

# Paynter Bar

## GemLife Palmwoods

### Stock Ordering & Inventory Procedures

#### 1.2 Reading the Reorder Planner

The Reorder Planner tab is the starting point for every order. It shows every item's current stock, weekly average sales and calculated order quantity based on your target weeks of stock.

Status	Colour	Meaning	Action	Hub Display
CRITICAL	Red	At or below min stock	Order immediately	Highlighted row, shown on Dashboard
LOW	Amber	Below target weeks	Include in next order	Highlighted row
OK	Green	Within target	No action needed	Normal row

#### 1.3 Spirits, Liqueurs & Fortified Wine — Nip to Bottle Conversion

These items are sold by the nip (30ml serve) in Square and stock is tracked in nips. They are ordered from suppliers by the bottle. The Hub automatically calculates how many bottles to order based on nip stock levels and weekly nip sales. When receiving in Square, you must enter nips — not bottles.

Item Type	Sold as (POS)	Nips per Bottle	Order Unit	Example: 8 nips low → order
Spirits (standard)	Nip (30ml)	25 nips	1 bottle (750ml)	1 bottle (rounds up)
Spirits (1 litre)	Nip (30ml)	33 nips	1 bottle (1L)	1 bottle
Fortified Wine	Nip (30ml)	25 nips	1 bottle (750ml)	1 bottle
Liqueurs	Nip (30ml)	25 nips	1 bottle (750ml)	1 bottle
Wine (bottle)	Bottle or Glass	N/A	1 bottle (750ml)	Order whole bottles

*IMPORTANT: Square tracks spirits, liqueurs and fortified wine in NIPS. When ordering from a supplier, work in BOTTLES (e.g. order 2 bottles). When RECEIVING in Square, convert to NIPS before entering (e.g. 2 bottles x 25 nips = enter 50). Entering bottles when Square expects nips will understate your stock by a factor of 25.*

#### 1.4 Generating Reports in the Hub

The Hub replaces manual Excel-based calculations. These reports are available directly from the app:

- Dashboard — live stock status showing Critical, Low Stock and items to order
- Reorder Planner — full item list with order quantities by supplier
- SOH PDF — Stock on Hand report replacing the manual Sunday SOH report
- Sales Report — monthly and custom period sales with category breakdown
- Quarterly Trends — four-quarter chart replacing manual sales tracking
- Best & Worst Sellers — top 10 and slow movers over 90 days
- Price List — printable two-page A4 price list for bar display
- Wastage Log — record and report breakages, spoilage and expired stock

*The SOH PDF from the Hub replaces the previous manual process of exporting from Square Items and Services, removing glass entries and sorting by category. Run the SOH PDF from the Hub on Sunday night or early Monday morning.*

## Section 2 — Creating a Purchase Order in Square

### 2.1 Before You Start

Have the Hub Reorder Planner open alongside Square so you can refer to order quantities. The Hub shows quantities by supplier — use the supplier filter to focus on one supplier at a time.

*Create one Purchase Order per supplier. Do not combine multiple suppliers into a single PO — this makes it impossible to match invoices to received stock later.*

### 2.2 Step-by-Step: Create a Purchase Order in Square

1	<b>Open Square Dashboard</b>	Log in at <a href="https://squareup.com/dashboard">squareup.com/dashboard</a> or open the Square app. Navigate to Items → Purchase Orders.
2	<b>Click New Purchase Order</b>	Click the "+ New Purchase Order" button in the top right.
3	<b>Select Supplier</b>	Choose the supplier from the dropdown (Dan Murphys, Coles/Woolies, ACW). If not listed, add the supplier in Square Supplier settings first.
4	<b>Set Expected Date</b>	Enter the expected delivery date. This helps with planning but can be updated when the delivery arrives.
5	<b>Add Line Items</b>	Click "Add Item" and search for each item. Add all items for this supplier from the Hub Reorder Planner.
6	<b>Enter Quantities — Spirits/Liqueurs/For tified</b>	BOTTLES ONLY. The order quantity in the Hub is already converted to bottles — this is what you order from the supplier. Enter this bottle quantity in the Square PO.
7	<b>Enter Quantities — Beer, Wine, Other</b>	Enter the units/bottles as shown in the Hub Reorder Planner.
8	<b>Review and Save</b>	Check all items and quantities. Click Save. The PO status will show as Draft.
9	<b>Print the Purchase Order</b>	Click Print on the saved PO. Place the printed copy on the clipboard in the Bar Storeroom — this becomes the delivery docket.

