



Below is a list of some things you can do on an ongoing basis to ensure that you are maintaining your database and getting the best out of your BeerModo POS.

1. Restart your POS System once a week.
 - a. You shouldn't restart your POS every day, but you should once a week. We typically recommend on a Sunday night after you close. It is important that you stay until the system is back up to make sure that any updates run and everything comes back up as it should.
2. Receive everything through Purchase Orders and make sure everything going out is accounted for with either a sale or a transfer.
 - a. This is imperative for your beer reports. Everything going in and out must be recorded.
3. Check for negative quantities
 - a. Reports→Inventory Reports→Product List – Select <0 under QTY on Hand, click Show report
 - i. Go through your list and determine if these products should be negative. I.E. did you sell product that hadn't been received through the PO yet?
 - ii. If you're not sure, check the Product History tab in the product to trace what has been coming in and going out.
4. Check for nontaxable items that should be taxable:
 - a. Inventory→Products→Select "Non Taxable" under tax group and search- make sure all nontaxable products should be nontaxable.
5. Run your Package Family Report (Reports→Inventory Reports→Package Family Report) to ensure that your families are set up correctly.
6. Make sure all active products have a price so they are not rung up a \$0 at the POS.
 - a. Inventory→Products: Search all and sort by price low to high (click Price header in the grid view to change the sort order)
7. If you can't find a product in your database, be sure to check inactive products before creating a new one. Note: Just because the UPC code is not found, doesn't mean the product isn't in there without the UPC code. If not found, search by category (find brand), and search inactive products.