

# Manual

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## BOS- Inventory User Guide

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## 1. Overview

Available under the Smart Inventory module, this system helps manage inventory, stock movement, warehouse locations, and item tracking across departments. It ensures cost transparency and supports integration with accounting and procurement systems, enabling efficient stock control and financial tracking.

## 2. SET CONFIGURATION

Available under SYS > Back Office Master > Purchasing, this section defines the setup for inventory management. This includes grouping items, defining types, unit conversion, item creation, storage setup, and receipt/pay type configurations. It ensures a standardized structure for tracking inventory and integrating with procurement and accounting modules.

### 2.1 Menu Items

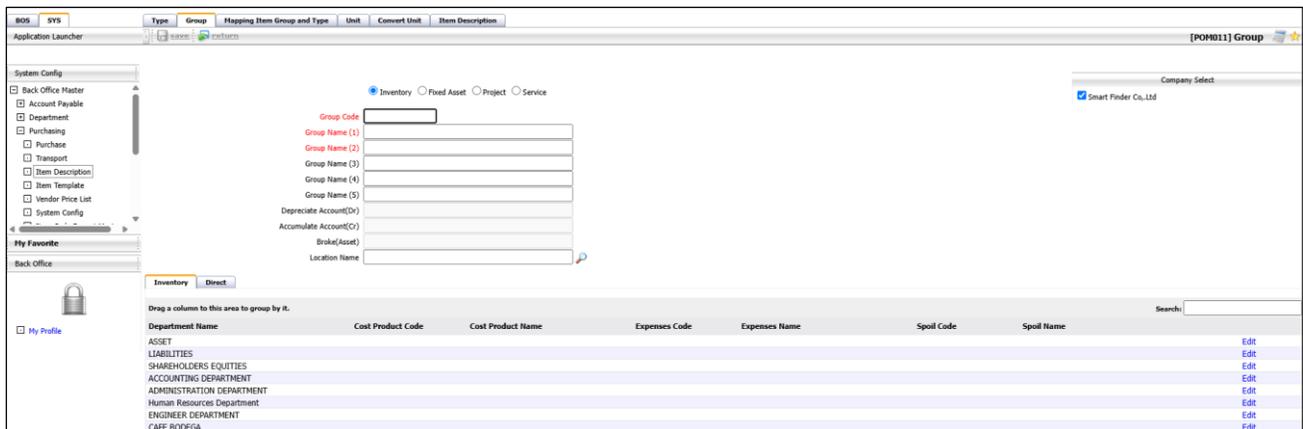
This section includes the foundational setup for managing inventory structure, such as item grouping, categorization by type, unit definitions, conversion rates, and individual item master data. Proper configuration is crucial for procurement, usage tracking, and integration with accounting modules.

#### 2.1.1 Group

Defines inventory groups and account mapping for accurate cost tracking and integration with financial modules.

To perform the task:

1. Navigate to SYS > Back Office Master > Purchasing > Items > Group
2. Click the New button to create a new inventory group (e.g., Fresh Food, Beverages)
3. Fill in Item Group ID, English & Thai Names
4. For inventory groups, assign Cost Account, Expense Account, Waste Account
5. Click Edit to find and bind accounts using the search function, then click Update
6. For Direct Inventory: assign accounts directly to eligible departments and save



Department Name	Cost Product Code	Cost Product Name	Expenses Code	Expenses Name	Spoil Code	Spoil Name	Edit
ASSET							Edit
LIABILITIES							Edit
SHAREHOLDERS EQUITIES							Edit
ACCOUNTING DEPARTMENT							Edit
ADMINISTRATION DEPARTMENT							Edit
Human Resources Department							Edit
ENGINEER DEPARTMENT							Edit
CAFE BODEGA							Edit

