Barkeep Start and End Dates – Troubleshooting

One of the most common mistakes that users make when running either a Variance Report or Pour Cost Report is choosing the wrong Sales Start and Sales End Dates when they export Sales Data from their POS System.

Does my Sales Data have to coincide with my Inventories?
Yes, when you select the dates in your POS System to export Sales Data from, those dates should be ones that coincide with your Full Inventories.

In the example below let's say you take a Full Inventory every Monday morning before you open.
- When you want to run a Variance Report after your Full Inventory on October 30th you would select Sales Data from your POS System from Monday October 23rd to Sunday October 29th.
- You include the Sales on Monday the 23rd because they occurred *after* the Start Inventory.
- You do not include the Sales on Monday October 30th because they will happen after your End Inventory.

How often should I take a Full Inventory?
That is up to you — whatever works best for your business. You can take Full Inventories daily, weekly, monthly or whenever you wish. If you take a weekly Full Inventory every Monday morning before the start of your business day, like in the example above, when you export the Sales from your POS System, typically you would choose the Sales from Monday through Sunday.

Start and End Dates (cont.)

Can I <u>only</u> run a Variance Report based on two consecutive Full Inventories?
No. For example, if you took weekly Full Inventories, you can still choose a Start Inventory and End Inventory with other Full Inventories in between.
- You could choose a Start Inventory at the beginning of the month and an End Inventory at the end of the month.
- You could choose Inventories to run Variance Reports that are quarterly, annually or whatever the time period you need to review.

Example: Below notice a selection of April 14ᵗʰ for the Start Inventory and May 24ᵗʰ as the End Inventory. Also note, there is a Full Inventory on May 1ˢᵗ, May 15ᵗʰ etc. (a)

After choosing a Start and End Inventory, which Sales Data is included in the Variance Report?
All of the Sales Data that was uploaded to a BarkeepOnline account with dates between the Start and End Inventory will be factored into your Variance Report. If you upload your Sales Data weekly you could run a monthly or quarterly Variance Report and factor in all of the Sales Data with dates between you're the Start and End Inventory you choose.

Note: You also have options (b) to include Sales Data from the Start and/or End Dates (see next page).

Start and End Dates (cont.)

When do you include the Sales Data from your Start and End Dates?
When you run a Variance Report or Pour Cost Report you have options to include the Sales Data from the date of your Start Inventory and the date of your End Inventory. By default, these options are turned off.
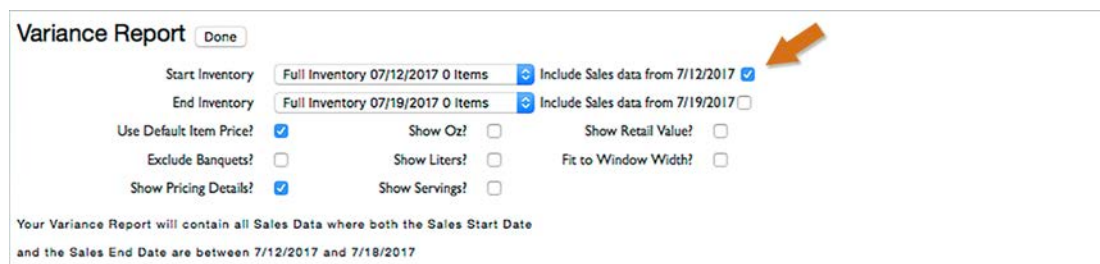
> Please pay careful attention to these options.
> Based on your choices, the Variance Report page displays a message indicating the exact date range of Sales Data that will be included in the Variance Report like in the example above, reminding you of the dates being used for the Sales Data.

> > "Your Variance Report will contain all Sales Data where both the Sales Start Date and the Sales End Date are between 07/12/2017 and 07/18/2017"

Including Sales Data from the Start Inventory
In the example below the box has been checked to "Include Sales data from 07/12/2017".

Below is an explanation with reasons why you might have decided to include the Sales Data.

- **When did the Sales actually occur?**
  In this example let us say you set up your Sales Data from July 12th to July 19th.
  The Sales Data would include all the sales that occurred in your business day starting at your opening at 3:00 p.m. on July 12th, it would include all the Sales for the dates July 13th though July 19th and it would also include an hour of sales, until closing at 1:00 a.m., on July 20th. This is because the hour(s) passed midnight are counted as part of the previous day.

- **When was the Start Inventory?**
  In this example your Start Inventory was a Full Inventory done on July 12th at 10:00 a.m. – before you opened for business and before any sales that were included in the Sales Data.

Including Sales Data from the End Inventory
In most cases, you would not want to include the Sales Data from the same day as your End Inventory.
For example, let's say your End Inventory is a Full Inventory done at 11:15 a.m. on Tuesday, July 19th and you included Sales Data from Tuesday, July 19th. That would mean that all the sales on Tuesday, until closing, would be factored into the Variance Report. Including the Sales occurring after the 11:15 a.m. End Inventory.
Your Variance Report would be inaccurate. Only when your End Inventory occurs after closing on the same day as the Sales Data ends would you check to "Include Sales data from 07/19/2017".

