

# Stocktaking in



## 3

### Categories

Categories in Memsec7 serve a number of purposes. From the point of view of till operation they are the first step in finding an item to ring it in – even the least experienced of bar staff ought to know the difference between a draught beer, a spirit and a soft drink and so can navigate the first step in finding the right button to press. What unites the items in a category is their nature and the size(s) they're sold in. This means that the measurements for one product in a category are highly likely to be identical to the others, or if they're not the variation will only be in one aspect. In other words while you may have a specialist spirit that comes in 50cl bottles rather than the standard 70cl, or you will sell some wines by the glass and others just by the bottle both spirits will be sold in the same measures and the wines all bought by the bottle.

Therefore we can define a range of measurements that will apply to each category. These have to cover all aspects of purchase and sale and so need to be based around a smallest unit that allows us to record purchases and sales as accurately as necessary.

As with all aspects of operating your Memsec7 system, this is entirely at your discretion. Again taking draught beers as an example we have customers who choose to measure their beers down to 1/100 of a fluid ounce (so that a pint of lager top contains 18.35 fluid ounces) and others who are happy to round things to half a pint (half a shandy = half a pint). It's important to recognise that neither option, or any in between, is more right or wrong than any other –

you decide how you want to approach it. The level of accuracy you require will be the single most important factor. In most instances we will have set defaults for your categories that are fairly universal when we created your database. Below is a table showing the defaults we usually apply for common drink categories (please note that the quantities are all in the smallest unit with the exception of the second count measure, which indicates how many of that measure make a whole count unit):

<b>Category</b>	<b>Smallest Unit</b>	<b>Bought in</b>	<b>Counted in</b>	<b>Then</b>	<b>Sold in</b>
Draught Beer	Fluid Ounce	11 Gallon Keg = 1760, 9 Gallon Firkin = 1440	Gallons = 160	Pints = 8 Or Tenths = 10 Or None	Pint = 20 Half Pint = 10
Wine	Millilitre	75cl Bottle = 750	75cl Bottle = 750	Tenths = 10 Or None	Bottle = 750 Large Glass = 250 Medium = 175 Small = 125
Spirits	Millilitre	70cl Bottle = 700 1.5 litre bottle = 1500 Litre Bottle = 1000	70cl Bottle = 700	Tenths = 10 (some customers use Shots = 28)	Single = 25 Double = 50 (as cocktail ingredient = 10,12.5, 25, 37.5 etc)
Soft Drinks/Bottled Beers	Each	Case 24 (48,36,15,12,8)	Each (some stocktakers count Dozens)	(some stocktakers use tenths of a dozen)	Each

It's important then to include all possible measures for a category in order to be able to accommodate all the products that you'll sell in that category. Mostly these will fit to a similar template but occasionally there will be an exception. Examples are the 50cl bottle of spirit mentioned above, or energy drink being sold by the half can. By including these measures in the category we can ensure that those exceptions can be properly handled. Category measures can be added at any time. The above table is by no means comprehensive and new measures are appearing all the time (30l and 50l kegs for beers, 750cl bottles of spirit etc) so it's important to be able to add these as they occur. Of course, each new measurement used has to be capable of being expressed in the smallest units for its category. In most instances these will follow naturally, such as the number of millilitres in a bottle but there are likely to be more awkward mixes such as beer kegs in litres where the number of fluid ounces isn't a round number. It is important to get this ratio correct for every product and delivery size. You can call us for help with any unusual sizes or popular search engines are an excellent means of finding out volumes (just search for 'imperial fluid ounces in *n* litres').

Below is a table of the most common delivery sizes and their ratio in terms of the usual smallest measures for the type of product that comes in those sizes.

<b>Delivery Size</b>	<b>Product Type</b>	<b>Smallest Units</b>	<b>Ratio</b>
11 Gallon Keg	Draught	Fluid Ounces (imperial)	1760
22 Gallon Keg	"	"	3520
9 Gallon Firkin	"	"	1440
50 Litre Keg	"	"	1760
30 Litre Keg	"	"	1056
4.5 Gallon Pin	"	"	720
70 cl Bottle	Spirits	Millilitres	700
1 litre Bottle	"	"	1000
1.5 litre Bottle	"	"	1500
50 cl Bottle	"	"	500
35 cl Half Bottle	"	"	350
Case 6 (70cl)	"	"	4200
Case 12 (70cl)	"	"	8400
75cl Bottle	Spirits, Wines	"	750
Case 6 (75cl)	Wines	"	4500

Case 12 (75cl)	“	“	9000
Magnum	(Sparkling) Wines	“	1500

There are two other types of product typically included in a drink stocktake; bottled products and post mix. Bottled products are usually delivered in cases containing variable quantities of bottles – most commonly 24 but anything from 8 up to 48 can be found. Post mix boxes will vary both in volume of syrup (7, 10, 12 litres) and the resulting volume of product (ratio can be 4:1, 5:1, 6:1 or even 7:1). Remember to add the two sides of the ratio up before multiplying by the volume of syrup to get the volume of product, so for example a 10 litre box with a ratio of 5:1 will make 60 (5+1=6, 6x10=60) litres of product.

