switch of item group is done with the first button top left.

A article can exist in 16 different locations within the main stock and the same goes for inventory on departments for primary products/consumption. Defining of stock places is done from Article registry food /consumption, see table of contents page 3.

Rad	Pref	Art-nr	Artikel	Delenhet	Fraktas	Antal	Val av lagerställe	Inventerat
448		0000574012	Bikarbonat 1.1Kg /Brik	1	Burk		A Frys restaurang	
2838		0000233502	Choklad Napoli mörk hall 5gr	1	Kartong		B Ökallaren	
		0006	Churros Mix 2*5kg Art	1	Kartong	115.00	C Kyl restaurang	
		0006	Donutmix 25 kg	1	Säck		D D	
		0012	Ising choklad 14 kg	1	Hink		E Frys fast food	
		0013	Ising Vanilla Fondant 25 kg	1	Säck		F Torrfföråd fast food	115.00
		0519	Kokos riven 10*750gr/Påse	500	Påse		G Kyl fast food	
		0003	Kokosnötsolja (Bagnbott)15 kg	15000	Kartong	4.00	H Kyl återlet	
		0419	Kronärtsbottnar fryst /Art	1	Kartong		I Burger King	
		0059	Lök Rostad 500gr /Påse	500	Påse	14.00	J	
		0001	Majs 15.88kg popcornsäck	1	Säck	40.00	K Krav & etc	
		0445	Mandel hel skalad 10*1kg/Pås	1000	Påse		L Test	
		0480	Mjöl Vete 6*2kg /Kart	1000	Kartong		M Diverse	
		0460	Naj Olja fryr 10lt	1000	Dunk		N	
		0207	Nutella 1Kg /Brik	1000	Burk	240.00	O	
		0242	Nutella 350gr /Burk	350	Burk		P Godis	
		0245	Nutella 3kg /Hink	3000	Hink	153.00		
		0509	Nutella 630gr /Burk	630	Burk			
		0300	Nöter pinje 500gr /påse	1	Påse			
		0913	Olja Fryr Servera 10L/Dnk	1	Dunk	94.00		
		0040	Potatismos komplett	1	Kartong	20.00		
		0246	Russin 10*1kg /Påse	1	Påse			
		000002413	Russin sulfana 1kg /St	6000	Styk			
2299		0000073818	Slush Cola (2*5L)	10	Kartong			
2298		0000073822	Slush Jordpubb (2*5L)	10	Kartong			

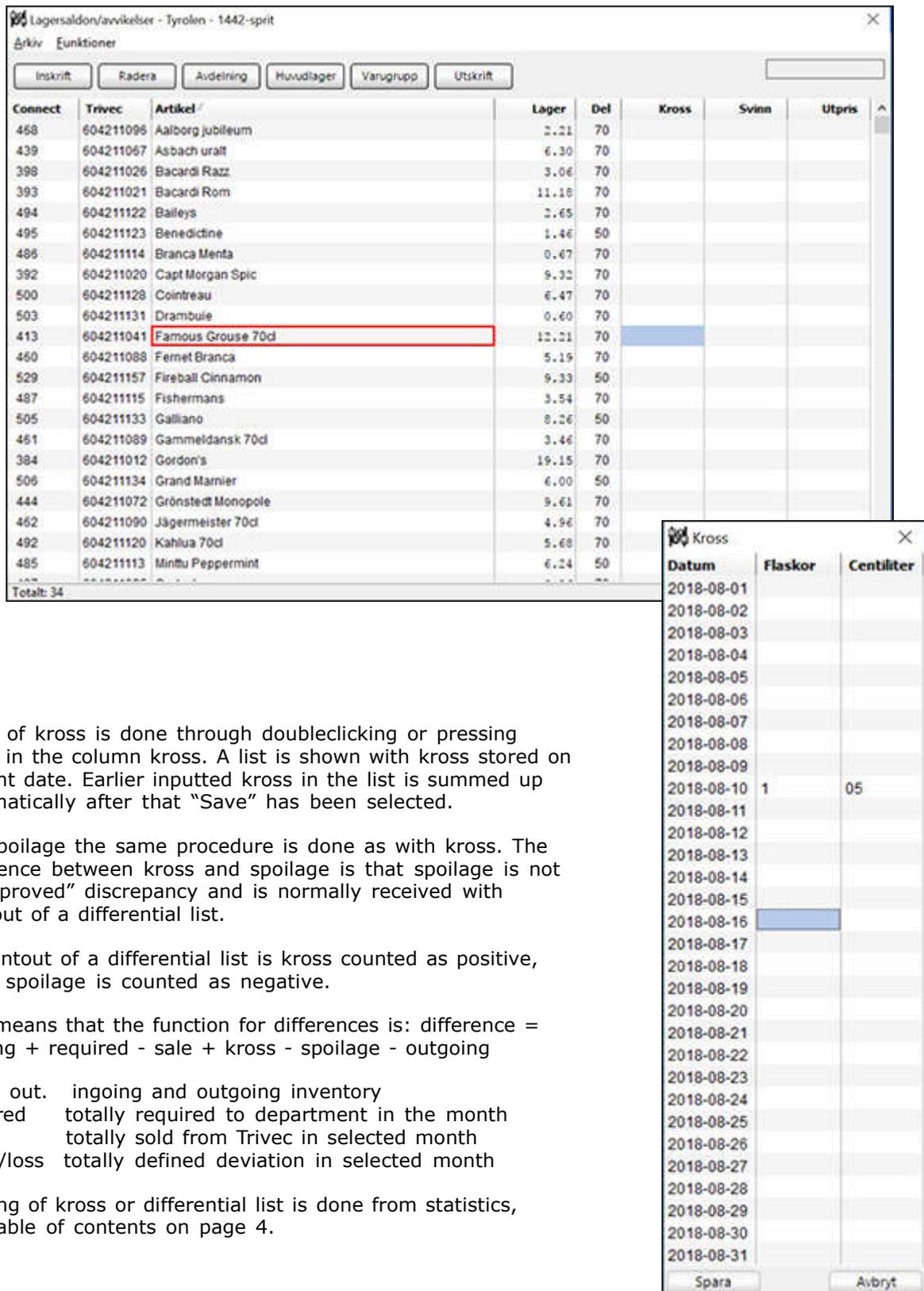
Using button number two from the left all articles are read in with selection on prefix according to column 2. This sorting is used for very big stocks and with spaces where shelves is labeled with a prefix as alternative to sorting on item group.

Both the functions can be reached with the speedkeys Ctrl+V for item groups and Ctrl+P for prefix and this information is found under the menu selection "Functions" that also is a pervading rule.

A pervading rule in the entire stock system is that under the menu selection "Functions", the accompanying speed keys gives complete information.

