



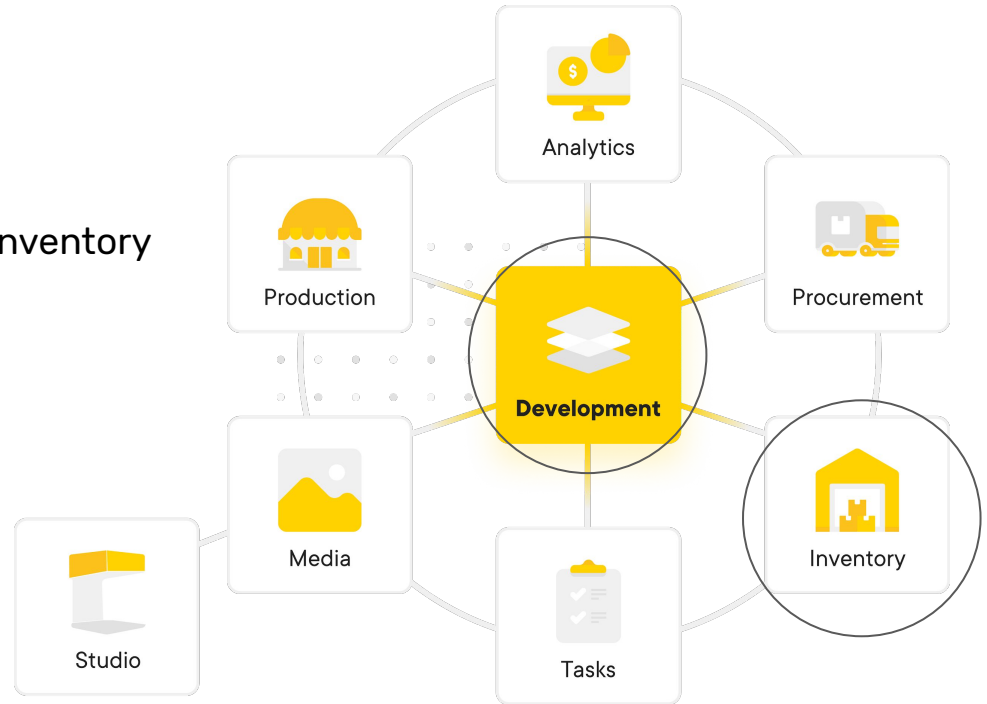
## Webinar: Inventory management

**Count inventory, register waste, transfer between 2 outlets, and add stockable recipes to inventory.**



# What do you need?

- Product + inventory module
- Type user: library user with edit permissions OR outlet user with inventory permissions.



# How to ask questions during the webinar?

Webinar is one-way, but you can ask questions in the Q&A section below. This can be done anonymously or with your own name. We will answer the questions at the end of the webinar. Very specific cases, will be discussed afterwards.

# Stock

- General overview per outlet.
- Use filters to know the inventory value quickly, for example per inventory category, ...
- Apicbase uses the FIFO (First In, First Out) principle.
- The “history” button per inventory item allows you to track all actions that affected the inventory of this item.
- Export reports = “history” button, but in Excel form
  - Stock report at this very moment
  - Stock report for a selected period
  - Stock report between 2 counts

# Count stock

- A count consists of several sub-counts. This allows multiple people to contribute to the same inventory count simultaneously.
- To structure a count, you can use the filters, for example per stock location (refrigerator, basement, ...).
- Important to close sub-count and final count! Turn on “open count” notifications via Settings> Your profile.
- The moment when the final count is saved, is the moment when the theoretical stock is brought into line with the actual stock. If you want to change anything after that, you will have to do a new count.
- The best time to enter a count in the system is if there are no sales. **During an open count, the cash register tickets are not imported!**

# Add preparations to the stock

- Via “Create” you can add stockable recipes to the stock.
- The ingredients used are reduced and the stockable recipe is added to the stock.
- It is important that your recipes are set as stockable and have a packaging!

# Register waste

- Via “Waste” you enter the items that you have to throw away.
- This concerns kitchen loss, for example an egg that has fallen on the floor, lettuce that is no longer good, ... You do not enter the loss that you register in the cash register.

# Transfer

- You can use a transfer to transfer stock from one outlet to another.
- For example, a transport is set up from a central stock location to distribute products among the restaurants. This action must also be registered in Apicbase.



# Support links



[Counting your inventory](#)

[Register waste](#)

[Stockable recipes](#)

[Export inventory reports](#)

[Transfer stock between 2 outlets](#)

[Set an “open count” notification](#)

[Create storage locations per outlet](#)

[Set par and minimum stock](#)

[Change library user permissions](#)

[Assign outlet user roles](#)

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