User Guide for BarkeepOnline

Version 7.0
September 2024

*Includes updated instructions for adding <u>Recipes to Sales Items</u>.

The Instructions in this User Guide are intended for BarkeepOnline and BarkeepPro subscribers using their desktop or laptop computer.
- BarkeepApp instructions for the **iPad** users please refer to the **iPad User Guide**.
- BarkeepApp instructions for the **iPhone** and/or **iPod Touch** please refer to the **iPhone User Guide**.

About this User Guide

The User Guide is designed to help you set up, configure, and make the most of your BarkeepOnline account. The BarkeepOnline User Guide has been divided into two parts:

Part I – Basic Instructions
All the basic instructions you need for using your BarkeepOnline account, including managing Inventories running basic Reports and placing ordering from your Suppliers. The Getting Started section also includes the steps for creating your BarkeepOnline account and registering your **iOS** Device(s).

Part II – Sales Data Analysis
The instructions you need for setting up your BarkeepOnline Sales Items, uploading Sales Data from your POS System and then running detailed Variance Reports and Pour Cost Reports where you can compare your Barkeep Inventories to your Sales Data.

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Part I – BarkeepOnline Instructions

System Requirements

BarkeepOnline

If you are using the latest available version of your web browser, we do not anticipate any issues using BarkeepOnline. Below are specific requirements for common web browsers:

- **Chrome 120** or later
- **Firefox 123** or later
- **Edge 120** or later

- **Opera 105** or later
- **Safari** (desktop) **v17.0** or later
- **Safari (iOS) v17.0** or later

Notes: No Barkeep software is installed on your PC or Mac.

BarkeepApp

BarkeepApp v7.0 requires **iOS** version 12.0 or later.

See the **BarkeepApp User Guide** for detailed BarkeepApp and Hardware requirements.

Note: Older models of **iPhones**, **iPads** and the **iPod Touch** running an older version of Apple's **iOS** will not support the latest version of BarkeepApp. Older models are no longer capable of syncing with the BarkeepOnline server.   Users can continue using BarkeepApp, but for maximum functionality and to take advantage of all BarkeepApp features, we recommend replacing your older **iOS** Device.

Getting Started

Checklist – *Before you take your first Inventory…*
Please review this list and to make sure your version of Barkeep is ready and set-up correctly:

To get started, these are the steps you need to take:

✓ **Sign-Up for BarkeepOnline**
Create your own BarkeepOnline Account at barkeepapp.com

✓ **Register your iOS Device**
Register your **iOS** Device with your BarkeepOnline account. **See next page.**

✓ **Can I start with BarkeepOnline *before* BarkeepApp?**
Yes, but please read this carefully.
A few users begin with a BarkeepOnline account, set up their Items, Categories, etc.
Afterwards, they purchase and install BarkeepApp and register their **iOS** Device with their
BarkeepOnline account. If you are a user who starts with BarkeepOnline before BarkeepApp,
please read the instructions on the following pages very carefully so you do not lose your data.[1]

✓ **Multiple Devices?**
Can you install BarkeepApp on more than one **iOS** Device? Yes, but you must have a BarkeepOnline
 account subscription to share data between your Devices. We also recommend getting your first
iOS Device set up and all of your data customized before you sync to additional Devices.

✓ **Customizing your Barkeep**
Before you are ready to start an Inventory, you will need to customize and configure your
version of Barkeep to fit your business. Some users do this entirely with BarkeepApp before they
set up BarkeepOnline. Many users start with BarkeepApp, set up their BarkeepOnline account and
then complete the customization process using BarkeepApp, BarkeepOnline or both.
Your registered **iOS** Device(s) will sync automatically, so any additions and changes you make, will
appear in BarkeepApp and BarkeepOnline.
You will need to set up the following before your first Inventory:

> **Locations** - Setting up the Locations where you store and serve beer, wine and liquor.

> **Categories** - Setting the Categories you use to classify the Items you serve.

> **Items** - Making sure your Items List has all of the Items (the beer, wine and liquor) that
> you will count and add to Inventories.

✓ **User Guide**
Review this user guide to become familiar with the instructions you will need to take advantage
of BarkeepOnline's unique features.

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[1] If you have any questions, please contact Barkeep Support at support@barkeepapp.com

Creating your BarkeepOnline Account

To begin using BarkeepOnline, you must first sign-up and register for a BarkeepOnline account. To begin using BarkeepOnline:

1. Go to barkeepapp.com
2. Select **BarkeepOnline**. a
3. In the new window press the [Create New Account] button, b and then following the instructions for setting up a new BarkeepOnline account.
4. As part of registering for a BarkeepOnline account, you will choose a username and password.

BarkeepOnline account email address

With every BarkeepOnline account you select an email address for your account. c It is important to choose an email address that is the same one you will use to communicate, if needed, with Barkeep Support. Your inquiries might be for technical questions, account administration or billing issues. Many users have more than one email address, but when you do not contact us from the registered email address, it can delay our response while we authenticate your inquiry.

> **Can I use BarkeepOnline *without* BarkeepApp?**
> Maybe. Nearly every one of our users starts with BarkeepApp on their **iOS** Device. Then they add a BarkeepOnline subscription, register and first sync the data from their **iOS** Device to their BarkeepOnline account. A few users begin with a BarkeepOnline account, set up their Items, Categories, etc. and then purchase BarkeepApp and register an **iOS** Device with their account as well as a handful who just use BarkeepOnline. If you are a user who starts with BarkeepOnline before BarkeepApp, please read the instructions regarding Registering your Device very carefully so you do not lose your data.

Registering your Device(s)

After you have created your BarkeepOnline account, you will need to register your **iOS** Device(s) with BarkeepOnline.*

> **Check your connection and battery life first!**
> Before Registering any Device with BarkeepOnline, please make sure that you have a reliable network connection and plenty of battery life remaining on your Device (or your Device is plugged in). Registering your Device includes synchronizing data between your Device and your BarkeepOnline account. This process can take some time (15 minutes for hundreds of Inventories and tens of thousands of Inventory Items), and this process should not be interrupted. So be prepared when you register your Device.

Registering your first iOS Device

When you register your first Device and "**Copy Data to Server**" all the Barkeep data on your Device, including any unique Categories and Locations you have set up, the Items you have added as well as any Inventories you have created will all be uploaded to your new BarkeepOnline account.
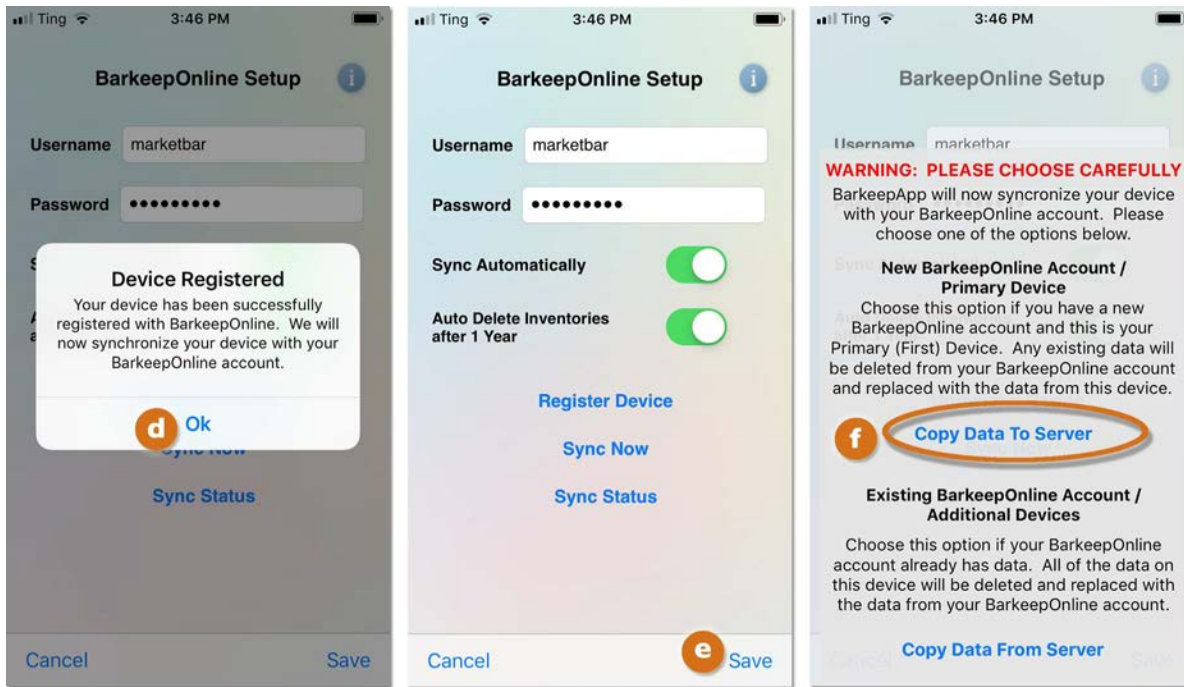
To register your Device with BarkeepOnline:
1. Verify you have a reliable network connection and plenty of battery life. It is important to make sure that your Device has sufficient power to complete the initial sync uninterrupted.
2. Press Settings on the BarkeepApp Main Screen. **a**
3. Then choose BarkeepOnline. **b**
4. Enter the Username and Password that you chose when setting up your BarkeepOnline account.
5. Press **Register Device**. **c**

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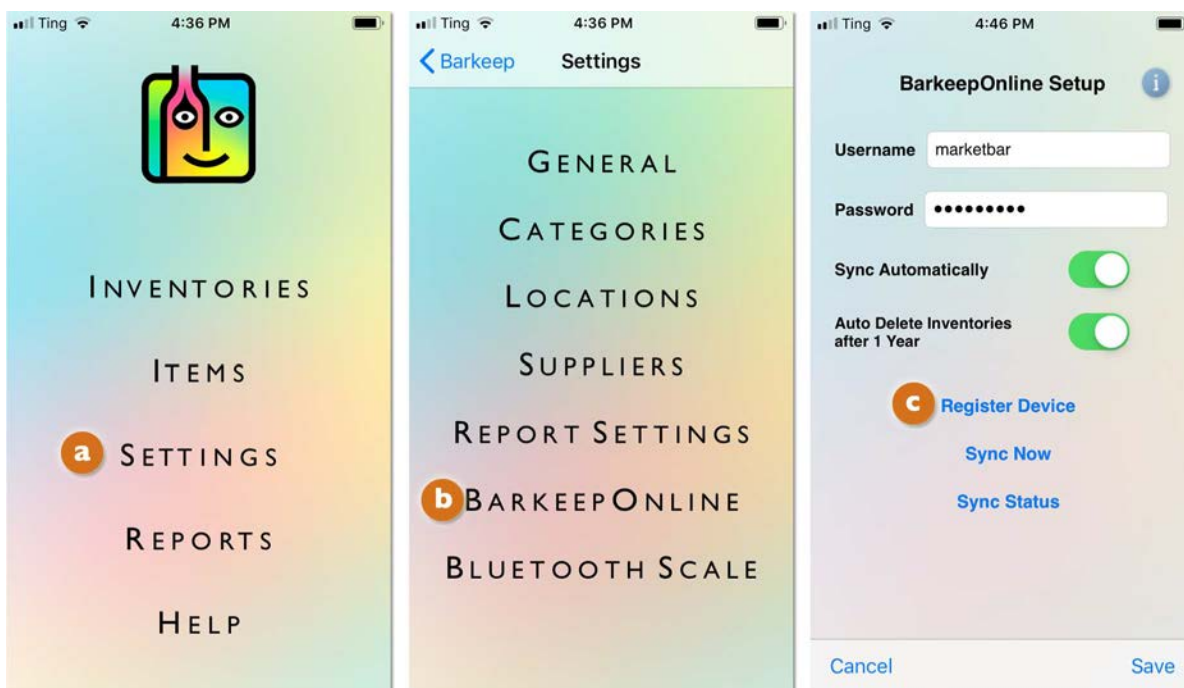
* **Note:** If you set up your BarkeepOnline account before you purchased BarkeepApp, see **Additional Devices**.

Registering your Device (cont.)

6. If your Device is able to successfully connect to BarkeepOnline and sign in to your account with the username and password that you provided, you will be presented with an alert stating that your Device has been successfully registered. Press Ok. **d** Go to **Step 8**.

7. If registration fails, please confirm that you have supplied the correct username and password, and that your Device has a reliable network connection. If registration was unsuccessful, press Ok and check the following:
   - Verify that you have a working Wi-Fi or phone carrier network connection.
   - Verify that you have entered the correct username and password.
   - Verify that you can sign in to BarkeepOnline from a browser using this same username and password.
   - Try re-entering the Username and Password and press **Register Device** again.
   - Verify that you do not have a Firewall blocking port 7001. If you are working behind a firewall, open port 7001 and try again.

8. Press **Save** on the bottom toolbar **e** to save your changes or select to **Cancel** the registration.

9. Next you have to make a decision regarding copying data (see below and please read carefully)

The Important Choice!
Once your Device has been registered, you will be asked whether you want to:

Copy Data to Server   or   **Copy Data From Server**

First Device/Primary Device: You should choose a primary Device that contains the data that you would like to use to initialize your BarkeepOnline account.
Register that Device FIRST and choose **Copy Data to Server**. **f**
This will initialize your BarkeepOnline account with the data from your primary Device.

Your Primary Device

You may use BarkeepApp on multiple Devices and you may register them all with a single BarkeepOnline account. The first time you register with BarkeepOnline you will need to choose a Primary Device. This will be the first Device you ever register with BarkeepOnline and this will be the Device with your data that is uploaded to the server. If you only use one Device, then that is your Primary Device by default.

Can I use BarkeepApp with two or more iOS Devices *without* a BarkeepOnline account?

No.

When you purchase BarkeepApp from the App Store, like any app, you may install it on all of your **Apple iOS** Devices registered to the same Apple user ID.   But, without a BarkeepOnline account, your Devices have no way to share and sync data. For example, if you were to start using BarkeepApp on both your **iPad** and your **iPhone** before you had a BarkeepOnline account, when you decided to create a BarkeepOnline and register your Devices, you would only be able to copy the data from one Device to the account. All the Barkeep data you entered on your other Device(s) could not be synced to your BarkeepOnline account. That data would be lost.

We advise users to get started in BarkeepApp with a single **iOS** Device, create a BarkeepOnline account and register that first Device and then register additional **iOS** Devices to the same account.

Registering your Device (cont.)

Additional Devices for BarkeepOnline[2]
After you have registered your first or Primary Device with BarkeepOnline you may register additional Devices with a single BarkeepOnline account.

The steps for registering additional Devices are the same steps you took register your Primary Device with one important exception:
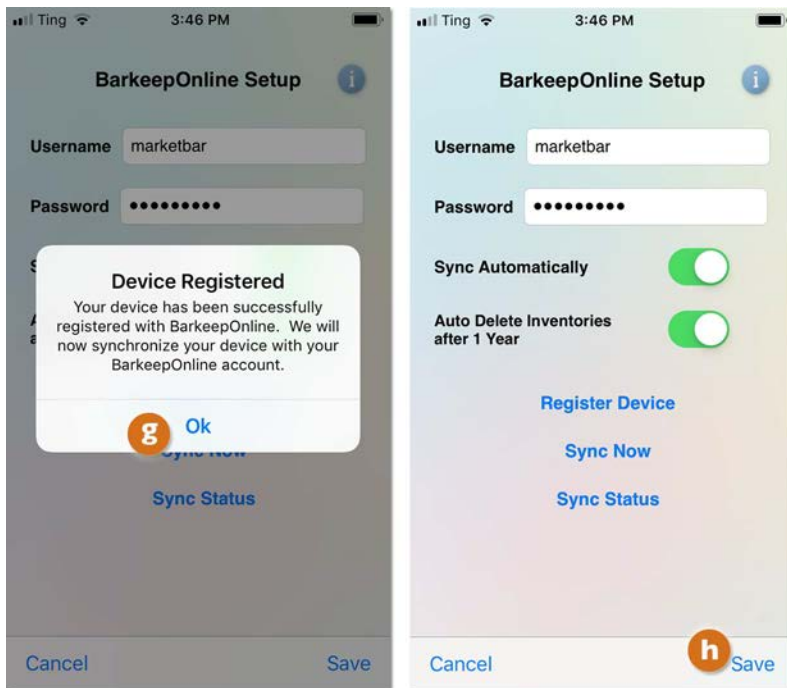
> **For your Additional Devices, you should choose:**
>
> **Copy Data from Server**   **NOT**   ~~Copy Data to Server~~
>
> ***Note:*** This step will delete the existing data on your additional Device and replace it with the data from your BarkeepOnline account.

To register your Additional Devices with BarkeepOnline:
1. Press Settings on the BarkeepApp Main Screen. Then choose BarkeepOnline.
2. Enter the <u>same</u> Username and Password that you chose when setting up your BarkeepOnline account with your Primary Device.
3. We recommend turning **Auto Delete Inventories** on.
4. Press **Register Device**. If your Device can successfully connect to BarkeepOnline and sign in to your account with the username and password that you provided, you will be presented with an alert stating that your Device has been successfully registered. Press Ok. **g**

> ***Note:*** If you are a user who started with BarkeepOnline <u>before</u> BarkeepApp, when you register your first **iOS** Device you would **Copy Data From Server** and treat your **iOS** Device like an Additional Device. This is because you began by adding all of your unique data to your BarkeepOnline account before using BarkeepApp.

continue to next page

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[2] If you are unsure which choice to make, please contact Barkeep Support first.

Additional Devices for BarkeepOnline (cont.)

5. Choose to **Copy Data From Server**. **j**
6. After you select **Copy Data From Server**, you will see an alert will pop-up that asks you to confirm your choice by selecting Ok. **k**
7. Press **Save** on the bottom toolbar **h** to save your changes or select to **Cancel** the registration.
8. When you set up your additional Device(s) and **Copy Data From Server** the additional Device will contain all of the <u>same</u> data that is in your BarkeepOnline Account and on your Primary Device (e.g., the Categories, Locations and Items you have set up).
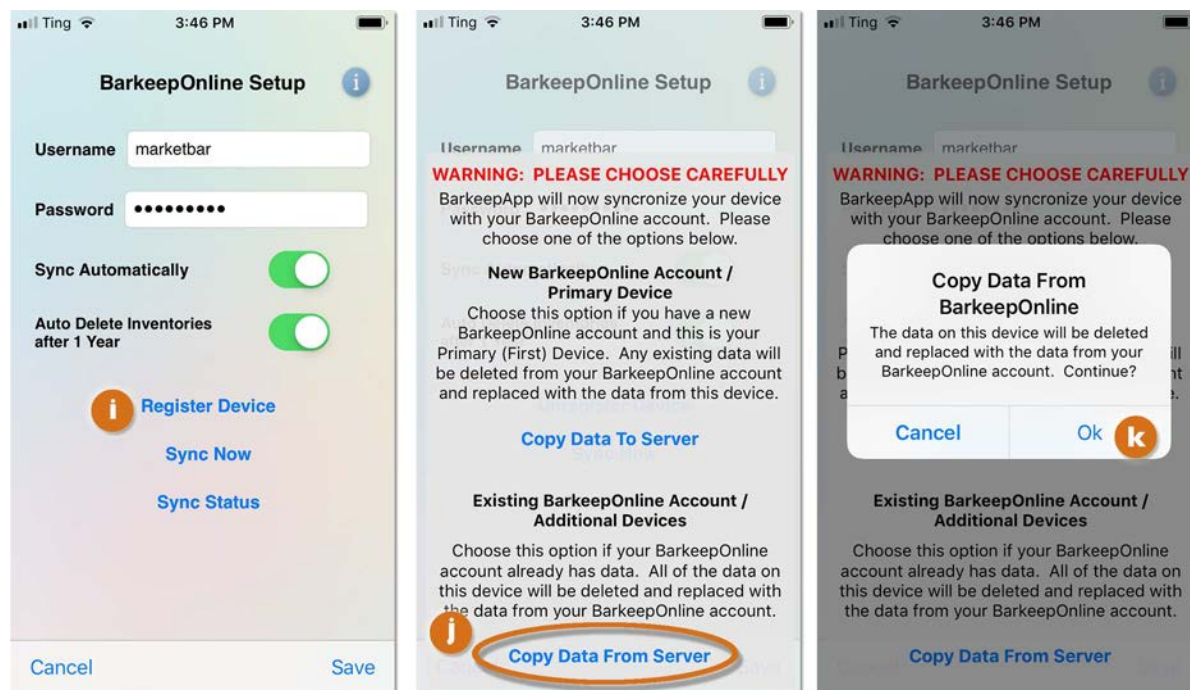
Settings with Additional Devices

- **Account Settings** – With BarkeepApp and BarkeepOnline, when you make changes under Settings to Categories, Locations and/or Suppliers – those changes are synced automatically between your BarkeepOnline account and all your registered **iOS** Devices. They are the same on all Devices.
- **Device Settings** – General Settings (e.g., weight format, Banquets), Report Settings and Bluetooth Scale Settings are unique to each individual **iOS** Device and can be different from each other and different from Report Settings in BarkeepOnline.

Can I replace my Primary Device?
Perhaps you have purchased a new **iPhone** or **iPad** that will now be the main, or even the only, **iOS** Device you use with Barkeep. Your "Primary Device" is simply the first Device you ever register with your BarkeepOnline account. Any new Devices, even if it is the only one you use for Barkeep, should be set up as an Additional Device. There is no other difference between your primary Device and all the other Devices your register with BarkeepOnline.

What if I try to Copy Data to Server from an Additional Device?

If you have an existing BarkeepOnline account and try to **Copy Data to Server** **a** when you register the additional Device, you will receive an error message. Press **Ok** to continue. **b**

Reset your Account?
You will need to reset your BarkeepOnline account first. To reset your account:
1. Log in to BarkeepOnline and choose **Settings**. **c** Select **Account Info**. **d**
2. You will be taken to a new screen displaying your Account Information.
3. Select [Reset Account] **e** and carefully read the warning:
   If you wish to replace the existing data in your BarkeepOnline account with data from a new device, you must first reset your BarkeepOnline account by pressing "Reset Account" below.
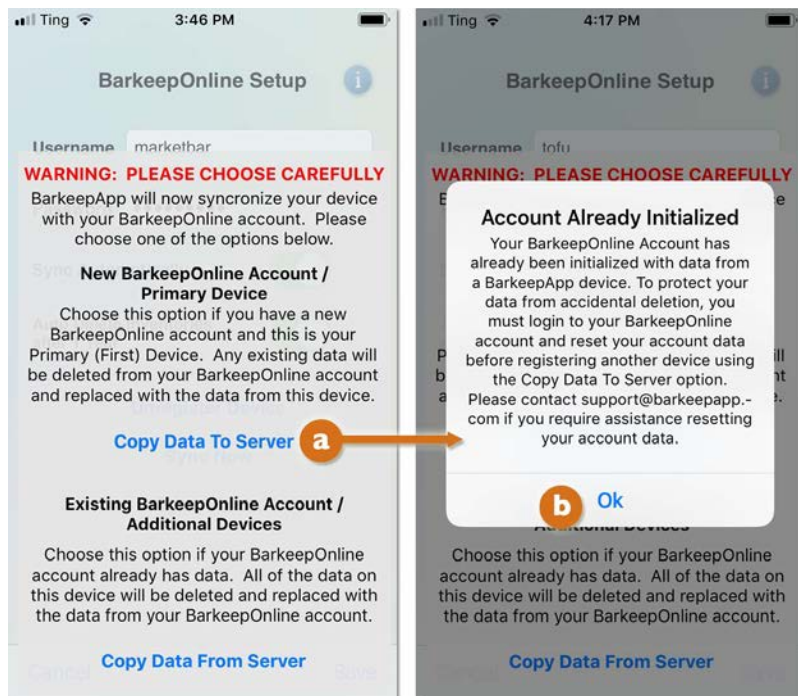
   CAUTION: Resetting your BarkeepOnline account will delete all of the data in your BarkeepOnline account. Please use this option carefully. If you have any questions, please contact us at support@barkeepapp.com before resetting your account.
4. If you are certain wish to reset your account, press the Reset Account Button. **f**
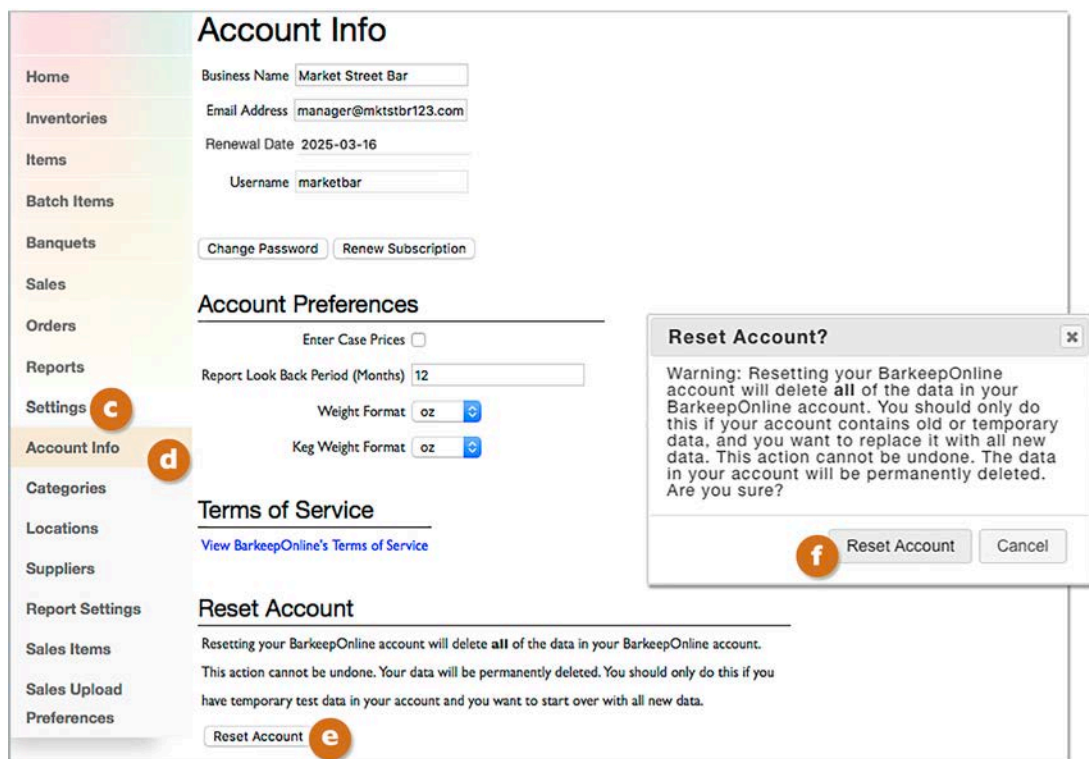
How do I verify that my iOS Device is Registered?

1. Begin by Select "Settings" from the Main Screen. Next select BarkeepOnline.
2. Verify that your BarkeepOnline Setup screen says **Unregister Device** as shown below.
    This indicates that your Device is registered.
3. Do <u>not</u> press **Unregister Device**.
4. When an **iOS** Device is not registered with BarkeepOnline, the screen will say **Register Device**.

    Important: Review the next page of this document <u>before</u> you attempt to register your **iOS** Device.

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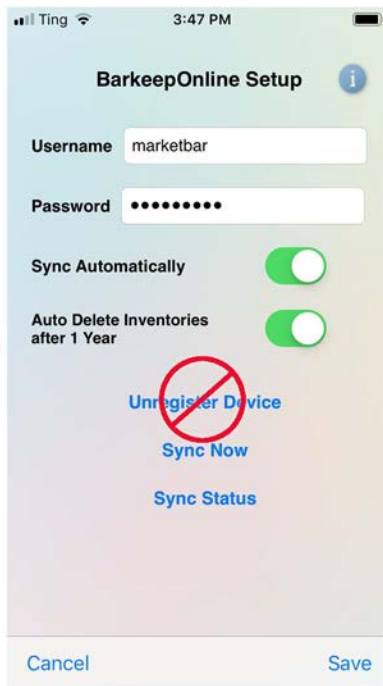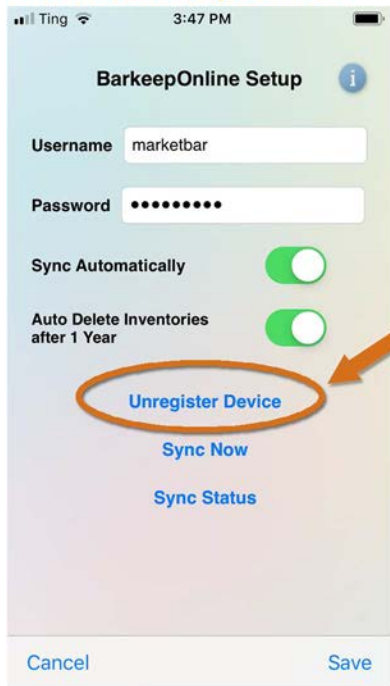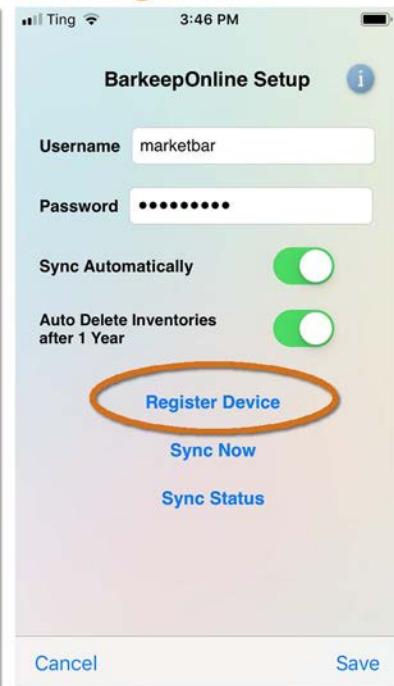
The Dos and Don'ts of Unregistering

When should I unregister from BarkeepOnline?
Probably never. In general, once you have successfully registered your **iOS** Device and have
Sync Automatically ⬤ turned on, you will never need to make changes to your BarkeepOnline settings in BarkeepApp again.

I am having Syncing issues — should I Unregister?
No!   Check that your **iOS** Device has a reliable network connection. Log in to your BarkeepOnline account and make sure the subscription is still active. If syncing is still failing, contact support@barkeepapp.com

My BarkeepOnline account expired – do I need to re-register?
No.   You should not adjust your settings in BarkeepApp. After you have reactivated your account subscription, your registered **iOS** Devices will sync automatically.

The password has changed for the account – do I need to re-register?
No. You just need to go to settings in BarkeepApp and update the password and then press **Save** at the bottom the screen. Do <u>not</u> ~~Unegister Device~~ and re-**Register Device** your **iOS** Device.
This might cause data loss.

We have a BarkeepPro account, and added a new Venue – what should I do?
Nothing. Do not change your settings. The changes will take effect when you sync automatically.

When is it okay to Unregister my iOS Device?
There are a few circumstances when you might need to unregister an **iOS** Device, below are examples:
- When our team at Barkeep Support instructs you to do so.
- When you need to switch accounts and register with a different account.[3] Before doing so, make sure you understand the steps correctly, and if you have questions, contact Barkeep support.

More Questions?
Press **Cancel** ⓐ and contact us at support@barkeepapp.com <u>before</u> you Unregister.

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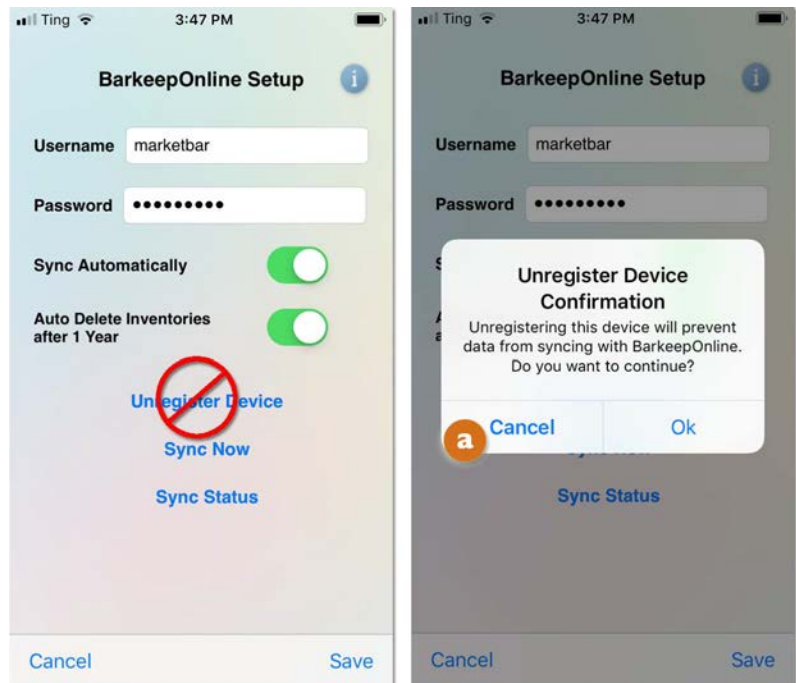
[3] BarkeepPro users can switch Venues and should <u>not</u> Unregister their **iOS** Devices.

Managing your Subscription

To review your Account Info, do the following:

1. Log in to BarkeepOnline and choose **Settings**. and select **Account Info** **a** from the dropdown menu.
2. You will be taken to a screen displaying your Account Info including your Renewal Date. **b**
3. If your BarkeepOnline subscription has expired, when you sign in with your username and password, you will see the account renewal screen. Press the "Renew Account" button to be taken to the Renewal screen. You will be taken to a new screen to sign-in to your PayPal account.
   After your payment is processed, we will reactivate your BarkeepOnline account.

What happens to my data when my BarkeepOnline account expires?
Your data remains on our secure server for at least one year. After you have renewed your account, you will have access to all of your data that remained on the BarkeepOnline account before it expired.

Automatic Syncing
After you have renewed your BarkeepOnline account, by default, BarkeepApp will automatically sync changes between your Device(s) and BarkeepOnline. This will happen automatically in the background as long as BarkeepApp is running, and your Device is on with a reliable network connection.

Note: If you have made changes to your data in BarkeepApp while your account was expired, the data will be synced automatically after you have renewed your BarkeepOnline account.

How do you change the credit card account that PayPal uses for my subscription?
We can cancel your PayPal Payment Profile, but Barkeep does not have access to your credit card and/or banking details. If you wish to update your credit card information, please sign in to your PayPal account to make changes.

How do I cancel a BarkeepOnline subscription?
You can sign in to your PayPal account and cancel future payments to Barkeep. Or, you can send an email to support@barkeepapp.com from the address you use for Barkeep. Simply provide us with your username and a request to cancel your subscription.

Syncing Data

When you register your Device(s) with BarkeepOnline, the same data that is in your BarkeepOnline Account will be shared on all your registered Devices (e.g., the Categories, Locations and Items you have set up). Every Device you register with the same BarkeepOnline account will share the same data. And when you make changes in one Device (e.g., adding Items to an Inventory, changing a Location, etc.) or in BarkeepOnline that information will be shared in all your Devices.

This user guide contains sections about **Automatic Syncing** and Inventories with **Multiple Users**.

Why is my iOS Device not syncing with BarkeepOnline?

✓ **Is your BarkeepOnline Account Subscription current?** When you sign in to BarkeepOnline you can check your expiration date by selecting **Account Info** under **Settings**. If your account has expired, you will be prompted to renew your subscription when you sign in to BarkeepOnline.

✓ **Are you connected to the internet?** Verify that your **iOS** Device has an Internet connection using either Wi-Fi or your phone's carrier network.

✓ **Is your version of BarkeepApp up to date?** Always update your **iOS** Device to the latest available version of Apple's software as well as the latest version of BarkeepApp available in the App Store.

✓ **Contact Support** - If your account is valid and you have an internet connection, contact Barkeep support at support@barkeepapp.com and we will help you resolve the issue. You can reach us right from BarkeepApp with your **iOS** Device by selecting Help and then Contact Support.

✓ **Should I try redoing the registration? No!** Do not attempt to **Unregister** or re-**Register** your **iOS** Device unless we ask you to do so. This step, done incorrectly, could result in a loss of your Barkeep Data. Contact Support instead.

Sync Error Warning

When using BarkeepApp you might see the warning ⚠️ icon **a** at the top of the screen. This indicates that your registered, **iOS** Device is not syncing correctly. By pressing **b** the icon ⚠️ a pop-up warning will appear explaining there is a Sync Error.

Note: This warning will only occur if the **iOS** Device has been registered with a BarkeepOnline account.
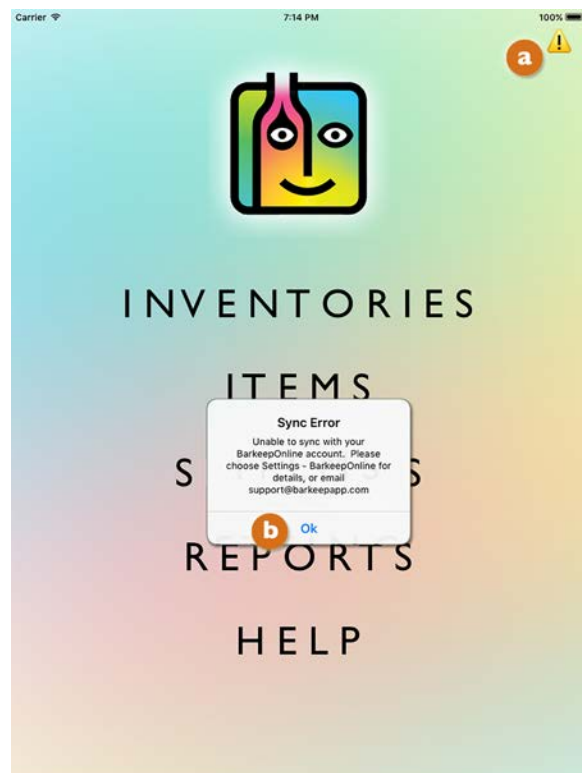
General Settings

With BarkeepOnline you can access your Settings from your desktop computer or laptop. For example, you can review, modify or add Categories or Locations.

Settings – Categories

To review and modify your Categories, do the following:

1. Log in to BarkeepOnline and choose **Settings** (a) and select **Categories** (b) from the menu.
2. You will be taken to a new screen displaying your Categories.
3. Select a Category (c) and you have a choice of different changes you can make:
   a. You can modify the name(s) of an existing Category.
   b. You can add or change a Parent Category.
   c. You can add or change Serving Sizes, Units and Price.
   d. You can press the red ✖ to delete a Category.
   e. To create a new Category, (d) you can select the Add Category button.
4. The final step is to press the Done button on the top of the Categories screen. (e)

Note: When you delete a Category, any Items in a deleted Category will <u>not</u> be deleted. Those Items will appear in your reports with a Category named "None" until you modify the Items to place them in a different Category.

For more information see the **Categories** section.

Settings – Locations

To review and modify your Locations, do the following:

4. Log in to BarkeepOnline and choose **Settings**. **a**
5. Select **Locations** **b** from the dropdown menu and you will be taken to a new screen displaying your Locations.
6. You have a choice of different changes you can make:
   - ✓ You can modify the name(s) of an existing Location. **c**
   - ✓ You can press the red ✖ to delete a Location.
   - ✓ To create a new Location, **d** you can select the [Add Location] button for a new, blank field.
7. The final step is to press the [Done] button on the top of the Locations screen. **e**
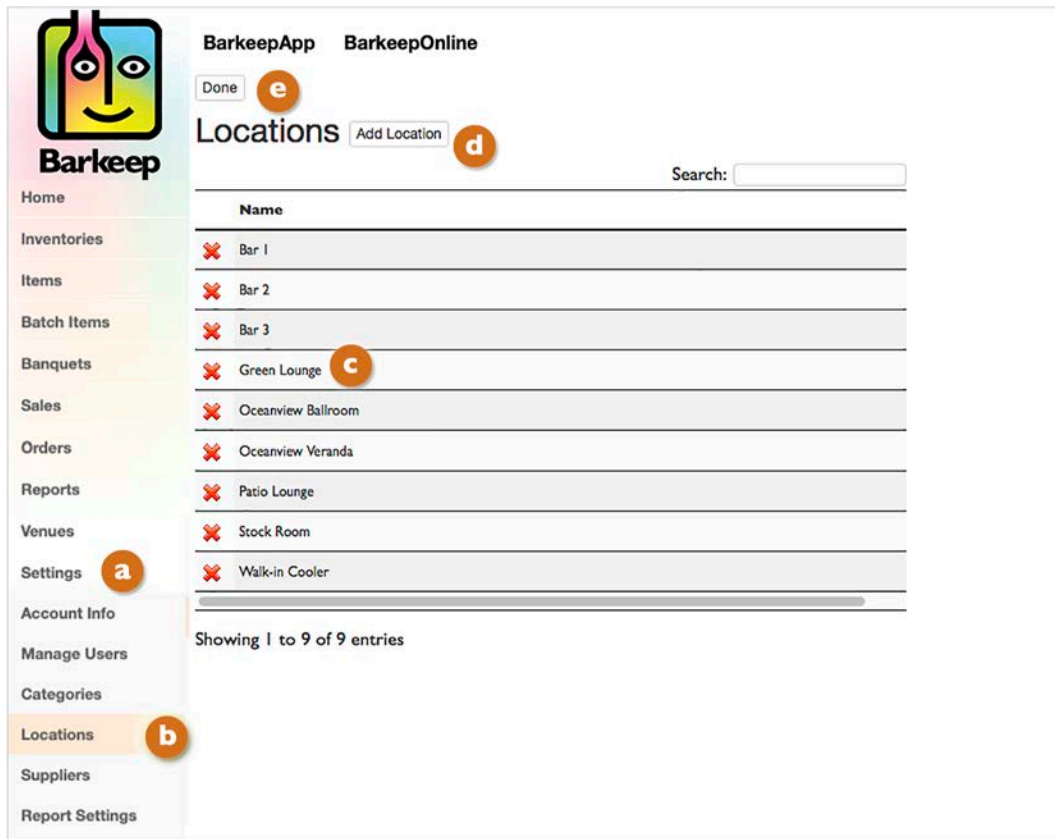
Note: If you delete a Location that is used in an existing Inventory, the Items that have been added to the deleted Location will show up with a blank Location name. You can move those Items to a different Location or leave them with a blank Location name.

For more information see the **Configure Locations** section.

Account Settings

To review and modify your other Account Settings, do the following:

1. Choose **Settings** (a) and **Account Info**. (b)
2. You will be taken to a new screen displaying your information and preferences.
3. You have a choice of different changes you can make: (c)
   - You can modify your Business Name, email Address, Username, etc.
   - You can change your password.
   - You can set Barkeep to accept Case Prices.
   - You can set a Report Look Back period.
   - You can change the Weight Format for when you enter Items by weight. For example, to match the format used by your digital scale (oz., grams, kg, etc.).
   - There is a separate weight and volume formats for kegs which you would set to match a larger scale used to weigh kegs.
   - You can reset your account.
4. The final step is to press the [Done] button on the top of the Account Information screen (d) to save your changes or select the [Cancel] button to discard them.

Changing your BarkeepOnline Password

You may want to periodically change your login password for BarkeepOnline. To change your existing password, do the following:

1. Choose **Settings** and select **Account Info** from the dropdown menu.
2. Select the [Change Password] button. (e)
3. A pop-up window will appear asking you to provide your old/existing password and then enter your new password twice. Select [Save] to save your new password or select the [Cancel] button to discard it and keep the existing password.
4. You will need to remember to also change your password on any Devices that are registered with your Barkeep Online account. Until you change the password in the Barkeep Online Settings page on your Device, the Device will be unable to sync data with your Barkeep Online account.

See the **BarkeepApp User Guide** for detailed instructions.

A tip for Spanish Speakers — The Dollar $ or the Euro €

Most Barkeep users will see the Dollar Sign $ next to all their prices in BarkeepApp and BarkeepOnline. Barkeep automatically detects your preference based on your computer's language settings, or if you changed them, in your web browser's language settings. When U.S. English is selected, the default setting is for the U.S. Dollar. Some users set their computer or browser's language preference for Spanish. If your computer's preferences are set for Spain, you will see the Euro Sign € in BarkeepOnline. Spanish speakers in the United States should set their preferences to a country that uses the Dollar Sign for dollars or pesos (e.g., Mexico). Our users in Madrid can disregard these instructions.

Saving your Changes

On the top of the different screens in BarkeepOnline there are two choices:

 Done Cancel or Done Save Cancel

Below is an explanation of how each button works. We suggest familiarizing yourself with these instructions, so you won't inadvertently lose any changes or additions you make to your Barkeep data.

Done

When you select the [Done] button, you will save your changes and Barkeep will return you to the upper level screen for the section you are working in. For example, if you are working on an Inventory, and press the done button, you will be returned to your main Inventories screen. But if you are in some section screens, for example, Items, you will have the same three choices. If you press the [Done] button, you will be returned to BarkeepOnline's main screen.

Save

When you select the [Save] button, you will save your changes remain on the same screen you are working in.

Cancel

When you select the [Cancel] button, you will discard your changes and Barkeep will return you to the upper level screen for the section you are working in. For example, if you are working on an Inventory, and press the [Cancel] button you will be returned to your main Inventories screen. But if you are in a section screen, for example, Items, you will have the same three choices. If you press the [Cancel] button, you will be returned to BarkeepOnline's main screen. Your changes will not be saved.

Reminder: When you save your changes in BarkeepOnline they will sync automatically to all your **iOS** Devices registered to your BarkeepOnline account.

Locations

Barkeep is able to track Inventory and usage by multiple Locations. You may set up just one Location or any number of Locations to suit your business. You can use Locations to track Liquor Usage at specific spots within your bar (e.g., individual bartender stations).

For example, you can have a single Location named "My Bar," or you can have many Locations like "Stock Room," "Walk-In Cooler," "Bar 1," "Bar 2," "Patio Lounge," etc.

By default, Barkeep creates two Locations named "Storage" and "Bar." We recommend starting with a small number of Locations and adding to them as needed.

Reminder: The **BarkeepApp User Guide** has additional details and instructions for setting up Locations.

Locations
Bar
Storage

There are several reasons to create multiple Locations. The main reason is that having multiple Locations can allow you to trace a problem back to a specific Location. For example, let's assume that you track empty bottles at the end of the night and want to make sure that your Liquor Usage and empty bottle count match. If you are tracking things by a single Location and there is a discrepancy between your empty Count and Usage Report, then you won't know where the bottle disappeared. However, if you have a different Location defined for your Stock Room and each individual bartender station, then you can track the discrepancy down to a specific Location.

Keep in mind, to track Items across several Locations you will need to do more work. You will need to track transfers between Locations and track empties for each individual Location. So, there is a tradeoff between having more detailed data and keeping things simple and easy.

The table below shows a straightforward example set-up, where inventory data is tracked across five Locations: A Stock Room, where liquor is received; a Walk-In Cooler, where beer, water, etc. are received; and three individual bartender stations named Bar 1, Bar 2, and Patio Lounge.

Locations
Stock Room
Walk-In Cooler
Bar 1
Bar 2
Patio Lounge

Syncing and Configuring Categories and Locations

If you have already set up your Categories and Locations in BarkeepApp, then those Categories and Locations are automatically copied to your BarkeepOnline account after you register your Primary Device as long as you select to "**Copy Data to Server**."

Once you have synced your Primary Device and any additional Devices, all the changes and additions you make to your Categories and Locations will be synced on all your registered Devices as well as in your BarkeepOnline account. After you have completed your BarkeepOnline set-up, you may make changes and additions on any registered Devices or by using your computer to access your BarkeepOnline account on our server.
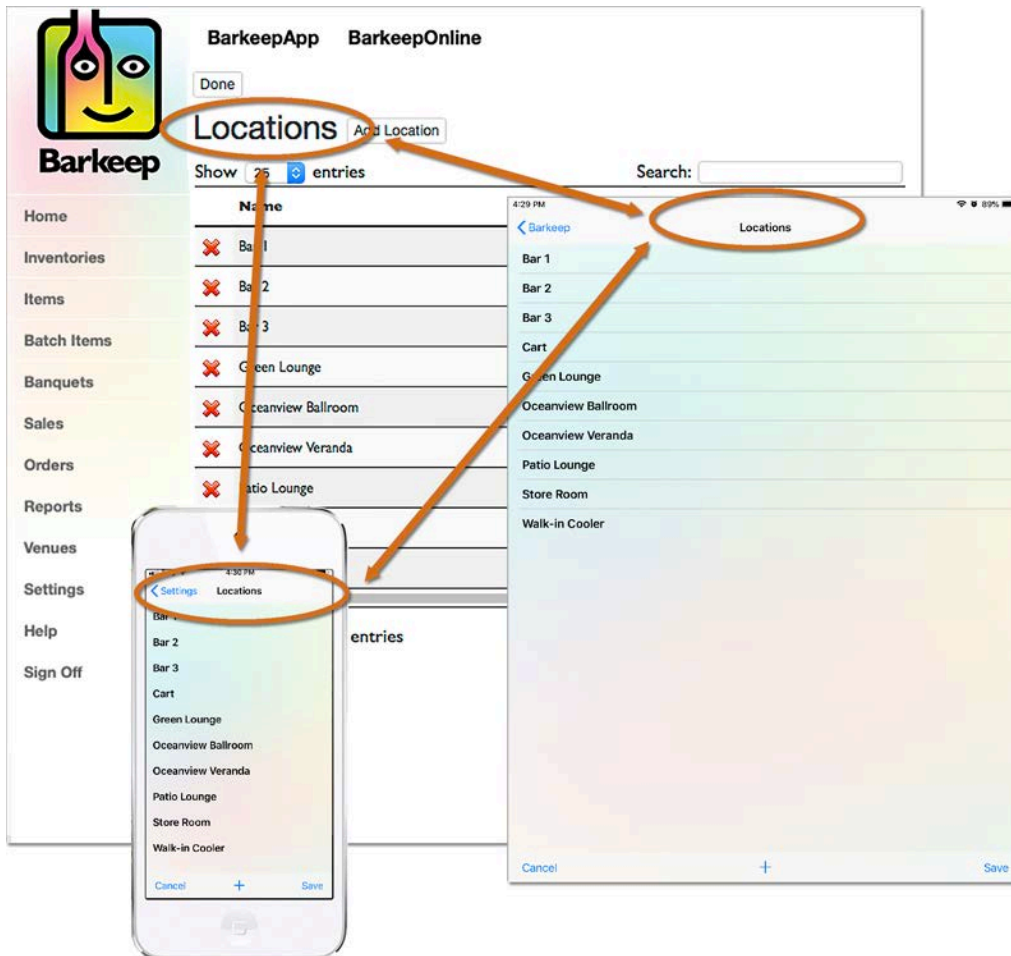
Using Locations to Track Multiple Venues

A common question that we hear is:

"I have two bars. Can I use one BarkeepOnline Account for both establishments?"

Yes, but <u>only</u> with BarkeepPro can you have more than one Venue with the same account. Your other option is to have separate, regular BarkeepOnline accounts for each Venue.

Note: What you cannot do is have more than one Venue with a single, regular BarkeepOnline account. If you tried to manage and track all your Inventories for different Venues with one account, you would not be able to accurately assign your data to each Venue. You would not be able to generate correct reports and could not take advantage of many BarkeepOnline features. Barkeep Support cannot assist users when they attempt to use Barkeep in a way it was not designed to be used.

See barkeepapp.com for details about **BarkeepPro Features** you can also review the **BarkeepPro User Guide** which includes instructions for upgrading to BarkeepPro as well as adding additional Venues to your account.

Can I use the same iOS Device for more than one Venue?
Yes, with BarkeepPro you can easily switch between Venues on the same **iOS** Device.

Without BarkeepPro, If you have multiple BarkeepOnline accounts, we recommend having a <u>separate</u>, dedicated Device for each of your accounts. Otherwise it would be necessary to un-register and re-register your Device every time you switched between accounts.

Contact us if you have questions
If you have multiple establishments and want to use BarkeepOnline and/or upgrade to BarkeepPro, you can also reach us at support@barkeepapp.com for information on setting up your account.[4]

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[4] Barkeep Support can assist you if you would like to copy your existing Items and Categories to a second BarkeepOnline account.

Categories

Categories are used to organize Items into logical groupings and help users run more effective Reports. Every Item in Barkeep should be assigned to a Category. Barkeep uses a system of Nested Categories where users can customize and "layer" their Categories.

Barkeep has been set up with some basic default Categories. You may begin using Barkeep now and return later to customize Categories to suit your needs. The Categories in Barkeep are fully customizable. You can create as many Categories as you need. For example, if you specialize in Wine and want to track usage by each varietal you can create a Category named "Wine" which contains fifty different Categories of Wine.

How do I choose and assign Categories?

If you already have a way that you have categorized all of your Items that works well for you, we recommend that you keep using that set of Categories. Also, if you have a POS System you would want to set your Barkeep Categories in a way that is very similar to how your POS System is organized. It is crucial to make sure that the Categories you define in Barkeep can be exactly matched to the Categories you use in your Sales Data – otherwise it will be impossible for BarkeepOnline to generate meaningful Variance or Pour Cost Reports.

