



# Barkeep 7.0 – Banquet Feature User Guide

---

## Tracking Banquets in Barkeep

With BarkeepApp v7.0 users can track Banquets using BarkeepApp and BarkeepOnline.

---

## Contents

<b>Barkeep's Banquet Feature</b> .....	<b>3</b>
<b>Banquet Features</b> .....	<b>3</b>
<b>Banquet Details</b> .....	<b>4</b>
<b>The Banquet Feature in BarkeepApp</b> .....	<b>5</b>
<b>Banquet Settings</b> .....	<b>5</b>
<b>Banquets Screen</b> .....	<b>6</b>
<b>Creating Banquets</b> .....	<b>7</b>
Names, Guest Count, Description and Notes.....	8
Starting Date/Time and Ending Date/Time.....	9
<b>Banquet Locations</b> .....	<b>10</b>
Offsite Locations.....	13
<b>Banquet Inventories</b> .....	<b>14</b>
Banquet Inventory Types.....	15
Adding Items to Banquet Inventories.....	15
Banquet Start Inventory.....	16
Banquet Transfer Inventory.....	18
Banquet Waste Inventory.....	20
Banquet Empties Inventory.....	21
Banquet Receiving Inventory.....	22
Banquet Return Inventory.....	22
Banquet End Inventory.....	23
Outside Items at a Banquet.....	27
<b>Reviewing the Banquet List</b> .....	<b>28</b>
Deleting Banquets.....	30
<b>Data Storage and Banquet Inventories</b> .....	<b>31</b>
<b>Banquet Usage Report</b> .....	<b>32</b>
Including or Excluding Banquet Usage.....	34
<b>iPad Users</b> .....	<b>40</b>
<b>The Banquet Feature in BarkeepOnline</b> .....	<b>42</b>
Managing your Banquets.....	43
Storing Banquet Data with BarkeepOnline.....	43
Creating New Banquets.....	44
Modifying and Deleting Banquets.....	45
<b>Managing your Banquet Inventories</b> .....	<b>46</b>
Creating Banquet Inventories.....	46
Copying a Start Inventory from an Existing Banquet.....	48
Repeat Inventories and Banquets.....	50
Banquet Packing List.....	52
Multiple Users with Banquet Inventories.....	54
<b>Banquet Usage Report with BarkeepOnline</b> .....	<b>55</b>
<b>The Banquet Feature with BarkeepPro</b> .....	<b>59</b>

# Barkeep's Banquet Feature

BarkeepApp can track Banquets using BarkeepApp and BarkeepOnline. The Banquet feature was added to BarkeepApp to enable users to track banquets, private parties and any other events that take place separately from your day-to-day business.

---

## Banquet Features

BarkeepApp includes these flexible Banquet Features:

- Tracking liquor usage separately for each Banquet.
- Creating Inventories for specific Banquets where you only need to count Items in Locations for the Banquet.
- A Banquet Usage Report for each specific Banquet that calculates how much liquor was consumed during a Banquet.
- The ability to look at all your data and run Barkeep Reports with or without Banquet data. For example, the way you manage and invoice clients for private events might be different from your regular liquor sales. The Banquet Feature allows you to remove these private events from Pour Cost calculations.
- Venues manage Banquets in many different ways, and Barkeep gives you the tools to track many different Banquet scenarios, including events that use all or just part of your venue (i.e. private rooms) as well as catered events offsite.
- The ability to use a Location in your venue that is normally open to the general public as a Banquet Location.
- Dedicated Banquet Locations if your venue has Banquet Locations used only for private events.
- Managing Banquet Carts - An establishment may load a Banquet cart with liquor from either a dedicated Banquet storage, Location or a shared storage Location. The liquor is delivered to the Banquet Location and counted as the Banquet Start Inventory. Throughout the Banquet, additional liquor may be transferred to the Banquet Location and accounted for using Transfer Inventories. At the end of the Banquet, the remaining liquor is transferred back to the storage area and accounted for using a Banquet End Inventory.
- Create a Banquet Packing List for the Banquet Cart.
- The ability to create mobile Locations. It could be a Banquet Cart or a service bar that is moved into different areas of your venue. You can set this mobile Location up and treat it in Inventories as you would any other Barkeep Location.
- The ability to set-up an offsite catering Location in Barkeep that you can use Transfer Inventories to move Items in and out of.
- BarkeepOnline users can take advantage of BarkeepOnline's features when managing Banquets including having multiple users and managing Banquet Inventories and Reports from your laptop or desktop computer.

**Note:** This User Guide contains specific information for using the Banquet feature in Barkeep. For detailed instructions and further information about Barkeep, please refer to the [Barkeep iPhone User Guide](#) or [Barkeep iPad User Guide](#) as well as the [BarkeepOnline User Guide](#).

## Banquet Details

When you create a Banquet, every Banquet will have its own Banquet Details screen and Banquet Inventories screen – with only the Inventories for that Banquet. Below are sample screens that show the details for every Banquet.

**Banquet Details**

\*Name Johnson Retirement

Guest Count 60

Description ABC Catering

Notes

\*Start 5/18/19, 4:00 PM Edit

\*End 5/18/19, 11:00 PM Edit

Locations All Edit

Edit Banquet Inventories

Cancel [trash] [share] Save

### Name

Barkeep requires a unique name you assign to the Banquet (up to 240 characters).

### Guest Count

An optional guest count that you can add for the Banquet. The default value is 0.

### Description and Notes

Optional details you may want to add for the Banquet (up to 2000 characters each).

### Start Date & Time and End Date & Time

By default, Barkeep enters the time you create a Banquet. Select **Edit** to make changes and add the correct times. If the schedule for the Banquet changes you can change the times again.

### Locations

A list of Locations related to the Banquet. If the list is empty, then all Locations will be included in the Banquet Usage Report. If one or more Locations are specified, then the Banquet Usage Report will exclude usage at Locations that are not specified. See **Banquet Usage Report Section** for details.

### Banquet Inventories

Selecting **Edit Banquet Inventories** will take you to a screen displaying all Inventories Including:

- Start Inventory – a Full Inventory that specifies the amount of liquor that was on hand at the start of the Banquet.
- End Inventory – a Full Inventory that specifies the amount of liquor that was on hand at the end of the Banquet.
- Additional Inventories – Transfer, Receiving, Return, Waste, and Empties Inventories associated with the Banquet.

These Inventories are directly associated with a Banquet, and will be used to calculate Banquet Usage.

**Banquet Inventories**  
Johnson Retirement  
5/18/19

Inventory Type	Quantity	Location	Date	Time
Banquet Start Inventory	27 Items	Green Lounge	May 18, 2019	4:02 PM
Banquet Transfer Inventory	1 Item	Green Lounge	May 18, 2019	4:05 PM
Banquet Waste Inventory	1 Item	Green Lounge	May 18, 2019	5:05 PM
Banquet Empties Inventory	3 Items	Green Lounge	May 18, 2019	10:05 PM
Banquet End Inventory	9 Items	Green Lounge	May 18, 2019	11:10 PM

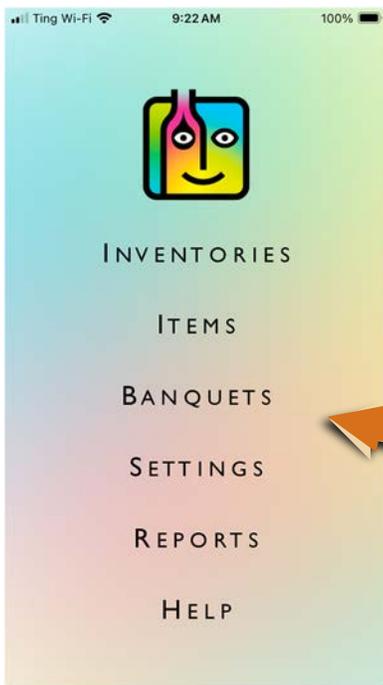
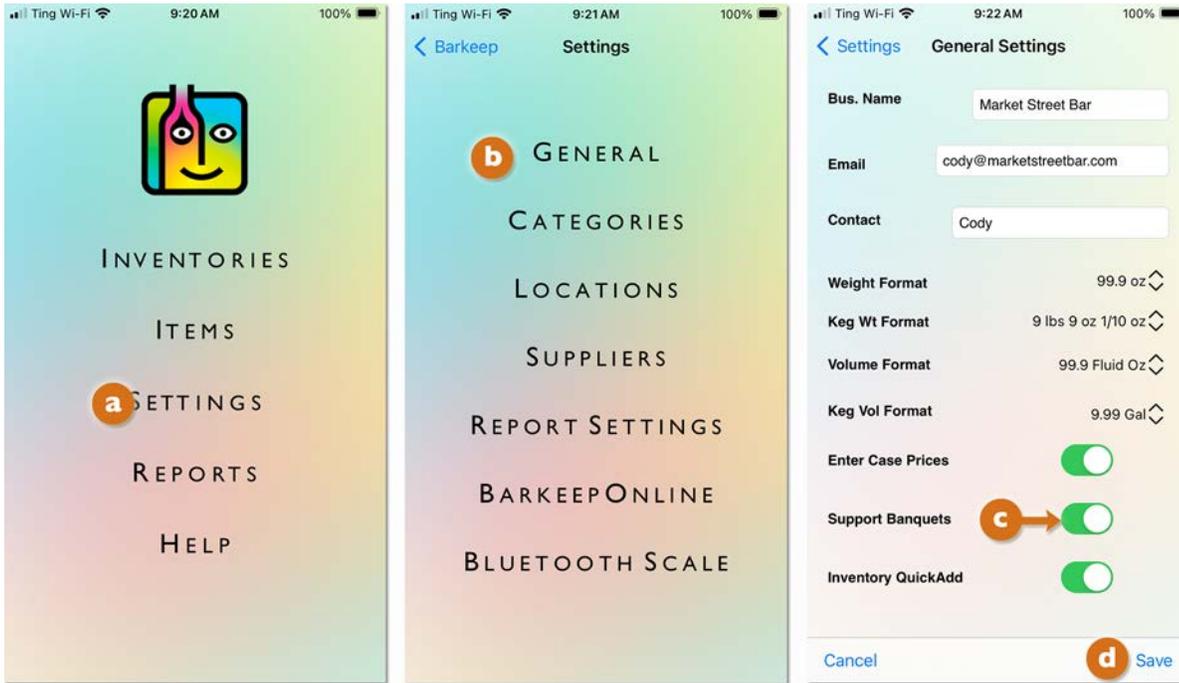
+ Done

# The Banquet Feature in BarkeepApp

## Banquet Settings

If you wish to use Barkeep's Banquet features, you must turn on Support Banquets. By default, BarkeepApp does not show the Banquet feature on the Main Screen. To turn on the Banquet feature and include the Banquet feature in the Main Screen menu:

1. Select "Settings" **a** from the Main Screen. Next select General. **b**
2. On the General Settings screen switch **Support Banquets** **c** to the on setting. 
3. Press **Save** on the bottom toolbar **d** to save your changes or select to **Cancel** discard them.



**Note:** If you want to stop using the Banquet features you can return to General Settings and turn **Support Banquets** off.

Even if you have disabled the Banquet feature, your Banquet data will be retained on your iOS Device per your settings. With a BarkeepOnline account, your Banquet data remains available on our secure server.

# Banquets Screen

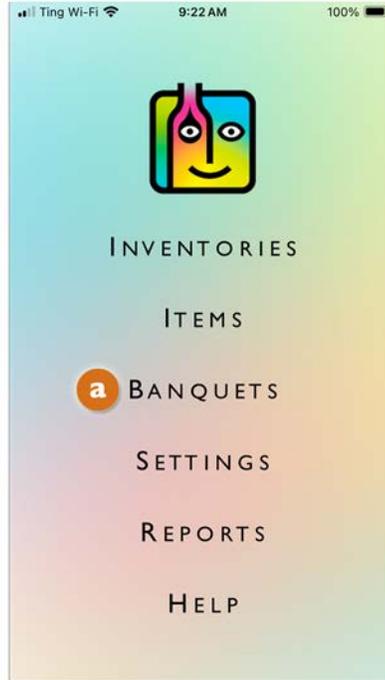
To create a new Banquet and/or access your existing Banquets you start by selecting Banquets **a** on the Main Screen. This will take you to the Banquets screen.

**Reminder:** if you wish to use Banquet features, you must turn on Support Banquets (**see previous page**).

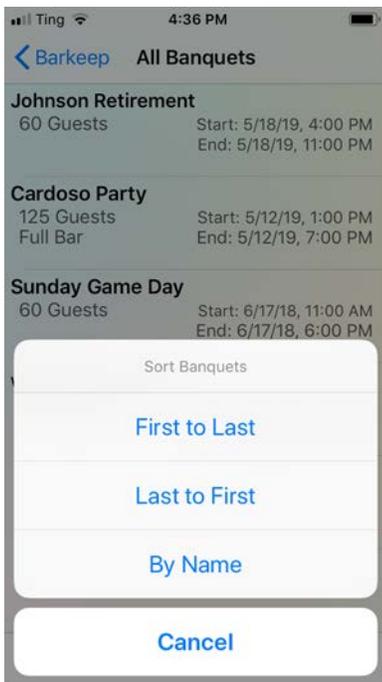
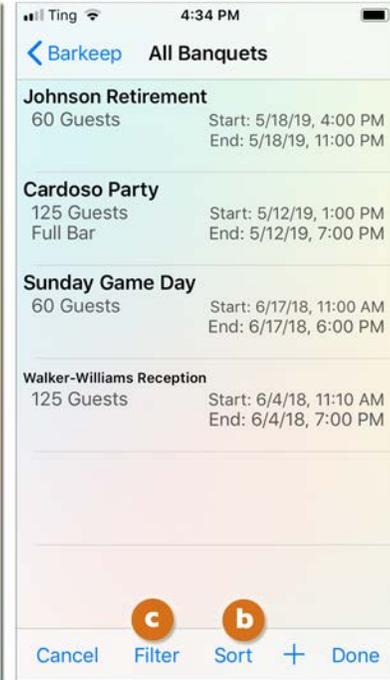
## Support Banquets Off:



## Support Banquets On:



## Banquets Screen:



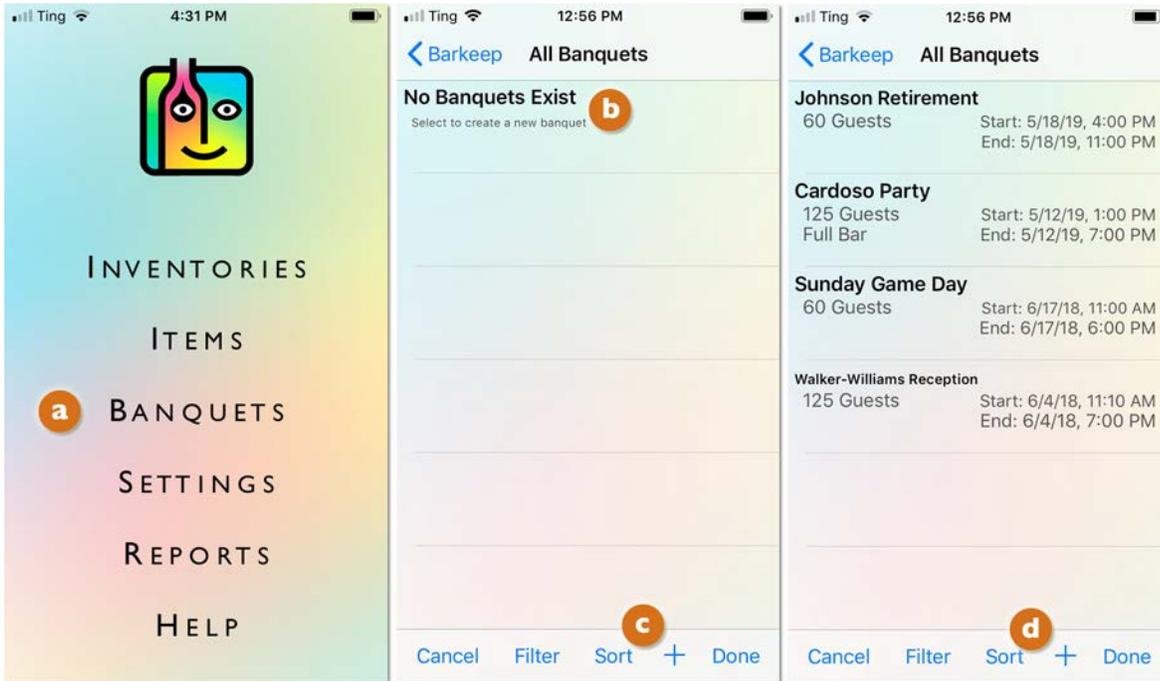
On the bottom of the Banquets screen **b** press the **+** icon to create a new Banquet (**see next section**).

You can sort your list of Banquets by selecting **Sort**. **c** You can sort your list of Banquets by First to Last, Last to First (most recent) or by Name.

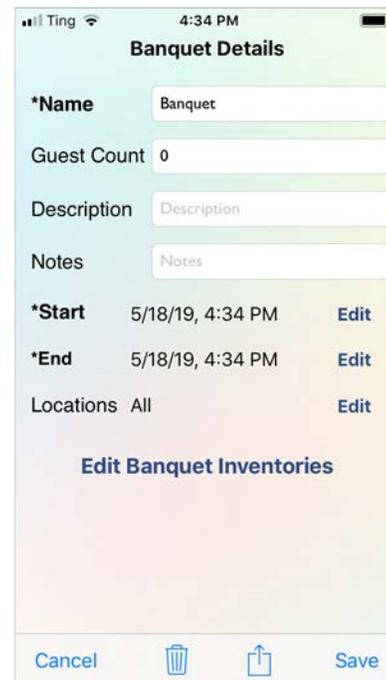
# Creating Banquets

To start a new Banquet:

1. Go to the Main Screen and select Banquets. **a**
2. If no other Banquets exist, your Banquets screen will display the message “No Banquets Exist.”
3. Press here **b** to create a new Banquet or, on the bottom of the Banquets screen, **c** press the **+** icon to create a new Banquet.
4. If there is a list of existing Banquets, you simply press the **+** icon **d** every time you need to create a new Banquet.



5. After you have created a new Banquet you are taken to a new Banquet Details screen.



continue to next page

## Starting a Banquet (cont.)

### Names, Guest Count, Description and Notes

- The next step requires you to choose a unique name **a** to assign to the Banquet (up to 240 characters). You can choose a name that matches your own system for tracking client events. You may name events by client name; type (i.e. weddings, parties, etc.) and you may even use numbers in your naming.

Keep in mind that you can sort your list of Banquets by name, so you might choose a naming system that is consistent and would be easily sorted. Also, if you were to change your naming system at some point in the future, you could edit and rename existing Banquets.

- Next you can choose to add an optional Description and Notes. **b** Each field can include any information you choose (up to 2000 characters each). And again, may reflect your own record keeping system as well as adding information that is not part of the Banquet name.

Below are some examples of ways you may name an event:

The image displays three sequential screenshots of the 'Banquet Details' form in the BarkeepApp. Each screenshot shows the following fields: \*Name, Guest Count, Description, Notes, \*Start, \*End, and Locations. The first screenshot has a red circle 'a' over the Name field (Johnson Retirement) and a red circle 'b' over the Description field (ABC Catering). The second screenshot has a red circle 'c' over the Guest Count field (60). The third screenshot has a red circle 'c' over the Guest Count field (60) and a red circle 'b' over the Description field (Jones-Baker). Each screenshot also features an 'Edit Banquet Inventories' button and a bottom navigation bar with 'Cancel', 'Save', and other icons.

- You can also add an optional Guest Count. **c** This is not required but might be a good number to have available in BarkeepApp when making decisions regarding stocking the Location(s) for your Banquet with enough beer, wine, and liquor.

**Note:** BarkeepOnline subscribers have access to all Banquet Details. They can modify and make changes with their laptop or desktop computer. They also can sort their Banquets by Banquet Details such as the Name, Guest Count, Description, Notes and Dates. BarkeepApp only allows sorting by Name.

See the [BarkeepOnline Section](#) of this User Guide for more information.

**continue to next page**

## Starting a Banquet (cont.)

### Starting Date/Time and Ending Date/Time

- The next step is to select a Starting Date and Time and Ending Date and Time.
- When you create a new Banquet, by default, **a** Barkeep enters the current Date and Time. In the example below, the user created the Banquet the evening before the actual event.
- Press **Edit** **b** to go to the picker and scroll to set **c** the correct Start Date/Time.
- Next press **Save** on the bottom toolbar **d** to save your changes or select to **Cancel** discard them.
- Repeat the steps to add the correct End Date/Time.



### How do I choose a Starting and Ending Time?

You can choose times based on how you prefer to track events. You could set the times based on when the guests will actually be in attendance and are being served. We suggest you may set times based on when you have set aside the Location(s) for the event. The example above shows times from 12:00 to 8:00 pm. In this example, the guests will be in attendance from 2:00 to 7:00 pm but you are blocking off the Location to allow for set-up and clean up.

**Note:** The Banquet Starting and Ending Times you select are not used to calculate a Banquet Usage Report. Barkeep uses the Start Inventory Date/Time and the End Inventory Date/Time to calculate a Banquet Usage Report. The Banquet Starting and Ending Times shown here are different from the times you set for your Banquet Inventories. See the [Banquet Usage Report section](#) for more details.

### Choose Times *before* creating Inventories

We recommend that you set your Banquet times before you start creating Inventories. As you create Banquet Inventories, Barkeep uses the current time as a default. You can also the **Edit** the Date/Time for any Banquet Inventory if you want to be completely accurate about sequence of Inventory times.

**continue to next page for setting Banquet Locations**

## Banquet Locations

A Location(s) that is associated with a Banquet is referred to as a Banquet Location. Other Locations are referred to as Non-Banquet Locations.

When you select Locations for your Banquet, you are selecting Locations where guests will be served liquor at the event. You also might have a dedicated Location(s) where liquor is stored for a Banquet. The Locations for a particular Banquet are the ones where you will have to count all Items as part of the Start Inventory and End Inventory.

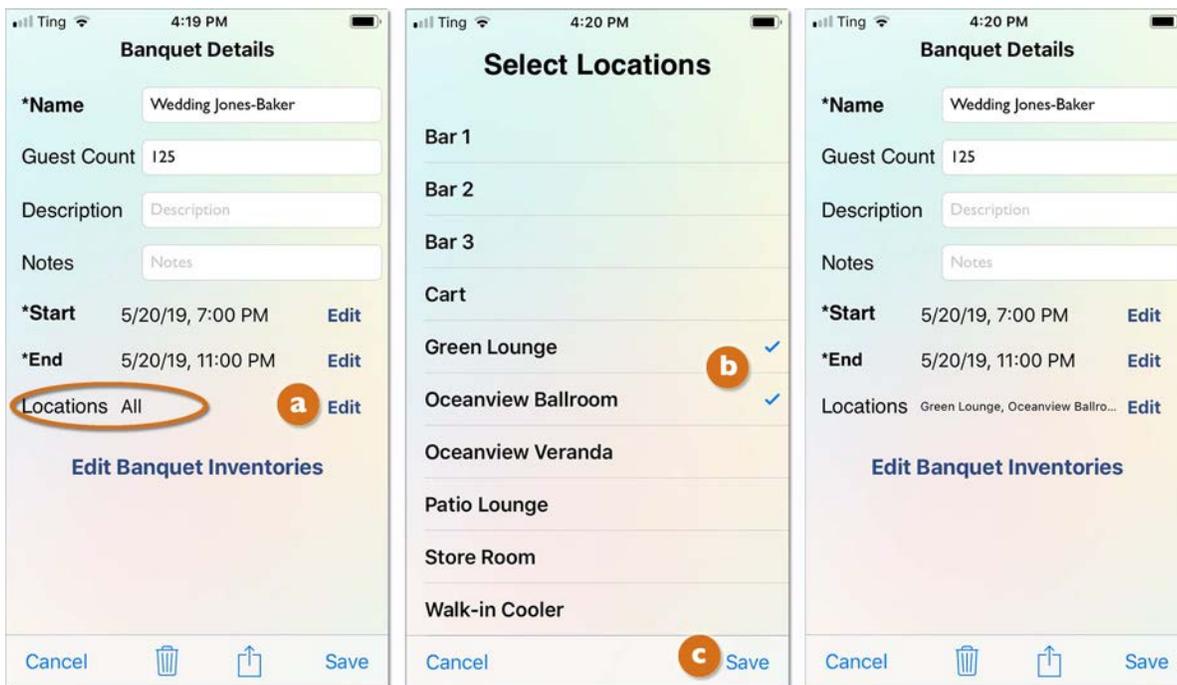
**Note:** The Banquet Usage Report will only include usage at the Locations associated with the Banquet. If no Locations are specified, then All Locations are included in the Banquet Usage Report.