Input of crush / loss

Entrance is done through "Inventory->Beverages->Department->Stock balances/Deviation" and then choice of department. Entrance can also go to the main stock. Next choice is choice of item group and the current articles is shown in a list on screen.



The screenshot shows a window titled "Lagersaldon/avvikelser - Tyrolen - 1442-sprit". It contains a table of beverage items with columns for Connect, Trivec, Artikel, Lager, Del, Kross, Svinn, and Utpis. The item "Famous Grouse 70cl" is highlighted in red. Below the table, there is a "Totalt: 34" label. To the right, a dialog box titled "Kross" is open, showing a date selection list from 2018-08-01 to 2018-08-31. The date 2018-08-10 is selected, and the values "1" and "05" are entered in the "Flaskor" and "Centiliter" columns respectively. The dialog has "Spara" and "Avbryt" buttons at the bottom.

Connect	Trivec	Artikel	Lager	Del	Kross	Svinn	Utpis
458	604211096	Aalborg jubileum	2.21	70			
439	604211067	Asbach uralt	6.30	70			
398	604211026	Bacardi Razz	3.06	70			
393	604211021	Bacardi Rom	11.18	70			
494	604211122	Baileys	2.65	70			
495	604211123	Benedictine	1.46	50			
486	604211114	Branca Menta	0.67	70			
392	604211020	Capt Morgan Spic	9.32	70			
500	604211128	Cointreau	6.47	70			
503	604211131	Drambuie	0.60	70			
413	604211041	Famous Grouse 70cl	12.21	70			
460	604211088	Fernet Branca	5.19	70			
529	604211157	Fireball Cinnamon	9.33	50			
487	604211115	Fishermans	3.54	70			
505	604211133	Galliano	8.26	50			
461	604211089	Gammeldansk 70cl	3.46	70			
384	604211012	Gordon's	19.15	70			
506	604211134	Grand Marnier	6.00	50			
444	604211072	Grönstedt Monopole	9.61	70			
462	604211090	Jägermeister 70cl	4.96	70			
492	604211120	Kahlua 70cl	5.68	70			
485	604211113	Mintu Peppermint	6.24	50			

Datum	Flaskor	Centiliter
2018-08-01		
2018-08-02		
2018-08-03		
2018-08-04		
2018-08-05		
2018-08-06		
2018-08-07		
2018-08-08		
2018-08-09		
2018-08-10	1	05
2018-08-11		
2018-08-12		
2018-08-13		
2018-08-14		
2018-08-15		
2018-08-16		
2018-08-17		
2018-08-18		
2018-08-19		
2018-08-20		
2018-08-21		
2018-08-22		
2018-08-23		
2018-08-24		
2018-08-25		
2018-08-26		
2018-08-27		
2018-08-28		
2018-08-29		
2018-08-30		
2018-08-31		

Input of kross is done through doubleclicking or pressing Enter in the column kross. A list is shown with kross stored on current date. Earlier inputted kross in the list is summed up automatically after that "Save" has been selected.

For spoilage the same procedure is done as with kross. The difference between kross and spoilage is that spoilage is not a "approved" discrepancy and is normally received with printout of a differential list.

At printout of a differential list is kross counted as positive, while spoilage is counted as negative.

This means that the function for differences is: difference = ingoing + required - sale + kross - spoilage - outgoing

ingoing - out. ingoing and outgoing inventory
 required totally required to department in the month
 sale totally sold from Trivec in selected month
 crush/loss totally defined deviation in selected month

Printing of kross or differential list is done from statistics, see table of contents on page 4.

Change period

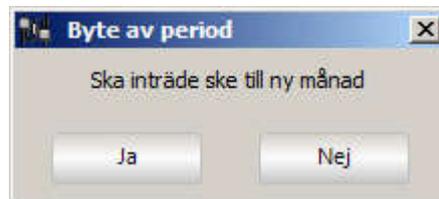
Period selection can be done when all deliveries and requisitions are done for the finished period. This must not happen exactly at the turn of the month since the system stays in the previous month until all is ready for period selection.

Reduction of articles from sale have been stopped until switch of period have been done. This also affects the information under the menu selection Trivec with stored dates for information on sales from Trivec.

At period selection all stock balances are cleared. Deliveries and internal requisitions are moved to the journal registry where all transactions are saved in chronological order.

Earlier inventories are available for printout after the period selection has been done. The inventory balance is stored for each month as support for different calculations and printouts.

In order to select period, chose "Inventory->Selection of period". A small window is shown on screen. Click on the button "Start". A dialog box asks if admittance to new month is to be done. Answer Yes for start or No in order to cancel.



Logged in user are shown in a list to the right in the image at the bottom, and if more than one user is logged in the following sign is shown with the question about "Logging out users".



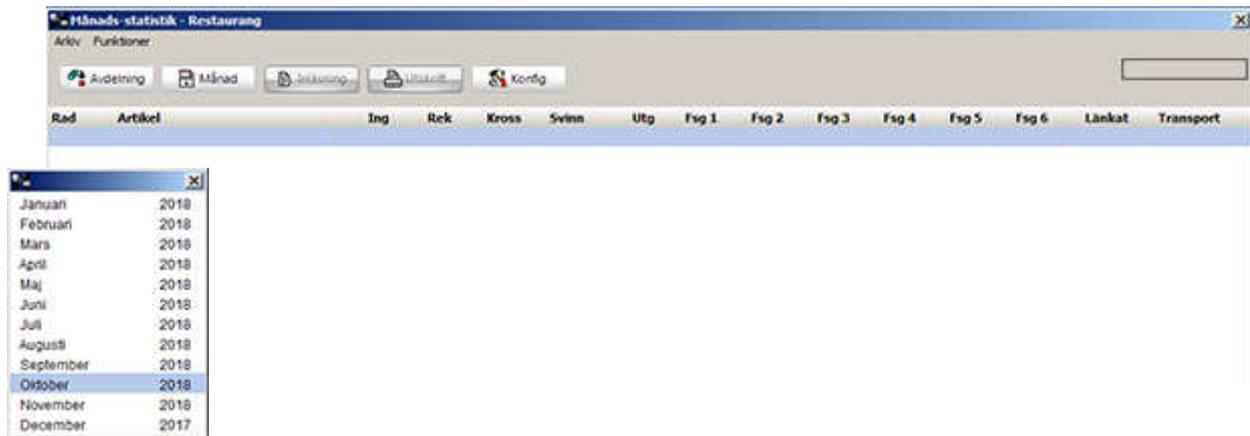
If you answer yes on this question all users are logged out automatically after approximately 1 minute and then selection of period starts automatically.



Statistics

Monthly statistics are stored for 12 months. Chose "Statistics" and chose "Main stock" or "Departments". A new window is shown on screen with previous month preselected. Then select department through clicking on "Department" in the main menu. A new window is shown onscreen. Select desired function in the list for printout.

