

Inventory Setup, Usage, and Maintenance in Sapphire



Table of Contents

Table of Contents	2
Setup Inventory in Sapphire	3
Pre-Setup Inventory Questions	3
Inventory Setup in Sapphire	3
Setup Units	5
Inventory Categories	5
Show Inventory	5
Setup Ingredient Lists	7
Prepared Items	9
Vendor Info & Receiving	11
Vendor Info	11
Receiving	11
Inventory Reporting, Ongoing Maintenance and Frequently Asked Questions	13
Inventory Reporting & Analysis	13
Item Cost	13
Work List	14
Usage	15
Alerts	15
Projections	16
Inventory Value	16
Ongoing Maintenance Requirements	17
Frequently Asked Questions About Sapphire Inventory	18
Additional Information	19

Setup Inventory in Sapphire

Pre-Setup Inventory Questions

What does the Inventory Module in Sapphire do?

The inventory module tracks current inventory levels of ingredients purchased from vendors. Think specifics, such as heads of lettuce or Bottles of Jack Daniel's. In the inventory module, a relationship is made between the inventory items above, and the Sapphire menu item's that use those ingredients. This relationship is called a recipe or ingredient list.

What are the pros of having inventory setup?

There are valuable reporting tools you will gain from having your inventory setup. You are able to track the usage of your ingredients and have an idea of the amount of waste (or theft) from your menu items. There is also reporting of vendor purchases in Sapphire for reference in purchase order reporting.

What are the cons of having inventory setup?

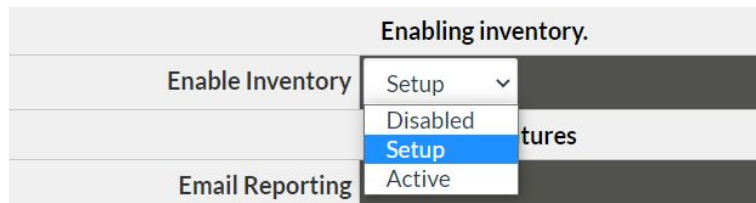
It's a lot of work - literally! The setup alone can take several hours to complete. Khamu support technicians will coordinate training sessions with you to ensure that you are confident in your ability to set this up. With that said, the heavy lifting will come from you or your team. Once the initial setup is complete, the inventory module requires consistent keep up. If you do not record an inventory purchase, the hard work spent to set up the inventory initially becomes practically wasted.

What do I need to do to be prepared to set up my inventory?

Some things that can be helpful to set up your inventory are purchase orders from your vendor. (Ask your Khamu representative if your invoice can be imported into Sapphire). These documents should have the size of the inventory items that you receive, for example: cranberry juice comes in 3 liter jugs, mayo in a gallon tub. You will also need your recipe books. How much cranberry juice goes into your Mai Thai? How much mayo into your garlic aioli? This guide is best used in conjunction with Sapphire. I suggest using this as a reference during your setup and working through the steps simultaneously.

Inventory Setup in Sapphire

By default the inventory module is disabled in Sapphire. The first step we need to do is enable this. To do so, navigate to **Manage System → Setup → Config Options → Enable Inventory "Setup"**



After the Inventory Module has been changed to a status of **Setup**, the button will be accessible through your Management Main Menu.

Modules					
POS Module	Retail Module	Employee Module	Customer Module	Gift Cards	Credit Cards
Inventory Module	Tax Module	Ticket Audit	Messaging Module	Activity Logging	Setup
Business Reports	Online Ordering Module	Historical Archive	E-Mail Reports	Training Mode	Docs
Business Performance Report	Kiosk Module	Remote Pay	K2		

These are the buttons we are going to be talking about when it comes to your inventory setup:

Inventory Management				
Set Up Units ¹	Inventory Categories ²	Show Inventory ³	Set Up Ingredient List ⁴	Prepared Items ⁵
Import Invoice	Adjust Inventory	Transfer Inventory	Recall Inventory Item	Set Up Pizza Ingredients
Vendor Management				
Vendor Info ⁶	Ordering Info	Receiving	Fix Receiving	Purchase History

Setup Units

Setting up our inventory units is the base of your inventory. When setting up your units there are two ways we need to approach it. A) How inventory is received (case, gallons, pints) B) How inventory is used in the ingredient lists of your items sold (bottle, ounce, can). The relationship between how an item is received and how it is sold will be later defined as it's conversion.

