



Uncorkd Inventory Guide

This guide provides instructions and screenshots on how to use the Uncorkd inventory functionality. This document is organized by inventory activity for how it will be used.

Setting Up Your Inventory

The first step to setting up inventory in Uncorkd is to put in the details for each beverage item. Uncorkd will track the following fields:

SKU	Item number to identify the product or use for ordering
Par	The quantity at which you want to re-order more of this product
Cost	Cost per unit (ie. bottle, can, keg) that you buy the product as
Distributor	The vendor you buy the product from
Display inventory amount on menu	If checked, the quantity left of this product will display on the iPad menu
Hide item on menu when out of stock	If checked, if the quantity goes to zero, the product will automatically stop displaying on the iPad menu. It will reappear if the quantity becomes positive.
POS Mappings	For point of sale integrations, this is how Uncorkd items are mapped to buttons on your POS. For more information see the section on POS Integration.

From the beverages page, click on any drink item row and then click on the inventory tab to input your inventory information.

You will first need to setup the distributors you purchase alcohol from. To do so click on the **Manage Distributors** link and then click on the **Add New Distributor** button.

It is important you assign distributors to all of your items so that you can generate purchasing reports by distributor.

SKU	<input type="text" value="ABCDEF1234"/>
Par	<input type="text" value="24"/>
Cost	<input type="text" value="1.34"/>
Distributor ^[?]	<input type="text" value="Andrew Peller Ltd."/> Manage distributors
Display inventory amount on menu ?	<input type="checkbox"/>
Hide item on menu when out of stock ?	<input type="checkbox"/>
POS Mappings	<input type="button" value="Add"/>

Once you have input the various inventory fields you can put in the starting amount of your inventory if known at this point. You can do this by typing a number into the **Quantity on Hand** field. Be sure that when you enter in your starting quantity, the box for **Adjust** transactions is highlighted.

<input type="button" value="Buy/Sell"/>	<input type="button" value="Adjust"/>	
<input type="button" value="+1"/>	<input type="button" value="+6"/>	<input type="button" value="+12"/>
<input type="button" value="-1"/>	<input type="button" value="-6"/>	<input type="button" value="-12"/>
		Quantity on Hand <input type="text" value="20.5"/>

What is the difference between the Buy/Sell and Adjust transaction types?

A buy transaction is when you are purchasing a product from your distributor or vendor. You are buying it at a given cost. If you are adding to inventory by purchasing from a distributor, be sure the Buy/Sell box is highlighted in blue.

An adjust transaction means you are simply changing the inventory quantity without buying or selling it. This may be to reconcile counts from performing a physical inventory, adjusting for breakage or simply finding a bottle in storage.

A sell transaction will occur when integrated with POS and an item is sold. You can also manually enter your sales when products are sold, however most users will not do this because it is cumbersome to track every sale.

For your starting inventory value use an adjust transaction because you aren't buying that many products right now, you are simply adjusting your inventory to the correct starting value when you start using this system. However when you do purchase product in the future, be sure you click on the item and select a Buy transaction so that you can accurately analyze your purchasing behavior in the reporting.

When changing inventory for an item, you can click the +/- buttons to make quick changes or you can type directly into the **Quantity on Hand** field. When you type into the quantity field, it will show your pending transaction highlighted in red in the transaction table below. Note that your transaction is not saved until you click the submit button.

The screenshot displays the inventory management interface. At the top, there are two tabs: "Buy/Sell" (highlighted in blue) and "Adjust". Below these are six buttons for quantity changes: "+1", "+6", "+12", "-1", "-6", and "-12". To the right of these buttons is a "Quantity on Hand" field displaying the number "5". Below the quantity field is a "Transaction History" table. The table has columns: Transaction, Qty, Price, Cost, Date, and Actions. The first row is highlighted in red and contains the text "Buy/Add", "1", "0.00", "19.13", "2017-07-13 16:31:48", and a trash icon. Below this row are two other rows: "Adjustment Down", "0", "0.00", "0.00", "2017-07-12 13:27:48", and a trash icon; and "Buy/Add", "4", "0.00", "19.13", "2017-07-10 17:05:51", and a trash icon. To the right of the table is a green "Export" button. At the bottom of the interface are three buttons: "Submit" (green), "Cancel" (yellow), and "Delete" (red). A red arrow points from the text "Pending transaction. Not saved until green submit button on bottom is clicked." to the first row of the transaction history table. A green arrow points from the same text to the "Submit" button.