> **Here is an example of what not to do:**
>
> Barkeep Categories
> **Gin • Vodka • Rum • Tequila • Whiskey**
>
> POS System Sales Categories
> **Premium Liquor • Call Liquor • Well Liquor**
>
> With these Barkeep Categories, it would be extremely difficult to compare your Sales Data to your Inventories and generate meaningful Variance or Pour Cost Reports. When you are unable to determine your Total Sales for a specific Barkeep Category (e.g., **Gin**), it would be impossible to compare sales to usage and create a detailed Report. In this example, you could not know how much **Gin** you sold because gin sales would be split across all three of your POS System's liquor Categories – **Premium Liquor**, **Call Liquor** and **Well Liquor**.

The **Sales Items** section has more details on how to match Sales Items onto liquor Categories. We recommend you familiarize yourself with that section before you start modifying Categories.

The **BarkeepApp User Guide** has additional details and instructions for setting up Categories.

Default Categories

Barkeep has been set up with the following default Categories.

Categories	Categories
Beer	Domestic Bottled Beer
	Domestic Draft Beer
	Premium Bottled Beer
	Premium Draft Beer
Liquor	Well Liquor
	Call Liquor
	Premium Liquor
Wine	House Wine
	Premium Wine
	House Champagne
	Premium Champagne
Non-Alcoholic	

Starting with Barkeep Defaults

Because it is easy to change Categories later, we recommend that you get started with a fairly simple, basic configuration. After your first Inventory, you'll have a better understanding of your usage when you start running Barkeep Reports and are ready to narrow down on specific issues.

Why Categories Matter

When you use BarkeepOnline[5] to upload Sales Data from your POS System, you will need to set up Barkeep Sales Items that correspond to each Sales Items in your POS System.

Barkeep's Variance Reports compare how much liquor you should have used (based on Sales Data from your POS System) to how much you actually used (based on your Inventory data). To run a Variance Report, you will need to create Sales Items in Barkeep that match the Menu Items/Sales Items/PLU's in your POS System.

When your POS System uses Menu Items that specify specific Items (products), you can create Sales Items in Barkeep that are tied to a specific Items in Barkeep. For example, a POS System with a Menu Item like **Tanqueray G&T** would have a corresponding Barkeep Sales Item named **Tanqueray G&T**. In Barkeep, you would add a Recipe for the amount of **Tanqueray** you use for that cocktail (e.g., 2 oz.). In BarkeepOnline, when you run a Variance Report, you would be able to compare your Sales Data for **Tanqueray G&T** to your actual usage of **Tanqueray** based on Inventories.

With a more generalized POS System which doesn't track sales by individual product, say with a Sales Item like **Call G&T** where the gin used could be **Tanqueray**, **Hendricks** or **Beefeater** you will only be able to compare Sales Data and Actual Usage at a Category level and not the Item level. For example, a Category like **Call Liquor** or **Call Gin**.

---

[5] Uploading Sales Data Requires a BarkeepOnline account and subscription.

A Nested Categories Example

Below is an example of how you might organize your beer. Instead of separate Categories like **Beer**, **Bottled Beer**, **Premium Beer**, etc.   For example, you might set up your Categories like this:

- Beer
    - Bottled Beer
        - Beer (non-alcoholic)
        - Domestic Bottled Beer
        - Imported Bottled Beer
            - Belgian Bottled Beer
            - German Bottled Beer
        - Premium Bottled Beer
    - Cider
        - Bottled Cider
        - Draft Cider
    - Draft Beer
        - Domestic Draft Beer
        - Imported Draft Beer
        - Specialty Draft Beer

Categories Add Category +

Search:

Name	Parent Category	Serving Size	Serving Units	Serving Price
✖ Beer				
✖ Bottled Beer	Beer	1	each	
✖ Beer (non-alcoholic)	Bottled Beer	1	each	$5.00
✖ Domestic Bottled Beer	Bottled Beer	1	each	$5.00
✖ Imported Bottled Beer	Bottled Beer	1	each	
✖ Belgian Bottled Beer	Imported Bottled Beer	1	each	$9.00
✖ German Bottled Beer	Imported Bottled Beer	1	each	
✖ Premium Bottled Beer	Bottled Beer	1	each	
✖ Cider	Beer			
✖ Bottled Cider	Cider	1	each	$7.00
✖ Draft Cider	Cider	16	oz	$8.00
✖ Draft Beer	Beer	16	oz	
✖ Domestic Draft Beer	Draft Beer	16	oz	$6.00
✖ Imported Draft Beer	Draft Beer	16	oz	$8.00
✖ Specialty Draft Beer	Draft Beer	16	oz	

You can assign an Item to any <u>one</u> Category, and when you run your Reports you will see your Categories and subtotals organized in a way that reflects how you organize the products you serve.

In the example above, you would assign Items such as **Budweiser Bottle** and **Rolling Rock** to the **Domestic Bottled Beer** Category. **Budweiser Draft** would be assigned to **Domestic Draft Beer,** but **Sierra Nevada Keg** could be under **Specialty Draft Beer**. Most of your imported bottled beer would be in the **Imported Bottle Beer** Category (e.g., **Heineken**, **Corona**, **Molson**) but if you carry a large selection of German and Belgian beers you could have separate Categories for those under **Imported Bottle Beer**. If your served specialty craft beers and local microbrews you could also create additional Categories as needed.

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POS Systems with single keys for a Brand Family

Detailed POS Systems typically are configured with separate keys for every Item (product). Occasionally some POS systems have keys that are just for a brand family like **Bacardi, Gallo Wine** or **Absolut** without specific keys for different varieties (e.g., **Absolut Citron, Absolut Vanilla**, etc.). When a POS System does not have specific keys for each Item, it will not be possible to review those products at the Item level in BarkeepOnline's Variance Report and Pour Cost Report.

If your POS System is set up with less-specific keys that cover brand families, we recommend a nested Category for that brand.

An Absolut Example

The example below shows a scenario where the POS System only has a single key for cocktails using **Absolut**. There are not separate keys for all the varieties of **Absolut**.

- In the first sample Variance Report, **a** the Variance Details show that the Used and Ideal Used amounts in the Category **Call Vodka** are the same. The usage based on your Inventories and the expected usage based on sales totals matches. The numbers also match for specific Items like **Skyy Vodka** and **Stoli 80 prf**.
- The POS System is set up with one key for **Absolut** and the Barkeep Sales Item has a Recipe specifying 2 oz. of **Absolut**. Because <u>any</u> variety of **Absolut** might be used for the **Absolut Cocktail** Sales Item, the Used and Ideal Used amounts for all the varieties of **Absolut** do not match. **b**
- In the second sample Variance Report, there now is a Category called **Absolut Products**. **c** The Recipe for the Sales Item **Absolut Cocktail** does not specify a specific Item (variety of **Absolut**), but it is does specify 2 oz. from any Item in the **Absolut Products** Category.

If you have keys for a brand family in a POS System, a brand-specific Category will result in more effective Reports.

Adding Categories

In this example, you add a new Category called **Craft Beer** to separate out some of the local microbrews you serve. You will use nested Categories to place the Category in the **Specialty Draft Beer** Category.

> ***Tip - Use Unique Names:*** When you create Categories, we suggest using unique names. For example, if you wanted a **Vodka** Category nested in both **Call Liquor** and **Premium Liquor**, do <u>not</u> create two Categories called **Vodka**. Instead, we would suggest naming those two Categories something like **Call Vodka** and **Premium Vodka** to avoid confusion managing your data and reading Barkeep reports.

To add a new Category:

1. Log in to BarkeepOnline and choose **Settings** and select **Categories** **a** from the menu.
2. You will be taken to a new screen with your Categories. Select the Add Category button. **b**
3. A new blank Category will appear at the bottom of your list **c** (you may need to scroll down).
4. Enter a name for your Category. **d**
5. You can add an optional Parent Category **e** by activating a pop-up menu and making a selection.
6. You can also add an optional Serving Size, Unit or Price.
7. The final step is to press the Done button on the top of the Categories screen.

Adding Categories (cont.)

8. Your new Category will appear in your list (see below).

Editing Categories

With BarkeepOnline you can make changes to your Categories by selecting a Category in the list. You can change a name, change or add a Parent Category, etc. The final step is to press the [Done] button on the top of the Categories screen to save your changes.

Deleting Categories

Please read before you delete!
Read this section <u>before</u> you delete any Categories in order to understand how Barkeep manages your data. When you delete a Category, the action is permanent. If you delete a Category by mistake and save your changes, you will not be able to recover your Category. Instead, you will have to create a new Category with the same name and then reassign Items to that new Category.

To delete a Category:
1. Log in to BarkeepOnline and choose **Settings** and select **Categories** from the menu.
2. You will be taken to a screen displaying your Categories.
3. Press the red ✖ next to **a** the Category you would like to delete.
4. A pop-up will ask you to confirm your choice.
5. After you press the [Delete] button, **b** your Category will be deleted immediately.

Are Items deleted when I delete their Category?
No! Deleting a Category will only remove the Category selection from any Items that are currently in the Category. This will <u>not</u> delete the Items. These Items will appear in your Reports with a Category named "None" until you edit the Item(s) and select new Categories for them.

See the **BarkeepApp User Guide** for more details about deleting Categories.

Items with BarkeepOnline

With BarkeepOnline you can access all of your Items from your desktop computer. You can review, edit or add information to existing Items or add new Items. Some users find it more convenient to manage their Items and add details from their computer instead of their **iOS** Devices.
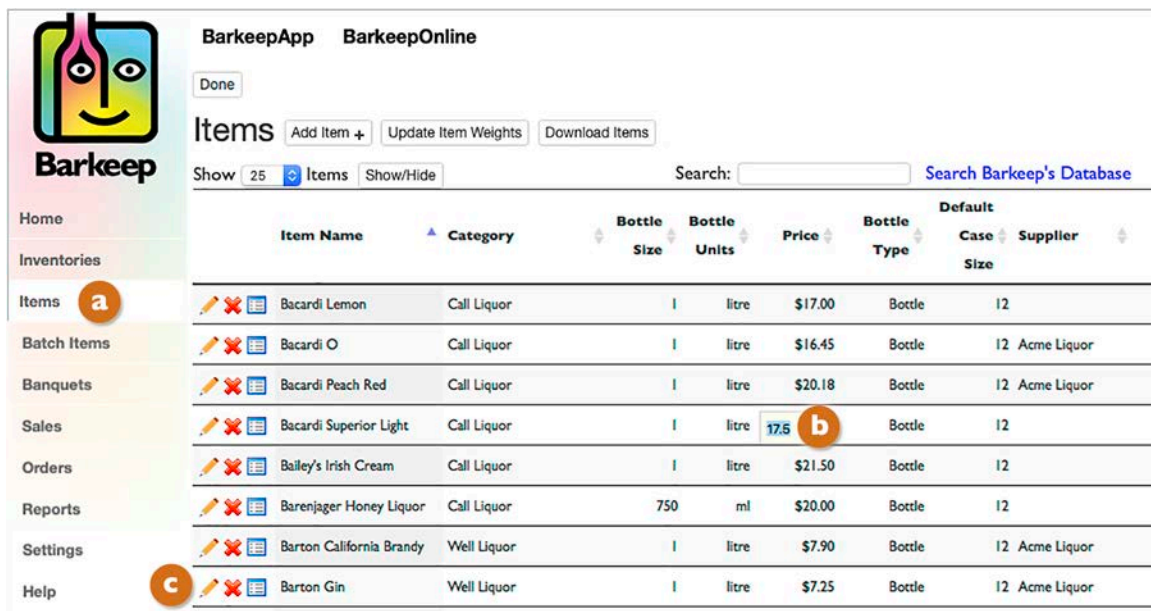
> ***Note:*** An "Item" in Barkeep is <u>different</u> from a "Sales Item" you set-up in BarkeepOnline. Another section explains Sales Items and should clarify questions you have regarding the difference. You may want to skip ahead to the Sales Item section and return to this section later.
>
> **See Sales Items**

With either your **iOS** Device and BarkeepApp or your desktop computer and BarkeepOnline you can access and modify the same set of information. All of your additions and changes will sync automatically between your BarkeepOnline account and your registered Device(s).

To begin modifying an Item(s), do the following:
1. Log in to BarkeepOnline and choose **Items**.
2. The Items screen **a** includes all of your Items with fields for all the different information you can assign to each Item.
3. Some Item information is included with your default Items when you first set up Barkeep.
   Also, when you add an Item by searching the Barkeep database that Item will already include the bottle or container size, case size, and usually the full and empty bottle weights.
   See **Updating Bottle Weights** for more information about updating bottle weights.
4. You can modify the details of any Item directly in the **b** Items screen.
5. To review and modify a specific Item in detail, press the pencil ✏️ to select the one you wish to modify. **c**

Instructions for using Batch Items can be found in the **Batch Items User Guide**.

Managing Items with BarkeepOnline (cont.)

Hidden Columns

6. When you select the Download Items **d** button a drop-down menu will appear.

7. You can select hidden columns **e** of data to appear in your Items List as needed, for example, **f** Bottle Weights.

8. Whenever you choose to **g** download Items all of the columns, including hidden ones, will be included in the spreadsheet.

Item Name	Category	Bottle Size	Bottle Units	Price	Bottle Type	Default Case Size	Empty Bottle Weight	Full Bottle Weight
El Jimador		1,000	ml	$21.99	Bottle	12	9.73 oz	45 oz
Amstel Light		12	fluid oz	$1.30	Bottle	24	83 oz	76 oz
Anarchy Re		750	ml	$233.00	Bottle	12	822 oz	80.3 oz
Corralejo Reposado	Tequila	750	ml	$30.00	Bottle	6	76.46 oz	162.55 oz
1800 Silver	Tequila	1	liter	$25.99	Bottle	6	60.9 oz	0 oz
7 Deadly Zins	Mezcal	750	ml	$12.00	Bottle	12	60.9 oz	0 oz
1800 Silver Artist Series	Tequila	750	ml	$21.49	Bottle	12	60.8 oz	0 oz
Sauza Hornitos	Tequila	1	liter	$0.00	Bottle	12	57.2 oz	23.4 oz
Kona Longboard Brew	Draft Beer	15.5	gal	$170.00	Keg	12	560 oz	2,720 oz
Modelo Especial	Draft Beer	15.5	gal	$155.00	Keg	1	560 oz	2,720 oz
Negro Modelo	Draft Beer	15.5	gal	$170.00	Keg	1	560 oz	2,720 oz
Stella Artois Keg	Draft Beer	15.5	gal	$165.00	Keg	1	560 oz	2,720 oz

Do you need more details?
BarkeepOnline can run an Items Reports and even track Items by the Inventories they appear in. See the **Items Report** section for more information.

Note: You will also find hidden columns in the downloaded Excel spreadsheets. These are easy to access but we hide them because they contain data that only a few users want review.

Managing Items with BarkeepOnline (cont.)

The Item Screen

Below is a sample of an Item screen for a specific Item:

1. It contains all of the information you can assign to an Item. **a** At a minimum to use BarkeepOnline effectively each Item will need the following information:
   - ✓ Category
   - ✓ Bottle[*] Size (e.g., 12 oz., 750 ml, etc.)
   - ✓ Bottle Units (e.g., ml, litre, oz, gallons, each)
   - ✓ Price (Cost)

2. You also can add optional details **b** for any Item:
   - ✓ Serving Price (when the Item is always sold for the same price).
   - ✓ Serving Size (when the Item always has the same serving size).
   - ✓ Supplier
   - ✓ You can assign an Item to specific Supplier and even set the Par Level and Re-Order Points to allow BarkeepOnline to generate Orders for you – see **Suppliers** section.
   - ✓ If you weigh your bottles, you will want the Empty and Full Bottle Weights.
   - ✓ You can set an optional Notes, Serving Price, Size and Units for each Item. (**see next page**)
3. You can enter separate barcodes for both a Single Item (i.e., the barcode on the bottle) and an additional barcode for the case. **c**
4. Instead of deleting an Item, you can choose to make an Item inactive. **d**
   - ✓ The Item remains in your older Inventories but will not appear when scrolling through Items to add them to an Inventory. You can reactivate an Item by simply unchecking the option.
   - ✓ For detailed instructions see the **Deactivating and Deleting Items** section.
5. The final step after making any changes is to press the [Done] button **e** on the top of the Item screen to save your changes or select the [Cancel] button to discard them.

---

[*] "Bottle" here refers to the container type and could also be a can, keg, etc.

Managing Items with BarkeepOnline (cont.)

Serving Prices and Serving Sizes

Barkeep allows you to set a default Serving Size and Serving Price for every Item. When you set a Serving Size for your Items, Barkeep will show:

- How many Servings were consumed in both Usage and Variance/Pour Cost Reports.
- The Retail Value of the liquor consumed in both your Usage and Variance/Pour Cost Reports.

This is a great way to get a sense for how much Sales you should have gotten based on the quantity of liquor used. By comparing this to your actual Sales, you can quickly determine whether or not your Sales figures are consistent with how much liquor has been used.

Note: Serving Sizes and Serving Prices work with Items that you always serve in the same quantity and sell for the same price. They will not give you useful results for Items that you sell in different serving sizes and at different prices.

Servings Sizes vs. BarkeepOnline's detailed Reports

Serving Sizes and Serving Prices are not a replacement for the details you can generate in Variance Reports and Pour Cost Reports. With BarkeepOnline, you can run detailed Reports that tell you exactly how much liquor you should have used based on your Sales Data and compare that to how much liquor you actually used based on your Inventory data.

Running either a detailed Variance Report or Pour Cost Report requires you to upload your Sales Data into BarkeepOnline and create Recipes that define how much liquor should be served for each Sales Item. These Reports are the most comprehensive and effective way for you to track your Liquor Usage. We recommend them as the best way to monitor your Liquor Usage. Serving Sizes and Serving Prices should be used to augment your Variance and Pour Cost Reports.

Can a Category have a Serving Size and Price?

Yes. When you set a Serving Price and Size at the Category level it will apply to all Items in that Category.

For example, in the category **Domestic Draft Beer** if you set your Serving Size to 16 oz. and your Serving Price to $5.00 every Item in the Category (i.e., **Budweiser Draft**, **Miller Draft**, etc.) will show the same Serving Size and Serving Price.

Managing Items with BarkeepOnline/Serving Price (cont.)

What if an Item's Serving Price is different from the other Items in the Category?
Setting a different Serving Size and Serving Price for an Item will override the values set for that Item's Category. For example, if your price for **Michelob Draft** was $6.00 instead of the Category price of $5.00.
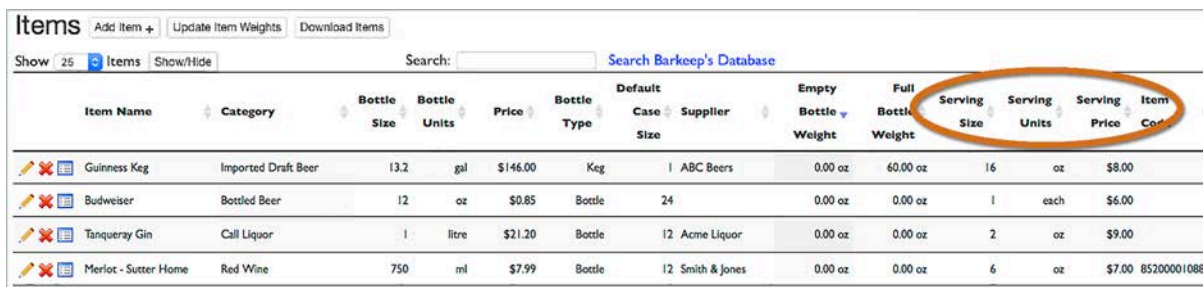
Can you set a Serving Size without a Price?
Yes. You do not need to add a Serving Price. You would be able to review your Servings in Usage, Variance and Pour Cost Reports for accuracy. However, without a Serving Price, your Reports would not show Retail Value.

Examples
Below are some examples of Items you might assign a Serving Price and Size to:

- ✓ An Item that you sell by the bottle, for example bottled beer is obviously an Item as you sell an entire unit each time you sell this Item.
- ✓ Draft beer where you consistently serve the same pint size (i.e., 16 oz.).
- ✓ Wine by the glass, particular your house wines where you sell glasses often and open multiple bottles during a business day.
- ✓ Liquor where you consistently serve the same amount of the Item in each cocktail (e.g., 2 oz.) and always price cocktails the same when they include the Item.

There are some Items you would <u>not</u> assign a Serving Price and Size to:

- ✓ Draft Beer served in multiple sizes (pints, pitchers, etc.).
- ✓ Liquor Items that are in used in different amounts in various cocktails that are also priced differently. For example, liquor you serve in cocktails as well as sell by the shot. Also, liquor used in different quantities depending on the cocktail.

Note: To use this feature most effectively, you must assign Serving Price, Size and Unit to an Item. If you were to assign a Serving Price without a Size or vice versa, you would have less meaningful information in your Reports.

Managing Items with BarkeepOnline (cont.)

Show all the Inventory Entries for an Item

The Item screen includes a `Show Inventory Entries` button **a** that allows you to review every Inventory **b** that includes the Item (e.g., **Rolling Rock**).

Inventory Entries for Rolling Rock

Show 25 entries **b**   Search:

	Type	Date	Index	Item	Location	Quantity	Quantity Type	Price	Case Size	Cost
✖	Receiving	07/25/2018	4	Rolling Rock 1ea	Walk-in Cooler	8	Cases	$0.75	24	$144.00
✖	Receiving	05/17/2018	2	Rolling Rock 1ea	Walk-in Cooler	6	Cases	$0.75	24	$108.00
✖	Full	01/15/2018	33	Rolling Rock 1ea	Bar 1	2	Bottles	$0.75		$1.50
✖	Full	01/15/2018	81	Rolling Rock 1ea	Bar 1	2	Bottles	$0.75		$1.50
✖	Full	01/15/2018	97	Rolling Rock 1ea	Bar 2	2	Bottles	$0.75		$1.50
✖	Waste	05/24/2017	0	Rolling Rock 1ea	Bar 1	2	Bottles	$0.75		$1.50
✖	Full	05/24/2017	3	Rolling Rock 1ea	Walk-in Cooler	11	Cases	$0.75	24	$198.00
✖	Full	05/24/2017	53	Rolling Rock 1ea	Bar 1	6	Bottles	$0.75		$4.50
✖	Full	05/24/2017	100	Rolling Rock 1ea	Bar 2	5	Bottles	$0.75		$3.75
✖	Receiving	05/22/2017	3	Rolling Rock 1ea	Walk-in Cooler	12	Cases	$0.75	24	$216.00
✖	Empties	05/21/2017	3	Rolling Rock 1ea	Bar 3	4	Bottles	$0.75		$3.00
✖	Empties	05/21/2017	6	Rolling Rock 1ea	Bar 2	15	Bottles	$0.75		$11.25
✖	Empties	05/21/2017	6	Rolling Rock 1ea	Bar 1	5	Bottles	$0.75		$3.75

See the **Sales Items** section for details about using the `Show Sales Items` button.

Adding New Items using BarkeepOnline

Some users prefer to add new Items to their Items List by logging in and using BarkeepOnline instead of adding Items from their **iOS** Device. Below are instructions for using BarkeepOnline to add Items.
There are three options for adding new, additional Items to your list that you do not find in the default set:

- **Searching** – Search the Barkeep Server's database by name and find over 75,000 products you can add to your Items List.

- **Manually** – If you cannot find the Item(s) in our database, you can manually create a new Item.

- **Copying** – Make a copy of an existing Item and then modify it.

Reminder: Using BarkeepApp you can also scan an Item and quickly search Barkeep's database to add the new Item or, if the product is not in our system, you can create and add the Item manually.

Is it possible to import Items from a Spreadsheet?
Yes. If you already have a detailed spreadsheet of Items (products) we might be able to import the data. This could be a spreadsheet exported from the current system you use, or it could be a spreadsheet you created on your own. The spreadsheet should have columns for names and ideally other Item Properties such as Size, Container Type, Price, and even Category, Supplier and Serving Price.

How does it work?
The feature is <u>only</u> available after you have set up a BarkeepOnline account. You can email the spreadsheet to us at support@barkeepapp.com After we review the spreadsheet, we will get back to you. Our support team will upload the data to your BarkeepOnline account. Your Items will then sync to your **iOS** Device(s) that is registered with your account.   You will still need to review each Item carefully and may need to add more details. But, if you have a large list of Items, this might be a more efficient way to get started.

Please note, we can upload a spreadsheet one time for an account. In the future, if you add any new Items, you will be responsible for adding them yourself using the steps on the following pages.

Adding New Items by Searching

There are over 75,000 products in our system. There will likely be multiple matches for the word(s) you search on. Below are a few search tips:

- ***Be as specific as possible.*** Typing the entire word will help eliminate unwanted matches. For example, if you are searching for a new flavor of **Hangar One Vodka** it is better to search for "Hangar" or "Hangar One" than "Han."
- ***Search for unique words.*** For example, if you are searching for the new **Absolut Acai Vodka** it may be better to search for "Acai" than "Absolut."
- ***Enter at least three characters.*** BarkeepApp will not perform a search with less than three characters.
- ***Lower or upper case doesn't matter.*** BarkeepApp will search for any products that contain the word that you have entered anywhere in the product name, regardless of capitalization.
- ***Check the size!*** Many searches will come back with the same Item in different sized bottles. Be sure to choose the product with the correct size.
- For example, you do not want to choose **Absolut 750ml** if you carry the standard **Absolut 1l** bottles. Make sure to double-check this when you add the Items to your Inventory, or your Usage Reports will be inaccurate.
- ***Beware of punctuation differences.*** For example, a product may be listed as either **Hangar One** or **Hangar-One** depending on the manufacturer-released data. So, if you are searching for a product and including punctuation like spaces or dashes, you may have to try more than one time before finding the product you want. It will probably be quicker not to use punctuation when searching for an Item.

Reminder: If the Item you were searching for was not found in our database, you can enter it manually.

Adding New Items by Searching (cont.)

Most users find that the quickest way to add a new Item is by searching the Barkeep Database and adding the new Item. We recommend searching the Barkeep Database before entering a new Item manually.

To search and add a new Item to your Items List:

1. Log in to BarkeepOnline and **(a)** choose **Items** and select the **(b)** Search Barkeep's Database link from the menu at the top of the Items List.
2. A pop-up window will appear, **(c)** enter the name of the Item you are searching for in the Search field and press the [Search] button.
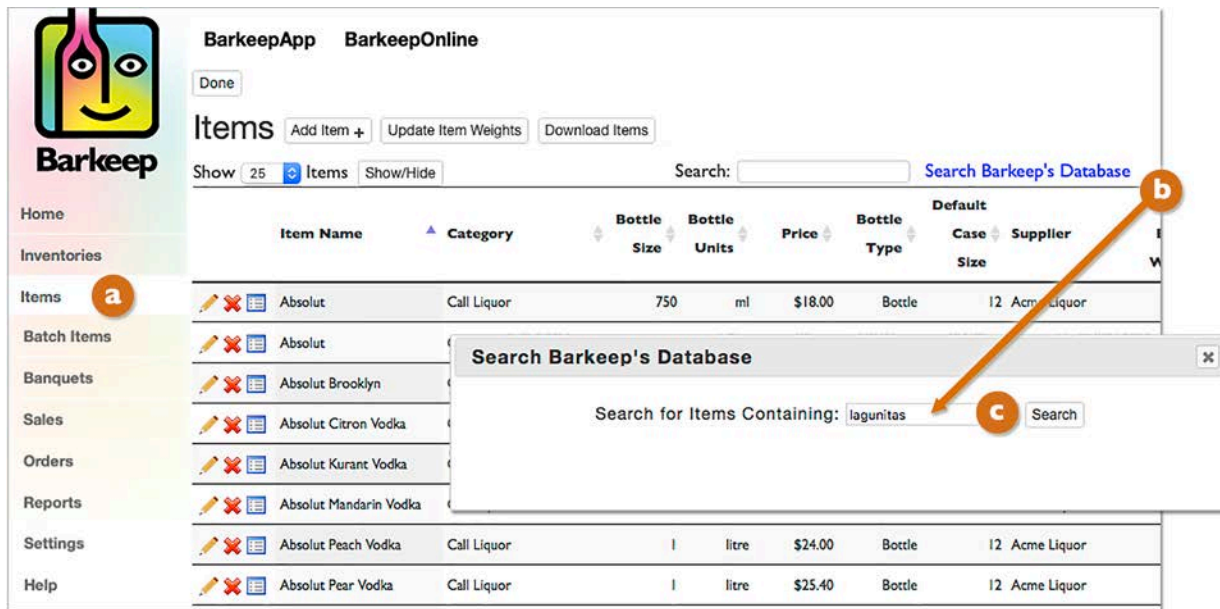
3. If you have entered a name that is part of more than one Item, a list will appear. For example, if you enter lagunitas you will see an entire list of **Lagunitas** products available in our database.
4. Select the [Add to Item List] button next to the Item(s) you wish to add. **(d)** A confirmation will replace the button and say **Item Added. (e)**
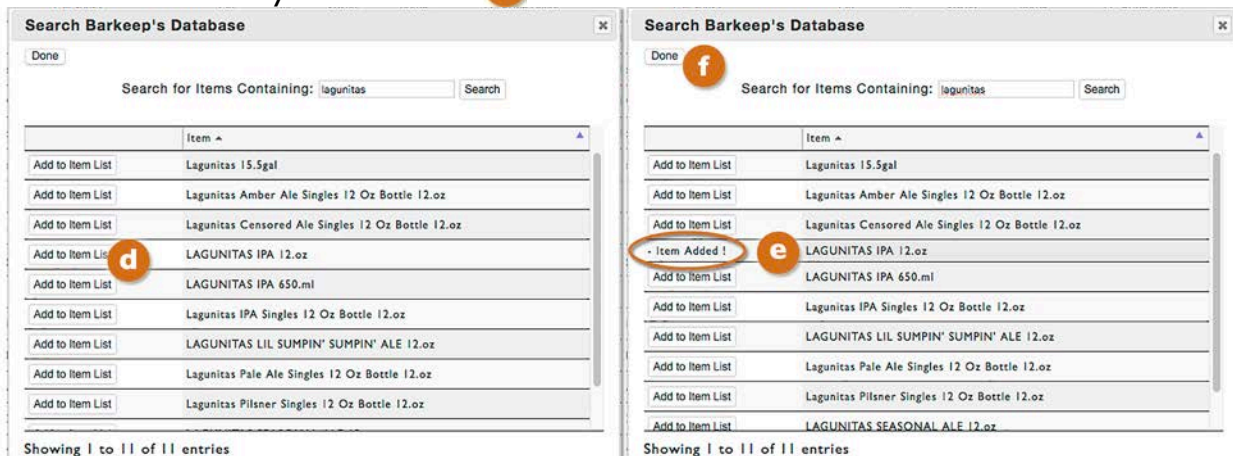
5. After you have finished searching and adding Items to your Items List, press **(f)** the [Done] button at the top of the pop-up window.

Adding New Items by Searching (cont.)

Can I add multiple Items?
Yes! If there are other Items in your search results (e.g., multiple **Lagunitas** products) you wish to add, you may scroll through the list and add more Items by repeating these steps.

Do I have to spell the name of an Item correctly?
Yes. When searching for an Item you need to enter the name exactly as it appears in the Barkeep database or you will see a message "no data available in table."

We recommend entering a partial name to find the Item you are seeking. For example, if you wish to add **Woodbridge White Zinfandel,** we would recommend you enter either **Woodbridge** or **White Zinfandel** and then scroll through the short list of search results to find the exact Item you wish to add to your list.

> **When I search and add a new Item – how does Barkeep know what Category to use?**
> Barkeep does not know the Category you want to use. After you have finished entering new Items you will need to review each Item and add a Category. You also can add information such as Price, Supplier, etc. See the **Adding a Category to an Item** section for instructions.

Adding New Items Manually

> **Search First!**
> Before you choose to add an Item manually, we recommend you Search Barkeep's Database first using the instructions in the previous section.

To add a new Item manually to your Items List:

1. Log in to BarkeepOnline and **a** choose **Items**.
2. Select the [Add Item] button **b** at the top of the Items List.
3. A new, blank Item page will appear.
4. Enter the Name for your Item **c** and continue to add other details.
   - Selecting a Category **d** for your new Item is an important detail you need to add.
     See the **Adding a Category to an Item** section for more information.
   - There is no default bottle size, the default Bottle Units that is most common is ml, but you can use the dropdown menu and choose, litre, oz, gallons, etc.
   - The default Bottle Type is Bottle. You can use the dropdown menu and choose Can, Keg, **Each**, Carton, etc.
   - You can add a Supplier for the Item.
   - Add the Price (this is the price you pay your Supplier)
   - You can add optional details such as Serving Price, Serving Size, etc.
5. Continue to add details as needed. The last step is to press the [Done] button **d** on the top of the screen to save your new Item or select the [Cancel] button to discard it.
6. You can follow the same steps to add additional Items.
   Periodically you may wish to press the [Save] button to save your changes. When you are completely finished adding Items, press the [Done] button at the top of the Items screen.

The example below illustrates adding an Item that is an imported Hungarian beer that is uncommon in the United States. The type of Item typically not found in the Barkeep database.

Copying an Item

An alternative way to add a new Item to your Items List is by copying an existing Item.

There might be situations where the new Item you wish to add is very similar to an existing Item. It could be quicker to copy an Item and just change a few details. Some examples might include:

- The same Item but in a different bottle size. For example, if you carry 750 ml and 1l bottles of the same product, you need separate Barkeep Items for each size.
- A different variety of wine from the same winery. Say you already carry the winery's Pinot Noir and you want to add their Merlot to your Items List.
- A new flavor of infused vodka from a product line you already offer.
- A seasonal beer from a brand you already serve.

The Barkeep database of over 75,000 wine, beer and liquor products is frequently updated, but sometimes a new or limited-edition product might not immediately be in our system.

> **Can I save time by copying Items?**
> Yes, sometimes you can. Generally, we recommend that our users Search Barkeep's Database first. This can save time when every Item does not have to be created "from scratch."
>
> But in some situations, it will be faster to copy one of your existing Items. For example, if you have added a lot of details to an Item that could include Supplier, Price, Serving Price, Par Level, etc. and you offer a very similar Item, it would be quicker to copy an Item. See the example below.
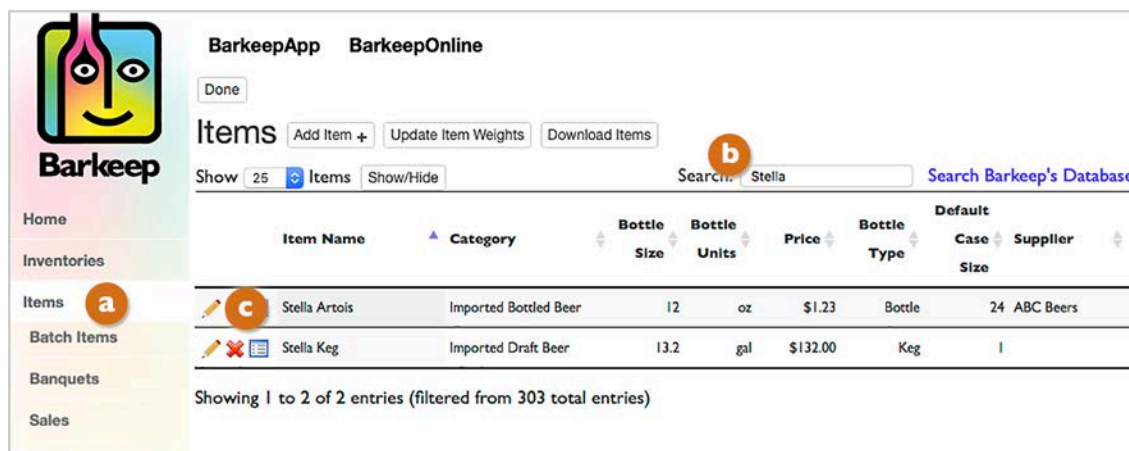
Below is an example where Stella Artois Dark is added to you Items List by copying Stella Artois.
To add a new Item by copying an existing Item:

1. Log in to BarkeepOnline and **a** choose **Items**.
2. Before you choose to add an Item by copying, you may want to **b** Search Barkeep's Database first.
3. Enter the name of the Item you wish to copy in the Search field (e.g., **Stella**). As soon as you begin typing the Items List will display the results. Searching for the Item is much faster than scrolling through your entire Items List.
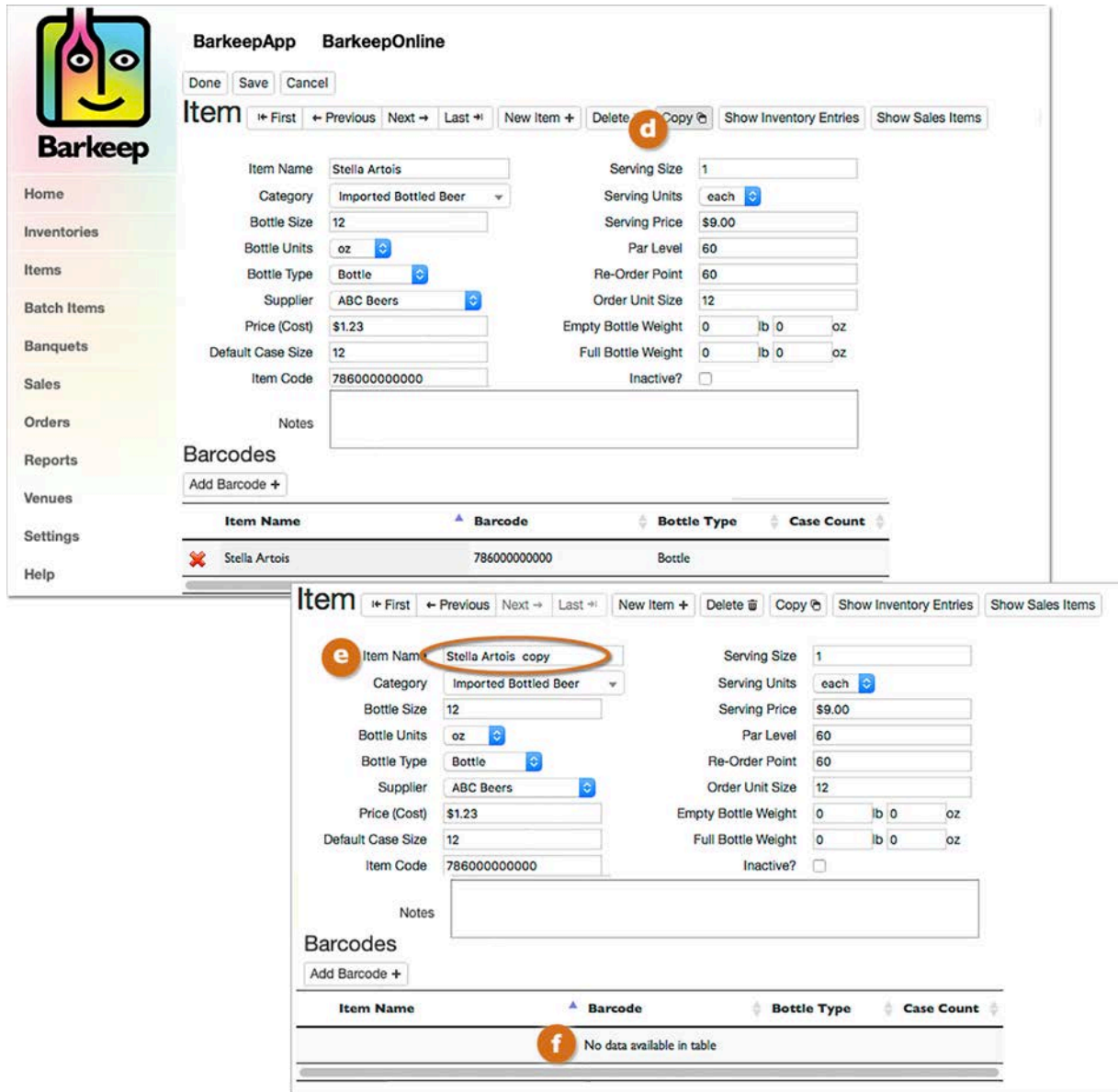
4. Press the pencil icon 🖉 next to the Item **c** you would like to copy.

Copying an Item (cont.)

5. After your press the pencil icon, ✏️ next to the Item you will see the Item Details screen.

6. Press the ⎡Copy⎤ button. **d**

7. The Item (**Stella Artois**) will be immediately copied. **e**

8. Notice that the new Item's name includes with the word "copy" (i.e., **Stella Artois copy**).

9. Change the Item Name, for example **Stella Artois Dark**.

10. There is one other difference – **f** notice the barcode for **Stella Artois** was <u>not</u> copied.

11. You can add and change details to your new Item as needed.
    You also can add a barcode by scanning the bottle using your **iOS** Device.

12. The final step is to press the ⎡Done⎤ button on the top of the screen to save your new Item. Your new Item, Stella Artois Dark, will appear in your Items List.

See the **Help Section** at barkeepapp.com for a guide with tips for

Products with Different Sizes and Varieties.

Updating Item Weights

When manufacturers provide us with updated weight information, we add the Full and Empty Weights to Items in our Barkeep database. There are two ways to add this updated information to the Items in your list:

BarkeepApp – When you use BarkeepApp and enter partial bottles by weight to an Inventory, the latest version of BarkeepApp will now update and add any Full and Empty Bottle weights for the Item if that data is missing from your Item but is now available in the Barkeep database.

BarkeepOnline – With BarkeepOnline you can cross-reference your Items list with the latest information in our database. To update your Item Weights:

1. Log in to BarkeepOnline and choose **Items**. Select **a** the [Update Item Weights] button.

2. A pop-up alert will appear **b** reminding you the update will take some time depending on the size of your list and the Items needing updated information.

3. When the update is complete, a pop-up will appear **c** telling you how many Items were changed.

How does it work?

When BarkeepOnline updates your Full and Empty Bottle weights it matches your Items by barcode and bottle size in our database. If there is no barcode, it matches your Items by exact name and bottle size. If you have added a new Item by copying an existing Item and changed the name, BarkeepOnline will not add Full and Empty Weight to the new Item with an altered name. If you add an Item manually and the barcode and/or name and bottle size matches an Item in our database, Barkeep will update the Full and Empty Bottle Weights.

Will BarkeepOnline replace my existing Full and Empty Bottle Weight Information?

No!   If you have weighed a bottle and added the Full and/or Empty Bottle Weight, Barkeep will not change your information. For example, if you are being precise and have added Full and Empty Bottle Weight with your pour spouts attached to the bottles, Barkeep will not replace the information you have entered.
Also, keep in mind that if you have estimated Full and/or Empty Bottle Weights, Barkeep will not change your existing information.
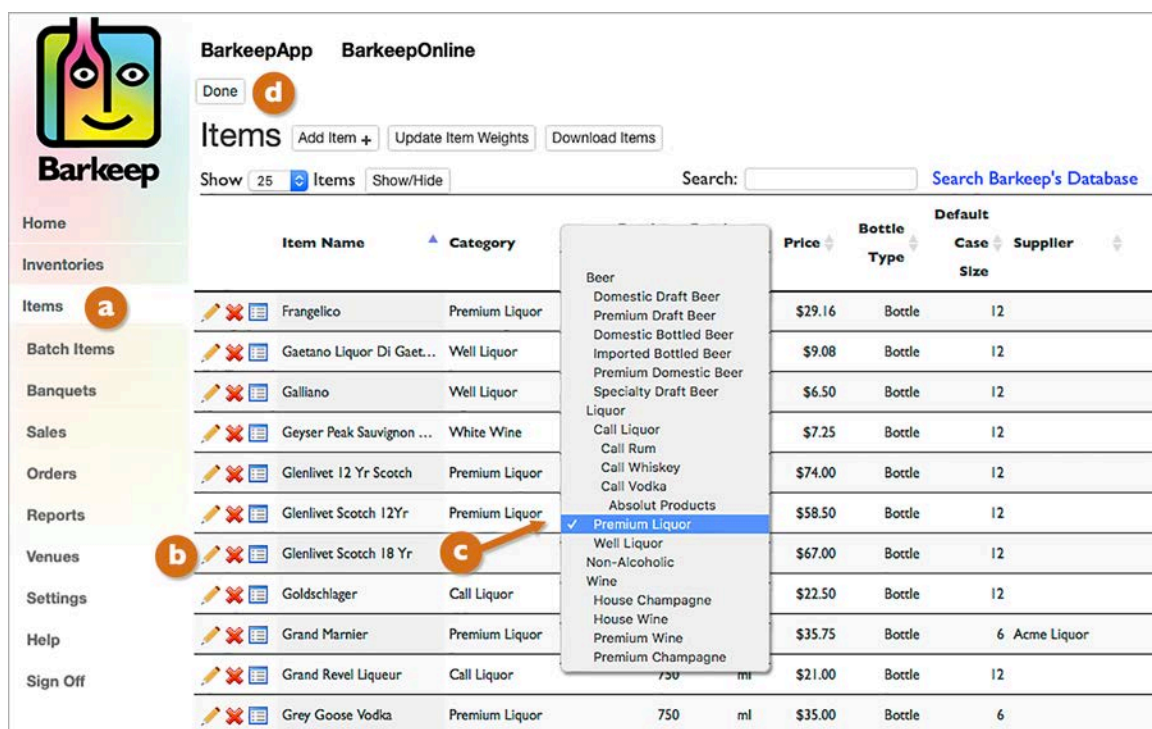
When you update your Item weights BarkeepOnline will only add weight information to an Item when no information exists. If you have only entered a Full Bottle Weight and do not have an Empty Bottle Weight, BarkeepOnline will not update your Item.

Adding a Category to an Item

After you have searched Barkeep's database and added new Items, you will need to modify the Item Details to set the Category. This step is also required when you add an Item manually. Because you can customize the Categories that are defined in Barkeep, we do <u>not</u> set a default Category for Items that are added when you Search Barkeep's Database. Searching Barkeep. By default, Items missing Categories will show up with a Category of "None."

To an add or modify a Category for an Item:

1. Choose **Items**. **a**
2. There are two ways you can add or change an Item's Category:
   - Press the pencil icon 🖉 to select the Item you wish to add a Category too. **b** This will take you to the Item screen where you can add a Category and add or change other details.
   - Or, you can press the Category field **c** for that Item and a pop-up menu will appear enabling you to select a Category.
3. The final step is to press the Done button on the top of the Items screen **d** to save your changes.

Reminder: BarkeepApp is automatically installed with a set of standard Items that are commonly used in most bars – like **Absolut Vodka** and **Budweiser Beer**. We start out by keeping the number that is installed on your **iOS** Device as small as possible. The pre-installed Items are assigned Categories, but you may change the Category for <u>any</u> Item.
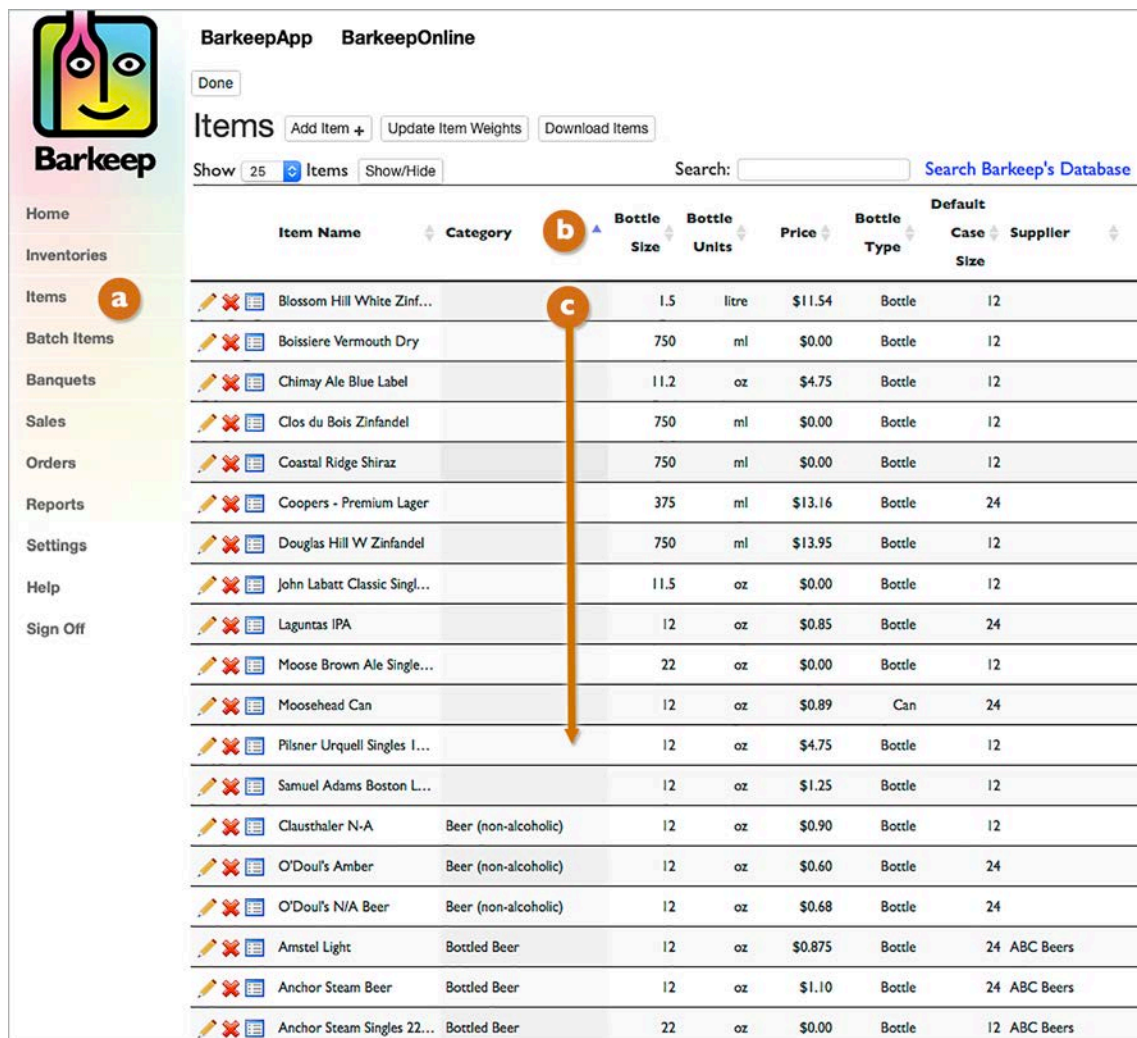
Adding a Category to an Item (cont.)

Is there a fast way to find all your Items with missing Categories?
Yes. You can go to your Items List and sort your Items by Category as shown below:

1. Choose **Items**. **a**
2. At the top of the table, you can select the arrow **b** to sort the Category column.
3. All your Items without a Category **c** will appear at the beginning of the Items List.
4. Using the steps shown on the previous page, you can add Categories for all of your Items as needed.

BarkeepApp	BarkeepOnline							

Done

Items Add Item +   Update Item Weights   Download Items

Show 25 ⌄ Items Show/Hide   Search: [   ]   Search Barkeep's Database

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Inventories

Item Name	Category	Bottle Size	Bottle Units	Price	Bottle Type	Default Case Size	Supplier
Blossom Hill White Zinf...		1.5	litre	$11.54	Bottle	12	
Boissiere Vermouth Dry		750	ml	$0.00	Bottle	12	
Chimay Ale Blue Label		11.2	oz	$4.75	Bottle	12	
Clos du Bois Zinfandel		750	ml	$0.00	Bottle	12	
Coastal Ridge Shiraz		750	ml	$0.00	Bottle	12	
Coopers - Premium Lager		375	ml	$13.16	Bottle	24	
Douglas Hill W Zinfandel		750	ml	$13.95	Bottle	12	
John Labatt Classic Singl...		11.5	oz	$0.00	Bottle	12	
Laguntas IPA		12	oz	$0.85	Bottle	24	
Moose Brown Ale Single...		22	oz	$0.00	Bottle	12	
Moosehead Can		12	oz	$0.89	Can	24	
Pilsner Urquell Singles 1...		12	oz	$4.75	Bottle	12	
Samuel Adams Boston L...		12	oz	$1.25	Bottle	12	
Clausthaler N-A	Beer (non-alcoholic)	12	oz	$0.90	Bottle	12	
O'Doul's Amber	Beer (non-alcoholic)	12	oz	$0.60	Bottle	24	
O'Doul's N/A Beer	Beer (non-alcoholic)	12	oz	$0.68	Bottle	24	
Amstel Light	Bottled Beer	12	oz	$0.875	Bottle	24	ABC Beers
Anchor Steam Beer	Bottled Beer	12	oz	$1.10	Bottle	24	ABC Beers
Anchor Steam Singles 22...	Bottled Beer	22	oz	$0.00	Bottle	12	ABC Beers

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Tip: Sorting the Items List by the column headings such as Category, Item Name, Supplier, etc. can make it easier to locate and modify your Items.

