

Barkeep Sales Items - Troubleshooting - "MISC"

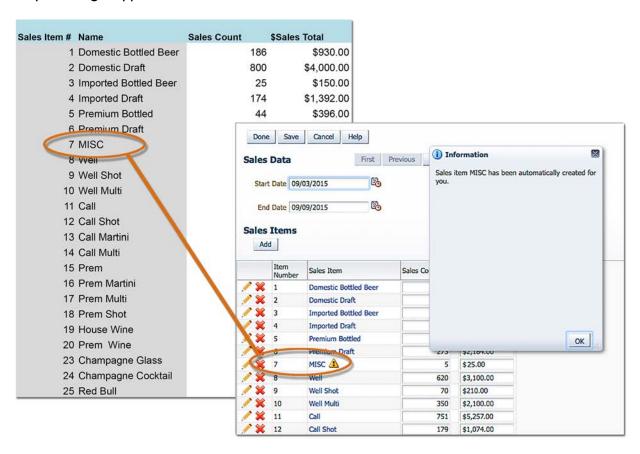
The Problem with Miscellaneous Sales Items ("MISC")

We recommend <u>not</u> using general Sales Items like "\$5.00 Misc" or "MISC" because you need to be able to directly link or "map" an individual Sales Item onto Liquor Usage to have effective and accurate Pour Cost Reports.

What if I need to have a "MISC" key in my POS System?

Yes, you can have a "MISC" key(s) or something similar. The instructions that follow will explain how to set up and use one in a way that will still allow you to run accurate Reports in BarkeepOnline.

Below is an example of a Sales Data spreadsheet with a Sales Item "MISC" as well as an example of how the Sales Data upload might appear:



The next page will show you how to set-up the Sales Item "MISC." Also note the pop-up warning <u>A</u> message alerting you that this Sales Item needs attention.

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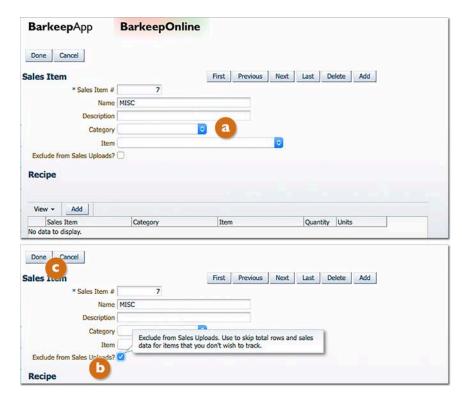
What if I need to have a "MISC" key in my POS System? (cont.)

These are the steps to follow:

- I. In this example, when you set-up the Sales Item "MISC" you do <u>not</u> need to select a <a>a Category, Item or Recipe. As the Sales Item is completely unspecified you would not want to link it to any of your Categories or Items.
- 2. To have more accurate Reports in BarkeepOnline you must select the "Exclude from Sales Uploads?" option.
- 3. The final step is to press the Done button on the top of the screen to save the changes to the Sales Items or select the Cancel button to discard them.
- **4.** All of the Sales that your POS System registers under "MISC" will be part of your Sales Data spreadsheet but will no longer be uploaded and calculated into BarkeepOnline Reports.

Note: Assuming that the dollar amounts are relatively small, this will not have a significant impact on your Reports.

For example, on the previous page the Sales Total in the example was \$25 for the Sales Item "MISC" out of a total of over \$27,000 in sales.



5. In future Sales Data uploads, Sales Item #7 no longer appears in the Sales Data shown in BarkeepOnline even though it still appears in your spreadsheet.



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Can I create "MISC" keys that are included in Sales Data and Reports?

Yes, but you would probably need to create more than one. Let's take a look at the example below.

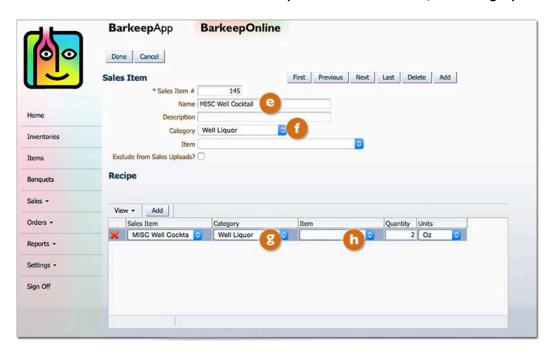
This example shows a situation where a POS System is detailed and there are separate Sales Items for commonly sold cocktails (e.g., Well Martini, Well Gin & Tonic, Well Margarita, etc.). There are also Sales Items for specific cocktails using Call Liquor (e.g., Absolut Cocktail, Jäger Shot, Bacardi Cocktail, etc.).

Your POS System needs Sales Items for cocktails made with **Well Liquor** and **Call Liquor** that are uncommon and rarely sold. For example, you would create a Sales Item called **MISC Well Cocktail** for those instances when a customer orders an unusual drink. It could also be used for situation where a new staff member is unfamiliar with the POS System and needs to serve the customer promptly.

Below is an example of how you could set-up the Sales Item MISC Well Cocktail:

- 1. Note that you have chosen a name to match the Sales Item in the POS System.
- 2. Because this "MISC" Sales Item is only for cocktails made with Well Liquor, 1 select that Category.
- 3. The Sales Item's Recipe specifies the Category Well Liquor.
- **4.** Do <u>not</u> select an Item for the Recipe.

 The Sales Item could be made with <u>any</u> Item in the **Well Liquor** Category.



5. When running a Pour Cost and other Reports in BarkeepOnline, your sales and use of **Well Liquor** for this Sales Item will be factored in.

For additional instructions for managing your Sales Data and using BarkeepOnline please see the **BarkeepOnline User Guide**.