

Manual

BOS- Securities Control User Guide

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1. Overview

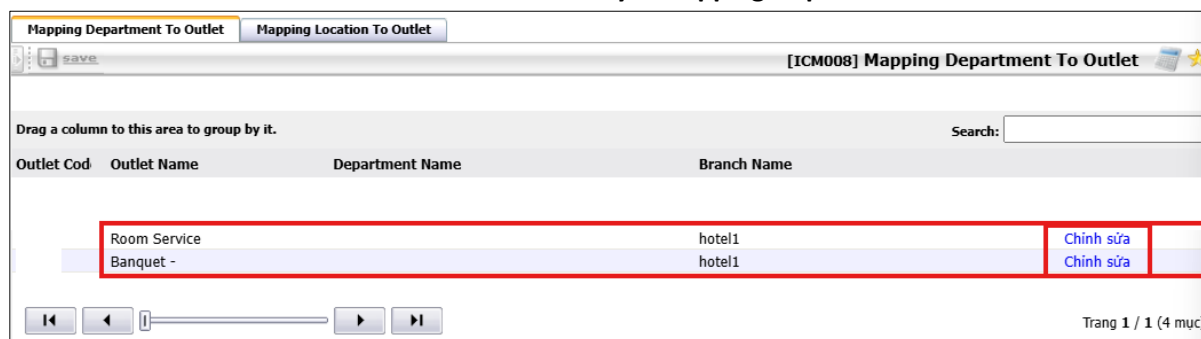
The Securities Control module in SmartBOS manages key backend operations including department-to-outlet mapping, recipe-based inventory deduction, asset monitoring, account code setup, period configuration, posting rules, and budgeting. These tools ensure accurate inventory and financial tracking, helping maintain system integrity across all departments.

2. Mapping Department to Outlet

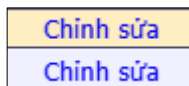
This function maps departments in SmartBOS to POS outlet data, allowing proper linkage between POS transactions and inventory costing.

To perform the task:

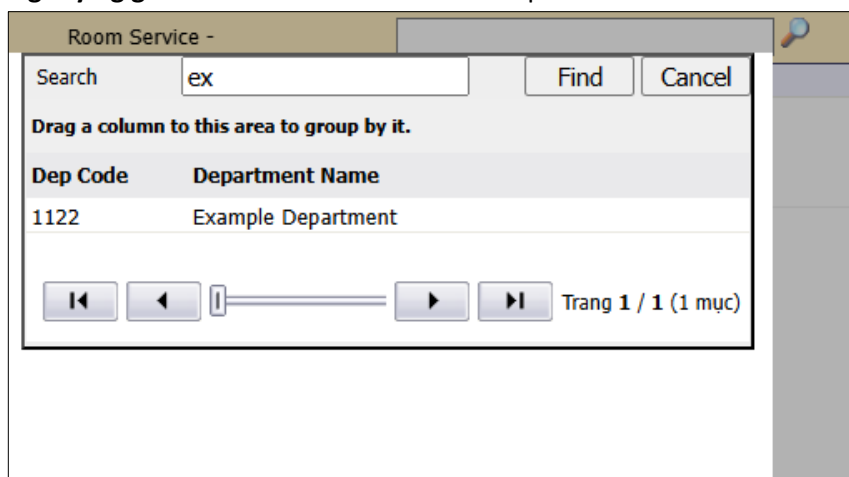
- Go to: **SYS > Back Office Master > Inventory > Mapping Department To Outlet**



- Click **Chỉnh sửa** to edit and select a department.



- Click the **Magnifying glass icon** to view and select a department.



- Click **Cập nhật** to save, then click **Save** at the top-left corner.

SVL03
 Room Service -
 Example Department
 hotel1
 Cập nhật | Hủy

Mapping Department To Outlet
 Mapping Location To Outlet

SAVE

Note: Ensure the selected department matches the outlet to avoid misreporting or incorrect inventory deduction.

3. Sale Deduction

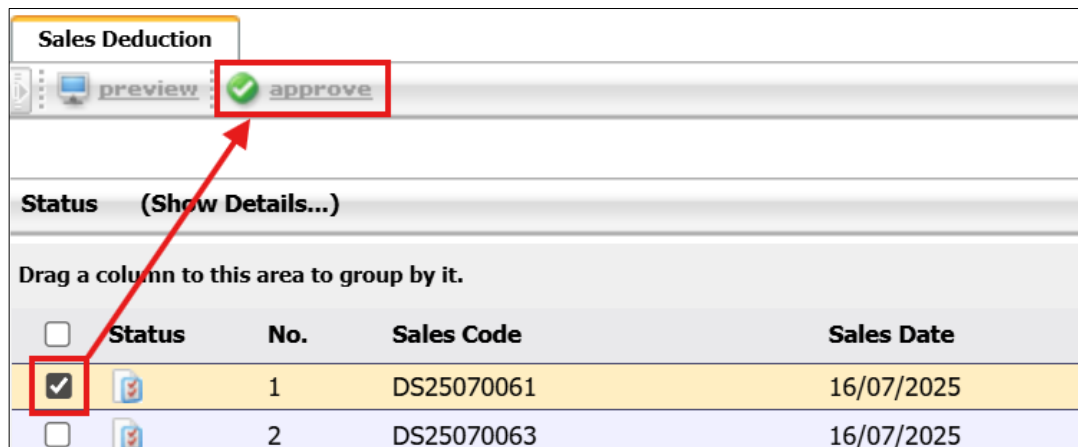
Used to deduct raw materials from inventory based on sales recorded in the Front Office and recipe data configured in SmartBOS.

