F&B Sales Item Routines

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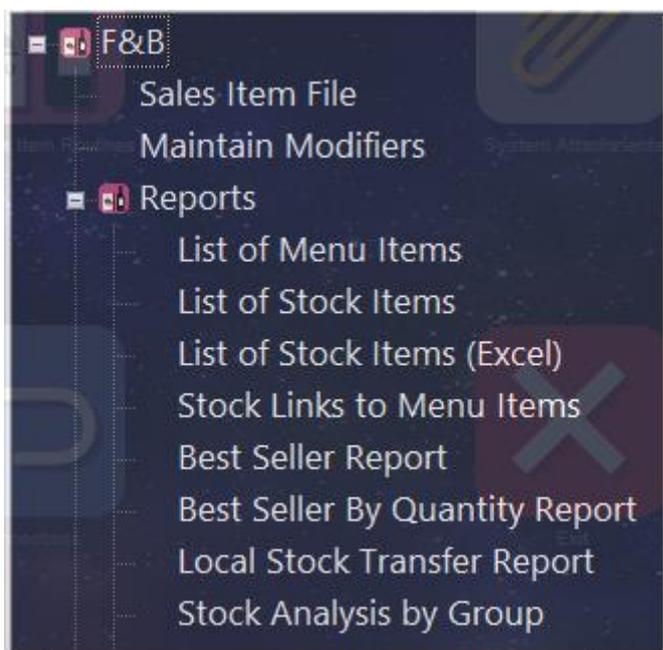
1. Manually Creating Sales Items

This section covers how to create sales items for your point of sale.

Select – **F&B Sales Item Routines**

Select – **Sales Item File**

A filter screen displaying your existing sales items will be displayed.

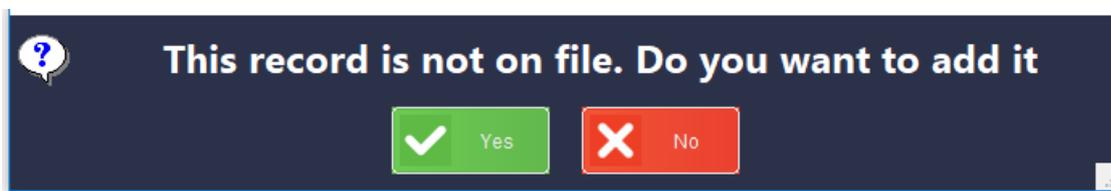Enter a Code (PLU) for the sales item you wish to create. The code should follow a consistent format.

Select **Enter** and the above message will appear.

Select **Yes** at this point to create the new item.

The first field to enter is **Description**, this will print on the receipt, press Enter.

There are two fields called **Key Label**, this is where the text required on the screen button is entered.

The Kitchen Printer field is only used for items that require a separate ticket printed to the kitchen, press **Enter**.

The relevant sales Group should be selected from the list and the Category field may be populated with any category, this is only used for searching for items by category.

Press **Enter** until the cursor is in the Price field alongside Main, enter the relevant retail price, press Enter until the cursor is in the **Measure** field.

This is where the measure is entered, an alternative measure may be entered in the field below. The number field next to these must be entered as a decimal value of the original measure.

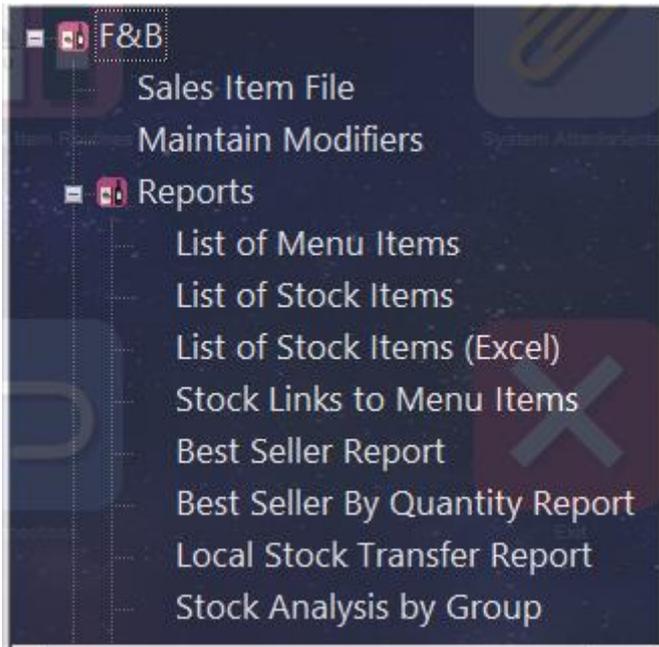This is indicating that a 'half' is 0.50 of a 'pint'.

Select – **F2 Exit** twice to Exit

2. Creating Sales Items Using the Tree

Sales items can be created using the Tree Function.

