LiquidGuardian

GETTING STARTED

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Before Going Any Further…

Welcome to LiquidGuardian, a financial and inventory management system designed to help you run your business effectively.

Please take your time to go through this document; it will walk you through all the steps from setting up a sample account, to performing inventory audits, to reviewing the reports that the system generates.

Reading this document will ensure that you set your account up correctly the first time.

> Not reading this document thoroughly may result in extra work for you and, worse yet, inaccurate inventory data.

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How to read this document

This manual uses the following conventions to refer to sections, navigation and other information.

Convention	Description
This is an important note.	Text contained within this section is important to read and can give you hints that will make the software easier to use.
`Information to Type`	Text formatted with this alternative font indicates text that you would type in.
TAB or ENTER	Small capital letters indicate a key or a key sequence

What You Need to Get Started

This section of the documentation contains a list of the supported operating environments for LiquidGuardian.

> The recommended requirements are guidelines, hardware and software beyond the recommendations will result in improved performance.

To use LiquidGuardian, you must have the following:

Operating Systems:

- Microsoft Windows 95
- Microsoft Windows 98
- Microsoft Windows NT 4.0 (Workstation or Server)
- Microsoft Windows 2000 (Professional or Server)
- Windows XP
- Windows 2003 Server

Hardware Recommendations:

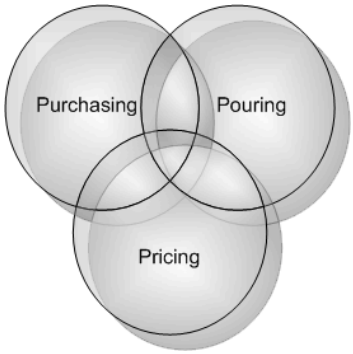
- Processor : Pentium 500Mhz or equivalent
- Hard disk space : 150 MB
- RAM :
  - 64 MB for Windows 95, 98 or ME
  - 128 for Windows NT, 2000, XP or 2003
- Video : SVGA (800x600) with 16-bit video driver

Internet Recommendations:

- An internet connection (preferably broadband through a Cable Modem or DSL)

Introduction

LiquidGuardian helps your business maximize its profits by **purchasing**, **pouring**, and **pricing** more efficiently through periodical physical inventory audits.



Purchasing

Maintain the optimum level of inventory and reduce costly guesswork.

Choosing the right amount of product to purchase at the right time is a difficult task. If you overstock your inventory you tie up valuable capital which prevents you from doing other things with that money (i.e. advertising).
If you under stock your inventory you will lose sales or waste time running back and forth to your vendors

LiquidGuardian keeps track of the prices you pay and estimates your costs for purchases.

By basing your purchasing recommendations on actual usage not register sales; LiquidGuardian offers accurate recommendations. You can even set par levels to ensure that you maintain a minimum level of inventory on a product by product basis.

Analyze your historical usage and sales to view trends in your business.

All of your usage is stored in the system allowing you to review your usage from last week, last month, even last year. Reviewing your historical usage can help you to discover trends in usage and allow you to react by adjusting your inventory accordingly.

Pouring

Keep an eye on your business without actually having to watch it day and night.

Pouring perfect drinks and accounting for every ounce of product sold is a goal worth striving for. LiquidGuardian monitors the dispensing of product discretely by comparing register sales to sales based on actual usage. You can quickly identify shrinkage and pinpoint problem areas through detailed inventory audit reports.

Recording inventory levels doesn't have to be rocket science.

Recording sales and usage information is greatly simplified through an easy to use audit worksheet that allows you to take your inventory with nothing more than a pencil and paper. If utmost accuracy is your goal you may use a scale to record the weight of your bottles to determine the amount used.

Pricing

Keep up with costs.

Costs are always on the rise; if you don't keep your prices in line with your costs, you end up losing profits. LiquidGuardian monitors the costs of each of your products so you know when, and by how much, you need to raise prices. With each inventory you can review the impact of rising costs in comparison to your prices in detail on your inventory audit reports.

Request, Download and Install

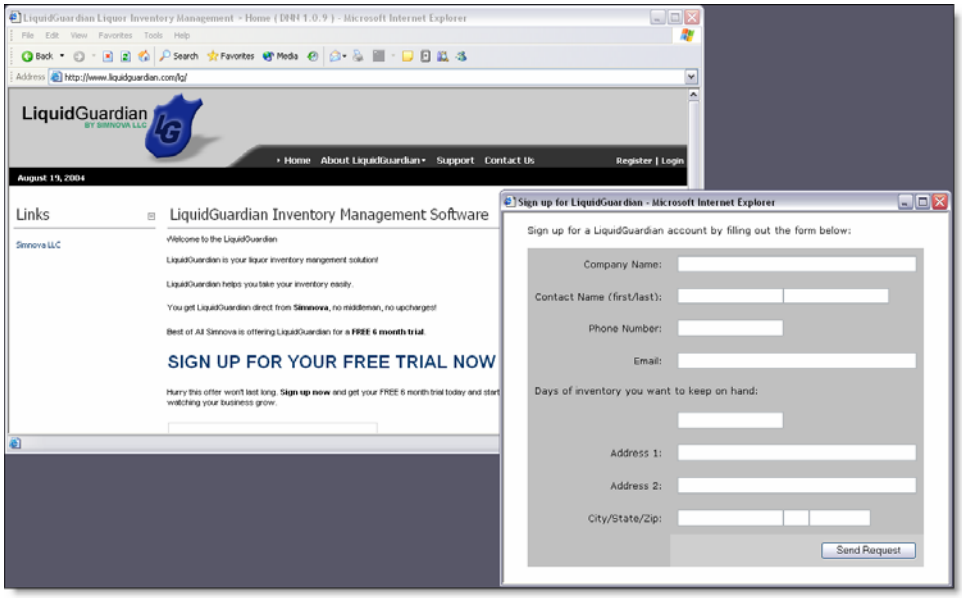
To use LiquidGuardian you need to follow the following steps:

1. Request an account online.
2. Download and Install the software.
3. Log into LiquidGuardian with your Login and Password.

Request an Account

Request a LiquidGuardian account online by clicking on the **Sign up for your free trial now** link.

Your account will be created and you will receive your login information via email in 1-2 business days.

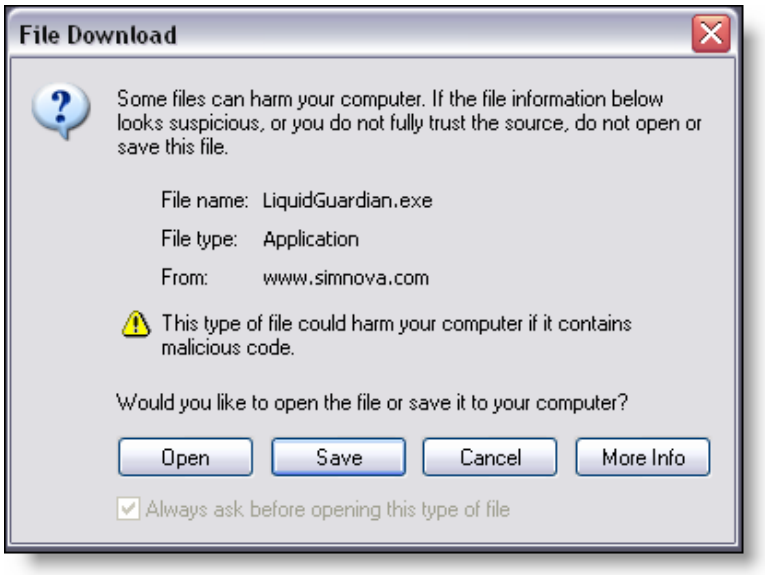


Download and Install LiquidGuardian

Click the **Support** link at the top of the screen.

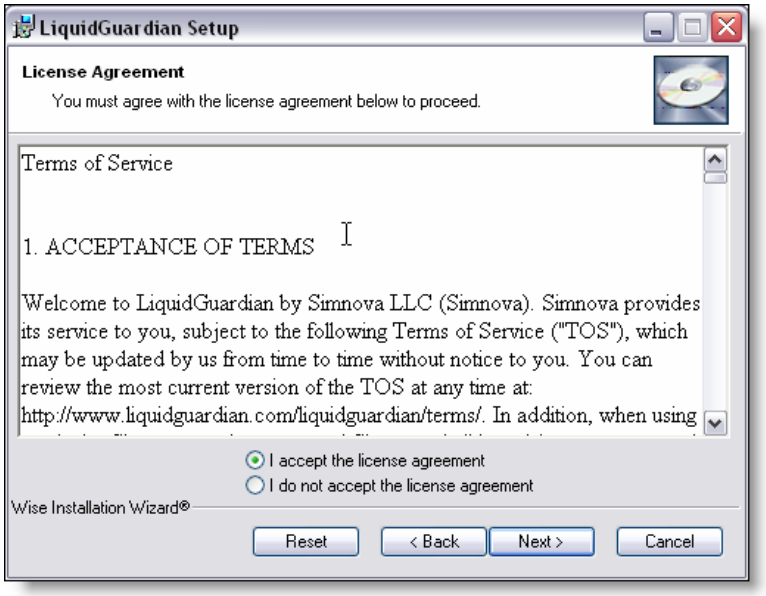
Click on the **LiquidGuardian** link under **Software Downloads**.

Choose **Open** from the **File Download** Dialog.

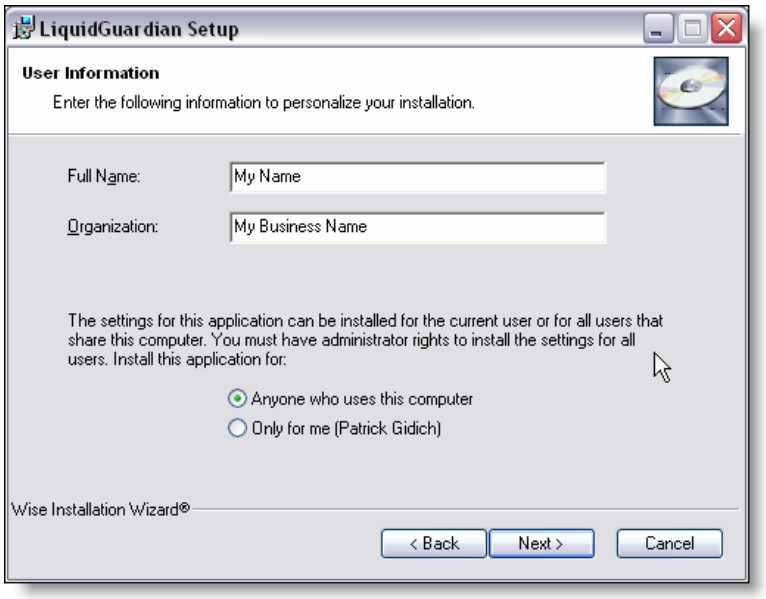


Choose **Next** from the **Software Installation** Dialog

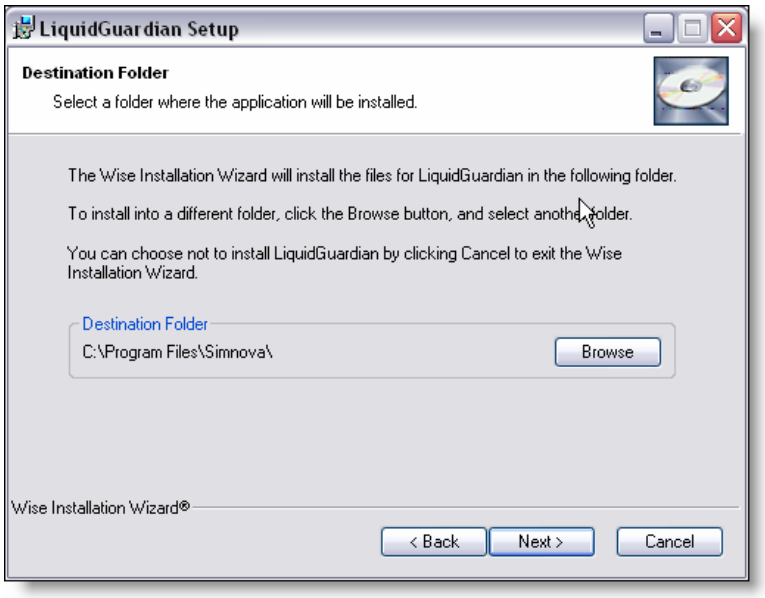
Read the Licensing Agreement, choose **I accept the license agreement** and click **Next**.



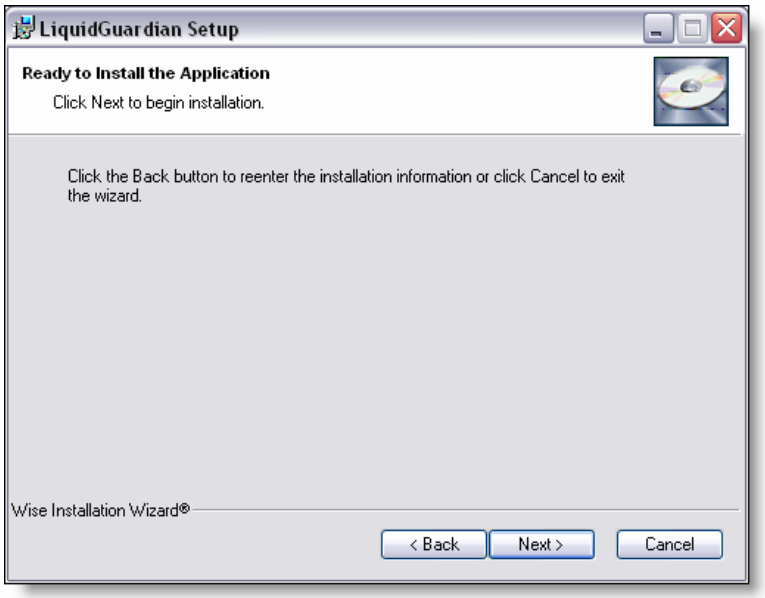
Fill in your **Full Name** and **Organization** and select **Anyone who uses this computer** and click **Next**.



Accept the default installation location and click **Next**.



Click **Next** to begin the installation.



Once the install is complete you may be prompted to restart your computer, if so please restart your computer.

Login and System Overview

In this section you will gain a basic understanding of the different modules within LiquidGuardian and their functionality.

> Please do not change any information unless instructed to do otherwise.

Log in to Liquid Guardian

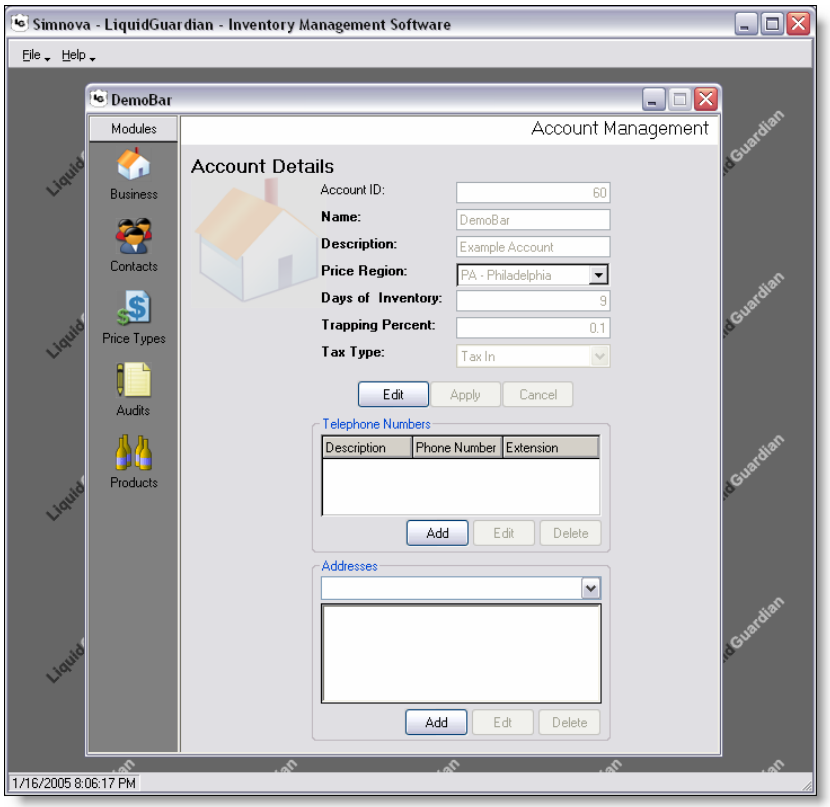
After receiving your **User ID** and **Password**, locate the **LiquidGuardian** icon on your desktop and click it.

Ensure that you are connected to the internet.

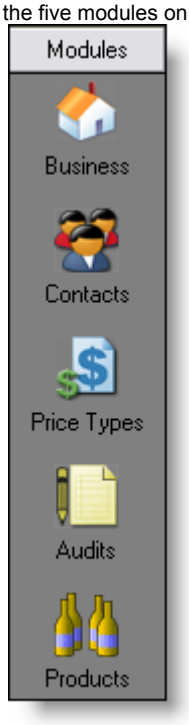
At the login screen enter your **User ID** and **Password** and click the **Log In** button.

System Overview

After logging in, the LiquidGuardian application loads and presents you with the **Business Module** icon selected and the **Business Module** screen visible.



Notice the five modules on the left of the screen.



Business Management Module
Contains detailed information about your business; you should only have to set this information up once.

Contact Management Module
A contact manager to help you manage your business contacts.

Price Type Module
Your business may sell products at different prices. By setting up price types LiquidGuardian will take your price types into effect when calculating your inventory reports.

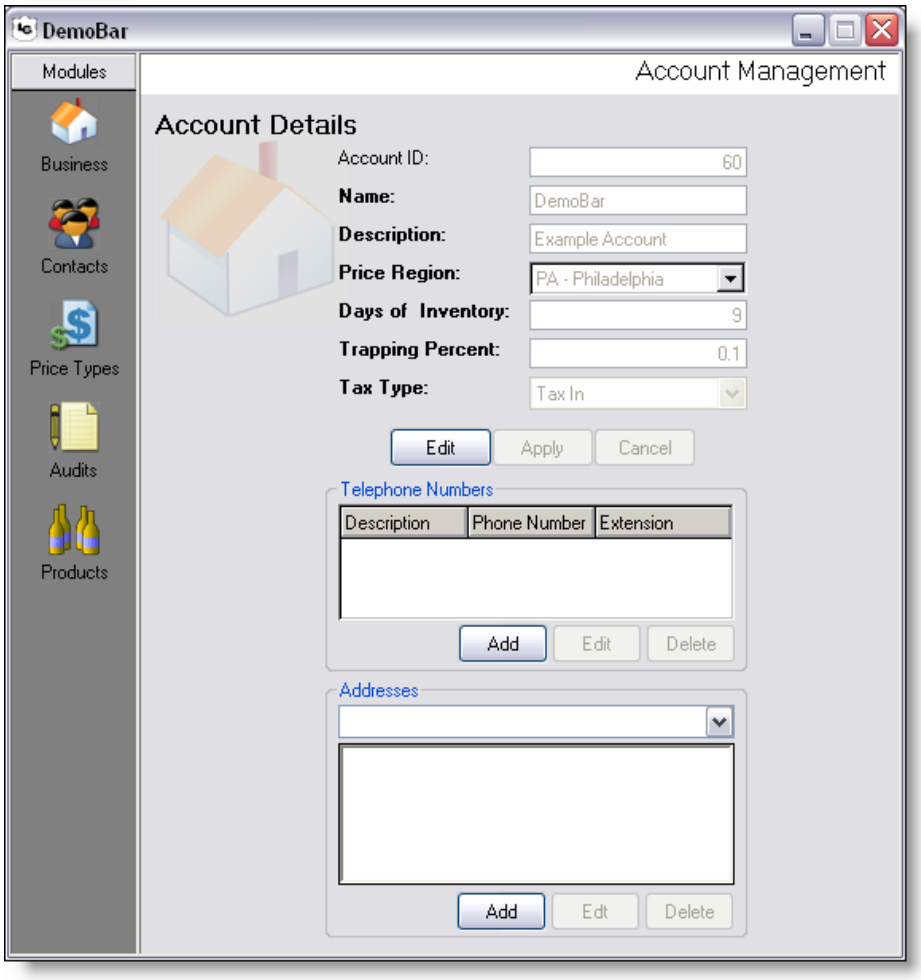
Audit Management Module
You will enter in your audit information here when you take your inventory. Once you've finished entering your audit information you can also view your reports here, too.

Product Management Module
Your business sells a number of different products. Product management helps you organize your products.

By clicking on the icons, the corresponding module will open.

Follow along now by clicking on each module as a more detailed overview of each module is explained.

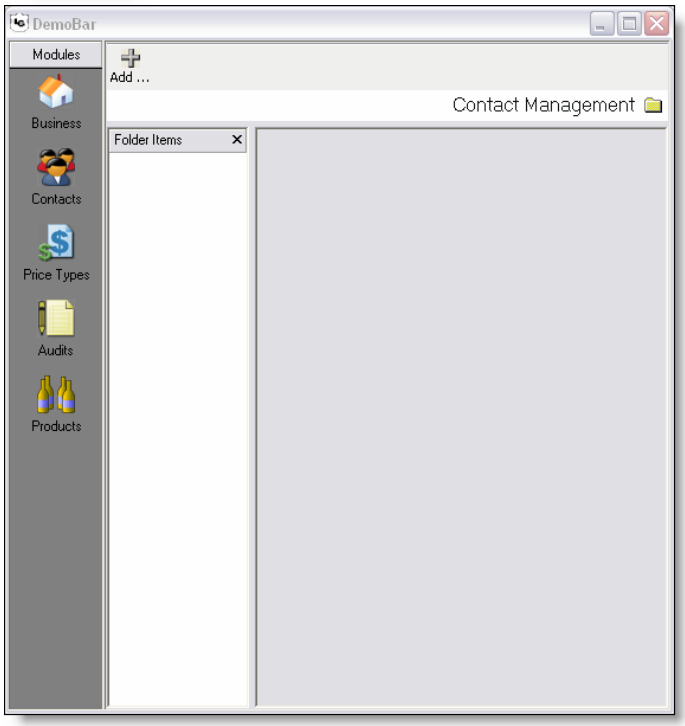
Business Module



This module highlights the details of your business.

After setting this information you will have little need for changing it in the future unless instructed to do so.

