
















PRINTING A MASTER INVENTORY LIST

1. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
2. Click the **Reports Menu** button. The Report Menu will appear.
3. Click the **Master Inventory List** button. The Master Inventory List Menu will appear.
4. If you wish to view the list on the screen, click the **Preview** button. The list will be displayed on the screen. You may use the elevator bars on the bottom and right-hand side of the report to move around the page. To view the next page of the list, click the Next Page icon at the bottom of the list . To view the previous page of the list, click the Previous Page icon at the bottom of the list . To view the last page of the list, click the Last Page icon at the bottom of the list . To view the first page of the list, click the First Page icon at the bottom of the list . If you decide to print the list, click the Printer icon on the toolbar at the top of the screen . To close the list and return to the Reports Menu, click either the red X on the upper right-hand corner of the list (NOT the upper right-hand corner of the screen) or click the Close button on the toolbar at the top of the screen.
5. If you wish to print the list, click the **Print** button. The list will be sent to the printer, and you will be returned to the Reports Menu.
6. If you wish to exit without either viewing or printing the list, click the **Cancel** button, and you will be returned to the Reports Menu.

PRINTING A MISSING COSTS REPORT






1. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
2. Click the **Reports Menu** button. The Report Menu will appear.
3. Click the **Missing Costs Report** button. The Missing Costs Report Menu will appear.
4. If you wish to view the report on the screen, click the **Preview** button. The report will be displayed on the screen. You may use the elevator bars on the bottom and right-hand side of the report to move around the page. To view the next page of the report, click the Next Page icon at the bottom of the report . To view the previous page of the report, click the Previous Page icon at the bottom of the report . To view the last page of the report, click the Last Page icon at the bottom of the report . To view the first page of the report, click the First Page icon at the bottom of the report . If you decide to print the report, click the Printer icon on the toolbar at the top of the screen . To close the report and return to the Reports Menu, click either the red X on the upper right-hand corner of the report (NOT the upper right-hand corner of the screen) or click the Close button on the toolbar at the top of the screen.
5. If you wish to print the report, click the **Print** button. The report will be sent to the printer, and you will be returned to the Reports Menu.
6. If you wish to exit without either viewing or printing the report, click the **Cancel** button, and you will be returned to the Reports Menu.

PRINTING AN ON HAND BELOW ZERO REPORT

1. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
2. Click the **Reports Menu** button. The Report Menu will appear.
3. Click the **On Hand Below Zero Report** button. The On Hand Below Zero Report Menu will appear.
4. If you wish to view the report on the screen, click the **Preview** button. The report will be displayed on the screen. You may use the elevator bars on the bottom and right-hand side of the report to move around the page. To view the next page of the report, click the Next Page icon at the bottom of the report . To view the previous page of the report, click the Previous Page icon at the bottom of the report . To view the last page of the report, click the Last Page icon at the bottom of the report . To view the first page of the report, click the First Page icon at the bottom of the report . If you decide to print the report, click the Printer icon on the toolbar at the top of the screen . To close the report and return to the Reports Menu, click either the red X on the upper right-hand corner of the report (NOT the upper right-hand corner of the screen) or click the Close button on the toolbar at the top of the screen.
5. If you wish to print the report, click the **Print** button. The report will be sent to the printer, and you will be returned to the Reports Menu.
6. If you wish to exit without either viewing or printing the report, click the **Cancel** button, and you will be returned to the Reports Menu.






PRINTING AN INVENTORY SHEET

The Inventory Sheets are used to allow you to do a physical count of the inventory and compare it to the computer count for correction where necessary. There are four Inventory Sheets available – Beer Inventory, Wine Inventory, Liquor Inventory, and Other Inventory. The instructions below are for the Beer Inventory. The instructions for the other three sheets are the same – simply substitute the appropriate sheet name for beer.

1. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
2. Click the **Reports Menu** button. The Report Menu will appear.
3. Click the **Beer Inventory** button. The Beer Inventory Menu will appear.
4. If you wish to view the inventory sheet on the screen, click the **Preview** button. The inventory sheet will be displayed on the screen. You may use the elevator bars on the bottom and right-hand side of the inventory sheet to move around the page. To view the next page of the inventory sheet, click the Next Page icon at the bottom of the inventory sheet . To view the previous page of the inventory sheet, click the Previous Page icon at the bottom of the inventory sheet . To view the last page of the inventory sheet, click the Last Page icon at the bottom of the inventory sheet . To view the first page of the inventory sheet, click the First Page icon at the bottom of the inventory sheet . If you decide to print the inventory sheet, click the Printer icon on the toolbar at the top of the screen . To close the inventory sheet and return to the Reports Menu, click either the red X on the upper right-hand corner of the inventory sheet (NOT the upper right-hand corner of the screen) or click the Close button on the toolbar at the top of the screen.
5. If you wish to print the inventory sheet, click the **Print** button. The inventory sheet will be sent to the printer, and you will be returned to the Reports Menu.
6. If you wish to exit without either viewing or printing the inventory sheet, click the **Cancel** button, and you will be returned to the Reports Menu.

PRINTING A MASTER ITEMS LIST

There are five available Master Items lists – the Master Items List, which lists all items, and the Master Beer List, Master Wine List, Master Liquor List, and Master Other Items List. The instructions below are for the Master Items List. The instructions for the other four lists are the same – simply substitute the appropriate list for the Master Items List.

1. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
2. Click the **Reports Menu** button. The Report Menu will appear.
3. Click the **Master Items List** button. The Master Items List Menu will appear.
4. If you wish to view the list on the screen, click the **Preview** button. The list will be displayed on the screen. You may use the elevator bars on the bottom and right-hand side of the report to move around the page. To view the next page of the list, click the Next Page icon at the bottom of the list . To view the previous page of the list, click the Previous Page icon at the bottom of the list . To view the last page of the list, click the Last Page icon at the bottom of the list . To view the first page of the list, click the First Page icon at the bottom of the list . If you decide to print the list, click the Printer icon on the toolbar at the top of the screen . To close the list and return to the Reports Menu, click either the red X on the upper right-hand corner of the list (NOT the upper right-hand corner of the screen) or click the Close button on the toolbar at the top of the screen.
5. If you wish to print the list, click the **Print** button. The list will be sent to the printer, and you will be returned to the Reports Menu.
6. If you wish to exit without either viewing or printing the list, click the **Cancel** button, and you will be returned to the Reports Menu.

UPDATING COSTS AND SELLING PRICES

NOTE: This option updates ONLY the costs/selling prices in the inventory file. NO other amounts, such as the weekly sales and monthly sales, are updated.

1. Make sure you are out of the Point of Sale on the front computer.
2. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
3. Click the **Update Inventory Files** button. The Update Inventory Files Menu will appear.
4. Click the **Update Costs and Selling Prices** button. The Update Costs and Selling Prices Menu will appear.
5. To update costs and selling prices so they reflect those in the point-of-sale, click the **OK** button. When the update is finished, a box will appear with the message "Costs and selling prices have been updated". Click the **OK** button, and you will be returned to the Update Inventory Files Menu.
6. If you wish to exit this option without updating, click the **Exit** button, and you will be returned to the Update Inventory Files Menu.

UPDATING ON HAND AMOUNTS

NOTE: This option updates ONLY the on hand amounts in the inventory file. NO other amounts, such as the weekly sales and monthly sales, are updated.

1. Make sure you are out of the Point of Sale on the front computer.
2. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
3. Click the **Update Inventory Files** button. The Update Inventory Files Menu will appear.
4. Click the **Update On Hand Amounts** button. The Update On Hand Amounts Menu will appear.
5. To update on hand amounts so they reflect those in the point-of-sale, click the **OK** button. When the update is finished, a box will appear with the message "On Hand amounts have been updated". Click the **OK** button, and you will be returned to the Update Inventory Files Menu.
6. If you wish to exit this option without updating, click the **Exit** button, and you will be returned to the Update Inventory Files Menu.

UPDATING MINIMUM AND REORDER AMOUNTS

NOTE: This option updates ONLY the minimum and reorder amounts in the inventory file. NO other amounts, such as the weekly sales and monthly sales, are updated.

1. Make sure you are out of the Point of Sale on the front computer.
2. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
3. Click the **Update Inventory Files** button. The Update Inventory Files Menu will appear.
4. Click the **Update Minimums/Reorder** button. The Update Minimum And Reorder Amounts Menu will appear.
5. To update minimum and reorder amounts so they reflect those in the point-of-sale, click the **OK** button. When the update is finished, a box will appear with the message "Minimum And Reorder amounts have been updated". Click the **OK** button, and you will be returned to the Update Inventory Files Menu.
6. If you wish to exit this option without updating, click the **Exit** button, and you will be returned to the Update Inventory Files Menu.

