

Inventory Set Up

Supermenu POS provides multi-level inventory controls with different complexities to meeting different customers demand.

In many cases, Inventory Control for restaurants can extremely time-consuming and complex due to the complexity of the menus and other factors.

We create the simple Inventory Module for restaurants who just want to track the basic and simple inventory for items that can be sold as retail items such as pre-packaged drinks, desserts, chips, etc. Most of these items have bar codes and can be sold as a whole without being made from recipes.

To enable Inventory, you need to first go to All Other Set Up to change Inventory flag to Y. Please note inventory tracking required much more system resources of the server, so we do suggest you have at least 2G of memory on the server for the inventory.

Simple Inventory

For simple Inventory tracking, this first thing is the identify Inventory Categories, which contains items that do not need recipes, such as drink, liquor, dessert, etc.

You go to the Simple Inventory Screen (From main, then Inventory, then Simple Inventory), then click on Simple Inventory Set Up:





Supermenu Inventory		
Simple Inventory	Complex Inventory	<u>Supermenu Inventory</u>
		Supermenu Inventory allows you to enter and track inventory against sales.
Simple Inventory Set Up		You need to first to set up the Inventory Items, which are the unit of inventory items that will be used for make orders. For example, 1 can of Coke 12 Ounces of Steak, 2 ounces of cheese, etc.
		You need to set up Vendors where you purchase inventory items from.
Simple Inventory Counting	Simple Inventory Replenishment	Then you need to set up inventory packages. For example, you purchase 12 cans of Coke in a package from Vendor A. Or 50 pounds of Rice in a Bag from vendor B.
	Simple Inventory Reconciliation Report	After the inventory items are set up, you need to associate the item with Menu Items by clicking on Set Up Menu Inventory. For example, a Cheese Burge consists of a bun, a patty, 2 slices of cheese, etc.
		You will then enter the date and quanity of Inventory Packages you purchases over time.
	Close	The Inventory data will be used to generate reports against the actual usage of inventory items by sales. You can run reports to view the updates and create purchase orders.

The following screen will appear and you check or uncheck the categories that you want to track inventory:



🔓 Set Up Inventory for Categories	×
Appetizer	Enabled Inventory Tracking
Soup	Enabled Inventory Tracking
Yen's Spe	cial Enabled Inventory Tracking
Beef	Enabled Inventory Tracking
Pork	Enabled Inventory Tracking
Chicken	Enabled Inventory Tracking
Lunch Ric	e & Noodle Frabled Inventory Tracking
Lunch Cor	mbo
Seafood	Enabled Inventory Tracking
Vegetable	Enabled Inventory Tracking
Fresh Juic	e Enabled Inventory Tracking
Fried Rice	Enabled Inventory Tracking
Lo Mein	Enabled Inventory Tracking
Tea	Enabled Inventory Tracking
Drinks	Enabled Inventory Tracking
n's Specia	al *For Special Days Only* Enabled Inventory Tracking
Wine	Enabled Inventory Tracking
	Close All Close

After the inventory categories are specified, you can perform simple inventory counting and simple inventory replenishment track.

To perform Simple Inventory Counting, click on Simple Inventory Counting button, the following screen will appear:



Exit Timecard No Sale	e Orders	Refresh	Money Drop	Gift & Loyalty	License	Help	Minimize
Inventory Counting	Undo			Coke		Diet C	oke
1 Budweiser	3.95						
1 Sprite 1 Budweiser	1.95 3.95	Wine	<u> </u>				
1 Sprite	1.95						
1 Coke	1.95						
1 Sprite	1.95			Sprite		Kiriı	n
1 Budweiser	3.95						
1 NASA	3.00						
1 Kirin	4.25						
10 Budlight	39.50	Drinks	E	Budweiser		Budlig	jht
		DITIRS	NASA				
SCAN ENTER	REPEAT	Теа					
Complete	ancel						

It is a very similar screen to the order screen, in which you can add items to the counting using click or bar code scanning. When you are done, click on Complete to complete the counting.