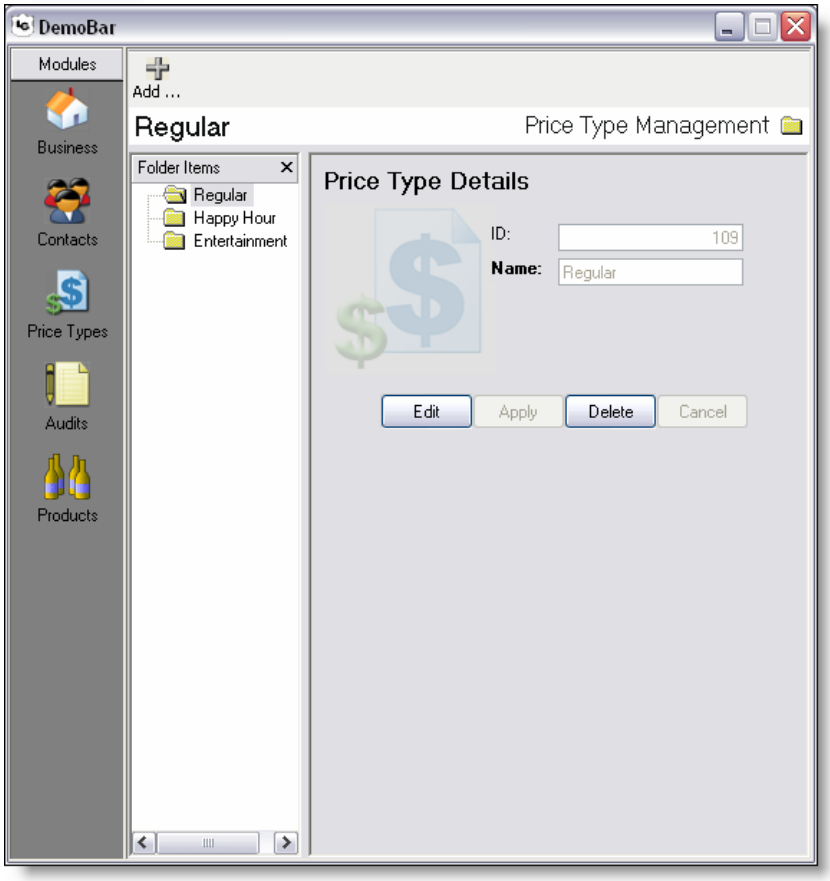
Contact Management Module



Keeping track of all your vendors, suppliers and other contacts can be a hassle especially since you don't just manage your business from just one location. Because the Contact Management Module is integrated into LiquidGuardian, you will be able to keep track of all your contacts everywhere you have installed LiquidGuardian.

This may come in handy if you have LiquidGuardian installed in more than one location (i.e. at home and at your business), as any updates are made in one location they are seen everywhere else.

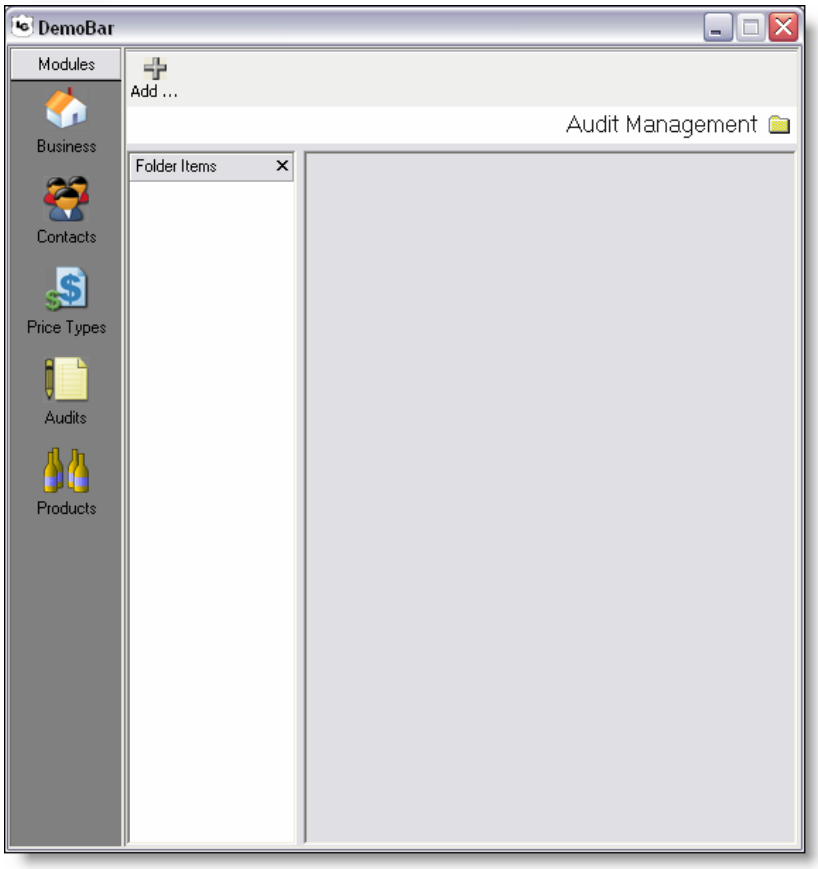
Price Type Module



LiquidGuardian understands you offer many different prices for each product (Regular Pricing, Happy Hour, Entertainment, etc.). With the Price Type Management module you can record all of your different price types.

You will enter the prices that you charge for products at each price type in the Audit Detail screen as they may change from one audit to the next.

Audit Module



In this module inventory audits are recorded and inventory reports and worksheets are created.

Audits Simplified
Full physical inventories must be taken on a regular basis to gain the most benefits of inventory management. LiquidGuardian helps to make the inventory auditing process as simple and easy as possible.

Audit Worksheet
Printing out an audit worksheet simplifies the task of taking an inventory. The Audit Worksheet provides fill in the blank simplicity for taking an inventory. Whoever is taking the inventory simply needs the audit worksheet and a pen, no special equipment necessary.

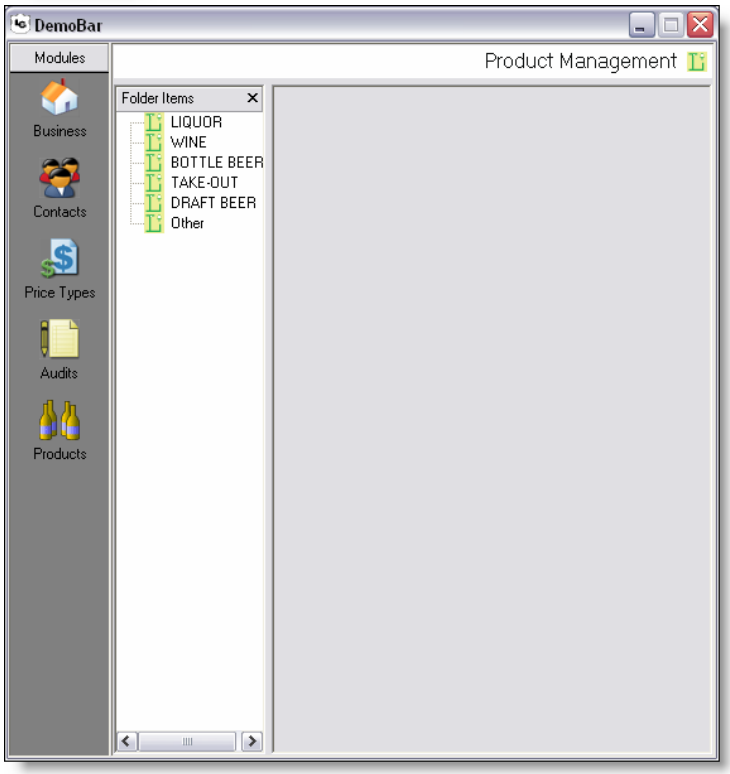
Audit Data Entry
Entering data from the Audit Worksheet into LiquidGuardian is easy since both the worksheet and the data entry screen are set up in the same way. LiquidGuardian even notifies you when you've entered data that doesn't appear to be correct.

Reports
LiquidGuardian provides extensive reports assisting you in running the most successful bar you can. Reports are constantly updated based upon your feedback. You can even order a customized report if you wish. The following are just a few examples of what is included in the reports

· Actual Usage
· Number of Drinks Poured

· Cost of Goods Sold
· Theoretical Income
· Inventory Loss Amount
· Recommended Purchases
· Percentage of Inventory Used
· Value of Inventory on Hand
· Pouring Costs / Profit Margins

Product Management Module



Keeping track of all the different products you carry is not a simple task. The Product Management Module helps you organize and sort all of your products. You can even add a location descriptor so that you know where your products are kept when doing an inventory.

Demo Account Setup

In LiquidGuardian you set up your business with information regarding taxes, days of inventory, price types and inventory items, just to name a few.

To help you become familiar with LiquidGuardian and to ensure accurate reports it is **highly recommended** that you set up the Demo Account before using LiquidGuardian. Through the demo account setup process you will be guided through every feature of LiquidGuardian.

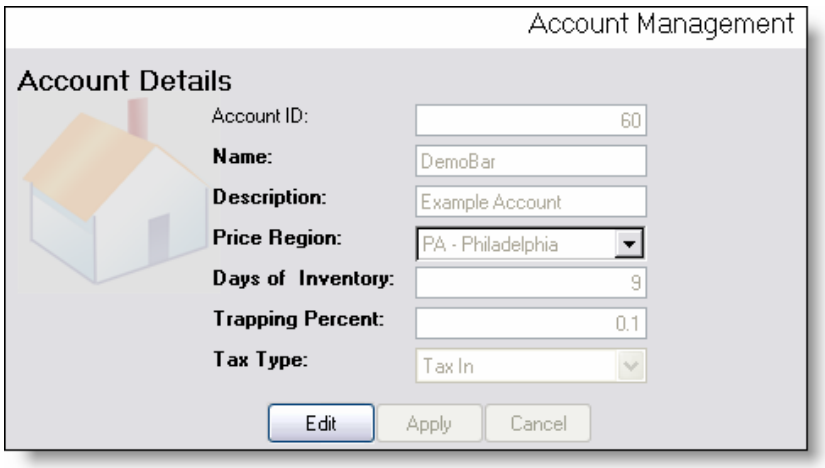
> After the demo account setup you will be able to follow the same procedures used to set up the example account to set up LiquidGuardian to match your business.

We'll begin with an overview of the Business Module and Contact Management module.

Step 1: Review Business Module

Begin by selecting the **Business Module** by clicking on the BUSINESS icon.

Within the Business Modules the details about the business are recorded. Accuracy in the information is critical as calculations in the audit reports are based upon information entered here.



Account ID
Your Account ID is assigned to you when your account was initially created (you cannot change this field).

Name
This is the name of your business.
The name of your business was entered in when your account was set up, you will want to ensure the name of your business is correct.

Description
The description offers more details about your business.

If you have multiple locations for your business and multiple LiquidGuardian accounts you will want to provide more details about each location here so that you can differentiate one account from another more easily; otherwise you can enter a description of your business here.

Price Region
The Price Region controls your tax information, you will be asked to confirm your tax information when your account is set up.

Days of Inventory
The inventory restocking feature allows you to set the number of days of inventory you would like to keep. LiquidGuardian will then recommend purchases in order to maintain your inventory between each restocking.

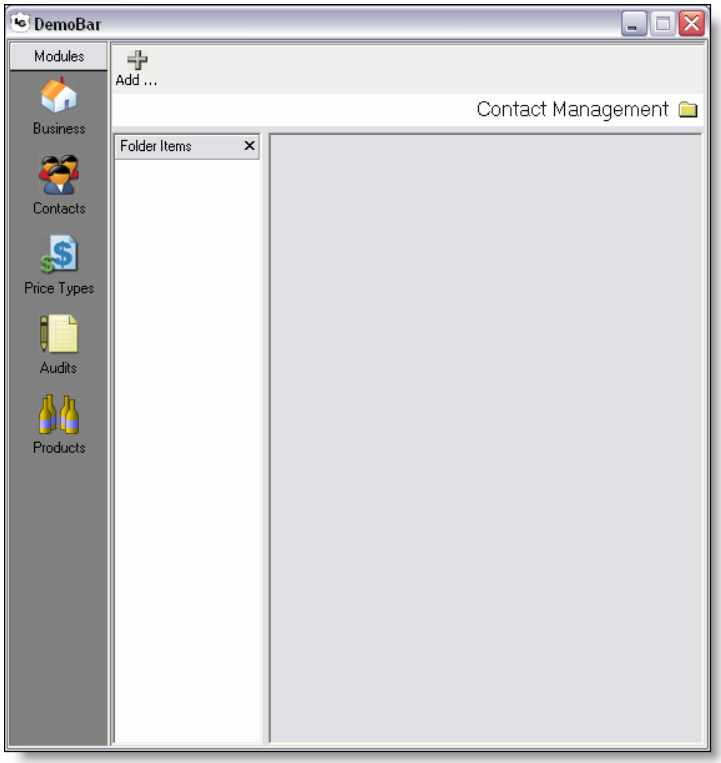
Ideally you would want your days of inventory to be no less than the number of days between inventory audits.

Trapping Percent
When entering your audit inventory information any percentage change (positive or negative) beyond this percentage will cause that number to be highlighted in order to both ensure that the number entered was correct and to bring attention to abnormal changes in inventory.

Tax Type
Tax In – The tax is included in the prices charged to clients of the establishment.
Tax Out – The tax is added to the prices charged to clients of the establishment.

Step 2: Review Contact Management Module

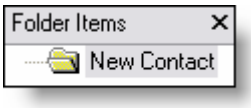
Select the **Contact Management Module** by clicking on the Contacts icon.



Click on the Add.. button at the top of the screen.

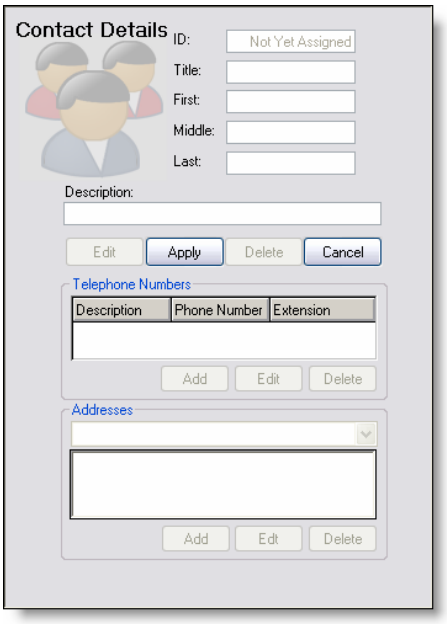
The Contact Management Module consists of three main sections

Contact List
All of your contacts are shown in this list.
To select a contact and see all its details, just click on it.



Selected Contact Overview
You will see the currently select contact's name here.
If you want to create a new contact just click the **Add..** button.

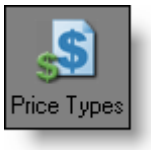
Selected Contact Detail
In this section you can maintain all the details about the currently selected contact, including multiple phone numbers and addresses.



Click the Cancel Button to cancel adding the contact.

Step 3: Review Price Type Module

Select the **Price Type Module** by clicking on the Price Types icon.

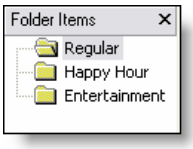


You most likely don't charge the same price for your products all of the time. Besides your *Regular* pricing that you charge most of the time, you might offer discounted pricing during *Happy Hour* and offer slightly higher *Entertainment* pricing while offering free live music for your customers.

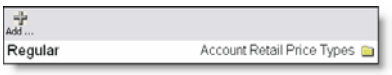
LiquidGuardian takes all of your different pricing levels into account in order to provide accurate inventory analysis.

The Price Type Module consists of three main sections

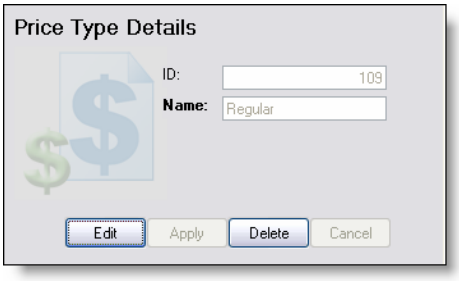
Price Type List
All of your price types are shown in this list.
To select a price type and see all its details, just click on it.



Selected Price Type Overview
You will see the currently selected price type here.
If you want to create a new price type just click the **Add..** button.



Selected Price Type Detail
In this section you can maintain name of the currently selected price type.



Your account has been set up with three default price types (Regular, Happy Hour, and Entertainment).

You **need at least one price type** in order to properly do inventory audits.

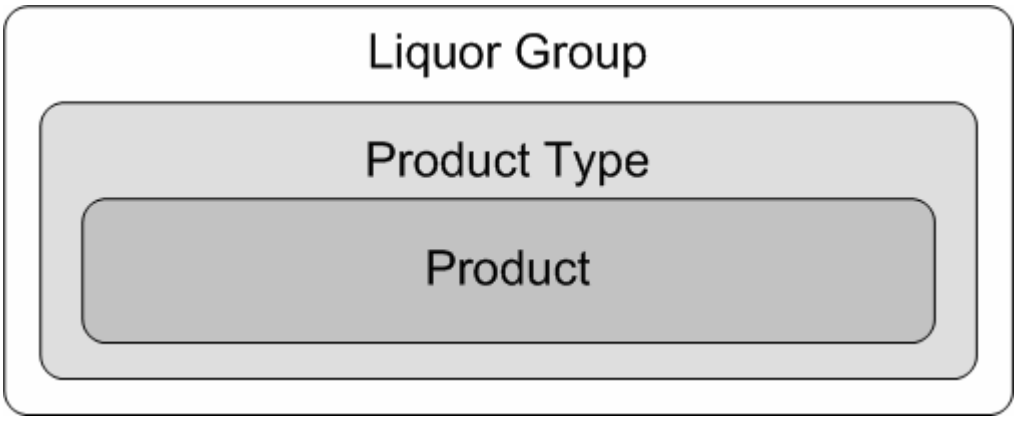
It is **not recommended to delete price types** that are no longer used, as deleting it may affect your historical reports.

Step 4: Organize Products

Product Organization Overview

Organizing your products is most likely the most complicated part of setting up your LiquidGuardian account, but setting it up right the first time will ensure that your reports are easy to read and will save you lots of time when performing your inventory audits. Fortunately, like most of the setup steps you've done so far, product management is something that you will only have to do once.

Product management requires that you group things together; these groups help make your reports readable and your audits easier to do. There are two levels of groups, the first grouping level is **Liquor Groups**, within **Liquor Groups** the second level of groups are stored, **Product Types.** Finally, it is within Product Types that **Products** are located.



For convenience sake, like price types, a number of Liquor Groups and Product Types were set up for you when your account was created.

Liquor Groups (i.e. Liquor, Wine, Beer, etc.)

If you keep track of your sales by different groups of products, you want to ensure that your Liquor Groups match your sales product groupings.

You will need at least one Liquor Group containing one Product Type which contains all of your products.

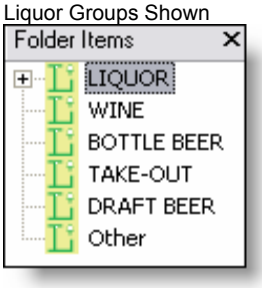
Each product can only be listed under one Product Type; that is, you cannot list the same product in multiple Product Types.

Product Management Module Screen Overview

The Product Management Module consists of three main sections

Folder Items
All of your Liquor Groups are shown by default.

Liquor Groups Shown



To see the Product Types contained within a Liquor Group, click on the plus sign in front of the Liquor Group.

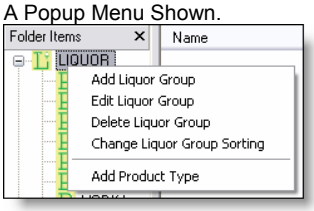
Product Codes within the Liquor Group “Liquor” Shown

Popup menus are used extensively in the Product Management Module.

To activate a popup menu select an item by clicking on it with the left mouse button. Once it is selected, right click on the item to activate the popup menu.

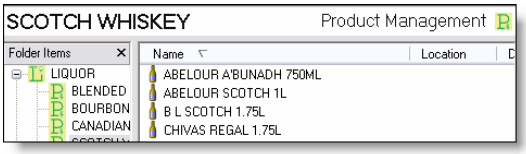
To select an item in the popup menu, hover over it with the mouse then left click on it.

A Popup Menu Shown.



Selected Group Overview
You will see the current Liquor Group or Product Type here.

Product List
In this section, you are able to view and maintain all the products contained with a selected Product Type.



Liquor Groups

Liquor Groups allow you to group similar types of products together. Liquor Groups are used in reporting to group inventory and sales information together and to match reported sales to calculated sales (if your business can provide sales information by Liquor Group)

If your business currently keeps track of its sales by groupings of products, or has the ability to do so, you will want to ensure that your Liquor Groups are setup to match those groups. Using this feature can help you to pinpoint where shrinkage may have occurred.

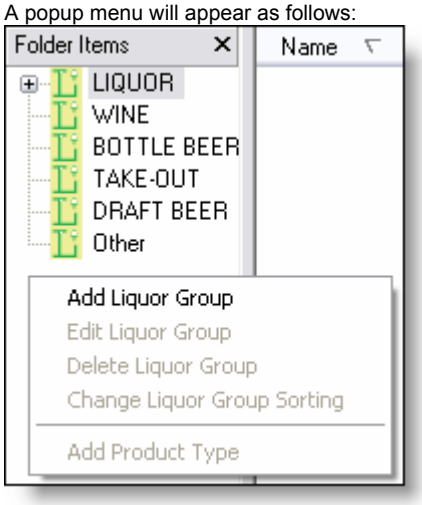
In this section you will be taken through all the steps needed to maintain your Liquor Groups.

> Like most other setup steps, it is important that you set up everything correctly the first time, as changing your setup down the road may affect your historical reports.

Adding a Liquor Group

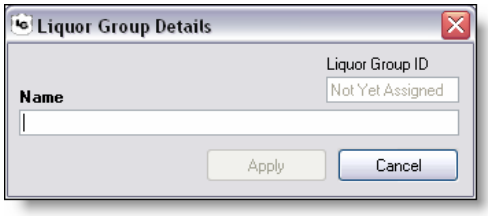
To add a new Liquor Group first right click anywhere in the **Folder Items**, but not on any specific item.

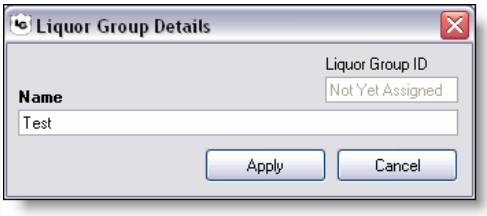
A popup menu will appear as follows:



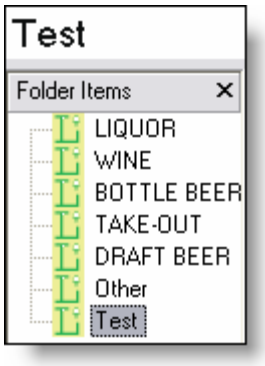
Select the **Add Liquor Group** option by clicking on it.

