



Inventory

User and Setup Guide

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Overview

MicroSale provides a systematic, highly accurate method for tracking food and supply costs. The goal is to lower costs, lower loss, and purchase items more accurately.

Features

- ✓ **Sync your POS sales and inventory**
As items are sold on the POS side, the inventory supply automatically depletes, tracking all usage and costs (based on entered recipes connected to menu items)
- ✓ **Easily track expected use**
Know which ingredients matter most. Important items are generated on a printout to easily mark down inventory counts.
- ✓ **Automatically replenish inventory stock & update costs**
MicroSale connects directly to food suppliers to automatically accept invoices, replenish stock and update food costs

Summary of inventory tasks

- ✓ **Track and count inventory items**
- ✓ **Choose which items are counted daily (for expensive items)**
- ✓ **Build recipes; recipes are portioned items of your inventory that is used for each menu item, depleting inventory stock in real-time and calculates usage**
- ✓ **Create and send purchase orders directly to your suppliers through the EDI integration; the orders are automatically matched to your products' default supplier**

Setting up inventory for the first time

Before you can benefit from the integrated inventory program, you must complete the setup of your inventory items and recipes.

Accessing Inventory Setup

 Launch MicroSale > Manager Menu > Inventory > **Inventory Setup**




STOP: COMPLETE THE FOLLOWING BEFORE MOVING ON.

The setup section must be completed before inventory items can be created.

Start with Product Storage Locations and work your way down to Condiment Offset, as each section builds off the previous section.


Inventory Storage [Required]

 Inventory Setup (on toolbar) > **Product Storage Locations**

Enter the physical locations where you will be storing your inventory. The location names are important, as inventory items are organized by location for manual counts.


Location or storage names may be Dry Storage, Freezer, Walk in Refrigerator, Bar Refrigerator, Bin #, etc.

Category Group Names [Required]

 Inventory Setup (on toolbar) > **Category Group Names**

A category group name allows you to track segments of your inventory. For example, you may want to track “Food”, “Supplies”, and “Linens”. *Group Account #'s are optional (used for accounting)*


Category Names [Required]

 Inventory Setup (on toolbar) > **Category Names**

Categories further classify groups for tracking of your inventory. For example, you may categorize your groups as “Chicken”, “Fish”, “Plasticware”, “Paper Products”, etc.

Category Account #'s are optional (Acct #'s should match up with accounting package)


Create Vendors [Required]

 Inventory Setup (on toolbar) > **Create Vendors**

Add in the names of your vendors or the names of the companies you use for supplying your items (Sysco, US Foods, Performance, etc).


Vendor Account #'s are optional (used for accounting)

Condiment Offset [Optional]

 Inventory Setup (on toolbar) > **Condiment Offset**

Optional; Used for inventory items that you are purchasing but not tracking, such as salt packets, ketchup, mustard, etc.

Units of Measurement [Optional]

 Inventory Setup (on toolbar) > **Measurements**

Common units of measurements are preloaded. Custom measurements such as “Pinch”, “Bottle”, may make some of your recipe’s measurements easier to understand. The customized units of measurements are converted into proper measurements during the setup of the inventory items.

Default measurements include:

Volume: oz, cup, gallon

Single items: each, box, case, bag

Adding Inventory Items

 To create a new inventory item, go to **Inventory Maintenance**

This is where you set up the items that get delivered to the restaurant in its rawest form (such as a case of wine or 50lb case of hamburger meat).

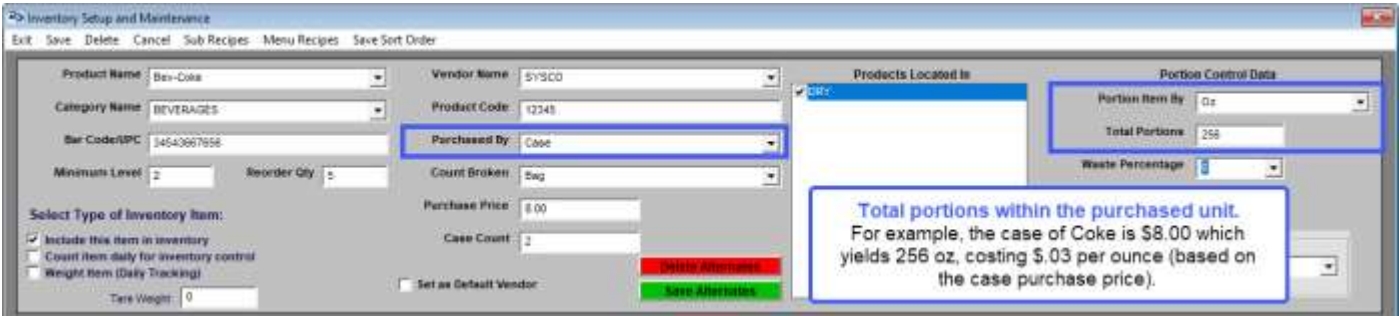
1. Create the name of the inventory item and complete all fields. Please reference the following table to properly complete the setup. To easily track and organize items, add the type of product into the product name, such as *Cheese Swiss*, *Beer Budweiser*, etc.

i Suggestion: Review invoices from your vendors to see how purchased products are named. The product name is the actual inventory item used in the recipes that make up your menu items.

