



Barkeep – FAQ – Non-Liquor Items

Can I track non-alcoholic beverages?

Yes, many Barkeep users track their non-alcoholic beverages. Barkeep's default Category Groups and include a **Miscellaneous** Category Group with Categories such as **Water, Soda, Red Bull**, etc. Some users only track Items such as single-serve bottles of sparkling water, **Red Bull**, etc. but do not include mixers and fountain soda in their Barkeep Inventory.

Can I track non-alcoholic beer?

Yes. You can track non-alcoholic beer Items such as bottles of **Clausthaler** and **O'Doul's**. You would add them to your Item's List like any other Item in Barkeep. You would have to decide if you wanted to put the Item in a Category such as **Domestic Beer** or create a separate Category such as **Non-Alcoholic Beer**. You would probably put the Category **Non-Alcoholic Beer** in the Category Group **Beer**. Or, if you preferred, you could put in the **Miscellaneous** Category Group with Categories like **Water, Soda**, etc.

Can I track food with Barkeep?

Not really. Some users have asked us about this. While you could customize your Categories and Items to count and track pretty much any individual item, Barkeep has especially been designed to track alcoholic beverages. All of the enhanced features are designed to oversee your usage, determine Pour Cost, manage Suppliers and liquor orders, and track and analyze sales. The units of measure and container types are all specific to those used when serving beer, wine and liquor.

If you needed to only track a few single-serve, prepackaged food items that you sell, for example snack items, Barkeep allows you to customize your data. You could set up food items like in the t-shirt example shown on the next page. But Barkeep is not designed to handle a restaurant's food inventory and all the ingredients involved in food preparation.

One day we might expand Barkeep to support restaurant food inventories, and we will be sure to let you know when we do.

Can I add Items that are not a beverage and count them as part of a Barkeep Inventory?

Some of our users have asked us about using Barkeep to track and count Items other than beer, wine and liquor.

Let's say you sell a few Items in your venue that are not beverages but you want to track them as a part of your Barkeep Inventory. For example, if you sell a promotional t-shirt. Barkeep is not specifically designed to track something like this. But, you can always customize your data to suit your needs. You could create an Item named **t-shirt** and set-up a Category Group and Category to place this type of Item in.

**continue to next page for instructions
for non-beverage Items and Sales Items**

Can I add Items that are not a beverage (cont.)

Below is an example of how you might set up a non-beverage Item and corresponding Sales Item. If your POS System has a Sales Item for the t-shirt you sell, you would need to create a corresponding Barkeep Sales Item. For example, you would name the Sales Item **t-shirt**. Next you have two options for handling the Sales Item:

- ◆ Exclude the Sales Item (**t-shirt**) from your sales uploads so that they will not be included in your Pour Cost reports.
- ◆ Create a Recipe that mapped the Sales Item (**t-shirt**) onto your Item (**t-shirt**). If you include t-shirt sales in your sales upload, then t-shirts would be included in your Variance Reports allowing you to track Ideal Used versus Used in the same way that you do for liquor.

In the example below you see the Item (**t-shirt**) and the Sales Item (**t-shirt**):

- The Category Group you created for non-beverage Items is called **Special** and the Category is called **souvenir**. **a**
- The t-shirt is set up like any Barkeep **b** Item.
- For the Bottle Units choose **each** **c** (instead of **oz, ml, gal, etc.**).
- For the Bottle Type choose **Each** **d** (instead of **Bottle, Can, Keg, etc.**).
- For the Sales Item you will need to create a Recipe. **e**
- Note that the Quantity **f** for the Recipe is **1** and the Quantity Type is **Each**.

The screenshot shows the BarkeepOnline interface. At the top, it says "BarkeepApp BarkeepOnline". Below that is a "Done" button. The main section is titled "Items" and includes buttons for "Add Item +", "Update Item Weights", "Download Items", and a checkbox for "Show Inactive Items". There is a search bar with "souvenir" entered and a button "a" next to it. Below the search bar is a table of items. The table has columns: Item Name, Category, Bottle Size, Bottle Units, Price, Bottle Type, Default Case Size, and Supplier. The "t-shirt" item is highlighted with a "b" and has "each" for units, "\$6.50" for price, and "Each" for bottle type, with a "d" next to it. Below the items table is the "Sales Item" section. It has buttons for "First", "Previous", "Next", "Last", "Delete Sales Item", "New Sales Item +", and "Show Sales Entries". The "Sales Item Name" is "Bar T-Shirt", "Sales Item Number" is "9007", "Category" is "souvenir", "Item" is "t-shirt 1ea", and "Description" is "Market Bar T". Other fields include "Average Sales Price" (\$18.00), "Cost" (\$6.50), and "Pour Cost" (36.11%). There are checkboxes for "Inactive?" and "Exclude?". Below the sales item form is the "Recipe" section with an "Add Recipe Item +" button "e". There is a search bar "f" for the recipe. Below the recipe section is a table with columns: Sales Item, Category, Item, Quantity, and Quantity Type. The "Bar T-Shirt" recipe is listed with quantity "1" and quantity type "Each".

Item Name	Category	Bottle Size	Bottle Units	Price	Bottle Type	Default Case Size	Supplier
key chain	souvenir		each		Each	48	
pint glass	souvenir		each		Each	24	
t-shirt	souvenir		each	\$6.50	Each	36	

Sales Item	Category	Item	Quantity	Quantity Type
Bar T-Shirt	souvenir	t-shirt	1	Each

See the **BarkeepOnline User Guide** for detailed instructions on setting up Items and Sales Items. There are also instructions for excluding Sales Items. There are also **Troubleshooting Tips** that address "MISC" Items.