Transaction	Qty	Price	Cost	Date	Actions
Buy/Add	1	0.00	19.13	2017-07-13 16:31:48	
Adjustment Down	0	0.00	0.00	2017-07-12 13:27:48	
Buy/Add	4	0.00	19.13	2017-07-10 17:05:51	

Performing an Inventory Count

When performing a physical inventory count to reconcile your inventory, whether monthly or weekly, it is best done using the Beverages page and toggle into **Inventory View**.

Use the search box and filters to quickly find products or see a subset of products

Menu View Inventory View Add New Beverage

Search Filter by Type Show All Filter by Status Show All Items per Page 25 Export PDF

Bin	Beverage Name	Vintage	Varietal	Distributor	Par	Qty
	1664 Blanc		Belgian White	Andrew Peller Ltd.	24	- 40.5 +
	Absolut Apeach Vodka		Flavored Vodka	Hobbs & Co.	3	- 4 +
	Absolut Citron Vodka		Flavored Vodka	Hobbs & Co.	3	- 7 +
	Absolut Mandrin Vodka		Flavored Vodka	Hobbs & Co.	2	- 3.599999 +
	Absolut Raspberri Vodka		Flavored Vodka	Hobbs & Co.	2	- 1.92 +
	Absolut Vanilia Vodka		Flavored Vodka	Hobbs & Co.	2	- 1 +
	Absolut Vodka		Vodka	L.C.B.O.	0	- 5 +
	Andeluna Cellars Familia Reina Cabernet Sauvignon 1300	2014	Cabernet Sauvignon	Andrew Peller Ltd.	6	- 20.5 +

Important Tips for Performing Inventory on the Beverages Page

- Use the search box to quickly find products by typing a few characters of the name.
- Use the search box to filter the list. The search box will search all of the columns. For example if you are inventorying vodka, simply type *vodka* into the search field and the list will filter to just your vodkas. You can quickly filter by subtype, varietal or menu category just by using the search field.
- Use the filters to narrow down the list. You can filter by type (wine, beer, spirits) or by status (active, inactive, in stock, below par, out of stock). These can also be useful for ordering, such as filtering by below par items or out of stock items to determine what you need to order.
- Click on the column headings to sort the list. By default the list appears alphabetically by name, but if you use bin numbers for example, it may be more useful to sort by bin number when performing inventory.
- Click the minus or plus buttons to decrement or increment inventory by one. You can also type directly into the input field. When you type in a number, the quantity will autosave when you click out of the field.
- The quantity field can be entered in up to four decimals. This is useful for partial pours or kegs when you need a more accurate and granular inventory quantity.

- Any changes to inventory values made on this page are done as an Adjust transaction. If you are purchasing product, do not increase the quantity on this page. Instead click on the item and then make the transaction on the inventory tab using a Buy transaction. Otherwise the purchase will not be accurately reflected in reports.

Adding to Inventory by Purchasing Products

When adding to inventory by purchasing products, you will want to add them as a **buy** transaction. To do this you will click on the item from the beverages page and then click to the inventory tab. Be sure your current cost for the product is entered. You can update this cost at any time and the system will track your costs. You can use this to see how the cost changes over time and it will be useful for reporting in calculating your inventory value, average cost and margins.

Edit Beverage

Drink Information | Menu Information | **Inventory**

SKU: ABCDEF1234

Par: 24

Cost: 1.34

Distributor: Andrew Peller Ltd. [Manage distributors](#)

Buy/Sell | Adjust

+1 +6 +12

-1 -6 -12

Quantity on Hand: **40.5**

Exporting Your Data

We want you to feel comfortable that you can access and download your data at any time. You can export your data in multiple ways.

To export your entire beverage list with the inventory details for each item, from the Beverages page click on the green export button.

Menu View | Inventory View | + Add New Beverage

Search

Filter by Type: Show All

Filter by Status: Show All

Items per Page: 25

Export PDF

Bin	Beverage Name	Vintage	Varietal	Distributor	Par	Qty
	1664 Blanc		Belgian White	Andrew Peller Ltd.	24	40.5
	Absolut Apeach Vodka		Flavored Vodka	Hobbs & Co.	3	4

A popup box will ask what data you want to export for each beverage. If you would like to export your inventory information, including the current quantity on hand, be sure the last five checkboxes are checked as show in the image at right.