To perform the task:

- Go to: **BOS > Recipe > Recipe Operation > Sales Deduction**

Sales Deduction					
preview approve					
Status (Show Details...)					
Drag a column to this area to group by it.					
☐	Status	No.	Sales Code	Sales Date	Deducted Date
☐		1	DS25070061	16/07/2025	
☐		2	DS25070063	16/07/2025	
☐		3	DS25070067	17/07/2025	
☐		4	DS25070071	18/07/2025	
☐		5	DS25070072	19/07/2025	
☐		6	DS25070080	21/07/2025	
☐		7	DS25070087	22/07/2025	
☐		8	DS25070100	26/07/2025	
☐		9	DS25070104	27/07/2025	
☐		10	DS25070112	29/07/2025	
☐		11	DS25070113	29/07/2025	
☐		12	DS25070114	29/07/2025	
☐		13	DS25070115	29/07/2025	
☐		14	DS25070116	30/07/2025	
☐		15	DS25070117	30/07/2025	
☐		16	DS25070118	30/07/2025	
☐		17	DS25070119	30/07/2025	

2. Select the item and click **Approve**. The system auto-generates an inventory issue document based on the recipe mapping.



Sales Deduction			
preview approve			
Status (Show Details...)			
Drag a column to this area to group by it.			
☐ Status	No.	Sales Code	Sales Date
☒	1	DS25070061	16/07/2025
☐	2	DS25070063	16/07/2025

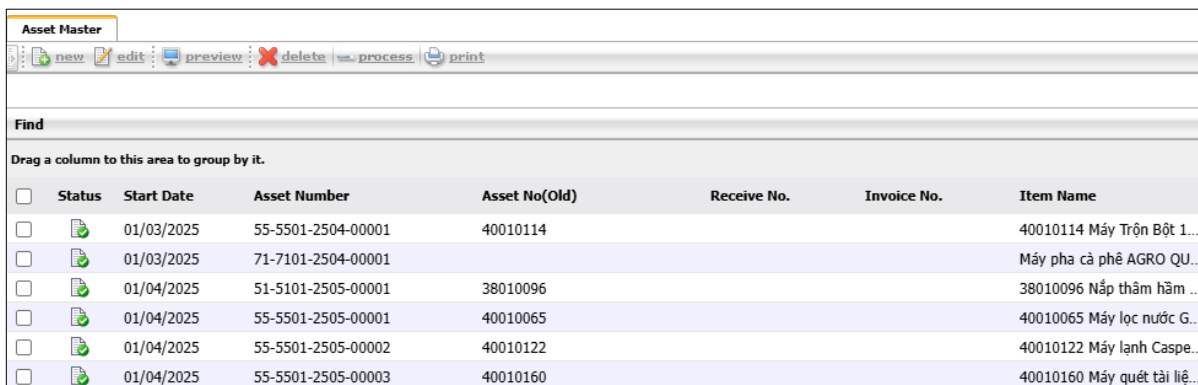
Note: Ensure the recipe and sales data mapping is accurate before approving the deduction.

4. Asset Master

Provides a list of all fixed assets and tools, including both active and recently received items, helping monitor company assets.

To perform the task:

- ☐ Access the Asset Master screen to review current asset data.



Asset Master						
new edit preview delete process print						
Find						
Drag a column to this area to group by it.						
☐ Status	Start Date	Asset Number	Asset No(Old)	Receive No.	Invoice No.	Item Name
☐	01/03/2025	55-5501-2504-00001	40010114			40010114 Máy Trộn Bột 1...
☐	01/03/2025	71-7101-2504-00001				Máy pha cà phê AGRO QU...
☐	01/04/2025	51-5101-2505-00001	38010096			38010096 Nắp thơm hầm ...
☐	01/04/2025	55-5501-2505-00001	40010065			40010065 Máy lọc nước G...
☐	01/04/2025	55-5501-2505-00002	40010122			40010122 Máy lạnh Caspe...
☐	01/04/2025	55-5501-2505-00003	40010160			40010160 Máy quét tài liệ...

