



Hello! 🙌

As you get started with MarginEdge, I'm here to help guide your onboarding journey and answer any questions you have along the way.

This can also be a great time to attend the [Getting Started with MarginEdge](#) webinar or review help materials at help.marginedge.com.

Feel free to reach out anytime!

MarginEdge Setup Guide

Let's keep the momentum going! *I'M HERE IF YOU NEED ME!*

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PART 2

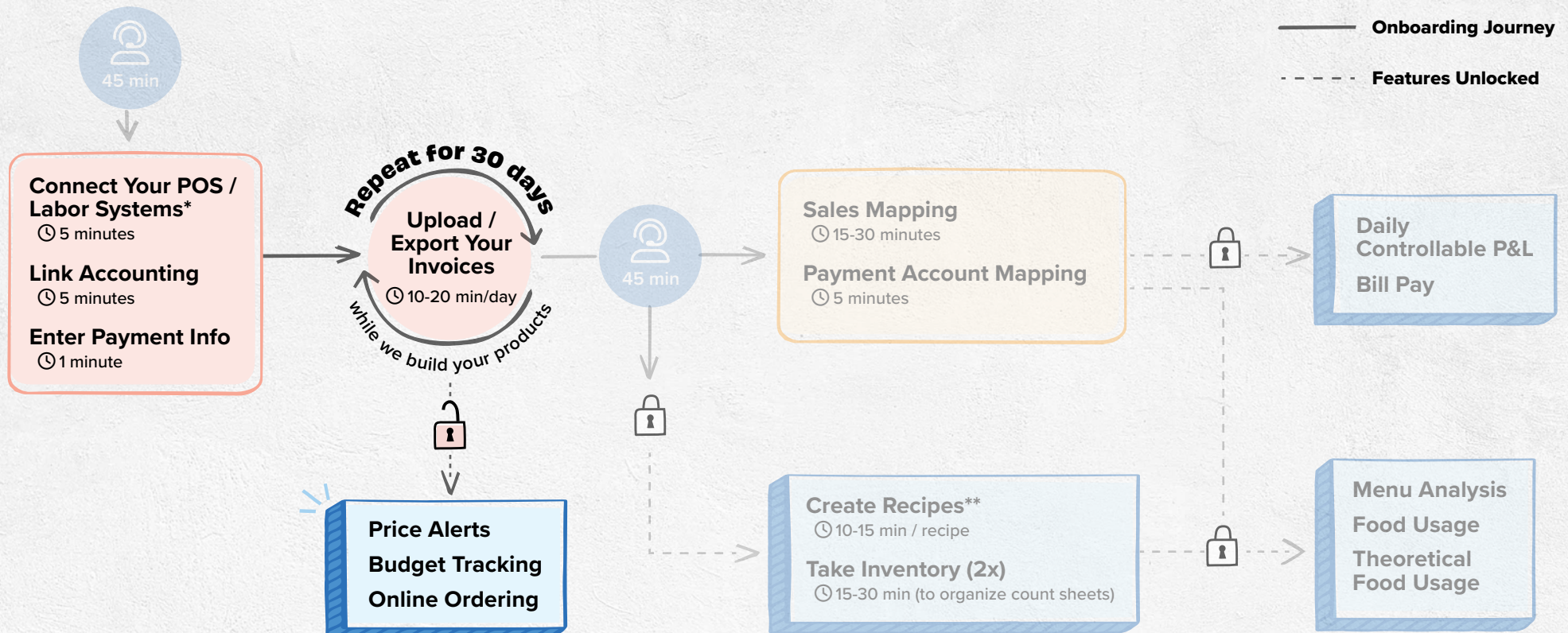
Configure your account


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FINALIZE YOUR SETUP

You are here

Get that phone camera ready! Once we start processing your invoices, the profitability magic really begins. Just one picture is all it takes and you're on your way to unlocking deeper insights.



 If you have any questions, please reach out to me at onboarding@marginedge.com.