Select – **F&B Sales Item Routines**
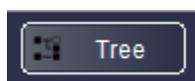
Select – **Sales item file**

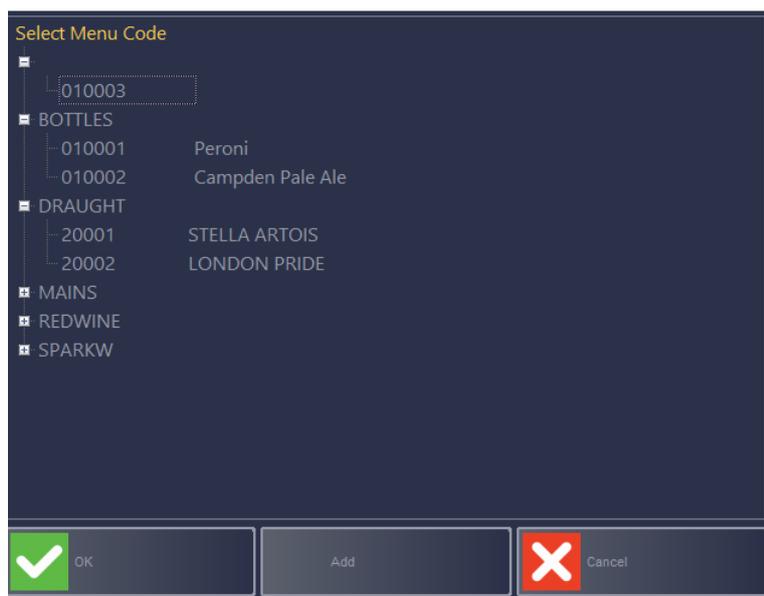A filter screen displaying your existing sales items will be displayed.

Select – **Tree**

The left-hand column of the screen shows the groups of products. By clicking on the **'+'** next to the groups, the screen will show the individual sale items which are currently available. If you click on one of the sale items, it will take you into the Sales Item file to make changes.

If you wish to create a new sales item, you can automatically copy the details from another sales item. This is achieved by highlighting a current sales item and selecting – **Add**.
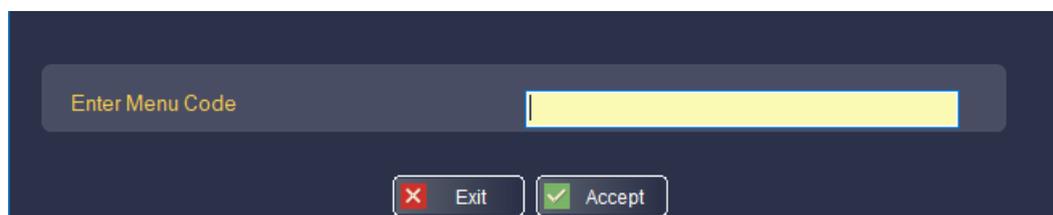
Enter the Menu Code / PLU Number for the new item and select **F3 Accept**.

You will now see a Sales Item File with the New Menu Code, but with the same information regarding description, price, modifiers, group etc as the original product.

You can now make any adjustments to the product file as required.

Please Note: Stock details on the Stock Control page will not be copied from one Sales Item to another.

3. Maintaining Modifiers

Modifiers are used within the Food & Beverage system as a way of communicating modifications to sales items between front of house and kitchen staff.

These could be the type of bread on a sandwich or the cooking preference of a steak. These modifiers will appear as a prompt on the screen as the relevant item is sold.
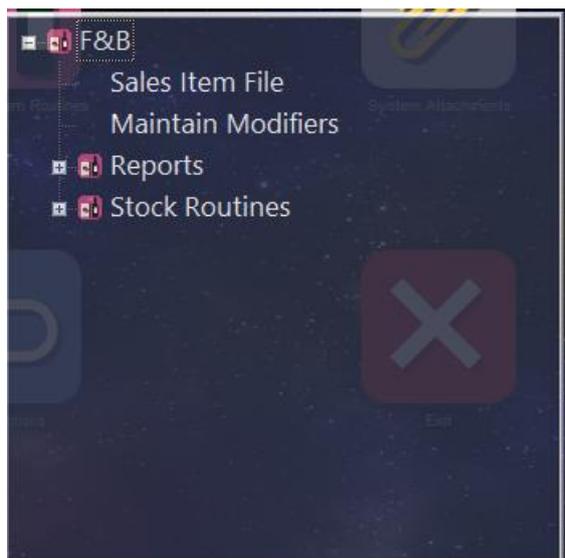

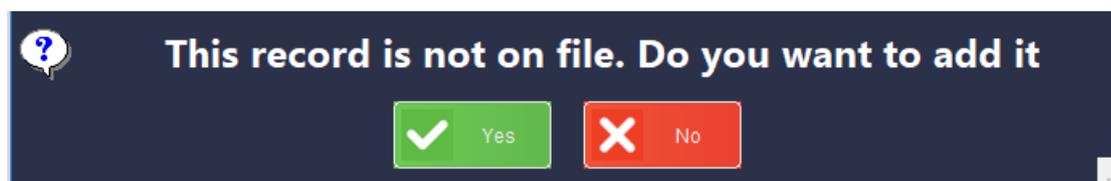
Creating Modifiers

To create modifiers:

Select – **F&B Sales Item Routines**

Select – **Maintain Modifiers**

At this point a new modifier code may be entered, this can be a maximum of 10 characters.
Select **Enter** or **F3 Accept** once a code is entered

Select – **Yes**, the modifier will now be created.

The first field within the modifier is Mandatory Select, this is whether you would like to force a choice to be made.

The next field is Multiple Selections, this is whether multiple items may be selected from the menu.

The subsequent nine fields are Descriptions; these are the actual options on the screen.