Inventory Guide

Introduction

MarginEdge was created by restaurateurs who knew the value of inventory but wanted an easier way to do it. Our system really helps streamline the process and we know you're excited to get started using it! This guide will take you through the timeline and required steps during your first month using MarginEdge, all with the goal of preparing you to take your first MarginEdge inventory!

**You're ready to take your first inventory when you have:**

- ☐ Uploaded invoices into MarginEdge for 30 days
- ☐ Checked your products using the Setup Verification Report
- ☐ Attended the [Inventory Webinar](#)
- ☐ Added any missing products or recipes
- ☐ Organized your Count Sheets

I want to take my first inventory!

Great! But first we need to build your product database. So start uploading those invoices! During your first 30 days using our system, your invoices may take up to 10 days to process. So please start uploading them on day 1 to help us start learning your purchases. And remember you can upload up to 7 days of historical invoices as well. These are crucial for building a comprehensive product database for you; these generate the products you'll eventually use to take your inventory.

If you need an inventory count now, we recommend you take your inventory using your current system during this initial phase. You can always enter it later into MarginEdge if desired.

📄 **Uploading invoices**
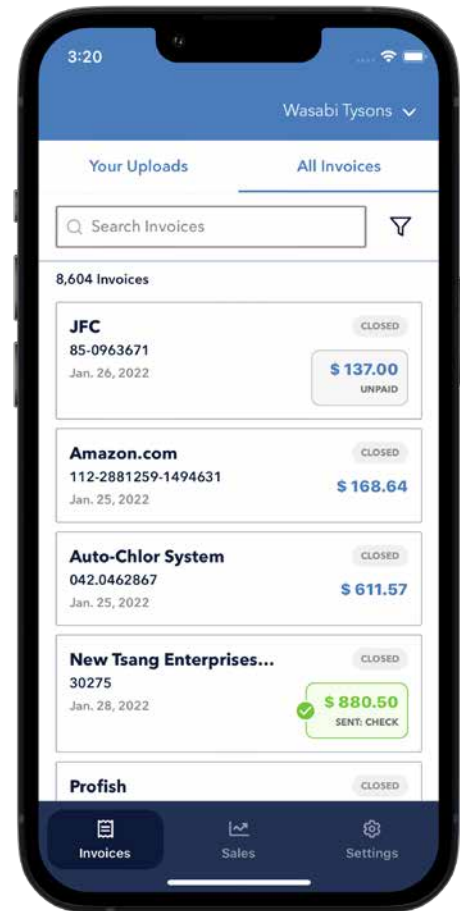
Next up / **Get signed up for our training webinars!**

Lots of good ones for your team, especially the "Inventory How To's!"

*Visit training.marginedge.com to register for a session.*

I don't see any products.

Sit tight. We're building them as we process your invoices. Your job during this period is to work on your accounting configurations so you're ready for export and to keep checking that Setup Verification Report (or use our Invoice Approval tool) to ensure we are putting the vendor items to the right products and categorizing them correctly. Checking this during the early phase of startup is key to getting your foundation right!

📄 **Using the Setup Verification Report**
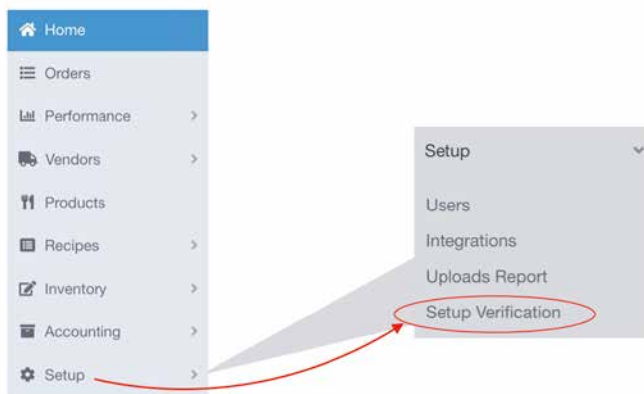
▷ **Setup Verification Report**

📄 **Setting up Invoice Approval**

▷ **Using Invoice Approval**

Ok, I've got some products now. What's next?

