GVenue · GV Barra

STEP-BY-STEP MANUAL

Sell at your bar and close the register without spreadsheets

Set up your bar in 5 guided steps, sell from the menu on your phone or a payment tablet, and close the night with a cash count and a report ticket — all without going through Mercado Pago.

SET UP YOUR BAR IN 5 STEPS · À LA CARTE SALES · CASH / CARD · CLOSE-OUT WITH CASH COUNT · REPORT TICKET

Prepared for
your venue

OCTOBER 2026 · V2 · GOZZI.DEV

01 What GV Barra is

GV Barra is the module you use to **sell at the bar and close the night's register**. You set up your bar (bars, products, prices, measures and how it works) with a 5-step assistant, your staff sell from the menu on a phone or a fixed payment tablet, and at the end you close with a cash count and a report ticket of everything that moved. It's **the club's money**: unlike tickets, GVenue charges no commission on what you sell at the bar.

What this manual DOES cover

Turning on the module, setting up your bar with the 5-step assistant, adding a bar operator, selling from the menu (cash/card), closing the register with a cash count, and the night's report ticket.

What it does NOT cover

Multi-warehouse and shrinkage (**Stock Pro**), recipes and real cost (**Recetas & Costos** / Recipes & Costs), 2×1 and combos (**Promos & Combos**), integrated card terminal payments (**Point**), renting a bar to another club (**Consignación** / Consignment), automatic photos (**Fotos IA** / AI Photos) and AI stock traffic lights (**Informe Pro** / Pro Report). These are separate add-ons, outside this manual.

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Every screen in this manual is real

The screenshots come from the live system, not mockups. The data (the menu, the prices, the operator's name) is sample data; your bar looks the same with your own information.

How to read the screenshots

When you have to **tap something**, the screenshot marks it with a **box**, an **arrow** and a **numbered circle** (①②③). The caption under the picture tells you, in that order, what to tap: «① Tap “Cobrar” (Charge)». The number is what matters: you don't need to tell colors apart.

02 Requirements: the checkmark that turns it on

GV Barra lives in the **«Barra / consumiciones» (Bar / drink credits)** module. You turn it on yourself, from `Configuración → Módulos del club` (Settings → Club modules), in the 🍸 **Barra** (Bar) family. If it's off, the bar doesn't appear in your dashboard or in the reader.

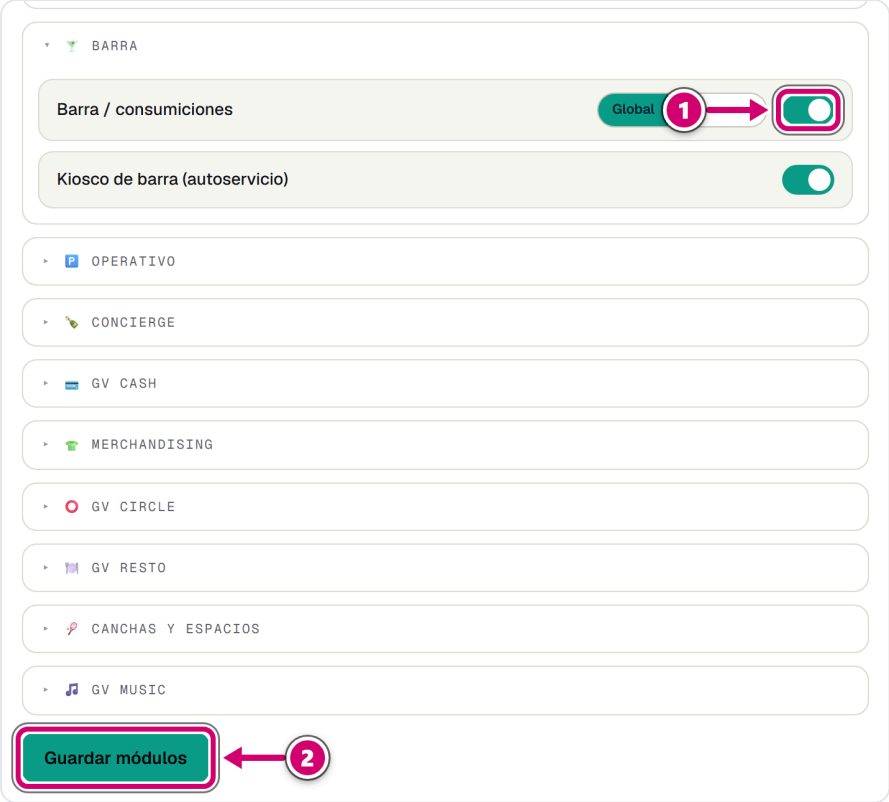


Fig. 1 · Configuración → Módulos del club, 🍸 Barra family (the other families are collapsed).

① Turn on the «Barra / consumiciones» switch · ② Tap «Guardar módulos» (Save modules), at the bottom of the list.

> **Turning a module off is only visual**
>
> If you turn it off, it's hidden from your dashboard to clear the screen — **data keeps being recorded all the same** and comes back as soon as you turn it on again.

Two conditions, not one

WHO	WHAT	WHERE
GVenue	Enables the **bar** (entitlement `consumiciones`) on your account, according to your plan.	We do this
You	You turn on the **Barra / consumiciones** module.	Configuración → Módulos

If the module isn't in your list, **your plan doesn't include it yet**: write to us and we'll activate it.

