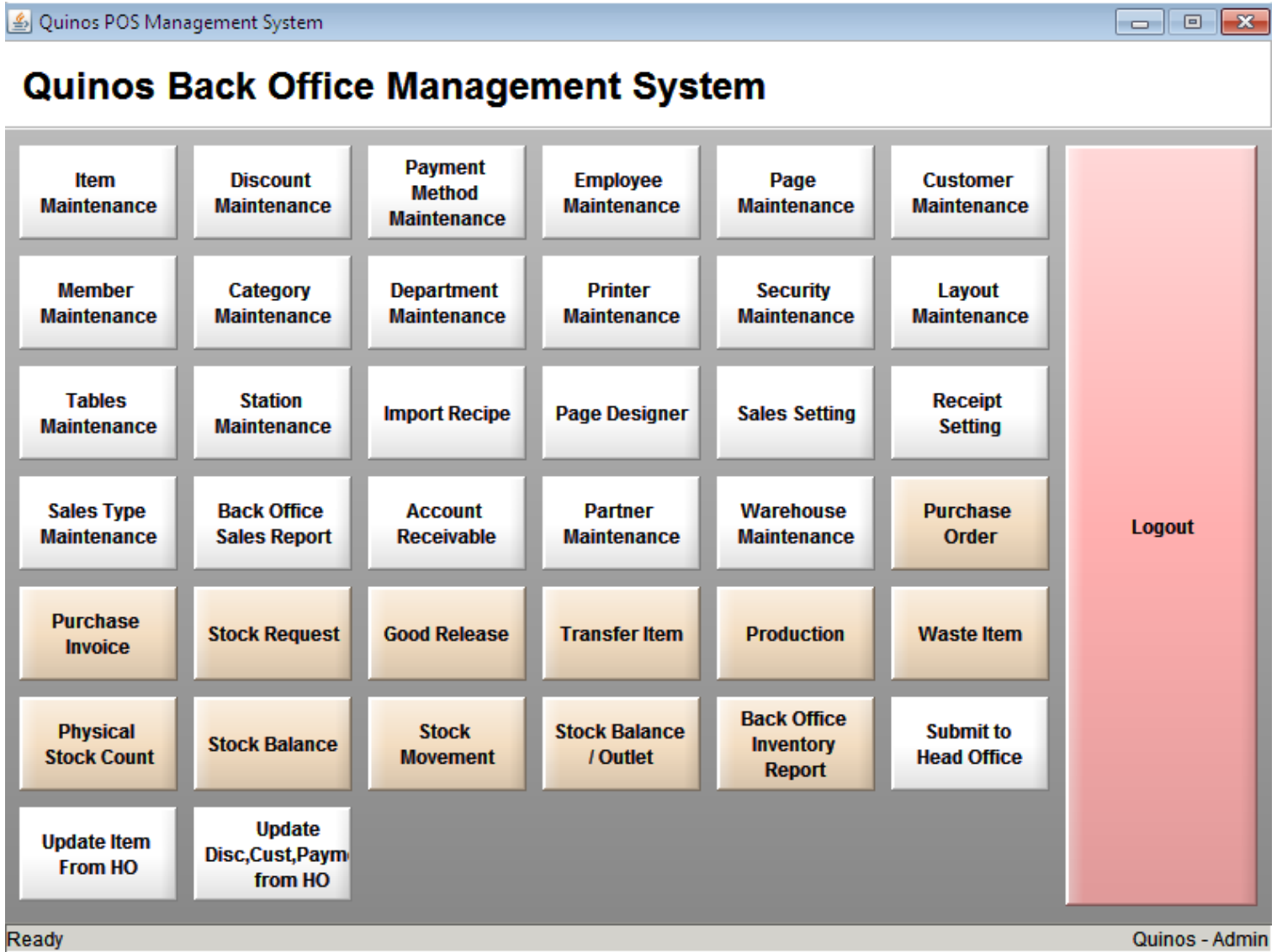


PANDUAN BACK OFFICE QUINOS SYSTEM



Tampilan Quinos Back Office System

A. Membuat Item / Menu Jual

Masuk Item Maintenance

1. Klik New.
2. Masukkan Nama Menu.
3. Pilih Category Menu yang baru di buat (*Bila Category belum ada, buat dulu Categorynya*).
4. Klik Sales (*Pastikan Purchased dan Stocked di Uncheck*).
5. Pilih Page (*Page adalah Button untuk meletakkan menu kita di Quinos POS*).
6. Masukkan Harga untuk menu yang kita buat.
7. Pilih Warehouse (*Warehouse adalah tempat penyimpanan yang akan berkurang bila menu tersebut dijual*).
8. Pilih Printer (*Printer tempat menu tersebut di print bila di Order*).
9. Lalu Klik Save