---

### How to Choose Banquet Locations

When you create a new Banquet, by default Barkeep selects all your Locations. To select specific Locations for a Banquet:

1. Select **Edit** to the right of Locations. **a**
2. This will take you to a Choose Locations screen where you **b** select a Location(s). The ✓ indicates you have selected the Location.
3. Next press **Save** on the bottom toolbar **c** to save your changes or select to **Cancel** discard them.
4. You can always make changes to your Banquet's Locations by reselecting **Edit** and following the same steps.



**continue to the next page for additional Banquet Location instructions**

## Banquet Locations (cont.)

The following questions and examples will help you select a Banquet Locations and use Barkeep's Banquet Feature more effectively.

In the following pages, we will say your venue includes these Locations:

**Bar 1, Bar 2, Patio Bar, Green Lounge, Ballroom, Walk-in Cooler, Stock Room**

- **Patio Bar, Blue Lounge**, and the **Ballroom** are Locations that you might use for private events.
- **Bar 1** and **Bar 2** are always open to the general public.
- If there are no private events, **Patio Bar, Green Lounge** and the **Ballroom** are usually open to the general public as well.

**Note:** Every Banquet is different and can have a different set of Locations assigned to it.

---

### Can I transfer Items from any Location to my Banquet Location(s)?

Yes. For example, you can have a Transfer Inventory that shows Items being moved from the Location **Walk-in Cooler** to the Location **Patio Bar**. Even if the **Walk-in Cooler** is not a Location listed as part of the Banquet.

Keep in mind, that any Location you add to a Banquet is a Location where you must take Inventory for that Banquet. If you add the **Walk-in Cooler** to a list of Banquet Locations, you will have to take an Inventory of all the Items in the **Walk-in Cooler** as part of your Start Inventory and End Inventory. If you were moving 10 Items from the **Walk-in Cooler** to the **Patio Bar**, it would be much quicker to add a Transfer Inventory to your Banquet for the 10 Items. Otherwise, you would have to count all the Items in the **Walk-in Cooler**.

---

### What if I only use a Location for Banquets?

You still need to add that Location to your list of Locations in Barkeep. Even if it is a Location that is normally kept empty (e.g., **Ballroom**), it still needs to be added to your list. If it is empty, there just will not be any Items to count in the **Ballroom** during Full Inventories in Barkeep.

---

### How do Banquet Carts work in Barkeep?

Many venues use a cart, commonly called a banquet cart. The banquet cart can be moved into different Locations in a venue for various events. If you use a banquet cart simply as a way for moving liquor from one Location to another, there is no need to address the actual cart in Barkeep. For example, if you use the cart to move liquor from the **Stock Room** to the **Ballroom**, you would do a Transfer Inventory to account for those Items.

### Can a Banquet Cart be a Location?

If you normally keep a stocked banquet cart that is essentially like a Location that gets moved around like "a bar on wheels," you might consider treating the banquet cart as a Location in Barkeep. Or, if the banquet cart always stays in one place when not in use (e.g., the **Stock Room**), you can just count those Items on the cart as being located in the **Stock Room** when you take an Inventory.

Whichever choice you make, we highly recommend you are consistent in the way you treat a banquet cart in Barkeep.

### A Banquet Cart Packing List?

After you have stocked your banquet cart and completed a Start Inventory, you can generate a Banquet Packing List for your staff to use to verify all the Items are on the cart. [See page 52](#) for details.

---

[continue to next page](#)

## Banquet Locations (cont.)

### Can I have more than one Banquet at the same time?

Yes, if you have a large venue where more than one customer is hosting an event, you simply create separate Banquets for each event. Each Banquet would have its own Starting Time, Ending Time and set of Inventories. Each Banquet would have a different Location(s) as well.

### Sample Location Scenarios

There are several ways to select Locations for a Banquet, below are a few sample scenarios that will illustrate some Location choices:

#### Sample Banquet #1 – The entire venue

In this scenario, your entire venue is being closed for a private event and being used for a Banquet. You have two choices:

- All Locations, keep the Barkeep default and select all Locations. The Starting and Ending Inventories will include all the Items in all the Locations.
- Only select the Locations where Banquet guests will be served. The Starting and Ending Inventories will include all the Items in all the non-storage Locations of your venue (e.g., **Bar 1**, **Bar 2**, **Patio Bar**, **Blue Lounge**, etc.). If you need to add more Items from the **Walk-in Cooler** or **Stock Room**, you will account for those Items with a Transfer Inventory.

#### Sample Banquet #2 – A room with a fully stocked bar

In this scenario, your guests have reserved the Location **Blue Lounge** for their private party. When not in use for a private event (i.e. Banquet), the **Blue Lounge** is open to the general public. You will select the **Blue Lounge** as your only Location for the Banquet.

The Starting and Ending Inventories will include all the Items in the **Blue Lounge**. If you need to move additional liquor (Items) to the **Blue Lounge**, you will account for it with Transfer Inventories.

For example, if you transfer a case of **Budweiser** from the **Walk-in Cooler** or a bottle of **Jack Daniels** from **Bar 1**.

#### Sample Banquet #3 – A room only used for Banquets

In this scenario, your guests have reserved the Location **Ballroom** for a large, private party. When not in use, the **Ballroom** is not open to the general public. You will select the **Ballroom** as your only Location for the Banquet. The **Ballroom** has a large bar from which to serve guests, but it is normally empty when not in use. Each time the **Ballroom** is used, the bar area needs to be stocked for the Banquet.

When you stock the bar in the **Ballroom**, you have two choices how to handle the Inventories for the event:

- Begin the Banquet by take a Start Inventory that basically will be empty because there are no Items behind the bar. When you stock the bar, add all the Items to the Banquet with a Transfer Inventory. At the end of the Banquet, you will return the unused Items to their storage Locations with another Transfer Inventory. Your End Inventory will be empty if you have transferred out all the remaining Items.
- Prior to the Banquet, when you stock the **Ballroom** bar area, create a Transfer Inventory in Barkeep to account for moving those Items into the **Ballroom**. Your Banquet's Start Inventory will include all the Items you have moved into the Location **Ballroom**. After your End Inventory is completed and you have ended your Banquet, you will create another Transfer Inventory – this time to account for returning the unused Items to their storage Locations (e.g., **Walk-in Cooler** and **Stock Room**)

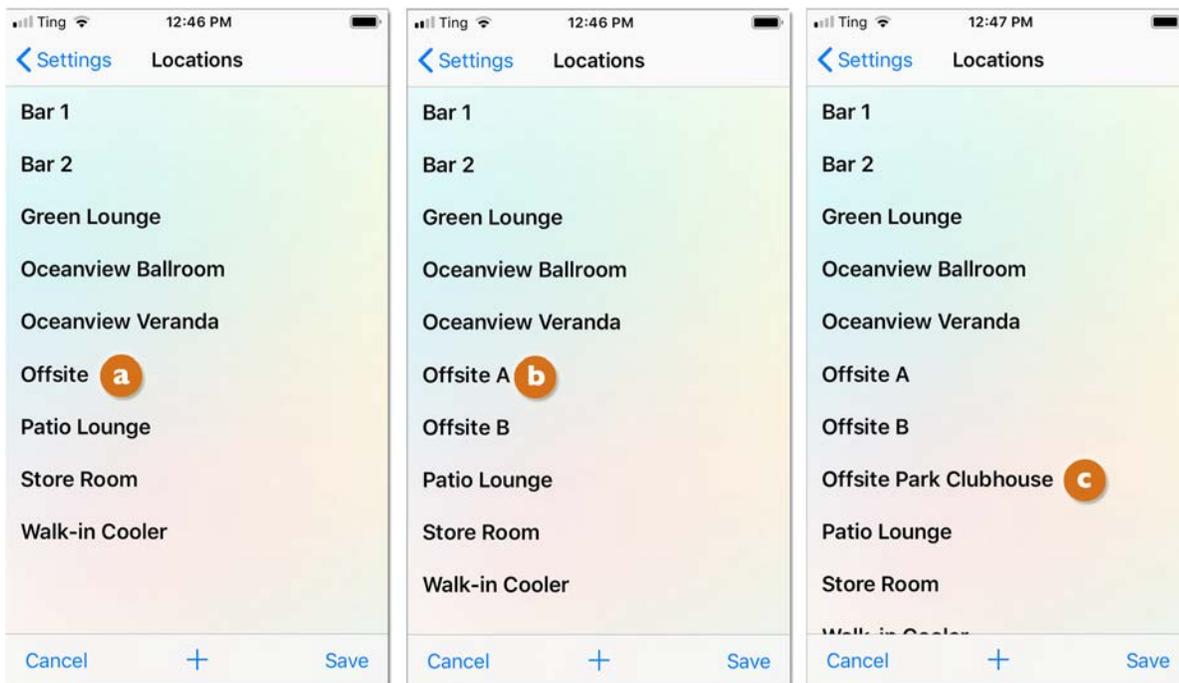
## Banquet Locations (cont.)

### Offsite Locations

If your business includes offsite catering where you provide liquor you will need to create a Location for those Banquets. We recommend creating a single Location called **Offsite** **a** for those circumstances. If you created a separate Location for every offsite Banquet, over time, your Barkeep account would have many Locations that were only used a single time.

If you have a large business, with more than one offsite Banquet at the same time, you could create Locations such as **Offsite A**, **Offsite B**, etc. **b** And if there are a few Locations you use often for offsite Banquets, you might create a Location for that venue, e.g., **Offsite Park Clubhouse**, etc. **c**

**Note:** We recommend distinguishing offsite Locations with a term like “offsite,” “temporary” or something similar so there is no confusion when you are conducting regular Inventories.



**Note:** If you are at an offsite Location, you will need a connection using either a Wi-Fi signal or the phone’s carrier network to automatically sync your Device and take advantage of BarkeepOnline’s features.

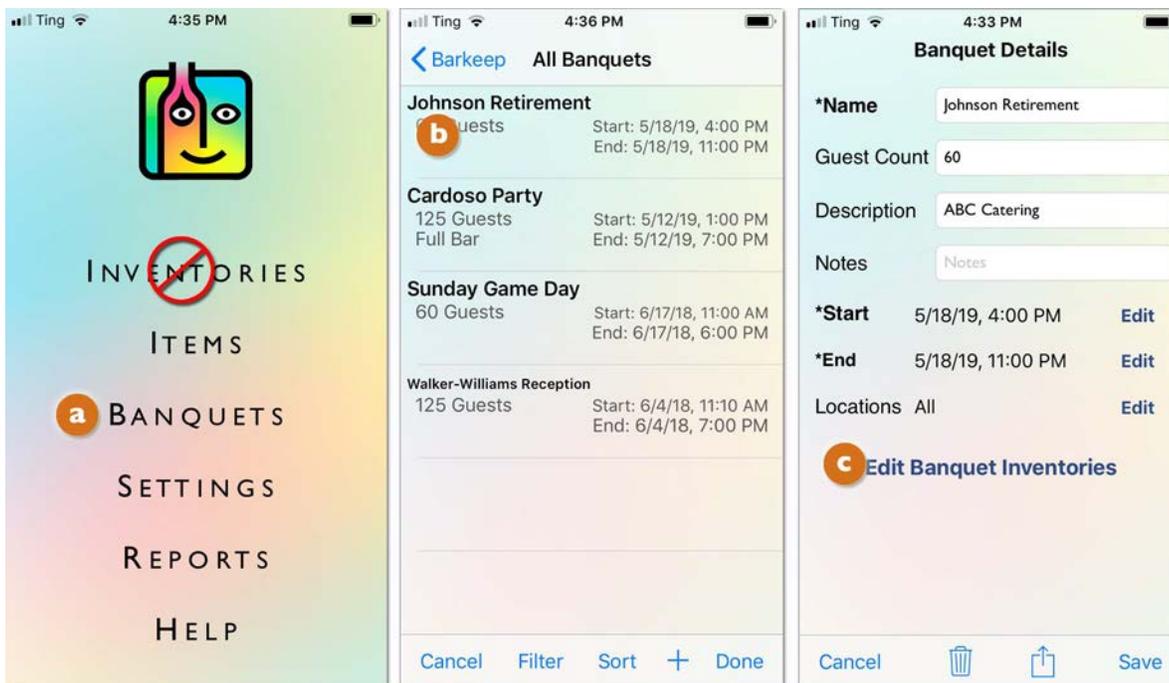
## Banquet Inventories

To generate accurate Banquet Usage Reports and use your Barkeep data to track Banquet activity you will need to create Banquet Inventories. These are very similar to regular Inventories in Barkeep. The difference between a regular Inventory and a Banquet Inventory is that the Banquet Inventory is used within the context of the Banquet and is contained within a specific Banquet event.

You create Banquet Inventories from “inside” the Banquet – meaning you go to the screen for the specific Banquet and select **Edit Banquet Inventories** to create, review and edit your Banquet Inventories.

To navigate to a Banquet’s Inventories screen:

1. Select Banquets on the Main Screen. **a** Do not select Inventories.
2. Press the **+** icon to create a new Banquet or select the Banquet **b** you wish to add Inventories to or edit and review existing Inventories.
3. Select **Edit Banquet Inventories** **c** to be taken to the screen with that Banquet’s Inventories.



See page 28 for more details about using your Banquets screen to review, sort and filter Inventories.

### **If I only use Barkeep for Banquets, do I *still* need to do other Inventories?**

Yes! You always need to do regular Full Inventories, Receiving Inventories, etc. Businesses that are event facilities, that only do private parties (i.e., banquets), still need to have regular Barkeep Inventories if they want to run Barkeep Reports like the Usage Report, Order Report, Variance Report, etc.

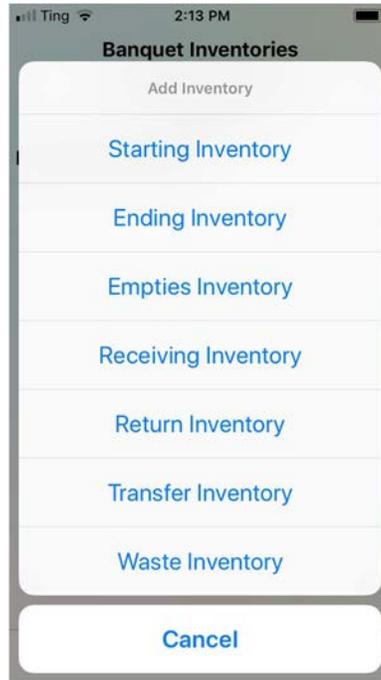
**continue to next page to begin creating Banquet Inventories**

## Banquet Inventories (cont.)

### Banquet Inventory Types

Barkeep allows you to create seven different types of Banquet Inventories.

- Starting Inventory
- Ending Inventory
- Empties Inventory
- Receiving Inventory
- Return Inventory
- Transfer Inventory
- Waste Inventory



**Note:** Every Banquet must have a Start Inventory and an End Inventory.

If a Banquet will have Transfer Inventories, Waste Inventories, etc. it will depend on how you manage Items in the Banquet. The following pages will explain and illustrate some of the possible scenarios. You can only have one Start Inventory and End Inventory per Banquet. But you can have multiple Empties, Receiving,

---

### Adding Items to Banquet Inventories

After you have created any Banquet Inventory, the steps to add, edit and delete Items from the Inventory are the same as with regular Inventories in Barkeep:

- You can add Items by different container types (e.g., Bottles, Kegs, etc.).
- You can add cases.
- You can scan Items with using the **iPhone**, **iPod Touch** or **iPad's** built-in cameras or a certified **Linea Pro** or **Infinea Tab** scanner.
- You can add partial bottles.
- You can weigh bottles with the **Etekcitry Luminary** digital scale purchased via [barkeepapp.com](http://barkeepapp.com).

If you need specific, detailed instructions for adding Items to any Inventory as well as using a digital scale or scanner, refer to the [Barkeep iPhone User Guide](#).

**Note:** You can also add Batch Items to any Banquet Inventory. Instructions for using Batch Items can be found in the [Batch Items User Guide](#).

**continue to the next page**

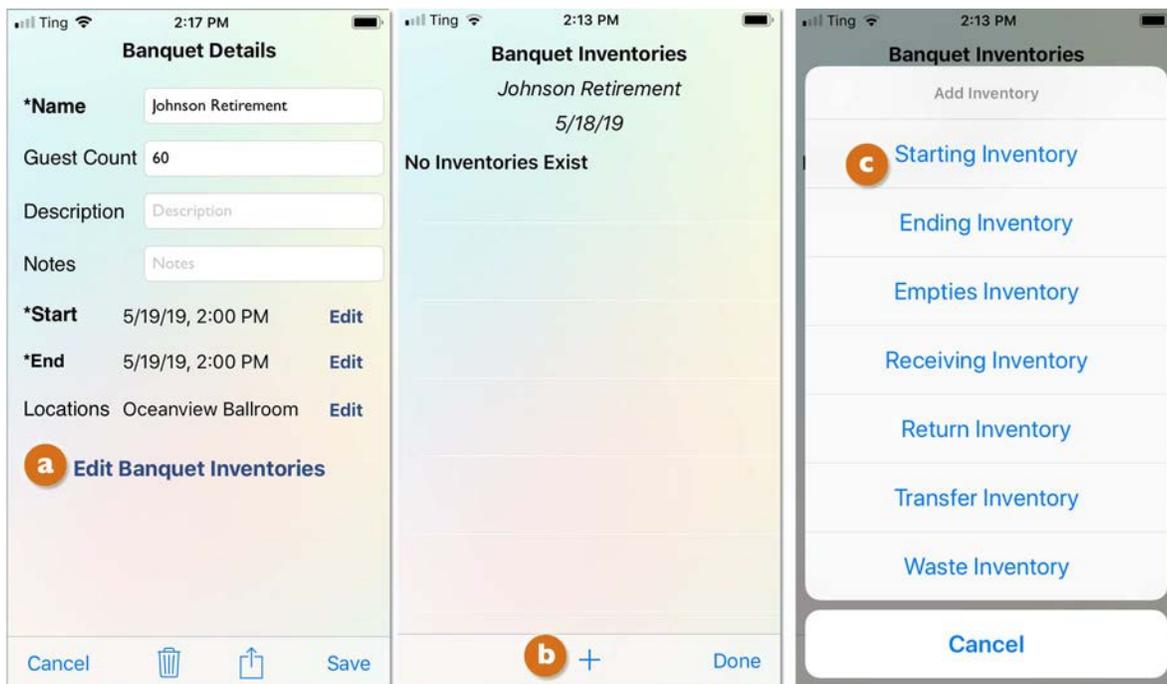
## Banquet Inventories (cont.)

### Banquet Start Inventory

The Banquet Start Inventory specifies how much liquor was on hand at the start of the Banquet in the Location(s) you have specified for the Banquet. The Banquet Inventory is like a Full Inventory in Barkeep, but you only need to count the Items in the Location(s) for the Banquet.

To create a Banquet Start Inventory:

1. After you have created your new Banquet and added details such as name, start time/date etc., select **Edit Banquet Inventories** **a** to be taken to the screen with the Banquet's Inventories.
2. You will notice there are no Inventories listed. Press the **+** icon on the bottom toolbar. **b**  
**Note:** iPad users will not see the **+** icon. They will select Add. **See page 40** for details.
3. Select **Starting Inventory** **c** from the pop-up menu.



Each Banquet can only have one Start Inventory. After you have created a Start Inventory for a Banquet, Barkeep will not allow you to create another one for the same Banquet. You must edit the existing Start Inventory – or you would have to delete the existing Start Inventory if you wanted to begin again with a new Start Inventory.

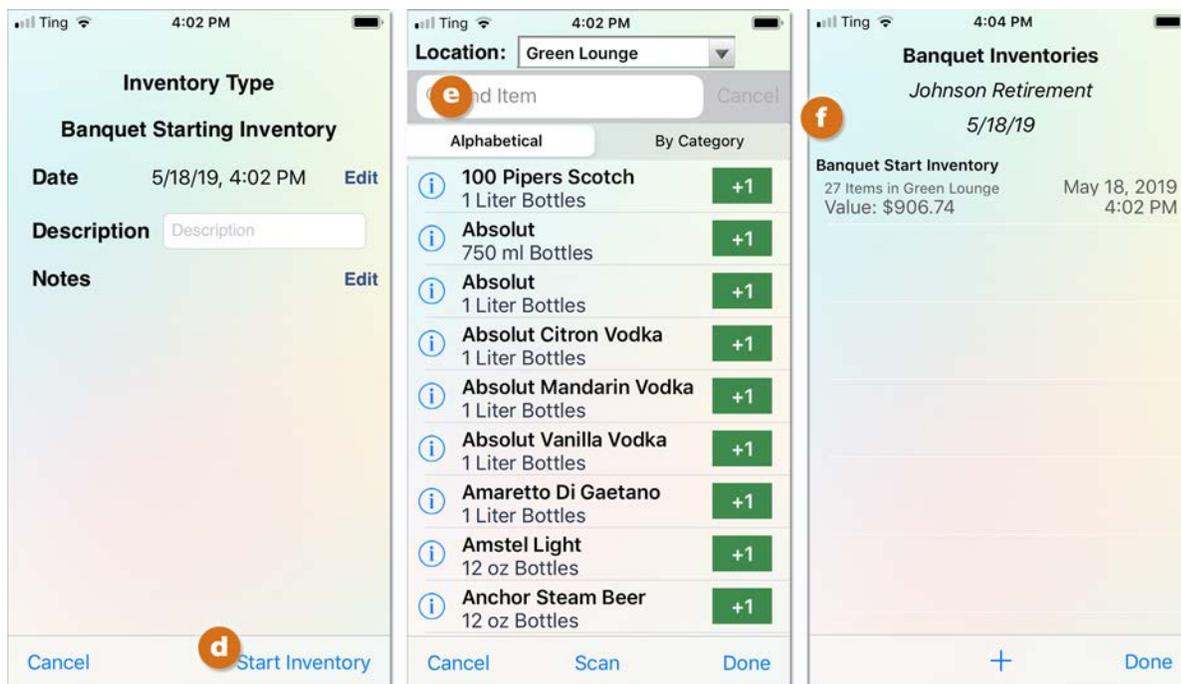
**Note:** As you create other Inventories for your Banquet keep in mind that only those Inventories that have a Date/Time after the Start Inventory and before the End Inventory will be included in the Banquet Usage Report. See the [Banquet Usage Report section](#) for more details.