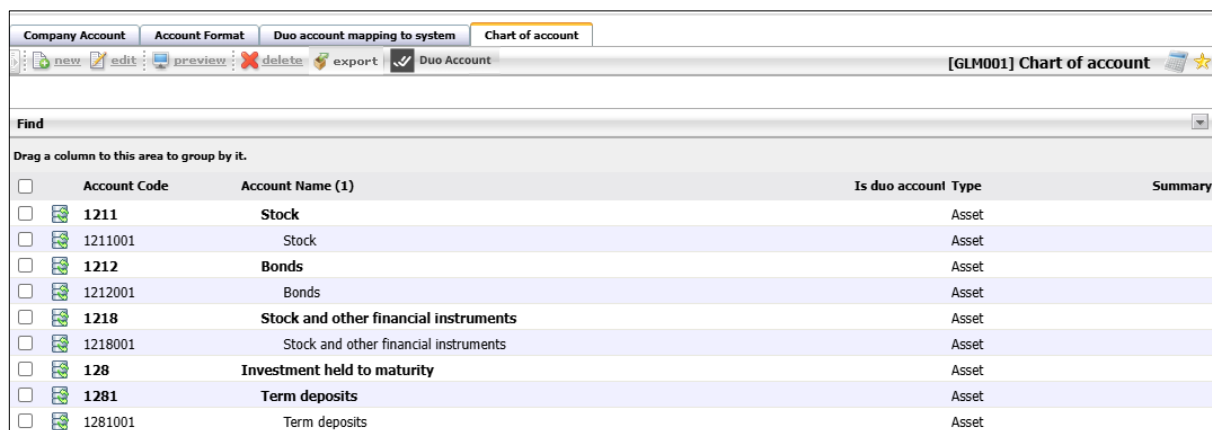
Note: Update asset statuses regularly to ensure data accuracy and accountability.

5. Create New Account Code

Used to define a new chart of account with details such as code, name, and account type for financial reporting.

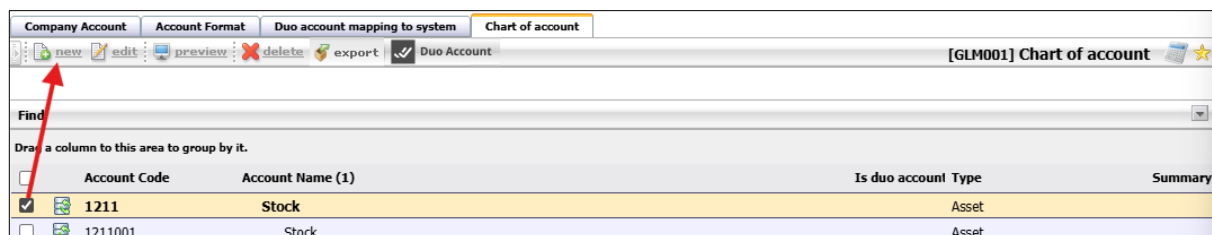
To perform the task:

1. Go to: **SYS > Back Office Master > General Ledger > Chart of Account**



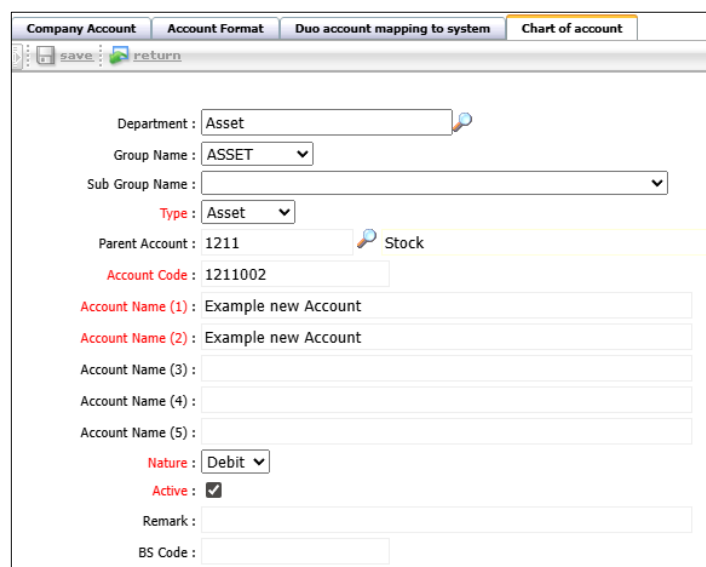
Account Code	Account Name (1)	Is duo account	Type	Summary
☐ 1211	Stock		Asset	
☐ 1211001	Stock		Asset	
☐ 1212	Bonds		Asset	
☐ 1212001	Bonds		Asset	
☐ 1218	Stock and other financial instruments		Asset	
☐ 1218001	Stock and other financial instruments		Asset	
☐ 128	Investment held to maturity		Asset	
☐ 1281	Term deposits		Asset	
☐ 1281001	Term deposits		Asset	

2. Select a subgroup and click **New**



Account Code	Account Name (1)	Is duo account	Type	Summary
☒ 1211	Stock		Asset	
☐ 1211001	Stock		Asset	

3. Enter account details, then click **Save**



Department : Asset
 Group Name : ASSET
 Sub Group Name :
 Type : Asset
 Parent Account : 1211 Stock
 Account Code : 1211002
 Account Name (1) : Example new Account
 Account Name (2) : Example new Account
 Account Name (3) :
 Account Name (4) :
 Account Name (5) :
 Nature : Debit
 Active : ☒
 Remark :
 BS Code :

- Your new account code is now saved in the system under the sub-group you selected.