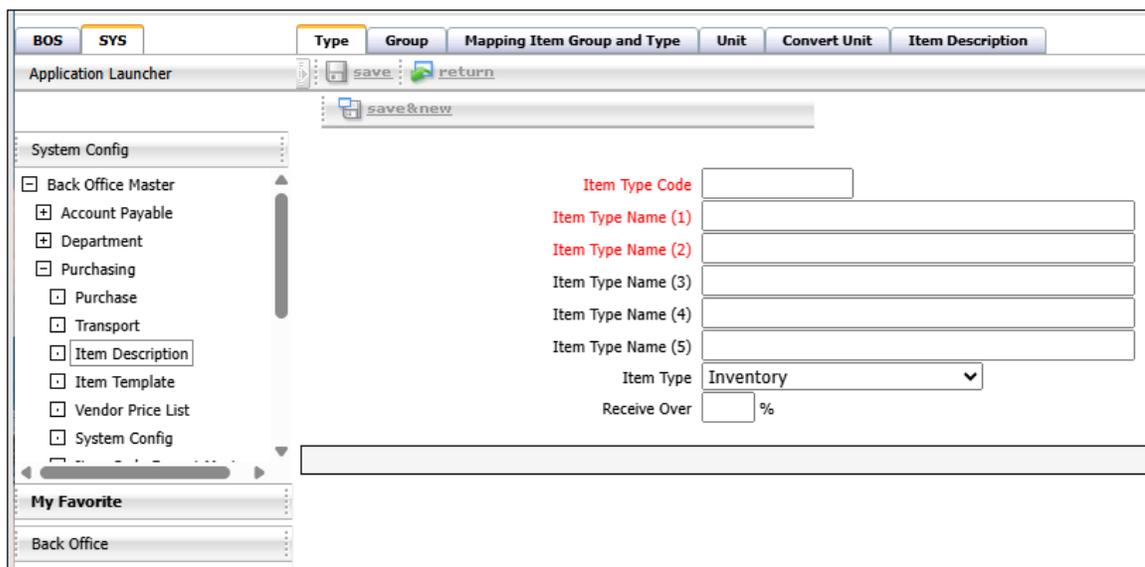
**Note:** Defining groups with correct account mapping ensures accurate cost posting and allows the system to deduct items correctly during withdrawal or purchase.

### 2.1.2 Type

Creates subcategories within groups to classify items more precisely for procurement and reporting.

To perform the task:

1. Navigate to the 'Type' tab
2. Click New to define subcategories of groups (e.g., fresh, dry food)
3. Enter type code (max 4 digits), English and Thai names, select Inventory as category
4. Save the entry



The screenshot displays the 'Type' configuration window. On the left, a tree view shows the navigation structure under 'System Config', including 'Back Office Master', 'Account Payable', 'Department', 'Purchasing', 'Purchase', 'Transport', 'Item Description', 'Item Template', 'Vendor Price List', and 'System Config'. The 'Item Description' folder is expanded. The main workspace has several tabs: 'Type' (selected), 'Group', 'Mapping Item Group and Type', 'Unit', 'Convert Unit', and 'Item Description'. Below the tabs, there are buttons for 'save', 'return', and 'save&new'. The form fields include:
 

- Item Type Code: [Text Input]
- Item Type Name (1): [Text Input]
- Item Type Name (2): [Text Input]
- Item Type Name (3): [Text Input]
- Item Type Name (4): [Text Input]
- Item Type Name (5): [Text Input]
- Item Type: [Dropdown Menu] (Current selection: Inventory)
- Receive Over: [Text Input] %

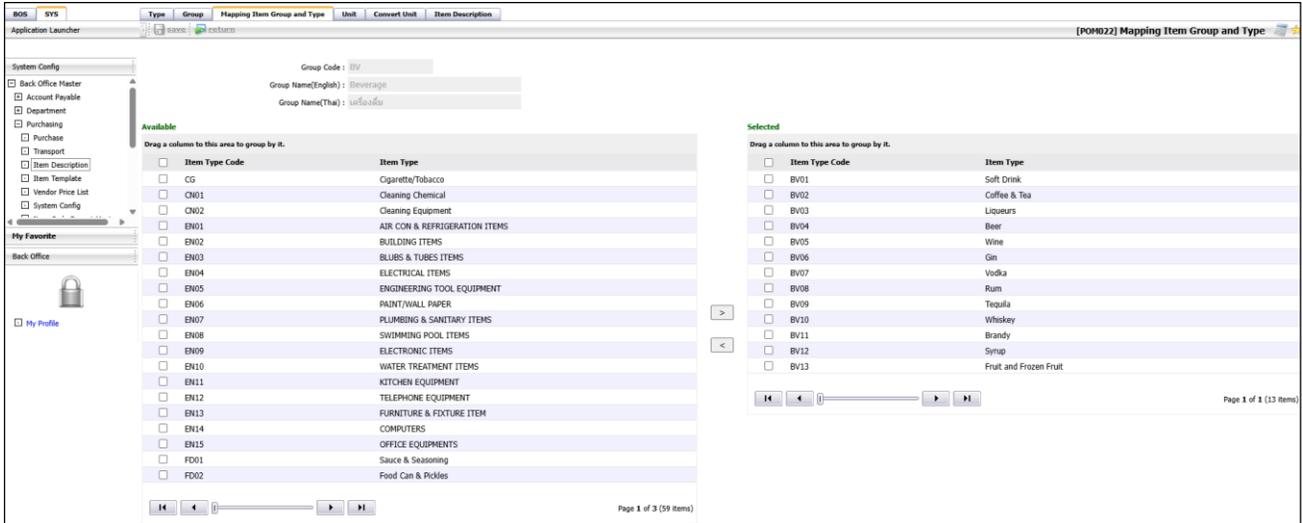
**Note:** Types help in categorizing items more precisely within each group.

### 2.1.3 Mapping Group Item and Type

Links item types to groups to form a structured item hierarchy for consistent inventory organization.