- Ingoing Ingoing inventory
- Req Totally required during the month
- Crush Accepted deviations
- Spoilage Not accepted deviations
- Sale Sale
- Linked Recipe
- Transp Transports between departments



Press the button for printout to select on differences, crush, consumption, gross profit, article level, gross profit item groups, turnover rate, sales prices departments or free interval. Free interval assumes that inventory is done on a free interval; See inventory.

Rad	Artikel	Ing	Rek	Kross	Svinn	Utg	Fsg 1	Fsg 2	Fsg 3	Fsg 4	Fsg 5	Fsg 6	Länkat	Transport
510	Avabon gin	0.15				0.10								
85	Bac Razz 7-up 4 cl													
262	Bac razz 7-up 6 cl													
239	Bacardi 8					1.00	4.0							
241	Bacardi Carta Blanc	24.30	5			22.60							148.00	
242	Bacardi Carta Fuego	41.60	4			41.10							4.00	
243	Bacardi Carta Negra	0.50				2.05	1.0							
244	Bacardi Carta Oro	0.50				1.40								
245	Bacardi Limon	4.10				4.00								
246	Bacardi Melon													
247	Bacardi Pineapple													
248	Bacardi Razz	3.25				3.02								
191	Baileys	3.10	3			3.35	35.0						24.00	
192	Baileys 5cl flaska													
539	Ballantines	0.25				0.20								
901	Barbados heat 6 cl													
902	Barbados heat 4 cl													
742	Barbeta colheita	1.00				1.00								
621	Barbera d'asth plan	4.00				4.00								
884	Barjuice	25.00				20.00								
511	Bathlu gin													
74	Bay Breeze 4 cl													
353	Bay breeze 6 cl													
419	Beaux Frères, The V	1.00				1.00								
420	Beaux Frères, Upper	1.00				1.00								
1095	Bellingham Pinotage	5.00	6			9.00								

Trivec

See transferred sale

Choice of selected department from a list containing only sales departments from Trivec. The list is initially sorted on article name. Choice of sorting can be done with a click on desired caption. The different columns contains the following:

1. Lineno for Connect
2. Lineno for Trivec
3. Article name
4. Number of sold from previous day
5. Amount from day sales
6. Number of sold total in current period
7. Amount from month sale
8. Size, means how different articles are sold

Switch of date can be done on earlier selected department

Connect	Trivec	Artikel	SÅlta	Summa	Månad	Totalt	Storlek
52	30011011	Carlsberg Hof	2	0	18	0	stg
770	10011119	Carlsberg non alkohol	1	0	27	0	stg
622	30211107	Casina ballarin, d	0	0	1	0	stg
730	30311134	Castellblanc cava	0	0	27	0	stg
731	30311135	Castellblanc cava g	2	0	950	0	stg
976	30311233	Chablis Louis Robin	0	0	3	0	stg
896	30311177	Chablis Louis Robin	0	0	18	0	stg
919	30311183	Chablis louis miché	0	0	4	0	stg
71	30311182	Chablis, Ter Cru Mo	0	0	5	0	stg
456	30311027	Chablis, Joseph Dro	0	0	1	0	stg
4	10011004	Charboncoka	0	0	15	0	stg
341	30211071	Château Maria, Lux	0	0	1	0	stg
304	30211034	Château Hospitalet	0	0	6	0	stg
307	30211037	Château Fince 2012	0	0	2	0	stg
19	10011096	Cider alkoholfri	0	0	2	0	stg
1073	30311235	Clarete Rosé	0	0	8	0	stg
950	30311202	Cloud factory	0	0	5	0	stg
11	10011088	Coca-Cola	17	0	147	0	stg
12	10011089	Coca-Cola Zero	9	0	97	0	stg
197	30031332	Combrau	0	0	15	0	stg
851	30211123	Condésa de legansa	0	0	31	0	stg
547	30031444	Craigellachie 13 yo	0	0	5	0	stg
899	40001145	Delas saint-esprit	0	0	4	0	stg
199	30031334	Drambuie	0	0	1	0	stg
531	30031100	Dry martini 4 cl	3	0	17	0	stg
579	30031101	Dry martini 6 cl	0	0	2	0	stg
35	10011112	Dubbel Espresso	5	0	27	0	stg
331	30211051	E. Guigal Crozes-Be	0	0	4	0	stg
727	30311131	Era prosecco glas	0	0	2	0	stg
34	10011111	Espresso	3	0	22	0	stg
129	30031223	FL, Hollandis	0	0	56	0	stg
553	30031450	Famous Naked Grouse	4	0	4	0	stg

PDA

iPhone / Android for inventory.

With help of a your mobile stock handling is done in the fastest way. The PDA can be used in two ways.

- Inventory with barcodes printed from the stock system.
- Order/delivery with barcodes from the stock system.



At inventory a download app is used with a built-in inventory program. This inventory program can be adapted by adding the current departments done from the stock system. The PDA is adapted entirely from the stock system for

number of departments, department name and all suppliers.

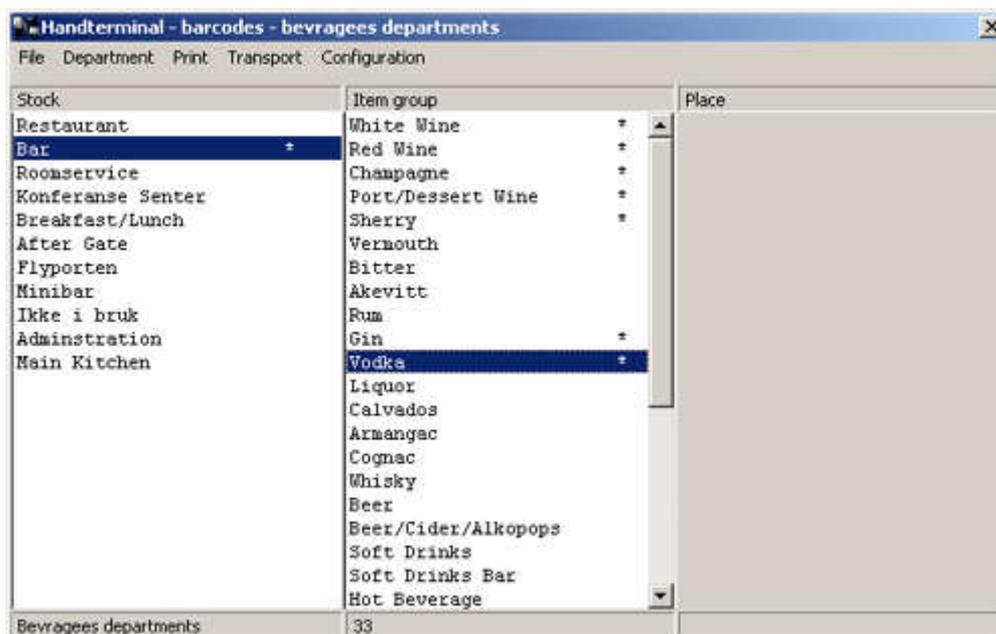
Inventory is done with selection on departments and transfers from terminal to stock keeping system is done after the inventory is done. At order/delivery the PDA is adapted in the same way but with addition of current suppliers for beverages, primary products and consumption articles. In difference compared with traditional way to order with pencil and paper from stock spaces, the PDA is used with barcodes as labels on the shelves or as forms in a file.

