# Barkeep Inventory Tips

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### It's more than just counting.

*"Even with Barkeep, every bar owner needs to come up with their own method to take inventory. No two bars are alike, so you have to figure out which is the best way for you to take inventory and collect the data you'll enter in Barkeep. That said we felt we'd like to share our own inventory tips which are based on the way my staff and I take inventory in my own bar."* – Tim Eicher

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✓ **Keep to a Schedule** – Designate and schedule a regular time to take inventory. It's important to set that time aside so you and your staff can focus on the inventory without other distractions.

✓ **Clean up Before you Start** – It's important to make sure the bar areas, storeroom and walk-in are ready for inventory. Your liquor should be well organized and everything should be "in its place." If each product has its designated place in bar areas and in the storeroom, it makes inventory go quicker and there is less chance to miss Items.

✓ **Record all Receiving and Waste Inventories** – Before you begin a new Full Inventory (or Repeating Inventory), make sure that all of your Receiving Inventories are up to date. Also make sure than any waste or breakage has been recorded as Waste Inventories. Without this step any Pour Cost Reports will be completely off.

✓ **Repeat Inventory** – We highly recommend trying Barkeep's Repeat Inventory feature.
A Repeat Inventory starts with all the information from a previous inventory and allows you to fill in the quantities. It remembers the previous Location of Items and if you counted bottles, cases or kegs.

✓ **Repeat Inventory by Location** – When you select Repeat Inventory by Location, Barkeep allows you to select each Location from the original inventory in any order that you choose. A regular Repeat Inventory can only be performed by one person at a time. A Repeat Inventory by Location can be performed by multiple people at the same time on different devices with each person repeating a different Location.

✓ **Bottles vs. Cases** – One of the easiest mistakes to make in BarkeepApp is to inadvertently add a count of bottles where you meant to add-in cases or vice-versa.
If you want to add both cases and bottles of the same Item to an Inventory, you will need to add the Item twice. For example, if you have 3 cases of Absolut and 2 bottles. You can either add the Item once indicating there are a total of 38 bottles, or you can add three cases and then go back to the Item and add two bottles as a separate entry.

✓ **Keep Cases Sealed** – Unless you are concerned about product being damaged in delivery, it's best to keep cases sealed until you need to use the products. It's much faster to count cases than look in each case and count the bottles.

# Inventory Tips (cont.)

✓ **Work in Pairs** – If you are doing a large, Full Inventory it can be good to work together with one person counting and calling out each Item while the second person repeats the information as they enter the data into Barkeep.

✓ **Double-Check Your Work** – You can double-check your Inventory directly in BarkeepApp by using the Sort feature.  You will be able to review a list of all the Items in the Inventory in the same order that you added them.  Working from that list, you can go back through your Inventory and check each Item against the quantity that you entered in the Inventory.
See the **Barkeep User Guide** for detailed instructions.
To sort an Inventory, you begin by pressing **Sort** at the bottom of screen displaying the Inventory.
An action menu appears with five options to sort you're the Items in your Inventory by:

- Inventory Order – **First to Last**
- Inventory Order – **Last to First**
- **Item**
- **Location, Item**
- **Location, First to Last**

If you prefer to work from paper, you can print the Inventory Detail Report, which will display each Item that you added to the Inventory in the same order that you added them.

✓ **Run a Usage Report** – Once the inventory is finished, it's a good time to run a Usage Report.  A quick review of the report can show any errors that you can correct while the inventory is fresh in your mind. You can always come back to the report later when you want to look at the data in more detail.

✓ **Set the Procedure** – After you have figured out what works best for taking inventory, it's important that you set-up a procedure for you and your staff to follow every time you take an inventory.