



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 Items 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 Pour Cost Reports allowing you to track Expected Usage versus Actual Usage 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 Units choose **ea** **c** (instead of **oz, ml, gal, etc.**).
- For the 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 Units again are **Each**.

The screenshot displays the BarkeepOnline interface. The top section is titled "Items" and contains a search form with a "Category" dropdown set to "souvenir" (marked with 'a'). Below this is a table of items. The "t-shirt" item is highlighted, showing its details: Category: souvenir, Size: 0.00, Units: ea (marked with 'c'), Type: Each (marked with 'd'), Case Size: 24, Empty Weight (Oz): 0.00, Full Weight (Oz): 0.00. The "Sales Item" section below shows a "Sales Item #" of 601, Name "Bar T-Shirt", and Description. The "Category" is "souvenir" and the "Item" is "t-shirt". There is an "Exclude from Sales Uploads?" checkbox. The "Recipe" section (marked with 'e') shows a table with one entry: Sales Item: Bar T-Shirt, Category: souvenir, Item: t-shirt, Quantity: 1 (marked with 'f'), Units: Each.

Item Name	Category	Size	Units	Price	Type	Case Size	Empty Weight (Oz)	Full Weight (Oz)	Supplier	Par Level	Re-Order Point
keychain	souvenir	0.00	ea		Each	144	0.00	0.00			
pint glass (logo)	souvenir	0.00	ea		Each	12	0.00	0.00			
t-shirt	souvenir	0.00	ea		Each	24	0.00	0.00			

Sales Item	Category	Item	Quantity	Units
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.