



**Costa Coffee Stock takes Quick Guide**



# Stock takes Quick Guide

## Steps 1 Starting Stock take



Select new stock take

Stocktake

Date:  20 May 2009

May 2009

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
18					1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31
23							

Today: 21/05/2009

End of last ye  
Start of year  
End of last m  
Start of montl  
Start of week  
Yesterday  
Today  
Tomorrow  
End of month  
End of year

Stock Location:

Reference/Note:

OK Cancel

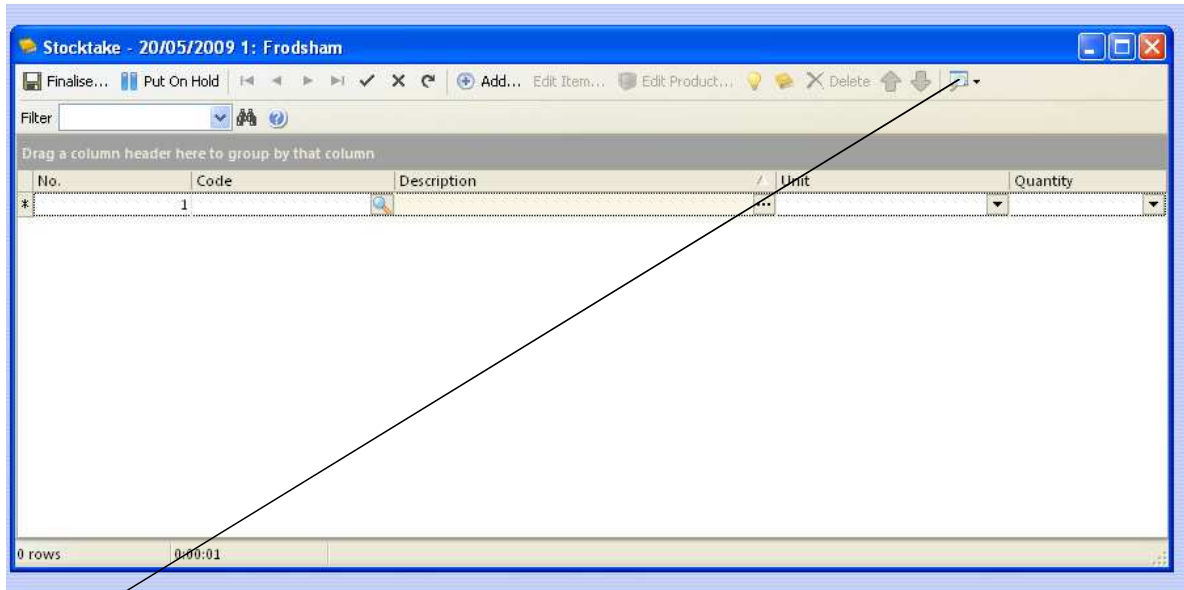
Select date of stock take

(please note the date select  
the will be final stock figure  
of that day )

