

Manual

BOS- Recipe User Guide





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1. Overview

Available under the Smart Recipe system, this module provides complete control over raw material usage and recipe management for restaurants. It enables cost monitoring, loss tracking (e.g., spoilage, expired stock), food cost calculation, and integration with restaurant sales systems.

2. SET CONFIGURATION

Available under the SYS > Recipe System menu, this section is used to define essential configuration settings before using Smart Recipe. These settings include inventory timing, storage location, raw material formulation, recipe setup, and unit conversions to ensure accurate inventory and cost tracking.

2.1 Initial Configuration Setup

Available under SYS > Back Office Master >Recipe System, this section is for configuring foundational data required before using the Smart Recipe system effectively. This includes scheduling stock counting, defining storage locations, setting ingredient stock thresholds (Min/Max), formulating internal recipes, creating cooking recipes, converting units, and generating reports. These settings ensure that inventory is managed accurately, costs are calculated properly, and recipes function correctly across operations.

2.1.1 Counting Schedule:

Defines stock counting intervals to ensure timely and accurate inventory updates aligned with sales activity.

- 1. Navigate to SYS > Back Office Master > Recipe System > Physical Counting Time
- 2. Click 'New' and input the stock counting schedule
- 3. Press Save

| BOS SYS | Physical Count Time |
|--|--|
| Application Launcher | save save |
| System Config Inventory Fixed Asset Recipe System Physical Count Time Outlet Location Setup Work In List Recipe Unit Converter Recipe Config Outlet Group Deduction Setu My Favorite Back Office | Physical Count Code Physical Count Name (1) Physical Count Name (2) Physical Count Name (3) Physical Count Name (3) Physical Count Name (4) Physical Count Name (5) Physical Count Level |

Note: Define appropriate schedule intervals to match actual sales frequency for cost accuracy.



2.1.2 Determination of Storage Location:

Sets up storage areas for raw materials to ensure proper tracking and prevent inventory confusion.

- 1. Navigate to SYS > Back Office Master > Recipe System > Outlet Location Setup
- 2. Click 'New', fill in storage location details
- 3. Press Save

| BOS SYS | Outlet Location Setup | | |
|---|-------------------------------------|----------------------|----------------------|
| Application Launcher | 🛐 🔂 new. 📝 edit 📮 preview. 💥 delete | | |
| | | | |
| System Config | | | |
| + Inventory | | Outlet Location Code | Outlet Location Name |
| + Fixed Asset | | 1 | Freezer |
| Recipe System | | 2 | Refrigerator |
| Physical Count Time | | 3 | Pallete |
| Outlet Location Setup | | | |
| Menu List | | | |
| Recipe Unit Converter | | | |
| Recipe Config | | | |
| Outlet Group Deduction Setu | , | | |

Note: Clear separation of storage locations helps prevent confusion in inventory cuts.

2.1.3 Formulating Raw Materials:

Creates internal formulas for raw material usage, including cost allocation and approval workflows.

- 1. Navigate to SYS > Back Office Master > Recipe System > Menu List
- 2. Click 'Menu List' tab, then 'New'
- 3. Select main ingredient, store, and add raw materials
- 4. Add hidden costs if applicable via the 'Increase' tab
- 5. Preview and Approve the formula

| BOS SYS | Menu List | Menu Non Re | ipe Report | Menu Rec | cipe Set Cut Inv | entory Status | | | |
|---|------------|---------------------------|-----------------|----------|------------------|---------------|---|------------|----|
| Application Launcher | i save | 🛜 <u>return</u> | | | | | | | |
| System Config Inventory Fixed Asset Recipe System Physical Count Time | Men | u Group Name Menu Name | All New Reci | pe | ~ |] 🔎 | Menu Code Active Date Parine Code | 17/06/2025 |]] |
| Outlet Location Setup | | Remarks | | | | | heepe code | | 1 |
| Work In List | | | | | | | | | |
| Recipe Unit Converter | | | | | | | | | |
| Recipe Config | ▼ Outlet | | | | | | | | |
| 🖸 Outlet Group Deduction Setu 👦 | | | | | | | | | |
| | 🔺 Raw Mat | erial | | | | | | | |
| My Favorite | Add Item | Delete Ite | n U | lp 0 | Down | Move Jump | To Load From Reci | pe | |
| Back Office | , au rem | Delete He | | | | | | <u> </u> | |
| Q | | | | | | | | | |
| | No. | | Iten | 1 Code | | | Item Name | | |
| My Profile | | | | | H | | | | |
| | ▼ Increase | | | | | | | | |

Note: Only approved formulas can be used in menu recipes.