Show Deleted		
Unit Name	Status	
	Active ▾	Add New
1/2 BARREL 1984 OZ((Active ▾	Update
1/4 BARREL 992 OZ((6:	Active ▾	Update
1/6 BARREL 661 OZ((4:	Active ▾	Update

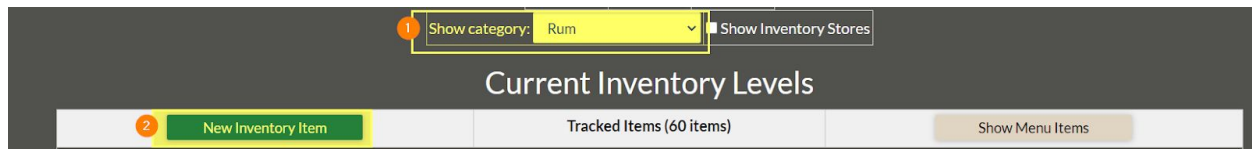
Inventory Categories

Inventory categories are how we will be able to group your inventory items. These categories can be as detailed as you'd like. General categories would be: Liquor, Wine, Dry Food, Cold Food, etc. Specific Categories would be: Tequila, Dairy, Produce, etc.

Show Deleted		
Category Name	Description (optional)	Status
		Active ▾
		Add New
Bourbon	Bourbon	Active ▾
Gin	Gin	Active ▾
Rum	Rum	Active ▾
Scotch	Scotch	Active ▾
		Update
		Update
		Update
		Update

Show Inventory

Now we are going to add the inventory items that you carry. To do this select the Category you are working at the top, then select **New Inventory Item**



Now you will see this screen, the options highlighted below are what you should be filling out to have a workable inventory.

Adding New Inventory Item

Item Info	
Category	Rum <input type="button" value="v"/>
Inventory Name	<input style="background-color: yellow;" type="text"/>
Description <small>(optional)</small>	<input type="text"/>
Units	BOTTLE 750 ML <input type="button" value="v"/>
Initial Store	
Store	Single store <input type="button" value="v"/>
G/L Account <small>(optional)</small>	<input type="text"/>
Target Qty	<input style="background-color: yellow;" type="text"/>
Reorder Point	1

- Inventory Name: The name of the inventory item
 - If you are going to be importing invoices the name here needs to match the name of the item on the invoice
- Units: How is this item **received**?
 - Remember before it was mentioned that the relationship (conversion) between units in how they are received and used will be defined later? While that is true, you'll find we can simplify our inventory if we want to.
 - For example, if I record my beer being received as the unit, case; there will need to be a relationship (conversion) defined between a Bud Light case and how many bottles it contains.

- I could receive my beer in bottles. When I'm receiving a case, I would then complete this conversion on my own, saying that I've received 12 bottles at once.
- At either point you will be doing the conversion, either in your receiving or the creation of ingredient lists [don't worry we are getting to this step!].
- Target Quantity: How many would you like to have on hand at any given time
- Reorder Point: At what stock level should you order more? This will vary with who the vendor is, how frequently used the item is, etc. For example, maybe the reorder point of your sweet vermouth is .50 bottle, or the reorder point for Bud Light is 2 cases

Select **Add New**. Now you can add as many items as you'd like before selecting **Back**. You'll see the category can be easily adjusted from this screen if you are wanting to change categories as well.

