

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

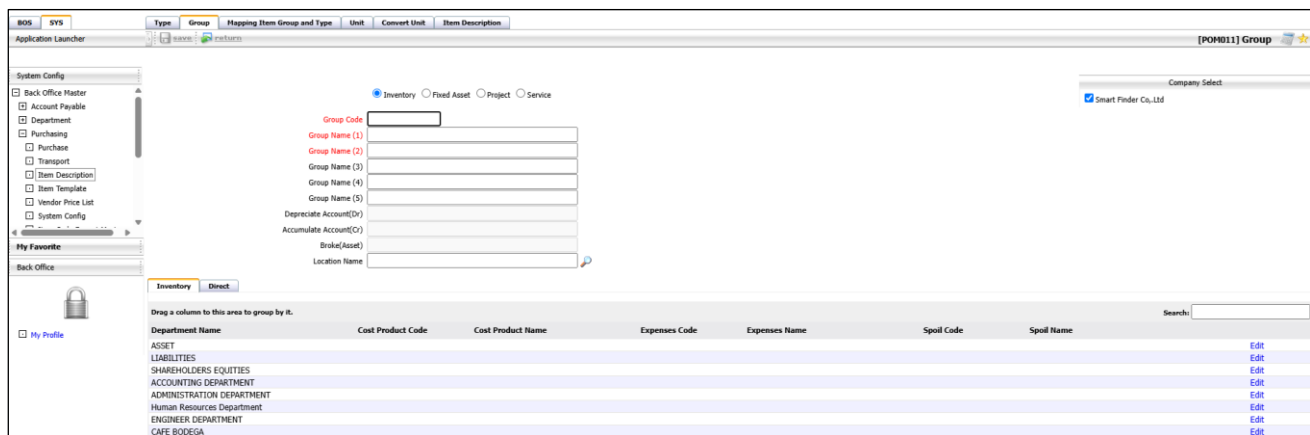
This section includes the foundational setup for managing inventory structure, such as item grouping, categorization by type, unit definitions, conversion rates, and individual item master data. Proper configuration is crucial for procurement, usage tracking, and integration with accounting modules.

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



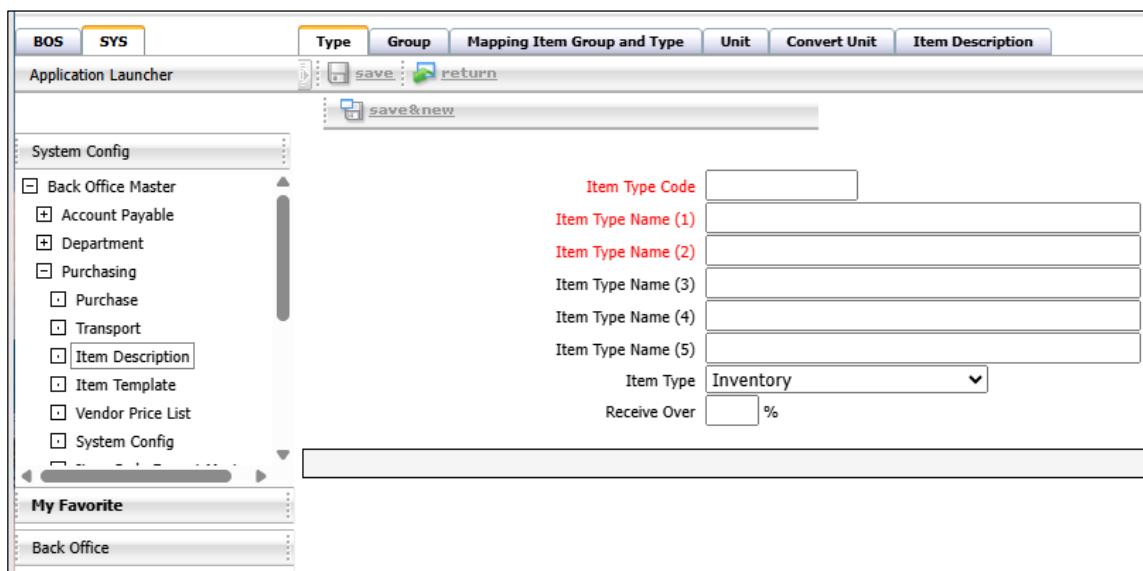
Note: Defining groups with correct account mapping ensures accurate cost posting and allows the system to deduct items correctly during withdrawal or purchase.

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 SORASO application interface. On the left is a sidebar with a tree view under 'System Config' containing items like 'Back Office Master', 'Account Payable', 'Department', 'Purchasing', 'Purchase', 'Transport', 'Item Description', 'Item Template', 'Vendor Price List', and 'System Config'. The 'Item Description' item is selected. The top navigation bar has tabs for 'Type', 'Group', 'Mapping Item Group and Type', 'Unit', 'Convert Unit', and 'Item Description'. The 'Type' tab is active. The main area shows a form with the following fields: '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' (a dropdown menu with 'Inventory' selected), and 'Receive Over' (a text input followed by a '%' symbol). There are also buttons for 'save', 'return', and 'save&new' at the top of the form area.

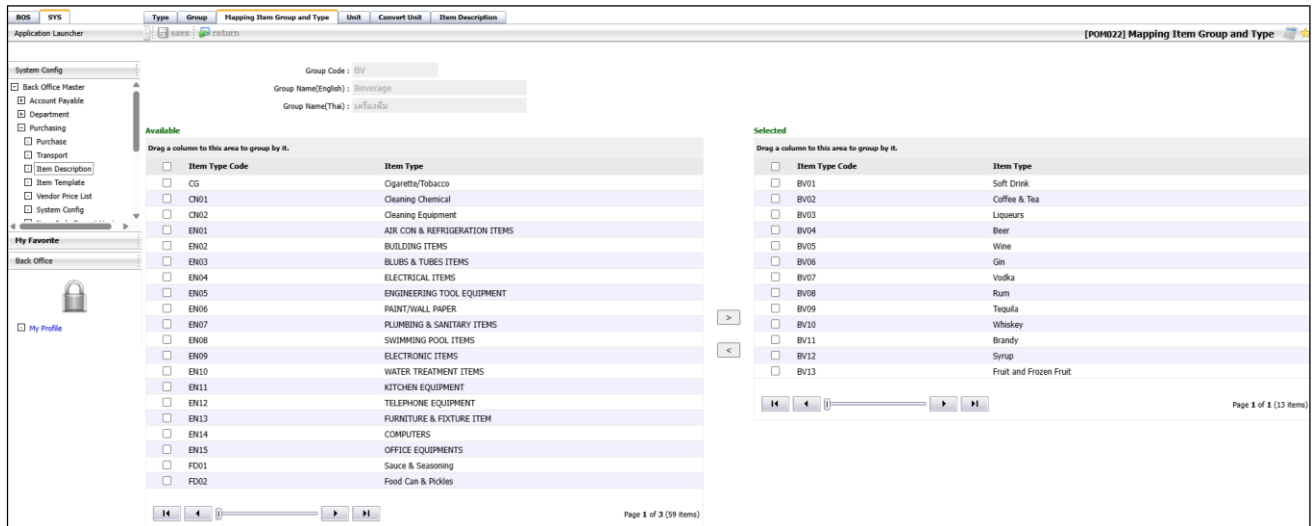
Note: Types help in categorizing items more precisely within each group.

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



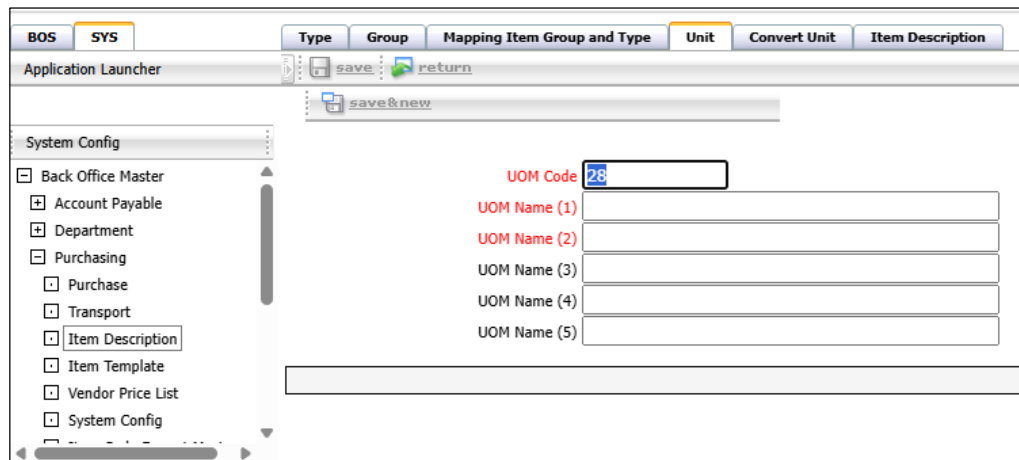
Note: Group-type mapping is required for structured item hierarchy.

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



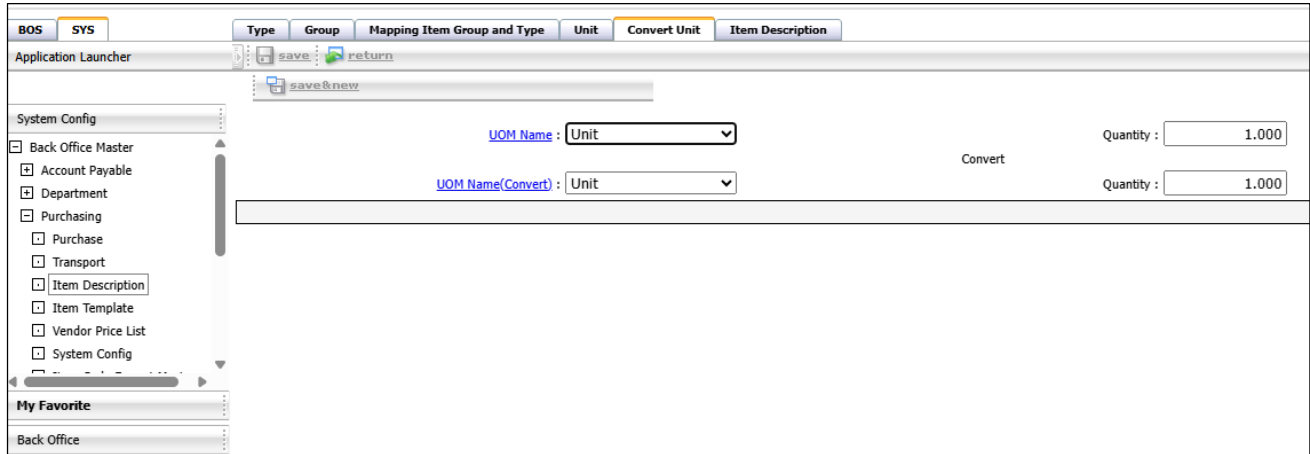
Note: Standard units ensure consistency in procurement and stock tracking.

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



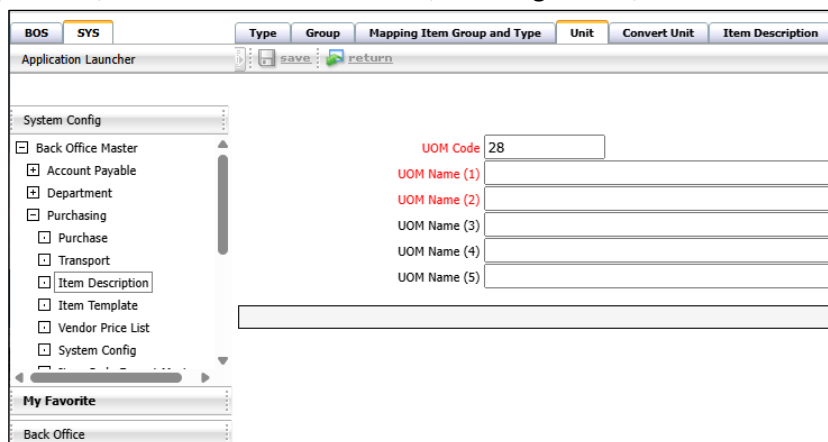
Note: Unit conversions allow flexibility between procurement and stock keeping.

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



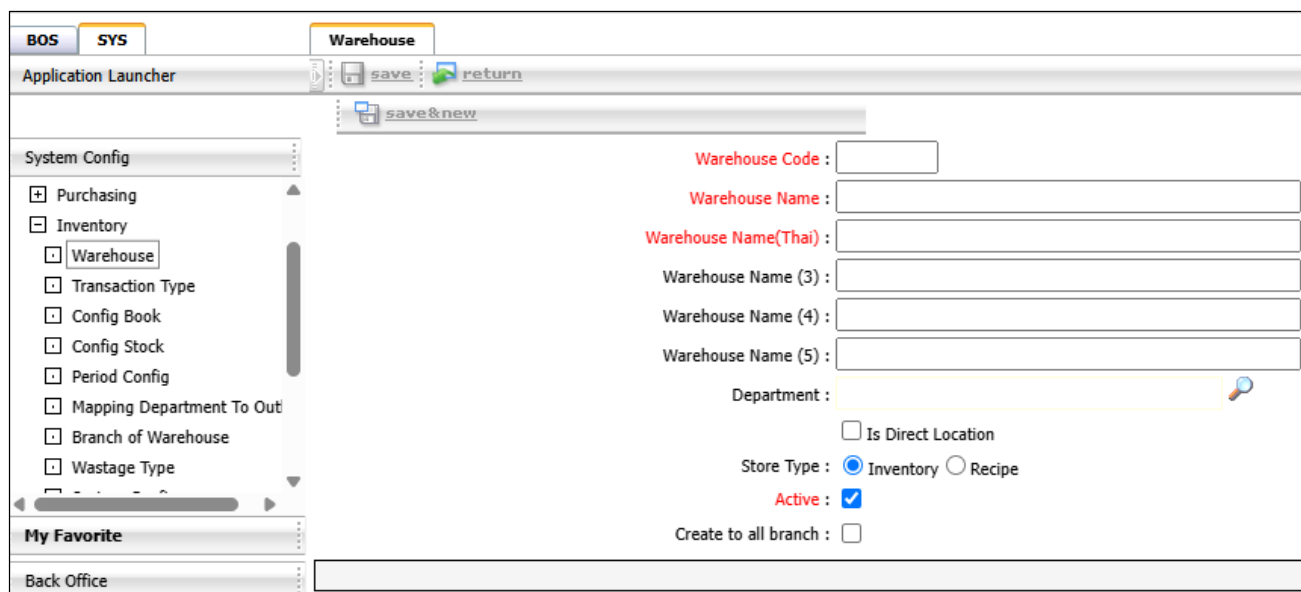
Note: Accurate item setup enables precise tracking and integration with recipe or POS systems.