UPDATING UPC CODES

NOTE: This option updates ONLY the UPC codes in the inventory file. NO other information, such as the weekly sales and monthly sales, are updated.


1. Make sure you are out of the Point of Sale on the front computer.
2. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
3. Click the **Update Inventory Files** button. The Update Inventory Files Menu will appear.
4. Click the **Update UPC Codes** button. The Update UPC Codes Menu will appear.
5. To update UPC codes so they reflect those in the point-of-sale, click the **OK** button. When the update is finished, a box will appear with the message "UPC Codes have been updated". Click the **OK** button, and you will be returned to the Update Inventory Files Menu.
6. If you wish to exit this option without updating, click the **Exit** button, and you will be returned to the Update Inventory Files Menu.

UPDATING INVENTORY

NOTE: This option updates ALL inventory file information, including weekly sales, monthly sales, and on hand figures. It should normally be run only on Saturday evening or Sunday.

1. Make sure you are out of the Point of Sale on the front computer.
2. If you are not in LIQMAN, double-click the LIQMAN icon on the desktop.
3. Click the **Update Inventory Files** button. The Update Inventory Files Menu will appear.
4. Click the **Update Master Inventory File** button. The Update Master Inventory File Menu will appear.
5. If this is the first update since end-of-the month closing (that is, end-of-the month closing was done the **previous** weekend), check the date highlighted on the calendar to make sure that the date shown on the calendar is the date the just-ended sales week began. If you are doing the update on a Saturday evening, this date will be the previous Sunday. If you are doing the update on a Sunday, this date will be the previous Monday.

If the date is NOT correct, you must change it. You may do this one of two ways:

- a) Change the date using the calendar. Begin by insuring that month and year listed on the calendar are correct. If they are not, they can be changed by clicking the List icon  next to the currently displayed month and/or currently displayed year. A list of available options will be displayed. Simply click the correct month if changing the month, and click the correct year if changing the year.

If the month and year are correct, or you have corrected the month and year, correct the day of the month. This is done by simply clicking on the correct day of the month.


- b) Change the date by typing in the correct date in the Beginning of Sales Week field. If you type in the date, make sure the year is typed in using four digits; i.e. 2004, not 04.

Once you have changed the date, click the Set Date button. **WARNING:** If you fail to click this button after changing the date, the change will NOT be applied, and the update will be incorrect!

Once you are sure the date is correct, click the **First Update Since EOM** button. When the update is finished, a box will appear with the message “Inventory has been updated”. Click the **OK** button, and you will be returned to the Update Inventory Files Menu

6. If this is NOT the first update since end-of-the month closing (that is, end-of-the month closing was NOT done the **previous** weekend), check the date highlighted on the calendar to make sure that the date shown on the calendar is the date the just-ended sales week began. If you are doing the update on a Saturday evening, this date will be the previous Sunday. If you are doing the update on a Sunday, this date will be the previous Monday.

If the date is NOT correct, you must change it. You may do this one of two ways:

- a) Change the date using the calendar. Begin by insuring that month and year listed on the calendar are correct. If they are not, they can be changed by clicking the List icon  next to the currently displayed month and/or currently displayed year. A list of available options will be displayed. Simply click the correct month if changing the month, and click the correct year if changing the year.

If the month and year are correct, or you have corrected the month and year, correct the day of the month. This is done by simply clicking on the correct day of the month.

- b) Change the date by typing in the correct date in the Beginning of Sales Week field. If you type in the date, make sure the year is typed in using four digits; i.e. 2004, not 04.

Once you have changed the date, click the Set Date button. **WARNING:** If you fail to click this button after changing the date, the change will NOT be applied, and the update will be incorrect!

Once you are sure the date is correct, click the **Ongoing Update** button. When the update is finished, a box will appear with the message “Inventory has been updated”. Click the **OK** button, and you will be returned to the Update Inventory Files Menu

7. If you wish to exit this option without updating, click the **Exit** button, and you will be returned to the Update Inventory Files Menu.