Simple Inventory Replenishment is very similar to Simple Inventory Counting,



Exit	Timecard	No Sale	Orders	Refresh	Money Drop	Gift & Loyalty	License	Help	Minimize
	entory enishme	ent	Undo			Coke		Diet Co	oke
1 Sprite			1.95	Wine					
2 Budweiser			7.90						
1 Sprite 1 Coke			1.95 1.95			Sprite		Kirir	
2 Sprite			3.90		Sprice				
4 Budweiser			15.80						
				Drinks	Budweiser NASA				ht
SCAN	ENTE	R RE	PEAT	Tea					
Complete		Cance	el						

Simple Inventory Replenishment lets you track the addition of Items in your inventory since the last counting. You will be able to let system calculate the depletion of inventory and give you the current inventory levels in the Simple Inventory Reconciliation Report:

First, you need to select the time of the inventory counting as the starting point:



5 Select Inventory Counting				2
Please select the las	t Inventory Co	unting Time to	show the report:	
2012/02/13 01:46:32				
	ок	Cancel		

The report will show the following elements:

- 1. The Menu Item Name
- 2. The Last count of the item at the time you have selected
- 3. The count of the item from the replenishments since the time of the selected count
- 4. The count of the item that have been sold since the time of the selected count
- 5. The expected current count of the item, which equals the following:

column 2 + column 3 – column 4





Show Report by						
	Simple	Inventory F	Reconciliation Report sinc	e last Count 2012	02/13 01:46:32	-
	ltem Name	Last Count	Replenishment since Last Count	Sold since Last Count	Expected Current Count	
	Budweiser	4	2	1	5	
	Sprite	3	1	1	3	
Print	Show	/ as Image	Show as HTM	u si	now as Excel	Close

Set Up Low Inventory Alert:



1. Go to All Set Up -> Menu Set Up -> Menu Category Set Up -> Items -> Click on Inventory Button like below:

Menu Set Up -> Menu Category Set Up	-> Category	y - Appetizers							
Close All								Hide Help	Show He
X Name	Price	Abbreviation	[
X Naruto	8.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Organic Edamame	6.25		Modifiers	Edit	Image	Inventory	Special Prices		
X Steamed Gyoza	6.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Gyoza	6.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Steamed Yasai Gyoza	6.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Yasai Gyoza	6.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Steamed Shumai	6.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Fried Shumai	6.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Spider Tempura	9.25		Modifiers	Edit	Image	Inventory	Special Prices		
X Shrimp and Vegetable Tempura	7.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Shrimp Tempura	7.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Vegetable Tempura	7.95		Modifiers	Edit	Image	Inventory	Special Prices		
XOhitashi	6.45		Modifiers	Edit	Image	Inventory	Special Prices		
X Sashimi Appe	9.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Fresh Summer Roll	9.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Shrimp Spring Roll	7.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Salmon Spring Roll	7.95		Modifiers	Edit	Image	Inventory	Special Prices		
X *Tuna Spring Roll	7.95		Modifiers	Edit	Image	Inventory	Special Prices		
X Vegetable Spring Roll	7.95		Modifiers	Edit	Image	Inventory	Special Prices		
		Update All Display	Size	es	Mov	re (Close		

2. On the next Screen, enter Inventory Level Alert Threshold for this item, and save.

12/02/19





When the inventory level falls below the threshold, the warning message will appear when you trying to add the item to an order like below:

Exit	Time	scard	No Sale	Orders	Refresh	Money Drop Gi	ft & Loyalty Licen	ise Help	Minimize
Ca 1 Naru	to	aik-In Custor	ier	Undo 8.95	Appetizers	Naruto	Organic Edamame	Steamed Gyoza	Gyoza
					Soup and Salad	Steamed Yasai Gyoza	Yasai Gyoza	Steamed Shumai	Fried Shumai
					Soft Drinks	Spider Tempura	Shrimp and Vegetable Tempura	Shrimp Tempura	Vegetable Tempura
						Ohitashi	*Sashimi Appe	*Fresh Summer Roll	Shrimp Spring Roll
				.nven		*Salmon Spring Roll	> IEIT. ↑Tuna Spring Roll	Vegetable Spring Roll	Hotate Kaiyaki
Defer	Split	Price +/-	For Whom	Modify Item	Special - CASH ONLY	Seafood Kushi Yaki	Chicken Kushiyaki	Beef Kushiyaki	*Tuna Tataki
Adju	Sul stment / Disc	Tax (0.00		\$8.95 \$0.00 \$0.00	Other	*White Tuna Tataki	*Salmon Tataki	*Beef Tataki	Beef Nagima
Pay	Gratuity Send	Total (Tips) Note	Void	\$8.95 \$0.00 Back	Gift Card	Chicken Nagima	Tori no Karaage		



Complex Inventory

Complex inventory is used when you want to track the ingredient usage of menu items. You will to first set the inventory item (ingredient), such as cheese, beef, chicken, etc. Then you need to specify how many units of inventory items are needed for a menu item. For example, you will specify a cheese pizza needs 6 ounces of cheese, 10 ounces of dough, 2 ounces of sauce, etc.

The following is about how to set up an inventory item:

1. Go to Inventory, click on Complex Inventory, click on Set Up Inventory Item

Simple Inventory Com	plex Inventory	Sunormonu Inventory
Simple inventory Com		Supermenu Inventory
		Supermenu Inventory allows you to enter and track inventory against sales.
Set Up Menu Inventory	Set Up Inventory Item	You need to first to set up the Inventory Items,
Inventory Item Replenishment	Inventory Item Counting	which are the unit of inventory items that will be used for make orders. For example, 1 can of Col
Inventory Usage Detail	Inventory Usage / Sold Item	12 Ounces of Steak, 2 ounces of cheese, etc.
Report	Detail Report	You need to set up Vendors where you purchase
Inventory Usage Summary Report	Inventory Reconciliation Report	inventory items from.
		Then you need to set up inventory packages. For example, you purchase 12 cans of Coke in a package from Vendor A. Or 50 pounds of Rice in a Bag from vendor B.
Set Up Inventory Vendor	Set Up Inventory Package	After the inventory items are set up, you need to associate the item with Menu Items by clicking on Set Up Menu Inventory. For example, a Cheese Burg
Create Purchase Order	View Purchase Orders	consists of a bun, a patty, 2 slices of cheese, etc.
Inventory Package Replenishment	Inventory Package Counting	You will then enter the date and quanity of Inventory Packages you purchases over time.
Inventory Package Counting Report	Inventory Package Replenishment Report	The Inventory data will be used to generate reports against the actual usage of inventory items by
	Close	sales. You can run reports to view the updates and create purchase orders.

On the inventory item set up screen, enter the name, unit, group, price and alert level:



U	S	e	r	G	u	i	d	e	
_	_	_	-	_				_	

Name of Inventory Item Unit Group Price Alert Level Cheese ounce Diary 1 Image: Alert Level Cheese ounce Diary 1 Image: Alert Level Cheese ounce V V Image: Alert Level Cheese Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level Image: Alert Level <						Hide Help Show
	Name of Inventory Item	Unit G	roup Pric	e · Alert I	evel	
	Cheese	,,		• <mark>100</mark>		
				5		
				0		
		-			X	
				2	X	
		_		•	X	
				a l	x	
				D	x	
				D	X	
				0	X	
					x	
					X	
		-			X	
		-			X	
		_		B	X	
		_	•	5	x	

The set up Inventory Items for Menu Items, Click on Set Up Menu Inventory, then click Set Up inventory button next to the item:



🛓 Set Up Inventory for Food Items	×
Cose All	Hide Help. Show Help.
Veggie Set Up Inventory Pizza	Inventory Menu Item Set Up
Regular [Tomato & Cheese] Set Up Inventory	You can set up Inventory Items for each Food Menu Item.
Pizza Delight Bacon Cheeseburger Set Up Inventory Mover's BBQ Chicken Set Up Inventory	For example: Order 14" pizza, onions, sausage, green pepper, mushroom, cheese
Mover's Hawaiian Set Up Inventory	Recipe for 14" inch pizza
Mover's Milano Set Up Inventory	8 oz cheese 4 oz sausage 2 Oz green pepper 2 oz onion
Mover's Sampler Set Up Inventory	2 mushroom 3 oz sauce.
Mover's Steak Mover's Unique Set Up Inventory	
Mover's Vegilicious Set Up Inventory Modifier Inventory Set Up Close	SUPERMENU Redouest PCS & Citil Systems

On the next screen, enter the number of inventory items for this menu item:



	<u> </u>
Close All	Hide Help Show Help
Inventory Item Quantity For Size	
Cheese (ounce)	inventory Menu Item Set Up
T Delete	
T Delete	You can set up Inventory Items for
T Delete	each Food Menu Item.
Delete	For example:
▼ 0 ▼ Delete	
Delete	Order 14" pizza, onions, sausage, green pepper, mushroom, cheese
Delete	green pepper, musinooni, encese
Delete	Recipe for 14" inch pizza
	1 ball dough
	8 oz cheese
	4 oz sausage 2 Oz green pepper
	2 oz onion
Delete	2 mushroom 3 oz sauce.
▼ 0 ▼ Delete	
Create Inventory Items Close	

To Count the Inventory Item, click on Inventory Item Count button, select a date and enter the count for the inventory items:



Count Inventory Items by Date 2012	2/02/20	
Close All		Hide Help Show Help
Inventory Item	Quantity	
Cheese (ounce)		Inventory Monu Itom Cot IIn
		Inventory Menu Item Set Up
		You can set up Inventory Items for
		each Food Menu Item.
		For example:
		Order 14" pizza, onions, sausage,
		green pepper, mushroom, cheese
		Recipe for 14" inch pizza
		1 ball dough
		8 oz cheese
		4 oz sausage
		2 Oz green pepper
		2 oz onion
		2 mushroom
		3 oz sauce.
		No.
Set Up Inventory Item	Close	

To add Inventory Item Replenishment, Click on Inventory Replenishment, select a date, and select the quantity of the inventory items for the replenishment in the following screen:



Enter Inventory Item Rep	plenished by Date 2012/02	/20	
Close All			Hide Help Show Help
Inventory Item	Quantity		
Cheese (ounce)	▼ 100	Delete	inventory Menu Item Set Up
	T	Delete	
	•	Delete	You can set up Inventory Items for
	~	Delete	each Food Menu Item.
	_	Delete	
		Delete	For example:
		Delete	Order 14" pizza, onions, sausage,
	T	Delete	green pepper, mushroom, cheese
		Delete	Recipe for 14" inch pizza
<u>,</u>		Delete	1 ball dough
<u> </u>		Delete	8 oz cheese
		Delete	4 oz sausage 2 Oz green pepper
<u>,</u>		Delete	2 oz onion
		Delete	2 mushroom
		Delete	3 oz sauce.
<u> </u>		Delete	
		Delete	
		Delete	
<u> </u>		Delete	
Add more	Set Up Inventory Iten	n Close	
<u></u>			

To view the inventory reconciliation report, select the date and show the following:



£	Select Inventory Item Count Date:
	Select the date of inventory item count for reconciliaton report:
	2012/02/20
	Show Report Close
L	



🔓 Sho	w Report by									
	Inventory Item Reconciliation Report since last Count 2012/02/20									
		Inventory Item Name	Last Count	Replenishment since Last Count	Sold since Last Count	Expected Current Count	Alert Level			
		Cheese	300.00	100	10	390	100			
				1	11		1			
	Print	Show as	s Image	Show as H	TML	Show as Exe	cel	C		