



F&B Sales Item Routines

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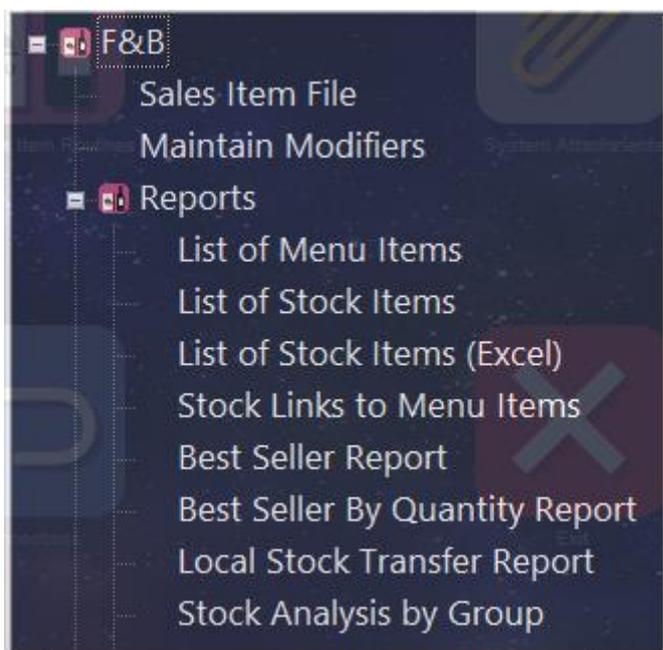
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1. Manually Creating Sales Items

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



Select – **F&B Sales Item Routines**



Select – **Sales Item File**

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



V6 Training Da Sales Item File - Sale Code

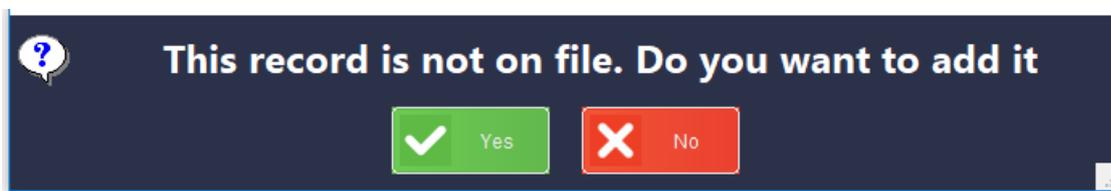
Sale Code Description Sales Group

Code Desc Group Order Cost Price

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

Search Exit Accept LstUsd Nearest Desc Action Tree

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.

V6 Training Da Sales Item File

Exit Delete PrevPg NextPg Bcodes Print

Sale Details Stock Control Sales Statistics Amendment History

Menu Code: 010003

Group: [] Category: [] Sort Ord: 0

Created: 24/09/18 Amended: 24/09/18

Desc: []

Key Label: []

Extra: []

Kitch Pm: [] Cost: 0.000

Start Date: [] End Date: []

VAT Cd: []

OK Sell Price Alt Meas Price Happy Hr Price Happy Hr Alt Meas Price Measure Alt Meas

Main	Sell	Price	Alt Meas	Price	Happy Hr	Price	Happy Hr	Alt Meas	Price	Measure	Alt Meas
Public Bar	Yes	0.00		0.00		0.00		0.00			
Restaurant	Yes	0.00		0.00		0.00		0.00			

Modifier []

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'.



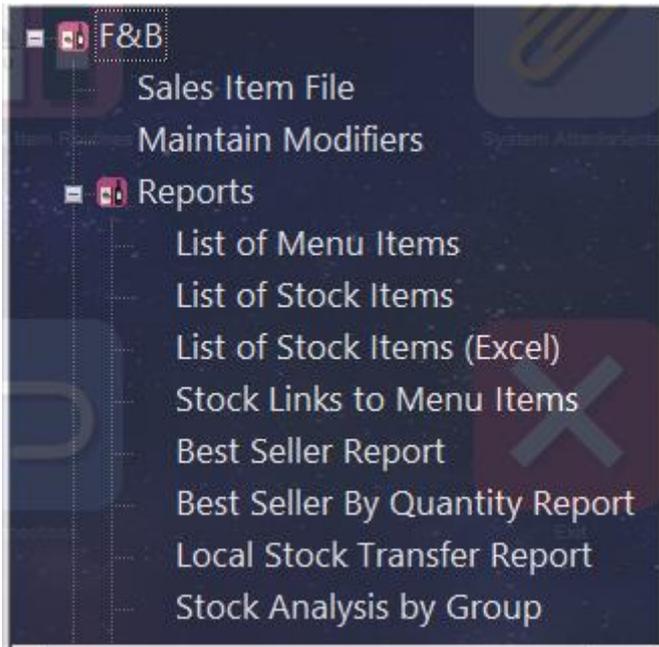
Select – **F2 Exit** twice to Exit

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

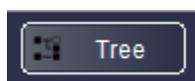
A filter screen displaying your existing sales items will be displayed.