The Liquor Group Details screen appears, type **`Test`** for the name of this new **Liquor Group**. Click **Apply** when you are finished.





You will notice that the new Liquor Group in the list with all of the other Liquor Groups.



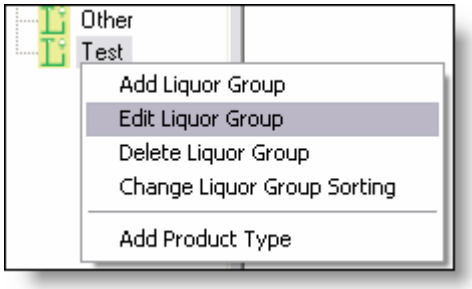
Editing a Liquor Group

You can change the name of your Liquor Group at any time to best suit your needs.

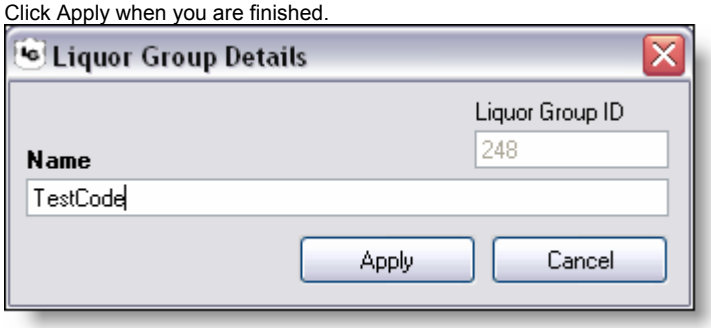
We will edit the Test Liquor Group and rename it to **`TestCode`**.

To edit the Test Liquor Group, first right-click on it.

A popup menu will appear, choose Edit Liquor Group in the menu by clicking on it.



The Liquor Group Details screen will appear allowing you to edit the Test Liquor Group, rename it to **`TestCode`**. Click Apply when you are finished.



You will notice that the new name of the Liquor Group in the list of Liquor Groups.

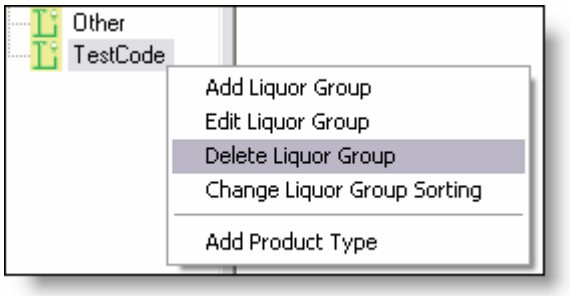
Deleting a Liquor Group

Liquid Guardian will let you know if deleting a Liquor Group would affect your existing reports and lose data and will prevent you from doing so.

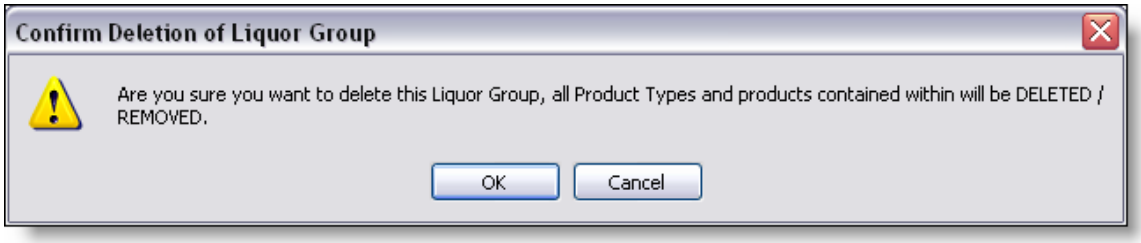
To illustrate how to delete a Liquor Group, we will delete the Liquor Group TestCode that we created earlier.

To begin, right click on the TestCode.

A popup menu will appear, choose Delete Liquor Group in the menu by clicking on it.



A popup window will immediately appear confirming your intention of deleting the Liquor Group and warning you that if you do so, any Product Types and Products contained within will be deleted or removed.



Go ahead and click and click OK to delete this Liquor Group.

Changing Liquor Group Sorting

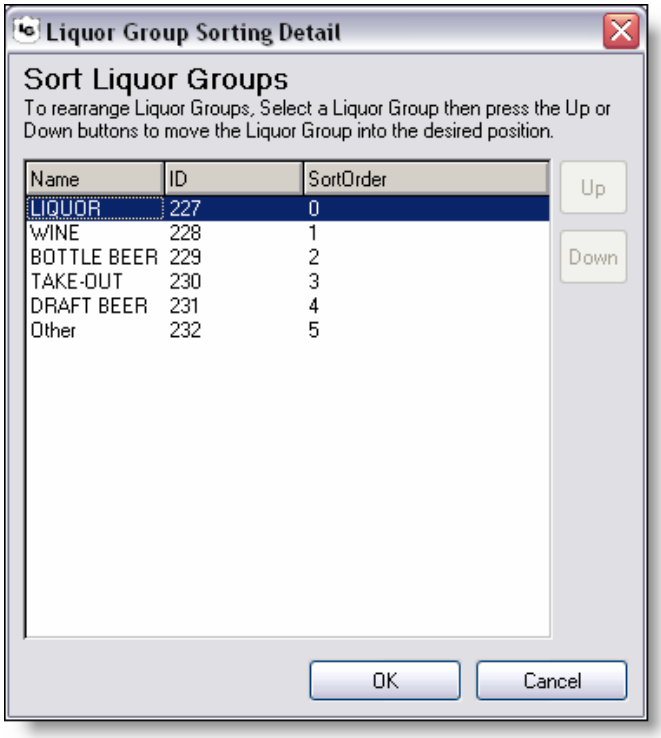
Sorting Liquor Groups allows you to control how Liquor Groups are displayed not only in the application but also on reports and your audit worksheet.

You may wish to sort your Liquor Groups in order to make inventory audits easier by matching the order in which you would perform your audit.

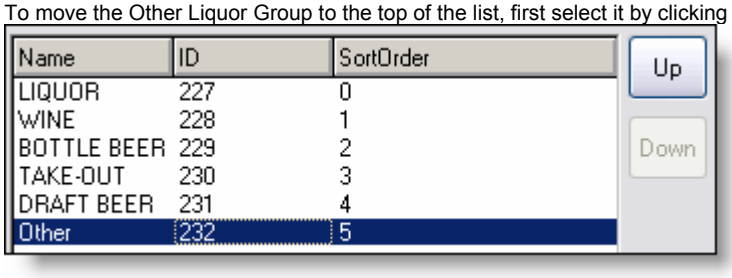
To illustrate how to sort your Liquor Groups, we will move the Liquor Group “Other” group to the top of the list.
To begin, right click on any Liquor Group.

A popup menu will appear, choose Change Liquor Group Sorting in the menu by clicking on it.

Immediately after selection the menu item, the Liquor Group Sorting Detail window will appear.



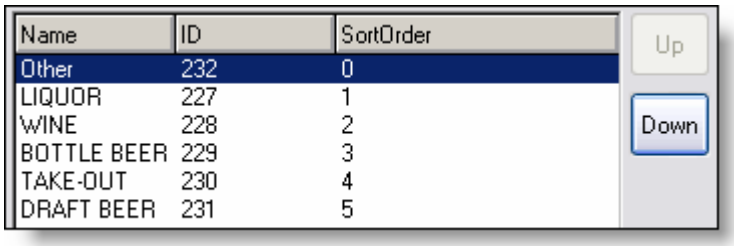
To move the Other Liquor Group to the top of the list, first select it by clicking on it.



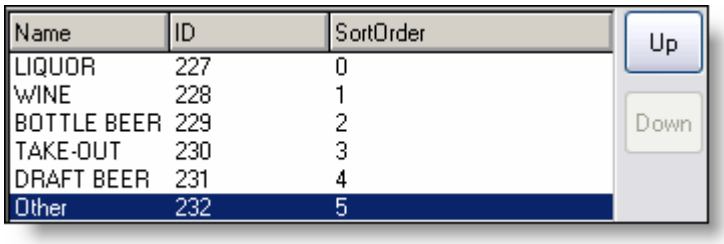
Notice that the **Up** button to the right is now enabled.

Click on the **Up** button until **Other** is at the top of the list.

Notice that the **Down** button to the right is now enabled.



Now let's move it back down to the bottom of the list by clicking the down button until it is back at the bottom of the list.



Product Types

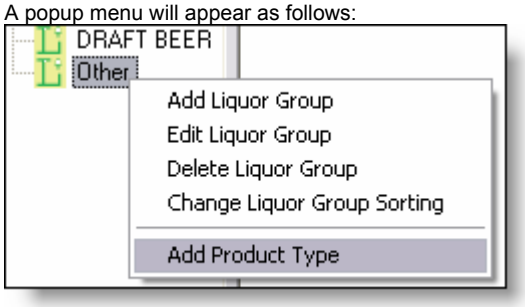
Product Types are contained with Liquor Groups and allow you to group similar types of products together. Product Types are used to group products into more detail than Liquor Groups.

In this section you will be taken through all the steps needed to maintain Product Types within your Liquor Group.

> Like most other setup steps, it is important that you set up everything correctly the first time as changing your setup down the road may affect your historical reports.

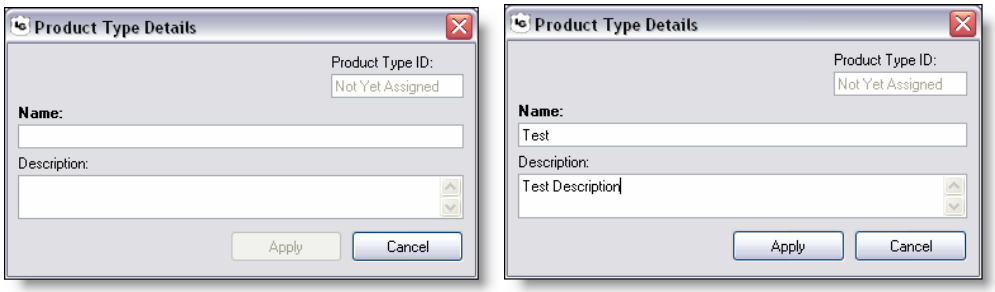
Adding a Product Type

To add a new Product Type first right click on the Other Liquor Group in the **Folder List**.
A popup menu will appear as follows:



Select the **Add Product Type** option by clicking on it.

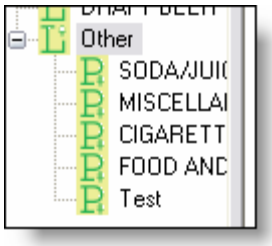
The Product Type Details screen appears, type **`Test`** for the name of this new Product Type and type **`Test Description`** for the description. Click **Apply** when you are finished.



To see the Product Type you just created you will first have to expand the Liquor Group **`Other`**.

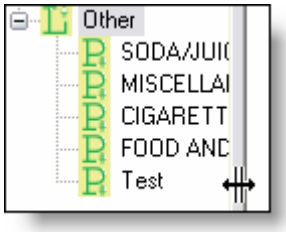
To do this, click on the plus (+) sign in front of the Liquor Group **`Other`**.

You will now see all the Product Types contained within this Liquor Group, including the one you just added.

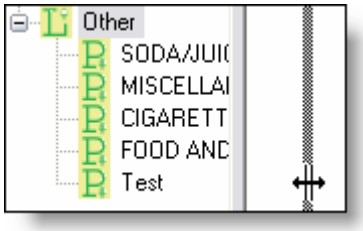


You may notice that some of the Product Types are not completely visible; you can expand the width of the Folder List to see these Product Types better.

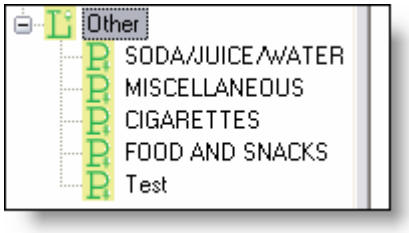
To do this, move your mouse pointer over the gray bar to the right until your cursor looks like this:



Now you can click drag the divider bar to the right so you can see your Product Types more easily.



When you let go of the mouse you will notice that the divider bar has now moved to where you dragged it to.



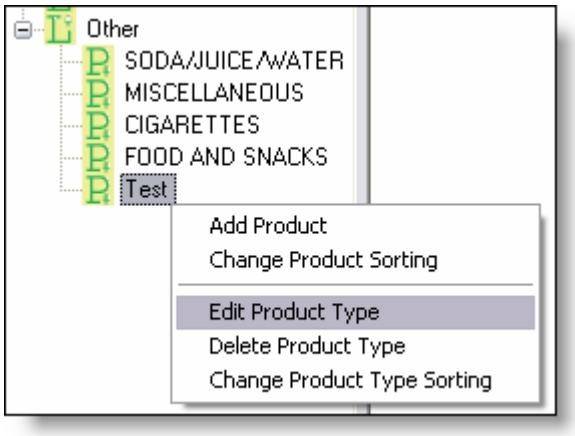
Editing a Product Type

You can change the name of your Product Types at any time to best suit your needs.

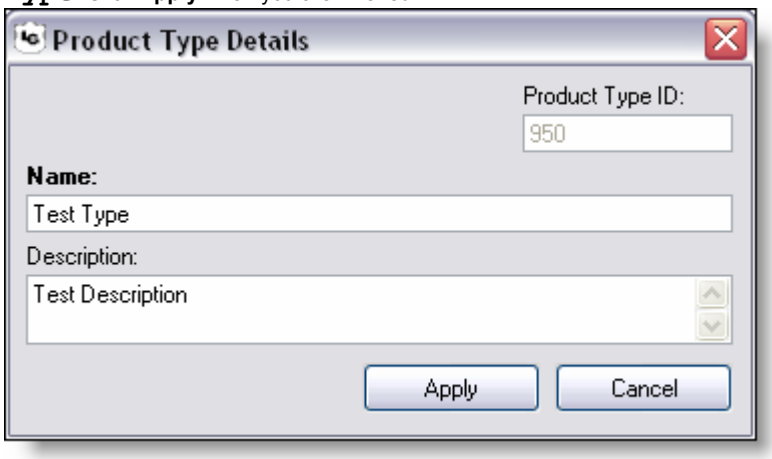
We will edit the Product Type **`Test`** and rename it to **`Test Type`**.

To edit the Product Type **`Test`** right click on it.

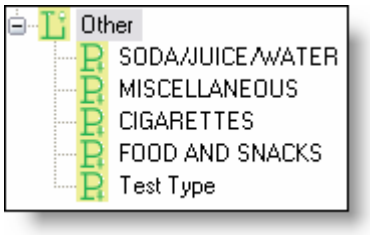
A popup menu will appear, choose **Edit Product Type** in the menu by clicking on it.



The Product Type Details screen will appear allowing you to edit the Product Type "Test", rename it to **Test Type**. Click **Apply** when you are finished.



You will notice that the new name of the Product Type in the list of Product Types.



Deleting a Product Type

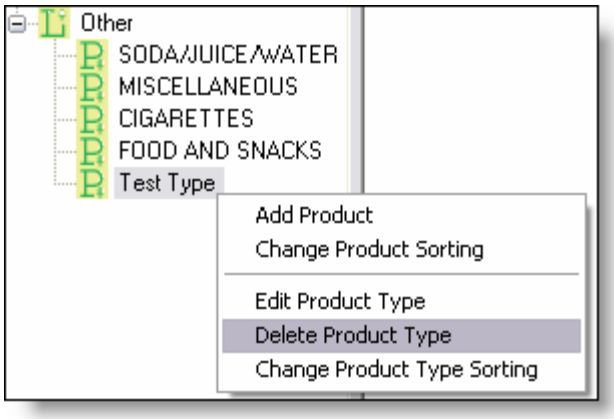
Liquid Guardian will let you know if deleting a Product Types would affect your existing reports and cause you to lose data and will prevent you from doing so.

Deleting a Product Type will delete all Products contained within it.

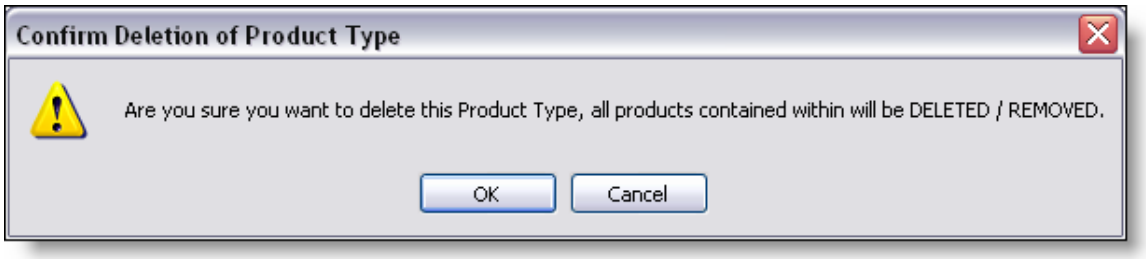
To illustrate how to delete a Product Type, we will delete the Product Type "Test Type" that we created earlier.

To begin, right click on the "Test Type".

A popup menu will appear, choose **Delete Product Type** in the menu by clicking on it.



A popup window will immediately appear confirming your intention of deleting the Product Type and warning you that if you do so, any Product Types and Products contained within will be deleted or removed.



Go ahead and click OK to delete this Product Type.

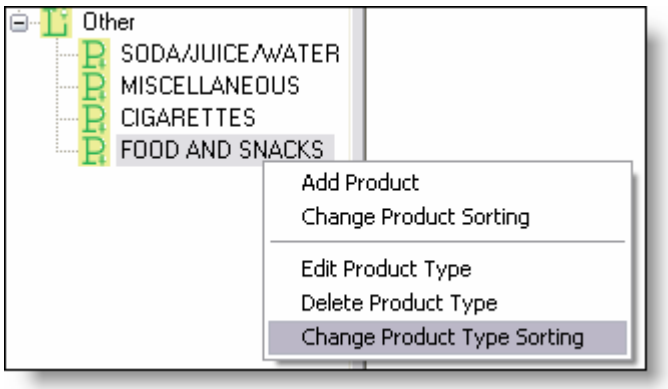
Changing Product Type Sorting

Sorting Product Types allows you to control how Product Types are displayed not only in the application but also on reports and your audit worksheet.

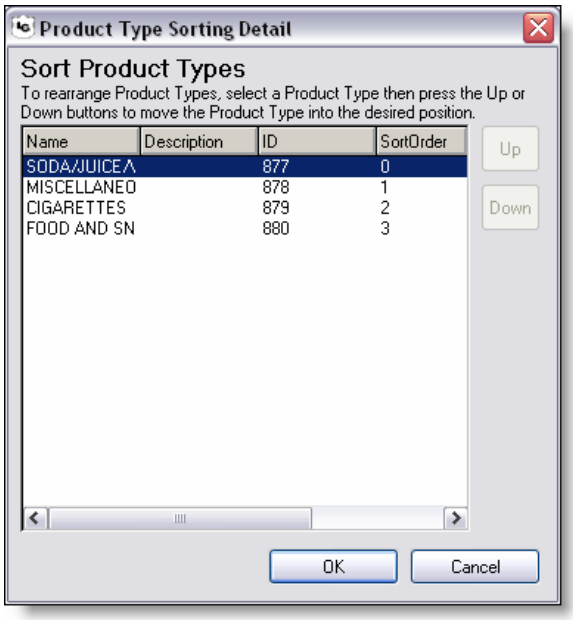
You may wish to sort your Product Types to match the order in which you would perform your audit so that doing an inventory audit is easier.

To illustrate how to sort your Product Types, we will move the Food and Snacks Product Type to the top of the list. To begin, right click on any Product Type in the Liquor Group “Other”.

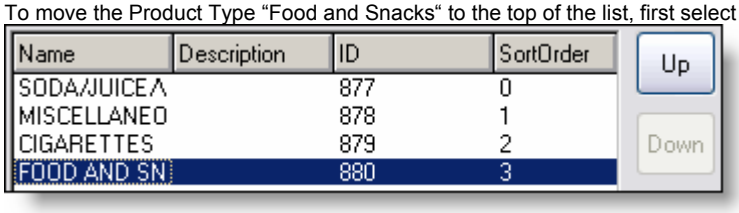
A popup menu will appear, choose Change Product Type Sorting in the menu by clicking on it.



Immediately after selection the menu item, the Product Type Sorting Detail window will appear.



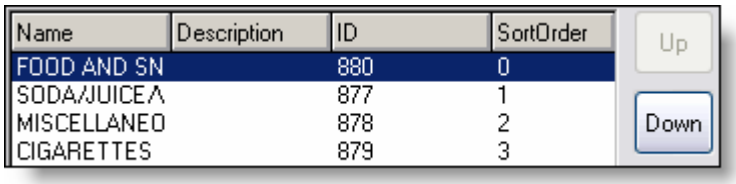
To move the Product Type “Food and Snacks“ to the top of the list, first select it by clicking on it.



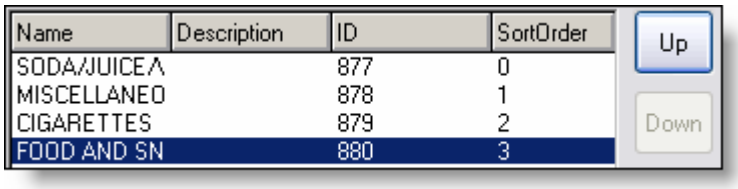
Notice that the Up button to the right is now enabled.

Click on the Up button until Food and Snacks is at the top of the list.

Notice that the Down button to the right is now enabled.



Now let’s move it back down to the bottom of the list by clicking the down button until it is back at the bottom of the list.



Products

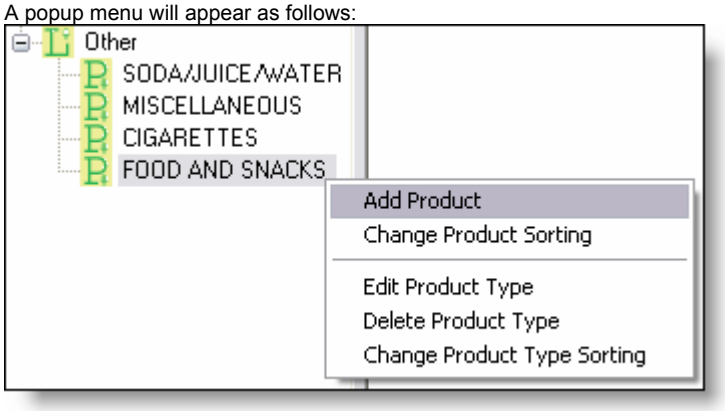
Products are contained with Product Types, which then are contained within Liquor Groups. Products represent anything which you sell (a keg of beer, a case of beer, a bottle of liquor, a bottle of wine, a pack of cigarettes).