**continue to the next page**

## Banquet Start Inventory (cont.)

- After selecting **Starting Inventory** from the pop-up menu you will be immediately taken to the Inventory screen. Like with other Inventories, you can also edit the Date/Time as well as adding a description and notes.
- Press **Start Inventory** on the bottom toolbar. **d**
- You will be taken to a screen where you can begin adding Items to your Inventory manually, or by searching or by scanning. **e**  
**Note:** Be sure that the Location for your Start Inventory is correct. In this example, the Location **Green Lounge**.
- You add Items to your Start Inventory like with any other Inventory in Barkeep. **f** When you finish, your Start Inventory will appear in the Banquet's list of Inventories.
- You can return to your Start Inventory by selecting it from this list if you need to make any changes.

**Reminder:** Count and add Items only in the Location(s) you have specified for the Banquet.



See page 52 for generating a Banquet Packing List from your Starting Inventory.

**Note:** You can create a Start Inventory for an empty Banquet Location. For example, if you are using a room that is only used for private parties – a room that does not have a regularly stocked bar. You would create your Start Inventory and it would have 0 Items. When you stock the bar in the Location you then create a Banquet Transfer Inventory to account for those Items being moved into the room and added to the Banquet. See the [Transfer Inventory section](#) for further details.

continue to the next page

## Banquet Transfer Inventory

After you have chosen a Location(s) for your Banquet, you may need to add liquor to the Location, stock a bar area with extra Items or perhaps bring in a banquet cart. When you move Items from one Location to another Location you need to create a Transfer Inventory.

---

### Two Options

Using the Banquet Feature, you have two options for creating Transfer Inventories:

#### **Before the Banquet Option – Regular Transfer Inventory**

Move the Items to your Banquet Location before you create the Banquet and before you take your Start Inventory. With this method, you create a regular Transfer Inventory in Barkeep.

#### **During the Banquet Option – Banquet Transfer Inventory**

Move the Items to your Banquet Location after you create the Banquet and after you take your Start Inventory. With this method, you create a Banquet Transfer Inventory from “inside” the Banquet. You begin with the same steps used for creating a Start Inventory.

After you have set-up for your Banquet event, and after the Start Inventory has been taken, any liquor you bring into the Banquet should be accounted for with a Banquet Transfer Inventory. If you run out of an Item during the Banquet and you need to go to your **Walk-in Cooler** or **Store Room** for more, you would also create a Banquet Transfer Inventory.

---

### Multiple Transfer Inventories

There is no limit on the number of Transfer Inventories you can create. If you have a busy event, you may need to create many.

Also, Banquet Transfer Inventories work like regular Transfer Inventories. You can only have a single FROM Location, which tracks the Location that Items are moved out of. A single Transfer Inventory can transfer Items TO multiple Locations. For example, if you did need to re-stock Items from both the **Walk-in Cooler** and **Store Room**, you would need to create two separate Transfer Inventories.

---

### Banquet Transfer Inventories to and from non-Banquet Locations

You can Transfer Items from a non-Banquet Location to a Banquet Location. You can also return Items with a Transfer Inventory to a non-Banquet Location. For example, returning an unused case of wine back to the **Store Room** after the guests depart.

Transfer Inventories enable you to account for Items used from your storage Locations without having to count all the Items in storage as part of the Banquet Starting and Ending Inventories.

---

### Transfer Inventories and the End Inventory

After the Banquet ends and the guests depart you have to do an End Inventory. You may choose to move some Items to another Location(s) in your venue (e.g., other serving areas, storage areas, etc.). Again, you have to choose from the two options shown above. This time you would create a Banquet Transfer Inventory before your End Inventory. If you have completed your End Inventory and after want to move Items, you would create a regular Transfer Inventory.

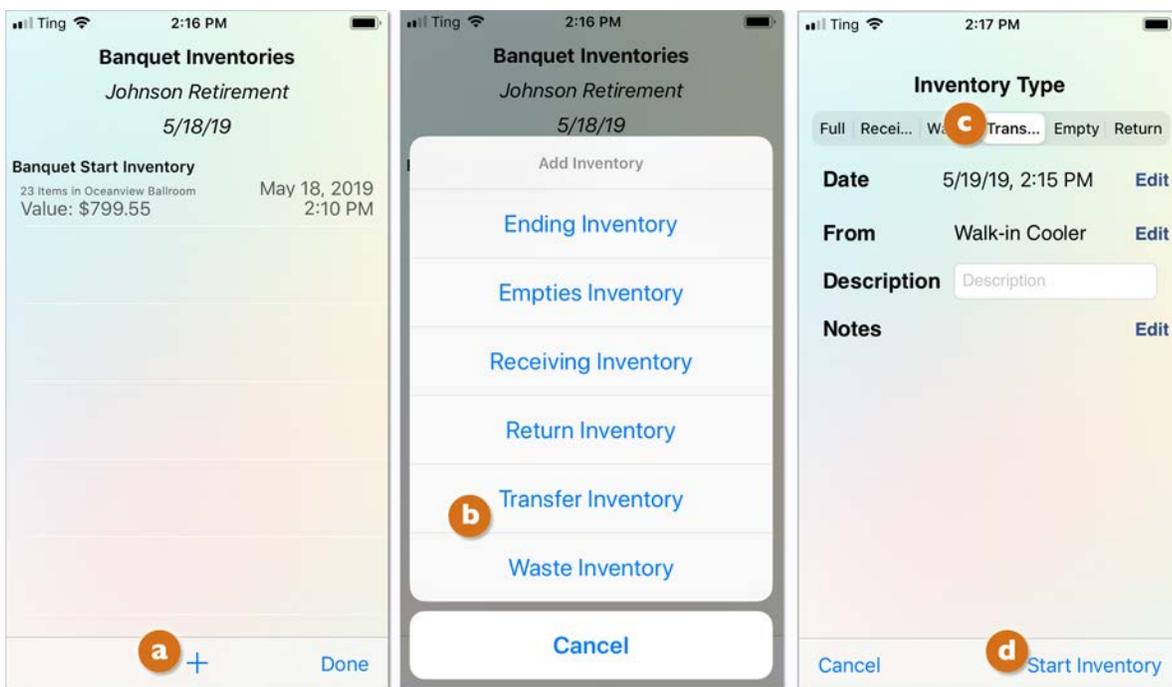
**Note:** If you need to create a Banquet Transfer Inventory after the Banquet has ended, **see page 27** for instructions regarding the Date/Time for the Inventory.

**continue to the next page**

## Transfer Inventory (cont.)

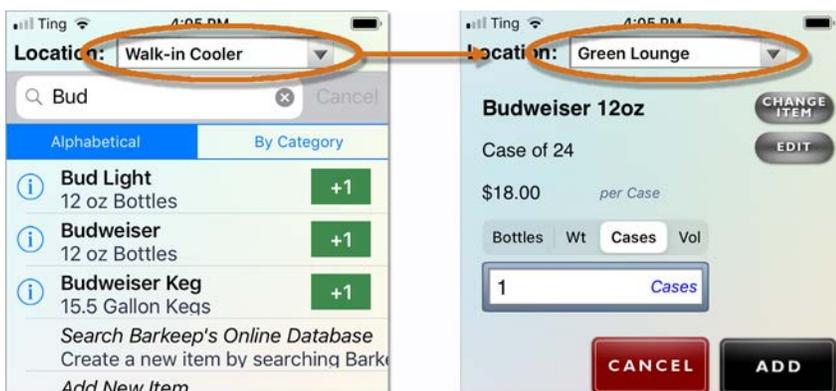
To create a Banquet Transfer Inventory:

1. Go to your specific Banquet and select **Edit Banquet Inventories** to be taken to the screen with the list of the Banquet's Inventories.
2. Press the **+** icon on the bottom toolbar. **a**
3. Select **Transfer Inventory** **b** from the pop-up menu.
4. After selecting **Transfer Inventory**, you will be immediately taken to the Inventory screen. Like with other Inventories, you can also edit the Date/Time as well as adding a description and notes. **c**
5. Press **Start Inventory** on the bottom toolbar. **d**
6. You will be taken to a screen where you can begin adding Items to your Inventory manually, or by searching or by scanning. You add Items to your Transfer Inventory like with any other Inventory in Barkeep.
7. When you finish, your Transfer Inventory will appear in the Banquet's list of Inventories. You can return to your Transfer Inventory by selecting it from the list of Banquet Inventories if you need to make any changes.



To create a regular Transfer Inventory, refer to the [Barkeep iPhone User Guide](#).

**Reminder:** When you create a Transfer Inventory, you must select a Location you are transferring Items from (e.g., **Walk-in Cooler**) and a Location you are transferring Items to (e.g., **Green Lounge**).



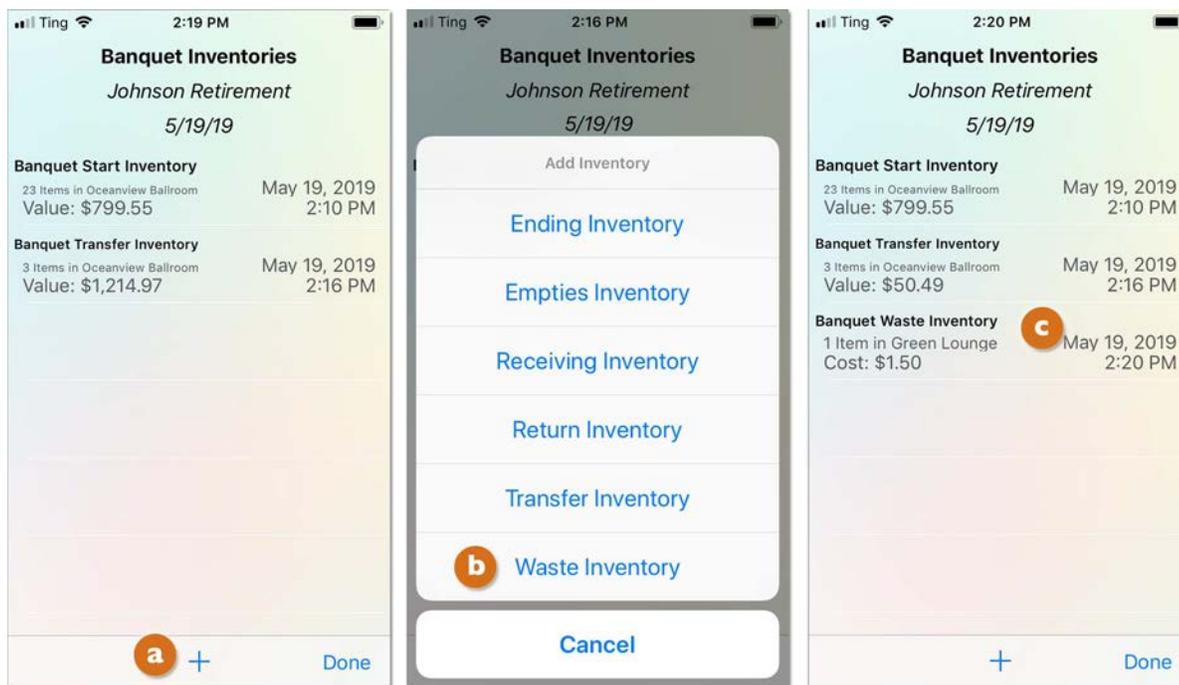
## Banquet Waste Inventory

Waste Inventories are used to track when liquor is lost rather than used. If waste or breakage occurs, you must do a Waste Inventory. When waste occurs during a banquet, you must create a Banquet Waste Inventory. Banquet Waste Inventories differentiate between liquor that has been wasted or lost and liquor that has been served. They are crucial for running an accurate Banquet Usage Report.

For example, if a bottle of champagne was dropped in the **Green Lounge** during the party, you need to do a Banquet Waste Inventory to show what happened to that product.

To create a Banquet Waste Inventory:

1. Go to your specific Banquet and select **Edit Banquet Inventories** to be taken to the screen with the list of the Banquet's Inventories.
2. Press the **+** icon on the bottom toolbar. **a**
3. Select **Waste Inventory** **b** from the pop-up menu.
4. After selecting **Waste Inventory**, you will be immediately taken to the Inventory screen. Like with other Inventories, you can also edit the Date/Time as well as adding a description and notes.
5. Press **Start Inventory** on the bottom toolbar.
6. You will be taken to a screen where you can begin adding Items to your Inventory manually, or by searching or by scanning. You add Items to your Waste Inventory like with any other Inventory in Barkeep.
7. When you finish, your Waste Inventory will appear in the Banquet's list of Inventories. **c** You can return to your Waste Inventory by selecting it from the list of Banquet Inventories if you need to make any changes.



To create a regular Waste Inventory, refer to the [Barkeep iPhone User Guide](#).

**Note:** If waste or breakage occurred during a Banquet and you still need to create a Waste Inventory after the Banquet has ended, [see page 27](#) for instructions regarding the Date/Time for the Inventory.

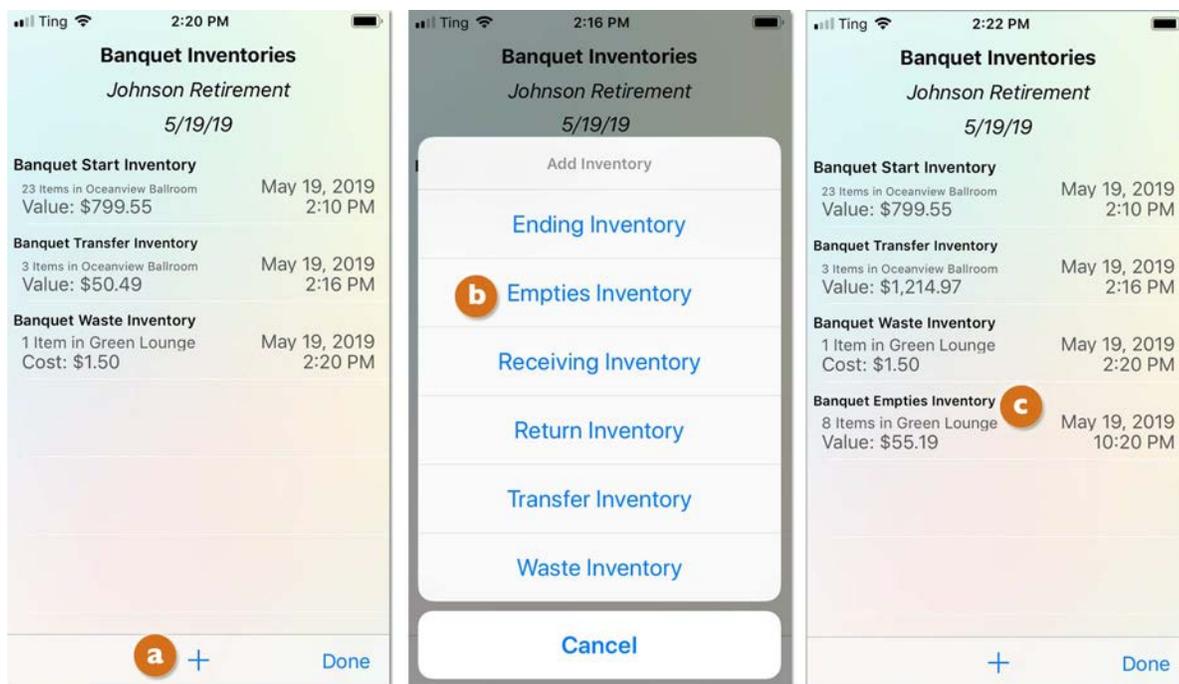
## Banquet Empties Inventory

Used to track the empty bottles (breakage) at the end of a Banquet. Empties Inventories have no effect on your Banquet Usage Reports. Conducting Empties Inventories is not crucial, however, you can compare the Empties totals to Usage totals to track discrepancies. Banquet Empties Inventories can help you track down Items that appear to be going missing.

For example, if your Banquet Empties Inventory shows 7 empty bottles of **Kendall Jackson Sauvignon Blanc**, and your Usage Report shows that you've used 8 bottles, then you *may* have a missing bottle to track down. This could indicate a bottle was stolen, miscounted, or that a bottle was dropped and broken. Broken bottles need to be entered into a Waste Inventory.

To create a Banquet Empties Inventory:

1. Go to your specific Banquet and select **Edit Banquet Inventories** to be taken to the screen with the list of the Banquet's Inventories.
2. Press the **+** icon on the bottom toolbar. **a**
3. Select **Empties Inventory** **b** from the pop-up menu.
4. After selecting **Empties Inventory**, you will be immediately taken to the Inventory screen. Like with other Inventories, you can also edit the Date/Time as well as adding a description and notes.
5. Press **Start Inventory** on the bottom toolbar.
6. You will be taken to a screen where you can begin adding Items to your Inventory manually, or by searching or by scanning. You add Items to your Waste Inventory like with any other Inventory in Barkeep.
7. When you finish, your Empties Inventory will appear in the Banquet's list of Inventories. **c** You can return to your Empties Inventory by selecting it from the list of Banquet Inventories if you need to make any changes.



To create a regular Empties Inventory, refer to the [Barkeep iPhone User Guide](#).

## Banquet Receiving Inventory

Regular Receiving Inventories are used to track when you receive deliveries of beer, wine, liquor and all product you list as Items in BarkeepApp. The Banquet feature in Barkeep gives you the option you to create a Banquet Receiving Inventory. This option would be used when Items are delivered directly to a Banquet.

In most cases when products are delivered to your venue, they will be delivered to a storage Location such as your **Walk-in Cooler** or **Store Room**. After the regular Receiving Inventory is complete, if you move any of these Items to the Banquet Location, you would account for them with a Transfer Inventory before the Banquet or a Banquet Transfer Inventory during the Banquet.

Barkeep's Banquet feature supports offsite Locations. There might be large Banquet events where your vendors deliver product directly to that offsite Location. These could be situations where a Banquet Receiving Inventory would be appropriate.

**See page 13** for more information on setting up offsite Locations.

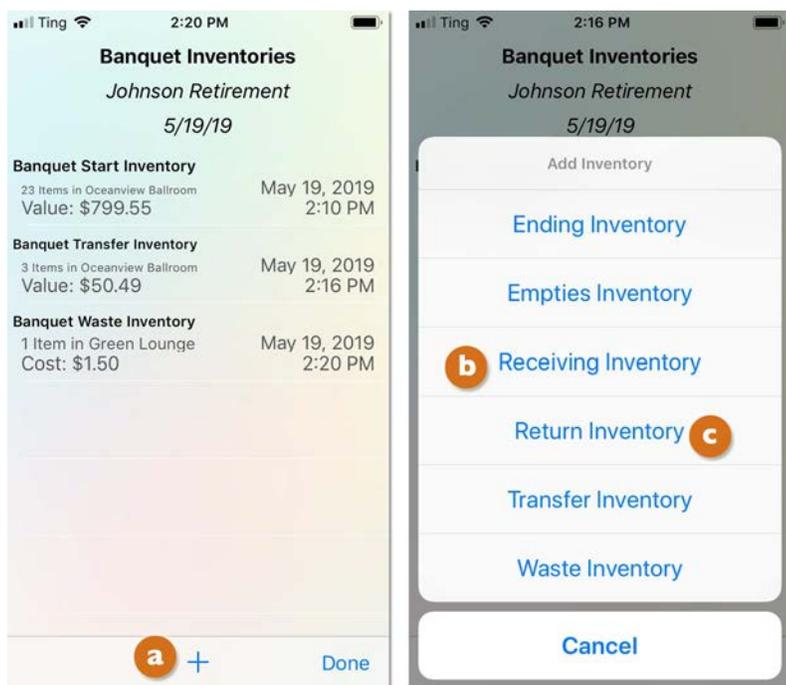
---

## Banquet Return Inventory

Regular Return Inventories are ways to account for products returned to a Supplier. They are basically the opposite of Receiving Inventories. These typically match up to credit invoices from your Supplier. If you need to return product that you accounted for in a Banquet Receiving Inventory you must create a Banquet Return Inventory.

To create either Banquet Receiving or Return Inventories:

1. Press the  icon on the bottom toolbar. **a**
2. The pop-up menu has options for both **Receiving Inventory** **b** and **Return Inventory**. **c**
3. The next steps are the same as for the other Banquet Inventories shown on the previous pages.



To review the instructions for Receiving and Return Inventories, see the [Barkeep iPhone User Guide](#).

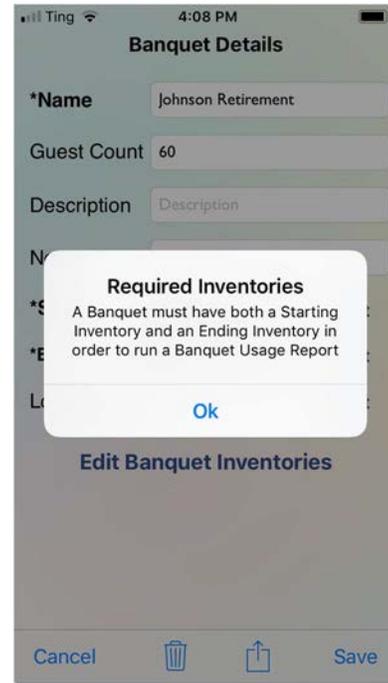
## Banquet End Inventory

The final Inventory step for any Banquet is the Banquet End Inventory. This is the Inventory that shows how much liquor is left, unused at the end of the Banquet event.

Every Banquet must have one Start Inventory and End Inventory.

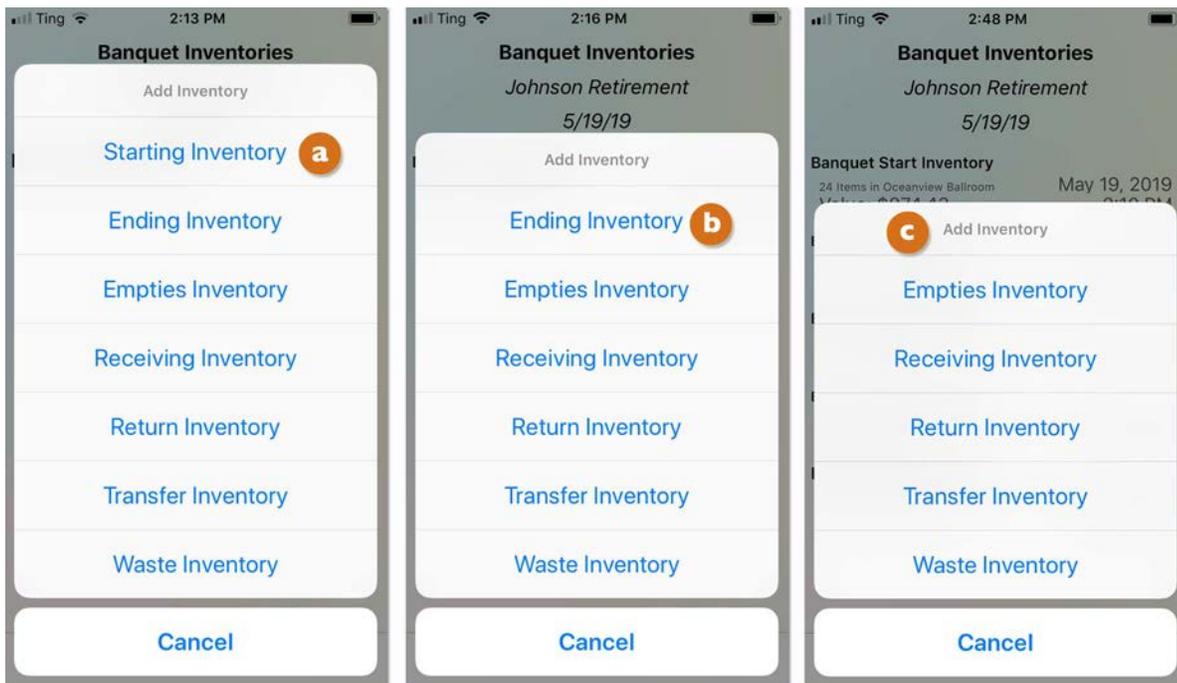
If you attempt to run a Banquet Usage Report without having done both Inventories, you will see the message shown here.