Editing Items

In BarkeepOnline there are two ways you can edit and modify Items. You can select the Individual Item and make changes as needed or you can make changes to the Item while still in your Items List.[6]
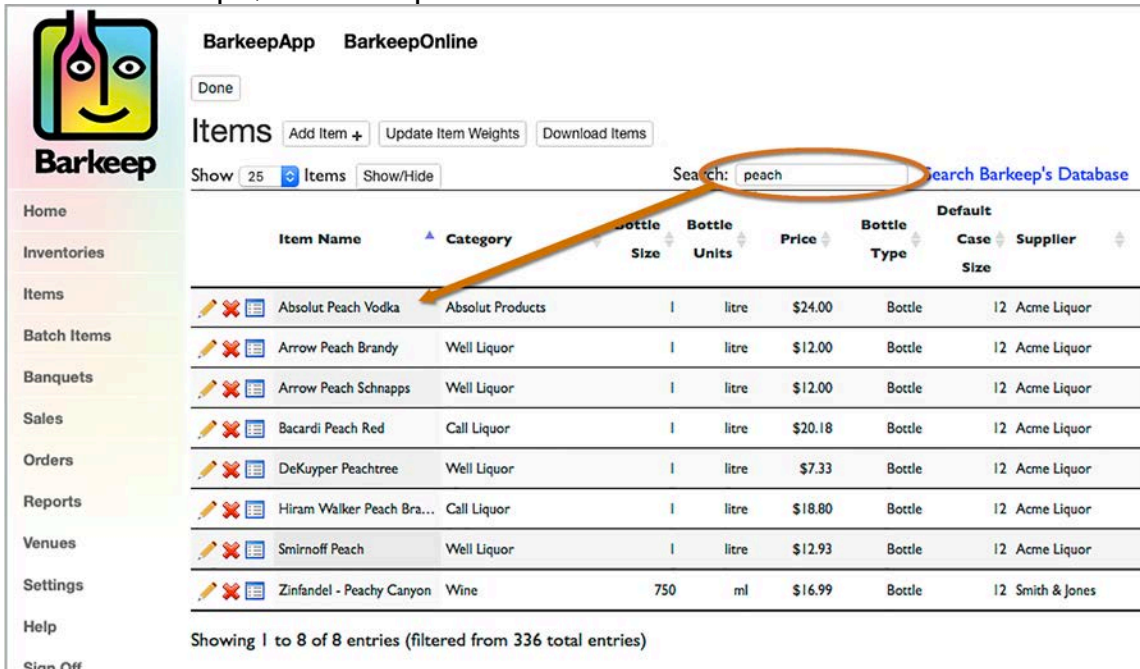
To edit an existing Item:

1. Log in to BarkeepOnline and **a** choose **Items**.
2. Search or scroll through the Items List for the Item(s) you wish to edit.
3. You have two options:
   a. Select the pencil icon 🖉 next to the Item **b** and make your changes **c** to the Item in the Item screen. Press **d** the [Done] button to save your changes and return to the Items List or select the [Cancel] button to discard the changes.
   b. Remain in the Items List and select the field(s) **e** you wish to make changes to in an Item.
4. When you are finished editing Items, the final step is to press **f** the [Done] button on the top of the screen to save your changes.

If I change an Item's Details will it affect my older inventories?
No. When you add an Item to an Inventory, the Item Details at the time of Inventory are what Barkeep uses. If you were to modify a Category, Price, Case Size, Supplier, etc. that information would be used in future Inventories, but it does not change older Inventory data.

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[6] Editing Items in the Items List is a feature only available to BarkeepOnline subscribers.

Deactivating and Deleting Items

Deactivate Items

When you make an Item inactive, the Item remains in your older Inventories, it also will remain in your Items List (but it will be marked "inactive"). Deactivated Items will not appear when scrolling/searching through Items to add to an Inventory or Sales Item and they will not appear in Order Reports. You cannot add deactivated Items to an Inventory or Sales Item. You can always reactivate an Item by simply unchecking the option. Making an Item inactive is a good choice when you do <u>not</u> want to change your older Barkeep data.
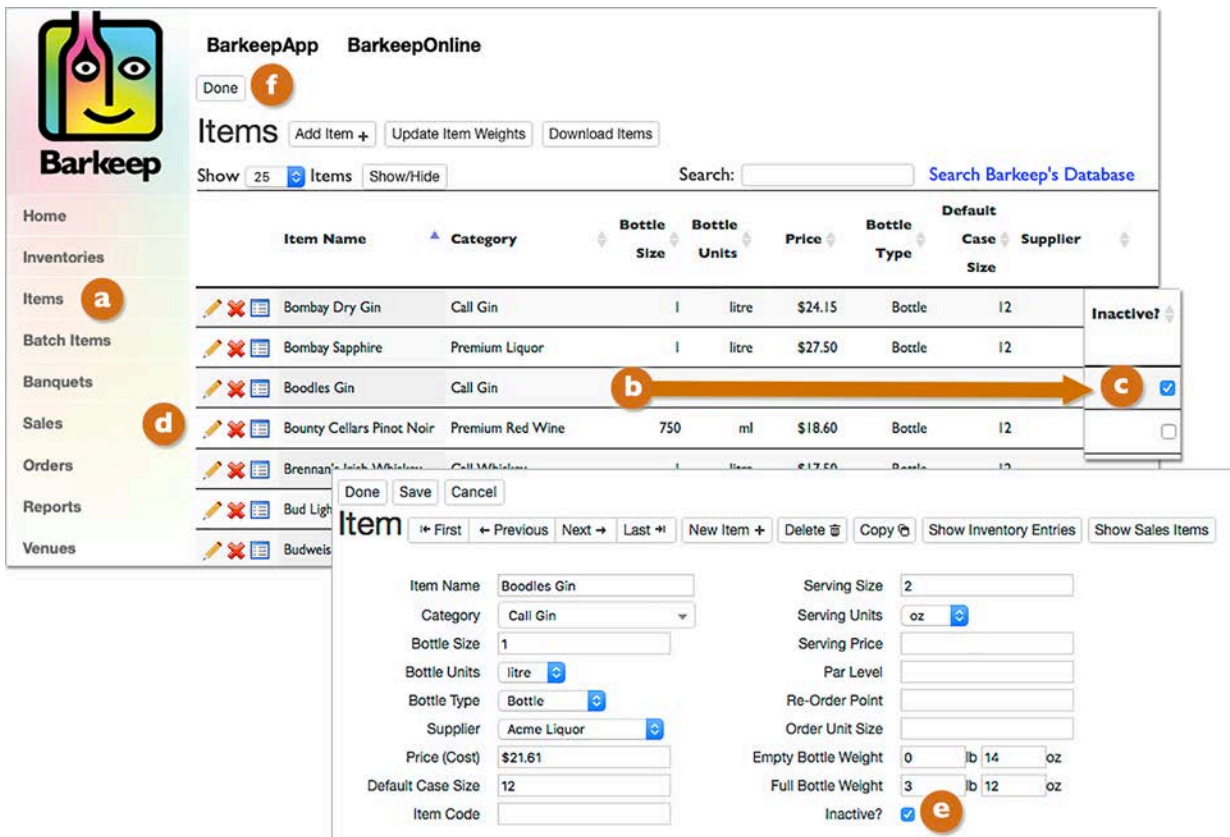
> **What sort of Items would a user want to make inactive?**
> Any Item you no longer carry. Some Items have multiple sizes, if you no longer carry a particular size, but used to, we recommend making the Item inactive. Perhaps it is a discontinued product, it might have been a special promotional product or one-time purchase. It could also be a seasonal product that you might make inactive in the fall and reactivate in the spring. I

Making an Item Inactive

In BarkeepOnline there are two ways you can make an Item inactive. You can make changes to the Item while in your Items List or you can select the Individual Item and make changes as needed, including checking the inactive option. To edit an existing Item and make it inactive:

1. Log in to BarkeepOnline and **a** choose **Items**.
2. Search or scroll through the Items List for the Item(s) you wish to make inactive.
3. You have two options:
   - In the Items List, **b** scroll right **c** to see the last column and check Inactive.
   - Select the pencil icon 🖉 next to the Item **d** and select Inactive? **e** in the Item Details screen.
4. When you are finished editing Items, the final step is to press **f** the ⌈Done⌉ button on the top of the screen to save your changes.

Deactivating and Deleting Items (cont.)

> **What sort of Items would a user want to delete?**
> Items that you have never included in Inventories. It might be a default Item that came pre-loaded in BarkeepApp that you do not carry. It also could be an Item that you inadvertently added to your Items List. We recommend making older Items inactive if you have added them to Inventories in the past.

Deleting an Item

> ***Please read before deleting any Items.***
>
> ***Warning:*** If you choose to delete an Item, BarkeepApp will remove the Item and all references to that Item. This means that if you have used the Item in an existing Inventory, the Item will be deleted from that Inventory.
> Please be careful when deleting an Item to avoid unexpectedly altering an existing Inventory.

In BarkeepOnline there are two ways you can delete an Item. You can delete the Item while in your Items List or you can select the Individual Item and delete the Item in the Item screen. To delete an Item:

1. Log in to BarkeepOnline and **a** choose **Items**.
2. Search or scroll through the Items List for the Item(s) you wish to delete.
3. You have two options:
   - In the Items List, press the red ✖ next to the Item you wish to **b** permanently delete.
   - Select the pencil icon 🖉 next to the Item for the Item in the Item screen and press the ⎡Delete⎤ button. **c** After you confirm you wish to delete the Item, BarkeepOnline will automatically go to the next Item screen in your list.
4. With both options, a pop-up warning will ask you to confirm your decision. **b**
5. Remember, after you delete Items, they are permanently removed from your Items list.

Searching Items and Inventories

With BarkeepOnline you can search your Items and Inventories List by using the search field[7] shown below. The search field is designed to work like a search engine for your Items and Inventory data.

- In the first example, the word "peach"

was entered and found every Item with "peach" in the name. You can also search based on a name, bottle size, price, supplier.
- In the second example, the word "drop" was entered and found every Inventory where it appeared in the notes or description. For example, two Waste Inventories with dropped bottles.

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[7] **Note:** This feature is only available with BarkeepOnline – you cannot search this way with BarkeepApp.

Inventories with BarkeepOnline

With BarkeepOnline you can access all of your Inventories from your desktop computer or laptop. You can review, edit or add information to existing Inventories. You can even monitor an Inventory while it is in progress. And you can create new Inventories with BarkeepOnline.

Inventories Sync Automatically

By default, BarkeepApp will automatically sync changes between your Device(s) and BarkeepOnline.
This happens automatically in the background as long as:
- ✓ Your **iOS** Device is on.
- ✓ You have reliable network connection.
- ✓ Your account info remains valid.[8]

Syncing includes your Inventories as well as all other data (Categories, Locations, Banquet data, etc.).

If you don't want BarkeepApp to automatically sync data with your BarkeepOnline account, you can turn this feature off by deselecting the "Sync Automatically" option on the BarkeepOnline Setup screen.

Manual Sync and Sync Status

You can also manually sync a Device by going to Settings and selecting **BarkeepOnline** (a) and then pressing **Sync Now** (b) to sync a registered Device.
You can verify your data was synced successfully by pressing **Sync Status**. (c)
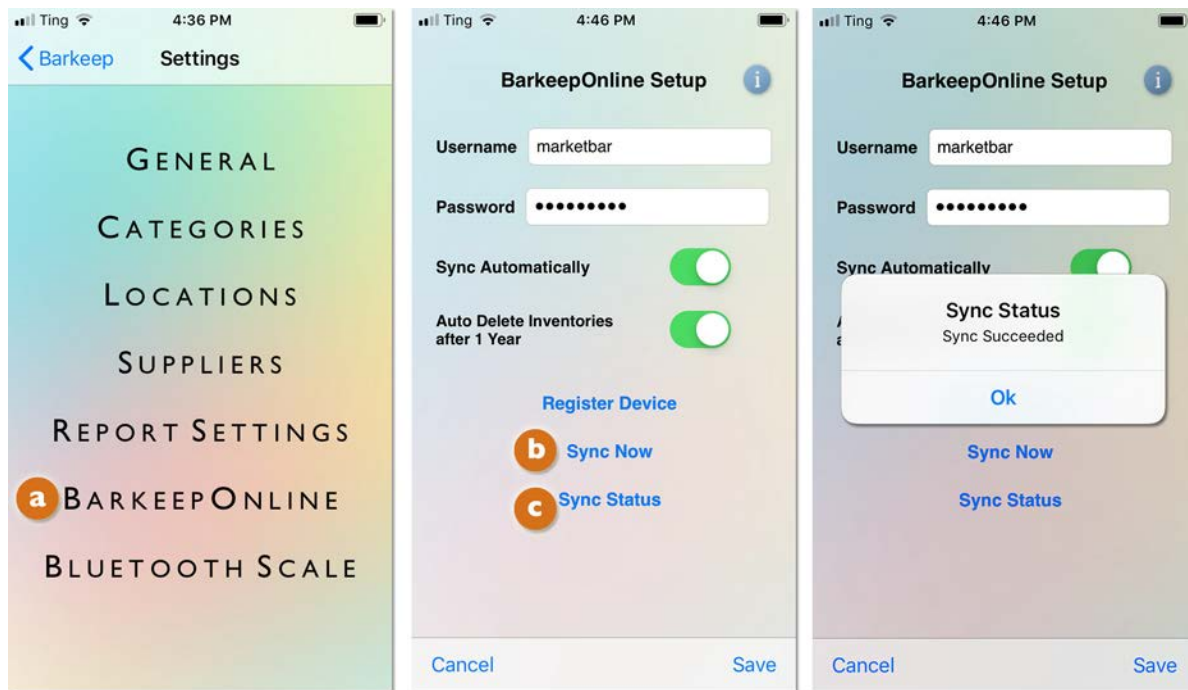
Reminder: We recommend that you turn on Auto Delete Inventories on any Devices that are registered with a BarkeepOnline account.

Syncing Issues?
Having a problem syncing? Also see **Syncing Troubleshooting** at barkeepapp.com

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[8] If your BarkeepOnline subscription has expired your data will no longer Sync Automatically.

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Auto Delete Inventories

We recommend BarkeepOnline users turn on the Auto Delete Inventories option.

- Auto Delete actually means "Auto Remove." The Auto Delete feature will automatically remove Inventories from your **iOS** Device(s) after 120 days from the Inventory Date. This prevents your Device from being filled with older Inventories. With a BarkeepOnline account, your older Inventories always remain available on our server, so there is no reason to keep the older Inventories on your Device.
- Auto Delete with backup to the Barkeep server is a feature available exclusively for BarkeepOnline subscribers.
- ***Important Reminder:*** You must have your Device(s) set to Sync Automatically to make sure your older Inventories are backed up to the Barkeep Server. For your Device(s) to Sync Automatically, an Internet connection using either Wi-Fi or your phone's carrier network is required.

  Note: Auto Delete permanently removes inventories from your **iOS** Device. The only way you will be able to access inventories deleted and removed from your **iOS** Device is by logging in to BarkeepOnline where the inventories remain permanently on our server.

To turn on the Auto Delete feature:
1. Select "Settings" **a** from the Main Screen. Next select **BarkeepOnline**. **b**
2. On the BarkeepOnline Setup screen, switch "Auto Delete Inventories" **c** to the on setting.
3. Press **Save** on the bottom toolbar **d** to save your changes or select to **Cancel** discard them.
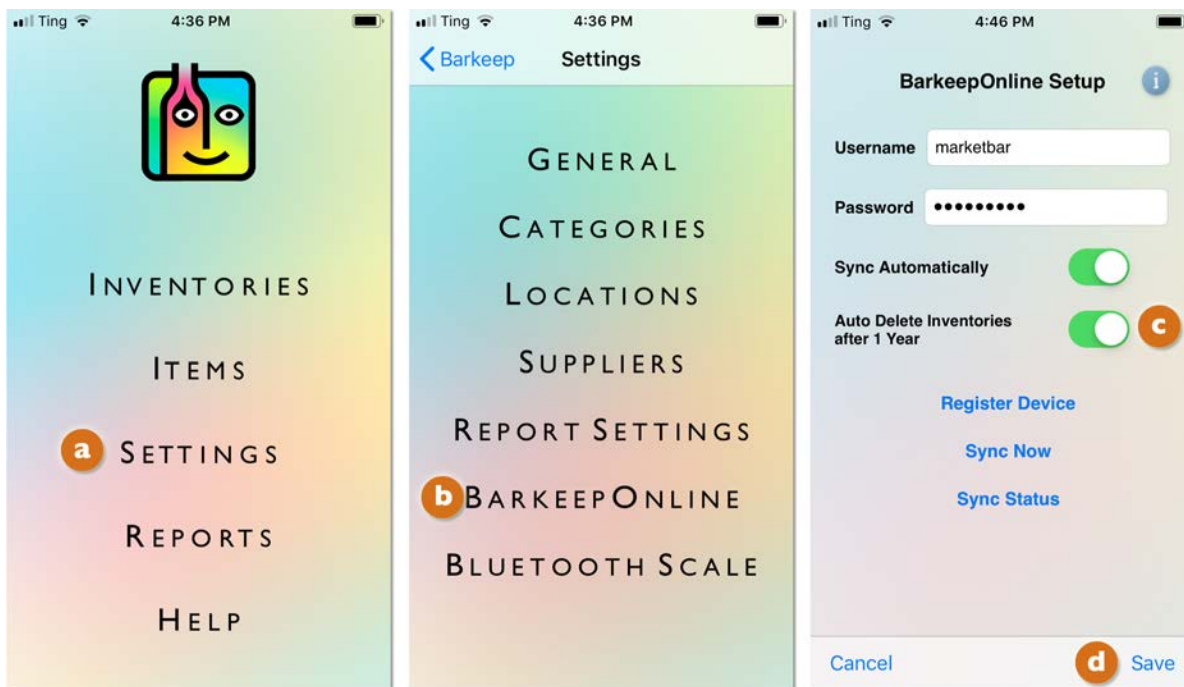
Auto Delete vs. Manual Delete
It is important to understand the difference between Auto Delete Inventories and manually deleting Inventories. Auto "Delete" basically moves your older Inventories from your **iOS** Device to the Barkeep Server. When you manually delete an Inventory with BarkeepApp using your **iOS** Device or when you delete an Inventory in BarkeepOnline, that Inventory will be permanently deleted from both BarkeepApp and BarkeepOnline.
See **Deleting Inventories** section for details.

Data Storage

Your BarkeepApp data is stored locally on your **iOS** Device. By default, your data is stored indefinitely on your Device. To prevent your Device from being filled with older inventories, we recommend you turn on the Auto Delete Inventories option. This will automatically remove Inventories from your **iOS** Device after 120 days from the Inventory Date.

BarkeepOnline stores older Inventories on our server instead of your iOS Device(s)
With a BarkeepOnline account, your older Inventories remain available on our secure server, so there is no reason to keep the older Inventories on your Device.

Note: The data in your BarkeepOnline account is stored on Barkeep's secure servers and is never shared with or sold to a third party.

Backing-Up Data and Automatic Syncing

When BarkeepOnline subscribers have their data synced automatically to their BarkeepOnline Account, this is the recommended way to back up your Barkeep data and provide you with added security if your **iOS** Device is ever lost or stolen.

Only users who have subscribed and then registered their Device(s) with BarkeepOnline can take advantage of the automatic syncing feature. This is the recommended method for backing up the Barkeep data on your **iOS** Device(s).

When your **iOS** Device is backed up to your computer, your latest Barkeep data is usually included as part of the backup. Accessing that data would require restoring the entire Device. Only BarkeepOnline users have their data backed up regularly and frequently with auto syncing.

Can I back up my Barkeep data with iCloud?
Yes, **iCloud** can be set to back up your Barkeep data file and would enable you to restore your data if needed.

Note: It is important to check your **iCloud** settings in your **iOS** Device to make sure your BarkeepApp data is being backed up.

Can I share Barkeep data between iOS Devices with iCloud?
No. An active BarkeepOnline account is the only way for users to use multiple Devices and share and sync data.

BarkeepApp Settings

Settings on an iOS Device
When you use BarkeepApp on an **iOS** Device the General Settings, Report Settings, Bluetooth Scale pairing, etc. that are set up for the **iOS** Device are for that Device only. If for any reason, you need different settings on different Devices, you can do that. That said, we recommend using the same configuration on all your registered Devices if possible.

Account Settings
When changes are made to Items, Categories, Locations, etc. Those settings changes will sync to the Barkeep Server and all the **iOS** Devices registered to your BarkeepOnline account.

One Inventory, Multiple Users[*]

BarkeepOnline enables you and your staff to use more than one **iOS** Device to take an Inventory together. This is possible when you have registered multiple Devices with the same BarkeepOnline Account.

For example, you could be taking a Full Inventory in your stock room while one of your bartenders is working on the same Inventory at the bar. Below are the instructions you'll need to follow:

1. Verify that your Device and any of the Devices of the other staff assisting you have a working Internet connection.
2. On your Device begin a Full Inventory. Start adding Items as you normally would.
3. Syncing with BarkeepOnline happens automatically every two minutes.
4. Or you can manually sync a Device by going to Settings and selecting BarkeepOnline. Press **Sync Now** to sync a registered Device.
5. After your Devices have synced with the BarkeepOnline server, everyone should be able to see the same Inventory.
6. Any other staff with a synced Device can now work on the same Inventory.
7. ***Important Step:*** We always recommend that you and your staff double-check you are adding Items to the same Inventory. Separate inventories can only be merged in BarkeepOnline.
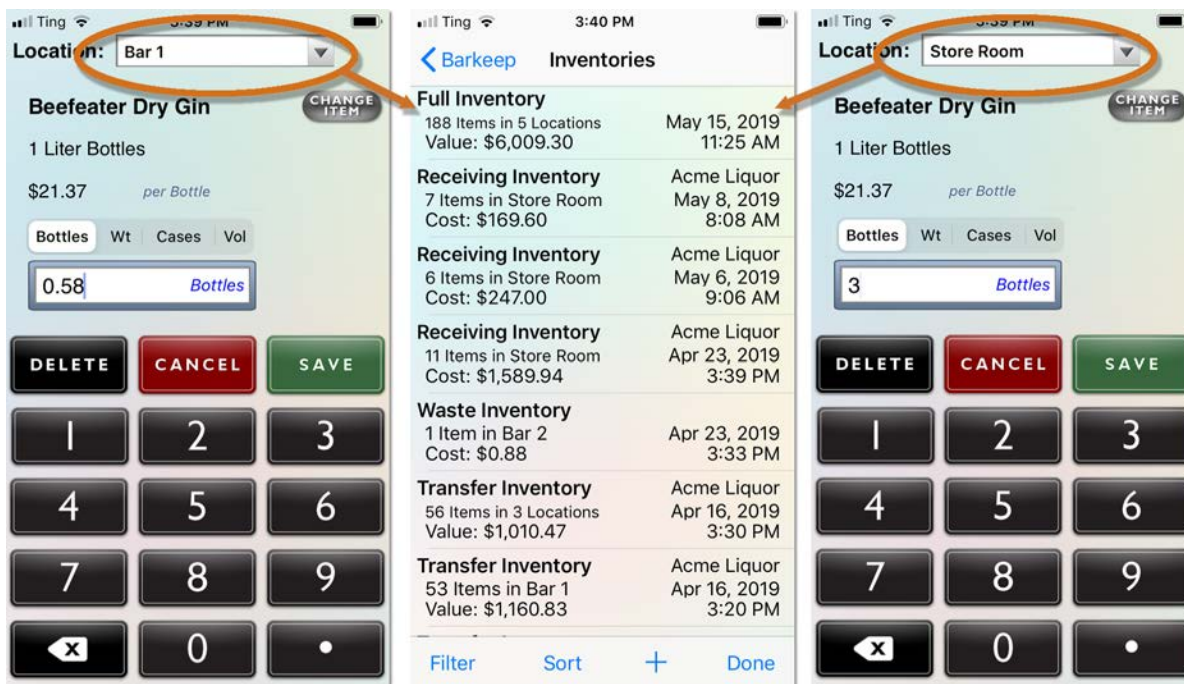
8. Once you have completed an Inventory, it's a good habit to double-check the Inventory. Especially when more than one person was counting Items.
   See the **Double-Check Inventory** section for details.
9. With auto syncing you will also be able to monitor the progress of an Inventory from a desktop computer in your office while your staff conducts the Inventory in your bar with other Devices.

Note: BarkeepOnline Reports factor in all Inventories between the selected Start and End Inventories.

> **Is BarkeepOnline able to merge Inventories?**
> Yes. We always recommend working as a team on a single Inventory. But, if you need to merge separate Inventories, you can only do it with your BarkeepOnline account.
> See the **Merging Inventories** section for more details.

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[*] See the **Help Section** at barkeepapp.com where there are instructions for **Multiple Venues**.

Starting an Inventory

You can create inventories both in BarkeepApp using your **iOS** Device and in BarkeepOnline using your desktop or laptop computer.

To create a new Inventory from your desktop computer, do the following:

1. Log in to BarkeepOnline. Choose **Inventories** (a) and a list of your existing Inventories appears.
2. Press the [New Inventory] button to create a new Inventory. (b)
3. A screen will appear with a new blank Inventory. This is where you select the Inventory type from the dropdown menu (c) (e.g., Receiving).
4. By default, the Date/Time for the Inventory will be the time you created it.
    o   You can select the field (d) and a calendar will appear to change the Date/Time for the Inventory.
    o   For example, Receiving Inventories should be set to the Date/Time the products were received and Waste Inventories should be set for when the Waste occurred. This is an important step to guarantee accurate Barkeep Reports.
5. You can also (e) add optional notes and other details if needed.
6. To begin adding Items, press the [Add Items] button (f) to go to a new screen where you can add Items by scrolling, searching, etc.
    See the next page for the **Adding Items to an Inventory** section.
7. The final step is to press the [Save] button on the top of the Inventory screen (g) to save your changes or press the [Done] button to save your changes and close the window.
    You can also select the [Cancel] button to discard the new Inventory.
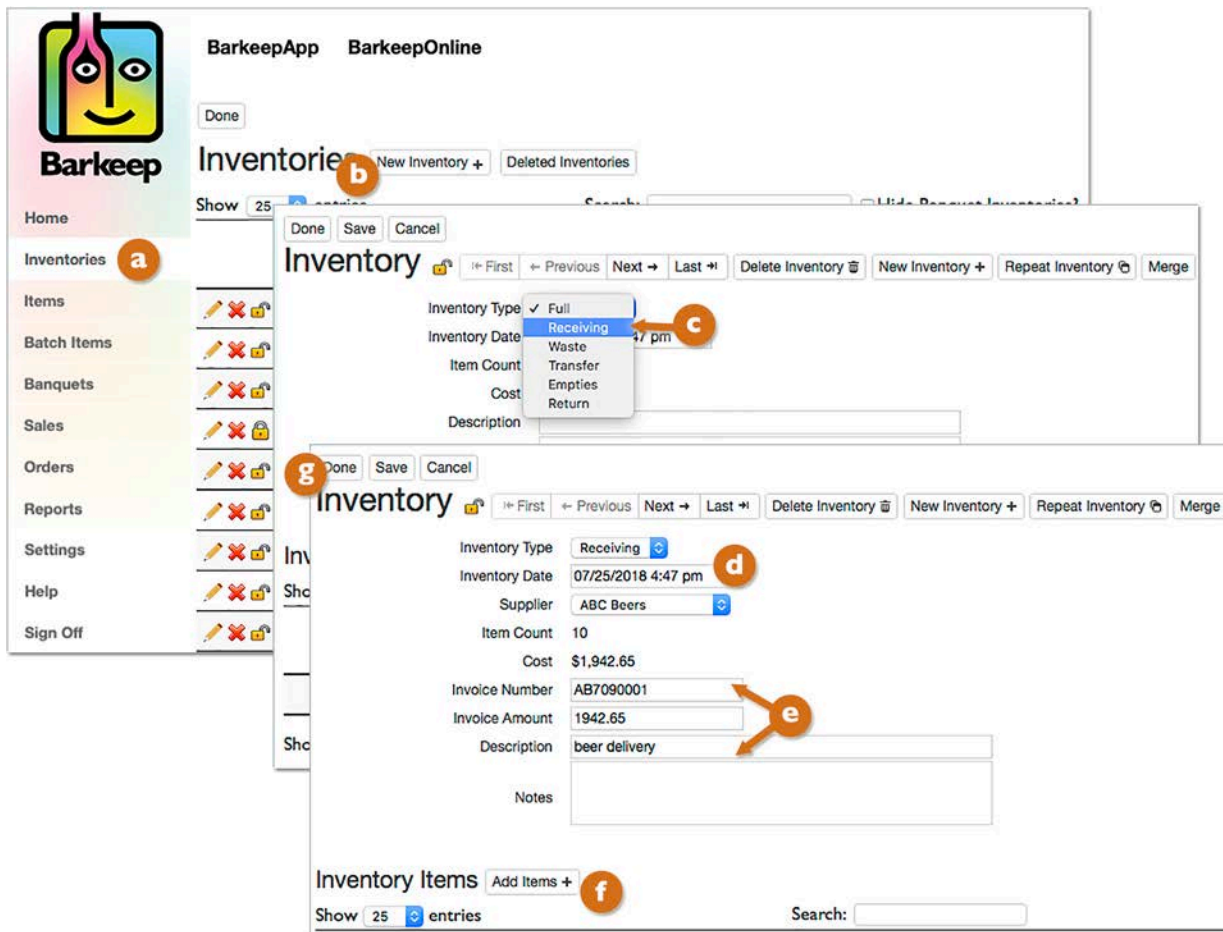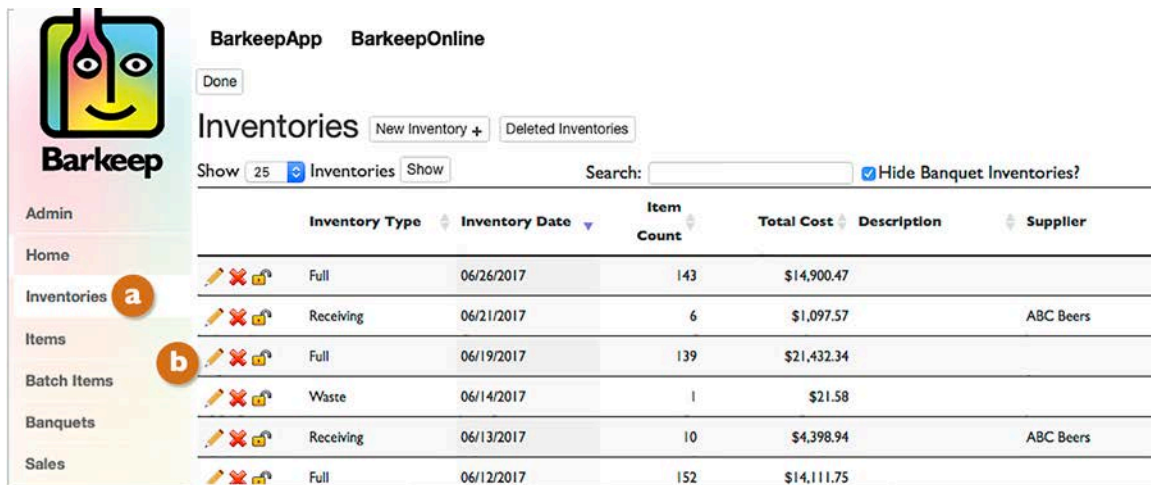
Adding Items to Inventories

> **Are your ready to start an Inventory?**
> In either BarkeepApp or BarkeepOnline you need to set up your Items list <u>before</u> your first Inventory. When you registered your **iOS** Device with BarkeepOnline your Items list from BarkeepApp was synced to your BarkeepOnline account. Moving forward, all the changes you make to your Items list in either BarkeepApp or BarkeepOnline will sync.

To begin adding Items to an Inventory, do the following:

1. Login to BarkeepOnline and choose **Inventories**. **a**

2. A list of your existing Inventories appears. **b** Press the pencil icon 🖊 to select the Inventory you wish to add Items too. After you have selected an Inventory you will be taken to the Inventory screen.

3. To begin adding Items, **c** press the [Add Items] button.

Adding Items to Inventories
by Scrolling and Searching

4. Just like in BarkeepApp, there are two different steps you can take to add Items to an Inventory:
   - Scrolling and/or Searching through your Items List.
   - Searching the Barkeep Database (for new Items).[9]
5. When you press the [Add Items] button, you will see a pop-up screen with a list of your Items.
6. You can scroll down through the list until you see the Item(s) you want to add to your Inventory.
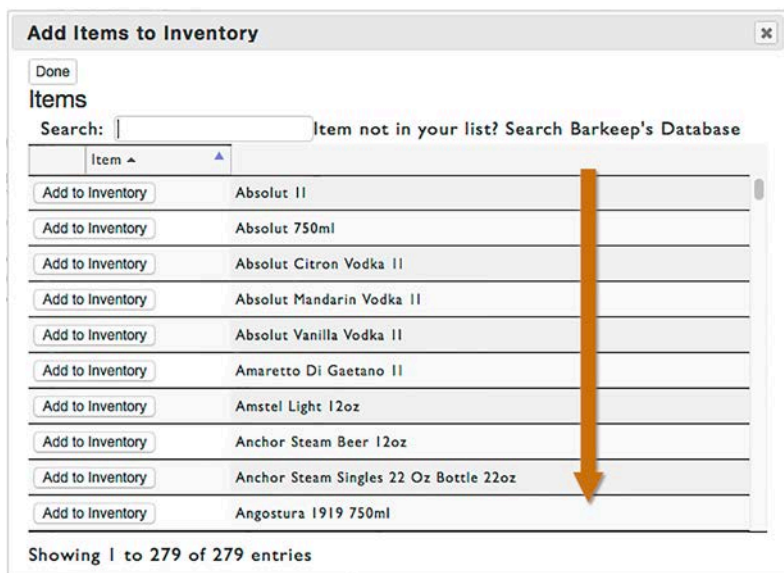
7. Due to the large number of Items in your Items List it will probably be quicker to search for the Item by entering the name (or partial name) in the Search field. For example, if you were looking for **Budweiser** products enter "bud." **a**
8. This will result in a shorter list of results (see below).
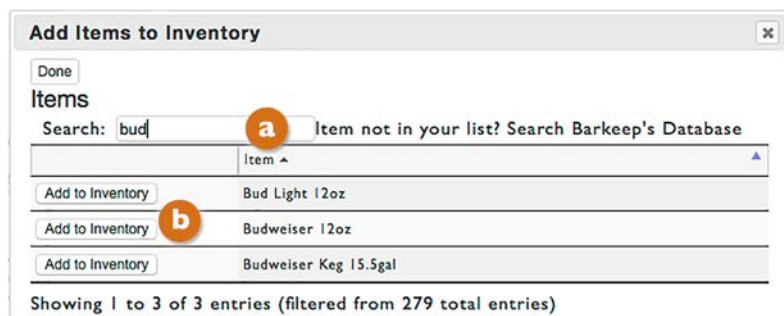
9. Select the Item you would like to add to the Inventory by pressing the [Add to Inventory] button. **b**
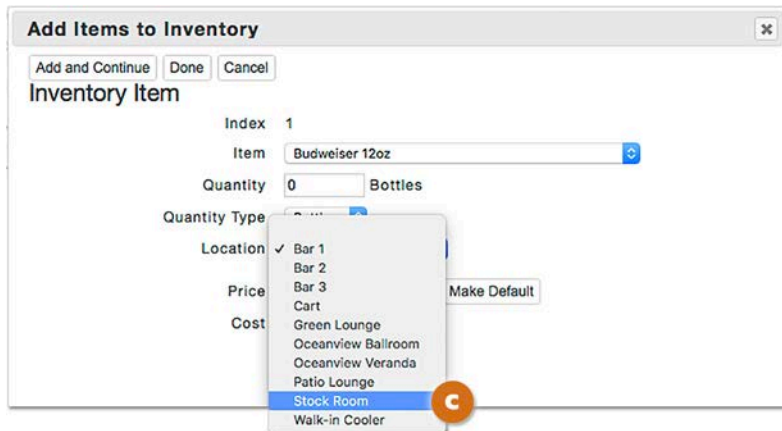
Note: If you were not able to find the Item in your Items List you will need to search the Barkeep Database to add the Item. This is explained in the next section.

---

[9] In BarkeepOnline, if you need to add a new Item manually to an Inventory, you must add it to your Items list first.
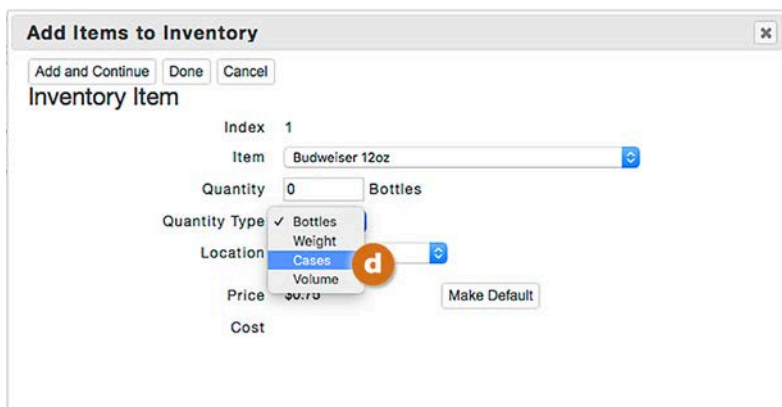
Adding Items to Inventories *by Scrolling and Searching* (cont.)

10. The `Add to Inventory` button takes you to a new pop-up screen with the Item you wish to add to the Inventory (e.g., **Budweiser 12 oz**. bottles).
11. The Item still has not been added to your Inventory, you will need to add a Location, Quantity, etc.
12. The next step is to select a Location for the Item by pressing the Location menu. **c**

13. The default Quantity Type is Bottles. You may need to change this by pressing the **d** Quantity Type menu. You can enter quantities as Bottles, Kegs, Cases, by Weight[10] or Volume (fluid ounces).
    In this example, we are entering Items in a Receiving Inventory for a beer delivery, and you would likely be counting and entering Cases.

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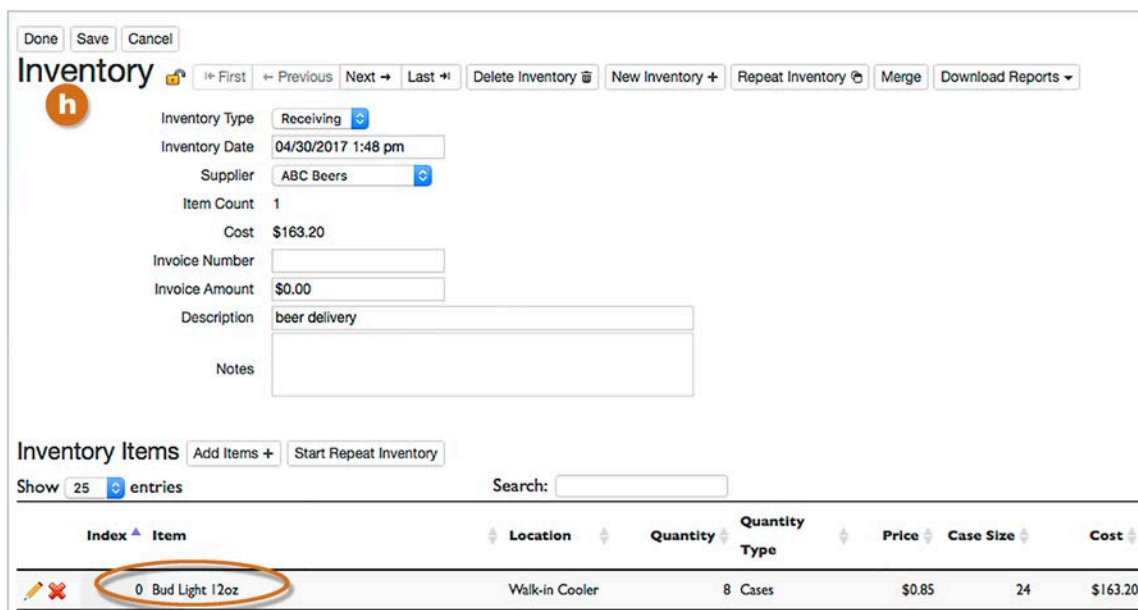
[10] With BarkeepOnline you can only enter by Weight manually after reading the weight off of a scale. To weigh and add partial bottles, we recommend using BarkeepApp with the **Etekcity Luminary** digital scale.

Adding Items to Inventories *by Scrolling and Searching* (cont.)

14. Next add a quantity for the Item you are adding to the Inventory. In this example, 8 Cases. **e**

15. Next press **f** the ⌈ Done ⌉ button on the top of the Item screen to save your changes or select the ⌈ Cancel ⌉ button to discard the Item.

16. You also can save the Item to your Inventory when you select the ⌈ Add and Continue ⌉ button and continue to add additional Items.

17. If you were simply to press **g** the ⌈ ✖ ⌉ and close the window your Item would <u>not</u> be added and saved to your Inventory.

18. After you are finished adding Items to your Inventory, the final step is to press the ⌈ Done ⌉ button on the top of the Inventory screen **h** to save your changes and return to the Inventories screen, or the ⌈ Save ⌉ button to save your changes and remain in the Inventory. If you select the ⌈ Cancel ⌉ button, your changes will be discarded, and you will return to the Inventories screen.

Adding Items to Inventories
by Searching the Barkeep Database

If you wish to add an Item to your Inventory that is <u>not</u> already in your Items List, you will need to either add it manually or Search Barkeep's Database and then add the Item to your Items List. To save time, we recommend searching the Barkeep Database <u>before</u> adding an Item manually.[11]

> **One Brand with Multiple Items**
> Some brands have a large family of products, **Samuel Adams** is a good example – you will need a separate Item for each individual product, for example, **Samuel Adams Boston Lager, Samuel Adams Octoberfest**, etc. Also, with beers, you need different, separate Items for the same product in bottles and kegs.

When you receive a delivery of a new product for the first time and are adding Items to a Receiving Inventory, these would be the steps you need to take. The instructions below show an example with a Receiving Inventory where you need to add an Item that is not yet in your Items List. In this example, the Item is **Samuel Adams Summer Ale** – an Item you don't normally carry but are receiving just before summer starts.

To begin adding Items by Searching the Barkeep Database, do the following:
1. After you press the `Add Item` button, you will see a pop-up screen with a list of your Items.
2. Instead of scrolling through the long list we recommend searching for the Item first in your Items List (**see the previous section** for detailed instructions).
3. Begin by entering the name (or partial name) in the (a) Search field. For example, if you were looking for **Samuel Adams** products enter "samuel."
4. This will result in a shorter list of results. In this example, there is only one **Samuel Adams** product that you already have in your Items List, but not the product you are looking for.
5. Press the **Search Barkeep's Database** link. (b)

---

[11] To add an Item manually in BarkeepOnline you have to add it to your Items list before adding it to an Inventory.

Adding Items to Inventories by Searching the Barkeep Database (cont.)

6. After searching the database, a new pop-up window with all the Items in the Barkeep Database that contain "samuel" will appear.

7. Choose the Item(s) you wish to add to the Items List and Inventory by pressing the ⟨Add to Item List⟩ **c** button. Be careful to select the Item with the appropriate Size and Units. Some Items may have multiple entries due to different sizes (e.g., 375 ml, 750 ml).

8. A new pop-up window (below) will now display all the Items that match your search criteria (i.e., **samuel**).

9. Select the ⟨Add to Inventory⟩ button **d** to add it to your Inventory.

Search Barkeep's Database

⟨Done⟩

Search for Items Containing: Samuel ⟨Search⟩

	Item ▲	▲
Add to Item List	SAMUEL ADAMS SUMMER ALE 12.oz	
Add to Item List **c**	Samuel Adams Summer Ale Singles 12 Oz Long Neck Bottle 12.oz	
Add to Item List	Samuel Adams Summer Wheat Singles 22 Oz Long Neck Bottle 22.oz	
Add to Item List	Samuel Adams Triple Bock Singles 8.45 Oz Bottle 8.5oz	
Add to Item List	Samuel Adams Vienna Singles 12 Oz Long Neck Bottle 12.oz	
Add to Item List	Samuel Adams Wheat Ale Singles 12 Oz Long Neck Bottle 12.oz	
Add to Item List	SAMUEL ADAMS WINTER LAGER 12.oz	
Add to Item List	Samuel Adams Winter Lager Singles 12 Oz Long Neck Bottle 12.oz	

Showing 1 to 52 of 52 entries

Add Items to Inventory

⟨Done⟩

Items

Search: samuel   Item not in your list? Search Barkeep's Database

	Item ▲	▲
Add to Inventory	Samuel Adams Boston Lager Singles 12 Oz Long Neck Bottle 12oz	
Add to Inventory **d**	Samuel Adams Summer Ale Singles 12 Oz Long Neck Bottle 12oz	

Showing 1 to 2 of 2 entries (filtered from 288 total entries)

10. The next step is to add a quantity. **e**

11. Then enter the price **f** you pay per bottle. Because this is a new Item you have added, press the ⟨Make Default⟩ button to set **g** the price for the Item.

12. When the entry is finished, press the ⟨Done⟩ button. **h**

Invoice Number	20000000321
Invoice Amount	$1894
Description	Beer delivery

Add Items to Inventory

⟨Add and Continue⟩ ⟨Done⟩ ⟨Cancel⟩ **h**

Inventory Item

Index	9
Item	Samuel Adams Boston Lager 12 oz one Neck 12oz
Quantity	10 Cases
Quantity Type	Cases **e**
Location	Bar 1
Case Count	24
Price	.675 ⟨Make Default⟩ **g**
Cost	$162.00 **f**

Inventory Items

Show 25 entries

Index ▲	Item	Price	Case Size	C
✏✖ 0	Bud Li	$0.75	24	$
✏✖ 1	Budwe	$0.85	24	$
✏✖ 2	Rolling	$0.75	24	$
✏✖ 3	Miche	$0.80	24	$
✏✖ 4	Sierra	$2.15	12	$
✏✖ 5	Coror	$1.10	24	$
✏✖ 6	Samue	$1.25	12	$

Showing 1 to 7 of 7 en   Previous 1 N

Adding Items to Inventories by Searching the Barkeep Database (cont.)

13. Notice the Item (**Samuel Adams Summer Ale**) has now been added to your Receiving Inventory.
14. You are ready to continue adding Items to the Inventory.
15. When you are finished adding Items to your Inventory, the final step is to press the [Done] button on the top of the Inventory screen to save your changes.

Don't forget to review new Items after your Inventory!
When you add Items to an Inventory by Searching the Barkeep Database, we recommend reviewing the new Item(s) in your Items list after you have completed the Inventory.
You will need to add a Category as well as other details in order to generate accurate Reports.

Adding by Volume

Typically, during an Inventory, users add Items by the bottle, keg or case as well as weighing partial bottles. With Barkeep, users can also add quantities to an Inventory by volume (e.g., liquid ounces).

> **When would you add Items by Volume?**
> There might be times when you need to count a beverage that is no longer in its in original bottle or another container. For example, we have some users that create cocktails that they age in barrels and other containers.   If you have full containers with your mix of ingredients you could add Items to an Inventory based on those quantities (e.g., 40 oz. of **Nolet's Gin**, 12 oz. of **Negroni**, etc.).

Waste Inventories are another time that it might be appropriate to add Items by Volume.
The example below shows a Waste Inventory where you want to account for a spilled pitcher of **Sierra Nevada** beer:
1. After you press the [Add Items] button, **a** you will see a pop-up screen with a list of your Items.
2. Once you have found the Item you want to add (e.g., **Sierra Nevada Keg**), be sure to switch the Quantity Type to Volume. **b**
3. Then, enter the quantity, in this example, 32 fluid oz.[12]

Note: You can set both a Volume Format for bottles and a Volume Format for Keg. To make changes choose **Settings** from the menu and then **Account Info**. See the **Account Settings** section for details.

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[12] Metric Users can enter volume in liters or milliliters.

Making Changes to an Inventory

With BarkeepOnline you can review and modify your existing Inventories. To begin modifying an Inventory, do the following:

1. Log in to BarkeepOnline and select **Inventories**. **a**
2. From the Inventories screen **b** you can make some basic changes such as deleting or locking an Inventory. You also can change the Inventory Type and Date/Time.
3. If you need to review the Inventory and make other changes, including adding or deleting Items and/or adjusting quantities — press the pencil icon 🖉 to select the Inventory you wish to modify. **c**

Below is an example showing the detailed information you can add to a Receiving Inventory from your desktop computer. **d** You can add or edit details such as the Invoice amount, Invoice number, Supplier,[13] Description, etc. Sometimes you might add details after the Inventory has been taken in BarkeepApp.

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[13] **Note:** See the **Suppliers** section for further information on adding Supplier information to Receiving Inventories.
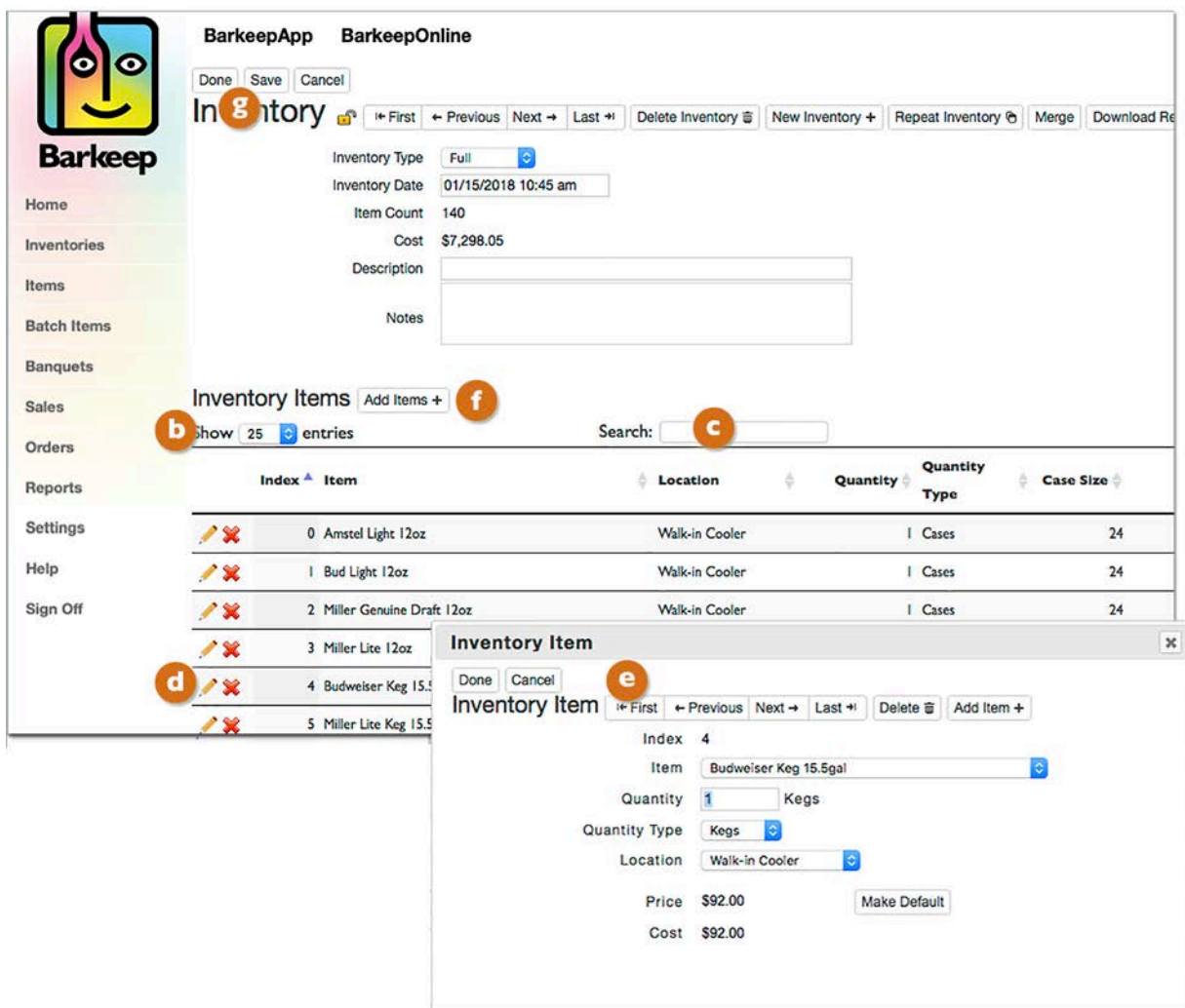
Making Changes to an Inventory (cont.)