Setup Ingredient Lists

We're here! This is where the majority of your inventory setup will happen! We are now going to be defining the relationship (conversion) between your inventory items and the menu items you offer your guests.

What you're seeing on this page is the Sapphire menu items, grouped by their Sapphire menu categories. **Note that Sapphire modifiers and trimmings can display here if the "Enable" inventory checkbox for the modifier has been checked in the POS Module under Edit Modifiers*

Each of your menu items will list all of its price sizes underneath. Price Sizes that have a * signify an ingredient list has already been set up.

Crown Merlot	Bertolions Cider
Glass *	Bottle
Bottle *	
House Merlot	Kefraya White
Glass *	Glass *
Bottle *	Bottle *

Choose a price size to adjust the ingredient list. For this example, I've chosen a Bottle Bud Light as my item.

Bud Light Bottle					
Inventory Item (units)	Quantity	(Waste)	Units	Conversion**	Status
BUD LIGHT (BOTTLES) ▾	1	()	BOTTLES ▾	1	Add New
No current ingredient list					

1. Choose the inventory item that applies, in this case "BUD LIGHT (BOTTLES)"
2. What unit am I using in the menu item? In this case, BOTTLES
3. Waste is 0, or can be left blank as there is no waste in this case

4. What is the relationship (conversion) between how the units of the inventory item is used vs. sold?
In this case, 1

The conversion is the hardest part of the inventory setup process. It is very important to get this correct, because your inventory will deplete based on the values set here.

$$\text{Depleted Amount} = \text{Ingredient Quantity} \div \text{Conversion}$$

Let's do a few more conversions together.

- Bud Light
 - Receive: Case
 - Sold: Bottle
 - Conversion: How many Bottles are in a Case? 12
 - How many bottles am I using for my Bud Light menu item? 1

BUD LIGHT (BOTTLES)	1	()	CASE	12	Add New
---------------------	---	-----	------	----	---------

- Tomato Juice
 - Receive: Gallon
 - Sold: Cups
 - Conversion: How many cups are in a gallon? 16 cups
 - How many cups am I using for my Tomato Juice menu item? 1.2

Ingredient List					
Tomato Juice (Gallon)	1.20	(0.00)	Cups	16.00	<input type="checkbox"/> Hidden

- Jack Daniel's Bottle
 - Received Unit: Bottles [750 ml Bottles]
 - Sold: Ounces
 - Conversion: How many ounces are in a Bottle that has 750mL? 25.3605 ounces
 - How many ounces am I using for my shot of Jack Daniel's menu item? 1

Ingredient List					
JACK DANIEL'S (BOTTLE 750 ML)	1.00	(0.00)	OUNCES	25.3605	<input type="checkbox"/> Hidden

When it comes to conversions, I choose where I want to spend time doing the math. For example, the Jack Daniel's bottle item I wanted to receive as the unit "Bottle." Since this unit doesn't really mean anything in math sense, there will be three conversions taking place. Unit: Bottle -> Unit: Milliliter -> Unit Ounces. Because of this, I need to determine how many milliliters are in the bottle, so then I can convert that to ounces.

Now the conversion can be straightforward if your invoice lists additional measurements. In some cases you may need to be more creative in determining what the conversion will look like. One tool I've found to be valuable is the ability to search online for conversions.

A quick Google Search of "How many ounces are in a mL?" will pull up a milliliter to ounces conversion table. From there I can plug in the relationship I'm trying to define. You certainly don't have to use the internet as a tool, but I've found it to be helpful.

A screenshot of a conversion tool interface. At the top, there is a dropdown menu labeled "Volume". Below it, a large input field contains the number "750". To the right of this field is an equals sign, followed by another large input field containing the number "25.3605". Below the "750" field is a dropdown menu labeled "Milliliter". Below the "25.3605" field is a dropdown menu labeled "US fluid ounce".