☐		1211	Stock	Asset
☐		1211001	Stock	Asset
☐		1211002	Example new Account	Asset

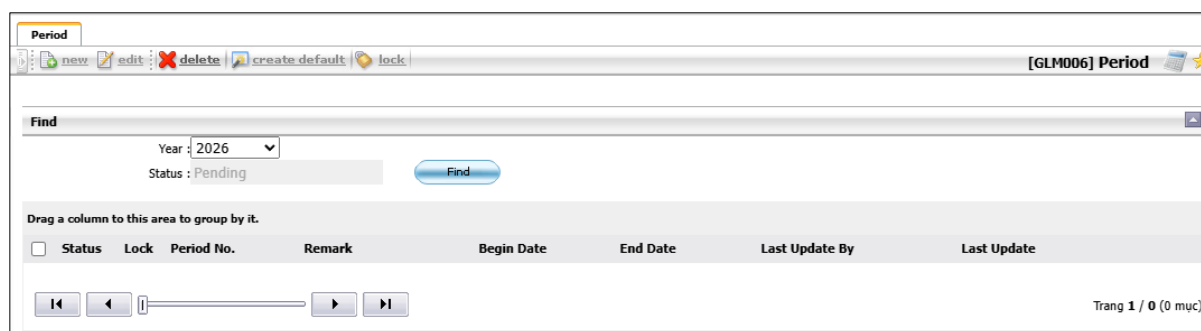
Note: Use meaningful names and unique codes to avoid confusion during financial analysis.

6. Period Config

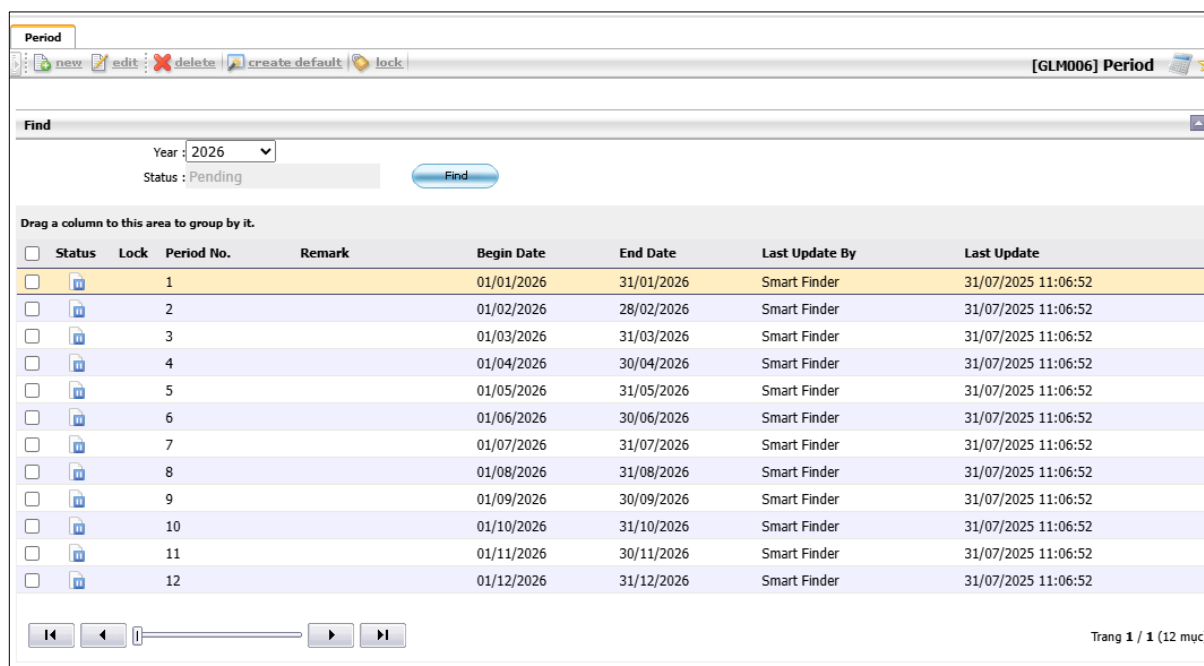
Defines accounting periods to control financial entries and ensure accurate reporting.

To perform the task:

- Go to: **SYS > Back Office Master > General Ledger > Period**



- Choose the fiscal year and click **Create Default**

Status	Lock	Period No.	Remark	Begin Date	End Date	Last Update By	Last Update
☐		1		01/01/2026	31/01/2026	Smart Finder	31/07/2025 11:06:52
☐		2		01/02/2026	28/02/2026	Smart Finder	31/07/2025 11:06:52
☐		3		01/03/2026	31/03/2026	Smart Finder	31/07/2025 11:06:52
☐		4		01/04/2026	30/04/2026	Smart Finder	31/07/2025 11:06:52
☐		5		01/05/2026	31/05/2026	Smart Finder	31/07/2025 11:06:52
☐		6		01/06/2026	30/06/2026	Smart Finder	31/07/2025 11:06:52
☐		7		01/07/2026	31/07/2026	Smart Finder	31/07/2025 11:06:52
☐		8		01/08/2026	31/08/2026	Smart Finder	31/07/2025 11:06:52
☐		9		01/09/2026	30/09/2026	Smart Finder	31/07/2025 11:06:52
☐		10		01/10/2026	31/10/2026	Smart Finder	31/07/2025 11:06:52
☐		11		01/11/2026	30/11/2026	Smart Finder	31/07/2025 11:06:52
☐		12		01/12/2026	31/12/2026	Smart Finder	31/07/2025 11:06:52