Adding, Deleting and Modifying Items
With BarkeepOnline you can review and modify the Items in existing Inventories. Sometimes after running a report, you may find an error(s) in an Inventory that needs correcting. You can make changes with BarkeepApp from your **iOS** Device or you may prefer to make the changes from your desktop computer in BarkeepOnline.

To begin modifying an Item(s) in an Inventory, do the following:
1. Log in to BarkeepOnline and select **Inventories**. **a** After a list of your existing Inventories appears, press the pencil icon 🖊 to select the Inventory you wish to modify.
2. Scroll **b** or search **c** through the Inventory for the Item(s) you wish to review.
3. You have two options:
   - From the list, you can change an Item, the Quantity or Location.
   - Select the pencil icon 🖊 next to **d** the Item and make your changes in the pop-up Inventory Item screen. **e**
4. You can also add more Items to an Inventory by pressing the [Add Items] button **f** at the top of the list of Inventory Items.
5. The final step is to press the [Done] button **g** on the top of the Inventory screen to save your changes or select the [Cancel] button to discard them.

Deleting Items from an Inventory

There might be situations where you need to delete Items from an Inventory. For example, after you have double-checked an Inventory, you may notice that you or your staff added the same Item twice.
To delete an Item(s) in an existing Inventory, do the following:

1. Log in to BarkeepOnline and choose **Inventories**. **a**
2. After a list of your existing Inventories appears, **b** press the pencil icon 🖉 to select the Inventory you wish to check and delete an Item(s) from.
3. A list of all the Items in that Inventory will appear.
4. Scroll or search **b** through the Inventory for the Item(s) you wish to review.
5. Press the red ✖ next to any Item(s) you wish to permanently remove from the Inventory. **c**
   In this example, the Item **Bombay Dry Gin** was counted and entered twice in your Location **Bar 1**.
6. After you press the red ✖ next a pop-up warning **d** will ask you to confirm your decision.
7. After you are finished deleting Items, **e** the final step is to press the [Done] button on the top of the Inventory screen to save your changes or select the [Cancel] button to discard them.
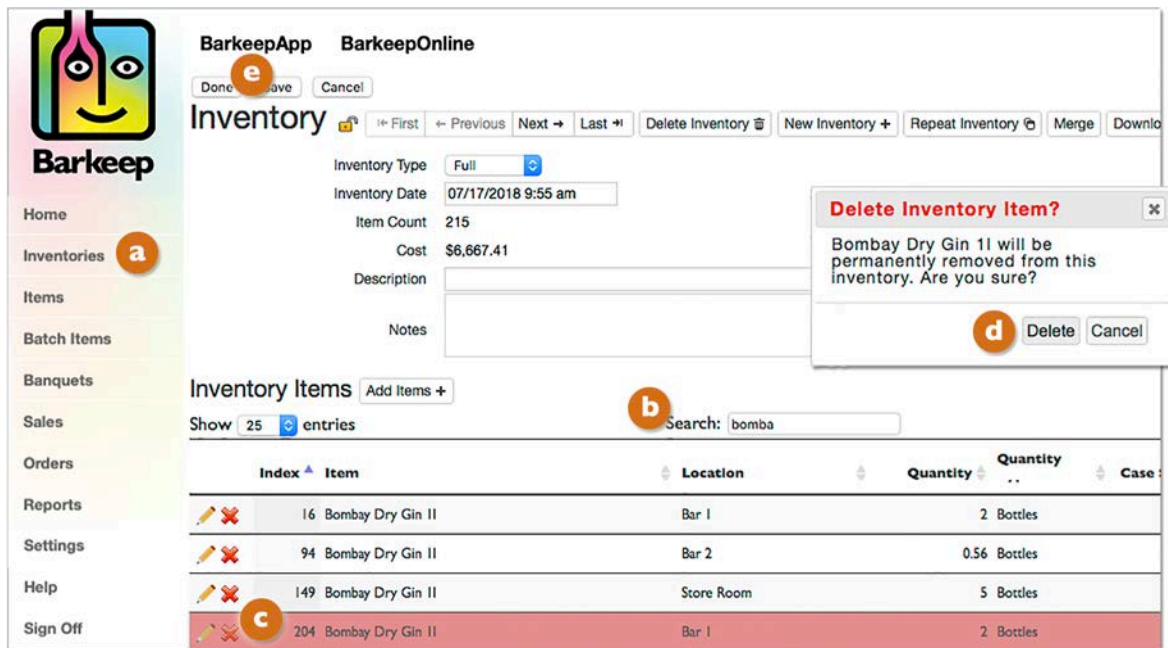
See the **Double-Check Inventory** section for instructions on sorting and double-checking your completed Inventories.

> **When should I modify an Inventory?**
> Once an Inventory is completed you should <u>only</u> modify it to add details, make corrections, add in missing Items or delete duplicates or mistakes.
>   A Barkeep Inventory should <u>not</u> have a "running total" that you adjust over time.
>   Sometimes we are asked questions like:
>   *"When I do a Full Inventory on Monday and get a delivery on Tuesday, should I change*
>   *Monday's Inventory and add in the new Items delivered on Tuesday?"*
>   The answer is No!   Never add a delivery to a Full Inventory. All deliveries should be
>   accounted for in separate Receiving Inventories.
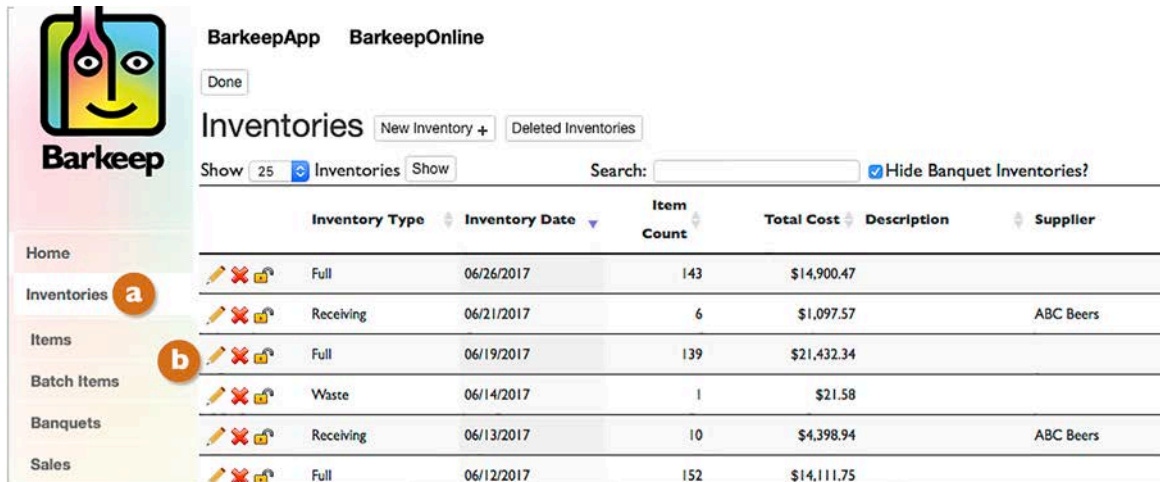
Double-Check Inventories

After you have completed an Inventory, it's a good habit to double-check the Inventory. It is very easy to miscount Items or miss a product or two while doing your Inventory. Also, if you are having more than one staff person conduct the inventory, an Item might be double-counted. You can sort and double-check any Inventory with your **iOS** Device, but BarkeepOnline users have the ability to sort more parts of the inventory. You may find it more convenient to scroll through an Inventory on the larger screen of your laptop or desktop computer.

To double-check an Inventory, do the following:
1. Log in to BarkeepOnline and choose **Inventories**. **a**
2. **Review** – A list of your Inventories appears. **b** Press the pencil icon 🖉 to select the Inventory you wish to double-check.

3. **Modify** – A list of all the Items in that Inventory will appear. **c** From the list, you can change an Item, Quantity, Location, etc. **d**
4. Press the pencil icon 🖉 to select an Item **e** you wish to look at more closely and possibly change. See the **Making Changes to an Inventory** section or instructions on modifying Items in your Inventories.
5. **Delete** – If you need to delete any Items, please review the instructions on the **previous page**.
6. **Scroll, Sort then Scroll** – You can scroll through the Inventory to look for any Items that might need attention. **f** You can also sort the Inventory <u>before</u> you start scrolling as a way to spot possible anomalies and possible mistakes. You can sort based on the order of entry (Index), Item, Location, Quantity, Quantity Type, etc.

7. When you are finished checking and modifying Items, the final step is to press the [Done] button on the top of the Inventory screen.

Double-Check Inventories (cont.)

Using Reports to Double-Check Inventories

Barkeep's Reports can be used like tools to help you double-check your Inventories and spot issues that need attention as soon as you have completed an Inventory.

Both the Usage Report and the Variance Reports can be the fastest way to find things that do not look right. For example, negative usage always indicates there is an error. Any usage that is too large or too small for a particular item might indicate errors.

Note: Usage Reports and Variance Reports could indicate a problem with the current inventory, or a problem with your Start Inventory, Receiving Inventories, etc. So, if a problem that shows up in a Usage or Variance Report, it does not necessarily mean that there is a problem with the current Full Inventory.

See the both the sections on **Usage Reports** and **Variance Reports** for detailed instructions.

This is how we do it

We use Barkeep in our own bars, and we <u>always</u> run a Variance Report immediately after taking Inventory, so we can:
- ✓ Verify our Inventory is accurate.
- ✓ Immediately analyze our Variance Report to make see if we have any problems (missing product, over-pouring, etc.)

If we did not run the Variance Report immediately, it would be hard to tell if there is a real problem or a data entry error. It would be difficult go back and double-check the entries if we waited until after we started service.

Double-Check Inventories (cont.)

The Cases vs. Bottles Example
Below is an example showing a Full Inventory where after reviewing a Usage Report some quantities seemed too high. In order to double-check and correct this Inventory the following steps were taken:

1. First the Inventory was sorted by Quantity Type **a** because of problems with staff mistakenly entering Cases instead of Bottles.
2. The next step was to scroll through the Inventory looking for entries that might seem unusual. **b** As expected, Items counted as Cases are usually in the Locations **Stock Room** and **Walk-in Cooler**.
3. Notice there are two Cases of **Jagermeister** at the Location **Bar 2**. **c**
    It would be highly unusual to have two Cases of any Item at this smaller station/bar in the club.
    It is safe to assume this is a mistake – particularly as the Inventory shows two Cases of **Jagermeister** versus say Cases of bottled beer or water. This mistake could be caused by a few different errors:
    - The Cases are actually in a different Location.
    - The wrong Item was entered.
    - The wrong Quantity Type (i.e., "Cases") was used.
4. A quick question to the staff member who conducted the Inventory confirmed there were two Bottles and <u>not</u> two Cases at the **Bar 2**.
5. Select "Cases" under Quantity Type for the **Jagermeister** entry and make the change to Bottles.
    You could also press the pencil icon ✎ next to the Item and modify the entry in the Inventory Item pop-up screen.
6. The final step is to press the [Done] button on the top of the Inventory screen to save your changes or select the [Cancel] button to discard them.

Inventory Items Add Items +

Show 25 ⌄ entries   Search: [   ]

Index	Item	Category	Location	Quantity	Quantity Type
0	Amstel Light 12oz	Domestic Bottled Beer	Walk-in Cooler	5	Cases
1	Bud Light 12oz	Domestic Bottled Beer	Walk-in Cooler	11	Cases
2	Budweiser 12oz	Domestic Bottled Beer	Walk-in Cooler	11	Cases
3	Rolling Rock 1ea	Domestic Bottled Beer	Walk-in Cooler	11	Cases
4	Miller Lite 12oz	Domestic Bottled Beer	Walk-in Cooler	11	Cases
5	Corona Extra 12oz	Imported Bottled Beer	Walk-in Cooler	11	Cases
6	Stella Artois 12oz	Imported Bottled Beer	Walk-in Cooler	11	Cases
47	Barton Vodka 1l	Well Liquor	Stock Room	2	Cases
48	Barton Gin 1l	Well Liquor	Stock Room	2	Cases
126	Wild Turkey 101 1l	Call Liquor	Stock Room	1	Cases
128	Stoli Vanil 1L	Call Liquor	Stock Room	1	Cases
129	Skyy Vodka 1L	Call Liquor	Stock Room	1	Cases
136	Jagermeister 1l	Call Liquor	Bar 2	2	Cases

136	Jagermeister 1l	Call Liquor	Bar 2	2	✓ Bottles / Weight / Cases

Note: See the **Help Section** at barkeepapp.com where there are Inventory Tips and Tips for spotting anomalies in your Reports and Inventories.

Managing Inventories

Locking Inventories

BarkeepOnline includes a feature where you can lock any of your Inventories by clicking on the **a** lock icon next to the Inventory.

- The icon indicates whether the Inventory is locked 🔒 or unlocked. 🔓
- All Inventories are unlocked by default.
- If an Inventory is locked, you cannot edit the Inventory either in BarkeepApp or BarkeepOnline. You must first unlock the Inventory to make changes.
- You can lock or unlock an Inventory <u>only</u> when you are logged in to BarkeepOnline.
- You and any of your registered users can still view a locked Inventory. But a locked Inventory cannot be changed until it is unlocked.
- You can still use a locked Full Inventory to create a <u>new</u> Repeat Inventory with your **iOS** Device. The new Inventory will be unlocked by default.
- Only you and any staff with access to your password protected BarkeepOnline Account will be able to lock or unlock Inventories.

The locking feature allows you to lock older Inventories once they have been reviewed and the information has been added to your records. Your staff with registered **iOS** Devices can still use BarkeepApp to add new Inventories or modify unlocked Inventories. **b** If you attempt to modify a locked Inventory **c** you will see the message shown below.
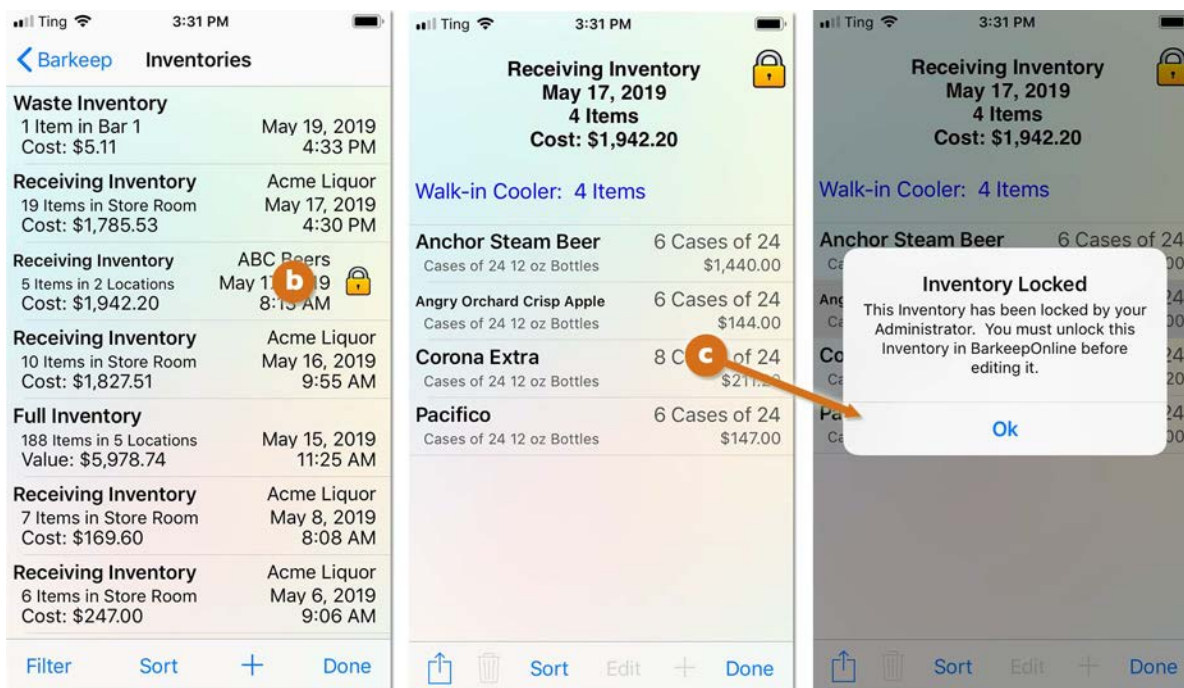
Deleting an Inventory

> **Auto Delete** — will remove inventories older than 120 days from your **iOS** Device(s). Your Inventories remain permanently on our server and can be accessed by logging in to BarkeepOnline. There might be circumstances where you wish to permanently delete an Inventory.

To permanently delete an existing Inventory from your desktop computer, do the following:

1. Log in to BarkeepOnline and **a** choose **Inventories** and a list of your Inventories appears.
2. Press the red ✖ next to the Inventory you wish to permanently delete. **b**
3. A pop-up window will appear asking you to confirm you want to delete the Inventory.
4. Selecting "Delete" **c** will immediately remove the Inventory from your list of Inventories.
5. The final step is to press the ⟨ Done ⟩ button on the top of the Inventory screen **d** to save your changes.
6. Deleting an Inventory removes it and "permanently"[14] deletes it from your List of Inventories.
   Note: BarkeepOnline users will have the Inventory deleted **e** from their registered **iOS** Device(s) after your BarkeepOnline Account Syncs Automatically to your Device(s).

The example below shows deleting a Transfer Inventory from May 16, 2019

Vice-Versa: If you manually delete an Inventory in BarkeepApp using your **iOS** Device, the Inventory will also be permanently deleted in BarkeepOnline after your Device automatically syncs with your BarkeepOnline account. See the **BarkeepApp User Guide** for detailed instructions.

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[14] The next page shows you how to restore a deleted Inventory.

Restoring a Deleted Inventory

What happens when you delete an Inventory by mistake?
BarkeepOnline has a feature allowing users to restore an Inventory that was deleted by mistake.

On the previous page, a Transfer Inventory from April 28, 2017 was deleted. To restore the Inventory, do the following:

1. Log in to BarkeepOnline and **a** choose **Inventories** and a list of your Inventories appears.
2. Press the ⌈ Deleted Inventories ⌋ button. **b**
3. In the Deleted Inventories screen, you will see a list of the all Inventories that have been "permanently" deleted. You can sort and search and scroll through the list like you do in other BarkeepOnline lists.
   Note: When an Inventory is in the Deleted Inventories List, you will not be able to review or modify its contents or details. You will need to restore the Inventory first.
4. After you find the Inventory you want to recover press the ⌈ Restore ⌋ button. **c**
5. A pop-up window **d** will appear asking you to confirm you want to restore the Inventory.
6. The Inventory will now appear in your Inventories List.
7. The final step is to press the ⌈ Done ⌋ button on the top of the Inventory screen **e** to save your changes.

What happens to Inventories deleted with BarkeepApp?
If you manually and "permanently" delete an Inventory in BarkeepApp[15] with your **iOS** Device, that action will also sync to your BarkeepOnline account. The Inventory will be moved to the Deleted Inventories list. You can restore the deleted Inventory with the steps shown here.
You can only restore Inventories that have synced with a BarkeepOnline account.

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[15] Auto deleted inventories removed from your **iOS** Device(s) remain in your Inventories List as long as your **iOS** Device is registered with an active BarkeepOnline account and is able to sync with the Barkeep Server.

Merging Inventories

BarkeepOnline has a feature[16] allowing users to merge Inventories.

Note: We recommend you read all of the instructions on the following three pages <u>before</u> you start merging Inventories. This is in order to prevent losing some of your data or making irreversible changes.

When would you merge an Inventory?
- When you, or your staff, inadvertently create two separate Inventories instead of a single Inventory to work on together. This might happen with Full Inventories.
  See **One Inventory, Multiple Users**.
- When you wish to consolidate multiple Inventories into a single Inventory. For example, all of the Waste Inventories from a particular shift, day or week.

Below are some frequently asked questions about merging Inventories.

Can I merge different types of Inventories?
No. You can only merge Inventories that are the same type, e.g., Full/Full, Waste/Waste, etc.

Can I merge more than one Inventory at time?
No. If you need to merge more than one Inventory, you need to merge one and repeat the steps as needed until all the Inventories have been merged.

Can I merge locked Inventories?
No. Inventories must be unlocked.

Can I keep the original Inventories after I do a merge?
Yes. But note that after Inventories are merged, the original Inventories are moved into your "Deleted Inventories" list and the originals would need to be restored like other deleted Inventories.

What happens to my data in BarkeepApp when I merge Inventories?
Like any changes you make in BarkeepOnline, the changes will sync automatically to your **iOS** Device(s). The new, merged Inventories will replace the older Inventories.

How does BarkeepOnline choose the Date/Time when I merge two Inventories?
The Date/Time of the first Inventory you choose to *merge into*, is the one that is used for the Date/Time. It is important to only merge Inventories that occurred at about the same time or day. If you were to merge Inventories from various dates this could change your data in ways that would impact your Barkeep Reports and make them inaccurate. We recommend only merging Inventories when necessary.

Can I merge Transfer Inventories?
Yes. But we do <u>not</u> recommend it.
Both Inventories must have the same *"from Location"* because any Transfer Inventory can only have a single *from Location*. When you run a Barkeep Report, our software can automatically factor in more than one Transfer Inventory, so there really is no need to merge and consolidate them.

Can I merge Receiving Inventories?
Yes. But we do <u>not</u> recommend it. When you run a Barkeep Report, our software can automatically factor in more than one Receiving Inventory, so there really is no need to merge and consolidate them.

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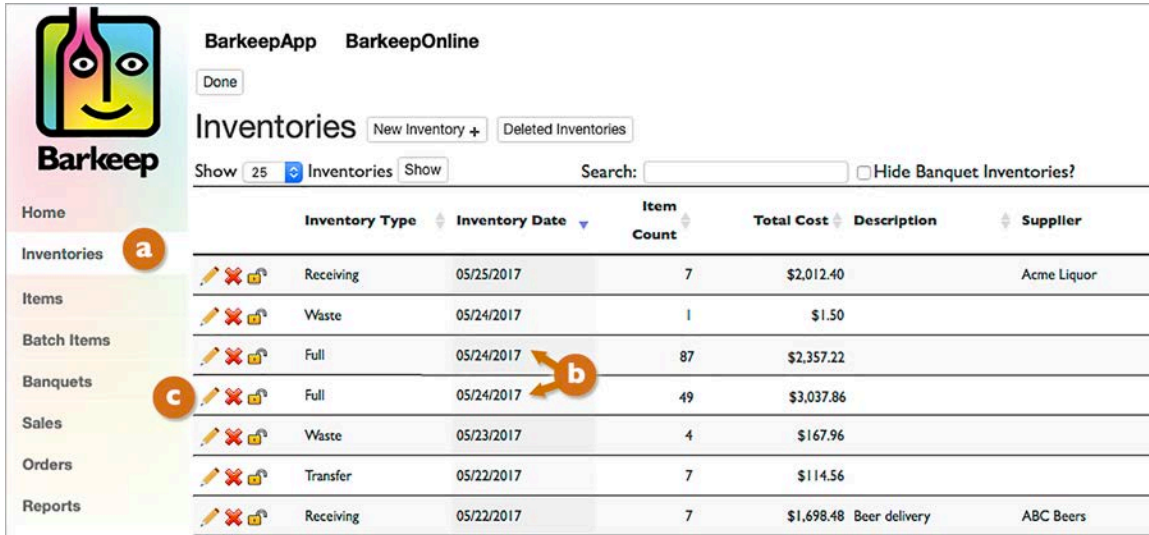
[16] This feature is only available in BarkeepOnline. You cannot merge Inventories in BarkeepApp.

Merging Inventories (cont.)

How to Merge Inventories
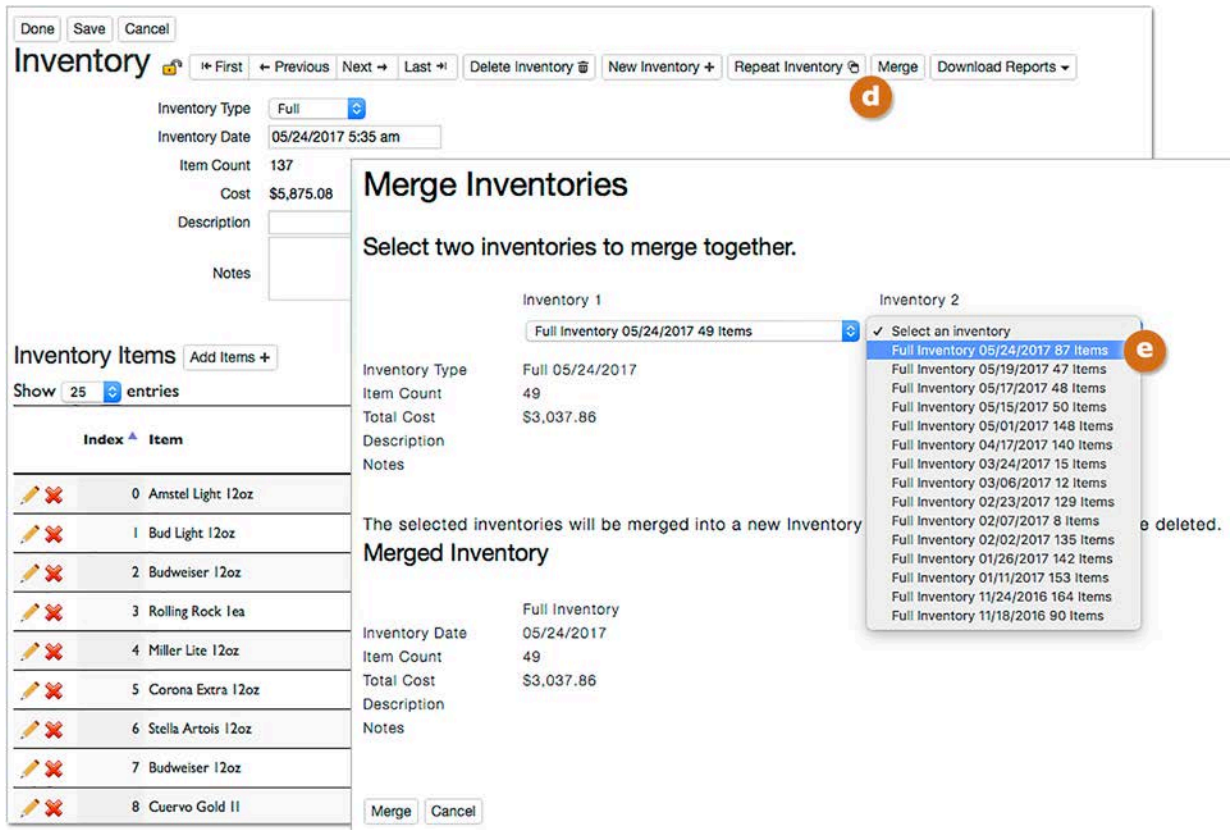
Below is an example where two separate Full Inventories were started on May 24th and they need to be merged into a single Inventory.   To merge Inventories, do the following:

1. Log in to BarkeepOnline and choose **Inventories**. **a**
2. Note the two Full Inventories **b** that need to be merged.
3. Select the First Inventory and press the pencil icon 🖊 next to the Inventory. **c**

4. In the Inventory screen press the Merge button. **d**
5. A Merge Inventories screen appears. Choose the Inventory **e** you wish to merge.

Merging Inventories (cont.)

6. Press the ⬚Merge⬚ button at the bottom of the screen. **f**
7. The next step is to confirm the merge **g** in the pop-up window.

8. BarkeepOnline will return to your list of Inventories where you will see the merged Inventory.

<div style="border:2px solid orange; background:#faf3c0">

Ask *before* you merge!
Remember, merging Inventories is permanent. If you have any questions about merging Inventories, please contact support@barkeepapp.com before you merge.

</div>

When is a Full Inventory not a Full Inventory?

When Barkeep uses the name Full Inventory, it implies that you must count everything.
That is true, you do count everything. As a general rule, a Full Inventory is when you count every Item you have on hand — *every* Item in *every* Location. Full Inventories are the basis of Barkeep Reports — when users choose a Start and End Inventory, they choose from a list of their Full Inventories.

A Limited Full Inventory
You may also do Full Inventories in selected Locations. That inventory would not be a true "Full" Inventory, but more of a Limited Full Inventory. For example, some users do a weekly Full Inventory where they count everything in the building, in all their Locations. They also do a daily "Full" Inventory where they only count in their bar station Locations.   With their daily Inventories, they do not count in the walk-in and other storage areas. When they run Reports, for example a Usage Report between a few days, they only select the Locations that were counted.

The example below shows a Usage Report where only the Location **Bar 1** is selected.

In this example, to run accurate Reports based on Limited Full Inventories, users must do Transfer Inventories when they move Items to the bar stations (i.e., stock the bar).

Note: If you choose to do Full Inventories and only count certain Locations, Transfer Inventories are crucial.

Transfer Inventories

Transfer Inventories are used to keep track of liquor moved between Locations. You will need them when you move Items if you intend to track liquor usage *by Location*.[*]

Each Transfer Inventory has a single <u>from</u> Location, which is the Location that Items are moved out of. A single Transfer Inventory can transfer Items <u>to</u> multiple Locations. If you are transferring Items from a second Location, you will need to create an additional Transfer Inventory. For example, if you are stocking your bar stations from your **Walk-in Cooler** and your **Store Room**, you would need two separate Transfer Inventories.

To create a Transfer Inventory, follow the same steps use to create any Inventory:

1. After you have created the new Inventory, be sure to select Transfer as the Inventory Type. **a**
2. By default, the Date/Time for the Inventory will be the time you created it in BarkeepOnline. Change this, if needed, to the Date/Time when the transfer occurred. **b**
3. When you create a Transfer Inventory you <u>must</u> select a Transfer from Location. **c**
4. When you add Items to the Transfer Inventory you designate the Location(s) **d** they are being transferred into (e.g., **Bar 1**).

Can I use a Transfer Inventory when I move Items between different Venues?
No. A Transfer Inventory is only used for transferring Items between Locations in a single Venue (club). If you have more than one Venue and more than one Barkeep account, do not <u>use</u> a Transfer Inventory when you move Items between Venues.

See barkeepapp.com for a guide with tips for managing **Multiple Venues**.

---

[*] You can use Barkeep effectively without creating Transfer Inventories, but if you want detailed Reports grouped *by Location*, you will need Transfer Inventories for when you move Items between your different Locations. If you plan to run reports *by Location*, we recommend creating a Transfer Inventory for when you prepare Batch Items and/or move the ingredients (Items).

Reviewing your Transfer Inventories by Item

When you select an Item **a** and press the Show Inventory Entries button **b** you can review all the Inventories **c** that include the Item (e.g., **Campari**).
Note how the Transfer Inventories show the Transfer from Location.

You will also see the Transfer Inventory details when you select an Item **d** in a Variance or Pour Cost Report's details.

Variance Report Done

Start Inventory	Full Inventory 07/09/2018 215 Items	Include Sales data from 7/9/2018 ☑
End Inventory	Full Inventory 07/17/2018 227 Items	Include Sales data from 7/17/2018 ☐
Use Default Item Price? ☐	Show Oz? ☐	Show Retail Value? ☐
Exclude Banquets? ☐	Show Liters? ☐	Fit to Window Width? ☐
Show Pricing Details? ☐	Show Servings? ☐	Group by Location? ☐

Your Variance Report will contain all Sales Data where both the Sales Start Date and the Sales End Date are between 7/9/2018 and 7/16/2018

Run Report   Download Report

Variance Summary | **Variance Details** | Sales Data | Used Details | Sold Details

Search:

Item	Sales	Used	Ideal Used	Over / Short	Cost	Ideal Cost	Over / Short (Cost)	Pour Cost	Ideal Pour Cost
Call Liquor									
Aperitif									
Campari	$80.00	0.5	0.8	-0.3	$11.00	$18.22	$-7.22	13.75%	22.77%
Cinzano Extra Dry	$0.00	1.5	1.1	0.4	$10.80	$8.09	$2.71	0%	0%
Cinzano Rosso	$0.00	2.1	0	2.1	$10.33	$0.00	$10.33	0%	0%
Dubonnet Red	$0.00	0.1	0	0.1	$2.00	$0.00	$2.00	0%	0%
Dubonnet White	$0.00	0.2	0	0.2	$4.00	$0.59	$3.41	0%	0%
Total Aperitif	$80.00	4.4	2	2.4	$38.13	$26.90	$11.23	47.66%	33.63%

Receiving and Return Inventories

Receiving Inventories

Receiving Inventories are used to track when you receive deliveries of beer, wine, liquor and all products you list as Items in BarkeepApp. We recommend always taking a Receiving Inventory after every delivery. Always create a separate Receiving Inventory for each delivery. These steps are crucial because you need to account for all Items you receive in order for Barkeep to generate correct Variance, Pour Cost and Usage Reports.

A Receiving Inventory does two important things:

- It enters all the Items received into your Barkeep account to assure accuracy when you run your Reports.
- It is the way Barkeep helps you to check your delivery against your Supplier's invoice.
  It helps to make sure you have received all the Items you are being billed for.

Return Inventories

Return Inventories are ways to account for products returned to a Supplier.[17] They are basically the opposite of Receiving Inventories. These typically match up to credit invoices from your Supplier.

To create a Receiving or Return Inventory, you follow the same steps like with other types of Inventories. From your desktop computer, do the following:

---

[17] If you have more than one Venue, a Return Inventory can also be used when your remove Items to move them over to a different Venue. See **barkeepapp.com** for a guide with tips for managing **Multiple Venues**.

1. Log in to BarkeepOnline. Choose **Inventories** (a) and a list of your existing Inventories appears.
2. Press the New Inventory button to create a new Inventory.
3. A screen will appear with a new blank Inventory. This is where you select the Inventory type from the dropdown menu (b) (e.g., Receiving, Return, etc.).
4. By default, the Date/Time for the Inventory will be the time you created it. (c) You can select field and change the Date/Time for the Inventory. Receiving and Return Inventories should be set to the Date/Time the products were actually delivered or returned. This is an important step to guarantee accurate reports.
5. You can add a Supplier and other optional details. (d)
6. Like with other Inventories you are ready to begin adding Items, press the Add Items button and continue.

Receiving and Inventories (cont.)

Receiving Inventories from a Supplier's Invoice
If you have counted and verified your delivery against your Supplier's invoice, you can also use the information on the invoice and enter it into a Receiving Inventory. When you create a Receiving Inventory later, after a delivery, be sure to edit the Date/Time and enter the correct information for when the delivery occurred. This is important in order for future Reports to be accurate.

Also see the section on **Suppliers** including instructions for **Adding a Supplier** to a Receiving Inventory.

Verifying Totals - Receiving Inventory
As soon as a Receiving Inventory is complete, we recommend that you verify that the amount of beer and liquor on the Invoice matches the amount of beer and liquor that you actually received (see below). This step will help you to immediately spot and correct an error in your Barkeep data.

If your totals do not match, please see the **BarkeepApp User Guide** for more details about spotting discrepancies between your Receiving Inventory total and your Invoice Amount total.

Inventory 🔓   ⏮ First   ← Previous   Next →   Last ⏭ | Delete Inventory 🗑 | New Inventory + | Repeat Inventory ↻ | Merge | Download Reports ▾

Inventory Type	Receiving ⌄
Inventory Date	04/30/2017 9:32 am
Supplier	ABC Beers ⌄
Item Count	13
Cost	$2,636.78
Invoice Number	100002017A103
Invoice Amount	$2,636.00
Description	beer delivery
Notes	

Inventory Items   Add Items +

Show 25 ⌄ entries   Search: [   ]

	Index ▲	Item	Location	Quantity	Quantity Type	Price	Case Size	Cost
✏ ✖	0	Budweiser 12oz	Walk-in Cooler	8	Cases	$0.85	24	$163.20
✏ ✖	5	Sierra Nevada Big Foot Ale Singles 12oz	Walk-in Cooler	3	Cases	$12.00	12	$432.00
✏ ✖	6	Guinness Keg 13.2gal	Walk-in Cooler	2	Kegs	$146.00		$292.00

> **When I add Items to a Receiving Inventory do I still need to add them to my next Full Inventory?**
> Yes! When you do a Full Inventory, you must count and add all the Items you have on hand. Items accounted for in earlier Receiving Inventories still must be counted in all future Full Inventories as long as they remain in stock. This is necessary to have accurate results and Reports.

Note: The next section in this User Guide shows **Repeat Inventories** and has an example with a Receiving Inventory.

Receiving and Inventories (cont.)

Distributor Promotions and Free Products

Sometimes Suppliers offer special deals. It is crucial to enter those Items correctly into your Receiving Inventories for accurate Barkeep Reports.

When your Supplier charges a special price or gives me products for free?
With every Receiving Inventory, it is essential that you enter the price you pay for the Item for that particular delivery. If the price is discounted, enter the price you paid for the Item for that delivery. If you receive Items for free, you should enter the Items and enter the price you pay as $0.

Do I have to count and add free Items to my Receiving Inventory?
Yes! Even if you receive products for free, you need to add them to a Receiving Inventory. If you do not add the Items, your future Reports will be inaccurate.

Below is an example of a Receiving Inventory with some free Items from your Supplier. For this order, there was a 2-for-1 promotion for **Midori**. Your Supplier also gave you a free bottle of **Bacardi Coconut Rum**. Here is the proper way to enter those Items:

- When you add the Item to your Receiving Inventory, you can edit the price **a** and change it to $0.
- Do <u>not</u> select the Make Default button. **b**
- With a 2-for-1 promotion, like in this example, we recommend entering the Item the way it appears on the Supplier's invoice. For example, our invoice had one line for a bottle of **Midori** at the regular price ($19.00). For the second bottle, **Midori** was listed with a cost of $0. **c** We added the Item twice and to change the price to $0 for the second, free bottle. You also might enter a quantity of 2 and edit the price to half the normal cost (i.e., $9.50) if the Item appears that way on a Supplier's invoice.
- **Bacardi Coconut Rum** was a new Item. Before you can add the Item to an Inventory, you would need to add it to your Items List. Even when you are receiving it free, we recommend adding the Supplier's price to the Item Details.
- When you review the Receiving Inventory, **d** note the quantity for **Bacardi Coconut Rum** is 1 bottle and the cost is $0.00

Receiving and Inventories (cont.)

Receiving and Return Inventories in Usage Reports

In a Usage Report, Barkeep calculates the total for each Item in the Received column.   It takes into account all the Receiving and Return Inventories between the Start and End Inventory you select. The example shown below illustrates how this works:

- If you receive a case of **Bacardi Gold** and return two bottles of the **Bacardi Gold** the Receiving quantity in your Usage Report will be 10 (12-2=10). **a**
- In a Usage Report, you can select an Item (i.e., **Bacardi Gold**) **b** and see the Item Usage Details.
- Notice the Receiving Inventory 1 Case (12 bottles) and then the Return Inventory (2 bottles). **c**

Note: Items entered into Return Inventories might show up as negative amounts in the Received column of a Usage Report. But only if you return more of the Item than you received during the time period covered by the Usage Report.

Receiving and Inventories (cont.)

Positive and Negative Numbers in Return Inventories

When you enter a quantity into any Barkeep Inventory you <u>only</u> enter positive numbers. Never enter negative numbers.

For example, when you enter quantities into a Return Inventory you would enter a positive number. The example below shows the return of 6 cases (72 bottles) of **Red Tree Cabernet**. But also notice that that in the Usage Report the "Received" quantity is -72. Barkeep does the calculations automatically in Reports and shows negative numbers where appropriate.

Saving Time with Repeat Inventories

Barkeep includes a Repeat Inventory feature[*]. Repeat Inventories are a way to save time when you need to perform the same Inventory on a regular basis. With a Repeat Inventory, you can use a previous Inventory like a template – you will not need to look-up and/or search for each Item, instead you will just need to add all the quantities.

In the example show below, you have a weekly beer delivery from your Supplier. The quantities may vary, but the Items ordered are usually the same from week to week. When your delivery arrives, your staff verifies the Items and quantities on the Supplier's invoice. Later, when you sign in to BarkeepOnline and are ready to enter the Receiving Inventory, you do a Repeat Inventory by following these steps:

1. Log in to BarkeepOnline and choose **Inventories**.
2. From your Inventories list select the pencil icon 🖊 for the previous Inventory you will use for a Repeat Inventory (i.e., the Receiving Inventory for last week's beer delivery)
3. Select the ⌈ Repeat Inventory ⌋ button **a** at the top of the screen.

4. After pressing the ⌈ Repeat Inventory ⌋ button, you will see a new screen for your new Inventory.

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[*] BarkeepApp 7.0 includes a feature that allows Repeat Inventories by Location. This feature is not yet available in BarkeepOnline but will be including in an upcoming release.

Repeat Inventories (cont.)

5. You have now created your new Inventory.
6. By Default, the Inventory Date/Time is the time you created your Inventory. **b**
7. In this example, you are using an invoice to enter a Receiving Inventory for a delivery that occurred a few days before. Be sure to change the Date/Time to when the delivery from your Supplier occurred. This is a crucial step for accurate Barkeep Reports.
8. You can add additional details **c** like the Invoice Number and Amount.
9. Be sure to press the [Save] button **d** to save your changes <u>before</u> starting to add Items.
10. Press the [Start Repeat Inventory] button to begin adding Items to your Inventory. **e**

Repeat Inventories (cont.)

11. After you press the [Start Repeat Inventory] button you will see a pop-up screen. **f**

12. Just like Repeat Inventories in BarkeepApp, the Items come up in the order they were entered in the original Inventory. BarkeepOnline will also remember if you entered Bottles or Cases and the Location from the original Inventory[18].

13. The Quantity field will be blank, add the amount (e.g., 6). **g**
- You can change the Quantity Type if needed.
- If the price is not the Default Price, you can change that as well.

14. To save the Item and add the next Item, **h** press the [Add and Continue] button.

15. To skip any Item in a Repeat Inventory, you can leave the Quantity blank and just press the [Add and Continue] button for the next Item.

16. You also can save the Item and pause your Repeat Inventory by pressing the [Done] button. **i**

17. Pressing the [Done] button will close the pop-up screen and return to the Inventory screen.

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[18] **Note:** With Receiving Inventories, a Repeat Inventory will also remember the prices you paid in the original Receiving Inventory. Keep this in mind if there were changes to the Default Item Price.

Repeat Inventories (cont.)

18. After your press the [Done] button, the Inventory screen. The Inventory screen will show the Items added so far.

19. If you need to add Items not in the previous Inventory, you can press the [Add Items] button **j** to add Items as you would with any Inventory in BarkeepOnline.

20. At any time, when you press the [Continue Repeat Inventory] button **k** you will return to the pop-up screen and can continue adding Items to your Repeat Inventory. Even when you get interrupted and need to come back to finish the Inventory later.

Reports

Barkeep vs. BarkeepOnline

BarkeepOnline offers the same Reports as BarkeepApp, but only with BarkeepOnline do you have access to additional Report options and features. Below is a chart showing Report Options.

Report	Description	Barkeep App	Barkeep Online	Barkeep Pro
Detail Report	Generate a report listing a line for each Item added to a single Inventory.	yes	yes	yes
Items Report	Generate a report listing your Items by Category.	yes	yes	yes
Summary Report	Summary of the contents of a single Inventory that can be grouped by Category or Location.	yes	yes	yes
Usage Report	Determine your Liquor Usage between Inventories. This calculates usage based on a Start Inventory and End Inventory and includes all of the Receiving, Return, Transfer and Waste Inventories during the time period.	yes	yes	yes
Variance Report	With a Variance Report, Barkeep determines the variance between the liquor that you used and what you sold.	no	yes	yes
Variance Report by Location	BarkeepPro users can upload Sales Data by Location and run Variance Reports by Locations.	no	no	yes
Pour Cost Report	Determine your Expected Pour Cost based on Sales Data, your Actual Pour Cost based on Inventory Data, and the discrepancy between the two. Immediately find problem areas by comparing expected and actual usage and review your data in detail.	no	yes	yes
Receiving Report	BarkeepOnline features a Receiving Report. They can be useful for double-checking that all of your Supplier's invoices have been accurately entered.	no	yes	yes
Creating Orders and Perpetual Reports	BarkeepOnline calculates your Perpetual Inventory, which is basically an estimate of the amount of liquor that you currently have on hand to generate an Order Report.	no	yes	yes
Audit Trail	Review and track activity for your BarkeepPro users. Be able to identify when staff members make changes.	no	no	yes

See the **BarkeepPro User Guide** for all BarkeepPro features.

Report Settings

In BarkeepOnline you can manage your Report Settings and choose options to include specific data that will help you analyze and better understand how your business is performing. BarkeepOnline offers flexibility so you can generate Reports that are tailored to your needs. The instructions for each Report will include a review of the options you can choose before generating a Report.

BarkeepOnline will remember your choices. You can always make changes by checking and unchecking the option boxes for the different settings.

You also can manage settings by selecting **Report Settings** ⓑ under the **Reports** ⓐ or **Settings** menu.

> *Reminder:* You will also find hidden columns in the downloaded Excel spreadsheets. These are easy to access but we hide them because they contain data that only a few users want review.
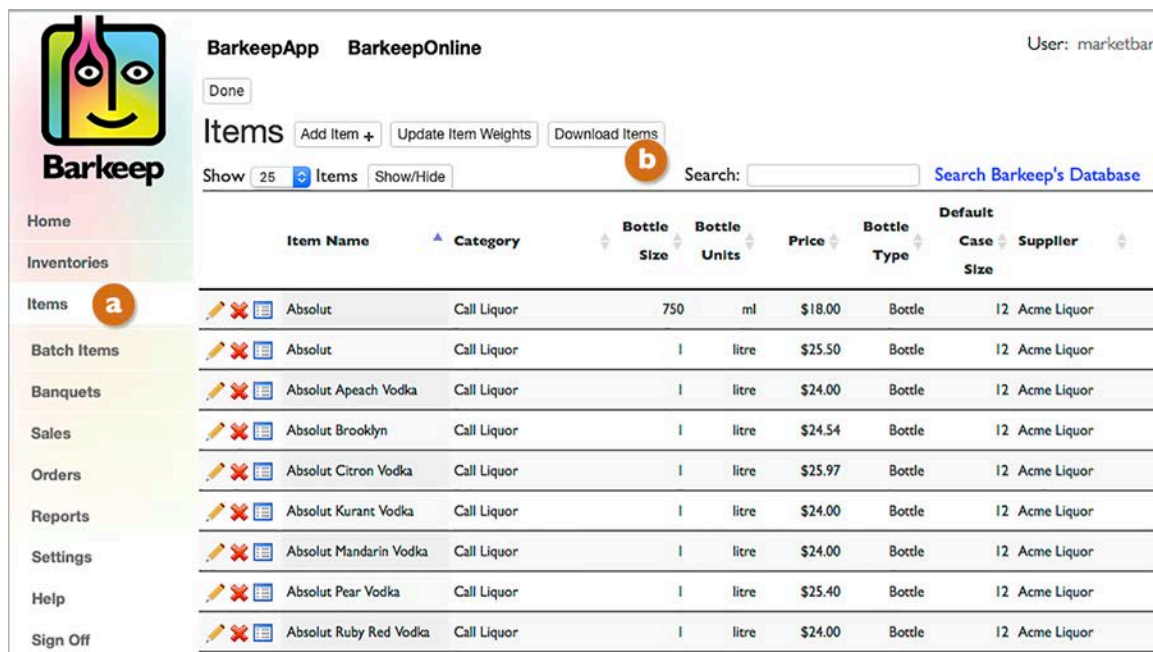

> **Google Chrome and Downloading Reports**
> Whenever you select the [Download Report] button be sure to save your Barkeep Reports to your laptop or desktop computer. Always open Barkeep Reports as Excel spreadsheets. If Reports are viewed in Google Docs, some data may be missing.

Items Report

In both BarkeepApp and BarkeepOnline you can generate a report containing your Items list (also referred to as the Items Report). To run an Items Report, do the following:

1. Log in to BarkeepOnline.
2. Choose **Items** ⓐ and select `Download Items`. ⓑ
3. The Items Report will download to your desktop or laptop computer.

4. Below is a sample of the Items Report in an Excel Spreadsheet format.

Item	Category	Size	Price	Supplier	Default Case Size	Par Level	Reorder Point	Order Unit	Item Code	Serving Size Units	Serving Units	Serving Price	Full Bottle Weight	Empty Bottle	Inactive
Absolut	Absolut Products	750ml	$18.00	Acme Liquor	12				87000069929	2	2	$6.00	36.2	25.5	
Absolut	Absolut Products	1l	$23.83	Acme Liquor	12				9876541230				59.5	27.1	
Absolut Brooklyn	Absolut Products	1l	$24.54	Acme Liquor	12	4	6		835229000000	2	2	$7.00	54.1	23.63	
Absolut Citron Vodka	Absolut Products	1l	$25.97	Acme Liquor	12	2	4		145229000000			$5.00	60.2	27.1	
Absolut Citron Vodka	Absolut Products	750ml	$22.00	Acme Liquor	12				87000001817				48.43	21.86	
Absolut Kurant Vodka	Absolut Products	1l	$28.00	Acme Liquor	12	12	6	12	87000071920				60.2	27.1	
Absolut Mandarin Vodka	Absolut Products	1l	$24.00	Acme Liquor	12	10	20		87000071926				59.5	27.1	
Absolut Peach Vodka	Absolut Products	1l	$23.99	Acme Liquor	12	2	3		87000071939				59.5	27.1	
Absolut Pear Vodka	Absolut Products	1l	$25.40	Acme Liquor	12		2		87000071921					0	
Absolut Ruby Red Vodka	Absolut Products	1l	$24.00	Acme Liquor	12	6	8		87000081830				0	0	
Absolut Strawberry Vodka	Absolut Products	1l	$25.40	Acme Liquor	12									0	
Absolut Vanilla Vodka	Absolut Products	1l	$24.00	Acme Liquor	12				87000069920				59.5	27.1	
Amaretto Di Gaetano	Well Liquor	1l	$10.00	Acme Liquor	12				568870048					0	
Amstel Light	Domestic Bottled Beer	12oz	$0.88	ABC Beers	24	24	48	24	126800945	1	4	$7.00	0	0	
Anchor Steam Beer	Domestic Bottled Beer	12oz	$1.10	ABC Beers	24				7278300108				0	0	
Anchor Steam Singles 22 C	Domestic Bottled Beer	22oz	$0.00	ABC Beers	12				72783000119				0	0	
Angostura 1919	Call Liquor	750ml	$29.14		12				75496667501				54	30	
ANTELOPE RIDGE - CHARD	Premium Wine	750ml	$16.90		12				664030200641				0	0	
Appenzeller Bier	Imported Bottled Beer	330ml	$3.50		24					0		$0.00	0	0	
APRICOT SCHNAPPS - MAR	Premium Liquor	700ml	$59.11		6								0	0	
Arrow Cream de Cacao	Well Liquor	1l	$7.48	Acme Liquor	12				7700066234				59	12	
Arrow Creme de Menthe	Well Liquor	1l	$9.00	Acme Liquor	12	2	2	12	7700066256					0	
B & B Liqueur	Well Liquor	1l	$36.40	Acme Liquor	12				7700075990					0	
Bacardi 151	Call Liquor	1l	$21.45	Acme Liquor	12								48	17.32	
Bacardi 8 Anos	Call Liquor	1l	$23.90	Acme Liquor	12									0	
Bacardi Breezer - Key Lime		330ml	$0.90		24								0	0	
Bacardi Breezer - Passion Pink Lemonade		330ml	$0.90		24								0	0	
Bacardi Breezer - Pina Colada		330ml	$0.90		24								0	0	
Bacardi Ciclon	Call Liquor	1l	$10.00		12									0	
Bacardi Gold	Call Liquor	1.5l	$32.50	Acme Liquor	12								90	19	
Bacardi Lemon	Call Liquor	1l	$17.00		12									0	
Bacardi O	Call Liquor	1l	$16.45	Acme Liquor	12	3	3						56.7	22.9	
Bacardi Superior Light	Call Liquor	1l	$17.50		12								51	18.2	
Bailey's Irish Cream	Call Liquor	1l	$21.50		12								62.96	26.12	
Barenjager Honey Liquor	Call Liquor	750ml	$20.00		12									0	

Item Usage

Item Usage is a feature that allows you to look at the entire Inventory history for any particular Item. When you select the [Show Inventory Entries] button you will see an Item Usage Details screen that shows every Inventory where that Item appears in your Barkeep data. You can also narrow down the list by type of Inventory (e.g., Full, Receiving, Waste, etc.). You can choose advanced search options if you need to look for very specific details such as dates, Locations, etc.

To review an Item's Usage, do the following:

1. Log in to BarkeepOnline.
2. Choose **Items** a and select the Item you wish to review (e.g., **Grand Marnier**). b
3. You will see the details screen for that Item. c
4. Press the [Show Inventory Entries] button d to see all the usage details for the Item.
5. You also can review all the Sales Item that use the Item by pressing the [Show Sales Items] button.

Item Usage (cont.)