*TIP: Add a note to the PO with any special instructions e.g. "Order only if on special" or "Check vintage before ordering". Notes are visible when receiving.*

### 2.3 Spirits Quantity Calculation — Worked Example

The Hub shows nip stock and calculates bottles to order from the supplier. When receiving the delivery in Square, you must convert back to nips:

Item	Nips on Hand	Weekly Avg (nips)	Hub Order Qty	Receive in Square

*ORDERING (Square PO): enter BOTTLES — this is the quantity you order from the supplier.  
RECEIVING (Square PO receive): enter NIPS — Square tracks stock in nips. Convert before entering:  
bottles received x nips per bottle. Example: 2 bottles of rum (25 nips each) = enter 50 nips. Entering  
bottles instead of nips will massively understate your stock.*

## 2.4 Wine — Glass Variations

Wine items in Square may have both a Bottle variation and a Glass variation. When creating a PO and receiving stock:

- Add only the BOTTLE variation to the Purchase Order
- Do not add Glass variations to POs — stock is tracked at the bottle level
- When receiving wine in Square, use Manage Stock (not Receive Stock) for items with glass variations to maintain accurate inventory

*This is consistent with the existing Square procedure — glass variations are updated automatically when bottle stock changes are saved correctly.*

## Section 3 — Invoice Management & OneDrive Filing

### 3.1 OneDrive Folder Structure

All supplier invoices must be saved to the Paynter Bar OneDrive account in the correct supplier folder. The folder structure is:

```
Paynter Bar (OneDrive)
├── ACW
├── Dan Murphy
└── Coles Woolies
```

### 3.2 Invoice Naming Convention

All invoices must be renamed before saving to OneDrive. Use the following format:

**INV- [InvoiceNumber] - [DD-MM-YYYY]**

Examples:

- INV-2043781-01-03-2026 (Dan Murphy invoice #2043781 received 1 March 2026)
- INV-ACW5521-01-03-2026 (ACW invoice #ACW5521)
- INV-CW00234-01-03-2026 (Coles/Woolies invoice)

### 3.3 Step-by-Step: Save an Invoice to OneDrive

1	Receive the Invoice	Invoice arrives by email (PDF attachment) or as a paper copy with delivery. For paper copies, photograph or scan to PDF.
2	Identify Invoice Number & Date	Find the invoice number (usually at the top right of the invoice) and the invoice date.
3	Rename the File	Before saving, rename the file: INV-[InvoiceNumber]-[DD-MM-YYYY]. Example: INV-2043781-01-03-2026
4	Open OneDrive	Open the Paynter Bar OneDrive account. Navigate to the correct supplier folder (ACW / Dan Murphy / Coles Woolies).
5	Upload the File	Drag the renamed PDF into the supplier folder, or use the Upload button. Confirm the file appears with the correct name.
6	Note the Invoice Number	Keep the invoice number handy — you will need it when entering received stock in Square and for the History Report filename.

*TIP: If an invoice covers multiple suppliers (e.g. a combined Coles/Woolies delivery), split the line items and save a copy in each relevant folder with a note appended: INV-CW00234-01-03-2026-Part1*

## Section 4 — Receiving Goods Against the Square Purchase Order

### 4.1 Before the Delivery Arrives

- Locate the printed Purchase Order on the clipboard in the Bar Storeroom
- If a PO was not printed previously, log into Square → Items → Purchase Orders and print it now
- Have a pen ready to tick off items as they are unloaded

### 4.2 Checking Off Delivery Against the PO

As items are unloaded from the delivery vehicle, check each item against the printed PO:

- Tick each item as it is confirmed received
- Write the actual quantity received next to any item where the quantity differs from what was ordered
- Note any items not delivered — these will need to be followed up with the supplier
- Note any damage or breakages on the docket and record in the Wastage Log in the Hub app

*Do not sign the supplier's delivery docket until you have checked all items. If there are discrepancies, note them on the supplier docket before signing.*

### 4.3 Entering Received Goods in Square

Once the delivery is checked off, enter the received quantities into Square. This updates your stock on hand.

1	<b>Open Square Dashboard</b>	Log into squareup.com/dashboard. Navigate to Items → Purchase Orders.
2	<b>Find the Purchase Order</b>	Locate the PO for this delivery. It will show status "Sent" or "Open". Click to open it.
3	<b>Click Receive Items</b>	Click the "Receive Items" button on the PO. A list of all ordered items will appear.
4	<b>Enter Received Quantities</b>	For each item, enter the quantity actually received. If the full quantity was received, leave as-is. If partial, enter the actual number received.
5	<b>Spirits/Liqueurs/ Fortified</b>	Enter NIPS received (not bottles). Multiply bottles delivered by nips per bottle. Example: 2 bottles of rum (25 nips/bottle) = enter 50 nips. Check your item setup for the correct nips per bottle figure.
6	<b>Wine with Glass Variations</b>	Use Manage Stock instead of the PO receive function for wine items that have Glass variations. Navigate to the item in Items Library and update stock there.
7	<b>DO NOT adjust cost price</b>	Leave the cost price field unchanged when receiving. Cost prices are managed separately.
8	<b>Save Receipt</b>	Click Save or Done to confirm. The PO status changes to Received and stock on hand updates immediately.

