

Bills of materials

Manufacturing

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Define the recipe for each product: raw materials, quantities, operations and scrap.

Intermediate · About 25 minutes · Version 1.0 · Updated 17 November 2026

Plan availability

Available with the **Production** add-on, which any plan can add. Contact us to add it.

Overview

A **Bill of Materials (BOM)** lists everything needed to make a quantity of a product, and optionally the **operations** it passes through. A work order uses it to know what to consume.

Prerequisites

Items created for the product and each ingredient, with their units of measure.

Steps

1. Search for **BOM** and click **Add BOM**.
2. Choose the **Item** you are making, and the **Quantity** the BOM produces (for example 10 loaves).
3. In the **Items** table, add each raw material, with its **Quantity** and **UOM**. Choose the **Source Warehouse** if you want a default.
4. If your process has steps, tick **With Operations** and add the **Operations** table: the operation, the **Workstation**, and the time in minutes.
5. Add scrap items under **Scrap Items**, if any.
6. Click **Save**, then **Submit**.
7. Tick **Is Default** and **Is Active** so the system chooses it for work orders.

Sub-assemblies

If a raw material is itself made in-house, give that item its own BOM and tick **Allow Alternative Item** or choose **BOM No** in the row. The system can then plan it too.

Cost

Click **Update Cost** to refresh the BOM cost from current purchase and valuation rates. The **Raw Material Cost** and the total appear on the form.

Practical example

A BOM for 10 loaves lists 5 kg flour, 0.2 kg yeast, 0.1 kg salt and 3 litres of water. The cost of ingredients per loaf is clear before any dough is made.

Important notes

- Submit a new version of a BOM instead of editing a used one. Mark the old one inactive.
- Include waste in the quantities, or record it as scrap.
- Quantities and UOM errors are the most common cause of wrong costs.

Common mistakes

- Two active default BOMs for one item.
- Forgetting to submit the BOM, so it cannot be used.

Next steps

Read Work orders and production.

Related documentation

- Manufacturing overview
- Work orders and production
- Creating items