> **What about other kinds of Inventories?**
> Your Start and End Inventory determine the parameters of the Variance Report.
> All the Inventories in between the Start and End Inventories are factored in.
> This includes other Full Inventories, as well as Receiving, Return and Waste Inventories.

Start and End Dates (cont.)

What about Receiving Inventories on the same day as the Start or End Inventories?

- If you have a Receiving Inventory at 2:15 p.m. on July 12th after your Start Inventory at 10:00 a.m. on July 12th, it will be included in the Variance Report.
- But, if your Receiving Inventory occurred at 8:45 a.m., before the Start Inventory, it would not be included.
- With the End Inventory, all the other Inventories on the same day must be before the time of the End Inventory to be included in the Variance Report.
- This is why Barkeep recommends adding accurate times and dates to all of your Inventories.

What happens when my Sales Data is outside of my Start and End Inventories?

- Sales Data that begins before your Start Inventory will not be included.
- Sales Data that ends after you End Inventory will not be included.

Above is a list of Sales Data uploaded to a BarkeepOnline account. Based on the Sales Data:

- If you used a Start Inventory on July 1st and an End Inventory of July 31st your **c** Sales Data that begins on June 28th would not be included in the Variance Report.
- But, if you used a Start Inventory on June 27th and an End Inventory of July 31st your **c** Sales Data that begins on June 28th would be included in the Variance Report.
- If you used a Start Inventory of July 12th and an End Inventory of July 19th your **d** Sales Data that begins on July 12th would be included if you choose the option **e** to include it.

Start and End Dates (cont.)

Can I upload Sales Data on a daily basis?
Yes. For example, if you are doing a Full Inventory on a daily basis you also could upload Sales Data every day. Then you could run a Variance Report every day comparing your Inventory to your Sales Data. This might be something you do regularly or for a period of time when you are trying to use Barkeep to narrow in on issues you are having with usage anomalies in your Variance Reports.

How does Barkeep use daily Sales Data when I run a weekly Variance Report?
In the Variance Report example below, you selected the Start Inventory on October 23rd and the End Inventory is on October 30th. The option to Includes Sales Data from 10/23/17 was also selected. Barkeep will run a Variance Report that factors in your separate uploads of Sales Data on every day from October 23rd to October 30th as shown below.

Important Note: If you plan to upload Sales Data every day it is crucial that you get in the habit of exporting your Sales from your POS System daily and uploading it to BarkeepOnline. For example, if you missed a daily upload and ran a weekly Variance Report as shown above, your data would be off.

Start and End Dates (cont.)

If I upload Sales Data on a daily basis, should I also upload weekly Sales Data?
No, not really. When Barkeep runs a Variance Report it factors in <u>all</u> the Sales Data between your Start and End Inventories. The example on the previous page illustrated how Barkeep can use Sales Data from a series of dates for one single Variance Report.

Below is an example that shows how your Sales Data would appear if you were to upload Sales Data every day and then also uploaded Sales Data for the week of 10/23/2017 to 10/29/17. If you ran the same Variance Report as shown on the previous page, Barkeep would factor in the daily Sales Data <u>and</u> the Weekly Sales Data. Your Report would be incorrect.

BarkeepApp	BarkeepOnline				User: marketbar

Done

Sales | Upload Sales Data | Manually Enter Sales Data | Download Sales Template

Show 25 entries   Search:

	Start Date ▾	End Date	Sales Count	Sales $Amt	Notes	Description
✏✖	11/02/2017	11/02/2017	370	$2,473.90		
✏✖	11/01/2017	11/01/2017	427	$3,108.90		
✏✖	10/31/2017	10/31/2017	1,039	$7,910.45		
✏✖	10/30/2017	10/30/2017	441	$3,345.90		
✏✖	10/29/2017	10/29/2017	911	$7,233.45		
✏✖	10/28/2017	10/28/2017	1,290	$10,084.90		
✏✖	10/27/2017	10/27/2017	2,718	$20,814.90		
✏✖	10/26/2017	10/26/2017	417	$2,814.90		
✏✖	10/25/2017	10/25/2017	390	$2,676.90		
✏✖	10/24/2017	10/24/2017	631	$4,584.90		
✏✖	10/23/2017	10/23/2017	330	$2,172.40		
✏✖	10/22/2017	10/22/2017	847	$6,439.90		
✏✖	10/21/2017	10/21/2017	1,746	$15,137.10		

> *Note:* If you decide to occasionally upload a daily set of Sales Data to narrow in on Usage and Sales issues, we would recommend deleting that Sales Data after you have resolved the issue so it does not conflict with sets of weekly Sales Data you would upload in the future.

For additional information please see the **BarkeepOnline User Guide**.

> **Can I upload Sales Data by Location?**
> Only with a BarkeepPro subscription. BarkeepPro includes a feature where you can enter Sales Data and specify Location(s). Then you can run a Variance Report by Location. For details, see the **BarkeepPro User Guide**.