

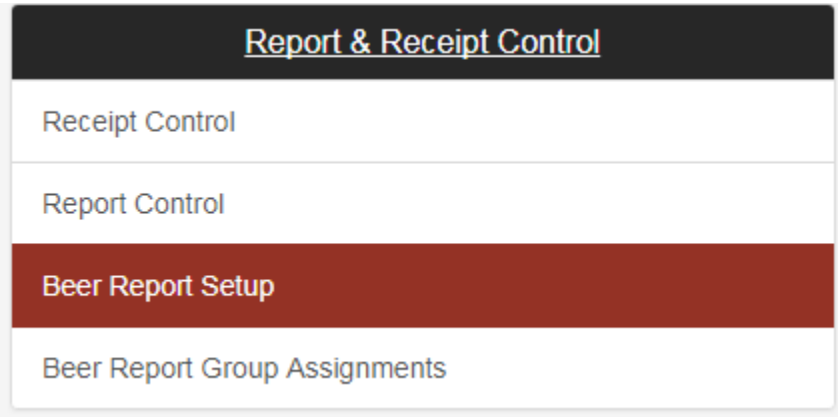
POMODO BEER REPORTS
PA BEER DISTRIBUTORS



Beer Report Configuration

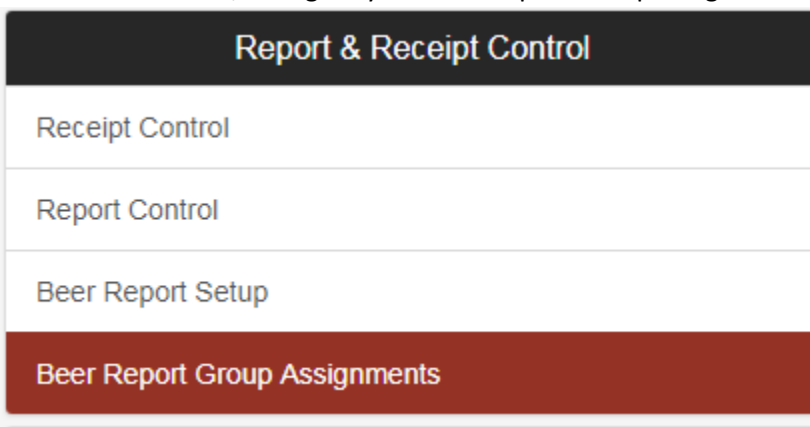
Your beer reports will be set up to run properly when you receive access to your software, but here is the breakdown of how it works for your information.

1. As an administrator, configure your Beer Report under Configuration→Report&Receipt Control→Beer Report Set Up:



- You can optionally select the Company Settings: Account Id, Federal EIN, LID Number, and LCB License Number. If they are entered in the configuration they will automatically be printed on the appropriate fields on the reports. If left blank the user will be required to write them on the report.
- Group Settings: These are set up by tech support and cannot be edited
 - Department Beer – Beer reports are calculated based on products within a single category, Beer. This needs to be set in order to populate your reports. **No products under any other department will show up on your beer reports!**
 - Custom Field – Each Container – The beer reports look at this custom field to determine where each product falls on the beer reports. This too need to be set in order to populate your reports.

2. As an administrator, configure your Beer Report Group Assignments:



- Here you will find a list of each container size identified in the Product Custom field → Each Container, which is required on all products. Beneath each container size is a drop-down list of the 13 container size groups required for the PA State Report. This mapping determines where the container size falls in the beer reports.

DISTRIBUTOR'S MONTHLY REPORT
MALT BEVERAGE PURCHASED, SOLD AND
WITHDRAWN INVENTORIES

BUSINESS NAME BeerModo Demo				DATE 2019/05/04
ACCOUNT ID	FEDERAL EIN	LID NUMBER	LCB LICENSE NUMBER	REPORTING MONTH/YEAR April 2019

DESCRIPTION	1/2 PT. Can & Bottle 7 oz.- 8 oz.	4 PT. Can & Bottle 8.1 oz.-16 oz.	1 Qt. Can & Bottle 16.1 oz.-32 oz.	Other	1/8 Barrel	1/6 Barrel	1/4 Barrel	1/2 Barrel	Other	3 Liter	5 Liter	5.7 Liter	Other
Reporting Month, Beginning													

Beer Report Group Assignments

1/2 Keg

1/2 Barrel

1/4 Keg

1/4 Barrel

1/6 Keg

1/6 Barrel

10oz Can

1 PT. Can & Bottle 8.1 oz.-16 oz.

Edit Product Custom Field

▲ This custom field is mapped to the Beer Reports. Some options are unavailable.

Name	Type	Display Order	Caption
EachContainer	Dropdown List	1	EachContainer

Description: EachContainer

Dropdown Options (one per line, in the order they'll appear)

- 1/2 Keg
- 1/4 Keg
- 1/6 Keg
- 10oz Can
- 11.2oz NR
- 11.5oz NR
- 12oz AL
- 12oz Bot
- 12oz Can
- 12oz NR
- 12oz NR
- 12oz NR
- 12oz Can

▲ This custom field is mapped to the Beer Reports. If you add a new dropdown option, click **Save & Continue** and **click here** or navigate to **Report & Receipt Control/Beer Report Group Assignments** to map the new option to the appropriate Beer Report Group.

- You will see N/A as an option in the drop down. N/A is used for Non-Alcoholic beer (N/A container size) and will not show up on the beer reports. Typically, this is only used for the N/A each container size.