FINALIZE YOUR SETUP

Overview

GOOD THINGS TAKE TIME.
GREAT THINGS SAVE TIME

Finishing your account setup is crucial for your future success, so think of it like preheating the oven. Not the most exciting process, but you can't start baking without it!

Action	Who does it?	How long does it take?	Why?
Start sending us your invoices	Your team	🕒 5-15 mins. a day <i>Depending on the # of invoices you have to take pictures of</i>	Say goodbye to manual data entry! Upload your invoices the way you want, and we'll categorize them in a way that works for you. Our platform turns that data into powerful reports that help you track and manage everything coming into your restaurant, so you can focus on what's going out.
Build your products in MarginEdge	MarginEdge team	🕒 30 days <i>Begins after you upload your first invoice and enter your payment information</i>	We translate invoice line-item data into products that make sense in the real world (a tomato is a tomato regardless of the vendor). This ensures up-to-date product prices whenever you upload new invoices, and also powers inventories, menu analysis, and more.
Check the New Vendor Item Review	Your team	🕒 10-15 mins. weekly in your first 30 days <i>Review once a month ongoing if you regularly order from new vendors</i>	This report makes sure our team has related your vendor items to the correct products and categories in MarginEdge. We want to get this right since so many things (recipes, order sheets, reports) rely on this process.
Configure your users	Your team	🕒 1-3 mins. per user	It takes a village! Make sure you invite all of your team members and assign permissions based on how they will use MarginEdge. You can also set up notifications for common system alerts.



Once setup is complete you can:

- Start tracking your Budgets
- Create Price Alerts on your key products
- Take Inventory with MarginEdge
- Order thru MarginEdge
- Create digital Recipes

Start invoice processing

Now that we have your POS and Accounting system set up – let's start processing invoices.



Uploading Invoices

There are 3 ways to upload invoices:

1. MarginEdge Mobile App
2. Scan / Email to your unique restaurant email
(note: email addresses are location specific)
3. Within the MarginEdge web App
Navigate to **Orders** in the left bar. Select **"Orders"** in the menu and then click on the **"Attach invoice"** button on screen



Prerequisites

Before we can start processing your invoices, we need these two tasks completed:

1. Your POS is connected
2. Your Accounting software is connected






Processing Times

First 30 days: 10 days
> 30 days: 24-48 hours

Why are processing times longer in the first 30 days?

We employ an additional quality review process in the first 30 days as we build your products. Please plan accordingly for your first Inventory.