6. After you press the [Show Inventory Entries] button **e** you will see the Item Usage Details screen for the Item.
7. By default, it will include every instance for every Inventory where that Item appears.
8. You can narrow down the list by searching on Inventory Type **f** (e.g., Receiving, Waste, etc.).
9. Below is an example that shows only Receiving Inventories **g** for the Item.
10. You can also do an advanced search and specify usage by dates and even Location or Quantity Type.
11. You also are able to sort the results by selecting the arrows at the top of each column/header. **h**

BarkeepApp   BarkeepOnline   User: marketbar

[Done] **e**

Inventory Entries for Grand Marnier

Show [25] entries   Search: **f**

	Type	Date	Index	Item	Location	Quantity	Quantity Type	Price	Case Size	Cost
✖	Receiving	06/28/2018	4	Grand Marnier II	Stock Room	3	Bottles	$35.75		$107.25
✖	Full	06/18/2018	2	Grand Marnier II	Bar 1	0.53	Bottles	$35.75		$18.95
✖	Full	06/18/2018	6	Grand Marnier II	Stock Room	2	Bottles	$35.75		$71.50
✖	Full	06/18/2018	12	Grand Marnier II	Bar 2	1	Bottles	$35.75		$35.75
✖	Full	04/16/2018	4	Grand Marnier II	Stock Room	4	Bottles	$35.75		$143.00
✖	Full	04/16/2018	5	Grand Marnier II	Bar 1	0.45	Bottles	$35.75		$16.09
✖	Full	03/19/2018	6	Grand Marnier II	Stock Room	5	Bottles	$35.75		$178.75
✖	Full	03/19/2018	7	Grand Marnier II	Bar 1	1	Bottles	$35.75		$35.75
✖	Transfer from Stock Room	03/19/2018	0	Grand Marnier II	Bar 1	1	Bottles	$35.75		$35.75
✖	Receiving	03/18/2018	3	Grand Marnier II	Stock Room	1	Cases	$35.75	6	$214.50
✖	Full	02/26/2018	6	Grand Marnier II	Bar 1	0.4	Bottles	$35.75		$14.30

BarkeepApp   BarkeepOnline   User: marketbar

[Done]

Inventory Entries for Grand Marnier

Show [25] entries   Search: [rec] **g**

	Type	Date	Index	Item	Location	Quantity	Quantity Type	Price	Case Size	Cost
✖	Receiving	06/28/2018	4	Grand Marnier II	Stock Room	3	Bottles	$35.75		$107.25
✖	Receiving	03/18/2018	3	Grand Marnier II	Stock Room	1	Cases	$35.75	6	$214.50
✖	Receiving	05/25/2017	7	Grand Marnier II	Stock Room	1	Cases	$35.75	6	$214.50

Showing 1 to 3 of 3 entries (filtered from 28 total entries)   Previous [1] Next

The Item Usage feature in BarkeepOnline is a way you can look at very specific usage details for any product you track as an Item in Barkeep.
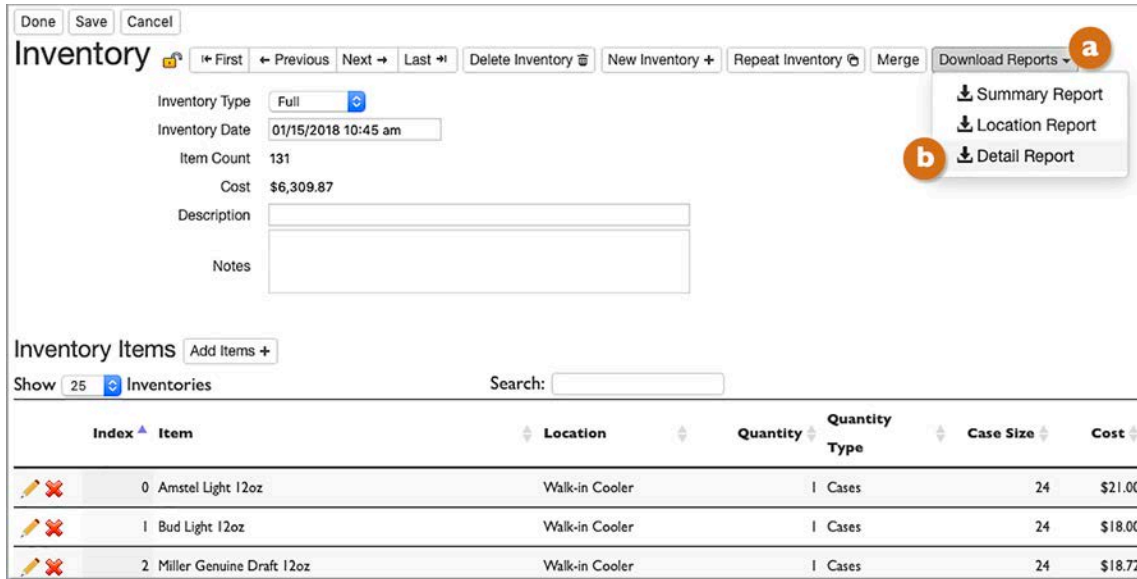
Note: The Usage Report is a <u>different</u> feature. It is the Report where you can review how much of an Item was used during a period of time (between a selected Start and End Inventory).
See the **Usage Report** section for this feature.

Detail Report

The Detail Report contains a line for each time that an Item was added to an Inventory. For example, if you've added an Item (e.g. **Miller Lite**) to an Inventory multiple times, there will be multiple lines in the report for each time that the Item was added to the Inventory. Items are not subtotaled for you. This gives you a report with the "raw data" for a given Inventory, which you can review to suit your needs.

To run a Detail Report, do the following:

1. Log in to BarkeepOnline and choose **Inventories**.
2. From your Inventories list select the pencil icon 🖊 for the Inventory you need a Detail Report for.
3. Press the Download Reports **a** button and select "Detail Report" from the dropdown menu. **b**

4. Below is a sample of the Detail Report in an **c** Excel Spreadsheet format showing the all Items included in the February 1ˢᵗ Receiving Inventory.

Summary Report

The Summary Report shows the total amount of each type of product (Items) that is included in a single Inventory. If you've entered an Item into an Inventory multiple times, potentially in different Locations, the Summary Report will add together all of the quantities and include only the total in the Summary Report.

To run a Summary Report, do the following:

1. Log in to BarkeepOnline and choose **Inventories**.
2. From your Inventories list select the pencil icon 🖉 for the Inventory you wish to run a Summary Report for.
3. Press the (a) Download Reports button and see three options:
    - Summary Report
    - Location Report
    - Detail Report (see **Detail Report** section)
4. Select either Summary Report or Location Report (to download a Summary Report by Location) from the dropdown menu. (b)

5. Below is a sample of the Summary Report in an (c) Excel Spreadsheet format showing the summary of all Items included in the January 15th Full Inventory.

Summary Report (cont.)

6. A Summary Report can be run on any type of Inventory.
7. Here is a sample of the Summary Report by Location **d** showing the summary of all Items included in the February 1st Receiving Inventory.
8. Note it includes the following information entered for the Inventory:
   - Inventory Type
   - Inventory Date
   - Supplier
   - Invoice Number
   - Invoice Amount
9. The total for the Inventory **e** ($1,822.56) correctly matches the amount on the Supplier's Invoice.

Market Street Bar

Generated by BarkeepOnline
February 1 2018, 6:56 pm

Summary Report

Inventory Type	Receiving **d**
Inventory Date	February 1 2018, 9:35 am
Supplier	Acme Liquor
Invoice Number	12580329
Invoice Amount	$1,822.56

Item	Quantity	Price	Value
Beer			
Domestic Draft Beer			
Miller Genuine Draft Keg	1	$89.00	$89.00
Miller Lite Keg	1	$89.00	$89.00
Pabst Blue Ribbon Keg	2	$75.00	$150.00
Total Domestic Draft Beer	4		$328.00
Premium Draft Beer			
Fat Tire Keg	2	$155.00	$310.00
Guinness Keg	1	$146.00	$146.00
Total Premium Draft Beer	3		$456.00
Domestic Bottled Beer			
Anchor Steam Beer	48	$1.10	$52.80
Bud Light	144	$0.75	$108.00
Budweiser	192	$0.85	$163.20
Miller Genuine Draft	24	$0.78	$18.72
Miller Lite	48	$0.78	$37.44
Rolling Rock	48	$0.75	$36.00
Total Domestic Bottled Beer	504		$416.16
Imported Bottled Beer			
Heineken	48	$1.23	$59.00
Pacifico	24	$0.96	$23.04
Stella Artois	48	$1.23	$59.04
Total Imported Bottled Beer	120		$141.08
Total Beer	631		$1,341.24
Liquor			
Call Liquor			
Call Vodka			
Absolut Products			
Absolut	8	$18.00	$144.00
Total Absolut Products	8		$144.00
Total Call Vodka	8		$144.00
Jack Daniels	12	$26.75	$321.00
Total Call Liquor	20		$465.00
Total Liquor	20		$465.00
Non-Alcoholic			
O'Doul's N/A Beer	24	$0.68	$16.32
Total Non-Alcoholic	24		$16.32
Total	675	**e**	$1,822.56

Usage Report

One of the key Reports that is used in BarkeepApp is the Usage Report. You can run a Usage Report in BarkeepOnline as well. It tells you exactly how much product was used between two Full Inventories. The Usage Report is calculated by taking the difference between a Start Inventory and End Inventory while factoring in your Receiving, Return, Transfer and Waste Inventories.

The Usage Report calculates how much of each Item was used. It subtotals usage by Category, and optionally subtotals by Location. When you run either a Variance Report or a Pour Cost Report you essentially are running a Usage Report except with much more information and detailed analysis of your data.

To run a Usage Report, do the following:

1. Log in to BarkeepOnline.
2. Choose **Reports** and select **Usage Report** **a** from the dropdown menu.
3. Choose a Start Inventory. **b**
   Your Start Inventory <u>must</u> be a Full Inventory before your End Inventory.
   Note: There can be other Full Inventories between the Start and End Inventory as well as all types of Inventories.
4. Choose an End Inventory. **c**
5. You can check the appropriate options for your Report (more details on next page).
6. Press the [Run Report] button **d** and Barkeep will display your Usage Report.
7. After you run the Report, you have the option to download your Usage Report to an Excel spreadsheet. **e**

Usage Report (cont.)

8. When you select an Item listed in the Report screen ⓕ you will see a new screen with a list of all of the Inventories where the Item occurs between the Start and End Inventories for this Usage Report. *Note:* If your Item was used as a Batch Item ingredient, you will also see it in the Inventory Entries.

Note: You can customize the information you see in your Usage Report by selecting options to:

√ Group by Location   √ Show Pricing Details   √ Show Servings
√ Use Default Item Price[19]   √ Show Oz   √ Show Retail Value
√ Exclude Banquets   √ Show Liters

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[19] See **Use Default Item** section for more details.

Usage Report (cont.)

Group by Location
By Default, a Usage Report includes data for all Locations. The Locations menu allows you to select one or more locations and run a Usage Report that includes only the data for those Locations.

When you choose the option "Group by Location?" **a** you might notice negative usage **b** in your Usage Report. In the example on the previous page, the Usage Report does not have the option selected and you will notice it does not show negative usage for the same Items.

When you choose "Group by Location" Barkeep factors in the Locations of the Items in your Inventories as well all of your Transfer Inventories between the Start and End Inventory. If you have errors or missing Items in your Transfer Inventories, this is a way you can spot them.

Note: You can use Barkeep effectively without creating Transfer Inventories, but when if you want detailed Reports grouped by Location, you will need Transfer Inventories for when you move Items between your different Locations (e.g., from the **Walk-in Cooler** to **Bar 1**, etc.). See **Transfer Inventories** section.

Also see the **Item Usage** section for an additional method for reviewing usage.

Suppliers and Generating Orders

BarkeepOnline allows you to track liquor Items by Supplier and generate Order Sheets for each Supplier.

Setting-Up your Suppliers

The first step is to enter your Suppliers in BarkeepOnline. You can add a Supplier by doing the following:

1. Log in to BarkeepOnline.
2. Choose **Settings** (a) and select **Suppliers** from the dropdown menu. (b)
3. Press the [Add Supplier] button to create a new Supplier. (c)
4. Enter a Supplier Name. (d)
5. You have the option to enter the following information[20] for your Supplier:
   - Account Number
   - Contact Name
   - Phone
   - Email
   - Address, City, State and zip code
   - Fax
   - Notes
6. Press the [Done] button (e) to save the new Supplier.
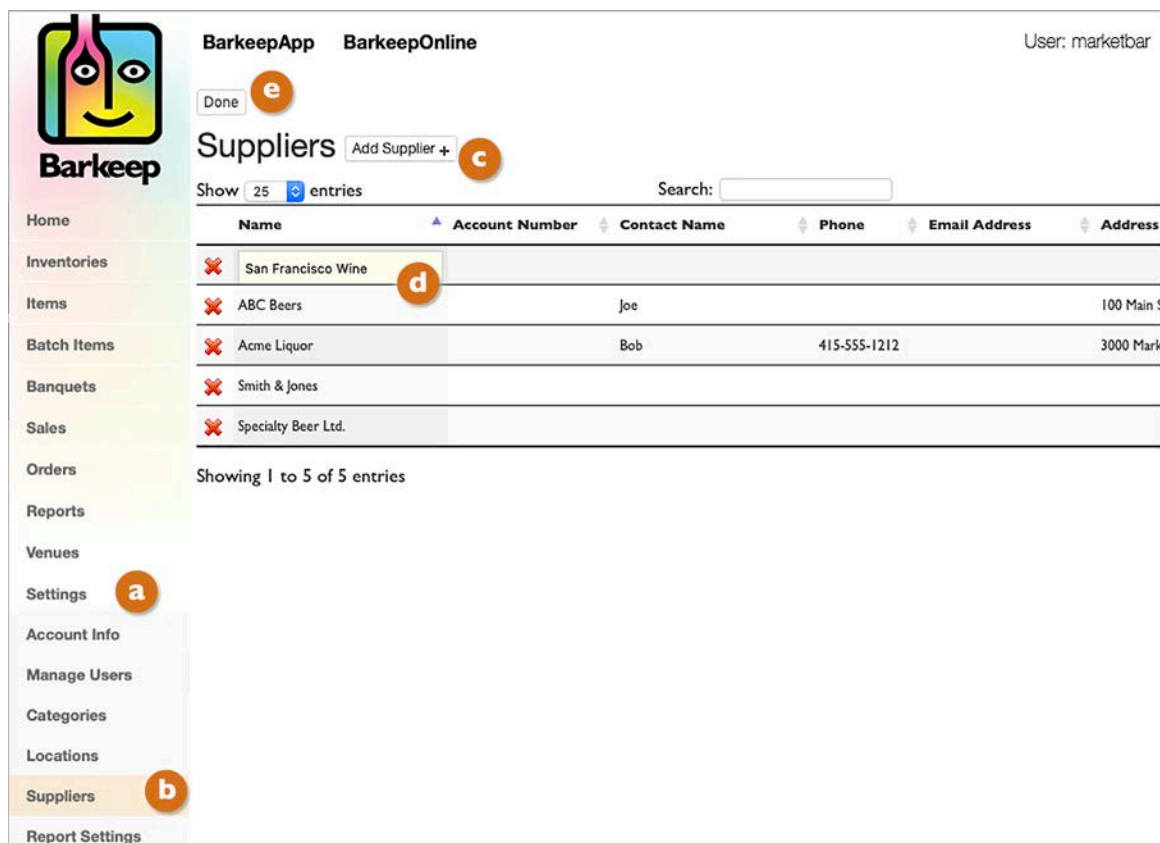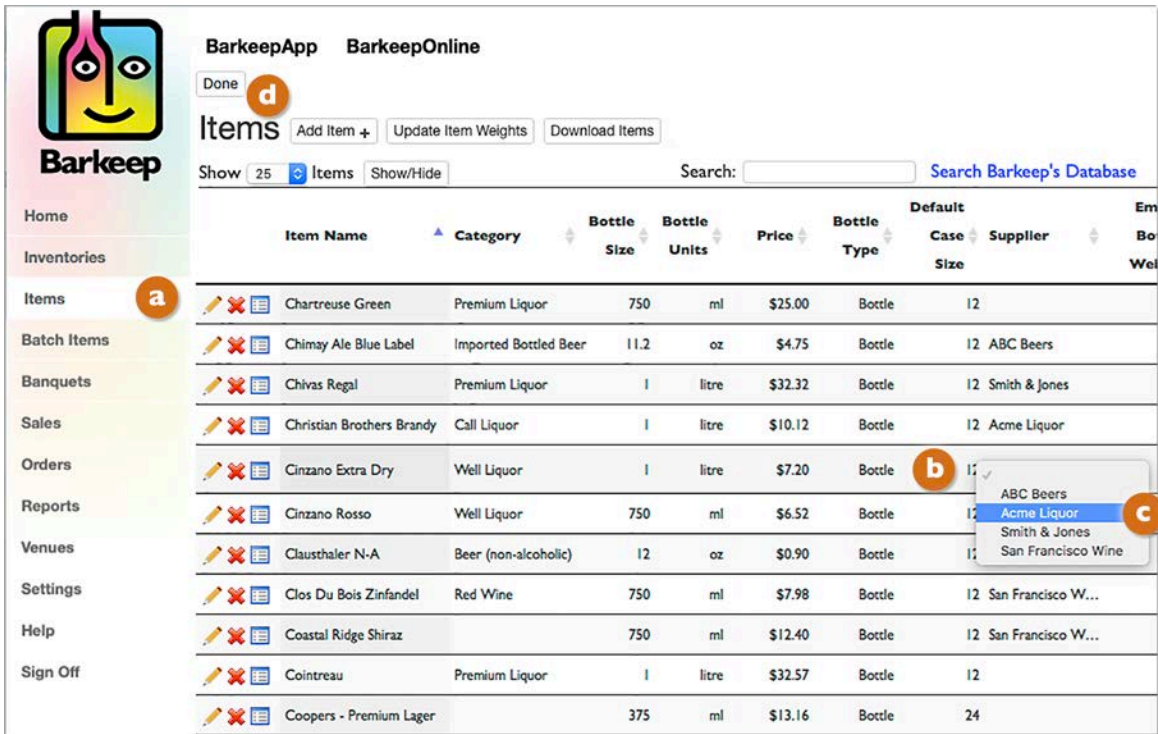
Assigning a Supplier to an Item

Once you have set-up your Suppliers, you can assign a Supplier to your individual beer, wine and liquor Items. Adding Suppliers can make it easier to manage your Items with Barkeep. To assign a Supplier to an Item do the following:

1. Log in to BarkeepOnline.
2. Choose **Items** from the BarkeepOnline menu. **a**
3. Press the Supplier field in the Item **b** you would like to add a Supplier to or press the pencil ✏ icon next to the Item you would like to edit.
4. Choose a Supplier from the list of Suppliers. **c**
5. Press the ⟨ Done ⟩ button **d** to save your changes when you are finished adding Suppliers to your Items.

> **If you assign a Supplier to an Item, can I order it from a *different* Supplier?**
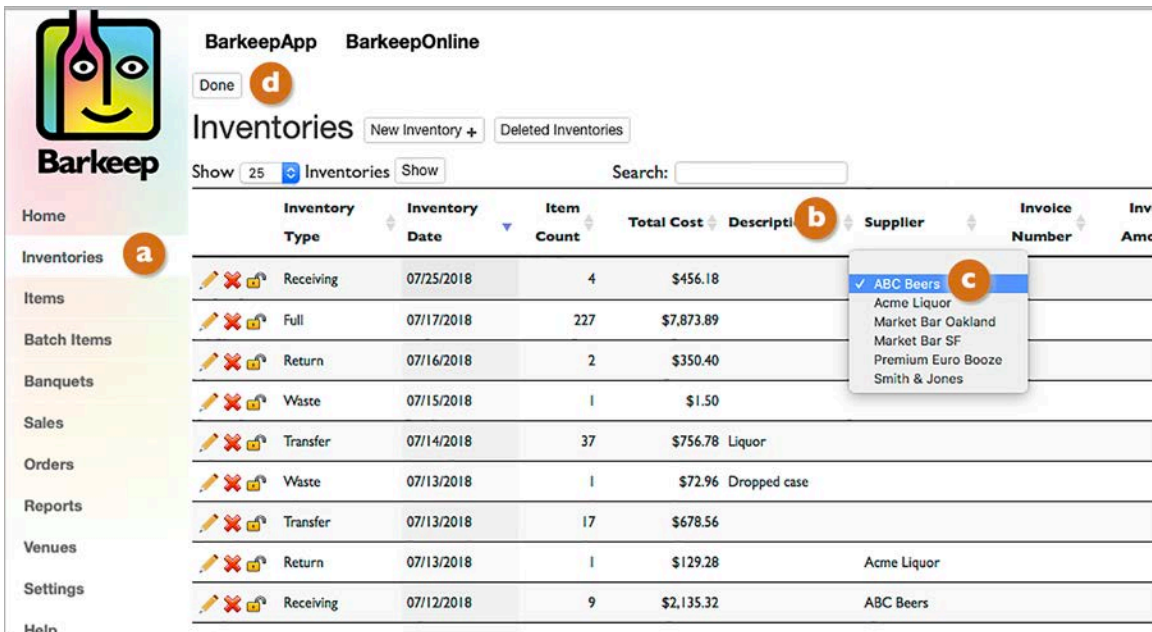> Yes. You can order and receive an Item from any one of your Suppliers. When you assign a Supplier to an Item that only designates it as the Supplier that you regularly purchase the Item from.   When you are receiving an Item from a different Supplier, make sure the price you paid for the Item is correct in that Receiving Inventory.

Adding a Supplier to a Receiving Inventory

Once you have set up your Suppliers, you will be able to assign a Supplier to a Receiving Inventory.

To assign a Supplier to a Receiving Inventory do the following:

1. Log in to BarkeepOnline.
2. Choose **Inventories** from the BarkeepOnline menu. **a**
3. Press the Supplier field in the Inventory **b** you would like to add a Supplier to or press the pencil icon 🖉 next to the Inventory you would like to modify.
4. Choose a Supplier from the list of Suppliers. **c**
5. Press the ⌷Done⌷ button **d** to save your changes when you are finished adding Suppliers to your Inventories.

Note: See **Adding Items to Inventories** section for more Receiving Inventory examples and detailed instructions.

> **Can I combine more than one delivery into a single Receiving Inventory?**
> We recommend a separate Receiving Inventory for every delivery. Even if you receive three deliveries in one day from three different Suppliers, we still recommend separate Receiving Inventories for each delivery.
> Separate Inventories will help you resolve any issues that may appear in your Reports.

Adding a Supplier to a Return Inventory

You should also add a Supplier to a Return Inventory.[21] You follow the same steps listed above after choosing the Return Inventory you want to add a Supplier to.

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[21] You can only add a Supplier to a Receiving or Return Inventory.

Setting Par Levels

Orders are generated based on your ideal inventory, or Par Level. If you want to use BarkeepOnline to help you place orders, for each Item that you carry, you should set the following:

- **Par Level** – The ideal amount of the product that you would like to have on hand after you receive your order.
- **Reorder Point** – The minimum amount of the product that you would like to have on hand before you re-order the product. For example, if you don't want to re-order a product until your inventory is at or drops below 12 bottles, set the re-order point to 12. If you do not set a Reorder Point, Barkeep defaults to your Par Level as the Reorder Point. You only need to set a Reorder Point when you want it to be different from the Par Level.
- **Order Unit Size** – The order unit size specifies how much of the product you would like to order at a time. For example, if you buy well vodka by the case of 12 you should set the Order Unit Size to 12. For Bottled Beer, you would typically set the Order Unit Size to 24. For Kegs, you would typically set the Order Unit Size to 1.

Note: With a smaller monitor or laptop you will need to scroll to the right of your Items list to review your Par Levels.

To set the Par Level, Reorder Point, and Order Unit Size for your Items begin with the same steps you use to edit and modify Items and do the following:

1. Log in to BarkeepOnline and choose **Items** from the BarkeepOnline menu.
2. Search or scroll through the Items List for the Item(s) **a** you wish to add a Par Level to.
3. Press the Par Level field **b** in the Item you would like to add a Par Level to, or press the pencil icon 🖊 next to the Item.
4. Enter a value in the Par Level field **c** then enter a value in the Reorder Point field and a value in the Order Unit Size field.
6. Press the ⬛Done⬛ button **d** to save your when you are finished adding Par Levels to your Items.

Receiving Report

BarkeepOnline allows you to run a Receiving Report. They can be useful for double-checking that all of your invoices have been accurately entered into Barkeep while analyzing both a Variance Report and a Pour Cost Report. The Receiving Report is based on the data from your Receiving Inventories. You can see how much liquor you have received during a specific period of time. You can group the data by Category, Supplier or Invoice.

To generate a Receiving Report, you should do the following:

1. Log in to BarkeepOnline.
2. Choose **Reports** (a) and select **Receiving Report** from the dropdown menu. (b)
3. By default, Receiving Reports are for the last 30 Days. But you can select any Start Date and End Date for a custom report on the data you need to review. (c)
4. Your report can be organized in three different ways, grouped by:
   - ✓ Category (d)
   - ✓ Supplier
   - ✓ Invoice.
5. Press the [Run Report] button to run the report. (e)

6. You can check the box (f) labeled "Show Items Received" for a more detailed report listing each Item.
7. You can download the Report by pressing the [Download Report] button. (g)

Creating Orders and Perpetual Reports

When BarkeepOnline generates an Order Report it first must figure out how much liquor you currently have on hand. To do this, BarkeepOnline calculates your Perpetual Inventory, which is basically an estimate of the amount of liquor that you currently have in stock. A Perpetual Inventory is also generated automatically when you run a Perpetual Report.

When you run a Perpetual Report and/or create an Order Report you begin by specifying your Start Inventory. To create an accurate Order Report, you typically will choose your most recent Full Inventory as the Start Inventory. For BarkeepOnline to calculate your Perpetual Inventory, you must specify a Start Inventory every time that you generate an Order Report.

BarkeepOnline calculates your Perpetual Inventory by using the following formula:

Perpetual Count = Starting Count + Receiving Count – Waste Count - Empties

What is the best way to get the most accurate Order Report?
- If you are able to run an Order Report immediately after a Full Inventory, your order counts will be based on the most up-to-date totals for product you have on hand.
- Always be sure to enter your deliveries into Receiving Inventories.
- Waste Inventories are important for all Reports to be accurate, including Order Reports.
- If you track your Empties at the end of each day with an Empties Inventory, then BarkeepOnline will be able to generate a reasonable estimate of your Perpetual Count.

Do I have to do Empties Inventories?
No. But if you do not do frequent Full Inventories, Empties Inventories will enable you to generate more accurate Order Reports. For example, if you only conduct a Full Inventory monthly and then want to run an Order Report weeks after a Start Inventory, regular Empties Inventories would result in better totals.

Note: If you don't track your Empties, you should do a Full Inventory before generating an Order Report.

> **Is there a way to do a quick Inventory?**
> Typically, some users will do a "quick" inventory before generating their Orders[*]. A quick inventory is a Full Inventory where you only count the full bottles and ignore any open or partial bottles. Depending on how your bar is organized you might also just do a "quick" inventory in your Walk-In and other storage Locations.
>
> *Important:* If you choose to base your orders on a quick inventory, you should set the Par Level and Re-Order Points keeping in mind that you will also have a number of partial bottles which will not be included in the order calculation.

---

[*] We do not recommend using a "quick" inventory for the basis of other Barkeep Reports.

Creating Orders and Perpetual Reports (cont.)

Perpetual Report

As explained on the previous page, Barkeep calculates a Perpetual Inventory as the basis to generate your Order Reports. To review the data in your Perpetual Inventory you need to run a Perpetual Report.

To generate a Perpetual Report, you should do the following:

1. Log in to BarkeepOnline.
2. Choose **Reports** **a** and select **Perpetual Report** from the dropdown menu. **b**
3. Select your Start Inventory. **c** It will be used to calculate your Perpetual Count.
4. You can include the following optional information: **d**
   - ✓ Include All Items? (including ones with 0 Perpetual Count)
   - ✓ Group by Locations?
5. Press the ⌷ Run Report ⌷ button to run the report. **e**
6. After you have run the report, you are able to download an order as an Excel spreadsheet by pressing the ⌷ Download Report ⌷ button. **f**

Creating Orders and Perpetual Reports (cont.)

Order Report
To generate an Order Report, do the following:

1. Log in to BarkeepOnline.
2. Choose **Orders. a**
3. Select your Start Inventory. **b** It will be used to calculate your Perpetual Count that determines the data in your Order Report.[22]
4. You can include the following optional information **c** in your Order Report:
   ✓ Include All Items
      To review all your Items, even those that Barkeep does not generate an Order Count for.
   ✓ Show Perpetual Details
      To include columns with totals from your Starting, Received, Waste and Empties Inventories.
   ✓ Show Order Settings Details
      To include columns with your Reorder Points and Par Levels.
   ✓ Show Used & Days on Hand Details
      To include columns with a quick review of usage.
5. Next press the [Run Report] button to run your **d** Order Report.
6. After you have run the Report, you can download the order by **e** pressing [Download Report].
7. The Excel spreadsheet will contain an individual worksheet for each separate Supplier. **f**

Note: Inactive Items will not appear in Order Reports.

---

[22] When Items are missing from your selected Full Inventory because you have none in stock, Barkeep assumes the quantity is zero. It will include those Items in your Order Report if you have set a Par Level, etc. for the Item.
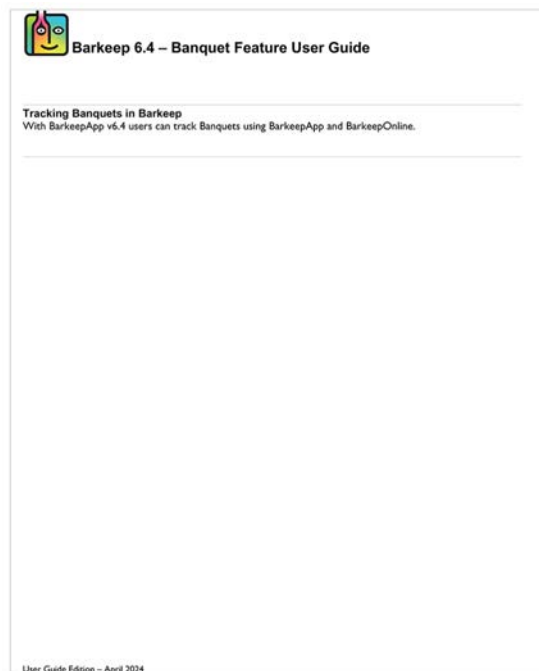
The Banquet Feature in BarkeepOnline

BarkeepOnline subscribers have access to all Banquet data and they are able to modify and make changes with their laptop or desktop computer. BarkeepOnline subscribers are able to:

- Review all Banquets, make changes, create new Banquets and delete Banquets.
- Add, modify or remove Banquet Details.
- Sort their Banquets by Banquet Details such as the Name, Guest Count, Description, Notes and Dates (BarkeepApp only allows sorting by Name).
- Access Banquet Inventories, make changes, create new Banquet Inventories and delete Banquet Inventories.
- Add, modify and remove Items from Banquet Inventories.
- Lock Banquet Inventories to protect them from being inadvertently altered or deleted by your staff.
- Take advantage of BarkeepOnline's multi-user capability to have more than one registered user add Items to Banquet Inventories.
- Use the multi-user capability to monitor the status of Banquet Inventories from your laptop, desktop computer or **iOS** Device.
- Add and modify your Banquet Locations.
- Create Banquet Usage Reports with BarkeepOnline and review the from laptop or desktop computer.

Note: Even if you have disabled the Banquet feature on your **iOS** Device(s), your Banquet data is always accessible when you sign in to your BarkeepOnline account.

For detailed instructions for using the Banquet Feature, please refer to the **Banquet User Guide**.

Barkeep 6.4 – Banquet Feature User Guide

Tracking Banquets in Barkeep
With BarkeepApp v6.4 users can track Banquets using BarkeepApp and BarkeepOnline.

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Note: When running Usage, Pour Cost and Variance Reports, you can choose to exclude Banquet usage.

Part II – Sales Data Analysis

Part II has the instructions you need for setting up your BarkeepOnline Sales Items, uploading Sales Data from your POS System and then running detailed Variance Reports and Pour Cost Reports where you can compare your Barkeep Inventories to your Sales Data.

These features are only available to BarkeepOnline subscribers.

Sales Data and Sales Items

BarkeepOnline has been designed to help you track and analyze your business. Our software will allow you to use the Inventory data you enter for your business and compare it to your Sales Data to create detailed Reports including both in depth Variance Reports and Pour Cost Reports. The following pages will instruct you on how to upload your Sales Data into BarkeepOnline and begin running detailed Reports.

Before you can run a Variance or Pour Cost Report, you will need to set up your Sales Items and then upload Sales Data.

> **Tip:** If you are new to Barkeep, we recommend you begin with your Categories, Items and Inventories. Once you feel you have mastered the inventory process with Barkeep and are successfully running Usage Reports – then you are prepared to upload Sales Data and create Sales Items.

Matching Sales Data to Sales Items

In BarkeepOnline you will need to create Sales Items that "mirror" the Sales Items you ring up on your cash register or POS System. This will allow the Sales Data you upload or enter into BarkeepOnline to be used to create effective Reports.

What is the best method?

We have designed Barkeep to be as flexible as possible, so you can use both BarkeepApp and BarkeepOnline in a way that best suits your needs and fits the way you like to manage your business. This user guide shows the different options for creating, enter and uploading both Sales Data and Sales Items. We will show you the method most users prefer and find the easiest, but we also will show you some alternate options.

> ## How do I get started?
>
> To get started, the steps we recommend are:
>
> ◆ **Export Sales Data from your POS System as an Excel Spreadsheet or CSV file.**
>
> ◆ **Upload Sales Data from your POS System's Spreadsheet**
>
> ◆ **Automatically create Sales Items based on your Sales Data**
>
> ◆ **Modify your new Sales Items and add Recipes**
>
> **Tip:** When you see gold boxes with orange ◆ diamonds in the following pages. They indicate instructions for the option we recommend using.

Note: You can jump ahead to the **Sales Items** section if you prefer, but we highly recommend reviewing all these instructions before you begin with Sales Data and Sales Items.

Sales Data

Getting Started with Sales Data

When you enter Sales Data into BarkeepOnline you can upload the Sales Data from a spreadsheet, or you can enter it manually.

<div>

◆*Recommended Option*

To get started, you will need to create Sales Items that can be "mapped" onto your Sales Data. For most users, we recommend **Option 1** — starting with a spreadsheet generated by your POS System.

</div>

Option 1 – Using Sales Data from a POS System Spreadsheet

You can upload Sales Data using your own Excel spreadsheet. This is the method that uses a spreadsheet generated by your POS System.

Option 2 – Uploading Sales Data from a Barkeep Template

You can upload Sales Data using an Excel spreadsheet. With this option, you start with a template spreadsheet downloaded from BarkeepOnline.

Option 3 – Manual Entry

You can manually enter Sales Data in BarkeepOnline without a spreadsheet.   To be able to use this option you must first define Sales Items.   You can do so by manually creating Sales Items or after you have started with **Option 1**. Users without detailed POS Systems might prefer this method.

Note: After you have set up your Sales Items and are regularly uploading or entering Sales Data, you may choose whichever of the options works best for you.

<div>

Can someone set this up for me?

Yes. If you prefer not to set-up your Sales Items on your own, Barkeep offers a VIP service to assist you in setting-up your Sales Items and Recipes to get you started. It is a one-time service available for a set-up fee. Contact us at support@arkeepapp.com for details.

</div>

Sales Data: Numbers and Dates
Option 1, Option 2 and Option 3

> **Important:** Before you begin to upload Sales Data, it is important to review these pages, so you understand how BarkeepOnline uses your sales figures and incorporates your sales dates.

When entering Sales Data into BarkeepOnline, you enter the **Sales Count** and **Sales Amount $** total (dollars) for each of your Sales Items.

Sales Count
It is simply the quantity of a particular Sales Item that you have sold and/or comp'd[23] your customers.
In the example below, you sold 4 **Absolut & Tonics**.

Sales Amount $
It is the total dollar amount that you sold of a particular Sales Item.
In the example below, you sold $32 in **Absolut & Tonic**.

Reminder: A "Sales Item" is <u>different</u> from an "Item" you have set-up in BarkeepApp.

> **Can you upload Sales Data by Location?**
> BarkeepPro includes a feature where you can enter Sales Data and specify Location(s) enabling you to run Variance Reports by Location.
> See barkeepapp.com for details about **BarkeepPro Features**.

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[23] In order to have accurate Reports, we always recommend that you ring up every drink, even ones you serve for free.

Sales Data: Sales Start Date and Sales End Date

Before you enter your Sales Data, it is important to understand how to correctly set the Start Date and End Dates for your Sales Data.

When entering Sales Data, you upload or enter data for a specific date range.
You can enter data for a single day or for multiple, consecutive days.

- To specify the date range, you set a "Sales Start Date" **a** and an "Sales End Date" **b** every time that you upload or enter Sales Data into BarkeepOnline.
  Barkeep will not read the dates off of your spreadsheet.

- A bar's "day" is not the same as a calendar day. For most bars, nightclubs and many restaurants, a single day of sales will actually span two calendar days.
  For example, if a bar opens at 1:00 p.m. and closes at 2:00 a.m., then sales for a particular "day" will actually contain Sales Data starting at 1:00 p.m. on one day and ending at 2:00 a.m. on the following day.

- To avoid confusion and allow your Pour Cost Reports to run correctly, you should enter this Sales Data into BarkeepOnline as though all of the sales occurred on a single day. Which means you should set both the Sales Start Date and Sales End Date to the calendar date that contained most of the sales, ignoring the fact that a few hours spill over into the following day.
  For example, sales for Tuesday, April 18th would take place from 1:00 p.m. on Tuesday until 2:00 a.m. on Wednesday, April 19th.
  In BarkeepOnline, for a single day's sales, the Sales Start Date and Sales End Date would both be set to Tuesday, April 18th.

- This rule also applies when you are entering Sales Data for multiple days.
  For example, if you are uploading a week's worth of Sales Data for Tuesday, April 18th through Monday, April 24th. Sales would actually have taken place from 1 p.m. on Tuesday, April 18th until 2 a.m. on Tuesday, April 25th. However, the sales from midnight to 2 a.m. on Tuesday, April 25th are counted as sales for Monday, April 24th. So, the Sales Start Date would be set to Tuesday, April 18th and the Sales End Date would be set to Monday, April 24th.

> **Verify your Dates!**
> After you upload your Sales Data from an Excel spreadsheet, you must always verify that you have set the dates for your Sales Data.

Also see barkeepapp.com for detailed instructions for **Using Correct Start and End Dates**.

Option 1 – Using a POS System Spreadsheet

When do you use these instructions?

> ◆ *Recommended Option* — These are the recommend steps to start creating your Sales Items in BarkeepOnline.

These are also the steps for any time you upload Sales Data from a spreadsheet generated by your POS System.

With this option, you use your own, pre-existing spreadsheet to enter and upload your Sales Data. For example, this would be a spreadsheet generated by your POS System. To start uploading your Sales Data:

1. Begin by saving a copy of the spreadsheet your POS System generates to your computer or local file system.
2. When you are ready, this will be the spreadsheet that you upload with Sales Data.

Sales Item	Name	Sales Count	Sales Total
	Market Street Bar Sales Data - Week of February 23, 2024		
1	Domestic Draft	48	$240.00
2	Imported Draft	27	$202.50
3	Domestic Bottled Beer	87	$435.00
4	Imported Bottled Beer	54	$405.00
5	Happy Hour Beer	175	$700.00
6	Well Cocktail	214	$1,284.00
7	Call Cocktail	165	$1,320.00
8	Happy Hour Cocktail	86	$430.00
9	Well Shot	24	$96.00
10	Call Shot	63	$315.00
11	Well Double	18	$162.00
12	Call Double	37	$425.50
13	House Wine	28	$140.00
14	2-1 Draft	73	$365.00

Note: The exact format of your spreadsheet will vary based on which POS system you use. However, it should contain the information shown below in this example spreadsheet.

3. Before you can upload your Sales Data from this spreadsheet, you need to check that it is formatted in a way that Barkeep can correctly read the data.

Option 1 – Using a POS System Spreadsheet (cont.)

Matching your spreadsheet columns to Barkeep

In order for you to use your own spreadsheet, it is crucial that the columns of data in your spreadsheet correctly upload to BarkeepOnline.

By default, BarkeepOnline assigns the following columns to following sets of data in an Excel spreadsheet:

A Sales Item Number
B Sales Item Name
C Sales Count
D Total Sales $

Many POS systems will assign your Sales Data to different columns than BarkeepOnline's defaults. You can adjust your Sales Upload Preferences to match your spreadsheet.

Sales Upload Preferences

To customize your Sales Upload preferences, do the following:

1. Log in to BarkeepOnline.
2. Choose **Sales** ⓐ and select **Sales Upload Preferences** from the dropdown menu. ⓑ
3. This takes you to the Sales Upload Preferences screen.
4. By default, BarkeepOnline matches your Sales Data by "Sales Item Number." ⓒ
   We recommend matching your Sales Data by "Sales Item Number" if your POS Systems supports assigning numbers to your Sales Items. However, if your Sales Items are identified by Name in Your POS System, you can switch to matching by "Sales Item Name".
5. If your POS System uses Sales Item modifiers, you can also designate the column that appear in your spreadsheet.

Sales Upload Preferences (cont.)

5. Select the spreadsheet column you would like to assign to the Sales Item Number to (e.g., **I**). **d**
6. Repeat the steps for the Sales Item Name, Sales Count and Total Sales $. **e**
7. By default, Sales Data starts with Row **2**. Change the row number if necessary (e.g., **3**). **f**
8. You may add an optional Sales Data Last Row. **g**
9. The final step is to press the [Done] button **h** on the top of the screen to save your changes or select the [Cancel] button to discard them.

Do you need to change your Sales Upload Preferences every time?
No, you will not need to change your Sales Upload Preferences again, unless you modify the format of your spreadsheet (i.e., change the row or columns numbers).
You can use a different spreadsheet with different data as long as the format remains the same.
Below is an example that shows two spreadsheets with different data but the <u>same</u> format.

Market Street Bar Sales Data - Week of February 23, 2024

Sales Item	Name	Sales Count	Sales Total
1	Domestic Draft	48	$240.00
2	Imported Draft	27	$202.50
3	Domestic Bottled Beer	87	$435.00
4	Imported Bottled Beer	54	$405.00
5	Happy Hour Beer	175	$700.00
6	Well Cocktail	214	$1,284.00
7	Call Cocktail	165	$1,320.00
8	Happy Hour Cocktail	86	$430.00
9	Well Shot	24	$96.00
10	Call Shot	63	$315.00
11	Well Double	18	$162.00
12	Call Double	37	$425.50
13	House Wine	28	$140.00
14	2-1 Draft	73	$365.00

Market Street Bar Sales Data - Week of March 2, 2024

Sales Item	Name	Sales Count	Sales Total
1	Domestic Draft	65	$325.00
2	Imported Draft	128	$960.00
3	Domestic Bottled Beer	68	$340.00
4	Imported Bottled Beer	25	$187.50
5	Happy Hour Beer	317	$1,268.00
6	Well Cocktail	200	$1,200.00
7	Call Cocktail	165	$1,320.00
8	Happy Hour Cocktail	86	$430.00
9	Well Shot	92	$368.00
10	Call Shot	98	$490.00
11	Well Double	90	$810.00
12	Call Double	67	$770.50
13	House Wine	48	$240.00
14	2-1 Draft	122	$610.00

Sales Upload Preferences (cont.)

What if my POS System does <u>not</u> use Sales Item Numbers?

When a POS System does not use Sales Item Numbers you would select to match Sales Data by "Sales Item Name" **a** in your Sales Upload Preferences. You also need to select a blank column in your spreadsheet for the Sales Item Number Column, e.g., **Z b**

How do I restore the default Sales Upload Preferences?

You can change the settings back manually as shown on the previous page, but we recommend just selecting the [Restore to Default Settings] button **c** to return to the BarkeepOnline default settings.

Need extra help with the Sales Upload Preferences?
If you are having trouble setting your Sales Upload Preferences, email us a copy of your Sales Data spreadsheet from your POS System and we will help you out. You can send your spreadsheet to support@barkeepapp.com and be sure to let us know your BarkeepOnline username.

Unique Sales Item Numbers and Sales Item Names

The previous pages explained that you have choice to Match Sales Data by either:

1. **Sales Item Number**
2. **Sales Item Name**
3. **Sales Item Number & Modifier**[24]
4. **Sales Item Name & Modifier**

By default, BarkeepOnline matches your Sales Data by "Sales Item Number."
The pop-up menu allows you to change your preference to match by "Sales Item Name."

You would match your Sales Data by "Sales Item Number" when your POS System supports assigning numbers to your Sales Items. However, if your Sales Items are identified by Name in your POS System, you can switch to matching by "Sales Item Name."

Tips:

• We recommend you make a choice and then consistently use it.
• If you match by "Sales Item Number," you must use unique numbers for each Sales Item.
• If you match by "Sales Item Name," you must use unique names for each Sales Item.
• If you match by "Sales Item Name," never reuse a Sales Item Name. Having duplicate Sales Item Names can cause confusion, especially over time when you need to analyze and compare old and new Sales Data.
For example, it is possible to have Sales Items like **Absolut Martini** and **Absolut Martini Special** as Barkeep would detect the difference in the Sales Item Names. But if you were to have two Sales Items (used at different times) both called **Happy Hour Special** this could cause confusion if they used different prices and different Items and Categories.

Note: If you use the same Sales Item Number for more than one Sales Item you will receive a pop-up warning ⚠️ message when you upload your Sales Items. But if you have changed your Sales Upload Preferences to match Sales Data by Name, you will receive a pop-up warning ⚠️ message when you have used a duplicate Sales Item Name.

---

[24] If you use Sales Item Modifiers you can set BarkeepOnline to upload that column of data.
   See the section on **POS Systems with Sales Item Modifiers** for detailed instructions.

# Option 2 – Uploading Sales Data from a Barkeep Template

When do you use these instructions?
- With this option, you download a template spreadsheet based on your Sales Items. If you prefer to work from your own spreadsheet, including one generated by your POS System, return to **Option 1**.
- You can <u>only</u> use Option 2 <u>after</u> you have created and defined your Sales Items.

To begin, you need to download the template spreadsheet for your Sales Data.

1. Log in to BarkeepOnline.
2. Choose **Sales** **a** and select **Sales Data** from the dropdown menu. **b**
3. On the Sales Data screen, press the [Download Sales Template] button. **c**

   Note: This is a <u>different</u> spreadsheet than the one for Sales Items.
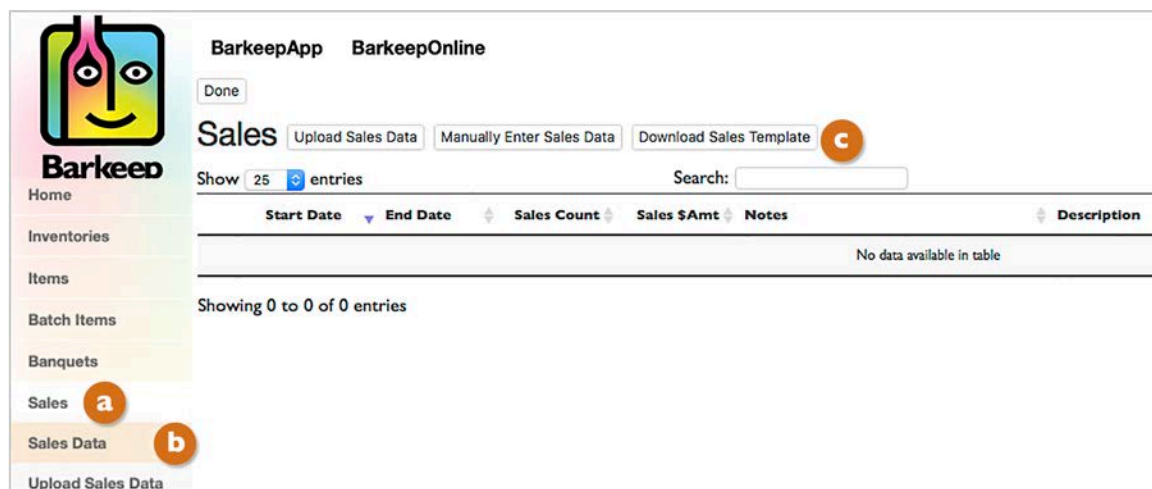
4. Rename and save the Sales Template spreadsheet to your computer or local file system.
5. Open the new spreadsheet.
6. The Sales Template spreadsheet will look familiar, it will show Sales Data fields to match your set of Sales Items.

After you have created your new Sales Items or made changes in BarkeepOnline to your existing Sales Items, the Sales Template spreadsheet you download will match the new Sales Items or changes.

Reminder: If you have not created your own Sales Items, you will see an empty spreadsheet when your download your Sales Template.

Option 2 – Uploading Sales Data from a Barkeep Template (cont.)

7. Below is a simple example where there are only 8 Sales Items. If these were the Sales Items <u>and</u> you chose to [Download Sales Template] like in the instructions on the previous page, here is what the spreadsheet would look like:

Option 2 – Entering your Sales Data into the Spreadsheet
After you have opened and saved your Sales Data spreadsheet, you will need to add a Sales Count and Sales Total (dollar amount) for each Sales Item:

8. Manually enter your Sales Data into the Sales Template spreadsheet. For each Sales Item, you enter:
    *   The **Sales Count** (the number sold) **d**
    *   The **Sales Amount** (the total value of sales for that Sales Item) **e**

Sales Item #	Name	Sales Count	$Sales Total
15	Champagne Cocktail	68	$578.00
16	Mimosa	137	$945.30
17	Bloody Mary	97	$679.00
18	Call	46	$368.00
19	Call Martini	29	$261.00
20	Call Shot	18	$90.00

9. Save the spreadsheet to your local file system.
10. Go to the **next page** for instructions on uploading your Sales Data.

Note: You will only need to download the Sales Template the first time – not every time that you upload Sales Data. You can save a version of the same spreadsheet every time you need to upload new data. However, you should download a new/revised Sales Template after every time you have modified your list of Sales Items

Instructions for Uploading Sales Data from a Spreadsheet

When do you use these instructions?

◆ *Recommended Option* — These are the steps to follow after you have prepared your first spreadsheet based on your POS System's Sales Data (**Option 1**)

- These are the steps you use any time you upload Sales Data from a spreadsheet generated by your POS System (**Option 1**) or
- From a Sales Data Template, you download from BarkeepOnline (**Option 2**).

1. Log in to BarkeepOnline. Choose **Sales** ⓐ and select **Upload Sales Data**. ⓑ
2. Press the [Upload Sales Data] button. ⓒ
3. Press the [Choose File] button in the pop-up. ⓓ
4. Select the file containing your Sales Data from your laptop or desktop computer
5. As soon as you choose the file from your computer, ⓔ Barkeep will upload the spreadsheet and automatically take you to a screen containing your newly uploaded data.
6. On this screen, set the "Sales Start Date" ⓕ and the "Sales End Date" for your Sales Data. See the **Setting the Sales Start Date and Sales End Date** section for details.
7. Review the Sales Data that was uploaded and make sure that it is accurate making changes as needed.
8. Press the [Done] button ⓖ on the top of the screen to save your Sales Data.

Option 3 – Manually Entering Sales Data

When do you use these instructions?
- These are the steps you use any time you want to manually add Sales Data <u>without</u> uploading a spreadsheet.
- You can <u>only</u> manually enter Sales Data after you have created and defined your Sales Items.

To manually enter your Sales Data, use the following steps:

1. Log in to BarkeepOnline.
2. Choose **Sales** (a) and select **Sales Data** from the dropdown menu. (b) Or, if you are in the Sales Data screen, you can press the [Manually Enter Sales Data] (c) button.
3. Barkeep will automatically create a (d) new Sales Data entry form with rows for each of your Sales Items.
4. On this screen, set the "Start Date" and the "End Date" for your Sales Data. (e)
5. For each Sales Item, enter: (f)
   The **Sales Count** (# of the Items that you sold)   The **Sales Amount** ($ amount)
6. Review the data to make sure that it is accurate.
7. Press the [Done] button (g) on the top of the screen to save your Sales Data.

Tip: If you have a large list of Sales Items, you can use the search function to narrow down your list and find specific Sales Items.