To easily track and organize items, add the type of product into the product name, such as *Cheese Swiss*, *Beer Budweiser*, etc.

Terminology	Description
Product Name	The product name is the actual inventory item used in the recipes that make up your menu items. To easily track and organize items, add the type of product into the product name, such as <i>Cheese Swiss</i> , <i>Beer Budweiser</i> , etc.
Category Name	Choose the category that best represents the product name.
Bar Code/UPC	If using a barcode scanner to receive inventory, scan barcode on case (or container that it is purchased by). <i>This is not the barcode number used on individual menu items.</i>
Minimum Level	Minimum # of cases you want to keep in stock. <i>Example; you must have a 6 pack of beer in your inventory at the very least before reorder. The minimum level would be .25 which is 1/4th of a case (there are 4 6-packs in one case)</i>
Reorder Qty	Default # of cases to reorder. (Calculate this by taking the maximum # of cases you want in stock less the minimum level.)
Include this item in inventory*	This is checked by default. <i>Uncheck</i> this for products such as “packs of sugar” that may <u>not</u> be included in inventory. Example: you may not count of cases of straws or cases of trash bags. *referenced in following section
Count item daily for inventory control**	Check the option if the item will be counted daily. Your most expensive items should be counted daily. You will see that once this option is checked for an inventory item it will check the “Daily” box for that item in the Inventory list. **referenced in following section
Weight Item (Daily Tracking)	Check the option if the item is weighed by a scale. Specify the weight of the unit. Most commonly used to weigh bottles of alcohol to compare to ounces sold.
Tare Weight	Tare weight is the weight of the container of the item being counted by weight
Vender Name	Using the dropdown, select the correct vendor for the product.
Product Code	This is the code provided by the vendor on your purchase order (important for EDI)

Terminology	Description
Count Broken	When the case is opened, the items may be in a secondary package or unit such as “bottles” for a case of wine or “cans” for a case of sauce. <i>The count broken is used to help you literally count your inventory on hand.</i>
Case (or other unit used under Purchased By) Count	This is the number of “Count broken” units within each case (or other type of package under “purchased by”. <i>Example: there are 12 bottles within 1 case of wine. Or you have 20 pounds in 1 case of wings. Case Count=12</i>
Purchase Price	This is the price you pay for a single case or other unit under “purchased by”. This will change as you add new inventory in through invoices.
Set as Default Vendor	Check the option if your restaurant typically buys the product from the vendor selected. It will automatically set that product name to that vendor.
Save Alternates	If the product is purchased occasionally from an alternate vendor, the product’s price or size could be different; the alternate vendor will be listed in the purchase orders (the set as default should NOT be checked when saving the alternate)
Products Located In	Check <u>all locations</u> where this item is stored. (The item will then print on all appropriate sections of the inventory sheet when printed by location.)
Purchased By	<i>This is how you buy the product; Example: “Case,” “Gallon”, “Each”. Select the appropriate drop down. (Is this product sold by the case, individually (each), by the gallon, etc.)</i>



Terminology	Description
<p>Portion Item By</p>	<p>Select the dropdown and choose how you will portion the item. This portion measurement is used in the recipes for your menu items. The portion by can also be the same as “Case Broken”. For example, Chicken Wings, you may have a case of wings measured by the pound but you sell chicken wings individually in a 10-count meal. Your Portion Item By would be “each”, “piece” or another adjective used to describe the individual portion. If you are selling hamburgers and the case comes in by the pound, you may use “Count Broken as 50lbs” but you portion the item by Oz. If you are selling hamburgers and the case comes in by the pound, you may use “Count Broken as 50lbs” but you portion the item by Oz.</p>
<p>Total portions</p>	<p>The total portion is the total number of “portions” you get from the case (or other unit under “purchased by”). Using the above example of chicken wings, there are 125 chicken wings per case.</p> <p>In a case of beer, the total portion is the same as the case count. However, in other types of inventory items, it will be calculated out by the weight of the total inventory received by the serving weight</p> <p>EXAMPLE: a case of hamburger meat is 50 lbs and the serving size is 16 oz. (50 lbs x 16 oz = 800 portions; 800oz divided by a 16oz portion is a total of 50 portions per box.)</p>
<p>Waste Percentage</p>	<p>Enter appropriate percentage of waste. Such as inventory that was spoiled.</p>
<p>Portion Cost</p>	<p>The portion cost is calculated automatically based on the Waste Percentage</p>

Saved inventory items

After adding inventory items, the newly added items populate in the Inventory List.