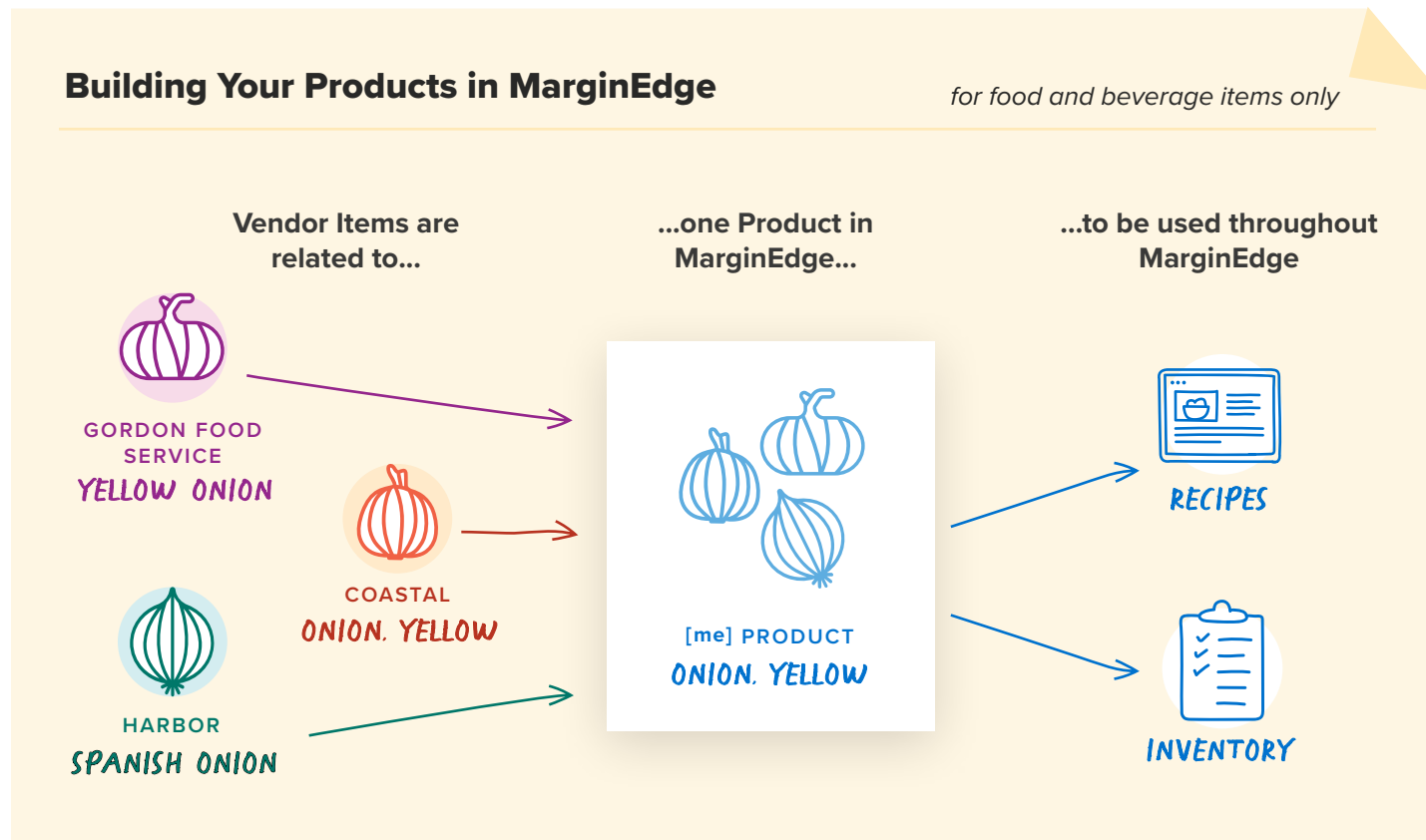
Download our mobile app!






 For more detail on each way to upload an invoice, check out [this article](#).

Building your products

Your product list will be built (by our team) as you upload new invoices. Typically, we will see the majority of items you buy within the first 30 days.