**Note:** If you deleted a Starting or End Inventory, you would also see the same message.



Barkeep allows for only one Start Inventory and one End Inventory per Banquet.

After the Start Inventory **a** and End Inventory **b** have been created, they no longer will appear as an option in the pop-up menu. You can create as many of the other **c** Banquet Inventories types as needed.



**continue to next page**

## Banquet End Inventory (cont.)

### Two Options for the End Inventory

Using the Banquet Feature, you have two options for creating Ending Inventories:

#### Option 1 – Standard End Inventory

When you create an End Inventory this way, you start with an empty Inventory just like any other regular Inventory or Banquet Inventory. This might be the best option in the following situations:

- The Start Inventory was empty.
- The Banquet had many Items added with Banquet Transfer and/or Receiving Inventories.
- There are very few Items left to count at the end of the Banquet.

#### Option 2 –End Inventory by Repeating Start Inventory

When you create an End Inventory this way, your Banquet End Inventory will behave like a regular Repeat Inventory. Just like when you create a Full Inventory as a Repeat Inventory you will have the previous set of Items in the same Locations – but with the Banquet feature, they will match your Banquet's Start Inventory.

When you repeat a Start Inventory, Barkeep will not include Items you added to the Banquet with Banquet Transfer Inventories and Receiving Inventories. If any of those Items need to be counted at the end of the Banquet, be sure to add them to your Inventory.

**Note:** Remember that Barkeep will remember if you added bottles or cases for a particular Item.

In the example below, your Start Inventory had 4 cases of **Miller Lite** **a** and when you count for Items for your End Inventory there are 3 bottles of **Miller Lite** **b** remaining.

If you repeat your Start Inventory, be sure to switch from Cases to Bottles for this Item.

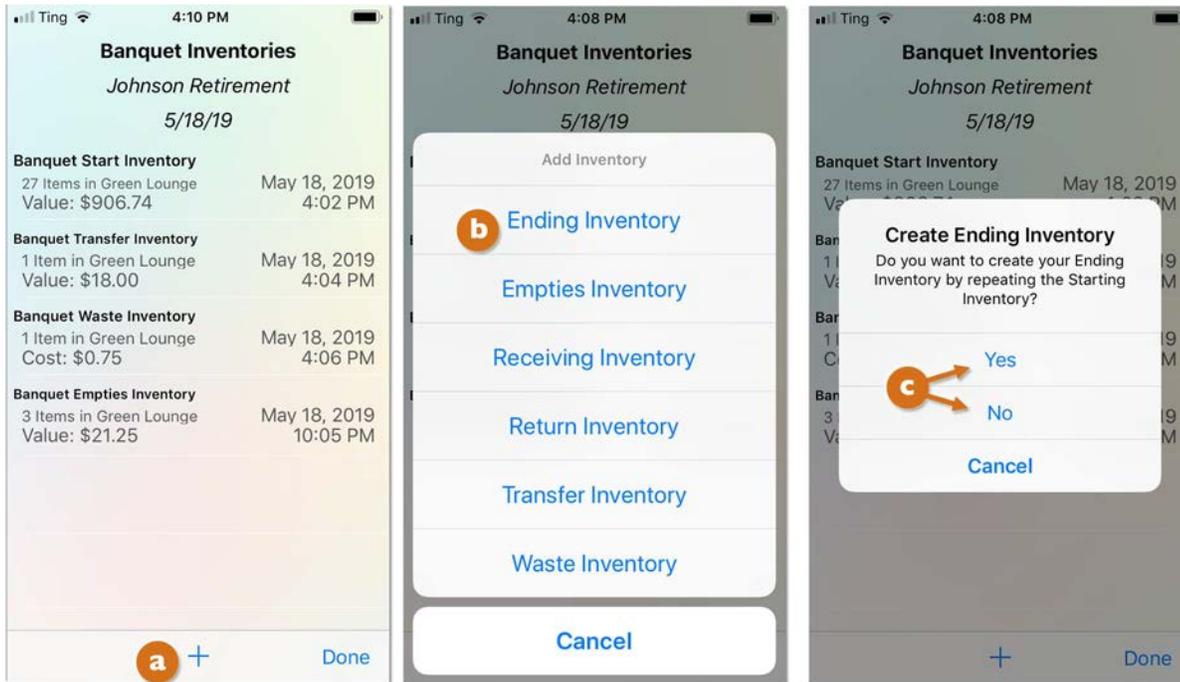


continue to next page

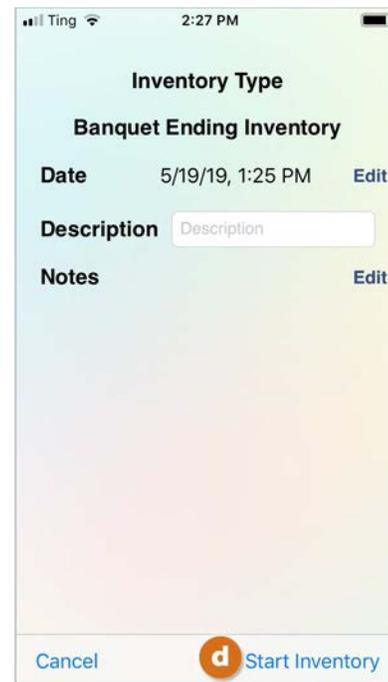
## Banquet End Inventory (cont.)

To create an End Inventory for your Banquet:

1. Go to your specific Banquet and select **Edit Banquet Inventories** to be taken to the screen with the list of the Banquet's Inventories.
2. Press the **+** icon on the bottom toolbar. **a**
3. Select **End Inventory** **b** from the pop-up menu.
4. You will be given the choice to create your **c** End Inventory by repeating your Start Inventory. **See previous page** for details regarding this choice.

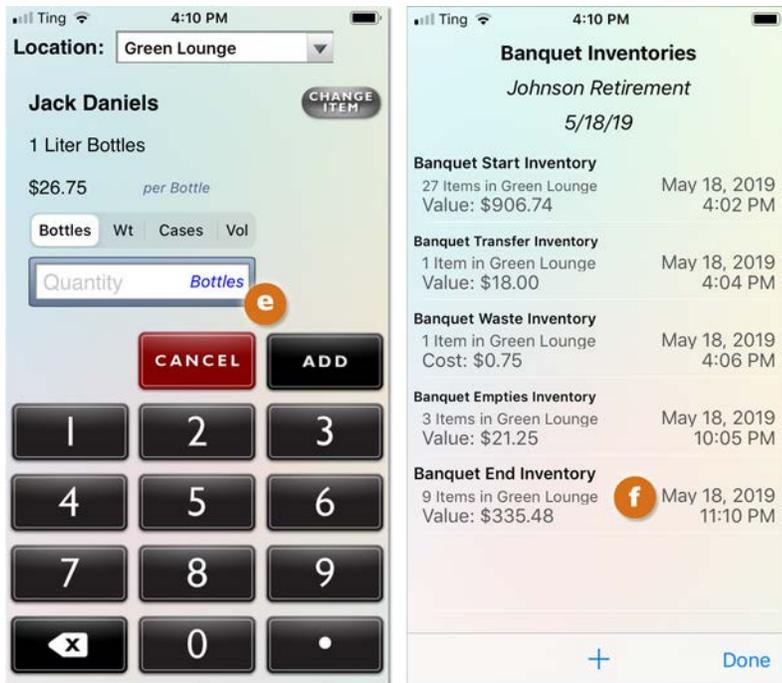


5. If you select **Yes**, **continue to next page**.
6. If you select **No** and do not repeat the Start Inventory, you will be immediately taken to the Inventory screen. Like with other Inventories, you can also edit the Date/Time as well as adding a description and notes.
7. Press **Start Inventory** on the toolbar **d** to continue.
8. You will be taken to a screen where you can begin adding Items to your Inventory manually, or by searching or by scanning. You add Items to your End Inventory like with any other Inventory in Barkeep.



## Banquet End Inventory (cont.)

9. If you select **Yes**, and choose to repeat the Start Inventory, you will be immediately taken to the screen for the first Item in the Inventory.
10. You continue to **ADD** Items as with any regular Inventory. **e** You can also choose to scan Items or weigh partial bottles.
11. If the Item has been used up during the Banquet and quantity is **0**. You can enter **0** or press **SKIP**.
12. Remember to switch from Cases to Bottles as needed and to count and add any Items that you might have brought into the Banquet with a Transfer and/or Receiving Inventory.
13. When you finish, your End Inventory will appear in the Banquet's list of Inventories. **f**
14. You can return to your End Inventory by selecting it from the list of Banquet Inventories if you need to make any changes.



Each Banquet can only have one End Inventory. After you have created an End Inventory for a Banquet, Barkeep will not allow you to create another one for the same Banquet. You must edit the existing End Inventory – or you would have to delete the existing End Inventory if you wanted to begin again with a new End Inventory.

**Reminder:** As you create other Inventories for your Banquet keep in mind that only those Inventories that have a Date/Time after the Start Inventory and before the End Inventory will be included in the Banquet Usage Report. See the [Banquet Usage Report section](#) for more details.

---

## End Inventory with no Items

It's possible to create an End Inventory that would be empty and would have no Items.

For example, if you used a room that is only used for private parties – a room that does not have a regularly stocked bar. You would create your End Inventory and it would have 0 Items only if you removed all the unused Items from that Location and you already had created a Banquet Transfer Inventory to account for those Items being moved back to other Locations like your **Walk-in Cooler** and **Store Room**.

See the [Transfer Inventory section](#) for further details.

## Banquet End Inventory (cont.)

### Outside Items at a Banquet

In a circumstance where a client or guest is permitted to bring his or her own beverages to a Banquet, we do not recommend attempting to account for these in Barkeep. Any corking fees should be handled separately from your liquor in your POS system. Your staff should be advised not to count those bottles as part of an Empties Inventory.

### Items only used for Banquets

Some venues might have products they only offer as part of a Banquet service. There might be Items that are only used for private functions but not served to the general public as part of a venue's regular offerings. For example, a non-alcoholic, sparkling cider might be substituted for toasts at weddings for non-drinking guests.

If your venue does have Items you only use at Banquets, you will still need to add them to your regular Items list in order to count them as part of Banquet Inventories.

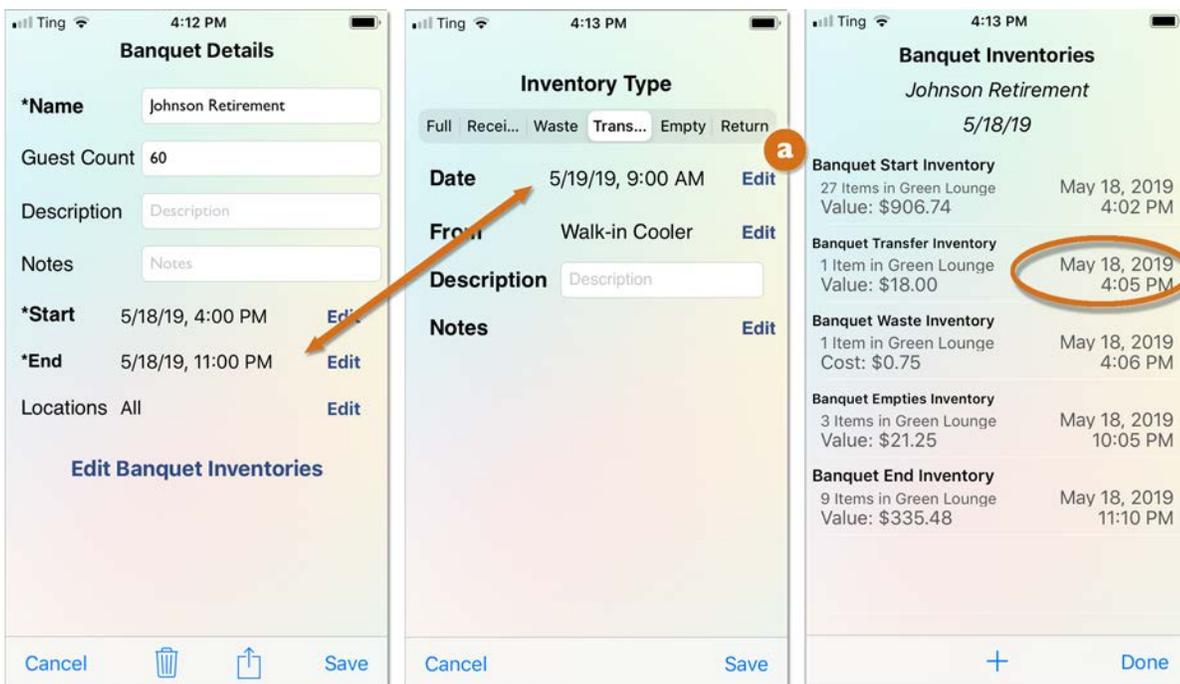
### Creating a Banquet Inventory After a Banquet

During your actual Banquet, you and your staff might be too busy serving guests to create all the necessary Banquet Inventories. For example, if you brought in another case of wine and still needed to create a Transfer Inventory. You can create these Inventories after the Banquet event, later that evening, the next day, etc. You also might find an error in your Banquet Usage Report and realize an Inventory is missing and needs to be created to correct the mistake.

If you create Banquet Inventories after a Banquet, you will need to pay attention to the dates and times:

The example below shows a Transfer Inventory that was created the day after the Banquet:

- Note the Starting and Ending Times are from 2:00 PM to 8:00 PM on July 11, 2016
- An additional Transfer Inventory was created at 4:23 PM on July 17, 2016
- By default, Barkeep used the current time for the new Inventory (4:23 PM on July 17, 2016)
- The user selected **Edit**  and corrected the Time/Date to 3:15 PM on July 11, 2016



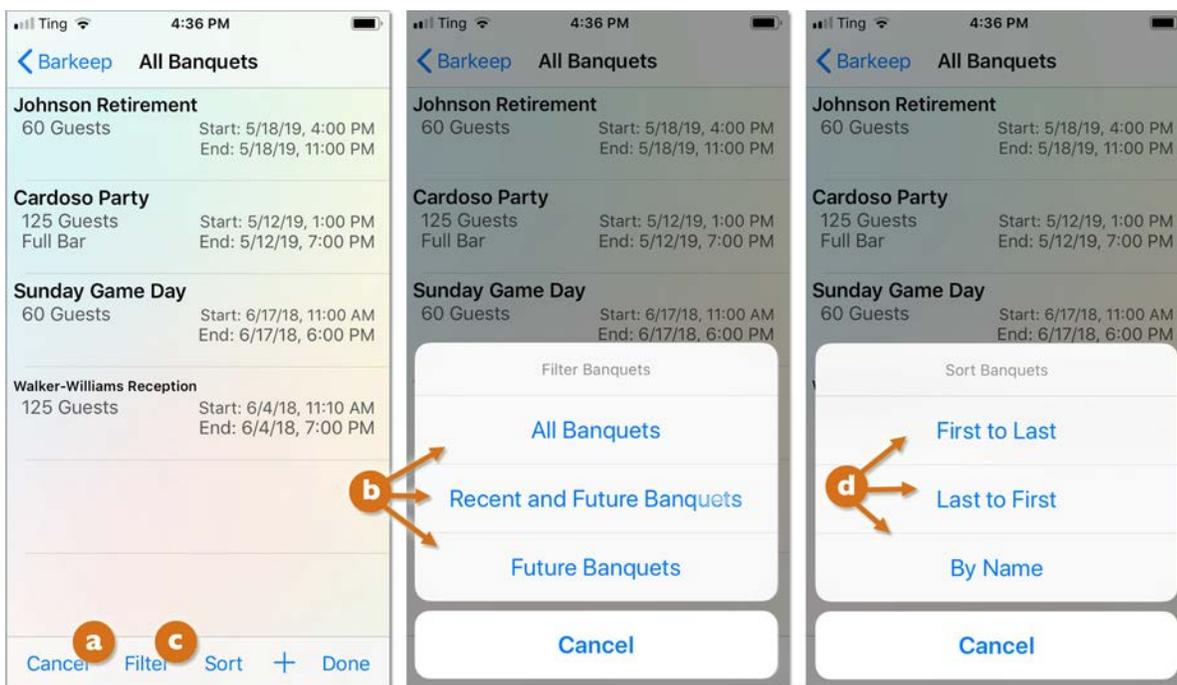
## Reviewing the Banquet List

### Filtering the Banquet Inventories Screen

When you review your Banquet List, by default Barkeep only shows recent (last 30 days) and future Banquets. By default, your Banquet List is sorted Last to First.

When reviewing your Banquets, Barkeep has options to **Filter** **a** and **Sort** **c** the Inventories on the Screen. When you select to **Filter** **a** Banquets, you can choose to see: **b**

- **All Banquets** to see Banquets that remain on your iOS Device that are more than 30 days old, as well as recent Banquets and future Banquets.
- **Recent and Future Banquets** to see upcoming Banquets and Banquets less than 30 days old.
- **Future Banquets** to only see upcoming Banquets.
- Select **Cancel** and keep the contents of the Banquet list as is.



You can also select to **Sort** **c** your Banquet list and you have three options: **d**

- **First to Last**
- **Last to First**
- **By Name**
- Select **Cancel** and keep the contents of the Banquet list sorted as is.

To undo or change any filtering or sorting choices, you need to reselect **Filter** **a** or **Sort** **c** and then you will see the same options and can make new selections.

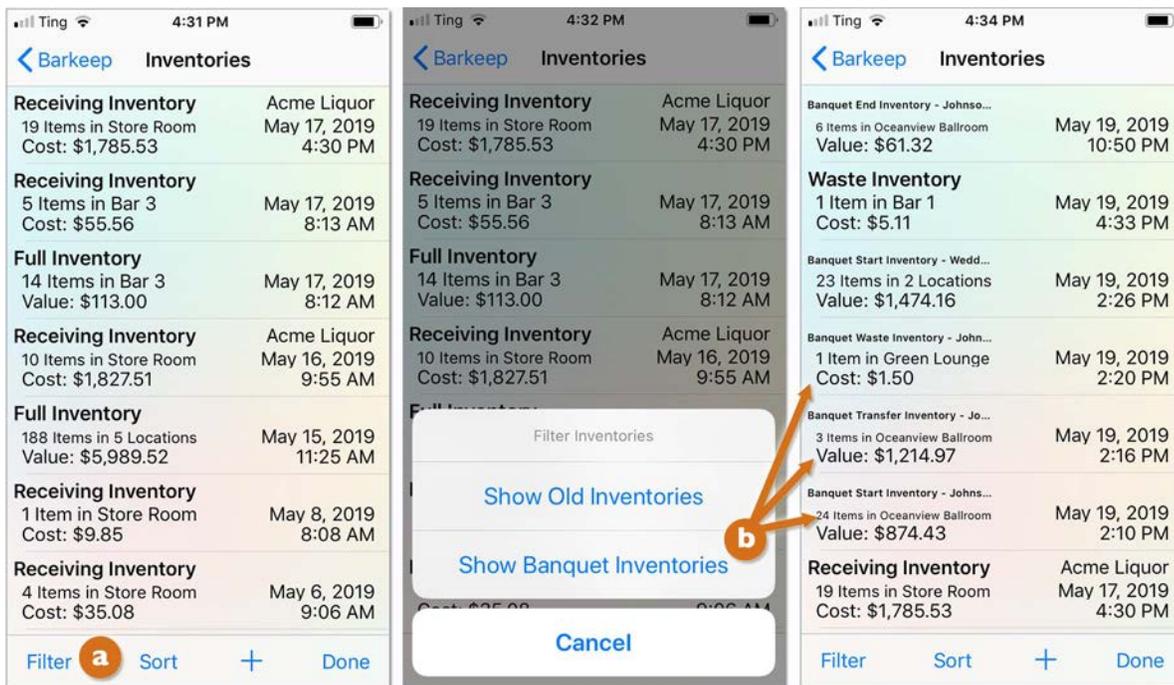
## Banquet Inventories via the Main Screen

### Filtering the Inventories Screen

When you select Inventories on the Main Screen, Barkeep takes you to the Inventories screen. By default, Barkeep will only show regular Inventories and not your Banquet Inventories.

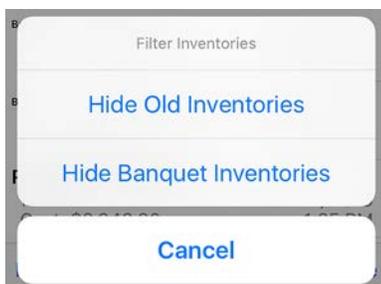
When reviewing your Inventories, Barkeep has options to **Filter** **a** and **Sort** the Inventories on the Screen. When you select to **Filter** Inventories, you can choose to:

- **Show Old Inventories** and see Inventories that remain on your iOS Device but are more than 30 days old.
- **Show Banquet Inventories** and see your Banquet Inventories. **b**  
When you set the filter to include your Banquet Inventories in the Inventories List, you will be able to access the Inventories to review, edit and make changes just like your regular Inventories.
- Select **Cancel** and keep the contents of the list on your Inventories screen as is.



**Reminder:** If your Banquet Inventories are not included in the Inventories List, you can only access them on your iOS Device via the Banquet they were created for.

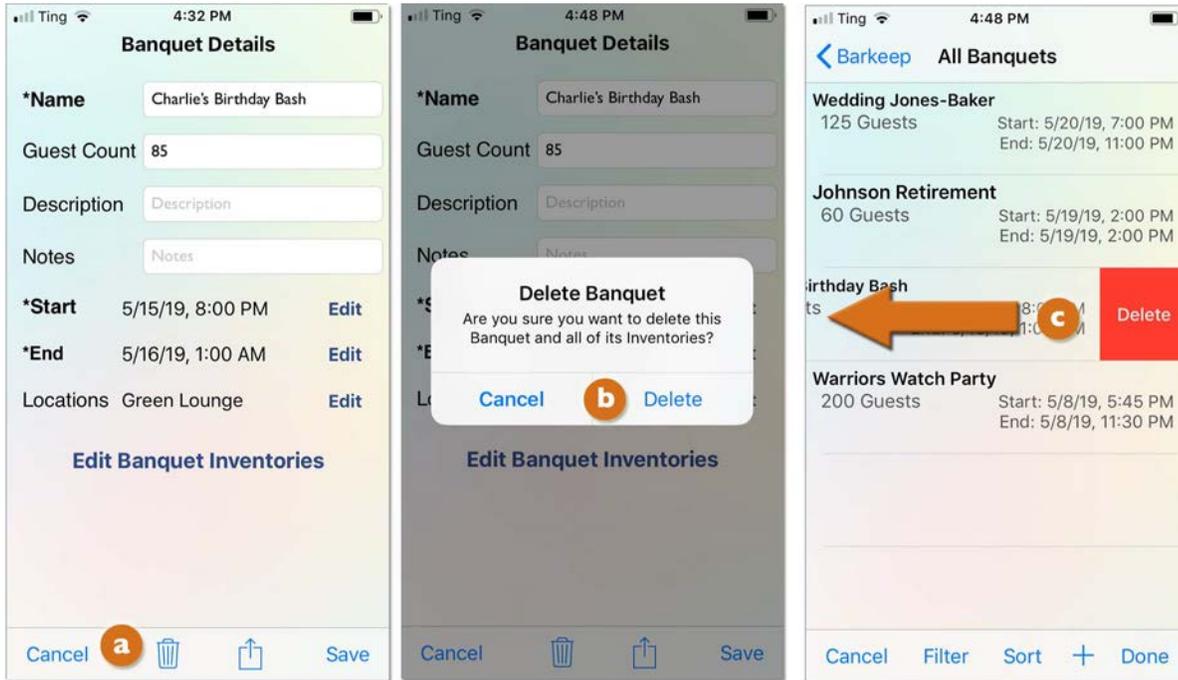
To undo any filtering choices, you need to reselect **Filter** and then you will see options **Hide Old Inventories** and **Hide Banquet Inventories** if you have selected to show them.