In this section you will be taken through all the steps needed to maintain Products within your Product Types.

Like most other setup steps, it is important that you set up everything correctly the first time as changing your setup down the road may affect your historical reports.

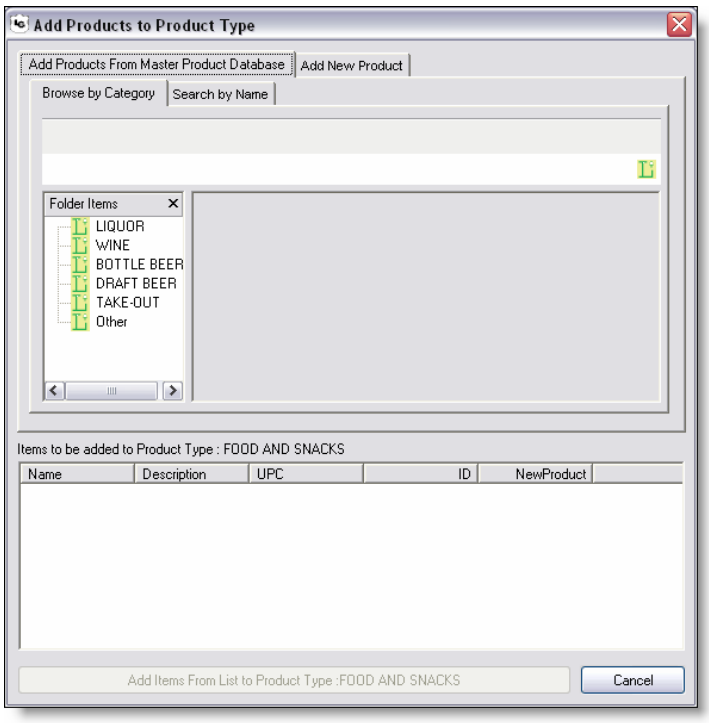
Adding a Product

To add a new Product first right click on the Food and Snacks Product Type in the **Folder List**.
A popup menu will appear as follows:



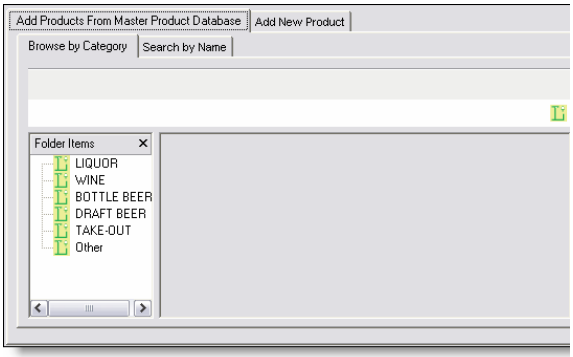
Select the **Add Product** option by clicking on it.

The Add Products to Product Type screen appears.

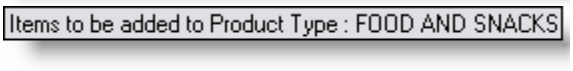


The screen has three major sections:

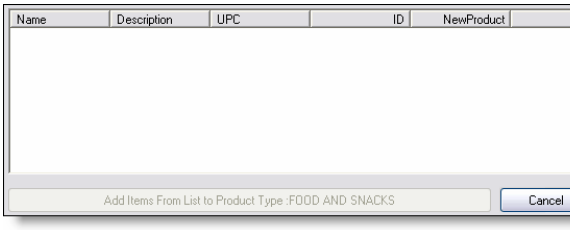
Product Source
The product source allows you to either add products that are already in the system or create new products.



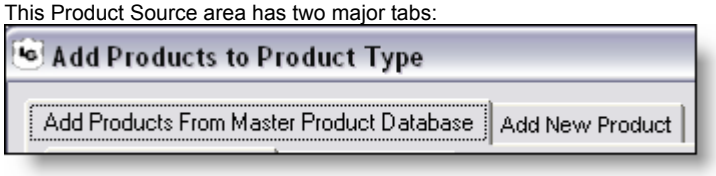
Destination Product Type
The destination product type shows you the product type that you are adding products to.



Product Listing
The product listing shows all of the products that you are going to add to the Destination Product Type.



This Product Source area has two major tabs:



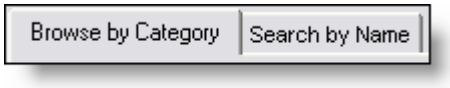
- **Add Products From Master Product Database**
  This tab allows you to add products that are already in the system, these products are already set up properly and ready for you to use. It is recommended that you check to see if a product is already in the Master Product Database before adding your own product as you'll save time by not having to enter the details of the product in yourself.

- **Add New Product**
  This tab allows you to add your own custom products. You will have to supply all the details about the products you add.

Product Source – Add Products from Master Product Database

We will begin by exploring the *Add Products from Master Product Database* tab.

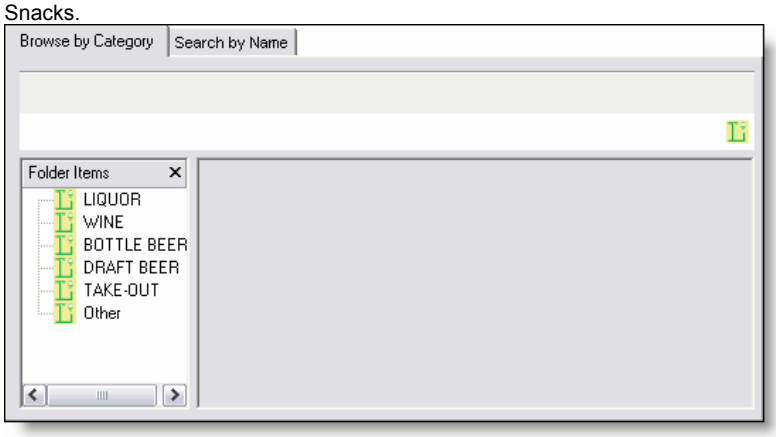
When adding products from the Master Product Database you can either add products by browsing for products by category or by searching for them by name.



- **Browse by Category**
  This method of finding products allows you to browse the products in the master database. The master database is organized similarly to how your account is when it is first set up.

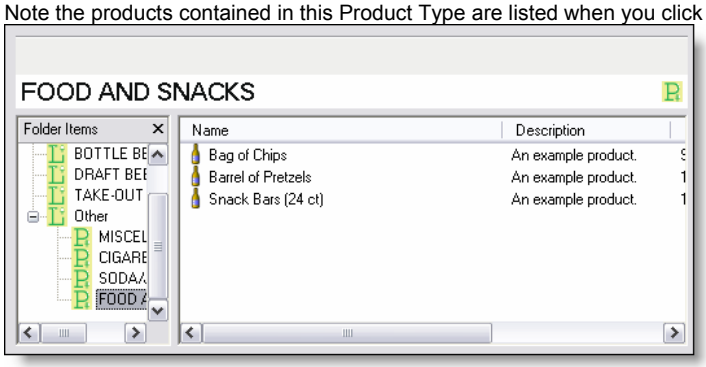
- **Search by Name**
  This tab allows you to search for products in the master database.

Let's first start by Browsing by Category, we'll add a product to the category we had previously selected, Food and Snacks.



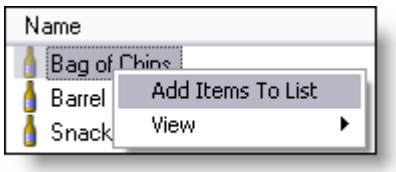
First expand the Liquor Group **Other** by double clicking on it or by clicking the plus (+) sign in front of it, and then click on the **Food and Snacks** Product Type.

Note the products contained in this Product Type are listed when you click on the Product Type.



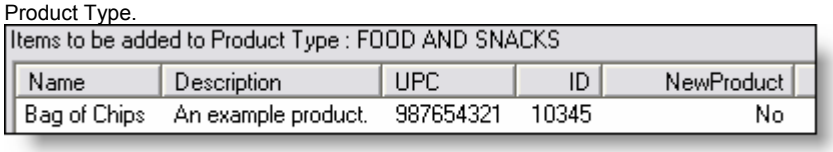
Let's add the Product **Bag of Chips** to the list of Products that we'll add to our **Food and Snacks** Product Type.

Right click on the **Bag of Chips** Product, a popup menu will appear.



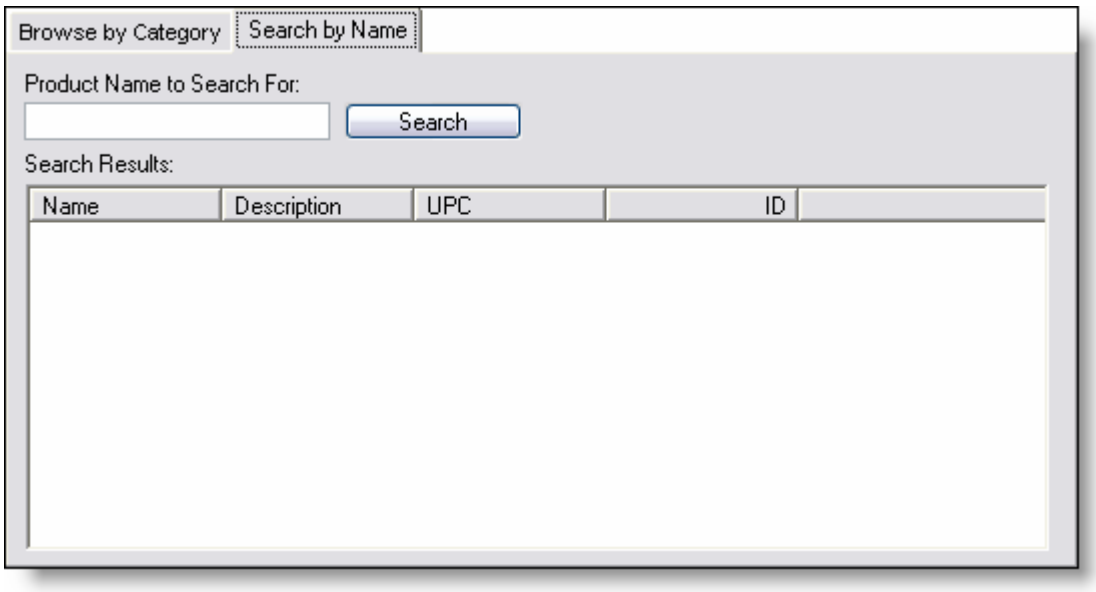
Select **Add Items to List** by clicking on it.

You will notice that the product now appears in the list of products that we will add to our **Food and Snacks** Product Type.

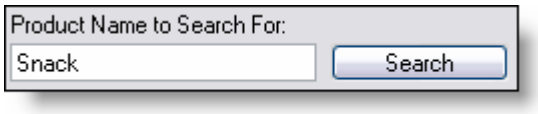


Since this product is part of the Master Database of products, under the column New Product it is labeled as No. If this were a product that we created it would be labeled Yes.

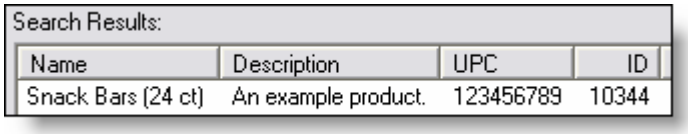
Now let's add a product by searching for the product by name. To do this, we begin by clicking on the tab labeled Search by Name.



Let's now type the name of a product to search for. For this example, let's type **Snack** and click the **Search** button.

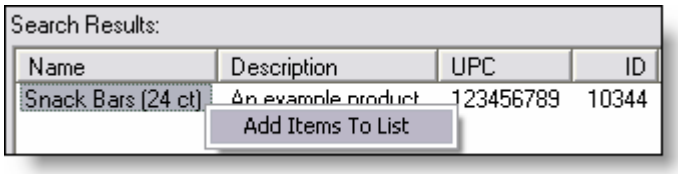


When there are results that match what you've searched for they will be displayed in the Search Results grid just below the Search button.

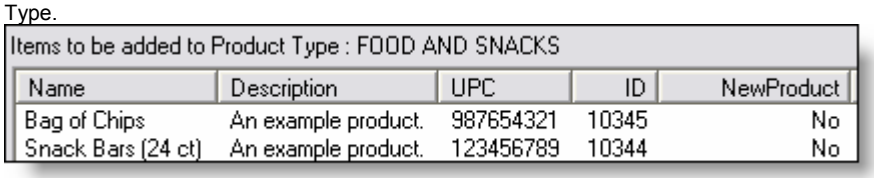


Now we have to add the item that we have searched for to the list of items to be added to our product type.

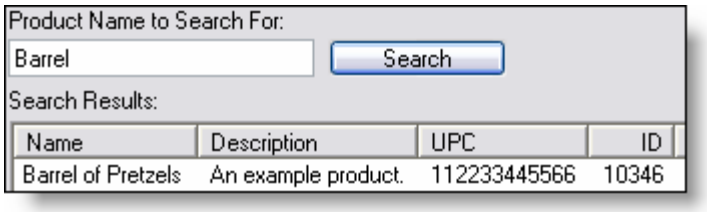
To do this we just right click on the Snack Bars (24ct) product and select Add Items to List from the popup menu that is displayed.

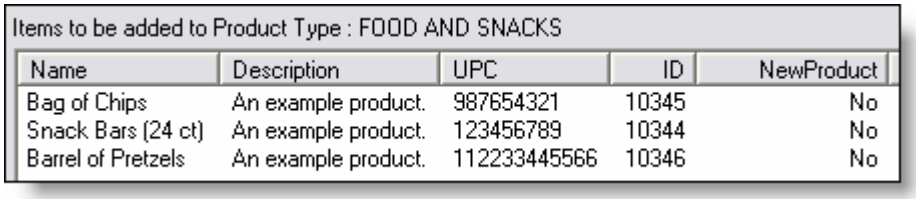


You will notice that the Snack Bars product has been added to the list of items that will be added to our Product Type.

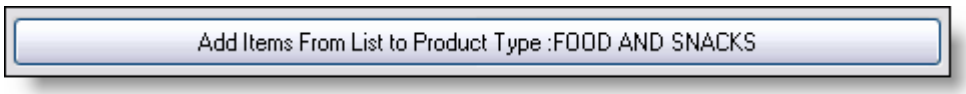


Let's do one more search for a product and add it to the list. Search for **Barrel** and add the **Barrel of Pretzels** to the list of items that will be added to our Product Type.

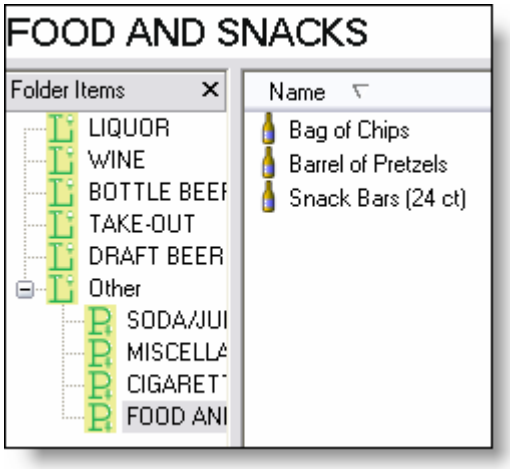




After adding the Barrel of Pretzels to the list of Items to be added to the Product Type. Click the button **Add Items from List to Product Type : FOOD AND SNACKS**.



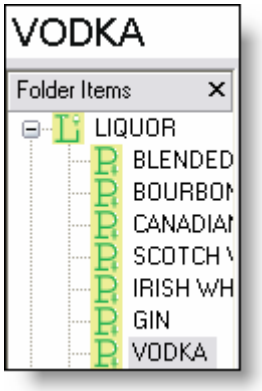
The Add Products dialog will close and you will notice the products you just added are listed in the FOOD AND SNACKS Product Type.



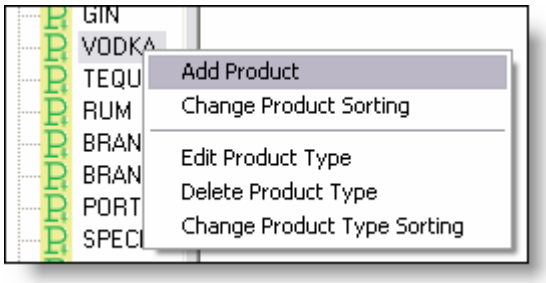
Product Source – Add New Product

Now we will go over how to add a new product.

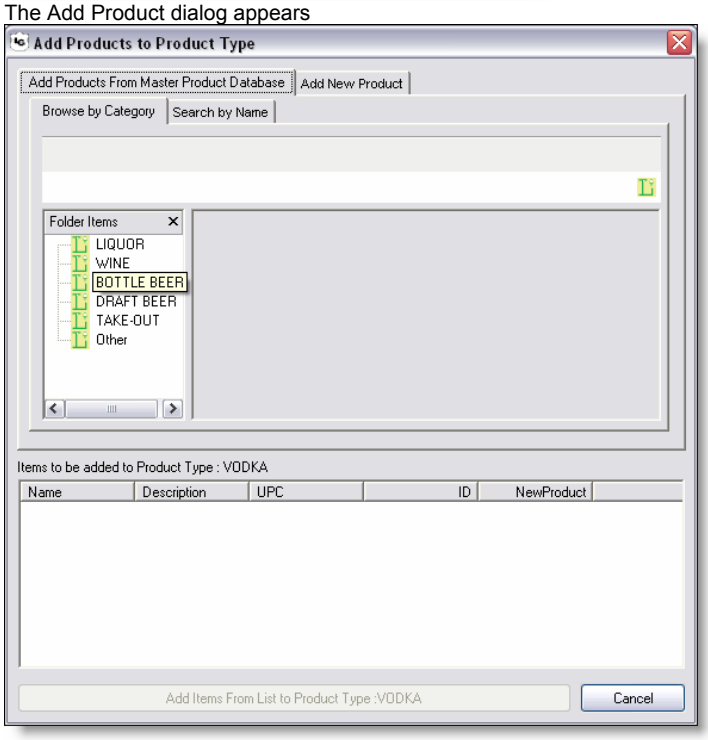
Let's begin by navigating to **Vodka** Product Type under the **Liquor** Liquor Group.



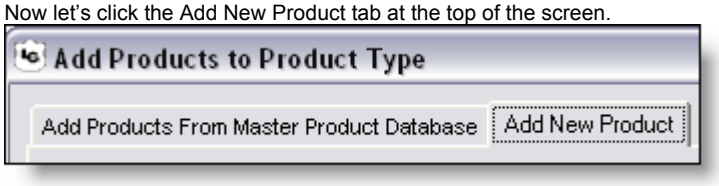
Let's bring up the Add Product dialog again by Right Clicking on the Vodka Product Type and selecting Add Product from the Popup Menu.



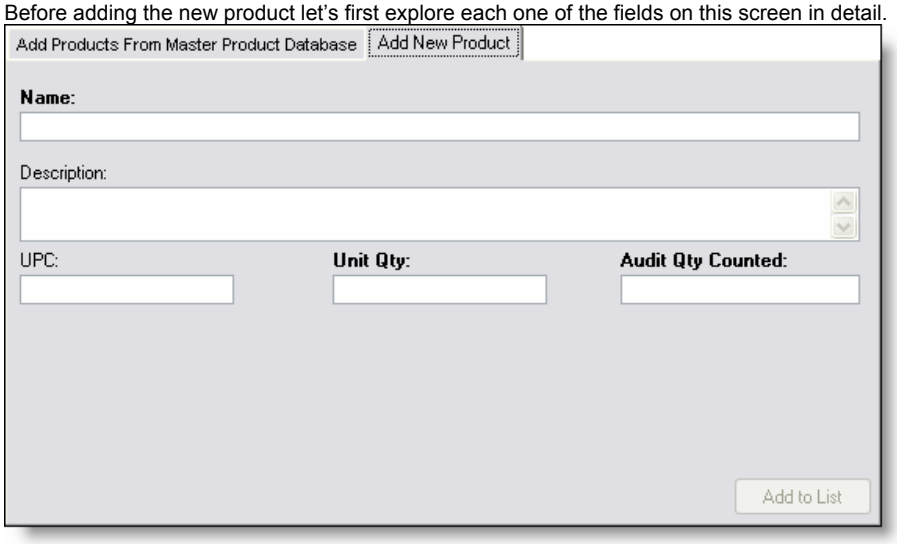
The Add Product dialog appears



Now let's click the Add New Product tab at the top of the screen.



Before adding the new product let's first explore each one of the fields on this screen in detail.



- **Name**
  Name is the name of the product; it is what is shown in reports, on your audit worksheet and in various other screens. It is important to be descriptive, but brief, in the naming of your products so that you can easily tell one apart from another.

- **Description**
  You can use the description to store important notes about specific products and provide more detail than you would in the product's name.

- **UPC**
  This is where you can record the UPC code of the product.

- **Unit Qty**
  How you purchase the product from your distributor is often different than how you sell it to your customers. Unit Qty records the number of sellable units per purchased unit of product.

  For Example:
  - If you purchase a bottle of liquor, you most likely will sell it by the ounce.
  - If you purchase a case of beer, you will sell it by the can/bottle.

  A 750ml bottle of liquor contains exactly 25.4 ounces so you can say that there are 25.4 sellable units per bottle and therefore the Unit Qty would be 25.4.

  A 24 pack of 12oz bottles of beer would contain 24 sellable units per case and therefore the Unit Qty would be 24.

- **Audit Qty Counted**
  How you count your inventory when you are doing an audit is sometimes different than how you sell your products. Audit Qty Counted records the number of units counted when determining how much of a product is present.

  For a 24 pack of 12oz bottles of beer, it would be easy to count the number of sellable units remaining by counting the bottles of beer. Therefore the Audit Qty Counted for a case of beer would equal the Unit Qty.