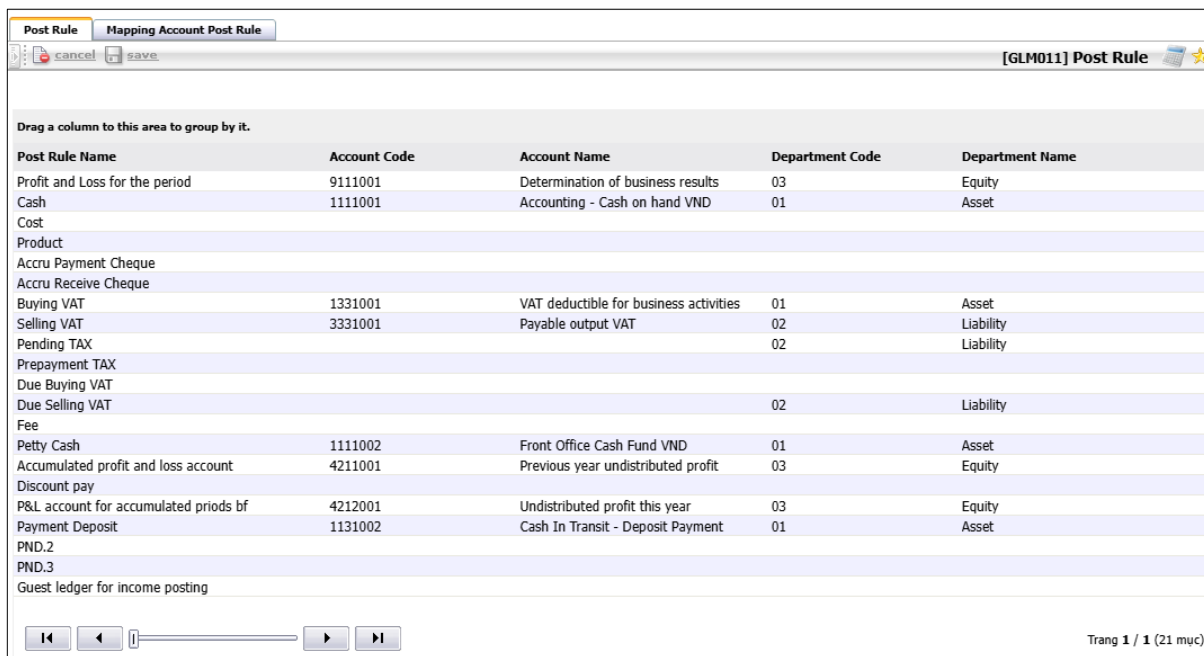
Note: Set up accounting periods in advance before the start of a new fiscal year.

7. Post Rule

Determines default account postings based on business activities in the system.

To perform the task:

1. Double-click the line to change the posting account



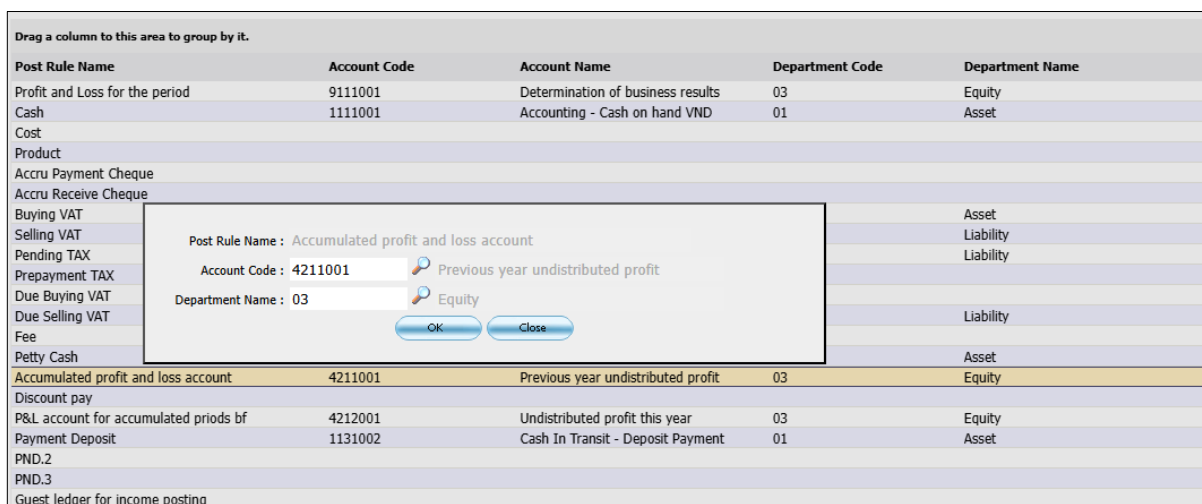
Post Rule Mapping Account Post Rule [GLM011] Post Rule

Drag a column to this area to group by it.

Post Rule Name	Account Code	Account Name	Department Code	Department Name
Profit and Loss for the period	9111001	Determination of business results	03	Equity
Cash	1111001	Accounting - Cash on hand VND	01	Asset
Cost				
Product				
Accru Payment Cheque				
Accru Receive Cheque				
Buying VAT	1331001	VAT deductible for business activities	01	Asset
Selling VAT	3331001	Payable output VAT	02	Liability
Pending TAX			02	Liability
Prepayment TAX				
Due Buying VAT				
Due Selling VAT			02	Liability
Fee				
Petty Cash	1111002	Front Office Cash Fund VND	01	Asset
Accumulated profit and loss account	4211001	Previous year undistributed profit	03	Equity
Discount pay				
P&L account for accumulated priods bf	4212001	Undistributed profit this year	03	Equity
Payment Deposit	1131002	Cash In Transit - Deposit Payment	01	Asset
PND.2				
PND.3				
Guest ledger for income posting				

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2. Select a new account, just double-click the row and choose the new account.