The screenshot shows the 'Item Maintenance' window. The 'New' button is circled in red and labeled '1'. The 'Name' field contains 'Nama Menu' and is labeled '2'. The 'Category' dropdown is set to 'CHICKEN CHOICES' and is labeled '3'. The 'Sales' checkbox is checked and labeled '4'. The 'Page' dropdown is set to 'CHICKEN CHOICES' and is labeled '5'. The 'Sales Whouse' dropdown is set to 'KITCHEN' and is labeled '7'. The 'Price 1' field is set to '50,000' and is labeled '6'. The 'Printer1' dropdown is set to 'KITCHEN PRINTER' and is labeled '8'. The interface includes a toolbar with buttons for New, Save, Delete, Refresh, OSK, Import, and Close. A list of existing items is visible on the left, and the right pane shows various configuration options for the new item.

Name	Code	Category	Active
jahe		BEVERAGE I...	<input checked="" type="checkbox"/>
FRESTEA LEMON		MISCELLAN...	<input checked="" type="checkbox"/>
FRESTEA MELATI		MISCELLAN...	<input checked="" type="checkbox"/>
PULPY ORANGE		DRINK	<input checked="" type="checkbox"/>
NASI PUTIH		OTHER	<input checked="" type="checkbox"/>
TEA PITCHER		DRINK	<input checked="" type="checkbox"/>
MINERAL WATER		MISCELLAN...	<input checked="" type="checkbox"/>
HOT POT GINGER		MISCELLAN...	<input checked="" type="checkbox"/>
TIRAMIZU COFFEE LATTE		DRINK	<input checked="" type="checkbox"/>
HAZELNUT COFFEE LAT...		DRINK	<input checked="" type="checkbox"/>
HOT COFFEE LATTE		DRINK	<input checked="" type="checkbox"/>
TEA		DRINK	<input checked="" type="checkbox"/>
MILKSHAKE VANILA		SHAKES	<input checked="" type="checkbox"/>
KIWI SODA		DRINK	<input checked="" type="checkbox"/>
KID'S SPECIAL		TODAY'S SP...	<input checked="" type="checkbox"/>
ICE CHOCO		CHOCOLOCO	<input checked="" type="checkbox"/>
HOT CHOCO		CHOCOLOCO	<input checked="" type="checkbox"/>
FETTUCCHINE CARBONA...		PORK CHOI...	<input checked="" type="checkbox"/>
choco pasta		BEVERAGE I...	<input checked="" type="checkbox"/>
nasi		FOOD INV	<input checked="" type="checkbox"/>
JAVANESE STYLE PORK...		PORK CHOI...	<input checked="" type="checkbox"/>
chilled espresso		BEVERAGE I...	<input checked="" type="checkbox"/>
KID'S SPECIAL		KID'S MENU	<input checked="" type="checkbox"/>
gula cair		FOOD INV	<input checked="" type="checkbox"/>
BAKED POTATO		FOOD INV	<input checked="" type="checkbox"/>

Untuk menu yang menggunakan Recipe/Ingredient

1. Klik Tab Recipe
2. Klik Add untuk menambah Ingredient.
3. Klik Delete untuk menghapus 1 Ingredient (*Pilih itemnya lalu isi Quantitynya*).
4. Klik Clear untuk menghapus semua Ingredient.
5. Ingredient untuk Menu yang baru kita buat.
6. **Biaya Over Head** atau Biaya lain-lain dari satu menu tersebut.
7. **Result** atau **banyaknya yang dihasilkan**.
8. **Klik Save**

The screenshot shows the 'Item Maintenance' window with the 'Recipes' tab selected. The 'Name' field is 'Nama Menu' and the 'Category' is 'CHICKEN CHOICES'. The 'Recipes' table lists ingredients: 'air' (200.00 ml, 0.44 unit cost, 88.89 total cost), 'gula cair' (50.00 ml, 13.90 unit cost, 695.00 total cost), and 'tea' (5.00 gr, 0.03 unit cost, 0.17 total cost). The 'Overhead(%)' is set to 1p and the 'Result' is 1.