Product	Category	Price	Purchased By	Par	Vendor	Inventory	Daily	Sort	Portions
1st 2nd Joint Wings	CHICKEN	55.80	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	120
3-8" Crisp Fried Saus	SEES	59.90	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	480
SFC Cul Mem	CHICKEN	54.99	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	120
Bag Dry Wax 3 Color	PACKAGING	29.40	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	2000
Bag KK Chicken Breakfast	PACKAGING	38.30	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	500
Bag Paper White 10#	PACKAGING	29.11	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	500
Bag Paper White #2	PACKAGING	17.22	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	500
Bag Plus T-Gal	PACKAGING	34.40	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	1000
Barn Box	PACKAGING	55.00	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	150
Blueberry Biscuit Drop	BREAD/BREADING	47.32	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	274.81
Box Snack Logo	PACKAGING	82.29	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	500
Breading Chicken	BREAD/BREADING	34.99	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	480
Breading Mix Pak	SEES	25.50	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	479.73
Breakfast Entenadas	BREAKFAST	57.30	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	48
Bun Sandwich	BREAD/BREADING	29.65	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	48
Carton Garry Barn Logo	PACKAGING	72.18	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	150
Chicken Brst 2nd Row	CHICKEN	16.50	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	40
Chicken Patty	CHICKEN	38.00	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	80
Chicken Wing Brd Brsk Raw	CHICKEN	12.20	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	100
Corn Roaster W Dene Lid	PACKAGING	59.00	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	95
Cap Squat Paper Hot 16oz	PACKAGING	46.76	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	500
Cap Squat Paper Hot 6oz	PACKAGING	28.87	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	500
Dough Biscuit Brsk Drop	BREAD/BREADING	41.65	Case	0	SVSCO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	273

About the Inventory List

The Inventory List provides a summarized list of all inventory items; to edit the inventory items, please use the dropdown menu next to Product Name (described in the previous section).

Editable items in the Inventory List

However, you can use the spreadsheet list to change whether or not the item(s) are counted in inventory (*referenced in previous section, "Include this item in inventory"), and you can change if this item is counted daily (**referenced in previous section, "Count item daily for inventory control").

Sorting inventory items

By default, all saved items have a **Sort Number of 0**; inventory is organized alphabetically or by location alphabetically (depending on your options/settings). The Sort Number is useful when you only want to reorganize specific items. For example, if you have a variety of canned goods (green beans, white beans, navy beans and corn) on the same shelf and you want to show them numerically by 1, 2, 3, 4 so that the items are always listed together.

Changing the Sort Number

1. Find an item that needs a sort number other than 0
2. Go to the **Sort** column and click in the field with the 0, in the correct row of the Inventory Item
3. You will see a gray outline around the field box when selected; Type in the new sort number
4. Select **Save Sort** located on the tool bar on top of the screen

Menu Recipes

 Managers Menu > Inventory > Inventory Maintenance > **Menu Recipes**

A menu recipe assigns portioned inventory items to the menu items that are sold through your POS system. Recipes provide accurate food cost and usage, as the costs update using the suppliers' invoices and the inventory automatically depletes as menu items within the POS are sold. *You must create recipes for all menu items sold in the POS in order to properly calculate actual vs. ideal usage. To see if any items do not have a recipe assigned, go to Menu Recipes > Unassigned Items.*

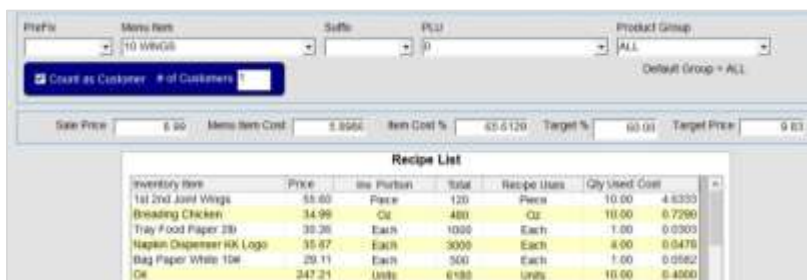
Assigning a recipe to a menu item



Choose how you want to load the menu items.

For the most accurate menu items, choose "Load from Sales File". This loads 'actual' menu items sold with sizes, prefixes, etc., For example, you may have a Cheese Pizza menu item that is connected to multiple sizes of Small, Medium and Large. Alternatively, the menu items that are saved in your menu database are used.

1. Use the dropdown and select a **menu item** (the Menu Item and Sale Price is saved through your POS menu).
2. Optional; Check the option for **Count as Customer** if the menu item should represent one person; *for example, a side of fries may not be a good representation of 1 customer, as a customer may order multiple sides.*
3. Type the number of customers the menu item may represent. Typically this is 1, however, for 50 Wings or large menu items, you may want the item to represent multiple customers.
4. Select the blank field under **Inventory Item** and start typing an inventory item. The software automatically begins populating saved items.
5. Click in the **Price** field; The price, inventory portion and total to automatically populate.
6. Select the dropdown under **Recipe Uses** and choose the appropriate portion. Typically, the "Inv. Portion" and the "Recipes Uses" unit will be the same, however the system allows flexibility in case you need to change the unit/portion.
7. Type in the number of units used under **Qty Used**
The cost is automatically calculated based on the inventory item's purchase price:



The screenshot shows the 'Menu Recipes' software interface. At the top, there are dropdown menus for 'Prefix' (10 WwG8), 'Menu Item', 'Suffix', 'PLU' (0), and 'Product Group' (ALL). Below these is a checkbox for 'Count as Customer' and a field for '# of Customers'. A summary bar shows: Sale Price: 6.99, Menu Item Cost: 3.956, Item Cost %: 56.6120, Target %: 60.01, Target Price: 9.83. The main area is titled 'Recipe List' and contains a table with the following data:

Inventory Item	Price	Inv Portion	Total	Recipe Uses	Qty Used	Cost
1st 2nd Joint Wings	55.00	Piece	120	Piece	10.00	4.8333
Breading Chicken	34.99	Oz	400	Oz	10.00	6.7290
Tray Food Paper 230	38.26	Each	1000	Each	1.00	0.0303
Napkin Dispenser HK Logo	35.87	Each	3000	Each	4.00	0.0476
Bag Paper White 10x	29.11	Each	500	Each	1.00	0.0562
Oil	347.21	Units	6180	Units	10.00	6.4000

Determining your target food cost percentage

If you have a specific target percentage that you wish to achieve, the program will calculate the target price for you.