You will want to do this for all the ingredients used in the menu item. Here is an example of a full ingredient list for a cocktail:

Ingredient List							
Disarono (BOTTLE 750 ML)	▼	1.00	(0.00)	OUNCES	▼	25.3605	<input type="checkbox"/> Hidden
Orange Juice (OUNCES)	▼	1.00	(0.00)	OUNCES	▼	1.00	<input type="checkbox"/> Hidden
Lime (OUNCES)	▼	0.25	(0.00)	OUNCES	▼	1.00	<input type="checkbox"/> Hidden
Lemon Juice (OUNCES)	▼	0.25	(0.00)	OUNCES	▼	1.00	<input type="checkbox"/> Hidden

Now is the time to set up the ingredient lists for the Sapphire menu items you'd like to utilize your inventory with. This step is expected to take the longest of all the steps in this document. You are welcome to do a few and move to the next step, with the intention of coming back to finish all your recipes afterward.

Prepared Items

When you are setting up an ingredient list and you run into an ingredient item that you make in house, you do have the ability to break down that item's recipe as a prepared item, to ensure that your inventory is depleting properly. To create the recipe for a prepped item, choose it from your Inventory List. This list includes the inventory items we added while in "Show Inventory."

A screenshot of a software interface titled "Prepared Inventory Items". At the top, the title is displayed in large white text on a dark background. Below the title, there is a form with a label "Inventory List:" followed by a dropdown menu containing "Orange Juice" and a downward arrow. To the right of the dropdown is a button labeled "Create Prep Item". Below the form, there is a section titled "Prepared Inventory Items" which currently displays "None".

Once the item is chosen, select **Create Prep Item**. This process is the exact same as when we were working in “Setup Ingredient List.” I will add the recipe for my Orange Juice Item.

Ingredient List					
OJ Concentrate (OUNCES)	12.00	(0.00)	OUNCES	1.00	<input type="checkbox"/> Hidden
Distilled Water (Gallon)	1.75	(0.00)	Cups	16.00	<input type="checkbox"/> Hidden

Heading back to the Prepared Inventory Items screen, we are now able to make a batch of Orange Juice

Prepared Inventory Items

Inventory List: 1800 REPOSADO TAQUILA Create Prep Item

Prepared Inventory Items			
Orange Juice	Update List	Make Batch	Remove

Using the prompts on the screen, adjust the batch to be how much you are making it that day. This way your ingredients for the prepared item are depleted correctly.

Make Prepared Batch

Cancel

Single batch			
Ingredient	Amount	Source	Approx Cost*
OJ Concentrate	12.00 OUNCES	Single Store	Unknown
Distilled Water	1.75 Cups	Single Store	Unknown
Multiplier			
Number of batches made:	1		
	Amount	Destination	
Amount added to Orange Juice	1.00 OUNCES	Single Store	
<input checked="" type="checkbox"/> Save amount added as standard Prepared amount			
Total Per-Batch Cost			Unknown
Process Batch			

Vendor Info & Receiving

Vendor Info

Now that we have our inventory items added, we need to add our Vendors for receiving purposes. Making sure that I have “Add New Vendor” highlighted, next add contact information into the system. This is optional, it’s alright to just add the name if you’d like. After adding the name, you will check all the items that you purchase from that vendor. Then select **Update Vendor**.

The screenshot shows the 'Current Vendors' interface. On the left, under 'Active Vendors', there is a list of vendors: 'Add New Vendor' (highlighted), 'Baseline Liqour', 'Bronko', 'HANDCRAFTED WINES', 'Maletis', 'Test', 'Testing 2', and 'THOMAS CELLARS'. Below this list are buttons for 'Vendor', 'Contact', and 'Report'. The main area is titled 'Add New Vendor' and contains a form with the following fields: 'Name' (Local Liqour Store), 'Status' (Active), 'Addr 1', 'Addr 2', 'Contact', 'Phone', 'Fax', 'City', 'State', and 'Zip'. There is a checkbox for 'Require vendor ordering information' and an 'Update Vendor' button. At the bottom, under 'Inventory Items Purchased from New Vendor', there is a list of items: 'Barrel Bourbon', 'Distilled Water', 'JACK DANIEL'S', and 'MAKER'S MARK'.