  For a 750ml bottle of liquor however it would be difficult to look at a bottle of liquor and determine how many of the 25.4 ounces are left in the bottle. On the other hand, it is easy to tell how full a bottle is when divided into tenths. Five tenths would be half full and three tenths would be a third full etc. Therefore, use

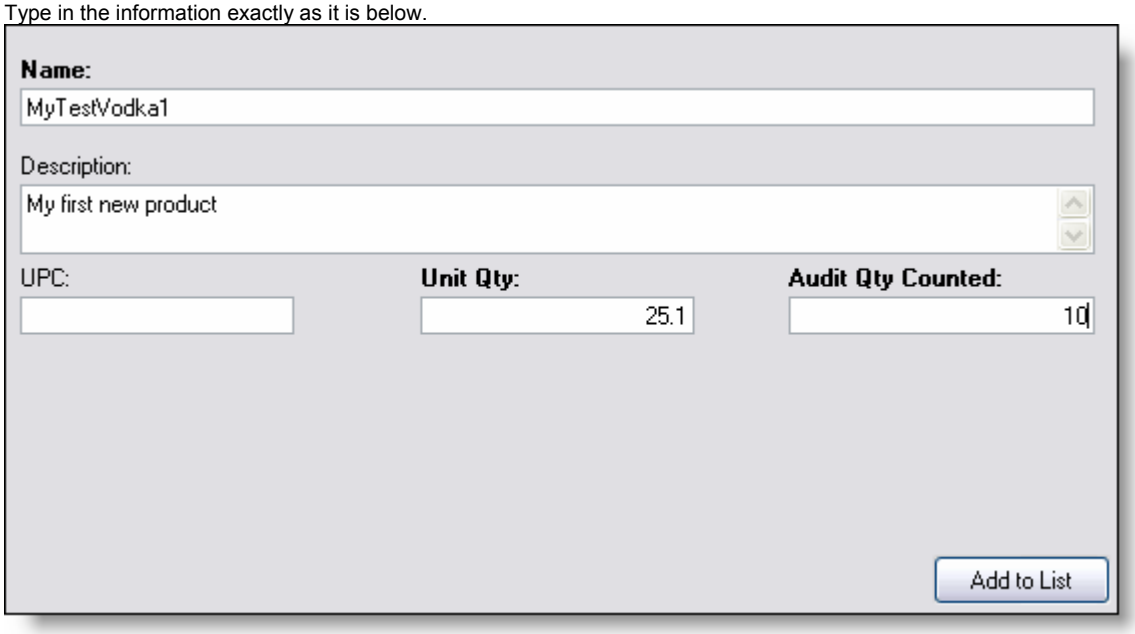
a quantity of 10 for the Audit Qty Counted to make your audits easier.

Note, if you want the utmost accuracy in doing your audits, you can use a scale to measure the weight of your products. To do this, first weigh an empty bottle, then a full bottle, subtract the weight of the empty bottle to get the weight of the contents of the bottle and enter that value as the Audit Qty Counted.

You will have to keep track of the empty bottle weight and always subtract it from the weight of the bottle when you are doing your inventory and record the difference as the part qty.

Now let's add a couple of products to the Vodka Product Type group.

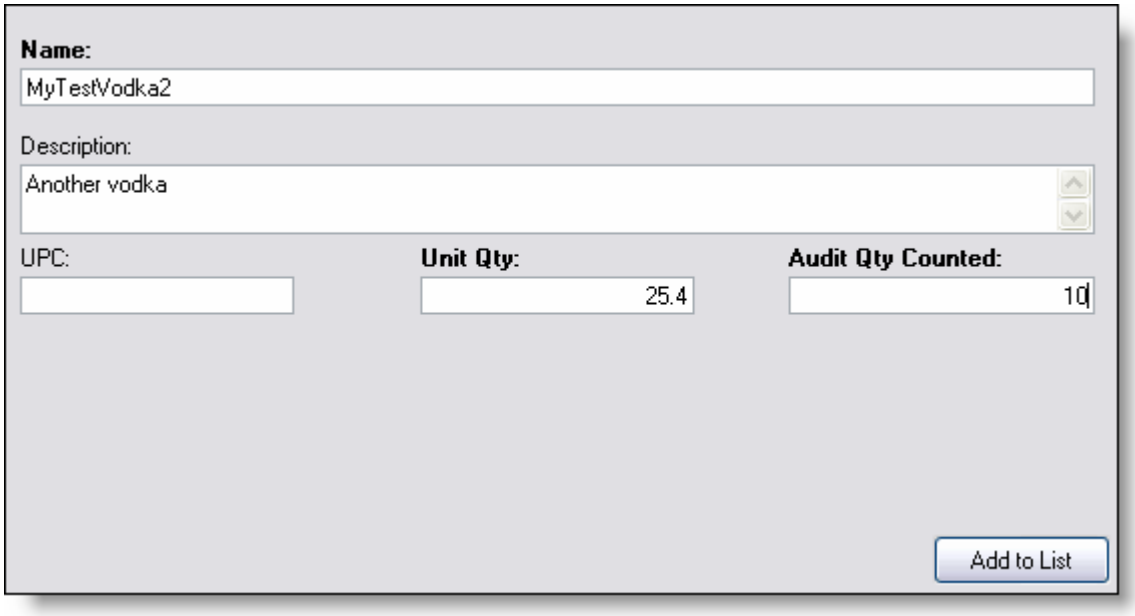
Type in the information exactly as it is below.



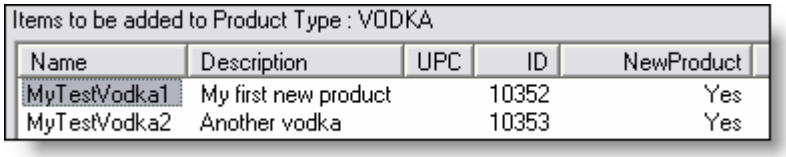
When you are finished click the Add to List button.

Notice that your new product appears in the Product List below.

Let's add one more Vodka product. Type in the information exactly as it is below.

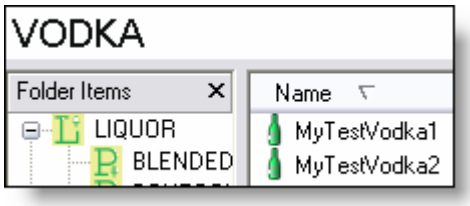


When you are finished click the Add to List button.
Notice that your new product appears in the Product List below.



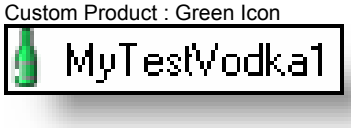
Now let's finish adding these products to the VODKA Product Type by clicking the Add Items from List to Product Type : VODKA button at the bottom of the screen.

You will be returned to the VODKA product list and will notice that your new products now appear there.



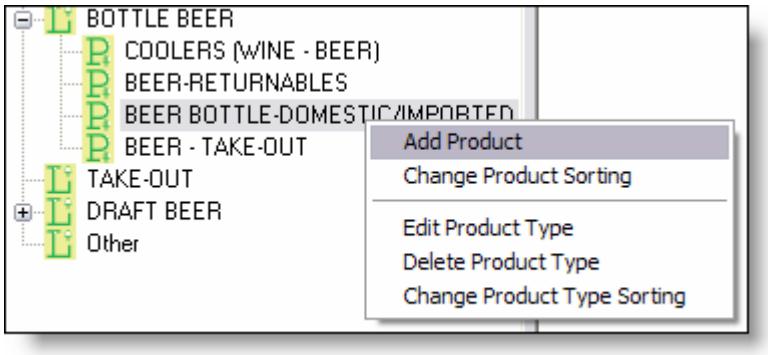
It is important to note that the CUSTOM products (ones that you have added manually) have GREEN icons.

Custom Product : Green Icon

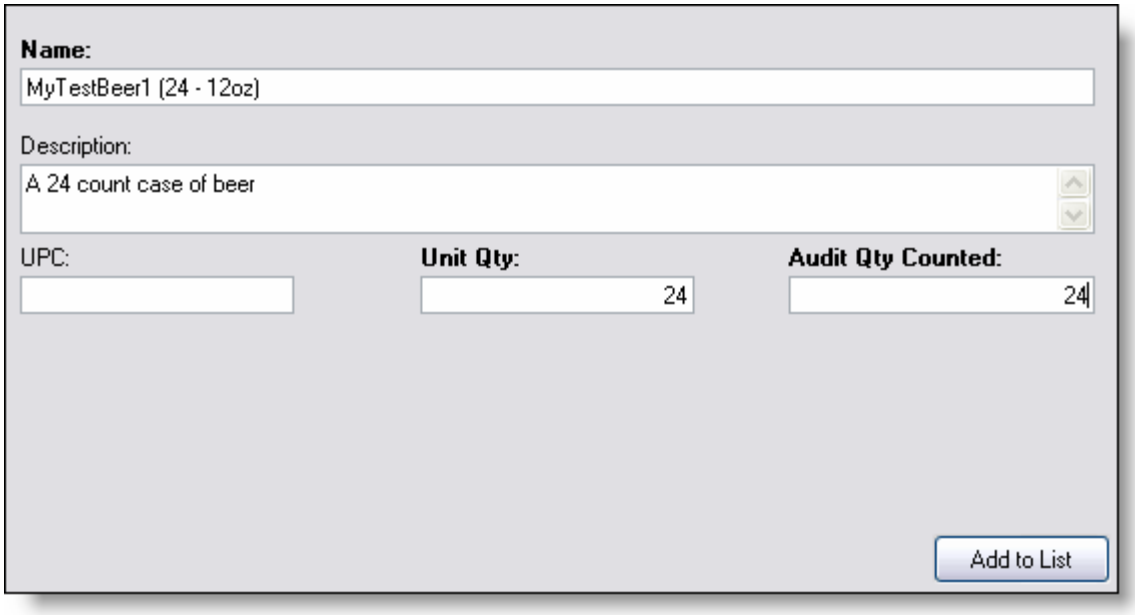


Product from the Master Product Database

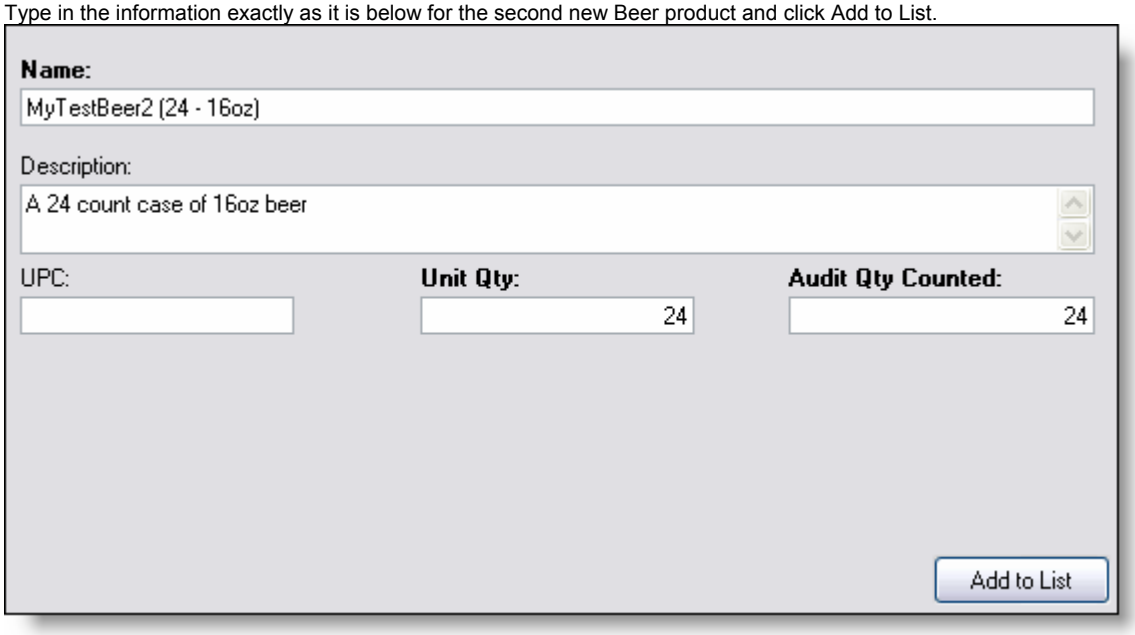
Let's now add two more products to the **BEER BOTTLE-DOMESTIC/IMPORTED** Product Type in the **Bottle Beer** Liquor Group.



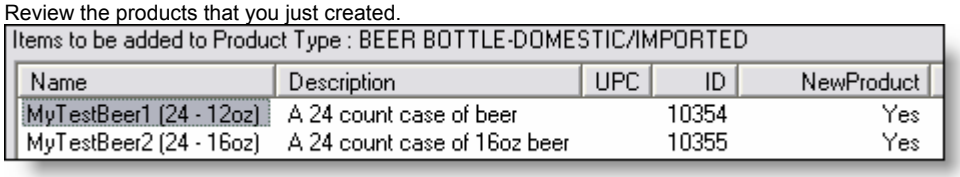
Type in the information exactly as it is below for the first new Beer product and click Add to List.



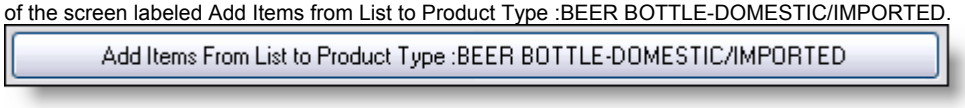
Type in the information exactly as it is below for the second new Beer product and click Add to List.



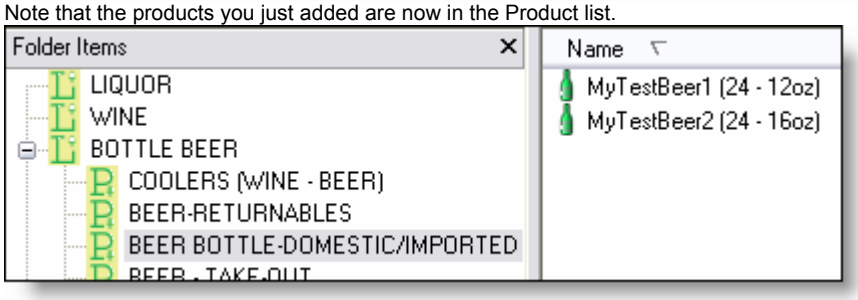
Review the products that you just created.



And add them to the **BEER BOTTLE-DOMESTIC/IMPORTED** Product Type by clicking on the button at the bottom of the screen labeled Add Items from List to Product Type :BEER BOTTLE-DOMESTIC/IMPORTED.



Note that the products you just added are now in the Product list.



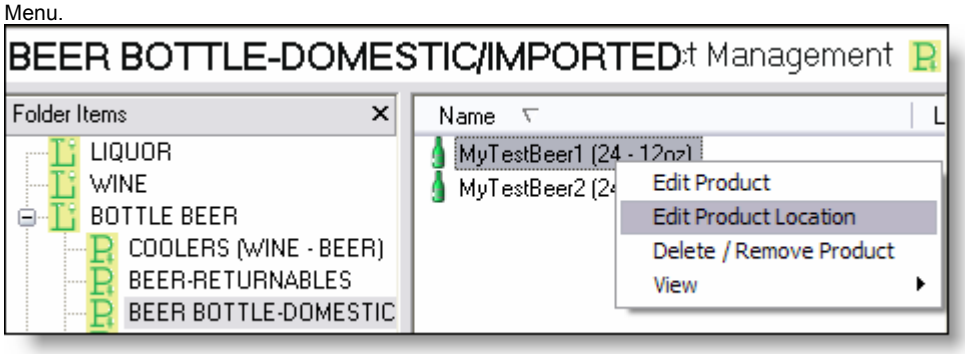
Changing Product Location

You may store your products in different locations depending on the type of product. When doing an inventory audit it may become difficult to remember exactly where every product is located.

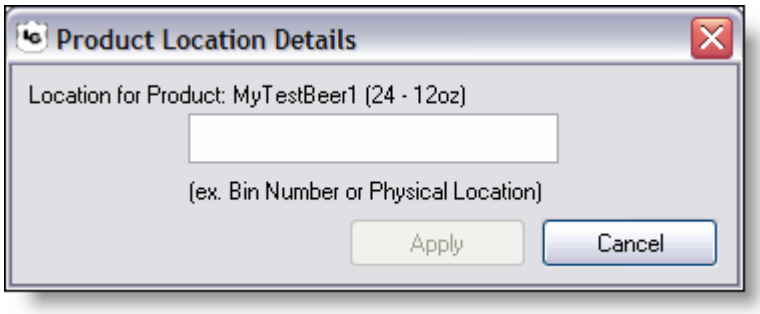
To help you remember where your products are stored you can attach a label to each product specifying the location where you would find it.

Let's add two Location labels to the two beer products we just created.

Begin by Right Clicking on the **MyTestBeer1 (24 – 12oz)** and selecting **Edit Product Location** from the Popup Menu.

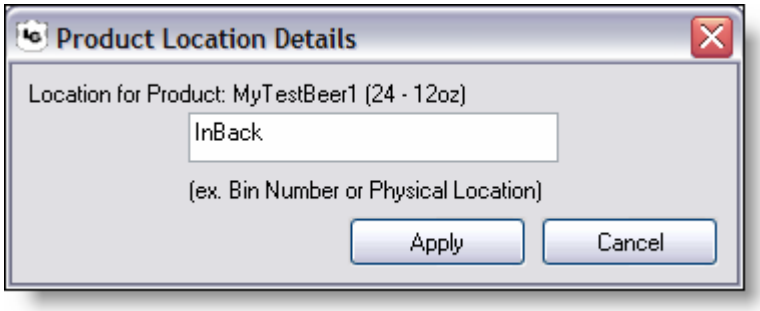


The Product Location Details dialog will appear.

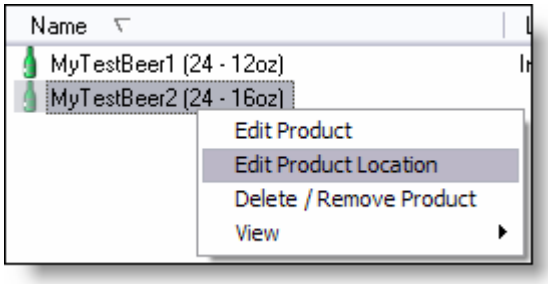


Type **InBack** for the location and click the Apply button when you are finished.

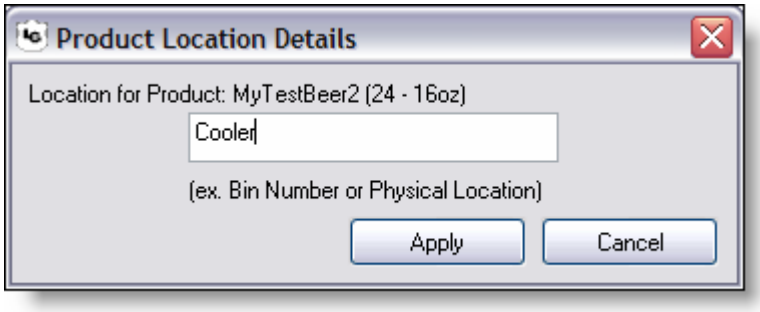
Note you are limited to only 6 characters for the Location for a product.



Next let's add a location to the **MyTestBeer2 (24 16oz)** by selecting **Edit Product Location** from the Popup Menu.



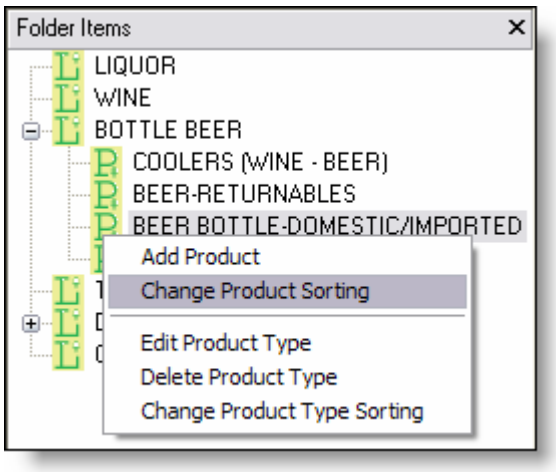
Type **Cooler** for the label and click the Apply button when you are finished.



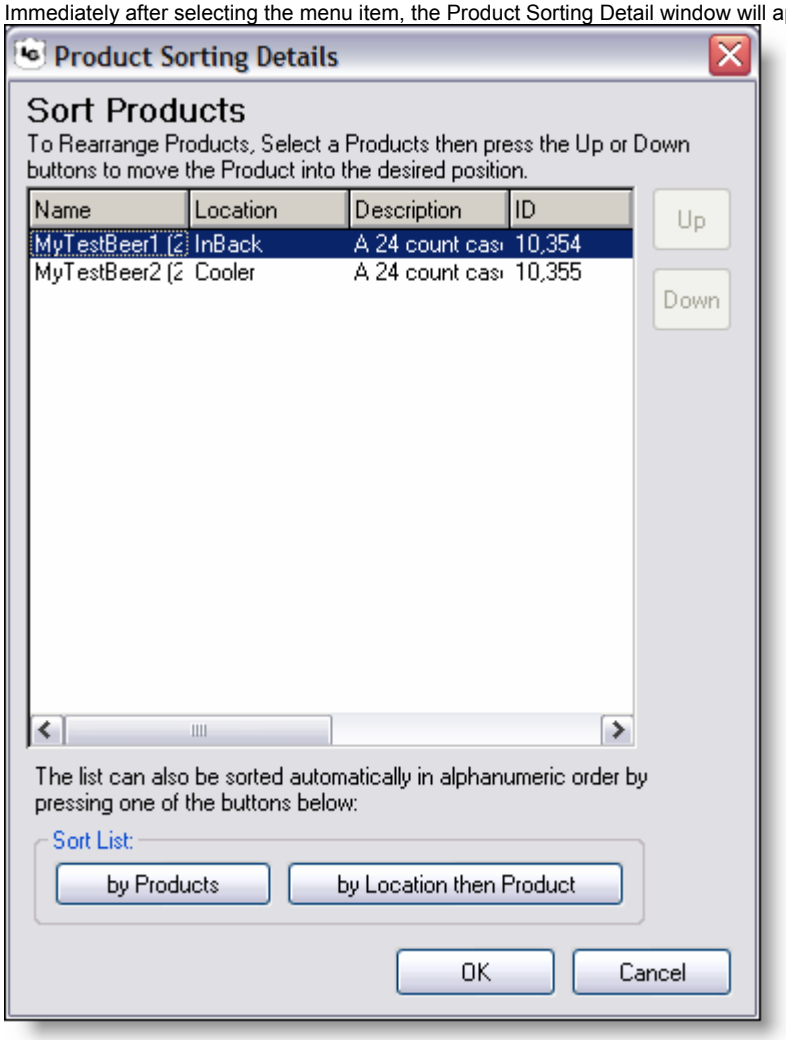
Changing Product Sorting

Sorting Products allows you to control how Products are displayed not only in the application but also on reports and your audit worksheet. This process is very similar to sorting Product Types and Liquor Groups but has some additional features.