When you click the download button, a CSV file will be generated and downloaded by your computer. You can then open this file as a spreadsheet in an application such as Excel.

Export Drink List

Select the fields on the left that you'd like included and then click the download button.

Download

Cancel

Category ☒

Price(s) ☒

Producer ☒

Varietal ☒

Vintage ☒

Vineyard ☒

Country ☒

Region ☒

Subregion ☒

Appellation ☒

Bin # ☒

Size ☒

Status ☒

SKU ☒

Par ☒

Cost ☒

Distributor ☒

Quantity ☒

You can also export the transaction history of any individual item. To do so, click on the item from the beverages page, click on the inventory tab and then click on the green Export button.

A popup box will ask what data from the transaction table you want to export for this beverage. When you click the download button, a CSV file will be generated showing the entire transaction history for this item, including all buy, sell and adjustment transactions.

Edit Beverage

Inventory

Buy/Sell Adjust

+1 +6 +12 -1 -6 -12

Quantity on Hand: 20.5

Transaction History

Transaction	Qty	Price	Cost	Date	Actions
Adjustment Up	5.5	0.00	0.00	2017-07-12 14:34:13	
Buy/Add	6	0.00	76.74	2017-07-10 22:20:58	
Buy/Add	12	0.00	160.20	2017-07-10 22:19:02	
Adjustment Down	2	0.00	0.00	2017-07-10 16:14:39	
Adjustment Down	1	0.00	0.00	2017-07-10 11:33:15	

Export

On the reports page you can also download any report you generate as a CSV file. Click on the green Export Report button on this page and a CSV file will be generated with your entire report details based on the parameters you set.

Report Period

06/13/2017 to 07/13/2017

Group Items By

None and None

Include in Report

☒ Inventory ☒ Sales ☒ Orders ☒ Adjustments

Sort Items By

Name ☐ Descending ☒ Ascending

Run Report **Export Report**

Generating and Analyzing Reports

The Reports page provides an all-in-one place to see all of your detailed inventory, sales and purchasing information. It was designed to provide as much information as possible that can be analyzed or exported to a spreadsheet. The reports can help you gain insight into your beverage program by answering questions such as:

- What products or product categories is my inventory tied up in?
- What is the value of inventory I have on hand, broken down by product category?
- What products have I not ordered in a long time (and maybe should remove from my menu)?
- What are my top selling or top purchasing products and product categories?
- Based on sales or purchasing, what are the trending product categories?
- What is my average blended sales price and margin for a product or product category?
- What distributors do I spend the most money with and on what products?

First start by selecting your date range for the report. The inventory levels shown in the report are at a single point in time and only rely on the second date you enter. The sales, orders and adjustments reflect transactions that have happened between the two dates selected.

Report Period

06/21/2017 to 07/21/2017

Include in Report

☒ Inventory ☒ Sales ☒ Orders ☒ Adjustments

Next choose what you want to include in the report. You can check or uncheck these boxes after the report is generated as well to show or hide the columns in the report table. If your POS system is not connected to Uncorkd, you can uncheck the *sales* checkbox, as you will not have relevant sales data in our system. Instead, use your *orders* as a proxy for what was sold. For example, if you purchase a lot of a product, you can assume you sold many of them, or compare what was purchased to your inventory quantity on hand.

Next, you can choose how you want to group your report. You can leave it ungrouped, which will just display all of your inventory items and a grand total. You can group by Drink Type (wine, beer, spirits) which will group the items by type and provide a subtotal for each group. You can also group by Subtype or Varietal, which will provide a hierarchy in your report and subtotals for each level of the hierarchy. For example if you group by varietal, it would group all of your Pinot Noirs together with a subtotal, grouped under Red Wine with a subtotal, grouped under Wine with a subtotal. You can also secondarily group the report by distributor.

This grouping is extremely helpful for finding important details about product categories on your menu. You can see your total inventory, sales and/or ordering by drink type broken down a number of different ways.