To perform the task:

1. Select a group, click Edit
2. Select item types from the left and use the '>' button to link them to the group



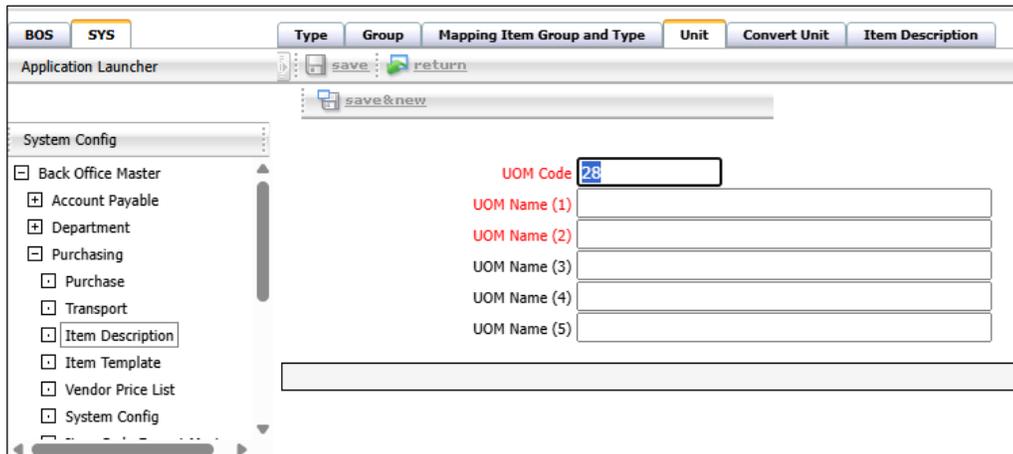
**Note:** Group-type mapping is required for structured item hierarchy.

### 2.1.4 Unit

Sets up standard measurement units used across inventory items for consistent tracking and reporting.

To perform the task:

1. Navigate to the Unit section
2. Click New and enter unit code, English and Thai names
3. Save the unit



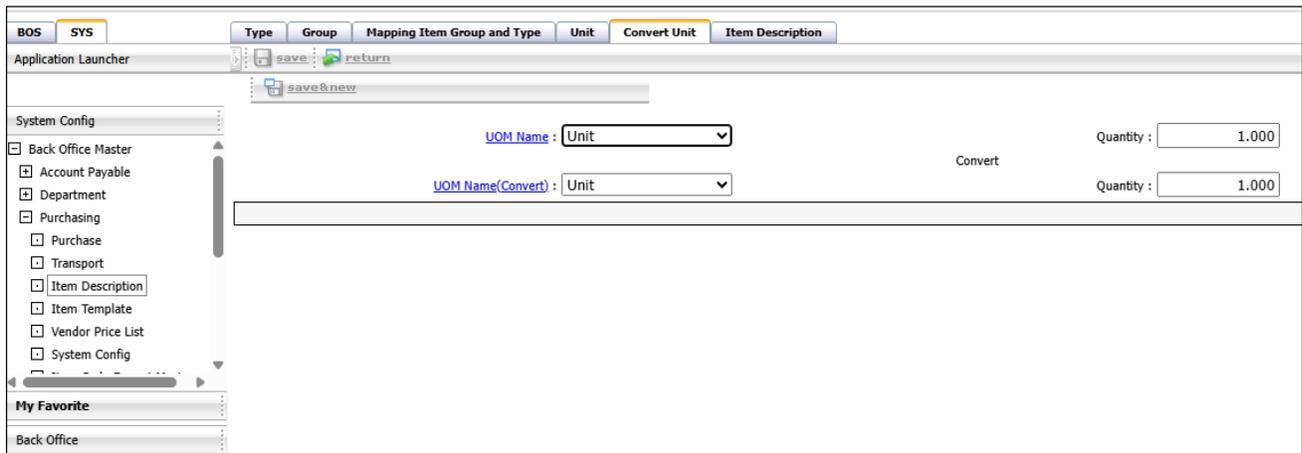
**Note:** Standard units ensure consistency in procurement and stock tracking.

### 2.1.5 Convert Unit

Defines unit conversion ratios between purchase and stock units to ensure correct stock adjustments.