## Deleting Banquets

To delete a Banquet:

1. On the Banquet Details screen **a** press the  icon on the bottom toolbar.
2. Press **Delete** to confirm you would like to delete the Banquet **b** or press **Cancel** to keep it.
3. Or you can also delete a Banquet from your Inventory List by swiping your finger horizontally across the Banquet on the Banquets screen **c** and then pressing the **Delete** button. This will immediately delete the Banquet.
4. Deleting a Banquet is permanent.



## Deleting Banquet Inventories

If you wish to delete an Inventory within a Banquet the steps are the same as for deleting any Barkeep Inventory.

## Data Storage and Banquet Inventories

All your BarkeepApp data is stored locally on your iOS Device. This includes your Banquet data. By default, your data is stored indefinitely on your Device. To prevent your Device from being filled with older Inventories (including Banquet Inventories), we recommend you turn on the Auto Delete Inventories option. This will automatically remove all Inventories from your iOS Device after 365 days from the Inventory Date.

**Reminder:** When you review your Inventories list on your iOS Device, Barkeep will display Inventories from the last 30 days by default. You may see your older Inventories by using the [Show Old Inventories](#) filter. And to include Banquet Inventories, you must also select [Show Banquet Inventories](#).

### With BarkeepOnline

With a BarkeepOnline account, all your older Inventories (both regular Inventories and Banquet Inventories) remain available on our secure server, so there is no reason to keep the older Inventories on your Device. BarkeepOnline is an add-on, hosted service — see [barkeepapp.com](http://barkeepapp.com) for more information.

BarkeepOnline subscribers also have their data synced automatically to their BarkeepOnline Account. This is the recommended way to back-up your Barkeep data and provides you with added security if your iOS Device is ever lost or stolen.

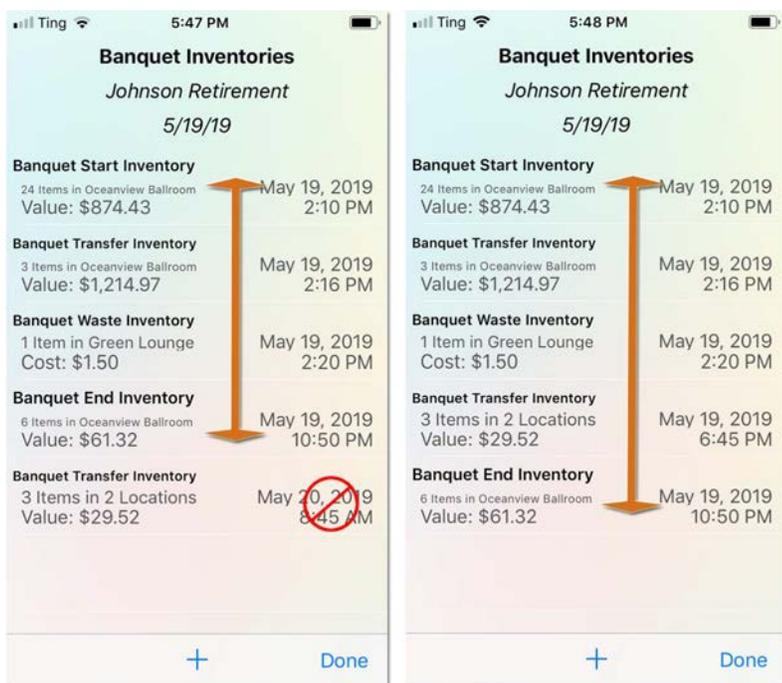
See the [Barkeep iPhone User Guide](#) for more information.

## Banquet Usage Report

After your Inventories are complete, you can review your Banquet data by running a Banquet Usage Report. This report is similar to a regular Usage Report in Barkeep but is focused specifically on the usage for a specific Banquet and only uses the data from that Banquet (i.e., only the Banquet's Inventories).

A Banquet Usage Report tells you exactly how much product you've used between your Starting and Ending Inventories. The Banquet Usage Report is calculated by taking the difference between your Start Inventory and End Inventory and factoring in any Banquet Receiving, Return, Transfer and Waste Inventories.

The example below shows two screens with a list of Banquet Inventories. The orange bars indicate which Inventories will be included in a Banquet Usage Report. Note that in the first screen the Transfer Inventory is not included. The date for the Transfer Inventory is May 20, which is after the May 19 End Inventory. In the second screen the Transfer Inventory's date/time has been corrected and is included because the date is now May 19 at 6:45 pm.



---

## Banquet Usage Report vs. Usage Report

### Banquet Usage Report

Includes data from the Banquet Inventories for that particular Banquet. Only Inventories between the Start Inventory and End Inventory are included. Inventories that are associated with your Banquet but have an Inventory date either before the Banquet Start Inventory date or after the Banquet End Inventory date will be ignored.

### Barkeep Usage Report

Includes data from all Inventories between the two Full Inventories you choose as the Starting and End Inventory. By default, the report will include Banquet usage unless you choose to exclude it.

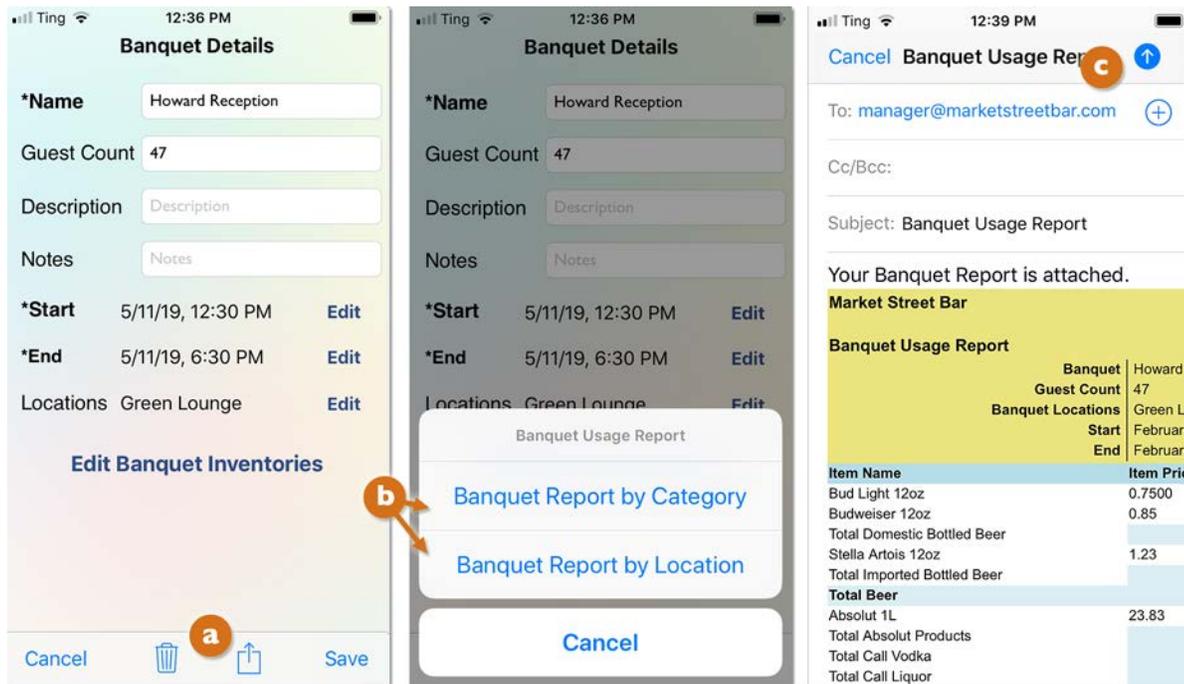
See page 34 for details regarding excluding Banquet Usage.

continue to next page

## Banquet Usage Report (cont.)

To generate a Banquet Usage Report:

1. Go to your specific Banquet and press the action  icon on the bottom toolbar. **a**
2. The pop-up menu gives you the choice of: **b**
  - Banquet Report by Category
  - Banquet Report by LocationIf you choose the Usage Report by Category option, Barkeep will calculate your liquor usage across all Banquet Locations. If you choose the Usage Report by Location option, Barkeep will calculate your Banquet Usage for each of your Banquet Locations.
3. After you make a selection, Barkeep automatically generates the report and creates an email containing both an HTML version of the report embedded in the text of the email, and an Excel spreadsheet version of the report attached to the email.
4. The final step is to email the report. **c**



**Note:** If you need to create a Banquet Inventory after the Banquet has ended [see page 27](#) for instructions regarding the Date/Time for the Inventory.

## Including or Excluding Banquet Usage in regular Usage Reports

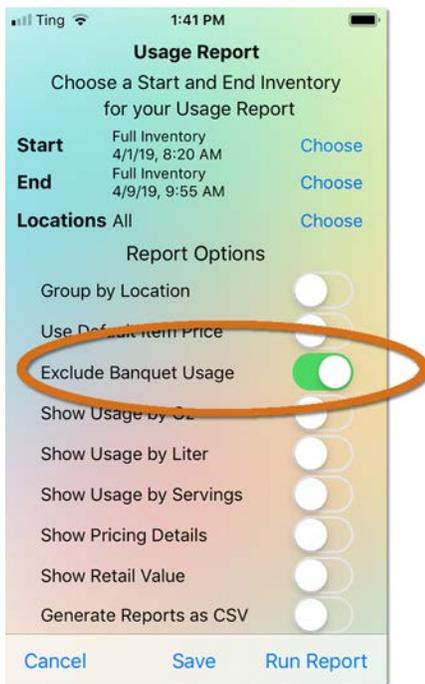
### Including Banquet Usage

By default, Barkeep automatically includes Banquets in regular Usage Reports. A Usage Report will include all liquor used during Banquets that occur between the Start Full Inventory and the End Full Inventory selected for the Usage Report.

### Excluding Banquet Usage

When you generate a regular Usage Report, Barkeep allows you to switch on  different options for your Usage Report. All of these options are off by default.

One of these options is to Exclude Banquet Usage. Choose this option (see below) if you want the regular Usage Report to separate out (exclude) liquor and other Items that were used during Banquets that occurred between the Start Inventory and End Inventory.



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 influence 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 influence 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.

**continue to next page**

## Excluding Banquet Usage in BarkeepOnline

Along with Usage Reports, BarkeepOnline subscribers can also run Variance Reports and Pour Cost Reports from their desktop or laptop computer.

To run a Variance Report, do the following:

1. Log in to BarkeepOnline.
2. Choose **Reports** **a** and select **Variance Report** **b** from the drop down menu.
3. Choose a Start Inventory and End Inventory. **c**

Your Start Inventory must be before your End Inventory, but there can be other Full Inventories between the Start and End Inventory.

For example, your Start Inventory could be the one on 5/4/2017 and your End Inventory could be 5/15/2017. Choose an End Inventory. **d**

**BarkeepApp BarkeepOnline**

Variance Report Done

Start Inventory: Full Inventory 07/23/2018 123 Items **c** Sales Data from 7/23/2018

End Inventory: Full Inventory 07/30/2018 169 Items **c** Include Sales Data from 7/30/2018

Use Default Item Price?  Show Oz?  Show Retail Value?

Exclude Banquets?  **d** Show Liters?  Fit to Window Width?

Show Pricing Details?  Show Servings?

Your Variance Report will contain all Sales Data where both the Sales Start Date and the Sales End Date are between 7/23/2018 and 7/29/2018

Run Report Download Report **f**

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

Sales	\$14,052.55	Cost	\$3,872.07	Pour Cost	27.55%
Liquor Cost	\$3,872.07	Ideal Cost	\$3,108.71	Ideal Pour Cost	22.12%
Rating	80.29%	Over/Short (Cost)	\$763.36	% Over/Short	24.56%

Category	Sales	Used	Sold	Over / Short	Cost	Ideal Cost	Over / Short (Cost)	Pour Cost	
Pour Cost Report	Beer	\$10,934.55	1,637.8	1,443.8	194	\$2,185.26	\$1,902.55	\$282.71	19.98%
Banquet Usage	Liquor	\$3,118.00	84	75.1	8.9	\$1,525.79	\$1,206.16	\$319.63	48.93%
Report	Non-Alcoholic	\$0.00	97	0	97	\$161.02	\$0.00	\$161.02	0%
Perpetual Report	<b>Total</b>	<b>\$14,052.55</b>	<b>1,818.8</b>	<b>1,518.9</b>	<b>299.9</b>	<b>\$3,872.07</b>	<b>\$3,108.71</b>	<b>\$763.36</b>	<b>27.55%</b>

Showing 1 to 4 of 4 entries

4. In this example, we selected to Exclude Banquets. **d**
- Note:** You can also choose to Exclude Banquets with Usage Reports and Pour Cost Reports.
5. Press the Run Report button. **e**
  6. Your Variance Report will appear on the screen. You also have the option to export the Report by pressing the Download Report button. **f**

continue to next page for Excluding Banquet Usage

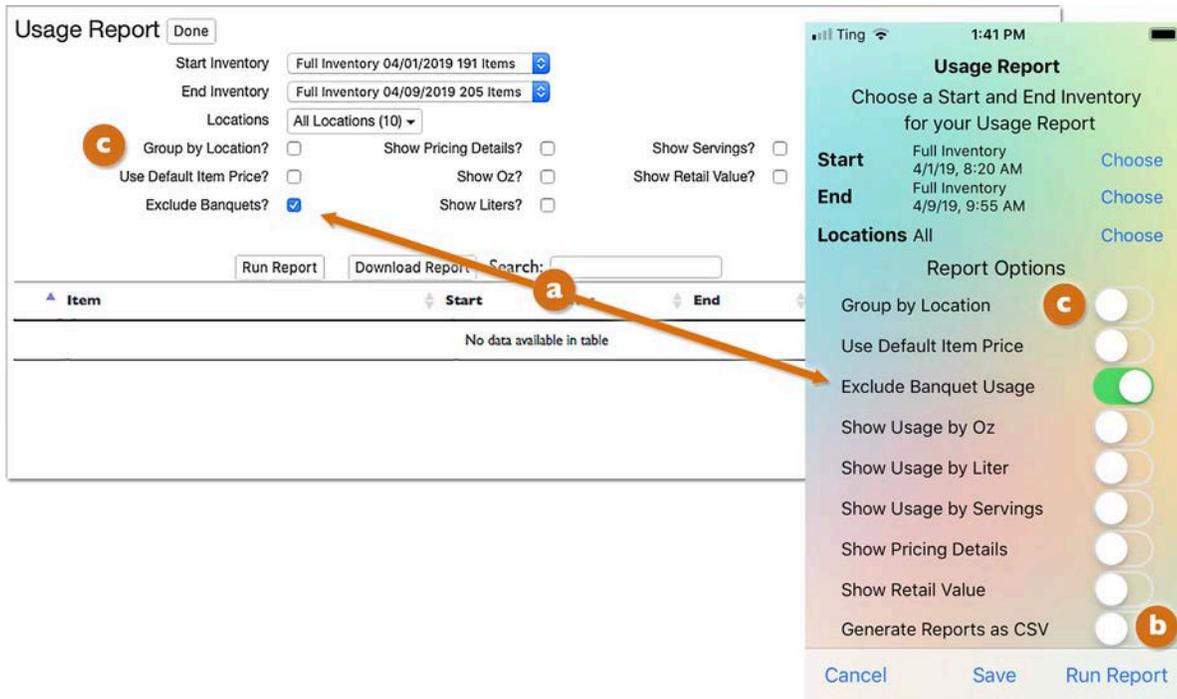
## Excluding Banquet Usage in BarkeepOnline (cont.)

### Report Options

The previous page has the basic instructions for running a Report in BarkeepOnline.

In both BarkeepApp and BarkeepOnline you have a set of options **a** for your Usage Report.<sup>1</sup> They are the same, except that BarkeepApp also has the option to also generate the Report as a CSV file. **b** In both BarkeepApp and BarkeepOnline all of the options are off by default.

By default, Barkeep includes all of your Locations for a Usage Report. **c** You have the option to select specific Locations when you choose Group by Location. **See page 39.**



**Note:** The option(s) you choose for your Reports in BarkeepApp does not affect the option selections in BarkeepOnline (and vice versa).

**continue to next page for examples**

<sup>1</sup> Variance Reports and Pour Cost Reports are only available in BarkeepOnline.

## Excluding Banquet Usage in BarkeepOnline (cont.)

In this example, we show two versions of the Usage Report from the previous page. They are both based on the same Starting and Ending Inventories and the same set of data.

- The first version is a basic Usage Report. **a**
- The second version **b** is the same Usage Report, but the option to **c** Exclude Banquet usage has been selected.
- Notice a new column **d** appears that separates out (or excludes) the Banquet Usage. When you choose to Exclude Banquet Usage, you are separating out your Banquet Usage.
- When you Exclude Banquet Usage the totals in the Used columns also deduct **e** the bottles used for Banquets.

**Usage Report** **a** Done

Start Inventory: Full Inventory 05/04/2017 157 Items

End Inventory: Full Inventory 05/16/2017 180 Items

Locations: All Locations (10)

Group by Location?  Show Pricing Details?  Show Servings?

Use Default Item Price?  Show Oz?  Show Retail Value?

Exclude Banquets?  Show Liters?

Run Report   Download Report   Search: \_\_\_\_\_

Item	Start	Rec	Waste	End	Used	Used Cost	
0 Beer							
1 Domestic Draft Beer							
2 Budweiser Keg 15.5gal		8.8	8	0	2	14.8	\$1,370.60
3 Miller Lite Keg 15.5gal		5.5	6	0	9.5	2	\$178.00
4 Red Hook ESB Keg 15.5gal		0	4	0	1.4	2.6	\$327.60
5 Total Domestic Draft Beer		14.3	18	0	12.9	19.4	\$1,876.20

**Usage Report** **b** Done

Start Inventory: Full Inventory 05/04/2017 157 Items

End Inventory: Full Inventory 05/16/2017 180 Items

Locations: All Locations (10)

Group by Location?  Show Pricing Details?  Show Servings?

Use Default Item Price?  Show Oz?  Show Retail Value?

Exclude Banquets?  **c** Show Liters?

Run Report   Download Report   Search: \_\_\_\_\_

Item	Start	Rec	<b>Banquet</b> <b>d</b>	Waste	End	Used	Used Cost	
0 Beer								
1 Domestic Draft Beer								
2 Budweiser Keg 15.5gal		8.8	8	0.3	0	2	14.6	\$1,347.60
3 Miller Lite Keg 15.5gal		5.5	6	0	0	9.5	2	\$178.00
4 Red Hook ESB Keg 15.5gal		0	4	0.2	0	1.4	2.4	\$304.92
5 Total Domestic Draft Beer		14.3	18	0.4	0	12.9	19	\$1,830.52
6 Premium Draft Beer								
7 Guinness Keg 13.2gal		4	3	0	0	2	5	\$730.00
8 Sierra Nevada Keg 15.5gal		4	3	0	0	1.4	5.6	\$674.40
9 Stella Keg 13.2gal		0.9	0	0	0	0.5	0.4	\$48.84
10 Total Premium Draft Beer		8.9	6	0	0	3.9	11	\$1,453.24
11 Domestic Bottled Beer								

## Option Choices in BarkeepOnline Reports

The options for a Usage Report that you choose in BarkeepOnline<sup>2</sup> will impact both your Variance Reports and Pour Cost Report results. Remember that those Reports are based on a Usage Report. For example, when you select to Exclude Banquet Usage, the Items you used for Banquets will not be factored into the Variance or Pour Cost Reports.

When you run any Report in BarkeepOnline and check off options (e.g., Exclude Banquets, Show Servings, etc.) the choices you select will remain the same when you go to run other Reports. You simply can unselect and change your options before running any other Report.

**continue to next page**

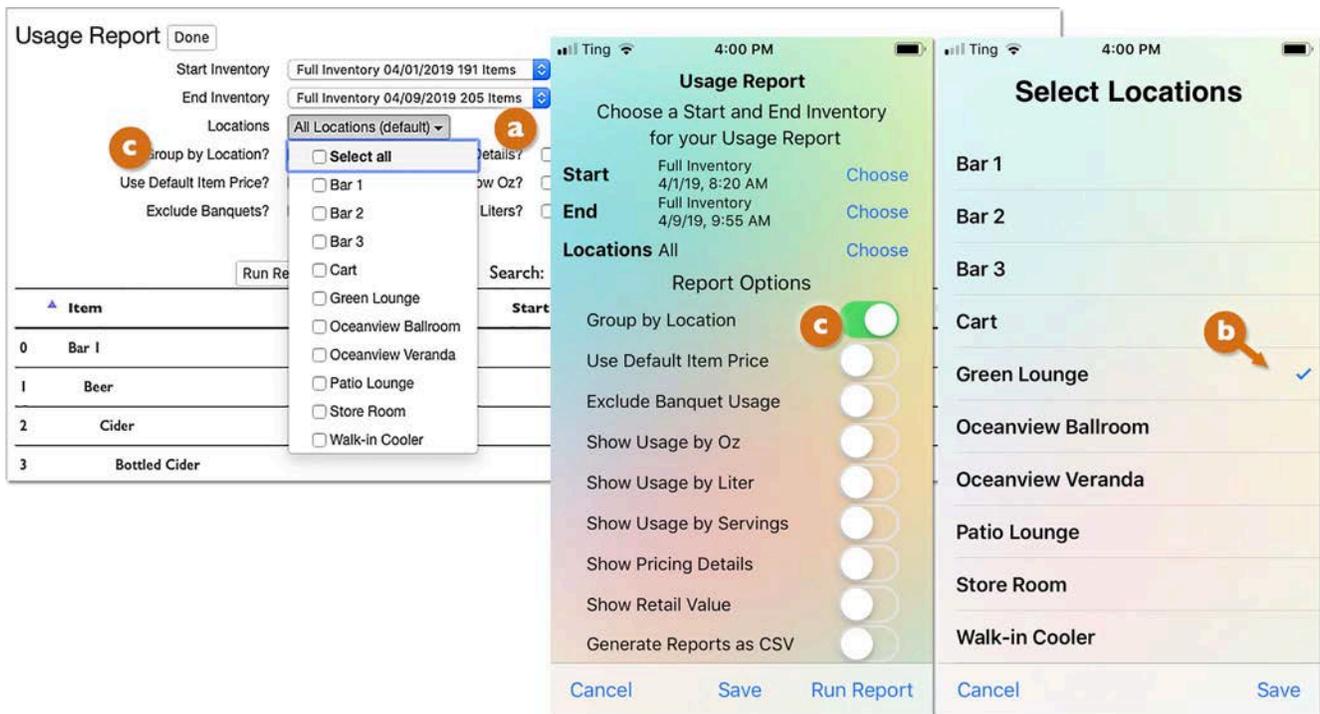
---

<sup>2</sup> **Reminder:** The Usage Report option(s) you choose in BarkeepApp do not affect the option selections in BarkeepOnline.