03 Set up your bar in 5 steps

The way to start is `Barra → Armá tu barra` (Bar → Set up your bar), directly at `/panel/barra_armar.php`. It's a board with **the 5 steps in order** and the progress of each one: every card takes you to where the step is done and comes back here with the progress. A finished step says ✓ **LISTO** (DONE); a pending one says **FALTA** (MISSING).

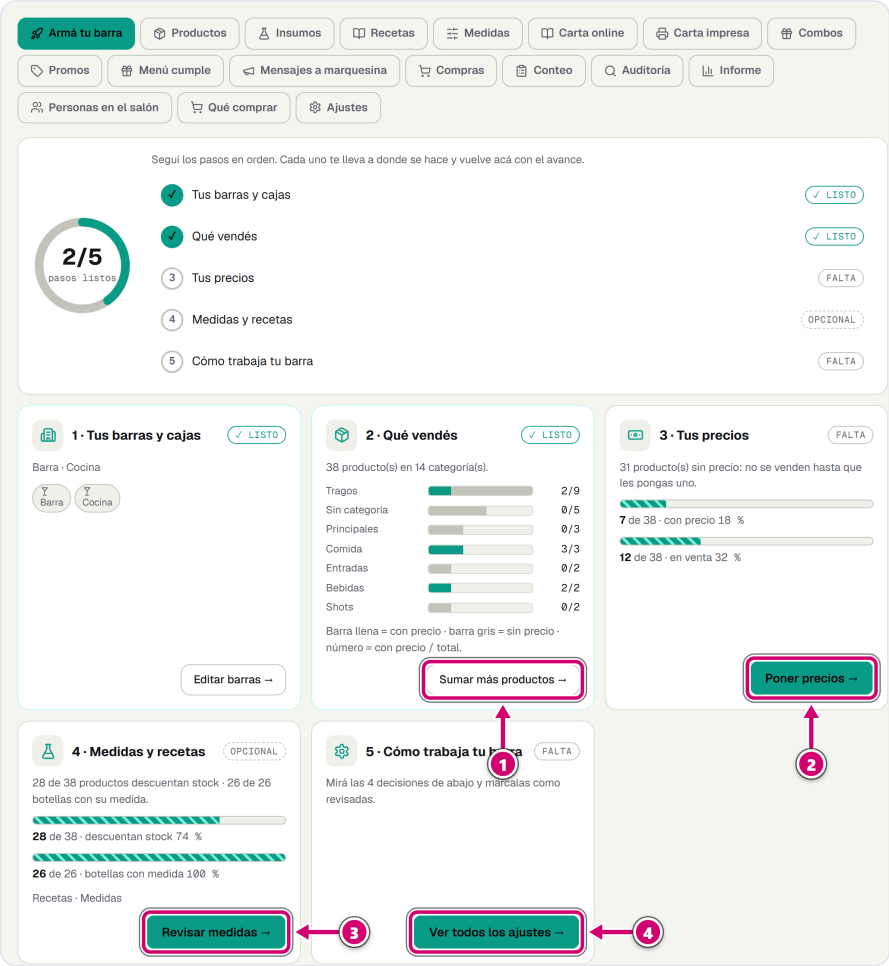


Fig. 2 · The 5-step board (in the example, 2 of 5 done).

① «Sumar más productos →» (Add more products, step 2) · ② «Poner precios →» (Set prices, step 3) · ③ «Revisar medidas →» (Review measures, step 4, optional) · ④ «Ver todos los ajustes →» (See all settings, step 5).

STEP	WHAT YOU DO
1 · Your bars and registers	The venue's points of sale (in the example, Bar and Kitchen). «Editar barras →» (Edit bars) takes you to the sectors.
2 · What you sell	The products, by category. You start from a **template** (below).
3 · Your prices	A grid with all the products and one column per bar.
4 · Measures and recipes	Optional: how much goes into each drink, so it deducts stock.
5 · How your bar works	Four decisions (stock, selling without stock, combos, measures) that you review and mark.

Step 2 · Start with a template

Further down the same board, **«Arrancá con una plantilla»** (Start with a template): Nightclub, Bar or Restaurant. Each one brings typical products and categories for the type of venue — **without prices**: you set the prices.



Fig. 3 · Templates by type of venue.

① Tap the card for your type of venue («Ver y elegir →», See and choose).

1 Uncheck what you don't sell and bring it in

You see the whole list. What you **already have** shows as «✓ ya está» (already there) and isn't touched: nothing of yours is modified or duplicated. If your bar already has products, check «Entiendo que se **suman** a lo que ya tengo» (I understand they are **added** to what I already have) and tap **«Traer a mi barra»** (Bring to my bar).