So you've been uploading invoices, using the Setup Verification Report, and now you're set up with a great product list with current prices. Woohoo! Now is the time to start reviewing your Count Sheets and getting those organized just the way you like them. What's a Count Sheet? The MarginEdge word for the template you'll use to take those inventory counts.

We set up a default comprehensive Food Inventory Count Sheet and Beverage Inventory Count Sheet for you to start with. These automatically put the new products we learn about from your invoices onto the count sheet alphabetically by category. You can use this version; however, many clients prefer to create multiple, smaller Count Sheets and organize them "Sheet to Shelf" so that they line up with how things look as you walk around your restaurant.

Count Sheets let you specify which product categories you want added when a new product is created. You have full control, so customizing these will maximize the success of your inventories.
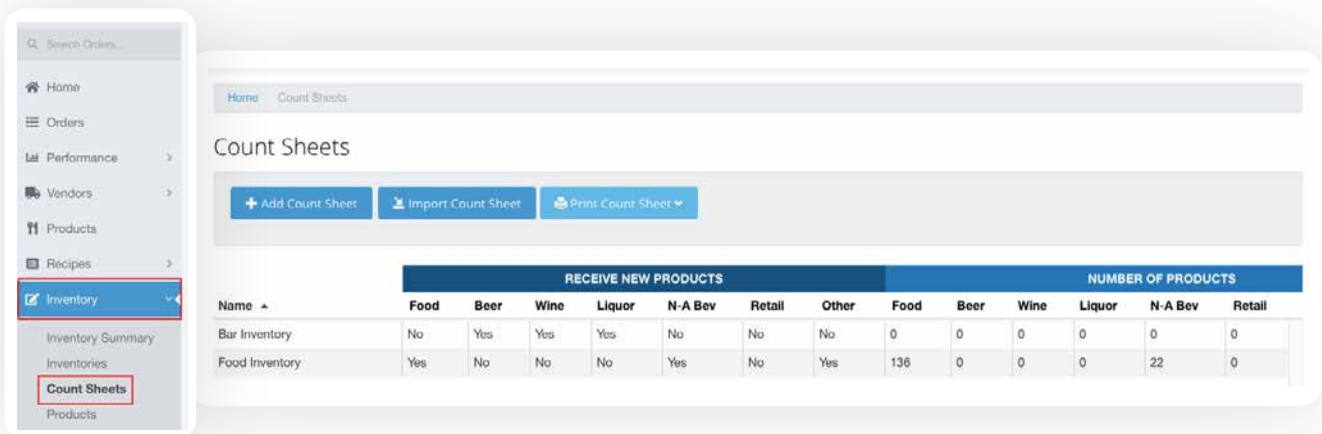
📄 **How do I setup my inventory Count Sheets?**

▷ **Organizing Count Sheets**

▷ **Adding products to Count Sheets**

What if I want to count more than just my food & beverage products?

You mean like paper goods? We can count those — with some caveats. We have a helpful article linked below that explains how we do it because they are handled differently than food and beverage products.

What about prepped items stored in the walk-in? Yes, those can go on inventory! Prepped goods will first require you to enter a recipe into the platform, which you can then add to your count sheet. Remember, any recipes that you count on your inventory will be broken up and displayed proportionally as their individual ingredient products when shown on your reports.

If any of this is confusing or doesn't make sense, don't hesitate to reach out for help at help@marginedge.com!

📄 **Inventory for paper goods & consumables**

📄 **Setting recipes to be inventoried**

Ok, so by now you have...

☑ Uploaded invoices into MarginEdge for 30 days

☑ Checked your products using the Setup Verification Report

☑ Attended the Inventory Webinar

☑ Added any missing products or recipes

☑ Organized your Count Sheets

Guess What? You're ready to take inventory!

Great job getting your products and Count Sheets ready to go! For your first [me] inventory, we strongly recommend printing off each of your relevant Count Sheets and doing the first one on paper. Why? Well, there may still be some sneaky products missing or you may need to adjust the way you count certain items. While these are all things you can technically do on the fly in MarginEdge, figuring them all out at 11:30 pm on Sunday night may not be your jam. So, let's do this first one on paper so you can easily make notes of any adjustments needed while still capturing the numbers you need for inventory.

Go to "Inventory" then "Count Sheets" in the left menu, click on the "Print Count Sheets" button, and lastly, choose the count sheets you want to print from the dropdown.

