



## Using Barkeep for your Liquor Audit Service

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### Introduction

With Barkeep, liquor auditors have the tools they need to develop a successful business. You will be able to provide your clients the most accurate and useful data. Since 2010, Barkeep has offered a user-friendly platform that streamlines the inventory process. Auditors using Barkeep help their clients minimize losses, enhance profitability, and simplify the complex task of tracking alcohol inventory.

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### What you offer clients when you use Barkeep

As an independent Liquor Auditor, when you perform regular, on site inventories you will be able to provide your clients with the following:

- **Reports** – provide detailed reports from Excel spreadsheets, including:
  - Summary and Detail Reports of specific inventories.
  - Usage Reports comparing the data from the latest inventory with an earlier inventory.
  - Variance Reports that compare your client's sales from their POS system to their liquor usage from Barkeep to identify areas where usage differs from sales.
  - With the Variance Report you will be able to review anomalies, look for issues and uncover over-pouring, mistakes, and theft.
  - Barkeep has the flexibility to offer your clients weekly, monthly, quarterly reports, etc.
- **Sales Item Details** – provide details about the drinks that your client serves. For example, for each drink served Barkeep determines the average sales price, wholesale cost and pour cost.
- **Accuracy** – with an **Etekcity Luminary Smart Scale**, available from Barkeep, you can weigh partial bottles and determine the exact quantity for more precise reporting.
- **Locations** – with Barkeep you set up locations within your client's Venue. You can create location-based reports and even help your client track the movement of liquor around their Venue with Transfer Inventories.
- **Track Receiving and Ordering**
  - Receiving Inventories for each delivery are crucial for accurate Barkeep reports.
  - Receiving Inventories are entered based on a supplier's invoice. Always remind your client to verify the quantities and products listed on invoices were delivered.
  - With Receiving Inventories, you can verify that your client is always billed correctly by their suppliers and distributors.
  - Based on par levels you and your client determine for Items (products), you can provide Order Reports your client can use to place orders with suppliers.
- **Track Waste** – Create Waste Inventories to track when products are wasted, spilled, etc. allowing your clients to distinguish waste usage from drinks served to customers.
- **Manage Banquets and Private Parties** – with Barkeep's Banquet Feature you can separate out your client's banquet and private party activity with distinct reports, variance, etc.

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## Getting Started – First Steps

- The first step is purchase BarkeepApp from the iTunes App Store. The cost is \$40. Please note, you can install Barkeep on multiple devices registered to the same Apple User ID with no additional cost.
- The next step is to become familiar with BarkeepApp, set up your data, run some test inventories, etc. You will need to review and read the user guides. All of the user guides and additional documentation are available at [barkeepapp.com](http://barkeepapp.com)
- Set up the first Venue with the appropriate Items, Categories and Suppliers. You can copy these Items, Categories and Suppliers to new Venues as you add new customers to your audit service. Each of your clients will have a separate Venue (or multiple Venues) in your BarkeepPro account.
- You can use a single device (**iPad, iPod Touch, iPhone**) for multiple clients.
- Take your first Full Inventory for your client.
- Setting up Sales Items — after you have the inventory process established, you use an Excel Spreadsheet (or CSV file) of exported Sales Data from their POS System to set-up and configure Sales Items. This is an initial, time-consuming, one-time step that will allow you to regularly export and then upload Sales Data from your client's POS System. It is key to running Variance Reports as well as determining pour cost.
- Create additional users and control their level of access. You can create users for your own staff as well as clients. You will need to restrict access for any client user to their Venue(s)

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## Equipment and Basic Costs

Below is a list of the basics you need to get started:

- You provide a single **iOS Device (iPod Touch, iPhone or iPad)** with BarkeepApp (\$40\*). Any **iOS Device** will work with BarkeepApp, but older **iOS Devices** that are not compatible with Apple's latest **iOS Software** are not recommend. The latest version of BarkeepApp (6.1) requires **iOS version 8.0** or later.
- You will need a single BarkeepPro account with separate Venues for each of your clients. Your BarkeepPro account costs \$50/month or \$500/year for the first Venue. Each additional Venues is \$40/month or \$400/year.
- Your own laptop or desktop computer. You can access BarkeepPro with any common web browser from a PC or Mac. No Barkeep software is installed on your PC or Mac.
- A current version of Microsoft Excel for Barkeep reports.

## Recommended Equipment

- Barkeep offers the **Etekcitec Luminary Smart Scale (\$33.99)**. It is the only **Bluetooth** scale the links directly with BarkeepApp and automatically enters the weight of partial bottles.

## Optional Equipment

- Barkeep offers the **Accuteck** scale for weighing kegs. Note, it is not a **Bluetooth** scale.
- Barkeep offers a choice of optional barcode scanners that are made specific for different **iOS Devices**. Only scanners purchased from [barkeepapp.com](http://barkeepapp.com) will work with Barkeep. Note, you can also scan barcodes with the built-in camera on your **iOS Device** – an additional scanner is optional.

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## Frequently Asked Questions

### Can clients access Barkeep data directly?

Our independent auditors make this decision with their clients — often on a case-by-case basis. Some clients are hands off and want the auditor to handle everything directly. Many clients are owners who need an independent, outside auditor that is not an employee.

For your clients to access data, you will need to create a unique user for the client and restrict access for that user to the client's Venue(s). Your clients would need to purchase BarkeepApp from the iTunes App store for \$40 and install it on their personal device(s). In some cases, the client is given access to the Barkeep Venue, so they can review data and run reports.

### What We Provide

With Barkeep, you get a very popular and easy-to-use inventory system that runs on affordable consumer hardware. You also get a comprehensive cloud-based service that generates detailed Variance and Pour Cost reports. You can (optionally) provide your clients with direct access to their Venue(s) so that they can run their own reports, investigate issues, and enter information such as receiving, empties, waste, returns, etc.

### What You Provide

As a liquor auditor, you will need to become an expert in how to use BarkeepApp and BarkeepPro so that you can serve as a resource to your clients.

You identify and sign up your own clients and charge them directly for your services that include your expenses for Barkeep. You perform regular inventories for your clients and provide them with detailed Variance Reports and Pour Cost Reports (generated by BarkeepPro). You analyze the reports and provide your clients with guidance on problem areas and ways that they can improve their pour cost.

### Advantages of using Barkeep

- Barkeep is extremely fast and easy to use.
- BarkeepApp runs on consumer hardware and adheres to Apple User Interface Guidelines.
- Barkeep has a very low startup cost, which allows you to launch your own Liquor Audit service without investing thousands and thousands of dollars.
- We give auditors complete control over the customer relationship including determining how much they charge.
- We do not limit our auditors to geographic territories.
- We do not lock auditors into a contract other than our standard user terms and conditions.

### What sort of backgrounds do our independent auditors have?

Many come from a food and beverage industry background. Quite a few have worked in bars, nightclubs and restaurants. Though, this experience is not mandatory. Our successful, independent auditors are self-starters, have a proverbial head for business and, it goes without saying, have a remarkable attention to detail.

For additional information, please contact us at [auditor@barkeepapp.com](mailto:auditor@barkeepapp.com)