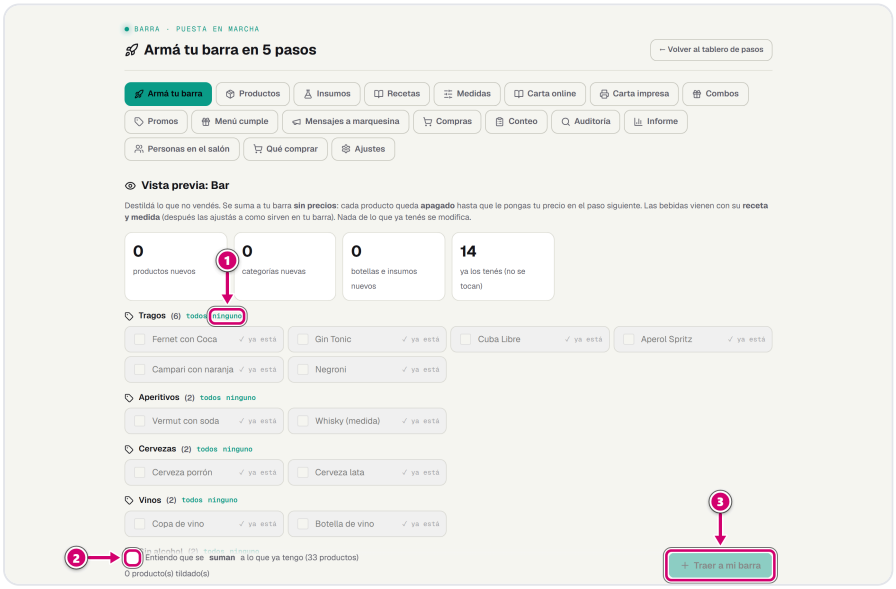


Fig. 4 · Preview of the **Bar** template. In this sample club almost everything was already loaded («✓ ya está»).

① «todos / ninguno» (all / none) checks or unchecks a whole category · ② Check «Entiendo que se suman a lo que ya tengo» · ③ Tap «Traer a mi barra».

> **A new product starts out turned off**
>
> What you bring in from a template is left **without a price and turned off**: it doesn't show up for sale until you set your price in step 3. That way nothing is ever sold at a price you didn't choose.

Step 3 · Your prices

2 **Type the price in the grid and save**

One row per product and **one column per bar**. An empty cell changes nothing. If you leave «copiar el precio a las otras barras que estén vacías» (copy the price to the other bars that are empty) checked, what you type in the first bar is repeated in the others. A **new** product is put **on sale** as soon as it has a price; one you turned off by hand stays off.

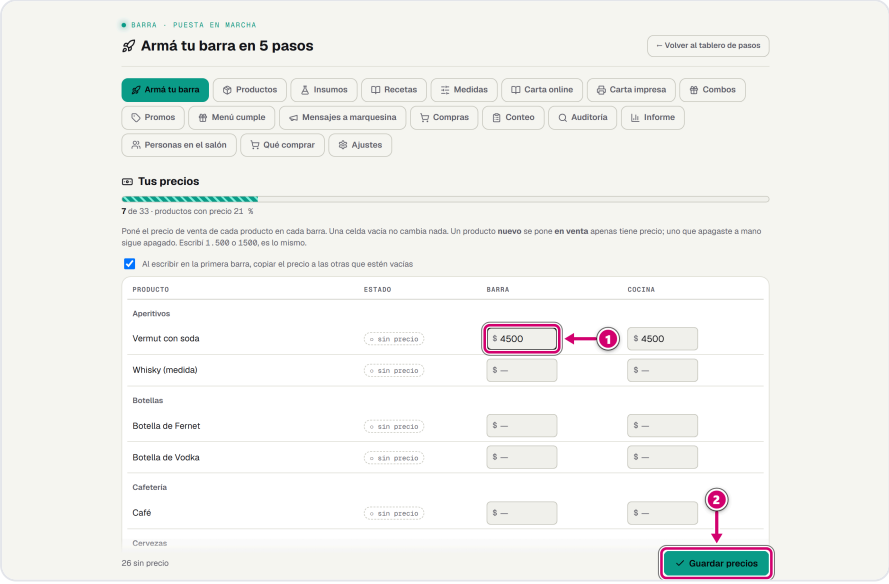


Fig. 5 · The price grid (in the picture, a sample $4500 typed for Vermut con soda: it was copied automatically to Kitchen).

① Type the price in that bar's cell · ② Tap «Guardar precios» (Save prices).

> **The owner sets the price, not the cashier**
>
> Prices are entered here, in the dashboard. At the bar the cashier **taps the product and the price comes up by itself**: they never type it by hand.

Step 5 · How your bar works

At the bottom of the board, four cards show how your bar is configured today: **Stock** (a single one or per bar), **Vender sin stock** (Sell without stock), **Combos** and **Medidas y recetas** (Measures and recipes). You read them and, if they're right, mark them as reviewed.



Fig. 6 · Step 5.

① If it's fine as is, tap «✓ Ya lo revisé» (I already reviewed it) · ② If you want to change something, «Cambiar en Ajustes» (Change in Settings).

The previous assistant, **«Cargá tu barra en 2 pasos»** (Load your bar in 2 steps) (`/panel/barra_wizard.php`), still works for checking off bottles and having it suggest drinks; the 5-step board is the recommended way to get started.

04 Add your bar staff

From `Configuración → Alta fácil de personal` (Settings → Easy staff signup) (the same 2-step assistant described in the GV Puerta manual, here with the **Barra** card): in two steps the person can start selling.

1 Who is it? Name, ID number, email and a password

The **DNI** (national ID number) is what they use to log in to the bar reader — it's their username. The **password** is temporary (they can change it later in Equipo (Team) if they want).

