Project Name: BarCode

**Sample Only**

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**Team Members:**

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THE USER GUIDE

BarCode Model consists of 8 worksheets. These are:

* *Inputs*

The user will enter all the input streams on this worksheet.

* *HiringSt.*

Hiring Stream Worksheet analyzes the salaries required for part time and full time employees separately. Then, it provides the monthly total salaries as an output stream.

* *EqptAnl*

Equipment Analysis Worksheet analyzes depreciation costs of the bar’s assets.

* *Utilities*

Utilities Worksheet analyzes the cost of electricity, water, heating and cleaning expenses.

* *OtherRev*

Other Cash Generating Items Worksheet analyzes the entrance fee paid by customers, and then provides an output stream of monthly revenues of entrance fees.

* *BevrAnl*

Beverage Analysis Worksheet analyzes the revenues obtained by the sail of beverages.

* *InvControl*

Inventory Control Worksheet analyzes the level of inventory, and provides the costs and quantities of reordering each category of beverages.

* *IncomeSt*

Income Statement Worksheet gathers all the revenues and costs from other worksheets, and provides the final figure for monthly profit (loss).

The Inputs worksheet includes all the parameters required for the analyses performed in other worksheets. These inputs are categorized into categories regarding the worksheets they should be referring to. The inputs required for the model are:

**General Parameters:**

# Maximum capacity of the bar

This is the capacity of the bar, which is set by the legal authorities.

# Occupation Rate

This rate reflects the daily-expected fullness of the bar as a percentage. The main reason for such an input stream is to reflect the real life scenarios in our model. For example, it is typical that there will be more customers during weekends, as opposed to the weekdays. This analysis provides the daily-expected number of customers considering the maximum capacity of the bar.

# Monthly Performance Rate

This rate reflects the expected fullness of the bar for each month. The main area of concern for such a rate is the seasonal differences, which affect the number of customers going out for drinks and entertainment.

**Parameters for Hiring Stream Analysis:**

# Number of part time workers

The part time workers include the waiters/waitresses, DJ, Bouncers, Barmen/Barmaid, and cleaners. The number of each type of part time workers is different for each bar.

# Salary per hour

The user should specify the salaries for each category of part time workers in this stream. The salaries are based on hourly payments.

# Working Hours per day

The user should specify the working hours per day for each category of part time workers.

# Number of full time workers

The full time workers include the accountants and the managers.

# Monthly Salary for full time workers

The user should specify the monthly salaries for each category of full time workers.

**Parameters for Equipment Analysis:**

# Cost per item

The user should enter the cost for every single machinery and equipment.

# Quantity

The user should specify the required amounts for each equipment and machinery.

# Useful Life

The user should specify the useful life for each equipment and machinery, for the purposes of calculating the depreciation expenses.

**Parameters for Utility Costs:**

# Utilities as a percentage of sales

The utilities are electricity, heating, water, and cleaning. The user should specify the rates for each category. These rates should be a percentage of total revenues.

**Parameters for Other Cash Generating Items:**

# Entrance Fee

The user should specify the amount of the entrance fee, if there is any.

***Percentage of customers paying entrance fees:***

The main purpose of such an input is the reflection of real life scenarios, in which some bars might provide `happy hour` services, where entrance fee is not required.

**Parameters for Beverage Analysis:**

***Cost Per Bottle (Barrel)***

The user will specify the cost of each category of beverages in bottles (or barrels for soft drinks).

***Serving Per Bottle (Barrel)***

The user will specify the number of serving sizes for each bottle (or barrel for soft drinks).

## Price per serving

The user will present the prices that she/he would like to assign for each category of beverages.

## Average Number of Serving per Customer

The user will specify the average number of drinks (in serving units) consumed by each customer.

***Consumption Rates for each Beverage Category:***

This is the rate in percentage as of the total number of servings per month. The consumption rate for each beverage depends on the bars’ customers.

**Parameters for Inventory Control:**

## Beginning Inventory

This is the initial level of stock, which should be entered separately for each beverage category.

***Threshold (Bottle Amount)***

For each category of beverages, the user will specify the minimum amount of inventory that the system allows the bar to have. This will be used in analyzing the process of reordering beverages from suppliers.

***Reorder (Bottle Amount)***

This is the amount of the reordering level for each beverage.

**Parameters for Income Statement:**

**Employee Benefits as a percentage of Salaries**

The user should specify the amount of employee benefits as a percentage of the salaries. The rate for such an analysis will include the insurance expenses, bonuses, etc.

**Building Rent Cost**

The costs of the lease, or the rent, of each bar have a significant role in the expenses side of the business. Therefore, we incorporated the monthly renting cost as an input.

**Others**

This category involves an empty array, in which the user might add additional sources for revenues and costs.

**Tax rate**

The user will enter the tax rate, which will be used in calculating the earnings after tax.