	Count Sheet Name ▲	Food	Beer	Wine	Liquor	N/A Bev ...	Retail	Other
	Bar Inventory	Yes	Yes	Yes	Yes	Yes	No	No
	Food Inventory	Yes	No	No	No	No	No	No
	Take-Out Beverage Cooler	No	No	No	No	Yes	No	No

First inventory completed on paper!

Nice job. Let's get things all cleaned up and ready for you to input the data:

- 🏷 *Were there some missing products?*
  You can add them right to the desired Count Sheet when you create the product!

  📄 **How to add products in MarginEdge** →

- 🏷 *Need to change a count by?*

  📄 **How to change the count by unit of measure of a product** →

All set? Go ahead and enter that first inventory count right into MarginEdge. Follow the instructions for taking an inventory and just enter the numbers directly from your paper.

📄 **Taking inventory** →

▶ **Taking inventory** →

Inventories By Date

Select the count sheet you will inventory
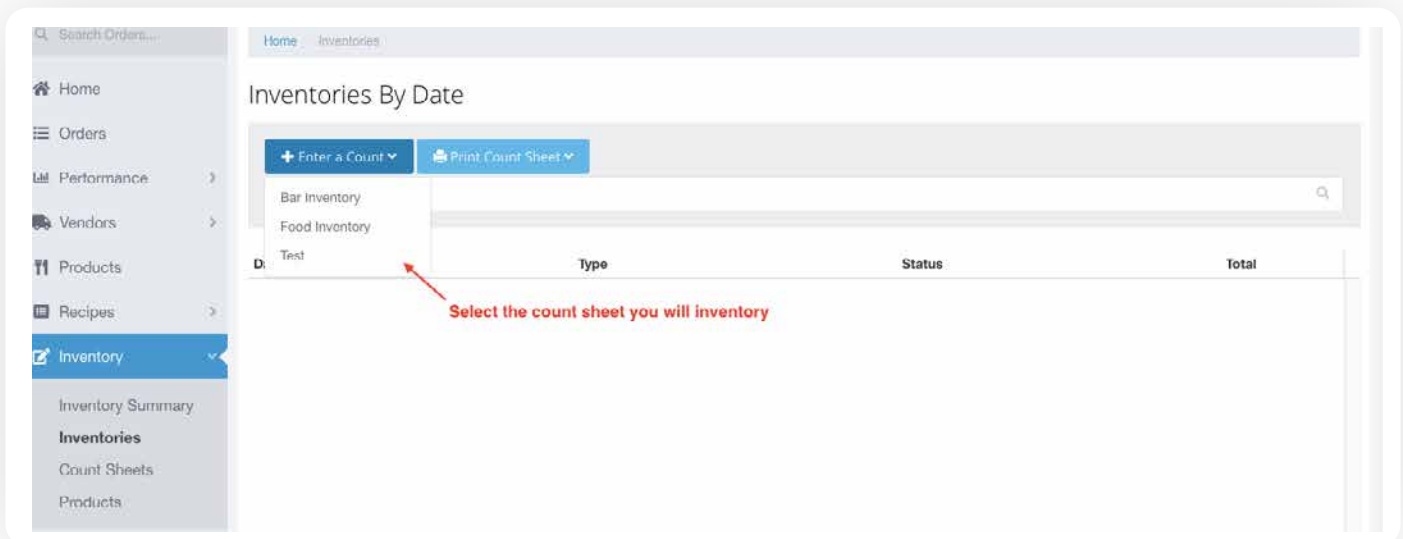
What date should I select?

A full inventory is typically done **on the last day of each accounting period** and should be taken after the close of business. When entering new inventory counts into MarginEdge, you will be prompted to enter a date which should represents the last day of business that will be included in your inventory.

Inventories taken on the last day of the period/month will automatically be used as the starting inventories for the following period/month. Reports in MarginEdge will reflect a one day offset from the date the inventory was taken.

📄 **Inventory reporting and best practices in MarginEdge**

Can I make any changes while I am taking inventory?