Item	Quantity	Recipe UOM	Unit Cost	Total Cost
air	200.00 ml		0.44	88.89
gula cair	50.00 ml		13.90	695.00
tea	5.00 gr		0.03	0.17

Summary: Result 1, Total Cost 784.06, Overhead(%) 1p, Total 862.46, 1 %

B. Membuat Menu Inventory

1. Masukkan Nama Item yang baru
2. Pilih Category Item tersebut
3. Checklist Purchased dan Stock (*Pastikan Sales Tidak ter Checklist*)
4. **Klik Tab Purchased & Stock**
5. Ketik **UOM** (**Unit Of Measurement** Satuan yang kita gunakan untuk menyimpan Item tersebut / Satuan Simpan)
6. Ketik **Recipe UOM** (**Satuan yang kita gunakan dalam Recipe atau Satuan Pakai**)
7. Isi konveri dari satuan Simpan ke Satuan Pakai
8. Isi Harga Beli Item tersebut.
9. Isi Purchased UOM / Satuan Beli kita dari Supplier.
10. Isi konversi dari Satuan Beli ke Satuan Simpan.
11. **Klik Save**

The screenshot shows the 'Item Maintenance' window with the 'Purchase & Stock' tab selected. The interface is annotated with red circles and numbers 1 through 11, corresponding to the steps in the list above.

Item List (Left Panel):

Name	Code	Category	Active
# less ice		MODIFIER	<input checked="" type="checkbox"/>
# less sugar		MODIFIER	<input checked="" type="checkbox"/>
# more ice		MODIFIER	<input checked="" type="checkbox"/>
# more sugar		MODIFIER	<input checked="" type="checkbox"/>
# no mayo		MODIFIER	<input checked="" type="checkbox"/>
# Separated Ice		MODIFIER	<input checked="" type="checkbox"/>
# separeted sugar		MODIFIER	<input checked="" type="checkbox"/>
air		FOOD INV	<input checked="" type="checkbox"/>
alpukat		BEVERAGE I...	<input checked="" type="checkbox"/>
aple		BEVERAGE I...	<input checked="" type="checkbox"/>
apple vinegar		FOOD INV	<input checked="" type="checkbox"/>
aquaria		BEVERAGE I...	<input checked="" type="checkbox"/>
ayam		FOOD INV	<input checked="" type="checkbox"/>
ayam dada/paha		FOOD INV	<input checked="" type="checkbox"/>
basil		FOOD INV	<input checked="" type="checkbox"/>
bawang bombay		FOOD INV	<input checked="" type="checkbox"/>
bawang putih		FOOD INV	<input checked="" type="checkbox"/>
bay leaf		BEVERAGE I...	<input checked="" type="checkbox"/>
beef paste		FOOD INV	<input checked="" type="checkbox"/>
beef stock		BEVERAGE I...	<input checked="" type="checkbox"/>
beras		FOOD INV	<input checked="" type="checkbox"/>
black pepper		FOOD INV	<input checked="" type="checkbox"/>
bread crumb		FOOD INV	<input checked="" type="checkbox"/>
brokoli		FOOD INV	<input checked="" type="checkbox"/>

Form Fields (Right Panel):

- Name:** NAMA ITEM (1)
- Category:** FOOD INV (2)
- Active:**
- Checklist:** Sales (I sell this item to customer), Purchased (I buy this item from supplier) (3), Stocked (This is an inventory item, count the stock balance for this item) (4)
- Stock Detail:** **UOM:** GR (5), **Avg. Cost:** 25 per GR, **Barcode2:** [empty], **Min Level:** 0 GR, **Par Level:** 0 GR, **Recipe UOM:** GR (6), **GR =:** 1 GR (7)
- Purchase Detail:** **Purch Price:** 25,000 (8), **Purch UOM:** KG (9), **Supplier:** [dropdown], **KG =:** 1,000 GR (10)
- Waste on purch.:** 0 %
- Buttons:** Sales Detail, Purchase & Stock (4), Recipes, Option, Other, Notes & Method (11)

C. Membuat Menu Production

1. Masukkan Nama Item Produksi
2. Pilih Category dari Item Produksi tersebut
3. Checklist Stocked (*Pastikan Hanya Stocked yang di Checklist*)
4. Masukkan UOM / Satuan Simpan Item tersebut
5. Masukkan Recipe UOM / Satuan Pakai Item tersebut.
6. Isi konversi Satuan Simpan ke Satuan Pakai
7. Klik Save

The screenshot shows the 'Item Maintenance' window with a list of items on the left and a detailed configuration form on the right. The 'choco pasta' item is selected in the list. The configuration form has several fields and checkboxes, with red circles and numbers 1 through 8 highlighting specific areas corresponding to the steps in the list above.