To perform the task:

1. Click New in the Convert Unit tab
2. Set receiving unit (e.g., Crate 1x48), stock unit (e.g., Bottle)
3. Define conversion ratio (e.g., 1 Crate = 48 Bottles)
4. Save the conversion



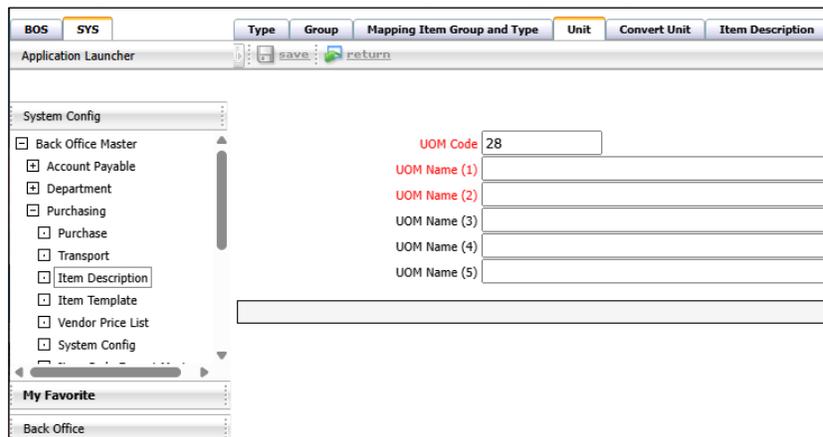
**Note:** Unit conversions allow flexibility between procurement and stock keeping.

### 2.1.6 Item

Creates master records for inventory items including codes, types, units, pricing, and accounting details.

To perform the task:

1. Click New to create an item record
2. Define type, group, product code, names (EN/TH), units, and account name
3. Optionally define pricing, withdrawal limits, min/max stock, tax types
4. For recipe items, define if it's a raw material, main ingredient, or costed item



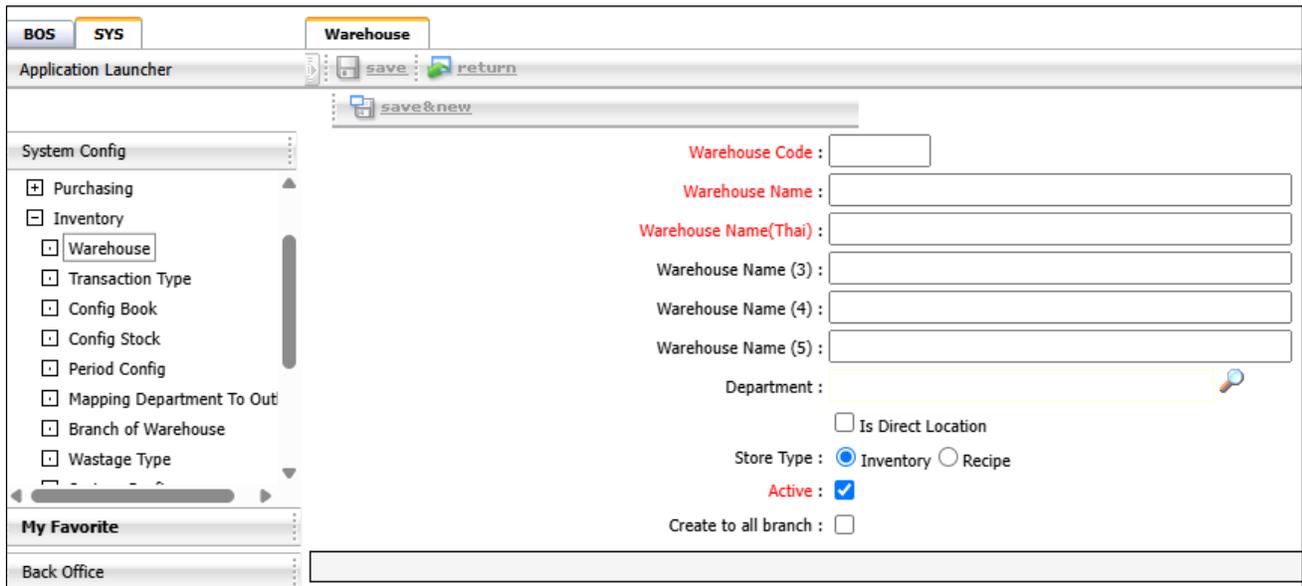
**Note:** Accurate item setup enables precise tracking and integration with recipe or POS systems.

## 2.2 Storage

This section sets up various storage locations (e.g., general inventory, kitchen stores), allowing the system to track stock movement and balances across different locations accurately.

To perform the task:

1. Navigate to SYS > Back Office Master > Inventory > Warehouse
2. Click New and define storage location code, name (EN/TH), agency (if needed)
3. Choose Store Type: General Inventory or Kitchen Store
4. Save the storage location



The screenshot shows the 'Warehouse' configuration form within the 'SYS' application. The left sidebar shows a navigation tree with 'Inventory' > 'Warehouse' selected. The main form area contains the following fields and options:

- Warehouse Code :
- Warehouse Name :
- Warehouse Name(Thai) :
- Warehouse Name (3) :
- Warehouse Name (4) :
- Warehouse Name (5) :
- Department :  
- Is Direct Location
- Store Type :  Inventory  Recipe
- Active :
- Create to all branch :