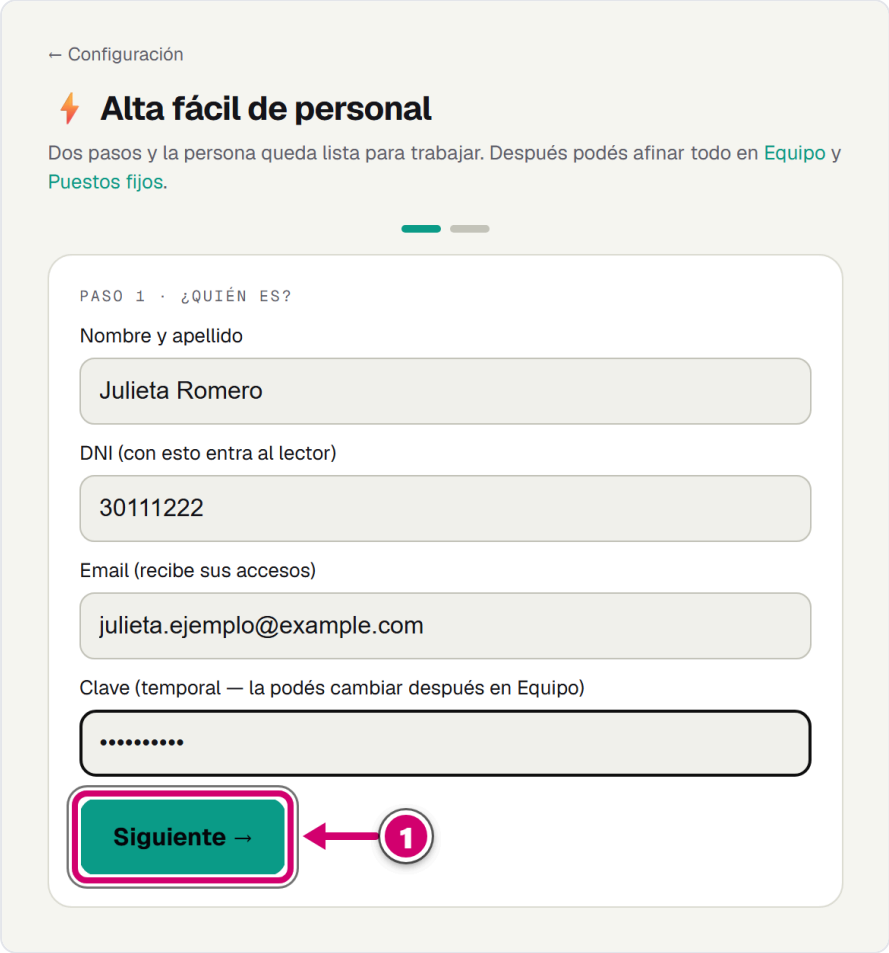


Fig. 7 · Step 1, with sample data (the password is hidden in the picture).

① Fill in the four fields and tap «Siguiente →» (Next).

2 Where do they work? Choose the «Barra» card

With **Barra** selected, the person gets permission to **sell and close the register** (the two permissions that come by default with the bar position). The PIN for the fixed station is optional — if left empty, the DNI is used.

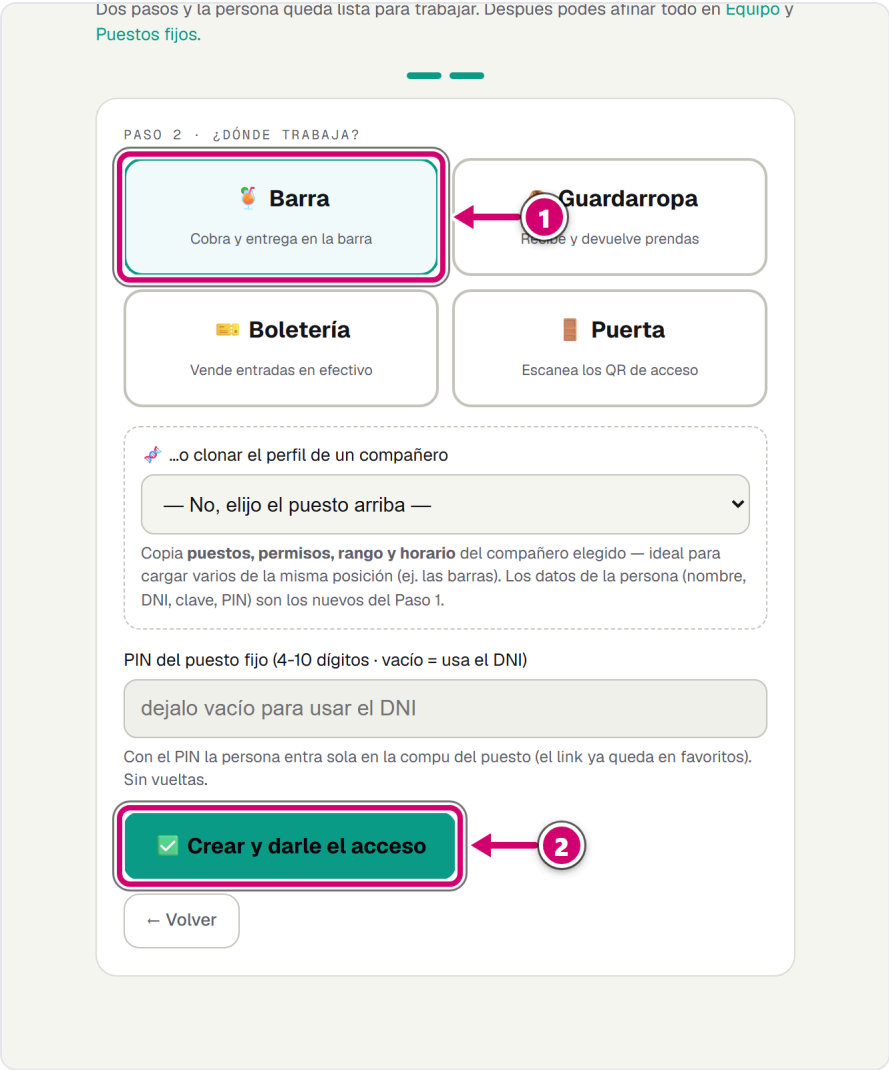


Fig. 8 · Step 2.