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 contains a 'System Config' menu with options like Purchasing, Inventory, Warehouse, Transaction Type, Config Book, Config Stock, Period Config, Mapping Department To Out, Branch of Warehouse, and Wastage Type. The 'Warehouse' option is selected. The main form area includes fields for Warehouse Code, Warehouse Name, Warehouse Name (Thai), Warehouse Name (3), Warehouse Name (4), and Warehouse Name (5). There are also checkboxes for 'Is Direct Location', 'Active' (checked), and 'Create to all branch'. The 'Store Type' is set to 'Inventory' (selected) or 'Recipe'.

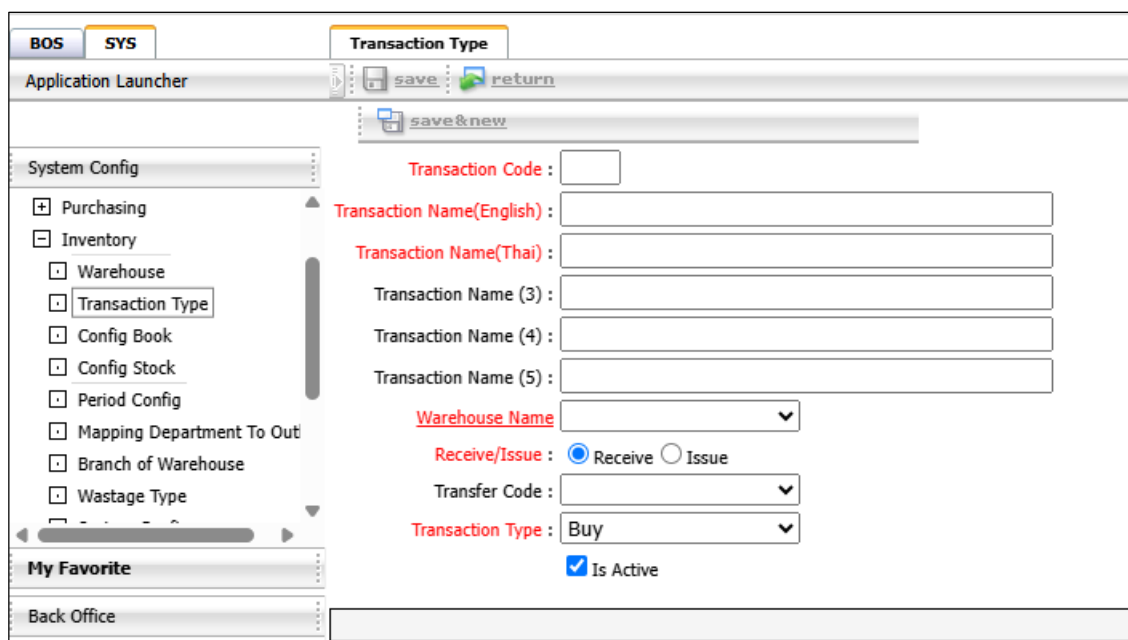
Note: Storage locations allow item tracking across different warehouses or outlets.

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 window. On the left is a 'System Config' tree with 'Inventory' expanded and 'Transaction Type' selected. The main area contains the following fields:

- Transaction Code :** [Text input field]
- Transaction Name(English) :** [Text input field]
- Transaction Name(Thai) :** [Text input field]
- Transaction Name (3) :** [Text input field]
- Transaction Name (4) :** [Text input field]
- Transaction Name (5) :** [Text input field]
- Warehouse Name :** [Dropdown menu]
- Receive/Issue :** ☒ Receive ☐ Issue
- Transfer Code :** [Dropdown menu]
- Transaction Type :** Buy [Dropdown menu]
- Is Active :** ☒

At the top of the window, there are tabs for 'BOS' and 'SYS', and a 'Transaction Type' title bar. Below the title bar are buttons for 'save', 'return', and 'save & new'.

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

2.4 Period Config

The **Period Config** function is used to define accounting periods for the Inventory module. It allows the administrator to create monthly fiscal periods and control the lock/unlock status to maintain data integrity.

To perform the task

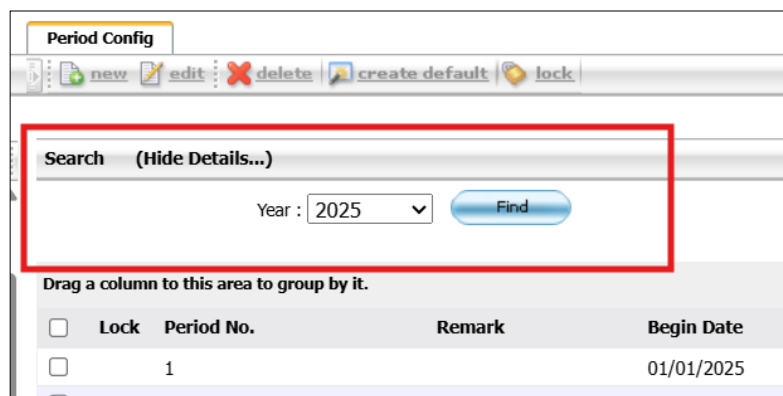
1. Navigate to **SYS > Back Office Master > Inventory > Period Config** to access the configuration page.

Period Config						
    						
Search (Show Details...)						
Drag a column to this area to group by it.						
☐	Lock	Period No.	Remark	Begin Date	End Date	Last Update By
☐		1		01/01/2025	31/01/2025	Smart Finder
☐		2		01/02/2025	28/02/2025	Smart Finder
☐		3		01/03/2025	31/03/2025	Smart Finder
☐		4		01/04/2025	30/04/2025	Smart Finder
☐		5		01/05/2025	31/05/2025	Smart Finder
☐		6		01/06/2025	30/06/2025	Smart Finder
☐		7		01/07/2025	31/07/2025	Smart Finder
☐		8		01/08/2025	31/08/2025	Smart Finder
☐		9		01/09/2025	30/09/2025	Smart Finder
☐		10		01/10/2025	31/10/2025	Smart Finder
☐		11		01/11/2025	30/11/2025	Smart Finder
☐		12		01/12/2025	31/12/2025	Smart Finder

2. The system displays all previously created periods, including **Begin Date** and **End Date** columns.

Begin Date	End Date
01/01/2025	31/01/2025
01/02/2025	28/02/2025
01/03/2025	31/03/2025
01/04/2025	30/04/2025
01/05/2025	31/05/2025
01/06/2025	30/06/2025
01/07/2025	31/07/2025
01/08/2025	31/08/2025
01/09/2025	30/09/2025
01/10/2025	31/10/2025
01/11/2025	30/11/2025
01/12/2025	31/12/2025

- Click the **Search** tab to open the filter parameters. Select the target **Year** (e.g., 2026) and click **Find**.



Period Config

new edit delete create default lock

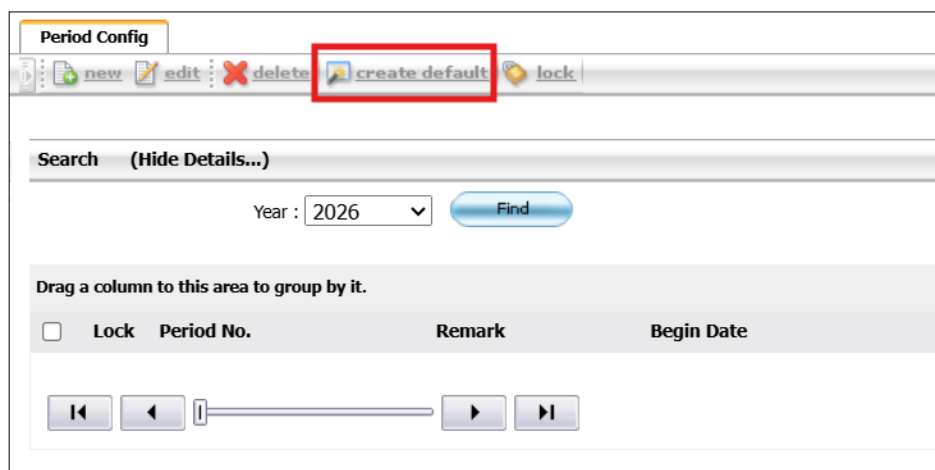
Search (Hide Details...)

Year : 2025 Find

Drag a column to this area to group by it.

☐	Lock	Period No.	Remark	Begin Date
☐		1		01/01/2025
☐		2		01/02/2025

- If no periods are found, click **Create Default** to generate standard monthly periods.



Period Config

new edit delete create default lock

Search (Hide Details...)

Year : 2026 Find

Drag a column to this area to group by it.

☐	Lock	Period No.	Remark	Begin Date
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Navigation controls: Previous, First, Last, Next, End

- A confirmation message will appear after successful creation.

Period Config

new edit delete create default lock

Search (Hide Details...)

Year : 2026 Find

Drag a column to this area to group by it.

Lock	Period No.	Remark	Begin Date	End Date	Last Update By
☐	1		01/01/2026	31/01/2026	Smart Finder
☐	2		01/02/2026	28/02/2026	Smart Finder
☐	3		01/03/2026	31/03/2026	Smart Finder
☐	4		01/04/2026	30/04/2026	Smart Finder
☐	5		01/05/2026	31/05/2026	Smart Finder
☐	6		01/06/2026	30/06/2026	Smart Finder
☐	7		01/07/2026	31/07/2026	Smart Finder
☐	8		01/08/2026	31/08/2026	Smart Finder
☐	9		01/09/2026	30/09/2026	Smart Finder
☐	10		01/10/2026	31/10/2026	Smart Finder
☐	11		01/11/2026	30/11/2026	Smart Finder
☐	12		01/12/2026	31/12/2026	Smart Finder

Navigation buttons: Previous, First, Last, Next

6. To lock a period, select the desired row and click **Lock**.

Period Config

new edit delete create default lock

Search (Hide Details...)

Year : 2026 Find

Drag a column to this area to group by it.

Lock	Period No.	Remark	Begin Date	End Date	Last Update By	Last Update
☐	1		01/01/2026	31/01/2026	Smart Finder	25/07/2025 17:05:38
☒	2		01/02/2026	28/02/2026	Smart Finder	25/07/2025 17:05:38
☒	3		01/03/2026	31/03/2026	Smart Finder	25/07/2025 17:05:38
☐	4		01/04/2026	30/04/2026	Smart Finder	25/07/2025 17:05:38
☐	5		01/05/2026	31/05/2026	Smart Finder	25/07/2025 17:05:38
☐	6		01/06/2026	30/06/2026	Smart Finder	25/07/2025 17:05:38
☐	7		01/07/2026	31/07/2026	Smart Finder	25/07/2025 17:05:38
☐	8		01/08/2026	31/08/2026	Smart Finder	25/07/2025 17:05:38
☐	9		01/09/2026	30/09/2026	Smart Finder	25/07/2025 17:05:38
☐	10		01/10/2026	31/10/2026	Smart Finder	25/07/2025 17:05:38
☐	11		01/11/2026	30/11/2026	Smart Finder	25/07/2025 17:05:38
☐	12		01/12/2026	31/12/2026	Smart Finder	25/07/2025 17:05:38

Navigation buttons: Previous, First, Last, Next

7. To unlock a period, select the same row and click **Lock** again.

8. Locking a period will freeze all inventory transactions within that time frame.

9. Only authorized users can unlock periods once locked.

Period Config







Search (Hide Details...)

Year : 2026

Find

Drag a column to this area to group by it.

☐	Lock	Period No.	Remark	Begin Date	End Date
☐		1		01/01/2026	31/01/2026
☐		2		01/02/2026	28/02/2026
☐		3		01/03/2026	31/03/2026
☐		4		01/04/2026	30/04/2026
☐		5		01/05/2026	31/05/2026
☐		6		01/06/2026	30/06/2026
☐		7		01/07/2026	31/07/2026
☐		8		01/08/2026	31/08/2026
☐		9		01/09/2026	30/09/2026
☐		10		01/10/2026	31/10/2026
☐		11		01/11/2026	30/11/2026
☐		12		01/12/2026	31/12/2026

⏮

⏪

⏩

⏭

Note: Please ensure all transactions are finalized before locking the period.

