

Manual

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

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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

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+ Department	Item Type Name (2)
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 Purchase 	
 Transport 	
Item Description	Item Type Name (5)
Item Template	Item Type Inventory 🗸
 Vendor Price List 	Receive Over%
 System Config 	
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My Favorite	
Back Office	

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

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Purchasing	Availab	le						Selected					
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Item Template		CG		Cigarette/Tobacco					BV01		Soft Drink		
 Vendor Price List 		CN01		Cleaning Chemical					RV02		Coffee & Tea		
System Config		CN02		Cleaning Equipment					BV03		Liqueurs		
4		EN01		AIR CON & REERIGERATION ITEMS					BV04		Beer		
Hy Favorite	i n	EN02		BUILDING ITEMS					RV05		Wine		
Back Office	i 0	EN03		BLUBS & TUBES ITEMS					BV06		Gin		
		EN04		ELECTRICAL ITEMS					BV07		Vodka		
		EN05		ENGINEERING TOOL EQUIPMENT					BV08		Rum		
		EN06		PAINT/WALL PAPER					BV09		Teguila		
		EN07		PLUMBING & SANITARY ITEMS			>		BV10		Whiskey		
		EN08		SWIMMING POOL ITEMS					BV11		Brandy		
		EN09		ELECTRONIC ITEMS			<		BV12		Svrup		
		EN10		WATER TREATMENT ITEMS					BV13		Fruit and Frozen Fruit		
		EN11		KITCHEN EQUIPMENT									
		EN12		TELEPHONE EQUIPMENT				14					Page 1 of 1 (13 items)
		EN13		FURNITURE & FIXTURE ITEM									
		EN14		COMPUTERS									
		EN15		OFFICE EQUIPMENTS									
		FD01		Sauce & Seasoning									
		FD02		Food Can & Pickles									
	н	· [Page	e 1 of 3 (59 items)							

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

BOS SYS	Type Group Mapping Item Group and Type Unit Convert Unit Item Description
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System Config	
Back Office Master	UOM Code 28
+ Account Payable	UOM Name (1)
Department	UOM Name (2)
 Purchasing 	UOM Name (3)
 Purchase 	
 Transport 	
Item Description	UOM Name (5)
 Item Template 	
 Vendor Price List 	
 System Config 	
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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

BOS SYS	Type Group	Mapping Item Group and Type Uni	t Convert Unit	Item Description		
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	save≠	<u>"</u>				
System Config						
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 Purchasing 						
 Purchase 						
Transport						
Item Description						
 Item Template 						
 Vendor Price List 						
 System Config 						
My Favorite						
Back Office						

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

BOS SYS	Туре	Group	Mapping Item Group	and Type	Unit	Convert Unit	Item Description
Application Launcher	5	ave 🛜 r	eturn				
System Config							
Back Office Master			UOM Code	28			
Account Payable			UOM Name (1)				
+ Department			UOM Name (2)				
 Purchasing 			UOM Name (3)				
Purchase			UOM Name (4)				
Item Description			UOM Name (5)				
Item Template							
Vendor Price List System Config							
My Favorite							
Back Office							



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

BOS SYS	Warehouse
Application Launcher	save 🔊 return
	save&new
System Config	Warehouse Code :
+ Purchasing	Warehouse Name :
Inventory	Warehouse Name(Thai) :
Warehouse	Warehouse Name (3) :
Transaction Type	
 Config Book 	Warehouse Name (4) :
 Config Stock 	Warehouse Name (5) :
Period Config	
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My Favorite	Create to all branch :
Back Office	

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

BOS SYS	Transaction Type	
Application Launcher	🛐 🕞 save 🔊 return	
	🗄 <u>save&new</u>	
System Config	Transaction Code :	
+ Purchasing	Transaction Name(English) :	
 Inventory 	Transaction Name(Thai):	
Warehouse	Transaction Name (2)	
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Back Office		

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



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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.

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Back Office											
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Purchasing				Descrive Date	17/06/2025						
 Inventory 	Transfer Base			Receive Date	17/00/2023	7					
Request Issue	Pafer No.			Transaction No.	17/06/2025						
Approve Request Issue	Vendor Name			P/O Number	17/00/2023	7					
Close Request Issue	Invoice No.			Invoice Date	17/06/2025						
Receive Entry	Location Name			Department Name							
Transfer Request											
Waiting to transfer	🚯 new 💥 delete										
Hy Favorite	Drag a column to this area	to group by it.							Search:		
Back Office	Status	Item Code	Item Name		Entry Qty UOM Name		Quantity Uom Name	Price	Convert Rate	Amount	
8		>								Page 1 of 0 (0 items)	
CI Mu Deafile								Create By : smartfinder Cr	eate Date : None Update By	: None Update Date : None	

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.

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<u> </u>			Version : Last Updated Author :	 1.0 6 June 2025 Documentation Team
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	Receive Entry Request Issue List Transfer Request Waiting to transfer	Concer & deleta Drag a column to this area to group by it.	Quality Int	Search:
	My Favorite		4	
	Back Office	14 4 D		Page 1 of 0 (0 items)
				Create By : smartlinder Create Date : None Update By : None Update Date : None

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.

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	E save&new		
Back Office			
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Purchasing	Location Name	Receive By	
Inventory	Remark		
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⊡ Request Issue			
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Receive Entry			
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My Favorite	Status Item Code Item Name	Quantity Unit	Price Amount
Back Office			
			Page 1 of 0 (0 items)
<u></u>		Create By : s	martfinder Create Date : None Update By : None Update Date : None

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.

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BOS SYS	Freeze Data Check S	tock Entry	Calculate Stock	Approve Stock	
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 Stock Card 					
Send Data To GL	Physical Count Time				
Inventory Document Approve	Name	-	0		
Reports	۲	All 🔾 Raw	Material \bigcirc Other		
+ Recipe					
+ Fixed Asset					
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Back Office	Status	Item Code	2	Item Name	
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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.

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Back Office	Wastage Type Name :		$\mathbf{\rho}$		
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Check Stock Entry Inventory Wastage	Wastage Code :				
Process Rerun Balance	Wastage Date :	17/06/2025 🛄			
Process B/F Balance	Remarks :				
 Stock Card 					
 Send Data To GL 	Add Item Delete				
 Inventory Document Approve 					
 Reports 					
Recipe	Seq No	o Item Code	Item Name		Quantity UOM
Fixed Asset	,				
My Favorite					
Back Office					

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.

		_				
BOS SYS	Process Rerun Balar	nce				
Application Launcher	process 🔊	return				
Back Office	Period		$\left \right\rangle$	Year	2025	•
 Approve Request Issue 	Start Date			End Date		
 Close Request Issue 			,			
 Receive Entry 	Drag a column to this	area to group by it.				
 Request Issue List 	Them Code		hama Niama			
 Transfer Request 	Item Code	1	tem Name			
 Waiting to transfer 						
Check Stock Entry						
 Inventory Wastage 						
 Process Rerun Balance 						
 Process B/F Balance 						

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).

BOS SYS	Send Data To GL
Application Launcher	Post To GL
Back Office	Document Date O Journal Date
Waiting to transfer Check Stock Entry Inventory Wastage	01/06/2025
Process Rerun Balance	Status : O Pending O Posted O All
Process B/F Balance Stock Card Send Data To GI	Drag a column to this area to group by it. Trans Date Invoice Date Book
Inventory Document Approve Reports Recipe	
Fixed Asset My Favorite	
Back Office	

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