## Locations and Banquet Usage Reports

By default, Barkeep uses all your Locations when generating a Usage Report ([see page 36](#)). You have the option to select one or more of your Locations and run a Usage Report. Typically, most users will run Usage Reports with the default of all Locations. We offer this option because it can be helpful when trying to look more closely at your data as well as narrowing in on potential problems.

In BarkeepOnline you can select Locations from a drop-down menu **a** or in BarkeepApp press **Choose** **b** to select which Location(s) you would like to include in your Usage Report. Also, you have the option **c** to group your results by Location.



### Can I create a single Usage Report for more than one Banquet?

No, but.... For each Banquet you can create a single Banquet Usage Report that is only for that specific Banquet. If you wanted to create a Usage Report that only covers multiple Banquets, there is one way that some users can do so. Some venues have Locations that are only used for Banquets. And in those venues, Banquets never take place in the Locations open to the general public.

For example, let's say the Location **Oceanview Ballroom** (see above), was only used for Banquets at your venue. If you ran a Usage Report and only selected that Location, the Usage Report would only show usage in the **Oceanview Ballroom** and all that usage would be associated with Banquets.

If you chose the dates May 1, 2015 to May 31, 2015 and that single Location, you would have a Usage Report that would include all the Banquets in the **Oceanview Ballroom** during the month of May but no other usage.

**Reminder:** The options for a Usage Report that you choose in BarkeepOnline will impact your Pour Cost Report results. If you do not want to have your option choices factored into a Pour Cost Report, you must unselect them.

See the [Barkeep iPhone User Guide](#) for more information about Usage Reports, Pour Cost Reports and all other Reports.

## iPad Users

The instructions in this User Guide have been designed for users of any **iOS** Device that meets Barkeep's System Requirements. BarkeepApp v7.0 is compatible with the following:

- iPad 5** or later, **iPad Mini 2** or later
- iPhone 5s** or later
- iPod Touch (6th generation)** or later

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

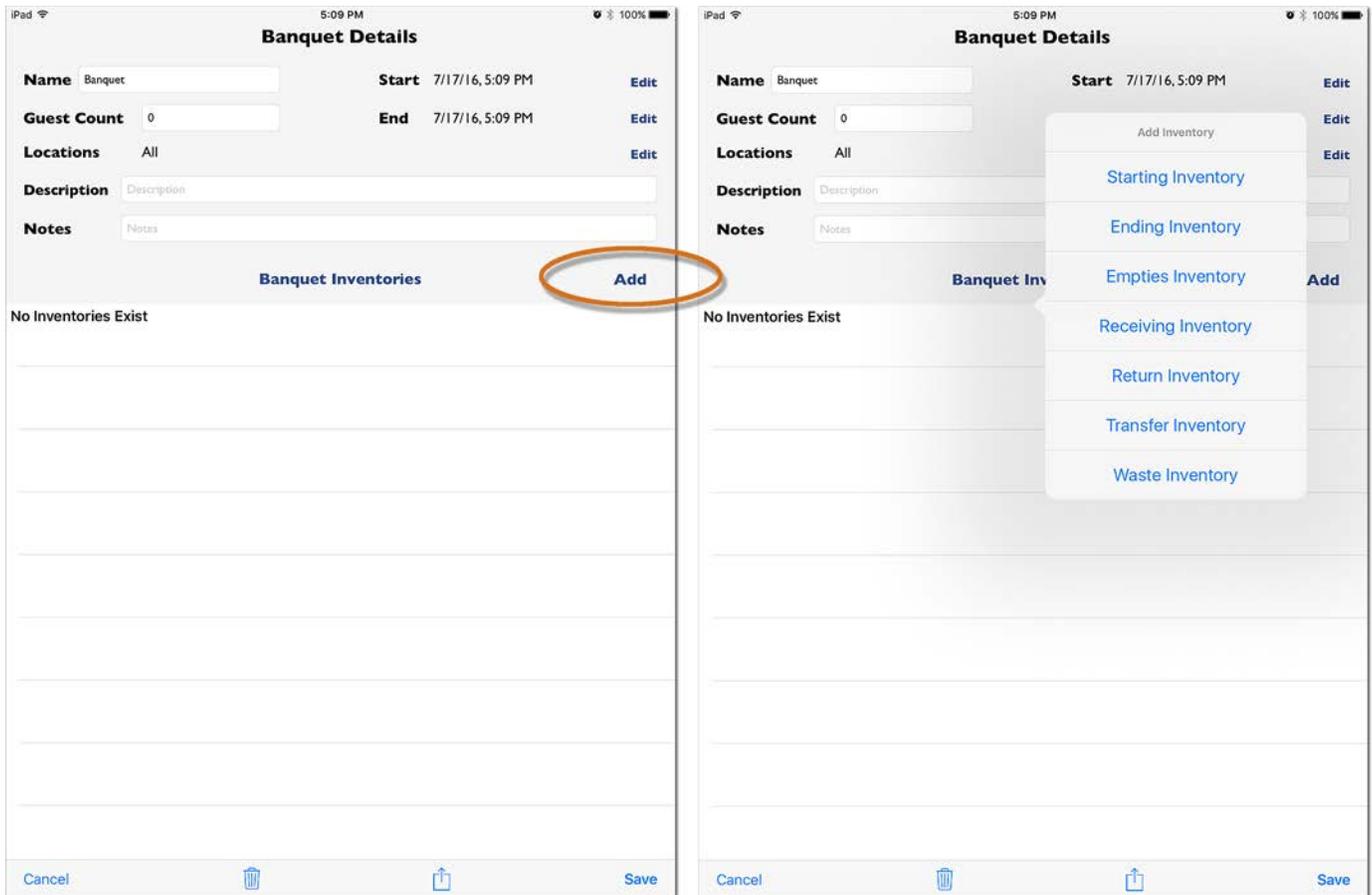
For more information about Barkeep System Requirements, including hardware and optional equipment, please refer to the [Barkeep iPad User Guide](#).

---

### iPhone or iPad – the instructions are the same

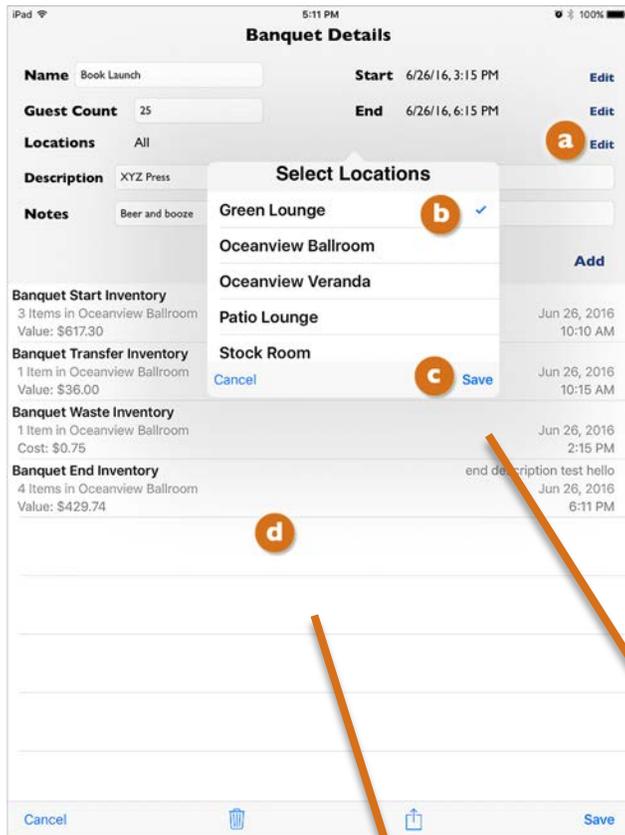
The other images in this User Guide show Barkeep running with **iOS** version 12.0 on an **iPhone**. **iPad** and **iPad Mini** users will find the Barkeep interface is similar but in larger formats. There are very few exceptions where the **iPad** interface is significantly different:

- The **iPad** interface does not use the  icon. You need to select **Add** instead.
- You will notice that sometimes there is a pop-up menu on the larger **iPad** screen instead of navigating to a new screen like with the **iPhone** or **iPod Touch**.
- The **iPad's** pop-up menus appear in the center of the screen rather than from the bottom of the screen.



**continue to next page**

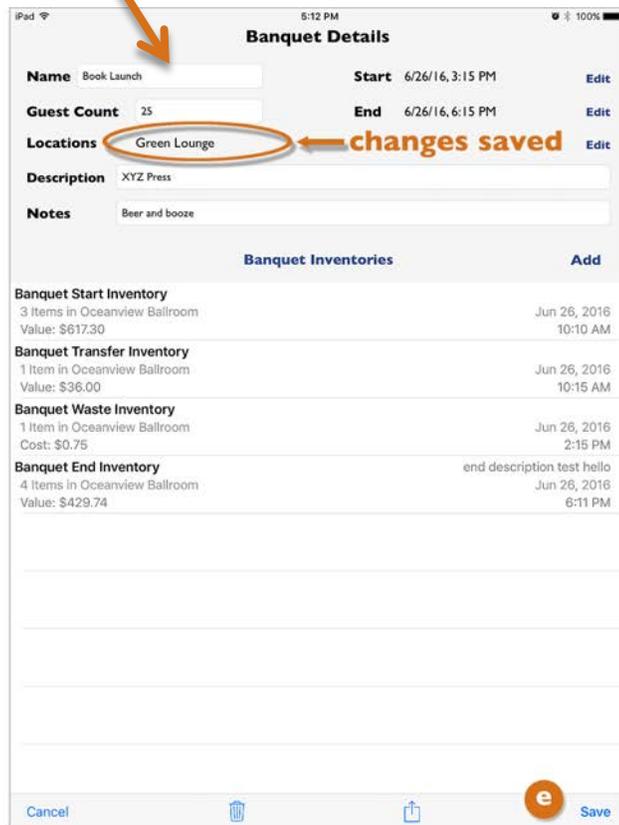
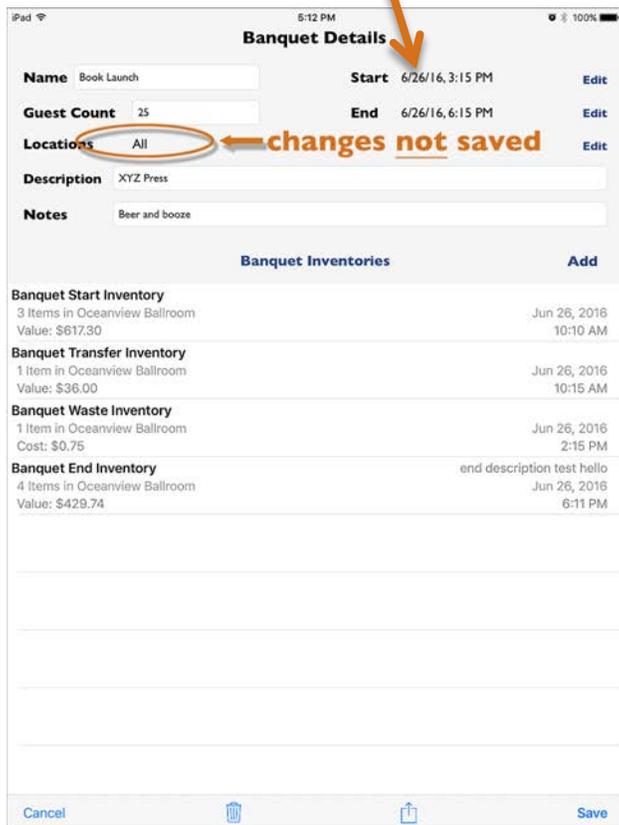
## iPad Users (cont.)



## Don't forget to save your changes

The example to the left shows what happens when you select **Edit** **a** to change a Banquet's locations:

- A pop-up menu appears where you can make your selection(s). **b**
- After you make your choice, you must remember to press **Save** on the bottom **c** of the pop-up menu to save your changes and close the pop-up menu (or select to **Cancel** discard them).
- If you were to simply tap elsewhere on the iPad screen **d** you would close the pop-up menu but your changes would not be saved (see below).
- The final step is to always press **Save** on the bottom toolbar **e** to save your changes or select to **Cancel** discard them.



# 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 can:

- 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.
- Search all their 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, your Banquet data will be retained on your **iOS** Device per your settings. With a BarkeepOnline account, your Banquet data remains available on our secure server.

The following section contains some instructions for using BarkeepOnline with the Banquet Feature, but for more detailed instructions please refer to the [BarkeepOnline User Guide](#).

## Managing your Banquets

To access your Banquets in BarkeepOnline:

1. Log in to BarkeepOnline and choose **Banquets**. **a**
2. You will see a screen **b** displaying all your Banquets.

Name	Start Date	Guest Count	Locations	Description	Notes
Bennett Anniversary	05/12/2017 10:45 am	50	Green Lounge		wine/champagne
Wedding Jones-Baker	02/21/2017 1:30 pm	125	Oceanview Ballroom, Gr...	Full bar, buffet	
Roundtable Lunch	01/06/2017 12:00 pm	47	Green Lounge	Johnson Inc.	
Johnson Retirement	07/11/2016 2:00 pm	80	Green Lounge	Full bar, buffet	
Book Launch	06/26/2016 3:15 pm	25	Green Lounge	XYZ Press	Beer and booze
Kim-Lee Reception	01/25/2016 2:45 pm	215	All Locations		
Thomas Reception	11/14/2015 3:15 pm	80	Oceanview Ballroom, O...		
49ers Jackson	10/12/2014 4:00 pm	75	All Locations		Private party for game
Hernandez-O'Malley Re...	10/12/2014 3:15 pm	350	All Locations		
Thompson Anniversary	10/12/2014 1:00 pm	80	Green Lounge		

3. As your list of Banquets grows, you can easily manage it and sort the list by the columns (e.g., Start Date, Locations, etc.).
4. You also can Search **c** the list entering Locations, Names or details from the descriptions and notes you have added to the Banquet.

### Storing Banquet Data with BarkeepOnline

With a BarkeepOnline account, all your Banquet data remains available on our secure server until you choose to delete a specific Banquet or any of the Inventories associated with a Banquet. Even when older Inventories are automatically deleted from your iOS Device, or when you have disabled the Banquet feature on your iOS Device(s), your Banquet data is still available in BarkeepOnline.

## Hiding Banquet Inventories

**Note:** There is an option to Hide Banquet Inventories from your Inventory List in BarkeepOnline. You may find this useful to separate out your Banquet activity from your other Inventory data.

Inventory Type	Inventory Date	Item Count	Total Cost	Description	Supplier	Invoice Number	Invoice Amount	Notes
Full	06/26/2017	143	\$14,900.47					
Receiving	06/21/2017	6	\$1,097.57		ABC Beers	I290AB34	\$0.00	
Full	06/19/2017	139	\$21,432.34					

## Creating New Banquets

You may prefer to create Banquets using BarkeepOnline and with your laptop or desktop computer. The details and information you can add are the same as when you use an iOS Device in BarkeepApp. See the **Creating Banquets Section** for more details.

To create a new Banquet with BarkeepOnline:

1. Log in to BarkeepOnline and choose **Banquets**.
2. You will see a screen displaying all of your Banquets.\*
3. Press the **Add Banquet** button at the top of the list. **a**
4. You will see a new, empty Banquet Details screen **b** where you can enter information into the different fields including a Name for the Banquet, estimated Guest Count, etc.
5. When you select the Start Date field a pop-up calendar will appear **c** where you can set a Start Date and Time for your Banquet. Press the **Done** button on the bottom of the calendar to save your selection.
6. Repeat Step #5 for with the End Date/Time for your Banquet.

The screenshot displays the BarkeepOnline web interface. On the left is a navigation sidebar with options: Home, Inventories, Items, Batch Items, Banquets, Sales, Orders, Reports, Venues, Settings, and Help. The main content area shows the 'Banquets' section with a table of existing banquets:

Name	Start Date	Guest Count	Locations	Description	Notes
Bennett Anniversary	05/12/2017 10:45 am	50	Green Lounge		wine/champagne
Wedding Jones-Baker	02/21/2017 1:30 pm	125	Oceanview Ballroom, Gr...	Full bar, buffet	

Below the table is the 'Banquet' details form, which is currently empty. A calendar pop-up is visible over the 'Start Date' field, showing the month of August 2017. The date 19th is highlighted. The form also includes fields for Name, Guest Count, End Date, Description, Notes, and Locations. At the bottom of the form, there are fields for Time (Hour and Minute) and buttons for 'Now' and 'Done'.

**continue to next page**

\* **Note:** BarkeepOnline has an option where you can create a new Banquet using the Start or End Inventory of an existing Banquet. **See page 48** for details.

## Creating New Banquets (cont.)

7. By default, your new Banquet includes all Locations. **d** Press the Location field to activate a pop-up list to choose Locations.
8. After you have chosen your Location(s), **e** clicking anywhere on the Banquet screen will close the pop-up and your choice of Location(s) will now appear.
9. The final step is to press the **Done** button on the top of the Banquet screen. **f**

## Modifying and Deleting Banquets

To modify or delete a Banquet:

1. Log in to BarkeepOnline and choose **Banquets**.
2. You will see a screen displaying all of your Banquets. **a**
3. Press **b** the pencil icon  to open the Banquet Details screen and begin making your changes or press the red **X** next to any Banquet you wish to delete.
4. A pop-up window will appear asking you to confirm **c** you want to delete the Banquet.

Name	Start Date	Guest Count	Locations	Description	Notes
Griffin Party	08/19/2017 1:00 pm	125	Oceanview Ballroom		
Bear Brunch	08/06/2017 10:00 am	50	Bar 2		
Bennett Anniversary	05/12/2017 10:45 am	50	Green Lounge		
Wedding Jones-Baker	02/21/2017 1:30 pm	125	Oceanview Ballroom		
Roundtable Lunch	01/06/2017 12:00 pm	47	Green Lounge		
Johnson Retirement	07/11/2016 2:00 pm	80	Green Lounge		
Book Launch	06/26/2016 3:15 pm	25	Green Lounge		
Kim-Lee Reception	01/25/2016 2:45 pm	215	All Locations		

# Managing your Banquet Inventories

## Creating Banquet Inventories

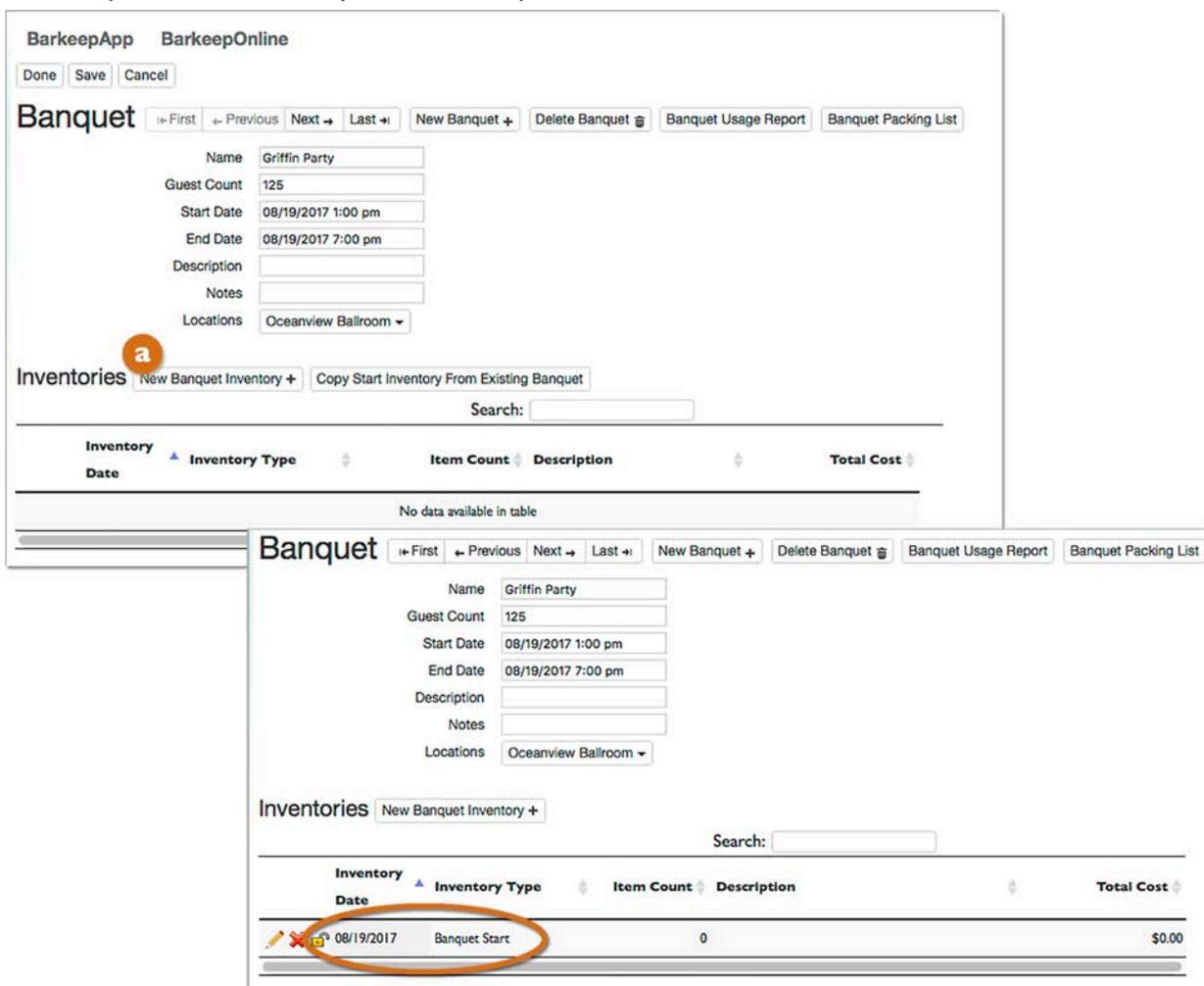
You may prefer to create Banquet Inventories using BarkeepOnline and with your laptop or desktop computer. This feature could be useful if you need to create Banquet Inventories after the Banquet. For example, if you need to add a Transfer Inventory or Waste Inventory.

**Reminder:** If you create Banquet Inventories after a Banquet, you will need to pay attention to the dates and times. **See page 27** for details.

When you create or modify a Banquet Inventory in BarkeepOnline, all the details and information you can add are the same as when you use an iOS Device in BarkeepApp. See the **Inventories Section** for more information.

To create a new Banquet Inventory with BarkeepOnline:

1. Log in to BarkeepOnline and choose **Banquets**.
2. You will see a screen displaying all of your Banquets. **a**
3. After your Banquet list appears, press the pencil icon  to open the Banquet Details screen for the Banquet you need to create an Inventory for.
4. Select the **New Banquet Inventory** button. **a**
5. Because this Banquet does not have any Inventories yet, by default, BarkeepOnline will create the Banquet Start Inventory for this Banquet.



The screenshot shows the BarkeepOnline interface for a Banquet named "Griffin Party". The details include a guest count of 125, a start date of 08/19/2017 1:00 pm, and an end date of 08/19/2017 7:00 pm. The location is set to "Oceanview Ballroom".

Under the "Inventories" section, there is a "New Banquet Inventory +" button and a "Copy Start Inventory From Existing Banquet" button. Below this is a search bar and a table with the following columns: Inventory Date, Inventory Type, Item Count, Description, and Total Cost.