3. WORKFLOW INVENTORY SYSTEM

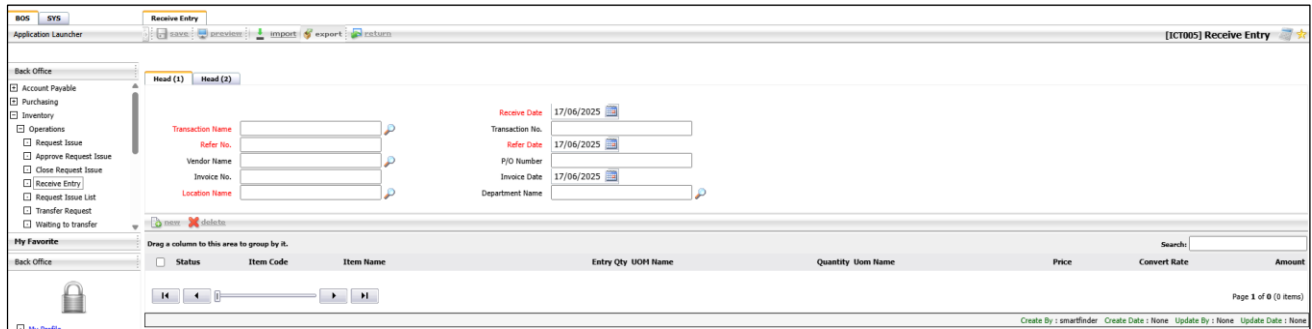
This section outlines the workflow of inventory transactions, covering how items are received, issued, transferred, and adjusted. It includes the process from item movement between stores to stock adjustments, ensuring traceability, accountability, and integration with other systems like procurement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



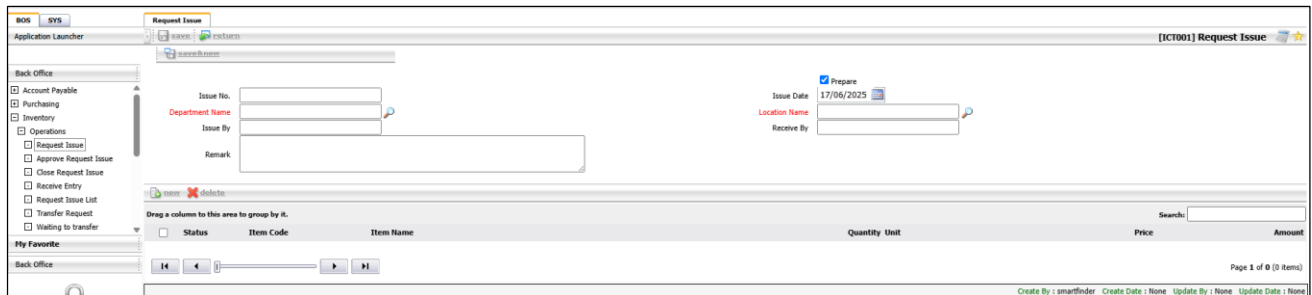
Note: Ensure accurate cost and quantity entry to reflect correct inventory valuation and accounting impact.

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.



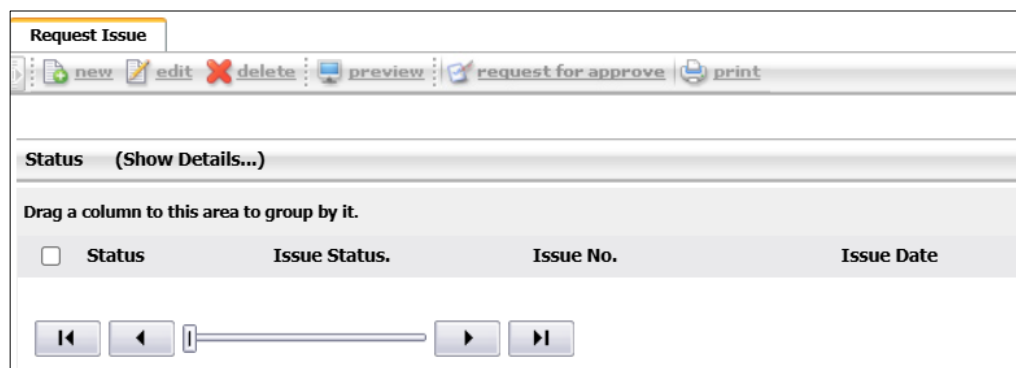
Note: Item issue affects stock balances. Use correct issue type to track purpose.

3.3 Request Issue

This function allows users to create an item issue request from inventory, specifying department, location, and receiving details for stock movement control.

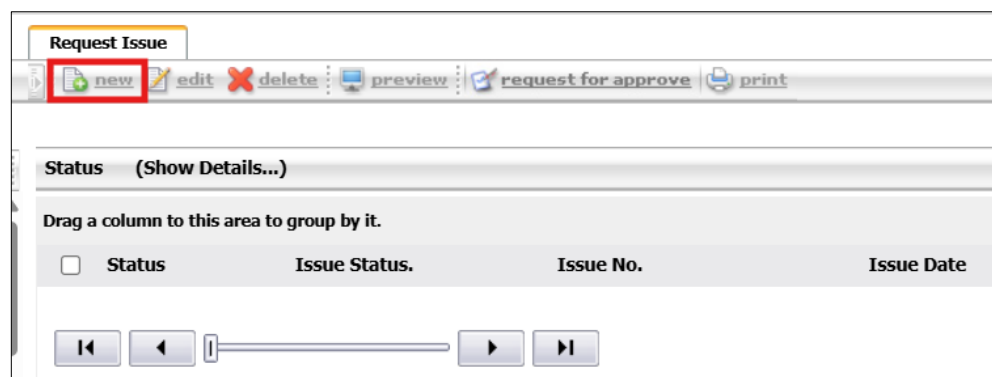
To perform the task:

1. Go to **BOS > Inventory > Operations > Request Issue**.



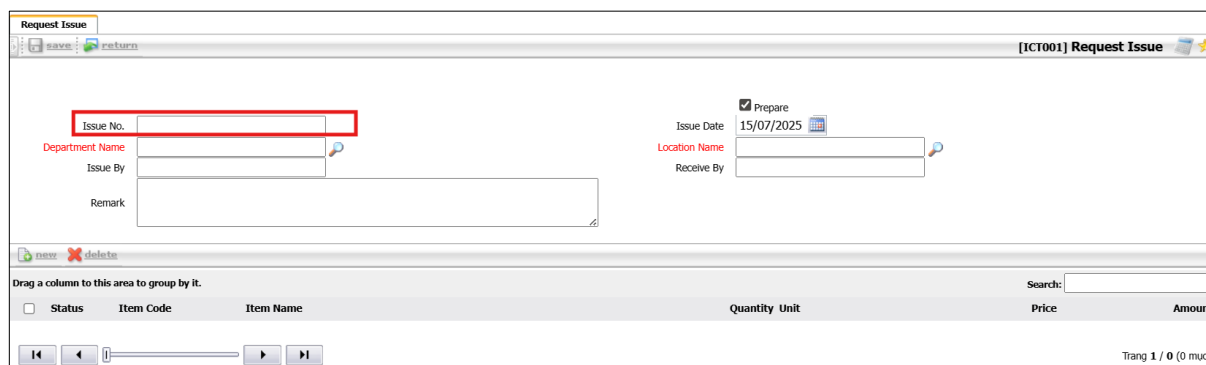
The screenshot shows the 'Request Issue' form. At the top, there is a toolbar with icons for 'new', 'edit', 'delete', 'preview', 'request for approve', and 'print'. Below the toolbar, there is a 'Status' section with a '(Show Details...)' link. Underneath, there is a prompt 'Drag a column to this area to group by it.' followed by a table with columns: 'Status', 'Issue Status.', 'Issue No.', and 'Issue Date'. At the bottom, there are navigation buttons: 'Previous', 'First', 'Last', and 'Next'.

2. Click **New** to create a new request.



This screenshot is identical to the previous one, but the 'new' button in the toolbar is highlighted with a red rectangle to indicate where the user should click to create a new request.

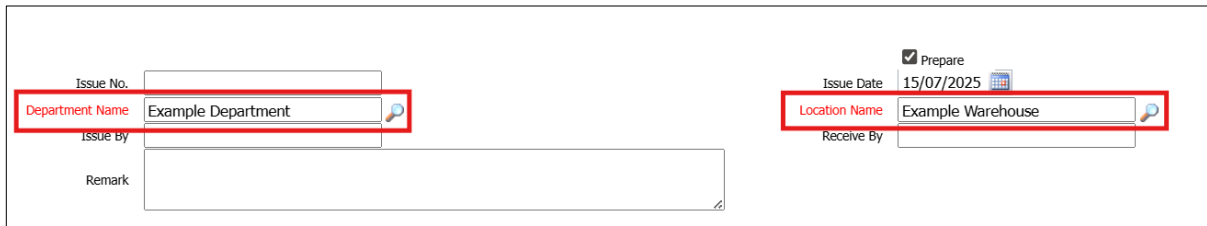
3. The system will auto-generate an **Issue No.**



This screenshot shows the 'Request Issue' form after clicking 'New'. The 'Issue No.' field is highlighted with a red rectangle, indicating that the system has auto-generated a value. Other fields include 'Department Name', 'Issue By', 'Remark', 'Issue Date' (set to 15/07/2025), 'Location Name', and 'Receive By'. At the bottom, there is a table with columns: 'Status', 'Item Code', 'Item Name', 'Quantity Unit', 'Price', and 'Amount'. A search bar is also present on the right side of the table. The bottom right corner shows 'Trang 1 / 0 (0 mục)'.

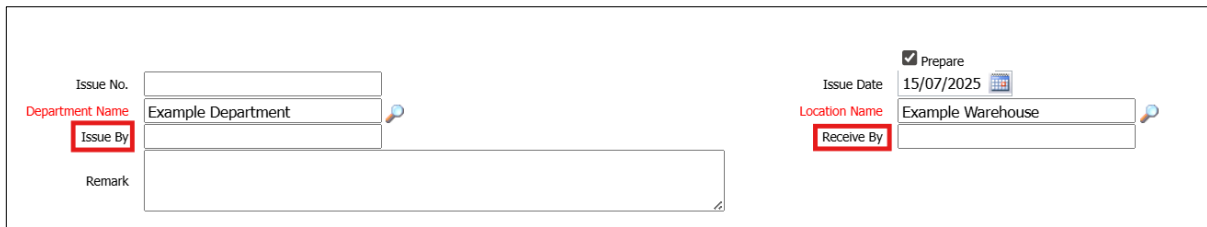
Version : 1.0
 Last Updated : 6 June 2025
 Author : Documentation Team

4. Select the relevant **Department** and **Location**.



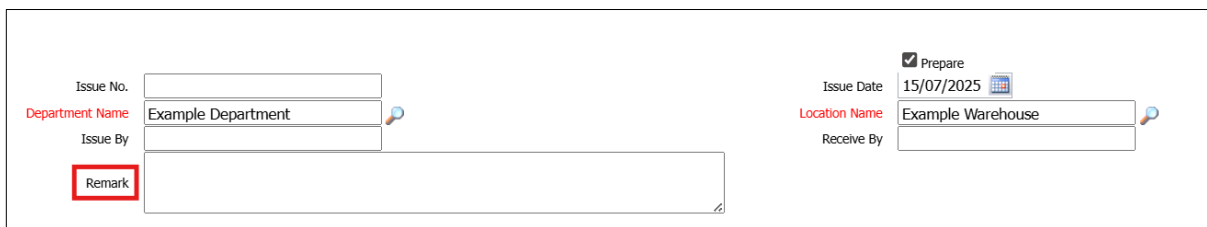
The screenshot shows the 'Request Issue' form. The 'Department Name' field is highlighted with a red box, and the 'Location Name' field is also highlighted with a red box. The 'Issue No.' field is empty. The 'Issue Date' is set to 15/07/2025. The 'Issue By' field is empty. The 'Receive By' field is empty. The 'Remark' field is empty. The 'Prepare' checkbox is checked.

5. Enter **Issue By** and **Receive By** (optional).



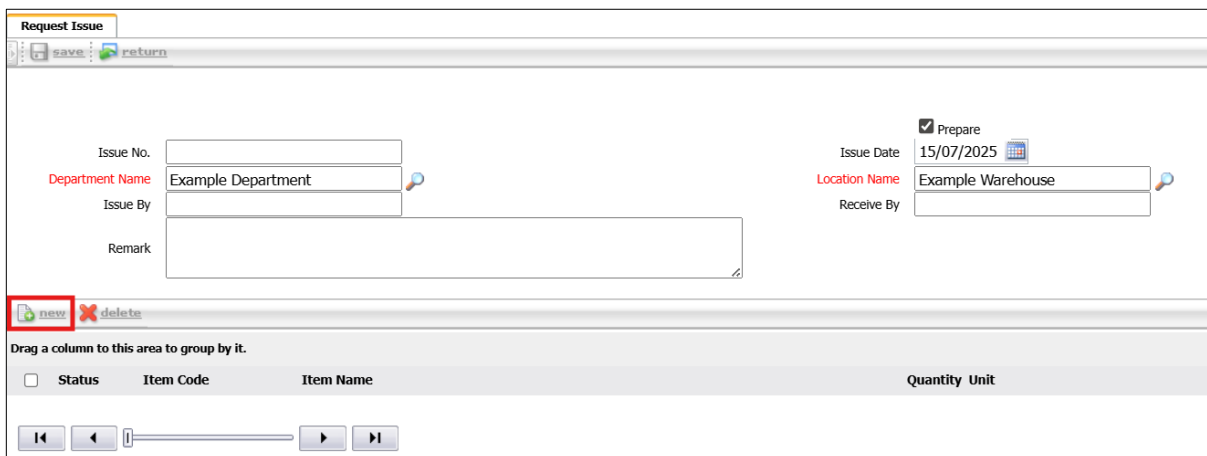
The screenshot shows the 'Request Issue' form. The 'Issue By' field is highlighted with a red box, and the 'Receive By' field is also highlighted with a red box. The 'Issue No.' field is empty. The 'Issue Date' is set to 15/07/2025. The 'Department Name' is set to Example Department. The 'Location Name' is set to Example Warehouse. The 'Remark' field is empty. The 'Prepare' checkbox is checked.

6. Add a **Remark** if needed.



The screenshot shows the 'Request Issue' form. The 'Remark' field is highlighted with a red box. The 'Issue No.' field is empty. The 'Issue Date' is set to 15/07/2025. The 'Department Name' is set to Example Department. The 'Location Name' is set to Example Warehouse. The 'Issue By' field is empty. The 'Receive By' field is empty. The 'Prepare' checkbox is checked.