Initially the user chooses supplier and scans with addition of number of articles. When this procedure is ready the PDA is connected and the orders are sent over to the stock system where the orders can be printed or faxed to supplier.

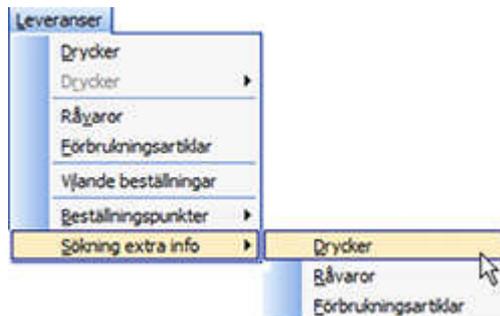
The PDA is placed in a docking unit connected to the computer, as the battery is loaded. The PDA is placed in docking unit when not used or when transfer to the computer is done. In the docking unit an additional battery can also be charged.

Printout of barcodes

Printout of barcodes is done from the menu selection PDA. From the following window choice on department is done followed by choice of article type with marking of item groups. When printing you can select either A4-format or labels. When printing labels select single or two columns printout. Its also possible to print individual labels when current articles are selected for printout.



Additional info from deliveries



With additional info select "Current period" or previous periods followed by intervals. Then select "Start" and all deliveries within the selected period appear in the list. Sorting can be done by one click on the current line. If the invoice number is filled in, the invoice number appears in the list.

The 'Extra info' window displays a table of orders with columns: Order, Följesedel, Datum, Leverantör, Extra info, and Fakturanummer. The selected order (464586) is highlighted in blue.

Order	Följesedel	Datum	Leverantör	Extra info	Fakturanummer
464009	19529456	2018-08-03	SERVERA		64356035
464043	19529459	2018-08-03	SERVERA		64356029
464103	19529462	2018-08-03	SERVERA		
463982	19529464	2018-08-03	SERVERA		64356032
464106	19529467	2018-08-03	SERVERA		64356041
464239	19534576	2018-08-06	SERVERA		64356035
464194	19534580	2018-08-06	SERVERA		64356029
464733	19541212	2018-08-07	SERVERA		64356047
464516	19541214	2018-08-07	SERVERA		64356042
464701	19541216	2018-08-07	SERVERA		64356045
464497	19541223	2018-08-07	SERVERA		64356025
464512	19541228	2018-08-07	SERVERA		64356059
464586	19541231	2018-08-07	SERVERA	64356035	
464711	19541235	2018-08-07	SERVERA		64356029
464577	19541237	2018-08-07	SERVERA		
464549	19541239	2018-08-07	SERVERA		64356041
464563	19541241	2018-08-07	SERVERA		64356032
464529	19541243	2018-08-07	SERVERA		64356046
465110	19557394	2018-08-10	SERVERA		
465149	19557399	2018-08-10	SERVERA		
465184	19557405	2018-08-10	SERVERA		
465121	19557400	2018-08-10	SERVERA		
465424	19562597	2018-08-11	SERVERA		
465822	19569296	2018-08-14	SERVERA		
465637	19569299	2018-08-			
465649	19569307	2018-08-			
465795	19569312	2018-08-			
465785	19569319	2018-08-			
465812	19569321	2018-08-			
465598	19569323	2018-08-			
465596	19569325	2018-08-			
466454	19588404	2018-08-			
465858	19588406	2018-08-			
466146	19588409	2018-08-			
466259	19588412	2018-08-			
466251	19588416	2018-08-			
466274	19588427	2018-08-			
466447	19593254	2018-08-			
466790	19608019	2018-08-			
466629	19608023	2018-08-			
466650	19608030	2018-08-			
466589	19608035	2018-08-			
466597	19608042	2018-08-			
466599	19608044	2018-08-			
466776	19608046	2018-08-			
466783	19608049	2018-08-			

The detailed view for order 464586 shows:

- FÖLJESDEL NR: 19541231
- 464586 T. 1 Lev. 39
- Brukslager: 1
- Leverantör: SERVERA
- Datum: 2018-08-07
- SAJOGIBO: 249-4730
- POSTGIBO
- STATA DOD WATER LAGO
- ANFÖRARE: Richard Ovenshew CRF
- Faktura: 64356035
- Table with columns: Art-nr, Artikel, Beställs, Inpris, SOGA, Red-nr, Varugrupp, Inpris
- Table with columns: Varugrupp, Summa
- Summa totalt: 2019.04

With a double click on the selected line, the current appear containing all information

SPECIAL FUNCTIONS

Calculations with export to Excel

With hot key Ctrl+T can the following subsidiaries window be shown. The procedure is started with choice of previous period. The calculation is based on ingoing inventory + delivery - outgoing inventory. The first summing is done on article level sorted on item group. The second underlying level is summing on family groups from the first level. The third level is summing on main groups from the overlying family groups. Last and fourth level is done with export to Excel to allow calculation with consideration for sale from Trivec on chosen period. Results are in percent with built-in formulas in the Excel spreadsheet.

The screenshot displays three overlapping windows from a software application. The top window, titled 'Month.statistics - total', shows a summary for July 2007 with columns for 'In', 'In kz.', 'De', 'Lev kz.', 'Out', 'Out kz.', 'Con', and 'Covns'. The middle window, 'Month.statistics', shows a similar summary for 'Maingroup' with columns for 'In +', 'De.', 'Out =', and 'Con'. The bottom window is a Microsoft Excel spreadsheet titled 'Microsoft Excel - 20070701.xls', which contains a detailed table of data for July 2007. The table has columns for Item, IB, Tot, Purchase, Tot, UR, Tot, Sales, Tot, Cost of Sales, and Con. The data is organized into sections for different categories like Meat, Fish, Milk/Perishable good, Vegetables, Fruit, Internal Production, Break/Biscuit/Cakes, Snacks, Colonial products, Hot Beverage, Total Food, and Total Beverage.

Item	IB	Tot	Purchase	Tot	UR	Tot	Sales	Tot	Cost of Sales	Con
Meat	221 733	40%				373 861	60%		-152 128	
Fish	42 808	08%				66 563	09%		-23 755	
Milk/Perishable good	60 323	11%				84 767	11%		-24 444	
Vegetables	24 604	04%				34 053	05%		-9 449	
Fruit	20 127	04%				10 092	01%		10 035	
Internal Production	21 711	04%				17 982	02%		3 729	
Break/Biscuit/Cakes	69 142	13%				77 804	10%		-8 662	
Snacks	15 712	03%				17 080	02%		-1 368	
Colonial products	63 901	12%				55 960	07%		7 941	
Hot Beverage	11 049	02%				10 722	01%		327	
Total Food	551 110	100%				748 884	100%		-197 774	00
Total Beverage	702 289	100%				279 875	100%		747 091	100%

Each level can be printed and selected period for Excel is saved per chosen period.