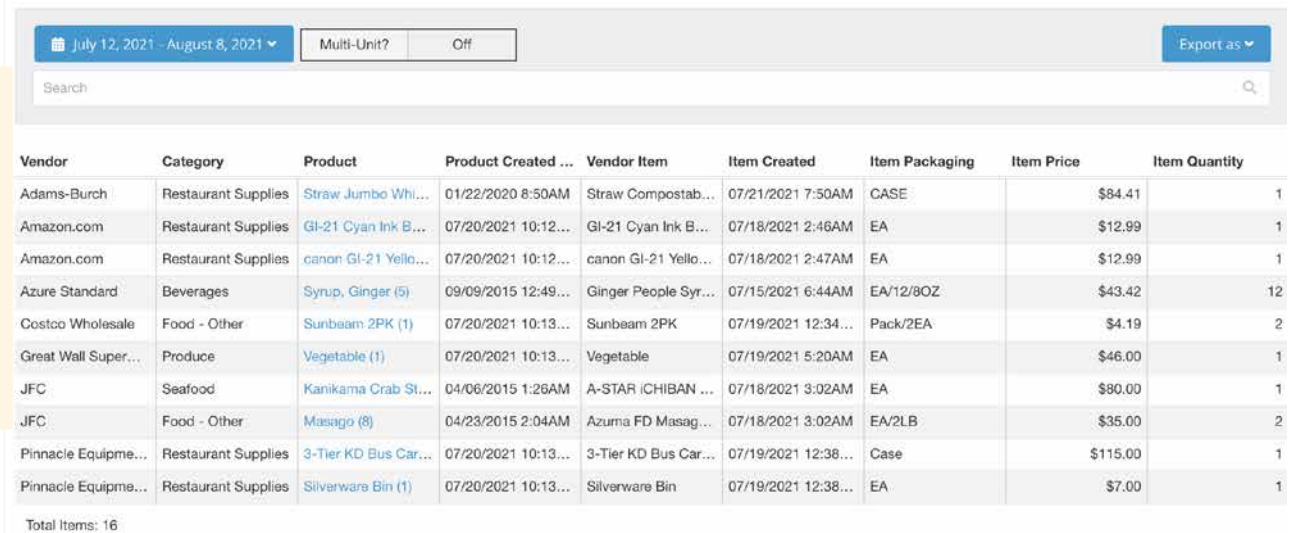


 [Click here](#) to learn more about how vendor items and products are related in our software.

New Vendor Item Review

This is one of those things where every minute invested early on pays off exponentially down the road. The New Vendor Item Review is how we make sure we have everything set up exactly how you want it.

1. Select Products > New Item Review in the left nav bar
2. Filter by date to only see new items since you last checked
3. Toggle Multi-Unit ON if you want to see all new vendor items in one place!



The screenshot shows a software interface for reviewing vendor items. At the top, there are filters for a date range (July 12, 2021 - August 8, 2021), a 'Multi-Unit?' toggle (currently 'Off'), and an 'Export as' button. Below the filters is a search bar. The main part of the interface is a table with the following columns: Vendor, Category, Product, Product Created, Vendor Item, Item Created, Item Packaging, Item Price, and Item Quantity. The table contains 16 rows of data, including items from vendors like Adams-Burch, Amazon.com, Azure Standard, Costco Wholesale, Great Wall Super..., JFC, and Pinnacle Equipme... The total number of items is 16.

Vendor	Category	Product	Product Created ...	Vendor Item	Item Created	Item Packaging	Item Price	Item Quantity
Adams-Burch	Restaurant Supplies	Straw Jumbo Whi...	01/22/2020 8:50AM	Straw Compostab...	07/21/2021 7:50AM	CASE	\$84.41	1
Amazon.com	Restaurant Supplies	GI-21 Cyan Ink B...	07/20/2021 10:12...	GI-21 Cyan Ink B...	07/18/2021 2:46AM	EA	\$12.99	1
Amazon.com	Restaurant Supplies	canon GI-21 Yello...	07/20/2021 10:12...	canon GI-21 Yello...	07/18/2021 2:47AM	EA	\$12.99	1
Azure Standard	Beverages	Syrup, Ginger (5)	09/09/2015 12:49...	Ginger People Syr...	07/15/2021 6:44AM	EA/12/BOZ	\$43.42	12
Costco Wholesale	Food - Other	Sunbeam 2PK (1)	07/20/2021 10:13...	Sunbeam 2PK	07/19/2021 12:34...	Pack/2EA	\$4.19	2
Great Wall Super...	Produce	Vegetable (1)	07/20/2021 10:13...	Vegetable	07/19/2021 5:20AM	EA	\$46.00	1
JFC	Seafood	Kanikama Crab St...	04/06/2015 1:26AM	A-STAR ICHIBAN ...	07/18/2021 3:02AM	EA	\$80.00	1
JFC	Food - Other	Masago (8)	04/23/2015 2:04AM	Azuma FD Masag...	07/18/2021 3:02AM	EA/2LB	\$35.00	2
Pinnacle Equipme...	Restaurant Supplies	3-Tier KD Bus Car...	07/20/2021 10:13...	3-Tier KD Bus Car...	07/19/2021 12:38...	Case	\$115.00	1
Pinnacle Equipme...	Restaurant Supplies	Silverware Bin (1)	07/20/2021 10:13...	Silverware Bin	07/19/2021 12:38...	EA	\$7.00	1

Total Items: 16

What does this report do?