1. Type in a **Target %** (with a decimal ending the value) and select Enter on your keyboard to view a new target price (*Suggested sale price*).
This feature is also useful when a new menu item is created and you do not know the appropriate price to charge the customer.

Sale Price	<input type="text" value="8.99"/>	Menu Item Cost	<input type="text" value="5.8986"/>	Item Cost %	<input type="text" value="65.6129"/>	Target %	<input type="text" value="60.00"/>	Target Price	<input type="text" value="9.83"/>
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**The Target % is for reference only.
The Sale Price, Target % and Target Prices do not change the price in the POS system.**

To implement the target price: Go to Manager Menu > Menu Maintenance > Menu Items and Pricing > select a menu item, type in the desired price and Save.

Recipe Examples

Recipe for “Jack Daniels” Menu Item

Inventory Item: **Coke** Price: **5.00** Inv.Portion: **Oz** Total: **128** Recipe Uses: **Oz**
Qty Used: **1.00** Cost: **0.0391**

*If “Coke” and “Diet Coke” in **Menu Items** and **Modifiers** are named identical, they must be the exact same portion.*

Recipe for “Hamburger” Menu Item

Inventory Item: Bread-Burger Bun	Price: 5.00	Inv.Portion: Each	Total: 20	Recipe Uses:
Each Qty Used: 1.00	Cost: 0.25000			
Inventory Item: Hamb. Meat	Price: 25.00	Inv.Portion: Oz	Total: 160	Recipe Uses: Oz
Qty Used: 8.00	Cost: 1.6667			

Sub Recipes

i Creating sub recipes is an optional step. Sub recipes are typically used for homemade sauces or dips that are used to further define items within a recipe.

📁 Managers Menu > Inventory > Inventory Maintenance > **Sub Recipes**

Example: Restaurants that make their own guacamole. The guacamole is added to multiple menu items. The guacamole recipe itself is broken down into a sub recipe as avocado, tomato, pico, onion, etc.

Creating a Sub Recipe

Inventory Item	Price	Inv Portion	Total	Recipe Uses	Qty Used	Cost	Yields
1 Box Avocado	35.17	Each	60	Each	6.000	3.5170	8.000
1 Prep Pico de Gallo	9.52	Cup	115	Cup	1.000	.8623	8.000

1. Click the **Sub Recipe** tab on the tool bar
2. Type in the name of your recipe; such as Guacamole
3. In the **Recipe Yields** box, press the drop down and select the measurement of the serving size.
The recipe's yield is number of servings that this recipe makes
After you have created a name and the serving measurement, go down to the spreadsheet.
4. Select items that have been already set up in your inventory list; click in the first field under **Inventory List** to populate saved items. *The price, portion and total will populate automatically when clicking anywhere else in that row.*
Example, 60 Avocados come in a Case and it is broken down into an "Each".
 - a. The recipe uses 6 avocados, an avocado in this example is defined as an "Each". In the column of Recipe Uses, press the drop down and select "Each".
 - b. In the QTY Used, type in 6 and press Enter or click out of the box.
The Cost and Yield is automatically calculated.
5. The **Recipe Data** section calculated that guacamole costs \$4.17 to make and it yields 14 ounces. The unit cost is .29 cents.

Setup Checklist

Before moving on to inventory tasks, please review the following checklist to ensure the setup is complete. At any time, you can always add more items, edit items, and edit recipes. However, it is important to have the setup as complete as possible before running reports in order to get the most accurate information.

- ✓ Set up Group Names, Category Names, Vendors, and Storage Location
- ✓ Set up Inventory Data - The price, minimum level, location, and vendors
- ✓ Set up Inventory Portions - *How the product is actually used?*
- ✓ Set up Sub-Recipes (OPTIONAL) – *Do you make any sauces or items in-house?*
- ✓ Set up Menu Recipes - *What inventory items make up the menu items?*

Inventory Tasks

Taking physical inventory counts

Recommendations:

- Count your inventory at the same time every day/week. *Counting inventory at a consistent time and day makes inventory more accurate and easier to regulate*
- While you may decide to count your entire inventory weekly, certain items should be counted daily. In the original setup of the inventory, specific items are ticked for “counted daily”. You can go into the inventory setup and make changes at any time. Keeping track of your most expensive items everyday turns into large savings
- Before physically counting your inventory, generate printouts of the inventory items; the printouts are organized by physical location

Step 1

Start by printing your inventory sheets.

Select Printing Menu >

Select **Print Inventory Sheet By Location**



Each sheet is organized by storage area; such as “Cooler”, “Freezer”, and “Dry Storage”



Step 2

Go to each location and count each product on the list. Write down the quantity next to each item.

The printout lists inventory items alphabetically by location. The cost of a single case is displayed to the right of the item name (the cost is pulled from the last received invoice).

The printout lists both “Case” and the secondary unit of measurement for an open case.



You can enter in the quantities of whole cases and fractions of whole cases (such as 1.25 for 1 whole case and a quarter full open case), or you can enter the whole case quantities and then use the secondary measurement for open cases.