N/A

N/A

- If “None” is selected in the drop-down box, this container size will never show up on the beer reports, and you will receive a warning when running the beer report that you have some container sizes set to none. **When new containers are added, they default to none, so you will need to set those up before running your beer reports.**

If you run a Beer Report that contains data for unmapped groups, you will get the following error message:

It appears that container sizes may not be mapped. Please call tech support at 888-239-7689.

This message will only show up if the report has data for unmapped groups- if products are not mapped to groups and do not appear on the report, no message will be shown.

Running Beer Reports

Running Report

Reports→Custom Reports→PA Distributor's Monthly Report

Custom Reports
PA Distributor's Monthly Report
PA Schedule A
PA Schedule B
PA Schedule C

Set Filters:

Report Month: Report month will automatically populate to previous month, but can be changed.

Report Date: This is the date that appears on the report and defaults to current date. You can change the Report date if you want the Date on the report to show a different date than current date.

Beginning Inventory Source: You can select what source you want your beginning inventory to come from.

Calculate: This automatically calculates the beginning inventory by taking the current inventory and backing out any changes to the inventory from the last day of the month the report was run for and the current date (i.e. if you are running your February report on March 10th, the beginning inventory will be calculated by taking out any changes that happened between March 1st and March 10th). **This is the recommended method to use.**

See later in document for a detailed explanation of how this calculation works.

Manually Enter: This option allows you to manually enter your starting inventory amounts.

Use Report: This option allows you to select from your saved reports. It will take the ending inventory from the saved report to use as your beginning inventory for the current report you are running.

Save Report Button: This allows you to save the report you run so that you can recall the exact same report at a later date regardless of any changes in inventory that happen.

How Beer Reports are Calculated using the Calculate as the Beginning Inventory Source

How Month Beginning Inventory is calculated on Report:

1. Pomodo identifies the **Current Date and Time**.
2. Pomodo identifies the **Current Inventory** (of each item) now – when the report is being generated.
3. Pomodo identifies the **Inventory Date** (usually the 1st of the month or the last day of the month.)
4. Pomodo identifies all Sales between the **Inventory Date** and the **Current Date**. Then sum the **Quantity Sold** for each product. (Sales can be both Cloud and POS)
5. Pomodo identifies all Purchase Orders “Received” between the **Inventory Date** and the **Current Date** using the Purchase Order’s date received. Sum the **Quantity Received** for each product.
6. Pomodo identifies all of the Transfers between the **Inventory Date** and the **Current Date**. Sum the **Quantity Transferred In** for each product. Sum the **Quantity Transferred Out** for each product.
7. Pomodo calculates the Inventory as of **Inventory Date**:

Inventory = Current Inventory + Quantity Sold - Quantity Received - Quantity Transferred In + Quantity Transferred Out

Pennsylvania requires attached documentation to the Beer Report for all non-sale removals.

Distributor's Monthly Report (1014) Calculations

General Info

All lines originate from Quantity Changes, which calculate changes made to inventory:

- Tendered Cloud Invoices (negative)
- Tendered Cloud Returns (positive)
- Tendered POS Invoices>Returns (negative if an invoice, positive if a return)
- Purchase Order Products Received (negative)
- Tendered Cloud Shipments (negative)
- Completed Transfers (negative if Out, positive if In)

All lines are grouped by the specified groupings for the Beer Reports.

Calculations for Specific Lines (all of these are grouped by the specified groupings)

Line 1: Reporting Month Beginning Inventory

- When calculate option is chosen for beginning inventory source: Each product's Quantity on Hand minus all Quantity Changes since the start of the month
- If a method other than calculate is chosen for beginning inventory source, the provided numbers are used in place of the Quantity on Hand.

Line 2: Purchased from Pennsylvania Manufacturers

- This is the sum of all positive PO quantities from Schedule A Vendors

Line 3: Purchased from Importing Distributors

- This is the sum of all positive PO quantities from Schedule B Vendors.

Line 4: Purchased from Out-of-State Manufacturers

- This is the sum of all positive PO quantities from Schedule C Vendors.

Line 5: Total (Add lines 1, 2, 3, & 4)

- The sum of lines 1, 2, 3, and 4.

Line 6: Reporting Month Ending Inventory

- When calculate option is chosen for beginning inventory source: Each product's current Quantity on Hand minus all Quantity Changes since the end of the month.
- When a method other than calculate is chosen for beginning inventory source, the provided numbers are used in place of the quantity on hand.

Line 7: Balance to Account for (Line 5 minus Line 6)

- Line 5 minus Line 6.

Line 8: Sales of Malt Beverage

- Each product's Quantity Changes from Cloud Invoices>Returns, POS Invoices>Returns, and Shipments, all multiplied by -1.

Line 9: Other Removals

- Each product's Quantity Changes from everything other than Cloud Invoices>Returns, POS Invoices>Returns, Shipments, and Purchase Orders, all multiplied by -1.
 - When using calculate as the beginning inventory source: includes transfers (transfer out will be positive number, transfer in will be negative number), physical inventory, and manual inventory changes, and return purchase orders.
 - If not using calculate as the beginning inventory source: includes transfers (transfer out will be positive number, transfer in will be negative number), return purchase orders, and user can select whether or not to show manual inventory changes and/or physical inventory changes.

Line 10: Total Accounted for (Add Lines 8 & 9) This Total must equal Line 7.

- Line 8 + Line 9.

Page 2 of Report – Explanation of Other Removals

This page gives a detailed description of everything that is included in line 9-Other Removals on page 1 of the report.