① Tap the «Barra» card · ② Tap «Crear y darle el acceso» (Create and give access).

Once created, the final screen shows you the person's **PIN** and **station link**.

> **The PIN and the station link are a key — treat them like a password**
>
> Just like in GV Puerta: the **station link** and the **PIN** let that person in **without asking for an ID number or password** — designed for the fixed tablet at the bar, where nothing has to be typed every night. **Anyone who has them gets in just the same**: don't send them to an open group chat. With their **DNI + password**, that same person can also log in from their phone at **gvenue.com.ar/ops/barra.php**.

05 Sell from the menu

The bar reader lives at **gvenue.com.ar/ops/barra.php**. It **always starts in dark theme**, even if your dashboard is in light: it's the floor screen, designed for the light of a nightclub at night.

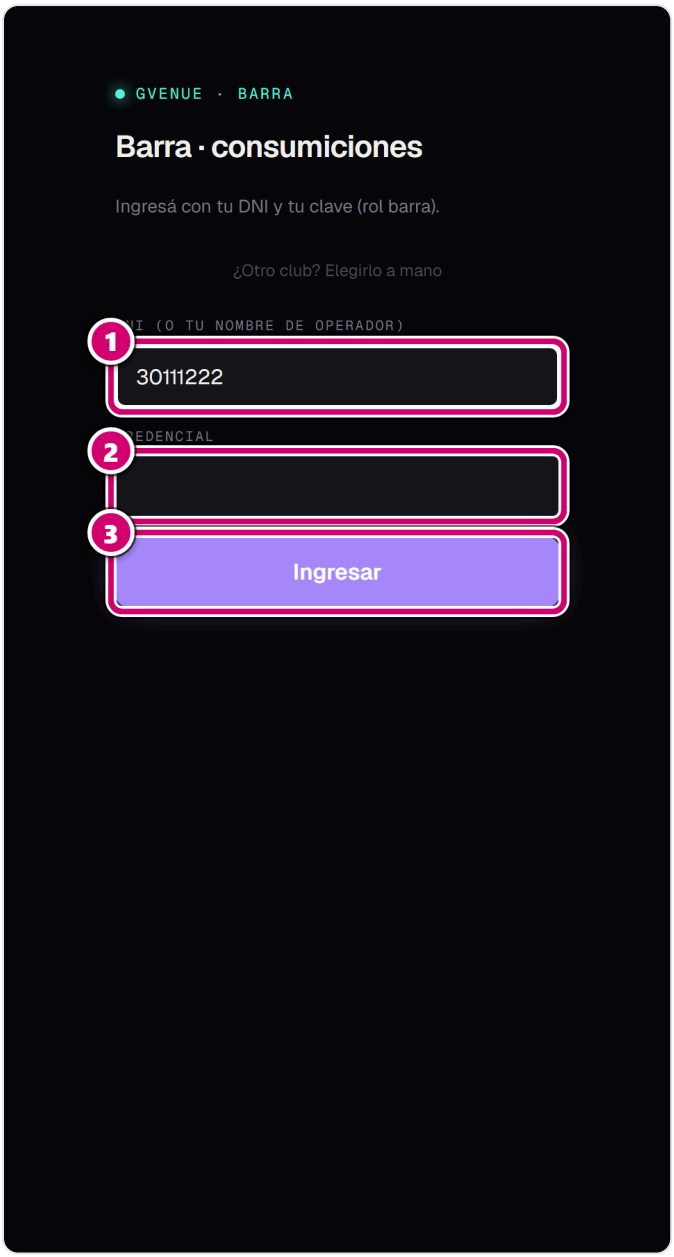


Fig. 9 · Logging in to the reader.

① Type your DNI · ② your password · ③ Tap «Ingresar» (Log in).