Alternatively, you can weigh units for better accuracy. For instance, if you have one full case (20lbs) and an open case weighed at 10lbs, enter (10) into the secondary “pound” column. *This number is automatically calculated back into an accurate fraction of a whole case (1/2) as determined during initial setup.*

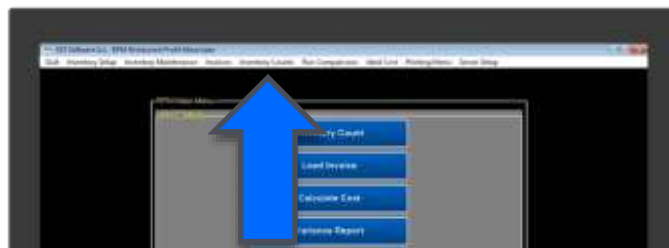
Inventory Printout			
Location COOLER			
1st 2nd Joint Wings	\$ 55.60	Case	Pound
8PC Cut Marz	\$ 84.99	Case	Pound
Chicken CVP Whole Wings	\$ 84.91	Case	Pound
Honey Butter	\$ 43.43	Case	OZ
Location DRY			
Barn Box	\$ 72.31	Case	Each
Bun Sandwich	\$ 23.40	Case	Each

Step 3

After you have completed the physical count of your items, go back to the POS, and enter in the counts.

Select Inventory/Margins >

Select **Inventory Count (located on toolbar)**



Step 4

Select the start and ending date.

Typically, the start date is the day after your last inventory count and your ending date is today.

Be mindful of the dates you select; It will impact your numbers!



Step 5 (Final Step)

Select the QTY column in each row to input the count

Inventory loads by location automatically. To filter items by location, select the dropdown next to "Select Location".



Moving inventory count dates

If an inventory count was performed but not recorded in the inventory system, use Move Inventory Date to record the date that the inventory was physically counted.

 Inventory > **Inventory Counts** (on toolbar)

1. Select **Move Inventory Date** at top of next screen

This allows you to move the count date to when the items were physically counted.

Invoices

MicroSale captures your invoices directly from the suppliers, updating your food costs and replenishing quantities automatically (through EDI integration).



If you are not using the EDI feature, you will typically only use the “Invoice” section to replenish or restock your inventory in the POS system. To restock the items in the inventory database, the items must already exist in your system. If you are adding in new items, please reference the Inventory Maintenance section and set up your new items.

Automated invoicing benefits:

- ✓ Ensures accurate, up-to-date inventory costs
- ✓ Helps prevent over and under ordering
- ✓ Eliminates manual data entry, saving hours of labor each week



To “restock” items automatically, the items must already exist in your system. If you are adding in new items, please go to the Inventory Maintenance section and set up the new items.

Step 1

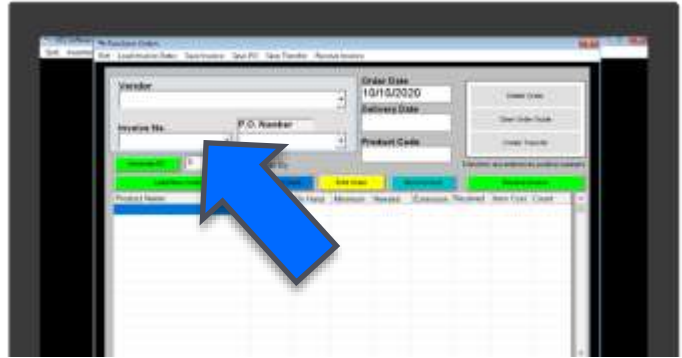


Your supplier’s invoices are automatically received in the POS, replenishing the POS system with the quantity of cases received and updating food costs.

Typically, you will not need to go to the invoice screen. However, if the actual received case count is different than what was ordered, you will need to adjust the “Received” amount.

Adjusting received invoices:

To alter a received invoice, select the dropdown under “Invoice No.” and select the corresponding invoice number matching your hardcopy from the supplier.

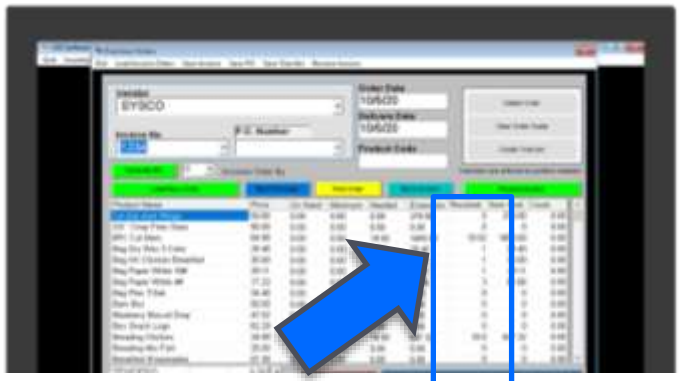


Step 2

After the invoice number is selected, the invoice data populates on screen.

To change a quantity received, selected the number in the corresponding “Received” column and type in the correct amount.

Select Save Invoice.



Purchase Orders

The Purchase Order section is typically only used if you are set up with EDI (where the software directly communicates with your vendors). If you are not using the EDI feature, you will only use the "Invoice" section to replenish or restock your inventory in the POS system.