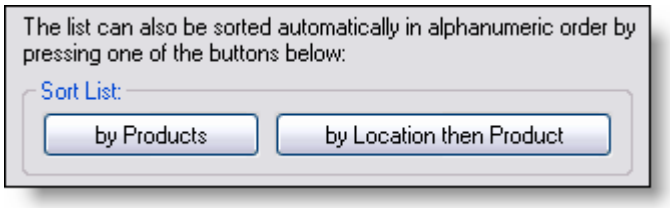
To begin, right click on the **BEER BOTTLE-DOMESTIC/IMPORTED** Product Type in the **BOTTLE BEER** Liquor Group and choose Change Product Sorting in the popup menu by clicking on it



Immediately after selecting the menu item, the Product Sorting Detail window will appear.



This dialog exhibits the same functionality as both the Liquor Group Sorting Details dialog and the Product Type Sorting Details dialog with one exception towards the bottom of the screen.

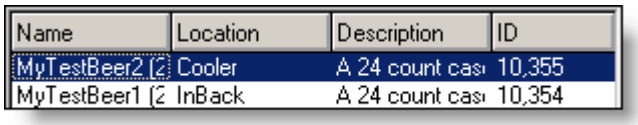


Since most likely you will be stocking more than just the 8 products we have added in this guide these two buttons will undoubtedly come in handy.

- **by Products**
  This button will resort all of the products listed by the product's name, in alphanumerical order.

- **by Location then Product**
  This button will resort all of the products first grouped in alphanumerical order by the name of the **location** assigned to the product, then in alphanumerical order by **product name** within each of those locations.

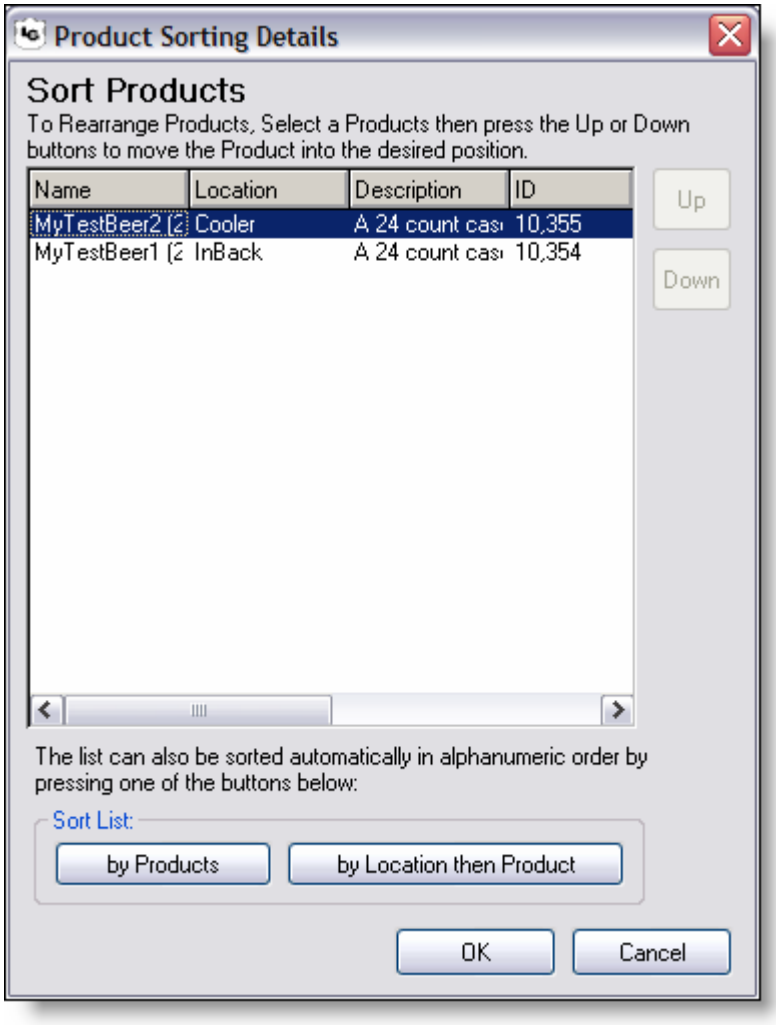
Let's click on **by Location then Product** to resort the list so that they are ordered by our locations first then by the product names.



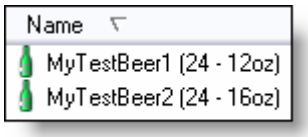
You will notice that MyTestBeer2 is now listed first since its Location (Cooler) comes before MyTestBeer1's Location (InBack) alphabetically.

Take advantage of the sorting capabilities and Location labels on product to make your inventory audits easier.

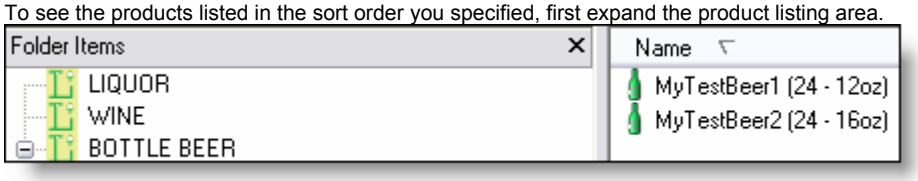
Click **OK** to accept the sorting changes to your products.



Note that the product list does not change the order of your products.

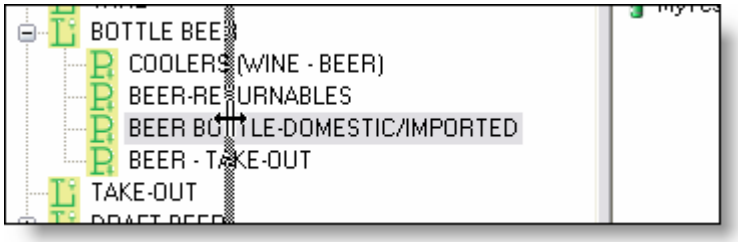


To see the products listed in the sort order you specified, first expand the product listing area.

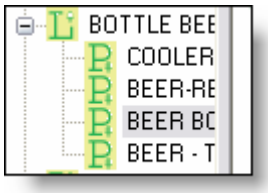


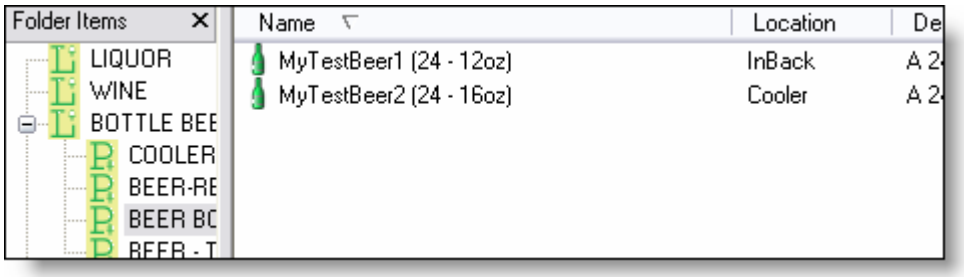
To do this, move your mouse pointer over the gray bar to the right until your cursor looks like this:

Now you can click drag the divider bar to the right so you can more easily see the product listing area.

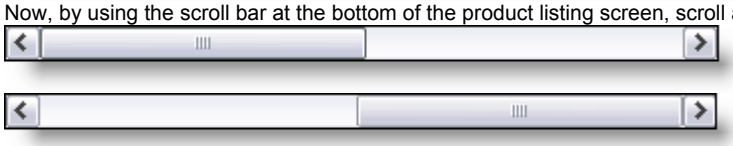


When you let go of the mouse you will notice that the divider bar has now moved to where you dragged it to.

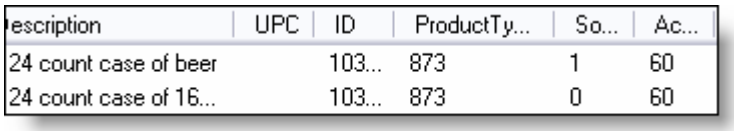




Now, by using the scroll bar at the bottom of the product listing screen, scroll all the way to the right.



Look at the top of the product listing screen and you will see additional columns that you didn't see before.



You may have to adjust the column headers to see the full header description. Click and drag the line to the right of the header you want to expand to bring it into view.

UPC	ID	ProductType ID	Sort Order	Account ID
	10354	873	1	60
	10355	873	0	60

Now click on the Sort Order column header to sort the products by the sort order.

Sort Order
0
1

You will notice the triangle in the Sort Order column header denoting that the column is now sorted.

Scrolling back to the Name column header, you will now notice that the products are sorted in the order specified in the Product Sorting Details dialog.

Name	Location
MyTestBeer2 (24 - 16oz)	Cooler
MyTestBeer1 (24 - 12oz)	InBack

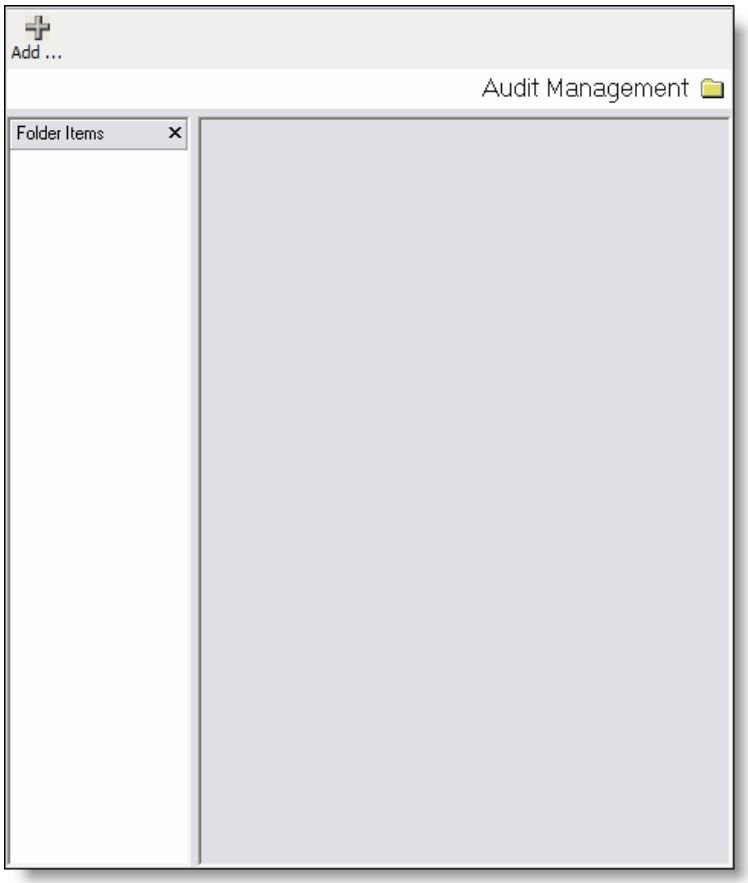
Step 5: Setup Inventory Audit

At this point we have gone over all of the steps required to set up an account in LiquidGuardian.

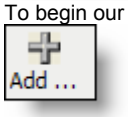
We will now begin to explore the Audit Module which will be the most frequently used module of the system. The Audit Module does require some setup the first time it is used but it will carry over the settings from one audit to the next automatically so you will not have to do this every time you perform an inventory audit.

Let's begin by clicking on the Audits icon.

The Audit Module will immediately load but will show nothing of interest as we have yet to begin our first audit.



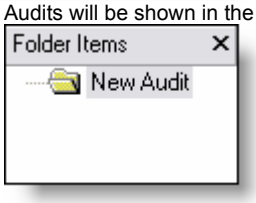
To begin our first audit, click the Add.. button in the upper left corner of the Audit Module screen.



Notice that the Audit Module screen has now changed drastically; let's explore the different areas of the screen.

Audit List
All of your historical inventory audits will be shown in this area.

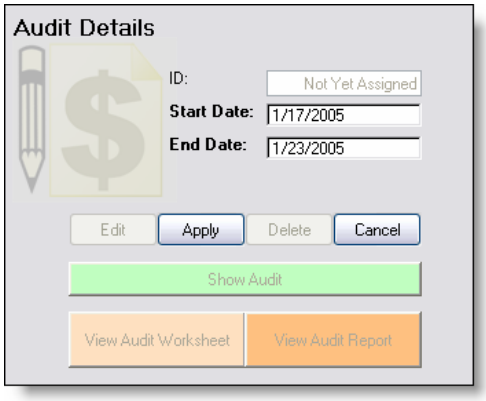
Audits will be shown in the list.



Selected Audit Overview
You will see the currently active Audit here and will also be able to create new Audits by clicking the Add.. button.

Audit Details
In this section you can:

- Perform or Edit an Inventory Audit
- View and Print an Audit Worksheet
- View and Print the Audit Report



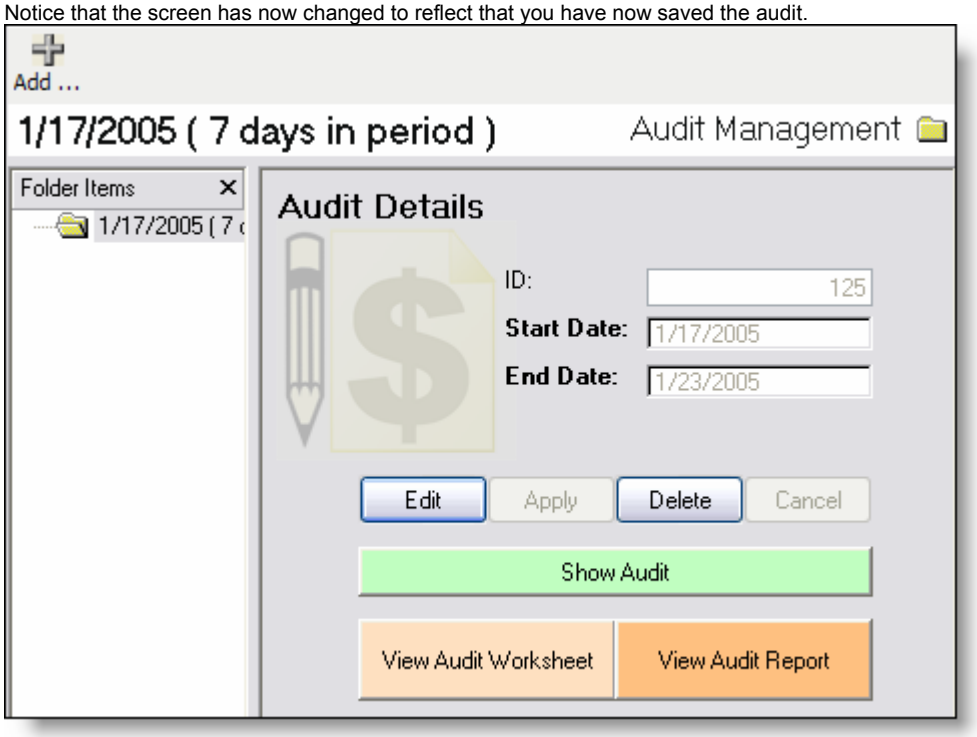
In the Audit Details section you will notice that both Start Date and End Date have been filled in for you. LiquidGuardian assumes that you would like to perform weekly audits; however you can override this setting by changing the End Date to reflect the period of time between audits that best fists your needs.

The recommended audit period is the default (7 days).

Changing the period of time in your audits will affect usage comparisons used in recommending purchases. Therefore it is recommended that you keep to a rigid audit schedule.

For this demonstration data that we are going to be working with, we will accept the defaults and click the Apply button to save the Audit period data.

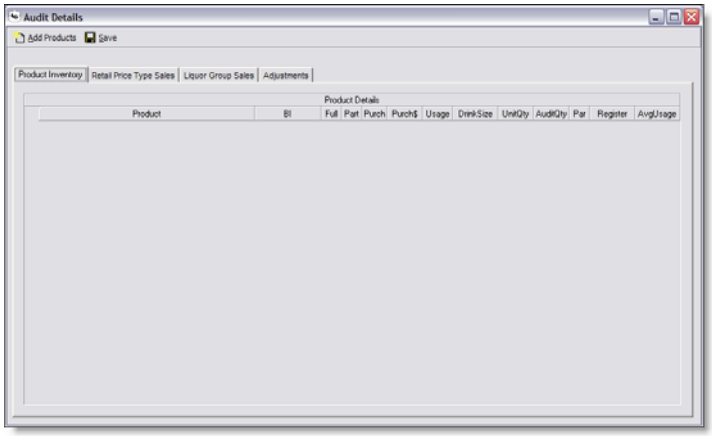
Notice that the screen has now changed to reflect that you have now saved the audit.



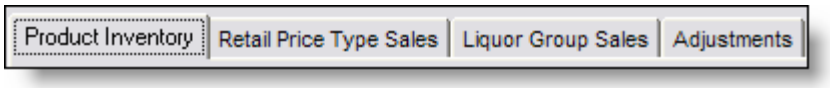
The Selected Audit Overview now displays the number of days in the period (seven), and a number of buttons have become enabled in the Audit Details section.

Let's now click on the Show Audit button.

The Audit Details screen is displayed. Before doing anything with this screen we'll spend some time explaining the major functional sections of the screen.

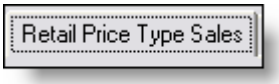


You'll immediately notice the four tabs at the top of the screen:



Product Inventory
This tab is where you will add and remove products to the current inventory, record their inventory level, record purchases and record sales prices.

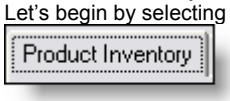
Retail Price Type Sales
This tab is where you will record the amount of sales for each price type (i.e. Happy Hour, Regular, and Entertainment).



Liquor Code Sales
This tab is where you will record the total amount of sales by Liquor Code.

Adjustments
This tab will allow you to record adjustments. For instance if you gave away drinks, or knew that a bottle was broken, you can account for that here.

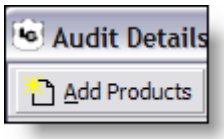
Let's begin by selecting the Product Inventory tab.



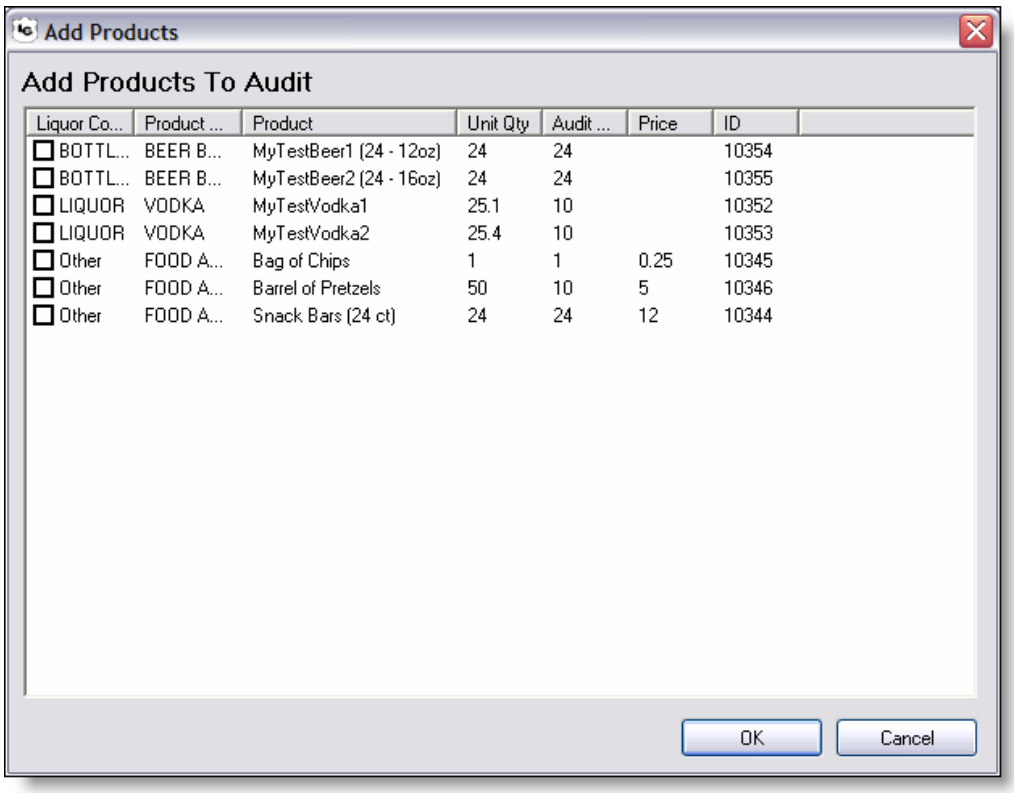
You will see that the screen is pretty much empty. This is because we have not selected the products that we will be recording in our inventory.

We can only select products that we set up in the Product Management module. If we want to add products that are not set up yet, we would have to leave the Audit Details screen and create or find products by using the Product Management module. While this may appear at first to create extra work, it is done to allow you to easily add and remove products from your current inventory without having to create them from scratch every time. This is extremely handy for seasonal items that you only stock part of the year. You will not have to re-add all of your products from one inventory audit to the next as LiquidGuardian automatically copies all of the products from the last inventory to the next new inventory you create.

Let's now add all the products that we set up in the Product Management module earlier on.

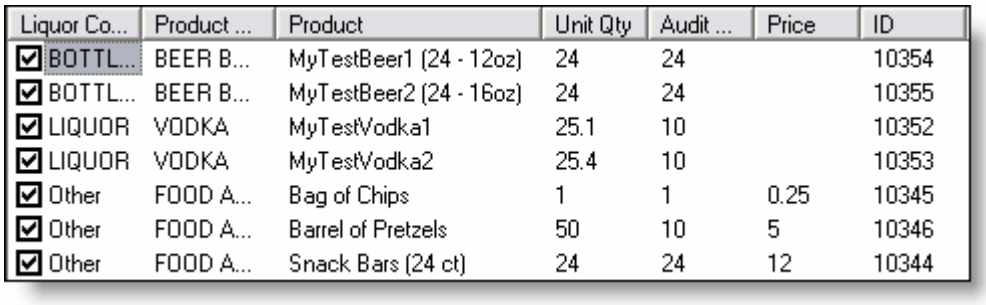


Click the Add Products button at the top of the screen.

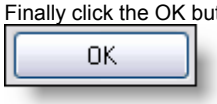


The Add Products screen will appear. This screen contains all the products that you have set up in the Product Manager but have not yet added to the current inventory. You can sort the screen however you wish to help you find your products easier by clicking on the headings.

