



Inventory Management

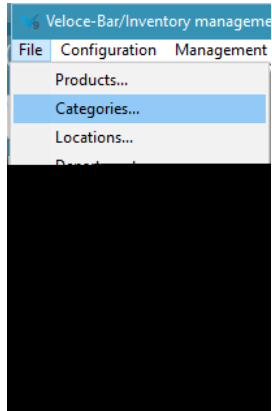
Categories, Suppliers and Products

1. Create your inventory categories

- a. Click on the inventory management icon



- b. File / Categories



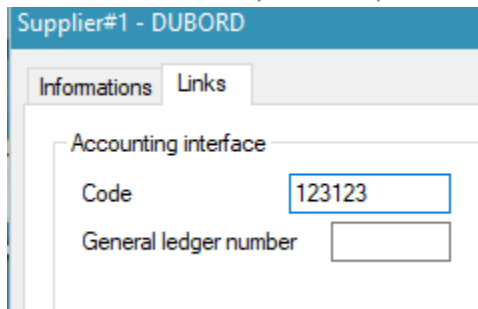
- c. Click on an empty box
- d. Name your category
 - i. Ex: Salad, Vegetables, Organic

2. Create your inventory suppliers

- a. Click on the inventory management icon



- b. File / Suppliers
- c. Click on the [Add] button
- d. Fill the supplier information then save it
- e. Under the Links tab, you can input the supplier code



3. Create your inventory products

- a. Click on the inventory management icon



- b. File / Products
- c. Click on the [Add] button
- d. Fill the product information
- Code: Normally the supplier or internal code
 - Description: Product description
 - Category: Product category
 - Format
 - Purchase: How you purchase the product (Ex: Box)
 - Inventory: How you stock the product (Ex: Unit)
 - Recipe: Format you will use to build your sales item recipe
 - Ratio:
 - The first one is: HOW MANY 'Inventory Unit' in 'Purchase Unit' (Ex: 12 UNIT in a BOX)
 - The second one is: HOW MANY 'Recipe Unit' in 'Inventory Unit' (Ex: 250 GRAM in a UNIT)
 - Waste %: If you item always have a waste percentage, enter it here.
 - Preparation: If you want to put the preparation cost
 - Energy: 0
 - Minimum inventory: Minimum you want to always have in stock
 - Maximum inventory: Maximum you want to always have in stock
 - Let active for sales tick
- e. Under the supplier tab, set your supplier and click Save

Inventory product

Configuration Supplier Inventory adjustment Overcharges

Item

Code: SUPPLIER ITEM CODE

Description: SALAD

Category: ORGANIC - [1]

Format

Purchase: BOX Ratio: 12

Inventory: UNIT

Recipe: GRAM 250

Cost

Waste (%): 0

Preparation: \$0.00

Energy: 0

Misc.

Minimum inventory: 5

Maximum inventory: 15

☐ Transfer format: 1

Ticket printer: Ticket printer#1

☒ Active for sales

Save Exit