When you purchase a **new vendor item** (or an item purchased from a different vendor / previously invoiced in a different format), our team connects that vendor item to a **product** and **category** in our software.

The New Vendor Item Review puts all these newly categorized vendor items in one place for you to check our work.

What should I review?

Look over all your recent items to make sure we connected them with the correct product and category, and make changes if necessary.

Once your vendor item has been associated with a product and category, it will keep the same categorization every time you order it. (It's important to correct any errors asap since we use these connections for Inventory, Recipes, and more.)

How often should I review?

We recommend reviewing your new vendor items **weekly** in the beginning and **before the end of an inventory period** moving forward.

At any time, you can make changes yourself – and we love it when you do! – to ensure our software is giving you exactly the information you want.

Configure your users

To start using MarginEdge, you'll want to set up your team with accounts in MarginEdge and determine which notifications they should receive.

Select **Setup** > **Users** to:

- Create new users and define what role they will have in the system.
Note: this process will send an email to each user where they will choose their own password to get started
- Modify user permissions
- View all users in the system and export your list of users (helpful for large user list clean up)

Select **Setup** > **Notifications** to:

- Define which roles and individual users receive notifications for common system alerts such as daily sales emails and invoice image errors



Want to see this process in action? [Watch](#) our training video on adding and removing a User in Marginedge.

User roles explained

MarginEdge Admin

The “MarginEdge Admin” has the highest user permission in MarginEdge. Users with this role have access to all data and actions in the software including viewing labor data, making and approving payments, and sending information to accounting. MarginEdge Admin users also have the ability to manage permissions for all other users within the restaurant. There can be multiple MarginEdge Admin users within a restaurant.

User

A “User” can upload invoices, place orders, enter inventory counts, and view most operational information in MarginEdge. They cannot add, edit or remove products or recipes, nor can “users” setup, close or delete inventories. This role is typically used by in-store non-managerial staff.

Sous Chef

The “Sous Chef” is a modified version of the user role. Users with this role have the additional ability to add, edit, and delete and upload pictures for recipes but only for recipes restricted to their restaurant unit, not for any other restaurant in a restaurant group. Any recipes they create are automatically restricted to their restaurant.

Manager

A “Manager” in MarginEdge has all the privileges of a “User” plus can add or edit count sheets, close, re-open, and configure inventory, and add other “Users” or “Managers.”

Franchisee Accountant


A “Franchisee Accountant” is a hybrid role between the “Manager” and “Accountant” role. This role has all the same permissions as the “Manager” and “Accountant” role, with the exception of view-only access to the New Vendor Item Review, portions of the accounting categories page, and PMIX Mapping.

Accountant

An “Accountant” can view most operational information (products, recipes, inventory), plus has access to all accounting-related screens, such as the Export, Categories, and all mapping pages, such as Category Mapping and Vendor Mapping.

Restaurant Admin

The “Restaurant Admin” role has access to all parts of the orders, performance, vendors, inventory, products, recipes, and setup feature. This role does not have access to accounting and labor features.

 For a more detailed description of exactly what each user role can and cannot do, please see our [User Role Permissions table](#).



Next steps

ALL OF THE PREP.
NONE OF THE CLEAN UP

Oven's preheated, so now it's time to prep your digital mise en place a.k.a. the tools that save you time and make running your operations easier. Sure it takes a few to set up, but once you're in the weeds, you'll be glad you prepped it!



Set Budgets

How long will this take:

🕒 3-5 minutes per budget

What's the value?

- Within 24-48 hours of receiving your invoices, you'll see an up-to-date visualization of where your budget is in real-time.
- This means your team can track if you're under budget or overspending immediately.