Transport

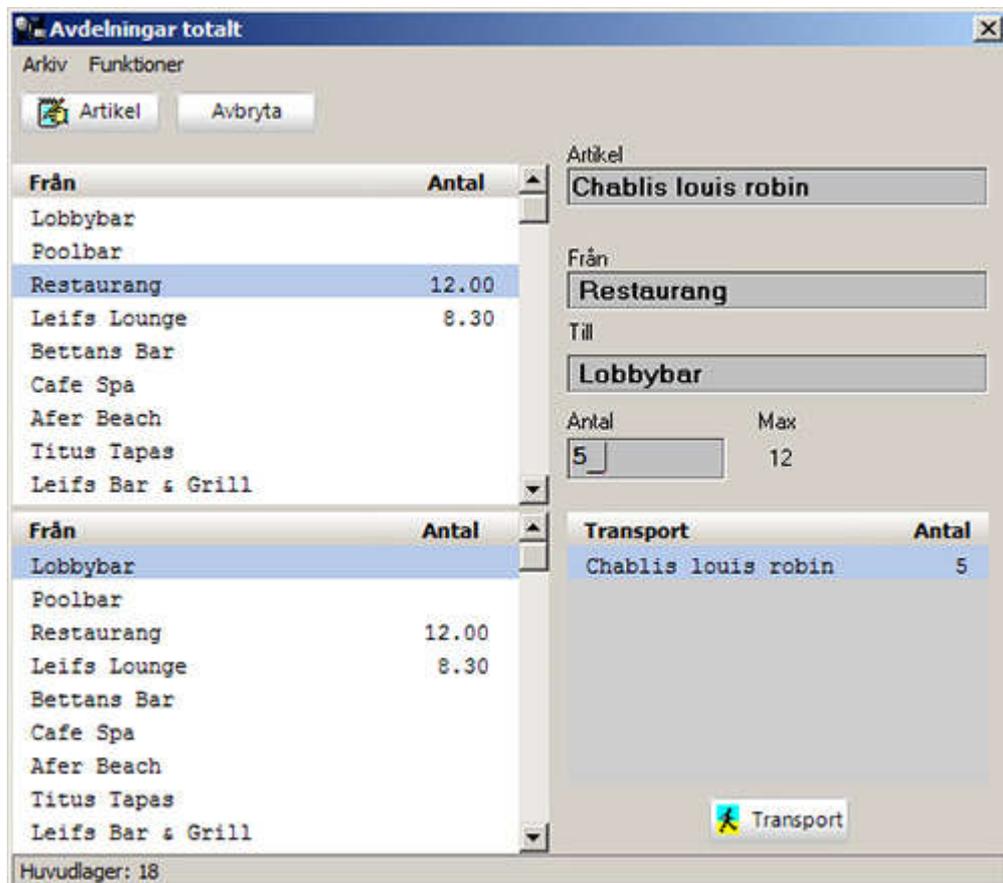
With hot key Ctrl+Z transports can be done between departments. This special way for transports between departments gives the user a quick view from which department the article can be transported. Here information is shown about in what departments the chosen article is available for transportation. Initially choice of article for transportation from a article list is chosen at admittance with Ctrl+Z. After a article is chosen the stock balance on all departments is shown. In the following example a wine article is chosen for transport from department "Restaurant" to "The little bar" and the number of bottles are 2. Additional articles can be added to the transport list using the left upper button. Here the same procedure as earlier is used with choice from the article list and numbers of. For the different articles that are fetched the transport is done between the departments selected initially. When the transport list is ready transport is done with a click on the button "Transport" down right. Now there is a question about transport and if you answer "Yes" your asked about printout. If printout is accepted transport between selected departments is done. In this case printout is a confirmation on that transport is done and a receipt for the transaction. The format of the printout is formatted for printing on "bong printers" which eliminate additional printers in the departments.

The printout can look like:

Restaurant
2007-08-16 11:45
User 1

From: Restaurant
To: Bar

Article: Number of
Noble abad red 2



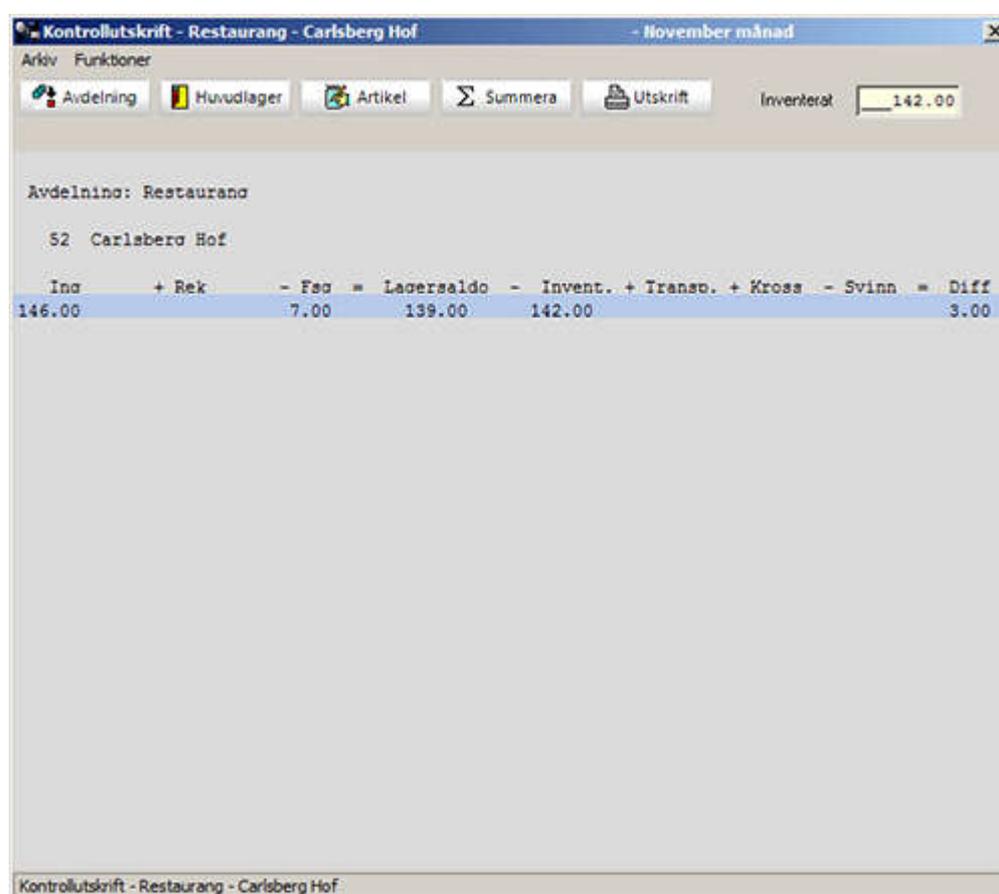
Control for specific article

With hot key Ctrl+X can control be done on a specific article. This function allows you to quickly see the status of a sales article in Trivec.