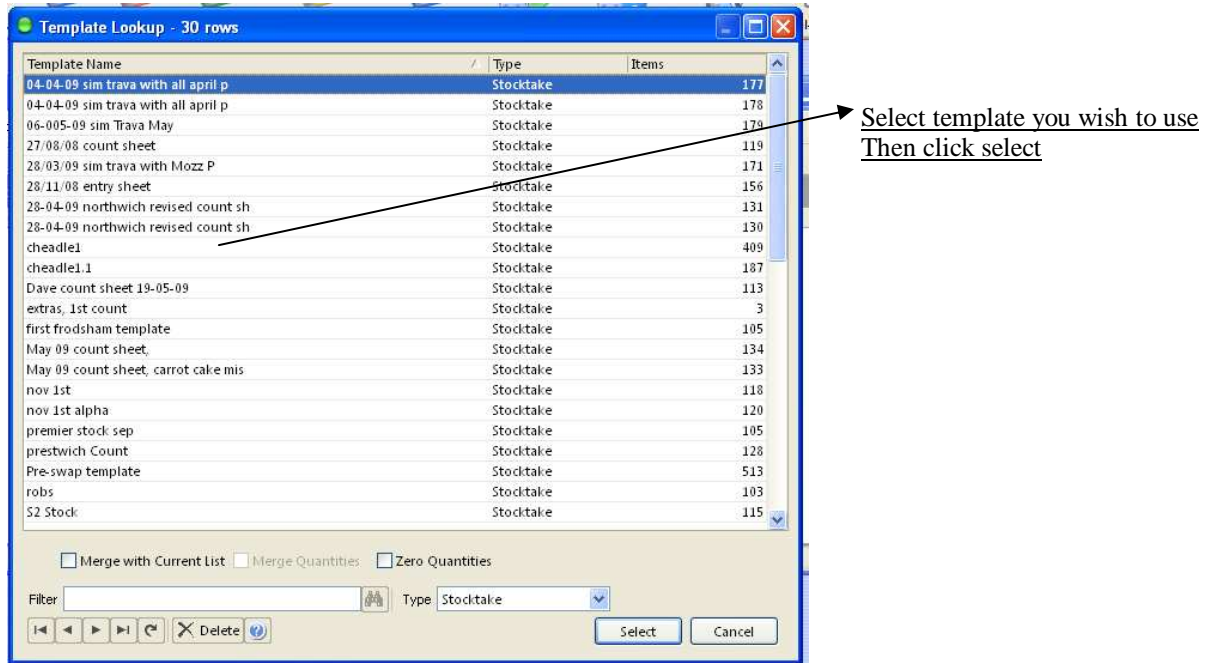
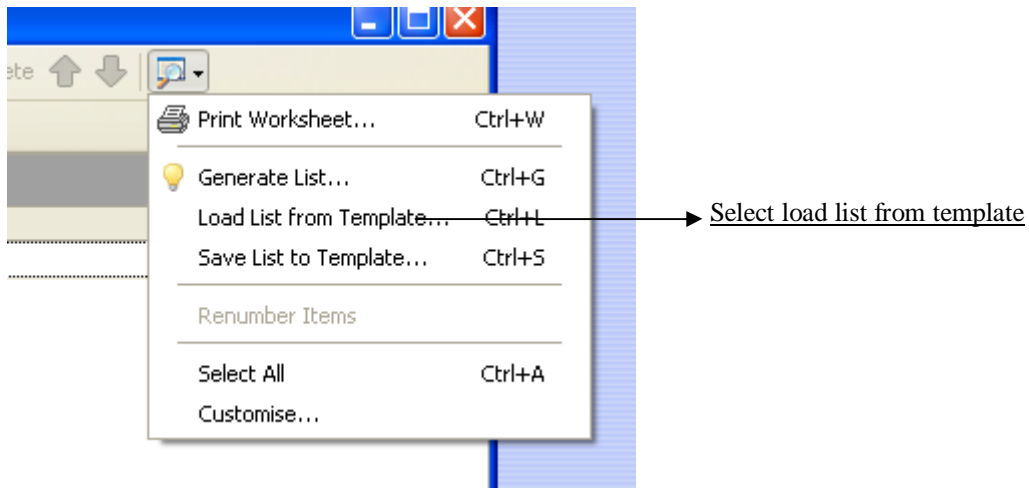
Select location

Reference is optional (Costa week number)

## Step 2 Stock take



Click magnifying glass



The stock take list will then auto fill

Stocktake - 20/05/2009 1: Frodsham

Finalise... Put On Hold Add... Edit Item... Edit Product... Delete

Filter

Drag a column header here to group by that column

No.	Code	Description	Unit	Quantity
163	60019	ALMOND CROISSANT	Each	
88	60213	ALPRO SOYA MILK	litre	
100	BK031	AMARETTO SYRUP	ml	
124	62474	APPLE JUICE	ml	
139	62092	Bacon Tostato	Each	
103	60098	BALOCCO SNACK WAFER CHOCOLATE	Each	
32	CA020HAZ	BALOCCO SNACK WAFER HAZELNUT	Each	
104	60099	BALOCCO SNACK WAFER HAZELNUT	Each	
31	60110	BALOCCO SNACK WAFER MILK	Prtn	
159	60255	Banana & Choc Cake	Each	
2	60071	Banana Nut Muffin	Each	
93	62630	BBQ Meatball Panini	Each	
89	60193	BISCOTTI CANTUCCI ALMOND NUT	Each	
109	60075	Blackberry Crumble Slice	Each	

