PURPOSE 目的

Each beverage outlet will maintain a separate, monthly Beverage Inventory and Potential Sales Record. The information it contains will be used to compile the monthly Summary of Potential Beverage Sales and Inventory Report.

每一个酒水销售点都要保持一个独立的有关月度酒水存货及潜在销售的记录。这些信息将会用于完成月度潜在酒水销售及库存报告。

POLICY 程序

1. <u>**REQUIRED COMPONENTS必备的内容组成**</u>

    The Beverage Inventory and Potential Sales Record will contain:
    酒水库存及潜在销售记录将会包括：

    *   Item Number - received from the Beverage Perpetual Inventory Cards.
        物品编号-从酒水永续库存卡上获取

    *   Description, Brands - received from the Beverage Perpetual Inventory Cards.
        描述，品牌-从酒水永续库存卡上获取

    *   Unit Cost Price - received from the Beverage Perpetual Inventory Cards after being obtained from the original invoices by the Cost Controller
        单位成本价-由成本控制从原始发票上取得后填入酒水永续库存卡片中的价格

    *   Unit Potential Sales Value - received from the Beverage Price List.
        单位潜在销售价-从酒水价格表中获取

    *   Opening Inventory - received from or the closing inventory of the previous accounting period's Beverage Inventory and Potential Sales Record.
        期初存货- 从前一期会计期间的酒水库存及潜在销售记录中获取

    *   Issues (by Brand) - recorded for each bar from the distribution section of the Beverage Perpetual Inventory Cards.
        发放（通过品牌）-从每一个酒吧的酒水永续库存卡的发放环节记录中获取

    *   Closing Inventory–received from outlet inventories by item, taken at the end of each accounting period.
        期末存货-每一个会计期间的结束点，从销售点的存货中获取

    *   Total Consumption - number of bottles consumed, calculated for each item by adding the issued to the opening inventory and subtraction the closing inventory.
        总消耗-消耗的瓶数，计算方法为发放的数量加期初数量再减去期末库存量。

    *   Total Inventory Value - calculated by multiplying the closing inventory by the unit cost.
        总库存价值-计算方式为用期末库存量乘以单价。

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Inventory – Receiving – Cost Control
Beverage Inventory and Potential Sales Record

CODE: 05.02.004

EDITION: 1

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- Total Potential Sales Value - calculated by multiplying the total consumption by the unit potential sales value.
  总潜在销售价值-计算方式为用总消耗乘以潜在销售单价。

2. LISTING BEVERAGES 酒水列表

All beverages on the Beverage Inventory and Potential Sales Record should be listed categorically in groups (that is, wine, beer, etc.) and in numerical sequence.
所有的酒水库存和潜在销售记录应该按明确地分类记录（例如，红酒，啤酒，等等）并且要连续编号。

- At the end of each group, a few lines should be kept blank for any special brandswhich are not part of the outlet's permanent inventory but may be required occasionally.
  在每一个分类的后面，要保留一些空白行为了填写一些特殊的品牌不是销售点的永续库存中的品种但是可以是偶尔的需要。

- Space should be allotted after each category for subtotals of the total inventory value and total potential sales.
  要留有足够的空间核算库存价值小计和潜在销售量。

- All potential sales values may be copied onto the form in advance from the previous period's Beverage Inventory and Potential Sales Record. The unit costs must be checked against the storeroom inventory.
  所有潜在的销售价值应该被提前复制前一期酒水库存和潜在销售记录。库房里的库存单价都必须被检查。

3. ADJUSTMENTS TO THE POTENTIAL SALES VALUES PER OUTLET 每一个销售点潜在销售价值的调整

- The potential sales value, established for each beverage sold and each outlet, is calculated on pre-determined yield of standard-size drinks per bottle. However, the sales yield per bottle may vary in some cases.
  为每个销售点出售的酒水建立的潜在的销售价值，事基于提前设定的每瓶标准产量来计算。尽管如此，实际的每瓶销售产量会在某些情况下不一致。