To restock the items in the inventory database, the items must already exist in your system. If you are adding in new items, please reference the Inventory Maintenance section and set up your new items.

Creating a Purchase Order (to purchase goods from your supplier)

1. Select a **Vendor** from the preset choices
2. Select **Load New Order**
3. Click in the **P.O. Number**, a PO# is automatically created, using the date plus a sequence #.
Alternatively, you can type in your own PO number.
4. **Order Date** uses today's date by default; you can change the date if necessary.
5. **Delivery Date** automatically defaults to 2 days after the order date. You can type in a different date.
6. Enter the **On Hand** quantity for the products listed. "Par" = minimum stock level
7. Based on the minimum, the amount **Needed** is automatically calculated. However, you can edit this quantity.
8. When the P.O. is complete, select **Save P.O.**

Note: the software can create projected P.O.'s based on POS sales

Receiving an Order from a PO

1. Select the desired P.O from the dropdown menu
2. Select *by Vendor* if you do not know the PO Number. *Use the dropdown next to the P.O. # and select the Vendor*
NOTE: An invoice # must be entered in order to post the invoice as a purchase
3. If products are the same as on Purchase Order, put in the Invoice # from the Vendor and select **Order Received**.
You will be prompted to update inventory prices.
4. **Save** when complete; This will automatically post as a purchase.

To edit the invoice: enter the Invoice # and change the item(s) in the 'Received' column

Receiving from an outside vendor

Select **Misc Purchase** to make a purchase from an outside vendor (another vendor that is not typically used to purchase this inventory item).

1. Enter Product Name, Category, Quantity Purchased and Price of the item
2. Select **Save**

Receiving an order without a PO

1. Select **P.O.'s and Invoices** tab
2. Select the appropriate **Vendor** for the delivery and enter the **Vendor's Invoice #**
3. Click on the **Delivery Date** field and select *today's date*
Scan the item's *barcode* on the *Case* (or the *unit in which the entire item is received*) in the **Product Code** field
4. When prompted, "How many?" Enter the quantity of cases or units received for that item, and select **Done**
5. After all received items are scanned into the invoice, select **Receive Invoice**

Generating Reports and Analyzing Data

Available Reports

- ✓ Run Comparisons
- ✓ Ideal Cost Reports
- ✓ Daily Cost
- ✓ Margin Calculation
- ✓ Margin by Menu Item
- ✓ Pooled Margin
- ✓ Average Cost
- ✓ Cost over %
- ✓ Plate Cost by Transaction
- ✓ Recipe Exception (Menu items without recipes)

Calculating food costs by inventory item

i Foods costs are calculated automatically after a physical count is taken. Your food cost (or cost of goods sold) is the beginning inventory value + purchases – ending value.

🔍 You can get to this report in 2 ways;

Inventory Counts > **Run Cost**. Or, the Fast Menu (shortcut of common tasks/reports); Fast Menu > **Calculate Cost**

⚠️ Attention: Physical inventory count must be taken before generating cost reports.
Without physical counts, the software uses 'ideal on hand' amounts (based on sold items)

This report can be generated daily, week to date or any date range. After a physical count is taken, this report generates the costs for all inventory items on hand.

Item Name	Item Cost	On Hand	Extension	Location
1st 2nd Joint Wings	\$ 55.60	5	\$ 278.00	COOLER
Honey Butter	\$ 2.67	3	\$ 8.01	COOLER
Breeding Chicken	\$ 38.85	5	\$ 194.25	DRY

Terminology	Description
Item Name	Name of the inventory item (description name of a case)
Item Cost	Purchase price of a single case
On Hand	The case quantity of the physically counted on hand amount.
Extension	The value of the on-hand inventory items
Location	The storage location for the inventory item

Inventory Comparisons

Inventory > Run Comparisons

This report generates a daily count for key items, comparing the ideal usage to your on-hand amount. Inventory items ticked for "count item daily for inventory control" are populated.



Attention: Physical inventory count must be taken before generating cost reports.

Without physical counts, the software uses 'ideal on hand' amounts (based on sold items)

	Begin	Purchase	On Hand	Usage	Ideal Used	+/-	Ideal O.H	Mix Qty
1st 2nd Joint Wings	2	5	5.5	1.5	2.1	0.60	4.90	52
Honey Butter	1	3	3.25	2	1.5	-0.50	2.50	125
Breeding Chicken	3	4	5	3.5	3.45	-0.05	3.55	250
Barn Box	4	1	2	3	3	0.00	2.00	200

Terminology	Description
Begin	Quantity at the beginning of the period
Purchase	Quantity purchased from the vendor during the period
On Hand	Physical inventory count on hand
Usage	How much of a product used during the period
Ideal Used	Theoretical usage based on POS sales
+ / -	Variance (difference) between the Usage and Ideal Used
Ideal O.H	Physical inventory count that should be on hand, based on POS sales
Mix QTY	The quantity of product items with the inventory item sold through the POS

Calculating Ideal Cost

Inventory > Inventory/Margin > Calculate Ideal Cost

Your ideal cost, or theoretical cost, is what your food cost should be (based on what was sold from the POS). The ideal cost is calculated from your plate cost multiplied by the number of items sold within a selected date range.

You do not have to take a physical count before generating this report.