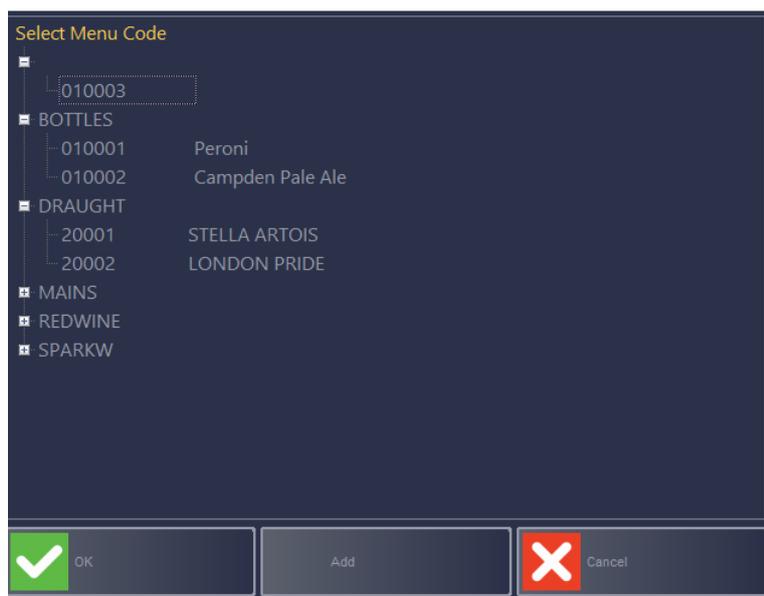
A screenshot of a software window titled 'V6 Training Da Sales Item File - Sale Code'. The window displays a table with columns: Code, Desc, Group, Order, Cost, and Price. The table contains the following data:

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

The window also features a search bar, a dropdown menu set to '*ALL*', and a toolbar with buttons for Search, Exit, Accept, LstUsd, Nearst, Desc, Action, and Tree.

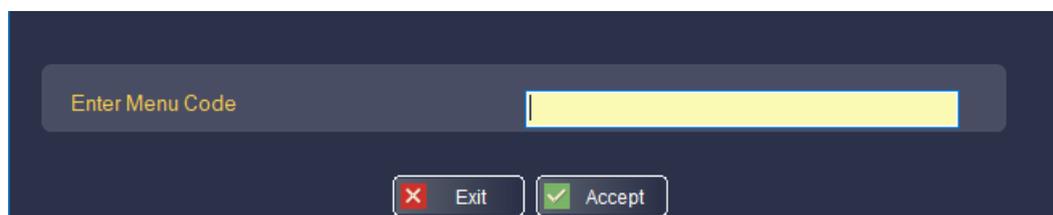


Select – Tree



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.

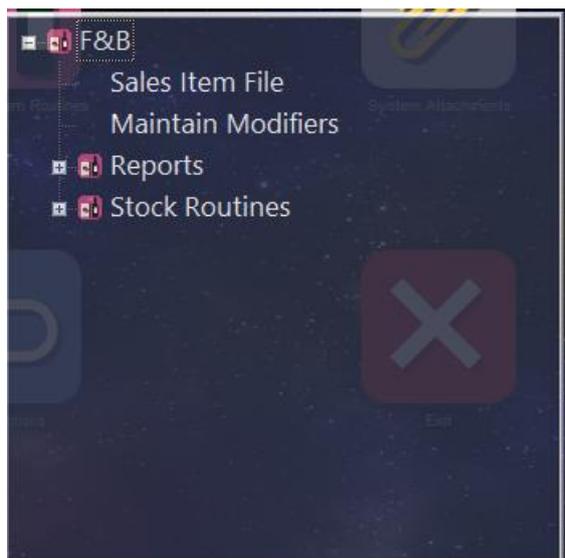


Creating Modifiers

To create modifiers:



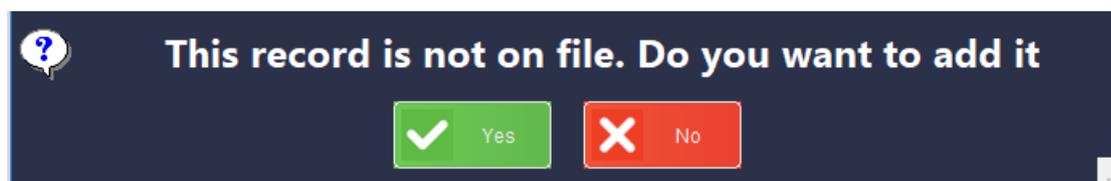
Select – **F&B Sales Item Routines**



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.



Modifier Code	BREAD	Date Created	24/09/18
		Date Amended	24/09/18
Mandatory Select	No	Multiple Selections	No
Modifier Description 1			
Modifier Description 2			
Modifier Description 3			
Modifier Description 4			
Modifier Description 5			
Modifier Description 6			
Modifier Description 7			
Modifier Description 8			
Modifier Description 9			

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.