- To obtain a more accurate comparison with actual sales, certain adjustments may be made to the total inventory value and the total potential sales in the Beverage Inventory and Potential Sales Record for each outlet.
  为了获得更准确地跟实际销售进行对比，可以对每一个销售点的酒水的总库存价值和总潜在销售进行必要的调整。

These potential sales adjustments are:
这些潜在的销售调整如下：

- Bottle sales - The potential sales value for these is obtained from the perpetual records and subtracted from the potential sales value at the end of each Potential Sales Record.
  瓶销售-
  瓶装销售的潜在的销售价值基于永续库存记录上的数据，通过用每一期期末潜在销售记录减去潜在销售价值。

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- Cocktails and mixed drinks - An adjustment figure is obtained for each cocktail and mixed drink as explained in the "Actual & Potential Beverage Sales" procedure, Part III. This adjustment figure is the difference between the actual selling price of the cocktail and the selling price if the cocktail were sold at the selling price of its individual components. The total number of cocktails and types (for example, long drinks) should be obtained from the Point of Sales Item Sales Analysis Report.
  鸡尾酒及混合酒-
  每一种鸡尾酒和混合酒的调制数据的获取方式正如在实际与潜在酒水销售的流程中提及。这项调整数据是处于实际鸡尾酒的销售价格和如果每一种用到调制鸡尾酒的酒水单独出售的价格的差价。鸡尾酒的总数量和品种总数量可以在每一个销售点的品种销售分析报告中获取。

- Complimentary liquor adjustments and other bar credits—Any beverages issued out of any bar outlet must be accompanied by a priced guest check.
  酒水赠送调整及其它酒吧贷记- 在每一个酒吧销售点发放的酒水必须附有价格账单。

All complimentary checks, (including checks for manager's apartment, executive entertainment and complimentary parties for guests or employees) must be:
所有免费单，（包括经理公寓，行政招待及为客人或员工准备的免费派对），必须具备下列要求：

  - Collected and priced at the sales value for each outlet.
    在每个销售点收集并标注销售价格
  - Approved by the General Manager.
    经总经理批准
  - Calculated for each accounting period and deducted from the potential sales of each outlet.
    基于每个会计期间进行核算，并且在每个销售点的潜在销售中减扣
  - Calculated for cost against the year-to-date cost percentage by the Cost Controller.
    由成本控制计算截止至当日的成本年百分比

- Adjustments for special selling prices on banquets - If beverages are sold for special reduced prices at banquets, an adjustment must be made by subtracting the difference between the special banquet price and the regular potential sales value from the Beverage Inventory and Potential Sales Record.
  宴会的特殊销售价格的调整-
  如果在宴会中出售特殊折扣价的酒水，那么必须调整显示出特殊折扣价和正常销售价之间的差异并体现在酒水库存及潜在销售记录中。

- For each accounting period, this adjustment can be calculated from the individual consumption sheet for each banquet where beverages are served.
  在每一个会计期间，这样的调整可以从每一个有酒水预留的宴会的酒水单独的消耗表中计算得出。

- Transfers to the Kitchen - The sales value of beverages used for cooking and preparation purposes is obtained from the Inter-Departmental Transfer notes.
  调拨至厨房-
  酒水调拨至厨房为烹饪及准备用途的情况下，酒水的销售价格可以从内部调拨单中获得。

- Spillage and breakage - Any spillage or breakage must be recorded daily to make the proper adjustment at the end of period. These adjustments must be considered for the potential sales calculations only.
  腐败及破损-
  任何的腐败或者破损必须每日进行记录来保证在期末有适当的调整。这些调整必须仅供潜在销售核算的参考使用。

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For each accounting period, the Cost Controller will analyze and recapitulate all the original copies of this report and determine the adjustment between the actual sales and the potential sales value.

每个会计期间，成本控制将分析并总结所有原始的报告并且决定处于实际销售与潜在销售价值之间的调整。