



Bar Inventory (Takes an average of 1 hr 30 min to complete.)

- 1) Open InvoiceHelper.exe.
- 2) Enter in credentials and click "Sign On".
- 3) Adjust font size if needed.
- 4) Click on "Inventory Sheet" tab located in the top center of the window.
- 5) Click the "Print Sheet" button, located on the top right-hand side of the window.
- 6) Review the excel sheet for errors
- 7) If ok, send to printer. (WE HOPE TO HAVE THIS ELECTRONIC SOON)
- 8) It REALLY helps to have the sheets divided on a 1/2" binder. 1/2 of the pages on one side and 1/2 of the pages on the other. Use small binder clips to hold the sheets on. ***Remember your pen***
- 9) Count the Bottled Beers and Calypsos in the restaurant first.
- 10) Move on and count the Bottled Beers, Kegs, Red Bulls, Wine, and Liquor in storage. Weigh all new liquor bottles and note them in the inventory sheet as name and tare weight.
- 11) Count Bottled Beer in Bar (Roof area if applicable).
- 12) Using a kitchen digital scale, set to dry weight: weigh every liquor bottle and wine bottle. Record weight. Ex: 3 lbs. 14 oz = 62 OZ for records. **Record ALL empty liquor bottle weights that you do not have records for on the most current inventory sheet. **
- 13) Guesstimate, by tipping, the percentage of beer remaining in tapped Kegs. Ex. 80%, 20%
- 14) Count Red Bulls (UNOPENED) in Bar.
- 15) Take note and record the "POPPED KEGS" for date, name, date popped, and ending draw number. Put a check mark by every popped keg to acknowledge that it has been recorded.
- 16) Clean scale with all purpose cleanser and a paper towel.
- 17) Return scale to its location.

ALTERNATIVELY:

- 1) Open previous Bar Inventory Excel Sheet. Ex: "Bar Inventory 2019-04-23"
- 2) Ensure that the autosave is NOT ON.
- 3) Change date to current date.
- 4) Clear all previous entries.
- 5) Save new sheet under new date. Ex. "Bar Inventory 2019-04-26".
- 6) Print sheets.
- 7) It REALLY helps to have the sheets divided on a 1/2" binder. 1/2 of the pages on one side and 1/2 of the pages on the other. Use small binder clips to hold the sheets on. ***Remember your pen***
- 8) Count the Bottled Beers and Calypsos in the restaurant first.
- 9) Move on and count the Bottled Beers, Kegs, Red Bulls, Wine, and Liquor in storage.
- 10) Count Bottled Beer in Bar (Roof area if applicable).
- 11) Using a kitchen digital scale, set to dry weight: weigh every liquor bottle and wine bottle. Record weight. Ex: 3 lbs. 14 oz = 62 OZ for records.
- 12) Guesstimate, by tipping, the percentage of beer remaining in tapped Kegs. Ex. 80%, 20%
- 13) Count Red Bulls (UNOPENED) in Bar.

- 14) Take note and record the "POPPED KEGS" for date, name, date popped, and ending draw number. Put a check mark by every popped keg to acknowledge that it has been recorded.
- 15) Clean scale with all-purpose cleanser and a paper towel.
- 16) Return scale to its location.

Entering Bar Inventory (Takes an average of 30 min to complete.)

- 1) Open Bar Inventory Excel Sheet for that day. Ex. Bar Inventory 2019-04-26
- 2) Enter in the current Bar Inventory Sheet.
- 3) Add in all new Beers, Kegs, Wines, or Liquors with tared weights recorded.
- 4) Save sheet.