Receiving

Once your Vendor’s have been added the setup is complete! We need to tell Sapphire how much of your inventory you actually have so we can start depleting from it. To accomplish this, we are going to receive a bulk order of your current inventory values.

The screenshot shows the 'Vendor Management' interface. It features a navigation menu with five options: 'Vendor Info', 'Ordering Info', 'Receiving' (highlighted in yellow), 'Fix Receiving', and 'Purchase History'.

Choose the vendor you would like to receive from first. Next in the “Inventory Item” column, choose the number of items you have on hand, and the total cost to purchase them ***Note** it is better to have an estimated cost amount rather than to leave it blank. Cost is what determines the value of your inventory, the value of an inventory is the most sought after reporting tool gained from using the inventory module.

Select Vendor
Local Liquor Store

Please enter the order information based on inventory units

New Receiving from Vendor Local Liquor Store

	Inventory Item	Vendor SKU	Purchased Quantity	Order Units	Purchased Cost	Receiving Store	Purchase Date
1	JACK DANIEL'S	N/A	5.00	BOTTLE 750 ML	259.24	Single Store	1/8/2021

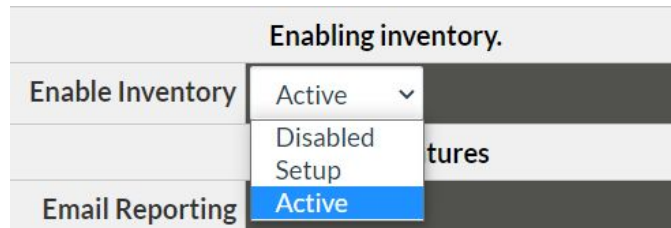
You can adjust the purchases if needed by going back into the Inventory Module and selecting **Fix Receiving**. If you are ever needing to adjust your inventory but not change the **Cost** associated with the inventory items, you can do so in **Adjust Inventory**

Inventory Management				
Set Up Units	Inventory Categories	Show Inventory	Set Up Ingredient List	Prepared Items
Import Invoice	Adjust Inventory	Transfer Inventory	Recall Inventory Item	Set Up Pizza Ingredients

Once this has been completed for all your inventory items, we are now ready to start depleting from your inventory! To do this, navigate out of the Inventory Module and back to **Setup** from the Management Main Menu.

Modules					
POS Module	Retail Module	Employee Module	Customer Module	Gift Cards	Credit Cards
Inventory Module	Tax Module	Ticket Audit	Messaging Module	Activity Logging	Setup

Next into **Config Options** and find the “Enable Inventory” drop down menu. Change this to be **Active**.