Create Price Alerts

How long will this take:

🕒 1 minute or less per alert

What's the value?

- See how much prices are increasing (compared to your past invoices) at the product level before it catches up to your P&L.
- Receive custom alerts anytime a price comes in above the threshold you set.



Streamline Ordering

How long will this take:

🕒 5-15 minutes per vendor (the first time)

What's the value?

- Order online from any vendor, directly through our software.
- We will create new order guides, add items, and update prices as we process your invoices.
- Easily set pars and on-hand levels, then we'll populate how much to order.



[How to set up or edit a Budget](#)

[How to set up a Price Alert](#)

[Online Ordering, Part 1: Vendor Setup](#) and [Online Ordering, Part 2: Placing Orders](#)

CONFIGURE YOUR ACCOUNT

You are here

Next you'll bring your Accounting team to the table so their books and your books all speak the same language, *capeesh?* And while they're connecting the dots, you get to lay the ground work for some primo reporting with recipes and inventory counts.

THIS IS OUR NEXT CALL



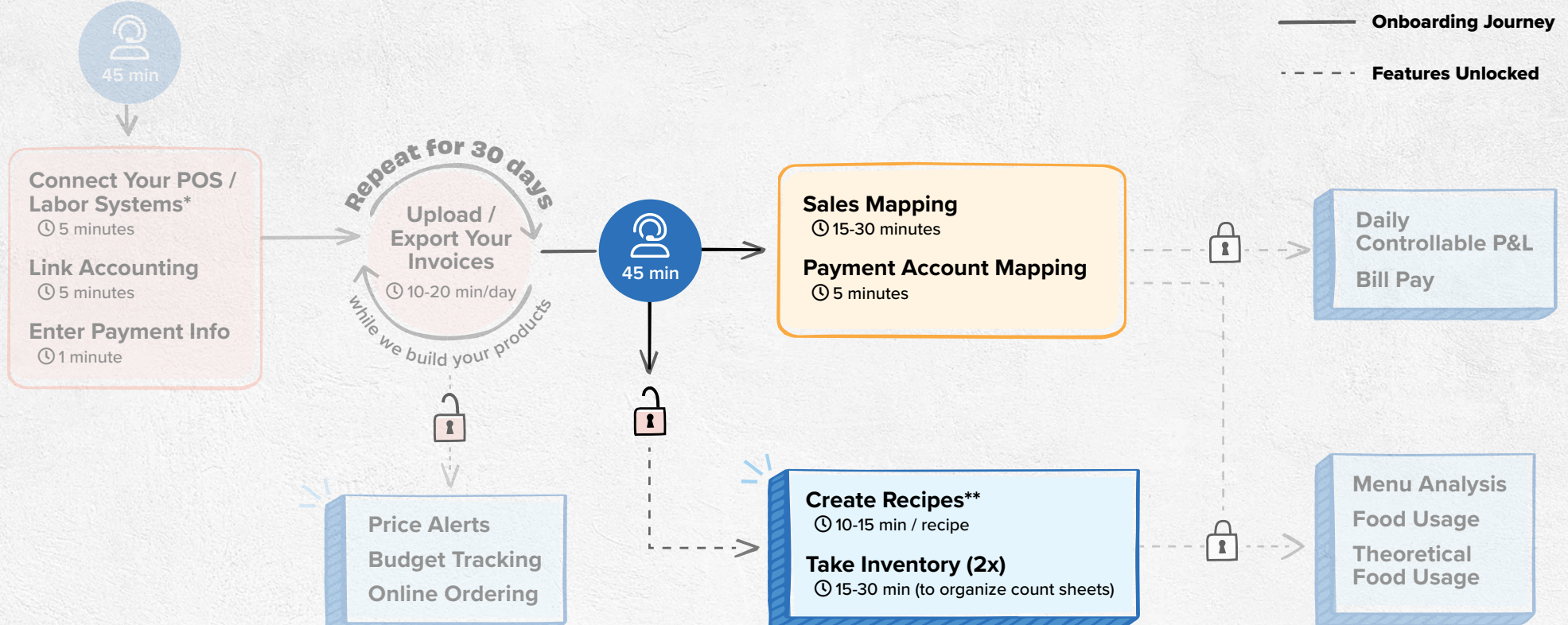
Customer Success Review

🕒 45 min.