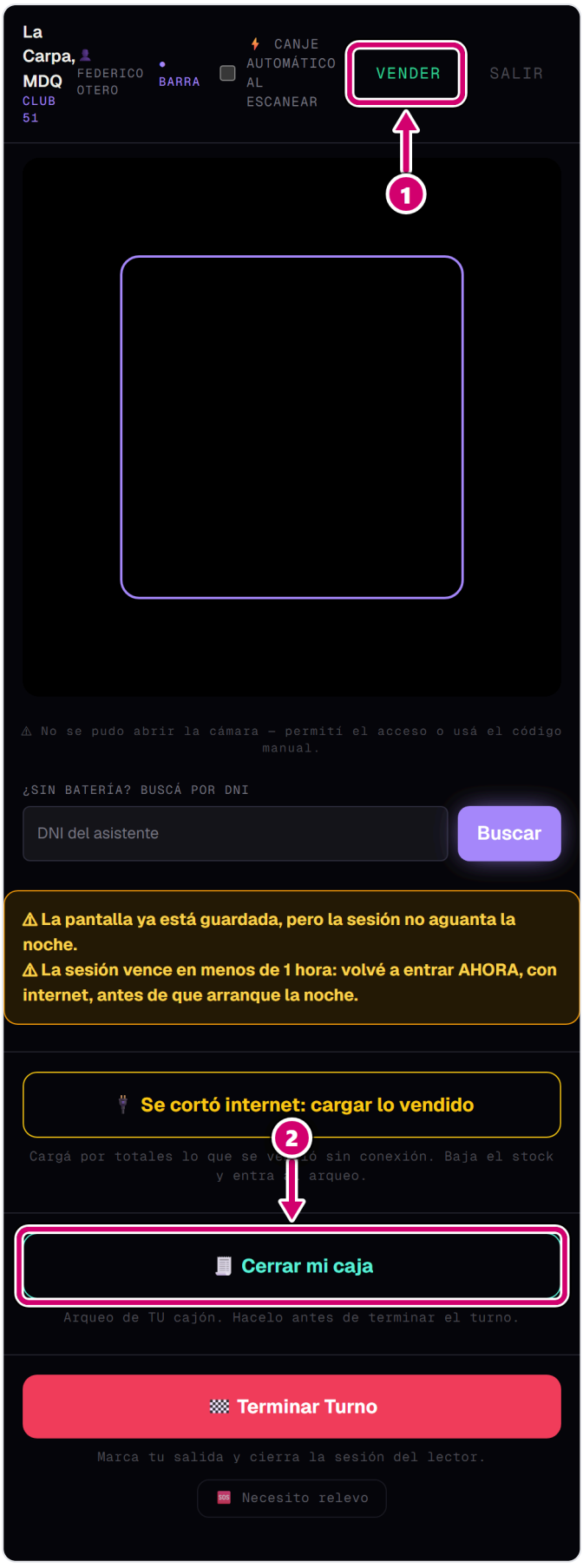


Fig. 10 · The home screen.

① «VENDER» (SELL) opens à la carte sales · ② « Cerrar mi caja» (Close my register), at the end of the shift (§06).

1 Choose the bar and tap the product

At the top, the **bars** (each with its own prices). Below, **«Los que más salen»** (Top sellers), so you don't have to search during the rush. If you're looking for something specific, the search box filters by name, category or code. Each tap adds one unit; **+/−** adjust the quantity and the total builds itself.

2 Charge

Efectivo (Cash), **Tarjeta** (Card) or **Mixto** (Split) — one tap and the sale is recorded. If you link the sale to a customer (QR or DNI) and they have a **GV Cash** balance at this club, an extra button appears to pay with that balance.

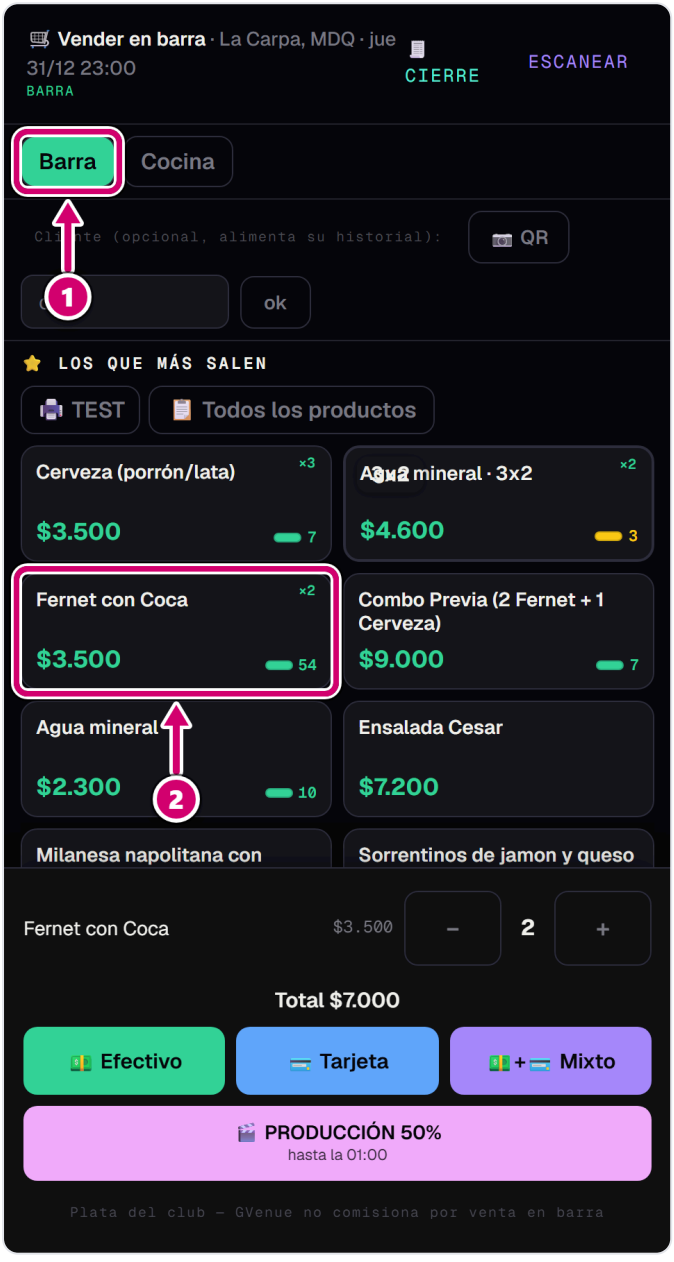


Fig. 11 · VENDER.

① Choose the bar · ② Tap the product (in the picture, Fernet con Coca twice: «×2»).