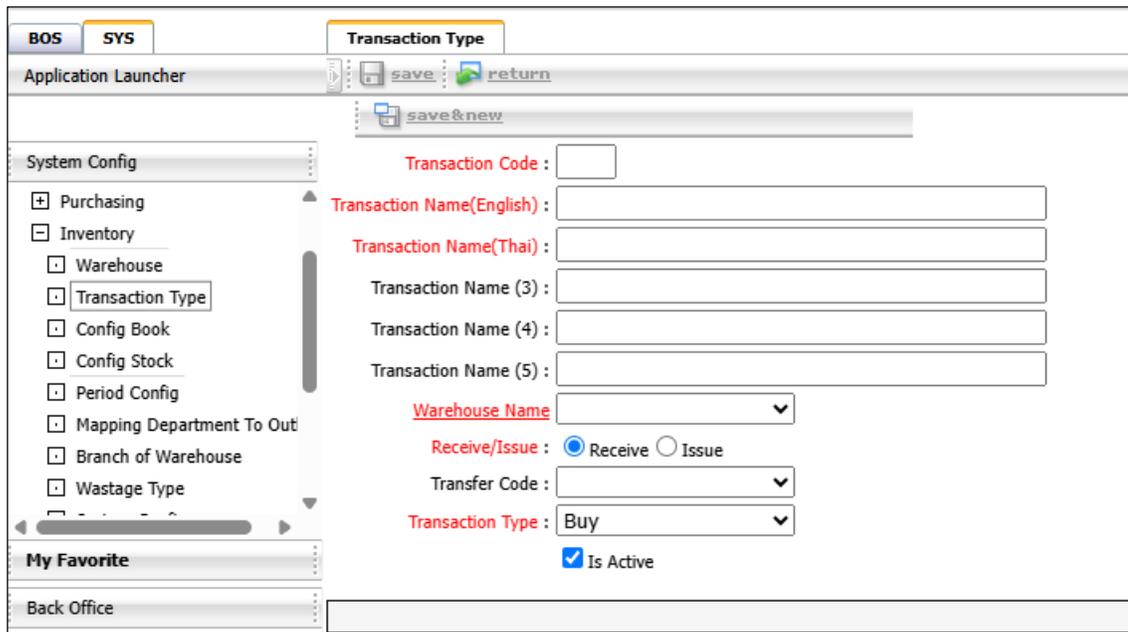
**Note:** Storage locations allow item tracking across different warehouses or outlets.

## 2.3 Receipt-Pay Type

This section defines the types of inventory transactions such as receiving, payment, usage, and disposal. These definitions are essential for generating accurate stock movement documents and tracking transaction sources.

To perform the task:

1. Navigate to SYS > Back Office Master > Inventory > Transaction Type
2. Click New and define code, name (EN/TH), related storage location
3. Set Receive or Pay category (e.g., Buy, Sell, Use)
4. Save the entry



The screenshot shows the 'Transaction Type' configuration form. The left sidebar contains a tree view with 'Inventory' expanded to 'Transaction Type'. The main form area includes the following fields:

- Transaction Code :
- Transaction Name(English) :
- Transaction Name(Thai) :
- Transaction Name (3) :
- Transaction Name (4) :
- Transaction Name (5) :
- Warehouse Name :
- Receive/Issue :  Receive  Issue
- Transfer Code :
- Transaction Type :
- Is Active

**Note:** Receipt/Pay types define how stock movement documents are generated and categorized.

### 3. WORKFLOW INVENTORY SYSTEM

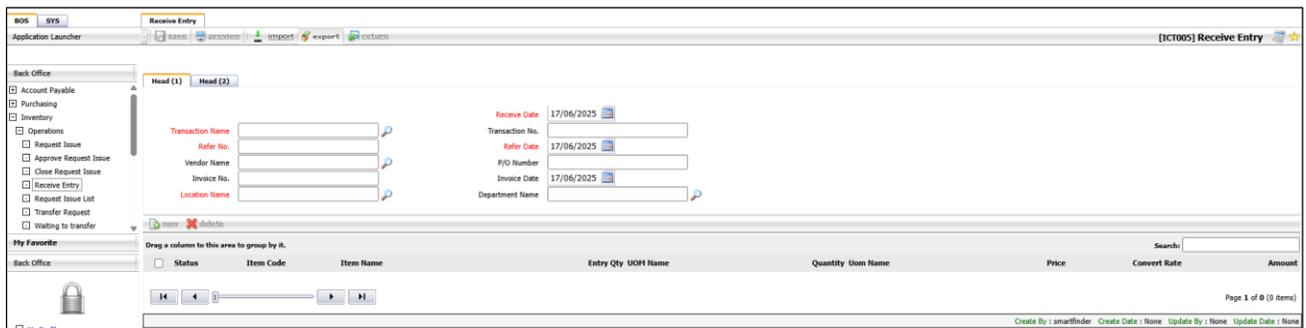
This section outlines the workflow of inventory transactions, covering how items are received, issued, transferred, and adjusted. It includes the process from item movement between stores to stock adjustments, ensuring traceability, accountability, and integration with other systems like procurement and accounting.