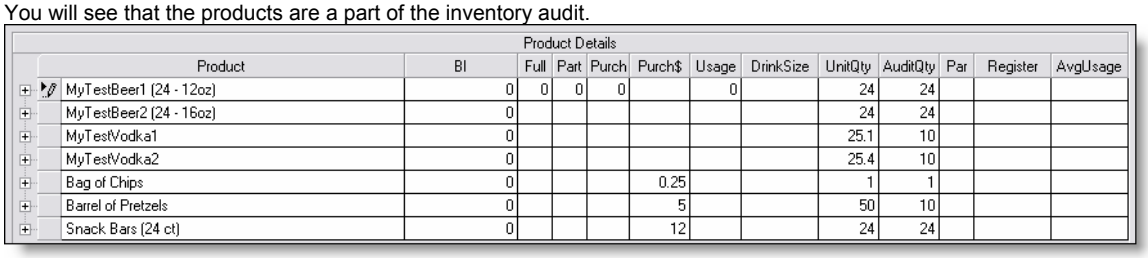
Let's select all of the products and add them to our inventory by first checking the checkboxes in front of all the products.



Finally click the OK button at the bottom of the screen to add the selected products to the inventory audit.



You will see that the products are a part of the inventory audit.



Product Details

Product	BI	Full	Part	Purch	Purch$	Usage	DrinkSize	UnitQty	AuditQty	Par	Register	AvgUsage
MyTestBeer1 (24 - 12oz)	0	0	0	0		0		24	24			
MyTestBeer2 (24 - 16oz)	0							24	24			
MyTestVodka1	0							25.1	10			
MyTestVodka2	0							25.4	10			
Bag of Chips	0				0.25			1	1			
Barrel of Pretzels	0				5			50	10			
Snack Bars (24 ct)	0				12			24	24			

There are 12 columns of information for each product. Let's review each of them right now

BI
This shows the Beginning Inventory, or the total amount represented in units of Audit Qty Counted of the product that was available at the beginning of this audit period. This amount will automatically be calculated for you when your audit is created. You can override this number if you find it necessary.

Full
In this field you will record the unit quantity of unopened product currently in inventory in the Full column.

Part
In this field you will record the partial amounts of your product represented in units of Audit Qty Counted.

Purch
In this field you will record the unit quantity of product that you purchased and added to your inventory during this audit period.

Usage
This calculated field will automatically show you the amount of the product, represented in units of Audit Qty Counted, which has been used during this audit period.

Usage numbers should be positive as a negative usage number would signify that you ended this period with more inventory than you started without recording any purchases that would offset the surplus.

Usage numbers that vary drastically from one audit to the next may signify an error in recording inventory or typing the information in. LiquidGuardian will highlight the entire row of a product whose usage is either negative or differs from the average usage by a percent greater than the Trapping Amount set in the Business Module. If you find that you are consistently getting highlighted rows due to usage changes that are greater than that in the Trapping Amount, you can raise that amount as necessary. The initial Trapping Amount setup with your account represents the ideal value for most businesses.

Drink Size
In this field you will want to record the number of units of product that you sell together. This is typically used with liquor where you may sell the particular product in 2 or more ounce servings. For all other products that you sell in the same qty as the unit qty ensure the Drink Size is 1.

UnitQty
This shows the number of sellable units for each item of this product as purchased.

AuditQty
This shows the number of countable units for each item of this product as purchased.

Par
In this field you will want to record the par level of this product, that is the minimum qty of this product you want to have on hand, this is handy to ensure that you do not run out of items that are slow sellers.

Register
In this field you can record the amount of sales for this product during this audit period if your POS system records this information. If you can not supply this information, you can leave it blank.

AvgUsage
This shows the average usage of this product.

We will immediately fill in the Drink Size for all of the products. Go ahead and enter in 1 for the Drink Size for each of the products.

Product Details							
Product	BI	Full	Part	Purch	Purch$	Usage	DrinkSize
MyTestBeer1 (24 - 12oz)	0	0	0	0		0	1
MyTestBeer2 (24 - 16oz)	0	0	0	0		0	1
MyTestVodka1	0	0	0	0		0	1
MyTestVodka2	0	0	0	0		0	1
Bag of Chips	0	0	0	0	0.25	0	1
Barrel of Pretzels	0	0	0	0	5	0	1
Snack Bars (24 ct)	0	0	0	0	12	0	1

Now let's move on to enter our pricing information.

> It is important to keep pricing information up to date in order to ensure the most accurate reports.

In front of each product there is a small plus (+) sign. Clicking this will expand the product to show its pricing information.

Expand the MyTestBeer1 product by clicking on its plus sign.

Product	BI
MyTestBeer1 (24 - 12oz)	0

Name	Price
Regular	
Happy Hour	
Entertainment	

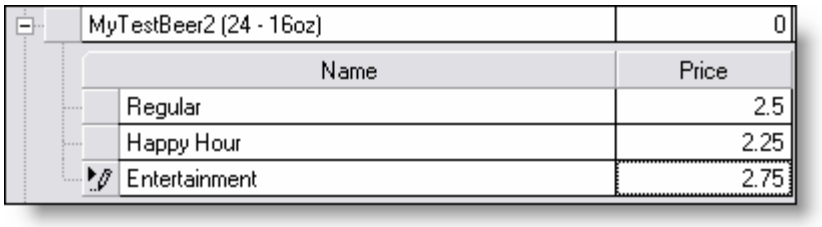
You now see the Price Types that we set up earlier and an empty Price field next to each.

Fill in the pricing as shown below.

Name	Price
Regular	2
Happy Hour	1.75
Entertainment	2.25

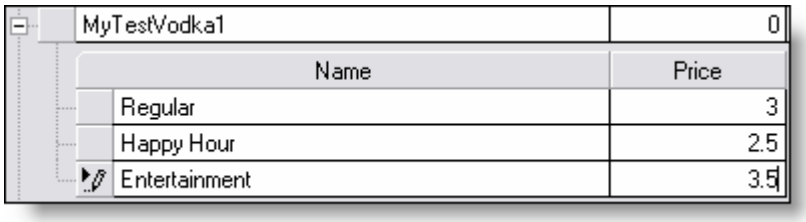
You can see that we discount the product during Happy Hour and mark it up during Entertainment.

Now let's fill in the values for the rest of the products



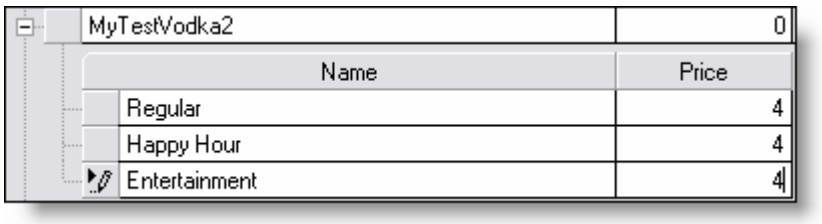
MyTestBeer2 (24 - 16oz)	0
Name	Price
Regular	2.5
Happy Hour	2.25
Entertainment	2.75

Remember that we are pricing our products on the basis of how we set them up in the Product Management Module. Bottled beer we set up to be sold per each bottle of beer while Liquor was set up to be sold per ounce.



MyTestVodka1	0
Name	Price
Regular	3
Happy Hour	2.5
Entertainment	3.5

Some products you may offer at the same price regardless of the Price Type, in this case enter the same values for each price type.



MyTestVodka2	0
Name	Price
Regular	4
Happy Hour	4
Entertainment	4

You can have a mixture of expanded and contracted products at the same time.

Product	BI
MyTestBeer1 (24 - 12oz)	0
MyTestBeer2 (24 16oz)	0
MyTestVodka1	0
MyTestVodka2	0
Bag of Chips	0

Name	Price
Regular	0.75
Happy Hour	0.75
Entertainment	1

Product	BI
Barrel of Pretzels	0

Name	Price
Regular	0.25
Happy Hour	0.25
Entertainment	0.25

Product	BI
Snack Bars (24 ct)	0

Name	Price
Regular	1.5
Happy Hour	1.5
Entertainment	1.5

After setting up your pricing you will only have to modify it if your prices change.

Remember that if you add products to your inventory audit you will have to add pricing details too.

You may want to review your pricing information again to ensure that the amounts are correct.

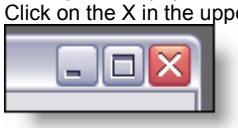
The first audit you do establishes your initial inventory levels. This first audit will not give you much information from a reporting perspective as you have nothing to compare your inventory to. As you complete more audits your historical inventory information is taken into account when recommending purchases.

Let's now establish the initial inventory levels.

Click Save at the top of the screen.

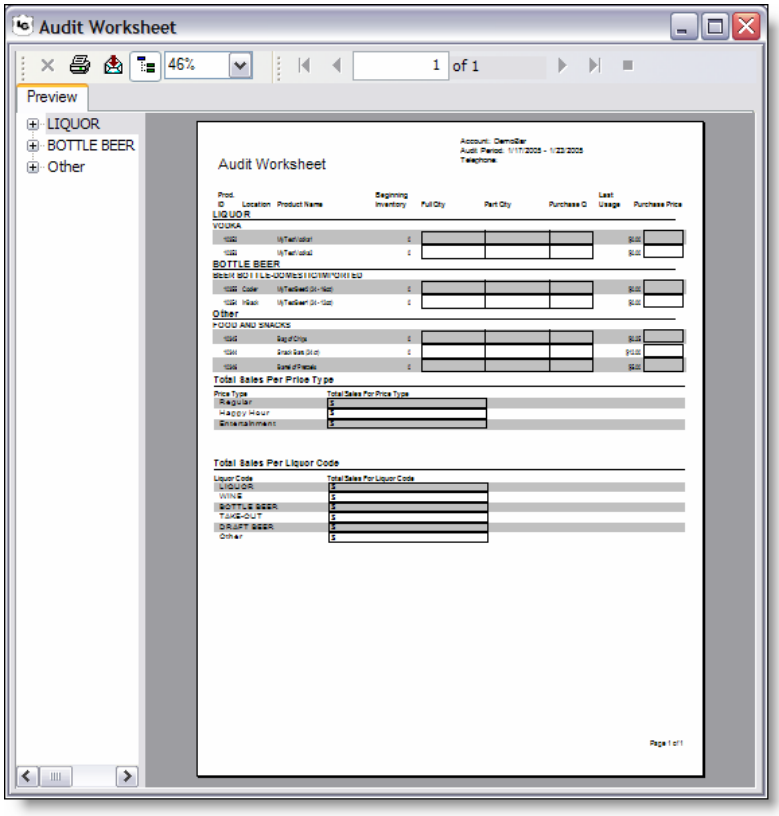
This will save all the information that we enter in during an inventory audit. If you are entering a lot of information, it doesn't hurt to periodically save your changes.

Now let's close the Audit Details screen so we can print an Audit worksheet. We can record our inventory levels with a pen and paper and then we can return back to the Audit Details screen to key in the details.
Click on the X in the upper right corner of the **Audit Details** window to close it.



You will see the Audit module.

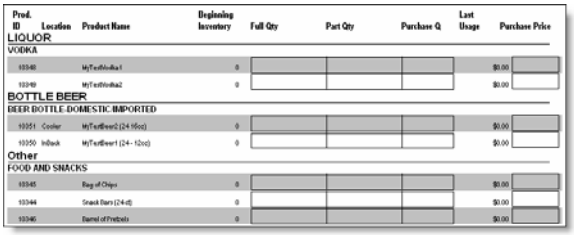
Click on the View Audit Worksheet button.



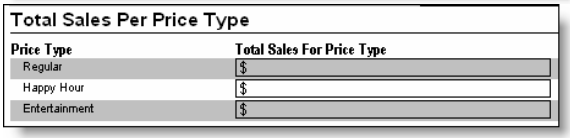
You will be presented with the Audit Worksheet screen. Print the Audit Worksheet by clicking on the Printer button in the upper left corner of the screen.

There are three major sections of the Audit Worksheet

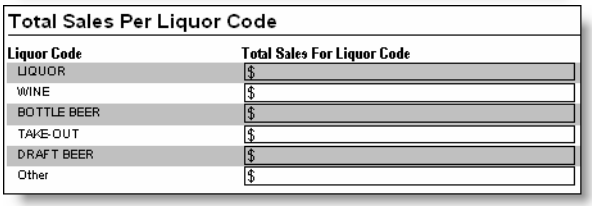
Product Listing
This area lists all of your products. You can record the current level of inventory for each product here.



Total Sales Per Price Type
This area lists each of your Price Types; you can record the amount of sales for each in this section.



Total Sales Per Liquor Code
This area list each of your Liquor Codes; you can record the amount of sales for each in this section.



Let's take the time now to fill out the audit worksheet as you would when you are doing your own inventory.

First we'll start with the Product Listing section:

Prod. ID	Location	Product Name	Beginning Inventory	Full Qty	Part Qty	Purchase Q	Last Usage	Purchase Price
LIQUOR								
VODKA								
10352		MyTestVodka1	0				$0.00	
10353		MyTestVodka2	0				$0.00	
BOTTLE BEER								
BEER BOTTLE-DOMESTIC/IMPORTED								
10355	Cooler	MyTestBeer2 (24 - 16oz)	0				$0.00	
10354	InBack	MyTestBeer1 (24 - 12oz)	0				$0.00	
Other								
FOOD AND SNACKS								
10345		Bag of Chips	0				$0.25	
10344		Snack Bars (24 ct)	0				$12.00	
10346		Barrel of Pretzels	0				$5.00	

You will immediately notice that each product is listed on the worksheet. For each product, there are four pieces of information that you can provide:

- **Full Qty**
  The Full Quantity is the total quantity of the product that is in your inventory which hasn't been partially used. (For example, a full case of beer, a full keg of beer, a full bottle of liquor)
- **Part Qty**
  The Partial Quantity is the amount of the product that is partially used. This amount is represented by the number of units of Audit Qty Counted present.
  (For example, a 24 count case of beer which has an Audit Qty Counted of 24 and is half full would have a Part Qty of 12 and a bottle of liquor which has an Audit Qty Counted of 10 and is half full would have a Part Qty of 5)
- **Purchase Qty**
  The Purchase Quantity is the total quantity of the product that was purchased since the last audit.
- **Purchase Price**
  The Purchase Prices is the price that you paid for the product. The most recent price paid will be listed next to the purchase price field so that you only have to record the price if it has changed.

Go ahead now and fill in the worksheet with the following numbers (We are going to assume that we are opening a new bar and we just purchased all of these products to start the business.) :

Product Name	Full Qty	Part Qty	Purchase Qty	Purchase Price

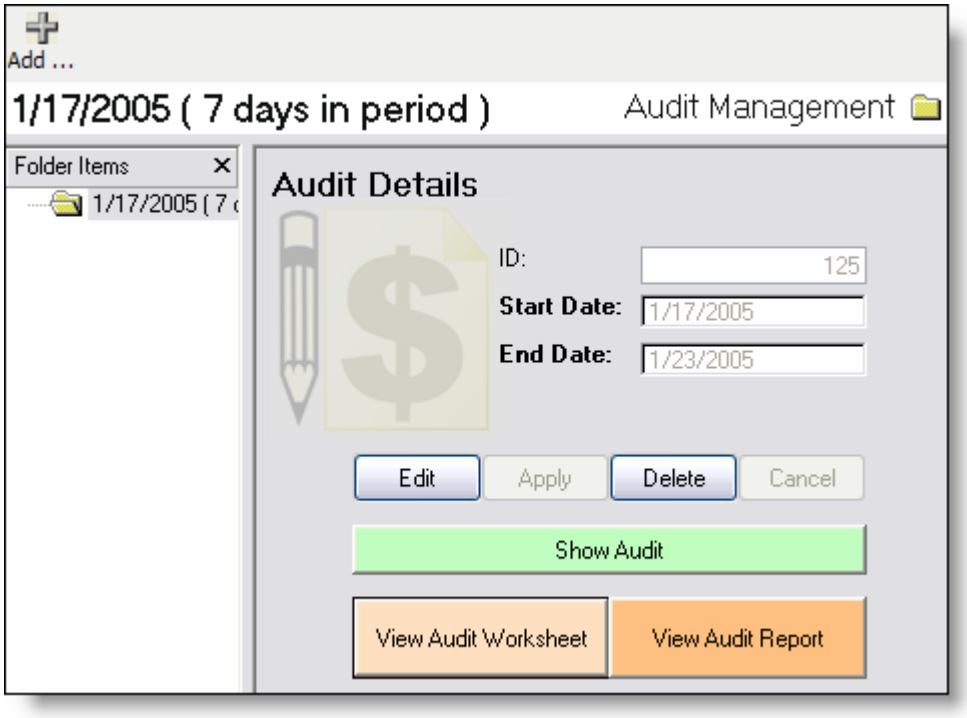
MyTestVodka1	2	0	2	$20.00
MyTestVodka2	2	0	2	$40.00
MyTestBeer2	2	0	2	$30.00
MyTestBeer1	2	0	2	$15.00
Bag of Chips	20	0	20	$.25
Snack Bars (24 ct)	2	0	2	$12.00
Barrel of Pretzels	2	0	2	$5.00

Since this audit is for an example bar that is just opening, we don't have any sales figures and won't visit the Total Sales Per Price Type and Total Sales Per Liquor Code right now.

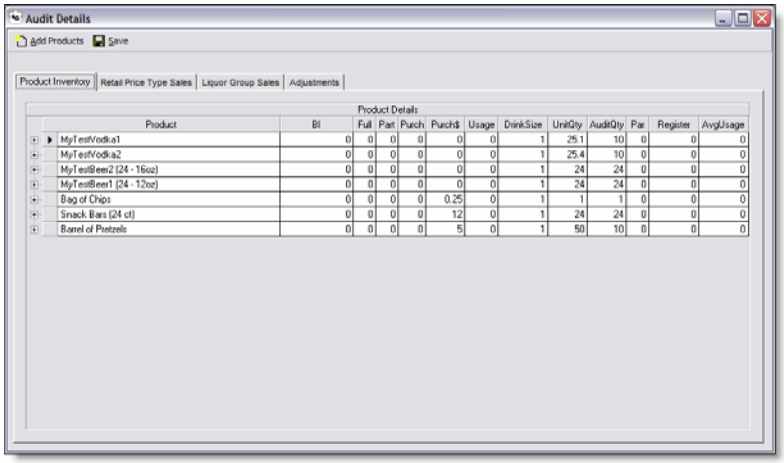
Let's go back to the application now and fill in the information from the worksheet.

If you still have the audit worksheet dialog open, you can close it now.

In the Audits Module click the Show Audit Button.



The Audit Details dialog appears.



Now let's just fill in the information with the information we recorded from the audit worksheet. Notice that the products are listed in the same order as they are on the Audit Worksheet.

Product	BI	Full	Part	Purch	Purch$
MyTestVodka1	0	2	0	2	20
MyTestVodka2	0	2	0	2	40
MyTestBeer2 (24 - 16oz)	0	2	0	2	30
MyTestBeer1 (24 - 12oz)	0	2	0	2	15
Bag of Chips	0	20	0	20	0.25
Snack Bars (24 ct)	0	2	0	2	12
Barrel of Pretzels	0	2	0	2	5

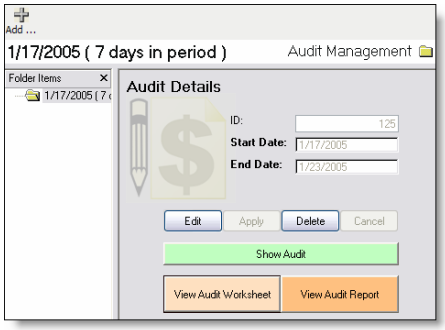
Again, since this is our first inventory, we won't bother with the rest of the information yet.

Click Save at the top of the screen.

Now we'll close this inventory audit by clicking the red x in the right corner of the Audit Details screen.

You will be back in the Audit Module.

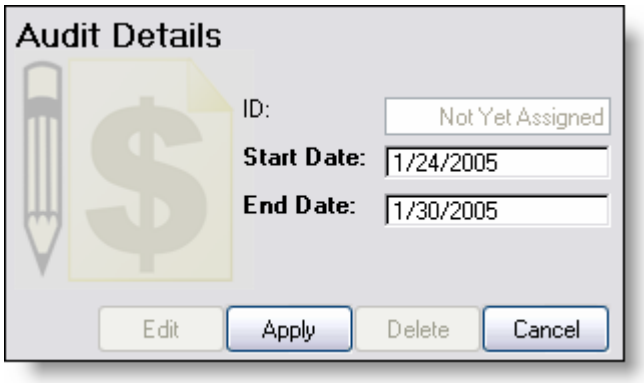
We now will begin our second audit. This audit would be done the day after the End Date on the first audit, for our example bar it would exactly one week later. Lets continue on to fill in our inventory information and then run a report to see how our business did.



We'll add our second Audit now by clicking the Add.. button in the upper left corner of the Audit Module.

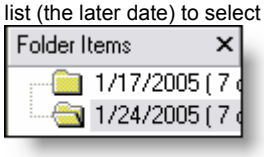
Notice that the Start and End Date have already been filled in for you.

It is important to do your inventories **consistently** back to back and over the same time span in order to get the most out of the inventory reports. Even if your bar is not showing any shrinkage, you will still want to watch how the rising costs of inventory affect your profits and to catch shrinkage as soon as it happens.



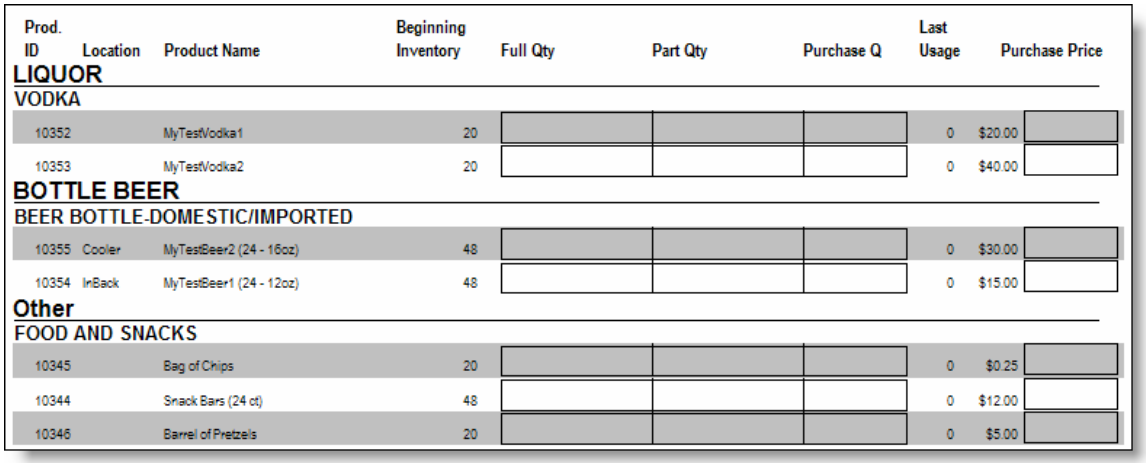
Accept the dates that have been filled in for you (they will be different than what appears above) and click Apply.