The image shows a user interface for configuring a report. It features three main sections: two 'Group Items By' sections and one 'Sort Items By' section. Each 'Group Items By' section contains two dropdown menus separated by the word 'and'. The first 'Group Items By' section has both dropdowns set to 'None', with a list of options (None, Drink Type, Drink Subtype, Drink Varietal) visible for the first dropdown. The second 'Group Items By' section also has both dropdowns set to 'None', with a list of options (None, Distributor) visible for the second dropdown. The 'Sort Items By' section has a dropdown menu set to 'Name', with a list of options (Name, Inventory Quantity, Inventory Value, Sales Quantity, Sales Value, Order Quantity, Order Value, Adjustments) visible. To the right of the dropdown are radio buttons for 'Descending' (unselected) and 'Ascending' (selected). A blue 'Run Report' button is located to the right of the 'Sort Items By' section.

The last filters to set are the sorting. By default the list will be sorted alphabetically, but you can change to sort the report by any of the available sorting options. For example, if you wanted to see what product had the most inventory value on hand, sort by *Inventory Value – Descending*. Or if you wanted to see the items you have ordered the least within the time period selected, sort by *Order Quantity – Ascending*.

The sort works hand in hand with the grouping. So if you wanted to see the least ordered Pinot Noirs, group by *Drink Varietal* and sort by *Order Quantity – Ascending*, and then after you run the report find the Pinot Noir area in the table. This same filter can also show you for example your orders of Pinot Noir relative to other varietals like Cabernet Sauvignon or Merlot. Below is a sample report showing grouping by drink type and sorting by sales quantity.

Report Period

06/21/2017

 to

07/21/2017

Include in Report
☒ Inventory ☒ Sales ☒ Orders ☒ Adjustments

Group Items By

Drink Type

 and

None

Sort Items By

Sales Quantity

☒ Descending ☐ Ascending

Run Report

Export Report

Beverage Report

2017-06-21 – 2017-07-21

Bin	Drink Name	Inventory Qty	Cost	Value	Sales Qty	Avg Price	Value	Margin %	Order Qty	Avg Cost	Value	Adjust
Totals:		285.4453	\$1188.90	\$12167.51	326.2795	\$35.11	\$11455.64	3.06%	531	\$20.85	\$11073.23	80.7248
Drink Type: Beer		-10.3551	\$545.90	\$6020.76	270.8551	\$30.46	\$8250.64	2.96%	219	\$34.72	\$7604.26	41.5
	Corona Extra	-114	\$1.07	\$-121.98	136	\$6.88	\$935.46	84.44%	22	\$0.05	\$1.07	0
	Coors Light	-33	\$0.98	\$-32.34	116	\$6.00	\$696.00	83.67%	83	\$0.01	\$0.98	0
	Beau's Lug Tread Lagered Ale	39.6616	\$102.15	\$4051.43	10.3384	\$332.89	\$3441.50	69.31%	50	\$100.11	\$5005.35	0
	Big Rig Rideau Red	10.1084	\$88.01	\$889.64	2.8916	\$330.27	\$955.00	73.35%	13	\$88.01	\$1144.13	0
	Big Rig Alpha Bomb IPA	32	\$1.14	\$36.48	2	\$7.50	\$15.00	84.8%	34	\$0.03	\$1.14	0
	Beau's Farmtable Series Saison	11.2747	\$91.11	\$1027.24	1.7253	\$291.36	\$502.68	68.73%	13	\$91.65	\$1191.49	0
	Guinness Stout	-0.0069	\$143.09	\$-0.99	1.0069	\$897.31	\$903.50	84.05%	1	\$143.09	\$143.09	0
	Blanche de Chambly	2.1071	\$0.00	\$0.00	0.8929	\$897.64	\$801.50	100%	2	\$0.00	\$0.00	1
	Kichessipi Radler	1	\$117.01	\$117.01	0	\$0.00	\$0.00	0%	1	\$117.01	\$117.01	0
	1664 Blanc	40.5	\$1.34	\$54.27	0	\$0.00	\$0.00	0%	0	\$0.00	\$0.00	40.5
Drink Type: Wine		258.9604	\$411.85	\$5290.95	53.2644	\$52.14	\$2777.00	1.96%	276	\$11.31	\$3122.52	36.2248
	Bodega Septima Malbec	119.7264	\$18.00	\$2155.08	22.9984	\$49.92	\$1148.00	63.94%	126	\$17.29	\$2178.00	16.7248
	Annie's Lane Riesling	31.134	\$11.33	\$352.75	10.866	\$45.65	\$496.00	75.18%	42	\$8.36	\$351.23	0
	Bna Wine Group Cabernet Sauvignon Humble Pie	-1	\$38.44	\$-38.44	6	\$78.00	\$468.00	50.72%	5	\$7.69	\$38.44	0
	Beringer Vineyards White Zinfandel California	15	\$9.00	\$135.00	3	\$25.00	\$75.00	64%	18	\$0.50	\$9.00	0
	Ara Pathway Pinot Noir	15.2	\$13.38	\$203.38	2.8	\$17.14	\$48.00	21.95%	0	\$0.00	\$0.00	18
	Ara Pathway Sauvignon Blanc	3.2	\$12.77	\$40.86	2.8	\$60.00	\$168.00	78.72%	6	\$2.13	\$12.77	0
	Bachelor Lowrey Vineyard Pinot Noir	9	\$21.13	\$190.17	2	\$44.00	\$88.00	51.98%	11	\$1.92	\$21.13	0