#### 3.1 Receive Item

This process allows users to record inventory received from various sources, such as suppliers or internal transfers. It ensures that all received items are documented with correct cost and quantity for accurate inventory and financial reporting.

To perform the task:

1. Navigate to BOS > Inventory > Operation > Receive Entry.
2. Click New to create a new receive transaction.
3. Fill in the document details: Receive Type, Date, Reference Number, Supplier/Source, Storage Location.
4. Add items by selecting Item Code, Unit, Quantity, and Cost per Unit.
5. Click Save or Submit to record the transaction.



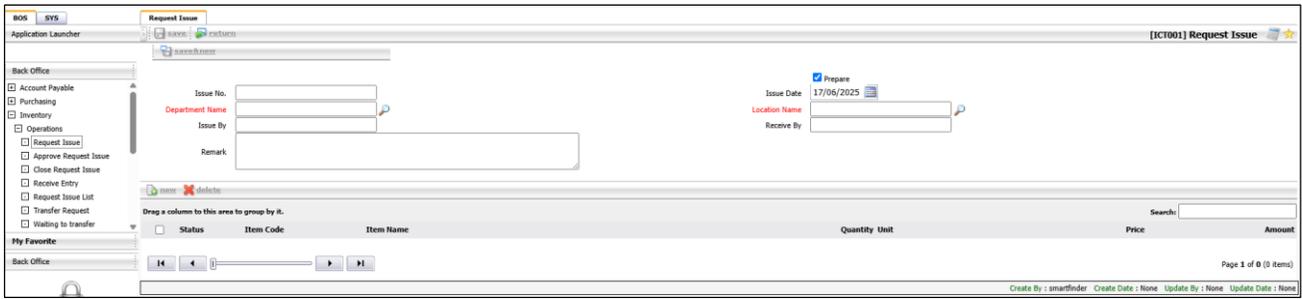
**Note:** Ensure accurate cost and quantity entry to reflect correct inventory valuation and accounting impact.

#### 3.2 Issue Item

This process records the issuance of inventory for various purposes, including kitchen use, internal transfers, or wastage. It ensures correct deduction from stock and proper tracking of usage.

To perform the task:

1. Navigate to BOS > Inventory > Operation > Request Issue.
2. Click New to create a new issue transaction.
3. Select Issue Type (e.g., Use, Transfer, Waste).
4. Fill in required fields: Date, Reference, Storage Location.
5. Add items with Quantity and Remarks.
6. Click Save or Submit.



**Note:** Item issue affects stock balances. Use correct issue type to track purpose.

### 3.3 Transfer Item

This function handles item transfers between different storage locations. It ensures visibility and traceability of stock movement within the organization.

To perform the task:

1. Navigate to BOS > Inventory > Operation > Transfer Request.
2. Click New to create a transfer record.
3. Specify from Location and To Location.
4. Add items with Quantity and select appropriate unit.
5. Click Save to complete the transfer.



**Note:** Ensure the 'To Location' is active and set up correctly before transferring stock.

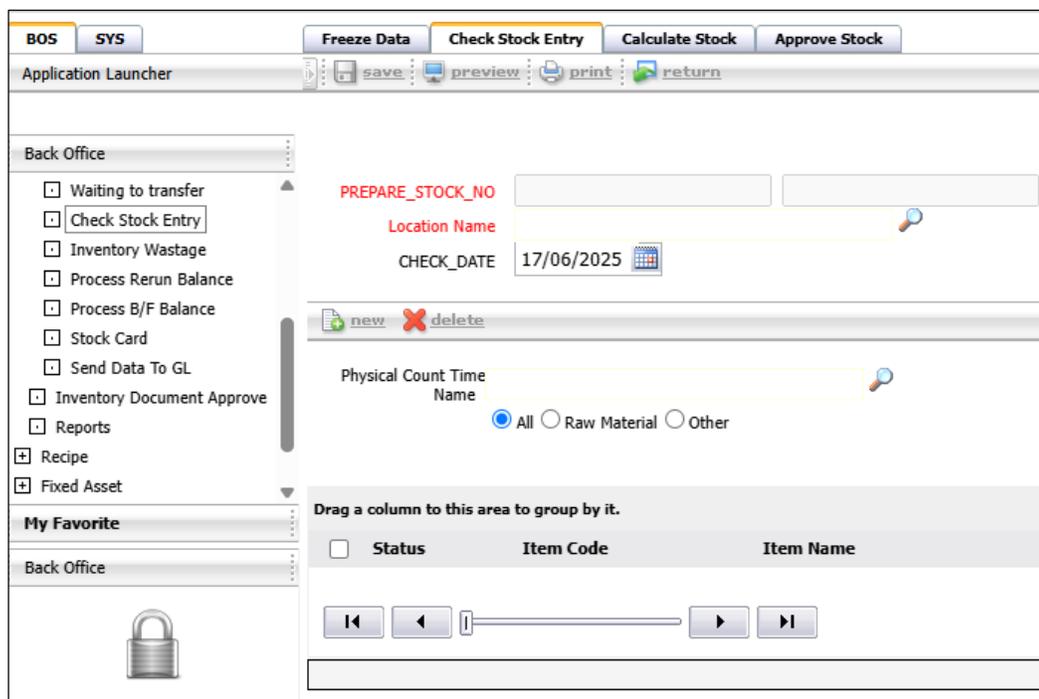
### 3.4 Check Stock Entry

This function verifies the actual stock count against system records. It supports cycle count and physical stock take activities.