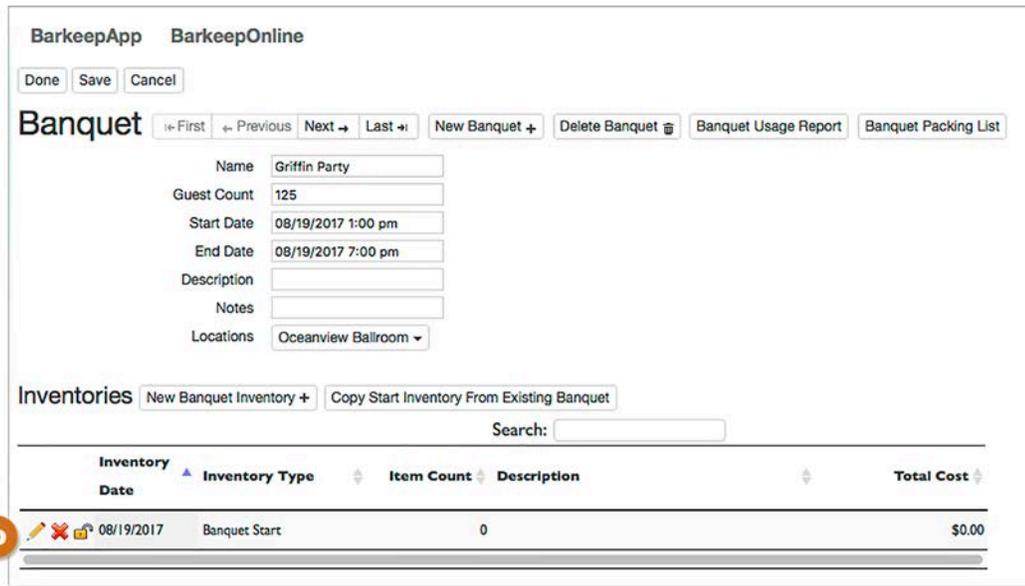
Inventory Date	Inventory Type	Item Count	Description	Total Cost
08/19/2017	Banquet Start	0		\$0.00

The "Banquet Start" entry in the table is circled in orange. The interface also includes navigation buttons like "First", "Previous", "Next", "Last", and "New Banquet +", as well as "Delete Banquet", "Banquet Usage Report", and "Banquet Packing List".

continue to next page

## Creating Banquet Inventories (cont.)

- Press the pencil icon  to open the Banquet Start Inventory. **b**
- You will see a new, empty Inventory screen.



BarkeepApp BarkeepOnline

Done Save Cancel

### Banquet

← First ← Previous Next → Last → New Banquet + Delete Banquet Banquet Usage Report Banquet Packing List

Name Griffin Party

Guest Count 125

Start Date 08/19/2017 1:00 pm

End Date 08/19/2017 7:00 pm

Description

Notes

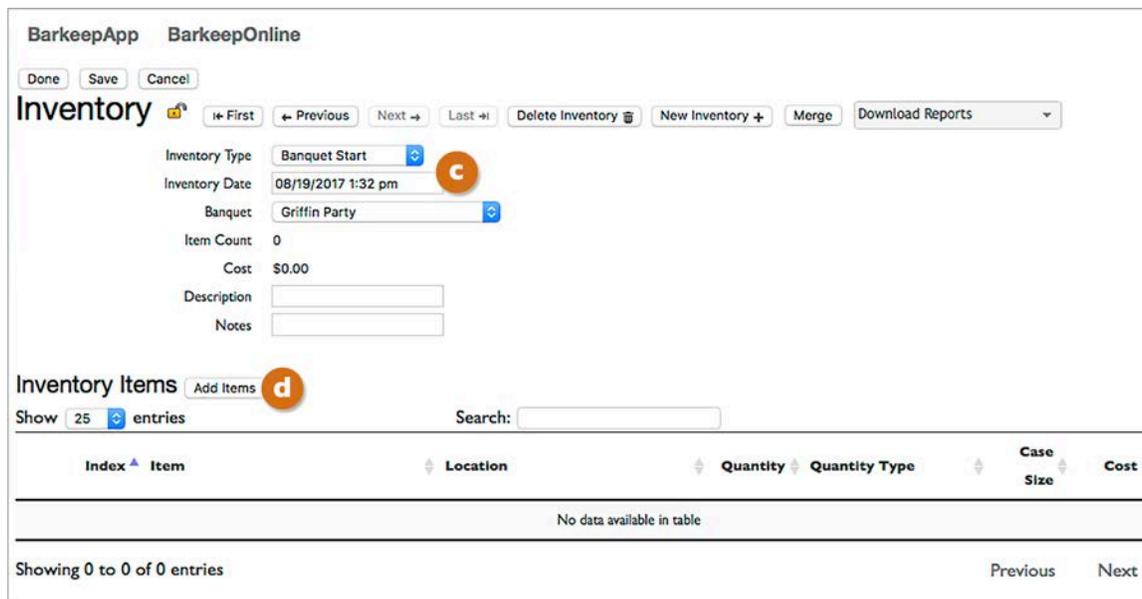
Locations Oceanview Ballroom

Inventories New Banquet Inventory + Copy Start Inventory From Existing Banquet

Search:

Inventory Date	Inventory Type	Item Count	Description	Total Cost
08/19/2017	Banquet Start	0		\$0.00

- By default, BarkeepOnline uses the date and time you create the Inventory for the Inventory.
- You can select the Inventory Date field **c** and a pop-up will appear allowing you to change the Date/Time if needed. Correct dates and times are crucial for accurate Barkeep Reports.
- You also can enter optional information such as a Description or Notes.
- Finally, press the **Add Items** button **d** to begin adding Items to your Inventory.



BarkeepApp BarkeepOnline

Done Save Cancel

### Inventory

← First ← Previous Next → Last → Delete Inventory New Inventory + Merge Download Reports

Inventory Type Banquet Start

Inventory Date 08/19/2017 1:32 pm

Banquet Griffin Party

Item Count 0

Cost \$0.00

Description

Notes

Inventory Items Add Items

Show 25 entries Search:

Index	Item	Location	Quantity	Quantity Type	Case Size	Cost
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

## Copying a Start Inventory from an Existing Banquet

BarkeepOnline has an option where you can create a new Banquet and save time when you start by using an Inventory from an existing Banquet. When you use this option, you will select the Start or End Inventory from an earlier Banquet. The Inventory you choose will be copied and designated as the Start Inventory for your new Banquet.

### When would you use this option?

When every Banquet Ends, you need to do an End Inventory and count all the remaining Items in your Banquet Location(s). After your Banquet is complete, if nothing changes in the Location until the next Banquet, you could copy the End Inventory for the first Banquet and use it as the Start Inventory for the next Banquet.

In the example below a party ends in your ballroom at 6:00 pm on a Saturday. On the same day, you have another event scheduled.

To create a new Banquet and start with the earlier Banquet's End Inventory do the following:

1. Log in to BarkeepOnline and choose **Banquets**. You will see a screen displaying all of your Banquets.
2. Press the **Add Banquet** button at the top of the list.
3. When you see the new, empty Banquet Details screen, select the **Copy Start Inventory From Existing Banquet** button. **a**
4. A pop-up window appears with all of your Banquet Start and Banquet End Inventories. The most recent Inventory appears at the top of the List.
5. Select the **Copy** button for the Inventory you wish to copy. **b**  
In this example, it is the End Inventory for the Banquet which had just ended.

The screenshot shows the BarkeepOnline interface. At the top, there are buttons for 'Done', 'Save', and 'Cancel'. Below that is the 'Banquet' section with fields for Name, Guest Count (0), Start Date, End Date, Description, Notes, and Locations (All Locations (default)).

Below the Banquet section is the 'Inventories' section with buttons for 'New Banquet Inventory +' and 'Copy Start Inventory From Existing Banquet' (marked with 'a').

A pop-up window titled 'Select an start inventory' is open, showing a table of inventories. The table has columns for Banquet Name, Inventory Type, Inventory Date, Item Count, and Total Cost. The first row is highlighted, and the 'Copy' button next to it is marked with 'b'.

	Banquet Name ^	Inventory Type ^	Inventory Date v	Item Count ^	Total Cost ^
Copy <b>b</b>	Griffin Party	Banquet End	08/19/2017	25	\$200.97
Copy	Griffin Party	Banquet Start	08/19/2017	19	\$287.00
Copy	Walker-Williams Reception	Banquet End	07/26/2017	0	\$0.00
Copy	Bennett Anniversary	Banquet End	05/12/2017	26	\$281.11
Copy	Bennett Anniversary	Banquet Start	05/12/2017	26	\$464.51
Copy	Roundtable Lunch	Banquet Start	02/20/2017	2	\$263.40

continue to next page

## Copying a Start Inventory (cont.)

- After you have copied the Inventory, you will return to the Banquet Details screen. Notice the Banquet Start Inventory is now in your list. **c**
- Your next step is to enter information into the different fields including a Name for the Banquet, estimated Guest Count, etc. **d** You also must set a Start Date and Time for your Banquet and then an End Date and Time.

Done Save Cancel

### Banquet

First Previous Next Last New Banquet Delete Banquet Banquet Usage Report Banquet Packing List

Name  **d**

Guest Count

Start Date

End Date

Description

Notes

Locations

Inventories

Search:

Inventory Date	Inventory Type	Item Count	Description	Total Cost
08/19/2017	Banquet Start	25		\$200.97

- From this point, you add Inventories and manage your Banquet like any other in Barkeep. Your new Banquet and its data will sync automatically to your iOS Device(s). Your next step might be to add a Banquet Transfer Inventory **e** and stock the bar in the ballroom.

Done Save Cancel

### Banquet

First Previous Next Last New Banquet Delete Banquet Banquet Usage Report Banquet Packing List

Name

Guest Count

Start Date

End Date

Description

Notes

Locations

Inventories

Search:

Inventory Date	Inventory Type	Item Count	Description	Total Cost
08/19/2017	Banquet Start	25		\$200.97
08/19/2017	Banquet Transfer	20		\$676.34

### When would you choose to copy a Banquet Start Inventory?

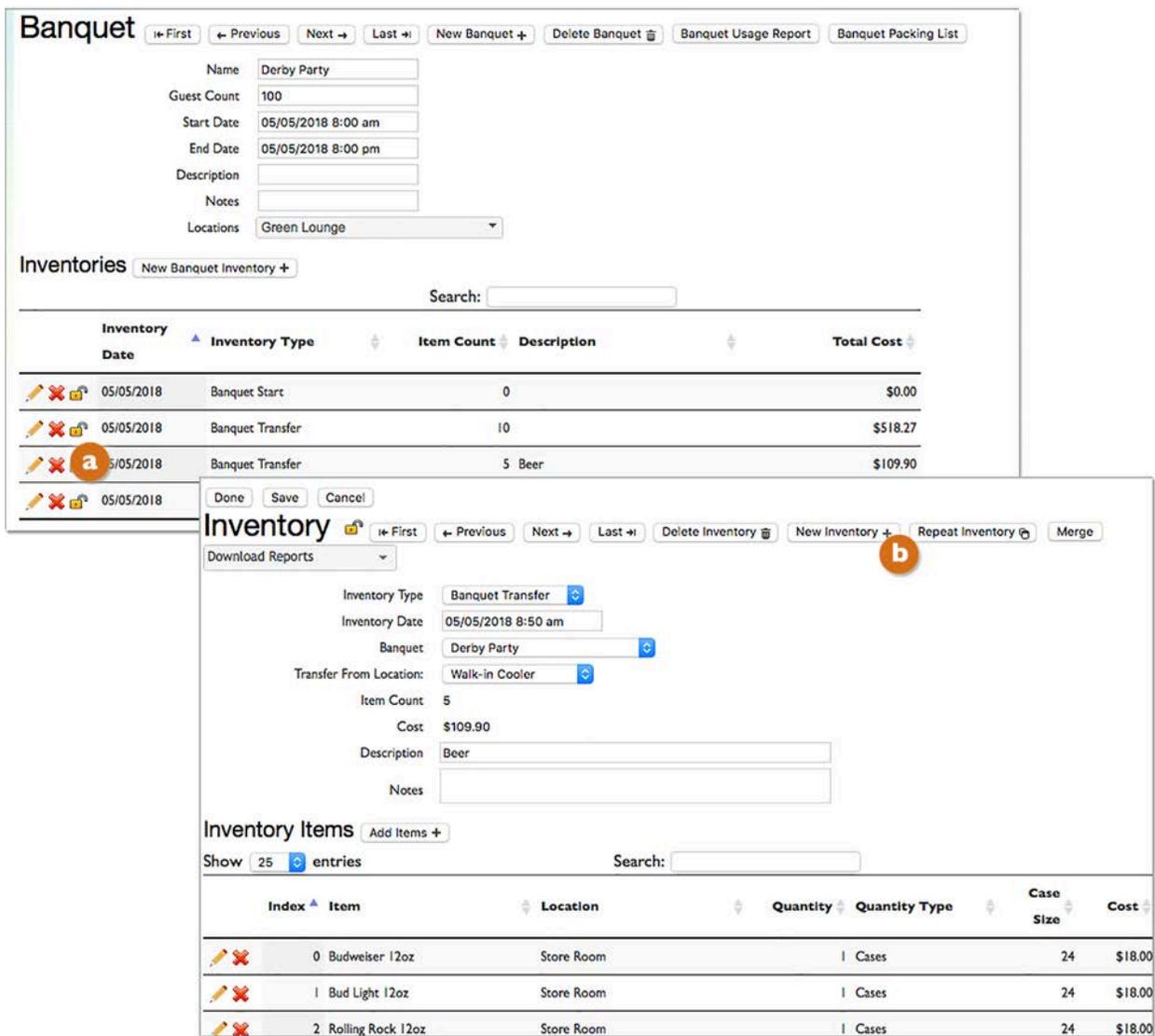
When you use a room (Location) for a Banquet, and you always use the same set-up and count of beer, wine and liquor. You may choose to copy the Start Inventory from a previous Banquet. For example, if your staff always counts out the same amount of beer, wine and liquor when they get ready for a Banquet, you will not need to recount the Items and add them to a new Start Inventory. Instead, you could copy an existing Start Inventory. We will only recommend this if your staff carefully counts the Items when they are setting up the Banquet.

## Repeat Inventories and Banquets

BarkeepOnline includes the Repeat Inventory feature. With Banquet Inventories there is an option for Repeat Inventories that some users might find useful.

In this example we use another Banquet's Transfer Inventory as the start for a Repeat Inventory.<sup>3</sup> In this example, for private parties, we have a standard selection of beer that is transferred to the Banquet Location for most events. This might be a situation where a Repeat Inventory will save time. For a Repeat Banquet Inventory, do the following:

1. Before you can do a Repeat Inventory for a Banquet, you must create the new Banquet first.
2. In your Banquet list, press the pencil icon  to open the Banquet and view the screen for the earlier Banquet. The one that has the Inventory you wish to repeat.
3. Next, select press the pencil icon  **a** to open the Inventory you wish to Repeat. In this example, it is a Transfer Inventory.
4. After you press the  button **b** at the top of the screen, you will see the a new Inventory.



**Banquet**

Name: Derby Party  
Guest Count: 100  
Start Date: 05/05/2018 8:00 am  
End Date: 05/05/2018 8:00 pm  
Description:  
Notes:  
Locations: Green Lounge

**Inventories**

Search:

Inventory Date	Inventory Type	Item Count	Description	Total Cost
  05/05/2018	Banquet Start	0		\$0.00
  05/05/2018	Banquet Transfer	10		\$518.27
  <b>a</b> 05/05/2018	Banquet Transfer	5 Beer		\$109.90
  05/05/2018				

**Inventory**

Download Reports

Inventory Type: Banquet Transfer  
Inventory Date: 05/05/2018 8:50 am  
Banquet: Derby Party  
Transfer From Location: Walk-in Cooler  
Item Count: 5  
Cost: \$109.90  
Description: Beer  
Notes:

**Inventory Items**

Show 25 entries Search:

Index	Item	Location	Quantity	Quantity Type	Case Size	Cost
 	0 Budweiser 12oz	Store Room	1	Cases	24	\$18.00
 	1 Bud Light 12oz	Store Room	1	Cases	24	\$18.00
 	2 Rolling Rock 12oz	Store Room	1	Cases	24	\$18.00

continue to next page

<sup>3</sup> **Note:** If you need to copy a Start Inventory from an existing Banquet, see the previous section, we do not recommend a Repeat Inventory for this step.

## Repeat Inventories and Banquets (cont.)

- Before you add Items, you must edit this new Inventory and assign it to the correct Banquet.

The screenshot displays the BarkeepOnline interface. At the top, there are buttons for 'Done', 'Save', and 'Cancel'. Below this is the 'Inventory' section with a toolbar containing 'First', 'Previous', 'Next', 'Last', 'Delete Inventory', 'New Inventory', 'Repeat Inventory', and 'Merge'. A 'Download Reports' dropdown is also present. The main form fields are: Inventory Type (Banquet Transfer), Inventory Date (06/17/2018 12:30 pm), Banquet (Sunday Game Day), Transfer From Location (Walk-in Cooler), Item Count (5), Cost (\$109.90), Description (Beer), and Notes. Below the form is the 'Inventory Items' section with 'Add Items' and 'Start Repeat Inventory' buttons, a 'Show 25 entries' dropdown, and a search field. A table with columns 'Index', 'Item', and 'Location' is shown, currently displaying 'Showing 0 to 0 of 0 entries'. An 'Inventory Item' pop-up window is open, showing fields for 'Add and Continue', 'Done', and 'Cancel' buttons, and the following data: Index 0, Item Budweiser 12oz, Quantity (Cases), Quantity Type Cases, Location Green Lounge, Case Count 24, Price \$0.75, and Cost \$18.00.

- Select the Banquet<sup>4</sup> you want to add the Repeat Inventory to. A menu will pop-up listing your Banquets.  
**Note:** If you are creating a Repeat Inventory that is part of the same Banquet, you can ignore this step.
- Make sure to change the Inventory Date/Time to when the Inventory (e.g., Transfer) occurs.
- Do not forget to press the **Save** button before you start (or your changes will be lost).
- Now you are ready to add Items.
- Press the **Start Repeat Inventory** button to begin adding Items to your Inventory.
- Like with any Repeat Inventory, you will see each Item in the order it was entered in the previous Inventory. For each Item add the quantity and press the **Add and Continue** button. And, like with other Repeat Inventories, you can also add additional Items as needed.

For additional Repeat Inventory instructions, see the [BarkeepOnline User Guide](#).

<sup>4</sup> **Note:** You can create Repeat Inventories in a Banquet with BarkeepApp, but you cannot assign them to another Banquet.

## Banquet Packing List

After you have completed a Start Inventory you can download and print a Banquet Packing List with BarkeepOnline. This is typically used for Banquet Carts and offsite Banquets. The Banquet Packing List can be used by your staff to verify the contents of a Banquet Cart. It can also be used by a caterer as a document to check against what was actually delivered to the banquet site and make sure that they are consistent.

After the event is over, the End Quantity Column can be filled in manually with quantities as they pack up and return unused Items.

After completing the Banquet Start Inventory, **a** simply press the **Banquet Packing List** button **b** to download the Banquet Packing List as an Excel Spreadsheet.

**Banquet** First Previous Next Last New Banquet Delete Banquet Banquet Usage Report Banquet Packing List **b**

Name: Yosemite Club  
 Guest Count: 85  
 Start Date: 02/07/2018 3:00 pm  
 End Date: 02/07/2018 8:30 pm  
 Description:  
 Notes:  
 Locations: Patio Lounge

**Inventories** New Banquet Inventory Create Banquet End Inventory by Repeat Search:

Inventory Date	Inventory Type	Item Count	Description
02/07/2018	Banquet Start	33	<b>a</b>

**Market Street Bar** Generated by BarkeepOnline  
 February 7 2018, 4:16 pm

**Banquet Packing List**

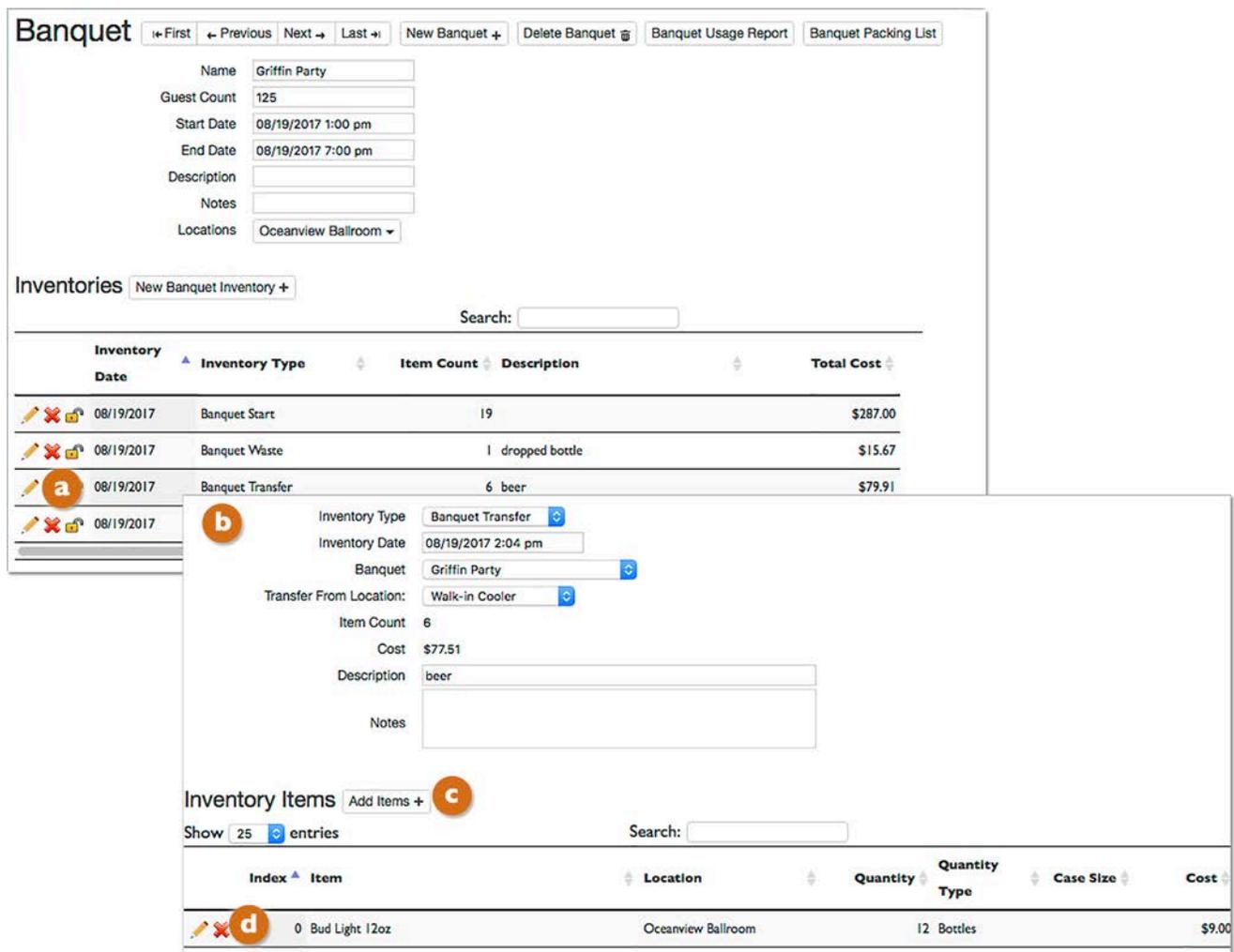
<b>Banquet Name</b>	Yosemite Club
<b>Guest Count</b>	85
<b>Banquet Start</b>	February 7 2018, 3:00 pm
<b>Banquet End</b>	February 7 2018, 8:30 pm
<b>Banquet Locations</b>	Patio Lounge

Item	Start Quantity	End Quantity
Absolut 1l	2.	
Bacardi 151 1l	1.	
Bailey's Irish Cream 1l	1.	
Barton Gin 1l	2.	
Barton Gold Rum 1l	2.	
Barton Reserve Whiskey 1l	2.	
Barton Triple Sec 1l	1.	
Barton Vodka 1l	3.	
Beefeater Dry Gin 1l	2.	
Bud Light 12oz	24.	
Budweiser 12oz	48.	
Canadian Club 6 Yr 1l	2.	
Cinzano Extra Dry 1l	1.	
Cinzano Rosso 1l	1.	
Cuervo Gold 1l	1.	
Heineken 12oz	24.	
J & B Scotch 1l	2.	
Jack Daniels 1l	4.	
Jagermeister 1l	2.	
Jim Beam 1l	1.	