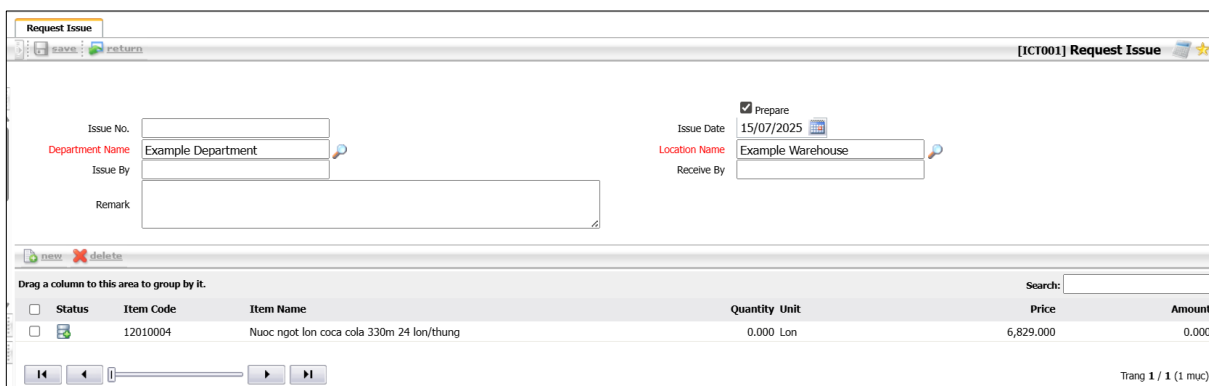
7. Click **New** to open the item selection modal.



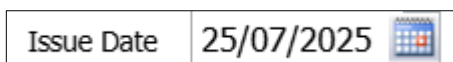
The screenshot shows the 'Request Issue' form. The 'new' button is highlighted with a red box. The 'Issue No.' field is empty. The 'Issue Date' is set to 15/07/2025. The 'Department Name' is set to Example Department. The 'Location Name' is set to Example Warehouse. The 'Issue By' field is empty. The 'Receive By' field is empty. The 'Remark' field is empty. The 'Prepare' checkbox is checked. Below the form, there is a table with columns: Status, Item Code, Item Name, and Quantity Unit. The table is currently empty.

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 Author : Documentation Team

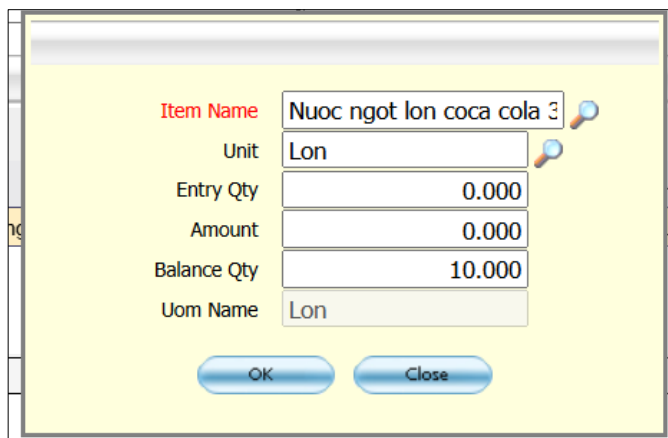
8. Select the item(s) to be issued and click **Save**.



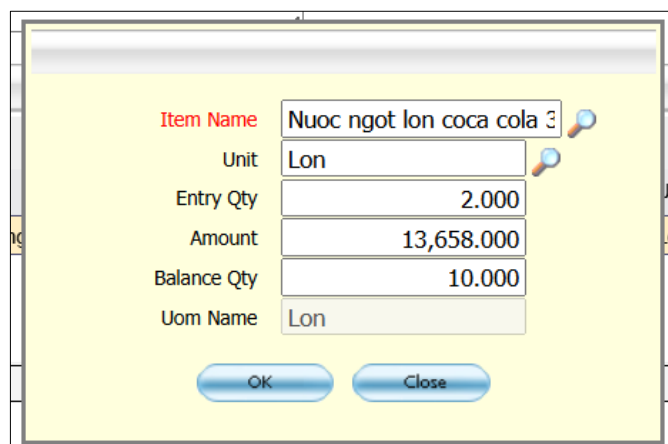
9. Ensure available stock in the selected warehouse on the date.



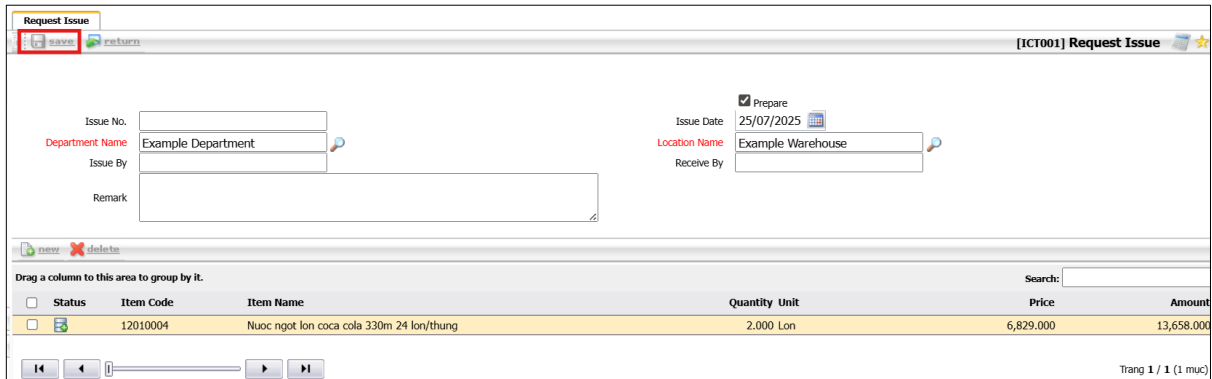
10. Double-click the item row to input **Quantity**, then click **OK**.



11. The system will calculate all relevant values automatically.

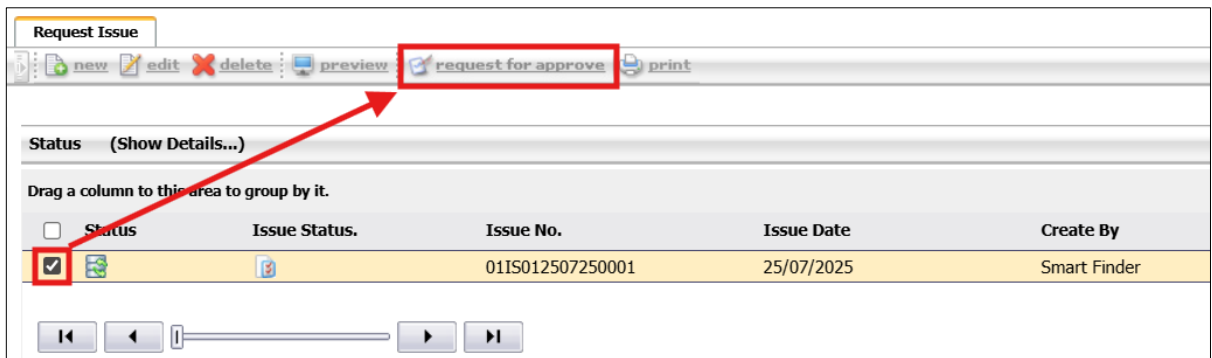


12. Click **Save** (top-left) to save the issue request.



Status	Item Code	Item Name	Quantity	Unit	Price	Amount
☐	12010004	Nuoc ngot lon coca cola 330m 24 lon/thung	2.000	Lon	6,829.000	13,658.000

13. Select the document and click **Request Approval** to finalize.



Status	Issue Status	Issue No.	Issue Date	Create By
☒		01IS012507250001	25/07/2025	Smart Finder

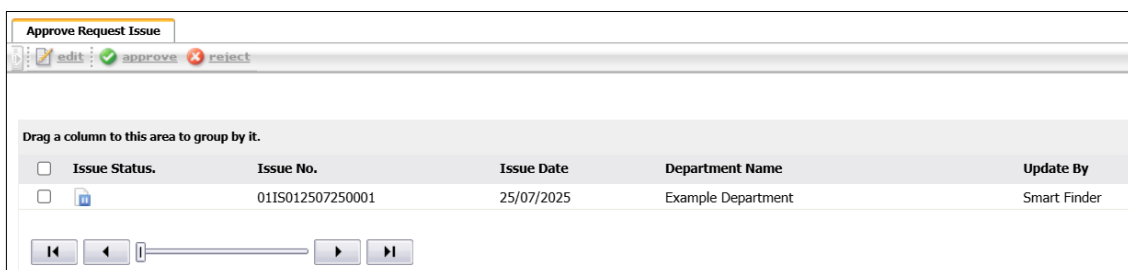
Note: Make sure stock is available in the selected warehouse before submitting for approval.

3.4 Approval Process

This function is used to approve or reject inventory issue requests submitted by users before the actual stock deduction.

To perform the task:

- Go to **BOS > Inventory > Operations > Approve Request Issue**.



Issue Status	Issue No.	Issue Date	Department Name	Update By
☐	01IS012507250001	25/07/2025	Example Department	Smart Finder

- To check document details, select a document and click **Edit**.

Approve Request Issue

edit approve reject

Drag a column to this area to group by it.

☐	Issue Status.	Issue No.	Issue Date	Department Name
☒		01IS012507250001	25/07/2025	Example Department

Navigation buttons: First, Previous, Next, Last

Approve Request Issue

return [ICT002]

Approve Type: Issue
 Issue No. 01IS012507250001
 Department Name Example Department
 Issue By
 Payment Status ☒ Collect ☐ Not Collect ☐ Claim
 Zone Name
 Amount 13,658.00
 Remark

☐ Prepare
 Issue Date 25/07/2025
 Budget Name
 Receive By
 Location Name Example Warehouse
 Customer Name
 Repair No

Drag a column to this area to group by it.

Item Name	Unit	Quantity	Approve Qty	Price
Nuoc ngọt lon coca cola 3...	Lon	2.000	2.000	6,829.000

Navigation buttons: First, Previous, Next, Last

- To approve or reject, select the document and click the respective button located above the issue document list.

Approve Request Issue

edit approve reject

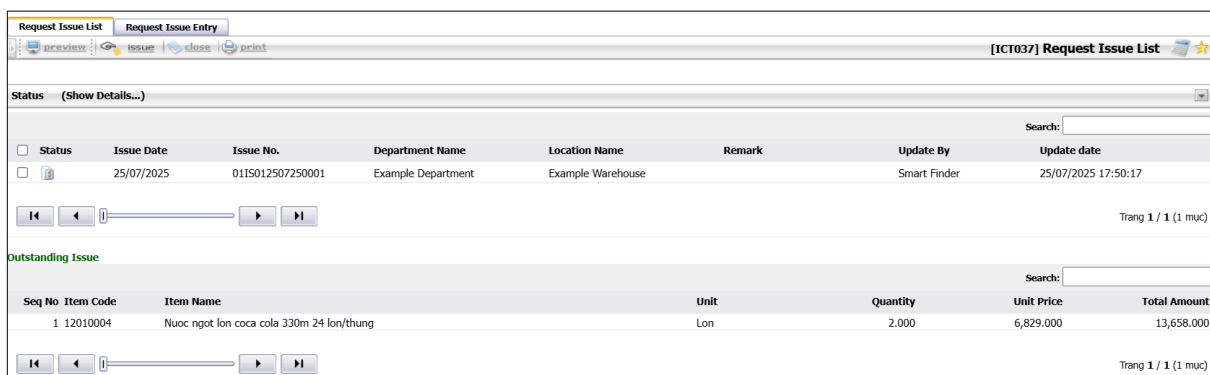
Note: Only users with approval rights can perform this action. Approval is required before items are deducted from inventory.

3.5 Inventory Issue List

This function is used to finalize the issuance of stock after the inventory issue request has been approved.

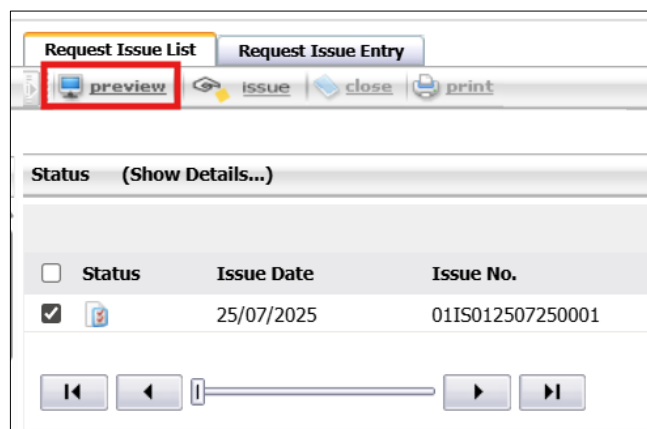
To perform the task:

1. Go to **BOS > Inventory > Operations > Request Issue List**.



The screenshot shows the 'Request Issue List' window. It has a toolbar with 'preview', 'issue', 'close', and 'print' buttons. Below the toolbar is a 'Status' section with a 'Show Details...' link. The main table has columns: Status, Issue Date, Issue No., Department Name, Location Name, Remark, Update By, and Update date. The table contains one row with data: 25/07/2025, 01IS012507250001, Example Department, Example Warehouse, Smart Finder, and 25/07/2025 17:50:17. Below the table is a pagination bar showing 'Trang 1 / 1 (1 mục)'. Below the table is an 'Outstanding Issue' section with a search bar and a table with columns: Seq No, Item Code, Item Name, Unit, Quantity, Unit Price, and Total Amount. The table contains one row with data: 1, 12010004, Nuoc ngot lon coca cola 330m 24 lon/thung, Lon, 2.000, 6,829.000, and 13,658.000. Below the table is a pagination bar showing 'Trang 1 / 1 (1 mục)'.