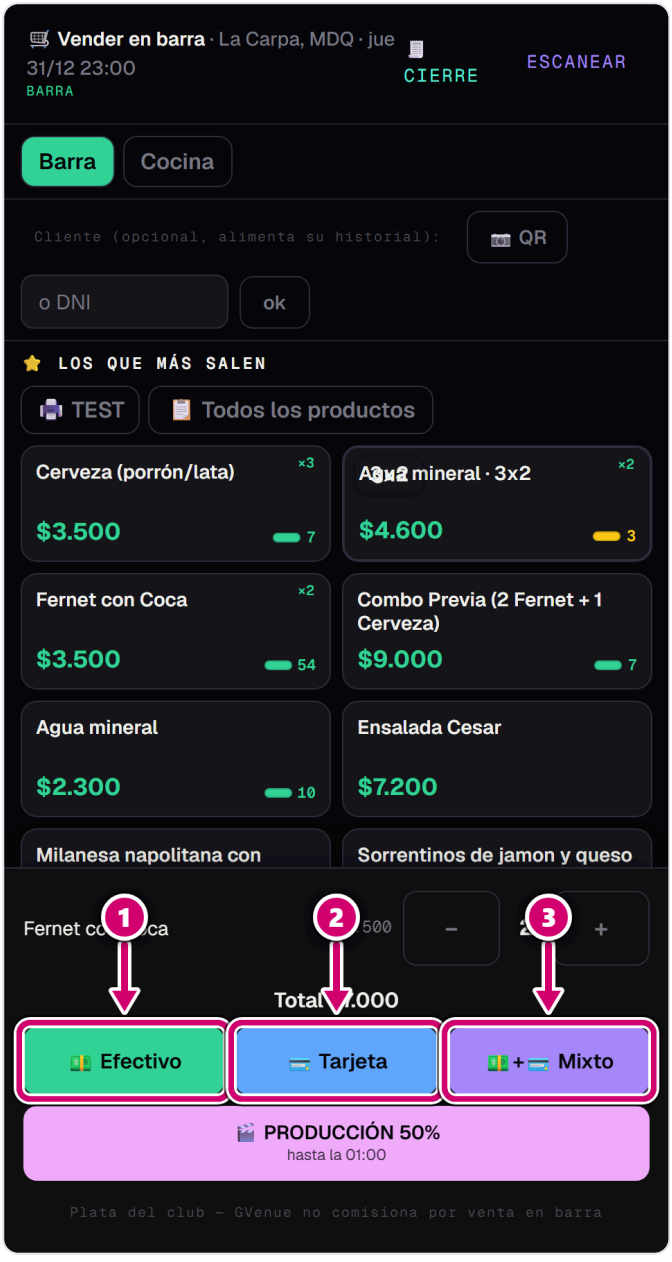


Fig. 12 · The cart, at the bottom.

① «Efectivo» · ② «Tarjeta» · ③ «Mixto». Tap the one that applies and you're done.

It's the club's money, it doesn't go through Mercado Pago

A bar sale is a **local payment** (cash, card with your own card terminal, or the customer's GV Cash balance) — GVenue takes no commission on what you sell here. This is different from online tickets (GV Ticket), which do go through Mercado Pago with the agreed commission.

06 Close the register

At the end of your shift, tap **« Cerrar mi caja»** in the reader. It's the cash count of **your** drawer: you see the **drink credits redeemed** and what was sold, and if your bar requires a cash count, the **«TU efectivo contado»** (YOUR counted cash) field appears so the system can show you the difference against what's expected. **Counted tips** are kept separate from the cash count.

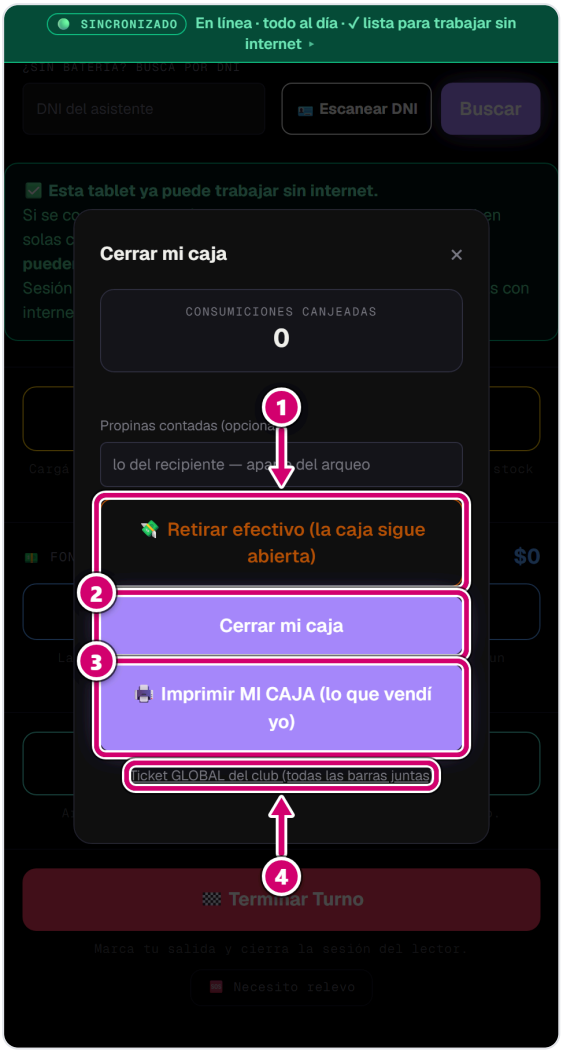


Fig. 13 · Close my register.

① «Retirar efectivo» (Withdraw cash) (the register stays open) · ② «Cerrar mi caja» · ③ «Imprimir MI CAJA» (Print MY REGISTER) · ④ «Ticket GLOBAL del club» (The club's GLOBAL ticket).