## Modifying Banquet Inventories

To modify, delete or add more Items to a Banquet Inventory:

1. Log in to BarkeepOnline and choose **Banquets**. You will see a screen displaying all of your Banquets.
2. After your Banquet list appears, press the pencil icon  to open the Banquet where you need review the Inventories.
3. The Banquet Details Screen will list all the Banquet Inventories for that Banquet.
4. Press the red  next to any Inventory you wish to delete. A pop-up window will appear asking you to confirm you want to delete the Inventory.
5. Select the pencil icon  to open the Inventory screen for the **a** Inventory you want modify.
  - ✓ In the Banquet Inventory screen **b** you can change details as needed including:
    - Modifying the date and time
    - Inventory Type
    - Notes and Description
  - ✓ Like with any Inventory in BarkeepOnline, you can sort the columns as needed and use the search field to find Inventory Items that might need your attention.
  - ✓ You can delete Items by pressing the red  next to any Item you wish to delete.
  - ✓ You can add more Items by pressing the  button.



The screenshot shows the 'Banquet' details screen for 'Griffin Party'. The banquet details include: Name (Griffin Party), Guest Count (125), Start Date (08/19/2017 1:00 pm), End Date (08/19/2017 7:00 pm), Description, Notes, and Locations (Oceanview Ballroom). Below this is the 'Inventories' section with a search field and a table of inventory items.

Inventory Date	Inventory Type	Item Count	Description	Total Cost
08/19/2017	Banquet Start	19		\$287.00
08/19/2017	Banquet Waste	1	dropped bottle	\$15.67
08/19/2017	Banquet Transfer	6	beer	\$79.91

A pop-up window is open for editing the 'Banquet Transfer' inventory item. The details in the pop-up are: Inventory Type (Banquet Transfer), Inventory Date (08/19/2017 2:04 pm), Banquet (Griffin Party), Transfer From Location (Walk-in Cooler), Item Count (6), Cost (\$77.51), Description (beer), and Notes.

Below the pop-up is the 'Inventory Items' section with a search field and a table of inventory items.

Index	Item	Location	Quantity	Quantity Type	Case Size	Cost
0	Bud Light 12oz	Oceanview Ballroom	12	Bottles		\$9.00

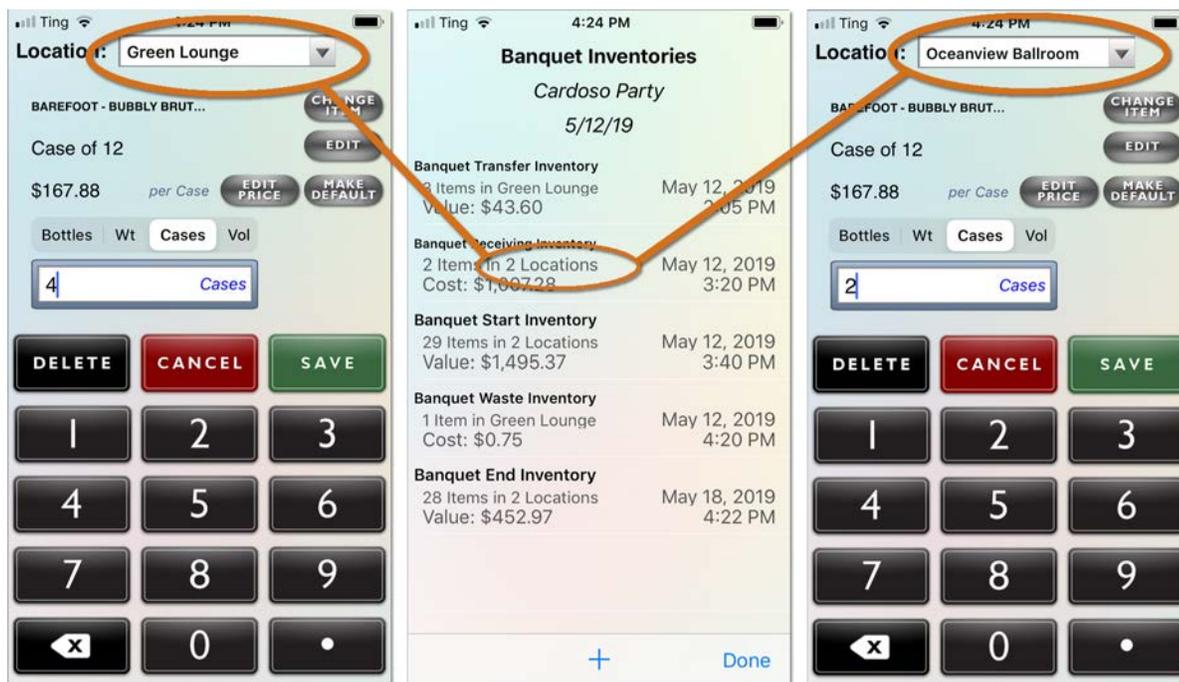
**Note:** You can lock (or unlock) a Banquet Inventory by selecting the  lock icon that appears for each Inventory in the main Inventory List.

## Multiple Users with Banquet Inventories

BarkeepOnline enables you and your staff to use more than one Device to create and take Banquet Inventories together. This is possible when you have registered multiple Devices with the same BarkeepOnline Account. For example, you could be taking a Receiving Inventory in the **Oceanview Ballroom** while one of your bartenders is working on the same Inventory on the **Oceanview Veranda**. 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 Receiving 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.

**Note:** We recommend that you and your staff double-check you are adding Items to the same Inventory.



7. Once you've completed an Inventory, it's a good habit to double-check the Inventory. Especially when more than one person was counting Items.

---

## Monitoring Banquet Inventories from anywhere

With auto syncing you would also be able to monitor the progress of your Banquet Inventories from a desktop computer in your office or with your registered Device while your staff conducts the Inventories in other Banquet Locations with other Devices.

**Note:** If your staff is at an offsite Location, they will need a connection using either a Wi-Fi signal or the phone's carrier network.

## Banquet Usage Report with BarkeepOnline

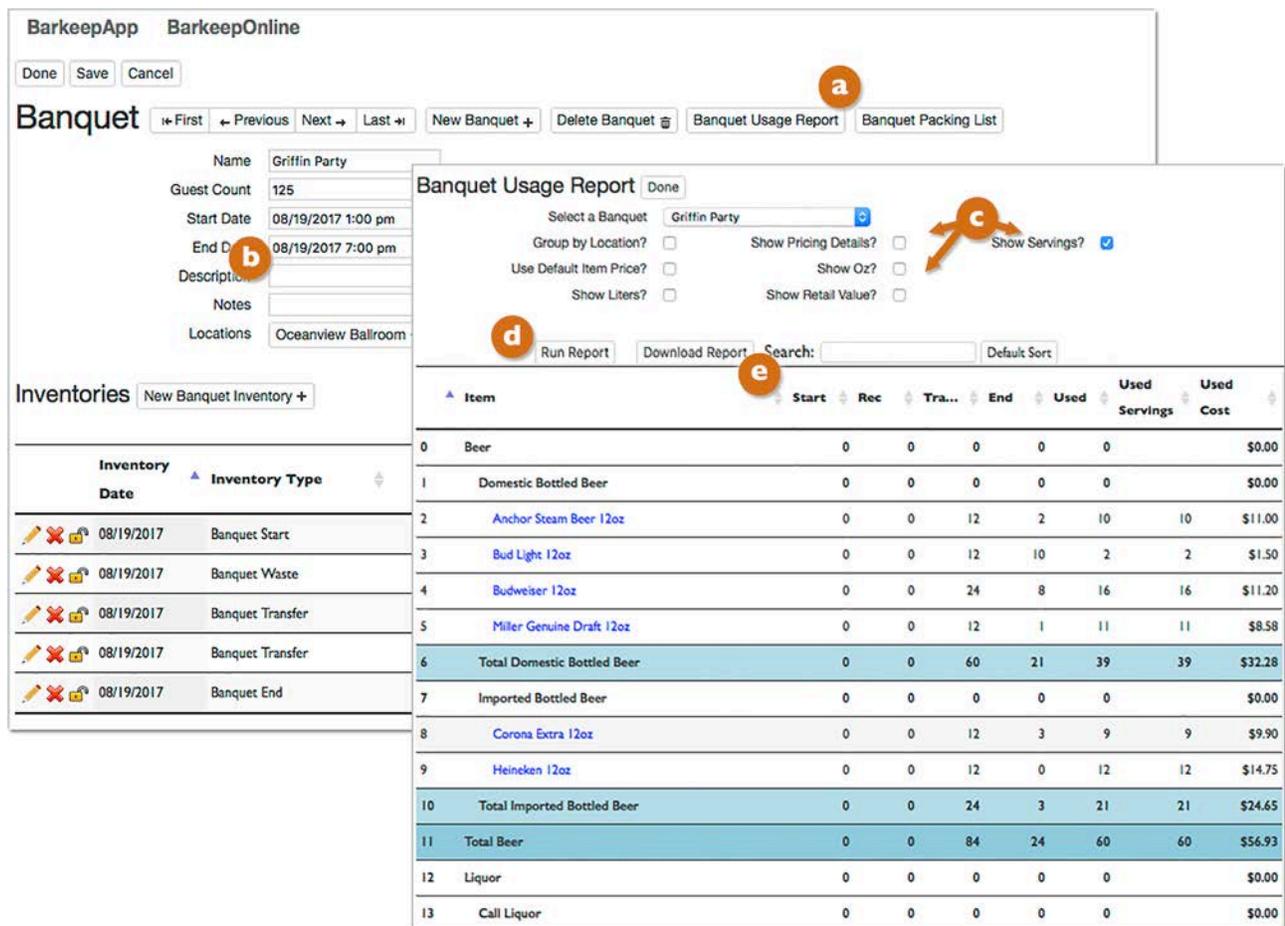
You may prefer to run Banquet Usage Reports using BarkeepOnline from your laptop or desktop computer. The Report sorting and managing options are the same as when using your iOS Device and BarkeepApp.

To run a Banquet Usage Report:

1. Log in to BarkeepOnline and choose **Banquets**.
2. After your Banquet list appears, select the pencil icon  to open the Banquet Details screen for the Banquet you need to run a Report for.
3. Press the Banquet Usage Report  button. **a**
4. You will see the screen **b** with the Banquet Usage Report.
5. Just like regular Usage Reports in BarkeepOnline, you can select different options to organize and your Banquet Usage Report by selecting to: **c**
  - Group by Location
  - Show Pricing Details
  - Show Servings
  - Use Default Item Price
  - Show Oz
  - Show Retail Value
  - Show Liters

For additional instructions for Report options refer to the [BarkeepOnline User Guide](#).

6. Press the **d**  button to run the Banquet Usage Report.
7. You also can download **e** the Banquet Usage Report as an Excel Spreadsheet.



Item	Start	Rec	Tra...	End	Used	Used Servings	Used Cost
0 Beer	0	0	0	0	0	0	\$0.00
1 Domestic Bottled Beer	0	0	0	0	0	0	\$0.00
2 Anchor Steam Beer 12oz	0	0	12	2	10	10	\$11.00
3 Bud Light 12oz	0	0	12	10	2	2	\$1.50
4 Budweiser 12oz	0	0	24	8	16	16	\$11.20
5 Miller Genuine Draft 12oz	0	0	12	1	11	11	\$8.58
6 Total Domestic Bottled Beer	0	0	60	21	39	39	\$32.28
7 Imported Bottled Beer	0	0	0	0	0	0	\$0.00
8 Corona Extra 12oz	0	0	12	3	9	9	\$9.90
9 Heineken 12oz	0	0	12	0	12	12	\$14.75
10 Total Imported Bottled Beer	0	0	24	3	21	21	\$24.65
11 Total Beer	0	0	84	24	60	60	\$56.93
12 Liquor	0	0	0	0	0	0	\$0.00
13 Call Liquor	0	0	0	0	0	0	\$0.00

continue to next page

## Banquet Usage Report (cont.)

### Group by Location

In this example, a Banquet Usage Report is grouped by Location.

Banquet Usage Report Done

Select a Banquet: Bennett Anniversary

**Group by Location?**  Show Pricing Details?  Show Servings?

Use Default Item Prices?  Show Oz?

Show Liquors?  Show Retail Value?

Run Report Download

**Market Street Bar** Generated by BarkeepOnline  
February 14 2018, 10:28 am

**Banquet Usage Report**

**Banquet Name** Bennett Anniversary  
**Guest Count** 50  
**Banquet Start** February 10, 2018, 9:45 am  
**Banquet End** February 10, 2018, 4:50 pm  
**Banquet Locations** Bar 2, Green Lounge  
**Notes** wine/champagne

Item	Price	Start	Received	Transfer	End	Used	Cost
<b>Bar 2</b>							
<b>Beer</b>							
<b>Domestic Bottled Beer</b>							
Anchor Steam Beer 12oz	\$1.10	6	0	0	5	1	\$1.10
Bud Light 12oz	\$0.75	16	0	0	6	10	\$7.50
Budweiser 12oz	\$0.85	12	0	0	4	8	\$6.80
<b>Total Domestic Bottled Beer</b>		<b>34</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>19</b>	<b>\$15.40</b>
<b>Imported Bottled Beer</b>							
Heineken 12oz	\$1.23	8	0	0	7	1	\$1.23
<b>Total Imported Bottled Beer</b>		<b>8</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>\$1.23</b>
<b>Total Beer</b>		<b>42</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>20</b>	<b>\$16.63</b>
<b>Liquor</b>							
<b>Call Liquor</b>							
<b>Call Vodka</b>							
<b>Absolut Products</b>							
Absolut 1l	\$23.83	1	0	0	0.5	0.5	\$12.75
<b>Total Absolut Products</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0.5</b>	<b>0.5</b>	<b>\$12.75</b>
Skyv Vodka 1l	\$15.67	1.6	0	0	0.46	1.14	\$17.86

**Note:** The Usage Report will factor in Locations used in Transfer Inventories, but it only shows the Locations you have assigned to that Banquet.

**Banquet** First Previous Next Last New Banquet Delete Banquet Banquet Usage Report Banquet Packing List

Name: Bennett Anniversary

Guest Count: 50

Start Date: 05/12/2017 10:45 am

End Date: 05/12/2017 5:50 pm

Description:

Notes: wine/champagne

Locations: **Bar 2, Green Lounge**

### When should you run a Banquet Usage Report?

We recommend running a Banquet Usage Report shortly after the Banquet event is over and all the Inventories are completed. If you do spot unusual figures or errors, it will be easier to correct them when the Banquet has just occurred and you will still remember most of the details from the event.

continue to next page

## Banquet Usage Report (cont.)

### Reviewing Transfer Inventories

The Banquet Usage Report can also be used as a tool to cross-reference your customer's estimate and/or invoice and make sure you are billing correctly. For example, if your client requested additional Items during the Banquet, they may not be on the Invoice. Your Usage Report should account for additional Items if you correctly added them with a Banquet Transfer Inventory.

The Banquet Usage Report below shows that you used 5 bottles of **Absolut**  but the original estimate only had 2 bottles. When vodka was running low and your client asked for more bottles to be brought in, you correctly added a Transfer Inventory.

Banquet Usage Report Done

Select a Banquet: Thomas Reception

Group by Location?  Show Pricing Details?  Show Servings?

Use Default Item Price?  Show Oz?

Show Liters?  Show Retail Value?

Run Report Download Report Search:  Default Sort

Item	Start	Rec	Waste	Tra...	End	Used	Used Cost
14 Liquor	0	0	0	0	0	0	\$0.00
15 Call Liquor	0	0	0	0	0	0	\$0.00
16 Call Vodka	0	0	0	0	0	0	\$0.00
17 Absolut Products	0	0	0	0	0	0	\$0.00
18 <b>Absolut 750ml</b>	2	0	0	-4	1	-3	-\$54.00
19 Total Absolut Products	2	0	0	-4	1	-3	-\$54.00
20 Total Call Vodka	2	0	0	-4	1	-3	-\$54.00

Transfer Inventories can be helpful when you can cite the time of the transfer, especially if your client is having trouble remembering they requested more liquor during the party — in this example, 4 additional bottles of **Absolut**.

Done Save Cancel

### Inventory

First Previous Next Last Delete Inventory New Inventory Repeat Inventory Merge Download Reports

Inventory Type: Banquet Transfer

Inventory Date: 02/07/2018 3:53 pm

Banquet: Yosemite Club

Transfer From Location: Store Room

Item Count: 1

Cost: \$36.00

Description: client request

Notes:

### Inventory Items

Add Items

Show 25 entries Search:

Index	Item	Location	Quantity	Quantity Type	Case Size	Cost
	0 Absolut 750ml	Patio Lounge	2	Bottles		\$36.00

continue to next page

## Troubleshooting the Banquet Usage Report

The example below shows a sample Banquet where the Banquet Usage Report shows two errors:

Market Street Bar		Generated by BarkeepOnline February 7 2018, 3:38 pm						
Banquet Usage Report								
Banquet Name	Thomas Reception							
Guest Count	80							
Banquet Start	February 3, 2018, 2:15 pm							
Banquet End	February 3, 2018, 11:00 pm							
Banquet Locations	Oceanview Ballroom, Oceanview Veranda							
Item	Price	Start	Received	Waste	End	Used	Cost	
<b>Beer</b>								
<b>Premium Draft Beer</b>								
Guinness Keg 13.2gal	\$146.00	1	0	0	0.45	0.55	\$80.30	
<b>Total Premium Draft Beer</b>		<b>1</b>	<b>0</b>	<b>0</b>	<b>0.45</b>	<b>0.55</b>	<b>\$80.30</b>	
<b>Domestic Bottled Beer</b>								
Bud Light 12oz	\$0.75	12	0	0	2	10	\$7.50	
Budweiser 12oz	\$0.85	36	0	2	0	34	\$25.50	
Miller Genuine Draft 12oz	\$0.78	0	0	0	0	0	\$0.00	
Sierra Nevada Pale Ale Singles 12 Oz	\$2.15	10	0	0	5	5	\$10.75	
<b>Total Domestic Bottled Beer</b>		<b>58</b>	<b>0</b>	<b>2</b>	<b>7</b>	<b>49</b>	<b>\$43.75</b>	
<b>Imported Bottled Beer</b>								
Corona Extra 12oz	\$1.10	0	0	0	8	-8	-\$8.80	
<b>Total Imported Bottled Beer</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>-8</b>	<b>-\$8.80</b>	
<b>Total Wine</b>								
<b>Liquor</b>								
<b>House Champagne</b>								
Call Korbelt Brut 750ml	\$14.99	24	0	0	4	20	\$299.80	
<b>Total House Champagne</b>		<b>24</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>20</b>	<b>\$299.80</b>	
<b>House Wine</b>								
Pinot Noir - Barefoot Cellars 750ml	\$7.50	0	0	0	0	0	-\$7.50	
<b>Total House Wine</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-\$7.50</b>	
<b>Premium Wine</b>								
B ZINFANDEL - BOGLE OLD VINE 07/08	\$23.99	0	0	0	0	0	\$0.00	
<b>Total Premium Wine</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	
<b>Total Wine</b>		<b>24</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>19</b>	<b>\$292.30</b>	
<b>Total</b>		<b>91.5</b>	<b>0</b>	<b>3</b>	<b>22.7</b>	<b>65.8</b>	<b>\$486.23</b>	

The first error is obvious, because the red indicates negative usage. **a**

- ✓ Your Start Inventory count for **Corona** is **0** **b** but your End count is **8**.
- ✓ How did at least **8** bottles get into the Banquet?
- ✓ Perhaps you missed **Corona** in the Start Inventory?
- ✓ You remember the client requested a better choice of beer after the party was underway. You instructed your staff to bring in an extra case of **Sierra Nevada** and a case of **Corona**.
- ✓ When you review the Transfer Inventory you notice the **Corona** is missing. After you add the case of **Corona** to the Transfer Inventory, your Banquet Usage Report will be correct.

The second error is less obvious. **c**

- ✓ When your customer is billed for **20** bottles of **Korbelt** champagne he calls to inform you that number would be impossible because not that many guests were drinking champagne.
- ✓ The Start Inventory count is **24**. Was there a miscount? Was it one case of **12** bottles of **Korbelt** or two cases?
- ✓ In this example, you realize one of your staff returned an unused case of **Korbelt** to the Stock Room before the End Inventory. After you create an additional Transfer Inventory, your Banquet Usage Report will be correct.

For additional instructions for using BarkeepOnline refer to the [BarkeepOnline User Guide](#).

# The Banquet Feature with BarkeepPro

BarkeepPro includes the same Banquet feature as regular Barkeep. All the instructions in this user guide can be used for creating and managing Banquets with BarkeepPro.

## Audit Trail Feature/Track Users

With a BarkeepPro Audit Trail<sup>5</sup>, you can track users by username and when iOS Devices access your account. The Audit Trail can be used to monitor activity with all your Banquets. Only a BarkeepPro Account Administrator or staff with Admin permissions have access to the feature.

To review the Audit Trail and changes to your Banquet, do the following:

1. Log in to BarkeepOnline and choose **Banquets** **a** from the menu.
2. Press show **b** and select the **Audit Info** button.
3. Your list will now appear with the additional columns displaying when each Banquet was created, updated, etc.
4. For every Banquet Inventory you can also select the **Audit Info** button **c** to review changes to your Inventories.

The screenshot displays the BarkeepOnline interface. On the left is a navigation menu with 'Banquets' highlighted and marked with a red circle 'a'. The main area shows the 'Banquets' screen with a table of banquet events. A red circle 'b' highlights the 'Audit Info' button. Below this, an 'Inventory' modal window is open, showing details for a 'Banquet Transfer' of 'Axel After Party'. A red circle 'c' highlights the 'Audit Info' button in the 'Inventory Items' table at the bottom of the modal.

Name	Start Date	Guest Count	Locations	Description	Notes
Axel After Party	04/12/2019 9:30 pm	75	Dining Room		
Cardoso Party	03/02/2019 1:00 pm	55	Dining Room		
Douglas Reception	03/02/2019 11:55 am	60	Mezzanine Lounge		
Walker-Williams Reception	02/16/2019 11:10 am	225	Bar, Dining Room, Mezza...		
Sundsv Game Day	12/09/2018 11:00 am	60	Mezzanine Lounge		

Index	Item	Location	Quantity	Case Size	Cost
0	Barton California Brandy IL	Dining Room	2 Bottles		\$15.80
1	Barton Gin IL	Dining Room	6 Bottles		\$33.00

For additional instructions for using BarkeepPro refer to the [BarkeepPro User Guide](#).

<sup>5</sup> The Audit Trail Feature is only available when BarkeepPro users sign in to their BarkeepOnline account. You cannot access the feature without BarkeepPro.