2. To preview the document, select it and click **Preview**.

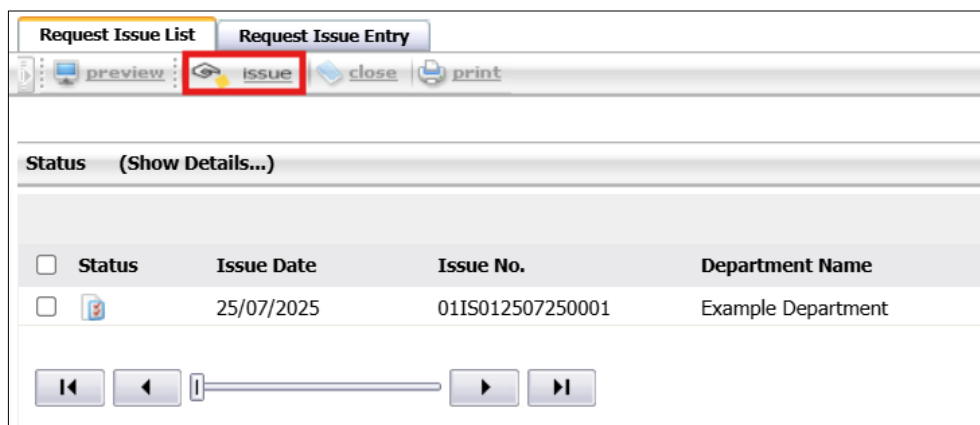


The screenshot shows the 'Request Issue List' window. The 'preview' button in the toolbar is highlighted with a red box. The 'Status' section is expanded, showing a table with columns: Status, Issue Date, and Issue No. The table contains one row with data: 25/07/2025, 01IS012507250001. Below the table is a pagination bar showing 'Trang 1 / 1 (1 mục)'.

MATERIAL REQUISITION FORM						
Issue No :		01IS012507250001				
Issue Date :		25/07/2025				
Location :		Example Warehouse				
Department :		Example Department				
Remark :						
Seq	Item Code	Item Name	Quantity	UOM	Unit Price	Total
1	12010004	Nuoc ngot lon coca cola 330m 24 lon/thung	2.00	Lon	6,829	13,658

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 Last Updated : 6 June 2025
 Author : Documentation Team

3. To proceed, select the document and click **Issue**.



Request Issue List **Request Issue Entry**

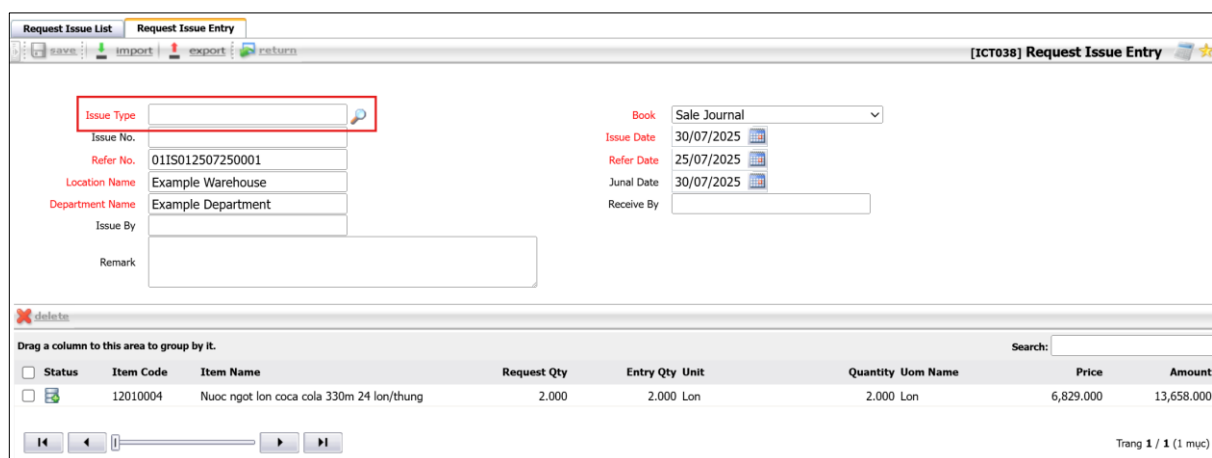
preview **issue** close print

Status (Show Details...)

☐	Status	Issue Date	Issue No.	Department Name
☐		25/07/2025	01IS012507250001	Example Department

Navigation buttons: First, Previous, Next, Last

4. Choose the issue type (cost or expense) by clicking the **magnifying glass icon**.



Request Issue List **Request Issue Entry** [IC7038] Request Issue Entry

Issue Type

Issue No.

Refer No.

Location Name

Department Name

Issue By

Remark

Book

Issue Date

Refer Date

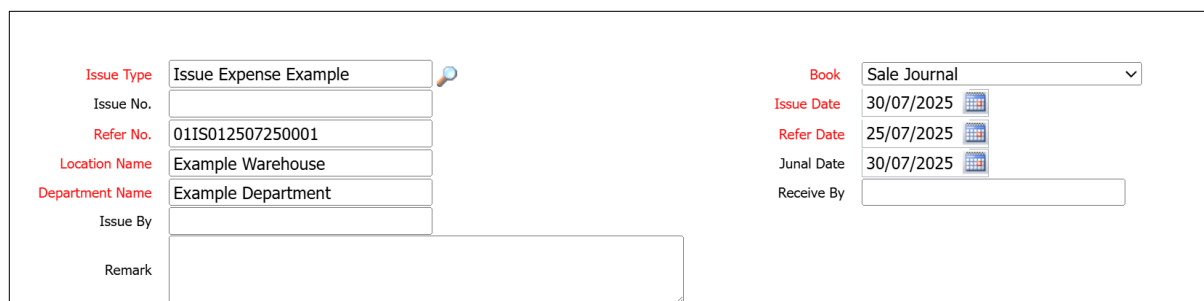
Junal Date

Receive By

Drag a column to this area to group by it.

Status	Item Code	Item Name	Request Qty	Entry Qty	Unit	Quantity	Uom Name	Price	Amount
☐	12010004	Nuoc ngot lon coca cola 330m 24 lon/thung	2.000	2.000	Lon	2.000	Lon	6,829.000	13,658.000

Trang 1 / 1 (1 mục)



Issue Type

Issue No.

Refer No.

Location Name

Department Name

Issue By

Remark

Book

Issue Date

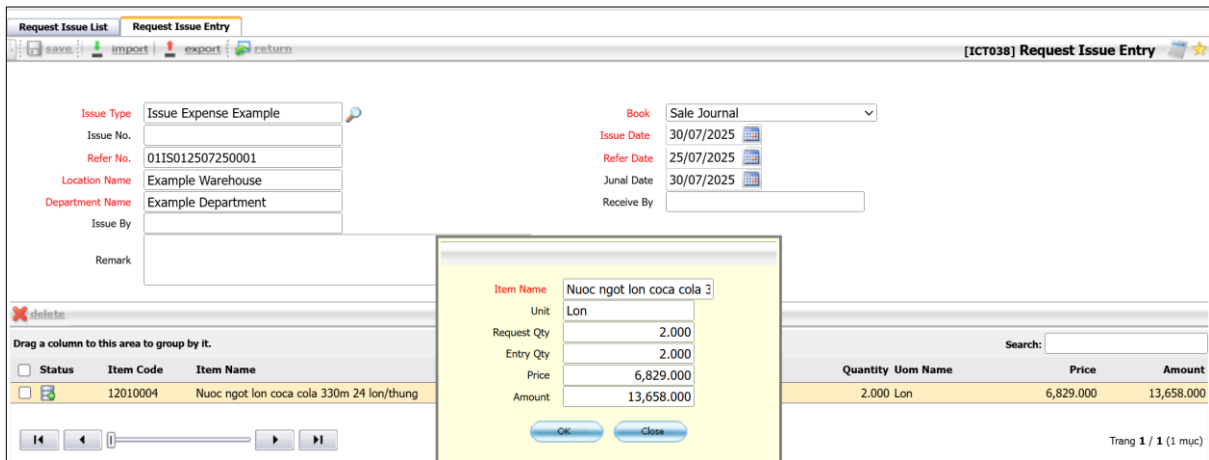
Refer Date

Junal Date

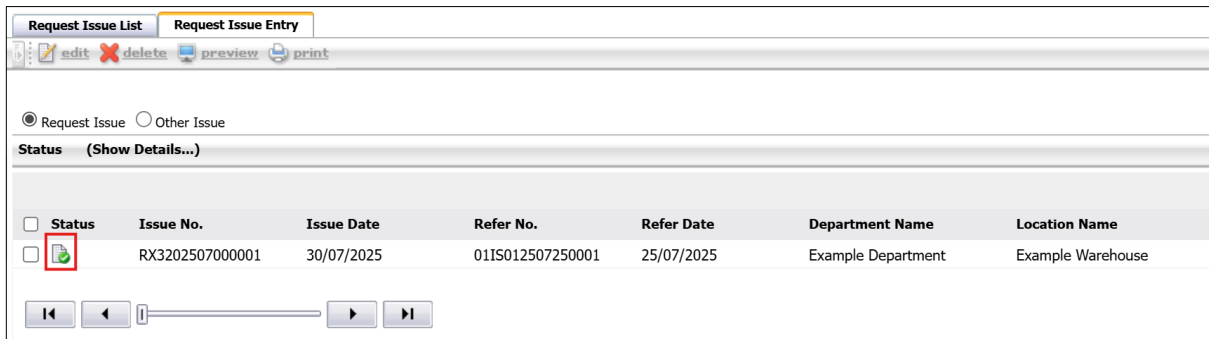
Receive By

Version : 1.0
 Last Updated : 6 June 2025
 Author : Documentation Team

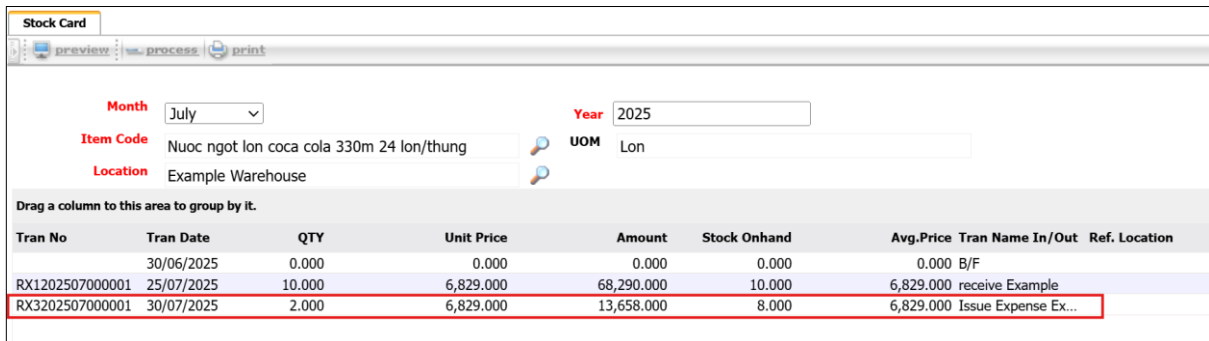
- Click the item row to adjust the quantity to match the requested amount or lower. If no changes, click **Save**.



- After saving, the issue is completed. The inventory is deducted and status is updated.



- The transaction will appear in the **Stock Card** and related reports.



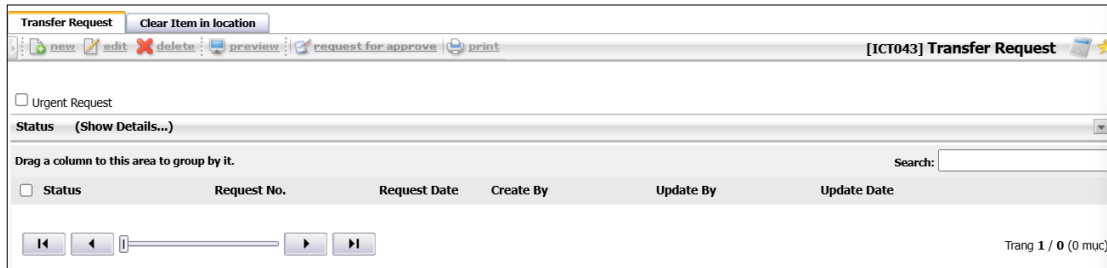
Note: Ensure that stock is available before issuing. Partial issues are allowed if stock is insufficient.

3.6 Transfer Item

This function is used to transfer item quantities between warehouses, ensuring correct cost and inventory tracking across departments or branches.

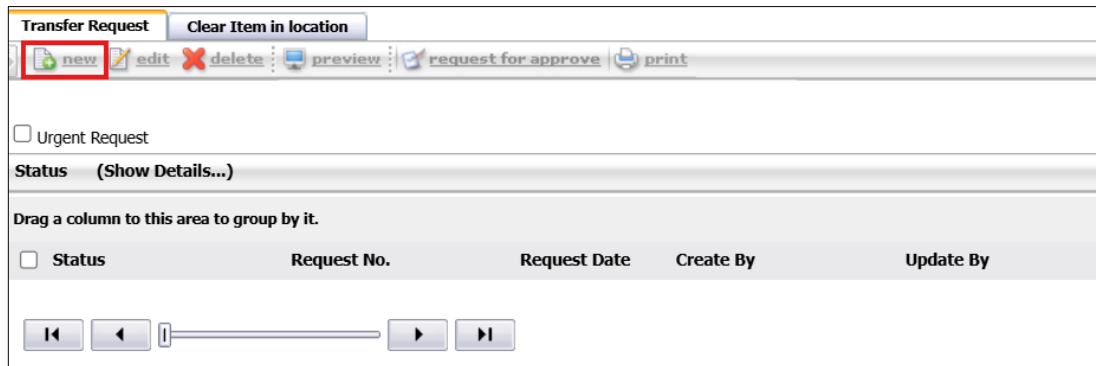
To perform the task:

1. Go to **BOS > Inventory > Operations > Transfer Request**.



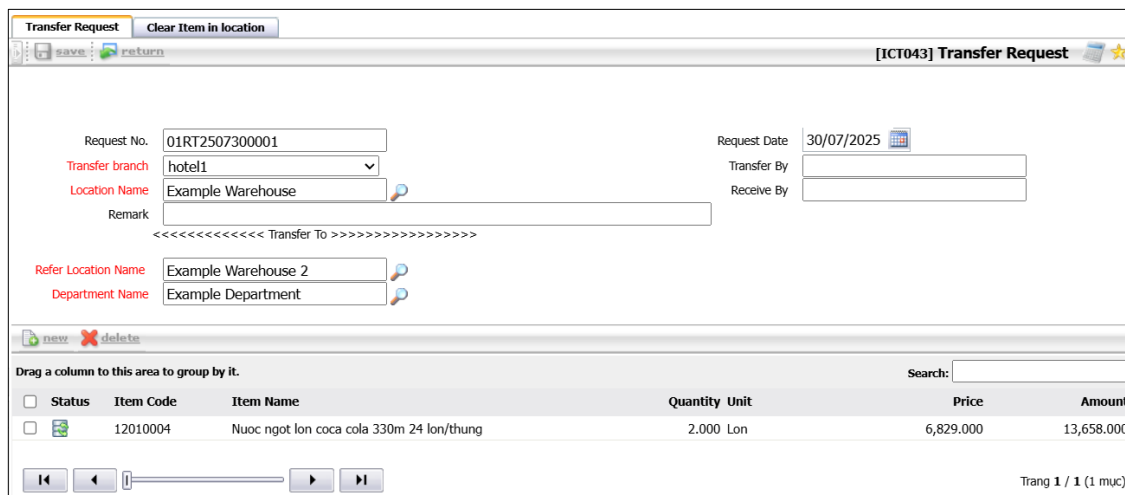
The screenshot shows the 'Transfer Request' form. At the top, there are tabs for 'Transfer Request' and 'Clear Item in location'. Below the tabs is a toolbar with icons for 'new', 'edit', 'delete', 'preview', 'request for approve', and 'print'. The form title is '[ICT043] Transfer Request'. There is a checkbox for 'Urgent Request' and a 'Status' dropdown menu with a '(Show Details...)' link. Below this is a section for grouping columns, with a search bar and a list of columns: 'Status', 'Request No.', 'Request Date', 'Create By', 'Update By', and 'Update Date'. At the bottom, there are navigation buttons and a page indicator 'Trang 1 / 0 (0 mục)'.