2.1.4 Report Unformulated Raw Materials:

Generates reports listing ingredients not yet defined in any internal formula for review and update.

- 1. Navigate to the report for unformulated ingredients
- 2. View items that have not been defined in any formula

| BOS SYS | Menu List | Menu Non Recipe Repo | rt Menu Recipe Set Cut Inventory Status |
|---|------------|----------------------|---|
| Application Launcher | 👔 🖵 previe | w | |
| | | | |
| System Config | | | |
| + Fixed Asset | | No. I | Menu Code |
| Recipe System | | | |
| Physical Count Time | | | |
| Outlet Location Setup | | | |
| Work In List | | | |
| Menu List | | | |
| Recipe Unit Converter | | | |
| Recipe Config | | | |
| Outlet Group Deduction Setu | | | |
| Report | | | |
| | · | | |
| My Favorite | | | |
| Back Office | | | |

2.1.5 Recipe Determination:

Defines and approves cooking recipes for menu items, linking ingredients and quantities to outlets.

- 1. Navigate to Back Office Master > Recipe System > Menu List
- 2. Click 'New', select menu, define recipe, and save
- 3. Add outlets and raw materials, define quantities
- 4. Click "New Recipe"
- 5. Add hidden costs if any, then Preview and Approve

| BOS | SYS | | Menu List | Menu Non Red | ipe Report | Menu Reci | ipe Set Cut Inv | entory Status | | | |
|---------|------------|--------------------|-----------|-----------------|------------|-----------|-----------------|---------------|---------------|------------|--|
| Applica | tion Laun | icher | save | 🔊 <u>return</u> | | | | | | | |
| | | | | | | | | | | | |
| System | n Config | | Me | nu Group Name | All | | • | | | | |
| + Fib | ked Asset | | A | Menu Name | | | | - <i>P</i> | Menu Code | | |
| 🗆 Re | cipe Syst | em | | | | | | _ | | | |
| | Physical C | Count Time | | | New Reci | De | | | Active Date | 17/06/2025 | |
| | Outlet Loo | cation Setup | | Recipe Name | | | | T 🔑 | Recipe Code | | |
| | Work In L | list | | Remarks | | | | _ | | | |
| | Menu List | | | | | | | | | | |
| | Recipe Un | nit Converter | | | | | | | | | |
| | Recipe Co | onfig | | | | | | | | | |
| | Outlet Gro | oup Deduction Setu | ▼ Outlet | | | | | | | | |
| | Report | | • | | | | | | | | |
| • | | | Raw Ma | terial | | | | | | | |
| My Fa | vorite | | 1 | | | | | | | | |
| Back C | Office | | Add Item | Delete Iter | n U | p | Down | Move Jump To | Load From Red | tipe | |
| | | | No | . | Iten | Code | | | Item Name | | |
| ⊡ My | / Profile | | Η | • | | - | M | | | | |

Note: Approved recipes are required before deducting from sales.



2.1.6 Report on Unformulated Food Menus:

Lists food menus lacking defined recipes to ensure readiness for cost control and deduction.

□ View food menus that do not yet have recipes defined

| BOS SYS | Menu List | Menu Non Recipe R | eport | Menu Recipe Set Cut Inventory Status |
|---|-------------------|-------------------|-------|--------------------------------------|
| Application Launcher | 👌 💂 <u>previe</u> | w | | |
| | | | | |
| System Config | | | | |
| + Fixed Asset | | No. | Мепи | ı Code |
| Recipe System | | | | |
| Physical Count Time | | | | |
| Outlet Location Setup | | | | |
| Work In List | | | | |
| • Menu List | | | | |
| Recipe Unit Converter | | | | |
| Recipe Config | | | | |
| Outlet Group Deduction Setu | | | | |
| Report | | | | |
| | | | | |
| My Favorite | | | | |
| Back Office | | | | |

2.1.7 Converting Food Raw Material Units:

Defines unit conversion between stock and recipe units to maintain inventory accuracy.