*After saving, verify a couple of items in the Item Library to confirm stock on hand has updated correctly before archiving the paper PO.*

## 4.4 Recording Wastage During Delivery

If any items arrived damaged or broken during delivery:

- Record the breakage in the Paynter Bar Hub under the Wastage Log tab
- Select the item, enter the quantity lost, select reason "Breakage", add a note (e.g. "Damaged in transit — Dan Murphy delivery 01/03/2026")
- This creates a record for the treasurer and for stock discrepancy tracking

## Section 5 — History Report for Treasurer

### 5.1 What the History Report Is

The Square History Report (also called Inventory History) is a record of all stock received transactions. It is generated after each delivery and sent to the Treasurer together with the supplier invoice as the audit trail for the expenditure.

*The History Report is generated from Square — it is not a Hub report. The Hub's SOH PDF and Sales PDF are separate management reports.*

### 5.2 Generating the History Report in Square

1	<b>Open Square Dashboard</b>	Log into squareup.com/dashboard.
2	<b>Navigate to Inventory Management</b>	Go to Items → Inventory Management. (Some versions: Items and Services → Inventory Management)
3	<b>Open History tab</b>	Click the History tab at the top of the Inventory Management screen.
4	<b>Filter by Supplier</b>	Use the filter options to narrow results to the supplier for this delivery. Set the date range to cover the delivery date.
5	<b>Verify Entries</b>	Confirm the received items and quantities shown match what was entered when receiving the PO. Check at least 3-4 items against your paper PO.
6	<b>Export as Excel</b>	Click the Export button (top right). Select Excel (.xlsx) format. The file will download to your Downloads folder.
7	<b>Rename the File</b>	Rename the downloaded file: HIST-[Supplier]-[DD-MM-YYYY]-INV-[InvoiceNumber].xlsx Example: HIST-DanMurphy-01-03-2026-INV-2043781.xlsx
8	<b>Save to OneDrive</b>	Save the renamed Excel file to the correct supplier folder in OneDrive alongside the corresponding invoice PDF.
9	<b>Send to Treasurer</b>	Email the Treasurer with both files attached: • The invoice PDF (INV-...) • The History Report Excel (HIST-...)

### 5.3 History Report File Naming — Examples

Supplier	History File Name	Invoice File Name
Dan Murphy	HIST-DanMurphy-01-03-2026-INV-2043781.xlsx	INV-2043781-01-03-2026.pdf
ACW	HIST-ACW-01-03-2026-INV-ACW5521.xlsx	INV-ACW5521-01-03-2026.pdf
Coles/Woolies	HIST-ColesWoolies-01-03-2026-INV-CW00234.xlsx	INV-CW00234-01-03-2026.pdf

*Do not use the print function for the History Report — the Treasurer needs the Excel file for their records.*



*The print-only option in older Square versions has been superseded by the Export function.*


## Section 6 — Wastage Log

### 6.1 When to Record Wastage

Any stock lost for reasons other than a sale must be recorded in the Wastage Log in the Paynter Bar Hub. This maintains accurate stock records and provides an audit trail.

Reason	Examples	Action in Hub
Breakage	Bottle dropped during delivery, broken glass during service	Select "Breakage", note the invoice/delivery date
Spoilage	Wine turned, beer past date, opened and unfit for sale	Select "Spoilage", note product description
Expired	Products past best-before date found during stocktake	Select "Expired", note approximate quantity
Other	Stock discrepancy found at stocktake, theft, pour errors	Select "Other", describe in notes field


### 6.2 Recording Wastage in the Hub

1. Open the Paynter Bar Hub and navigate to the Wastage Log tab (  Wastage button in header)
2. Click "Record Wastage" to expand the entry form
3. Select the item from the dropdown (grouped by category)
4. Enter the quantity lost and select the unit (units, bottles, nips, cases, packs)
5. Select the reason (Breakage, Spoilage, Expired, Other)
6. Set the date — defaults to today but can be backdated if recording a past event
7. Add a note with relevant details — e.g. delivery date, invoice number, description of incident
8. Enter your name in the "Recorded by" field
9. Click Record to save

*Note: The Wastage Log in the Hub is a record only — it does not automatically adjust Square stock on hand. If the wastage is significant, also adjust the stock level in Square Items Library using "Manage Stock" → "Loss" adjustment.*

### 6.3 Wastage Reports

To print a wastage report for any period:

- Use the From/To date filters at the top of the log table to set the date range
- Optionally click a reason badge (Breakage, Spoilage, etc.) to filter by reason
- Click  Print Report — an A4 report matching the current filter will print
- The printed report includes all entries, reason totals and the date generated

## Section 7 — Standard Reports Schedule

### 7.1 Regular Reporting Schedule

Report	Source	Schedule	Purpose & Notes
SOH PDF	Hub App	Sunday night / Mon morning	Stock on Hand for ordering. Run from Hub — replaces manual Square export and sorting.
Reorder Planner	Hub App	Before each order	Order quantities per supplier. Use as reference when creating Square POs.
Sales PDF	Hub App	Monthly (1st of month)	Previous month sales by category. Hub generates automatically for prior month.
Quarterly Trends	Hub App	Quarterly	Four-quarter category chart. Useful for AGM preparation and ordering strategy.
Best & Worst Sellers	Hub App	Monthly or as needed	90-day sales ranking. Identifies slow movers for discontinuation consideration.
History Report (Excel)	Square	After every delivery	Per-supplier received stock record. Export, rename and send to Treasurer with invoice.
Bar Sales Report	Square	Monthly or as required	Reports → Sales → Items. Additional detail beyond Hub — multiple data options available.
Wastage Report	Hub App	Quarterly / as required	Print from Wastage Log tab with date filter. For audit and treasurer reporting.

## Section 8 — Adding New Items to Square

When a new product is introduced to the bar, it must be set up correctly in Square and in the Hub before it can be ordered, tracked and sold.

### 8.1 Square Setup

10. Duplicate a similar existing item — preserves correct category, tax and variation structure
11. Update the item name, description and pricing for the new product
12. Assign the correct category (Beer, Wine, Spirits, etc.)
13. Enter the bottle barcode from the supplier packaging
14. For wine sold by glass, create a Glass variation with a new barcode from the master barcode list
15. For spirits/liqueurs/fortified, set the Nip size in the item settings (usually 30ml)
16. Set the initial stock on hand using Manage Stock
17. Save the item

*DO NOT adjust cost price when creating items. Cost price is managed separately and should not be changed during normal operations.*

### 8.2 Hub App Update

The Hub pulls all items from Square automatically on the next Refresh. After adding an item in Square:

- Click Refresh in the Hub to pull the new item
- Set the supplier, pack size, target weeks and buy price in the Hub settings for the item
- For spirits, set the bottle size and nips per bottle so the Hub can calculate bottle order quantities correctly
- Update the bar staff quick reference guide with any new barcodes

## Quick Reference — Complete Ordering Checklist

### Weekly Ordering Checklist

PLAN	
<input type="checkbox"/>	Open Paynter Bar Hub — click Refresh to update data from Square
<input type="checkbox"/>	Review Dashboard — note Critical and Low Stock items
<input type="checkbox"/>	Open Reorder Planner — review order quantities by supplier
<input type="checkbox"/>	Check spirits: Hub shows bottle quantities — note these for Square entry
CREATE POs	
<input type="checkbox"/>	In Square: Create one Purchase Order per supplier
<input type="checkbox"/>	Add all items for that supplier with quantities from Hub
<input type="checkbox"/>	Spirits/Liqueurs/Fortified PO: enter BOTTLES ordered from supplier
<input type="checkbox"/>	Wine: add BOTTLE variation only (not glass)
<input type="checkbox"/>	Save and Print each PO — place on clipboard in Bar Storeroom
ORDER	
<input type="checkbox"/>	Place orders with each supplier (phone, online or email)
RECEIVE	
<input type="checkbox"/>	Check delivery against printed PO on clipboard — tick off items
<input type="checkbox"/>	Note any shortages or damage on supplier docket before signing
<input type="checkbox"/>	Record any breakages/damage in Hub Wastage Log
<input type="checkbox"/>	In Square: open the PO → Receive Items → enter actual quantities
<input type="checkbox"/>	Spirits: enter NIPS received (bottles x nips per bottle)
<input type="checkbox"/>	Wine with glass: use Manage Stock, not PO receive
<input type="checkbox"/>	Save receipt in Square — verify stock updated on 2-3 items
INVOICE & REPORTING	
<input type="checkbox"/>	Rename invoice PDF: INV-[Number]-[DD-MM-YYYY]
<input type="checkbox"/>	Save invoice to correct OneDrive supplier folder
<input type="checkbox"/>	In Square: Inventory Management → History → filter by supplier/date → Export Excel
<input type="checkbox"/>	Rename History file: HIST-[Supplier]-[DD-MM-YYYY]-INV-[Number].xlsx
<input type="checkbox"/>	Save History file to OneDrive supplier folder alongside invoice
<input type="checkbox"/>	Email Treasurer: attach invoice PDF + History Excel