Managing Sales Data

Sales Data List

With a BarkeepOnline account, your Sales Data remains available on our secure server. When you wish to review or modify your Sales Data:

1. Log in to BarkeepOnline.
2. Choose **Sales** (a) and select **Sales Data** from the dropdown menu. (b)
3. You will see a screen with your list of Sales Data. You can review and modify a specific set of Sales Data by pressing the pencil icon 🖉 to next to the (c) Sales Data you wish to review.
4. Press the red ✖ next to the Sales Data you wish to (d) permanently delete.
5. **Start and End Dates**
   Note that the Sales Data is automatically sorted with the most recent at the top of the list.
   - You can have multiple Sales Data entries for the same dates or overlapping dates. Barkeep Users set their own Start and End Dates for Sales Data to suit their needs.
   - The example below shows Sales Data for the week of Tuesday, May 9th to Monday, May 15th, but you will note there is an additional set of Sales Data just for Friday, May 12th. (e)
   - You can have Sales Data for a week, month, quarter, etc., And, at the same time, you can upload Sales Data for an individual day, weekend, etc.
     See the **Setting the Sales Start Date and Sales End Date** section for more details.
6. After you are finished reviewing your Sales Data, press the [Done] button on the top of the screen to save your changes.
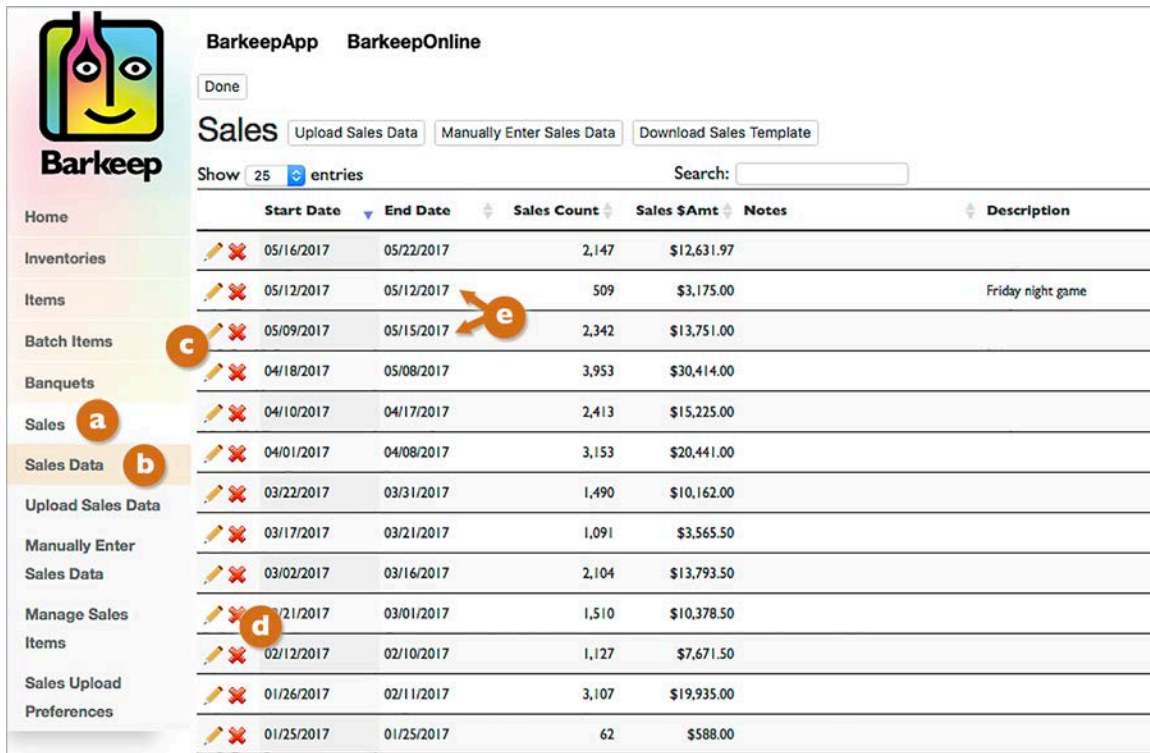
Modifying Sales Data

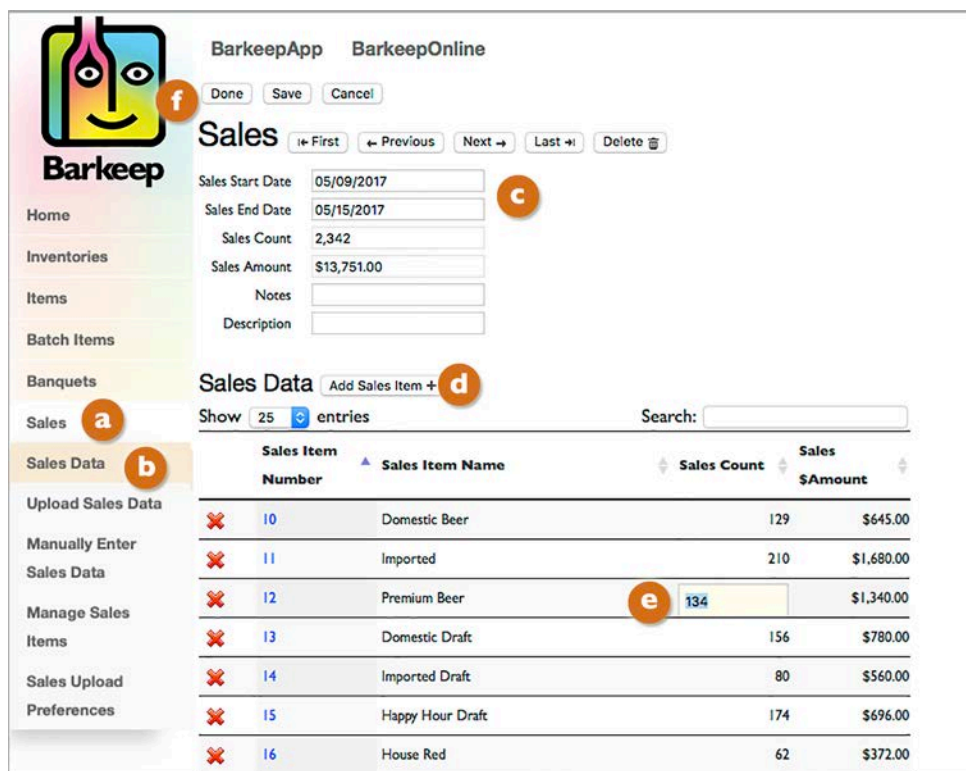**When do you use these instructions?**
- You need to modify your Sales Data that was entered manually.
- You need to modify your Sales Data that was uploaded from a spreadsheet.

To modify your Sales Data:

1. Log in to BarkeepOnline.
2. Choose **Sales** a and select **Sales Data** from the dropdown menu. b
3. You will see a screen with your list of Sales Data.
4. You can modify a specific set of Sales Data by pressing the pencil icon 🖊 to next to the set of Sales Data you wish to review.
5. You will have the options to review and change the following:
   - ✓ You can modify the Start Date and End Date. c
   - ✓ You can add an optional Description or Notes.
   - ✓ You can press the [Add Sales Item +] button d to add additional Sales Items.
   - ✓ You can change the **Sales Count** or **Sales Amount $**. e
     Note: **Sales Count** and **Sales Amount $** are not calculated by Barkeep when you make changes. These numbers are entered and calculated manually. See next page for details.
   - ✓ Press the red ❌ next to any Sales Item you wish to permanently delete from this set of Sales Data.
6. Review all changes to make sure they are accurate.
7. Press the [Done] button f on the top of the screen to save your changes.

Modifying Sales Data (cont.)

<div style="border:2px solid;background:#f5e9a0;">

Barkeep does <u>not</u> calculate Sales Totals

♦ When making changes your **Sales Count** and **Sales Amount $,** you need to make all the changes manually.

♦ Some POS Systems might generate spreadsheets that include calculations, or you might set up your spreadsheets with calculations. For example, if you price your Sales Item **Well Cocktail** at $5 each you might have a spreadsheet that multiplies the **Sales Count** by the prices to get the **Sales Amount Total.**

♦ When you upload Sales Data, Barkeep uploads the **Sales Count** and **Sales Amount $,** but Barkeep does <u>not</u> upload your spreadsheet calculations. This is important to remember when you modify your existing Sales Data in BarkeepOnline. For example, if you were to change a **Sales Count,** the **Sales Amount $** would remain the same until you change it as well. For example, if you sold 25 drinks (**Sales Count**) for $5 each and your **Sales Amount $,** was $125, if you change the **Sales Count** to 20 your **Sales Total $** will still be $125 unless you change the amount.

</div>

How does Barkeep use the Sales Count in Reports?

In Variance Reports and Pour Cost Reports, Barkeep uses the Sales Count and your Recipes to determine how much liquor you should have used.

- With a Variance Report, Barkeep determines the variance between the liquor that you used (Actual Usage) and what you sold (Expected Usage).
- With a Pour Cost Report, Barkeep uses the Sales Amount totals compared to the cost of liquor used to determine your Pour Cost. When calculating Pour Cost, Barkeep looks at the total dollar amount for a Sales Item (**Sales Amount $**) and divides that amount by the total number sold (**Sales Count**) generating an average price per Sales Item.

Pour Cost Factors in all the different prices you charge for an Item

The **Sales Count** may include discounted drinks and comp'd drinks as well as full priced drinks. You may choose to set-up multiple Sales Items based on different costs, discounts, etc. — all with unique Sales Item numbers or names. The first example **a** below shows a single Sales Item (**Well**) and a second **b** example where there are variations of **Well** such as **Well**, **Well Gin & Tonic**, **Well Vodka Tonic**, etc.

Sales Data Add Sales Item +

Show 25 entries   Search:

	Sales Item Number	Sales Item Name	Sales Count	Sales $Amount
✖	2	Domestic Draft	15	$90.00
✖	3	Imported Bottled Beer	20	$162.00
✖	4	Imported Draft	30	$210.00
✖	100	Call	86	$786.00
✖	200	Well (a)	610	$3,045.00
✖	201	Well Shot	125	$500.00
✖	203	Well Multi	210	$1,450.00
✖	400	Domestic Bottled Beer	10	$50.00

Showing 1 to 8 of 8 entries   Previous | 1 | Next

Sales Data Add Sales Item +

Show 25 entries   Search:

	Sales Item Number	Sales Item Name	Sales Count	Sales $Amount
✖	2	Domestic Draft	15	$90.00
✖	3	Imported Bottled Beer	20	$162.00
✖	4	Imported Draft	30	$210.00
✖	100	Call	86	$786.00
✖	200	Well (b)	115	$570.00
✖	201	Well Shot	125	$500.00
✖	203	Well Multi	210	$1,450.00
✖	205	Well Gin & Tonic	85	$425.00
✖	206	Well Vodka Tonic	97	$485.00
✖	207	Well Manhattan	38	$190.00
✖	208	Well Rum & Coke	46	$230.00
✖	209	Well Margarita	168	$840.00
✖	210	Well Bloody Mary	32	$160.00
✖	211	Well Screwdriver	29	$145.00
✖	400	Domestic Bottled Beer	10	$50.00

Showing 1 to 15 of 15 entries   Previous | 1 | Next

Sales Items

Setting Up and Configuring Sales Items

Before you can use BarkeepOnline to perform a Pour Cost Analysis, you need to define and set-up your Sales Items. Configuring your Sales Items must be done correctly in order to accurately "map" or connect the Sales Items onto Liquor Usage.

It takes some time to set-up your Sales Items. But you will only need to configure them once. Afterwards, you will only need to change your Sales Items when you add, delete or modify an individual Sales Item or need to reflect changes made to a PLU in your POS System or cash register.

Creating Sales Items

There are three options for creating your Sales Items:

Option A – Automatically Create New Sales Items

This is the recommended method. You start by uploading Sales Data in a spreadsheet. Barkeep creates corresponding Sales Items simultaneously.

- This requires an additional step where you will need to modify the Sales Items, adding Categories, Recipes, and optional Items, etc.
- After the first time you upload Sales Data, you will only need to take the additional steps if you have modified an existing Sales Item or uploaded a new one in your Sales Data.

> ◆ *Recommended Option* – This is the recommended option to use when you are first setting up your Sales Items. (see **Automatically Creating New Sales Items**)

Option B – Upload a Sales Item spreadsheet with your Sales Items

This is different than uploading a spreadsheet with Sales Data. This is a good option when you want to modify your existing Sales Items in a Sales Items spreadsheet and then upload the changes. We do not recommend this option for most users when they are first setting up their Sales Items.

Option C – Manual Entry

You can manually enter each individual Sales Item directly in BarkeepOnline.
Uploading a spreadsheet can be a timesaver. But, if your cash register or POS System is fairly basic with fewer Sales Items, manual entry could be a better option for you.

Note: Even if you choose **to** upload a spreadsheet, we recommend familiarizing yourself with the steps for manually configuring Sales Items in **Option C**. These will be the same steps you would use when you want to modify your list of Sales Items in BarkeepOnline and just change one or two Sales Items.

> **Can someone else set up Sales Items for me?**
> Yes. If you prefer not to set-up your Sales Items on your own, Barkeep offers a VIP service to assist you in setting-up your Sales Items and Recipes to get you started. It is a one-time service available for a set-up fee. Contact us by phone or at support@barkeepapp.com for details.

Important: Before you select an option, we recommend reviewing the following pages. They contain information you will need to manage your Sales Items.

Understanding the Difference — Sales Items *vs.* Items

Reminder: A "Sales Item" is <u>different</u> from an "Item" you have set-up in Barkeep.

<table>
<tr>
<td valign="top">

Sales Item

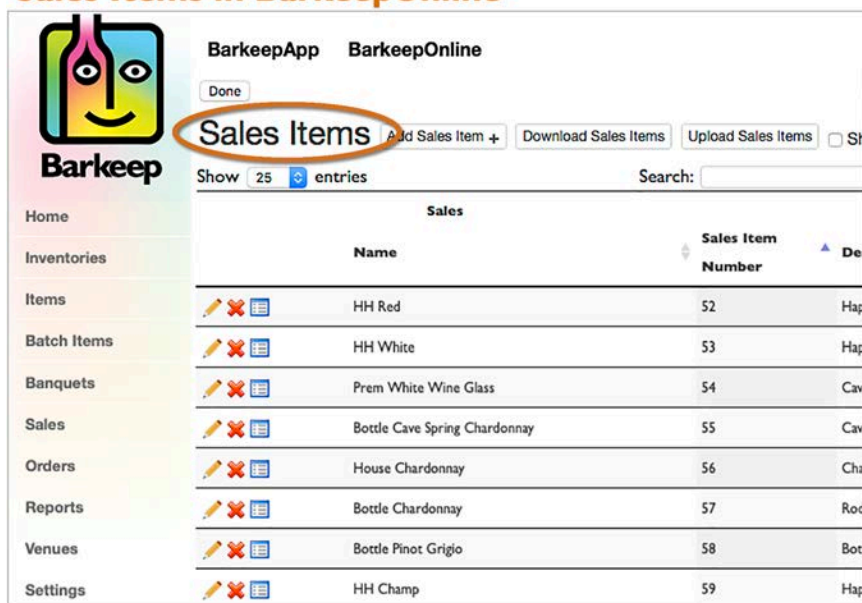A Sales Item refers to things you sell and ring up on your cash register or POS System.

When Sales Items are defined in BarkeepOnline, the Sales Items should mirror the Sales Data that you generate from your POS System or cash register. We recommend that your Sales Item Names and Sales Item Numbers in Barkeep exactly match the names and numbers used in your POS system. In order to upload Sales Data, Barkeep must be able to exactly match either the Sales Item Name or Sales Item Number with one of the Sales Items in your POS system. Examples of Sales Items might include **Call Martini**, **Well Shot** and if you have a very detailed POS Systems, might even include specific brands like **Guinness Draft** and **Heineken BTL**.

</td>
<td valign="top">

Item

BarkeepApp users are already familiar with the term Item. Item refers to any specific product that you carry in inventory – like **Absolut 1l bottles, Stella 15.5 Gal Kegs**.

An entry for an Item contains general information about the product like its barcode, default price, default case size, container type (bottle / keg / can / each / box / bag/ bag in box/ carton), full bottle weight, empty bottle weight, etc.

</td>
</tr>
</table>

Note: We recommend that, if any of your Sales Items include specific products (e.g., **Guinness Draft**) that you first add those Items to your account using either BarkeepApp or BarkeepOnline before you upload your Sales Items. You must also assign Items to Categories before you can create Sales Items.

Sales Item Properties

Below is a chart with the terms Barkeep uses to define a Sales Item and its different properties and/or parts.

	Property	Description
a	**Sales Item Name**	A <u>unique</u> name identifying the Sales Item. This typically matches your Sales Item name or PLU number from your POS System.
b	**Sales Item Number**	A <u>unique</u> number identifying the Sales Item. This typically matches your Sales Item number or PLU name from your POS System.
	Important Note:	Either the Sales Item Name <u>or</u> the Sales Item Number <u>must</u> match the name or number used in your POS System if you want to be able to upload data from your POS System.
c	**Description**	Text describing the sales item.
d	**Recipe**	A Recipe defines the product(s) that make up Sales Items. A Recipe defines the quantity of each Category and Item(s) of liquor that are used by the Sales Item.
e	**Recipe Category**	The Category(s) assigned to the liquor used to make the particular Sales Item.
f	**Recipe Items**	The liquor or Barkeep Item(s) used to make the particular Sales Item. You must choose Categories for each Sales Item used in your Recipe, but assigning a particular Item (e.g., **Absolut**) is optional.
g	**Recipe Quantity and Units**	The amounts of different liquors used in the Recipe (e.g., 2 ounces of vodka and 2 ounces of triple sec). The unit refers to the unit of measure used in the Recipe. Generally, oz. (ounces) but it also could be bottles.

Sales Items — Tips and Examples

Some tips for setting up your Sales Items.

- Sales Items should directly match the data that is generated by your cash registers or POS System. In order to enter or upload your Sales Data, you will need to be able to identify exactly how many of each Sales Item you have sold.
- For your Variance and Pour Cost Reports to be meaningful, you need to be able to directly link or "map" an individual Sales Item onto Liquor Usage. It is important to create Sales Items that can be "mapped" onto liquor Categories or individual liquor Items. For example, a Sales Item named "**Well Cocktail**" can be mapped onto a certain quantity of "**Well Liquor**." And a Sales Item named "**Absolut Citron Cocktail**" can be mapped onto a certain quantity of the Item **Absolut Citron**. However, a Sales Item named "**$5.00 Misc**" could potentially map onto a number of different types of liquor. You should avoid using generic price-based Sales Items and instead use Sales Items that can be easily mapped onto specific Categories or Items of liquor.

  Note: If you must add a "**Misc**" Sales Item(s) please see the **Help Section** at barkeepapp.com where there are instructions for **Miscellaneous Sales Items**.

- Pressing on the pencil icon 🖊 next to the Sales Item will allow you to modify and add more detailed information. **a**
- For Each Sales Item, **b** you enter a Sales Item #, Name, and optional Description.
- For each Sales Item, **c** enter Recipe information that connects the Item onto a specific quantity of liquor **d** from a specific Category of liquor, or a specific quantity of an individual Item of liquor. See the **Help Section** at barkeepapp.com where there are instructions for **Managing Recipes**.

Automatically Create New Sales Items

◆ *Recommended Option* — every time to set-up Sales Items in BarkeepOnline.

When you upload Sales Data, you have the option to automatically create new Sales Items based on any Sales Item in your Sales Data spreadsheet.

The example below illustrates what happens when a POS System's spreadsheet for is used as the source for the Sales Data. When you upload the Sales Data <u>before</u> creating Sales Items this is what happens:

1. Log in to BarkeepOnline. Choose **Sales** **a** and select **Sakes Data**. **b**
2. Press the [Upload Sales Data] button. **c**
3. Press the [Choose File] button in the pop-up. **d**
4. Select the file containing your POS Systems Sales Data from your laptop or desktop computer.
5. Because your Sales Items are from your POS System, they will not have any of your Barkeep Categories.
6. As soon as you choose the file from your computer, Barkeep will upload the spreadsheet.
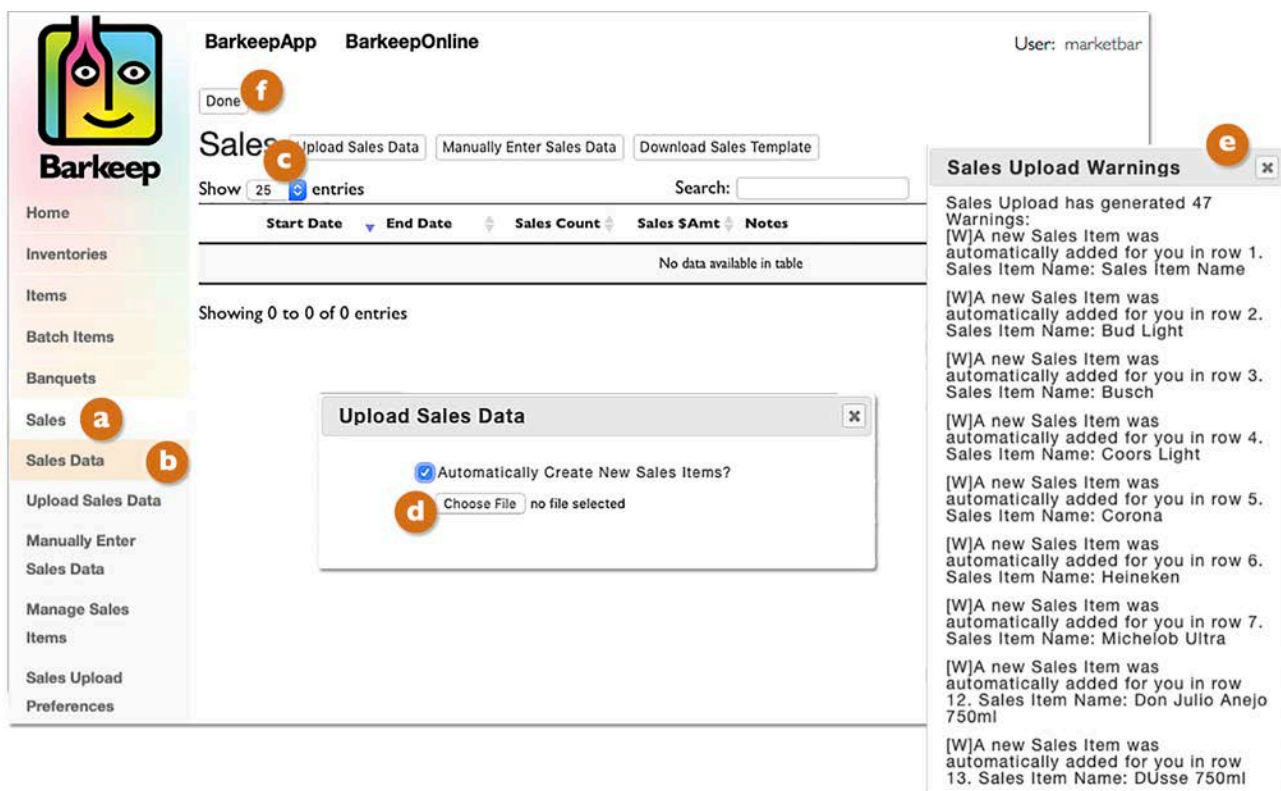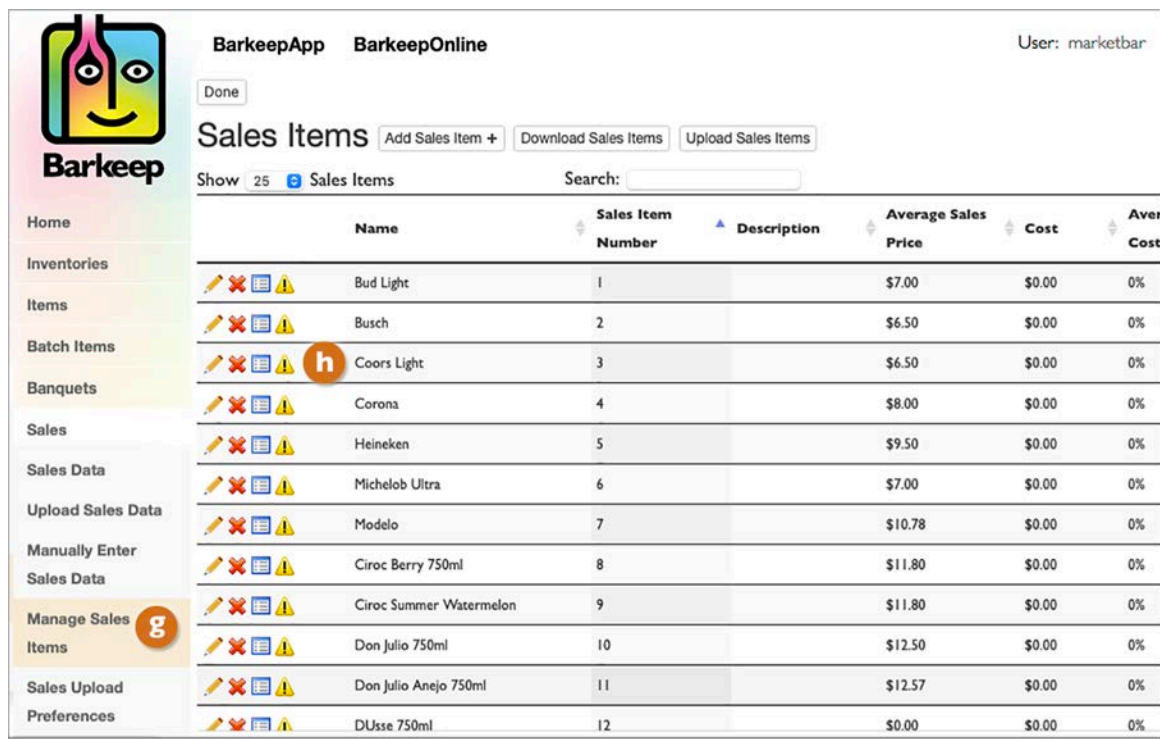
7. Because these are all new Sales Items, you will see a pop-up screen **e** with warnings like the one shown above.
8. Close the pop-up screen and press the [Done] button **f** on the top of Sales Data screen.

Automatically Create New Sales Items (cont.)

9. Select **Manage Sales Items** and return to your Sales Items 🅖

10. You will see your new Sales Items and each one will appear with a warning. ⚠️
    The warning icon indicates that your Sales Item has not been assigned to a Category or Item, and that it does not yet have a Recipe associated with it.

11. Following the steps to **Modify your Sales Items**, you will have to edit each Sales Item and assign Recipes with Categories, Items, etc.

12. As you correctly modify each Sales Item, 🅗 the warning ⚠️ icon will no longer appear.
    When you return to your Sales Data, the warning ⚠️ icon will also be removed for the corresponding Sales Data entries.

Note: If you add 10, 20 or just one new Sales Items when you upload your Sales Data (see below).
The steps to modify the new Sales Item and add all the information are the same.

◆ *Recommended Option* — when BarkeepOnline automatically creates a new Sales Items, you will have to set them up by entering additional information. You <u>only</u> need to do this for each Sales Item the first time you set it up. See **Correcting Sales Items** for additional information to your Sales Items.

Automatically Create New Sales Items (cont.)

Errors and Warnings

When you upload your Sales Items, BarkeepOnline has been designed to catch as many errors as possible. This is to make sure your Sales Items are correctly entered, and you can run effective Variance Reports and Pour Cost analyses.

Any time you create a new Sales Item that needs additional information. You will see this ⚠️ icon.

Resolving Errors/Missing Information

The first time you try uploading your Sales Items you probably will see a pop-up message warning with a list of errors. The following pages will show you how to spot and correct any errors and find places where additional information is needed for your Sales Items (including Recipes).

If you have uploaded data and have errors messages, there are two methods to resolve the problems with your Sales Items:

Method 1 – Close the pop-up window and select **Manage Sales Items** ⓐ to return to your Sales Items to correct the Sales Item(s) in BarkeepOnline (as shown on the **previous pages**).

- Each Sales Item with incorrect or missing information will display a warning ⚠️ icon.
- Press the pencil 🖊 or warning ⚠️ icon next to the ⓑ Sales Item(s) you wish to correct by adding a Category, Recipe, etc.   You also can add information such as a Category and Item directly ⓒ from the list for each Sales Item.
- Be sure to review each Sales Item with an error warning.

> ◆ *Recommended Option* — We recommend these steps when first setting up Sales Items.

Method 2 – Download your Sales Items spreadsheet and correct the errors.

After that you have started to create Sales Items you can select the ⌗ Download Sales Items ⌗ button and correct your Sales Items in your spreadsheet. Next you upload the corrected Sales Item Spreadsheet. Note the spreadsheet you will modify is your Sales Item spreadsheet and not your Sales Data. See the section on **Modifying your Spreadsheet** for detailed instructions.

Correcting Sales Items
Method 1 – Correcting Sales Items in BarkeepOnline

◆ *Recommended Option* — We recommend these steps when first setting up Sales Items.

Below is an example where warnings occurred because the uploaded spreadsheet had errors or missing information that needed to be corrected. In this example, the errors will be corrected in BarkeepOnline instead of revising the Sales Item spreadsheet.

To correct the errors in your Sales Items:
1. Begin by selecting **Manage Sales Items** from the dropdown menu. ⓐ
2. Begin by selecting the warning ⚠ icon for the Sales Item ⓑ you wish to modify and correct.
3. In this example, the Recipe was missing in your spreadsheet (Sales Item 419).
4. After you have completed the Recipe, then press the ⌈ Done ⌋ button ⓓ on the top of the screen to save your uploaded Sales Items or select the ⌈ Cancel ⌋ button to discard the changes.
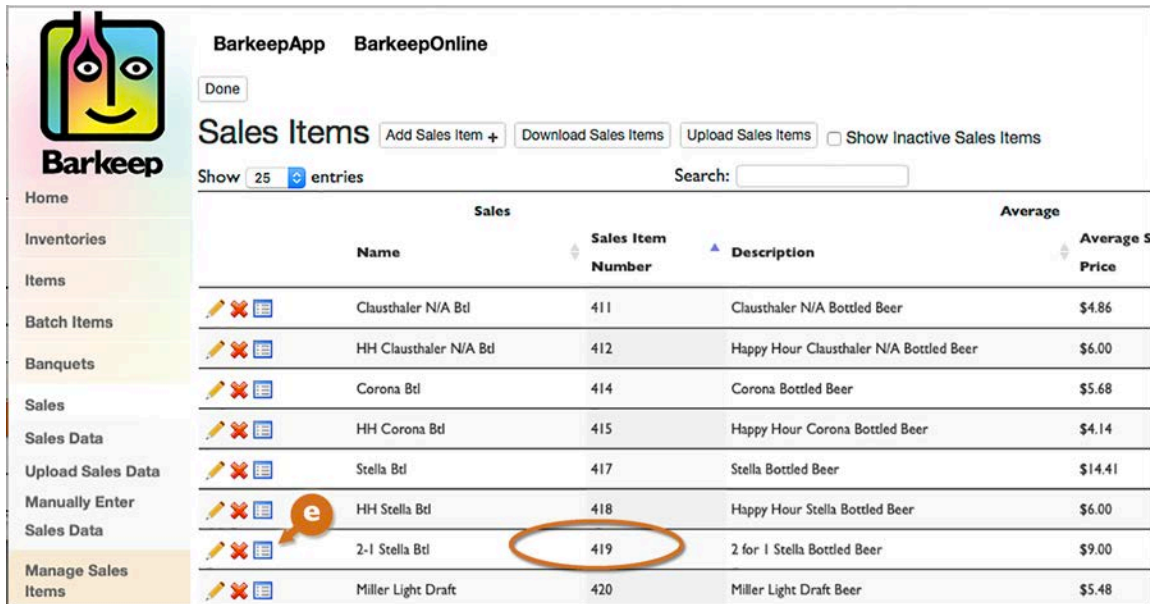
Method 1 – Correcting Sales Items (cont.)

5. Notice that the warning icon no longer appears **e** next to a Sales Item you have successfully corrected.
   Note: If you fail to completely correct the Sales Item, the warning ⚠️ icon will remain next to the entry in your list of Sales Items.
6. Choose the warning ⚠️ icon for next the Sales Item you wish to correct and repeat the steps on the previous page as needed.
7. After you have made all of your corrections, the final step is to press the [Done] button on the top of the screen to save your changes.

◆ **Recommended Option** — If you are setting up your Sales Items in BarkeepOnline after uploading a Sales Data spreadsheet, you will need to create a Recipe for each Sales Item. The next instructions you will need are in the **Recipes** section.

Tips: Below are a few reminders in order to avoid common mistakes when uploading Sales Items:

- **Avoid Duplicates** – No two Sales Items can have the same Sales Item Number and/or same Sales Item Name. You must use unique names and numbers.
- **Add Items before Sales Items** – If any of your Sales Items include specific products (e.g., **Guinness Draft**), You must add those Items to your Barkeep data <u>before</u> you upload your Sales Items.
- **Misc?** – While we do not recommend using them, if you must add a "Misc" Sales Item(s) please see the **Help Section** at barkeepapp.com for **Miscellaneous Sales Items**.

Method 2 – Correcting your Spreadsheet

Below is a detailed look at the Warnings for a spreadsheet with errors.

There were four problems with the data in the spreadsheet:

✓ No Item or Category or Item specified for Sales Item **Call Martini**

✓ No Item or Category or Item specified for Sales Item **Call Multi**

✓ No Item or Category or Item specified for Sales Item **HH Call Mul**

✓ No Item or Category or Item specified for Sales Item **Jack Shot**

> **Important:**
> Warning errors correspond to row numbers in your spreadsheet and <u>not</u> the Sales Item numbers you assigned. See example below.

Sales Upload Warnings ✕

Sales Upload has generated 4 Warnings:
[W]A new Sales Item was automatically added for you in row 2. Sales Item Name: Call Martini

[W]A new Sales Item was automatically added for you in row 3. Sales Item Name: Call Multi

[W]A new Sales Item was automatically added for you in row 4. Sales Item Name: HH Call Mul

[W]A new Sales Item was automatically added for you in row 5. Sales Item Name: Jack Shot

Ok

Sales Item Numb	Name	Modifier	Description	Exclude	Category	Item	Quantity	Units
82	Call Shot				Call Liquor		1.25	Oz
83	Beefeater Martini		Beefeater Martini		Call Gin	Beefeater Dry Gin 1L	3	Oz
84	Call Multi				Call Liquor		2	Oz
105	HH Call		Happy Hour Brooklyn		Call Liquor	Jim Beam 1L	2	Oz
106	HH Call Mar		Happy Hour Call Martini		Call Gin	Beefeater Dry Gin 1L	3	Oz
107	HH Call Mul		Happy Hour Call Multi-Liquor Cockta		Call Liquor		2.5	Oz
108	Jager Shot	double	Jager Shot		Call Liquor	Jagermeister 1L	1.25	Oz
109	Jager Cocktail		Jager Cocktail		Call Liquor	Jagermeister 1L	2	Oz
110	Jack Shot		Jack Daniels Shot		Call Whiskey	Jack Daniels 1L	1.25	Oz
111	Jack Daniels Cocktail	double	Jack Daniels Cocktail		Call Whiskey	Jack Daniels 1L	2	Oz
112	Gentleman Jack Cocktail	double	Jack Daniels Cocktail		Call Whiskey	Jack Daniels Gentleman Ja	2	Oz

After correcting your spreadsheet and adding the new Item you can now re-upload your Sales Items. Below is the corrected spreadsheet with a successful upload of your Sales Items:

Duplicate Sales Item Numbers/Names

> If you use the same Sales Item Number for more than one Sales Item, you will receive a pop-up warning message when you upload your Sales Items.
> Barkeep's default is to match Sales Data by Number, but if you have changed your Sales Upload Preferences to match Sales Data by Name, you will receive a similar pop-up warning ⚠ message when you have used a duplicate Sales Item Name.

continue to next page

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Excluding Sales Items

This feature has been designed to allow users to upload Sales Reports directly from their POS System without having to modify the POS System data. Often the Sales Report that is generated by a POS System will include data that the user does not want to track in Barkeep.

In order to allow users to upload their unmodified, POS Sales Report spreadsheets, Barkeep allows you to exclude Sales Items during the sales upload process. There are two common reasons why users might want to exclude some Sales Items:

- **Total Rows in your POS Data** – When Barkeep is uploading your Sales Report spreadsheet and encounters a Total Row or Subtotal Row, it will attempt to match the rows against your Sales Items. This is data that you would want to exclude.

- **Non-Inventory Sales Items in your POS Data** – These are the Items that are tracked in your POS System but that you do <u>not</u> count when taking a Barkeep Inventory (e.g., water, soda and some other non-alcoholic beverages).

How to Exclude Data when you upload from your POS System's spreadsheet

If you have not done so already, the first step is to review the instructions in the previous section on uploading Sales Data from an Excel spreadsheet. You should familiarize yourself with some of the basic steps.

Below is a sample of how a POS System's Sales Data spreadsheet might appear. Notice the subtotals based on categories as well as the total. This is the sample data we will be base the instructions on in this section.

	Sales Item #	Name	Sales Count	Sales Total
1				
2	1	Well	87	$391.50
3	2	Call	124	$744.00
4	3	Premium	48	$384.00
5	4	Happy Hour	254	$1,016.00
6	5	Well Shot	68	$306.00
7	6	Call Shot	91	$500.50
8	7	Premium Shot	27	$189.00
9	8	Jäger Shot	88	$440.00
10	9	Jack Shot	29	$145.00
11		Liquor Subtotal	816	$4,116.00
12	10	Domestic Beer	276	$1,380.00
13	11	Imported	187	$1,496.00
14	12	Premium Beer	148	$1,480.00
15	13	Domestic Draft	462	$2,310.00
16	14	Premium Draft	287	$2,009.00
17	15	Happy Hour Draft	541	$2,164.00
18		Beer Subtotal	1,901	$10,839.00
19	16	House Red	68	$408.00
20	17	House White	123	$738.00
21		Wine Subtotal	191	$1,146.00
22		Total	2,908	$16,101.00

Excluding Sales Items (cont.)

<div style="border: 3px solid #d35400; background-color: #f5eeaa; padding: 10px;">

Excluding unneeded data — using the Automatically Create New Sales Item Feature

This is the option we always recommend. Initially it requires some additional steps to set up your Sales Items, but the advantage is, that once you have completed the steps, you will be able to use your POS System Sales Data without always seeing the pop-up warnings.

You will also be able to use the "**Automatically Create New Sales Items?**" feature when your POS System adds new Sales Items.

</div>

The following example shows both how to modify a newly created Sales Item you want to add and how to exclude a Sales Item that you do not want to upload. To upload Sales Data from a POS System spreadsheet <u>and</u> exclude some Sales Items:

1. After you press the ⌈ Upload Sales Data ⌉ button, **a** the screen will adjust and the ⌈ Choose File ⌉ button will appear.
2. Confirm that the box is checked to "Automatically Create New Sales Items?" **a**
3. After you choose a file and the Sales Data is uploaded, you will see a pop-up window with warning messages **c** with warnings.
    - There is a warning for a new Sales Item created from row 36.
    - There is an additional warning for a new Sales Item created from row 37.
      But this "Sales Item" is actually a liquor subtotal line in your spreadsheet.
4. Press ok **d** to continue and review your Sales Data and make corrections.

Excluding Sales Items (cont.)

5. When you review your Sales Data, you will note the ⚠ warning icon for Sales Items that require your attention.
These are the ones you just uploaded.

6. Clicking on the Sales Item Number **e** (in blue) will open a new window for each Sales Item.

7. The first Sales Item **Absolut Citron** is fairly straightforward. **f** It is a new Sales Item that you need to add a Recipe with Item, Quantity, etc. to.

8. After you are finished, press [Done] and return to your Sales Data.

Excluding Sales Items (cont.)

9. The next step is to deal with the **liquor subtotal** "Sales Item" that was uploaded.
10. Because this is not a real Sales Item but a line that your POS system exports to a spreadsheet – you need to exclude it.
11. From the menu select **Manage Sales Items**. **h** If you have a big list and do not see the **liquor subtotal**, you can find it by searching.
12. As soon as you select **Exclude?** **i** You will notice the ⚠ warning icon has been removed for that Sales Item.
13. The next step is to press the [Done] button on the top of the screen.
14. All future uploads of your Sales Data will exclude the line and its data that is labeled **liquor subtotal**.

What about the Sales Data you just uploaded?

When you return to the Sales Data that you just uploaded, you will still see **liquor subtotal**. This is because you will exclude **liquor subtotal** in any future uploads.

Now, you need to re-upload your Sales Data, or, simply press the red ✖ to **j** delete the Sales Item **liquor subtotal**. After you have confirmed you want to delete the Sales Item you will also notice the Sales Amount **k** adjusts automatically removing that subtotal that was inadvertently factored into the total.
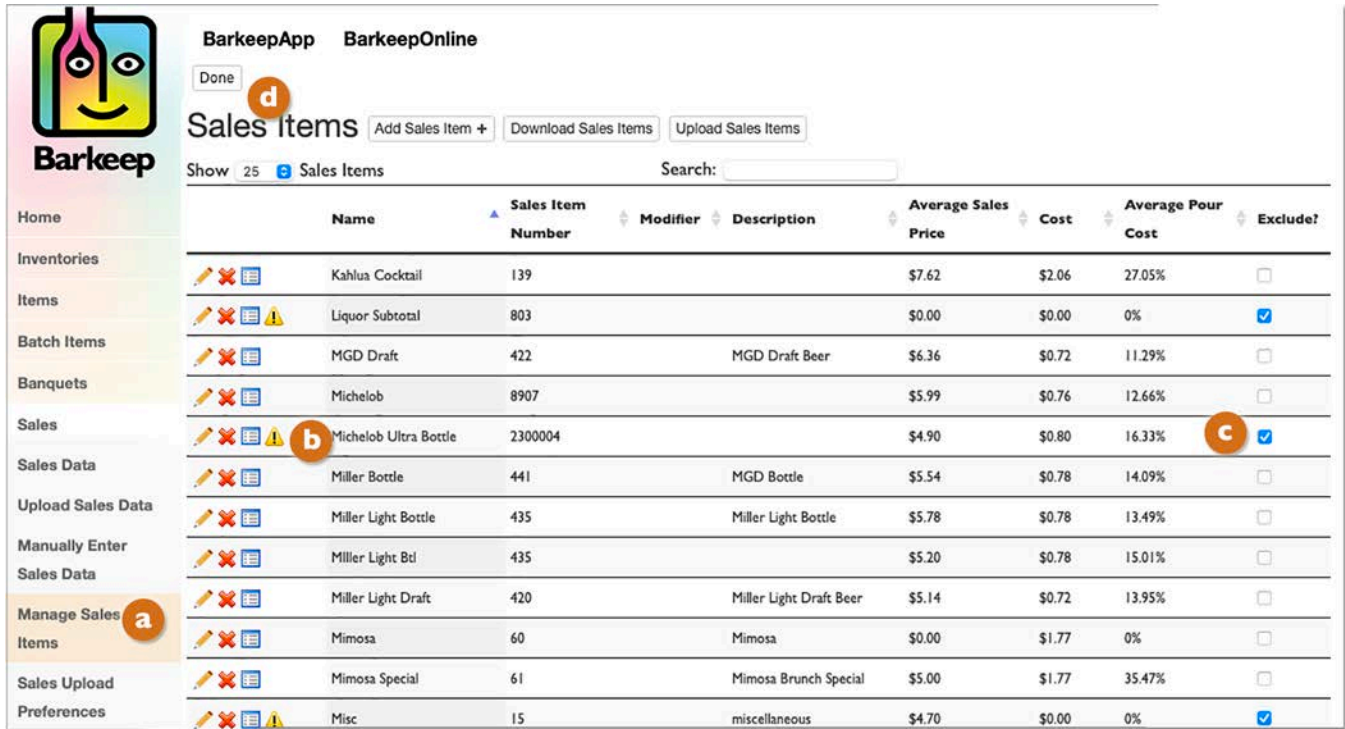
Excluding Sales Items (cont.)

Excluding Multiple Sales Items

If you have uploaded a large number of Sales Items that need to be excluded, you also can check them off when you select the Sales Menu and press **a** **Manage Sales Items** then do the following steps:

1. In your list of Sales Items, you will see the newly created Sales Items in the list. Each one marked by the ⚠ warning icon. **b**
2. As you check **c** a Sales Item and exclude it, the ⚠ warning icon will no longer appear.
3. After you have selected all the Sales Items to exclude, press the ⬚Done⬚ button **d** on the top of the screen.

Name	Sales Item Number	Modifier	Description	Average Sales Price	Cost	Average Pour Cost	Exclude?
Kahlua Cocktail	139			$7.62	$2.06	27.05%	☐
Liquor Subtotal	803			$0.00	$0.00	0%	☑
MGD Draft	422		MGD Draft Beer	$6.36	$0.72	11.29%	☐
Michelob	8907			$5.99	$0.76	12.66%	☐
Michelob Ultra Bottle	2300004			$4.90	$0.80	16.33%	☑
Miller Bottle	441		MGD Bottle	$5.54	$0.78	14.09%	☐
Miller Light Bottle	435		Miller Light Bottle	$5.78	$0.78	13.49%	☐
Miller Light Btl	435			$5.20	$0.78	15.01%	☐
Miller Light Draft	420		Miller Light Draft Beer	$5.14	$0.72	13.95%	☐
Mimosa	60		Mimosa	$0.00	$1.77	0%	☐
Mimosa Special	61		Mimosa Brunch Special	$5.00	$1.77	35.47%	☐
Misc	15		miscellaneous	$4.70	$0.00	0%	☑

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Excluding Sales Items (cont.)

Sales Items and Sales Data that includes non-inventory Items

Many users may have Sales Data that is for Sales Items that they do not count as part of their Inventory and do not want to include in Variance, Pour Cost and other Reports. For example, water, soda and other non-alcoholic beverages.

Barkeep is designed to allow users to decide what Items (products) they want to include in their Items lists and Inventories. You can include all non-alcoholic beverages or just certain ones, or none at all. For example, you might include Items like **Red Bull**, **Red Bull Sugar Free**, **Clausthaler**, bottles of **Crystal Geyser**, etc. but you would not include fountain sodas/mixers such as **Coca-Cola**, **7 Up**, etc. (see below)

Excluding non-Inventory Sales Items
Your Sales Data might still include many of these non-alcoholic beverages because you sell them to your customers. They are in your POS System. You can create Sales Items for these non-alcoholic beverages and then exclude them. **(a)** They will appear on your spreadsheet, but when you upload Sales Data, they will not be included.

Note: To add non-inventory Sales Items, you <u>must</u> assign them to a Category (e.g., **Water/Soda**), **(b)** but you do not need to create Barkeep Items for them as long as you never plan to count them as part of your Inventories or include them in Reports.

Sales Items that are not a beverage
Some users have asked us about using Barkeep to track and count Items other than beer, wine and liquor. See the **Help Section** at **barkeepapp.com** where there are instructions for **Non-Liquor Sales Items**. Your Sales Data might still include many of these non-alcoholic beverages because you sell them to your customers. You can upload Sales Items for these non-alcoholic beverages and then exclude them. **(a)**

Reviewing an Item's Sales Items

With BarkeepOnline you can look up any Item (product) and quickly review all your Sales Items that use that Item in their Recipes. To look up an Items' Sales Items, do the following:

1. Log in to BarkeepOnline and choose **Items**.
2. From the Items screen **a** select the Item you wish to review.
3. In the Item Details screen press the [Show Sales Items] button. **b**
4. You will see a screen **c** listing all the Sales Items where your Item (e.g., **Absolut**) is included in the Recipe.

Done | Save | Cancel   **a**

Item | ⏮ First | ← Previous | Next → | Last ⏭ | New Item + | Delete 🗑 | Copy ↻ | Show Inventory Entries | Show Sales Items **b**

Item Name	Absolut	Serving Size	2
Category	Call Vodka	Serving Units	oz
Bottle Size	750	Serving Price	$6.00
Bottle Units	ml	Par Level	4
Bottle Type	Bottle	Re-Order Point	
Supplier	Acme Liquor	Order Unit Size	
Price (Cost)	$18.00	Empty Bottle Weight	25.5 oz
Default Case Size	12	Full Bottle Weight	36.2 oz
Item Code	87000069929	Inactive?	☐
Notes			

Barcodes

Add Barcode +
Audit Info   Search: [   ]

Item Name	Barcode	Bottle Type	Case Count
❌ Absolut	9781596525979	Bottle	

Done **c**

Sales Items For Item Absolut 750ml Add Sales Item +

Show 25 Sales Items   Search: [   ]

Name	Sales Item Number	Modifier	Description	Average Sales Price	Cost	Average Pour Cost	Exclude?	Inactive?
✏️❌📋 Absolut Cocktail	120		Absolut Cocktail	$8.47	$1.42	16.75%	☐	☐
✏️❌📋 Absolut Special	121			$8.67	$1.42	16.38%	☐	☐
✏️❌📋 Absolut Lemon Drop	129		Absolut Lemon Drop	$9.26	$1.75	18.95%	☐	☐

Showing 1 to 3 of 3 Sales Items   Previous | 1 | Next

Manually Adding Sales Items

To add Sales Items manually, do the following:

5. Log in to BarkeepOnline and **(a)** choose **Sales** and select **Manage Sales Items**. **(b)**

6. Press the [Add Sales Item] button. **(c)**

7. You will see your new Sales Item in an empty Sales Item screen. **(d)** Here is where you enter the information:

    - A Sales Item Number. Sales Item Numbers <u>must</u> be unique.
      Never use the same Sales Item Number more than once.
    - A Name for the Sales Item (e.g., Well).
    - Choose the correct Category for the Sales Item (e.g., Well Liquor). Your choice of Category is based on the Item(s) from your list of products that you use to make this Sales Item.
    - The next step it to enter the Recipe for the Sales Item.

8. If the information is incomplete, the new Sales Item will appear in the list with the ⚠️ warning icon as a reminder to add all the information and details necessary.

Example: A *Gin and Tonic* sold as a **Well Cocktail** might use **Barton Gin**. In your list of Items, the Item called **Barton Gin** belongs to the Category called **Well Liquor**.

A *Gin and Tonic* made with **Tanqueray Gin**, an Item in the Category known as **Call Liquor**, would likely be sold as a Sales Item called **Call Cocktail**. Remember, BarkeepApp allows you to decide which Category a particular brand of liquor belongs to. The important thing is to make sure the products used to make a Sales Items are categorized the same way as your Items in BarkeepApp.

Sales Items – Recipes

If you are adding a new Sales Item, modifying an existing one, or if you are setting up you Sales Items for the first time, every Sales Item <u>must</u> have a Recipe (unless it is a Sales Item you exclude).

What is a Recipe?
In BarkeepOnline a "Recipe" refers to the mix and quantities of Items used in a Sales Item. A Recipe is how Barkeep defines the amount(s) of any products (Items) used in each Sales Item.

For example, a Recipe can be the mix and amounts of liquor to make a particular cocktail, but a Recipe is also the 16 oz of **Guinness Draft Beer** in the Sales Item **Guinness Pint** or the 1.5 ounces of **Call Liquor** in the Sales Item **Call Shot**. Recipes are used to calculate how much liquor should be used for each of your Sales Items when calculating your Expected Usage, Variance Details and Expected Pour Cost.

Parts of a Recipe

	Property	Description
a	Recipe	The Recipe defines the product(s) that make up the Sales Items. A Recipe defines the quantity of each Category and Item(s) of liquor that are used by the Sales Item.
b	Recipe Category	The Category(s) assigned to the liquor used to make the particular Sales Item.
c	Recipe Item [25]	The liquor or Barkeep Item(s) used to make the particular Sales Item. You must choose Categories for each Sales Item used in your Recipe, but assigning a particular Item (e.g., **Beefeater Dry Gin**) is optional.
d	Recipe Quantity and Units	The amounts of different Items used in the Recipe (e.g., 3 ounces of gin and 1 ounce of dry vermouth). The unit refers to the unit of measure used in the Recipe. Generally, oz. (ounces) but it also could be bottles.

◆ *Recommended Option* — Have you uploaded your Sales Data from a POS System spreadsheet and has Barkeep simultaneously created your Sales Items? This is your last step. You can resolve the error ⚠ warnings in you Sales Items by giving each Sales Item a correct Recipe.

Recipes (cont.)

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[25] If you specify an Item, the Category will automatically default to the Category that contains the selected Item.

Changes in BarkeepOnline v.6.4

BarkeepOnline v.6.4 introduced a more sophisticated algorithm for calculating Pour Cost. This change simplified the steps for creating Sales Items and results in greater accuracy in Pour Cost Reports.

New users are using the new algorithm by default.

For Existing BarkeepOnline users (*before* March 2024)

Existing users will need to make a one-time adjustment to the **Sales Upload Preferences** (a) and switch to the new By Product Cost algorithm. (b) This change will do the following:

- All your Pour Cost Reports, including ones based on older data, will have more accurate results.
- You no longer will assign a "top level" Item/Category for the Sales Item (see below). You still assign Categories and Items in the Recipes.
- When you choose **Sales** and select **Manage Sales Items**, your list of Sales Items will not include columns for Categories and Items — to review these you will look at the individual Sales Items and their Recipes.
- When you download a spreadsheet of Sales Items, the spreadsheet will no longer include the "top level" columns for Items/Categories.