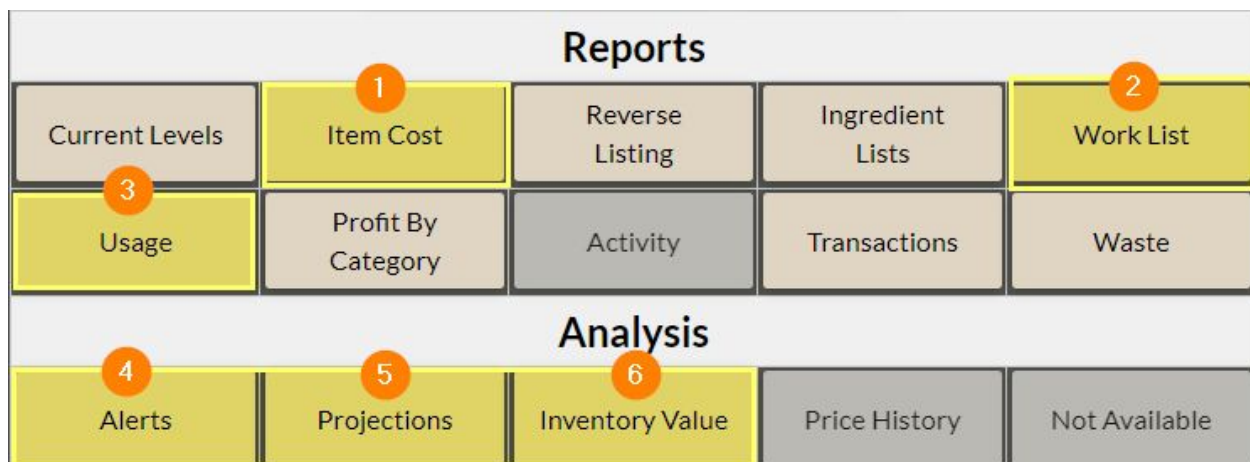


The remainder of this document will be reviewing the maintenance needed to keep the inventory in working order, your reporting tools and frequently asked questions.

Inventory Reporting, Ongoing Maintenance and Frequently Asked Questions

Inventory Reporting & Analysis

We are going to be reviewing the following buttons in the Inventory Module



Item Cost

This report generates the cost of your Sapphire menu items based on the ingredients lists you defined. When viewing this screen you will see your Sapphire menu items grouped by their category. To view the costs of one category, select **List Category**, you also have the ability to view all costs by selecting **List All**.

List All				
Soft Drinks				List Category
Coke		Tomato Juice	<input type="checkbox"/>	Diet Coke
Fanta		Millow Yellow	<input type="checkbox"/>	Root Beer
Sprite				

After you have selected all items or a category, you will see that the **Total Cost** of the menu item shows in it's one column. You can choose **Detail** to see the breakdown of each ingredient in the recipe.

Draft Beer			
Breakside Ipa (Pint)	2.20		Detail
Gigantic Kol (Pint)	1.93		Detail
Pelican n red (Pint)	2.07		Detail
Zoiglhaus pilsner (Pint)	1.93		Detail

Work List

This list is designed to be printed and used to count your inventory in house. There are filters at the top to choose which category or vendor you are working with. I find the "Show Current Level" checkbox helpful to see right away what Sapphire inventory depletion has tracked your inventory to be. If you are wanting managers to "blind" count inventory, I would leave this unchecked. At the bottom of the page you are able to select **Printer Friendly Report** to print the document.

Inventory Work List				
Back				
Show inventory category	Show store	Show vendor	Show current level	
All	Single Store	All	<input checked="" type="checkbox"/>	
Data for 01/08/2021				
Inventory Item	Curr Level	Stocking Units	Measured	Notes
1800 REPOSADO TAQUILA	0.92	BOTTLE 750 ML		
AL MAZA	74.00	BOTTLES		
ANGOSTURA BITTERS 6.7 OZ	0.44	OUNCES		
BACARDI LIGHT RUM	1.03	BOTTLE 750 ML		
BAILEYS	0.94	BOTTLE 750 ML		
Barrel Bourbon	0.00	1/2 BARREL 1984 OZ		
blue curacao	0.93	BOTTLE 750 ML		

Usage

This is to track this usage of your inventory, a key reporting tool when it comes to inventory management. At the top select what dates you are wanting to review. Typically we would expect to be looking a week at a time. Next you will select **Refresh**. Now all inventory items that were depleted in that date range show. There is also a helpful total column to reference. You can filter the results by changing the default settings in the filter area.

Inventory Usage Report

Back

Data From: 01/01/2021 03:00 Data To: 01/09/2021 03:00

Refresh

To limit results, select one or more options while pressing the CTRL or SHIFT keys and then click 'Refresh'.