2. Click **New** to create a new transfer request.



This screenshot is similar to the previous one, but the 'new' button in the toolbar is highlighted with a red box, indicating the next step in the process.

3. If multiple branches exist, select the branch, then choose the item's current location, destination location, and department.

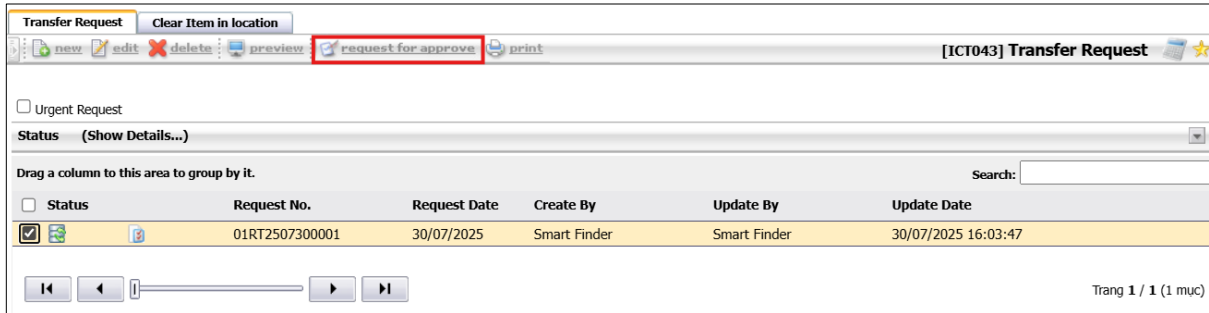


The screenshot shows the data entry section of the 'Transfer Request' form. It includes fields for 'Request No.' (01RT2507300001), 'Request Date' (30/07/2025), 'Transfer branch' (hotel1), 'Transfer By', 'Location Name' (Example Warehouse), 'Receive By', 'Remark', 'Refer Location Name' (Example Warehouse 2), and 'Department Name' (Example Department). Below these fields is a section for grouping columns, with a search bar and a list of columns: 'Status', 'Item Code', 'Item Name', 'Quantity', 'Unit', 'Price', and 'Amount'. At the bottom, there are navigation buttons and a page indicator 'Trang 1 / 1 (1 mục)'.

Status	Item Code	Item Name	Quantity	Unit	Price	Amount
☐	12010004	Nuoc ngot lon coca cola 330m 24 lon/thung	2.000	Lon	6,829.000	13,658.000

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 Author : Documentation Team

4. Click **Request for Approve** to submit the request.



Transfer Request Clear Item in location

new edit delete preview **request for approve** print [ICT043] Transfer Request

☐ Urgent Request

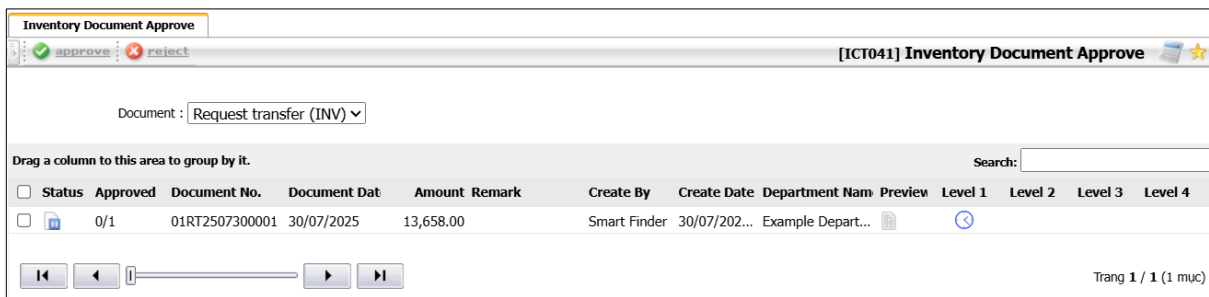
Status (Show Details...)

Drag a column to this area to group by it. Search:

☐ Status	Request No.	Request Date	Create By	Update By	Update Date
☒	01RT2507300001	30/07/2025	Smart Finder	Smart Finder	30/07/2025 16:03:47

Trang 1 / 1 (1 muc)

5. To approve, go to **BOS > Inventory > Inventory Document Approve**.



Inventory Document Approve

approve reject [ICT041] Inventory Document Approve

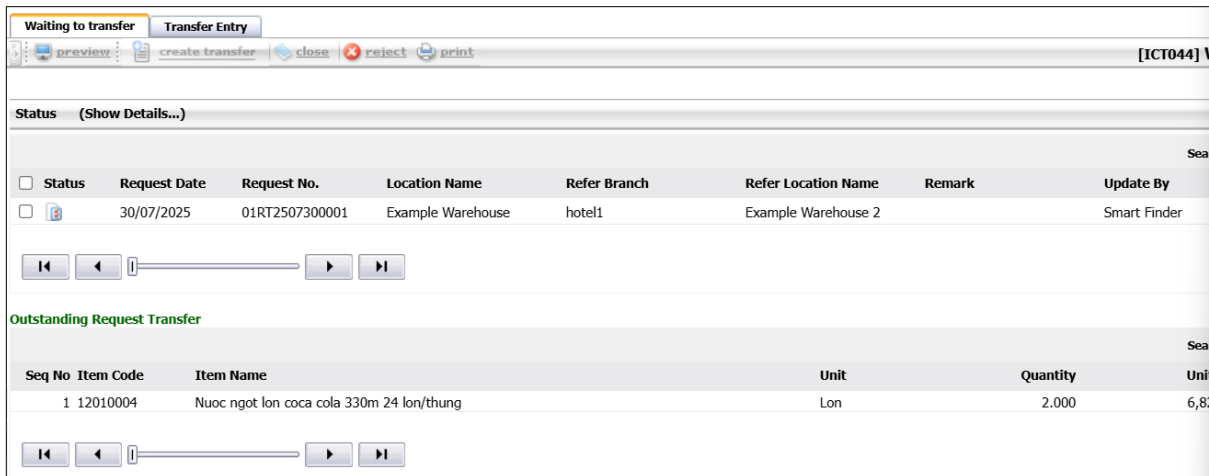
Document : Request transfer (INV)

Drag a column to this area to group by it. Search:

☐ Status	Approved	Document No.	Document Dat	Amount	Remark	Create By	Create Date	Department Nam	Preview	Level 1	Level 2	Level 3	Level 4
☐	☒	0/1	01RT2507300001	30/07/2025	13,658.00	Smart Finder	30/07/202...	Example Depart...					

Trang 1 / 1 (1 muc)

6. Once approved, go to **BOS > Inventory > Operations > Waiting to Transfer**.



Waiting to transfer Transfer Entry

preview create transfer close reject print [ICT044] V

Status (Show Details...)

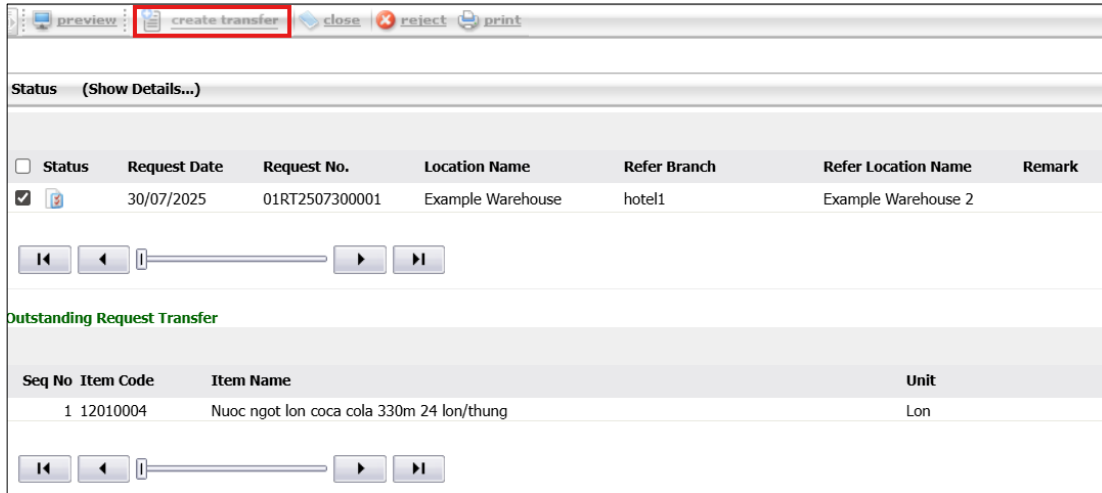
☐ Status	Request Date	Request No.	Location Name	Refer Branch	Refer Location Name	Remark	Update By
☐	30/07/2025	01RT2507300001	Example Warehouse	hotel1	Example Warehouse 2		Smart Finder

Outstanding Request Transfer

Seq No	Item Code	Item Name	Unit	Quantity	Unit
1	12010004	Nuoc ngot lon coca cola 330m 24 lon/thung	Lon	2.000	6,82

Version : 1.0
 Last Updated : 6 June 2025
 Author : Documentation Team

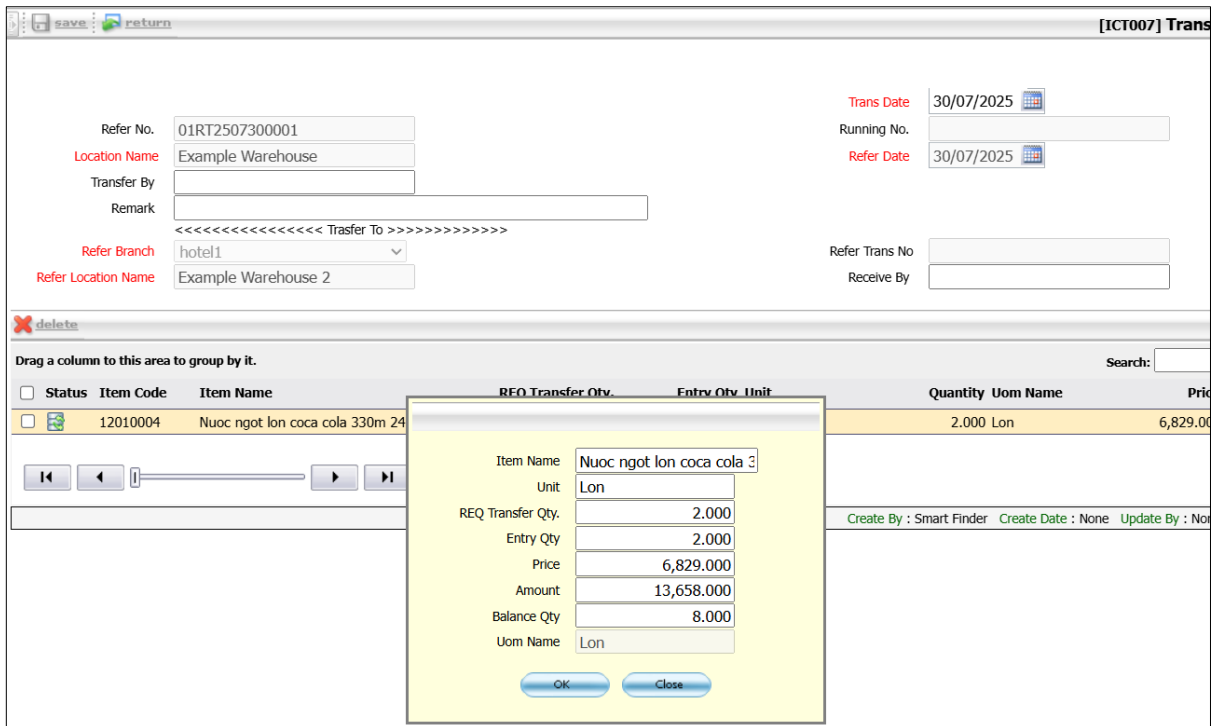
7. Select the document and click **Create Transfer**.