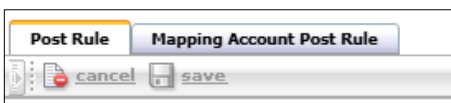


Drag a column to this area to group by it.

Post Rule Name	Account Code	Account Name	Department Code	Department Name
Profit and Loss for the period	9111001	Determination of business results	03	Equity
Cash	1111001	Accounting - Cash on hand VND	01	Asset
Cost				
Product				
Accru Payment Cheque				
Accru Receive Cheque				
Buying VAT				Asset
Selling VAT				Liability
Pending TAX				Liability
Prepayment TAX				
Due Buying VAT				
Due Selling VAT				Liability
Fee				
Petty Cash				Asset
Accumulated profit and loss account	4211001	Previous year undistributed profit	03	Equity
Discount pay				
P&L account for accumulated priods bf	4212001	Undistributed profit this year	03	Equity
Payment Deposit	1131002	Cash In Transit - Deposit Payment	01	Asset
PND.2				
PND.3				
Guest ledger for income posting				

Post Rule Name : Accumulated profit and loss account
 Account Code : 4211001 Previous year undistributed profit
 Department Name : 03 Equity
 OK Close

3. Click OK, then click Save



Post Rule Mapping Account Post Rule

cancel save

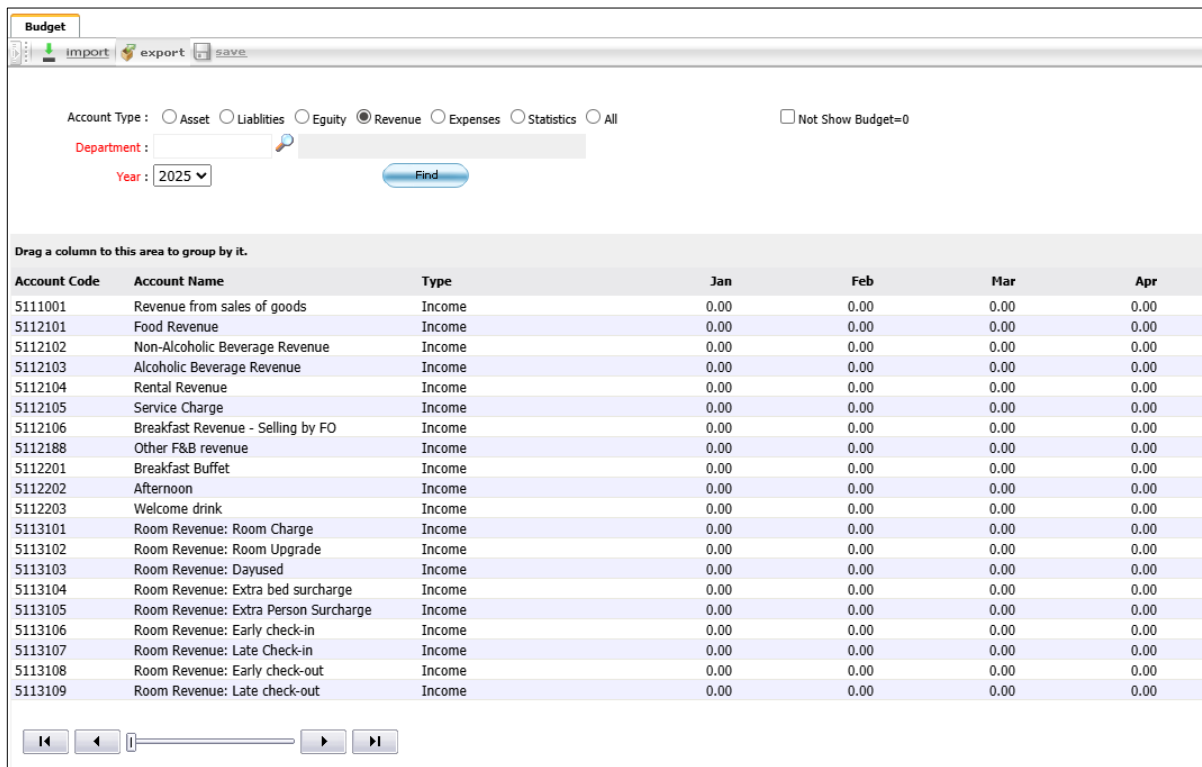
Note: Review post rules periodically to align with updated financial policies.

8. Budget

Allows users to define income and expense budgets for departments to help monitor financial health.