Name	Code	Category	Active
tomat		FOOD INV	<input checked="" type="checkbox"/>
tomato pasta		FOOD INV	<input checked="" type="checkbox"/>
tomato sauce		FOOD INV	<input checked="" type="checkbox"/>
TOP CE		EQUIPMENT	<input checked="" type="checkbox"/>
tuna		FOOD INV	<input checked="" type="checkbox"/>
whipped cream		BEVERAGE I...	<input checked="" type="checkbox"/>
Whipping cream		FOOD INV	<input checked="" type="checkbox"/>
wochestershire sauce		FOOD INV	<input checked="" type="checkbox"/>
wortel		FOOD INV	<input checked="" type="checkbox"/>
KAMPONG FRIED CHIC...		Value pack	<input checked="" type="checkbox"/>
brown sauce		FOOD INV	<input checked="" type="checkbox"/>
mushroom sauce		FOOD INV	<input checked="" type="checkbox"/>
marinara sauce		BEVERAGE I...	<input checked="" type="checkbox"/>
bbq sauce		FOOD INV	<input checked="" type="checkbox"/>
house special sauce		FOOD INV	<input checked="" type="checkbox"/>
tartar dressing		FOOD INV	<input checked="" type="checkbox"/>
honey mustard		FOOD INV	<input checked="" type="checkbox"/>
mix spicess		FOOD INV	<input checked="" type="checkbox"/>
brown stock		FOOD INV	<input checked="" type="checkbox"/>
gula cair		FOOD INV	<input checked="" type="checkbox"/>
chilled espresso		BEVERAGE I...	<input checked="" type="checkbox"/>
nasi		FOOD INV	<input checked="" type="checkbox"/>
choco pasta		BEVERAGE I...	<input checked="" type="checkbox"/>
jahe		BEVERAGE I...	<input checked="" type="checkbox"/>

Item Maintenance Configuration for 'choco pasta':

- 1. Name: choco pasta
- 2. Category: BEVERAGE INV
- 3. Stocked (This is an inventory item, count the stock balance for this item)
- 4. Purchase & Stock tab selected
- 5. UOM: botol
- 8. Avg. Cost: 2,156.67 per botol
- 6. Recipe UOM: ml
- 7. Conversion: 450 ml per botol

8. Klik Tab Recipe
9. Klik Add untuk menambah Ingredient.
10. Klik Delete untuk menghapus 1 Ingredient (*Pilih itemnya lalu isi Quantitynya*).
11. Klik Clear untuk menghapus semua Ingredient.
12. Ingredient untuk Menu yang baru kita buat.
13. **Biaya Over Head** atau Biaya lain-lain dari satu menu tersebut.
14. **Klik Save**

The screenshot shows the 'Item Maintenance' window with the following details:

- Search:** choco
- Column:** Name
- Active:**
- Show All:**
- Item List:**

Name	Code	Category	Acti...
CHOCO MINT	CHOCOLOC	CHOCOLOC	<input checked="" type="checkbox"/>
CHOCO BUBBLES	CHOCOLOC	CHOCOLOC	<input checked="" type="checkbox"/>
MILKSHAKE CHOCOLATE	SHAKES	SHAKES	<input checked="" type="checkbox"/>
choco pasta	BEVERAGE I...	BEVERAGE I...	<input checked="" type="checkbox"/>
HOT CHOCO	CHOCOLOC	CHOCOLOC	<input checked="" type="checkbox"/>
ICE CHOCO	CHOCOLOC	CHOCOLOC	<input checked="" type="checkbox"/>
- Item Details:**
 - Name: choco pasta
 - Code: [Empty]
 - Category: BEVERAGE INV
 - Barcode: [Empty]
 - Active:
 - Sales: Sales (I sell this item to customer)
 - Purchased: Purchased (I buy this item from supplier)
 - Stocked: Stocked (This is an inventory item, count the stock balance for this item)
- Recipe Tab (8):**
 - ADD (9)
 - DEL (10)
 - CLR (11)
- Recipe Ingredients Table:**

Item	Quantity	Recipe UOM	Unit Cost	Total Cost
cocoa van hoten	25.00	ML	0.20	5.00
gula cair	150.00	ml	13.90	2,085.00
air	150.00	ml	0.44	66.67
- Summary (13):**
 - Result: 1 botol
 - Total Cost: 2,156.67
 - Overhead (%): 10
 - Total: 2,372.33
 - 0 %