With button 1 up left selection of sales department is done and with button 2 choice of main stock is done .

After department is chosen select article using button 3. Now a list appears with all articles. After selecting an article the inventoried value can be input in the upper input field and its important that the input is validated with Enter. Summing is started with button 4 (the one labeled with a sumsign).

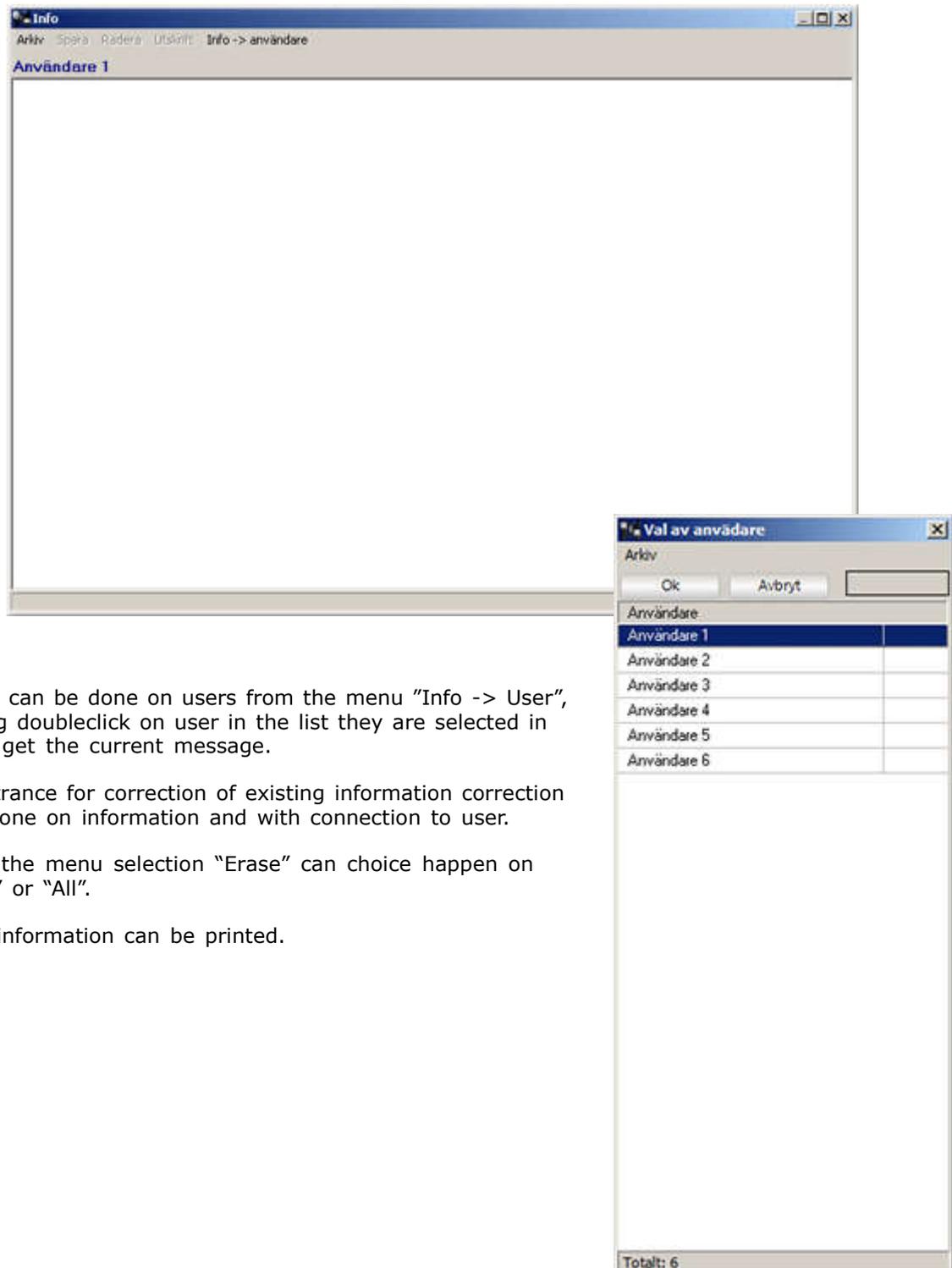
A list appears with the selected articles current status. Any linked recipe is included in the summing. Printing can be done from the summary using button 5.



Memo

With hot key Ctrl+M admittance is done to a text editor. Here can information be defined and be sent to selected or all user. If information is defined to a user it appears on the users screen after that he have has logged in into the system.

Input for information to user is done according to the following image:



Selection can be done on users from the menu "Info -> User", and using doubleclick on user in the list they are selected in order to get the current message.

At re entrance for correction of existing information correction can be done on information and with connection to user.

Through the menu selection "Erase" can choice happen on "Current" or "All".

Existing information can be printed.

Journal stock handling

Using hot key Ctrl+J a list for all users work sored with date and time is shown. The list is resized automatically and keeps information for approximatly 3 months.

Sorting can be done with clicks on each columns captions.

Printing is done using the menu selection "Print".