To perform the task:

1. Go to: **SYS > Back Office Master > General Ledger > Budget**



Account Type : ☐ Asset ☐ Liabilities ☐ Equity ☒ Revenue ☐ Expenses ☐ Statistics ☐ All ☐ Not Show Budget=0

Department :

Year : 2025

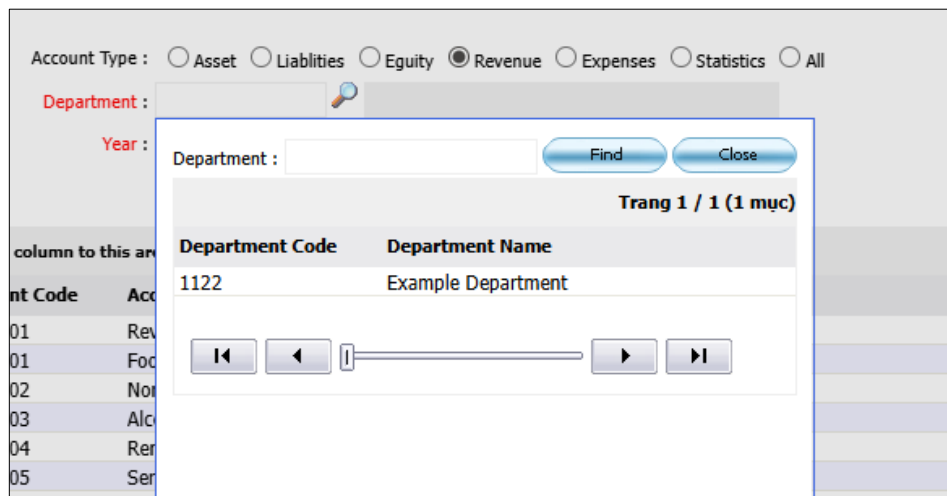
Drag a column to this area to group by it.

Account Code	Account Name	Type	Jan	Feb	Mar	Apr
5111001	Revenue from sales of goods	Income	0.00	0.00	0.00	0.00
5112101	Food Revenue	Income	0.00	0.00	0.00	0.00
5112102	Non-Alcoholic Beverage Revenue	Income	0.00	0.00	0.00	0.00
5112103	Alcoholic Beverage Revenue	Income	0.00	0.00	0.00	0.00
5112104	Rental Revenue	Income	0.00	0.00	0.00	0.00
5112105	Service Charge	Income	0.00	0.00	0.00	0.00
5112106	Breakfast Revenue - Selling by FO	Income	0.00	0.00	0.00	0.00
5112188	Other F&B revenue	Income	0.00	0.00	0.00	0.00
5112201	Breakfast Buffet	Income	0.00	0.00	0.00	0.00
5112202	Afternoon	Income	0.00	0.00	0.00	0.00
5112203	Welcome drink	Income	0.00	0.00	0.00	0.00
5113101	Room Revenue: Room Charge	Income	0.00	0.00	0.00	0.00
5113102	Room Revenue: Room Upgrade	Income	0.00	0.00	0.00	0.00
5113103	Room Revenue: Dayused	Income	0.00	0.00	0.00	0.00
5113104	Room Revenue: Extra bed surcharge	Income	0.00	0.00	0.00	0.00
5113105	Room Revenue: Extra Person Surcharge	Income	0.00	0.00	0.00	0.00
5113106	Room Revenue: Early check-in	Income	0.00	0.00	0.00	0.00
5113107	Room Revenue: Late Check-in	Income	0.00	0.00	0.00	0.00
5113108	Room Revenue: Early check-out	Income	0.00	0.00	0.00	0.00
5113109	Room Revenue: Late check-out	Income	0.00	0.00	0.00	0.00

2. Select the Account Type as Revenue or expense

Account Type : ☐ Asset ☐ Liabilities ☐ Equity ☒ Revenue ☐ Expenses ☐ Statistics ☐ All

3. Choose a department



Account Type : ☐ Asset ☐ Liabilities ☐ Equity ☒ Revenue ☐ Expenses ☐ Statistics ☐ All