You have now created the new audit; you will have to re-select it again to continue. Click on the second audit in the list (the later date) to select it.



Now let's click View Audit Worksheet and print another copy of the worksheet out. This time we'll be filling in more details since our fictitious company has been open a week and has made some sales.

If you recall from before there are three main sections to the Audit Worksheet, the Product Listing, the Total Sales Per Price Type and the Total Sales Per Liquor Code. Looking a the Product Listing we immediately see some changes since our first audit as the Beginning Inventory is now filled in as well as the Purchase Price.



Prod. ID	Location	Product Name	Beginning Inventory	Full Qty	Part Qty	Purchase Q	Last Usage	Purchase Price	
LIQUOR									
VODKA									
10352		MyTestVodka1	20				0	$20.00	
10353		MyTestVodka2	20				0	$40.00	
BOTTLE BEER									
BEER BOTTLE-DOMESTIC/IMPORTED									
10355	Cooler	MyTestBeer2 (24 - 16oz)	48				0	$30.00	
10354	InBack	MyTestBeer1 (24 - 12oz)	48				0	$15.00	
Other									
FOOD AND SNACKS									
10345		Bag of Chips	20				0	$0.25	
10344		Snack Bars (24 ct)	48				0	$12.00	
10346		Barrel of Pretzels	20				0	$5.00	

Beginning Inventory
The Beginning Inventory number shows the total amount of inventory at the end of the last inventory measured in the total units of Audit Qty Counted present. For instance we had two full bottles of MyTestVodka1 vodka at the end of our first inventory, each of which has 10 units of Audit Qty Counted per bottle. Therefore we will have a Beginning Inventory of 20. The Beginning Inventory number is useful as it will immediately tip you off that you missed recording purchases if your new inventory is greater than your Beginning Inventory.

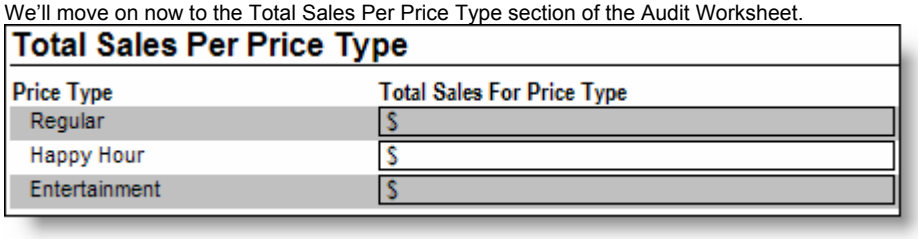
Purchase Price
The Purchase Price is also helpful as it allows you to compare new purchases with the price you paid the last time you made a purchase for the same product. The Purchase Price is also used in determining the profit you are making on each product so it is important to keep it up to date.

Let's now fill in our new inventory information.

Product Name	Full Qty	Part Qty	Purchase Qty	Purchase Price
MyTestVodka1	0	5		
MyTestVodka2	1	0		
MyTestBeer2	0	0		
MyTestBeer1	0	0		
Bag of Chips	10	0		
Snack Bars (24 ct)	1	12		
Barrel of Pretzels	2	0		

We didn't make any purchases since last week so we won't update the Purchase Price and we'll leave the Purchase Qty empty.

We'll move on now to the Total Sales Per Price Type section of the Audit Worksheet.



Total Sales Per Price Type

Price Type	Total Sales For Price Type
Regular	$
Happy Hour	$
Entertainment	$

Go on and fill in the following values onto the Audit Worksheet.

Price Type	Total Sales For Price Type
Regular	$102.92
Happy Hour	$130.52

Entertainment	$160.94

We'll move on now tot eh Total Sales Per Liquor Code

Total Sales Per Liquor Code

Liquor Code	Total Sales For Liquor Code
LIQUOR	$
WINE	$
BOTTLE BEER	$
TAKE-OUT	$
DRAFT BEER	$
Other	$

Go ahead and fill in the following values onto the Audit Worksheet.

Liquor Code	Total Sales For Liquor Code
LIQUOR	$185.77
WINE	
BOTTLE BEER	$185.88
TAKE-OUT	
DRAFT BEER	
Other	$22.73

We now have completed the Audit Worksheet. Let's revisit the application and type the data into the Audit Detail .

On the Product Inventory tab enter in the FullQty and Part Qty from the Audit Worksheet

Product Inventory

Product	BI	Full	Part	Purch	Purch$	Usage	DrinkSize	UnitQty	AuditQty	Par	Register	AvgUsage
MyTestVodka1	20	0	5	0	20	15	1	25.1	10	0	0	0
MyTestVodka2	20	1	0	0	40	10	1	25.4	10	0	0	0
MyTestBeer2 (24 - 16oz)	48	0	0	0	30	48	1	24	24	0	0	0
MyTestBeer1 (24 - 12oz)	48	0	0	0	15	48	1	24	24	0	0	0
Bag of Chips	20	10	0	0	0.25	10	1	1	1	0	0	0
Snack Bars (24 ct)	48	1	12	0	12	12	1	24	24	0	0	0
Barrel of Pretzels	20	2	0	0	5	0	1	50	10	0	0	0

You will notice that all of the products with the exception of the Barrel of Pretzels product are highlighted. If you recall earlier when we first introduced this grid that products will be highlighted when the usage is either negative or differs from the AvgUsage by a percentage greater than the Trapping Percent in the Business Module. In this case there are no problems since we don't have any historical usage data to compare this audit to, so we will ignore the highlight for this audit. For future audit we would want to pay attention to any product whose line is highlighted.

Let's now move on to the Retail Price Type Sales tab and fill in the numbers from the Total Sales Per Price Type section of the Audit Worksheet.

Retail Price Type Sales

Name	Sales
Regular	102.92
Happy Hour	130.52
Entertainment	160.94

Finally we'll move on to the Liquor Code Sales tab and fill in the number from the Total Sales Per Liquor Code section of the Audit Worksheet.

Liquor Group	Sales
LIQUOR	185.77
WINE	
BOTTLE BEER	185.88
TAKE-OUT	
DRAFT BEER	
Other	22.73

Let's take a look at the last tab, the Adjustments Tab.

In this tab we can record any products that we gave away.

Let's add a couple of drinks that we gave away to a new regular.

At the bottom of the screen click the Add Adjustment button.

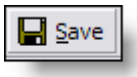
You will notice that a new row has been added to the Adjustments grid.

Name	Qty	DollarAmount	Total Adjustment

Let's fill in the details for this Adjustment.

Name	Qty	DollarAmount	Total Adjustment
Beer for new regular.	2	2	4

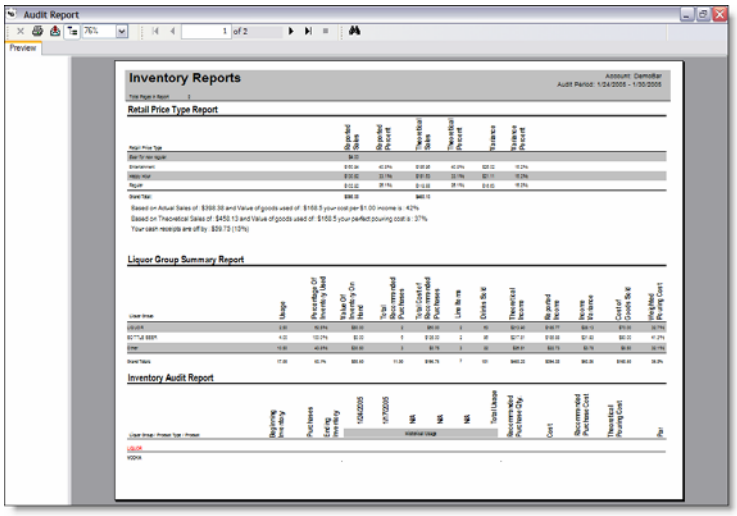
Now that we are done with the Audit we'll save our changes by clicking the Save button in the upper left corner of the screen.



Now we'll close this inventory audit by clicking the red x in the right corner of the Audit Details screen.

You will be back in the Audit Module.

Let's view the Audit Report by clicking on the View Audit Report button in the Audit Module.



You will be presented with the Audit Report screen. Go ahead and print the Audit Report by clicking on the Printer button in the upper left corner of the screen.

There are three main sub reports contained within the Audit Report, we will go over each as they appear on the report.

The first sub report is the Retail Price Type Report which gives you a high level overview of the differences between reported sales and actual usage.

Retail Price Type Report

Retail Price Type	Reported Sales	Reported Percent	Theoretical Sales	Theoretical Percent	Variance	Variance Percent
Beer for new regular.	$4.00					
Entertainment	$160.94	40.8%	$186.96	40.8%	$26.02	16.2%
Happy Hour	$130.52	33.1%	$151.63	33.1%	$21.11	16.2%
Regular	$102.92	26.1%	$119.55	26.1%	$16.63	16.2%
Grand Total:	**$398.38**		**$458.13**			

Based on Actual Sales of : $398.38 and Value of goods used of : $168.5 your cost per $1.00 income is : 42%

Based on Theoretical Sales of : $458.13 and Value of goods used of : $168.5 your perfect pouring cost is : 37%

Your cash receipts are off by : $59.75 (15%)

The Retail Price Type Report contains two sections.

Retail Price Breakdown
The first section highlights the reported sales and compares them to the Theoretical Sales (sales that you would have seen had all of the product used was accounted for by sales)

Reported Sales:
Sales that you recorded in the Total Sales Per Price Type section of the Audit Worksheet.

Reported Percent:
This represents the relationship between the Reported sales for a Price Type to the total sales.

Theoretical Sales:
This represents the sales you would have reported had your sales accounted for the entire product that had been used in this audit period.

Theoretical Percent:
This represents the relationship between the Theoretical sales for a Price Type the total Theoretical sales.

Variance:
This represents the unaccounted for sales based on usage.

Variance Percent
This represents the portion of sales that are unaccounted for.

Summary Section
The second section, the summary section gives you an indicator on how your business is currently running and compares it to how it could run.

Based on Actual Sales of : $398.38 and Value of goods used of : $168.5 your cost per $1.00 income is : 42%

This statement shows the sales that you reported (Actual Sales) and the cost of the products that were used (Value of goods used) in this audit period and shows the percentage of each dollar of sales that goes directly to the cost of the product.

Comparing this statement with the one that follows will allow you to see the difference between how many sales you currently are capturing to those that you could, had you been able to account for the inventory used in this period. If you notice a sizable discrepancy, you should take action to monitor your staff as they may be giving away drinks or taking payment for sales without ringing them in.

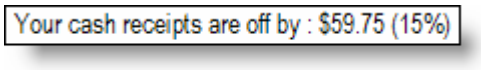
If your business was running optimally the next statement would be true.

Based on Theoretical Sales of : $458.13 and Value of goods used of : $168.5 your perfect pouring cost is : 37%

This statement shows the best you could do if you accounted for every amount of inventory used, it paints a picture of the best you can do with your current pricing (i.e. your perfect pouring cost). You will want to closely monitor the perfect pouring cost as this percentage will rise when the cost of your goods rises and the only way to drive this number down is to raise prices.

A lower perfect pouring cost equates to higher profits. Determining the optimal percentage is difficult, as too low a percentage will drive away customers and too high will cut out profits. The benefit in determining your optimal percentage is that you will be able to maintain your profits as your costs rise by adjusting prices accordingly.

The last statement surmises the difference between reported sales and expected sales this period based on usage. Note that it is to be expected to see some degree of lost sales since pouring is not exactly perfect and a small percentage should not cause any alarm. If however between reports you notice a jump in this percentage, it would be necessary to take corrective action.



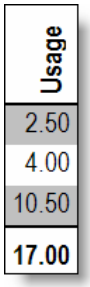
The second sub report is the Liquor Group Summary Report which gives you an at a glance view of how each of your liquor groups performed in this period.

Liquor Group Summary Report

Liquor Group	Usage	Percentage Of Inventory Used	Value Of Inventory On Hand	Total Recommended Purchases	Total Cost of Recommended Purchases	Line Items	Drinks Sold	Theoretical Income	Reported Income	Income Variance	Cost of Goods Sold	Weighted Pouring Cost
LIQUOR	2.50	62.5%	$50.00	2	$60.00	2	63	$213.90	$185.77	$28.13	$70.00	32.7%
BOTTLE BEER	4.00	100.0%	$0.00	6	$135.00	2	96	$217.81	$185.88	$31.93	$90.00	41.3%
Other	10.50	43.8%	$30.50	3	$0.75	3	22	$26.51	$22.73	$3.78	$8.50	32.1%
Grand Totals	**17.00**	**53.1%**	**$80.50**	**11.00**	**$195.75**	**7**	**181**	**$458.23**	**$394.38**	**$63.85**	**$168.50**	**36.8%**

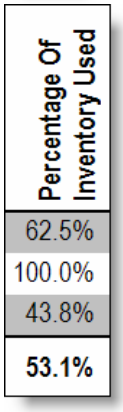
There are twelve columns of information for each Liquor Group in your account the following table explains each in detail:

Usage
This is the total units of inventory (reported in units as purchased i.e. bottles of liquor or cases of beer) that were used during this period.

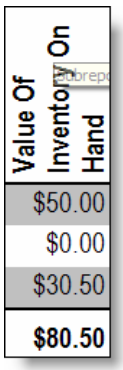


Percentage of Inventory Used
This relates the usage to total inventory. A higher percentage means less of your inventory is sitting on the shelf and thus running a leaner business, however too high a number could lead to lost sales due to being sold out of a product.

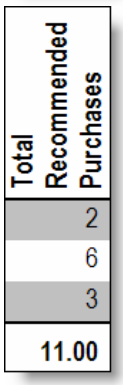
Businesses that carry a wide variety of products will notice that this number is lower due to having to keep a number of different items in stock at all times.



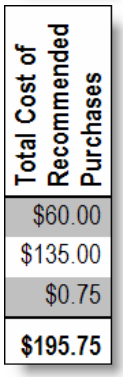
Value of Inventory on Hand
This number tells you how much money you have tied up in inventory. Overstocking your inventory will lead you to have your money sit on the shelf instead of being able to be invested elsewhere in your business.



Total Recommended Purchases
Based upon your historical usage and par levels LiquidGuardian will recommend purchases in order to prevent you from running out of inventory. Recall that you set the number of days of inventory you would like to keep in the Business module.

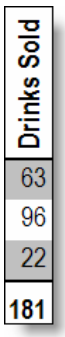


Total Cost of Recommended Purchases
The cost of the recommended purchases based upon the most current pricing information LiquidGuardian has on each of your products.



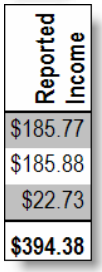
Line Items
The number of different products within each Liquor Code.

Drinks Sold
The number of drinks sold based upon the drink size you reported in the audit and the amount of product used.

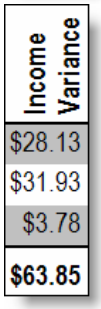


Theoretical Income
The amount of sales generated had all inventory used been accounted for by sales.

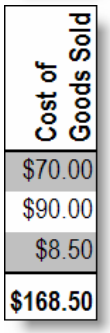
Reported Income
The amount of sales you reported.



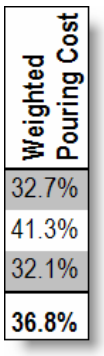
Income Variance
The difference between Theoretical Income and Reported Income



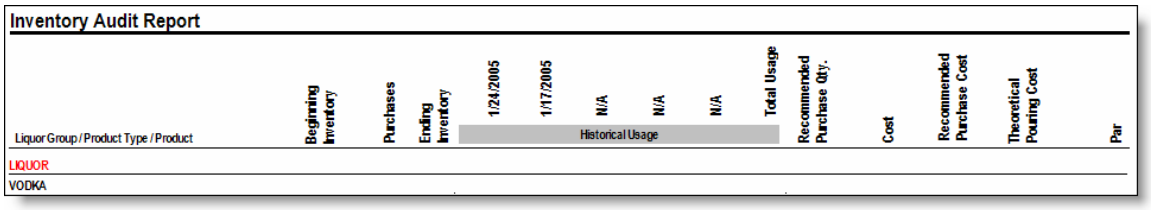
Cost of Goods Sold
The cost of the amount of inventory that was used in this period.



Weighted Pouring Cost
The percentage of each dollar earned that goes directly to the cost of the product.

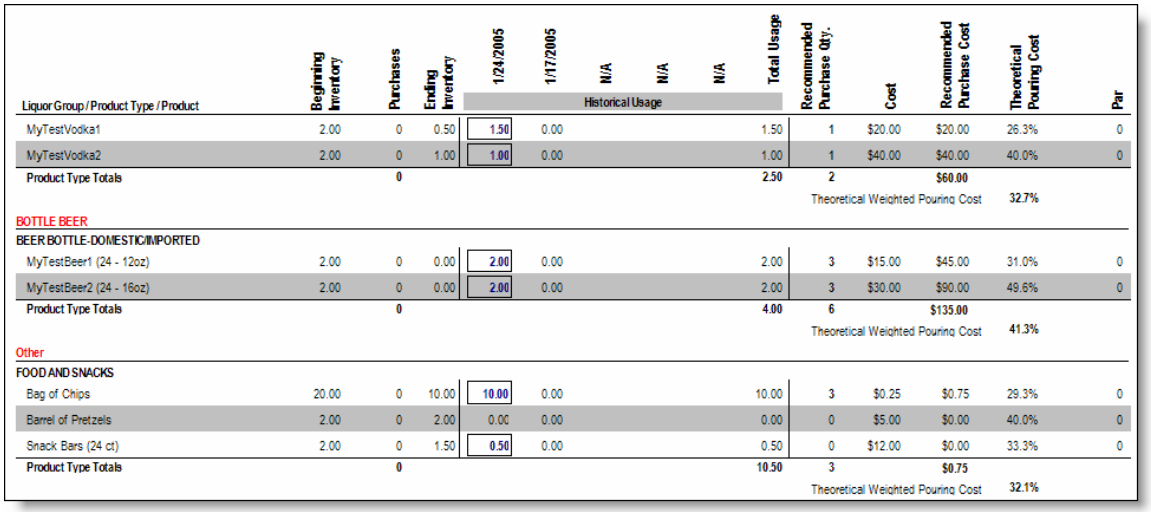


The third and final sub report, the Inventory Audit Report provides a more detailed view into the information summarized in the first two reports. The Inventory Audit Report allows you to pinpoint items of interest that you discover in the earlier reports.



Inventory Audit Report

Liquor Group / Product Type / Product	Beginning Inventory	Purchases	Ending Inventory	1/24/2005	1/17/2005	N/A	N/A	N/A	Total Usage	Recommended Purchase Qty.	Cost	Recommended Purchase Cost	Theoretical Pouring Cost	Par
				Historical Usage										
LIQUOR														
VODKA														

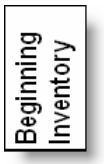


Liquor Group / Product Type / Product	Beginning Inventory	Purchases	Ending Inventory	1/24/2005	1/17/2005	N/A	N/A	N/A	Total Usage	Recommended Purchase Qty.	Cost	Recommended Purchase Cost	Theoretical Pouring Cost	Par
				Historical Usage										
MyTestVodka1	2.00	0	0.50	1.50	0.00				1.50	1	$20.00	$20.00	26.3%	0
MyTestVodka2	2.00	0	1.00	1.00	0.00				1.00	1	$40.00	$40.00	40.0%	0
Product Type Totals		**0**							**2.50**	**2**		**$60.00**		
										Theoretical Weighted Pouring Cost			**32.7%**	
BOTTLE BEER														
BEER BOTTLE-DOMESTIC/IMPORTED														
MyTestBeer1 (24 - 12oz)	2.00	0	0.00	2.00	0.00				2.00	3	$15.00	$45.00	31.0%	0
MyTestBeer2 (24 - 16oz)	2.00	0	0.00	2.00	0.00				2.00	3	$30.00	$90.00	49.6%	0
Product Type Totals		**0**							**4.00**	**6**		**$135.00**		
										Theoretical Weighted Pouring Cost			**41.3%**	
Other														
FOOD AND SNACKS														
Bag of Chips	20.00	0	10.00	10.00	0.00				10.00	3	$0.25	$0.75	29.3%	0
Barrel of Pretzels	2.00	0	2.00	0.00	0.00				0.00	0	$5.00	$0.00	40.0%	0
Snack Bars (24 ct)	2.00	0	1.50	0.50	0.00				0.50	0	$12.00	$0.00	33.3%	0
Product Type Totals		**0**							**10.50**	**3**		**$0.75**		
										Theoretical Weighted Pouring Cost			**32.1%**	

This report groups product information first by Liquor Group then by Product Code, exactly how you have your products setup in the Product Management module.

Each product has nine attributes:

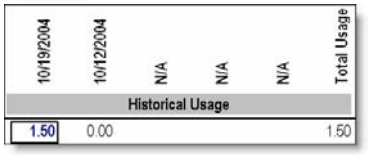
Beginning Inventory
The amount of inventory measured in units as purchased available for sale during this period.



Purchases
The units of inventory purchased during this period.

Ending Inventory
The amount of inventory measured in units as purchased at the close of this period.

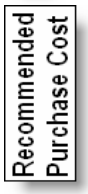
Historical Usage
This section shows the usage of the last five periods of usage and identifies the period with the highest usage. (The period with the highest usage is used to calculate your recommended purchase quantity.)
The total usage across all five periods is also shown.



Recommended Purchase Qty.
This quantity is calculated using the days in audit setting in the Business Module and the highest usages in your five week historical usage to determine what you should purchase in order to maintain sufficient inventory levels over that period of time.

Cost
This is the cost per item as recorded in the system, actual cost may be higher as prices may have risen since your last purchase.

Recommended Purchase Cost
This is the estimated total amount that you would have to spend to replenish your inventory based upon the recommendation.



Theoretical Pouring Cost
This represents the percentage of each dollar that goes directly to the cost of the product. This is a best case number and does not take into account shrinkage. You should monitor this percentage as a gauge to tell when and on which products you need to raise your prices.

Par
This number represents any par levels you have set. Setting par levels is a good idea for products that you like to keep in stock but rarely sell, or for products that you like to keep available in different parts of your establishment.

Congratulations!

You are finished setting up the demo account and have reviewed all the features in the system. You have only to follow these last few steps before using LiquidGuardian:

- Delete the sample audits we created.
- Remove the sample products.
- Fill in information pertaining to your bar.

You are now on your way to maximizing your profits by **purchasing**, **pouring**, and **pricing** more efficiently with LiquidGuardian!