

Weekly Procedures Checklist

IMPORTANT! Follow the order of this list when completing each task.



Follow the Daily Procedures Checklist



Ensure all Stock Transfers are entered and processed



Ensure all Liquor & Food Invoices, Credit Claims and Bonus Stock are entered and processed



Complete the Stocktake Procedures for ALL Locations



Print the Cost of Goods Report

Sysnet Toolbar > Stock > Reports > Stock > Cost of Goods

- Select WEEK
- Select the required week from the drop down menu
- Use the group filters to modify the report



Note: It is a good idea to review this report carefully prior to running the End of Week. Any issues found can be addressed before the week is closed. However, to guarantee accuracy, print the final copy of this report **AFTER** the End of Week is run.



Print the Profit Report

Sysnet Toolbar > Stock > Reports > Sales Stock (PLU) > Profit Report > Historical

- Select WEEK
- Select the required week from the drop down menu
- Choose the location



Note: If necessary, print 2 separate reports; one for Liquor PLU Groups and one for Food PLU Groups. Using Report Templates can be a handy tool for this report.

Complete an End of Week

Sysnet Toolbar > Processing > End of Week

Optional Reports

- | | |
|----------------------------------|-------------------------|
| ✓ Cash Balance | ✓ Sales Stock Summary |
| ✓ Petty Cash Summary | ✓ Takings Analysis |
| ✓ Petty Cash Transaction Details | ✓ Takings Analysis/COGs |
| ✓ Revenue Breakdown | ✓ User Log |
| ✓ Revenue Breakdown Summary | ✓ Debtor Summary |



Automatic reports

Any of these reports can be automatically printed when the End of Period processes are performed. Select the required reports for each type of process in: *Processing > Options > End of...*



Perform a Daily Backup of Sysnet

Sysnet Toolbar > Processing > Backup Sysnet

Select Backup Method as "Daily" and back up to an external drive (USB Key, SD Flash Card etc.