- 1. Navigate to Convert Food Raw Material Units menu
- 2. Click 'New', select inventory unit and recipe unit
- 3. Press Save

| BOS SYS | Recipe Unit Converter | | | |
|---|-----------------------|---------|----------|-------|
| Application Launcher | 📔 🖬 save 🛛 🕞 return | | | |
| | | | | |
| System Config | <u>Unit</u> [| Bag 🗸 | Quantity | 1.000 |
| Inventory | Recipe Unit | Bag 🗸 🗸 | Quantity | 1.000 |
| + Fixed Asset | | | | |
| 🗆 Recipe System 👔 | | | | |
| Physical Count Time | | | | |
| Outlet Location Setup | | | | |
| Work In List | | | | |
| Menu List | | | | |
| Recipe Unit Converter | | | | |
| Recipe Config | | | | |
| 🖸 Outlet Group Deduction Setu 🧋 | | | | |
| < | | | | |
| My Favorite | | | | |
| Back Office | | | | |

Note: Conversion settings ensure correct stock deduction when units differ.



2.1.8 System Setup:

Configures base cost parameters used across the recipe system for consistent cost calculation.

□ Define lowest cost settings and press Save

| BOS SYS | ſ | Recipe Config |
|---|------|--|
| Application Launcher | | save |
| System Config | | Set amount to minimum amount |
| + Inventory | - | Set Minimum Amount : 0.25 |
| + Fixed Asset | | Use show cost without recipe deduction |
| Recipe System | | Auto recipe sales deduction |
| Physical Count Time | | |
| Outlet Location Setup | | |
| Work In List | | |
| Menu List | | |
| Recipe Unit Converter | | |
| Recipe Config | | |
| Outlet Group Deduction Se | tu 🖤 | |
| | • | |

2.1.9 Reports:

Provides summary and detailed reports on raw material usage and recipe cost for financial analysis.

□ Raw material report

| 🗌 Foo | d recipe | cost | report |
|-------|----------|------|--------|
|-------|----------|------|--------|

| BOS SYS | | |
|--------------------------------------|-----------------|-----------------------------|
| Application Launcher | | |
| | | |
| System Config 1. Raw Material Report | Item Group From | |
| Work In List Vork In List | Item Group To | |
| Menu List | Item Type From | |
| Recipe Unit Converter | Item Type Tom | |
| Recipe Config | Item type to | / |
| | Item From | ~ |
| General Ledger | Item To | |
| 1 Income | Report Type | RM Detail O Unit Convertion |
| Common Config | | |
| + Securities Control | | |
| My Favorite | | |
| Back Office | | |



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 1.0

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 Documentation Team

3. OPERATION BOS

Available under BOS > Recipe, this section covers the operational features related to daily kitchen workflows, including cooking for stock, cutting ingredients from sales, handling waste or spoiled ingredients, and generating operational reports. These operations help maintain accurate stock levels and track food costs in real-time.

3.1 Cooking Combination

This function allows users to cook menu items and record them as inventory stock. It is often used for items that are prepared in advance and stored. Recipes must be defined and approved before use in this function. To perform the task:

- 1. Navigate to BOS > Recipe > Recipe Operation > Make Work In Process
- 2. Click 'New'
- 3. Select cooking location and recipe
- 4. Click 'Add Work In Recipe' to add menu item
- 5. Enter cooking quantity
- 6. Click Preview, select cooking date and report format
- 7. Click OK, then Approve

| BOS SYS | Make Work In Process |
|-------------------------------------|---------------------------|
| Application Launcher | save sve |
| | |
| Back Office | Location |
| + Account Payable | Make Code |
| Purchasing | Make Date 17/06/2025 |
| + Inventory | Remarks |
| Recipe | |
| Recipe Operation | Add Work In Recipe Delete |
| Make Work In Process | |
| Raw Material Wastage | No. Item Code Item Name |
| Menu Wastage | |
| Sales Deduction | |
| Recipe Report | |
| 🛨 Fixed Asset 🖉 | |
| My Favorite | |
| Back Office | |

Note: Cooked items will be added to stock and visible in Stock Card reports.



