



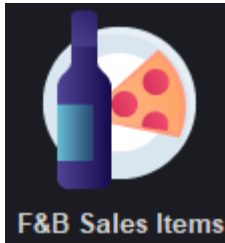
# F&B Sales Item Routines

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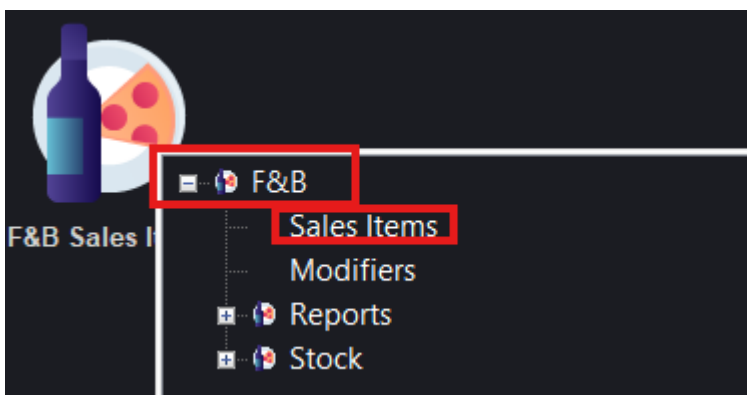
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# 1. Manually Creating Sales Items

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



Select – F&B Sales Items



Select – Sales Items

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

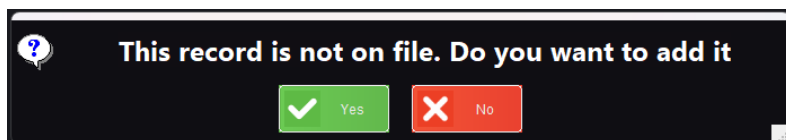
Mihai Test Sys Sales Items - Sale Code

Enter Sale Code:  \*ALL\*

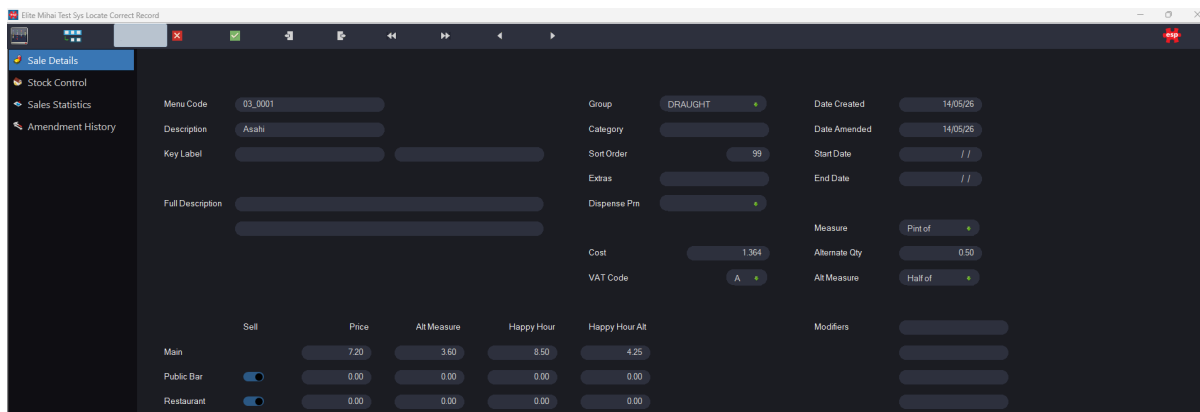
Code	Desc	Group	Order	Cost	Price
01_0001	Peroni	ALCBOTT		0.980	5.50
02_0001	FeverTree Slimline	MIXERS		0.980	2.20
03_0001	Asahi	DRAUGHT	99	1.364	7.20
03_0001S	Asahi Shandy	DRAUGHT	99	0.956	7.20
03_0002	Guinness	DRAUGHT	99	1.310	7.20
07_0001	Crisps	SNACKS		0.360	1.50
07_0002	Sausage Roll	SNACKS			4.50
10_0001	Tanquery 10	GIN		0.589	4.50
11_0001	Shiraz	REDWINE		4.800	17.95
11_0001G	Shiraz	REDWINE		1.120	6.50
BF_0001	Full English	BREAKFST			9.99
FANTA	Fanta	SOFTBOTT			
GR_0001	8oz Sirloin	MAINS	99		16.79
HB_0001	Cappuccino	HOTBEVS			4.50
HB_0002	Latte	HOTBEVS			4.50
HB_0021	Russian Coffee	HOTBEVS		0.411	7.00
JBOMB	Jagerbomb			1.571	6.00

Search Exit Accept LstJsd Nearst Desc Action Tree

Enter a Sale Code (PLU) for the item you wish to create. The code should follow a consistent format and may follow a similar logic to your stock codes. Once you are finished, press **Enter** or click **Accept**.