If you haven't completed the work itemized in the orange box below we'll run through those with your Finance team on this call. We'll also talk about creating recipes, taking inventory in our platform, and other tools designed to help you achieve your business goals.

Who should attend:

- Your Finance team
- Your staff who will be taking Inventory and/or entering Recipes in MarginEdge



** Don't have the time to create your Recipes? We have a service that can help. Please send a note to your Sales or Onboarding Rep.

CONFIGURE YOUR ACCOUNT

Overview

WE NEED HANDS!
(YOUR ACCOUNTANT'S
HANDS TO BE EXACT)

Since you've already connected your accounting system, this is where we make sure everything is set up perfectly for you and your team. Because no two restaurants are the same, you have *complete control* of your chart of accounts, vendors, and sales entry format.

Action	Who does it?	How long?	Why?
Associate POS data to an Accounting code	Your finance team	🕒 15-30 mins.	Never argue about whether a P&L is right with your operations team again! With the sales data mapped to your accounting system, both bookkeepers and operators see the numbers and backup information in near real-time!
Set up payment accounts	Your finance team	🕒 5 mins. or less	By default all invoices are set to the payment account of Accounts Payable. If you want to create other payment types such as check, ACH/EFT, or credit card, you can configure these payment accounts in MarginEdge at this point.
Export Data to Accounting	Your finance team	🕒 10-15 mins. each sync	Your team has 30 days of invoices uploaded to MarginEdge, so it's time to sync them to your accounting system. This allows you to see all of your invoices in one place. Every invoice includes details on who uploaded the invoice so you know who to reach out to if you have any questions.



Once the finance tasks are complete you can:

- See your Daily Controllable P&L whenever your heart desires (no need to wait until the end of the month!)
- Pay your bills electronically with Bill Pay

Sales mapping

To post daily POS sales to your accounting system automatically, you need to go into MarginEdge and associate/map every line from your POS to an accounting code in your accounting system.

Log into MarginEdge and go to **Accounting** > **Sales Mapping** to get started.

Accounting ▾

- Export
- Reconciliation
- Sales Entries
- Journal Entries
- Bill Entries
- Inventory Entries
- Categories
- Sales Mapping**
- Vendor Mapping
- PMIX Mapping
- Payment Accounts
- Close Books
- Budget Setup

✓	Description	Accounting System Account	Type ...	Category Type	Include in Sales Reporting ⓘ	Memo
✓	111824 United - Direct Deposits	Choose...	debit		Exclude	Cash
✓	111824 United - Direct Deposits ...	111824 - United Bank	debit		Exclude	Cash
✓	111826 Key - Amex	1002 - Petty Cash	debit		Exclude	Amex
✓	111826 Key - Discover	11182 - Cardinal -- Tysons Checking	debit		Exclude	Credit Cards
✓	111826 Key - M/C	111824 - United Bank	debit		Exclude	Credit Cards
✓	111826 Key - Manual CC	111825 - MutualOne Tysons 2 Checking	debit		Exclude	Credit Cards
✓	111826 Key - Visa	111826 - Key Bank - Tysons	debit		Exclude	Credit Cards
✓	111826 Key - Visa	111827 - Key Bank - Natick	debit		Exclude	Credit Cards
✓	2140 Sales Tax Payable	111828 - MutualOne - Natick	debit		Exclude	
✓	2181 Gift Certificates Sold	2181 - Gift Certificates Sold	credit		Exclude	
✓	2182 Gift Certificates Redeemed	2182 - Gift Certificates Redeemed	debit		Exclude	
✓	4111 Food Sales - Takeout - Lunch	4111 - Food Sales -- Takeout -- ...	credit	Food	Include	
✓	4112 Food Sales - Takeout - Dinner	4112 - Food Sales -- Takeout -- ...	credit	Food	Include	
✓	4121 Food Sales - Dinina - Lunch	4121 - Food Sales -- Dinina -- Lu...	credit	Food	Include	

Total Items: 30

[Click here](#) for a detailed description of all the columns (shown above) in the Sales Mapping table.