3.2 Raw Materials Wastage

This function allows users to log the disposal of raw materials due to spoilage, expiration, or other waste events. It helps monitor and control inventory loss.

To perform the task:

- 1. Navigate to BOS > Recipe > Recipe Operation > Raw Materials Wastage
- 2. Click 'New', select warehouse and date
- 3. Add waste items and quantities
- 4. Click Save, then Preview and Approve

| BOS SYS Raw Material Wastage | | | | | | | |
|--|--|---------------|-----------|-----------------|---------------|--|--|
| Application Launcher | | | | | | | |
| | | | | | | | |
| Back Office | Location Name | | <i>P</i> | Department Name | <i>></i> | | |
| + Account Payable | Wastage Code | | | | | | |
| Purchasing | Wastage Date 17 | /06/2025 | | | | | |
| + Inventory | Remarks | | |] | | | |
| Recipe | | _ | | - | | | |
| Recipe Operation | Add Item Delete |] | | | | | |
| Make Work In Process | Dran a column to this area to aroun by it. | | | | | | |
| Raw Material Wastage | , | | | | | | |
| Menu Wastage | | No. Item Code | Item Name | | Quantity Unit | | |
| Sales Deduction | | | | | | | |
| Recipe Report | | | | | | | |
| + Fixed Asset | , | | | | | | |
| My Favorite | | | | | | | |
| Back Office | | | | | | | |

Note: Waste entries are recorded as cost and displayed in disbursement reports.

3.3 Menu wastage

This function is used when a prepared menu item is spoiled and needs to be written off as a cost. It ensures that stock and financial reports reflect actual losses.

To perform the task:

- 1. Navigate to BOS > Recipe > Recipe Operation > Menu wastage
- 2. Click 'New', select outlet and waste date
- 3. Add spoiled menu and quantity
- 4. Preview, then Approve

| BOS SYS | Menu Wastage | | | |
|--|----------------|---------------|-----------|--|
| Application Launcher | 📑 🖬 save 🕼 ret | urn | | |
| | Save | | | |
| Back Office | Outlet Name | | <i>P</i> | |
| + Account Payable | Wastage Code | | | |
| Purchasing | Wastage Date | 17/06/2025 🧱 | | |
| + Inventory | Remarks | | | |
| Recipe | | | | |
| Recipe Operation | Add Menu Dele | te | | |
| Make Work In Process | | | | |
| Raw Material Wastage | | | | |
| Menu Wastage | | No. Menu Code | Menu Name | |
| Sales Deduction | | | | |
| Recipe Report | | | | |
| Fixed Asset | ▼ | | | |

Note: Spoiled items are recorded in Inventory System > Disbursement reports.



3.4 Reports

The report section in BOS provides insights into cooking combinations, stock movements, raw material usage, and spoiled/wasted items.

To perform the task:

- 1. Navigate to BOS > Recipe > Recipe Report
- 2. Select the report format as needed

| BOS SYS | | | |
|--|--|--|---------------------|
| Application Launcher | 👌 🖶 preview 😓 print | | [RCT007] |
| Back Office Account Payable | 1. Monthly Cost of Goods Sold Report 2. Monthly Increase Cost Report | Outlet Name Year/Period | 2025 v Period : 6 v |
| Purchasing Inventory Recipe Recipe Operation Make Work In Process Any Material Wastage | S. Akaw Material Deduction Report A. Raw Material Consumption By Menu Report S. Workin Process Report S. Kocipe Report 7. Recipe Report S. Akake Work. In Summary Report | From Group TO Group From Sub Group To Sub Group From Menu From Menu | م م م |
| Menu Wastage Sales Deduction Recipe Report Fixed Asset My Favorite Back Office | | , To Menu | ه |

Note: Use reports for auditing kitchen activity