To perform the task:

1. Navigate to INV > Transaction > Check Stock Entry.
2. Click New to initiate a stock check.
3. Enter the Storage Location and Date of stock check.
4. List items and input actual quantities found during counting.
5. Click Save to record the data for comparison.

Note: Ensure that physical counts are performed by authorized staff to maintain integrity.



The screenshot shows the 'Check Stock Entry' application window. The top navigation bar includes 'BOS', 'SYS', and tabs for 'Freeze Data', 'Check Stock Entry', 'Calculate Stock', and 'Approve Stock'. Below the navigation bar is an 'Application Launcher' with icons for 'save', 'preview', 'print', and 'return'. The left sidebar contains a 'Back Office' menu with various options, including 'Check Stock Entry'. The main content area has the following fields and controls:

- PREPARE\_STOCK\_NO**: A text input field.
- Location Name**: A text input field with a search icon.
- CHECK\_DATE**: A date input field set to 17/06/2025.
- new** and **delete** buttons.
- Physical Count Time Name**: A text input field with a search icon.
- Radio buttons for **All** (selected), **Raw Material**, and **Other**.
- A table header with columns: **Status**, **Item Code**, and **Item Name**.
- A scrollbar and navigation buttons (back, forward, stop) below the table header.

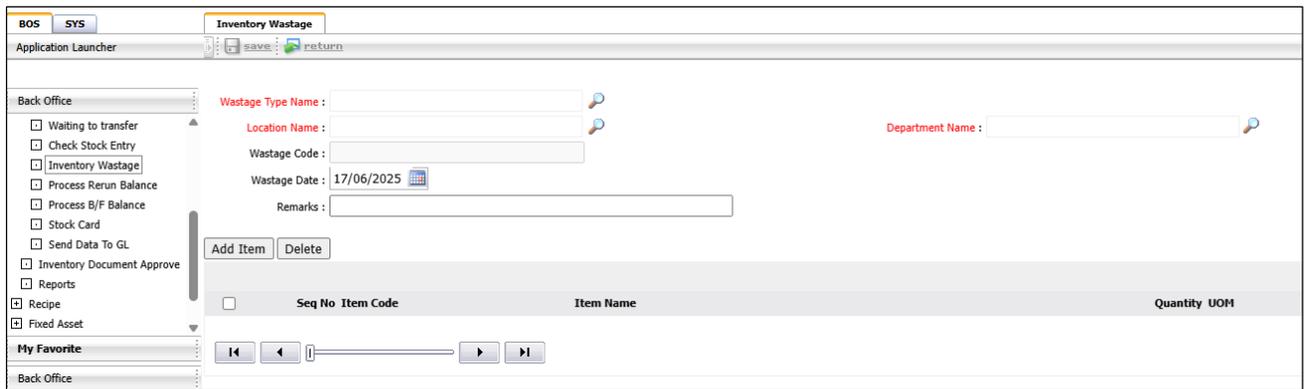
**Note:** Stock adjustments should be reviewed and approved by authorized personnel. Use reasons clearly.

### 3.5 Inventory Wastage

This function records items that are wasted or discarded due to spoilage, damage, or expiration. It helps maintain accurate stock levels and identifies areas for cost control.

To perform the task:

1. Navigate to BOS > Inventory > Operation > Inventory Wastage.
2. Click New to create a wastage transaction.
3. Select the Storage Location and Wastage Type (e.g., expired, damaged).
4. Add items with quantity and remarks explaining the reason.
5. Click Save to complete the transaction.