Set up payment accounts

MarginEdge uses “payment accounts” to indicate how an invoice is paid and whether payment information is sent to your accounting system.

The default payment account for invoices is “Accounts Payable” — these invoices will be sent over to accounting as a bill to be paid with the invoice total crediting your A/P account.

Log into MarginEdge and go to **Accounting** > **Payment Accounts** to get started.

Accounting	Payment Account Name	Accounting System Account	Account Type	Active
Export	Accounts Payable	Choose...	Accounts Payable	Yes
Reconciliation	American Express NEW	1220 - Leasehold and Leasehold Improvements		Yes
Sales Entries	American Express OLD	1230 - Furniture, Fixtures, Equipment		No
Journal Entries	Bill Pay	1240 - Uniforms, Linens, China, Glass, Silver, Utensils		Yes
Bill Entries	Checks	1300 - Organizational Costs(GROSS)		Yes
Inventory Entries	ME Bill Pay (041001039) - 8084	1301 - Accum. Amort of Organization Cost (contra Account)		Yes
Categories	ME Bill Pay (211371816) - 3805	1310 - Pre-Opening Expenses		Yes
Sales Mapping	ME Bill Pay (211371816) - 4209	2110 - A/P Trade		Yes
Vendor Mapping	Total Items: 10			
PMIX Mapping				
Payment Accounts				
Close Books				
Budget Setup				

Want to see this process in action? [Click here](#) to watch a video on setting up payment accounts.

Accounting export settings

It's finally time to export all those invoices you've been uploading to MarginEdge to your accounting system.


Customizing your export settings

By default, all restaurant units are set to manual. Go to **Accounting** and select **Export** to see everything ready to export.

From **Setup** select **Integrations** to adjust how MarginEdge syncs with your accounting system and change to "automatic" if desired.

Viewing export status

Select **Accounting** then **Export** to view all invoices and see the export status: Ready, Pending, Sent, Needs Attention, Error and Skipped.

 [Click here](#) for additional training material curated for Accountants and Bookkeepers.



Next steps

NOT NEW TOOLS...
JUST BETTER TOOLS

Digitizing your recipes (or just their key items) and taking inventory are the last two pieces of the profitability puzzle needed to start making data-driven decisions. Get ready for reporting that your old excel spreadsheet could only dream about.



Create Recipes

How long will this take:

🕒 10-15 minutes per recipe*

What's the value?

- Utilize our Kitchen Display to make sure your team sees the same reference photos/videos/recipes from a tablet in the kitchen.
- Have multiple locations? Centralize recipes keep team members on the same page across locations & shifts.

Recipes are also important for you to accurately calculate your plate costs, analyze your menu, and are necessary to unlock reports like Theoretical Food Usage.

** Don't have the time to create your Recipes? We have a service that can help. Please send a note to your Sales or Onboarding Rep.*



Take Inventory

How long will this take:

🕒 15-30 minutes to organize your count sheets in MarginEdge ahead of your first inventory

What's the value?

- Product prices are updated and new products are added to your Count Sheet as we process your invoices.
- We remove the complexity of vendor SKUs so your team can count what they see regardless of how it got there.
- Taking a regular Inventory leads to more accurate cost-tracking in MarginEdge.

Closing two Inventories is essential for some of our advanced reporting to be useful.



We've got some recipe tips and an inventory guide ready to go, but we'd love to chat about them in more detail during our upcoming Customer Success call. See you then!