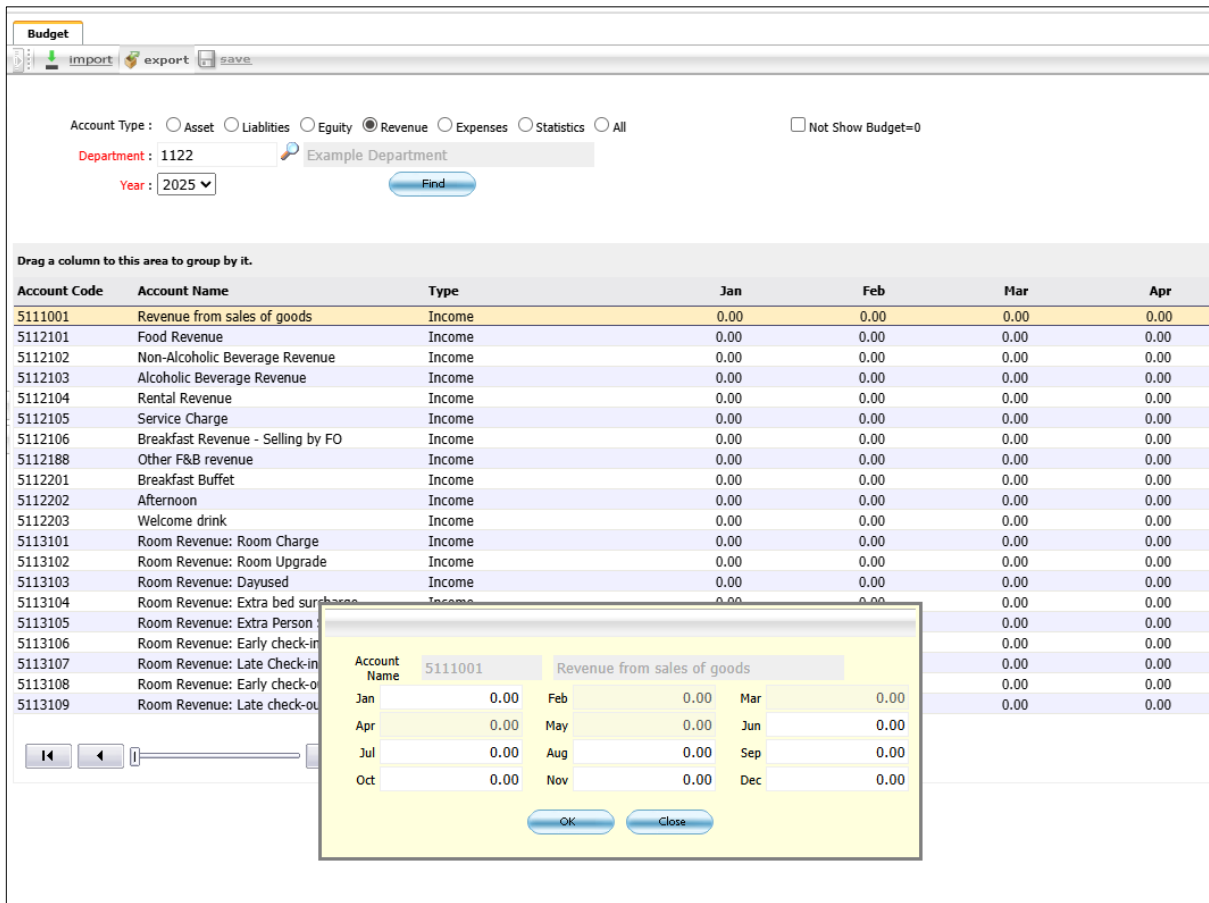
Department :

Year :

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Department Code	Department Name
1122	Example Department

4. Double-click to input budget amounts

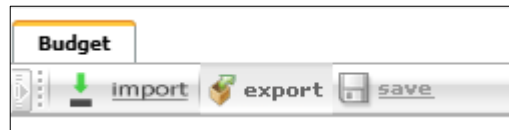


The screenshot shows the 'Budget' application window. At the top, there are buttons for 'import', 'export', and 'save'. Below these, there are radio buttons for 'Account Type' (Asset, Liabilities, Equity, Revenue, Expenses, Statistics, All) and a checkbox for 'Not Show Budget=0'. The 'Department' is set to '1122' and the 'Year' is '2025'. A 'Find' button is also present.

The main table lists account codes and names, with columns for 'Jan', 'Feb', 'Mar', and 'Apr'. The table is filtered to show only 'Revenue' accounts. A modal dialog is open, allowing the user to edit the budget amounts for the selected account (5111001, Revenue from sales of goods). The dialog has a grid for entering values for each month from Jan to Dec.

Account Code	Account Name	Type	Jan	Feb	Mar	Apr
5111001	Revenue from sales of goods	Income	0.00	0.00	0.00	0.00
5112101	Food Revenue	Income	0.00	0.00	0.00	0.00
5112102	Non-Alcoholic Beverage Revenue	Income	0.00	0.00	0.00	0.00
5112103	Alcoholic Beverage Revenue	Income	0.00	0.00	0.00	0.00
5112104	Rental Revenue	Income	0.00	0.00	0.00	0.00
5112105	Service Charge	Income	0.00	0.00	0.00	0.00
5112106	Breakfast Revenue - Selling by FO	Income	0.00	0.00	0.00	0.00
5112188	Other F&B revenue	Income	0.00	0.00	0.00	0.00
5112201	Breakfast Buffet	Income	0.00	0.00	0.00	0.00
5112202	Afternoon	Income	0.00	0.00	0.00	0.00
5112203	Welcome drink	Income	0.00	0.00	0.00	0.00
5113101	Room Revenue: Room Charge	Income	0.00	0.00	0.00	0.00
5113102	Room Revenue: Room Upgrade	Income	0.00	0.00	0.00	0.00
5113103	Room Revenue: Dayused	Income	0.00	0.00	0.00	0.00
5113104	Room Revenue: Extra bed surcharge	Income	0.00	0.00	0.00	0.00
5113105	Room Revenue: Extra Person	Income	0.00	0.00	0.00	0.00
5113106	Room Revenue: Early check-in	Income	0.00	0.00	0.00	0.00
5113107	Room Revenue: Late Check-in	Income	0.00	0.00	0.00	0.00
5113108	Room Revenue: Early check-out	Income	0.00	0.00	0.00	0.00
5113109	Room Revenue: Late check-out	Income	0.00	0.00	0.00	0.00

5. Use **Export** and **Import** for Excel-based input



The screenshot shows the 'Budget' application window with the 'import' and 'export' buttons highlighted. The 'save' button is also visible.

6. Click **Save**



The screenshot shows a dark gray message box with the text 'Save budget completed' and an 'OK' button.

Note: Budgets help compare actual performance against targets for financial planning.