Show inventory categories:	Show inventory items:	Show stores:	Usage Interval	
All Bourbon Gin Rum	All 1800 REPOSADO TAQUILA AL MAZA ANGOSTURA BITTERS 6.7 OZ	All Single Store	Daily <input type="checkbox"/> Show Values	Refresh <input type="checkbox"/> Chart

Data from 01/01/2021 3:00 am to 01/09/2021 3:00 am
(Date boundaries are on the order day boundary)

	01/01	01/02	01/03	01/04	01/05	01/06	01/07	01/08	Total
Kasara - BOTTLE 750 ML	0.00	0.00	0.24	0.00	0.00	0.00	0.00	0.00	0.24
Kefraya - BOTTLE 750 ML	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00

Printer Friendly Report

Alerts

An inventory item will have an alert associated with it once the inventory is below the **Target Quantity** chosen when the item was added to the inventory.

***Note:** You can have your Inventory Alerts accessible from your Sapphire main screen, like this:

Active Employees: 0
Friday, January 8, 2021 2:52 pm

192.168.26.139

Inventory Alerts! (click to view)

Khamu POS Tech Support: 208-345-2250

Clock In	Clock Out
Break Start	Break End

To enable this setting, choose "Alerts On" checkbox and select Save Options.

Inventory System Alerts			
Back			
Show Warnings		Manager Alerts	
Last week	<input checked="" type="checkbox"/> Alerts On	Save Options	
Data for 01/08/2021 02:53pm			
Warnings			
No warnings			
Low Inventory Levels			
Inventory	Reorder Point	Current Level	Units
Barrel Bourbon	1.000	0.000	1/2 BARREL 1984 OZ

Projections

This analysis will look back over a historical period to determine the daily usage of an inventory value. Then it will project forward the time it will take inventory to run out based on current levels. If an item has not been used in the look-back period defined, a projection cannot be created.

Inventory Usage Projections				
Back				
Show inventory category:	Show store	Lookback period	Current usage	
All Bourbon Gin Rum	All Single Store	4 weeks	Last 7 days	Refresh
			20% Overuse	
			20% Underuse	
Data for 01/08/2021				
Inv Item	On-hand Quantity	Projected	Over/Under Usage	
1800 REPOSADO TAQUILA	0.92 BOTTLE 750 ML	Not used in period		
AL MAZA	74.00 BOTTLES	98 weeks, 4.67 days	Underuse (0.0%)	
ANGOSTURA BITTERS 6.7 OZ	0.44 OUNCES	Not used in period		
BACARDI LIGHT RUM	1.03 BOTTLE 750 ML	Not used in period		
BAILEYS	0.94 BOTTLE 750 ML	Not used in period		
Barrel Bourbon	0.00 1/2 BARREL 1984 OZ	Not used in period		
blue curacao	0.93 BOTTLE 750 ML	Not used in period		
BOMBAY SAPPHIRE GIN	0.68 BOTTLE 750 ML	Not used in period		
Breakside Ipa	384.00 OUNCES	47 weeks, 7.00 days	Underuse (0.0%)	
BUD LIGHT	23.00 BOTTLES	Not used in period		

Inventory Value

This is the value of your inventory on hand based on the costs that you associated when receiving your inventory. If there has not been any cost associated with your inventory items, the on-hand value will display as Unknown.

Current Inventory Value		
Back		
Show inventory category:	Show store	
All Bourbon Gin Rum	All Single Store	Refresh
Data for 01/08/2021		
Inv Item	Quantity	On-hand Value
1800 REPOSADO TAQUILA	0.92 BOTTLE 750 ML	Unknown
AL MAZA	74.00 BOTTLES	1.60
ANGOSTURA BITTERS 6.7 OZ	0.44 OUNCES	8.30
BACARDI LIGHT RUM	1.03 BOTTLE 750 ML	5.14
BAILEYS	0.94 BOTTLE 750 ML	28.18

Ongoing Maintenance Requirements

There are a handful of things that need to be done in order for your inventory to be accurate and a valuable operations tool. Here are a few that I have had brought to my attention