As well as allowing for purchase measurements you need to include any measurements that might be used in a category for both stocktaking and selling.

Stocktake measures are sometimes identical to the purchase measure, sometimes to the (first) retail measure and sometimes are separate measures. The table below shows some common stocktake size configurations.

Product Type	Smallest Measure	Stocktake Measure	Ratio	Stocktake Subunit	Number of Subunits
Draught	Fluid Ounce	Gallons	160	1/10 <sup>th</sup>	10
“	“	Gallons	160	Pints	8
“	“	Pints	20	N/A	N/A
Spirits	Millilitres	70cl	700	1/10 <sup>th</sup>	10
“	“	“	“	Shots	28
“	“	Shots	25	N/A	N/A
Wines	Millilitres	75cl	750	1/10 <sup>th</sup>	10
Wines (sold by bottle only)	“	“	“	N/A	N/A
Bottled Products	Each/Bottle	Each/Bottle	1	N/A	N/A
“	“	Dozen	12	Each/Bottle	12
“	“	“	“	1/10 <sup>th</sup>	10
Post Mix	Millilitres	Box	?	1/10 <sup>th</sup>	10
“	“	Litres	1000	1/10 <sup>th</sup>	10

Finally then the retail measures, or how you'll sell the products within a category. The UK Government website has some specific requirements that under the Weights and Measures Act must be fulfilled for certain drink types;

## 2. Specified quantities

Some goods must be sold in fixed sizes known as 'specified quantities'.

### Alcohol

There are different rules depending on whether you're selling by the glass or bottle.

#### By the glass

Type	Measures
Still wine	125ml, 175ml, multiples of 125ml and 175ml
Port, sherry or other fortified wine	50ml, 70ml, multiples of 50ml or 70ml
Gin, rum, vodka and whisky	Either 25ml and multiples of 25ml, or 35ml and multiples of 35ml (not both on the same premises)
Draught beer and cider	Third, half, two-thirds of a pint and multiples of half a pint

There are no specified quantities for sparkling wine or yellow wine by the glass or spirits other than gin, rum, vodka and whisky.

You can find out more at <https://www.gov.uk/weights-measures-and-packaging-the-law/specified-quantities>

The table below again shows the most common examples of retail measures and their respective volumes.

<b>Product Type</b>	<b>Retail Measure</b>	<b>Smallest Units</b>	<b>Ratio</b>
Draught	Pint	Fluid Ounces (imperial)	20
“	Half Pint	“	10
“	4 Pint Jug	“	80
“	Schooner	“	13.33
“	1/3 Pint	“	6.67
Spirits	Single	Millilitres	25 or 35 (cannot be mixed on a single premises)
“	Double	“	50 or 70 (cannot be mixed)
Wines	Bottle	Millilitres	750
“	Small Glass	“	125
“	Medium Glass	“	175
“	Large Glass	“	250
Fortified Wines	Glass	Millilitres	50 or 70
Post Mix	Pint	Millilitres	568
“	Half Pint	“	284
“	16oz Glass	“	467
“	14oz Glass	“	398
“	Dash/Splash	“	70-150

continued

Below are some screen shots reflecting how the above combinations might appear in your Categories screen.

### Draughts:

The screenshot shows a software window titled "Categories" with the following fields and controls:

- Search a Category:** A text input field with "20 found" to its right.
- Select a Category:** A dropdown menu currently showing "Draught Beer".
- Category Name:** A text input field containing "Draught Beer".
- Stock Family:** A dropdown menu currently showing "Drink".
- Buttons:** "Add New" (green), "Edit" (blue), and "Delete" (orange) buttons are positioned to the right of the category fields.
- Available Measures:** A list box containing: 1.5Ltr, 125ml, 175ml, 250ml, 70cl, 75cl, 75cl Bottle.
- Selected Measures:** A list box containing: 1/10th, 11 Gallon Keg, 50l Keg, 9 Gallon Cask, Fl. Oz., Gallon, Half Pint.
- Transfer Buttons:** "Add -->" (orange), "Add New Measure" (blue), and "<-- Remove" (orange) buttons are between the two measure lists.
- Smallest Measure:** A dropdown menu currently showing "Fl. Oz.".
- Purchase Measure:** A dropdown menu showing "11 Gallon Keg" with a corresponding input field for "Fl. Oz. per 11 Gallon Keg" containing the value "1760".
- Stocktake Measure:** A dropdown menu showing "Gallon" with a corresponding input field for "Fl. Oz. per Gallon" containing the value "160".
- Stocktake Sub-Measure:** A dropdown menu showing "Pint" with a corresponding input field for "Pint per Gallon" containing the value "8".
- Allow Custom Wastage:** An unchecked checkbox.
- Retail Measures:** A table with two columns: "Measure" and "Sale Units".

Measure	Sale Units
Pint	20
Half Pint	10

Additional controls for the Retail Measures table include up and down arrow buttons, and "Add" (green), "Edit" (blue), and "Remove" (orange) buttons. A "Save" (green) button is located to the right of the table, and a "Close" (red) button is at the bottom right of the window.

## Wines:

Categories
20 found

Search a Category:

Select a Category: Wine

Category Name: Wine

Stock Family: Drink

Add New

Edit

Delete

**Available Measures:**

1.5Ltr  
 11 Gallon Keg  
 50l Keg  
 70cl  
 75cl  
 9 Gallon Cask  
 Bag

Add -->

Add New Measure

<-- Remove

**Selected Measures:**

1/10th  
 125ml  
 175ml  
 250ml  
 75cl Bottle  
 Case 24  
 Case 6

**Smallest Measure:** Ml

**Purchase Measure:** Case 6    Ml per Case 6    4500

**Stocktake Measure:** 75cl Bottle    Ml per 75cl Bottle    750

**Stocktake Sub-Measure:** 1/10th    1/10th per 75cl Bottle    10

Allow Custom Wastage

**Retail Measures:**

Measure	Sale Units	
75cl Bottle	750	↑
250ml	250	
175ml	175	
125ml	125	↓

Add

Edit

Remove

Save

Close



## Spirits:

Categories \_ □ ×

Search a Category:  20 found Add New

Select a Category: Spirits Edit

Category Name:  Delete

Stock Family: Drink

**Available Measures:**

11 Gallon Keg

125ml

175ml

250ml

50l Keg

75cl

75cl Bottle

Add -->Add New Measure<-- Remove

**Selected Measures:**

1.5Ltr

1/10th

70cl

MI

Single

**Smallest Measure:** MI

**Purchase Measure:** 70cl **MI per 70cl** 700

**Stocktake Measure:** 70cl

**Stocktake Sub-Measure:** 1/10th **1/10th per 70cl** 10

Allow Custom Wastage

**Retail Measures:**

Measure	Sale Units	
Single	25	↑
		↓

AddEditRemove

SaveClose

## Bottles:

Categories \_ □ ×

Search a Category:  20 found Add New

Select a Category: Bottled Beer ▾ Edit

Category Name:  Delete

Stock Family: Drink ▾

Available Measures: Selected Measures:

- 1.5Ltr
- 1/10th
- 11 Gallon Keg
- 125ml
- 175ml
- 250ml
- 50l Keg

Add -->  
Add New Measure  
<-- Remove

- Case 12
- Case 24
- Each

Smallest Measure: Each ▾

Purchase Measure: Case 24 ▾ Each per Case 24 24

Stocktake Measure: Case 24 ▾

Stocktake Sub-Measure: Each ▾

Allow Custom Wastage

Retail Measures:

Measure	Sale Units	
Each	1	↑
		↓

Add  
Edit  
Remove

Save  
  
Close

## Post Mix:

Categories 20 found

Search a Category:

Select a Category:

Category Name:

Stock Family:

Available Measures:

- 1.5Ltr
- 1/10th
- 11 Gallon Keg
- 125ml
- 175ml
- 250ml
- 50l Keg

Selected Measures:

- Box
- Dash
- Half Pint
- Litre
- MI
- Pint

Smallest Measure:

Purchase Measure:  MI per Box

Stocktake Measure:

Stocktake Sub-Measure:

Allow Custom Wastage

Retail Measures:

Measure	Sale Units
Pint	568
Half Pint	284
Dash	100

Buttons: Add New, Edit, Delete, Add -->, Add New Measure, <-- Remove, Add, Save, Edit, Remove, Close