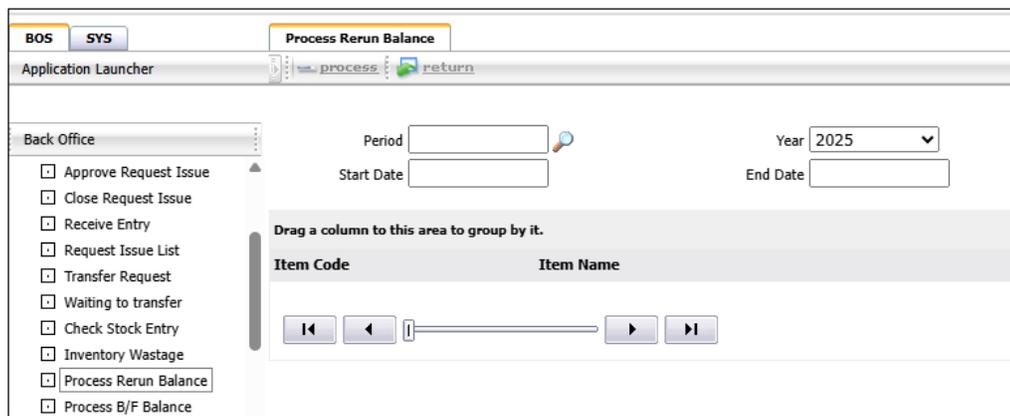
**Note:** Wastage entries should be reviewed regularly to detect patterns and reduce future losses.

### 3.6 Process

This step consolidates various transactions (issue, receive, adjustment) to reflect the actual impact on stock balances. It is typically used before posting to GL.

To perform the task:

1. Go to BOS > Inventory > Operation > Process Rerun Balance
2. Select Date Range and Transaction Types.
3. Click Process to generate consolidated stock data.
4. Review the summarized entries.



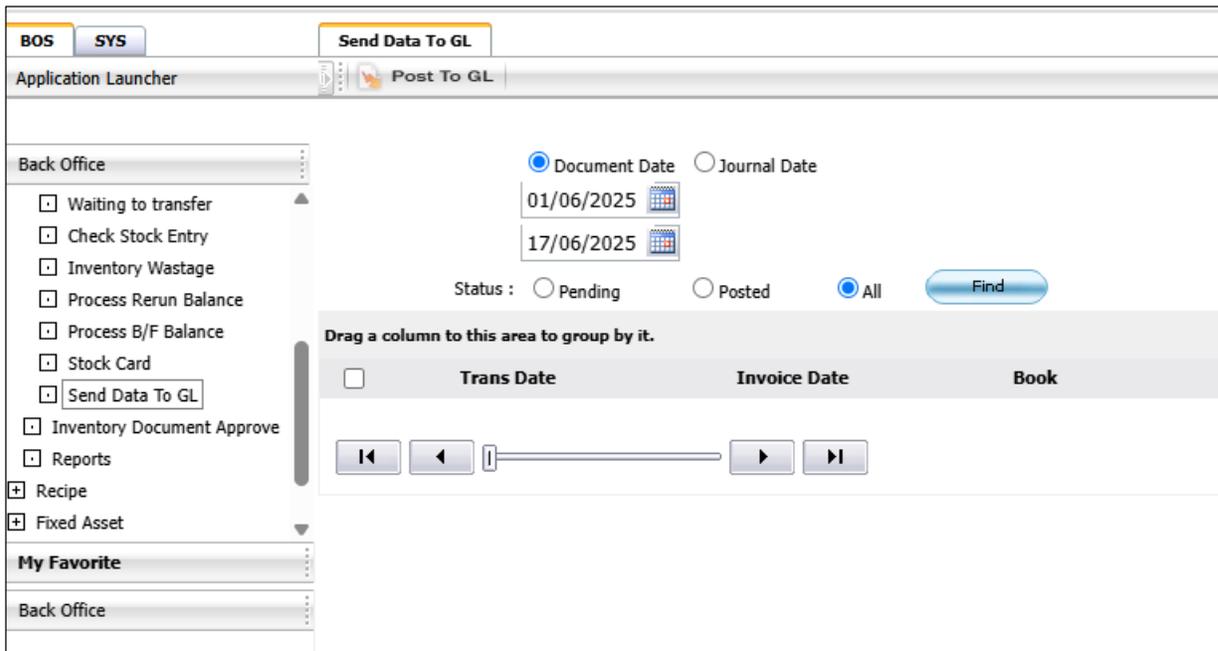
**Note:** Processing is recommended daily or before end-of-month closing.

### 3.7 Submit to GL and Reports

This function sends finalized inventory transaction data to the accounting system (GL) and generates standard inventory reports for financial reconciliation.

To perform the task:

1. Navigate to BOS > Inventory > Operation > Send Data To GL
2. Choose Date Range and Transaction Types.
3. Click Submit to transfer the data.
4. Go to Report to generate supporting documents (e.g., Inventory Ledger, Stock Movement).



The screenshot shows the 'Send Data To GL' application window. The interface includes a navigation menu on the left with 'Send Data To GL' highlighted. The main content area features date selection options for 'Document Date' (selected) and 'Journal Date', with specific dates '01/06/2025' and '17/06/2025' entered. Below the dates are status filters for 'Pending', 'Posted', and 'All' (selected), along with a 'Find' button. At the bottom, there are navigation arrows and a table header with columns 'Trans Date', 'Invoice Date', and 'Book'.

**Note:** Ensure all transactions are approved and processed before submitting to GL to maintain accounting integrity.