1. Regular Vendor Receiving using the **Receiving** section of Vendor Management
 - a. Your inventory value and alerts will not be beneficial if you do not adjust your inventory whenever your shipments arrive. See earlier pages 11-12 on how to receive an inventory order.
2. Weekly “counts” using the **Work List** from the Sapphire Inventory Reports.
 - a. Print this report and compare it to your actual inventory. If there are inventory items that have a discrepancy in their amounts depleted, we know that we need to review our menu items ingredients lists, check our conversions, account for waste, or have raised concerns of the possibility of unethical behavior.
3. Remember the relationship between your POS Module Menu Items and Inventory Module
 - a. If you are adding new menu items to your Sapphire system, you need to create the new ingredient lists for those menu items.
 - b. If you are removing an item from your menu, you will need to hide it while in the Edit Menu of your POS Module. If you’ve been renaming your menu items. The ingredient lists populated will still exist. So your inventory might be depleting inventory items that aren’t associated with that menu item!

Frequently Asked Questions About Sapphire Inventory

Does this sync with my online ordering system?

Yes, it sure does! Your integrated online ordering system should reference your standard Sapphire menu items. In some corner cases, a unique item was built for online ordering only. This does not happen often.

I've read through the guide, but I still don't get it. What can I do now?

We are happy to schedule a training session with you to review the inventory module. Before doing so, make sure that you've read the "Pre-Setup Inventory Questions" (pg. 3) and the "Ongoing Maintenance Requirements" (pg.17) to make sure that inventory tracking is right for you and your business.

Your Support Contract covers training calls, so there are no additional charges. We do require these training sessions to be scheduled on the calendar, and in most cases will split the calls into two sessions. The first session will be about setup, the second session will be about vendors, receiving and maintenance.

Can I notify my staff when inventory is low, or I'm out of an item?

You can enable inventory alerts to display on the main screen of Sapphire (pg.15). The item can still be ordered after the inventory has been depleted, and your inventory value will actually become negative. If you'd like to disable the item to be rang in, I suggest to utilize Sapphire's feature "On Hand Specials" that exists in the POS Module. Call the support team and we are happy to show you how to do this.

Can I import my inventory?

No, we cannot import your inventory. Sapphire does have an invoice import feature available. This uses the item names to streamline the receiving process. Contact your Khamu Support technician for more information about importing inventory invoices.

Can I Import a recipe?

No, Sapphire currently does not have the ability to import a recipe.

Is there a way to erase my inventory and start over?

No. If you are not using your inventory any longer, I suggest changing the setting in **Setup → Config Options → Enable Inventory to be "Disabled"**

Will you build the inventory for me?

While we are always eager to help, this is one of those things that we cannot help with. Since the conversions, cost, reorder point, target values, onhand amounts, and recipes are so subjective and specific, it falls out of our scope. We are more than happy to have training sessions and provide you the tools you need to be successful in setting this up yourself.

Additional Information

Inventory with Trimmings & Modifiers

By default, trimmings and modifiers are not included in “Set Up Ingredient List” to enable them, navigate to the POS Module and choose either Edit Modifiers or Edit Trimmings. You’ll find the “Enable Inventory” checkbox here. Once checked, the item will display in your “Set Up Ingredient List” options. Some custom actions might behave differently with your inventory. To accommodate for this we need to adjust our inventory action. To do this, go to the **POS Module → Custom Actions → “Inventory Action”** and adjust the action and percentage as necessary.

Inventory & Pizza

If you are enabling pizza inventory tracking, you will set up your ingredient lists through the Pizza Inventory area of the inventory module. All pizza related items, Crust, Cheese, Toppings, etc will be tracked here. There are prompts for the quantity used per size of the pizza.

Store & Single Store

You’ll see a single store referenced throughout the inventory setup. We can create additional store definitions in the Sapphire inventory module. However, it’s very atypical and likely not applicable in your circumstance. Sapphire’s inventory management is linked with one Sapphire setup.