Status	Request Date	Request No.	Location Name	Refer Branch	Refer Location Name	Remark
☒	30/07/2025	01RT2507300001	Example Warehouse	hotel1	Example Warehouse 2	

Seq No	Item Code	Item Name	Unit
1	12010004	Nuoc ngot lon coca cola 330m 24 lon/thung	Lon

8. To adjust quantity, click the item row, edit the value, and click **Save**.

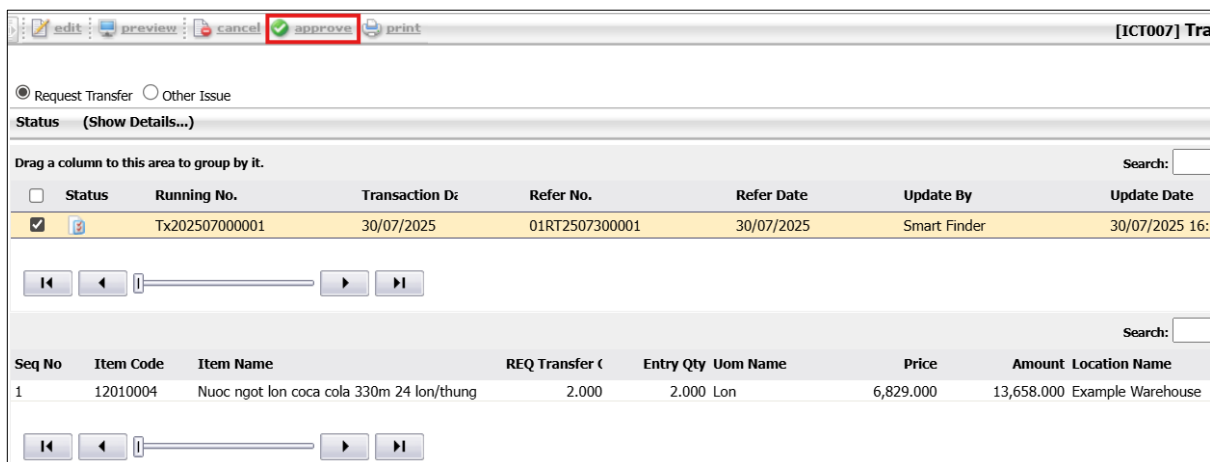


Trans Date: 30/07/2025
 Running No.:
 Refer Date: 30/07/2025
 Refer Trans No.:
 Receive By:

Status	Item Code	Item Name	REQ Transfer Qty	Entry Qty	Unit	Quantity	Uom Name	Price
☒	12010004	Nuoc ngot lon coca cola 330m 24	2.000	2.000	Lon	2.000	Lon	6,829.00

Create By : Smart Finder Create Date : None Update By : Not

9. Select the document and click **Approve** to complete the transfer.



Request Transfer ☐ Other Issue

Status (Show Details...)

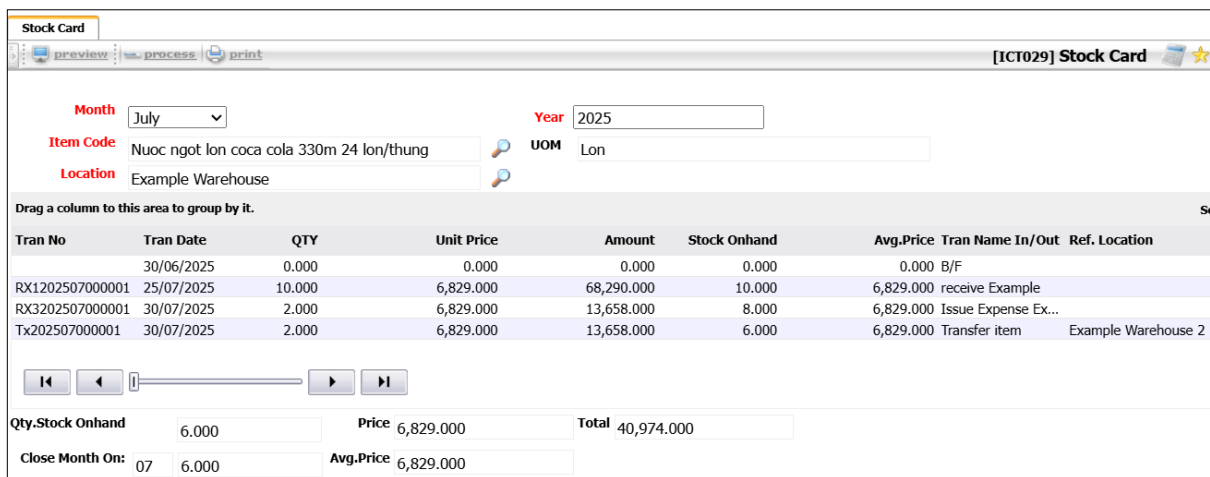
Drag a column to this area to group by it.

Status	Running No.	Transaction Di	Refer No.	Refer Date	Update By	Update Date
☒	Tx202507000001	30/07/2025	01RT2507300001	30/07/2025	Smart Finder	30/07/2025 16:

Seq No Item Code Item Name REQ Transfer C Entry Qty Uom Name Price Amount Location Name

1	12010004	Nuoc ngot lon coca cola 330m 24 lon/thung	2.000	2.000	Lon	6,829.000	13,658.000	Example Warehouse
---	----------	---	-------	-------	-----	-----------	------------	-------------------

10. Items are now successfully moved to the destination warehouse.



Stock Card

Month: July Year: 2025

Item Code: Nuoc ngot lon coca cola 330m 24 lon/thung UOM: Lon

Location: Example Warehouse

Drag a column to this area to group by it.

Tran No	Tran Date	QTY	Unit Price	Amount	Stock Onhand	Avg.Price	Tran Name In/Out	Ref. Location
	30/06/2025	0.000	0.000	0.000	0.000	0.000	B/F	
RX1202507000001	25/07/2025	10.000	6,829.000	68,290.000	10.000	6,829.000	receive Example	
RX3202507000001	30/07/2025	2.000	6,829.000	13,658.000	8.000	6,829.000	Issue Expense Ex...	
Tx202507000001	30/07/2025	2.000	6,829.000	13,658.000	6.000	6,829.000	Transfer item	Example Warehouse 2

Qty.Stock Onhand: 6.000 Price: 6,829.000 Total: 40,974.000

Close Month On: 07 6.000 Avg.Price: 6,829.000

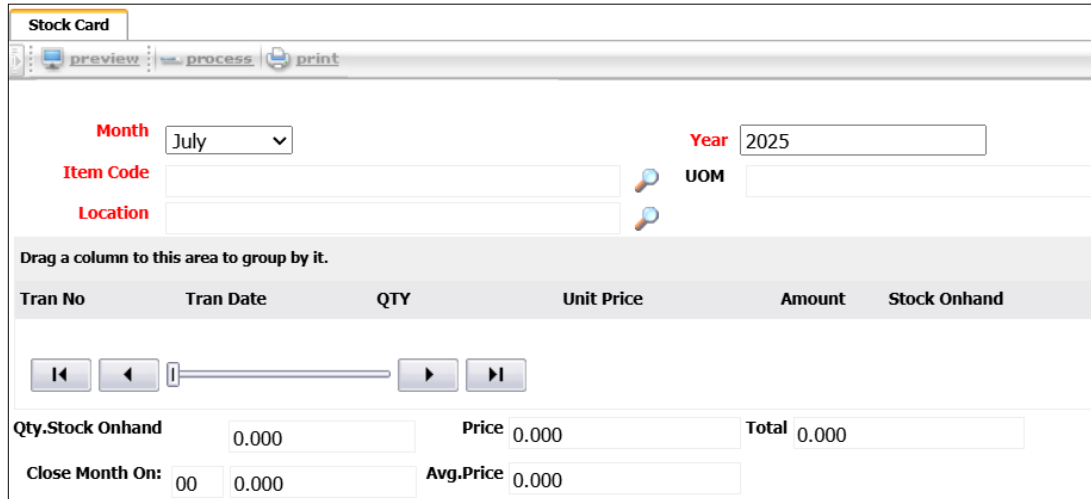
Note: Ensure both warehouses are correctly configured. Transfer only deducts stock after final approval.

3.7 Stock Card

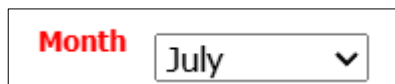
The Stock Card displays detailed item movements by warehouse and period, based on selected parameters.

To perform the task:

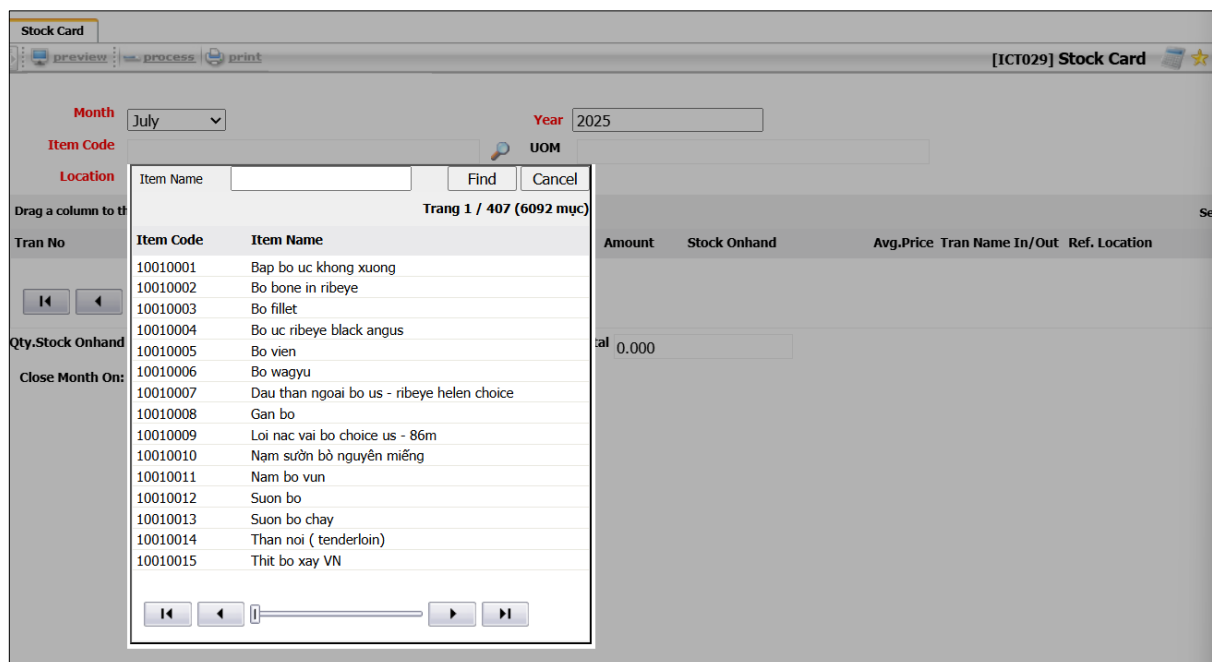
1. Go to **BOS > Inventory > Operations > Stock Card**.



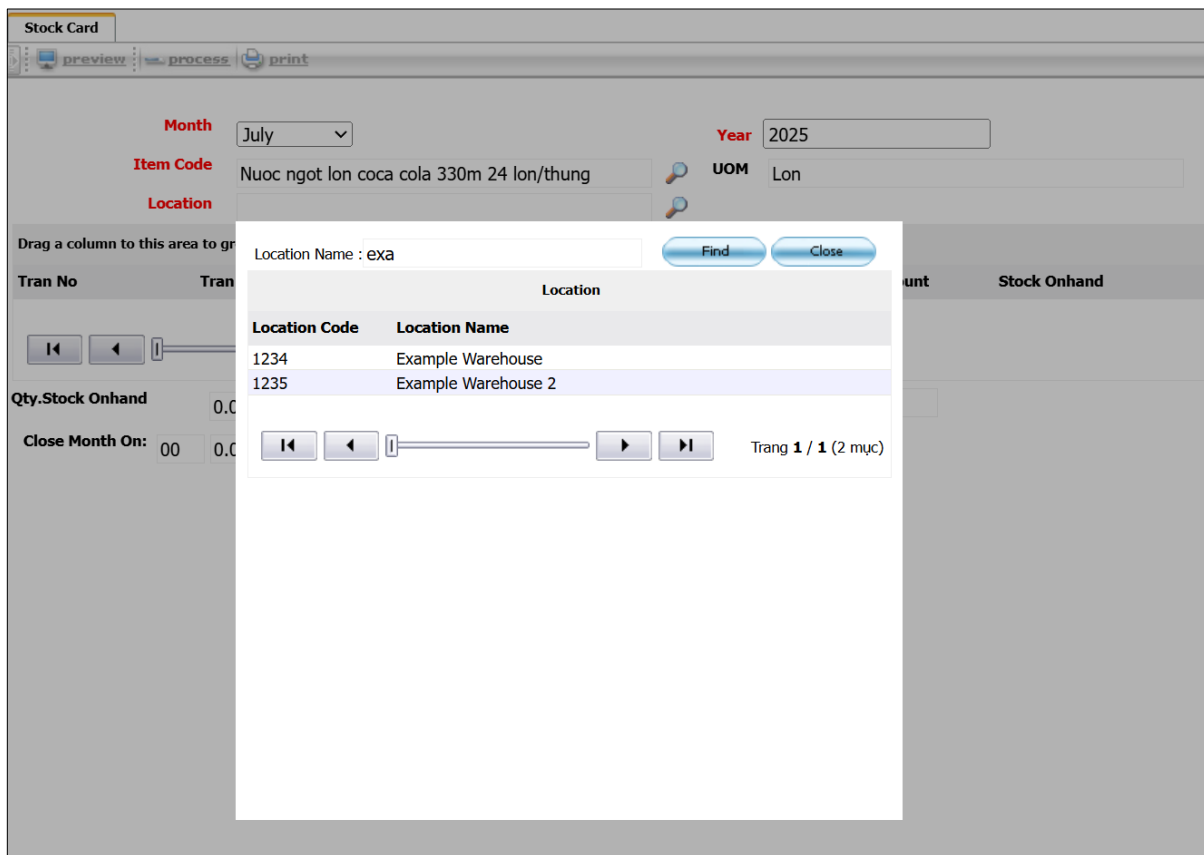
2. Select the month (e.g., July).