Select **Yes** to create the new item.



The first field to populate is **Description**, this will print on the receipt.

There are two fields called **Key Label**, these allow you to specify the text that is shown on the two lines of the POS button. If these fields are not populated the system will use the Description field and split the text over two lines if there is more than one word.

The relevant sales **Group** should be selected from the drop-down list.

If a **Category** has been entered, additional financial analysis will be created for not only sales of items in the given Group, but also for all sales of each Category.

Often this is entered as WET or DRY to allow you to differentiate more clearly between Wet and Dry Sales for the purpose of Financial Reporting.

The **Category** may also be entered as OPEN which then forces the item to have an Open Value sales price which can be specified when selling the item at POS.

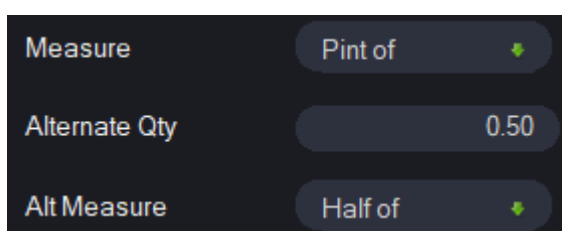
The **Dispense Prn** field dictates the order printer which this item is printed to.

Setting the **Price** for the Sales item is done under the 'Price' column, alongside the 'Main' row. Enter the relevant retail price.

Alternative pricing can then be set on the following rows for when the item is sold in a different Sales Area; if the pricing here is set to 0.00 then the pricing will default to the Main price.

An item can be prevented from being available to sell in a given Sales Area by disabling the toggle alongside the Sales Area.

Next is the **Measure**, when set this text is prefixed to the main item Description. If the item can be sold in a different size, an **Alternative Measure** may be entered in the field below and then the **Alternate Qty** must be entered as a decimal value of the original measure.



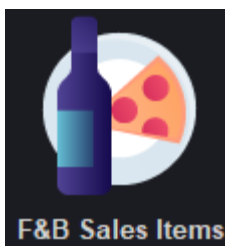
This example is indicating that a 'half' is 0.50 of a 'pint'.



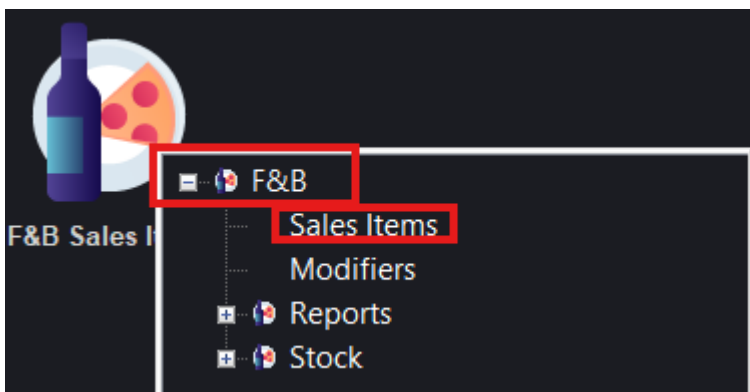
Once you are finished, press the **Exit** button once to save, and again to exit.

## 2. Creating Sales Items Using the Tree

Sales items can be created using the Tree Function, which saves a lot of time if the new sale item is similar to a pre-existing item.



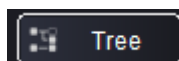
Select – F&B Sales Items



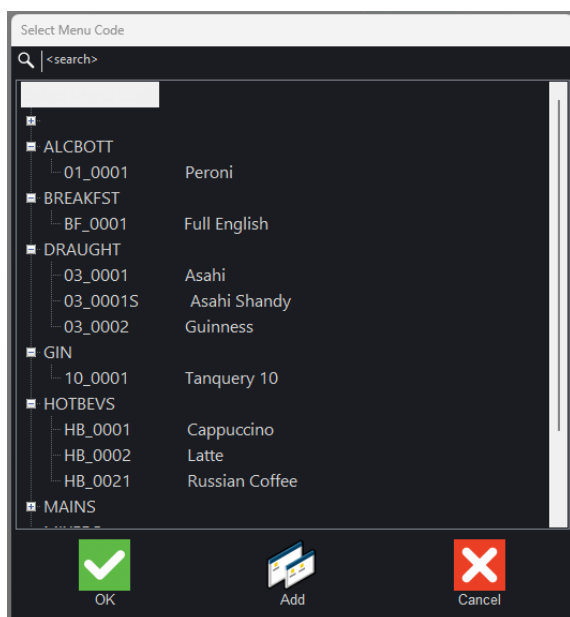
Select – Sales Items

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

Code	Desc	Group	Order	Cost	Price
010001	Peroni	BOTTLES		1.250	4.25
010002	Camden Pale Ale	BOTTLES		1.650	4.85
110001	CABERNET SAUVIGNON	REDWINE		6.500	17.95
140001	Champagne	SPARKW		16.250	45.00
20001	STELLA ARTOIS	DRAUGHT			3.80
20002	LONDON PRIDE	DRAUGHT			3.50
MAIN001	STEAK PIE	MAINS			10.00
MAIN002	FISH N CHIPS	MAINS			8.50