Date	Time	Name	Work
2007-01-14	01:25	Username	Exit from stocksystem
2007-01-14	01:38	Username	Entrance to stocksystem
2007-01-14	01:38	Username	Statistics - departments
2007-01-14	01:49	Username	Look trans. selling
2007-01-14	01:51	Username	HANDTERMINAL
2007-01-14	01:55	Username	EXTERNAL EXECUTION
2007-01-14	01:55	Username	Exit from stocksystem
2007-01-14	02:03	Username	Entrance to stocksystem
2007-01-14	02:03	Username	Summary - month
2007-01-14	02:03	Username	Exit from stocksystem
2007-01-14	02:05	Username	Entrance to stocksystem
2007-01-14	02:05	Username	Summary - month
2007-01-14	02:10	Username	Exit from stocksystem
2007-01-14	02:12	Username	Entrance to stocksystem
2007-01-14	02:12	Username	Summary - month
2007-01-14	02:13	Username	Exit from stocksystem
2007-01-14	02:16	Username	Entrance to stocksystem
2007-01-14	02:16	Username	Summary - month
2007-01-14	02:19	Username	Exit from stocksystem
2007-01-14	09:09	Username	Entrance to stocksystem
2007-01-14	09:09	Username	TRANSPORT
2007-01-14	09:09	Username	Article register - beverage
2007-01-14	09:10	Username	TRANSPORT
2007-01-14	09:11	Username	Exit from stocksystem
2007-01-14	10:39	Username	Entrance to stocksystem
2007-01-14	10:39	Username	Memo - user
2007-01-14	10:39	Username	Exit from stocksystem
2007-01-14	10:39	Username	Entrance to stocksystem
2007-01-14	10:39	Username	User - rights
2007-01-14	10:41	Username	Memo - user
2007-01-14	10:42	Username	Exit from stocksystem
2007-01-14	02:10	Username	Exit from stocksystem
2007-01-14	02:12	Username	Entrance to stocksystem
2007-01-14	02:12	Username	Summary - month
2007-01-14	02:13	Username	Exit from stocksystem
2007-01-14	02:16	Username	Entrance to stocksystem
2007-01-14	02:16	Username	Summary - month
2007-01-14	02:19	Username	Exit from stocksystem
2007-01-14	09:09	Username	Entrance to stocksystem
2007-01-14	09:09	Username	TRANSPORT
2007-01-14	09:09	Username	Article register - beverage
2007-01-14	09:10	Username	TRANSPORT
2007-01-14	09:11	Username	Exit from stocksystem
2007-01-14	10:39	Username	Entrance to stocksystem
2007-01-14	10:39	Username	Memo - user
2007-01-14	10:39	Username	Exit from stocksystem
2007-01-14	10:39	Username	Entrance to stocksystem
2007-01-14	10:39	Username	User - rights
2007-01-14	10:41	Username	Memo - user
2007-01-14	10:42	Username	Exit from stocksystem

Total: 4963

Administration

Login

In order to log in to Connect press the button "Log in" and a list with different user is shown. Input your name followed of Enter, alternately doubleclick on your name in the list. A field opens for input of password. Write your password in the field and confirm with Enter.



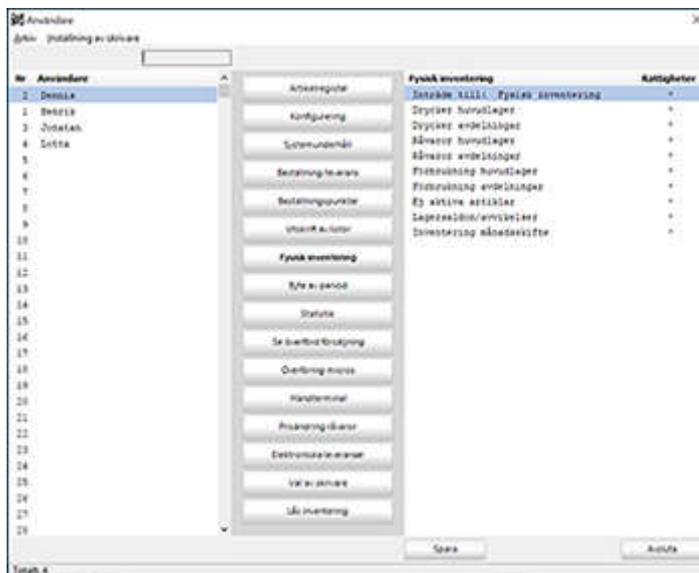
Administration of users

In order to administer the users rights chose "System->Rights". Enter the administrators password and press Enter.

In the following window a image is shown with all usernames in the left portion. In order to add or change an username, doubleclick on the name to be changed. A window is shown, input the new name and password, click on save and the new the user is added. In order to delete a user doubleclick on the line, a windows is shown on screen. Click on "Erase" and confirm the erase by selecting "Yes" in order to erase and "No" in order to cancel.

Set rights for users

Each user is shown in the list at left. Select the user to be administered and click on the different the functions in the middle field. In the list to the right the rights that exists under respective function is shown. Using doubleclick on respective function activates or deactivates the right. Rightclick selects or deselects all functions. Selected line informs that the user have right to chosen function. A right is removed using doubleclick once again on respective function in the right part of the window. The new configurations are saved by chosing "Save" at the bottom in the window.



Configuration of printer

The function that controls printouts to specific printer have been added in order to safeguard that a printout of for instance requisition comes to the person that handles requisitions or does all purchase orders.

Adding of existing printer, that is printers that exists in the network is done by selecting "Configuration of printer" in the menu bar.

Doubleclick the line where the new the printer shall is listed. A list with existing printers in the network appears. Select printer using doubleclick on its name. Chosen printer are added in the list. Doubleclick on next line where next printer shall be listed. The list of existing printer is shown, doubleclick in order to add the printer. Repeat if more printer are to be added.

In the right portion of each printer row, under heading "Additional Info", are space for additional information. Doubleclick in the right portion of the printer row and a text box is shown on screen. Input the text to be shown and click on "Save". The text is shown in the right portion of bar for current printer. In order to save the settings of printers click on "Save".

Control printouts to a specific printer

In order to send different printouts to specific printers in the network, printers to be selected per user and printout according to the image on previous page. If no specific printer is selected, the choice is done through the Windows print manager and the user can chose to which printer the printout will go.

Control of printouts to a destined printer is done through placing the cursor on the username whose printouts is to be controlled, click on "Choice of printer" that is the last the button in the middle column. Then doubleclick on the document to be controlled. A list if available printers is shown on screen. Chose printer doubleclicking on the printer name in the list. To the right of the list to be printed is the name of the printer. In order to delete a selected printer mark its line bar and press Delete. The printer is now removed from the current document.

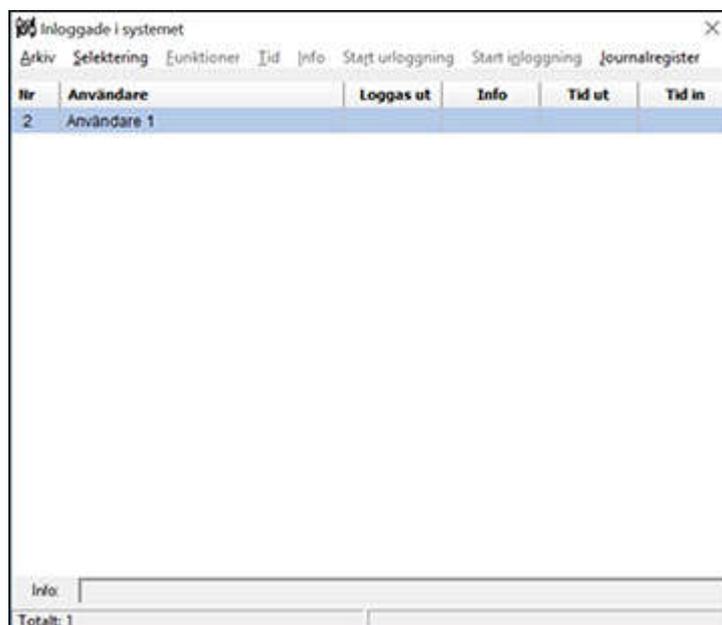
Language selection for user

The user can work in the system with any of the available languages. Chose "Languages" in main menu and a submenu for language selection is shown. Click on the languages you want and all texts on screen and printings is done using the selected language. The language selection is related to the current user and is saved to be default when the user logs in again. Different user can therefore work on different languages.