We recommend all users switch to the new algorithm.

Note: Switching to the new algorithm will not change the way your POS spreadsheet of Sales Data uploads.

Recipes (cont.)

Creating Recipes for your Sales Items

When the Sales Item in your POS System is for specific Items (i.e. product), you need to add those Items to your Recipe.

For example, if you have a POS System where your register keys are linked to Sales Items for particular products such as **Bacardi O** then you would specify both an Item and a Category for the Sales Item.

When you run a Variance or Pour Cost Report, the sales for this Sales Item will be rolled up into the Items that you specify here (e.g., **Bacardi O**). If no Items are specified, sales for this Sales Item will be rolled up into the Category rather than an individual Item (e.g., **Call Liquor**).

See the **Help Section** at barkeepapp.com to find additional instructions for **Managing Recipes**.

Sales Item Recipes with Multiple Categories and Items

For some cocktails, you will need to add more than one Item and Category to a Recipe.
The example below shows a Sales Item called **Beefeater Martini**. This is an instance where you would need to select two Items in two different Categories under Recipe:

- The main ingredient for the Recipe is **Beefeater Dry Gin** ⓐ in the Category **Call Gin**.
- The additional ingredient, **Cinzano Extra Dry**, ⓑ is an Item that belongs to the **Aperitif** Category.
- Also note, you will need to add quantities for each Item in a Recipe.

Also see the **Reports with Detailed Recipes** section.

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Recipes (cont.)

Modifying Existing Recipes

You may need to make some changes to your Recipes. When you first run Variance Reports, you might spot some anomalies that are due to mistakes in your Recipes. A small mistake like the wrong quantity or incorrect Item specified in a Recipe will show up as an anomaly in a Variance Report. Moving forward, you may need to add new Sales Items but there will not be many circumstances where you need to modify existing Sales Items and Recipes.

What happens when you change the Item used for a Sales Item?
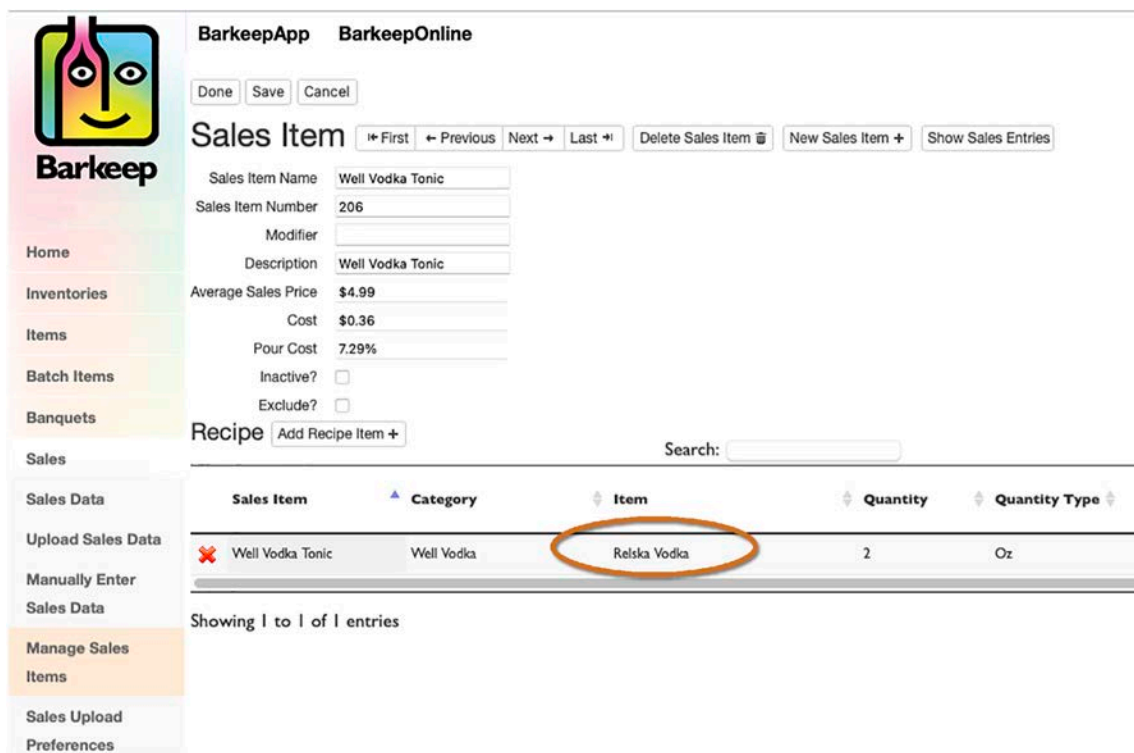
In this example you have a Sales Item called **Well Vodka Tonic**. Your Recipe includes **Barton Vodka**. But you have switched brands, and your new well vodka is **Relska Vodka**.

Can I just change the Item?
No, we do <u>not</u> recommend doing this. The reason is; by changing an existing Sales Item, you will alter all your historic Sales Data. If you needed to re-run Variance Reports, they would be inaccurate.

Delete then re-upload
1. First, delete the existing Sales Item(s) that uses **Barton Vodka**.
    When you have historic Sales Data that refers to a Sales Item that you have deleted, the existing Sales Data will still be valid.[26] Your existing Variance Reports and Pour Cost Reports will not be affected when you remove a Sales Item that is part of the Sales Data used for those Reports.
2. Your POS System will still have the Sales Item **#206**, **Well Vodka Tonic**.
3. The next time you upload Sales Data. Barkeep will automatically create a new Sales Item for **Well Vodka Tonic**. You will see the warning ⚠ icon for this Sales Item.
4. Modify the Sales Item and add your new well vodka, **Relska Vodka**, to the Recipe.

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[26] See the section **Removing Sales Items** for a detailed explanation.

Managing Sales Items

Tip: **How to Test your Sales Items**

> After you have uploaded Sales Data and completed about 10 Sales Items by adding Recipes, we recommend running a Variance Report as a test. This is a good way to make sure you are following the steps correctly and might prevent you from having to redo hundreds of Sales Items.
>
> Your test Variance Report will show results where you have completed Sales Items. If you completed all the Sales Items associated with a specific Item (product), for example **Jack Daniels**, you can review the results for **Jack Daniels**. If the Variance Report results seem incorrect based on your Sales and Inventories, you might take a closer look at how the Sales Items are set up.
>
> If you have questions, contact support@barkeepapp.com and we will review your Sales Items and advise you if you need to make changes.

How to Modify, Add and Delete Sales Items

After you have added your Sales Items, there will probably be situations where you need to make some changes.[27] The following pages will explain how to maintain and manage your Sales Items.

There are two methods for modifying your Sales Items. This includes making changes to the existing Sales Items as well as adding or deleting Sales Items. Before making any modifications, we recommend that you become familiar with the steps described in the previous sections for uploading data from spreadsheet and manually adding Sales Items.

♦ **Option D - Modifying your Spreadsheet**
You can modify your spreadsheet containing your Sales Items definitions. Then upload the revised version of your spreadsheet. BarkeepOnline will automatically implement the changes from your spreadsheet into your Sales Items.

   Important Note: If you decide to modify your Sales Items in your spreadsheet, we recommend always using the steps outlined on the following pages.

♦ **Option E - Modifying in BarkeepOnline**
You can manually make changes to Sales Item directly in BarkeepOnline.

♦ **Option F – Manually Adding Sales Items**

♦ **Review Sales Items for an Item**

♦ **Review Sales Entries for a Sales Item**

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[27] **Can I use my existing Barkeep Sales Items when I change to a new POS System?**
Yes. Please contact support@barkeepapp.com and we can assist with the transition to your new POS System.

Option D - Modifying your Spreadsheet
Download your Sales Items first and then re-upload your changes

If you prefer, you can make changes to your Sales Items by working from your customized spreadsheet. This method might be quicker if you are making many changes.

1. Log in to BarkeepOnline and **(a)** choose **Sales** and select **Manage Sales Items**. **(b)**
2. Press the [Download Sales Items] button. **(c)**

   Note: This step is crucial (see tip below)

3. Save the new spreadsheet to your computer or local file system.

<div style="background-color:yellow;">

Tip: Always start with a "fresh" spreadsheet.
We recommend you <u>always</u> download your Sales Items by selecting [Download Sales Items] and open and save a <u>new</u> spreadsheet. This step is crucial to make sure that you keep any of the changes you have previously made.

For example:
    If you had modified or added Sales Items in BarkeepOnline on Monday making the changes manually when logged in to BarkeepOnline. And then on Thursday, you modified an older Sales Item spreadsheet and re-upload your Sales Items. The changes you made on Monday would be lost!

    When you download your Sales Items and work from a new spreadsheet. You will download <u>all</u> the Sales Item information you have entered in your BarkeepOnline account (i.e., the changes you made manually when logged into BarkeepOnline).

</div>

4. Open your spreadsheet.
5. After you have made and saved your changes, you are ready to upload your changes.
6. Any changes you have made in your spreadsheet will be updated to your Sales Item list in BarkeepOnline.

Below is an example where the Item (product) served for **Happy Hour Draft** has been changed from **Corona Draft** to **Budweiser Keg**.

What if you add new Sales Items to your spreadsheet?
Just like when you make changes to existing Sales Items, when you upload your new spreadsheet, BarkeepOnline will add the new Sales Items.

If you are matching your Sales Items by name, and use the same, exact name, you will see the warning ⚠️ icon and need to make corrections (i.e., change the name). If you match Sales Items by number and use a duplicate Sales Item number, again, you will see the warning ⚠️ icon.
You will need to assign a different, unique number to the Sales Item.

Option D - Modifying your Spreadsheet (cont.)

To upload your modified Sales Item spreadsheet:

1. You begin with same steps you took to originally upload your Sales Items. We recommend you review those detailed and illustrated **instructions**.
2. Log in to BarkeepOnline and choose **Sales**. Select **Manage Sales Items** from the dropdown menu.
3. Press the [Upload Sales Items] button. Press the [Choose File] button.
4. You will have to choose a file (spreadsheet) to upload your Sales Items from.
5. You should choose the new, revised spreadsheet file.
6. The final step is to press the [Done] button on the top of the screen to save your changes.
7. You may have some error messages to resolve.

Adding New Items to your Spreadsheet and then Uploading Them

1. You will need to follow the same basic instructions described above, press the [Download Sales Items] button and then add and revise your spreadsheet.
2. In your new, custom spreadsheet you can enter your new Sales Items to the list of existing Sales Items.

Deleting Existing Sales Items

When you upload your Sales Items, you will see an option to "Delete Existing Sales Items."
- ✓ This option is off by default.
- ✓ If you select this option and upload a new or revised spreadsheet, all your existing Sales Items will be deleted and replaced with the ones on the spreadsheet.
- ✓ If you are fixing errors in your Sales Items (like adding recipes that were missing), then you probably do not to choose "Delete Existing Sales Items." Your changes will modify the existing Sales Items and your changes will automatically apply to your existing Sales Data.

For a further explanation of this option, see the section:
   Removing Sales Items — Delete or Inactive?

Option E - Manually Modifying Sales Items

Logging in to your BarkeepOnline account and manually making changes is the most common method.

To modify Sales Items manually, do the following:

1. Choose **Sales** (a) and select **Manage Sales Items** from the dropdown menu. (b)
2. Press the pencil icon 🖉 to select the Sales Item(s) you wish to modify. (c)
3. A screen will appear with the Sales Item's details. (c)
4. This is where you make your changes to the Sales Item. For example, changing the second Item for the Sales Items **Kahlua Cocktail** to **Barton Vodka**. (d)
5. Press the [Done] button (e) on the top of the Sales Item screen to save your changes or select the [Cancel] button to discard them.
6. The Sales Item detail window will close and return you to the Sales Items list screen. Here you can continue to make changes to other Sales Items or….
7. The final step is to press the [Done] button on the top of the screen.

Option F - Manually Adding Additional Sales Items

To add more, new Sales Item(s), see the instructions in the section on **Manually Adding Sales Items**. If you are adding just one (or a few) new Sales Items, you will use the same instructions as when you initially set up your Sales Items.

> **Reminder:** Any time you wish to update your spreadsheet, we recommend you first download your Sales Items by selecting [Download Sales Items]. On your desktop computer open your Sales Items spreadsheet and save it as a new spreadsheet. Make and save all your changes in the new spreadsheet. This step makes sure that you keep any of the changes you have previously made.

Updating Online or your Spreadsheet?

When you add new Sales Items or make changes manually, Barkeep has pop-up menus for Category and Items. Just like with your spreadsheet, you can <u>only</u> select a Category or Item that exists in your Barkeep data.

Reviewing Your Sales Items

With BarkeepOnline you can review all of the Sales Items that include a particular Item in their Recipe. After selecting any Item, press the [Show Sales Items] button **a** to review the Sales Items.

The example below **b** shows all your Sales Items that include **Absolut** in their Recipe.

See the **Help Section** at barkeepapp.com for additional tips for managing your Sales Items.

Reviewing Your Sales Entries

With BarkeepOnline you can review any Sales Items' history and see all the Sales Entries for a selected Sales Item. It is a quick way to see the figures for a particular Sales Item over a period of time.
After selecting the Sales Item (e.g., **2-1 Stella**), press the ⌊ Show Inventory Entries ⌋ button **a** to review the Sales Entries

The example below shows all your Sales Entries for **2-1 Stella**. For each set of Sales Data there is a Sales Count **b** and a Sales Total **c** for the Sales Item. If there were no sales, the Sales Item still appears but the Sales Count and Sales Total are left blank. **d**   This also could be a way to spot missing or incorrect Sales Data.

Note: If you have other Sales Items with the same Item (e.g., **Stella Artois**), you need to review each Sales Item individually to see the list of Sales Entries.

Removing Sales Items – Delete or Inactive?

Why remove Sales Items?
Sales Items change often. Many users may create a Sales Items that might be used for a set period of time, for example, a seasonal beverage or a special promotion. Deleting or Deactivating a Sales Item that is no longer in use will make reviewing and managing Sales Data less complicated.

Make changes in BarkeepOnline or in the Spreadsheet?
There are three ways to remove Sales Items:
- Delete the Sales Item directly in BarkeepOnline.
- Make a Sales Item Inactive.
- Delete Sales Items in your spreadsheet and then re-upload your new, revised Sales Items spreadsheet with the Delete Existing Sales Items option checked.

Deleting a Sales Item or Making it Inactive
To delete or make a Sales Item inactive:
1. Choose **Sales** (a) and select **Manage Sales Items**. (b)
2. Press the red ✖ to select the Sales Item you wish to delete. (c)
3. After you press the red ✖ a pop-up warning (d) will ask you to confirm your decision.
4. Repeat the previous steps for each additional Sales Items you wish to delete.
5. Instead of deleting a Sales Item, you have the choice to make a Sales Item **Inactive?** (e)
6. The final step after deleting or deactivating Sales Items is to press the Done button. (f)
7. When you choose to delete or deactivate a Sales Item, both decisions are permanent. The next page explains what happens with your older Sales Data.

> **Tip:** Backing up your Sales Items
> If you wish to back up your Sales Items before making changes, we recommend you download your existing Sales Items by selecting Download Sales Items. With your laptop or desktop computer, save and rename the spreadsheet as a backup. If you are unsatisfied with future changes you make to your Sales Item, you can simply upload your backed-up Sales Item spreadsheet and restore the old Sales Items.

Removing Sales Items (cont.)

Deleting a Sales Item in your Spreadsheet

If you delete a Sales Item(s) from your spreadsheet it will not appear in BarkeepOnline <u>after</u> you have re-uploaded your Sales Items <u>only</u> when you choose to "Delete Existing Sales Items."
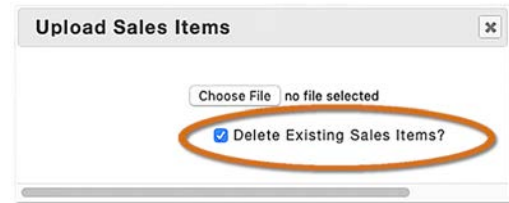
✓ When you select "Delete Existing Sales Items," Barkeep will delete all existing sales items and create new ones to replace the deleted Sales Items.
✓ If you do not check "Delete Existing Sales Items" then the existing Sales Items will be modified to reflect the new definition from your spreadsheet.
✓ Also, new Sales Items will be created for any Sale Items in the spreadsheet that did not already exist.

Switching Products

When you are making changes that you do not want to affect your existing sales data (for example, changing your Recipe for a cocktail from one brand to a different brand going forward), then you should choose the option to "Delete Existing Sales Items." This will keep all your older Sales Data as-is (i.e., using the current Recipes from the deleted Sales Items) and then create new Sales Items with the new Recipes that will be used for future Sales Data.

<div align="right">

Also see <u>Correcting Sales Items</u>

</div>

If I delete or deactivate a Sales Item, will it affect my older Sales Data?

No. Deleting, deactivating or excluding a Sales Item will not affect your historical Sales Data.

Barkeep will retain the information in the background. If you have existing Sales Data that refers to a Sales Item that you have removed, the existing Sales Data will still be valid. Your existing Variance Reports and Pour Cost Reports will not be affected when you remove a Sales Item that is part of the Sales Data used for those Reports.

So, when you remove a Sales Item in BarkeepOnline, it is not technically deleted – but it is no longer visible, and Barkeep treats it as inactive. When you review your Sales Items in BarkeepOnline you will only see the active Sales Items. But, when you review old Sales Data, Barkeep will still show you the sales of your older inactive (deleted) Sales Items.

Note: Once you have deleted a Sales Item, you will not be able to add or upload new or revised Sales Data that references the deleted Sales Item(s). For example, if you wanted to upload older Sales Data and run Reports to look at activity months ago, you would have to keep the necessary Sales Items in BarkeepOnline.

> **Can I reactivate or undelete a Sales item?**
> No. If you want to reuse a Sales Item that was removed, you will need to create a new Sales Item with the same information. Remember, you have the option to exclude an existing Sales Item. You would uncheck **Exclude?** when you need it later.
>
> see **Excluding Sales Items**

POS Systems with Sales Item Modifiers

With BarkeepOnline you create corresponding Sales Items to match each Sales Item in your POS System.

Many POS Systems have unique Sales Items for every individual drink or cocktail served. When the same product (Item) is sold, there is still different Sales Items for every option. For example, with an Item such as **Jack Daniels** there might be separate Sales Items with names like **Jack Daniels**, **Jack Daniels Double**, **Jack and Coke**, **Jack Shot**, etc.

What are Modifiers?

With some POS Systems, staff may have to select one key for some cocktails and then select a modifier key such as **Single**, **Double**, **Shot**, etc. For example, you might select **Jack Daniels** for any cocktail with **Jack Daniels** but then need to select **Double**, **2-for-1**, **Shot**, etc.

Another example that uses a modifier could be a Sales Item such as a **Call Martini** where a second key would be the modifier to indicate which brand of Call Liquor was used. You would have modifiers with names like **Grey Goose**, **Tanqueray**, etc.

BarkeepOnline can use the modifier sales and counts from your Sales Data spreadsheet and run Variance and Pour Cost Reports that factor in this information.

POS Systems with Sales Item Modifiers (cont.)

Sales Data Upload Preferences with Modifiers

You will need to configure your account to upload the modifier data from your POS System's spreadsheet.

To customize your Sales Upload preferences, do the following:

1. Log in to BarkeepOnline and choose **Sales** and select **Sales Upload Preferences** from the dropdown menu. This takes you to the Sales Upload Preferences screen.
2. Select the spreadsheet column you would like to assign to the Modifier to (e.g., **C**). **a**
3. By default, BarkeepOnline matches your Sales Data by "Sales Item Number." You will need to select either to match by: **b**
   - ✓ "Sales Item Number & Modifier"
   - ✓ "Sales Item Name & Modifier"

Reminder: We recommend matching your Sales Data by "Sales Item Number" if your POS Systems supports assigning numbers to your Sales Items. However, if your Sales Items are identified by Name in Your POS System, you can switch to matching by "Sales Item Name".

Note: The **Sales Upload Preferences** section has additional instructions for managing your uploads. You also can email your spreadsheet to us at support@barkeepapp.com and we will review your spreadsheet and upload preferences to make sure they are set up correctly.

POS Systems with Sales Item Modifiers (cont.)
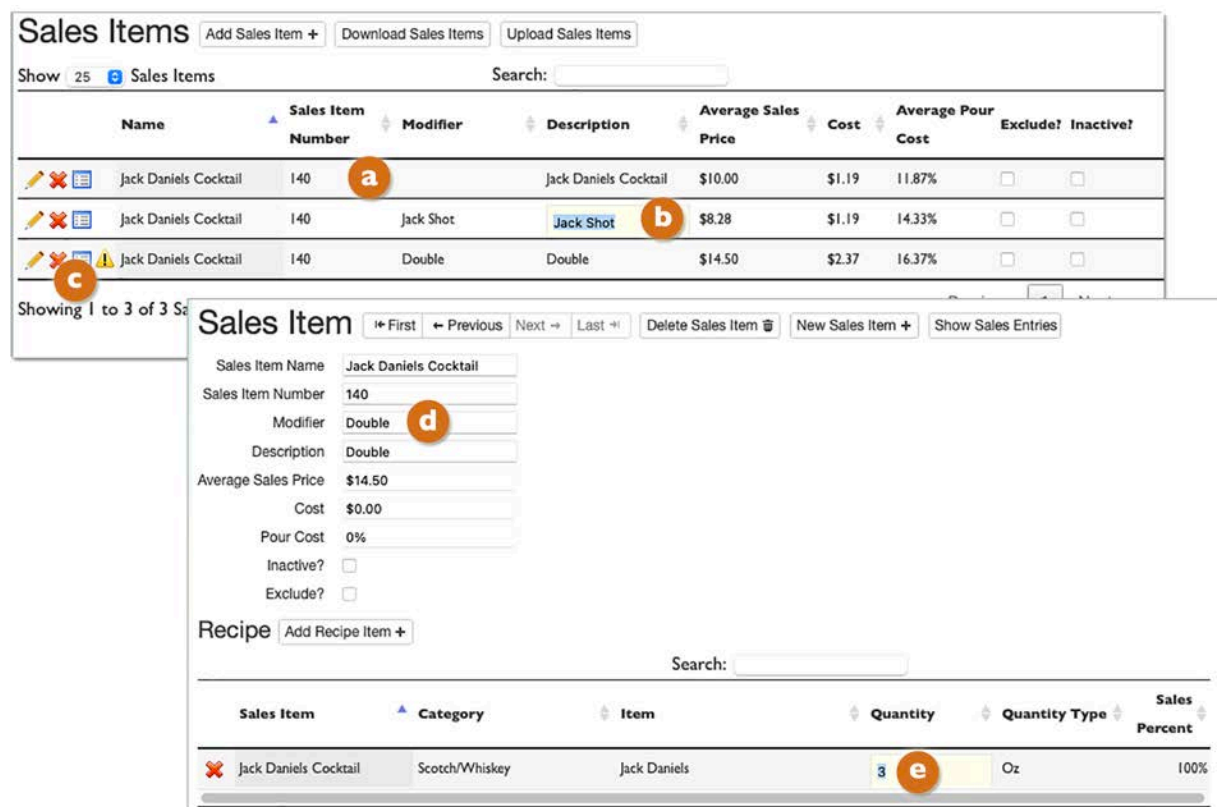
Creating Sales Items with Modifiers

When your POS System uses modifiers, you will have a single Sales Item key and, when applicable, select a modifier key for the sale.

Example: **Jack Daniels with two modifier options**

In this example, your bartender would select **Jack Daniels** for a cocktail using **Jack Daniels**. In your POS System it is Sales Item Number 140. If the customer ordered a shot, the bartender would select the modifier key "**shot**" or "**double**" when the customer orders a double.

- When a POS System's Sales Data spreadsheet is uploaded to your BarkeepOnline Account <u>and</u> your settings are configured to match by Sales Item Number & Modifier, Barkeep will create three Sales Item. **a**
- Each one has the same name and number (see below).
- Adding a description for the Sales Item is optional. **b** We recommend doing this to better manage Sales Items with modifiers.
- When you first upload and create Sales Items, you will see the icon ⚠️ reminding **c** you to add a Category, Recipe, etc.
- Note the third Sales Item has the modifier **d** "double". In this example the Recipe **e** calls for 3 oz. of **Jack Daniels** (e.g., double your standard 1.5 oz. pour).

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POS Systems with Sales Item Modifiers (cont.)

Below is a set of all the Sales Items using various **Jack Daniels** products. There are separate Sales Items for different varieties (e.g., **Gentleman Jack**, **Single Barrel**, etc.), there are options with modifiers like shots and doubles as well as additional Sales Items for other cocktails using **Jack Daniels**.

Sales Items — Add Sales Item + | Download Sales Items | Upload Sales Items

Show 25 Sales Items   Search: jack daniels

	Name	Sales Item Number	Modifier	Description	Average Sales Price	Cost	Average Pour Cost
✏️❌📄	Jack Black Label Cocktail	1138		Jack Daniels Cocktail	$13.50	$1.89	14.02%
✏️❌📄	Jack Daniels Black Label	113			$14.00	$1.89	13.52%
✏️❌📄	Jack Daniels Bottle	115		bottle service	$137.50	$26.75	19.45%
✏️❌📄	Jack Daniels Cocktail	140		Jack Daniels Cocktail	$10.00	$1.19	11.87%
✏️❌📄	Jack Daniels Cocktail	140	Jack Shot	Jack Shot	$8.28	$1.19	14.33%
✏️❌📄	Jack Daniels Cocktail	140	Double	Double	$14.50	$2.37	16.37%
✏️❌📄	Jack Daniels Gentleman	112			$12.25	$1.85	15.1%
✏️❌📄	Jack Shot	110		Jack Daniels Shot HH	$6.00	$0.99	16.48%

Showing 1 to 8 of 8 Sales Items (filtered from 187 total entries)

Can a product be a modifier?

Yes.   Below is a set of Sales Items where the POS System has a key for **Call Martini** and then bartenders select a modifier (e.g., **Bombay**, **Grey Goose**, etc.). Each Sales Item has a Recipe that specifies an Item (product) corresponding to the modifier.

Sales Items — Add Sales Item + | Download Sales Items | Upload Sales Items

Show 25 Sales Items   Search: call martini

	Name	Sales Item Number	Modifier	Description	Average Sales Price	Cost	Average Pour Cost
✏️❌📄	Call Martini	317	Bombay	Bombay	$18.00	$1.74	9.65%
✏️❌📄	Call Martini	317	Bombay Sapphire	Bombay Sapphire	$18.00	$1.89	10.48%
✏️❌📄	Call Martini	317	Grey Goose	Grey Goose	$18.00	$2.19	12.14%
✏️❌📄	Call Martini	317	Skyy	Skyy	$18.00	$1.36	7.56%
✏️❌📄	HH Call Mar	106		Happy Hour Call Martini	$11.06	$2.11	19.06%

Note: If you have questions regarding using modifiers, contact us at support@barkeepapp.com and we will review your Sales Items and advise you if you need to make changes.

Variance Reports and Pour Cost Reports

After you have successfully set up your Sales Items, including your Recipes, and then uploaded or entered your Sales Data you are ready to start running both your Variance Reports and your Pour Cost Reports.

Variance Report vs. Pour Cost Report

A Variance Report is a detailed analysis of your usage. A Variance Report determines the variance between the liquor that you used (based on Inventories) and what you sold (ideal used). A Pour Cost Report is a detailed analysis of your costs at the Category and product level. Barkeep takes the sales totals compared to the cost of liquor used to determine your Pour Cost.

> *Tip:* **Start with a Usage Report**
> Both the Variance and Pour Cost Reports automatically references the same set of data that is generated by a Usage Report. You never need to run a Usage Report before running a Variance or Pour Cost Report. Sometimes it is good to run a Usage Report first and review it for problems and anomalies. When you know your Usage Report is accurate, then run your Variance Reports and Pour Cost Reports.

The pages that follow are divided into the following sections:

- ♦ **Variance Report**
- ♦ **Variance Report and Pour Cost Report Options**
- ♦ **Reports with Detailed Recipes**
- ♦ **Pour Cost Report**

Variance Report

A Variance Report determines the variance between the liquor that you used and what you sold.

Instructions for a Variance Report
To run a Variance Report, do the following:

1. Log in to BarkeepOnline.
2. Choose **Reports** **a** and select **Variance Report** from the dropdown menu. **b**
3. Choose a Start Inventory. **c**
   Your Start Inventory <u>must</u> be before your End Inventory
   Reminder: There can be other Full Inventories between the Start and End Inventory.
4. Choose an End Inventory. **d**

5. Press the [Run Report] button. **e**
6. Your Variance Report will appear on the screen.
7. You can also select the [Download Report] button to review and manage your Variance Report in an Excel spreadsheet.

Note: The steps to run a Variance Report[28] are similar to those for a Pour Cost Report.
In both cases you will have to make choices for Start and End Inventories and can choose from the same set of options (price details, servings, ounces, etc.). You may want to review the instructions for Pour Cost Reports as well, many of the examples are applicable for Variance Reports.

---

[28] ***Reminder:*** A Variance Report is based on your Inventories and Sales Data. You <u>must</u> upload Sales Data before you can run Variance Reports as well as Pour Cost Reports.

Variance and Pour Cost — Report Options

Option: Choosing Start/End Inventory Dates

When you run a Variance Report or Pour Cost Report you have options **a** 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.

Reminder: The Start Inventory and End Inventory that you choose determine the dates.

Basically, all of the Sales Data that you have uploaded or added <u>between</u> the two Inventories is factored into the Pour Cost Report when the Sales Data Start and End Dates are <u>both</u> between the Inventories.

Comments like in the example above, **b** remind you of the dates being used for the Sales Data.

> "Your Pour Cost Report will contain all Sales Data where both the Sales Start Date and the Sales End Date are between 5/5/2017 and 5/15/2017"

Including the Sales Data from your Start Inventory Date

In the example below the box has been checked **c** to "Include Sales data from 5/4/2017".

> Also note **d** that the comments have now changed to:
> "Your Pour Cost Report will contain all Sales Data where both the Sales Start Date and the Sales End Date are between <u>5/4/2017</u> and 5/15/2017"

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 May 4 to Tuesday, May 16.
The Sales Data would include all the sales that occurred in your business day starting at your opening at 3:00 p.m. on May 4, it would include all the Sales for the dates May 5 though May 15 and it would also include an hour of sales, until closing at 1:00 a.m., on May 15. 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 May 4 at 10:00 a.m. – <u>before</u> you opened for business and <u>before</u> any sales that were included in the Sales Data.
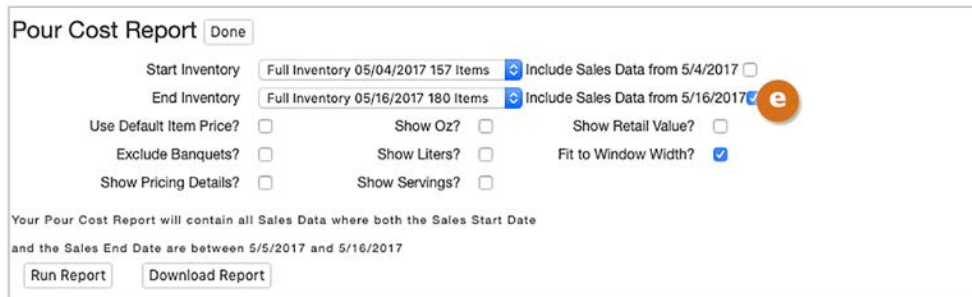
Including the Sales Data from your End Inventory Date

In the example below the box has been checked to "Include Sales data from 5/16/2017".

Also note that the comments have now changed to:

"Your Pour Cost Report will contain all Sales Data where both the Sales Start Date and the Sales End Date are between 5/5/2017 and 5/16/2017"

Under most circumstances we do not recommend this option.

In most cases, you would not want to include the Sales Data from the same day as your End Inventory. For example, let's sat your End Inventory is a Full Inventory done at 2:00 p.m. on Tuesday, May 16 and your Sales Data includes Tuesday, May 16. That would mean that all the sales on Tuesday, until closing, would be factored into the Pour Cost Report. Including the Sales after the 2:00 p.m. End Inventory. Your Pour Cost Report would be inaccurate.

Note: If your End Inventory occurred after closing on the same day as the Sales Data ended, then you would check to "Include Sales data from 5/16/2017".

When would I use this option?

You would use this option only if your End Inventory has an Inventory Date and Time that is after you close for business but before midnight. In this situation, because your sales were completed before your Inventory was taken, your Variance or Pour Cost Report should include all Sales Data from the date of the End Inventory. For example, if you close for business on Sundays at 8:00 p.m. and then take a Full Inventory (End Inventory) that same evening, after closing.

Barkeep has added this option in order to give you the flexibility you need when there is a situation where you need to look at very detailed information.

Starting and Ending Inventories and other Inventories

Reminder: Your Start and End Inventory determine the parameters of both the Variance Report and the Pour Cost Report. Barkeep factors in every Receiving, Return, Transfer and Waste Inventory for the selected time period. But Barkeep disregards all the Full Inventories that are in between the Start and End Inventory.

Receiving Inventories on the same day as the Starting and Ending Inventories

- If you have a Receiving Inventory at 2:15 p.m. on January 8 after your Start Inventory at 10:00 a.m. on January 8, it will be included in the Report.
- But, if your Receiving Inventory was 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 Report.
- This is why Barkeep recommends adding accurate times as well as dates to all of your Inventories.

Also see barkeepapp.com for detailed instructions for **Using Correct Start and End Dates**.

Option: Use Default Item to calculate costs

> **Default Item Price Review** — With every new Item you add to your Barkeep data, you need to add the price you pay for that Item. This is the Default Item Price. You may edit an Item when you need to change the Default Item Price. When you add an Item to a Receiving Inventory, you normally use the Default Item Price, but in a Receiving or Return Inventory you can change the price. For example, if a vendor gives you a special discount or there is a price increase. You also have the option to make the new price in the Receiving Inventory the new Default Item Price.
>
> See the **BarkeepApp User Guide** to review instructions about Items, pricing and Receiving Inventories.

Calculating costs based on what you actually pay

When Barkeep calculates your Actual Pour Cost, it bases that amount on your costs for the Items you sold between your Start and End Inventory. Barkeep determines that number based on your Actual Usage when it compares your Start Inventory against your End Inventory, taking into account any Receiving and Waste Inventories.

For example, if you used 20 bottles of **Absolut** and you paid $24 per bottle, your cost would be $480.

But the calculations are not always simple. For example, if you started with 15 bottles of **Absolut** that had cost you your old price ($22 per bottle) and you have a Receiving Inventory where you received 12 bottles of **Absolut** at the new price ($24 per bottle) and you used 20 bottles, your cost would be $450. This is because you used the remaining 15 bottles first ($22 each) and then 5 of the new bottles ($24 each).

Your Pour Cost Report is more accurate because the amounts are based on what you actually pay for the products you use. Barkeep takes into account older stock that was a different price as well vendor discounts and price increases.

Calculating costs based on the Default Item Price

There are instances where you might want to calculate Pour Cost based on your Default Item Prices. When you check the option **a** and then press the [Run Report] button. **b** Your Variance and Pour Cost Reports are based on your current Default Item Prices instead of the actual prices you paid for the Items.

See the **Actual Pour Cost vs. Expected Pour Cost** section for further details.

Option: Include Pricing Details

Barkeep gives you the option to show pricing details in your Variance Report and Pour Cost Report spreadsheets. When you check the option **a** and select the [Download Report] button to download your Report, **b** it will include pricing details.

With the pricing details option, the Actual Usage page of your Report will include seven additional **c** columns for each Item. The detailed Report will show:

- ✓ Start Price
- ✓ Start Value
- ✓ Received Price
- ✓ Received Cost
- ✓ Waste Cost
- ✓ End Price
- ✓ End Value

> **Can you run a Variance Report by Location?**
> BarkeepPro includes a feature where you can enter Sales Data and specify Location(s) enabling you to run Variance Reports by Location.
> See barkeepapp.com for details about **BarkeepPro Features**.

Option: Exclude Banquet Usage

If you are using Barkeep's Banquet feature, you may choose to Exclude Banquet Usage **ⓐ** when running a Variance or Pour Cost Report. Some of the reasons you might want to exclude Banquet Usage include:

- You prefer to look at the numbers separately, analyzing your sales without Banquet Usage.
- You use different pricing for Banquets than for regular customers. This would have an effect on the accuracy of your Pour Cost reports if you included Banquet Usage.
- You handle Sales Data differently from Banquets and might not even upload it to BarkeepOnline. This would have an effect on Variance Reports or Pour Cost if you included Banquet Usage.

  For example, you might exclude Banquet Usage because you may not have detailed sales information from Banquets. If you charge $50 per person for a Banquet with an open bar, your staff may not be ringing up individual drinks (unless you chose to track drinks served in detail). Using a flat $50 per person charge for a Banquet would alter your Pour Cost because you could not map the Banquet sales onto "Recipes" in BarkeepOnline in order to track how much liquor should be used.

For detailed instructions for using the Banquet Feature, please refer to the **Banquet User Guide**.

Option: Show Ounces* and/or Liters in Variance and Pour Cost Details

Barkeep gives you the option to include ounces and/or liters in the Variance and Pour Cost Details and Used Details in the Variance Report and Actual Usage section of the Pour Cost Report. When you check the option(s) **a** your Reports includes these extra details, which might be helpful when you are looking for possible issues with your data.

- The details will display **b** the Expected Usage, Actual Usage and Usage Difference will be displayed in bottles <u>and</u> ounces/liters.
- In the Actual Usage (Used Details) **c** the ounces/liters used will be displayed.
- If for some reason, you wanted to compare both ounces and liters, you could select both options.

Pour Cost Details | Sales Data | Expected Usage | Actual Usage

Item	Sales Count	Sales Total	Expec... Usage	Actual Usage	Usage Differe...	Expec... Usage Oz	Actual Usage Oz	Usage Differe... Oz	Expec... Cost	Actual Cost
Absolut Peach Vod...	110	$880.00	6.5	7	0.5	220	236.7	16.7	$156.17	$168.00
Absolut Pear Vodka	0	$0.00	0	7	7	0	236.7	236.7	$0.00	$177.80
Absolut Vanilla Vo...	270	$2,100.00	16	16	0	540	541	1	$383.32	$384.00
Bacardi 151	0	$0.00	0	3.5	3.5	0	118.3	118.3	$0.00	$75.08
Bacardi 8 Anos	0	$0.00	0	11	11	0	371.9	371.9	$0.00	$262.90
Bacardi O	0	$0.00	0	13.2	13.2	0	446.3	446.3	$0.00	$217.14
Bailey's Irish Cream	0	$0.00	0	0.8	0.8	0	27.1	27.1	$0.00	$17.20
Beefeater Dry Gin	100	$1,100.00	5.9	12.8	6.9	200	432.8	232.8	$126.41	$273.54
Bombay Dry Gin	0	$0.00	0	13	13	0	439.5	439.5	$0.00	$313.95
Campari	0	$0.00	0	17	17	0	574.8	574.8	$0.00	$366.01
Canadian Club 6 Yr	35	$341.00	2.1	2.1	0	70	71	1	$39.23	$39.80
Captain Morgan S...	0	$0.00	0	8.6	8.6	0	290.8	290.8	$0.00	$149.38

Pour Cost Details | Sales Data | Expected Usage | **Actual Usage**

Category	Item	Start	Rec	Waste	End	Used	Used Oz	Used Cost
Call Liquor	Absolut 1L	0	12	0	0	12	405.7	$306.00
Call Liquor	Absolut 750ml	10	0	0	2	8	202.9	$144.00
Call Liquor	Absolut Peach Vodka 1L	8	0	0	1	7	236.7	$168.00
Call Liquor	Absolut Pear Vodka 1L	8	0	0	1	7	236.7	$177.80
Call Liquor	Absolut Vanilla Vodka 1L	11	12	0	7	16	541	$384.00
Call Liquor	Bacardi 151 1L	6	0	0	2.5	3.5	118.3	$75.08
Call Liquor	Bacardi 8 Anos 1L	12	0	0	1	11	371.9	$262.90
Call Liquor	Bacardi O 1L	2	12	0	0.8	13.2	446.3	$217.14
Call Liquor	Bailey's Irish Cream 1L	2.8	0	0	2	0.8	27.1	$17.20
Call Liquor	Beefeater Dry Gin 1L	14	0	0	1.2	12.8	432.8	$273.54
Call Liquor	Bombay Dry Gin 1L	16	0	0	3	13	439.5	$313.95

---

* ***Note:*** "Ounces" refers to fluid ounces. It does <u>not</u> refer to the ounces by weight. If you weigh bottles and kegs when adding Items to your Inventories, Barkeep automatically converts weight to volume before generating Reports.

Option: Show Servings and/or Retail Value in Pour Cost Details

Barkeep gives you the option to include the numbers of Servings **a** in the Variance or Pour Cost Details and Actual Usage/Used Details sections of the Reports. There is an additional option, **b** to show and the Retail Value of Items. When you check the option(s) your Report includes **c** these extra details, which might be helpful when you are evaluating your Reports, comparing the results to your Sales Data and looking for other potential issues with your data.

When you check the options and select the Download Report button to download your Report, **d** the Excel spreadsheet will include Servings and Retail Value details.

Note: This information will only appear when you have designated a serving size and retail cost for an Item. See the **Items Section** for more details.

Reports with Detailed Recipes

For most Barkeep users, the number of the Sales Items they create and the detail in their Sales items reflects their POS Systems. Remember that a Sales Item refers to anything you sell and ring up on your cash register or POS System. To use Barkeep most effectively, you need to create a Sales Item to match each key in your POS System.

From Basic to Detailed

The instructions on the previous pages showed how to run basic Reports. Some of the examples shown were based on a set of about 20 Sales Items. All of the Sales Items were general and none of the Recipes linked to specific Items. Sales Items included **Bottled Beer**, **Imported Bottled Beer** and **Call Cocktail**. The Sales Item **Domestic Bottled Beer** included all of the Items in the Category **Domestic Bottled Beer** such as **Budweiser**, **Bud Light** and **Rolling Rock**. There were <u>not</u> specific Sales Items for each Item (kind of beer).

The example below shows two examples of Sales Items — a basic set (left) and part of a detailed set (right).

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From Basic to Detailed (cont.)

When you create detailed Sales Items for each of the PLU's defined in your POS System, each Sales Item will have its own Recipe. The example below shows two Sales Items:

1. A basic Sales Item **a** without a specific Item chosen for the Item or in the Recipe.
2. A Sales Item named **Budweiser Bottle** **b** with a specific Item (e.g., **Budweiser**) in the Recipe under the **Bottled Beer** Category. It is linked to the Item **Budweiser** and the Sales Item should only be used for sales of that Item.

    Reminder: The **Budweiser Bottle** **b** Sales item would <u>not</u> be used for sales of **Bud Light** or **Budweiser Draft Beer**.   You would create separate Sales Items for those products.

Sales Item | ⌐ First | ← Previous | Next → | Last →| | Delete Sales Item 🗑 | New Sales Item + | Show Sales Entries

Sales Item Name	Domestic Bottled Beer **a**
Sales Item Number	1
Modifier	
Description	
Average Sales Price	$4.20
Cost	$1.12
Pour Cost	26.73%
Inactive?	☐
Exclude?	☐

Recipe | Add Recipe Item +

Search: [   ]

Sales Item	▲ Category	⇕ Item	⇕ Quantity	⇕ Quantity Type ⇕
✖ Domestic Bottled Beer	Domestic Bottled Beer		1	Bottle

Sales Item | ⌐ First | ← Previous | Next → | Last →| | Delete Sales Item 🗑 | New Sales Item + | Show Sales Entries

Sales Item Name	Budweiser Btl **b**
Sales Item Number	408
Modifier	
Description	Budweiser Bottled Beer
Average Sales Price	$5.02
Cost	$0.90
Pour Cost	17.98%
Inactive?	☐
Exclude?	☐

Recipe | Add Recipe Item +

Search: [   ]

Sales Item	▲ Category	⇕ Item	⇕ Quantity	⇕ Quantity Type ⇕
✖ Budweiser Btl	Domestic Bottled Beer	Budweiser	1	Bottle

Can an Item be assigned to more than one Recipe?
Yes! A Barkeep Item, (e.g., **Budweiser**) can be assigned to a Recipe in many Sales Items.
Typically, users have the Item **Budweiser** assigned in more than one in the Recipe.
For example, if a POS System has separate PLUs for **Happy Hour Budweiser, 2-for-1 Budweiser,** etc. With detailed Sales Items and corresponding Sales Data, users can generate more accurate Variance Reports and Pour Cost Reports.

From Basic to Detailed (cont.)

In a more detailed set up of your Sales Items you could have one key in your POS Systems for each kind of beer you serve. And as mentioned on the previous page, you might have more than one Sales Item for a kind of beer if it is sold as a special (happy hour, 2-for-1, etc.)

Below is an example of a Sales Item called **Anderson Valley**. Notice that the Item chosen for the Sales Item and in the Recipe is **Anderson Valley**.

- In this example, the Item **Anderson Valley** is only used in one Sales Item.
- The example below shows a part of the Sales Data and the Pour Cost Report.
- Notice the how the Sales Item **Anderson Valley** (a) has a Sales Count of 217. (b)
- In the Pour Cost Details, the Item **Anderson Valley** (c) also has a Sales Count of 217 (d) and the Expected Usage is also 217.

From Basic to Detailed (cont.)

> ## Do I have to assign an Item to a Recipe?
> Yes and no. Earlier we showed you an example of a basic Sales Item for **Domestic Bottled Beer**. It is a Category-level Sales Item and includes all products sold in the Category **Bottled Beer**. In that case, you would not assign a specific Item to the Recipe.
>
> In the example on the previous page there is a Sales Item called **Anchor Steam** and the Item **Anchor Steam Beer** is included in the Sales Item Recipe. You must assign an Item to the Sales Item if you have a detailed POS System and are tracking Items you serve separately.

Troubleshooting: Why is my Item missing from the Pour Cost and Variance Details?

In the example (right) the Sales Item **House Red Special** does <u>not</u> include an Item as (a) part of the Sales Item's Recipe. The Category is **Red Wine**.

- In the Pour Cost Details, there is no Sales Count for the Item **Bogle Pinot Noir**. (b)
- Note how the Sales Data still has a Sales Count of 124 (c) for unspecified **House Wine**.
- When you review the Category Totals for **House Wine** the Expected Usage is 138.6 bottles and the Actual Usage is 139.8 bottles (d) that would be an acceptable difference with wine poured by the glass.
- When you select the Sales Data tab (e) in your Pour Cost Report you can verify that the Sales Item **House Red Special** is without an Item.
- If you specify the Item **Bogle Pinot Noir** to the Sales Item **House Red Special** and re-run the Report, you would now see the 124 glasses of wine accounted for in the Pour Cost/Variance Details for that Item. But, if you vary which wine you server for House Wine, you might choose to leave that Sales Item without an Item.

From Basic to Detailed (cont.)

Troubleshooting: The Sales Count in the Pour Cost or Variance Details does <u>not</u> match my Sales Items.

Actually, it does match in the example below. This illustrates how Barkeep can help you track more detailed information:

- The Item **Anchor Steam Beer** has a Sales Count of 217 and the Expected Usage is 217.
- The Item **Budweiser** seems like it might be off. The Sales Count Is 306 **(a)** but Expected Usage is 344 and it matches the Actual Usage (344). **(b)**
- Select the Sales Data tab **(c)** to review all the Sales Item with the Item **Budweiser**.
- There are three Sales Items with **Budweiser** **(d)** and the Sales Counts are 38 + 110 + 158 = 306
- Note that one of the **Budweiser** Sales Items is **2-1 Budweiser Btl**. A 2-for-1 Sales Item would have a Recipe of 2 bottles. So, if your Sales Count is 38, your Expected Usage would be 76 bottles.

At first your numbers might seem off in this example, but they actually are correct.

Bottled vs. Draft Beer

This example above focused on bottled beer. As Sales Items, bottles of beer are fairly straightforward because the Recipes are based on selling beer by the bottle. But with the Sales of draft beer you will have Sales Count where the numbers will not be the same as the Usage numbers.

Domestic Draft Beer							
Budweiser Keg	1,832	$11,155.00	14.8	14.8	0	29,312	29,363.2

- Typically, a draft beer Sales Item has a Recipe of 16 ounces.
- The Sales Count for **Budweiser Keg** is 1832.
- The Sales Item's Recipe is 16 oz. of **Budweiser Draft Beer**.
- The Expected Usage is 14.8 kegs, because 1832 pints (16 oz.) = 14.8 kegs (15.5 gallons per keg).

From Basic to Detailed – Liquor

In the examples already shown, most of the examples with Liquor Usage had limited details. This is because the Report was based on a fairly simple set of Sales Data. The Sales Items were based on two Categories in the parent Category **Liquor** (**Call Liquor** and **Well Liquor**). The Categories were separated into liquor Sales Items like **Call**, **Call Shot**, **Call Multi** as well as a **Happy Hour Well** Sales Item under **Well Liquor**.

Variance Summary	Variance Details	**Sales Data**	Used Details	Sold Details

Show 25 entries   Search: _____

Item	Sales Item	Sales Count	Average Price	Total Sales
Call Liquor				
All Items	Call	120	$9.03	$1,084.00
All Items	Call Shot	43	$6.91	$297.00
All Items	Call Martini	20	$11.18	$223.50
All Items	Call Multi	58	$9.11	$528.40
Total All Items		241	$8.85	$2,132.90
Total Call Liquor		241	$8.85	$2,132.90
Well Liquor				
All Items	Well Cocktail Special	119	$5.06	$602.00
All Items	Happy Hour Well	51	$4.02	$205.00
Total All Items		170	$4.75	$807.00
Total Well Liquor		170	$4.75	$807.00
Total Liquor		411	$7.15	$2,939.90

If you have a very basic POS System and do <u>not</u> track sales by products (i.e., brands of liquor) or types of cocktails (e.g., martini, cosmopolitan, etc.), this basic set-up should work well for you. You will see Variance Reports or Pour Cost by Categories. Your details will still show all the usage for Items under their Categories.

How much detail can I show in BarkeepOnline?
The answer really depends on how much information you need to track and choose to enter into BarkeepOnline. For example, you can create Sales Items that are more in-depth than **Call Cocktail**. You can create Sales Items based on specific cocktails and even specific products. You could have Sales Items like **Absolut Martini**, **Jack Daniels Shot** as well as various specials like **Happy Hour Margarita**, etc.

Reminder: Your Sales Items should mirror the Sales Data that you generate from your POS System or cash register. The names in your Barkeep Sales Items and your POS System need to be match. You need to be able to match the PLU's defined in your POS System or cash register with your Sales Items.

If I want to have detailed Sales Items, does <u>every</u> Sales Item need a detailed Recipe?
No. Some users have basic POS Systems with a smaller list of Sales Items, and some have very large POS Systems where every individual cocktail can be linked to a Sales Item. But most BarkeepOnline users track their usage somewhere in the middle.

For example, they might have general Sales Items for Categories in **Well Liquor** such as **Well Cocktail** where they would choose to be more detailed with **Call Liquor** and **Premium Liquor** and create specific Sales Items by brand. This would be the case if a user wanted to track detailed information about expensive cocktails using higher cost Items.

Recipes for generating Variance and Pour Cost Reports

The key to detailed Reports is in the Recipes you create for your Sales Items.
Below is an example showing two Recipes:

Call Cocktail **a**
A Sales Item with a basic Recipe
<u>without</u> a specific Item named.
If all of your **Call Liquor** cocktails
were in one Sales Item, you would
see Pour Cost Details like in the
example **c** shown below.

Jager Shot **b**
A Sales Item with a specific Item
(**Jagermeister**) named to make
the Sales Item.

In the example below, we see Pour Cost Details

c There are mostly Sales Items without Items specified in the Recipes.
Note the lack of Sales Count, Sales Total and Expected Usage for most individual Items.

d There are more details for Item **Jagermeister** because it has been specified in a Sales Item Recipe
(shown above) and you sold **38 Jager Shots**.

e Because you use a non-specific Sales Item like **Call Cocktail**, the Expected Usage is **0** for most Items
and the Actual Usage numbers seem off. But when you look at the totals for the Category **Call Liquor**
the numbers appear to be correct.

