



**“HOW TO”  
ADD PRODUCTS  
& RECIPES**



### This is a 2 step process:

1. Create the product or recipe, and then
2. Add the newly created product or recipe to the pos layout

### 1. The below “HOW TO” details show how you create the product or recipe

## Setting Up Products (eg: Beers, Spirits, Wines etc...)

### General Tab

1. Open BOSSII ADMIN
2. Click on Products
3. Click on Maintain Products
4. Click on NEW
5. Click on Product Name box & type the name of the product
6. Click on the Sub Category Button
7. Double Click on the Sub Category Button your want this product linked to
8. Click on the “What unit do you store the above item in?” gold box & enter for a spirit and a wine, **ml** or for a bottled beer, **btl**
9. The allowable stocktake variance % is how much you allow as wastage on products eg fat on meat etc
10. Click on the box & enter a number for the wastage % EG: 5 = 5% & press enter

### Purchasing Tab

1. Click on the Purchasing TAB at the top of the screen
2. Click on Tax Code button & then double click on the required tax code
3. Click on the GL Code button & then double click on the required General Ledger account
4. Click on NEW at bottom of screen
5. Click on Pack Description or you can just type it in
6. Double Click on the required Package Description this will fill in all the boxes
7. If you choose to type in the Pack Description manually you will need to fill all the fields.
8. Click on Package Size box & enter 12 if you are buying in cartons of 12 bottles
9. Click on Unit Description box & type bottle
10. Click on Unit Size & enter 1 (= 1 x bottle)
11. Click on Min Qty Box & enter the minimum quantity of the item you want to hold in stock before re-ordering



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12. Click on Par level. This is the maximum amount of stock you wish to hold or when placing orders to order back up to this level of stock.
13. Click on NEW for a new supplier
14. Click on the supplier button
15. Double Click on the required supplier
16. Click on the preferred supplier for this product if you wish to order this product as the default (NB if the box is not ticked the product can not be ordered)
17. Click on the Product No Box & enter the supplier product code
18. Click on the cost box & enter the **ex-gst** or **LUC** price for the item ordered in it's package size price
19. Click on Save
20. Click on the each stock location where you want the stock to be counted for Stocktakes
21. Click on Save

### Sell Tab

1. Click on the Sell TAB
2. Click on Tax Code button & then double click on the required tax code
3. Click on the GL Code button & then double click on the required General Ledger account
4. Click on NEW
5. Click on the POS Description box & enter the description that you want to appear on the POS button on the till
6. Click on the Receipt Description box & enter the description that you want to appear on the receipts & also on the kitchen / Drinks docket
7. Click on the Barcode box & enter or scan the bar code if you have a scanner
8. Click on the Channel button & select the printer where you want this item to be printed (where the item is to be made or delivered from)
9. Click on the Course button & select the course this is normally the order that it is served to the clients EG Entrée / Mains / Desert
10. Click on the Selling Size & enter the quantity that you want to sell EG: if your selling a Scotch & Cola you would enter 30 = 30 mls of spirits in the glass.
11. Click on Price 1 & enter the retail price including GST & press enter. This will calculate the percentage cost of the item being sold
12. Click on each of the pricing policies that apply to the sale of this item on the right had side of the screen
13. You can click on Tag All to select all Pricing Policies at once
14. Click on each of the Coupons that apply to the sale of this item on the right had side of the screen
15. You can click on Tag All to select all Pricing Policies at once
16. You can if you choose make the product unavailable at certain times if you choose
17. Click on the availability TAB
18. Click on each of the times that you want the product to be unavailable for sale & then click on the RED box in the top centre of the screen. This will change the selected boxed to RED. You can select multiple boxes by holding down the CTRL key & then clicking on each of the boxes & then let go of the CTRL key.
19. Click on Save
20. Click on Save



### Set Up of Recipes (eg: Coffees, Cocktails, Food items etc...)

1. Click on Products
2. Click on Recipes
3. Click on NEW
4. Click on Menu Name box & enter the name of the new Recipe Item to add
5. Click on Sub Category button
6. Double Click on the required sub category
7. Click in the "Menu Description" window & type a menu description of the item how you want it to appear on the printed menu
8. Click in the "How to make" window & type the recipe on how to make that item & include the instructions also
9. Click on the down arrow to the right the "Questions to ask customer when selling this time"
10. Click on the required question
11. Click on the check box to the right of the question to make it active. A tick will appear in the check box
12. If you have photo's of the items you can display them. You must copy all the required photos to the photo directory within the Bossii directory to load them.
13. Click on Select image
14. Double Click on the required photo
15. Click on the ingredients tab at the top
16. Click on NEW
17. Click on the ingredient button
18. Double Click on the required item
19. Click on the qty box & enter the quantity used for the item in the recipe. The total cost will display depending on how much of the item you use
20. Click on ok
21. You can add as many items as you like to create a recipe. It is advisable to have one standard cost item for Food & one for beverage for item costs that you don't store in the system EG: ice etc.
22. Click on the Sell TAB at the top of the screen
23. Click on Tax Code button & then double click on the required tax code
24. Click on the GL Code button & then double click on the required account
25. Click on POS Description box & enter the description that you want to see on the buttons in the pos
26. Click on Receipt Description box & enter the description that you want to see on the docketts
27. Click on the Barcode box & enter or scan the bar code if you have a scanner
28. Click on the Channel button & select the printer where you want this item to be printed (where the item is to be made or delivered from)
29. Click on the Course button & select the course this is normally the order that it is served to the clients EG Entrée / Mains / Desert
30. Click on Price 1 & enter the retail price including GST & press enter. This will calculate the percentage cost of the item being sold
31. Click on each of the pricing policies that apply to the sale of this item on the right had side of the screen
32. You can click on Tag All to select all Pricing Policies at once
33. Click on each of the Coupons that apply to the sale of this item on the right had side of the screen
34. You can click on Tag All to select all Pricing Policies at once



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35. You can if you choose make the product unavailable at certain times if you choose
36. Click on the availability TAB
37. Click on each of the times that you want the product to be unavailable for sale & then click on the RED box in the top centre of the screen. This will change the selected boxed to RED. You can select multiple boxes by holding down the CTRL key & then clicking on each of the boxes & then let go of the CTRL key.
38. Click on Save

### **Putting Product / Recipe Buttons On A Menu Layout**

1. Select POS
2. Select POS button setup
3. Highlight menu layout to be changed and press "Edit"
4. Select the Menu option page to edit
5. Filter down from the major category
6. Highlight required item and select a blank space to put the POS button to
7. Select "Save"

### **Putting Menu Category Buttons On The Screen**

1. Select POS
2. Select POS button setup
3. Highlight menu layout to be changed and press "Edit"
4. Scroll down and choose a blank menu button and select it
5. A prompt will ask "Do you want to create a new category"
6. Select Yes
7. Type in the category name
8. Change the text and button colour by double clicking in the box selecting the required colour and pressing ok
9. Select "save" to exit