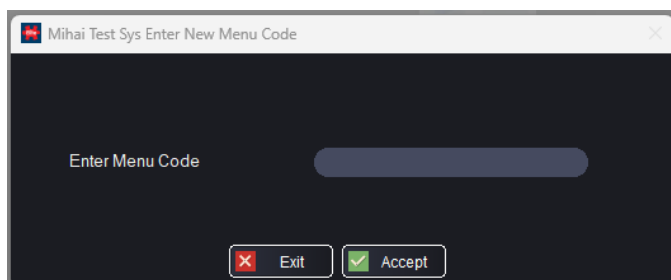


Click – Tree

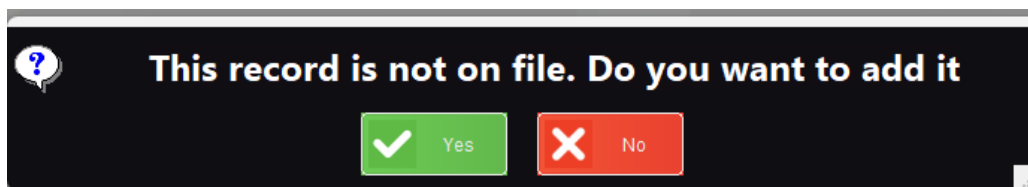


The left-hand column of the screen shows the groups of products. By clicking on the '+' next to the groups, the screen will show the individual sale items which are currently available for that group. If you double click on one of the sale items, it will take you into the Sales Item file to make changes.

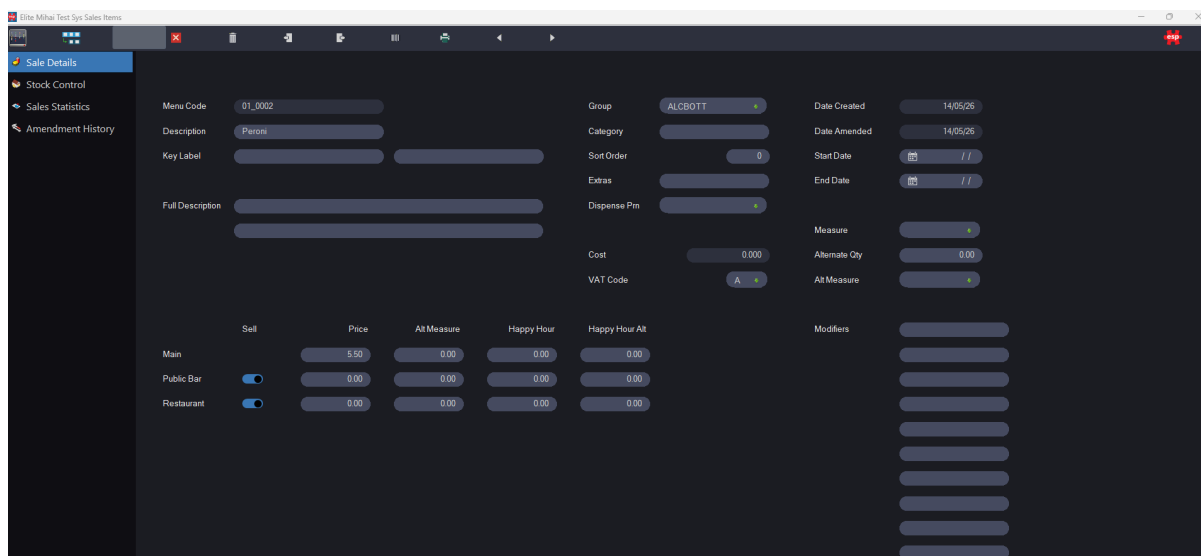
If you wish to create a new sales item, you can automatically copy the details from another sales item. This is achieved by single clicking on a sales item and then clicking – **Add**.



Enter the Menu Code / PLU Number for the new item and click **Accept**.



Click **Yes** to create the new sales item.