3. Click the **magnifying glass icon** to open the item list and choose the desired item.

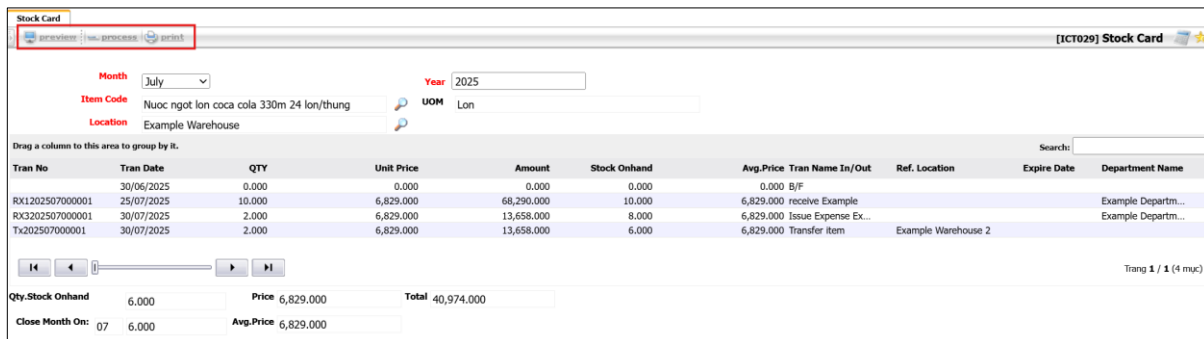


4. Choose the warehouse location to check.



The screenshot shows the 'Stock Card' interface. At the top, there are tabs for 'preview', 'process', and 'print'. Below these, there are input fields for 'Month' (July), 'Year' (2025), 'Item Code' (Nuoc ngot lon coca cola 330m 24 lon/thung), and 'UOM' (Lon). A 'Location' field is also present. A dialog box titled 'Location' is open, showing a list of locations with columns 'Location Code' and 'Location Name'. The list contains two entries: '1234 Example Warehouse' and '1235 Example Warehouse 2'. The dialog box has 'Find' and 'Close' buttons. Below the dialog box, there are navigation buttons and a page indicator 'Trang 1 / 1 (2 mục)'.

5. Click **Process** to view the Stock Card. You can preview or print the document.



The screenshot shows the 'Stock Card' interface with the 'process' tab selected. The interface displays a table of transactions with columns: Tran No, Tran Date, QTY, Unit Price, Amount, Stock Onhand, Avg.Price, Tran Name In/Out, Ref. Location, Expire Date, and Department Name. The table contains three rows of data. Below the table, there are summary fields for 'Qty.Stock Onhand', 'Price', 'Total', 'Close Month On', and 'Avg.Price'. The 'process' tab is highlighted in the top navigation bar.

Note: Ensure the selected item and location are correct before processing to avoid incomplete reports.

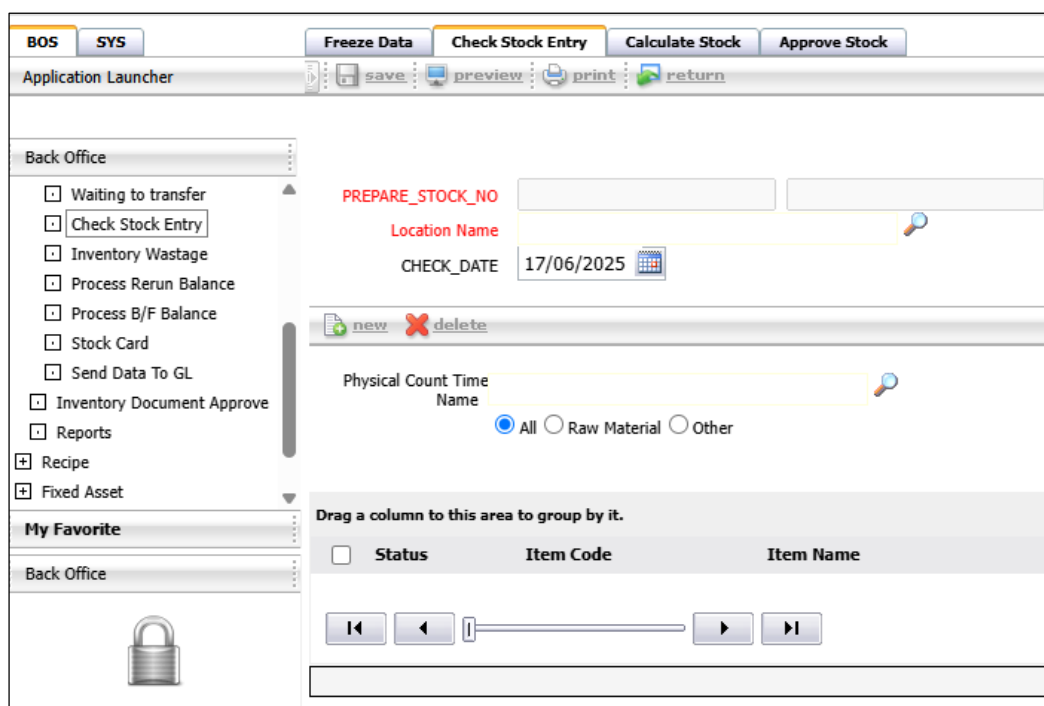
3.8 Check Stock Entry

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 interface includes a top navigation bar with tabs for 'BOS', 'SYS', 'Freeze Data', 'Check Stock Entry' (active), 'Calculate Stock', and 'Approve Stock'. Below the navigation bar is an 'Application Launcher' section with a sidebar menu on the left containing options like 'Waiting to transfer', 'Check Stock Entry', 'Inventory Wastage', 'Process Rerun Balance', 'Process B/F Balance', 'Stock Card', 'Send Data To GL', 'Inventory Document Approve', 'Reports', 'Recipe', and 'Fixed Asset'. The main area contains input fields for 'PREPARE_STOCK_NO', 'Location Name', and 'CHECK_DATE' (set to 17/06/2025). There are also buttons for 'new' and 'delete'. Below these is a section for 'Physical Count Time Name' with radio buttons for 'All', 'Raw Material', and 'Other'. At the bottom, there is a table header with columns 'Status', 'Item Code', and 'Item Name', and a pagination control with arrows and a slider.

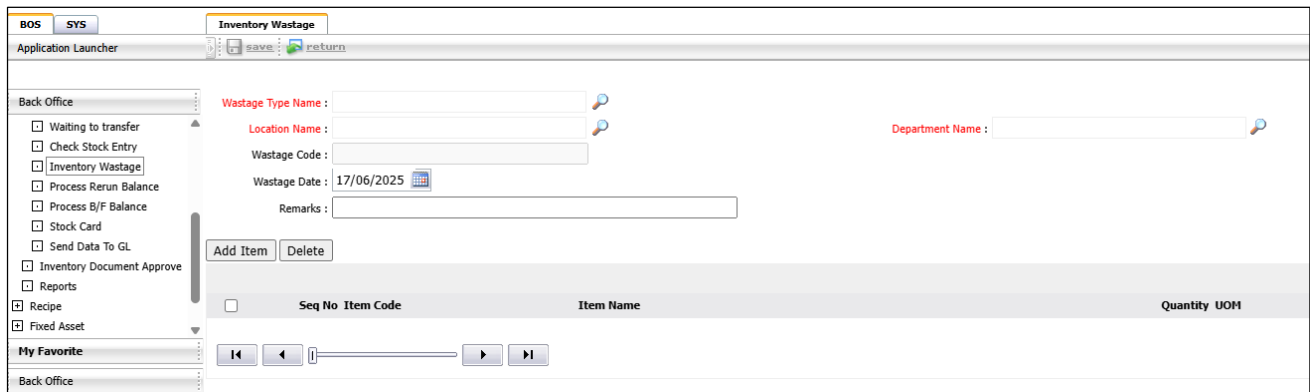
Note: Stock adjustments should be reviewed and approved by authorized personnel. Use reasons clearly.

3.9 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.



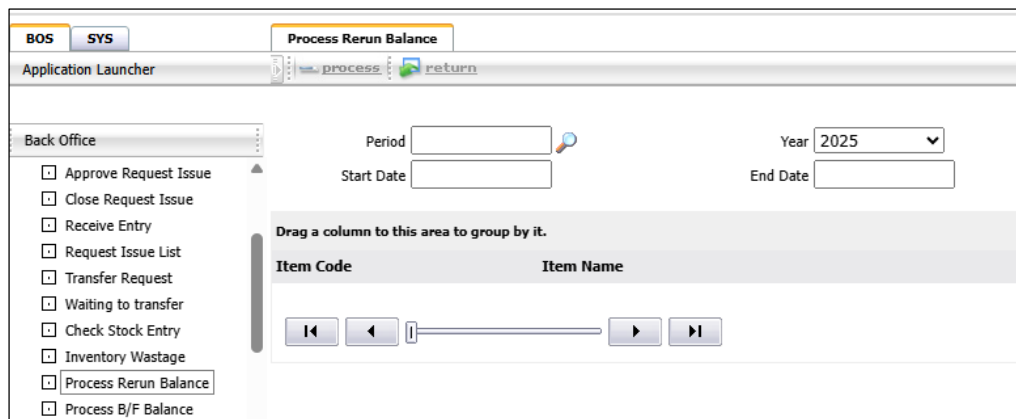
Note: Wastage entries should be reviewed regularly to detect patterns and reduce future losses.

3.10 Process Rerun Balance

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.



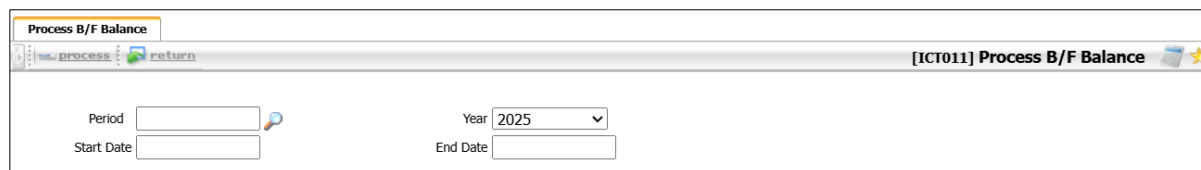
Note: Processing is recommended daily or before end-of-month closing.

3.11 Process B/F Balance

This function is used to carry forward the B/F (brought forward) balances of all warehouses to the new accounting period.

To perform the task:

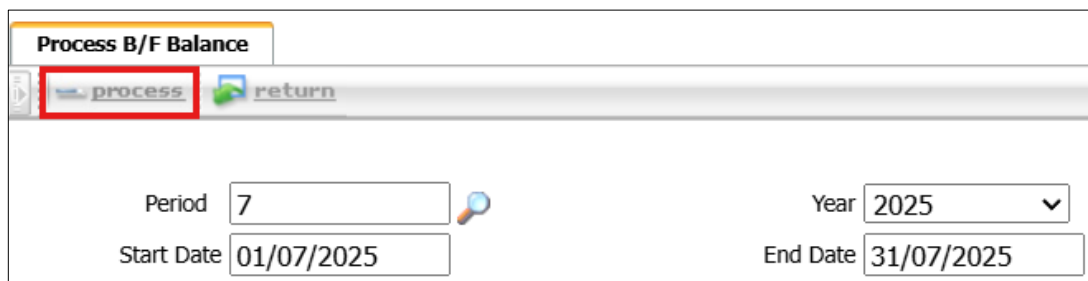
1. Go to **BOS > Inventory > Operations > Process B/F Balance**.



2. Select the desired period (e.g., **07/2025**).



3. Click **Process** to generate the B/F balance for the new period.



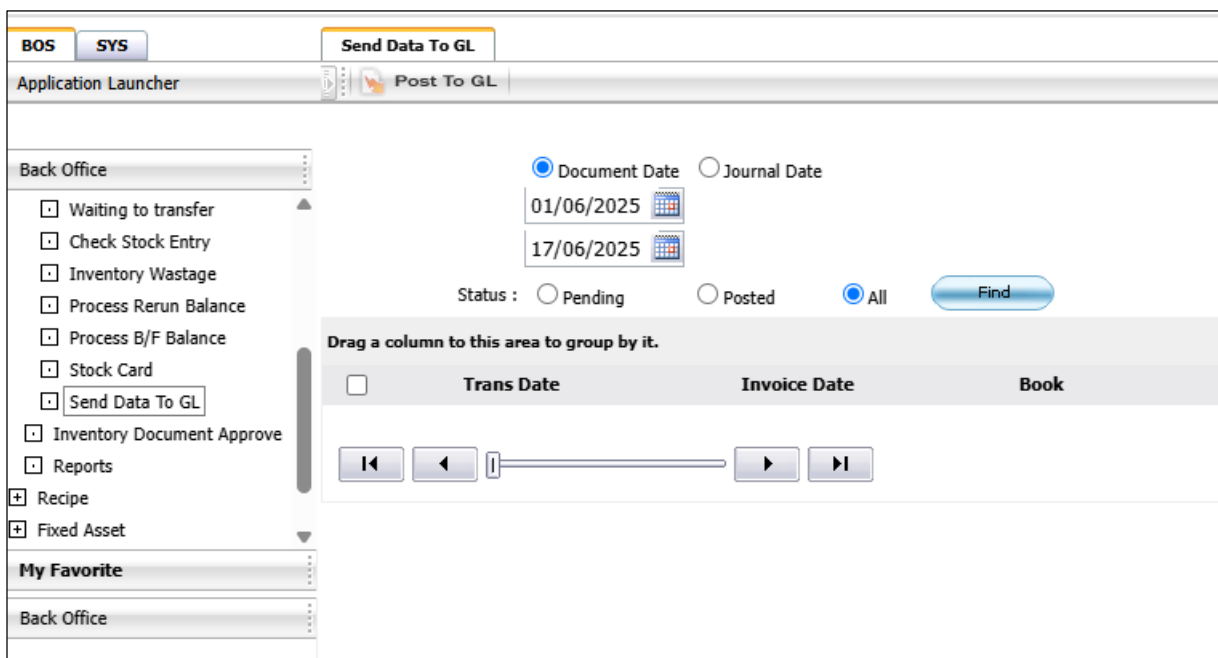
Note: Always process B/F after closing the previous period to maintain stock accuracy.

3.12 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).



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