Logged in user

In big network it can in some cases be important that be able to "log out" all or some user. This can be done for example at update of the stock system or under other circumstances. Information about logged in user and any log out is done according to the following. This function is found in "System->User". Now question about the administrators password is shown. Enter the password and press Enter for admittance to the following screen with a list of all logged in user. Log out of a user is started with the menu selection "Selection". The next menu selection is "Functions". Here log out is selected to be with or without message to the logged in user. Next menu selection is "Time" log out is preselected to 1 minute but can be changed. Time for login is set if the administrator should forget to allow login again. Would that happen login is automatically opened to users after a preselected login time. The login time is preselected to 20 minutes but can be changed. The next menu selection is "Info". Information can be written here that as a message to logged in users of the system in order to urge the users to temporary finish their work and log out. A window is shown after a minute on the users screen with the information that is set here. If users dont log out then logout will be done automatically after a preselected time. Only the person that launched the logout procedure can log in and can once again open for login through the menu selection "Start login".



Configuration

Definition of department

In order to adjust the system to your own operations the current departments are defined.

Chose "System->Configuration->Definition departments". Doubleclick on the line for the department. A small window is shown on screen. Fill in the department name and chose "Save". Continue in the same way with other departments. In order to finish chose "Save" in the menu bar.



Definition of sales groups

In order to state which sales groups different articles belongs to, chose "System->Configuration->Sales groups". Here you state for example that articles under the family group white and red wine belongs to wine and so on.



Definition av food products

Groups of primary products are all food articles from the kitchen. Under primary products there are space for 15 different item groups.

State the name for the groups of food using "System->Configuration->Definition food". Doubleclick on the line to be named or to be changed. A small window is shown on screen. Input or change the name and chose "Save".

Definition of consumption groups

Consumption articles includes all in the restaurant company occurring consumption articles and can be split up in a maximum of 50 item groups. In order to state the name on consumption groups in the system, chose "System->Configuration->Defining item groups->Consumption". Doubleclick on the line to be named or to be changed. A small window is shown on screen. State or change the name and chose "Save". In order to delete a item group, doubleclick on the line and clear the text. Then select "Save" in the menu bar.

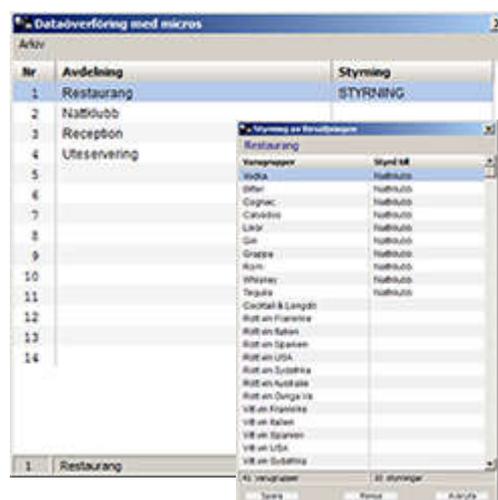
Data transfer with Trivec

In order to control that a department belastas with another departments sale, steering can be added to another department on level of item group.

Chose "System->Configuration->Data transfer with Trivec". Doubleclick on the department name (steering from).

Then doubleclick on item group and chose department there reduction shall happen using doubleclick on the department name. Then press the "Save" button. Reduction of item group is now done from the other department.

The department have now become marked with the text "steering" that indicates that a steering exists



Broken / whole item group

Under "Broken/whole Item groups" you enter if articles are required in whole or broken units that is if requisition is done with bottles or packs.

In order to state how a item group is required, chose "System->Configuration->Broken/Whole Item groups". Doubleclick on the line for the current item group. The text broken appears on the line. In order to state that the class of goods is sold unbroken doubleclick on bar and the text disappears.

In order to save the new configurations, chose "Save" in the menu bar.

Rosé Vin	
Champagne	
Mousserande	
Söta viner	
Starköl	bruten
Fatöl	bruten
Cider	bruten
Vatten	bruten
Alkoholfri öl	bruten
Alkoholfritt vin	bruten
Alkoholfri Drink	bruten
Kaffe	
Mat	
Starköl	

Configuration of vat levels

In order to state the different vat levels that can be used within the company, Enter or change the different levels under "System->Configuration->Configuration vat levels". Finish it by choosing "Save" or press the key Esc in order to cancel.

Unit for inventory

At inventory you can select between inventory in percent or in centiliter. In order to state the choice, click on "System->Configuration->Inventory in cl/percent". A small window is shown on screen. Select clicking on one of the alternative. Chose thereafter "Save".

Percentage for sales groups

If you want a percent increase on the purchase price of an article state it under "System->Configuration->Percentage sales-groups". A small window is shown on screen.

Doubleclick on the line for the sales group to be stated and input the percentage in the box that is shown on screen. Then select "Save".

Arktiv	Item	Percentage
1	Vodka	80
2	Gin	78
3	Rom	60
4	Whisky	80
5	Tequila, Bitter	88
6	Likör	54
7	Cognac	85
8	Calvados	63
9	Shot	69
10	Övrig sprit	
11	Starkvin	
12	Dessertvin	
13	Vitt vin	
14	Rött vin	
15	Mousserande	
16	Rosé	
17	Cocktail & Longdri	
18	Starköl flaska	
19	Starköl stor flask	

Percentage for groups of food

In order to state percentage for groups of food chose "System->Configuration->Percentage food-groups". A small window is shown on screen. Doubleclick on the line for the food products group to be stated and input the percentage in the box that is shown on screen. Then select "Save".

Defining suppliers

Admittance is done through "System->Configuration->Defining suppliers->" followed by the choice of article type as beverages, primary products or consumption. Existing suppliers appears in a list at the left and when selecting the desired supplier you can do corrections with the "Correct" button on top. The next step is correction through the activated middle part. Corrected information is saved with the "Save" button in the bottom left.

Customer number for the current supplier is done with admittance to the right portion through button labeled "Customer number" from the correction part in the middle. In the right lists lower part the input of customer number and delivery address is done and saved with the button "Save" at the bottom left. Up to twenty different customer number with accompanying delivery addresses can be defined per supplier. More customer number per supplier is used at orders to supplier from big customers with different delivery addresses when the order have the correct customer number and delivery address.

In order to add a supplier to the list, click on the button labeled "New supplier" on top in the left part. Remaining management is the same as at correction according to text on top of this page.