Item	Cost	Case
Breeding Chicken	38.85	Case 1.11
Barn Box	5.67	Case .11
Honey Butter	2.67	Case 0.06
1st 2nd Joint Wings	55.6	Case 1.25

Category Name	Cost	% of Cost
CHICKEN	\$164.46	20.94%
GENERAL FOOD	\$53.25	6.78%
PACKAGING	\$18.23	2.32%

Terminology	Description
Item	Name of the inventory item (description name of a case)
Cost	Purchase price of a single case
Case	Total case quantity used (based on POS sales)
Category Name	Itemized categories; a summed value of all items within each category
Group Name	The generalized group of items within the inventory program such as Food and Supplies

Cost Over %

To quickly view all items that are over a specific percentage, (20% for example), click on **Cost Over %** tab and then enter the target food cost.

Item Name	Price	Cost	Perc Cost	Suggested Price
1 BISCUIT	\$0.69	\$0.26	37.96	\$0.00
10 WINGS	\$8.99	\$5.90	65.61	* \$9.83
12PC CAJUN TENDERS	\$11.99	\$6.99	58.29	\$0.00
12PC CHICKEN DARK	\$11.99	\$7.33	61.11	\$0.00
12PC CHICKEN MIX	\$14.99	\$6.15	41.01	\$0.00
12PC CHICKEN WHITE	\$15.99	\$5.42	33.91	\$0.00
16PC CHICKEN DARK	\$15.79	\$9.67	61.25	\$0.00
16PC CHICKEN MIX	\$19.29	\$8.70	45.13	\$0.00
16PC CHICKEN WHITE	\$20.59	\$7.74	37.58	\$0.00
20 WINGS	\$15.99	\$11.75	73.47	\$0.00

Plate Cost by Transaction

 Inventory > Inventory/Margin > **Plate Cost by Transaction**

Plate Cost by Transaction lists each sold check and all individual items within the check. Viewing plate costs enables you to see each individual cost of sold items with attached modifiers, sides, sauces, etc., so that you can see the true cost of the transaction. *To achieve a plate cost for all transactions, a recipe must be created for all the sides and modifiers.*

1. Select a check to view itemized menu items on the check; Select one of the items to see the plate cost for all the items on that transaction.

Weight Inventory Items

 Inventory > Inventory/Margin > **Weighted Average Cost**

Weighted Average Cost is a method of calculating *Ending Inventory* cost. It takes Cost of Goods Available for Sale and divides it by the total amount of goods from *Beginning Inventory* and *Purchases*. This gives a Weighted Average Cost per Unit. A physical count is then performed on the ending inventory to determine the amount of goods left. This amount is multiplied by Weighted Average Cost per Unit to give an estimate of ending inventory cost.

1. Select a date range then **Load/Compare**

Purge Inventory

 Inventory > Inventory Counts > **Purge Old Inventory Data** (on toolbar)

1. Select **Purge Old Inventory Data** to remove old inventory counts for specific starting and ending dates. Inventory is ongoing until you purge it. (It will not self-delete)
**Note: this does not back up the old inventory counts prior to purging. If you will need to view any of them again, do not use the purge function.

Variance Reports

Inventory > Inventory/Margin > Variance Report

The variance is the difference between the physically counted on hand inventory quantity and the ideal, or theoretical, quantity calculated from the POS. Usage is calculated by plate costs (the cost of inventory items used within a menu item's recipe). For example, if \$100.00 was used to make "2PC Chicken Meals" during a time period, but you only have \$80.00 of ingredients on hand, the variance is \$20.00.

The variance starts with your physical on hand amount plus amount purchased, and subtracts the quantity sold. This value is displayed under the "Moved" column.

Id #	Description	Case	Case Cost	Pur	Moved	Sold	Var	\$Var	%Var
****	CHICKEN								
	1st 2nd Joint	Case	55.6	10	5	4.5	0.5	27.80	0.90%
	Breeding Chicken	Case	38.85	5	5	5	0	0	0
	Barn Box	Case	5.67	20	20	20	0	0	0

Terminology	Description
Description	Name of the inventory item (description name of a case)
Case	This is named as your primary unit of measurement
Case Cost	Purchase price of a single case
Pur (Purchases)	This value is automatically populated from the invoices. This is the quantity of cases purchased from the supplier
Moved	The total used amount; this is the beginning count + purchases – ending count
Sold	Menu items sold through the pos, recalculated to show usage by the case
Var	Difference between moved and sold cases
\$Var	Difference between moved and sold in a dollar amount
%Var	Difference between moved and sold as a percentage

Waste Report

Inventory > Inventory/Margin > Waste Report

Waste is calculated when items are marked as "Waste", through the *Waste function* on the POS; this is used to track waste as it happens, such as a spill, wrong order, burnt food, etc.

Note: To view this report with live data for the current day, use Sales Report (top left of Reports menu in the POS) and select **Daily Waste**

Item	Reason	Cost	Percent
Waste > 1 Biscuit	Waste	1.02	0.03
Waste > 2PC Mix	Waste	2.38	0.06
Waste > 5 Sweet and Sour	Waste	3.27	0.08
Waste > 5PC Shrimp	Waste	10.02	0.26
	Total	\$450.22	16.69
			0.43

Terminology	Description
Item	Menu item name; sold through the POS
Reason	Labeled 'Waste' by default; however custom reasons may be used.
Cost	The inventory cost of the wasted items (your cost)
Percent	The percentage of the food cost wasted

Individual Margin Report

 Inventory > Inventory/Margin > **Individual Margin Report**

The Individual Margin Report itemizes food cost by individual sold item to show exact food cost, profit margin and profit dollars by each item.