174 rows 0:00:01

Print Worksheet... Ctrl+W → Now Select Print Worksheet

Generate List... Ctrl+G

Load List from Template... Ctrl+L

Save List to Template... Ctrl+S

Renumber Items

Select All Ctrl+A

Customise...

Filter

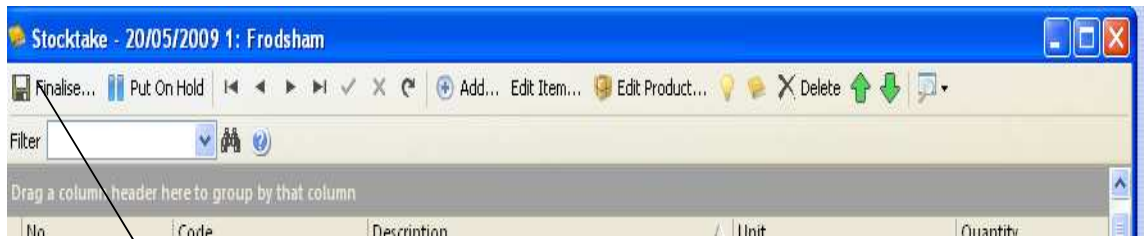
Group By: None

Order By: Product Code

OK Cancel

Click OK

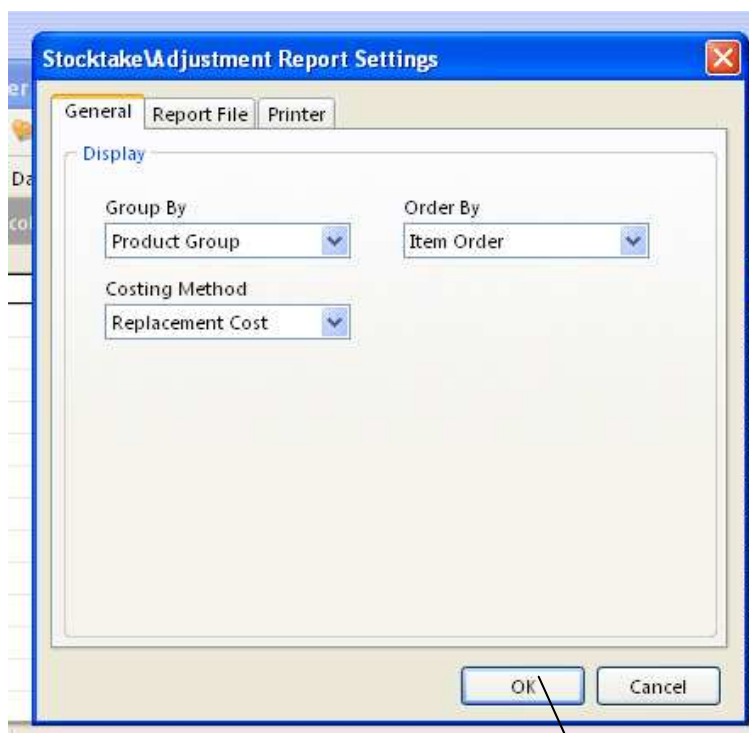




Once complete press finalise this will complete your stock take

### Step 3 Stock Variance Report

This will load automatically at the end of the stock take



Select the relevant info you require then click ok

This will now run the stock variance report

Stockade SQL - Licensed to Sim Trava Ltd

**Stocktake Report** Printed on 21/08

**Frodsham** Costing Method: Re

Stocktake performed by WRS on Wednesday 23 April 2008

Code	Description	Unit	Original Quantity	Original Quantity Value	New Quantity	New Quantity Value	Variance Quantity	Variance Value	Varian
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**Your Stock take is Now Complete**