Point of Sales Integration

Uncorkd currently only supports integration with the Micros 3700 system. We are actively in development with other POS systems. If you would like us to integrate with your POS system, please contact us to let us know. We will be adding additional POS system integrations based on customer demand.

If you work at a private club, most club POS systems do not allow third party integrations. However, we would love your help in persuading them to offer integrations. Please contact your POS representative to tell them you would like them to offer integrations with Uncorkd, or we welcome introductions to any contacts you may have at your POS company who we can speak with further about integrating with Uncorkd.

If you utilize a POS system that we support, integrating with your system for automated sales and inventory depletion information is very easy. Simple let us know you would like to integrate. We will provide you with an activation code to use for installation and you can [follow the instructions on this page](#).

Mapping Point of Sale Items for Automatic Depletion

By integrating with your POS system, we will receive read-only access to your POS items and tickets so Uncorkd knows when each item sells. Using this data we will automatically deplete beverage items from your inventory and track the prices you are selling your items at for the purpose of calculating metrics such as your margins.

The first step to ensure that inventory depletion is accurate is to map each of your POS items to your beverage items in Uncorkd. Usually items in a POS system will be abbreviated and so we need to know what your POS items actually are. You may also have multiple POS buttons for a single item within Uncorkd, so we need to map the multiple POS buttons to one Uncorkd item. For example, you may have one wine in Uncorkd that is sold by both the glass and bottle in your POS system. We need to map both of those POS items to the Uncorkd item and also tell the Uncorkd inventory system how much we should subtract from inventory every time it is sold. A bottle sold may subtract one unit, while a glass pour would subtract a partial unit from inventory.

The below example shows an item that is sold by the glass. This restaurant sells wine by the glass in 5oz pours so that they get 5 glass pours out of each bottle. Therefore their 5oz glass pour has a depletion rate of 0.2. In the transaction table to the right, you can see every time a glass is sold, the price it is sold at, and the date it was sold.

POS Mappings

Add

Search for an item name in your POS system, then enter the depletion rate for this item between 0 and 1.

For more info, help and FAQs on POS integration, [click here](#).

Search POS Items

Depletion Rate

Add

5oz Andeluna - 0.2

Remove

9oz Andeluna - 0.35

Remove

Btl Andeluna - 1

Remove

Btl Andeluna1300 - 1

Remove

1/2 L Andeluna - 0.6666

Remove

Edit Beverage

Drink Information

Menu Information

Inventory

SKU

PN6015

Par

12

Cost

13.38

Distributor [?]

Hobbs & Co.

[Manage distributors](#)

Display inventory amount on menu ? ☐

Hide item on menu when out of stock ? ☐

POS Mappings

Add

5oz Ara Pinot - 0.2

Remove

1/2L Ara Pinot - 0.6666

Remove

Buy/Sell

Adjust

+1

+6

+12

-1

-6

-12

Quantity on Hand

15.2

Transaction History

Export

Transaction	Qty	Price	Cost	Date	Actions
Sell	2	0.00	13.38	2017-07-10 16:14:53	
Adjustment Up	18	0.00	0.00	2017-07-10 16:14:39	
Sell	0.2	12.00	0.00	2017-07-04 20:35:06	
Sell	0.2	12.00	0.00	2017-07-04 20:35:06	
Sell	0.2	12.00	0.00	2017-07-04 16:19:00	
Sell	0.2	12.00	0.00	2017-07-04 16:19:00	