

## Bar Books

### Objectives :-

1. To understand the names of different bar books.
2. To understand and remember the role of each book maintained in a bar.

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Few Bar books which are maintained are :

## **1. Cellar Inward Book**

This book contains records relating to all inward beverages and used for posting data for the cellar man's bin cards.

## **2. Bin cards/stock cards**

For each individual beverage item, a separate bin card is prepared. It records the item held in stock, deliveries and issues made. These cards are fixed on the shelves or rack against each beverage. Each bin card number refers to the same bin number as the wine list and originates from the standard bottle code list.

## **3. Cellar Control Books and Daily Issues Record**

It contains all daily deliveries to the cellar and daily issues of each beverage from the cellar to the various bars. It should cross-check with the entries in the bin cards and the perpetual inventory

ledger held in the control or accounts office.

## **4. Beverage Perpetual Inventory Ledger**

It is a master ledger maintained in account and control office. It is prepared for each individual types of beverage held in the stock. Each type of beverages purchased, quantities issues from the cellar to each individual bar or other area and perpetual inventory balance for each item are recorded in this ledger. The sources of information for this ledger are: invoices or suppliers notes, credit notes, daily beverage requisition from different bars. The perpetual inventory figure of this ledger must tally with the physical stocktaking of the cellar.

## **5. Breakage and ullages form/book**

Breakages of bottled beverages occur by mishandling by cellar and bar staff. The ullages cover all substandard beverages such as bottles of weeping wines, a bottle of wine with faulty corks, unfit barrels of beers etc. which would be returned to the supplier for replacement. A record of the

above items with an explanation and countersigned by food and beverage manager is prepared in this standard format.

## **6. Container Record Book/Empties Return Book**

There are many containers such as:-

- Crates
- Kegs
- Beer bottles
- Soda syphons etc

There are generally charged by the suppliers against a delivery. A control is maintained on these charges items to ensure that they are returned to the supplier and the correct credit is obtained. This book contains all information about containers received from various suppliers, container returned and balance which must match with the physical stock taken of the empties.

## **7. Hospitality book**

Issues are made from cellar to the kitchen and other entitled staff as laid down by establishment's policy. A complete record of these issues is maintained in this book.

## **8. Cellar Inventory Control Ledger**

The control office maintains the master to record, full details of the movement in and out of the cellars and the balance of stock in hand and the value of the balance cost. It is prepared from the beverage control records

## References :-

1. **Food and Beverage Service-** 2nd Edition in Oxford Higher Education by [R. Singaravelavan](#).
2. **Food and Beverage Service-** A Training Manual by [Sudhir Andrews](#).
3. **Food and Beverage Service-** 9th edition by [Dennis Lilicrap](#).
4. [www.ihmnotessite.net](http://www.ihmnotessite.net)
5. [www.slideshare.net](http://www.slideshare.net)

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# School of Hospitality

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**Thank  
You**

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