Item	Sales Count	Sales Total	Expe... Usage	Actual Usage	Usage Differ...	Expe... Cost	Actual Cost	Cost Differ...	Expe... Pour Cost	Actual Pour Cost
Dubonnet White	10	$109.00	2.0	2.0	0	$33.01	$33.00	$0.00	32.09%	30.00
Jack Daniels	635	$5,306.00	44.6	45.6	1	$1,192.06	$1,218.46	$26.41	22.47%	22.96
Jagermeister	38	$358.00	1.4	1.4	-0	$28.10	$28.00	$-0.10	7.85%	7.82
Jameson	22	$176.40	1.3	1.3	0	$30.69	$31.60	$0.91	17.4%	17.91
Jose Cuervo 1800	101	$885.00	10.9	10.9	-0	$229.17	$228.90	$-0.27	25.89%	25.86
Kahlua	130	$1,048.00	11.5	11.6	0	$248.93	$249.25	$0.32	23.75%	23.78
Mount Gay Rum	18	$140.00	1.1	1.1	0	$19.21	$19.84	$0.64	13.72%	14.17
Seagram's 7 Crown	40	$310.00	2.4	2.4	0.1	$33.53	$34.29	$0.76	10.82%	11.06
Southern Comfort	200	$1,503.00	11.8	13	1.2	$221.24	$243.10	$21.86	14.72%	16.17
Tanqueray Gin	250	$1,571.00	14.8	15.5	0.7	$313.52	$327.54	$14.02	19.96%	20.85
Wild Turkey 101	81	$765.00	4.8	4.8	0	$106.32	$106.51	$0.19	13.9%	13.92
All Items	54	$478.00	4.3	0	-4.3	$95.32	$0.00	$0.00	19.94%	0
Total Call Liquor	**3,674**	**$29,647...**	**239.9**	**239.3**	**-0.6**	**$5,382.30**	**$5,316.59**	**$-65.71**	**18.15%**	**17.93**
Premium Liquor										

Recipe Review
Below is a quick review of the components of Sales Item's Recipe:

a	**Recipe**	The Recipe defines the product(s) that make up the Sales Items. A Recipe defines the quantity of each Category and Item of liquor that are used by the Sales Item.
b	**Recipe Category**	The Category(s) assigned to the liquor used to make the particular Sales Item.
c	**Recipe Items**	The liquor or Barkeep Item(s) used to make the particular Sales Item. You must choose Categories for each Sales Item used in your Recipe, but assigning a particular Item (e.g., **Absolut**) is optional.
d	**Recipe Quantity and Units**	The amounts of different liquors used in the Recipe (e.g., 3 ounces of gin and 1 ounce of dry vermouth). The unit refers to the unit of measure used in the Recipe. Generally, oz. (ounces) but it also could be **bottles**, **cans, Liter, ml**, etc.

The **Sales Item** section of this user guide has additional details and instructions for setting up Recipes in BarkeepOnline.

Can an Item be used in more than one Recipe?
Yes. In the following pages are examples showing Pour Cost Reports where an Item is used in multiple Recipes.

Can more than one Item be used in Recipe?
Yes. The **Sales Item** section shows examples of multi-Item Recipes. The following pages show examples of Pour Cost Reports that include Sales Items with multi-Item Recipes.

> **Be Careful with Categories**
> Barkeep allows you to decide which Category a particular brand of liquor belongs to.
> The important thing is to make sure the products used to make a Sales Items are categorized the same way as your Items in Barkeep.
> For example, if your Item **Grey Goose Vodka** was in the Category **Premium Liquor** but your POS System and Sales Data tracked **Grey Goose Vodka** as **Call Liquor**, you would have inaccurate Pour Cost Reports.

Recipes and Units/Quantity Types

Here is an example of Variance and Pour Cost Details and Recipes for bottled beer, the Reports are straightforward because the Recipes are based on selling beer by the Unit (**Bottles**).

With the Category **Call Liquor,** it is different. In most cases your Recipes sell a quantity of Liquor by the Unit **Oz**. Of course, you sell only a portion of the bottle for a cocktail (e.g., 2 oz.).

Every Recipe has two Unit choices for each Item you add to a Recipe. You can add a single serve Unit (**Bottle, Can, Keg, Each, Liter, ml**, etc.) or you can add a quantity in Ounces. Below are examples of three Recipes:

- **a** A bottle of **Anchor Steam** where the Quantity is **1** and the Unit is **Bottles**.
- **b** A can of **Red Bull** where the Quantity is **1** and the Unit is **Cans**.
- **c** A **Bacardi Cocktail** where Quantity is **2** and the Unit is **Oz**.

The single serve Unit (**Bottle, Can, Keg, Each**, etc.) are chosen when you first set up the Item (see below).

Note: You might have Sales Items in a Category like **Call Liquor** where the Recipe Unit was **Bottles** if you offered single-serve cocktails or had a nightclub that sold some products by the bottle.

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One Sales Item — Multiple Items

This example shows a Sales Item (**Absolut Lemon Drop**) with a Recipe that uses more than one Item. Review these details:

- The Sales Item is in the Category **Absolut Products** **a** and the Item chosen for it is **Absolut**.
- In the Pour Cost Details, the Sales Item **Absolut Lemon Drop** is included in the Sales Count under **Absolut Products** **b** with the Sales Count to be included in the tally with the Item **Absolut**.
- The First Item in the Recipe is **Absolut** with a quantity of 2 ounces. **c**
- The Second Item in the Recipe is **Barton Triple Sec** **d** with a quantity of 2 ounces.
- Note that the Item **Barton Triple Sec** is in the Category **Well Liquor**.
- You can mix Categories in a Recipe, but the Pour Cost Report will always count the Sales Item under the Category you choose for the Sales Item (e.g., **Absolut Products**). **a**
- **Barton Triple Sec** **e** will be accounted for under Expected Usage and Actual Usage for the Item in the Pour Cost Details.
- Pour Cost Details show usage, but the Item **Barton Triple Sec** will <u>not</u> be included in the Sales Count for the Sales Item **Absolut Lemon Drop**.

Sales Item — Recipe details:

Sales Item	Category	Item	Quantity	Quantity Type	Sales Percent
Absolut Lemon Drop	Vodka	Absolut	2	Oz	78.96%
Absolut Lemon Drop	Well Liquor	Barton Triple Sec	2	Oz	21.04%

Pour Cost Details:

Item	Sales Count	Sales Total	Expe... Usage	Actual Usage	Usage Differ...	Expe... Usage Oz	Actual Usage Oz	Usage Differ... Oz	Expe... Cost
Liquor									
Call Liquor									
Call Vodka									
Absolut Products									
Absolut	84	$692.00	6.6	22.8	16.2	168	578.2	410.2	$119.24
Absolut Brooklyn	25	$370.00	1.5	1.5	0	50	51.4	1.4	$36.29
Absolut Mandarin Vodka	14	$112.00	0.8	0.8	-0	28	27.1	-0.9	$19.88
Absolut Peach Vodka	110	$880.00	6.5	6.5	-0	220	219.8	-0.2	$156.17
Absolut Pear Vodka	118	$912.00	7	7	0	236	236.7	0.7	$177.30
Absolut Vanilla Vodka	70	$700.00	4.1	4	-0.1	140	135.2	-4.8	$99.38
All Items	240	$1,568.00	16.4	0	-16.4	480	0	-480	$344.77
Total Absolut Products	661	$5,234.00	42.9	42.6	-0.3	1,322	1,248.4	-73.6	$953.03
Well Liquor									
Barton Reserve Whiskey	100	$450.00	8.6	8.6	0	290	290.8	0.8	$52.15
Barton Triple Sec	0	$0.00	10.4	7.8	-2.7	352.5	262	-90.5	$52.13
Barton Vodka	955	$4,317.00	72.9	72.1	-0.9	2,465	2,436	-29	$364.54

Sales Items and Report Details

Why are the numbers off?
This example shows details from a Variance Report. This user has set up nested Categories like **Call Vodka**, **Call Whiskey**, etc. all with the parent Category **Call Liquor**.   Let's look at some of the numbers in details:

- Your totals for your Category **Call Whiskey** (a) might have a discrepancy.
- When you review the line for (b) **Southern Comfort** notice that the Used column has 7.6 bottles based on your Start and End Inventory. But according to your Ideal Used (Sales), you should have only used .4 bottles.
- In the next section you show Items like **Midori** and **Wild Turkey** (c) where there are Used amounts but no Ideal Used amounts (Sales).
- You might assume that being short on Items like **Southern Comfort**, **Midori** and **Wild Turkey** indicates that bottles have gone missing, free drinks were given away, miscounted, etc. But let's look at the totals for the **Call Liquor** Category. (d)
- Keep in mind, that the **Call Liquor** totals include all the Items in the **Call Liquor** Category as well as any Items in Categories such as **Call Whiskey** that are nested in **Call Liquor**.
- Notice how the discrepancies are very minor. (e) There is a .2 bottle shortage based on using over 300 bottles of **Call Liquor**.

Item	Sales	Used	Ideal Used	Over / Short	Used (Servin...	Ideal Used (Servin...	Over / Short (Servin...	Cost	Ideal Cost	Over / Short (Cost)
Call Whiskey										
Canadian Club 6 Yr	$1,708.25	14.2	14.1	0	239	239	0	$268.14	$267.91	$0.23
J & B Scotch	$8,090.00	79.5	79.3	0.2	1,343	1,340	3	$1,984.66	$1,980.08	$4.58
Jack Daniels	$2,970.00	22.4	22.1	0.3	378	374	4	$598.67	$591.02	$7.65
Jameson	$2,409.00	14.2	14.2	0	240	240	0	$334.84	$334.76	$0.07
Southern Comfort (b)	$48.00	7.6	0.4	7.2	128	6	122	$141.19	$6.64	$134.55
All Items	$160.00	0	1.2	-1.2	0	20	-20	$0.00	$28.58	$0.00
Total Call Whiskey	$15,385.25	137.7	131.2	6.5 (a)	2,328	2,219	109	$3,327.50	$3,208.99	$118.51
Bailey's Irish Cream	$88.00	0.7	0.7	0	11	11	0	$14.19	$13.99	$0.20
Cutty Sark	$242.00	1.8	1.8	0	30	30	0	$42.43	$41.83	$0.60
Jagermeister	$1,178.00	9.2	9.2	-0	155	155	0	$183.14	$183.32	$-0.18
Jim Beam	$1,230.00	8.9	8.9	-0	151	151	0	$104.41	$104.55	$-0.14
Kahlua	$1,090.00	10.1	9.8	0.3	171	167	4	$218.82	$212.54	$6.28
Midori (c)	$0.00	0.4	0	0.4	7	0	7	$7.61	$0.00	$7.61
Wild Turkey 101	$0.00	0.4	0	0.4	7	0	7	$8.88	$0.00	$8.88
All Items	$3,655.00	0	9.2	-9.2	0	123	-123	$0.00	$194.20	$0.00
Total Call Liquor (d)	$45,731.05	323.8	323.6	0.2 (e)	4,315	4,296	19	$6,823.13	$6,850.18	$-27.05

Tabs above table: Variance Summary | **Variance Details** | Sales Data | Used Details | Sold Details

So, are the numbers off?
No, not in this example.
These numbers could indicate that liquor has gone missing, or maybe sales have been entered incorrectly into the POS System. But, in this example, the numbers are okay, here is why; the user has a detailed POS System where most products (Items) have designated Sales Items in the POS System.   They also have a few general Sales Items like **Call Cocktail**, **Happy Hour Call Cocktail**, **Call Shot**. All of those Sales Items have Recipes that specify an amount of **Call Liquor**, but they do <u>not</u> specify a specific Item. Typically, POS Systems have some general Sales Items. These are for products that are not commonly sold, maybe new, and/or in cases where a bartender is busy and can't find the correct, specific Sales Item.

Pour Cost Report

Overview

Pour Cost is the typical way that Bar Owners and Managers evaluate their operations. Pour Cost is defined simply as the Cost of Goods Sold divided by Sales.

For example, if a Bar spends $10,000 on liquor and beer in a particular month and sells $50,000 worth of drinks, the Pour Cost for that month would be $10,000/$50,000 or 20%.

A typical Pour Cost is in the range of 18% - 24%. However, Pour Cost can vary dramatically depending on the specific operations of your business including:

- **Average Sales Price** – A bar that is known for its frequent drink specials will have a significantly higher Pour Cost than a high-priced bar in a luxury hotel or casino.

- **Free Pour vs. Measured Pour** – A bar that has a very regulated, measured pour will typically have a lower Pour Cost than a bar that allows bartenders to free-pour liquor.

- **Beer vs. Liquor** – Typically, beer has a higher Pour Cost than liquor. So, a pub that specializes in micro-brew beers would likely have a higher Pour Cost than a bar serving mixed drinks.

- **Employee Errors and Theft** – Employee errors can come in many forms including over-pouring and charging the wrong price. And of course, employee theft is an even more serious problem. These are the primary reasons that Bar Owners need to monitor their Pour Cost carefully.

- **Well vs. Top Shelf** – The Pour Cost for well drinks is typically lower than the Pour Cost for Top Shelf Liquor because Well Liquor costs much less in comparison to Top Shelf.

  A typical Well Liquor might cost as much as 1/10 the price of a Top Shelf equivalent, but the difference in sales price, while higher for a Top Shelf cocktail, typically doesn't scale in comparison. So, the ratio of Cost to Sales is higher for Top Shelf than Well.

  For example, you might typically charge $7 for a Sales Item like a "Well Martini" and $12 for a Sales Item like a "Premium Martini" made with Top Shelf Liquor such as **Grey Goose Vodka**.

Instructions for a Pour Cost Report

To run a Pour Cost Report, do the following:

1. Log in to BarkeepOnline.
2. Choose **Reports** (a) and select **Pour Cost Report** from the dropdown menu. (b)
3. Choose a Start Inventory. (c)
   Your Start Inventory <u>must</u> be before your End Inventory
   Note: There can be other Full Inventories between the Start and End Inventory.
   For example, your Start Inventory could be one on 02/01/17 and your End Inventory could be 03/01/17 even when you have Full Inventories on 02/07/17 and 02/18/17.
4. Choose an End Inventory. (d)
   Note: See the next page for further details regarding Date Ranges.

5. Press the [Run Report] button. (e)
6. Your Pour Cost Report will appear on the screen.

Reading a Pour Cost Report

Notice the comments that appear with your Pour Cost Report: (f)

"Your Pour Cost Report will contain all Sales Data where both the Sales Start Date and the Sales End Date are between 5/5/2017 and 05/15/2017"

This comment reminds you what set(s) of Sales Data will be used to generate the Pour Cost Report. Remember the same set of rules apply for Date Ranges in both Pour Cost reports and Variance Reports.

In this example, you have <u>not</u> checked the boxes (g) to include Sales Data from either the dates of your Starting and/or Ending Inventories. In many situations, you would not check these options, but, for example, if you took a Full Inventory (Start Inventory) before opening, then you would "Include Sales data from 5/4/2017"

The Pour Cost Report is divided into five sections and begins with the (h) Pour Cost Overview.

Pressing the tabs (i) will take you to the other parts, Pour Cost Details, Sales Data, etc.

You have the option to press the Download Report button (j) if you prefer to review and work with your Pour Cost Report in an Excel spreadsheet.

Reading a Pour Cost Report (cont.)

This example is based on a set of Barkeep data with less detailed, simple Sales Items. It is an example where the Sales Items have Recipes that are not linked to specific Items (products). Below is an example of the information you will see when you select the Pour Cost Details tab in your Pour Cost Report.

Item	Sales Count	Sales Total	Expected Usage	Actual Usage	Usage Difference	Expected Cost	Actual Cost	Cost Difference
Beer								
Bottled Beer								
Amstel Light	0	$0.00	0	15	15	$0.00	$13.13	$13.13
Angry Orchard Crisp Apple	0	$0.00	0	15	15	$0.00	$24.00	$24.00
Bud Light	0	$0.00	0	11	11	$0.00	$8.25	$8.25
Budweiser	0	$0.00	0	18	18	$0.00	$15.30	$15.30
Lagunitas IPA	0	$0.00	0	7	7	$0.00	$5.95	$5.95
Miller Genuine Draft	0	$0.00	0	7	7	$0.00	$5.46	$5.46
Miller Lite	0	$0.00	0	17	17	$0.00	$13.26	$13.26
Rolling Rock	0	$0.00	0	21	21	$0.00	$15.75	$15.75
All Items	111	$780.00	111	0	-111	$101.10	$0.00	$0.00
Total Bottled Beer	111	$780.00	111	111	0	$101.10	$101.10	$0.00
Domestic Draft Beer								
Budweiser Keg	0	$0.00	0	0.5	0.5	$0.00	$46.00	$46.00
Miller Lite Keg	0	$0.00	0	0.2	0.2	$0.00	$17.80	$17.80
All Items	118	$628.00	0.7	0	-0.7	$59.63	$0.00	$0.00
Total Domestic Draft Beer	118	$628.00	0.7	0.7	0	$59.63	$63.80	$4.17

The Pour Cost Details are where you review your data, so you can better understand the numbers Barkeep used to generate your Pour Cost and other totals. It is also a place where you can review the Report looking for possible errors and anomalies. The details include:

- A column for all your Barkeep Parent Categories (e.g., **Beer, Wine, Liquor**). **a**
- A column for all your Barkeep Categories **b** (e.g., **Bottled Beer, Domestic Draft Beer**)
- All of your Items (not Sales Items) included in the Inventories. **c**
- Sales Count Totals for each Category and some Items.
    - The example above shows a Sales Count of 111 for **Bottled Beer** **d** because your Sales Data tracks sales of any Item in that Category at the Category Level.
    - In this example, we have decided not to break down Sales Data by every specific product, (e.g., bottles of **Bud Light**, **Rolling Rock**, etc.) so you will not see Sales Counts for those Items.
- It is easy to switch back and forth between parts of the Pour Cost Report by selecting tabs
- Below is an example of the information you will see when you select the Sales Data tab. **e**

Pour Cost Overview | Pour Cost Details | **Sales Data** | Expected Usage | Actual Usage

Show 25 entries   Search:

Item	Sales Item	Sales Count	Average Sales Price	Total Sales
Beer				
Bottled Beer				
All Items	Bottled Beer	111	$7.03	$780.00
Total All Items		111	$7.03	$780.00
Total Bottled Beer		111	$7.03	$780.00
Domestic Draft Beer				
All Items	Draft Beer	118	$5.32	$628.00
Total All Items		118	$5.32	$628.00
Total Domestic Draft Beer		118	$5.32	$628.00
Total Beer		229	$6.15	$1,408.00

Sales Data
Below is an example of the information you will see when you select the Sales Data tab. This tab has been included in the report to make it simple to access and review the Sales Data information you entered to generate the Report. It shows sales totals and amounts for each Sales Item and is based on information that you have uploaded or entered in BarkeepOnline.

- If you have unexpected results in your Pour Cost Summary, this could be a place to verify that the Sales Data that you *think* was used was the data that was *actually* used in the report.
- If your Report is based on only one set of Sales Data, **a** the numbers in the Sales Data section will match the numbers in your Sales Data. **b**

- If your Pour Cost Report is based on more than one set of Sales Data, when you select the Sales Data tab and review the Sales Data section of your Report, you will see total Sales Counts and Total Sales figures based on all of the Sales Data sets included in the Report – the numbers will not match one individual set of Sales Data.

Reminder: All of the Sales Data that you have uploaded or added between the two Inventories is factored into a Pour Cost Report when the Sales Data Start and End Dates are both between the Inventories. And there can be more than one set of Sales Data factored into a single Pour Cost Report.

Reading a Pour Cost Report (cont.)

Sales Data ➜ Expected Usage
The Expected Usage page shows exactly how much of each Item Barkeep expected you to have used based on your Sales Data.

Below is an example of the information you will see when you select the Expected Usage tab in your Pour Cost Report. This is the information that was used to determine your Expected Pour Cost.

This is useful when you notice that the Expected Usage in either the Pour Cost Details or Expected Costs in the Pour Cost Summary look unusual. For example, if your Sales Count for **Call Liquor** was 190 but your Expected Usage was 4560 Oz, this could indicate problems like incorrectly entering sales or mistakes in Recipes.

The example below illustrates how Sales Count determines Expected Usage:

a The Sales Item **Bottled Beer** has a Sales Count of 170.
The Expected Usage is 170 because your Sales Data indicates that you sold 170 bottles of **Bottled Beer**.

b The Sales Item **Call Martini** has a Sales Count of 38.
The Expected Usage is 76 ounces because your Sales Data indicates that you sold 38 of the Item called **Call Martini** and it has a Recipe of 2 ounces of **Beefeater Dry Gin**.

Item	Sales Item	Sales Count	Expected Usage	Units
Beer				Bottle
Bottled Beer				Bottle
All Items	Bottled Beer	**a** 170 ➜	170	Bottle
Total All Items		170	170	Bottle
Total Bottled Beer		170	170	Bottle
Domestic Draft Beer				Bottle
Miller Genuine Draft Keg	Draft Beer	207	3,312	Oz
Total Miller Genuine Draft Keg		207	3,312	Oz
Total Domestic Draft Beer		207	3,312	Oz
Imported Bottled Beer				Bottle
All Items	Imported Beer	16	16	Bottle
Total All Items		16	16	Bottle
Total Imported Bottled Beer		16	16	Bottle
Total Beer		393	187.7	Keg
Liquor				Bottle
Call Liquor				Bottle
Beefeater Dry Gin	Call Martini	38	76	Oz
Total Beefeater Dry Gin		**b** 38 ➜	76	Oz

Reminder: Your Expected Pour Cost is determined by multiplying the quantity of each Sales Item that you have sold by the amount of liquor that you are expected to have used. The liquor amount per drink is based on the quantities you have added to the Recipes for your individual Sales Items.

Reading a Pour Cost Report (cont.)

Inventories ➜ Actual Usage
The Actual Usage page shows exactly how much of each Item Barkeep expected you to have used based on your Inventories.

Below is an example of the information you will see when you select the Actual Usage tab in your Pour Cost Report. This is the information that was used to determine your Actual Pour Cost. Actual Usage is determined by comparing your Start Inventory against your End Inventory, taking into account Receiving and Waste Inventories, etc.

Note: This is the <u>same</u> information you would find if you ran a Usage Report for the same dates.

	Item	Start	Start Value	Rec	Rec Cost	Waste	End	End Value	Used	Used Cost
0	Beer	0	$0.00	0	$0.00	0	0	$0.00	0	$0.00
1	Bottled Beer	0	$0.00	0	$0.00	0	0	$0.00	0	$0.00
2	Amstel Light 1...	204	$178.50	144	$126.00	3	133	$116.38	212	$185.50
3	Angry Orchard...	0	$0.00	144	$230.40	0	5	$8.00	139	$222.40
4	Bud Light 12oz	400	$300.00	720	$540.00	0	281	$210.75	839	$629.25
5	Budweiser 12oz **(a)**	43	$36.55	288	$244.80	2	13	$11.05	316	$268.60
6	Lagunitas IPA ...	0	$0.00	192	$163.20	0	5	$4.25	187	$158.95
7	Michelob Ultra...	0	$0.00	384	$307.20	1	12	$9.60	371	$296.80
8	Miller Genuine...	331	$258.18	1,008	$786.24	0	12	$9.36	1,327	$1,035.06
9	Miller Lite 12oz	326	$254.28	576	$449.28	0	274	$213.72	628	$489.84
10	Rolling Rock 1ea	179	$134.25	432	$324.00	0	275	$206.25	336	$252.00
11	Samuel Adams...	1	$1.25	96	$120.00	0	0	$0.00	97	$121.25
12	Samuel Adams...	0	$0.00	120	$162.00	0	0	$0.00	120	$162.00
13	Total Bottled Beer	1,484	$1,163.01	4,104	$3,453.12	6	1,010	$789.36	4,572	$3,821.65

In the example take a closer look at the Item **Budweiser 12 oz.** and note the following:
- The Full Inventory that you chose for a Start Inventory had a count of 43 for the Item.
- The Receiving Inventory(s) between The Starting and Ending Inventories had a total of 288.
- The Waste Inventory(s) between The Starting and Ending Inventories had a total of 2.
- The Full Inventory that you chose for an End Inventory had a count of 13 for the Item.
- *43 + 288 = 331* then   *331 - 2 = 329* then   *329 -13 = 316*   *316* = Used

If you select the Item, **(a)** you will see a screen with the Inventory entries **(b)** for the Item that shows all of the instances of the Item (**Budweiser 12 oz.**) in the Inventories used for the Pour Cost Report.
Note: There are separate lines for each Location the **(c)** Item is counted in a single Inventory and Transfer Inventories **(d)** will show where the Item was Transferred from.

Inventory Entries for Budweiser **(b)**

Show 25 entries   Search:

	Type	Date	Index	Item	Location	Quantity	Quantity Type	Price	Case Size	Cost
✖	Full	05/16/2017	31	Budweiser 12oz	Bar 1	6	Bottles	$0.75		$4.50
✖	Full	05/16/2017	95	Budweiser 12oz	Bar 2	5	Bottles	$0.75		$3.75
✖	Full	05/16/2017	164	Budweiser 12oz	Walk-in Cooler	12	Bottles	$0.75		$9.00
✖	Banquet End	05/12/2017	12	Budweiser 12oz	Bar 2	4	Bottles	$0.75		$3.00
✖	Banquet Start	05/12/2017	12	Budweiser 12oz	Bar 2	12	Bottles	$0.75		$9.00
✖	Transfer from Walk-in Cooler	05/11/2017 **(d)**	0	Budweiser 12oz	Bar 1	1	Cases	$0.75	24	$18.00
✖	Transfer from Walk-in Cooler	05/11/2017	1	Budweiser 12oz	Bar 2	12	Bottles	$0.75		$9.00
✖	Waste	05/08/2017	0	Budweiser 12oz	Bar 1	2	Bottles	$0.75		$1.50

See the **Actual Pour Cost vs. Expected Pour Cost** section for further details.

Pour Cost Details and Well Liquor

The previous pages have shown examples with both basic and detailed Pour Cost Reports.
Barkeep allows you to set up your data to suit your needs and add as much information as you want to track.
The **Call Liquor** examples illustrated a situation where most Items in the Category **Call Liquor** are linked to at least one specific Sales Item. You could choose to set up the Category **Well Liquor** in the same way, or you might do something more like in the example shown below.

Below is shown a portion of the Pour Cost Details for the Category **Well Liquor**.
Take a closer look at these details:

Item	Sales Co...	Sales Total	Ex... Us...	Act... Us...	Us... Diff...	Ex... Us... Oz	Act... Us... Oz	Us... Diff... Oz	Ex... Cost	Act... Cost	Cost Diff...	Ex... Pour Cost
Well Liquor												
Arrow Creme de Menthe	0	$0.00	0	0.8	0.8	0	26	26	$0.00	$6.93	$6.93	0%
Barton California Brandy	10	$50.00	0.6	0.6	0	20	21	1	$4.67	$4.90	$0.22	9.35%
Barton Gin	1,020	$4,90...	72.8	81.4	8.6	2,460	2,752.1	292.1	$400....	$447....	$47.52	8.17%
Barton Gold Rum	284	$1,42...	29.8	29.8	0	1,006	1,007.5	1.5	$148....	$149....	$0.23	10.48%
Barton Reserve Whiskey	100	$450....	8.6	8.6	0	290	290.8	0.8	$52.15	$52.29	$0.14	11.59%
Barton Triple Sec	0	$0.00	10.4	10.5	0	352.5	353.7	1.2	$52.13	$52.30	$0.17	0%
Barton Vodka	955	$4,31...	72.9	77.9	5	2,465	2,634.1	169.1	$364....	$389....	$25.01	8.44%
Cinzano Extra Dry	0	$0.00	18.6	18.8	0.2	630	635.6	5.6	$134....	$135....	$1.20	0%
Cinzano Rosso	18	$107....	8.3	8.4	0	282	283	1	$42.04	$42.18	$0.15	39.29%
Juarez Tequila	120	$580....	10.9	11.5	0.6	370	388.8	18.8	$54.72	$57.50	$2.78	9.43%
Smirnoff Vodka	600	$2,90...	35.5	37.4	1.9	1,200	1,264.5	64.5	$411....	$433....	$22.09	14.13%
All Items	226	$1,53...	13.3	0	-13.3	449	0	-449	$82.33	$0.00	$0.00	5.36%
Total Well Liquor	3,333	$16,2...	281.7	285.6	3.9	...5	9,657.1	132.6	$1,74...	$1,77...	$24.11	10.74%

Tabs: Pour Cost Overview | **Pour Cost Details** | Sales Data | Expected Usage | Actual Usage

- ✓ **Barton Gin** has a Sales Count of **(a)** 1020 and that results in an Expected Usage of 29.8 bottles, but the Actual Usage is much higher (81.4 bottles). This might indicate a problem with your Sales Data and/or your Inventories. But in this example the numbers are correct because **Barton Gin** is served in many well cocktails without specific Items assigned to the Sales Items. Examples might be **Well 2-1 Special**, **Well Happy Hour Special**, etc.
- ✓ **Barton Triple Sec (b)** has a Sales Count of 0 even though there is an Expected Usage of 10.4 bottles. This is because the Item is used in the Recipes of many Sales Items but not as the main ingredient.
- ✓ The All Items **(c)** Sales Count is 226 – this number is the number of well cocktails served without specific Items assigned to the Sales Items.
- ✓ The total Expected Usage for **Well Liquor** is 281.7 bottles **(d)** and the Actual Usage is 285.6 bottles. This shows that your Sales Data for **Well Liquor** is accurately matching your Inventory data. For most users, this difference would be considered negligible for this quantity of **Well Liquor**.

Note: This example includes many well cocktails without detailed Recipes, but you could choose to set up all your Sales Items with detailed Recipes that each specifies an Item(s).

Actual Pour Cost vs. Expected Pour Cost

Barkeep goes a step beyond traditional Pour Cost analysis by comparing your Actual Pour Cost, which is based on your inventory data, to your Expected Pour Cost, which is based on your Sales Data.

Determining your Actual Pour Cost can seem straightforward. In its simplest sense, it is the amount you spend on beer and liquor and the amount of sales for the same period. If your beer and liquor costs were $10,000 and your sales $50,000, your Pour Cost figure is 20%. But how accurate is that 20% figure? Barkeep gives you the tools to get the most accurate Pour Cost figures possible. Barkeep can help you locate problems, make changes and see your profits grow.

Actual Pour Cost

The inventory data you enter in Barkeep enhances the accuracy of your Pour Cost Reports. Barkeep goes beyond the simple *cost vs. sales formula*. Your Actual Usage is determined by comparing your Start Inventory against your End Inventory, taking into account Receiving and Waste Inventories. The formula for determining Liquor Usage is:

Usage = Starting Count + Receiving Count – Waste Count – End Count

Expected Pour Cost

Expected Pour Cost is determined by multiplying the quantity of each Sales Item that you have sold by the amount of liquor that you are expected to have used. The liquor amount per drink is based on the quantities you have added to the Recipes for your individual Sales Items.

> *Example:* A Sales Item you named **Budweiser Bottle** has an Expected Usage of one Bottle of **Budweiser 12oz**. If you sell 125 of this **Budweiser Bottle** Sales Item in a given week, Barkeep expects that you will have used 125 bottles of **Budweiser 12oz**. So, your Expected Usage for **Budweiser 12oz** is 125 Bottles.

> *Example:* A Sales Item you named **Call Martini** has an Expected Usage of 3 oz. of Beefeater Dry Gin and 1 oz. of Cinzano Extra Dry Vermouth. If you sell 50 of this **Call Martini** Sales Item in a given week, Barkeep expects that you will have used 4.4 bottles of Beefeater Dry Gin 1l (1l = 33.8 oz. per bottle, you would use 150 ounces total) and 1.5 bottles of Cinzano Extra Dry Vermouth. Your Expected Usage of Beefeater Dry Gin would be 4.4 bottles. If Beefeater Dry Gin is included in other Recipes for additional Sales Items, these figures would also factor into your Expected Usage as well.

When Barkeep generates a Pour Cost Report, it calculates both your Expected Pour Cost and your Actual Pour Cost. By comparing the two, you can determine whether or not your business is operating as well as it should.

Below is a sample overview of the type of information a Pour Cost Report gives you:

Sales	$37,655.50
Start Inventory	$9,809.11
Receiving	$11,731.85
Waste	$29.79
End Inventory	$13,071.05
Liquor Cost	$8,440.11
Pour Cost	22.41%
Expected Pour Cost	22.51%
Pour Cost Difference	4.18%

From this high-level overview, you can drill down into the detailed Pour Cost for each individual Category, and Item.

Actual Pour Cost vs. Expected Pour Cost (cont.)

Below are two examples showing sample data from a Pour Cost Report.

When you look at the Pour Cost Details for **Budweiser 12oz** in the first line **a** you see the **Sales Count** of 125 and the Expected Usage of 125, but the Actual Usage is 149, you also see an Expected Pour Cost of 20.88% and an Actual Pour Cost of 24.88%. This is the type of situation where you want to look at the details and find out why there is such a big discrepancy (Pour Cost Difference).

The Expected Usage (125) is a figure that matches your **Sales Count** (125). The Actual Usage (149) and Usage Difference (24) are figures that are generated by your Inventory data. You need to look closely at the Inventories that were the source of the data for the Pour Cost Report. You need to account for 24 bottles (or one case) of **Budweiser 12oz**.

a Item	Sales Count	Sales Total	Expected Usage	Actual Usage	Usage Difference	Expected Cost	Actual Cost	Cost Difference	Expected Pour Cost	Actual Pour Cost	Pour Cost Difference
Budweiser 12oz	125	$449.00	125	149	24	$93.75	$111.75	$18.00	20.88%	24.89%	19.20%

b Item	Sales Count	Sales Total	Expected Usage	Actual Usage	Usage Difference	Expected Cost	Actual Cost	Cost Difference	Expected Pour Cost	Actual Pour Cost	Pour Cost Difference
Budweiser 12oz	125	$449.00	125	125	0	$93.75	$93.75	$0.00	20.88%	20.88%	.00%

Below are some common Inventory mistakes that might explain the discrepancy:

- ✓ **Miscounting** – Say that your first Full Inventory shows six Cases of **Budweiser**. There is a Receiving Inventory the next day that includes another case of **Budweiser**. One would assume that there should be seven Cases in the **Stock Room**. But your final Full Inventory only has six Cases. This could be a simple mistake of not counting all the Cases.
- ✓ **Receiving Inventories** – We recommend always taking a Receiving Inventory after every delivery. This step is crucial because you need to account for all Items you receive in order for Barkeep to generate correct Pour Cost and Usage Reports.
- ✓ **Verify Amounts** – As soon as a Receiving Inventory is complete, we recommend that you verify that the amount of beer and liquor on the Invoice matches the amount of beer and liquor that you actually received. This step will help you to immediately spot and correct an error in your Barkeep data.
- ✓ **Missing Product** – If all the counts are correct and your sales figures can't account for the usage of the 24 bottles, this might indicate a more serious problem with theft of your product.
- ✓ **Waste Inventory** – If waste or breakage occurs, you <u>must</u> do a Waste Inventory.
  For example, if a case of **Budweiser** was dropped in the **Stock Room** on the morning before the final Full Inventory, you need to do a Waste Inventory to show what happened to that product.
- ✓ **Inaccurate Dates** –Receiving Inventories should be set to the Date/Time the products were received and Waste Inventories should be set for when the Waste occurred. This is an important step to guarantee accurate reports.

Once you have located the source of the error(s), you can access the Inventory with the mistake and make the correction(s). We suggest you re-run the same Pour Cost Report to double-check that the difference between Expected Usage and Actual Usage has been either eliminated or minimized.

The second example **b** above shows the mistake has been corrected and that the Expected Usage matches the Actual Usage.

Actual Pour Cost vs. Expected Pour Cost (cont.)

Below are two examples showing sample data from a Pour Cost Report as well as examples from the Recipe for the Sales Item **Budweiser Btl**.

Item	Sales Count	Sales Total	Expected Usage	Actual Usage	Usage Difference	Expected Usage Oz	Actual Usage Oz	Usage Difference Oz	Expected Cost	Actual Cost	Cost Difference	Expected Pour Cost	Actual Pour Cost	Pour Cost Difference
Budweiser 12oz	121	$605.00	10.08	121.00	110.92	121.00	1,452.00	1,331.00	$7.56	$90.75	$83.19	1.25%	15.00%	1,100.40%

Item	Sales Count	Sales Total	Expected Usage	Actual Usage	Usage Difference	Expected Usage Oz	Actual Usage Oz	Usage Difference Oz	Expected Cost	Actual Cost	Cost Difference	Expected Pour Cost	Actual Pour Cost	Pour Cost Difference
Budweiser 12oz	121	$605.00	121.00	121.00	0.00	1,452.00	1,452.00	0.00	$90.75	$90.75	$0.00	15.00%	15.00%	.00%

	Sales Item	Category	Item	Quantity	Quantity Type
✖	Budweiser Btl	Bottled Beer	Budweiser	I	Oz

	Sales Item	Category	Item	Quantity	Quantity Type
✖	Budweiser Btl	Bottled Beer	Budweiser	I	Bottle

For this example, "Include Oz in Pour Cost Details" was selected in order to carefully examine the Pour Cost Report. Notice that the Expected Usage for **Budweiser** bottles is 121 and the Report is showing an Expected Usage of 121 ounces (that is incorrect). **a** There is also a large discrepancy between your Expected and Actual Pour Cost. **b**

This might indicate mistakes in the Sales Data or counting errors in an Inventory. But in this example, there is an error in the Recipe for the Sales Item **Budweiser Bottle**. Note that the Unit of Measure is incorrect, for this Recipe it is Oz (ounces). **c**   This means that if one sold 121 bottles of **Budweiser**, BarkeepOnline would calculate a usage of 121 ounces. In other words, Barkeep incorrectly calculates that 1 oz. beers are being served!

Correct the Recipe and change the Unit of Measure from Oz to Bottles. **d**   After rerunning the Pour Cost Report, **e** note that the Expected and Actual Usage in ounces are both 1452. This is correct —1,452 ounces (*121 bottles x 12 ounces = 1452*).
Also note that the Expected and Actual Pour Cost are the same (15%).

Units of Measure in Cocktails

	Sales Item	Category	Item	Quantity	Quantity Type
✖	Absolut Citron	Call Liquor	Absolut Citron Vodka	2	Oz

A similar error can occur if there is a mix-up between Bottles and Oz in a Recipe for a cocktail. For example, if a Sales Item called **Absolut Citron Cocktail** had a Recipe for 2 bottles instead of 2 Oz. One would end up with a very high Expected Usage when looking at the Pour Cost Details. In this incorrect example, based on sales of 25 **Absolut Citron Cocktails**, the result would be an Expected Usage of 50 Bottles of **Absolut Citron** – this is clearly wrong. One would need to check the Recipe for the Sales Item **Absolut Citron Cocktail** and correct the error by changing the Unit of Measure from Bottles to Oz.

Reports with Negative Usage

You might run a Usage Report, Variance Report or Pour Cost Report and it will show negative usage. In this example, when you look at the Pour Cost Details your Expected Usage, based on your Sales Data, is much higher than your Actual Usage, based on your Inventories. Negative usage is shown in the Pour Cost Details in the example below:

Category	Item	Sales Count	Sales Total	Expected Usage	Actual Usage	Usage Difference	Expected Cost	Actual Cost
Call Liquor	J & B Scotch	138	$1,017.00	8.2	8.2	0	$203.92	$205.09
Call Liquor	Jack Daniels (b)	540	$4,288.00	31.1	9.1	-22	$ (a) 5	$242.09
Call Liquor	Jagermeister	340	$2,343.50	16.6	16.6	0	$331.26	$332.00
Call Liquor	Jameson	0	$0.00	0	1.5	1.5	$0.00	$36.31
Call Liquor	Kahlua	130	$1,048.00	11.5	11.9	0.3	$248.93	$255.72
Call Liquor	Mount Gay Rum	0	$0.00	0	3.5	3.5	$0.00	$63.14
Call Liquor	Myers Dark Rum	0	$0.00	0	3	3	$0.00	$58.35
Call Liquor	Seagram's 7 Crown	0	$0.00	0	15.3	15.3	$0.00	$216.80
Call Liquor	Skyy Vodka	0	$0.00	0	12.7	12.7	$0.00	$199.01
Call Liquor	Southern Comfort	220	$1,709.00	13	13.2	0.2	$243.36	$246.84
Call Liquor	Tanqueray Gin	0	$0.00	0	5.3	5.3	$0.00	$111.30
Call Liquor	Wild Turkey 101	81	$765.00	4.8	4.8	0	$106.32	$106.51
Call Liquor	All Items	1,882	$27,705.00	120.8	0	-120.8	$2,536.53	$0.00
Call Liquor	**Total**	**4,443**	**$48,076.50**	**277.2**	**256.2**	**-21**	**$6,092.60**	**$5,379.20**

Inventory Entries for Jack Daniels (c)

Show 25 entries   Search: [   ]

Type	Date	Index	Item	Location	Quantity	Quantity Type	Price	Case Size	Cost
✖ Full	05/16/2017	16	Jack Daniels 1L	Stock Room	3	Bottles	$26.75		$80.25
✖ Full	05/16/2017	54	Jack Daniels 1L	Bar 1	0.75	Bottles	$26.75		$20.06
✖ Full	05/16/2017	91	Jack Daniels 1L	Bar 2	0.4	Bottles	$26.75		$10.70
✖ Full	05/16/2017	141	Jack Daniels 1L	Bar 3	1	Bottles	$26.75		$26.75
✖ Full	05/04/2017	16	Jack Daniels 1L	Stock Room	2	Bottles (d)	$26.75		$53.50
✖ Full	05/04/2017	54	Jack Daniels 1L	Bar 1	4.2	Bottles	$26.75		$112.35
✖ Full	05/04/2017	91	Jack Daniels 1L	Bar 2	4	Bottles	$26.75		$107.00
✖ Full	05/04/2017	141	Jack Daniels 1L	Bar 3	4	Bottles	$26.75		$107.00

Showing 1 to 8 of 8 entries   Previous 1 Next

- The Expected Usage for **Jack Daniels** is 31.1 bottles with a Sales Count of 540 Sales Items.
- According to your Inventories, you only used 9.1 bottles.
- There is a Usage Difference of -22. (a)
- Select the Item (b) **Jack Daniels** in the Pour Cost Details.
- This will take you to a screen showing you Inventory Entries for the Item. (c) It shows all of the entries for **Jack Daniels** in any relevant Inventory for this Pour Cost Report (i.e., all Inventories between the Start and End Inventory including any Receiving and/or Waster Inventories).
- Notice the count of 2 bottles (d) in the Location **Stock Room** in your Start Inventory.

Reports with Negative Usage (cont.)

Correcting the Error
Below are some common mistakes to look for that that might explain the Negative Usage:

- ✓ **Double Counting** – Sometimes when you get distracted during an Inventory, it is easy to double count or add an Item twice.
- ✓ **Miscounting** – You simply counted wrong in one of the Inventories. For example, the bottles you added on May 4th might be correct, but there might be an error in your count in the Full Inventory you took on May 16th.
- ✓ **Receiving Inventory Errors** – You may have received more of the Item during that period and not added it to a Receiving Inventory.
- ✓ **Incorrect Dates** – There might be an incorrect date on one your Inventories. For example, if you received more **Jack Daniels** on May 10th but inadvertently put the wrong date on the Receiving Inventory (e.g., May 18th) that would result in a Report showing negative usage.
- ✓ **Incorrect Quantity Type** – The Inventory entries show 2 bottles of **Jack Daniels** in your Full Inventory on 05/04/2017 located in your **Stock Room**. In this example, after you go back and check in the **Stock Room**, you realize the mistake was in the Quantity Type.
  The 05/04/2017 Inventory should have 2 cases <u>instead</u> of 2 bottles in the **Stock Room**.

This Inventory error can be corrected **e** directly from the Inventory Entries by changing the Quantity type to Cases.

Once you have located the source of the error, you can modify the Inventory with the mistake to make the correction(s). We suggest you re-run the same Pour Cost Report to double-check **f** that the negative usage no longer appears in the report.

Reports with Price Increases

You might run a Usage Report, Variance Report or Pour Cost Report and it will show an unexpected price increase(s). This happens when the average price that you paid for a particular product is higher than the default Item price (indicating a price increase). The price paid will be displayed in red when you download the Usage Report or Pour Cost Report to an Excel spreadsheet like in the example below:

Category	Item	Price	Start	Start Price	Start Value	Received	Rec Price	Rec Cost	Waste	Waste Cost
Call Liquor	Absolut 1L	$23.83	18.4	$23.83	$438.47	24	$24.00	$576.00	0	$0.00
	Absolut Mandarin Vodka	$24.00	11.2	$24.00	$268.80	0	$0.00	$0.00	0	$0.00
	Absolut Peach Vodka 1l	$24.00	10.5	$24.00	$252.00	0	$0.00	$0.00	0	$0.00
	Absolut Pear Vodka 1L	$25.40	11.3	$25.40	$287.02	0	$0.00	$0.00	0	$0.00
	Absolut Vanilla Vodka 1	$24.00	2.1	$24.00	$50.40	12	$29.08	$349.00	0	$0.00
	Bacardi 151 1L	$21.45	16.5	$21.45	$353.93	0	$0.00	$0.00	0	$0.00
	Bacardi 8 Anos 1L	$23.90	0	$0.00	$0.00	12	$23.90	$286.80	0	$0.00
	Bacardi Gold 1.5L	$32.50	1.82	$32.50	$59.15	12	$32.50	$390.00	0	$0.00

Inventory Entries for Absolut Vanilla Vodka

Show 25 entries   Search: [   ]

	Type	Date	Index	Item	Location	Quantity	Quantity Type	Price	Case Size	Cost
✖	Full	05/16/2017	41	Absolut Vanilla Vodka 1L	Bar 1	1	Bottles	$24.00		$24.00
✖	Full	05/16/2017	110	Absolut Vanilla Vodka 1L	Stock Room	1	Bottles	$24.00		$24.00
✖	Full	05/16/2017	140	Absolut Vanilla Vodka 1L	Stock Room	5	Bottles	$24.00		$120.00
✖	Receiving	05/06/2017	1	Absolut Vanilla Vodka 1L	Stock Room	12	Bottles	$29.08		$348.96
✖	Full	05/04/2017	41	Absolut Vanilla Vodka 1L	Bar 1	3	Bottles	$24.00		$72.00
✖	Full	05/04/2017	110	Absolut Vanilla Vodka 1L	Stock Room	1	Bottles	$24.00		$24.00
✖	Full	05/04/2017	140	Absolut Vanilla Vodka 1L	Stock Room	7	Bottles	$24.00		$168.00

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The example above is from a Pour Cost Report for the dates May 4th and May 16th. It shows that you paid more for bottles of **Absolut Vanilla** than the price you have listed for the Item in Barkeep. Also note on the same line in the spreadsheet that the start price was $24.00 per bottle and the received price was $29.08 When you select the Item in the Pour Cost Details (**Absolut Vanilla**) you will go to the Inventory Entries for the Item that show all of the Inventories with the Item between the start and end dates selected for the Pour Cost Report.

The price of $29.08 per bottle on a Receiving Inventory on May 6th immediately stands out. The default price is $24.00 per bottle. For some reason, you paid more per bottle for that one delivery. The next step is to review the Receiving Inventory.

Below are some common explanations that might explain the higher price:
- ✓ **Receiving Inventory Errors** – You may have entered an incorrect price for the Item. It's good to double-check that the Invoice Amount you enter for the Receiving Inventory matches the amount on your Supplier's Invoice.
- ✓ **Price Increases** – If your Supplier has increased an Item price, you need to edit the Item's information and update that price for the Item. You can do this during a Receiving Inventory when you enter the new price but be sure to select to make the new price the default price.
- ✓ **Different Suppliers** – You probably have different Suppliers for different Items or Item Categories (e.g., Beer, Wine, etc.). Sometimes you are not able to use your regular Supplier for an Item. That other Supplier may charge a different price.
- ✓ **Missing Discounts** – Often you are able to negotiate discounts from your Suppliers. You should enter the discounted price as the default price for an Item. If the Supplier charged you the regular price without the discount, your Usage Reports will show this amount in red as a price increase.

Glossary

Accuteck – a digital shipping scale that enables BarkeepApp to weigh kegs and manually enter the weight into Inventories. The scale is available for purchase at barkeepapp.com.

Banquet Inventories – a list of Transfer, Receiving, Return, Waste, and Empties Inventories associated with a Banquet. These inventories are directly associated with a Banquet and will be used to calculate Banquet Usage.

Category – crucial for organizing Items into logical groupings. Every Item in Barkeep should be assigned to a Category.   Barkeep uses Nested Categories which means that a Category can also have a Parent Category. For example, users could create a Category called **Imported Vodka** which has a Parent Category called **Vodka** that itself has a Parent Category called **Liquor**. In this scenario, the Item **Absolut 1l** is assigned to the Category **Imported Vodka** which is part of the Category **Vodka**, etc.

CSV – is an alternative format for reports generated by BarkeepApp. The default format is Excel. The Reporting section of this User Guide has additional information.

Data – includes the Categories, Locations and Items in your account. Including the unique ones that you have added. Data also includes the Inventories you have performed with BarkeepApp.

Escali SmartConnect – a digital scale that enables BarkeepApp to automatically detect the weight of partial bottles. Only those purchased from barkeepapp.com are certified to work with BarkeepApp.

Etekcity Luminary – a digital scale that enables BarkeepApp to automatically detect the weight of partial bottles. Only those purchased via barkeepapp.com are certified to work with BarkeepApp.

Infinea Tab – is a small device that attaches to the bottom of an **iPad**. The **Infinea Tab** and **Infinea Tab M** provide a barcode scanner, magnetic stripe reader, and backup battery supply.

iOS Device – refers to Apple Devices that support BarkeepApp including the iPhone, iPod Touch and iPad. Your Primary Device is the first Device you register with BarkeepOnline to upload your data to the BarkeepOnline servers.

Item – refers to any product that you carry in inventory – like **Absolut 1l** bottles, **Stella 15.5 Gal Kegs**. The Item contains general information about the product like its barcode, default price, default case size, container type (bottle • keg • can • each • box • bag • bag in box • carton), full bottle weight, empty bottle weight, etc.

Item Code – refers to a number or other identifier used by your Supplier to identify products when placing orders. It may be the same as the UPC barcode, or it may be a different identifier determined by your Supplier.

Inventory – Barkeep allows you to create six different types of Inventories each type each designed to generate different sets of information. Full definitions can be found in the Inventory section of this User Guide.

Inventory Item – refers to an entry in an Inventory specifying the quantity of an Item for a particular Location. Depending on the Inventory type, this can represent the quantity of an Item in stock in a particular Location, the quantity of an Item received into or returned from a Location, the quantity of an Item transferred between two Locations, the quantity of an Item wasted (broken, spilled, etc.) at a particular Location, or the number of empty bottles (breakage) for a particular Location.

Location – refers to separate Locations in your bar. For example, you can have a single Location named "My Bar," or you can have many Locations like "Storage," "Walk-In Cooler," "Bar 1," "Bar 2," "Patio Bar," etc. Barkeep is able to track Inventory and usage by multiple Locations. You may set up just one Location or any number of Locations to suit your business.

Linea Pro – is a barcode scanner. This is the same device used in all Apple Stores to scan Items and process credit card transactions. The Linea Pro scanner is a small cradle that you slide an iPod Touch or **iPhone** into. The cradle provides a barcode scanner, magnetic stripe reader, and backup battery supply.

Pour Cost – is determined by dividing the cost of all liquor used by your sales over the same period. After completing an Inventory, you can generate a Usage Report. It will give you the totals needed to determine Pour Cost. Further information can be found in the Pour Cost section of this User Guide.

Recipe – in BarkeepOnline a "Recipe" refers to the mix of Items used in a Sales Item. A Recipe is how Barkeep defines the amount(s) of any products (Items) used in a Sales Item. For example, a Recipe can be the mix and amounts of liquor to make a particular cocktail, but a Recipe is also the 16 oz of **Guinness Draft Beer** in the Sales Item **Guinness Pint** or the 1.5 ounces of **Call Liquor** in the Sales Item **Call Shot**. Recipes are used to calculate how much liquor should be used for each of your Sales Items when calculating your Expected Usage and Expected Pour Cost.

Sales Items – refers to things that you sell and ring up on your cash register or POS System. Sales Items are defined in BarkeepOnline. The Sales Items should mirror the Sales Data that you generate from your POS System or cash register. While the names in your Sales Data and your POS System do not need to be an exact match, we suggest using names that are similar so that you can easily enter Sales Data and match it to your Sales Items in BarkeepOnline. Sales Items should not be confused with Items as in the products your carry and enter into Barkeep (see Items defined on previous page).

Start Inventory – refers to an initial Full Inventory that is used as base to compare data with future Inventories.

Supplier – refers to any Supplier, vendor or company that provides you with Items (the products you carry in Inventory).

Variance – is how Barkeep describes the difference between how much liquor you used versus how much you should have used (based on your sales). A positive number in your Variance means that you used more than you should have, and a negative number indicates that you used less than expected.

Venue – is the term Barkeep uses to describe the different bars, clubs and restaurants you may own or manage. We do not refer to these as "locations." Location has a different definition in Barkeep.