BUTTON	WHAT IT DOES
① **Retirar efectivo**	Records that someone is taking money from the drawer to the office in the middle of the night. It asks how much and who is taking it; the register **stays open** and the owner is notified.
② **Cerrar mi caja**	Closes your drawer: saves the cash count and the counted tips. If something needs correcting, it's reopened by contacting us.
③ **Imprimir MI CAJA**	The ticket with **what you sold**.
④ **Ticket GLOBAL**	The ticket for **all bars together**.



Fig. 14 · The report ticket: total sales with their breakdown by payment method, what was sold product by product, and drink credit redemptions. It can be reprinted as many times as needed — it is not a document of value. It's made for a thermal printer: that's why it's always black and white.

07 Your menu from the dashboard

On the owner's side, `Barra` opens **Mi carta** (My menu): at the top, a row of tabs with the whole module. The three you'll use most:

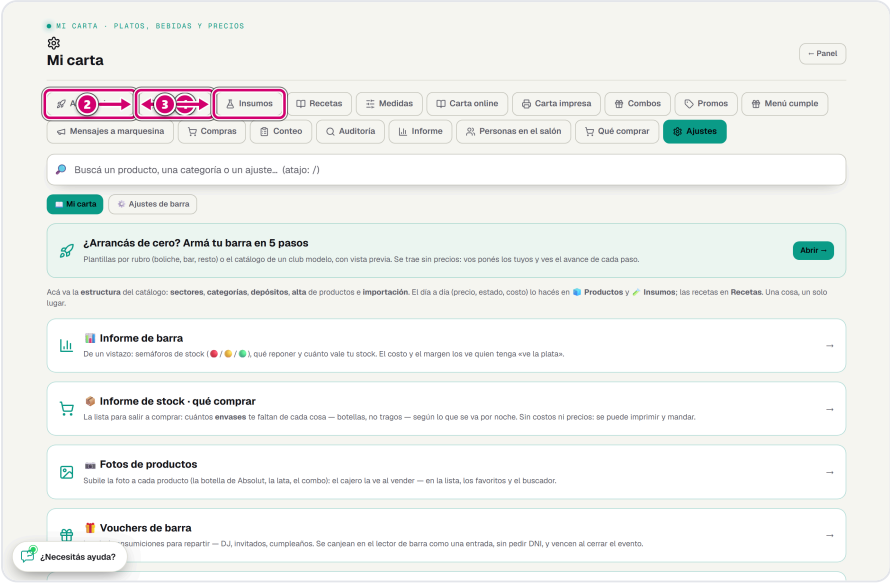


Fig. 15 · Barra → Mi carta.

① «Armá tu barra» goes back to the 5-step board in §03 · ② «Productos» (Products) · ③ «Insumos» (Supplies).

What you'll find in each tab

TAB	WHAT IT'S FOR
Armá tu barra	The 5-step board, with progress.
Productos	The full menu with a price per bar and available / unavailable status.
Insumos	The bottles and base drinks, with their purchase cost.
Ajustes	Bars (sectors), categories, warehouses, sales screen, billboard and kiosk (Settings) — the structure.
Informe	Stock traffic lights, real margin and AI restocking (Report) — **Informe Pro** add-on, outside this manual.

> **The product is the master; the price is per bar**
>
> The same product (e.g. «Fernet con Coca») can have **different prices** at each bar you have. **Management** (dashboard) sees everything; the operator's **sales** screen only shows the price of the bar where they're standing.

08 Frequently asked questions

Do I need the assistant if I already have my menu set up in Excel?

It's not mandatory. The 5-step board is for getting started quickly; if you already have your menu ready, you import it by CSV from **Barra** → **Ajustes**, or load it product by product from **Productos**.

Can I sell without an active event?

No: without an event with an active date, the reader goes into **view-only mode** — you see the menu, prices and stock, but you can't sell or close the register. Both à la carte sales and the **register close-out** need an active event: sales and the cash count are built on that date.

How do I know what each cashier sold if several worked?

Each cashier, in their «Cerrar mi caja», taps **«Imprimir MI CAJA»**: only what they sold. The **Ticket GLOBAL** combines all the bars.

A product ran out of stock in the middle of the night.

Mark it **unavailable** from the dashboard (or from Barra → Planilla (Sheet), which is faster for several at once) — it disappears from sales instantly, without deleting the product or its history.

Does bar selling pay commission to GVenue?

No. GVenue only takes a commission on **tickets** sold online. What you sell at the bar, coat check, parking or any drink credit is **the club's money**, with no commission.

Can I have more than one bar (VIP, terrace) with different prices?

Yes — each bar (sector) has its own price column over the same product catalog: that's the grid in step 3.

I closed the bar by mistake before the night was over.

Write to us and we'll reopen it. In the meantime, keep selling as normal.

What's the difference between «redeemed drink credits» and «bar sales» in the close-out?

Redemptions are drink credits already paid for when buying the ticket (the buyer scans their QR and picks up). **Bar sales** is what was charged right there, à la carte, in cash or by card.

Do I need the Puerta (Door) module to use GV Barra?

No. They are independent modules — you can have Barra without Puerta if, for example, another system handles access control and you only want to digitize drink sales.

09 Support

If something doesn't add up, write to us. The more specific you are, the faster we can solve it.

somos@gvenue.com.ar

Tell us **which club**, **which event** and **which screen** you were looking at. If you can, send a screenshot.

From your dashboard

The **¿Necesitás ayuda?** (Need help?) button (bottom left) opens the assistant without leaving the screen you're on.

If a register difference doesn't add up, write to us before touching anything else

If you have any doubt about **cash counts, close-outs or cash differences**, let us know **before** reopening or changing anything. It's much easier to help you with fresh data than to reconstruct it later.