When taking inventory, don't forget about utilizing our handy dandy "Config Mode" that can be toggled on and off. This will allow you to make any edits (add or remove products, move things around, etc.) while you're right in the middle of it. In addition, you can edit your product count by units directly in the Count Sheet by clicking on the product! Prices, however, remain locked to the data we get from your invoices and can't be edited.
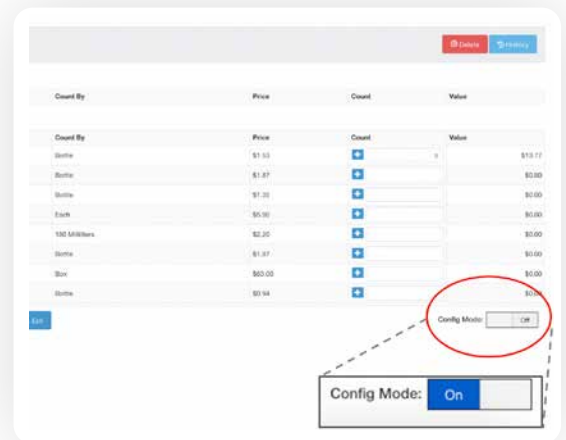
📄 **How to add/remove products from count sheets while doing inventory? (Config Mode)**

What is "Saved" vs. "Closed?"

In short, Saved status means that you are still working on the inventory and it has not yet Closed. "Closed" makes it eligible for export and the data will be available in other MarginEdge reports. Your count sheet will auto save while you are working on it, but best practice is to click "Save" when finished. This will lock the numbers and current prices until it is edited again. If you edit it again before closing it, the prices will update to their current values at the time of the edit. Once it is Closed the data will be available in other MarginEdge reports, and if it's an end-of-period inventory, eligible for posting to accounting.

Why do my reports look broken!?

Many of our reports require you to have two inventories in our system before you can see any meaningful numbers. So don't panic, you are well on your way and as soon as you take your next inventory you'll be able to see all the goodies MarginEdge provides.

📄 **Understanding your costs with reports in MarginEdge**
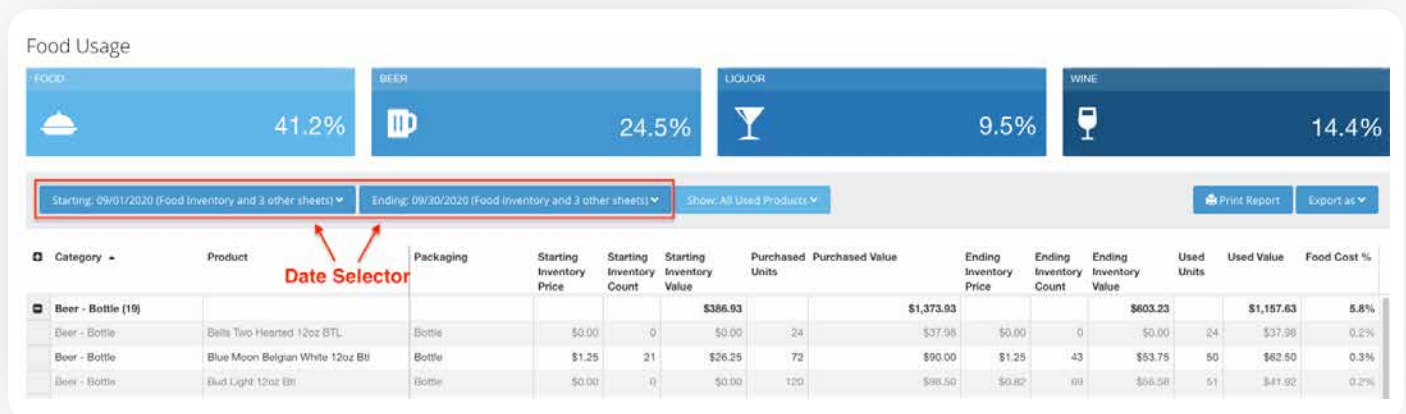
ProTip *If your first inventory was a period-end inventory, you have the option to manually enter your beginning inventory into the system. You can simply set the date to be earlier in the month and enter your numbers. The only drawback of this approach is that your prices will reflect the current prices, not the historical prices from the inventory date.*

As always, if you have any more questions feel free to reach out to us at help@marginedge.com. We hope this guide has been helpful and that you now feel ready to go forth and conquer the world (or at least your inventories)!