Item Name	Price	Item Cost	Percent	Margin	Profit
1 Biscuit	\$ 0.79	\$ 0.26	33.01	66.99	0.53
10PC Boneless Wings	\$ 4.89	\$ 2.75	56.18	43.82	2.14
10PC Shrimp	\$ 6.99	\$ 3.66	52.35	47.65	3.33
12PC Dark	\$ 13.49	\$ 9.73	72.13	22.10	2.76

Terminology	Description
Item Name	Menu item name; sold through the POS
Price	Menu item price; sold through the POS
Item Cost	Cost of inventory items used to make up the menu item
Percent	Food cost percentage
Margin	Profit margin percentage
Profit	Dollar amount of profit per sold item

Pooled Margin Report

 Inventory > Inventory/Margin > **Pooled Margin Report**

The Pooled Margin Report is a consolidated version of the “Individual Margin Report”, generating data on all items sold within a time period; providing the selling price in the POS, total sales by item, food cost, and profit margins.

Margin Sales Report							
Item Name	Retail	Retail Sales	Quantity	Item Cost	Cost Dollars	Cost %	Margin %
1 Biscuit	\$ 0.79	\$ 52.14	66	\$ 0.26	\$ 17.16	33.01	66.99
10PC Boneless Wing	\$ 4.89	\$ 23.91	2	\$ 2.75	\$ 5.50	56.18	43.82
10PC Shrimp	\$ 6.99	\$ 111.84	16	\$ 3.66	\$ 58.56	52.35	47.65
12PC Dark	\$ 13.49	\$ 24.98	2	\$ 9.73	\$ 19.46	72.13	27.87
Total	Retail Sales	Quantity	Cost Dollars	Cost %	Margin %		
	\$ 212.87	86	100.68	53.42	46.58		

Terminology	Description
Item Name	The menu item name sold through the POS
Retail	Individual menu item price; sold through the POS
Retail Sales	Total value of menu items sold within the selected timeframe
Quantity	Number of menu items sold within the selected timeframe
Item Cost	Individual cost of inventory items used to make up the menu item
Cost Dollars	Total cost of the menu items sold within the selected timeframe
Cost %	Food cost percentage
Margin %	Profit margin percentage

Advanced Settings and Options

Costing Methods

By default, Last-in is used.

- To change the default setting:**
Select the dropdown (by Inventory Cost Based) and choose your desired costing method.

Available costing methods

- **Last-in** - The most recently produced items are recorded as sold first
- **Moving Weight** - Method used under a perpetual inventory system, which requires that a new weighted average cost must be calculated after *each* purchase
- **FIFO (First In First Out)** - the oldest inventory items are recorded as sold first but do not necessarily mean that the exact oldest physical object has been tracked and sold
- **Blend** – Will total each item from all invoices then average the cost

Settings and Options

Terminology	Description
Export Cost	After a cost report is ran, this enabled option automatically exports the report in a CSV file in the MicroSale Directory. (C://Program Files > Micro\$ale)
Export Ideal Usage	When enabled, the Ideal Usage exports alongside the exported CSV cost reports.
Disable Inventory Delete	Prevents inventory from being deleted
PLU Search Is On	If PLUs are used ,for recipes and sales mix reporting you can search for items by its PLU number
Prompt Sales Periods Inventory	When selected, you can define the date range for inventory reports.
Use Sort Levels	Item sorting can be based on a numeric values instead of the default alphabetical sorting.
Enable Price Averaging	If Inventory Averaging is desired, select the Enable Price Averaging box. This averages the price of your inventory based on weighted averages.
Product History SQL is Off	Pulls data from an Access database instead of the default SQL database
Email Prefix Name	Adds a name in front of the emailed attachments. <i>Used for organizational purposes only.</i>
Store Inventory for Days	Stores inventory data for a predetermined number of days.
Export File Name	Creates an export folder in the MicroSale directory with this custom name (C://Program Files > Micro\$ale) for the exported CSV files.
Email Sales Data To	Enter recipients to receive generated inventory reports.

Advanced Setup Options

Terminology	Description
Set Default	Set Default - By selecting Set Default, the SQL server path points back to the location of the SQL Server.
Location Names	Allows you to point the inventory data to a different SQL location
Clean Database	Two options are displayed; Clean dataset and remove duplicates: Clean Dataset removes invalid data such as NULL values, invalid entries, inventory with no price, and duplicate items. If you rather only clean up the data by deleting duplicate entries, use Remove Duplicates.
EDI Setup	Allows you to select the EDI (Electronic Data Interface) to your supplier
Import Access to SQL / Import SQL to Access	Imports inventory databases from Access into SQL, or vice-versa.
Scale Configuration	If a food-safe scale is connected to this device, select the appropriate Com Port that is used for the connected scale. Scale Port is where the scale is connected to the computer (Com Port). The Baud defaults to 9600,n8,1. Type in the Model of the scale used for inventory. <i>MicroSale is certified with Acculab VIC-4KG and used by default.</i>



MicroSale POS Systems

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