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.**

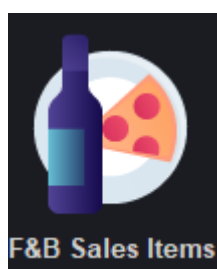
### 3. Maintaining Modifiers

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

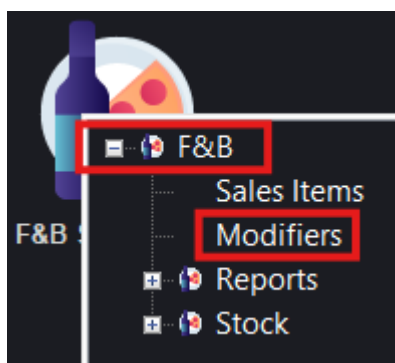
These could be the type of bread on a sandwich, or the cooking preference of a steak. These modifiers will appear as a prompt on the screen as the relevant item is sold.

#### Creating Modifiers

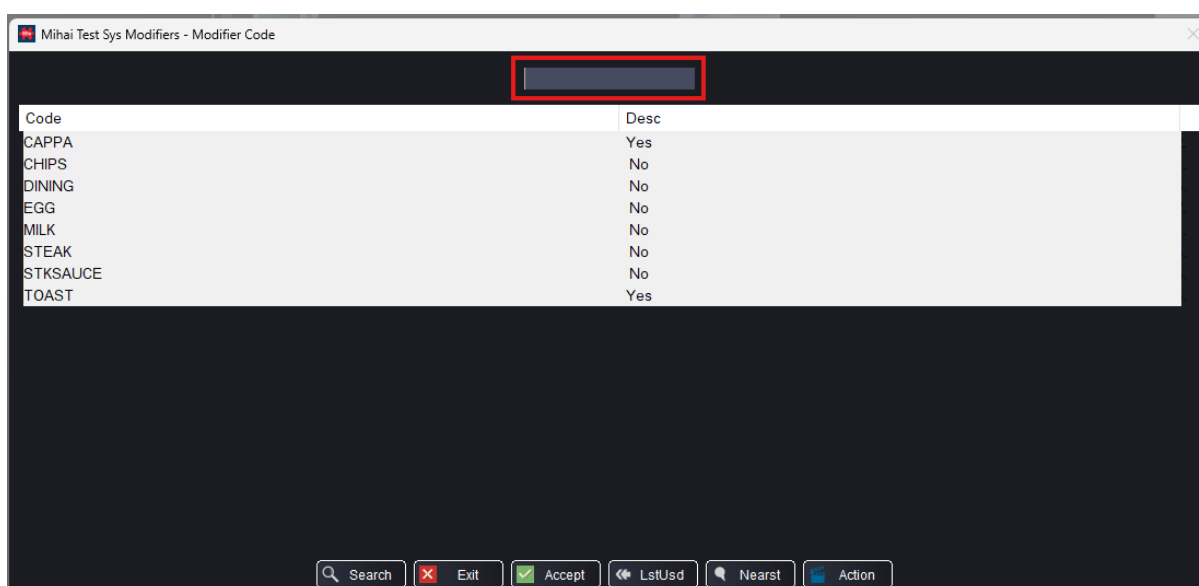
To create modifiers:



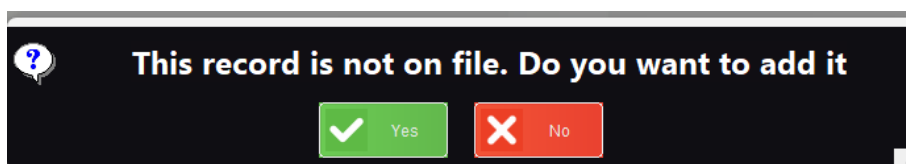
Select – F&B Sales Items



Select – **Modifiers**



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



Click **Yes**, the modifier will now be created.

A screenshot of a web application window titled 'Elite Mihai Test Sys Modifiers'. The window has a dark theme and a toolbar with icons for home, search, delete, refresh, print, and navigation. Below the toolbar is a 'Modifier Details' section. The form contains the following fields:

Modifier Code	SAUCE	Date Created	15/05/26
Modifier Description 1		Date Amended	15/05/26
Modifier Description 2		Mandatory Select	No
Modifier Description 3		Multiple Selections	No
Modifier Description 4			
Modifier Description 5			
Modifier Description 6			
Modifier Description 7			
Modifier Description 8			
Modifier Description 9			

Up to 9 options can be set in the **Modifier Description** fields; these are the actual options to display on the screen.

The next option within the modifier is **Mandatory Select**, this is whether you would like to force a choice to be made at the Point of Sale.

The last option is **Multiple Selections**; this is whether multiple items may be selected from the menu.

You may set the modifier to be either Mandatory Select, Multiple Selections or neither. But you cannot logically set a modifier to be both Yes for these options.